



**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, GED 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 and be enrolled in an eligible career pathway program.

Students who have been homeschooled must provide documentation based on the regulations of the state they were homeschooled in and an official transcript.

High school students who are dually enrolled in Cochise College are not eligible for federal financial aid.

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

The general procedure for a student to apply for need-based financial assistance from the 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 online at www.FAFSA.gov.

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 and eligibility determined.
5. An award letter will be sent to the student's college email address once the file is complete and eligibility has been determined. The Pell Grant award is determined by the Department of Education.
6. If the student is interested in a student loan, the loan acceptance form must be completed and submitted to the Financial Aid Office. A Master Promissory note must be completed and entrance counseling performed prior to the loan being certified.
7. If the Work-Study Program is requested, the student should review job postings and submit an online application to Human Resources. Students who qualify (based on need) shall 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. A Student Loan, is requested through the submission of a loan request form to the Financial Aid Office.
2. Loan entrance counseling and the Master Promissory note are completed on the government student loan website. Instructions for completing these requirements are found on the college website www.cochise.edu/fa.
3. In order to qualify for a student loan, a student must be enrolled in a minimum of 6 credits per semester and be fully registered prior to the Financial Aid freeze date.
4. Institutional charges are deducted from the loan proceeds and the remaining credit balance is sent via direct deposit or a check.

**Procedure 4015.3
Financial Aid Disbursement**

1. All disbursements are made by the Business Office via direct deposit or check.
2. The first disbursement of aid for the term is made approximately one week prior to the class start date. Scholarships shall be paid provided all eligibility requirements have been fulfilled.
3. Book disbursements are 30% of the eligible Pell Grant disbursement provided the disbursement does not result in a student account balance. These disbursement are typically performed two business days prior to the class start date provided the student file is complete and eligibility determined.

4. Federal aid is disbursed after the completion of the student census date, but no later than 14 days after the initial book disbursement.

Procedure 4015.4 Federal Refund Procedures

Students receiving federal financial aid who withdraw from or stop attending courses may be required to return a portion of financial aid received. Federal regulations [HEA Section 484B, 485(a)(1)(F), 34 CFR 668.22], referred to as the “Return of Title IV Funds” policy, requires the college to calculate a refund and repayment of federal aid received by students who withdraw prior to the 60% point of a term for which federal aid has been received. The Title IV programs under this policy include Federal Pell Grant, Federal Supplemental Educational Opportunity Grants (FSEOG), and Federal Direct Loans (Subsidized, Unsubsidized and PLUS). According to the Return of Title IV Funds policy, the student is allowed to retain only the amount of Title IV financial aid that was earned. If a student withdraws or stops participating in classes, a portion of the aid received is considered to be unearned and must be returned to the Title IV programs from which it was received. If the Return of Title IV Funds calculation results in unearned aid that must be returned, both the school and the student are responsible for returning funds.

Procedure 4015.5 Academic Progress

All students receiving federal financial aid shall have their academic progress monitored at the end of each semester.

- Students are required to maintain a 2.0 grade point average.
- Students must complete a minimum of 67% of the classes for which they are enrolled.
- All courses shall be reviewed to determine if the course applies towards the declared degree.
- The maximum timeframe for degree or certificate completion is measured by the total number of credit hours a student has attempted plus all transfer credits. Credit hours attempted, but not completed, count towards the maximum timeframe. All credit hours, including those taken without financial aid are counted, as required by federal regulations. Financial aid is suspended once 150% of credit hours are achieved or it becomes evident cannot achieve their degree in the required timeframe.