

Application Renewal

The financial aid awarded for 2009-2010 is only for the term(s) stated online on "Financial Aid Award Letter" and can only be used at COTC. Furthermore, all documents submitted to the Office of Financial Aid become the property of COTC and cannot be returned or transmitted to another institution.

If financial assistance is needed beyond the period of the award stated on the 2009-2010 award notification, a new FAFSA must be submitted. A new application is required each academic year and may be filed beginning January 1st.

Release of Information

COTC Students must complete a Confidential Information Release Form in order for the Office of Financial Aid to release financial aid information via the telephone and/or email. If another person or agency is to have access to the student's financial aid data, they must be included on the Confidential Information Release Form and know the secret code word. A new release statement must be completed to update the persons listed on the form. The form may be completed by downloading and printing it from <http://www.cotc.edu/cotc/Finaid/0910finaid/ConfInfoRelease.pdf> Picture ID is required for service at the front desk of the Office of Financial Aid as well as in the advisors' offices.

Email Policy

All students, upon registration for classes, are assigned a free school issued email account. The Office of Financial Aid will adhere to the campus policy of using email as the primary form of communication with all enrolled COTC students. Important financial aid related data will be sent to students via email and not by regular U.S. Postal Service (USPS). When the school issued email account assignment is made, students will receive correspondence through their COTC email regarding important financial aid data, including but not limited to: missing documents, award packages, SAP eligibility, Return of Title IV funds, budget adjustments, all types of appeals, loan information and scholarship opportunities. **Exceptions** include but are not limited to: non-admitted students and scholarship notifications. It is the responsibility of the student to check and read the school issued email on a frequent and consistent basis for important, time-sensitive messages from the college. The student will be held responsible for the information provided via email. Infrequent checking and full inboxes are not excuses for missing official college communications sent to the student's COTC email account. (The official COTC email policy is available at http://www.cotc.edu/cotc/PDF/Policies/08_09_Policies/Policies_Intro_Section_08_Rev_1.pdf on pages 14-16)

The Office of Financial Aid will **only** correspond to a student's school issued email account. If a message is received from another source such as yahoo, hotmail, g-mail, or aol.com, a response will be sent to the school issued email account as well as a response to the non-COTC account stating "For confidentiality reasons, a response to your email will be sent to your COTC issued email account only." **Exceptions:** non-admitted students or parent seeking general information or non-specific student information. If the parent is asking for specific information, a response will be sent to the student's COTC issued email account only and the student is responsible for accessing the information.

Transfer Students

Before disbursing financial aid funds, COTC must review financial aid history for students who may have received aid at another school. If a student is transferring to COTC and has attended college elsewhere in the current academic year, he must notify the Office of Financial Aid. The Office of Financial Aid will determine remaining grant and loan eligibility based on data received from the National Student Loan Data System. The financial aid history is used to ensure a student does not exceed his annual and aggregate limits on federal funds. If a student receives financial aid in excess of the annual and/or aggregate limits, he is responsible to repay the funds.

Department of Education Web Site

The Department of Education web site gives students Internet access to information about Federal Financial Aid received. National Student Loan Data System (NSLDS) site, <http://www.nsls.ed.gov>, maintains records on Federal Family Education Loan Program, Federal Direct Loans, Federal Perkins Loans, Federal Academic Competitiveness Grants, Federal Pell Grants, and defaulted loan(s) or grant overpayments.

In order to access the site, students need a Federal Personal Identification Number (PIN) which is different from the COTC assigned PIN. All Free Application for Federal Student Aid (FAFSA) applicants who pass the Social Security Administration match will automatically receive a PIN. Anyone wishing to request a PIN may do so by registering at the Federal PIN web site, <http://www.pin.ed.gov/>

Educational Tax Benefits

See the U.S. Department of Treasury website at www.irs.gov for more information.