

CCBC Financial Aid Process - Guidelines for ATB Nursing Students

Once you accept admission to a dual enrollment Associate to Bachelor's (ATB) Nursing Degree Option with one of CCBC's partner universities, you must adhere to the following financial aid guidelines while you are in this program.

- Starting with your first semester in the ATB program, you must apply for all federal and state financial aid funds through the partner university, and should direct all of your aid questions to the university's Financial Aid Office.
- You must submit a Free Application for Federal Student Aid (FAFSA) for every academic year (Fall-Spring-Summer) and **must list the partner university's School Code on your FAFSA** so that they can process your aid. (To add a School Code to a submitted FAFSA, make a correction at www.fafsa.ed.gov).
- If you also want to apply for CCBC grants, you must also list CCBC's School Code (002062) on your FAFSA.
- If you receive any aid from the **Maryland Higher Education Commission (MHEC)**, you must login to their **MDCAPS** system (mdcaps.mhec.state.md.us) and must list the partner university as the institution that you will attend.
- You must submit all required aid documents to the partner university before they can disburse any aid. Follow their Financial Aid Office instructions.
- _____ University students must also submit their "Authorization to Attend Another Institution" form and both _____ University and _____ University students must submit an unofficial CCBC transcript after grades post for each semester.
- CCBC and the partner university will share your course data, and the university will process your aid based on your total combined credits at both schools for each semester.
- If you will enroll part-time for any semester, you must immediately notify the partner university's Financial Aid Office so that they can adjust your aid budget and your awards based on your part-time status.
- You must enroll for a minimum number of credits per semester to receive each aid program, and the requirements vary by aid program. Loans require half-time status (6 credits). State grants and many scholarships require full-time status (at least 12 credits). Federal Pell Grants are prorated based on your enrollment level (Full-time, $\frac{3}{4}$ time, $\frac{1}{2}$ time, $\frac{1}{4}$ time). You may only receive aid for courses that are required to complete your ATB program.
- You will receive separate bills from CCBC and the partner university with charges from each institution.
- Before each semester, you should calculate your estimated charges at both schools and review your aid offers. If you do not have enough aid to pay all your charges, you must make other plans to pay all of your charges.
- If you receive aid through the partner university, the university will NOT transfer any funds to CCBC to pay your CCBC bill.
- If your total financial aid exceeds your charges from the partner university, they will send you a financial aid rebate. If you receive an aid rebate, it is your responsibility to use those funds to pay your bill at CCBC.
- While you are waiting to receive aid from the partner university, CCBC will place an ATB code on your CCBC billing account that will temporarily protect your CCBC courses from being cancelled due to non-payment. If you start an ATB program in spring, it may be difficult to apply this billing protection code before your bill is due.
- If you withdraw from the ATB Option for any reason, you cannot continue to receive aid as an ATB student, and must immediately notify the ATB Coordinators/Advisors at BOTH schools AND the Financial Aid Office at both schools.
- If you remain in the CCBC Nursing Program after withdrawing from the ATB option, you must contact the CCBC Financial Aid Office to apply for aid through CCBC.

CCBC Nursing ATB Financial Aid Policy Acknowledgement

I, (print name) _____, acknowledge receipt of the CCBC Financial Aid Process Guidelines for ATB Students on (date) _____. I agree to adhere to these guidelines and to notify the ATB Coordinators/Advisors and the CCBC/university Financial Aid Offices immediately, if I decide to withdraw from the ATB Option for any reason. I understand that withdrawing from ATB makes me ineligible to receive additional financial aid through the partner university.

(Student signature) _____ (Date) _____ CCBC ATB Fin Aid Process 8.15.17