

**Cochise College  
Administrative Policy**

**Category: Students  
Policy Number: 4015  
Title: Student Financial Aid**

The College will maintain a comprehensive program of financial aid to attract students and to provide assistance to those with demonstrated financial need.

**Procedure 4015.1  
Financial Aid Application**

In order to qualify for many of the financial aid programs, a student must demonstrate need. Cochise College uses the Free Application for Federal Student Aid (FAFSA), which is the Department of Education's application. This application is used for all federal and state financial aid programs and for many of the institutional waivers and scholarships. Priority is given to students who meet the published deadlines.

Students without a high school diploma or certificate of equivalency who are applying for financial aid must demonstrate the ability to benefit from college instruction as determined by a federally-approved placement test.

Other scholarships and waivers are available from Cochise College and local business and civic organizations. Eligibility for these programs is based on academic, community, or athletic achievement and need is not a factor. The donor, athletic department, or Scholarship Foundation Committee determines eligibility for these programs.

The general procedure for a student to apply for need-based financial assistance from Cochise College is as follows:

1. The student shall apply for admission.
2. The student must be enrolled in an eligible degree and major. Certificate programs must include at least 16 credit hours.
3. The student must complete and submit the FAFSA. It is recommended that students bring their application and tax forms to the Financial Aid Office so that the data can be checked for accuracy in order to reduce the number of corrections that have to be made to the application and reduce delays in awarding.
4. The student must submit all requested documentation to the Financial Aid Office. The student will not receive a financial aid award until the file is complete.

5. An award letter will be sent to the student once the file is complete and eligibility has been determined. The Pell Grant award is determined by the Department of Education. The Financial Aid Officer, based on the guidelines for each program, will determine other aid.
6. If the student requests a student loan and qualifies, the loan will be offered. An entrance interview and the loan acceptance form must be completed and submitted to the Financial Aid Office before the loan will be certified.
7. If the Work-Study Program is requested, the student should contact the Career Services Staff for assistance in locating part-time employment. Students who qualify (based on need) will then be awarded Federal Work-Study funds. Institutional work-study funds are also available for students who do not qualify for the federal program.

**Procedure 4015.2**  
**Student Loan Procedures**

1. Loan is awarded and an award letter, loan acceptance form and loan entrance counseling instructions are mailed.
2. Loan entrance counseling is completed. Instructions for completing this requirement are sent with the award letter. Normally, the entrance counseling only needs to be done once. Cochise College requires that transfer students complete the entrance counseling even if it was completed at a prior institution.
3. The Loan Acceptance form is completed and returned to the Financial Aid Office.
4. The loan is certified with information going to SallieMae, our guarantee agency, which represents and processes loans for several lenders.
5. The loan is guaranteed by the lender using data from the Department of Education.
6. The promissory note is sent to the student for completion.
7. The student completes and signs the promissory note and returns it to SallieMae.
8. Funds are disbursed to the Cochise College Business Office and credited to the student's account.
9. Charges are deducted from the loan proceeds and a check is cut and mailed to the student.

**Procedure 4015.3**  
**Financial Aid Disbursement**

1. All disbursements are made by the Business Office.
2. The first disbursement for the term is made in accordance with Federal regulations. Pell Grant, Supplemental Educational Grants (SEOG), and various scholarships are disbursed approximately one week before the start of the term. The checks are mailed from the Douglas campus. It is important for the student to update any address, phone, or email address changes with the Admissions Department.
3. Loan checks cannot be disbursed more than three days before the start of the term. Loan funds are transmitted to Cochise College on Thursday and checks are mailed on Friday. All questions regarding the actual disbursement and “lost” checks should be directed to the Business Office. Questions regarding why aid was not disbursed should be directed to the Financial Aid Office.

**Procedure 4015.4**  
**Federal Refund Procedures**

Students who withdraw during the first 60% of any term are subject to the federal refund calculation. If the award includes Pell Grant or SEOG, a refund may be owed to the grant/s. Students have 45 days in which to repay any amount owed to the grant. If the grant is not repaid, the Department of Education will be notified and the student’s eligibility for Title IV Financial Aid will be terminated. Students must then contact the Department of Education to make repayment arrangements.

**Procedure 4015.4**  
**Academic Progress**

All students receiving federal financial aid will have their academic progress monitored. Students are required to maintain a 2.0 grade point average and complete a minimum of 75% of the classes for which they are paid. Once students completes 96 credit hours, they are required to obtain a restricted enrollment letter from Student Development Center and give a copy to the Financial Aid Office. The restricted enrollment letter lists the classes required to complete the current degree program and only classes listed on the letter will be eligible for aid payments. Students may consult the Academic Progress brochure available in the Financial Aid Office for complete details.