



Conditions of Awards & Payment Procedures

Welcome to Centralia College! **The information in this document is important for you to know and understand.** All financial aid offered to you is subject to the conditions, instructions, and student responsibilities outlined in this Conditions of Award statement, as well as the *Financial Aid Handbook*. Please read & check each condition then complete the certificate section and return to Financial Aid.

1. **ADMISSIONS AND ENROLLMENT:** I understand that all financial aid offered is contingent on my admission and enrollment at Centralia College. I must be enrolled in a degree or certificate program that is at least nine months in length to be eligible for financial aid. I am responsible for contacting the Financial Aid Office prior to dropping credits or withdrawing from the college.
2. **ATTENDANCE:** I understand I am required to attend all of my classes. I also understand I will be withdrawn from any class in which I do not commence attendance and have the potential for owing some or all of my funding.
3. **AVAILABILITY OF FUNDING:** I understand that my aid award is subject to availability of federal, state, and institutional funding. I understand my funding may be withdrawn, reduced or modified due to funding limitations or due to changes in circumstances which affect my eligibility for the program(s).
4. **PAYMENT POLICY:** I understand that my financial aid fund(s) will automatically be used to pay my tuition and fee charges each quarter. Also, I understand that if my fund(s) are not enough to cover the entire amount of my tuition and fee charges, I am responsible for paying the remaining balance by the posted tuition due date or I may be withdrawn from my classes.
5. **BALANCE CHECKS:** I understand that if there are remaining monies after my tuition/fees have been paid, I am eligible for a financial aid balance check. I understand that financial aid balance checks cannot be picked up until the first day of each quarter, at the earliest. I understand attendance is required at Centralia College, therefore I must commence attendance in all of my classes each quarter in order to be eligible for a balance check. Also, I understand that I cannot charge my books or supplies, and that I need to make other arrangements to purchase these items on my own.
6. **REFUND CHECKS:** I understand that any credit adjustments or class changes I make during the first week of classes that result in a refund of financial aid funds will not be processed until after the 5th day of the quarter. This means that my refund check may be available around the end of the second week of classes.
7. **SATISFACTORY PROGRESS:** I understand that in order to continue to receive financial aid, I must be making satisfactory academic progress (SAP). Maintaining SAP refers to the completion of all credits (based on your credit load on the 5th class day) with at least a current quarterly and cumulative 2.00 grade point average (GPA). Refer to the *Financial Aid Handbook* for more details.
 - a. **Consensus Date:** I understand that financial aid funding is based on my enrollment as of the 5th day of the quarter and that an adjustment based on enrollment cannot be done after the 5th class day. This means that the Financial Aid Office cannot adjust my aid amount, regardless of whether I add **or** drop credits, after the 5th class day. A decrease in enrollment status after the 5th class day will result in either warning or cancellation status of financial aid.
 - b. **Complete Withdrawal:** I understand that if I drop all of my classes during a quarter (or stop attending all classes) I will lose my future financial aid eligibility. It is also highly likely that I will OWE money back to federal and state programs as well as the institution. When this happens I will not be able to enroll at Centralia College until the money is paid back, and if I owe federal funds I will not be able to receive financial aid at ANY college/university.
8. **REPAYMENT:** I understand that these fund(s) are awarded to assist in meeting educational expenses; and should my award status change, repayment of all or a part of the fund(s) may be required. Once notified of the repayment requirement, I will have no less than 30 calendar days to pay or make payment arrangements, or the debt will be sent to collections, at which time a 40% fee plus interest will be added, as well as court costs and attorney fees if applicable.
9. **CHANGE OF CIRCUMSTANCES:** I understand that I must report any change in my financial or family circumstances as it may affect my eligibility for aid. Changes which must be reported include (but are not limited to) student, spouse, or parental income, receipt of outside scholarships or tuition assistance, marital status, credit adjustments, degree/program changes, address, etc.
10. **EMPLOYMENT ELIGIBILITY:** I understand if I am awarded Federal Work Study or State Work Study it is not a guarantee of employment, but rather an authorization to work under these programs. The amount I earn is limited to the amount authorized on my award letter.
11. **STATE NEED GRANT:** I understand that I must enroll in at least 3 credits each quarter if State Need Grant (SNG) is part of my financial aid award. I also understand I may voluntarily, when able, make financial contributions to the Washington Student Achievement Council in recognition of this grant, and that this gift will be used to provide financial assistance to other students.

Certification

By checking the box or providing a signature, I affirm that the information provided in this document and other financial aid documents is true and correct to the best of my knowledge. I agree that I have reviewed, understand, and agree to the conditions, responsibilities, and obligations in order to receive financial aid as stated in the Conditions of Award, and Satisfactory Academic Progress Policy

Full Name _____ Student ID _____ Date _____