

ALL STUDENTS MUST READ THE INFORMATION PRESENTED HEREIN

A. GENERAL ELIGIBILITY CRITERIA:

1. Students seeking financial aid assistance are required to file the Free Application for Federal Student Aid. **Filing on line:** www.fafsa.ed.gov. Aid is granted for one academic year (*generally September through May*). Unless otherwise noted, one-half of the total awards are made available for each semester. All federal aid is subject to final legislative approval of federal educational programs.

All degree candidates (*matriculated students*) must register for the **minimum 3** credits each term (*fall, spring and summer*) to receive a federal grant (*PELL grant, 6crs for SEOG*) if *qualified*. Stafford loan recipients must be enrolled at least half time (*6 credits*) per term. NJ State grant (*TAG and EOF*) student must be registered for no less than 6 credits per term; EOF recipient registered half time, eligibility must be approved by the *EOF Director*. See below for more details (*section C*). **Note:** All students requesting Federal, State and most CCM Foundation Scholarships assistance are required to be accepted to the College as degree-seeking students. Visit the [Admissions](#) website or in-person for further detail regarding the application process.

2. **STUDENTS MUST APPLY FOR FINANCIAL AID EACH ACADEMIC YEAR.** CCM “priority” deadline for financial aid is **March 1st or no later than the federal income tax filing period (mid-April).** “OFFICIAL” AWARD NOTIFICATION IS CONTINGENT ON COMPLETION OF FILE IN OUR OFFICE - Please respond to all requests from the Financial Aid Office (*A timely response = timely award notification*).

3. The Financial Aid Office reserves the right to revoke or reduce awards at any time if there exists evidence that the conditions of **financial need, merit, CCM required courses for major and academic progress** are not as represented in the original application, supporting documents or registered courses. Financial assistance is awarded in amounts which vary with the degree of applicant need and academic promise. Aid recipients are required to notify the Financial Aid Office, in writing, about any change in their financial circumstances, including their receipt of any external scholarships, grants, or tuition remission. Aid may be reduced as a result of increased resources received. Students must report any changes in demographic information (name, address, email, contact number, etc.) to the [Records & Registration Office](#).

4. Changes in the number of registered credits or if registered for courses NOT applicable toward your current major (degree) will affect the amount you were awarded, as you will be responsible for those courses out-of-pocket.

5. During the registration period you will receive information concerning CCM policies and procedures. This includes our Drug and Alcohol Policy ([FSA-Student Eligibility Worksheet](#)) and Satisfactory Academic Progress (SAP) standing policy. **It is the student's responsibility to read and understand all colleges' policies.** All policies are available on CCM website.

6. Students wishing to withdraw from the College must follow the published withdrawal procedures (*refer to the bulletin or contact your academic advisor, also the Financial aid office if you are receiving aid*). Failure to follow the required steps will jeopardize any expected refund and or cumulative grade point average.

B. CCM SCHOLARSHIPS:

In addition to Federal and State aid, **County College of Morris** distributes scholarship funds each year to students who demonstrate merit (*CUM GPA*) and or financial need (*processed fafsa required*). Some Foundation Scholarships *i.e.* *CCM Alumni, Oliver Sheffield Minority Student Scholarship, All Athletic Scholarships, etc.* may require additional forms. Scholarship recipients are required to **submit a letter of appreciation** to the CCM Foundation Office 973/328-5060.

For the CCM Foundation, Scholarship Application and more visit: <https://www.ccm.edu/admissions/financialaid/fa-scholarshipsonline-application>

C. SATISFACTORY ACADEMIC PROGRESS REQUIREMENTS FOR AID:

1. All recipients of federal, institutional, and State aid are required to maintain satisfactory academic progress toward completion of degree requirements. For federal and institutional aid, a minimum cumulative grade point average must be maintained (*see enclosure for details*). In addition, students are expected to complete a sufficient number of credits each semester toward their degree requirements. Further information on academic progress is available in the schools catalog. Appeals concerning academic progress may be made, in writing, to the Dean of Student Development and the Financial Aid Office. For complete policy visit: http://www.ccm.edu/wp-content/uploads/FinancialAid/SAP_Policy_eng.pdf | http://www.ccm.edu/wp-content/uploads/2016/07/SAP_Policy_espanol-1.pdf

D. EXTERNAL AID PROGRAMS:

Federal, State, Grants, Loans & Student Employment -

- PELL** - Federal Pell grant (*based on need assessed*): www.fafsa.ed.gov
- SEOG** - Federal Supplemental Educational Opportunity Grant (*pell grant eligibility and 6 or more credits per term enrollment required*)
- FWS - Federal Work-Study** (*This award is not deferred against tuition*) Awarded students are required to schedule an appointment for job placement with the [Career Services Office](#), located in Cohen Hall CH 203, (973) 328-5245 To learn more refer to <https://studentaid.ed.gov/sa/types/work-study> Or <https://www.ccm.edu/student-life/career-services/>
- TAG & State Scholarships** New Jersey State Tuition Aid Grant & Scholarships – Awarded to legal New Jersey State residents only: www.hesaa.com | NJFAMS.hesaa.org. Aid is also available to Veterans and Disabled students.
- NJSTARS** - Students who graduate in the **top 15% of their high school graduate class** and have participated in a rigorous course of study. (*Refer to the Colleges or NJ State web site for additional eligibility requirements*).
- EOF (Educational Opportunity Fund)** Students must be Legal residents of New Jersey, first time entering freshmen and have filed the **FAFSA**. All students must enroll full-time or if part-time, must obtain a **waiver** from the EOF Office. All students must contact the EOF Office for an application at 973/328-5270. Placement as an EOF student is determined by the CCM EOF Director and based upon NJ State and CCM guidelines for identifying educationally and economically disadvantaged students. Placement is limited each academic year starting in each fall, therefore students are encouraged to apply early.

E. FEDERAL DIRECT STAFFORD LOAN (subsidized/unsubsidized) & FEDERAL PARENTAL PLUS LOAN (contingent on credit approval):

Requirements: **Federal Direct Stafford Loan** borrowers are required to complete a ⁽¹⁾ [Direct Loan Master Promissory Note Application](#) (eMPN) and ⁽²⁾ [Direct Loan Entrance Interview](#) (*allow for approximately 48 hours receipt of your e-application/entrance by the college*). For **interest rate** and more visit - <https://studentaid.ed.gov/sa/types/loans/subsidized-unsubsidized#interest-rates>

DIRECT STAFFORD LOAN BORROWERS ARE REQUIRED TO COMPLETE THE FREE APPLICATION FOR FEDERAL STUDENT AID (**FAFSA**) AND MEET ALL PROCESSING REQUIREMENTS, INCLUDING SATISFACTORY ACADEMIC PROGRESS FOR CONTINUING STUDENTS.

- Once certified, loans are disbursed to the college in two installments, one per term (*six or more registered credits required at the time of disbursement*).
- Repayment** begins six (6) months after exiting the college or if enrolled for less than six (6) credits per term, whichever comes first. Federal Direct Stafford loan borrowers are required to complete a loan exit on exiting the college (*withdrawing, enrolled less 6 credits, graduated*).
EXIT COUNSELING ONLINE: Failure to complete the exit counseling WILL result in a record HOLD placed on all your CCM records.

F. BOOKS & SUPPLIES - ADVANCE ALLOWANCE: This ‘book advance’ (*up to \$600.00*) is available at the Campus Book Store during the fall and spring semesters when book go on sale. To qualify, students’ awarded financial aid **MUST** be in excess of their term tuition and fees cost.

G. CLASS ATTENDANCE VERIFICATION:

Class attendance is confirmed prior to the disbursement of aid each term. Federal grants and loans are applied approximately 2-3 weeks after the add-drop period. Alternative Loans (NJ Class or other) are applied after the student endorses the loan check (if not received electronically).

H. CREDITING:

Once class attendance has been confirmed the Financial Aid Office will authorize the crediting of awarded federal aid. Crediting of all types of aid are processed (credited) by the Bursar Office against term charges. **PAPER STUDENT LOAN CHECKS MUST BE SIGNED BY THE BORROWER. THE BURSAR OFFICE WILL CONTACT YOU UPON RECEIPT - PLEASE MAKE SURE THE COLLEGE HAS YOUR CURRENT MAILING ADDRESS AND PHONE NUMBER EACH TERM.**

I. REFUNDS (Processed by the Bursar Office):

Students whose term financial aid (*loans included*), exceeds term tuition and fees charges will be eligible to receive a refund, and or applicable funds toward the purchase of books and supplies at the Campus Store. Students expecting a **refund check (USPS mailed)** should allow approximately **14 days** processing. Alternative and PLUS loans are applied after the check is endorsed (*paper*) or electronic funds transfer (*EFT*) is completed.

FINANCIAL AID OFFICE PRIMARY METHOD OF COMMUNICATION IS ELECTRONIC:

Matriculated (degree-seeking) financial aid applicants, will be sent an email to their CCM student email only. This e-notification will direct students to CCM [Web Advisor](#) | [Titans Direct](#) where they may be able to view your awards and or documents requested by us and more.

[TO VIEW YOUR AWARDS AND OR DOCUMENT'S REQUESTED](#) - Please refer to your electronic notification letter. All copies submitted **MUST** include your CCM ID# on all pages (back/front), be readable and signed if required, as they are scanned. Illegible and unreadable items received will be returned to you unprocessed for resubmission.

~~ PLEASE DO NOT ENLARGE OR FAX PHOTO IDENTIFICATION CARDS, SOCIAL SECURITY CARDS & US CITIZENSHIPS DOCUMENTS, IF REQUESTED ~~