

**COLUMBIA AREA CAREER CENTER  
GENERAL FINANCIAL AID INFORMATION**

All Federal Financial Aid must be processed through the school's financial aid office.

**Who Qualifies?**

Undergraduate students enrolled at least half-time in an approved certificate program. Applicants cannot be in default on previous federal student loans or owe repayment of a Pell Grant. All awards are based on financial need.

**How Do I Apply?**

- Complete the FAFSA (Free Application for Federal Student Aid) online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) (students must submit by April 1 to be considered for a Missouri State Grant) and a Columbia Area Career Center financial aid application. The school code for the Columbia Area Career Center is **016188**.
- Set up an appointment with the Financial Aid Office to review your application and discuss your estimated aid eligibility. The visit will take approximately 30 minutes.
- Bring the standard documents needed for the application process listed below to your financial aid appointment.

**Standard Documents Needed for Application Process:**

1. Driver's License
2. Social Security Card
3. High School Diploma, High School Transcript, or GED Certificate
4. Documentation of child support received or workmen's compensation received (if requested)

If you did not use the IRS Data Retrieval tool when you completed your FAFSA, and if your FAFSA was selected for verification, please correct your FAFSA and use the IRS Data Retrieval tool or you may call 1-800-829-1040 to request a tax transcript to be sent to you. If you did not file an income tax return, you must sign a Non-Tax Filer Form and provide W-2 forms from your employers.

**Required Signatures:**

If you are married and not separated, you must sign the Free Application for Federal Student Aid. If you are a dependent student, you and a parent must sign the Free Application for Federal Student Aid. You must sign all other documents as instructed in the application.

**How Long Until I Know What I Qualify For?**

When you submit your application online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) you will receive a confirmation that will indicate an estimate of the amount of Pell grant that you may be eligible to receive. Contact the financial aid office that will verify your application for more information.

**Will I Receive an Award Letter?**

After your file is complete and has been verified (if applicable), the financial aid office will send you an award letter outlining the types of financial aid you will receive and the amounts of that assistance. You must sign, date, and return this letter to the financial aid office before the award will be processed.

**When is the Deadline?**

Prior to the first day of attendance, your financial aid file must be complete, verified (if applicable), and you must qualify for enough assistance to cover direct school costs (or have completed requirements and be approved to receive assistance from other agencies). If not, you will be required to pay for books, supplies, pro-rated tuition, and sign a promissory note for payment of any remaining balance.

**When/How Will I Receive the Money?**

The purpose of all Federal Financial Aid is to help cover the costs of education; thus all money received first goes to the school to pay for tuition, supplies and fees. Your school balance must be **zero** before you can receive any money. You must be enrolled at least half-time in an approved program, making satisfactory academic progress, meeting the program attendance requirements, and satisfying the length of enrollment guidelines for the type of aid receiving.

Generally, Pell grant disbursements are made in two equal payments during an academic year: one disbursement initiated at the beginning of enrollment and the second after the mid-point of the academic year. In the case of programs shorter than an academic year, the second disbursement is initiated after the student satisfactorily completes one-half of the total program hours. All payments are processed through the financial aid office and further information on approximately when and how payments will be disbursed is available there.