COLORADO CHRISTIAN UNIVERSITY
Grace and Truth

2019-2020 Financial Aid Process
College of Undergraduate Studies

Financial aid is available to all students who are enrolled at least half-time (6 credits) as a regular degree-seeking student. To apply for financial aid all students must complete the following steps. All forms are available by contacting the Service Central office at 303-963-3230 or toll free at 800-44-FAITH ext. 3230. Important financial aid information can be found at http://www.ccu.edu/finaid/.

STEP 1:	**FAFSA (Free Application for Federal Student Aid) – 2019-2020** This application is available October 1, 2018. It is recommended that you use income and tax information directly from your 2017 federal tax return on your online FAFSA; do not estimate 2017 income or taxes. The FAFSA can be most accurately completed online at www.fafsa.ed.gov. **CCU's Title IV Code is 009401** ***The FAFSA can take 1-2 weeks to process before the school receives the electronic data! Your Financial Aid cannot be processed until the Service Central office has received the electronic Student Aid Report.*** **The priority deadline for awarding is April 1, 2019. Institutional scholarships are awarded on a first come first served basis.**
STEP 2:	**SAR (Student Aid Report)** After you have submitted your FAFSA, you will receive a SAR. Read through the SAR carefully and review it for any incorrect information. If there are corrections that need to be made to your SAR, please make the corrections in your FAFSA. Your SAR will also tell you if you are chosen for verification or if there are other issues that need to be resolved.
STEP 3:	**Verification**** The Department of Education randomly selects students who have completed the FAFSA for a process called verification. Please determine if you have been selected once you receive your SAR. If you are selected, you will be notified on your Student Aid Report (SAR). Please submit verification documents via the online Verify My FAFSA platform. Minimum additional documentation includes your IRS tax transcript and a verification worksheet completed and signed by both you and your parents (or spouse).
STEP 4:	**Correction Documents**** If your SAR has any processing problems, you will be notified that we may need correction documents. These documents may include items such as a copy of your Social Security Card, Birth Certificate or Selective Service letter. Please check your SAR to determine if there are any issues that may need to be resolved. If you have questions about what may or may not be needed, please contact the Service Central office.
STEP 5:	**Academic File Complete***** This requirement is a confirmation from the Admissions Office indicating that you have turned in all required documents to complete your academic file. Documents that are often missing are official transcripts, letters of recommendation, or other application documentation. Admission requirements include a final high school transcript or diploma, verifying completion of your high school degree. No financial aid funds can be disbursed without proof of high school or GED completion. If you are not sure if you are in need of additional documentation for your academic file, please contact your Admissions Counselor.
STEP 6:	**Award Letter** After the above documentation has been submitted to the Service Central office and we have processed your file, you will receive an e-mail advising you to log into Self Service at https://selfservice.ccu.edu/. View the financial aid that is available to you by selecting "Review and accept your Financial Aid Award Package." To access Self Service, you will need to log in using your CCU digital services account, which allows you to access the secure CCU network. This account can be created at https://secure.ccu.edu/DigitalServicesAccount/. Once these steps have been completed, you will need to accept or decline the awards online.

**Indicates that not all students will be required to complete this step. Please refer to your SAR to determine if you are required to complete these documents. If you are not sure if you need to complete these items, please contact the Service Central office.
***Indicates that these steps are only required for first time award recipients at CCU.

STEP 7:   **Entrance Interview (for first time loan recipients at CCU)*****
First-time freshmen borrowers must complete the Direct Stafford Loan Entrance Interview by choosing the link on www.ccu.edu/loans. All first-time Stafford Loan borrowers are required to complete the entrance interview before their Stafford Loan funds will be disbursed.

STEP 8:   **Loan Application*****
Once the student has accepted financial aid, the student must electronically complete the Master Promissory Note (MPN) by choosing the link on www.ccu.edu/loans. Because of the Health Care and Education Reconciliation Act of 2010, all student loans are now offered through the Direct Loan Program.

STEP 9:   **Parent PLUS Loan**
Because of the Health Care and Education Reconciliation Act of 2010, all Parent PLUS loans come directly from the U.S. Department of Education under the Direct Loan Program. Parents can choose the link on www.ccu.edu/loans to complete the PLUS request process. The PLUS Loan requires credit approval, and repayment can be deferred while the student remains enrolled at least half-time. A Parent PLUS loan is disbursed in two equal disbursements – the first in the fall semester, and the second scheduled for the spring semester.

STEP 10:   **Student Alternative Loan**
The student who opts to take an alternative loan will choose a lender and begin the loan selection and application process at www.ELMSelect.com. The Alternative Loan requires credit approval and may also require a co-borrower. After the Alternative loan has been approved and the promissory note has been signed, CCU will certify the loan, and the student can expect to see loan funds at the school within 3-5 business days, or within two weeks of the beginning of the semester.

STEP 11:   **Loan Processing**
Once financial aid has been accepted online, and the Master Promissory Note has been completed, we will process your request for financial aid. CCU must have the completed Stafford Entrance Interview, and a signed MPN, before the student's awarded financial aid can be processed by CCU and the loans can be disbursed. This process can take 1-2 weeks once your file is ready.

STEP 12:   **Fund Disbursements**
Financial Aid can be disbursed as early as the first week of your first class, but may take a week or two longer depending on general processing time. Stafford, PLUS, and Alternative funds are processed by the Service Central office and then put on your student account as a credit toward your tuition and fees. Please note: no financial aid funds can be disbursed without documentation of high school or GED completion.

STEP 13:   **Refunds**
If you have additional funds above and beyond the cost of current semester charges, you may be eligible to receive a refund for any overage. If the credit is from a Parent PLUS loan then the overage will need to be sent to the parent unless parental authorization is given, by waiver, to give the overage to the student. To request a direct deposit refund of the credit balance on your CCU account, log into Self Service and click on "Banking Information" to add a bank account. After you have entered your bank information the credit balance on your CCU account will be electronically directed to your personal bank account. Electronic refunds are processed once a week. To retain a credit balance on your student account, please submit a written request to Service Central, including your signature and your student ID number.

Important reminders:

- Correspondence from CCU comes primarily by e-mail. Keep your e-mail address updated, and check your e-mail inbox regularly for any announcements that may pertain to your financial aid status.
- There are many outside scholarships that are available for those students who wish to pursue them. Do your research!! www.fastweb.com is a great place to start.
- Keep copies of all information that you fill out and submit to CCU, including your FAFSA.
- **Financial aid is a lengthy process**. Please start as early as possible and keep on top of all requests for additional information from the Service Central office.
- If all of the steps above are not completed in a timely manner, you may not be able to receive all or part of your financial aid award for your program.
- **If you have any questions about the process or want to check your status, please call the Service Central office at 303-963-3230 or e-mail FinancialAidSupport@ccu.edu. You can also learn more about the financial aid process at http://www.ccu.edu/finaid/.**
- *Please be aware that financial aid will not be available in time to purchase books for any semester. Please plan to make other arrangements for any necessary purchases. For information on ordering books and supplies from the CCU bookstore, please see https://ccu.treeoflifebooks.com/#/faq#sub33.*