



Approval Date: 04/19/13  
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## OPERATING PROCEDURE

<b>Procedure Number/Name:</b>	050.035.001 – Awarding Financial Aid
<b>Associated Rule Number/Name:</b>	050.035.000 – Awarding Financial Aid
<b>Responsible Department:</b>	Financial Aid Office

### Overview

Federal financial aid and state grants for US citizens and eligible non-citizens are awarded based on the results of the Free Application for Federal Student Aid (FAFSA). State grants for undocumented students who are Oregon residents, including students in the Deferred Action for Childhood Arrivals (DACA) program, are based on the results of the Oregon Student Aid Application (ORAA). Since awarding takes place over the entire award year (summer – spring), CGCC will award students based on the date all required documents are submitted to the Financial Aid Office.

### Areas of Responsibility

The Director of Financial Aid has overall responsibility for managing Title IV programs. The Financial Aid Coordinator manages the awarding process, which includes reviewing documents to determine students' eligibility for financial aid, and packaging that aid. The process also involves the Student Services administrative assistants who assist with intake and scanning of the documents that students submit.

### Operating Procedure Details

Applications from all students who apply for financial aid and plan to attend a Title IV-eligible academic program will be reviewed for aid eligibility.

To be eligible for federal financial aid, students must be a U.S. citizen or eligible noncitizen, have a valid Social Security Number, be registered with Selective Service (if male between 18 and 25), be enrolled as a regular student in an aid eligible degree or certificate program, maintain Satisfactory Academic Progress, not be in default on a federal student loan and not owe a repayment of a federal grant, and have completed high school or its equivalent (including a GED or home school transcript).

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Financial aid is available to students in the form of need-based aid such as grants (Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Oregon Opportunity Grant, and Oregon Promise Grant), loans (Federal Direct Subsidized Loan), and employment (Federal Work-Study). Other non-need based aid is available in the form of loans (Federal Direct Unsubsidized Loan and private alternative loans).

Students must submit all required documentation as shown on their student account prior to being awarded financial aid. Students may be selected for verification by either the US Department of Education or CGCC which will require submission of additional documentation.

### ***Applicants Selected for Verification***

If a student's application is selected by US Department of Education for verification, an asterisk will appear by the Expected Family Contribution (EFC) and comments will appear on part one of the Student Aid Report (SAR) and page one of the Institutional Student Information Record (ISIR) addressing the verification requirements. CGCC typically verifies only those applicants who are selected by the federal processor, but it sometimes institutionally selects applications that have certain kinds of conflicting information. Students who are selected for verification must submit a signed verification form along with supporting documentation.

### ***Items to be Verified***

The Financial Aid Office collects appropriate documentation from the applicant based on the guidelines published in the Federal Registers and the Federal Student Aid Handbook. Items that generally must be verified include household size, number in college, adjusted gross income, education credits, untaxed IRA distributions, untaxed pensions, IRA deductions and payments, tax-exempt interest, income earned from work, high school completion, and identity/statement of purpose. Students must complete the verification process before financial aid can be disbursed.

### ***Other Information***

The Financial Aid Coordinator requests and reviews additional information when required per SAR /ISIR Comments such as Citizenship Status, ISIR Signatures and Selective Service Requirements.

### ***Verification Checklist Process***

Once all necessary verification documents are received the Financial Aid Coordinator completes the verification checklist process by comparing verification documents against information originally reported on the application and the student's SAR/ISIR. If no corrections need to be made or there are no outstanding issues, aid may be awarded. If any adjustments need to be made the Financial Aid Coordinator makes the corrections or updates information as needed. Aid may be awarded after the new ISIR resolving the issue is received. The Financial Aid Coordinator completes the checklist, packages all eligible aid and sends the financial aid offer to the student's electronic account.

### ***Completion of Verification***

Students are considered to have completed verification when they have provided all requested information, which allows their data to be confirmed or corrected. CGCC must have on file the final and valid federal output document showing the official EFC before a student can be awarded.

If CGCC has reason to believe that any information on the application used to calculate the EFC is discrepant or inaccurate (or if any supporting documentation is discrepant or inaccurate), CGCC will require the applicant to provide adequate documentation to resolve the conflict. The Financial Aid Office will require the student to provide documentation to clear up any discrepancies prior to awarding. Documentation request may include but is not limited to IRS Form 4506, W-2 form(s) for student/spouse/parents, signed statements by student/parent, doctor, counselor and tax professional.

### ***Interim Disbursements***

Though one interim disbursement of Title IV aid is allowed in regulation pending completion of verification requirements, CGCC does not disburse Title IV aid until student has completed verification of required information.

### ***Verification Deadline***

If a student does not complete the verification by June 30 of the current award year, the student forfeits the financial aid for the award year.

### ***Applicants Not Selected for Verification***

CGCC must resolve conflicting information regardless of whether the applicant was selected for verification. The Financial Aid Office will require the student to provide documentation to clear up any discrepancies prior to awarding. Documentation request may include but is not limited to IRS Form 4506, W-2 form(s) for student/spouse/parents, signed statements by student/parent, doctor, counselor and tax professional.

### **Further Information**

Financial Aid Office  
[financialaid@cgcc.edu](mailto:financialaid@cgcc.edu)  
(541) 506-6021  
(877) 368-6370 - Fax

### **References**

1. CGCC Administrative Rule 050.035.000 – Awarding Financial Aid

### **Forms**

None