

Miscellaneous Adjustments: Other adjustments could be made to your financial aid because of unusual enrollment history, exceeded maximum lifetime or program length eligibility limits.

ACADEMIC PROGRESS

Your financial aid is subject to federal and state regulations on academic progress in addition to the College's policy. Financial aid standards are stricter than the College's general Academic Progress Policy. All financial aid recipients must (1) be in good academic standing and (2) be making academic progress toward a degree or certificate program in a reasonable amount of time. Poor GPA, poor attendance, 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.

Financial aid students not meeting the College's minimum academic progress standards will have just one warning period to re-establish good academic standing. The warning period is one semester or summer. Students not in good academic standing after the warning period will lose all aid eligibility. Students may submit an appeal to have their eligibility considered for reinstatement if they can document an extenuating situation. Appeal forms (Satisfactory Academic Progress Appeal Request) are available for download at the College's website, www.ccp.edu, in the Financial Aid section under "Steps to Applying for Financial Aid."

ESTIMATED 2015–2016 FULL-TIME STUDENT EXPENSES

Full-Time Tuition and Basic Fees* (Based on 12 credits)

Philadelphia resident = \$2,220/semester
PA resident, non-Philadelphia = \$4,440/semester
Non-PA resident = \$6,660/semester
Books and supplies = \$1,200/semester

** Note: Some courses offered by the College are subject to course fees. The Board of Trustees reserves the right to change tuition and fees without notice. Please check the College Catalog online at www.ccp.edu/college-catalog.*

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 four 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 in order to receive a bookstore credit. Your signature and photo ID will be required at the bookstore for every transaction.

AFFIRMATIVE ACTION STATEMENT

Community College of Philadelphia is committed to the principles of equal employment and equal educational opportunity and does not discriminate on the basis of race, color, ancestry, creed, national origin, age, sexual preference, religion, sex/gender, individuals with disabilities, protected veterans, marital status, genetic information or any other protected category under the applicable local, state, or federal law. Any questions regarding this statement should be directed to Simon Brown, director of Diversity and Equity, located in Room M2-3; telephone number 215-751-8039.

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DISBURSEMENT OF FUNDS

Balance checks (or direct deposit) 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. There is also a regulatory requirement for all summer only and other one-term loans. You may not have a credit balance (and hence no refund) until the second disbursement is made. Balance checks are usually mailed after midsemester. However, if you made any changes to your original registration, your check or direct deposit may be delayed pending further review of your awards by the Office of Financial Aid.

Balance checks are mailed or direct deposited. Pick up service is not available. We encourage you to sign up for direct deposit in *MyCCP*. Requests for stop payments should be submitted to the Bursar's Office.

IMPORTANT DEADLINES

Your financial aid application must be completed at least four weeks before the payment deadline if you plan to use financial aid to hold your classes. Otherwise, please make alternative arrangements with the Bursar's Office.

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

Important: *It is the student's responsibility to submit an official drop form or drop classes via the web, even in cases of non-attendance. Students who drop prior to the start of the term will not incur any charges other than fees that are considered non-refundable. Students who drop during the equivalent first three weeks (first 20 percent) of the term will be charged 50 percent for tuition and applicable fees, and will be financially responsible for the charges incurred. Students who drop classes during the equivalent fourth week and thereafter will be charged 100 percent of tuition and applicable fees, and will be financially responsible for the charges incurred.*



2015–2016 Financial Aid Information Guide

Federal School Code: 003249

Community
College
of Philadelphia
www.ccp.edu

OFFICE OF FINANCIAL AID

Community College of Philadelphia
1700 Spring Garden Street | Philadelphia, PA 19130-3991

Tel: 215.751.8270 | Fax: 215.972.6234 | Email: financialaid@ccp.edu

FINANCIAL AID OFFICE

The Financial Aid Office is committed to working with you to help make a college degree or certificate affordable and attainable. As you read this guide or have additional questions, please contact the office and allow the staff to help you on your Path to Possibilities!

THIS INFORMATION GUIDE is provided to help you better understand your financial aid and the procedures to 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 situations, it may be withdrawn completely, e.g., not making academic progress, conflicting data and drop activities.

If you are offered federal Work-Study and/or loans, you must use *MyCCP* to accept these awards or notify the Office of Financial Aid in writing. Awards are not finalized until class attendance is reported and eligibility is verified. Until finalized, awards are estimates and subject to change.

MyCCP PORTAL

The *MyCCP* portal at <http://my.ccp.edu> is the College's principal means to communicate the status of your financial aid application, awards and adjustments. You can accept and/or reduce the amount of your loans or Work-Study awards here. Please also sign up for direct deposit through this portal.

ACADEMIC YEAR

The College's academic year begins in September and ends in August of the following year. The fall and spring semesters are 15 weeks each. A full-time student is expected to complete at least 12 credit hours per semester.

TYPES OF FINANCIAL AID

Federal Pell Grant: A Federal Pell Grant, unlike a loan, does not have to be repaid. The amount received depends on your financial need and enrollment status as a full-time or part-time student. Awards are reduced for students who are enrolled less than full time (less than 12 credits). Pell Grants are restricted to students who have not earned their first baccalaureate degree.

All Pell recipients will be limited to a lifetime maximum Pell eligibility of 12 full-time semesters or the equivalent of 12 full-time semesters.

Federal Supplemental Educational Opportunity Grant (SEOG): SEOG grants are awarded to students with exceptional financial need. Priority is given to students who are enrolled with at least 9 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 Direct Loans: To be eligible for loans, students must be enrolled for at least 6 credits and have completed an entrance interview and a Master Promissory Note (MPN). All new and returning students must complete the entrance interview and MPN online at www.studentloans.gov. Subsidized Direct Loans are based on need, while unsubsidized Direct Loans are not need-based. A student may receive a combination of both loans, but the following annual aggregate loan limits listed by grade level cannot be exceeded:

Year	Dependent	Independent
Freshmen (<30 Cr)	\$5,500 of which no more than \$3,500 may be subsidized	\$9,500 of which no more than \$3,500 may be subsidized
Sophomores (30+ Cr)	\$6,500 of which no more than \$4,500 may be subsidized	\$10,500 of which no more than \$4,500 may be subsidized

Effective July 1, 2013, subsidized loan eligibility for all first-time borrowers ends when students have received subsidized loans for 150 percent of the published length of their educational programs. All first time borrowers who completed their entrance counseling prior to July 1, 2013, must complete a new entrance counseling session to understand the new and significant financial implications if they reach or exceed the 150 percent limit.

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 Direct Loan funds.

Private Loans: The College will process private loans that you secured on your own. The College does not have a preferred lender list.

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 10 to 15 hours per week. You must be enrolled for at least 6 credits to continue working. You are responsible for working within your awarded amount for each term. 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.

PHEAA State Grant: Students must be enrolled for at least 6 credits in a degree program. Your total distance education credits cannot be more than 50 percent of total enrolled credits. Your award will only be finalized and credited to your student account after certification and other verifications, which traditionally is much later than Pell and other programs.

PHEAA Special Programs: A wide variety of other state-funded programs are available. Please check www.pheaa.org for eligibility requirements.

ADJUSTMENTS TO FINANCIAL AID

Additional Aid: If you receive additional aid that is not listed on your award notification, your financial aid may have to be adjusted. 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 your 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. A student and his/her parents may be requested to provide a copy of their federal tax return transcript 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 for that semester. All aid will be canceled after this date.

Enrollment Status: Your estimated award is initially based on full-time enrollment (12 or more credits per semester) unless otherwise noted on your award notification. If your status drops from full time, your award(s) may be adjusted. For example, if your status drops to less than half time (less than 6 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 course repeats. Check your financial aid status in *MyCCP*.

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 or stopped attending (unofficial withdrawal). A new 'FS' grade with the last date of attendance or academic activity will be used to identify unofficial withdrawal effective fall 2015. You will be notified of any adjustments to your financial aid. Adjustments may result in you owing the College or the program.