

**CLOVER PARK TECHNICAL COLLEGE
PROCEDURE**

CHAPTER	SECTION	TITLE	HISTORY		
5	14P	Financial Aid	Adopted 2016	Campus Forum	Reviewed 2025
			Revised 2020		Next review 2028

PROCEDURE

The Student Aid & Scholarships Office at Clover Park Technical College will perform the following procedures to administer federal and state financial aid funds to eligible students.

Financial Aid Application Process – Student Procedures:

1. New students must apply for admission to Clover Park Technical College and be enrolled in a financial aid eligible program.
2. Students may submit a FAFSA (Free Application for Federal Student Aid) at www.studentaid.gov or a WASFA (Washington Application for State Financial Aid) at www.wsac.wa.gov/wasfa.
3. Students review the information on the Student Aid Report (SAR) for accuracy, and make any necessary corrections.
4. Students provide any additional information or documentation needed to complete their file as soon as possible.
5. Students complete the Clover Park Institutional Form. If selected for Verification by the Department of Education or the institution, students complete the Verification Form found online at www.cptc.edu/financial-aid/forms. Students return the completed and signed Verification Form along with the required documentation.
6. All requested documentation must be submitted on or before the posted deadline dates for the quarter the student plans to begin attending Clover Park in order to receive a tuition hold on their account. Students who fail to complete their files by the posted deadline are responsible for their own tuition and upfront costs until their aid is awarded.
7. Students can request loan funds by submitting the Direct loan worksheet and completing Entrance and/or Financial Awareness Counseling as well assigning the Master Promissory note at www.studentaid.gov.
8. Students register for courses that are required for the student's eligible program.

Financial Aid Eligibility – Staff Procedures:

1. Review all eligibility edits and codes from the Federal Student Aid Central Processing System and CTC link for each completed aid application.
2. Review student's academic transcript to determine satisfactory academic progress (SAP).
3. Review the registration information to determine program eligibility and enrollment intent.
4. Review the institutions information and information on FAFSA/WASFA to determine high school diploma or GED completion status.

5. Review information from the National Student Loan Database for default, concurrent enrollment, lifetime eligibility usage and refund of any previous grants, overpayments, and loan disbursements.
6. Review information in the WSAC for state aid.

Federal Direct Loan Program

1. Students wishing to borrow under the Federal Direct Loan program must have a complete financial aid file prior to loan certification. Federal PLUS Loans require a FAFSA, Clover Park Institutional form, and verification documents, if selected.
2. For a Federal Direct Loan, students must complete Entrance Counseling and/or Financial Aid Awareness Counseling and a Master Promissory Note online prior to receiving funds.
3. Exit counseling messages are sent to borrowers when they drop below six credit hours and/or leave the college.

Satisfactory Academic Progress

1. The satisfactory academic progress (SAP) status of all aid applicants is reviewed prior to awarding and disbursing of financial aid.
2. Academic progress is checked for financial aid students at the end of each term of enrollment.
3. Students are notified of their status. Students in suspension status may appeal the decision and request reinstatement of eligibility, or they may reinstate themselves by paying for the following quarter on their own.

Return of Federal and State Financial Aid Funds – Staff Procedures:

1. Determine last date of attendance.
2. Calculate unearned aid.
3. Refund unearned aid to federal accounts and adjust students' award/account.
4. Coordinate with Finance to bill students for unearned tuition in excess of the refund policy and bill for any grant debts owed.

APPROVAL:

By: Deann Kelly
Vice President Name Here

Date: 3/18/26