

Steps to Financial Aid \$\$\$



Clatsop CC Federal School Code: 003189

Apply every year as soon after Jan. 1 as possible!

Step 1 Apply for your Personal Identification Number (PIN)

All students applying for financial aid will eventually need a PIN. The PIN can be used as your electronic signature if you apply with the online FAFSA. It is also used to give you future access to FAFSA renewal applications and your compiled student loan information. You can submit your request for the PIN online at www.pin.ed.gov any time. If you do a FAFSA application without a PIN, one will automatically be sent to you at a later date. Keep it in a safe place.

Note: If you are a dependent student both you and a parent will need to apply for a PIN.

Step 2 Start with the Free Application for Federal Student Aid (FAFSA)

Applying on-line is fast and easy. Follow all directions for submitting your electronic FAFSA on-line at www.fafsa.ed.gov. If you file your FAFSA online, you may review your Student Aid Report (SAR) and make any corrections online at www.fafsa.ed.gov about 14 days after you submitted your FAFSA.

Or you may choose to complete a **paper FAFSA** which is available in the CCC Financial Aid Office or at most high schools. Return your completed paper FAFSA to “Federal Student Aid Programs” in the envelope provided. You will receive a SAR in two to four weeks.

Step 3 Return All Requested Documents

After the two to four weeks that it takes for the CCC Financial Aid Office to receive your FAFSA information, you will be sent at least one other form from CCC to complete your FAFSA application at Clatsop. It is very important that you return any information requested by the Financial Aid Office as soon as possible. That may include signed copies of federal tax returns so be sure to keep copies! If you did not keep copies, you may call the IRS at 1-800-829-1040 and request a copy. If you are not filing and are not required to file, just keep copies of W-2's or any other income statements. It is important that you reply promptly to any requests by the Financial Aid Office. If you delay returning requested information, you may lose out on some sources of funding that can get depleted as students apply.

Step 4 CCC Financial Aid Award Letter

Approximately two to four weeks after receiving all required information from you, the CCC Financial Aid Office will send you an “Award Letter”. This letter will indicate the amount and types of assistance you are eligible for and an “Award Guide” that gives additional information.

Your Award Letter may list “workstudy”. This is money that you earn through working and will receive a pay check once a month for your hours worked. New students with a workstudy award will be sent information about attending a Workstudy Workshop before classes start.

Your Award Letter may list an “estimated loan”. This is to give you an idea of the amount you could borrow but that loan is not available to you until you take further steps to activate it. You will need to follow the instructions that come with your Award Letter to “activate” your loans.

Step 5 Disbursement

These items must also be completed before your aid can be disbursed.

1. Admissions -In order to have your financial aid disbursed, you will need to have completed the admissions process by the first day of the term you are requesting aid. Contact the Admissions Office in Towler Hall Room 200 by calling 503-338-2411.

2. Transcripts-If you are a transfer student, you must also submit grade transcripts from all previously attended post-secondary institutions. Please note that CCC has a limit of 135 credits for financial aid eligibility. All credits attempted at other institutions and all credits attempted at Clatsop count toward the 135 credit limit.

3. Enrollment-To disburse your aid you will need to be registered for the same enrollment you reported to the Financial Aid Office as listed on your Award Letter. Full time=12 credits, Three Quarter time=9-11 credits, Half time=6-8 credits and Less Than Half=1-5 credits. If your enrollment changes, you will need to notify the Financial Aid Office to revise your award.

Please note that if you are registered for any late classes that start after the first week of a term, you will need to notify the Financial Aid Office so an adjustment can be made to your award.

4. Attendance Verification Form-Once all requirements are met, you will need to pick up an Attendance Verification Form in the Financial Aid Office available beginning the Friday before a term starts. You will need an instructor to sign it to confirm you are taking only taking classes toward your degree or certificate and that you have attended a class. You will then submit this completed Attendance Verification Form to the Business Office. If your financial aid exceeds your account balance, a refund check will be given to you. If your financial aid is not sufficient to cover all tuition and fees, you will be responsible for the balance.

Books- Federal regulations require your aid cannot be disbursed to you until proof of attendance is submitted. So the earliest that financial aid checks are available for most students is the first week of the term. Many students wait to buy their books until then or buy out of their own funds until financial aid is disbursed.

CCC Financial Aid Handbook - As a student receiving financial aid, it is your responsibility to review the CCC Financial Aid Handbook which outlines policies, procedures, and Academic Progress Guidelines required for you to receive and maintain your financial aid at CCC. Find it online at www.clatsopcc.edu under the link to financial aid or pick one up in the Financial Aid Office.

Deferred Payment Plan -Please note that the CCC Business Office will attach **late fees** for any tuition and fees not paid by Friday of the first week of each term. So if you applied for financial aid late and it is not in place or not enough to cover your tuition and fees, you are responsible for your tuition and fees. The Business Office offers a Deferred Payment Plan that allows students to make payments on their tuition and fees. Contact the Business Office for more information.