CAPE COD COMMUNITY COLLEGE
SOURCES OF FINANCIAL AID

FEDERAL AID

Apply by completing the FAFSA each year after January 1.

Federal Pell Grant
Based on need and “EFC” (expected family contribution) number from Student Aid Report (the results of the FAFSA). Some students may receive Pell if taking less than 6 credits. Does not have to be repaid.

Federal Supplemental Educational Opportunity Grant (SEOG)
Provided to those Pell Grant recipients who have the highest financial need. Does not have to be repaid.

Federal Work Study
Based on need. Requires at least 6 credits. Funds earned based on number of hours worked and paid directly to the student biweekly. Does not have to be repaid.

Federal Stafford Loan (Subsidized and Unsubsidized)
Subsidized loan is need-based. Unsubsidized is not need-based, but does have restrictions. Both loans have limits based on student’s year in school and dependency status. Additional application (promissory note) and loan counseling required. Requires at least 6 credits per semester. Must be repaid once no longer in school at least half-time.

Federal Parent Loan for Undergraduate Students (PLUS)
Not based on financial need. Requires at least 6 credits per semester. Loan is in parent’s name and repayment begins immediately.

MASSACHUSETTS AID

Apply by completing the FAFSA each year after January 1.

Mass Grant
Based on need and “EFC” number from Student Aid Report (the results of the FAFSA). Must submit FAFSA by May 1. Requires at least 12 credits per semester. 4 semesters maximum at 2 year schools. Does not have to be repaid.

MA Access (Cash) Grant
Based on financial need. Requires at least 6 credits. Cannot exceed tuition and fees. Does not have to be repaid.

MA Part Time Grant
Based on need and “EFC” number from Student Aid Report (the results of the FAFSA). Must have between 6 and 11 credits per semester. Does not have to be repaid.

MA Need-Based Tuition Waiver
Based on need. Available for course sections 01 to 39. Does not have to be repaid.

MA Categorical Tuition Waivers
Does not require a FAFSA. Not based on financial need. Available to Active Duty military, Veterans, Native Americans, Senior Citizens, DSS Foster and Adopted Children (to age 24), clients of Massachusetts Rehabilitation Commission or the Commission for the Blind, and Children/Spouses of 911 Tragedy Victims. No minimum number of credits required. Does not have to be repaid.
ADDONIAL SOURCES OF AID
THAT MAY NOT BE ON YOUR LETTER

**FEDERAL WORK STUDY**

If your total awards are less than your demonstrated financial need, you may qualify for the Federal Work Study program. Work study allows students to obtain part-time jobs on-campus and in certain off-campus, community service positions. Students receive paychecks every other week according to the number of hours worked.

A complete listing of work study positions is available at the Financial Aid Office. The staff can also provide you with additional details about the work study program.

To find out if you are eligible for a work study job, contact the Financial Aid Office.

**FEDERAL STAFFORD STUDENT LOAN**

The Federal Stafford Loan program allows you to borrow funds for educational expenses. The amount for which students are eligible varies by individual. However, the loan cannot exceed the estimated cost of attendance less all other sources of financial assistance. There are also maximum academic year limits established by federal guidelines.

Federal Stafford Loans require you be enrolled in at least 6 credits per semester. Subsidized loans are interest free while you are in school; unsubsidized loans accrue interest from the time of disbursement. The loans are issued in two disbursements and may be reduced by 3% for origination and guarantee fees. Repayment begins six months after dropping below half time status.

To receive a Federal Stafford Loan, you must attend in-person “Entrance Counseling.” Loan counseling for the Fall semester will begin in June. Call the Financial Aid Office for an appointment at 508-362-2131, extension 4393.
The information provided below is intended as an overview to assist you with financial aid procedures and policies. If you have additional questions or need more information, please call or stop by the Financial Aid Office. You also may schedule an appointment to meet with a financial aid counselor.

How and when do I apply for financial aid?
You should apply by April 1 to receive financial aid for classes that start in September. You may apply after this date, but the Financial Aid Office may not be able to prepare your award before your tuition bill is due. If so, you may still pay your bill and later receive financial aid as a reimbursement. If you will first need financial aid in January, you should apply by November 1.

When will I hear from the Financial Aid Office?
Application processing takes about a month. First your FAFSA is processed at the federal processing center. This takes about four weeks if you apply by mail or about two weeks if you apply on-line. The processing center sends the results of your application to the Financial Aid Office. After the Financial Aid Office receives your application, you will receive a written notice if any additional paperwork is necessary (taxes, for example). Once your file is complete, you will receive an award letter telling you exactly what types and how much financial aid you will receive. The Financial Aid Office usually begins mailing notices in early June.

Do I have to apply for admission to the College?
All students who plan to receive financial aid (including student loans) must be admitted to a degree or approved certificate program at the College. This process is called “matriculation.” You must also have a high school diploma or GED in order to receive financial aid.

How can I use financial aid to pay my tuition bill?
The amount of any grants or loans you are receiving will be coded in the CCCC computer. The Business Office uses this information to automatically defer charges for tuition and fees until the actual financial aid funds arrive in mid semester. If your financial aid is later reduced, you will still be responsible for paying any tuition and fees that you owe.

Is there financial aid available for books?
The Financial Aid Office, Business Office, and Book Store may be able to assist you with a Book Voucher. Vouchers are available to students whose financial aid exceeds their charges for tuition and fees. You may apply for this credit at the Business Office or the Financial Aid Office starting approximately two weeks before classes begin.

Does financial aid help pay for the student health insurance fee?
Financial aid must first pay for your tuition and fees. If your aid will exceed these charges, you may fill out an authorization form in the Financial Aid Office to have your excess aid help pay your insurance. Since financial aid payments do not occur until mid-semester, your insurance will not be paid and you will not receive a confirmation of your insurance until that time.

What happens if my financial aid exceeds my charges at the College?
Approximately six weeks into the semester, the Financial Aid Office will disburse your financial aid funds based on the number of credits you are still taking. The funds will first pay your tuition, fees, books, and any other outstanding charges. If you still have additional aid, the College will mail a check to you. These funds are to be used toward educationally related expenses such as rent, food, and transportation costs such as gas or bus fare.

Will my financial aid ever be adjusted?
The Financial Aid Office may reduce or increase your financial aid if you change the number of credits you are taking, or if we discover other information regarding your eligibility that we did not consider in your original application. If you have special circumstances such as a major reduction in income, you should request an “Appeal Form” to update your application. You will receive a new award letter each time your award changes.
How many classes must I take to receive financial aid?
Federal Pell Grants are available for some students enrolled in just one class. Federal student loans and most other financial aid sources require that you be enrolled in at least six credits per semester. Mass Grant requires that you be enrolled at least 12 credits each semester.

Do I have to earn a certain grade point average to keep financial aid?
You must maintain satisfactory academic progress. The standards are outlined in detail in the Student Handbook. You may also pick up an information sheet at the Financial Aid Office.

What happens if I have to drop some, but not all of my classes?
To drop a class, it is essential that you submit a drop slip to the Registration Office. Prior to and during the first week of classes, you may drop classes and receive a full refund. During the second week, you will receive a 50% refund of the charges. After the second week, you will be charged full price for the class. Your financial aid will be reduced and paid to reflect your lower credit hours even though you may still be charged for classes you dropped. After you financial aid is paid, if you drop some (but not all) of your classes, your aid will not change.

What happens if I have to withdraw from all of my classes?
Be sure to withdraw using the procedure outlined in the Student Handbook. Do not stop attending classes without withdrawing properly! If you are receiving federal student aid, your aid will be adjusted using a federal aid repayment calculation. As a general rule, you may only receive federal aid based on the number of days you attended during the semester. More details and examples are available from the Director of Financial Aid. If you have a student loan, your grace period will begin effective on your withdrawal date.

May I use a student loan to help cover my living expenses?
Student loans, like all other sources of financial aid, must first be used to pay any tuition, fees, and other charges at the College. If the loan exceeds your charges, the College will mail you a check for the difference. Because loans may be delayed, you should have alternate plans in place to cover living expenses during the first two months of each semester. Also, a loan is not intended to replace income for major purchases such as an automobile.

Is financial aid available for the summer?
The Business Office requires that you pay for all summer classes at the time you register. You may not defer summer tuition against expected financial aid. There are no Book Vouchers for summer. Some students may qualify to receive a Federal Pell Grant as reimbursement. Any funds used during the summer may reduce the amount available for the academic year. Federal Work Study (FWS) is available to qualifying students during the summer months. Students must be registered for either summer or fall classes to earn FWS funds.

How can I apply for financial aid without filling out so much paper?
You may complete the FAFSA on the internet for no charge at www.fafsa.ed.gov. Caution: Do not use.com – it requires you pay a fee to file a free application. You may also submit your completed paper application to the Financial Aid Office. The staff will help make sure your form is completed accurately. The Financial Aid Office will also help you process corrections to your application electronically.
FINANCIAL AID FACTS FOR NEW STUDENTS

BOOKS
If your total financial aid package is more than your bill for tuition & fees, you may request a Book Store Credit at either the Business Office or the Financial Aid Office. The credit allows you to receive an advance on your excess financial aid so that you may purchase books at the College Book Store.

FINANCIAL AID DISBURSEMENT
Approximately 4-6 weeks into the semester, your financial aid eligibility will be re-evaluated if you have added or dropped classes. Once this is complete, the actual funds will begin to arrive. The funds will first pay your tuition, fees, and books. If there are extra funds remaining, you will receive a check. This excess money is for educationally related expenses. Fall checks will be mailed to you in late October. Spring checks will be mailed to you in late March.

ATTENDANCE
You must attend classes to receive financial aid. If you no longer plan to attend a class, you must submit a drop slip to the Registration Office. Student loans require you be enrolled in at least 6 credits per semester.

DROPPING CLASSES

Dropping some classes, but not all of them:
• If you drop a class on or before October 1st (February 18th in Spring 2008), your financial aid will be reduced to reflect your new enrollment. You will receive notice of this adjustment in mid-October.

• If you withdraw from a class after October 1st (February 18th in Spring 2008), your financial aid may or may not be reduced to reflect your new enrollment. If your financial aid has not been disbursed, it will be reduced before disbursement. If your financial aid has been disbursed, your aid will not be reduced.

• An audit is considered the same as dropping a class for financial aid purposes.

Dropping all of your classes:
• If you plan to withdraw from all of your classes, you must complete an official withdrawal with Advising & Counseling Services. Your financial aid will be reduced based on the number of days you attended school. In most cases, you will owe money back to the College after your withdrawal is processed in the Financial Aid Office. If you stay in school through at least 60% of the semester, you may keep all of the financial aid you have received.

SATISFACTORY ACADEMIC PROGRESS
In order to continue receiving financial aid each semester, you must meet minimum standards of academic progress. In general, you must complete at least 2/3 (67%) of all classes you attempt each semester. For example, if you are taking 12 credits, you must earn passing grades in at least 8 credits. Audit, repeat, and absent grades are not considered passing grades for financial aid purposes. You must also earn a cumulative grade point average that is above the College’s probation guidelines. The complete policy is in your Student Handbook and is available in the Financial Aid Office.

WHEN TO REAPPLY
Financial aid applications are based on an academic year. Your current financial aid is for Fall 2007/Spring 2008. Apply for next fall beginning in January 2008. We recommend you apply for Fall 2008 by April 1, 2008.

Cape Cod Community College policy prohibits discrimination in education, employment, and services on the basis of race, ethnicity, religion, sex, marital status, national origin, ancestry, sexual orientation, or disability. For policies on Affirmative Action, Diversity, and Sexual Harassment, see the College Affirmative Action Statement.