

FINANCIAL AID AT SAC STATE

A GUIDE FOR NEW & CONTINUING STUDENTS ENROLLED IN COLLEGE OF CONTINUING EDUCATION (CCE)

Apply for Financial Aid

Financial aid applications open every year starting **October 1**. Students are encouraged to apply by the priority deadline **March 2** every year. The application will apply to the fall and/or spring semesters. Even if students plan to attend for one semester, they still are encouraged to file by the priority deadline to be considered for state funds.

Type of Financial Aid Applications

Review the criteria below and choose **one** financial aid application that applies to you. Both applications will require **Sac State's federal school code 001150**.

- [Free Application for Federal Student Aid \(FAFSA\)](https://studentaid.gov/h/apply-for-aid/fafs) (<https://studentaid.gov/h/apply-for-aid/fafs>)
 - Be a U.S. Citizen or Permanent Resident
 - Have a valid Social Security Number (SSN)
 - Review the full list of eligibility requirements on the [Federal Student Aid Website](https://studentaid.gov/help/federal-student-aid-eligibility) (<https://studentaid.gov/help/federal-student-aid-eligibility>)
- [California Dream Act application \(CADAA\)](https://dream.csac.ca.gov/) (<https://dream.csac.ca.gov/>)
 - Not a U.S. Citizen or Permanent Resident
 - Be a AB540/ Deferred Action for Childhood Arrivals (DACA) status
 - Review the full list of eligibility requirements on the [California Student Aid Commission Website](https://www.csac.ca.gov/sites/main/files/file-attachments/california_dream_act_faq.pdf?1570034690) (https://www.csac.ca.gov/sites/main/files/file-attachments/california_dream_act_faq.pdf?1570034690)

Financial Aid Application Submission

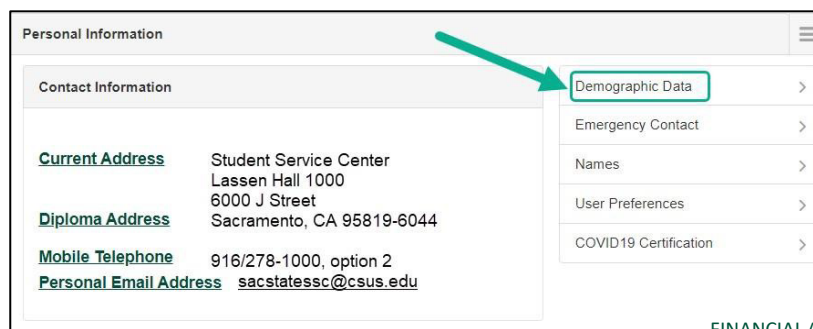
The school typically loads aid applications for the new school year in *December*. For new students, you must have applied for admission to your degree program before your application can be reviewed. Students will be notified on their CSUS Outlook email and *My Sac State account > Student Center > To Do List* for further instructions.

[Refer to the CCE Financial Aid website](https://cce.csus.edu/learner-services/financial-aid) (<https://cce.csus.edu/learner-services/financial-aid>) to learn more about the financial aid process.

FAFSA Applicants: Verify Social Security Number (SSN)

If you have a Social Security Number (SSN), it **must** be reported on your My Sac State account.

From the Student Center page, locate Personal Information and select Demographic Data (see image below).



The screenshot shows the 'Personal Information' section of a My Sac State account. On the left, there is a 'Contact Information' box with fields for Current Address, Diploma Address, Mobile Telephone, and Personal Email Address. On the right, there is a vertical menu with links: Demographic Data, Emergency Contact, Names, User Preferences, and COVID19 Certification. A green arrow points to the 'Demographic Data' link.



Then, select 'Menu' on the top left of the page to show the "Add SSN" option.

Transferring to Sac State in the spring?

Consider the following:

1. **If you attend another school in the fall and received aid prior to transferring**, you **must** close out your financial aid file at your previous institution after accepting your admission to Sac State. Students are not permitted to have two active financial aid applications within the same academic year. Students may need to contact their previous school for closing instructions or to confirm file closure. **This step is crucial as it may delay financial aid disbursements at Sac State if not completed.**
2. **It is the student's responsibility to add Sac State's school code 001150** to ensure that Sac State receives their aid application. Your financial aid application does not automatically transfer to Sac State.
3. **If you are a Cal Grant recipient**, it is the student's responsibility to update Sac State as the primary school on your [WebGrants 4 Students](https://mygrantinfo.csac.ca.gov/) (https://mygrantinfo.csac.ca.gov/) account so we can receive your award information. Without this update, the school will not be able to determine the student's Cal Grant eligibility or award status. *If you have questions about your WebGrants account, please contact the California Student Aid Commission (CSAC) for assistance at 888-224-7268 (toll free).*

Resources

For questions about the financial aid process, contact CCE Financial aid at ccefinancialaid@csus.edu, or visiting their website at <https://cce.csus.edu/learner-services/financial-aid>.

Online Video Resources & Tutorials (<https://cce.csus.edu/learner-services/financial-aid#financial-aid-overview>)

Student Notes

This image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

CCE FINANCIAL AID ADMITTED CHECKLIST

NEW FIRST YEAR/ FALL TRANSFER/ CONTINUING STUDENTS

- ☐ **I applied/renewed my financial aid application.**

([FAFSA](http://www.studentaid.gov) (www.studentaid.gov) or [DREAM Act Application](http://www.csac.ca.gov) (www.csac.ca.gov))

New students: Will need to have applied for admission to your degree program.

- ☐ **I included Sac State's school code: 001150 on my aid application for the current school year.**

- ☐ **(FAFSA Applicants) I have a SSN and confirmed/updated to My Sac State account.**

Located on the Student Center > Personal Information section.

- ☐ **I reviewed my Student Center for any Holds and/or To Do List item(s).**

Review the description(s) for instructions. To Do List items in "Initiated" status means action is required by the student. Review the [CCE website and FAQ's](https://cce.csus.edu/learner-services/financial-aid) (<https://cce.csus.edu/learner-services/financial-aid>) for status details.

- ☐ **I have to submit required financial aid documents found on my To Do List (If listed).**

Only submit documents requested on your account! All CCE students with have a CCE information request form to submit. Use the online upload tool on your student account to securely submit your forms. For other submission methods, review the on the [CCE website](https://cce.csus.edu/learner-services/financial-aid).

Once all steps above are completed, the Financial Aid Office can start processing your file

I've been awarded! You will receive an award notification email when awards are posted.

Then, locate your award offers on your *Student Center > Accept/Decline Award Link*.

Grants/Scholarships will be **automatically** accepted on the account. Student loans will appear in "offer" status and a student may choose to accept/decline the offers. Students are not required to take out loans to attend Sac State but is a resource if needed.

How does financial aid pay my charges?

Confirm that your selected awards are accepted on your Accept/Decline Award Link of your student account.

It is the student's responsibility to clear any Financial Aid Holds for a timely disbursement!

Common financial aid holds students enrolled in CCE degree programs may see on your file may include:

- Financial aid hold – (Pending CCE Enrollment Verification) this hold is placed on account and will remain until all your classes have started for the semester. No action is required from you as this is done based on your enrollment.
- Financial Aid Disbursement Min indicator – you have been offered financial aid but are not enrolled in the minimum required units for disbursement to be made. Once you have enrolled in the minimum units required, this indicator will be removed from your file in up to 48 hours after registration.
- Hold Middle-Class Scholarship - The hold placed by the Financial Aid Office is for the Middle-Class Scholarship and is listed on all Sac State students who have been awarded the Middle-Class Scholarship. Final enrollment verification is provided to the California Student Aid Commission (CSAC) at Census, when the University locks enrollment. It will be after that date that the hold will be removed from student's files. Once all of your classes have started for the semester, the award will disburse.

Funds [disburse](#) once classes have started and accepted aid (e.g., grants, loans, scholarships) **automatically** pays outstanding charges owed on your account first. Any aid left-over will be issued as a refund. Review your *Student Center > Account Activity* to view disbursement & refund transactions.

How do I receive my financial aid refund?

If a refund is issued, the default method is a paper-check that will be sent to the current address on file.

Disclaimer: Not all financial aid students receive refunds. It's important to plan your college expenses!

- **Paper-check**, mailed out by the university within 3 days of the posted disbursement date. *Consider additional mailing time.*
- **ERefund**, transactions occur within 2-3 business days of the posted disbursement date. *Receipt of funds may vary depending on your bank. Students are encouraged to sign up for Erefund for faster refund through their student account!*

Note: Parent PLUS Loan refunds will be sent a paper-check to the parent borrower, eRefund is not offered at this time.

FINANCIAL AID ADMITTED CHECKLIST

SPRING TRANSFER

- ☐ **I applied/renewed my financial aid application.**
([FAFSA](http://www.studentaid.gov) (www.studentaid.gov) or [DREAM Act Application](http://www.csac.ca.gov) (www.csac.ca.gov))
 - ☐ **I included Sac State's school code: 001150 on my aid application for the current school year.**
 - ☐ **(If applicable) I closed my financial aid application from the last school I attended in the fall prior to transferring to Sac State.**
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- ☐ **(FAFSA Applicants) I have a SSN and confirmed/updated to My Sac State account.**
Located on the Student Center > Personal Information section.
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- ☐ **I reviewed my Student Center for any Holds and/or To Do List item(s).**
Review the description(s) for instructions. To Do List items in "Initiated" status means action is required by the student. Review the [Self-Guide & FAQs](https://www.csus.edu/student-affairs/centers-programs/student-services-center/most-popular-topics.html) (<https://www.csus.edu/student-affairs/centers-programs/student-services-center/most-popular-topics.html>) for status details.
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- ☐ **I have to submit required financial aid documents found on my To Do List (If listed).**
Only submit documents requested on your account! Not all students will have forms to submit. Use the online upload tool on your student account to securely submit your forms. For other submission methods, review the [Self-Guide & FAQs](https://www.csus.edu/student-affairs/centers-programs/student-services-center/most-popular-topics.html) (<https://www.csus.edu/student-affairs/centers-programs/student-services-center/most-popular-topics.html>)

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How does financial aid pay my charges?

**Confirm that your selected awards are accepted on your Accept/Decline Award Link of your student account.
It is the student's responsibility to clear any Financial Aid Holds for a timely disbursement!**

Funds disburse one week before the start of the semester and accepted aid (e.g., grants, loans, scholarships) **automatically** pays outstanding charges owed on your account first. Any aid left-over will be issued as a refund. Review your *Student Center > Account Activity* to view disbursement & refund transactions.

Note: If you have a "fee deferment," charges owed must be paid by you or your financial aid by the expiration date to avoid late fees.

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