



# OFFICE OF FINANCIAL AID AUTHORIZATION AND CERTIFICATION

If you purposely give false or misleading information on this document, or on any financial aid form, you may be fined up to \$20,000, be sent to prison, or both.

## 1. APPLICANT INFORMATION

Last Name (PLEASE PRINT) First Name M.I. \*Student ID or Social Security Number

Cellular Telephone Number Home Telephone Number Work Telephone Number

## 2. AUTHORIZATION TO PROCESS AND CREDIT FINANCIAL AID FUNDS DURING ENROLLMENT

- I do hereby authorize Camden County College (CCC) to process, credit, and transmit to my student account my financial aid awards (including, but not limited to, the Pell grant, TAG grant, SEOG grant, STARS scholarship, and Stafford loans for all semesters of my enrollment. Financial aid funds will be transmitted to my account after the mid-point of the semester if I have maintained my enrollment and met all other eligibility criteria.

## 3. AUTHORIZATION TO DEDUCT TUITION, FEES AND OTHER CHARGES DURING ENROLLMENT

- I authorize my financial aid funds to be first used to pay any educational expenses that I incur at CCC during my enrollment including, but not limited to, tuition, fees, parking passes and books and supplies from the campus bookstore(s).
- I understand that my tuition, fees, book voucher, and other account charges will be deducted from my financial aid funds before any credit balance (stipend) can be disbursed to me. I authorize my credit balance to be disbursed to me either electronically or by paper check (at the College’s discretion). Stipends are disbursed after the midpoint of the semester. All stipend checks are mailed after the mid-point of the semester. I understand that stipend amounts arising from grant funds are taxable income to me that I may be required to report on my federal income tax return.

## 4. CERTIFICATION AND ACKNOWLEDGEMENT

- Whether or not I receive financial aid, I understand that I AM PERSONALLY RESPONSIBLE for all financial charges that I incur at Camden County College. The College may permit me to register before a determination is made regarding my eligibility for financial aid. If, however, I am or become ineligible for financial aid (includes grants, loans, scholarships and waivers) for any reason, I agree to pay my account in full including any collection and/or attorney’s fees that may be incurred by or on behalf of the College to satisfy my personal financial obligations.
- I understand that I must matriculate in a degree program and must maintain Satisfactory Academic Progress (SAP) in order to be eligible for financial aid. I understand that the SAP policy requires that I maintain a specified minimum grade point average and a minimum 67% rate of credit completion. I understand that if I am eligible for financial aid (including grants, scholarships, loans, tuition waivers, and work-study), I am required to remain enrolled in my classes in order to receive those funds. I understand that, if I never attend, cease to attend, withdraw, or receive “F’s”, “W, s”, “NA’s”, or “XA’s”, I will jeopardize my financial aid for both current and future semesters. If I fail to remain enrolled in and attend at least one course until the end of the semester, I understand that the College is required to reduce or cancel my financial aid and to retroactively remove it from my account. I understand that, if my financial aid is reduced or cancelled I will remain personally responsible to pay for all outstanding tuition, fees, book voucher and stipend amounts that I incur at Camden County College. For more information about how my attendance impacts my financial aid eligibility I should read the SAP policy in the Financial Aid Handbook.
- I understand that any violation of the regulations governing the financial aid programs is sufficient grounds for termination of my financial aid and referral for disciplinary action. Violations include, but are not limited to, falsification of any document used to obtain financial aid, using financial aid funds for non-educational purposes, and transfer of financial aid funds to others (e.g. using your book voucher to purchase items for others).
- I certify that the information in my FAFSA is correct and complete. I understand that the Office of Financial Aid and has the authority to verify any item of information in my FAFSA or any other document I submit. I agree to release copies of my (and my parents or spouse’s, if applicable) U.S. Federal Income Tax Return and documentation of untaxed income to the Office of Financial Aid upon request. I may modify or cancel the authorizations (#2 and #3 above) by submitting a written statement to the Office of Financial Aid. My signature below confirms that I have read and agree to abide by the information on both sides of this form.

Applicant’s Signature

Date

# Please read about application procedures and deadlines on reverse side of this form!

## 1. TO APPLY FOR FINANCIAL AID:

Complete a Free Application for Federal Student Aid (FAFSA) for the applicable year. “006865 Camden County College” must be listed on your FAFSA. File your FAFSA electronically at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

## 2. DEADLINES:

Submit your FAFSA by **May 1<sup>st</sup>** (to meet the College’s and the N.J. State priority filing deadlines). CCC’s financial aid application priority completion deadline (by which time you must complete your financial aid file) is June 1. For spring semester students, the priority completion deadline is October 1. All Applications that are **complete (see explanation below)** by the priority deadlines will receive first consideration for all available types of aid. All applications completed after the priority deadlines will be processed as time permits on a funds-available basis. Late applicants should not expect to receive award letters before classes begin or stipend refunds until after the regularly scheduled disbursement dates.

**ALL REQUIRED DOCUMENTS MUST BE RECEIVED IN THE OFFICE OF FINANCIAL AID BY THE LAST DAY OF THE SEMESTER OR THE STUDENT’S LAST DAY OF ATTENDANCE, WHICHEVER COMES FIRST.**

### New Jersey State Priority Filing Deadlines

If you received a New Jersey TAG grant or New Jersey STARS scholarship during the prior award year, your FAFSA application must be **received** by the central processor no later than June 1. If you did not receive STARS or TAG during the prior award year your application must be **received** by the central processor no later than October 1.

Priority will be given to students who apply by the published state grant filing deadlines. First-time applications received after October 1, but no later than March 1, will be considered for spring semester awards on a funds-available basis.

## 3. A COMPLETE FINANCIAL AID FILE AT MINIMUM INCLUDES:

- a. A processed FAFSA for the current year resulting in a complete financial aid report being released to CCC
- b. A completed Authorization and Certification form.

*If you are selected for verification or you are an initial applicant for EOF you must also submit items c, d, e, and f:*

- c. A completed current year Verification Worksheet. (Obtain from the CCC web site or from the financial aid office.)
- d. Photocopy of **prior** year signed federal income tax return: Student and Parent prior year tax return, if Dependent; Student (& spouse) prior year tax return, if Independent.
- e. Documentation of prior year untaxed income (i.e.welfare, social security benefits, SSI, child support, untaxed pensions, workmen’s compensation, disability, etc. Must be listed on verification worksheet).
- f. Any other documentation requested by HESAA or the Office of Financial Aid.

## 4. ADDITIONAL INFORMATION:

Additional information is available in the Camden County College’s Financial Aid Handbook or on-line at [www.camdenc.edu](http://www.camdenc.edu)

If you have any questions concerning the application process, please contact the Office of Financial Aid: Wilson Hall West, Room 100, Camden County College, P. O. Box 200, College Drive, Blackwood, NJ 08012, (856) 374-4985

**\*Social Security Number Policy:** You are required to provide your Social Security number (SSN) on the FAFSA. Provision of your Colleague Student ID or SSN (as specified on the individual document) is required on all supporting documents used to apply for financial aid. Your SSN will be used for the college’s system of student records, for compliance with federal and state reporting requirements, as well as for debt collection. The college will not disclose your SSN to anyone outside the institution except as required by law, and will make every effort to protect your privacy.

### Policy on Non-Discrimination in Educational Programs

Camden County College complies with Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Older Americans Act of 1975 and New Jersey’s Law Against Discrimination. These laws prohibit discrimination on the basis of race, creed, color, national origin, nationality, ancestry, age, marital status, affectional or sexual orientation, sex, familial status, domestic partnership status, disability and handicap. Decisions on admission, recruitment, financial aid programs, access to course offerings, or other aspects of its educational programs or activities, including vocational programs and vocational opportunities, are not made on the basis of any of these factors.

Inquiries regarding these laws may be directed to the Executive Director of Institutional Compliance, Wilson Hall West, Room 103, Camden County College, P.O. Box 200, Blackwood, NJ 08012, (856) 227-7200, extension 4752 or to the Secretary, Department of Education, Washington, DC 20201.