

OLYMPIC COLLEGE FINANCIAL AID AWARD INFORMATION – 2011/2012

Congratulations on your financial aid award. Please review the financial aid programs, the award amounts for each term and the total amount for the academic year. All award amounts are subject to change based on your eligibility.

You may not receive financial aid from OC and from another school for the same enrollment period. If you are attending another school for any term listed on your award letter you must inform our Financial Aid Office (FAO) in writing prior to any aid being paid to you.

You do not need to respond to this letter. Your award will automatically be disbursed to you. However, if you decide not to attend OC for one or more of the terms indicated, you must immediately notify our Financial Aid Office in writing. Without written notice from you, non-enrollment for any term listed in your award letter will result in cancellation of all aid for that term and all subsequent awarded terms.

Your Obligations

1. Financial aid is pre-awarded based on full-time enrollment i.e., 12 or more credit hours. If your enrollment status is not at least 12 credit hours you must inform our office in writing by completing and submitting a Change of Enrollment form.
2. You must attend all classes and meet Financial Aid Satisfactory Academic Progress Standards (enclosed).
3. Acceptance and cashing of any financial aid check without attending all classes constitutes an overpayment and you will be responsible for repayment of the aid received.

Understanding Your Award - Your award is based on a combination of factors that include OC's cost of attendance, your EFC (Expected Family Contribution), any other financial aid resources that you may have (DVR, VA, etc.), your grade level and residency status, the completion date of your application, information listed on your FAFSA, and the availability of funds.

Our Financial Aid Office attempts to meet a "Gift Aid Target" and award you financial aid that includes the use of PELL Grant, Washington State Need Grant, Supplemental Education Opportunity Grant, OC Grant, and OC Tuition Waiver.

Employment - If your award letter lists Work-study, and you intend on working during the enrollment terms indicated on your award letter, you must contact Patty Triggs, Student Employment. Call 360-475-7483 or visit the Olympic College Career Center website for more information. If you do NOT desire a work-study position, notify our office in writing. (See enclosed information sheet for more details).

If you desire work-study and are not awarded work-study in your award letter, you can add your name (this must be done in person) to a Work-Study Waitlist in the Financial Aid Office. As funds become available our office may reallocate the funds to those on the waitlist on a first come, first served basis.

Work-study positions are paid based on hours worked.

Student Loans - If your award letter lists any loan amounts, it is because you have requested and are eligible for the loan amount and type of loan listed.

Paying Your Tuition with Your Financial Aid

1. If, prior to your registration, you have a grant, waiver, or scholarship listed on your award letter, and you are enrolled in at least the number of credits required by the award status on which your awards are based, those funds will automatically be applied to your tuition/fee charges.
2. Waitlist classes are not considered in tuition and fee calculations and cannot be paid until you are actually accepted and enrolled into the waitlisted class.
3. If you decide not to attend any classes for which you have registered, you must officially withdraw from them prior to the first day of the term. If you don't, you may receive an unsatisfactory grade and owe a repayment of financial aid.
4. If grants, waivers, or scholarships are not sufficient to pay all of your tuition and fees for a term, you must pay the balance by the published date provided in the registration process.
5. If you have been awarded a Direct Loan, you MAY use your loan to "Bridge" any remaining tuition and fees that exist after other financial aid (if any) has been applied.
 - To bridge a loan you must be enrolled for a minimum of six credit hours and have a remaining tuition/fee balance after all other financial aid has been applied to your account. If your loan does not cover the full amount, you must be prepared to pay the difference.
 - To have loans applied to your tuition/fees you must complete a Bridge Loan application in our office and in person.

When You Receive Financial Aid (Grants/Scholarships)

If you are awarded financial aid in the form of grants or scholarships at least four or more business days prior to the first day of the term, and your enrollment status is the same at which you were awarded and you have a balance after all charges, a balance check should be available to you.

Balance checks will be available on the following dates:

Term/Quarter	Check Disbursement Date
Summer 2011	07/05/11
Fall 2011	09/19/11
Winter 2012	01/03/12
Spring 2012	03/26/12

***New this year: summer checks will be available for pick up on the first day of the term under the same conditions as other terms.**

Receiving Grant or Scholarship Financial Aid Checks

Checks for the balance of your financial aid award for grants or scholarships for all quarters are disbursed at the Bremer Student Center (BSC) from 8:00 a.m. to 2:00 p.m. on the first day of weekday classes. Checks not picked up by 2:00 p.m. on the first day of class will be mailed to the address on record in the OC Registration Office. You must have valid picture identification with you to pick up a check. Valid picture identification includes; Driver's License, Military ID Card, Washington State ID Card, OC Student ID Card. Financial aid checks can be cashed without fee at U.S. Bank. (Note: OC ID is NOT accepted by the bank for cashing checks).

Late Check Disbursement - Checks are mailed to the address on record in the OC Registration Office for ALL late awards. Checks for late awards are normally mailed within 10 days after you receive your financial aid award letter. You must be enrolled at the status predicted for your award for a check to calculate.

Student Loan Checks - Checks for students that have Direct Loans will be disbursed on the 30th day of classes. If you have used a Bridge Loan for your tuition or books, your loan check will be the amount of your loan proceeds, minus charges incurred with your Bridge Loan. ALL loan checks will be mailed to the address on record in the OC Registration Office, no exceptions.

If you are not enrolled in at least six credits on the loan disbursement date, your loan will be cancelled.

Mailing dates for loans certified on the first day of classes:

Term/Quarter	Loan Disbursement Date
Summer 2011	08/03/11
Fall 2011	10/18/11
Winter 2012	02/01/12
Spring 2012	04/24/12

Olympic College participates in the Federal Direct Loan program. Students, requesting a loan are required to complete their Entrance Counseling and Master Promissory Notes at the Direct Loan website:

<https://studentloans.gov/myDirectLoan/index.action>

Check Problems - If a financial aid check is not available when expected, one or more of the following conditions may exist:

1. Your financial aid was cancelled due to unsatisfactory academic progress.
2. You owe a financial aid repayment, or owe a debt to the college. If you owe a debt to the college and satisfy your debt, it will take a minimum of three working days for a financial aid check to print and be mailed.
3. You have registered in a different enrollment status (half-time, less than half-time etc.) from what you were awarded at (full-time). You must complete an Enrollment Change Form to clear this problem (remember: wait-list classes do NOT count in your enrollment status for financial aid purposes).

Repayment: Avoid owing a repayment of financial aid. Attend at least one session of each of your classes, AND earn a passing grade in at least one class for each term.

Contact Us:

Olympic College Financial Aid Office
1600 Chester Avenue
Bremerton, WA 98337-1699

Telephone: 360-475-7160
Fax: 360-475-7471

Summer Office Hours:

The Financial Aid Office will be occasionally closed during the summer months for processing purposes. Please check the Financial Aid Office website for more information about closing dates.

Regular Office Hours:

Monday – Thursday: 9:00 a.m. to 4:30 p.m.
Fridays: Closed for Processing