



# Columbia College Financial Aid Office

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## 5 Easy Steps to Receiving Financial Aid

*Below are Columbia College's financial aid processing steps, beginning with applying and ending with receiving your refund. PLEASE NOTE: At Columbia, this is typically a 2-6 week process. Please apply ahead of time and plan accordingly. Financial aid is a reimbursement for your direct educational costs.*

### ➤ **Step 1: Submit your FAFSA (Free Application for Federal Student Aid).**

Complete the FAFSA on the web at [www.fafsa.gov](http://www.fafsa.gov) (NOT [www.fafsa.com](http://www.fafsa.com)) and include Columbia College's school code: 007707. The deadline to submit the 2016-2017 application (for Fall 2016 – Summer 2017) to Columbia College will be in June 2017. The 2017-2018 FAFSA will be available on October 1<sup>st</sup>, 2016. Assistance with the application is available at our workshops and during our office hours.

### ➤ **Step 2: Check your student email.**

Within 10 days of submitting your FAFSA on the web, it will be electronically processed by our office. At this time, an email will be sent to your student email address (all correspondence from our office will go to this address and will not forward to a personal email address). For assistance in activating your student email, contact the Help Desk at (209) 588-5385. The email will be one of the following:

Award Letter: Your application has been processed. Proceed to Step 4.

Request for Additional Information: Based on information provided on your FAFSA, additional information is required of you in order to determine eligibility and process your aid. Proceed to Step 3.

Disqualification Letter: You are ineligible to receive grant funding due to the reason(s) stated in the email. This email details your further financial aid options, including submitting an Appeal.

No Needs Letter: Based on information provided on your FAFSA, you do not qualify as having financial need while attending Columbia College. Financial need varies between institutions. This email details your further financial aid options, including requesting Consideration of Special Circumstances.

### ➤ **Step 3: Provide additional information.**

You may be required to provide additional information to the Financial Aid Office, e.g. verified tax documentation or financial aid worksheets. You must respond to these requests in order for processing to continue. Once all requested documentation has been received by our office, your application will be accepted for a secondary review and you will receive one of the above emails in 2-4 weeks. Please be aware that information received by our office may result in further documents being required.

### ➤ **Step 4: Activate your My YCCD Card.**

Once you submit a FAFSA and enroll in classes at Columbia College, you will be mailed an activation code by Bank Mobile, a financial services company facilitating your disbursements. Please ensure the Admissions & Records Office has your current mailing address on file. You must follow the instructions on the Bank Mobile mailer and your identity may need to be verified by Bank Mobile in order to receive your disbursements. Further information can be found here:

[http://www.gocolumbia.edu/financial\\_aid/higher\\_one.php](http://www.gocolumbia.edu/financial_aid/higher_one.php).

### ➤ **Step 5: Receive your refund.**

Please read your award letter thoroughly, as you will be agreeing to all terms listed by accepting the award. Be aware that dropping or not participating in classes negates your initial entitlement to aid for those units. Refunds are disbursed following the start of classes, based on the schedule posted online at [http://www.gocolumbia.edu/financial\\_aid/deadlines.php](http://www.gocolumbia.edu/financial_aid/deadlines.php).