

Dear Student:

Welcome to the **2009-2010** academic year at Central Ohio Technical College! The Office of Financial Aid would like to wish you success with your academic endeavors. You are being asked to review this *Guide* as a result of applying for student financial aid. If you have not received an award notification for 2009-2010, it is because your file is incomplete for processing. Please be sure to respond to the request for additional documentation by the due date specified in the notification.

This *Guide* explains the information related to your 2009-2010 offer of financial aid and the steps you must take to receive and maintain financial aid funds. It is, however, subject to change if federal, state or institutional policies or regulations change. You have several responsibilities as a recipient of financial aid. Pay particular attention to the section of the *Guide* concerning the Enrollment Change Policy, Return of Title IV Funds, and Satisfactory Academic Progress. Lack of familiarity with these policies can cost you time and money! Please read this material carefully and either print or bookmark it for future reference.

Students receiving financial aid are able to view their financial aid information online at [www.cotc.edu](http://www.cotc.edu) by clicking on "COTCconnect". Students will be able to check the status of documents requested by the Office of Financial Aid, view financial aid awards by year and term and the award letter. Students are also able to view billing information (Account Summary), grades, class schedules, and unofficial transcripts online at "COTCconnect". Your COTC User ID and Password are needed to access the system. If you misplaced your Password or haven't been assigned a Password yet, please contact The Gateway in Hopewell Hall or call 740-366-9422 or at any campus location.

We welcome your comments and suggestions and encourage you to call or email us with your ideas. If we can be of further assistance to you, please contact us in the Office of Financial Aid in Hopewell Hall, call us at (740) 366-9435 or 1-800-9NEWARK, or email us at [finaid@cotc.edu](mailto:finaid@cotc.edu). (PLEASE NOTE: Picture ID is required for service at the front desk of the Office of Financial Aid as well as in the advisors' offices.) If you are contacting our office via telephone, the **Confidential Information Release Form** must be on file in order to release information. If you are contacting the Office of Financial Aid via email, a response will be sent to your COTC email account only.

Sincerely,

The Office of Financial Aid Staff

*The mission of **Central Ohio Technical College** is to meet the technical education and training needs of students and employers in the area.*