



CONDITIONS OF FINANCIAL AID OFFER

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- Please read this document thoroughly and retain it for future reference. -

1. General Conditions of this Offer:

- You must be enrolled in an eligible course of study. An eligible course of study is at least one academic year (9 months) in length and leads to a certificate or degree.
- You may not use federal financial aid for completing your high school diploma or GED, self-improvement course work, or the Certified Nursing Assistant Program.
- This offer is contingent upon the availability of funds to the College for payment of awards.
- Grant, Work Study, Scholarship, Activity Award, and Tuition Waiver funds do not have to be repaid upon completion of your program. Any award that includes the term “loan” must be repaid.
- All offers of campus based funds (Work Study, Perkins Loans, FSEOG) will be revoked if you do not notify the College of your acceptance as indicated in #3 below within 30 days of this offer and/or you fail to register for classes by the published census date each semester (10th day of instruction in the Fall and Spring, 5th day of instruction in the Summer).
- A “Revised Offer” replaces all prior offers of financial aid. Your award may be adjusted, cancelled or revoked for the following reasons; (1) inadequate institutional, state or federal aid, (2) changes in your enrollment status, (3) failure to notify the financial aid office of your acceptance as indicated above, or (4) receipt of additional information which negates your eligibility.
- If you are receiving a student loan as part of your award package, you have the right to cancel all or a part of your loan within the first 14 days after your student account is credited with your student loan funds.

2. Standards of Academic Progress:

All students are required to meet the College’s Financial Aid Standards of Satisfactory Academic Progress in order to receive and maintain eligibility for financial aid funds.

Students must meet ALL standards (General Requirements, GPA Requirements, Completion Rate Requirements, and Maximum Credit Hour Requirements) in order to initially be eligible for, and maintain eligibility for financial aid.

The standards of eligibility for some scholarships or awards may differ as defined by the awarding agency or department from which the award was made.

3. Accepting and/or Declining Awards:

Please review your financial aid offer carefully and accept/modify/decline your awards online in the NetPartner portal as soon as possible.

The awards indicated in your award notification are TENTATIVE. If you wish to receive the awards indicated in the award notification, you must accept online or sign and return one copy of the award notification to the College as soon as possible.

You may accept or decline any portion of your award(s). If you wish to decline any portion of your award, you should modify the amount or indicate “decline” for each award in the “Accept Awards” tab NetPartner or by writing “decline” and initialing next to each award on your paper award notification.

Failure to accept your financial aid or scholarship award(s) will prevent disbursement of funds to your student account.

4. Institutional Scholarships, Outside Scholarships, and Outside Financial Assistance:

The College is required to coordinate ALL sources of financial assistance with your federal financial aid. If you will be receiving any source of outside financial assistance that is not displayed on your award notification, you must report the source and amount to the College. Failing to do so may result in a revision of your federal financial aid awards at a later date and you may be required to repay federal financial aid for which you were not eligible.

In most instances, the College is not responsible for awarding or revoking outside scholarships or other sources of outside financial assistance. Any questions regarding a scholarship, activity award, or tuition waiver should be directed to the awarding agency or department.

5. Payment of Awards:

All financial aid funds will be disbursed to your student account according to Federal regulations and guidelines (<http://studentaid.ed.gov/PORTALSWebApp/students/english/index.jsp>). Financial aid funds are disbursed to your student account only after class participation has been confirmed each semester by your instructors.

Disbursements to student accounts occur on the official census date each semester (10th day of instruction in the Fall and Spring, 5th day of instruction in the Summer) for students meeting ALL disbursement requirements.

All institutional charges appear as debits on your student account statement and your financial aid and scholarship awards will appear as credits to offset any outstanding balances owed to the College.

Please notify the College if you do not plan to attend so your financial aid and/or scholarship award(s) can be cancelled.

6. Financial Aid Refunds:

Credit balances/refunds are distributed through the College's refund agent, Higher One (www.CSIEagleOneCard.com). If your financial aid exceeds your institutional charges and a credit balance is owed to you, you will receive a CSI Eagle One Card in the mail. Use the CSI Eagle One Card to access the CSIEagleOneCard.com portal and select your preferred refund method.

- You can choose to have your refund loaded to your CSI Eagle One Card and use the card anywhere MasterCard is accepted.
- You can choose to have your refund ACH deposited to into your checking/savings account. If you choose this option, you will provide your bank routing number and checking account number in the secure online portal.
- You can choose to have your refund will be mailed to you by paper check.

If you don't select any of the three refund options, your refund will not be issued until you select one of the three options. If you do not make a selection, your refund will be issued by paper check 21 days after it becomes available.

7. Repayment of Unearned Financial Aid Funds:

Students who withdraw (officially or unofficially), fail to complete, or simply stop attending any or all of their classes during the first 60 percent of a semester may be required to repay a portion of the financial aid received for that semester. Refunds and repayments are based upon the percentage of the semester completed at the time of withdrawal. You are responsible for, and agree to, pay back any and all overpayment of financial aid.