

## **General information for all financial aid recipients**

### **Types of financial aid**

Grants and Scholarships are 'gift' aid not requiring repayment. Federal Subsidized and Unsubsidized Loans are funds that you must begin to repay normally 6 months after you have graduated or ceased to be enrolled for at least half time (6 credits per semester). Your grants and scholarships are automatically accepted; you do not need to take further action as we assume you wish to take advantage of those funds. Your student loan eligibility is not activated unless you follow the additional steps to request your loan funds (refer to the 'How to Activate Your Federal Student Loan Eligibility' that is included with your financial aid award notification).

### **External assistance (private scholarships, vocational rehabilitation, and other sponsorships)**

Federal student aid regulations require the CMCC Office of Financial Aid to consider all financial assistance, including private scholarships, sponsorships, and vocational rehabilitation, as part of a student's total financial aid award package. As a financial aid recipient, you are required to notify the CMCC Office of Financial Aid if you expect to receive any external financial assistance not already listed on the front of your financial aid award notification. Notification should be sent in writing, via letter or e-mail to [finaid@cmcc.edu](mailto:finaid@cmcc.edu). Depending upon the amount of external assistance you are receiving, your financial aid award offered by CMCC may change.

### **Special circumstances**

If you believe that you have special circumstances that could impact how your financial aid eligibility has been determined, please contact our office at (207) 755-5328 or at [finaid@cmcc.edu](mailto:finaid@cmcc.edu). We will then determine what additional information is needed in order to proceed with a review of your eligibility.

### **Cost of attendance**

Your CMCC Cost of Attendance is *estimated information* pertaining to both direct expenses (billed by CMCC) and indirect expenses (costs that you may or may not have that are not billed by CMCC, such as books and supplies, transportation, off campus room and board, etc). Depending on the type of on-campus housing that you have, your room and board charges may vary. Refer to <https://www.cmcc.edu/admissions-aid/paying-for-college/cost-of-attendance> for additional information.

### **Expected Enrollment status**

In many cases, a new student's financial aid is initially based on an assumption of full time enrollment (12 credits per semester). There are situations where we examine returning students' prior enrollment levels and base the award on an assumption that the student will continue to enroll for the same number of credits. Your actual enrollment will be verified at the end of the add-drop period each semester; if your actual enrollment is different than what we assumed, adjustments may need to be made to your financial aid. Please also be aware that your financial aid can only pay for classes that count toward your degree or certificate requirements; it does not cover classes that will not help you progress toward graduation.

### **Subsequent Changes to Your Financial Aid Eligibility**

In certain circumstances, a student's eligibility for financial aid may change after the semester has started and after the student has received funds from the College. Examples of changes to eligibility include dropping courses, withdrawing from all courses, not adhering to the College's satisfactory academic progress policy, and the receipt of externally-funded financial assistance. In these situations, a student can find themselves owing money back to the College. For this reason, we strongly encourage all students to contact the Office of Financial Aid before they make changes to their enrollment or if they experience any other changes to their status that could impact their eligibility for financial aid.

### **Your CMCC Student Billing Statement**

Once you have registered for your semester courses, the Business Office will assess your tuition and fee charges for your courses. If you have signed up for on-campus housing, those charges will also be assessed and you will be mailed a billing statement. Please take the time to review the billing statement and the inserts that are sent with it, as they contain important information about payment options, student insurance, due dates, and late payment fees.

### **Anticipated Financial Aid**

If you have applied for financial aid and have done everything that was required to finalize your financial aid, you should see your financial aid (grants, scholarship and loans) for the semester listed on your CMCC billing statement under a section called 'Financial Aid.' These are the amounts that we anticipate will be disbursed to your account after the semester begins. If your total anticipated financial aid is greater than your total CMCC charges for the semester, it means that your bill is expected to be covered and you don't need to make any payment arrangements with the Business Office.

Your anticipated aid may be a different amount than what was originally listed on your financial aid award notification, for any of the following reasons:

- You are enrolled for a different number of credits than what was anticipated at the time your award was finalized by the Office of Financial Aid;
- Some or all of the courses you are signed up for do not count toward your current degree or certificate program at CMCC. Only applicable courses can be covered by financial aid;
- If you were awarded eligibility for federal student loans and you plan to borrow them, but you have not completed the steps required to activate your eligibility, the loans will not appear as anticipated aid.

### **College Store Allowances for Books and Supplies**

If your anticipated financial aid exceeds your CMCC charges and you are expected to have excess funds, some of those funds will be automatically be placed on your CMCC account, approximately two weeks before the semester begins to be used at the College Store to help you purchase your books and supplies. The funds can only be used at the CMCC College Store, not at an outside vendor nor at the CMCC cafeteria. You will be notified by email from the Office of Financial Aid when funds have been made available for you to use.

### **Disbursement of Financial Aid Funds to Your Account**

Once the semester has started and the add-drop period is over, your enrollment and participation in your courses will be verified. Any changes to your enrollment may affect the amount of your financial aid. If you are reported as being a 'no-show' for a class, your financial aid will not pay for that class and your total enrollment status will be reduced accordingly. If you drop or stop attending a class prior to when we disburse your financial aid, your financial aid will not pay for that class and your financial aid enrollment status will be reduced accordingly.

After we have verified your enrollment, and have confirmed that all of your courses are ones that are required for your degree or certificate program, your financial aid funds will be disbursed to your CMCC account, to first pay any outstanding charges that you may have with the College.

***Please also note: if some or all of your semester courses have delayed start dates, such as eight-week courses that do not begin until the second half of the semester, your financial aid will not be disbursed for those courses until they begin.***

### **Refunds of Credit Balances**

If your financial aid funds exceed what you owe the College, the Business Office will generate and mail a refund check to you for the amount of the excess funds. This process takes approximately **five weeks** from the start of the semester. Because refund checks are mailed to the mailing address the Business Office has on record for you, it is your responsibility to ensure that the Business Office has the most up to date address information; otherwise, your refund check could get sent to the wrong address and you will experience an unnecessary delay in receiving your refund. (Students living on campus will be notified when they can come to the Business Office to pick up their refund checks.)

### **Financial aid for winter and summer terms**

Based on their individual financial aid eligibility, students may be eligible for additional Federal Pell Grant funding to cover the costs of winter and summer term courses. Students are encouraged to contact our office to determine if there are additional funds available.