

Colorado Christian University  
Financial Aid Policies Handbook  
College of Adult and Graduate Studies  
2022-2023

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## Mission of Colorado Christian University

“Christ-centered higher education transforming students to impact the world with grace and truth.”

Colorado Christian University’s mission to provide Christ-centered higher education is realized in financial aid staff who embody the Spirit in advancing God’s purpose in the lives of our students. We strive to provide financial resources to students so they can integrate faith and learning in a scholarly environment, and embrace the authority of Scripture and Christ as the center of life. Ultimately, our aim is to prepare students to engage the world as leaders, transforming their professions, churches, and communities.

## Introduction to Financial Aid

The purpose of this handbook is to provide students 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 303-963-3040 or [financialaidsupport@securemail.ccu.edu](mailto:financialaidsupport@securemail.ccu.edu). Students may also check out the [CCU Service Desk](#) for financial aid knowledge base articles or to submit a financial aid service request ticket.

Colorado Christian University recommends that all students 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.

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. 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 the number of months in the student’s award period. The student’s COA may vary depending on academic program costs. Detailed information about current tuition and fees is available at <http://www.ccu.edu/ccu/financialaid/>.

### 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, 1999
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, 2022 and June 30, 2023.
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, 2023.
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.

More information on Dependency Status for federal financial aid purposes can be found on the [Student Aid](#) website.

## 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 2022-2023, 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.

The IRS Data Retrieval Tool is available for the 2022-2023 FAFSA. New updates were made to the IRS Data Retrieval Tool to address security concerns and to better protect applicants’ sensitive information. To minimize errors and delays in processing, we encourage students to use the IRS Data Retrieval Tool when completing the FAFSA.

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 2022-2023 verification documents submitted online through Verify My FAFSA. In Verify My FAFSA students will see tasks that must be completed for review by the financial aid processing team. Students will receive correspondence about any details of their documents that may need to be corrected. Financial aid will not be awarded until all required documents are received and processed by Service Central.

Students who have been selected for general verification must attach the 2020 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. 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>, 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 2017 W-2s, may be required.

Students who indicate on their FAFSA that they are not required to file a tax return must provide IRS documentation that clearly indicates the IRS does not have a tax return record on file. IRS documentation may include a Tax Return Transcript or a Tax Account Transcript that includes a message such as “no record of return filed” or “no transcript on file.” Non-tax filers must provide documentation of income earned from work, such as copies of the relevant W-2 forms.

To complete verification, additional documentation, such as 2020 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 enrolled in coursework that is required to meet degree program requirements.
- Stand-alone certificate programs are not eligible for any form of financial aid.
- Be a United States citizen or an eligible non-citizen.
- Have a valid Social Security number.
- Be classified as a Colorado resident for state financial aid.
- Provide proof of high school completion or GED for a CCU undergraduate degree program. This is both a financial aid eligibility requirement and an admissions requirement. Students may qualify for federal student aid if they've earned a prior Associate or Bachelor's degree, or have 60 or more academic credit hours transferable to their CCU undergraduate degree program.
- 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.
- Sign the certification statement on the FAFSA stating that you will use federal student aid only for educational purposes.
- For Pell Grants, be attending a minimum of three credits, 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 2022-2023 Free Application for Federal Student Aid (FAFSA) as soon as possible. CCU encourages students to use the IRS Data Retrieval Tool when completing the FAFSA.
2. Be admitted to an eligible degree program in the College of Adult and Graduate Studies. You must be admitted before financial aid can be offered to you.
3. Check your email 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 email of additional documents needed to verify financial aid eligibility.
5. Submit documentation of high school or GED completion for all undergraduate degree programs.
6. 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.
7. 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 (MPN). If you are a first-time loan borrower, or your previous MPN was signed more than ten years ago, you will be required to sign an MPN.

- 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.
8. Secure payment arrangements for all charges not covered by financial aid before the semester begins. See [Payment Options](#) for more details.
9. 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. Coursework added to complete a unique certificate, not related to the student's degree program, is not eligible for financial aid. Certificates are stand-alone programs, and cannot be added in addition to the student's associate, bachelor, master or teacher licensure program 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.

Undergraduate students in the College of Adult and Graduate Studies who earn two or more F and/or FW grades in their first semester of enrollment at CCU will be ineligible to receive financial aid for subsequent semesters. Students will have the opportunity to submit an appeal. Appeals will be reviewed by the Financial Aid Committee. The decision of the committee is final.

Students must successfully complete at least two-thirds of the courses they attempt. This includes transfer credits from other institutions that count toward the student's program, as well as credits attempted at CCU. Courses with grades of D-, W, F, FX, FW, 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 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.

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. Students may retake a failed course until it is passed and be eligible for financial aid.

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.

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 former higher grade.

### High School Diploma

To be eligible to receive federal financial aid as an undergraduate student, 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 as an undergraduate student into the College of Adult and Graduate Studies. Undergraduate 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 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, CAGS 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
- Email match with confirmed fraud attempt
- Social Security Number mismatch
- CCU student ID mismatch
- Gender mismatch
- Voice match with multiple accounts
- Multiple voices matched with a single account
- Suspicious student photo ID

## Enrollment Requirements

Undergraduate students are 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 in certain circumstances. However, once students have received their first undergraduate baccalaureate degree, they no longer qualify to receive a Federal Pell Grant.

Graduate students are required to take a minimum of 3 credit hours per semester in order to qualify for financial aid. Graduate students are not eligible to receive a Federal Pell Grant.

For undergraduate students, full-time status per semester 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. For graduate students, full-time status per semester is 6 or more credit hours.

## CCU Scholarships

### Alumni Scholarship

The Alumni Scholarship is for CCU students, or students of our heritage institutions, who have graduated with a bachelor's degree. Qualified applicants may receive up to \$5,000 toward their master's degree in the College of Adult and Graduate Studies. Students who have earned their Masters of Science in Nursing degree at CCU may qualify for a \$5,000 scholarship to earn the Doctor of Nursing Practice at CCU.

### Transfer Scholarship

Colorado Christian University offers a scholarship opportunity for transfer students pursuing an associate or bachelor's degree through the College of Adult and Graduate Studies. Scholarships are based on the number of credits students transfer in and range from \$500 to \$2,000 toward their tuition at CCU.

### Promotional Scholarships

Students in the College of Adult and Graduate Studies may be eligible for a promotional scholarship. Entrants to a scholarship contest must meet certain eligibility requirements, such as:

- Enter the scholarship contest within the dates specified by the promotion.
- 19 years or older by the first day of the scholarship promotion.

- Meet admission requirements for the student’s academic program.
- Registration in a qualified academic program by the deadline set by the contest.
- Not be enrolled in CCU’s College of Undergraduate Studies.
- Not be receiving CCU’s reduced military tuition rate.

Promotional scholarships can only be used toward tuition for degree programs in the College of Adult and Graduate Studies, and are not transferable to another person. Students are not able to take advantage of more than one scholarship offered through a CCU scholarship contest. Scholarship promotions cannot be combined with any Professional Education tuition discounts.

### **Professional Education Program Tuition Discount**

Participants in CCU’s Professional Education Partnership agreements may receive discounted tuition toward an associate, bachelor’s or master’s degree in the College of Adult and Graduate Studies. Students employed at qualifying businesses or organizations may receive a tuition discount of five or ten percent. Students who are members of a qualifying organization or church may also receive tuition discounts of five, ten, or twenty percent. The discount applies only to tuition (not fees), and is only applicable to programs in the College of Adult and Graduate Studies. Students must provide documentation to verify employment or membership eligibility. The tuition discount is not applicable to core classes in CCU’s pre-licensure nursing program. Prospective students should check with their employer, organization, or church to see if they qualify.

### **Federal and State Programs**

All students must complete the Free Application for Federal Student Aid (FAFSA) to be considered for federal and state financial aid. A Student Aid Report (SAR) will be sent to the student as a result of filing the FAFSA.

The FAFSA collects income and tax information from the “prior-prior” tax year – 2020 for the 2022-23 FAFSA. The FAFSA is easier to complete as students will have their 2020 taxes completed by the time the FAFSA is filled out.

For dependent students, the information on the Student Aid Report must agree with the parents’ and student’s 2020 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 2020 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 2022-23 award year (July 1, 2022 to June 30, 2023) is \$6,895. The amount a student is awarded each semester depends on the student’s Estimated Family Contribution, the student’s status as full-time or part-time, and the student’s enrollment for the full academic year.

The Department of Education has restricted 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.

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 2018-19, 2019-20, 2020-21 and 2021-22. In addition, students selected with the UEH flag are determined to be a high financial aid risk due to their unusual enrollment history, and all previous transcripts must be reviewed to determine students' eligibility to move forward with CCU enrollment. Once official transcripts are received CCU will determine if academic credit was earned at these institutions during the award years 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. No review of potential financial aid eligibility will be made if a student is unable to secure official transcripts from all previous institutions. Until a review of students' prior enrollment history 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. Students who are not Pell eligible will not receive these funds. Even if students are Pell eligible they 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 for the following award year. 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
- Master of Education in Special Education (Licensure, Alternative Licensing and Endorsement)
- Post-Baccalaureate Special Education Generalist Licensure
- Alternative Licensing: Special Education Generalist
- Special Education Generalist Endorsement

TEACH Grants first disbursed on or after October 1, 2020 and before October 1, 2023 are subject to a 5.7% reduction of the student's calculated award. The award amounts reflecting the 5.7% 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 5.7% reduction is \$3,772.

- Graduate study: up to \$4,000 per year for first graduate degree up to a maximum of \$8,000; the award amount for a 5.7% reduction is \$3,772.

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 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.
- If students do not meet the requirements of their service obligation, all TEACH Grant funds they received will be converted to a Federal Direct Unsubsidized Stafford Loan which must be repaid in full, with interest charged from the date of each TEACH Grant disbursement.

More information on the TEACH Grant Program can be found at the Department of Education website: <http://studentaid.ed.gov/PORTALSWebApp/students/english/TEACH.jsp>.

### 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 2022-23 stipend amount is \$52 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 Web site](#) 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.

### **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 for undergraduate students). 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.

### 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, 2022 and June 30, 2023 is fixed at 4.99%. This rate applies to both Subsidized and Unsubsidized Stafford Loans.

The interest rate for Stafford loans first disbursed to graduate and professional students between July 1, 2022 and June 30, 2023 is fixed at 6.54%. This rate applies to Unsubsidized Stafford Loans only as graduate and professional students are no longer eligible for Subsidized 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. 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. Please see below for a detailed table of 2022-23 Direct Loan interest rates.

#### Effective for loans with a first disbursement on or after July 1, 2022 through June 30, 2023

Loan Type	Grade Level	2022-23 Fixed Rate
Subsidized	Undergraduate	4.99%
Unsubsidized	Undergraduate	4.99%
Unsubsidized	Graduate/Professional	6.54%
PLUS	Parent/Graduate	7.54%

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 with first disbursements on or after October 1, 2020 and before October 1, 2023, the fee on students' loans is 1.057%. 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

Graduate students can borrow a maximum of \$20,500 per year through the Unsubsidized Direct Stafford Loan program. The cost of attendance for graduate programs varies by tuition costs, etc. Additional loan options are available. Contact your Service Specialist.

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 accept the Stafford Loans offered in the online award letter. Students who wish to accept a lower amount than that which is offered should email [FinancialAidSupport@ccu.edu](mailto:FinancialAidSupport@ccu.edu) for assistance.

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. Students who have previously received a Stafford Direct Loan from CCU are not required to complete the Entrance Counseling Session.

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 equal installments. Financial aid funds are divided equally among the number of semesters in the award period. 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.

Financial aid disbursements begin after the add/drop deadline of the student's first enrolled course of the semester. For first and second semester undergraduate students, disbursements are delayed to the end of the term according to the published schedule. Course participation and attendance will be determined before financial aid is disbursed. (General processing time may delay disbursement for a week or two longer.) If loan funds remain after the tuition and fees balance is paid, CCU will refund the credit balance to the student.

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.

## Financial Aid Refund

Once all financial aid has been received and applied to the student account, any remaining credit balance will be refunded 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

The U.S. Department of Education defines any course that does not span an entire semester as a module. Nearly all courses in the College of Adult and Graduate Studies are offered in modules and fall under the unique Department of Education regulations regarding modules.

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 could attend in the term, not what the student is scheduled to attend. 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,
- Logging into an online class without active participation, or
- Participating in academic counseling or advisement.



### **Determining enrollment status for Return of Title IV funds**

If prior to ceasing attendance a student drops modules that have not yet started, the dropped modules will be considered a change of enrollment. The student's eligibility for Federal Pell Grant and TEACH Grant may need to be recalculated. If the student was eligible for loan funds at the time of disbursement but changes in enrollment occurring after disbursement make the student's enrollment less-than-halftime, the student would be eligible for the loan disbursement that had already been delivered.

If a student drops modules that have not yet started after ceasing attendance in all courses, the dropped modules will be included in determining the student's payment period and any possible Return of Title IV calculation. Any adjustments to a student's enrollment status made after the student ceases attendance have no bearing on the Return of Title IV requirements.

### **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.

### **Withdrawal date for students enrolled in modules**

- A student who withdraws from a module or has ceased attendance is considered withdrawn if the student has not provided confirmation of intent to attend a later module in the same semester.
- A student is not considered a withdrawal if the student has given written intent to attend a later module during the same semester. However, if the student fails to attend the later module, the date of withdrawal reverts to the original withdrawal from the prior module, and the later module will be included in the period of enrollment.
- A student who begins but fails to complete a module in a semester is considered to have withdrawn.
- A student who receives a failing grade may be considered withdrawn. CCU will determine if the student ceased attending and is therefore considered a withdrawal.
- The Return of Title IV funds process will begin as soon as possible after it is determined that a student has withdrawn or ceased attendance. If the student returns for a later module in the semester, the Return of Title IV funds will be reversed.

### **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 "W" grade is awarded when students officially request a course withdrawal before the final week of a course. An "FW" grade (failing withdrawal) is awarded to students who did not officially withdraw from the course, but who failed to participate in course activities through the final week of the course and completed assignments and/or course activities were insufficient to make a normal evaluation of academic performance possible and therefore, the student did not earn a passing grade. If a student does not participate during a course for more than 14 consecutive days, a grade of FW will also be given. For FX, W, and FW 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 over 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 60% or less 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.

### Exit Counseling

Exit counseling is mandatory for borrowers leaving the University. Loan terms and conditions as well as repayment options are covered.

### Alternative Financing

Students may want to consider some of the following alternatives to assist in paying for costs at Colorado Christian University. Students 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, VA benefits, outside scholarships, etc.) must be taken into account for financial aid packaging. 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.

### Graduate and Parent PLUS Loan

Graduate degree students can borrow a Direct PLUS loan to help cover educational expenses. Eligibility for a Graduate PLUS Loan is determined by the Office of Financial Aid. The U.S. Department of Education will determine if a student is able to borrow the Grad PLUS loan by running a credit check. A lack of an adverse credit history enhances the approval of the application.

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 Parent 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. A Direct Parent PLUS loan cannot be transferred to the child. The parent is responsible for repaying the loan.

The interest rate for a Direct PLUS loan first disbursed on or after July 1, 2022 and before July 1, 2023 is a fixed interest rate of 7.54%. The loan fee for Direct PLUS loans disbursed on or after October 1, 2020 and before October 1, 2023 is 4.228%. The fee will be proportionately deducted from each loan disbursement.

The repayment period for a Direct PLUS Loan begins when the loan is fully disbursed, and the first payment is due 60 days after the final disbursement. However, borrowers may defer repayment while students are enrolled at least half-time. If the Direct PLUS Loan was first disbursed on or after July 1, 2008, students may also defer repayment for an additional six months after they cease to be enrolled at least half-time. Interest will accrue on loans during the deferment period. Students may choose to pay the accrued interest or allow the interest to capitalize when the deferment period ends.

There are several repayment plans that are designed to meet the different needs of individual borrowers. Generally, students have 10 to 25 years to repay their loans, depending on the repayment plan chosen. More information can be found at <http://studentaid.ed.gov/repay-loans>.

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 equal disbursements, after the start of each semester, once financial aid eligibility has been demonstrated.

Because of the Health Care and Education Reconciliation Act, beginning July, 2010, all PLUS loans come directly from the U.S. Department of Education under the Direct Loan Program. Parents and students can visit the [U.S. Department of Education](http://www.ed.gov) Web site 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 some students may require a co-borrower to qualify. Interest rates and repayment terms vary by lender. If students choose 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 when the student's enrollment has been verified for the semester.

### **Automatic Monthly Payment Plan**

To help students meet their educational expenses, Colorado Christian University is pleased to offer Nelnet Campus Commerce as a convenient budget plan. Nelnet Campus Commerce 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 or 20<sup>th</sup> of every month until the balance is paid in full. Payment plans are available for summer, fall and spring semesters.

Students set up the payment plan in their Self-Service Student Finance account. A student's payment plan balance will automatically update as changes are made on the student's account balance to accommodate adding and dropping a class, financial aid disbursements to the student's account, or other changes made to account charges. Additional information is available by contacting the Service Central office at 303-963-3040 as enrollment deadlines will indicate the number of monthly payments available.

### **Proxy Access**

CCU students can grant others permission to access financial aid and payment information in their Self-Service account on the web. Students commonly grant parents or spouses proxy access to their personal information. Proxies can make payments, view student account activity and statements, access financial aid awards, and set up a payment plan. Please visit the [Proxy Access](#) webpage for more information.

### **Veterans' Assistance**

Nearly 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, automatic monthly 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**

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA).

CCU is a participating University and offers significant benefits under the Yellow Ribbon program. Eligible students in CCU's College of Adult and Graduate Studies will receive up to \$5,000 per year in CCU benefits, which will be matched dollar for dollar by the VA, for a total of \$10,000. The benefit is used to cover any tuition and fees incurred beyond the base VA benefit fund of \$26,381.37 for the 2022-23 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 2022-23 academic year. The benefit is renewable each year the student maintains satisfactory progress, conduct and attendance.

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.

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. Each semester CCU will certify the tuition and fees of registered courses after the add/drop period to verify student enrollment.

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 email [StudentPayments@ccu.edu](mailto:StudentPayments@ccu.edu).

### **Employer Reimbursement Directly to the Student**

Students receiving reimbursement directly from their employer must pay up front for all of their educational related expenses. A Third Party Deferred Payment Plan option allows students to defer this payment until the following semester, interest free, for a \$25 administrative fee per semester.

### **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.

### **Military Tuition Assistance**

Students who qualify for Military Tuition Assistance may receive all or part of their tuition paid. Contact 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.

### **Tuition Tax Credits**

Student/taxpayers 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 the amount of payments received by CCU 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 contact a qualified tax professional for additional information. In January, CCU distributes the 1098-T tax form to students, detailing eligible amounts received 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 an undergraduate 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. Less than half time (5 credit hours or less) students may 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.

### 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.

### Changes due to Amending or Correcting the FAFSA

Students may change information entered on their FAFSA by going online to access their FAFSA, making the changes, and submitting the revised form. Changes are received by CCU and may impact the student's EFC and financial aid eligibility. A revised award may be necessary.

### Other Changes in Family Financial Information

Family emergencies such as job loss or death of a spouse 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 student and spouse income and assets, number in family, and number of family members in college are factors influencing variations in awards from year to year.

### Drug Conviction while Receiving Federal Student Aid

Your eligibility (for grants, loans, or work-study) may be suspended if you received a drug conviction while receiving federal student aid. If your eligibility for federal student aid has been suspended due to a drug conviction, you can regain eligibility early by successfully completing an approved drug rehabilitation program or by passing two unannounced drug tests administered by an approved drug rehabilitation program. If you regain eligibility during the award year, notify the Service Central financial aid office immediately so you can get any aid you're eligible for. If you are convicted of a drug-related offense after you submit the FAFSA form, you might lose eligibility for federal student aid, and you might be liable for returning any financial aid you received during a period of ineligibility.

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

Students receiving financial aid at Colorado Christian University are 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, and transportation.
- 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 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 if enrollment status falls below half-time.
- 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.