



Conditions of Awards & Payment Procedures

Enclosed is your Financial Aid Notification for the academic year. This offer is based on information reported on your financial aid application. **The information in this document is important for you to know and understand.** All aid offered in your Financial Aid Notification are subject to the conditions, instructions, and student responsibilities outlined in this Conditions of Award statement, as well as the *Financial Aid Handbook*.

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. **AVAILABILITY OF FUNDING:** I understand that my aid award is subject to availability of federal, state, and institutional funding.
3. **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tuition and fee charges, I am responsible for paying the remaining balance by the posted tuition due date, or I may be withdrawn from my classes.
4. **BALANCE CHECKS:** I understand that if there is 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 that I cannot pick up my financial aid check from the Cashier's Office until I have completed an Attendance Verification Form, signed and dated by one of my instructors, and have turned it into the Financial Aid Office. 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.
5. **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.
6. **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 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 probation 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.
7. **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 attorneys fees if applicable.
8. **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.
9. **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.
10. **STATE NEED GRANT:** I understand that if a State Need Grant (SNG) is part of my financial aid award, I may voluntarily, when able, make financial contributions to the Higher Education Coordinating Board in recognition of this grant, and that this gift will be used to provide financial assistance to other students.

My signature below indicates that I have read, understand, and agree to all the previously stated conditions and that the information provided is accurate to the best of my knowledge.

Student's Signature

Date

Social Security Number