

# 2009 – 2010 FINANCIAL AID INFORMATION GUIDE



**Withdrawal from All Classes:** The College is required by federal regulations governing financial aid programs to calculate the amount of aid that was earned for students who dropped all classes within the 60% point of the semester. You will be notified of any adjustments to your financial aid. Adjustments may result in you owing the College or the program.

## ACADEMIC PROGRESS

Your financial aid is subject to federal and state regulations on academic progress in addition to the College's policy. Financial Aid's standards are therefore stricter than the College's general Academic Progress Policy. All financial aid recipients must be in good academic standing and making academic progress toward a degree or certificate program in a reasonable amount of time. Poor GPA, excessive withdrawals, excessive remedial credits or repeated classes will cause you to lose your financial aid eligibility. The Office of Financial Aid will review your academic progress after each semester. Students deemed not to be making academic progress will not be eligible for financial aid. Students not making satisfactory academic progress have the right to appeal. Appeal forms are available at the Financial Aid Office and may be downloaded at [www.ccp.edu/site/prospective/financial\\_aid/forms](http://www.ccp.edu/site/prospective/financial_aid/forms).

## ESTIMATED 2009 – 2010 FULL-TIME STUDENT EXPENSES

Full-Time Tuition & Basic Fees\*

Philadelphia resident = \$2,205/semester

PA resident, non-Philadelphia = \$4,080/semester

Non-PA resident = \$5,955/semester

Books and supplies = \$1,200/semester

\* Some courses offered by the College are subject to course fees. Course fees range from \$66 to \$264 per course. The Board of Trustees reserves the right to change tuition and fees without notice. Please check the College Catalog for more information.

Room and board, personal expenses and transportation costs per semester depend on enrollment, individual students' needs and whether a student is independent or dependent for purposes of financial aid.

## BOOKSTORE FINANCIAL AID CREDIT

Students who have submitted all documents and resolved all open items two weeks before the payment deadline may receive a bookstore financial aid credit for use at the bookstores located on the Main Campus and at the Regional Centers.

Note: You must have a credit balance after tuition and fees are applied. You must also sign and return to the Office of Financial Aid a non-institutional charge authorization form (often referred to as a bookstore authorization form). Your signature, class roster and photo ID will be required at the bookstore for every transaction.

## DISBURSEMENT OF FUNDS

Balance checks are issued after class attendance has been processed and tuition, fees and bookstore charges have been deducted. Loan funds are usually credited to your account in two disbursements. You may not have a credit balance until the second disbursement is made. Balance checks are usually mailed after mid-semester. However, if you made any changes to your original registration, your check may be delayed pending further review of your awards by the Office of Financial Aid.

Balance checks are mailed. Pick-up service is not available. Requests to stop payments should be submitted to the Cashier's Office.

## BE AWARE OF DEADLINES

Your financial aid application must be completed at least two weeks before the payment deadline if you plan to use financial aid to hold your classes.

All aid for the semester will be cancelled if open items are not resolved by the last day of the semester.

Office of Financial Aid  
Community College of Philadelphia  
1700 Spring Garden Street  
Philadelphia, PA 19130-3991

Tel: 215-751-8271  
Fax: 215-751-8001  
E-mail: [financialaid@ccp.edu](mailto:financialaid@ccp.edu)

Federal School Code: **003249**

*The Path to Possibilities™*

Community  
College  
of Philadelphia  
[www.ccp.edu](http://www.ccp.edu)

**USE THIS GUIDE** to help you better understand your financial aid and the process you must follow to finalize your awards. Please note that all awards are based on a full-time enrollment status (12 or more credits) and the assumption that you are in good academic standing. Your awards will be adjusted according to your actual enrollment during each semester. In some extreme situations, such as not making academic progress, financial aid may be withdrawn completely.

If you are offered federal work-study and/or loans, you must accept these awards on the *MyCCP* portal or in writing to the Office of Financial Aid. Awards are not finalized until class attendance is taken and eligibility is validated.

### MyCCP PORTAL

The *MyCCP* portal at <http://myccp.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 loans or work-study awards here. Visit the *MyCCP* portal frequently to get the latest information.

### ACADEMIC YEAR

For financial aid purposes, the academic year is defined as the period that begins on the first day of classes in the fall semester and ends on the last day of classes or examinations in the spring semester. A full-time student is expected to complete at least 12 credit hours per semester. The summer terms are considered trailers for financial aid purposes.

### TYPES OF FINANCIAL AID

**Federal Pell Grant:** Pell Grants provide awards for the full academic year to students with the

greatest financial need. Awards are reduced for students enrolled less than full time (fewer than 12 credits). The Pell Grant is restricted to students who have not earned their first baccalaureate degree. The maximum Pell Grant is \$5,350.

**Academic Competitiveness Grant (ACG):** ACG is awarded to students who are Pell eligible and are enrolled for six or more college-level credits, have completed a rigorous high school program and graduated after January 2006. An official high school transcript must be submitted to the Office of Financial Aid.

**Federal Supplemental Educational Opportunity Grant (SEOG):** SEOG awards are made to students with exceptional financial need. Priority is given to students who are enrolled with at least nine credits. SEOG awards are restricted to students who have not earned a baccalaureate degree. SEOG is further subject to availability of funds and remains estimated until paid.

**Federal Stafford Loans:** To be eligible for loans, students must be enrolled for at least six credits and have completed an entrance interview and a Master Promissory Note (MPN). Entrance interviews and MPNs must be completed online at [www.aessuccess.org](http://www.aessuccess.org).

Subsidized Stafford Loans are based on need, while Unsubsidized Stafford Loans are not need-based. A student may receive a combination of both loans but the following loan limits (by grade level) cannot be exceeded. The annual student loan maximum limits are:

	Dependent	Independent
Freshmen (Less than 30 Credits)	\$5,500	\$9,500
Sophomores (30 or more Credits)	\$6,500	\$10,500

For a subsidized loan, no interest is charged while a student is enrolled at least half time. For unsubsidized loans, the student is responsible for interest payments immediately but may capitalize interest payments to the loan principal while enrolled at least half time.

**Federal PLUS Loans:** These are unsubsidized loans made to parents. If you are a dependent student and your parents cannot qualify for a PLUS loan, you may be eligible to borrow additional Stafford Loan funds.

**Note:** Although our process directs you to select your lender and complete your MPN on the [aessuccess.org](http://aessuccess.org) Web site, you are free to select any participating lender/guarantor that you wish. We want to assure you that we will not refuse to certify or otherwise deny or delay certification of a loan based on your selection of a lender and/or guarantor. Students and parents are strongly encouraged to compare and select loans from any lender and guarantor of their choice. Your loans will usually be sent to the College via electronic funds transfer (EFT).

**College Federal Work-Study Program (CWSP):** CWSP provides jobs for students with financial need. The program offers jobs on campus and with off-campus community service agencies. Students are paid on an hourly basis and usually work between 10 to 15 hours per week. You must accept the work study award in full or in part via the *MyCCP* portal or in writing to the Financial Aid Office. You must be enrolled for at least six credits to continue working. Furthermore, CWSP awards are subject to availability of funds and may be reduced or canceled. To assist you with locating a CWSP job, you can view all open positions online at [www.collegecentral.com/ccp](http://www.collegecentral.com/ccp).

**PHEAA State Grant:** Your award will only be finalized and credited to your student account after certification and after the College has received payment from the state.

**PHEAA Special Programs:** A wide variety of other state-funded programs are available. Please check [www.pheaa.org](http://www.pheaa.org) for eligibility requirements.

### ADJUSTMENTS TO FINANCIAL AID

**Additional Aid:** If you receive additional aid that is not listed on your award letter, your financial aid may have to be adjusted. Federal and state regulations require that a student's total aid cannot exceed his or her need. In cases where a student receives need-based aid together with alternative loans, the total aid cannot exceed the cost of attendance. When adjustments to aid are necessary because of the receipt of outside aid, the College will reduce aid in the following order: (1) loans, (2) work-study, (3) scholarships and (4) grants.

Other reasons financial aid may be adjusted include:  
**Verification:** The U.S. Department of Education selects certain applications for verification. Verification involves confirming certain information listed on your FAFSA. Student and parents will be requested to supply a copy of their federal tax return and other documents. If selected, your financial aid application is not complete until verification is performed and all data conflicts, if any, are resolved. The deadline for providing all required information is the last day of class. All aid will be canceled after this date.

**Enrollment Status:** Your award is initially based on full-time enrollment (12 or more credits per semester) unless otherwise noted on your award letter. If your status drops from full time, your award(s) may be adjusted. For example, if your status drops to less than half time (fewer than six credits), you will no longer be eligible for any loans and your other awards may also be prorated or subjected to other adjustments. Your award may also be affected by excessive remedial credits or repeated attempts at a class.