Financial Aid Procedures

CCC Federal Code - 002861

CCC State Code - 2005

TO APPLY FOR FINANCIAL AID ONLINE:

- Apply for an **FSA ID** for you & a FSA ID for your parent, if you are a dependent student, at studentaid.gov.
- Complete the 2025-2026 FAFSA online at <u>studentaid.gov</u> using 2023 tax information.
 CCC's federal school code is 002861. FAFSA will send you an email notification once your application is processed. To check on the status of your completed FAFSA go to the <u>studentaid.gov</u> website or contact the Student Financial Services Office at (315) 294-8470.
- Students who are New York State residents can also apply for the Excelsior Scholarship by visiting <u>hesc.ny.gov.</u>
 This scholarship has other criteria that must be met in order to be determined eligible.

Applications filed less than two weeks before classes begin are not guaranteed to be processed in time to be used as a deferral towards the tuition bill. Students who apply after this time will need to be prepared to make payment to the Student Financial Services Office to hold their registration.

TO ACCEPT A STUDENT LOAN IN YOUR MYCAYUGA ACCOUNT:

Go to cayuga-cc.edu and click on myCayuga, select LOGIN:

Click on <u>Financial Aid Tab</u>, click on <u>Award</u>, click on <u>Award for Aid Year</u>, enter the current aid year and click submit Choose the tab on the far right <u>Accept Award Offer</u>

If you are accepting the full loan amounts: Click on <u>Accept Award</u> for each loan you want to accept and click <u>Submit Decision</u> OR if you want to accept a lower loan amount than what is offered: Enter the amount you are requesting in the box to the right and click Accept on the drop-down box. Click Submit Decision.

Fall / Spring students - any amount accepted will be disbursed half during the fall semester and half during the spring semester.

TO COMPLETE THE STUDENT LOAN PROCESS STUDENTS MUST:

Complete Entrance Counseling online using your FSA ID, email or mobile phone at <u>studentaid.gov</u>. Sign a Master Promissory Note online using your FSA ID, email or mobile phone at: <u>studentaid.gov</u>.

TO CONFIRM YOUR CHARGES WITH THE STUDENT FINANCIAL SERVICES OFFICE: (Done each semester!)

Go to cayuga-cc.edu and click on myCayuga, select LOGIN

Click the Student Services tab and then select Confirm Charges

Enter the correct term and submit

At the bottom of the bill click on 'Confirm Charges'

FINANCIAL AID WILL BE DISBURSED BASED ON CLASSES THAT HAVE ALREADY BEGUN!

Financial Aid awards will begin disbursing approximately six weeks after the start of the semester.

This includes <u>all</u> student loans. Refunds will be paid out based on the number of credits you are <u>attending that have already begun and that apply to your degree.</u>

Additional disbursement may be made after you have begun attending late start classes.

Student loans will be disbursed after you have begun attendance in 6 credits.

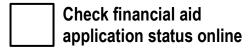
To check disbursement of any awards students can log in to their *myCayuga* account at <u>cayuga-cc.edu</u> or call the Student Financial Services Office at (315) 294-8470 for more information.



My financial Aid CHECKLIST



- CCC sends all official communications electronically to your myCayuga email account.
- Access your myCayuga account by visiting the Cayuga Community College website at <u>cayuga-cc.edu</u>. At the top of the page, click on myCayuga".
- If you need assistance with your myCayuga account, contact the Help Desk at 315-501-1993 or email helpdesk@cayuga-cc.edu



- Log into your myCayuga account. Select the Financial Aid tab, click "Eligibility" to make sure all requirements have been satisfied (unsatisfied requirements may result in aid not being credited on bill).
- Accept your student loans / Federal Work Study awards via myCayuga, Financial Aid tab, "Awards".



- If you wish to accept your Federal Direct Subsidized and/or Unsubsidized Student Loans, you must accept them via myCayuga, Financial Aid tab, "Awards".
- First-time borrowers must complete loan requirements, once loans are accepted, at <u>studentaid.gov</u> complete:
 - ✓ Master Promissory Note (MPN)
 - ✓ Entrance Counseling



Accept a Student Employment Award

- Accept or decline your Federal Work Study award via myCayuga, Financial Aid tab, "Awards".
- After you have accepted your award, you will receive an email with additional information and a link to the Student Employment application.
 Complete and submit to Student Financial Services. You will be contacted for placement. Jobs are not guaranteed and are first come first served.



TAP (Tuition Assistance Program) New York state residents only

- Apply for TAP via FAFSA or TAP online.
- Your financial aid offer may have included an estimated TAP award based on income on the FAFSA.
- After New York State Higher Education Services Corporation (HESC) verifies all information, the TAP award is confirmed and the College is notified. The amount may be different from the estimated TAP award in your financial aid offer.
- If you received a TAP award while attending another school, you must submit an official transcript to CCC's Registrars Office.
- If you have questions regarding TAP, visit <u>hesc.ny.gov</u> or call NYSHESC at 1-888-697-4372 for more information.
- Note: CCC's TAP school code is 2005.



Excelsior Scholarship

New York state residents only

 Students who are New York State residents can also apply for the Excelsior Scholarship by visiting <u>hesc.ny.gov.</u> This scholarship has other criteria that must be met in order to be determined eligible.

Confirmation of Charges

- All students are required to complete Confirmation of Charges every semester via myCayuga, Student Services tab, "Confirm Charges."
- Failure to confirm may result in all courses being deregistered, whether or not your semester bill is satisfied. If you are deregistered, you may re-register but course availability varies.
- Confirming charges acknowledges the student was presented with and reviewed financial aid, billing, and refund policies.

Submit your final high school transcript

- All students must submit a FINAL high school transcript (or original GED or equivalent diploma). Please contact CCC's Admissions Office with specific questions.
- Financial aid recipients must have a transcript on file for funds to credit the bill and/or generate a refund (if applicable).

Obtain Certificate of Residence

- To avoid double tuition charges, students who have been New York State residents for at least 12 months, but are not residents of Cayuga County must submit a Certificate of Residency Form.
- For more information, please contact the Student Financial Services Office or visit <u>cayuga-cc.edu</u> and enter a site search for Certificate of Residence.

Helpful References

- cayuga-cc.edu
- studentaid.gov
- hesc.ny.gov
- 1-800-4-fedaid