



FINANCIAL AID OFFICE

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 ☎ (415) 239-3575/3576 • Fax (415) 239-3917

2007 - 2008 FINANCIAL AID APPLICATION PROCESS

Fall 2007 / Spring 2008 / Summer 2008

The enclosed Free Application for Federal Student Aid (FAFSA) serves as an application to determine your eligibility for the following financial aid programs:

FEDERAL

- Federal Pell Grant
- Federal Academic Competitiveness Grant (ACG)
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Work Study (FWS)
- Federal Perkins Loan
- Federal Stafford Loans (subsidized and/or unsubsidized)

STATE (CALIFORNIA RESIDENTS ONLY)

Board of Governors Fee Waiver (for enrollment fees only)

[State Cal Grants A, B, and C](#)

ADVICE FOR COMPLETING YOUR ADMISSIONS APPLICATION AND FAFSA

- You must apply for admission to City College of San Francisco. When choosing "Education Goal" on the admissions application, be advised that only associate degree, transfer to a four year college to obtain a bachelor's degree or certain certificate programs are eligible for financial aid.
- Fill out the FAFSA as early as possible. You can apply as early as January 2nd, 2007. Mail the FAFSA to the Federal Processor or you may apply using the Internet at: www.fafsa.ed.gov. Renewal applications can also be found at the same web address (a valid PIN number is required).
- Use your name as it appears on your social security card. This name must match the name you use on your CCSF Admissions Application, State ID or Drivers License and your Alien Registration Card if you are an eligible non-citizen.
- In order for the CCSF Financial Aid Office to receive your information from the Federal Processor, you must list the school code and school name in question No. 97 as follows:

Code # **012874**

School Name: City College of San Francisco

- Sign your FAFSA. (If you answered "no" to all questions in Step 3 of the FAFSA, at least one of your parents must sign).
- Please visit our website at "www.ccsf.edu/Services/Financial_Aid" or come to the Financial Aid Information Center in Cloud Hall, Room 331 if you need help in completing the FAFSA.



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STATE & FEDERAL FINANCIAL AID DEADLINES:

MARCH 2, 2007 State deadline for new Cal Grant applicants to file FAFSA and to mail GPA Verification to the California Student Aid Commission (CSAC).

SEPTEMBER 4, 2007 State deadline for community college Cal Grant applicants to file FAFSA and to mail GPA (Grade Point Average) Verification to CSAC.

Your FAFSA must be processed by the Central Processor by the dates listed below for federal aid. Other documents required to complete your application must be received no later than two weeks from your last term of attendance.

FINAL TERM OF ATTENDANCE	FAFSA PROCESSED BY CENTRAL PROCESSOR	DOCUMENTS DUE IN FINANCIAL AID OFFICE
FALL 2007	DECEMBER 19, 2007	JANUARY 9, 2008
SPRING 2008	MAY 23, 2008	JUNE 06, 2008
SUMMER 2008	JUNE 30, 2008	AUGUST 08, 2008

* Dates are subject to change

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In response to your FAFSA, the Federal Processor sends you a report called the *Student Aid Report* or **SAR**. Review your **SAR** carefully. If you need to make changes or corrections, make them according to the instructions, and mail the **SAR** to the address provided.

- Once the Financial Aid Office receives your information electronically, we will mail you a packet of forms that you will need to complete. You also can download and print these forms from our website www.ccsf.edu/Services/Financial_Aid/Forms.htm. Submit these forms **in person** to the Financial Aid Office (we accept forms by mail ONLY if you reside more than 90 miles from CCSF).
- If the U. S. Department of Education does not select you for verification, upon receipt of all forms, you may be one of approximately 50% of the students who will be promptly awarded by the CCSF financial aid office computerized system.
- If the U.S. Department of Education selects your file for verification, the information on your FAFSA must be verified with the documents you submitted to the Financial Aid Office. Your file will be reviewed by a Financial Aid Specialist. If the information on the documents you provided us is inconsistent with the information you reported on your FAFSA, you may receive a follow up letter informing you of the steps you will need to take in order for the awarding process to continue. It may be necessary for us to make



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corrections and send them to the Federal Processor before the award can be confirmed. You will be notified by CCSF of any corrections made. A corrected SAR will follow from the Federal Processor.

School Name: City College of San Francisco School Code # **012874**

FINANCIAL AID AWARDS

You will receive an award letter indicating the amount and type of aid you are eligible to receive based on a full time enrollment assumption. Awards may consist of a combination of Federal Pell, Federal ACG, FSEOG, Federal Work Study, Cal Grants, Federal Perkins Loan and Federal Stafford Loans. This Financial Aid package awarded to you at CCSF is not transferable to another educational institution. If you want to decline all of or part of your award, please contact the Financial Aid Office.

CHECK DISTRIBUTION

Option 1) DIRECT DEPOSIT-This is the fastest way to receive financial aid funds. Complete our “Direct Deposit Authorization” form. Include a voided check (if a checking account is being used). Provide the completed request to our office at least two weeks before payment is to be made. Please let us know if you would like to open a free checking account.

Option 2) MAIL- This is the slowest way to receive financial aid funds. Your financial aid check will be mailed based on the address you provided to the Admissions and Records Office (Conlan Hall, Room 107). Receipt time will vary depending on mail delivery in your area. It is strongly recommended you choose the direct deposit option to insure a timelier receipt of funds. Address changes must be made with the Admissions Office.

On a limited basis, checks can be picked up at Conlan Hall, Room 104. This is reserved for students who have neither a bank account nor a reliable mailing address. The request takes two (2) weeks to process and must be renewed for each award year.

GENERAL REQUIREMENTS TO RECEIVE FINANCIAL AID

- Be enrolled in an eligible program of study leading to an associate degree, certificate of achievement or transfer to a four-year college or university. **You must list an eligible Educational Goal and an eligible Major on the Admission Application.**
- Be a U.S. citizen or an eligible non-citizen (such as permanent resident, refugee, or asylee)
- Male students 18 years of age or older and born after December 3, 1959 must be registered with the Selective Service or provide proof that they were not required to register.
- Have a High School Diploma or an equivalent, a General Education Diploma (GED), or pass the Ability to Benefit Test.



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- Not be in default on any federal student loan funds or owe money on any Federal grants funds.
- Meet and maintain CCSF Financial Aid Office Satisfactory Academic Progress Policy.
- Demonstrate financial need as determined by the Federal government for need based aid.
- Must not have federal benefits suspended due to a drug offense conviction (see question 31 on FAFSA application).

Note: Students who have earned a BA/BS or higher degree will only be considered for the State Board of Governor's Fee Waiver (**if you are a California Resident**), Federal Work Study, Federal Subsidized/Unsubsidized Stafford Loans, and/or Federal Perkins Loan (based on availability of funds).

DOCUMENTATION

The required forms are mailed to you and must be submitted to the Financial Aid Office as soon as possible **in person** (**mailed form accepted only if you reside more than 90 miles from CCSF**)

If you are selected for verification by the U.S. Department of Education, you must provide the Financial Aid Office with documents to verify the information you reported on the FAFSA application. Any or all of the following may be required:

- **Copy of 2006 Income Documentation** for example, a completed and signed **2006** Federal Income Tax Return.
- **Independent (or Dependent) Student Verification Worksheet(s)**
- **Parents Income Certification**
- **Student/Spouse (if married) Income Certification**

EXAMPLES OF OTHER REQUIRED DOCUMENTATION

- **Ability to Benefit Status (ATB)**
- **Eligible Non-citizen Documentation** (I-551 or I-94)
- **Selective Service Documentation**
- **Social Security Card (with signature)**
- **Federal Student Loan Default letter** proving resolution of loan default status.

LOAN COUNSELING



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All first time borrowers of the Perkins Loan with CCSF must complete a loan entrance interview on-line. In addition, a promissory note must be completed before funds can be released **each** academic year.

All borrowers of the Federal Stafford Loan at CCSF must attend a loan entrance interview **each** academic year in person. A schedule of workshops is available at the Financial Aid Office.

RECORDKEEPING ADVICE

- Make and keep photocopies of all forms submitted. Request for copies of documents must be made in writing. Please allow at least ten (10) working days to process your request. All documents become the property of City College of San Francisco. Documents will not be returned to you or forwarded to another school.
- Federal income tax returns (IRS 1040, 1040A, 1040EZ) should be filed early so that, if requested, you can submit a photocopy to the Financial Aid Office.

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