



OFFICE OF FINANCIAL AID

STUDENT COMMUNITY CENTER - 210

Phone: 973-328-5230 Fax: 973-328-5237

E-mail: [finaid@ccm.edu](mailto:finaid@ccm.edu)

**RE: Student Authorization of Correspondence Preference**

Date \_\_\_\_\_

CCM ID# \_\_\_\_\_

I (your name here) \_\_\_\_\_,

Adhering to the U.S. Department of Education Federal Student Aid Authority, the County College of Morris Financial Aid Office is informing you that all correspondence is conducted electronically. Electronic correspondences are not limited to request for additional documents, but also award notification. Attention: Submission of item(s) requested are required in order for the office to expedite the award determination and disbursement process. Once completed, you will be notified electronically, by way of the CCM email, which may direct you to the colleges website "Web Advisor" <https://webadvisor.ccm.edu>.

The **E-Sign Act** provides specifically for the creation and retention of electronic records, in addition to safe guarding your records against possible fraud and abuse. Therefore, unless a statute or regulation specifically requires a school to provide or maintain a record or document on paper, your records are maintained electronically. Similarly, unless a statute or regulation specifically requires schools to obtain a pen and paper signature, your acceptance of County College of Morris electronic correspondence is viewed your electronic signature, as long as the electronic process complies with the **E-Sign Act** and all other applicable laws.

Based on the above, the Financial Aid Office is requesting that you voluntarily consent to the more efficient, electronic communication. If not, please complete the below -

I (your name) \_\_\_\_\_ have read and understood the above and **DO NOT** authorize electronic communication (**Paper correspondence requested**).

Your Signature/Date \_\_\_\_\_.

Please return this signed notice to the Financial Aid office immediately.

Sincerely,  
Financial Aid Office

Source: [ifap.ed.gov/fsahandbook/attachments/1314FSAHbkVol2Ch7.pdf](http://ifap.ed.gov/fsahandbook/attachments/1314FSAHbkVol2Ch7.pdf)