

Student Name \_\_\_\_\_

Student ID \_\_\_\_\_

***Please read and acknowledge the following terms and conditions as they pertain to federal student aid:***

**Authorization to pay Non-Institutional Charges with Title IV Aid**

By signing below, I authorize Columbia-Greene Community College to use my excess financial aid funds to pay for all my non-institutional charges. This gives C-GCC permission to use any Title IV funds (ex. Pell Grant, Direct Loans, SEOG Grant, etc.) that I receive to pay bookstore, daycare, or any other college charges that I may incur. I understand that this permission will remain in effect for as long as I am a student at Columbia-Greene Community College and that I have the right to withdraw this permission at any time.

\_\_\_\_\_  
Student's Signature\_\_\_\_\_  
Date**Authorization to pay a prior balance with my Title IV Aid**

By signing below, I authorize Columbia-Greene Community College to pay prior year charges, up to \$200, with my Title IV Funds. (ex. Pell Grant, Direct Loans, SEOG Grant, etc.) for the current academic year. I understand that this permission will remain in effect for as long as I am a student at Columbia-Greene Community College and that I have the right to withdraw this permission at any time.

\_\_\_\_\_  
Student's Signature\_\_\_\_\_  
Date**(Please complete back of form)**

### Terms & Conditions

The following are terms and conditions of your financial aid awards. A more complete explanation of your individual program is available in the College Catalog or the Financial Aid Office. Please remember that student aid programs are frequently modified by legislation.

- You must be matriculated (accepted into a degree program and in good academic standing) to receive financial aid.
- You must have either a High School Diploma or GED to receive financial aid.
- You must maintain Satisfactory Academic Progress as outlined in the college catalog. You will be measured for Satisfactory Academic Progress at the end of each academic year. Failure to successfully complete any term may result in the loss of financial aid eligibility.
- You must NOT exceed the maximum period for completion of your degree requirements (150% rule) as outlined in the college catalog.
- You MUST always maintain at least six credit hours to be eligible for Federal Direct Student Loans.
- You must report additional awards or scholarships not appearing on the award letter to the Financial Aid Office. Upon receipt of this information, Columbia-Greene Community College may be required to adjust awards appearing on this notice.
- You must attend classes regularly. If you withdraw from or stop attending all your courses before completing 60% of the semester, your financial aid will be recalculated. As a result, you may owe a repayment of financial aid and/or balance of your tuition and fees.
- You must promptly notify the Financial Aid Office if you intend to withdraw from your classes and complete the official paperwork.
- Financial aid is awarded on an annual basis. You must reapply each year. Your eligibility may vary year to year based on changes in your application information and/or changes in legislation.
- Your financial aid awards are subject to change. The Financial Aid Office has the right to investigate added information and adjust awards accordingly.
- Expenses will vary depending on degree program. Columbia-Greene Community College must estimate your cost of attendance if you receive federal and state aid. Your total assistance cannot exceed your total cost of attendance. Refer to the college catalog for more detailed information on estimated costs of attendance.
- You may receive financial aid at one school only for the same enrollment period.
- Failure to complete the financial aid process for a tuition deferral OR nonpayment by the tuition due date will result in your registration being canceled.

By signing below, I agree to the terms listed above. I authorize Columbia-Greene Community College to provide non-directory information from my education records such as address, telephone number, email address, GPA, course grades and class standing to any individual, organization or entity considering me for an award or scholarship. The information may be given in writing or orally. I authorize Columbia Greene Community College to exchange information concerning my financial aid with other school officials and student aid programs to which I have applied or will apply. I understand further: (1) that such information may be disclosed only on the condition that the party to whom the information is disclosed will not re-disclose the information to any other party without my written consent unless specifically allowed by law; (2) that I have the right not to consent to this release of my education records; and (3) that this Authorization remains in effect for as long as I am a student at Columbia-Greene Community College unless revoked by me in writing. If the College allows me to defer payment of tuition, fees, or books until my financial aid is available, I understand that I am liable for the amount deferred regardless of my final eligibility for financial aid. I also understand that if I withdraw from the College, officially or unofficially, I may be fully liable for my tuition, fees, and other charges. I understand that Columbia Greene Community College uses a collection agency and/or attorney as a means of debt collection. If it were necessary to submit my account for collection, I agree to be responsible for collections and /or attorney's fees of up to 33% the balance owed. I understand that if I drop or withdraw from any courses that it may reduce my current or future financial aid eligibility.

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Student's Signature

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Date

**Return this worksheet to:  
Columbia-Greene Community College Financial Aid Office  
4400 Route 23 • Hudson, NY • 12534  
Phone: 518-697-6360 • Email: [finaid@sunycgcc.edu](mailto:finaid@sunycgcc.edu)**