

FINANCIAL AID PORTAL

DESCRIPTION OF INFORMATION & ITEMS NEEDED

This document gives a long explanation of items that might be needed to complete your file, or show up in your Portal. These explanations correspond to items that you may view when you check your file status on the Financial Aid Portal.

ACADEMIC TRANSCRIPT REQUESTED

Our records show you have attended other colleges and may have attempted college credits or received a degree. Please submit all "official" transcripts (sealed envelope) to Enrollment Services from any previous colleges attended. Also, please complete a Transcript Evaluation Form with Enrollment Services so that your transcripts can be evaluated upon arrival. Once the transcripts are received and evaluated by our college, please let our office know so that we can continue processing your financial aid file.

APPLY FOR COLLEGE ADMISSION

Our records show that you have not applied for admission to Cascadia. If this is incorrect, then you will most likely need to provide your social security number to Enrollment Services. Even though you registered using your Cascadia Student ID, you must provide your social security number to Enrollment Services in order to receive financial aid.

APPROVED TUITION DEFERMENT for Summer/Fall/Winter/Spring

Student Financial Services has identified you as a student that was given a deferment for the given quarter tuition. This means that you are not required to pay your tuition by the college's tuition deadline for the given quarter because you are requesting or receiving financial aid and/or Veteran Education Benefits and are waiting for it to be processed or paid to your account.

CLARIFY HOUSEHOLD SIZE

Please clarify the number of persons in your (or your parent(s)) household. If necessary, correct your FAFSA. If the information is correct, please contact our office.

CONFIRM SELECTIVE SERVICE REGISTRATION

Your financial aid application did not confirm your registration status with Selective Service. Males between the ages of 18 and 25 must have registered in order to receive financial aid. You can register at www.sss.gov. However, if you are 26 or older you may no longer register and may be ineligible for financial aid. We will need documentation of your Selective Service registration to consider you for financial aid eligibility.

CONTACT OUR OFFICE-MORE INFO. NEEDED

Based upon data provided by the National Student Loan Data System (NSLDS), our school may need to request additional information to determine your eligibility for federal student aid and before disbursement of funds can be made. Please contact our office to determine what is needed to continue the processing of your file.



DEFAULTED ON STUDENT LOAN(S)

Your FAFSA indicates that you are in DEFAULT on a federal student loan. You are not eligible to receive financial aid until your default has been resolved. You will need to provide our office proof that your loan has either been paid, consolidated, rehabilitated or a resolution has been reached with your lender regarding the default status.

DEPENDENCY OVERRIDE REQUIRED

A Dependency Override was granted to you last year based on information you submitted to our office. According to the Higher Education Act, dependency overrides do not carry over from one year to the next; the financial aid office must reaffirm each year that the unusual circumstances persist and that an override is still justified. Therefore, you must complete the petition portion of the override and provide a statement, but you are not required to resubmit two statements from responsible adults aware of your situation.

DEPENDENT INCOME VERIFICATION FORM

Your file has been selected to verify income, household size and number of people in college by the U.S. Department of Education. Please answer all of the questions on the Income Verification Form, sign the form and return it to the Student Financial Services Office.

DIRECT LOAN MASTER PROMISSORY NOTE

To receive a Direct Stafford Loan, you must complete three steps. We have determined you have not completed step three: Sign a Master Promissory Note (MPN). Please go to <http://www.studentloans.gov/>, select "Log In" which will require your FSA ID that you used to sign your FAFSA, and select "Complete MPN" from the menu on the left-hand side. When you finish the session, print out the confirmation page and save it for your records. We are notified automatically when you have completed the MPN. Please also be sure that you have completed Loan Entrance Counseling and a Loan Request Worksheet.

DOES NOT MEET WASFA ELIGIBILITY REQUIREMENT

Upon review of your WASFA information, it appears that you do not meet one or more of the requirements to be eligible for Washington State Need Grant under the Real Hope Act Law of Washington State.

Any portion of tuition is due by the College's tuition deadline each quarter. If the college's tuition deadline has passed and you have not yet paid your tuition, you will be responsible to pay for your tuition within 24 hours of receiving this letter to avoid an administrative withdrawal from classes.

If the quarter has started, you will be responsible to pay your tuition in order to register or remain for future quarters.

FAFSA REJECTED-CORRECT FAFSA APPLICATION

Your FAFSA was rejected by the federal processing center. You must sign and return the Student Aid Report or signature page to the processing center (or use your FSA ID). If your parents' income was used on your application, one parent must also sign. Before returning the signed Student Aid Report to the processor, make certain all corrections have been made. Call 1-800-4FEDAID if you need help with your signature(s).

FEDERAL AID: ON FINANCIAL AID WARNING

We have reviewed your academic progress for the last quarter you completed at Cascadia and found that you did not meet either our credit completion requirements, GPA requirements or both for FEDERAL financial aid. **As a result, you are being placed on "warning" status for FEDERAL financial aid.** Students on "warning" status are eligible for federal financial aid in their next quarter, however, during this quarter, you will be expected to complete the quarter with a cumulative GPA of 2.0 or greater **and** maintain at minimum cumulative completion



rate of 67% between credits attempted versus credits earned. If you do not meet both of these requirements for the probationary quarter, you will be terminated from federal financial aid until you regain satisfactory academic progress.

FINANCIAL AID DATA SHEET

We require every student applying for financial aid to complete a Financial Aid Data Sheet each year. Please complete and sign the worksheet and return it to the Student Financial Services Office.

FINANCIAL AID FILE COMPLETE

A date received by "Financial Aid File Complete" is the day your file became complete. If additional items are requested after a date has been entered in this field, you will be alerted. The "Financial Aid File Complete" date is the date that we use for processing. Please allow 4-6 weeks from this date between November-February for processing, and 8-10 weeks (subject to change) between March and October for processing. When your file has been awarded, your financial aid awards will appear in the "Awards" section on the Portal.

HAS BA DEGREE-NO GRANTS/APPLY FOR LOANS

Either your FAFSA application, admissions application to the college or both indicate that you have earned a Bachelors Degree. You will not be eligible for grant assistance, but may be eligible for a federal Stafford student loan. If you are interested in applying for a federal Direct Stafford loan to assist with tuition costs, please visit the Cascadia website at <http://www.cascadia.edu/> to find all the steps on how to apply for a loan. Once on the site, click on Current Student, then Financial Aid, then How To Apply For Aid. A Loan Worksheet Request form, loan entrance counseling and a completed Master Promissory Note must be completed before we can process a loan for you. If you have not earned a Bachelors Degree, please see our office to discuss what information is needed for resolution.

INDEPENDENCY VERIFICATION REQUIRED

Your FAFSA indicates you answered 'yes' to one of the dependency questions, #52-57. You must provide further documentation to the financial aid office confirming your independent status. Documentation needed to confirm this status includes court documents showing emancipation, ward of court, foster care, and/or legal guardianship. Other documentation needed may include parents' death certificates. Please note: If your documentation does not show that you are legally independent as determined by the courts, you will need to make adjustments to your FAFSA, up to and including parental information.

INDEPENDENT INCOME VERIFICATION FORM

Your file has been selected to verify income, household size and number of people in college by the U.S. Department of Education. Please answer all of the questions on the Income Verification Form, sign the form and return it to the Student Financial Services Office.

INELIGIBLE FINANCIAL AID PROGRAM

You are currently registered in a program that is not financial aid eligible. If you still wish to receive financial aid, you should contact Enrollment Services to get your program updated to your current program of study. If you are unsure which program you would like to pursue, or need assistance or advice about which program would be best for you, please contact Student Advising and Support Services at 425-352-8383.

LETTER OF AID CANCELATION –PRIOR SCHOOL

Upon further review of your financial aid application, it appears that you have received financial aid at another institution during the current financial aid year. Federal regulations only allow a student to receive financial aid at one institution at a time. In order to prevent an over award or potential repayment situation, you will to



supply documentation to our office that your financial aid at the other school has been canceled AND how much was received in order for us to continue processing your application. This should include a copy of your award letter, indicating that no future quarters have been awarded and how much aid has been received thus far, OR a letter from a financial aid advisor, on college letterhead, indicating that your aid has been canceled and how much was received thus far, OR an email to finaid@cascadia.edu directly from the college financial aid office that indicates that your aid has been canceled and how much you have received thus far.

LOAN EXIT COUNSELING REQUIRED

Federal regulations require a student to maintain continuous half-time or greater enrollment in order for loans to remain in a deferred status. As a student who recently discontinued enrollment and/or did not maintain at least a half-time status at Cascadia College, you are now responsible for the repayment of your loan(s). **As part of the repayment process, you must complete an exit counseling session as soon as possible.** This session will give you vital information about the repayment process and your options for repaying your loan(s).

MORE INFORMATION NEEDED TO PROCESS FILE

If you see this item in the Portal, you have missing information. Please see comments from Financial Aid under the "Additional Information" section in the Portal.

MUST UPDATE FAFSA "WILL FILE" TAX STATUS

You indicated on your FAFSA that you or your parent(s) tax filing status is "Will File". The U.S. Department of Education notifies you to review and update you and/or your parent(s) tax information on your FAFSA once you and/or your parent(s) have filed your tax return(s). At this time, your FAFSA still shows "Will File" for you and/or your parent(s).

NEED *ORIGINAL* PROOF OF CITIZENSHIP

The Social Security Administration did not confirm that you are a U.S. citizen. You may need to make changes to your name or date of birth on your Student Aid Report or correct your name with the Social Security Administration. We can accept documentation of your citizenship status such as a birth certificate, passport or naturalization/citizenship certificate.

NEED *ORIGINAL* PROOF OF ELIG. NON-CITIZ

The Department of Homeland Security (DHS) did not confirm that you are an eligible non-citizen using your Alien Registration Number. You will need to give our office proof of your non-citizen eligibility in order to receive financial aid (I-94 card or permanent resident card).

NOT ELIGIBLE FOR GRANTS-LOANS ONLY

Upon review of your FAFSA information, it appears that you are not eligible for grant funding. If you are interested in applying for a federal Direct Stafford loan to assist with tuition costs, please visit the Cascadia website at www.cascadia.edu to find all the steps on how to apply for a loan. Once on the site, click on Campus Resources, then Financial Aid, then Grants, Work Study and Loans. A Loan Worksheet Request form, online loan entrance counseling and a completed Master Promissory Note must be completed before we can process a loan for you.

NO WASFA GRANT MONEY AVAILABLE

Upon review of your WASFA information, it appears that although you have "financial need" and could qualify for Washington State Need Grant under the Real Hope Act Law of Washington State, we do not have sufficient grant funds remaining to assist you. We encourage you to make sure you apply earlier in the year to increase your chances of funds being available in future financial aid years.



Any portion of tuition not covered by your WASFA grant is due by the College's tuition deadline each quarter. If the college's tuition deadline has passed and you have not yet paid your tuition, you will be responsible to pay for your tuition within 24 hours of receiving this letter to avoid an administrative withdrawal from classes.

If the quarter has started, you will be responsible to pay your tuition in order to register or remain for future quarters.

NO GRANT MONEY AVAILABLE-LOANS ONLY

Upon review of your FAFSA information, it appears that although you have "financial need" we do not have sufficient grant funds remaining to assist you. If you are interested in applying for a federal Direct Stafford loan to assist with tuition costs, please visit the Cascadia website at www.cascadia.edu to find all the steps on how to apply for a loan. Once on the site, click on Campus Resources, then Financial Aid, then Grants, Work Study and Loans. A Loan Worksheet Request form, loan entrance counseling and a completed Master Promissory Note must be completed before we can process a loan for you. If the college's tuition deadline has passed and you have not yet completed your loan application or paid your tuition, you will be responsible to pay for your tuition within 24 hours of receiving this letter to avoid an administrative withdrawal from classes.

NO PELL – LIFETIME MAX. REACHED

The Department of Education has reported you as a student that has met, or will meet, their Pell Grant lifetime eligibility during this financial aid year. As a result, your Pell Grant award will be limited or non-existent and will affect the amount of funding you will receive to assist with the cost of education.

NOTIFY FA OFFICE OF PART-TIME STATUS

It appears that you are registered less than full time. Please submit an enrollment status change form to our office as soon as possible to inform us of your credit level. (No aid will pay until our office has been notified via the Enrollment Status Change form, and any applicable aid is adjusted.) If you plan to register for 12 or more credits, no form is needed.

ONLINE LOAN ENTRANCE COUNSELING

To receive a Direct Stafford Loan, you must complete three steps. We have determined you have not completed step one: Entrance Counseling. Please go to <http://www.studentloans.gov/>, select the "Log In" option, which will require your FSA ID that you used to sign your FAFSA, and select "Complete Entrance Counseling" from the menu on the left-hand side. When you finish the session, print out the confirmation page and save it for your records. We are notified automatically when you have completed the counseling. Please also be sure that you have completed a Loan Request Worksheet and a Master Promissory Note.

PARENT(S) IRS TAX TRANSCRIPT REQ.

Your FAFSA has been selected for a process called verification. This process refers to the verification of reported taxable and untaxable income. To complete this process, student and parent(s) will need to do one of the following: 1) Go back into the parent income section of your FAFSA and use the IRS Data Retrieval Tool to import your parent(s) tax information directly from the IRS (changes should not be made to the imported data, or additional documentation will be required), or 2) Submit an official IRS Tax Return Transcript. Tax Return Transcripts can be requested by mailing Form 4506T-EZ to the IRS, submitting a request online at: <http://www.irs.gov/Individuals/Get-Transcript> or calling 1-800-908-9946. If no tax return has been or will be filed, you may indicate this on the "Income Verification Worksheet". Once your Tax Return Transcript is received, you may submit it to our office. If you choose to correct and resubmit your FAFSA using the IRS Data Retrieval Tool, please allow 3-5 days for our office to receive your updated FAFSA. For more information on



requesting an IRS tax transcript, or using the IRS Data Retrieval tool within the FAFSA, please visit: <http://www.cascadia.edu/finaid/forms.aspx> under General Financial Aid Information.

PROVIDE PROOF OF HIGH SCHOOL DIPLOMA/GED

Your records indicate conflicting information about whether or not you have a high school diploma or GED. Please provide our office proof of completion for high school or GED coursework. We can accept **original** documentation only. This proof should not be submitted via the Portal as an original is required.

PROVIDE TRANSCRIPT EVALUATION REQUEST

Please complete a Transcript Evaluation Form with Kodiak Corner Front Counter so that your transcripts can be evaluated upon arrival. This form can be found on our website at: http://www.cascadia.edu/campus_resources/forms.aspx. Once the official transcripts and the Transcript Evaluation Form are received by our college, please let our office know so that we can continue processing your financial aid file.

STATE AID: ON FINANCIAL AID WARNING

We have reviewed your academic progress for the last quarter you completed at Cascadia and found that you did not meet either our credit completion requirements, GPA requirements or both for STATE financial aid. **As a result, you are being placed on "warning" status for STATE financial aid.** Students on "warning" status are eligible for State financial aid in their next quarter, however, during this quarter, you will be expected to complete the quarter with a cumulative GPA of 2.0 or greater **and** maintain at minimum cumulative completion rate of credits attempted versus credits earned (refer to Satisfactory Academic Progress Policy for Washington State aid). If you do not meet both of these requirements for the probationary quarter, you will be terminated from State financial aid until you regain satisfactory academic progress.

STATUS: TERMINATED FROM FINANCIAL AID

Students on financial aid termination are not eligible to receive any type of aid that they were terminated from. Please view your Portal to see which type you were terminated from.

STUDENT LOAN REQUEST WORKSHEET

In order to receive a Stafford Loan, you must complete three steps. We have determined you have not completed the step three: Direct Loan Request Worksheet. Please go to www.cascadia.edu, select Campus Resources, then Financial Aid, then Grants, Work Study and Loans. You can return the completed form to the Kodiak Corner front counter, fax it back to 425-352-8564, scan signed copy back to finaid@cascadia.edu or mail it to 18345 Campus Way NE, Bothell, WA 98011. Please also be sure that you have completed loan entrance counseling and a Master Promissory Note.

STUDENT/SPOUSE IRS TAX TRANSCRIPT REQ.

Your FAFSA has been selected for a process called verification. This process refers to the verification of reported taxable and untaxable income. To complete this process, student and spouse, if applicable, will need to do one of the following: 1) Go back into the income section of your FAFSA and use the IRS Data Retrieval Tool to import your tax information directly from the IRS (changes should not be made to the imported data, or additional documentation will be required), or 2) Submit an official IRS Tax Return Transcript. Tax Return Transcripts can be requested by mailing Form 4506T-EZ to the IRS, submitting a request online at: <http://www.irs.gov/Individuals/Get-Transcript> or calling 800-908-9946. If no tax return has been or will be filed, you may indicate this on the "Income Verification Worksheet". Once your Tax Return Transcript is received, you may submit it to our office. If you choose to correct and resubmit your FAFSA using the IRS Data Retrieval Tool, please allow 3-5 days for our office to receive your updated FAFSA. For more information on requesting an IRS



tax transcript, or using the IRS Data Retrieval tool within the FAFSA, please visit: <http://www.cascadia.edu/finaid/forms.aspx> under General Financial Aid Information.

SUBMIT W-2's

Please give our office a copy/copies of all W-2s for student and spouse (if married) for the tax year used on your current FAFSA. If you are a dependent student and are required to submit parent information on your FAFSA, please submit W-2s for student and parent(s).

TERMINATED FROM FEDERAL FINANCIAL AID

You have been terminated from **FEDERAL** financial aid. You may complete and submit an appeal for reinstatement if you had extraordinary circumstances that prevented you from making academic progress. The Appeal for Reinstatement of Financial Aid form can be found online at: <http://www.cascadia.edu/finaid/forms.aspx>.

TERMINATED FROM STATE FINANCIAL AID

You have been terminated from **STATE** financial aid. You may complete and submit an appeal for reinstatement if you had extraordinary circumstances that prevented you from making academic progress. The Appeal for Reinstatement of Financial Aid form can be found online at: <http://www.cascadia.edu/finaid/forms.aspx>.

TIME LIMIT APPEAL NEEDED-PARTIAL FA

We have completed an initial review of your information and documents so that we may award you financial aid for current academic year. Our records indicate that you are nearing the end of your degree or certificate program and as a result, we will not award you a full year and/or any further aid beyond the final quarter listed on the student portal. If you will not complete your degree prior to the quarter indicated, you will be required to submit and gain approval on an appeal to receive funding beyond the credit limitation. In this case, please complete the Time Limit Appeal form for aid beyond 125%. This must be completed and signed by you and your academic advisor and submitted to the Student Financial Services Office along with a copy of a completed degree worksheet.

TIME LIMIT APPEAL REQUIRED

Our records indicate that you have reached 125% of the credits required to complete your degree program and as a result, we are unable to award you any aid at this time. If you have not yet completed your degree, you will be required to submit and gain approval on an appeal to receive funding beyond the credit limitation. Please complete the Time Limit Appeal form for aid beyond 125%. This must be completed and signed by you and your academic advisor and submitted to the Student Financial Services Office along with a copy of a completed degree worksheet.

VERIFY IDENTITY & INTENT/ED. PURPOSE

You have been selected by the Department of Education to verify your identity and intent or educational purpose for financial aid funding. Please complete the Identity and Statement of Educational Purpose Form. This form must be presented and signed in person to a member of the financial aid staff only. This form must be presented and signed with valid ID. If you are unable for any reason to come to campus to turn in this form, the form can be completed with Notary of Public. To find a Notary of Public in your area, you can visit the website www.notaryrotary.com. Cascadia College does not reimburse for any fees or costs associated with having your form notarized. Our office will only accept an **original** copy of this form once it has been notarized. The form can be mailed to 18345 Campus Way NE, Bothell, WA 98011.



YOUR REFUND HAS BEEN CALCULATED

This field will exist only when a refund has been generated. It will indicate the amount of the refund and the date in which a refund was wired to BankMobile Disbursements. If you see "Your refund has been calculated" but the amount is 0.00, you will know your refund did NOT go out, and either you don't have any additional funds coming to you OR there was an error that needs to be resolved.