Financial Aid Checklist

Email is the official method for all college correspondence. Access your COTC email by going to my.cotc.edu. Contact the Information and Technology Services helpdesk at (740) 366-9244 if you have technical difficulties.

Contact Information:
Office of Financial Aid
1179 University Drive
Newark, OH 43055
PH: (740) 366-9435
FX: (740) 364-9533
finaid@cotc.edu

Hours Available:
Monday – Thursday 8 – 6
Fridays 9 – 5
Summer hours vary
Veterans Education Benefits
Walk-In Hours: Mondays 1 – 5 pm

Important Financial Aid Information
Go to my.cotc.edu > College Finances > Financial Aid for more financial aid information, such as:
- Forms and Appeals
- Types of Aid (Grants, Loans, FWS, etc.)
- Rights and Responsibilities
- Scholarships
- Student Employment

Money Management Tool
Go to www.saltmoney.org/cotc
A free website with information available for student loan assistance, scholarships, job search, getting control of your money, and more.

Important Fees & Deposits Information
Go to my.cotc.edu > College Finances for information about tuition and fees, refunds and refund schedule, direct deposit, and payment options. You may contact the Fees & Deposits office at feesanddeposits@cotc.edu or (740) 366-9232 if you have questions.

☐ Apply for financial aid each academic year by completing the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov. COTC’s federal school code is 011046. We strongly encourage the use of the IRS Data Retrieval Tool which links you directly to the IRS when completing the tax portion of the FAFSA. Using this tool may eliminate certain documents required for verification. Remember to click ‘Submit My FAFSA Now’ when finished. Refer to the school website for the priority filing date for the FAFSA to ensure consideration of scholarships and other institutional aid.
- Student and parent (if student is dependent) will be asked to sign the FAFSA with an FSA ID which can be created at https://fsaid.ed.gov

☐ If you are selected for a process called verification, COTC will send an email requesting certain forms which may include copies of Federal Tax Transcripts, Verification Worksheet, Verification of Household, W2s/1099s, Verification of High School completion and/or Identity/Statement of Educational Purpose. Processing time for verification can take up to six weeks.

☐ Federal Direct Stafford Loans are available to eligible students. To receive federal student loan funds, you must complete the following steps:
  - Complete Entrance Counseling – Go to www.studentloans.gov and select “Complete Entrance Counseling” as an undergraduate student and “Continue”.
  - Master Promissory Note (MPN) – Go to www.studentloans.gov. Select “Complete Loan Agreement for a Subsidized/Unsubsidized Loan (MPN)” and complete the information.
  - Accept the Federal Stafford Loan - Go to my.cotc.edu > COTC Connect > Students > My Financial Aid > Financial Information (under menu) > Financial Aid > My Awards > Accept or Decline All and follow ALL prompts. Click “Submit” when finished.

☐ If you wish to request loans or change the loan amount awarded, you must complete the online Additional Loan Funds Request form available at my.cotc.edu > COTC Connect > Students > My Financial Aid > Financial Information (under menu) > Required Documents, My Awards, or My Documents, or Award Letter.

View any documents needed, or your financial aid status and other important information by going to my.cotc.edu > COTC Connect > Students > My Financial Aid > My Financial Aid > Financial Information (under menu) > Required Documents, My Awards, or My Documents, or Award Letter.

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Non-attendance = No Financial Aid. If you do not attend your classes, financial aid will be reduced or cancelled.
Satisfactory Academic Progress (SAP)*: In order to maintain your financial aid eligibility, you must meet the following SAP requirements:
   a. Maintain a 2.0 GPA each semester and cumulatively,
   b. Complete 67% of attempted credit hours each semester and cumulatively, and
   c. Complete your degree program within 150% of the program’s published length.

*View the entire SAP Policy at my.cotc.edu > College Finances > Financial Aid > Satisfactory Academic Progress.

Student Employment is administered through the Office of Financial Aid. To view current job openings, go to http://www.cotc.edu/Admissions/Pages/Student-Employment.aspx. Applications can be printed from this website. Applications must be turned in to the Office of Financial Aid and will be forwarded to the job supervisor for follow up.

How to print a Federal Tax Return Transcript or Wage & Income Transcript

1. Go to www.irs.gov/individuals/get-transcript
2. Select “Get Transcript Online”.
3. You will need your SSN, date of birth, filing status and mailing address from the 2015 tax return; access to your email account; your personal account number from a credit card, mortgage, home equity loan or line of credit, or car loan; and a mobile phone with your name on the account.
4. Select “Get Started” as a First Time User, or log in as a Returning User and enter the requested information.
5. Select “Return Transcript” and Tax Year of “2015”
6. Print or download transcript and submit to the Office of Financial Aid.

How to request a Federal Tax Return Transcript to be Mailed

2. Select “Get Transcript by Mail”.
3. You will need your SSN, date of birth and mailing address from your latest tax return. If you filed taxes jointly with your spouse, you will need the SSN of the primary taxpayer shown on your tax return.
4. Enter the requested information and click “Continue”
5. Select “Return Transcript” and Tax Year of “2015”
6. Allow 5-10 business days for delivery of the return transcript. Once received, submit the transcript and any other verification documents to the Office of Financial Aid.