



2023-2024

FINANCIAL AID HANDBOOK

Now that I have been awarded, what do I need to do? View your awards in ctcLink self service!

Your award is offered to you in an accepted status. Log into self service to confirm your award. If you are not going to attend during the year, contact the financial aid office to cancel your awards.

How do I pay my tuition and buy books?



Once you have registered for classes, your financial aid will automatically be applied toward your tuition and fees. This happens no sooner than 10 days prior to the start of each quarter as long as you are registered in the correct number of credits.

If your financial aid funding is not enough to cover your tuition and fee charges then you will be responsible for paying the remaining balance. If you have more financial aid than your tuition and fee charges, not including any student employment awards, you will have a balance check that will be mailed to you.

Books are available through the college bookstore. Please note that you cannot charge your books and supplies to your financial aid. If you want to purchase your books before you have your balance check, you will need to plan ahead and purchase them on your own.

Do I need to enroll full-time?

No, you do not need to enroll full-time to receive financial aid. Your award was based on the number of credits you indicated on the Centralia College Financial Aid Form. If you wish to change your enrollment plan, you must request to do so to the Financial Aid Office prior to the 10th day of the quarter; your financial aid will be adjusted accordingly. For financial aid purposes your funding is based on the following enrollment definitions:

- Full-time = 12 or more credits
- Three-quarter-time = 9, 10, or 11 credits
- Half -time = 6, 7, or 8 credits
- Less than half-time** = 1, 2, 3, 4, or 5 credits

****Limited funding is available at this credit level**

If you do not inform our office that you want to adjust your enrollment level, your tuition won't be paid automatically and you may be dropped from your classes.

What happens if I drop out of all of my classes during a quarter?

If you are thinking about withdrawing from all of your classes you need to speak with the Financial Aid Office. Financial aid funds are like job wages - going to class is your "work" and completing your classes with good grades "earns" the funding. If you drop all of your classes during a quarter (or stop attending all classes) you will lose your future financial aid eligibility. It is also highly likely that you will OWE money back to federal and state programs as well as the institution. When this happens, you will not be able to enroll at Centralia College until the money is paid back and if you owe federal funds you will not be able to receive financial aid at ANY college/university.

QUARTER	REPAYMENT DATE* (R2T4)
Summer 2023	August 5, 2023
Fall 2023	November 7, 2023
Winter 2024	February 19, 2024
Spring 2024	May 23, 2024

*Students who officially withdraw or stop attending all classes on or before this date may be required to repay a portion of the financial aid funds they received. Please view the Refund Repayment Withdrawal Policy for further guidance.

My balance check – When and how do I get it?

When: Balance checks are mailed at the beginning of each quarter assuming you have done everything that needed to be done to calculate your check. After the first day of the quarter, it will usually take about 3-5 days for the check to be sent to you once any issues have been resolved.



How: Your balance check will be mailed directly to you from the Business Office. Checks are mailed based on the address you have listed in ctcLink for your "check and mailing" address. Please update these options in ctcLink self service so that they match.

*Failure to commence attendance in any class will result in your withdrawal and will have the potential for you owing some or all of your funding. It is your responsibility to notify your instructor(s) if you're unable to attend class.

Will financial aid cover all classes or programs?

NO! Financial aid is only available to students who are in a Department of Education eligible degree or certificate program. Financial aid will only pay for required classes for your program of study. Not all classes offered at the college are eligible for financial aid (for example: “Non-credit” ABE, Child and Family Studies (CFS), and classes taken for high school credit). In most cases, repeated classes cannot be used in determining enrollment status (i.e. if full time, you must be taking at least 12 additional credits). If you have a question about whether a class you are taking is eligible for financial aid, please contact the office.

How do I start my work-study job?

If work-study is listed on your financial aid award letter, this gives you a chance to work and earn money. If you do not work, you will not receive that funding. It is your responsibility to contact the Student Job Center to seek a position and get hired.



If you were not awarded work-study but are interested in employment opportunities, you can inquire about open positions by viewing the Job Board, located on the 2nd floor of TAC, or contact the Student Job Center staff directly via email at studentjobs@centralia.edu.

Important information about student employment:

- Work-study positions are limited and provided on a first-come basis, so jobs are not guaranteed.
- Jobs are generally between 15-19 hours per week.
- You will be paid for actual hours worked, at the hourly rate for your position.

How do I get paid?

Student's working on campus are paid twice a month, on the 10th and the 25th. All student employees are required to sign up for electronic deposit. If you do not have electronic deposit, your funds will be loaded onto a refillable payment card.

It is the policy of Centralia College to comply with applicable federal and state laws designed to promote equal employment and educational opportunities. The college makes every effort to eliminate barriers to equal opportunity and to promote employment and educational opportunities to underutilized groups.

I still have questions, who can I contact?

The Financial Aid Office staff is here to help and answer your questions...please don't hesitate to contact us. Our email address is ccfinancialaid@centralia.edu and our phone number is (360) 623-8975. Our office is located on the 2nd floor in the Trans Alta Commons Building and is open:

Hours:

Monday through Friday
8:00 am to 5:00 pm

Summer Hours:

Monday through Thursday
8:00 am to 5:00 pm

How was my financial aid eligibility determined?

The 2023-2024 Free Application for Federal Student Aid (FAFSA) form and CC Financial Aid Form collect information needed to determine your eligibility for aid. Based on the information you provided, the Financial Aid Office considered you for all financial aid programs for which you were eligible. Your eligibility for state and federal financial aid was based on the estimated cost of attendance (COA) at Centralia College.

The Financial Aid Office determined your financial need by subtracting your estimated student and family contribution (EFC) from your cost of attendance (COA). The Federal Processor determined your EFC by using the needs analysis formula approved by Congress.

$$\text{COA} - \text{EFC} = \text{NEED}$$

Your COA includes tuition/fees, books/supplies, personal expenses, transportation costs, and room/board costs. Some exceptions may be made to include day care costs or other fees. In order to treat all students equally, we use standard budgets and apply them to all applicants.

2023-2024 Standard 9 Month Budgets		
	At Home	Not At Home
Tuition & fees (3 quarters)	5,109	5,109
Room & Board	8,595	17,865
Books & Supplies	762	762
Transportation	1,800	1,935
Personal	1,953	1,953
TOTAL	\$18,219	\$27,624

Federal regulations require that additional resources such as scholarships, agency funding or tribal funding be considered as a resource when awarding financial aid. If you have received additional resources that have not been reported on your CC Financial Aid Form, you are required to inform our office so we may evaluate your financial aid eligibility.