

Colorado Christian University  
Financial Aid Policies Handbook  
College of Undergraduate Studies  
2017-2018

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## Introduction

The purpose of this handbook is to provide both students and parents with an informative guide to financial aid. Please read this information carefully. If you have any questions or concerns, please contact the Service Central office directly at 303-963-3230 or [financialaidsupport@ccu.edu](mailto:financialaidsupport@ccu.edu).

Colorado Christian University recommends that all families complete the Free Application for Federal Student Aid (FAFSA) annually. This allows for the full range of financial aid options, including all federal and state financial aid programs and CCU institutional aid programs.

Student financial aid is one source of helping you meet the cost of attendance at CCU. Families are expected to contribute towards the cost of attendance from either their own resources or from outside resources. Students are also encouraged to search for scholarships from outside sources.

Colorado Christian University reserves the right to change financial aid policies without notice.

## What Kind of Financial Aid is Available

Colorado Christian University students may be eligible for federal grants, federal loans, and federal work study programs. Students who are residents of Colorado may be eligible for financial aid programs offered by the Colorado Department of Education including grants and work study. All full-time College of Undergraduate Studies (CUS) students may be eligible for a variety of institutional grants and scholarships. Outside scholarships can also be researched through your local library or on the Internet.

## Basic Terms of Financial Aid

### Cost of Attendance

The Cost of Attendance (COA) figures are the estimated budget projections for nine months of attendance at Colorado Christian University. The student's COA may vary depending on housing selection. Detailed information about current tuition, fees, and housing costs is available at [www.ccu.edu/finaid](http://www.ccu.edu/finaid).

### Expected Family Contribution

As defined by the Department of Education, Expected Family Contribution (EFC) is "a measure of your family's financial strength and is calculated according to a formula established by law." Your EFC is **not** the amount of money your family will have to pay for college **nor** is it the amount of federal student aid you will receive. It is a number used by your school to calculate the amount of federal student aid you are eligible to receive based on how much your family should reasonably be able to contribute towards your educational expenses during the academic year.

Cost of Attendance (COA) – Expected Family Contribution (EFC) = Financial Need

Your EFC is determined from the data provided on the FAFSA. The EFC reported on the Student Aid Report (SAR) is based on Federal Methodology. The Federal Methodology is used to determine a student's eligibility for all federal aid, including Federal Pell Grants, Federal Stafford Loans, and Federal Work-Study. The EFC may also be used to determine a student's eligibility for the financial aid programs offered by the Colorado Department of Education.

The family contribution is determined by two figures, the parent contribution (for dependent students) and the student contribution. (There is no parent contribution for independent students.) The factors most critical in determining what parents are expected to pay include income, assets, the number of family members, and the number of children currently enrolled in an undergraduate college. Student earnings plus student assets are used to determine the student contribution. For independent students, the income and assets of the spouse are also considered.

## Dependency Status

As cited from the Student Guide published by the Department of Education: “When you apply for federal student aid, your answers to certain questions will determine whether you are considered dependent on your parents or independent. If you are considered dependent on your parents, you must report their income and assets as well as your own. If you are independent, you must report only your own income and assets (and those of your spouse, if you are married).”

You are considered an independent student for financial aid purposes if you can answer yes to at least one of the following statements:

1. I was born before January 1, 1994.
2. I am married. (Also answer yes if you are separated but not divorced.)
3. I will be working on a master’s degree program.
4. I am serving on active duty in the U.S. Armed Forces. (Includes National Guard or Reserves enlistee, if you are on active duty for other than state or training purposes.)
5. I am a veteran of the U.S. Armed Forces.
6. I have children and I provide more than half of their support between July 1, 2017 and June 30, 2018.
7. I have dependents (other than children or my spouse) who live with me and I provide more than half of their support, now through June 30, 2018.
8. Since I turned age 13, both of my parents were deceased.
9. I was in foster care since turning age 13.
10. I am currently or I was an emancipated minor.
11. I was a dependent or ward of the court since turning age 13.
12. I am currently or I was in legal guardianship.
13. I am homeless or I am at risk of being homeless.

**Please note:** CCU may require you to provide supporting documentation if you answer “Yes” to one or more of these statements when completing the Free Application for Federal Student Aid.

If you get married after you have filed the FAFSA, the University may grant a dependency override. For more information contact the Service Central office to speak with a Service Specialist.

There are very few dependency overrides granted by Colorado Christian University. If a dependency override is denied by the University, the decision is final and the student does not have the option to appeal to the Department of Education.

## Verification

The Department of Education randomly selects students who complete the FAFSA for verification. If a Student Aid Report (SAR) contains the message “Your application has been selected for review in a process called verification,” the Service Central office is required by the federal government to collect verification information.

Students who have not been selected for verification do not need to complete verification documents. If verification is required, the student (and parents or spouse if required) should complete the requested documents promptly and return them with other needed documents to the Service Central office. For 2017-18, students are selected for one of three verification tracking groups. The implementation of these three groups limits the items that most students must verify, and speeds the verification process.

Starting with the 2017-18 academic year, CCU's financial aid verification process must be completed online. All verification items will be completed and submitted through the online Verify My FAFSA platform. CCU will only accept 2017-18 verification documents submitted online through Verify My FAFSA. In Verify My FAFSA students will see tasks that must be completed for review by the Service Central financial aid processing team. Students will receive correspondence about any details of their documents that may need to be corrected.

Students who have been selected for general verification must attach the 2015 Federal IRS Tax Return Transcripts by the student and parent(s) (if a dependent student), or student and spouse (if married). Students are not required to submit Federal Tax Return Transcripts if they completed their FAFSA using the IRS Data Retrieval Tool. Please note: the IRS Data Retrieval option is no longer available for the 2017-18 FAFSA year. If the student or parent updates FAFSA information other documentation may be required. Students or parents who amend their original tax return may also be required to submit additional documentation.

Students can obtain a tax transcript, free of charge, by: (1) ordering a transcript online at <http://www.irs.gov/Individuals/Get-Transcript>; (2) ordering by calling 1-800-908-9946; or (3) requesting a Transcript of Tax Return by using Form 4506T-EZ ([www.irs.gov/pub/irs-pdf/f4506tez.pdf](http://www.irs.gov/pub/irs-pdf/f4506tez.pdf)).

To complete verification, additional documentation, such as 2015 W-2s, may be required. Verification applies to all Title IV programs where eligibility is based upon Expected Family Contribution. This means that any student who is potentially awarded Pell Grant, FSEOG, Federal Work Study, Perkins Loan, and Direct Subsidized Loan may be selected for verification.

## Financial Aid Eligibility

To be considered for federal or state financial aid at Colorado Christian University, students must:

- Have completed the FAFSA with CCU's school code.
- Be admitted and registered into an eligible degree-granting program at CCU.
- Be a United States citizen or an eligible non-citizen.
- Be classified as a Colorado resident for state financial aid.
- Provide proof of high school completion or GED. Students may qualify for federal student aid if enrolled in a federal student aid eligible program prior to July 1, 2012 and have successfully completed at least six credit hours of postsecondary education.
- Not be in default on a student loan or owe a repayment on a federal grant.
- Have received less than the lifetime limit for federal grants and loans.
- For Pell Grants, be attending a minimum of one credit, and for federal loans, be attending a minimum of six credits (undergraduate) or three credits (graduate).
- Be registered with the Selective Service, if required.
- Supply the CCU financial aid office with any additional documentation to verify financial aid eligibility.
- Not be receiving federal or state financial aid from another institution for the same enrollment period.
- Maintain satisfactory academic progress.
- Meet other state and federal eligibility requirements.

## Application Checklist

1. Complete the 2017-2018 Free Application for Federal Student Aid (FAFSA) as soon as possible. Use the Data Retrieval Tool (DRT) to retrieve your IRS tax data directly onto your FAFSA application.
2. Be admitted to an eligible degree program in the College of Undergraduate Studies. You must be admitted before financial aid can be offered to you.
3. Check your e-mail and [Self-Service Financial Aid](#) account for any additional documents that may be required.
4. The federal government may select your record for a process called verification. If so, you will be notified by e-mail of additional documents needed to verify financial aid eligibility.
5. Once you have been awarded financial aid, you will receive an email advising you to log into [Self-Service Financial Aid](#) to view the financial aid award letter. Please review your award letter carefully.
6. If you decide to keep the financial aid awarded to you, you will accept your awards online. Please follow the instructions in Self-Service Financial Aid to accept (or decline) your awards. Students may also select a loan amount that is lower than the awarded amount. Students are encouraged to borrow conservatively.
  - a. If you have been awarded student loans, go to the [U.S. Department of Education](#) and sign your Master Promissory Note (first time loan borrowers only).
  - b. First time loan borrowers must also complete an Entrance Counseling Interview on the Department of Education site.
  - c. If you have been awarded a Colorado State grant, you need to submit a [Colorado Residency](#) form online.
7. Secure payment arrangements for all charges not covered by financial aid before the semester begins. See [Payment Options](#) for more details.
8. To view your account summary, including tuition and fee charges, pending financial aid, and payment history, please go to [Self-Service Student Finance](#). You can view your statement of account and make payments on an outstanding balance.

## Satisfactory Academic Progress (SAP)

To maintain eligibility for institutional, state, and federal financial aid, a student must maintain satisfactory academic progress toward a degree. SAP is based on both a qualitative review of progress, which is the calculation of the cumulative grade point average, and a quantitative review of progress, which is an analysis of the total number of credits completed compared to the total credits attempted.

To maintain financial aid eligibility, students must be enrolled in coursework that satisfies the degree requirements for an eligible program of study. Once students have earned the number of credits required to graduate and met all other degree requirements, they may not continue to receive financial aid to maintain studies at CCU. However, financial aid may still be offered if students have enough credits to graduate but have not yet met all degree requirements.

All undergraduate students must maintain a cumulative grade point average (GPA) of 2.0 or higher. A graduate student must maintain a cumulative GPA of 3.00 or higher. Students failing to maintain the minimum cumulative GPA requirements will be placed on financial aid warning for one semester and must bring their average up to the required standard within that semester.

Students must successfully complete at least two-thirds of the courses they attempt. This includes transfer credits from other institutions that counts toward the student's program, as well as credits attempted at CCU. Courses with grades of W, F, FX, WF, or I will remain in the financial aid credit calculations and are not considered to have been successfully completed, but are taken into account in calculating the completion rate. Students failing to successfully complete two-thirds of the courses they attempt will be put on financial aid warning. At the end of the warning semester, they must have

successfully completed two-thirds of the courses attempted toward their degree program or they will become ineligible to receive financial aid. The ineligibility will continue until they meet the standard or successfully appeal and been placed on financial aid probation. Students on financial aid probation must meet certain academic conditions during the probationary semester. If these conditions are not met students will become ineligible to receive financial aid. Additional semester(s) may be granted at the discretion of the Financial Aid Committee.

Students are no longer eligible to receive federal and/or institutional financial aid once they have attempted 150% of the number of credits needed to complete their degree as stated in the CCU Academic catalog. All terms, including summer, in which a student is enrolled count toward the maximum time frame even if the student withdraws from the school. Terms of enrollment in which no aid was received will count towards the maximum time frame. Transfer credits applied to the student's degree program will also be included in this calculation.

Effective with the 2011-2012 academic year, new freshman and transfer students are asked to meet the following cumulative GPA requirement to maintain their eligibility for an academic merit scholarship. Failure to meet these GPA standards may jeopardize the student's academic merit scholarship. Students must meet all student aid eligibility requirements.

- World Changers – 3.50
- Hagios Scholarship – 3.50
- Impact Scholarship – 3.50
- Trustees' Scholar – 3.50
- President's Scholar – 3.30
- Deans' Scholar – 3.20
- Honors Scholar – 3.00
- Distinction Scholarship – 3.30
- Commendation Scholarship – 3.20
- Recognition Scholarship – 3.00
- Beckman Scholarship – 3.25

Since progress in an academic program is of greatest concern, students are evaluated for eligibility every semester, whether or not aid has been received. Students who become ineligible may appeal the decision to the Financial Aid Committee. Appeals must include the following to be considered:

- Reason why the student failed to make Satisfactory Academic Progress.
- What steps the student will take to make Satisfactory Academic Progress in the next term.
- An academic plan for the next term.

The ruling by the Financial Aid Committee on the student's appeal is final. Questions about satisfactory academic progress should be referred to the Service Central office.

### Repeated Courses

A student is allowed to retake a passed course one time and still be eligible to receive financial aid for the repeated course. If a student retakes a passed course a second time, financial aid cannot be used to pay for the course, even if the first retake resulted in a failing grade. The student's financial aid will be adjusted to reflect a lower number of credits that are eligible. Students will need to pay for the repeated course from their own resources.

In order to maintain full time status for financial aid purposes, students retaking a passed course for the second time should enroll in the repeated course in addition to maintaining full time enrollment in other courses for the semester in question. Students who drop to less than full time status may experience an adjustment to their financial aid.

Students may retake a failed course until it is passed and be eligible for financial aid. Students may not repeat a failed course in the same semester and be eligible for financial aid for both courses.

When a student repeats a course, only the last grade earned is calculated in the retention/graduation GPA. Both attempts will be recorded on the transcript with a notation that it has been replaced by the later grade in the computation of the GPA. If the student receives a lower grade in the repeated course, the student cannot choose to keep the higher grade.

## High School Diploma

To be eligible to receive federal financial aid, students must have a valid high school diploma, a recognized equivalent such as a general education development (GED) certificate, or completed homeschooling at the secondary level (as documented by a homeschool transcript). Colorado Christian University requires a record of high school (or GED) completion for admission into the College of Undergraduate Studies. Students are not eligible for financial aid at CCU without completing this requirement.

Students without a high school diploma (or GED) may qualify for Title IV student aid under an ability-to-benefit (ATB) provision if the student was enrolled in a Title IV eligible program prior to July 1, 2012 and successfully completed at least six credit hours (or 225 clock hours) of postsecondary education. Proof of high school completion is still a CUS admissions requirement for ATB students.

Students without a high school diploma (or GED) may also qualify for Title IV student aid if they 1) have successfully completed an associate's degree program, 2) have at least 60 semester credit hours (or 72 quarter credit hours) of academic credit that is acceptable for full credit toward a bachelor's degree, or 3) attended a bachelor's degree program in which at least 60 semester credit hours (or 72 quarter credit hours) of academic credit have been successfully completed. For students who have successfully earned 60 semester credit hours (or its equivalent) in an associate or bachelor degree program, CUS admissions requirement of proof of high school completion is waived.

## Conflicting Information

Colorado Christian University is required by the federal government to review student records carefully before financial aid is processed. This is to ensure that we investigate and report potential fraud as well as protect our students from identity theft.

Colorado Christian University reserves the right to gather additional information whenever there is conflicting information in a student's record. Conflicting information must be resolved before financial aid funds may be disbursed onto a student's account. Written documentation is required to reach a final resolution. If resolution is not achieved within the payment period, financial aid eligibility is terminated.

Conflicting information includes items such as:

- Authenticity of high school completion document cannot be verified
- Suspicious diploma or transcript
- Telephone and/or fax number match with confirmed fraud attempt
- Location match with confirmed fraud attempt
- E-mail match with confirmed fraud attempt
- Social Security Number mismatch
- CCU student ID mismatch
- Gender mismatch
- Voice match with multiple accounts
- Suspicious student photo ID



## Enrollment Requirements

An undergraduate student is required to take a minimum of 6 credit hours per semester in order to qualify for federal financial aid, except for provisions in the Federal Pell Grant Program that allow less than half-time students to receive a Pell Grant. However, once students have received their first undergraduate baccalaureate degree, they no longer qualify to receive a Federal Pell Grant.

College of Undergraduate Studies students are required to take a minimum of 12 campus-based credit hours per semester in order to qualify for institutional grants and scholarships. (Study-abroad semesters do not qualify for institutional grants and scholarships. Zero-tuition courses, such as JOBS coursework, do not qualify for federal financial aid or institutional scholarship eligibility.) Full-time status is 12 credit hours or more, three-quarter time status is 9 – 11 credit hours, half-time status is 6 – 8 credit hours, and less than half-time status is 5 or less credit hours. Graduating seniors in their last semester of attendance are eligible to receive CCU Merit Scholarships, Student Leadership Stipend, Athletic Scholarship and Music Scholarship if the student is enrolled in a minimum of 6 credits.

## Institutional Scholarships and Grants

The University funds a variety of scholarships and grants for qualifying students. Incoming freshman, transfer, and continuing traditional undergraduate students are eligible and are encouraged to apply. Students in adult or graduate programs are not eligible to apply. If traditional undergraduate students transfer to an adult or graduate program, they forfeit their institutional scholarships and grants.

Institutional scholarships are given to recognize need, academic and leadership ability, artistic and athletic talent, and community service. Recipients must maintain full-time enrollment status each semester in on-campus coursework to receive their awards. Awarding begins mid-March and is done on a first come first served basis, as funds are available.

New students must complete the Application for Admission to be considered for institutional awards. Continuing students must reapply for institutional aid on an annual basis. Some awards require an audition or the submission of additional forms/paperwork. Institutional scholarships and grants are applicable only to CCU academic programs, i.e. they cannot be applied to coursework completed through Study Abroad or other non-CCU academic programs. Questions regarding a particular award should be referred to the Service Central office, or in regards to specific departmental scholarships, to the department granting the award.

The criteria for determining eligibility and award amounts are subject to change.

### Merit Scholarship

CCU awards academic scholarships to new freshmen and transfer students who meet specific academic requirements. Amounts vary and are renewable for a total of 8 semesters. Merit scholarships are awarded evenly by semester, and those students applying for scholarships must be enrolled each semester to be eligible. Merit scholarships can be applied only to tuition charges for on-campus enrollment. Students who move their academic program from the College of Adult and Graduate Studies to the College of Undergraduate Studies are not eligible for a CUS merit scholarship. The Office of Admissions awards merit scholarships upon entrance. Criteria is based on high school or transfer GPA, ACT or SAT scores; class rank; and other information submitted as a part of the admissions application. Recipients must maintain satisfactory academic progress.

### World Changers Scholarship

Three full-tuition scholarships will be annually awarded on a competitive basis to new students who qualify for a Merit Trustees Scholarship. Competition is by invitation only and occurs on campus early during the spring semester prior to intended enrollment. Students invited to attend and who participate

in the two day event will receive an additional Impact Scholarship (amount varies each year). To maintain eligibility, students must maintain a cumulative 3.5 GPA at CCU and meet all student aid eligibility requirements. The scholarship will cover full tuition, which includes the block rate for 12-18 credits, and any amount for additional credits above 18. Recipients are responsible for all fees and other costs associated with attending CCU. Recipients forfeit any eligibility to other CCU based grants and scholarships.

### **Multicultural Student Scholarship**

This scholarship provides an opportunity for multicultural students to complete a Christian college degree. CCU will support the students through a series of academic, personal, mentoring, and leadership development activities. The selection process is highly competitive and students must demonstrate financial need (as determined by the information reported on the FAFSA) to be eligible. The Office of Admission is responsible for selecting prospective recipients.

### **Dual Credit, Legacy, and Partner Scholarship**

Dual Credit, Legacy, and Partners Scholarships are for new CCU students with first enrollment in the 2017-18 academic year, and are guaranteed for up to four years as long as the student maintains satisfactory academic progress (SAP) and is continuously enrolled in CCU's College of Undergraduate Studies.

After meeting admissions requirements, eligible students may qualify for up to two scholarships from either of the following categories: Dual Credit Scholarship, Partners in Christian Education, Partners in Spiritual Formation, or CCU Legacy Scholarship, for a total of \$2,500 per academic year over four years. Scholarships are awarded evenly by semester, and students must be enrolled each semester to be eligible.

Students must apply and be accepted to CCU by May 1 of each year in order to be eligible. Student eligibility is subject to program terms and conditions.

### **Dual Credit Public High School Scholarship**

The Dual Credit Scholarship is an initiative between CCU and select public high schools. The Dual Credit Public High School scholarship is available for new freshman who are currently enrolled in CCU's Dual Credit Program at their high school. Recipients will receive a \$1,250 annual award (\$5,000 maximum up to eight semesters) to CCU's College of Undergraduate Studies. (Students who are enrolled in CCU's Dual Credit Program at one of our Partners in Christian Education [PICE] Schools will be eligible to receive the PICE Scholarship – see below.)

### **CCU Legacy Scholarship**

The Legacy Scholarship is designed to assist children and/or siblings of CCU alumni and current students to continue the CCU tradition. Legacy Scholarship recipients will receive a \$1,250 annual award (\$5,000 over four years). The parent or sibling of the applicant must be a graduate of OR currently enrolled student in: CCU's College of Undergraduate Studies, CCU's College of Adult and Graduate Studies, or a CCU heritage institution.

To be eligible, the student must:

- be the child of a graduate of CCU or a CCU heritage institution, or
- be the child of a currently enrolled CCU student, or
- be the sibling of a graduate of CCU or a CCU heritage institution, or
- be the sibling of a currently enrolled CCU student.

## CCU's Partners in Christian Education

Colorado Christian University has partnered with dozens of Christian high schools, and organizations, churches and parachurch ministries to provide financial opportunities for prospective students associated with these organizations to pursue their education at CCU. After meeting admissions requirements, eligible students may qualify for up to two partnership scholarships. Eligible students may qualify for a \$1,250 from either Partners in Christian Education or Partners in Spiritual Formation, for a total of \$2,500 per year over four years. Students eligible for a CCU Legacy Scholarship or Dual Credit Scholarship may qualify for just one Partners in Christian Education Scholarship. Scholarship eligibility is determined based on students' affiliation with a partner institution at the time of their application and acceptance to the University. Student eligibility as an active member of the organization is confirmed with the online Partner Verification Form completed by a leader within the partner organization.

Eligible students may stack partnership scholarships on top of academic/merit scholarships but must be admitted to the University by May 1<sup>st</sup>. Partner School and Ministry Scholarship recipients may also be eligible for federal and/or CCU institutional aid. For more information on select organizations, please see [Partner School and Ministry Scholarships](#).

## Scripture Memory Scholarship

CCU's Scripture Memory Scholarship is awarded to students who demonstrate the ability to memorize portions of scripture, using whichever translation they wish. Eligible books of Scripture and scholarship amounts vary.

## Endowed Scholarships

A limited number of Endowed Scholarships are available. Check with the Service Central office for additional information.

## Music Performance Scholarship

Music scholarship amounts vary. The School of Music awards this scholarship to any new or continuing student exhibiting exceptional musical ability. Audition and participation in choir or band ensemble required. Recipients must maintain Satisfactory Academic Progress, unless otherwise noted by the department. For more information regarding this scholarship, please call the School of Music at 303-963-3104.

## Athletic Scholarships

Athletic scholarship amounts vary. CCU Athletic Department must recommend the student. Recipients must maintain Satisfactory Academic Progress and maintain the terms of the athletic scholarship contract. Student athletes should contact their specific coach for further information.

## Federal and State Programs

All students must complete the Free Application for Federal Student Aid (FAFSA) to be considered for federal financial aid. A Student Aid Report (SAR) will be sent to the student as a result of filing the FAFSA. For dependent students, the information on the SAR must agree with the parents' and student's 2015 federal income tax transcripts and any other information the family has provided to us. Independent student's SAR information must agree with the student's 2015 federal income tax transcripts and any other information provided. If the information on the SAR is incorrect or does not agree with other information in the file, students may go online to amend their FAFSA. If corrections are made, any federal aid amounts may change and the financial aid award will change accordingly. Students should contact the Service Central office for any questions about the SAR.

## Federal Pell Grants

Federal Pell Grants are awarded to undergraduate students who qualify financially. Unlike a loan, they do not have to be paid back to the government. Eligibility is based on a formula which is revised and

approved by Congress annually. The amount of funding is based on the student's financial need. The maximum Federal Pell Grant for the 2017-18 award year (July 1, 2017 to June 30, 2018) is \$5,920. The Department of Education has reduced the duration of a student's eligibility to receive a Federal Pell Grant to 12 semesters (or its equivalent). The calculation of the duration of a student's eligibility will include all years of the student's receipt of Federal Pell Grant funding. Once a student has received a Bachelor's degree he/she is no longer eligible to receive a Federal Pell Grant.

Beginning with the 2017-18 award year, students may receive Pell Grant funds up to 150 percent of their Pell Grant Scheduled Award for an award year, allowing students to take classes in the summer that are Pell eligible. Students must maintain at least half-time enrollment in the term to be eligible for this additional year-round disbursement.

### **Unusual Enrollment History**

The Department of Education flags certain students with Unusual Enrollment History. The UEH flag indicates whether the student has an unusual enrollment history in regard to the receipt of Federal Pell Grant funds, and is intended to address possible fraud and abuse in the Title IV student aid programs. Specifically, the flag addresses a student history of attending an institution long enough to receive a Title IV credit balance but not completing the enrollment period and not earning academic credit for the Pell Grant received.

For students who have the Unusual Enrollment History flag, CCU is required to review previous enrollment for the past four award years to determine whether there are valid reasons for the unusual enrollment history. Students must provide official transcripts from all colleges and universities enrolled in which they received Pell and Stafford funding for 2013-2014, 2014-15, 2015-16, and 2016-17. Once official transcripts are received CCU will determine if academic credit was earned at these institutions during the semesters in which the student received federal financial aid. Title IV student aid will not be disbursed until a determination of earned academic credit can be made. Until this determination is made, future registration will be on hold, awaiting students' eligibility for Title IV student aid.

### **Federal Supplemental Educational Opportunity Grant (SEOG)**

SEOG grants are awarded to undergraduate students who qualify financially. Like the Federal Pell Grant, this is money that does not need to be paid back to the government. Unlike the Federal Pell Grant, funds are very limited. Each school is given an allotment, which they must then award to the neediest students. If you are not Pell eligible you will not receive these funds. Even if you are Pell eligible you may not be eligible to receive an SEOG. Students who have all required documents into the Service Central office by April 1 will be given priority in the awarding of SEOG funds. Once a student has received a Bachelor's degree he/she is no longer eligible to receive an SEOG.

### **TEACH Grant**

The Teacher Education Assistance for College and Higher Education (TEACH) Grant Program provides \$4,000 per year in grant funding for qualified students who intend to teach full-time in high-need subject areas for at least four years at schools that serve students who are from low-income families.

Programs of study at Colorado Christian University that are eligible for the TEACH Grant are:

- B.A. Liberal Arts: Special Education Generalist Licensure
- B.S. Science: Secondary Education Licensure

TEACH Grants first disbursed on or after October 1, 2017 and before October 1, 2018 are subject to a 6.60% reduction of the student's calculated award. The award amounts reflecting the 6.60% reduction are listed below.

- Undergraduates study: up to \$4,000 per year for first baccalaureate degree to a maximum of \$16,000; the award amount for a 6.60% reduction is \$3,736.

- Graduate study: up to \$4,000 per year for first graduate degree up to a maximum of \$8,000; the award amount for a 6.60% reduction is \$3,736.

If students fail to complete the 4-year teaching requirement within 8 years of completing or ceasing their program of study, the grant reverts to an Unsubsidized Stafford Loan, and will need to be repaid with interest charged from the date the TEACH Grant was disbursed.

### Student Eligibility Requirements:

To receive a TEACH Grant, students must:

- Complete the FAFSA, although they do not have to demonstrate financial need
- Be a U.S. Citizen or a eligible non-citizen
- Meet one of the following academic achievement requirements:
  - Score above the 75% percentile on a college admissions test (ACT or SAT) **OR**
  - Graduate from high school with a cumulative GPA of at least 3.25 as a freshman **OR**
  - Have an earned transfer cumulative GPA of at least 3.25 as a transfer student **OR**
  - Have a cumulative GPA of at least a 3.25 through the most recent payment period of your college coursework to receive a grant for each subsequent term
- Be enrolled as an undergraduate, post-baccalaureate, or graduate student in a TEACH-Grant-eligible program of study. Such coursework may include subject area courses (e.g. math courses for a student who intends to be a math teacher)
- Complete a TEACH Grant counseling session
- Sign a TEACH Grant Agreement to Serve and respond to requests by the U.S. Department of Education confirming their continuing intention to meet the teaching obligation

The terms and conditions of the TEACH Grant service obligation:

- For each TEACH-Grant-eligible program for which students receive TEACH Grant funds, they must serve as a full-time teacher for a total of at least four academic years within eight years after they complete or otherwise cease to be enrolled in the program for which they received the TEACH Grant.
- Students must perform the teaching service as a highly qualified teacher at a low-income school or education service agency. The term “highly qualified teacher” is defined by the Department of Education.
- Students’ teaching service must be in a high-need field.
- Students must provide the Department of Education with documentation of their progress toward completing their service obligation.

More information on the TEACH Grant Program can be found at the Department of Education website: <https://studentaid.ed.gov/sa/types/grants-scholarships/teach>.

### College Opportunity Fund (COF)

Undergraduate students at Colorado Christian University may be eligible to receive Colorado’s College Opportunity Fund (COF) stipends to offset their cost of attendance. COF stipends are paid to eligible undergraduate students by the State of Colorado when they attend a participating institution of higher education.

The stipend is a per credit hour dollar amount that is determined by the Colorado State Legislature, and is subject to annual state funding availability. By law the stipend amount for students who attend a private Colorado college or university is one-half the amount per semester credit hour that students who attend a public state institution receive. The 2017-18 stipend amount is \$39 per semester credit hour.

Eligible students who attend a private Colorado college or university must meet the following criteria:

- Be a Colorado resident as determined by [CCU's Colorado Residency form](#) (The student's CCU log in will be required to access this form.)
- Be a graduate of a Colorado high school OR
- Successfully complete a non-public home-based educational program in Colorado OR
- Earn a Colorado GED
- Demonstrate financial need as determined by Federal Pell Grant eligibility

Eligible students must submit the College Opportunity Fund stipend application on the [College Assist](#) website and will not be eligible for this stipend until this application is completed. The Colorado Opportunity Fund is considered a grant for students attending private institutions such as Colorado Christian University; therefore, it may replace a portion of other need-based aid, merit-based tuition awards, or VA benefits. Any COF stipend received would be reflected as a tuition credit on the student's account.

### Colorado Student Grant

Undergraduate students at Colorado Christian University may be eligible to receive a Colorado State Opportunity Grant. This state grant is paid to eligible undergraduate students by the State of Colorado and is subject to annual state funding availability. The grant is need-based, and all eligible students must complete a FAFSA to determine financial need and [CCU's Colorado Residency form](#). (The student's CCU log in will be required to access this form.) The Colorado State Opportunity Grant is considered a grant for students attending private institutions such as Colorado Christian University; therefore, it may replace a portion of other need-based aid or merit-based tuition awards.

### Colorado Residency Form

All students eligible for Colorado state financial aid must submit [CCU's Colorado Residency form](#). (The student's CCU log in will be required to access this form.)

### Federal and State Work-Study

Colorado Christian University participates in both Federal and State work-study programs. Award amounts are based on the applicant's need as documented on the FAFSA. These programs enable students to earn money to fund their education through part-time employment in an approved on-campus job. Students are responsible to interview for and secure a work-study position. Students' earnings are restricted to the amount of their award.

### Subsidized Direct Stafford Loan

A Subsidized Direct Federal Stafford loan is a loan made to the student for educational purposes. The federal government pays the interest on the loan while the student is enrolled at least half time (six credit hours per semester). Students have a grace period of six months before they enter repayment. For loans first disbursed on or after July 1, 2012 and before July 1, 2014, interest will accrue during the grace period, and students must repay this accrued interest once they enter repayment. Borrowers of Subsidized Stafford Loans first disbursed on or after July 1, 2014 are once again eligible for the interest subsidy during the six month grace period.

Beginning July 1, 2013, a new Stafford Loan borrower becomes ineligible to receive additional Direct Subsidized Loans if the period during which the borrower has received such loans exceeds 150 percent of the published length of the borrower's educational program. A new or "first-time" borrower is defined as a student who has no outstanding principal balance on a Direct Loan or FFEL Program loan on the date the borrower obtains a Direct Loan on or after July 1, 2013. The borrower becomes responsible for accruing interest during all periods as of the date the borrower exceeds the 150 percent limit.

Subsidized Direct Federal Stafford Loans are awarded based on financial need. Students who do not qualify for a Subsidized Federal Stafford Loan are awarded an Unsubsidized Federal Stafford Loan.

Graduate and professional students are no longer eligible to receive Subsidized Stafford Loans made for a period of enrollment beginning on or after July 1, 2012. Graduate and professional students will be awarded Unsubsidized Stafford Loans in place of Subsidized Stafford Loans.

A student may not borrow more than the cost of attendance for his or her education at Colorado Christian University, less expected family contributions and other financial aid. The student must show financial need, and be aware that the amount of need may limit the size of the Subsidized Federal Stafford Loan. Loan proceeds arrive in equal disbursements, typically at the beginning of each semester of the award period.

### **Unsubsidized Direct Stafford Loans**

Unsubsidized Direct Stafford Loans are available for undergraduate students who do not have full or any Subsidized Direct Stafford Loan eligibility, or for independent undergraduate students who need more aid than a Subsidized Direct Stafford Loan can provide. Unsubsidized Stafford Loans are also available to graduate and professional students. Unsubsidized Stafford Loans have the same terms as the Subsidized Stafford Loan except that the student, rather than the government, pays the interest while the student is still in school.

### **Direct Stafford Loan Interest Rates**

The interest rate for undergraduate Stafford loans first disbursed between July 1, 2017 and June 30, 2018 is fixed at 4.45%. This rate applies to both Subsidized and Unsubsidized Stafford Loans.

Interest rates on federal student loans are set by Congress, and are calculated using a base 10-year Treasury Note index with an add-on amount for each loan program. For 2017-18 the Treasury Note index is 2.40% plus a 2.05% add-on amount for Direct Subsidized and Unsubsidized Stafford Loans made to undergraduate students. All Stafford Direct Loans are variable-fixed. The interest rate can change from year to year, but the rate for each new loan is fixed for the life of the loan.

There is a loan fee assessed by the Department of Education on all Direct Subsidized and Unsubsidized Stafford Loans. The loan fee is a percentage of the amount of each loan students receive. Due to the Budget Control Act of 2011 which put into place automatic federal budget cuts known as the sequester, changes were made in the Direct Loan fees. For Direct loans disbursed on or after October 1, 2017 and before October 1, 2018, the fee on students' loans is 1.066%. The Department of Education will deduct the loan fee proportionately from each loan disbursement. This means the money received will be less than the amount actually borrowed. Students are responsible for repaying the entire amount borrowed, not just the amount received.

When a student takes out both Subsidized and Unsubsidized Federal Stafford loans the loans are treated as two separate loans when the funds are disbursed. However, they are treated as one loan when the loans enter repayment.

Interest payments may be deferred on Unsubsidized Direct Federal Stafford loans until the end of a normal grace period, at which time the accrued interest will be "capitalized." This means that the interest will be added to the principal balance and students will be paying interest on interest. In other words, the interest that is added to the principal amount of the loan will also be assessed interest. For this reason it is strongly recommended that the student make the interest payments while in school.

Repayment begins 6 months after the student leaves school or drops below half-time enrollment status. Minimum monthly payments are \$50. The loan servicer generally must allow at least 5 years for repayment of the loan, but can allow up to 10 years. Payments may be deferred for specific reasons outlined by the federal government, at which time the government again makes interest payments for the student. Please see the [Department of Education website](#) for more repayment information.

## Total Stafford Eligibility Loan Amounts per Year

Dependent undergraduate students can borrow up to:

0-29 credit hours - \$5,500 – No more than \$3,500 of this amount may be in subsidized loans

30-59 credit hours - \$6,500 – No more than \$4,500 of this amount may be in subsidized loans

60+ credit hours - \$7,500 – No more than \$5,500 of this amount may be in subsidized loans

Independent undergraduate students and dependent students whose parents have been denied a PLUS Loan can borrow up to:

0-29 credit hours - \$9,500 – No more than \$3,500 of this amount may be in subsidized loans

30-59 credit hours - \$10,500 – No more than \$4,500 of this amount may be in subsidized loans

60+ credit hours - \$12,500 – No more than \$5,500 of this amount may be in subsidized loans

For more information, please visit the [Department of Education](#) website, or contact the Service Central office.

## Applying for the Stafford Loan

Applying for the Federal Stafford loan is a separate process from applying for other types of financial aid. Students must indicate on their online award letter the amount of the Stafford loan they wish to accept.

Once the student has accepted financial aid offered in the online award letter, the student can apply for any loans awarded. Information about the Direct Stafford Loan program can be found on the [Department of Education Student Loans](#) web page.

If students are eligible for a Direct Stafford loan (Subsidized or Unsubsidized), they need to complete an Entrance Counseling session, found on the [Student Loans](#) web page. This session covers the rights and responsibilities of a Direct Stafford Loan borrower and is a federal requirement prior to obtaining the loan funds.

After students have completed the Entrance Counseling session, they will complete and sign the Master Promissory Note (MPN), also found on the [Student Loans](#) web page.

## Disbursement of Loan Funds

Federal Stafford loans must be disbursed in two equal installments. The second payment usually occurs at the beginning of the second semester for full academic year loans.

For students to determine the actual amount of funds they will receive from the Stafford loan, it may be necessary to subtract the loan fee from the amount borrowed. CCU applies the loan proceeds directly to the student's University account, to be applied to outstanding tuition and fees on the student's account.

If loan funds remain after the tuition balance is paid, CCU will refund the credit balance to the student. Financial aid credit balances can be direct deposited to a bank account of the student's choosing.

## Withdrawals and Return of Title IV Aid

When a student withdraws, ceases attending, or is administratively withdrawn during a semester, the University is required by federal regulation to determine the amount of Title IV grant or loan assistance (Federal Pell, FSEOG, TEACH Grant, Federal Direct Stafford Loan, Federal Direct Parent PLUS Loan) that the student earned as of the student's withdrawal date. Based on the withdrawal date, CCU determines the percentage of the payment period completed. The payment period is the total number of calendar days that a student is scheduled to complete prior to ceasing attendance. The unearned portion of the Title IV aid must be returned to the appropriate Title IV program(s).



### Determining Attendance

Students must be attending and participating in an academically-related activity in order for financial aid to be earned. Attendance at an academically-related activity includes:

- Physically attending a class where there is an opportunity for direct interaction between the instructor and his students;
- Submitting an academic assignment;
- Taking an exam, an interactive tutorial, or computer-assisted instruction;
- Attending a study group that is assigned by the institution;
- Participating in an online discussion about academic matters; or
- Initiating contact with a faculty member to ask a question about the academic subject studied in the course.

Attendance at an academically-related activity does not include:

- Living in institutional housing,
- Participating in the institution's meal plan,
- Participating in a student-organized study group,
- Attending chapel
- Logging into an online class without active participation, or
- Participating in academic counseling or advisement.

### Withdrawal date

The student's withdrawal date will be one of the following:

- The date the student begins the official withdrawal process OR
- For the student who ceases attendance without notifying CCU, the last date of class attendance or participation in an academically-related activity.

### Non-passing Grades

Federal guidelines require a review of grades for all students. Grades are examined for Satisfactory Academic Progress in the student's program of study and to determine if a student failed to complete any courses in the semester.

An earned "F" grade is awarded to students who attend and complete a course but fail to achieve the course objectives set forth by the instructor. An "FX" grade is given for reasons other than poor grade performance, such as violations of academic integrity, the student code of conduct, and/or disruptive behavior. A "WF" grade (unauthorized withdrawal) is awarded to students who did not officially withdraw from the course, but who failed to participate in course activities through the end of the enrollment period. It is used when, in the opinion of the instructor, completed assignments and/or course activities were insufficient to make a normal evaluation of academic performance possible. For FX, W, and WF grades, the Last Day of Attendance (LDA) is used to calculate the amount of federal financial aid the student has earned.

### Earned and Unearned Title IV financial aid

The percentage of the payment period the student attended is used to calculate the amount of the student's earned versus unearned federal aid funds.

- If a student completes at least 60% of the days he or she was scheduled to complete, the student is considered to have earned 100% of the Title IV funding for the semester.
- If a student completes less than 60% of the days he or she was scheduled to complete, the amount of aid that the student has not earned (i.e. unearned aid) must be returned to the specific federal program. The remaining earned aid may not be sufficient to cover the University charges and a balance due may result.

## Deferments

Periods during which payment of principal on a Federal Stafford loan is postponed are called deferments. Deferments include periods of at least half-time enrollment determined by an eligible institution, study on an eligible graduate fellowship, and approved rehabilitation training programs for disabled individuals. Students should contact their loan servicer for additional deferment options.

Students who are returning to school after a leave of absence will need to secure a deferment form from their loan servicer and take it to Service Central to verify their enrollment status to the loan servicer.

## Aggregate Limits

A student may only borrow up to a certain amount of Stafford Loan Funds for their education, including amounts borrowed for attendance at previous institutions. The aggregate unpaid principle balance of all Stafford Loans may not exceed the following:

- Dependent Undergraduate = \$31,000, with the subsidized portion of the loan amount not to exceed \$23,000
- Independent Undergraduate = \$57,500 with the subsidized portion of the loan amounts not to exceed \$23,000.
- Graduate and Post-Baccalaureate professional = \$138,500 with the subsidized portion of the loan amounts not to exceed \$65,500. (Note: beginning July 1, 2012, graduate and professional students are no longer eligible to receive Subsidized Stafford Loans.) The graduate debt limit includes all federal loans received for undergraduate study.

## Parent Loans and Alternative Financing

Parents and students may want to consider some of the following alternatives to assist in paying for costs at Colorado Christian University. Students and their parents often combine options to finance college costs. The following are some resources that may be of interest.

Please be aware that any assistance received from outside sources (including tuition assistance, outside scholarships, etc.) must be taken into account for financial aid packages. If outside assistance is received after the financial aid package has been determined, the package will be reviewed and changes made if needed. Please make sure you notify the CCU Service Central office of any assistance received from an outside source.

## Direct Parent PLUS Loans

Direct Parent PLUS loans are low-interest loans made to the parent of an undergraduate dependent student attending at least half-time (six credit hours per semester). A Direct PLUS loan is subject to credit approval. A parent may borrow up to the cost of education as determined by CCU's Director of Financial Aid, minus any other aid received. Students must complete the FAFSA to be eligible to receive a Parent PLUS loan.

PLUS loans disbursed on or after July 1, 2017 and before July 1, 2018 will have a fixed interest rate with a cap of 7.00%. The loan fee for Direct PLUS loans disbursed on or after October 1, 2017 and before October 1, 2018 is 4.264%. The fee will be deducted proportionately each time a loan disbursement is made.

Federal PLUS loan proceeds are sent directly to Colorado Christian University through Electronic Funds Transfer (EFT). Once the university receives a disbursement, the student's enrollment status is verified, and the funds are applied to the student's account. Loan proceeds arrive in two equal disbursements, the second arriving halfway through the loan period (usually the start of the second semester). Repayment begins within sixty days of the final disbursement, but may be deferred while the student is enrolled at

least half-time at CCU. A Direct Parent Plus loan cannot be transferred to the child. The parent is responsible for repaying the loan.

Because of the Health Care and Education Reconciliation Act, beginning July, 2010, all Parent PLUS loans come directly from the U.S. Department of Education under the Direct Loan Program. Parents can visit the [U.S. Department of Education](#) website to complete the PLUS request process.

### **Private Education Loans**

Many lending institutions offer education loans to students enrolled in a degree seeking program to assist them in meeting the costs of higher education. For those students whose eligibility for federal loan programs do not meet their financial needs, it may be necessary to look to Private Credit loans for additional assistance. These loan programs are credit based and virtually all dependent students require a co-borrower to qualify. Interest rates and repayment terms vary by lender. If students chose an Alternative loan, we recommend that they borrow conservatively.

Choosing a lender for an Alternative Loan is a personal decision and it is important students research available interest rates as well as repayment options and borrower benefits. CCU advises students to select a lender through [ELMSelect](#). On this site we have recommended lenders based on the quality of products and services they provide to CCU students and families. Students may evaluate each lender, and make a selection based on the benefits provided to the borrower.

After the student has applied for an Alternative loan, the loan has been approved and the promissory note has been signed, CCU will certify the loan. Funds are usually disbursed within 3-5 business days, or the beginning of the semester.

### **NBS Payment Plan**

To help students meet their educational expenses, Colorado Christian University is pleased to offer NBS Payments as a convenient budget plan. NBS Payments is a monthly payment plan in which the student's charges are divided over a number of months, dependent upon when enrolled in the plan. The payments are taken out of a checking or savings account on the 5th of every month until the balance is paid in full. The maximum number of months that can be used for the plan is 12 months, beginning in July, for a full year (two semester) payment plan. Additional information is available by contacting the Service Central office at 303-963-3230 as enrollment deadlines will indicate the number of monthly payments available.

### **Veterans' Assistance**

All programs offered at CCU have been approved for veterans and eligible dependents. Forms for this process are available from the Service Central office or a military education center. When Veterans' Benefits are paid directly to students, they are required to pay their tuition and related expenses at the beginning of each semester through full payment, NBS Payments, or financial aid. Contact the Service Central office at [VASupport@ccu.edu](mailto:VASupport@ccu.edu) for more information.

### **Post-9/11 GI Bill – Yellow Ribbon Program**

CCU is a participating University and offers significant benefits under the Yellow Ribbon program. Eligible students in CCU's College of Undergraduate Studies will receive up to \$10,000 per year in CCU benefits, which will be matched dollar for dollar by the VA, for a total of \$20,000. The benefit is used to cover any tuition and fees incurred beyond the base VA benefit fund of \$22,805.34 for the 2017-18 academic year. The combined amount that CCU and the VA contribute toward student expenses may not exceed the student's full cost of tuition and fees. An unlimited number of eligible students may participate in Yellow Ribbon Program benefits for the 2017-18 academic year. The benefit is renewable each year the student maintains satisfactory progress, conduct and attendance.

Post-9/11 GI Bill and Yellow Ribbon tuition and fees payments will be set up as a scholarship from the VA and (in the case of the Yellow Ribbon match) from CCU. In other words, once students have established their eligibility under the Post-9/11 GI Bill and have registered for classes, CCU will award the Post-9/11 GI Bill and Yellow Ribbon scholarship amounts to the students' accounts after all other applicable scholarships and grants have been applied. Any remaining balances due will be the student's responsibility.

Each semester CCU will certify CUS courses before the term begins. Course schedule changes made after certification may jeopardize VA benefits. Students are encouraged to lock-in their registration by these certification dates:

- Fall semester – classes certified August 1
- Winter semester – classes certified December 1
- Spring semester – classes certified January 1
- Summer semester – classes certified May 1

Course withdrawals and late drops will result in an adjustment to the certification dates to reflect student's Last Date of Attendance. Please contact mailto: [VASupport@ccu.edu](mailto:VASupport@ccu.edu) before an expected withdrawal or late drop to discuss the possible impact of a VA overpayment.

Students receiving VA benefits are eligible for federal and state financial aid. GI Bill funding is not reduced by the amount of Pell Grant or Federal Direct Stafford Loans the student is eligible to receive. VA benefits are reduced by the amount of the student's College Opportunity Fund (COF) eligibility. Most CCU scholarships also reduce the amount of VA benefit the student may receive. Students in CCU's College of Undergraduate Studies who receive Yellow Ribbon benefits are not eligible for CCU institutional aid (Merit, Performance, CCU Grant, etc.). Post 9/11 benefits, including Yellow Ribbon benefits, cover 2017-18 tuition costs.

Federal and state financial aid funds will not be refunded to a student receiving VA benefits until the following takes place:

- All courses have been certified;
- The VA processes the enrollment certification;
- VA funds are received by CCU; and
- VA funds are posted to the student's account.

Post-9/11 GI Bill benefits for tuition and fees are paid directly to the school on behalf of the student. VA funding is prorated by the student's benefit eligibility. If there is still a balance owed, federal and/or state funds will be applied to the account. Any remaining credit balance, if applicable, will be refunded to the student. Books/Supplies and Basic Allowance for Housing (BAH) benefits are paid directly to the student.

VA funds are received by CCU and then posted to the student's account; funds are not disbursed directly from the VA to the student's account. VA payments sent to CCU may take up to 10 days to process and post on the student's account. Changes in student enrollment may result in delays in course certification and the timing and amount of VA funding.

Students can track their benefits on the GI Bill website by clicking on the E-Benefits link: [www.gibill.va.gov](http://www.gibill.va.gov).

### **Employer Reimbursement Directly to Colorado Christian University**

This method of payment may be used only if the employer pays CCU directly. Students using this option will not be charged interest on their account. The student is also required to pay any outside balance not

covered by the employer. Please contact a Service Central service specialist for more details, or e-mail [StudentPayments@ccu.edu](mailto:StudentPayments@ccu.edu).

### Vocational Rehabilitation

Students must be approved by the Colorado State Department of Human Resources or by the Department of Veteran Affairs. Contact your local agency or the Service Central office at [StudentPayments@ccu.edu](mailto:StudentPayments@ccu.edu) for more information.

### Outside Scholarships

The Service Central office strongly encourages all students to pursue any outside scholarships that may be available to them. We remind students that they must notify the Service Central office of receipt of any outside assistance, regardless of the amount. To ensure proper accounting of the scholarship, outside scholarship checks must be sent to the Service Central office.

An outside scholarship cannot be used to replace a part of the family contribution; it must be taken into account in the financial aid award, in accordance with federal regulations. Outside scholarship funds are credited to the student account for the current semester when the checks are received in the Service Central office from the donor organization.

### Using Financial Aid in the CCU Bookstore

CCU students can use financial aid funds directly at the CCU Bookstore to purchase textbooks and supplies, before funds are disbursed and before the start of class. Financial aid must first be used to cover charges for tuition and fees. If there are additional funds after covering tuition and fees, these funds can be made available at the CCU Bookstore. Students can use up to \$1,000 for textbooks and up to \$500 for educational supplies each semester, pending financial aid availability.

To charge books and supplies to financial aid, students must meet several criteria:

- Accept their financial aid award and complete all financial aid requirements
- Enroll in at least six credits (undergraduate) or 3 credits (graduate)
- Make Satisfactory Academic Progress
- Have a sufficient financial aid award to cover tuition, fees, and the amount of the bookstore purchase
- Have pending financial aid funds that have not yet disbursed for the semester, not including alternative loans
- Have no past-due charges on their CCU student account

All bookstore charges using financial aid must be made at the CCU Bookstore, and must be used by the financial aid recipient only. Students are only allowed to charge amounts available to them, depending on their student award minus tuition and fee charges. Sales tax and shipping charges are included. Available financial aid resources may be used for textbooks, educational supplies, technology, and apparel. Financial aid funds cannot be used to purchase food or gift cards. Students who make changes to enrollment that reduce the amount of their aid will still be responsible for any charges made in the CCU Bookstore.

### Tuition Tax Credits

Students or parents may be eligible to claim educational tax credits through the Lifetime Learning Credit or the American Opportunity Tax Credit. Eligibility for these tax credits is affected by family adjusted gross income, amounts of qualified educational charges billed, and enrollment status. Only amounts billed for the appropriate tax year for qualified educational charges will be eligible for tax credits on the current year tax form. Qualified educational charges include tuition, fees, and books. Excluded are room and board charges and other nonacademic fees.

CCU does not provide personal tax advice. We suggest students (or their parents) contact a qualified tax professional for additional information. In January CCU distributes the 1098-T tax form to students, detailing eligible charges billed for the applicable year.

## Changes in Financial Aid Award

The following situations may cause a revision in the original award and should be reported to the Service Central office promptly. Changes in awards are subject to availability of funding.

### Change in Enrollment Status

If a student drops to less than full-time enrollment (less than 12 credits in one semester), his or her eligibility and continuance of aid will be reviewed. Half-time (6 credit hours) students maintain a pro-rated eligibility for Pell Grants and Stafford Loans; however, any student below full-time status will forfeit any institutional aid they may have been eligible for. Less than half time (5 credit hours or less) students will lose all eligibility for financial aid except for pro-rated Pell Grant funding. Stafford Loan eligibility will be reviewed based on student enrollment and loan disbursements.

### Change in Marital Status

Federal regulations may permit a change to federal forms for marital status if that status changes after the student has filed the FAFSA. Please contact the Service Central office for assistance.

### Change in Other Financial Assistance

Other forms of assistance include aid received from sources outside CCU (community, company, outside agency, gifts, etc.). The receipt of such aid can influence the financial aid award if it exceeds the student's federal eligibility.

### Change of Residence

A change from living in the residence halls or in an apartment off-campus to living at home with parents or vice versa has an impact on the student's costs. If a student changes residence, the student needs to contact the Service Central office.

### Changes due to Verification

Significant corrections in any student's original information may cause a change in the award. In these cases, a revised award may be necessary to remain within a student's eligibility.

### Other Changes in Family Financial Information

Family emergencies such as job loss or death of a parent may necessitate the review of an award.

### Changes from Year to Year in Award Packages

Students must reapply for financial aid for each year they want to receive financial aid. Changes in parent and student income and assets, number in family, and number of family members in college are factors influencing variations in awards from year to year.

Although every effort is made to keep the financial aid award consistent from year to year, the factors listed above may alter a student's financial aid award significantly.

## Student Guide to Responsible Borrowing

The following tips will help you make informed, responsible choices about student loans and lenders.

Evaluate your financial aid award carefully. Explore other sources of aid, such as grants, scholarships, and work-study programs that do not require repayment. If it is determined that borrowing beyond the

amount in your award is necessary, borrow only what you need and not what you desire. You are expected to repay your loan(s), plus interest. Repaying your loan(s) on time will help you establish a good credit rating. It is also very important that you avoid all forms of credit card debt. Acquiring credit card debt is not necessary to establish a good credit rating, and it may be detrimental to your financial health.

## Statement of Responsibilities

A student receiving financial aid at Colorado Christian University is responsible for complying with the financial aid policies:

- Demonstration of High School or GED completion.
- Applying financial aid funds only to education related expenses such as tuition, books, fees, transportation, housing and meal plan.
- Attending and participating in every class for which the student is registered. (If students withdraw or fail a class and the professor cannot document class participation, they may be required to repay the aid received for that class.)
- Maintaining a full-time student status.
- Maintaining Satisfactory Academic Progress as described in the CCU Catalog under Academic Policies, and listed in this handbook.
- Notifying the Service Central office immediately upon receipt of other assistance or changes in financial situation during the academic year.
- Notifying Service Central immediately of changes in marital, enrollment, and/or housing status.
- Providing documents, upon request of the Service Central office, verifying the family's financial situation.
- Repaying loans according to the stipulations and timetable set by the respective loan programs.
- Paying, on time, all college charges not covered by financial aid.
- Reapplying for financial aid for subsequent academic years by the published priority dates.