

## FINANCIAL AID TERMS AND CONDITIONS

Student Name (print): \_\_\_\_\_

S#: \_\_\_\_\_ Phone#: \_\_\_\_\_

Email: \_\_\_\_\_@student.cccs.edu

**Note:** Your official CCD email account is the only email CCD will accept for correspondence.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### TITLE IV AUTHORIZATION

By signing above, I authorize Community College of Denver (CCD) to apply Title IV funds (federal student aid funds) to any charges on my student account. This includes both institutional (tuition, etc.) and non-institutional (bus pass, etc.) fees or expenses. I also authorize CCD to apply Title IV funds to any outstanding balance on my account from a previous semester, of less than \$100, regardless of how the balance was acquired. Federal student aid funds include the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Direct Loans (subsidized or unsubsidized) and/or the Federal PLUS Loan programs.

I understand this authorization is voluntary and remains in effect for as long as I am enrolled at CCD but that I may withdraw this authorization at any time by submitting a signed, written statement to the Financial Aid Office.

If you do not authorize the use of Title IV funds as outlined above, submit a signed statement to the Financial Aid Office explaining your decision and that you agree to pay for the above types of fees by other means/out of pocket.

This information explains the terms and conditions under which you are eligible for financial aid at CCD. Information is available online at <http://www.ccd.edu/finaid>. As a recipient of financial aid, you are certifying that you agree to the following Terms and Conditions and understand your rights and responsibilities herein. Please read this carefully and thoroughly. In each statement, the terms "I", "me" or "my" refers to you, the student.

- By accepting all or a part of the financial aid award granted by CCD, I agree to use all federal, state and institutional financial aid received only for education related expenses at CCD.
- I understand that class attendance is mandatory for all types of financial aid. If I am unable to attend my courses for any reason, it is my responsibility to drop/withdraw from the courses and return all unearned financial aid.

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- I understand that I must apply for financial aid every year. The FAFSA is available in October for the upcoming academic year.
- I understand that policies and procedures may change during the course of an award year as the result of regulatory changes and this could impact my eligibility for federal financial aid.
- I understand that all financial aid is contingent upon my continued eligibility. CCD reserves the right to review and adjust or cancel any financial aid award at any time due to changes in my status or the availability of funding.
- I understand that a change in my residency status or enrollment status may affect my eligibility for financial aid. Enrollment status can change due to non-attendance, ineligible classes, dropping, adding or withdrawing from a course.
- I agree to conform to policies, procedures and other requirements in regard to Financial Aid Satisfactory Academic Progress (SAP) and Return of Title IV Funds.
- I will promptly notify the Office of Registration & Records (ORR) of any change in my name, address, phone number and/or program of study.
- I will promptly notify the Financial Aid Office of any financial assistance received from sources outside of the CCD Financial Aid Office.
- I understand I cannot receive federal financial aid from more than one school during a given semester.
- I understand that there are federal annual limits on the Pell Grant and Federal Direct Loans. If I attend more than one school in an academic year, my eligibility may be affected by aid received at those schools. I agree to provide proof of aid used at my prior schools.
- I may have my financial aid application reviewed upon request if there has been a significant change in my family/income situation. I will be prepared to submit documentation of these changes. I understand that such requests will be reviewed on an individual basis and may not affect my financial aid eligibility.
- I must supply accurate information on all forms submitted to the Financial Aid Office. Funds obtained on the basis of false or misleading information must be repaid and could result in criminal prosecution, prison sentence, and/or a \$20,000 fine pursuant to U.S. Criminal Code and Colorado Criminal Code.
- I understand that if I decide not to attend CCD, it is my responsibility to officially drop my courses and/or decline any aid offered. Failure to do so could result in a balance I must pay either to CCD or federal financial aid programs.
- I agree to regularly check my CCD-issued student email account. I understand that email is the official means of communication with CCD. I am responsible for all communication sent to me through this address.

### **AID ELIGIBILITY AND ENROLLMENT**

- Financial aid eligibility will only be determined after I have submitted all required application documents. Incomplete files will not be processed.
- Financial aid eligibility requires me to be enrolled in an eligible degree and/or certificate program.
- Financial aid may only pay for courses that are applicable to my declared degree or certificate program.

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- CCD's SAP Policy requires all financial aid recipients to maintain a 2.0 or higher overall GPA, a 67% or higher overall completion rate, to complete at least 1 attempted credit each term and to graduate within 150% of declared program length. I understand if I fail to comply with these standards, I may lose my financial aid eligibility.
- Full time enrollment is not required to receive financial aid but awards are made based on full time enrollment and most require at least half time attendance to receive funds. Under some circumstances, Federal Pell Grants may disburse for less than half time attendance. If my attendance status changes during the term, my aid may be adjusted accordingly and I am responsible for paying any resulting balance due in full. Grants pay based on total number of enrolled credits.
  - Full Time = 12 or more credit hours = 100% of offered grant amounts
  - $\frac{3}{4}$  Time = 9-11 credit hours = about 75% of offered grant amounts
  - $\frac{1}{2}$  Time = 6-8 credit hours = about 50% of offered grant amounts
  - Less than  $\frac{1}{2}$  Time = 5 or fewer credit hours = Possibly a portion of offered Pell Grant. No other aid.
- I understand the following classes will not be counted in my enrollment status and therefore may reduce the amount of financial aid I receive:
  - Any developmental credits beyond 30 hours total
  - My third attempt of a previously passed course

### PAYMENT

- Financial aid awarded in the form of grants, scholarships and loans will be applied toward my student bill first and will pay any outstanding tuition, fees, and authorized charges I owe to CCD.
- I understand aid is paid to my CCD student account after the census date, approximately 2 weeks into each term.
- If I am scheduled to receive more financial aid (not including work-study) than my CCD tuition/fees balance, I understand I may be issued a refund.
- If eligible for a refund, I understand it will be issued to me based on the refund preference I select, within 14 days of disbursement.
- I am responsible for ensuring that my mailing address is valid.
- I understand that the first time I borrow Federal Direct Loans there is a 30-day delay from the first day of classes for my loan funds to disburse. If I fail to participate in my classes, my eligibility for all federal financial aid will immediately be voided and I will need to immediately repay any funds that paid into my account.
- I understand that all federal loans are paid in two disbursements. Most loans will be automatically scheduled over two semesters (i.e., fall and spring or spring and summer). Conversion of a fall/spring or spring/summer loan into a single term loan is generally not allowed at CCD. Requests for single term loans will be granted on a rare exception basis only.

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## BOOK ADVANCES

- Eligible students may receive up to \$500 as early as the week before classes begin to assist with book/supply costs for the semester.
- Book advances are automatically released to eligible students. I must meet all of the following criteria in order to receive a book advance:
  1. All eligibility requirements must be completed at least one month prior to the first day of the standard semester (including course registration).
  2. Meet SAP requirements.
  3. Accepted and prorated aid (aid adjusted based on the number of credits I take) must be higher than my cost of tuition and fees.
  4. I must not have attempted 30 or more developmental credit hours.
- I understand if I change my course load or become ineligible after a book advance has been released to me, I may be responsible for repaying the funds.

## FINANCIAL AID ELIGIBILITY DETERMINATION

- Financial aid is intended, but not guaranteed, to help cover that portion of college expenses which cannot be paid by me or my family.
- When completing the Free Application for Federal Student Aid (FAFSA), the Federal Processor uses the information I provided to determine my 'Expected Family Contribution' (EFC). My EFC determines the type of financial aid available to me if all other eligibility requirements are met.
- Financial aid awards are made based on my eligibility and the availability of federal, state and institutional funds and are awarded according to federal, state and institutional guidelines and regulations.
- The April 15th priority deadline enables me to be considered for first-come, first-served funds such as scholarships (which require a separate application), state grants and work-study.
- Financial aid awards are created based on my eligibility and the availability of federal, state and institutional funds and are awarded according to federal, state and institutional guidelines and regulations.
- My financial aid award offer may be a combination of several types of aid including grants, scholarships, loans and work-study.
- An estimated 'Cost of Attendance' (COA) is used when determining my financial aid award offer. I understand my student financial aid award cannot exceed my COA and my COA does not reflect the actual amount I owe CCD. I understand I am not guaranteed to receive financial aid that meets my entire COA. COA includes: tuition/fees, books/supplies, room/board, personal expenses and transportation