

# Financial Aid Checklist

Date Completed: \_\_\_\_\_



**Get Admitted to CGCC:**

[www.cgcc.edu/admissions](http://www.cgcc.edu/admissions)

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**Submit a Free Application for Federal Student Aid:**

[www.fafsa.gov](http://www.fafsa.gov)

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**Review your Student Aid Report (SAR):**

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**Check your CGCC Student Email! Submit all required documents:**

Normal wait time for your award is 12 weeks from the day you complete your application and submit ALL required documents.

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**Consider your Funding Options:**

Carefully consider each type of Financial Assistance available and decide what is right for you.

- Grants (federal and state via [www.fafsa.gov](http://www.fafsa.gov))
- Scholarships
- Federal Work Study (via [www.fafsa.gov](http://www.fafsa.gov))
- Loans (via [www.fafsa.gov](http://www.fafsa.gov))

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**Review and Accept CGCC's Conditions of Financial Aid and Review your Award Letter:**

Review important conditions of accepting your aid and verify types and amounts of aid awarded.

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**Create your CGCC student SALT account:** [www.saltmoney.org/cgcc](http://www.saltmoney.org/cgcc)

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**Follow Up:**

Keep address, phone, email, and enrollment information current with CGCC at all times. Verify your Satisfactory Academic Progress (SAP) at end of each term to maintain financial aid eligibility.

Ongoing

**See backside for more information!**

*Columbia Gorge Community College is an equal opportunity educator and employer.*

## Checklist FAQ

### How do I get admitted:

Go to [www.cgcc.edu/admissions](http://www.cgcc.edu/admissions), select your student type and click "Apply".

### When and how do I submit a FAFSA:

- Apply EVERY January 1st prior to the upcoming school year. Some funding is limited to early applicants. Apply at least 3 months before you plan to enroll and start classes to allow for processing time. If applying less than 3 months prior to the start of the term, be prepared to purchase books without financial aid and sign and Installment Loan in the Business Office.
- Use your legal name and accurate SSN (per social security records) and correct date of birth.
- If prior year income and federal tax information is not available and it is before the tax filing deadline (April 15th), file your FAFSA using estimated income/federal tax information.

### How to review your Student Aid Report (SAR) and make corrections, if necessary:

- After you complete and submit your FAFSA, the US Department of Education will process it and send you an email with a link to check your SAR. If necessary, make corrections at [www.fafsa.gov](http://www.fafsa.gov) (i.e., if you used estimated tax information). If corrections are necessary after you've been awarded, notify the Financial Aid Office. Making corrections yourself could lead to funding delays.
- CGCC recommends that tax filers link to the IRS on the FAFSA and use the Data Retrieval Tool, as available.

### Why do I get emails from "FinancialAid@cgcc.edu"?

- If you listed CGCC as a school of choice on your FAFSA, then CGCC will receive a copy of your SAR.
- Starting February/March, CGCC will email you instructions to log into "myCGCC", select financial aid and then check to see what documents you need to submit to complete your financial aid application.
- For all applicants, this includes a Financial Aid Information Request (FAIR). For many, it will also include other documents. Submit ALL required documents to CGCC, via one of the following intake options:

FAX: 1-877-368-6370

MAIL: CGCC, Attn: Financial Aid Office, 400 East Scenic Dr, The Dalles OR 97058

DELIVER: Financial Aid Office

### What happens if I don't provide the information requested by CGCC?

- Only after you submit ALL required documents can CGCC put your file into a "ready to review" status that is processed in date order (processing time can average up to three months).
- If you provide incomplete or conflicting information, we will require additional documentation/clarification before awarding you financial aid.

### What does "Review and Accept CGCC's Conditions of Financial Aid" mean?

- When you log into "myCGCC" and check what has been awarded, it will ask you to read and accept the Terms and Conditions of Financial Aid at CGCC for that year. You need to read it carefully then check the box acknowledging you have read and understand it.
- Federal regulations require financial aid recipients to make Satisfactory Academic Progress in order to maintain access to funding. CGCC's SAP Policy can be found at [www.cgcc.edu/financial-aid/resources](http://www.cgcc.edu/financial-aid/resources).

### What should I do after I get my award and start classes?

- Be sure you have completed any schedule changes by the first Friday of the term (drop deadline), as CGCC will adjust your financial aid to match your eligible enrollment at that time (or prior to payment, whichever is later).
- Attend, participate and complete each class you enroll in.

### What is a financial aid refund and when do I get the money?

- Any money left on your account the day after tuition, fees, and books are paid, will be refunded to you starting the second Friday of the term and twice each week throughout the term.
- Your refund is to be used towards other educational expenses such as room & board, transportation, and personal expenses while in school.

### Besides federal and state need-based Grants, what other funding options do I have for school?

- **Scholarships:** Not a quick source of funding, but one that you don't have to pay back. Check our web page [www.cgcc.edu/financial-aid/scholarships](http://www.cgcc.edu/financial-aid/scholarships) for options.
- **Federal Work Study:** Work part-time on campus. If interested, contact the Financial Aid Office.
- **Student Loans:** Loans are packaged at the time of award (per request) and are available in Federal Direct Subsidized and Unsubsidized based on enrollment in 6 or more credit hours each term and maintaining Satisfactory Academic Progress. **CGCC strongly encourages loans as a last option in funding as it is debt you must repay.**