

Summer/Fall 2012

Financial Aid Checklist

Important Deadlines for Financial Aid

Deadline to submit all required information to process your aid. This means your FAFSA application and all supporting documents must be received by this date.

Summer 2012 - April 6, 2012 Fall 2012 - July 10, 2012

Deadline for full payment of tuition and fees:

Early Summer - April 18, 2012 Late Summer - June 27, 2012 Fall 2012 – August 7, 2012

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- Go to www.fafsa.ed.gov and complete the *Free Application for Federal Student Aid (FAFSA)*. Include CCP's school code #003249 on your application. You should also apply for your federal pin number at www.pin.ed.gov. Your Federal Pin can be used to access and sign your FAFSA online.
- Please note for *Summer 2012* you need to file the *2011-2012* FAFSA Application. Students interested in the *Fall 2012* semester should complete the 2012-2013 FAFSA application which is based on 2011 income.
- Review your Student Aid Report (SAR)** - Approximately 10-14 days after you submit your FAFSA you will receive your SAR electronically by email or by mail if you did not provide an email address. Review your SAR for accuracy and make any necessary corrections.
- Check for outstanding requirements online at my.ccp.edu and submit them to the office.**
 - Go to the Financial Services Section located at the bottom left-hand corner
 - Click *Status*
 - Click *My Eligibility*
 - Click *Student Requirements*
 - Select *Aid Year*
 - Click *Submit*
- Financial Aid reviews your file** -After you submit **all** required information to the Office of Financial Aid, the submitted information will be reviewed. Based on this review, you may be requested to submit additional information.
- Review your estimated financial aid award** - Check your estimated package online. The award letter is based on full time enrollment (12 credits) and is subject to change. If you are not full time the amount that is actually paid to your account will be less. You can view your award notification on your *MyCCP* at my.ccp.edu

Financial Aid Checklist continued...

- Federal Loans-** If you indicated that you are interested in loans you must go '**ACCEPT**' the loan amount offered to you on your **My CCP** account. Students who accept loans must complete a Master Promissory Note and Entrance Counseling Session at www.studentloans.gov in order to receive the loan.
- Book-Store Credit** - If your estimated Financial Aid (Pell Grant, Stafford Loans) exceeds the cost of your tuition & fee charges you may be eligible for a Bookstore Credit. Eligible students will have funds available to them automatically for use at the CCP bookstore for textbooks.
Note: Students who have “unsatisfied requirements” or who have not been verified will not have a bookstore credit. Please allow for additional processing time if you submitted your documents late or if the documents are incomplete or have discrepancies.
- Financial Aid Disbursement-**The first disbursement occurs after attendance is reported for the semester you are registered for. Your file must be complete and attendance reported in order for your account to be paid. To see if attendance has been submitted go to the Enrollment Profile section of **MyCCP**. To view the actual amount of aid that has been paid to your account (after disbursement) log in to your **My CCP** account.

Accessing Your MyCCP Portal

The **MyCCP** portal at my.ccp.edu is your best source of information on the status of your financial aid application and awards. You can accept and/or reduce the amount of your loan(s) or Work-Study awards here. Visit the **MyCCP** portal frequently to get the latest information.

How can I determine my current financial aid status using MyCCP?

- Log into **MyCCP** at my.ccp.edu. If you do not have a username and password, go to the “How do I get a user name and password?” link on this page. You will need to enter your social security number and student ID (J number) to retrieve your username and password for entering the portal.
- Go the Financial Service Section located on the bottom left-hand corner.
- **To view outstanding documents needed:**
 - Click *Status*
 - Click *My Eligibility*
 - Click *Student Requirements*
 - Select *Aid Year*
 - Click *Submit*
- **To view & accept and/or reduce your loan(s) or Work-Study:**
 - Click *Status*
 - Click *My Award Information*
 - Click *Award by Aid Year*
 - Click *Tab for Accept Award Offer*
- **To view your Bookstore Credit:**
 - Click *Status*
 - Click *My Overall Status of Financial Aid; Select appropriate aid year*
 - Click link “*You have active messages*” (click on ‘*messages*’)
- **To view your Account Summary:**
 - Go to Financial Services Section
 - Click *Account Summary*
 - Under Financial Services you can also view your bill, pay your bill, receive information regarding the College Payment Plan, and view your 1098-T form for tax purposes.