

FINANCIAL AID

360-992-2153

<http://www.clark.edu/enroll/paying-for-college/financial-aid/index.php>
(<http://www.clark.edu/enroll/paying-for-college/financial-aid/>)

The Financial Aid Office increases opportunities for both access and success by helping students seek, obtain, and make the best use of all financial resources.

Financial Aid Eligibility

All students are encouraged to apply for financial aid by completing the Free Application for Federal Student Aid (FAFSA). In general, students must meet the following criteria to be eligible for federal student aid:

- Be a regularly admitted student to Clark College (not Running Start),
- Completed a high school diploma or GED,
- Be a U.S. citizen or eligible non-citizen,
- Not owe an overpayment on a federal grant,
- Not be in default on a federal student loan,
- Be enrolled in an eligible degree or certificate program,
- Maintain satisfactory academic progress

Washington Application for State Financial Aid (WASFA)

Students who cannot complete the FAFSA due to citizenship status, defaulted loans or federal grant overpayments can apply for state financial aid by completing the Washington Application for State Financial Aid (WASFA). To be eligible for state financial aid students must:

- Have a high school diploma or GED,
- Not be in default on a state loan,
- Not owe a repayment on a state grant,
- Be enrolled in an eligible degree or certificate program,
- Maintain satisfactory academic progress,
- Be a Washington State resident (<https://wsac.wa.gov/student-residency/>)

Additionally, if selected, students must submit all requirements needed for verification. Students must meet all requirements for federal and state aid.

Application Process

Students can start the annual application process by completing either the Free Application for Federal Student Aid (FAFSA (<http://www.fafsa.gov/>)) or the Washington State Application for State Financial Aid (WASFA (<https://wasfa.regenteducation.net/>)). The FAFSA/WASFA is used to determine which types of financial aid a student may be eligible to receive.

The Financial Aid Office may request additional information to complete a student's application after receiving the FAFSA or WASFA. Information needed will be requested through the student's "To Do" list in ctcLink Self-Service and communicated by email using preferred email address. Students are encouraged to complete all required information by each

term's priority processing date to avoid delays in receiving their financial aid offer.

Types of Financial Aid Available

Financial aid includes grants, tuition waivers, student employment, scholarships, and student loans.

- Grants and tuition waivers are need-based forms of aid that generally do not have to be repaid,
- Student employment is available to help students pay for school through paid employment,
- Loans are a form of aid available that must be repaid with interest upon graduation, leaving school or dropping below 6 credits/units per term

Federal Pell Grant

The Federal Pell Grant is awarded based on financial need to undergraduate students. The initial award amount is based on the Student Aid Index (SAI) and assumed full-time enrollment (12+ credits/units) for a maximum of three terms. Students who attend four terms may qualify for funds in the spring. Eligibility is limited to a lifetime maximum of 18 full-time terms.

Federal Supplemental Educational Opportunity Grant (FSEOG)

FSEOG is awarded based on financial need to students with an SAI of 0 or lower who are eligible to receive a Pell Grant. The award is not prorated for less than full-time enrollment however, students must enroll in a minimum of six credits/units per term to receive FSEOG.

Washington College Grant (WCG)

The initial WCG award is based on assumed full-time enrollment (12+ credits/units) for all terms, including summer. The award is prorated for less than full-time enrollment however, a minimum of three credits/units is required to qualify for the award. Eligibility is limited a lifetime maximum of 18 full-time terms. Students completing the WASFA for state aid only, must meet all requirements for state financial aid.

College Bound Scholarship (CBS)

The CBS scholarship is available to students who signed up for the program in the seventh or eighth grade and graduated from a Washington high school without any felony convictions. Eligible students must enroll in college within one year of graduating high school.

The initial award is based on assumed full-time enrollment (12+ credits/units) for all terms, including summer. The award is prorated for less than full-time enrollment however, a minimum of three credits/units is required to qualify for the award. Eligibility is limited to a lifetime maximum of 18 full-time terms. Students completing the WASFA for state aid only, must meet all requirements for state financial aid.

Passport to College Promise

Passport to College Promise is a state grant program available to former foster youth or students who experienced unaccompanied homelessness. To qualify students must complete the FAFSA or WASFA, meet Washington State residency requirements and enroll in at least six credits/units each term.

Clark College Grants and Waivers

Clark College reserves a percentage of tuition revenue and offers these funds to students who are a Washington State resident or eligible for in-state tuition in the form of institutional grants and tuition waivers. Grants offered are based on need. The award is not prorated based on enrollment intensity however, a minimum of three credits/units is required.

Waivers offered may only be awarded to reduce the cost of tuition and cannot be applied toward fees or refunded directly to students. Tuition waivers are not prorated based on enrollment intensity and there is no minimum credit level.

Work-Study

Work-Study offers are awarded based on need. Funds are earned through employment on and off campus. Students must be enrolled in six or more credits/units per term.

Offers are automatically awarded to students for fall, winter and spring terms. Students who are interested in work study for Summer term should complete a Change Form (<https://www.clark.edu/enroll/paying-for-college/financial-aid/forms.php>) to request funds for summer. Visit the Work-Study (<https://www.clark.edu/enroll/paying-for-college/wstudy.php>) page for more information.

Federal Direct Loans

Federal Direct Loans are a form of financial aid that must be repaid with interest. There are two types of Direct Loans:

- Direct Subsidized Student Loan: Awarded based on need to undergraduate students. The Department of Education pays interest while students are enrolled in school in at least six credits/units. Payments are automatically deferred while students are enrolled in at least six credits/units.
- Direct Unsubsidized Student Loan: Non-need-based loan available to undergraduate and graduate students. The student is responsible for interest while in school. Payments are automatically deferred while students are enrolled in at least six credits/units.

Students must meet all requirements for Title IV eligibility. The initial award amount is an offer after evaluating eligibility for need-based aid. Students who are interested in borrowing their Direct Loan offer can get started by:

- Accepting all or a portion of their loan offer online in their ctcLink Self Service,
- Complete a Master Promissory Note (<https://studentaid.gov/mpn/>),
- Complete Entrance Counseling (<https://studentaid.gov/entrance-counseling/>) (required for first-time borrowers only)

Financial Aid Offers

Students are notified by email with a financial aid offer when their application is processed. The initial aid offer is based on the assumption that students will enroll in 12+ credits/units each term, which is considered full-time. Students may still be eligible for aid at a lower enrollment intensity, although some grant aid will be prorated based on the student's enrollment intensity.

Students who plan to enroll less than full-time (12 credits/units) will need to complete an Enrollment Change Form (<https://www.clark.edu/enroll/paying-for-college/financial-aid/forms.php>) to confirm their

enrollment intensity and request to have their aid adjusted to their planned enrollment intensity before disbursement of funds.

Financial Aid Disbursement and Tuition Deadlines

Tuition deadlines for each term are published on the College's website (https://www.clark.edu/enroll/registration/tuition-fees/tuition_payment_process.php). Students who have been awarded financial aid funds will have a tuition hold placed on their account to prevent a drop for non-payment until funds can be disbursed to pay charges.

Financial aid grants, tuition waivers and loan funds that have been accepted will be automatically used to pay outstanding tuition and fees approximately 1-2 business days before the first day of classes. Please allow additional time for processing and disbursement for summer term.

Any credit balance of financial aid funds remaining after payment of tuition and fees will be refunded to students. Clark College partners with BankMobile to deliver financial aid credit balance refunds. Funds are sent to BankMobile who in turn issues a refund according to the disbursement option selected. Additional information can be found online at: <https://bankmobiledisbursements.com/how-it-works/>

For questions regarding refund of payments prior to disbursement and tuition balances, please contact the Cashier's Office (https://www.clark.edu/enroll/registration/tuition-fees/cashiers_office.php).

Financial Aid Census Date and Repayment Policy

The Financial Aid Office uses an "enrollment lock" date for Federal Pell Grant, Washington College Grant, College Bound Scholarship, and Passport to College Promise funds. The "lock" date is also known as the "census date."

The census date is the 10th business day of the term, except for summer which has a census date of the eighth business day. Through this date, college policy allows students to drop classes without a grade of "W." Tuition refunds may also be issued for courses dropped following to the Clark College Refund Policy (http://www.clark.edu/enroll/registration/refund_policies.php).

Schedule changes made through the census date may have different impacts. Factors to consider include whether aid from the grant programs locked at census have already been disbursed, and whether classes were added or dropped.

Adding Classes

Financial aid funds are increased for enrollment intensity changes from adding eligible courses through the census day. Additional funds awarded are applied toward payment of charges for classes added, and any remaining balance is refunded through BankMobile Disbursements.

Dropping Classes

Financial aid funds are reduced for enrollment intensity changes resulting from dropping eligible classes through the tenth day. This will result in repayment owed to Clark College and/or the state aid program(s) depending on the funding type received.

Complete Withdrawals

Withdrawing from all financial aid eligible credits/units through the tenth day will result in repayment of all funds received. For Washington College Grant, College Bound Scholarship, Washington Bridge Grant and Passport to College Promise the full balance of the award received will be owed. Repayment of other sources of aid is subject to the Clark College Return of Title IV Repayment Policy (https://www.clark.edu/enroll/paying-for-college/documents/Return_of_Title4_Policy.pdf) requirements and based on number of days attended within the term.

Late Starting and/or Early Ending Classes

Classes that start after the census date and/or end before the last day of the term are considered module courses. Eligible module classes are included in the enrollment intensity at the time of disbursement as long as the student was enrolled in the course(s) by the census date. Students who withdraw from a module class on or before the scheduled course start date are considered to have not commenced attendance and will require an enrollment intensity review. A reduction of eligibility will result if the student did not commence attendance in the enrollment intensity funded.

Late Enrollment

Clark College may allow enrollment in classes after the census date on case-by-case basis with instructor permission. Late enrollments may result in a funding adjustment.

The complete Financial Aid Census Date and Repayment Policy (https://www.clark.edu/enroll/paying-for-college/documents/CC_Refund_Repayment_Policy.pdf) is available online. Students are encouraged to visit the Financial Aid Office to ask about the impact of dropping classes before making changes to their schedule.

Financial Aid Satisfactory Academic Progress

Students must meet Financial Aid Satisfactory Academic Progress (SAP) Policy (<https://www.clark.edu/enrollhttps://www.clark.edu/enroll/paying-for-college/documents/SatisfactoryAcademicProgressPolicy.pdf>) requirements to remain eligible for federal, state, and institutional financial aid. SAP is reviewed both annually and at the end of each payment period. Students are notified via email if SAP conditions are not met. All terms of attendance, including those in which financial aid was not received, are used in determining SAP status.

There are three standards to the SAP Policy that are evaluated at the end of each term:

I. Grade Point Average (GPA) requirement is to maintain a minimum 2.0 cumulative GPA. If the cumulative GPA falls below 2.0 at the end of the term the student will not have met the GPA requirement to remain in good standing. In addition, a student must maintain a minimum 2.0 cumulative GPA at the end of their sixth term or an automatic suspension will occur. Courses with an S (Satisfactory), U (Unsatisfactory), I (Incomplete), and W (Withdrawal) do not have an impact on GPA. For repeated coursework, only the highest grade achieved will count in the GPA calculation.

II. Pace of Progression is calculated by dividing the cumulative earned by the cumulative attempted credits/units. When this calculation falls below 67%, a student is no longer on pace to graduate on time. In addition to earning at least 67% of their attempted credits/units, students must also complete all credits/units within their enrollment level which is captured on the census date each term. Pace of progression that is 66.6% or higher will be rounded to 67%. Whether or not aid was received, all program

credits/units, including transfer and remedial credits/units, will be taken into consideration. Courses with grades of F (Failed), I (Incomplete), U (Unsatisfactory), W (Withdrawal), Y (In Progress) and repeated courses are included in the calculation of attempted credits/units. Only the highest grade achieved will count as attempted and earned credit/unit for repeated courses. Courses approved on Set-Aside Petitions will count as attempted credits/units. Non-graded coursework and (*) grades are excluded from pace of progression for credit/unit bearing classes. Program changes do not affect pace of progression.

III. Maximum Timeframe is measured to ensure students are taking required courses to complete their certificate or degree. Program progression must be reviewed when students has reached 150% of the length of program. Financial aid recipients will be ineligible for further funding if it is mathematically impossible to complete the program of study within 150% of the length of the program. All credits/units, regardless of whether they were taken while on financial aid, including credits/units removed with an approved Set-Aside Petition are used in calculating maximum timeframe. Transfer credits/units accepted for use towards the current certificate or degree are also included. Repeated credits/units (R grades) are counted as attempted towards maximum timeframe. Transitional support coursework that is attempted and results in an asterisk (*) grade such as ABE, GED, ESL, ENL, and some CAP coursework are excluded from the federal maximum timeframe calculation. Funding of remedial courses is limited to 45 attempted credits/units. Program changes do not affect maximum timeframe.

Additional Maximum Timeframe Information ***

Maximum credit/unit warning notifications will be issued when a student has attempted between 125% and 149.99% of the credits/units required for their declared program. Once a student has attempted 150% of the credits/units required for their declared program, federal financial aid will be suspended.

Financial Aid Warning

Students will be placed on Financial Aid Warning for one term if:

- Cumulative GPA falls below 2.0 at the end of a term and/or
- Pace of progression is less than 67% and/or
- Students on Warning are eligible to receive financial aid the next term of attendance but are in jeopardy of losing their financial aid eligibility. If all SAP requirements are not met at the end of the next term of attendance, financial aid will be suspended. Warning status will be cleared if all SAP requirements are met at the end of the next term of attendance.

Financial Aid Suspension

Students will be placed on financial aid suspension if:

- On Financial Aid Warning/Probation and
- Cumulative GPA falls below 2.0 at the end the term and/or
- Pace of progression is less than 67% and/or
- Cumulative GPA falls below a 2.0 at the end of the 6th term of attendance and beyond
- 150% Maximum Timeframe is exceeded
- Conditions of their Academic Plan have not been met

Students on financial aid suspension are not eligible for future financial aid including grants, work-study, and loans. Financial Aid Suspension

remains in place until the student has an approved appeal or has met the reinstatement criteria (See Regaining Financial Aid Eligibility).

Financial Aid Probation

If the Financial Aid Committee approves a student's appeal, financial aid will be reactivated on a probationary status. Students on Probation are eligible to receive financial aid.

Probation status will be cleared if all SAP requirements are met at the end of the next term of attendance. If all SAP requirements are not, a Financial Aid Suspension will occur (see Financial Aid Warning section for details).

If it is mathematically impossible to meet all SAP requirements by the end of the next term of attendance, the Financial Aid Committee may approve an appeal on an Academic Plan, allowing for an extended Probationary period. If at any time while on an academic plan, the student does not achieve progress towards meeting the pace, term enrollment, and GPA requirements, or other conditions set by the Committee, a Financial Aid Suspension will occur (see Financial Aid Warning section for details).

Appeals

Students have the option to submit an appeal to address financial aid suspension for not meeting any combination of the SAP elements. Appeals must be submitted by the priority processing date listed on the Financial Aid (<https://www.clark.edu/enroll/paying-for-college/financial-aid/maintain-aid/>) website (<https://www.clark.edu/enroll/paying-for-college/financial-aid/maintain-aid/>) in order to be considered for the Federal Pell Grant for that term and include all required documentation listed under the appeal type.

Appeals are reviewed by an Appeals Committee which consists of financial aid representatives. The Committee's decision is final and cannot be appealed further. If the appeal is approved, the student will be placed on a probationary status. Students are notified of their decision through email.

The Financial Aid Office does not guarantee an appeal submitted will result in an approval. The student is responsible for paying any and all costs of attendance while awaiting an appeal outcome. The Financial Aid Office allows for the following appeals:

- Satisfactory Academic Progress (SAP) Appeal (<https://www.clark.edu/enroll/paying-for-college/documents/22-23-SAP-Appeal.pdf>)
- Maximum Timeframe Appeal (<https://www.clark.edu/enroll/paying-for-college/documents/22-23-MAX-Appeal.pdf>)
- Maximum Timeframe and SAP Suspension (MAX/SAP) Appeal (<https://www.clark.edu/enroll/paying-for-college/documents/sap-max-appeal.pdf>)

Change of Records SAP Review

SAP is evaluated both annually and at the end of each term. SAP can be re-evaluated for a grade or program change that occurs. Students may notify the Financial Aid Office of a grade or program change by submitting of a Change of Records SAP Review Form and will be notified of any changes via email.

- Change of Records SAP Appeal (<https://www.clark.edu/enroll/paying-for-college/documents/22-23-Change-of-Records-SAP-Appeal.pdf>)

Reinstatement Criteria

If a student chooses not to appeal or has exhausted the two (2) appeal limit they may be eligible for reinstatement when they have satisfied the following conditions:

1. Enroll in and successfully complete a term within the enrollment level recorded at census, and
2. Earn a cumulative GPA of 2.0 or higher, and
3. Have a pace of progression of 67% or higher.

In the reinstatement term, receiving grades of F (Failed), I (Incomplete), U (Unsatisfactory), W (Withdrawal), Y (In Progress), and repeating courses may hinder eligibility for financial aid reinstatement and could increase the number of credits/units required to reinstate.

When the reinstatement criteria are met, aid is reactivated based on available funding and may not reflect the original aid offer. Meeting reinstatement criteria does not negate any repayment owed to the financial aid programs or Clark College.

Financial Aid Limitations

- FLPC, ESL, IELP, and most CAP classes are not eligible for financial aid. Only CAP 46 and 90 are eligible for financial aid.
- Repeating Courses: Once credit/unit is earned, financial aid can only fund one additional attempt of a course.
- Financial aid can up to 45 credits/units remedial coursework.
- Repayment obligations cannot be appealed.
- Lifetime eligibility limits cannot be appealed

This Satisfactory Academic Progress Policy is subject to change at any time due to federal regulations and/or requirements established by the Financial Aid Office.

Clark College Return of Title IV (R2T4) Funds Policy

Financial aid funds are awarded assuming students will attend Clark College for the entire term. If a student withdraws, the Financial Aid Office is required to calculate the amount of Federal Student Aid, also known as Title IV funds, earned and return the unearned part of the aid disbursed for the term.

There are two scenarios where a student is considered withdrawn which will result in a Return of Title IV calculation: official and unofficial withdrawals.

- Official Withdrawal: When the student officially withdraws from classes through Enrollment Services (<https://www.clark.edu/enroll/registration/manage-enrollment/>),
- Unofficial Withdrawal: When the student stops attending classes before the end of the term and does not complete official withdrawal procedures

Calculating the Return of Title IV Funds

The Financial Aid Office follows a federal formula approved by Congress to calculate the amount of funds earned and the amount of funds that must be returned. This includes:

1. Establishing the date of withdrawal, calculating the number of days in the term and the number of days the student was enrolled

- Using the number of days attended, calculating the percentage of Title IV funds earned and the amount of Title IV funds that were not earned
- Determine the total amount of Title IV aid that must be returned to the Department of Education and allocate the return, in order of priority, established by Congress

Returning of Unearned Funds

The Financial Aid Office will revise the financial aid awards to return unearned funds, in order, to the Department of Education. Students will be notified by email of the Return of Title IV calculation detailing the amount disbursed and the amount earned from each aid program. Students who earned less than the amount disbursed will owe outstanding charges to the college. Separate billing statements will be sent by Clark College Accounting Services.

Official withdrawals may result in tuition refunds based on the Clark College Refund Policy. Refunds issued as a result of the withdrawal will be applied toward the student's debt owed by Clark College Accounting Services.

Post-Withdrawal Disbursements

Occasionally, a student may withdraw before all aid they were eligible for was disbursed. If the Financial Aid Office determines the student earned more aid than was disburse, the student may be eligible for a disbursement of funds after the withdrawal. This is considered a post-withdrawal disbursement.

Post-withdrawal disbursements of eligible grant funds will automatically be made to the student account to pay outstanding institutional charges such as tuition and fees. Any remaining credit balance will be refunded directly to the student through BankMobile. Students who are eligible for post-withdrawal disbursement of loan funds will be notified by email of their eligibility with a deadline to claim available funds.

The complete Return of Title IV Policy (https://www.clark.edu/enroll/paying-for-college/documents/Return_of_Title4_Policy.pdf) is available online. Students are encouraged to visit the Financial Aid Office to ask about the impact of withdrawing from classes before making changes to their schedule.

Other Educational Resources Available

Scholarships

360-992-2582

<http://www.clark.edu/enroll/paying-for-college/scholarships/index.php>
(<http://www.clark.edu/enroll/paying-for-college/scholarships/>)

Funding for scholarships is made possible through the generous support of individuals and organizations. The Clark College Foundation is one of the largest community college foundations in the country and offers many scholarships to Clark College students each year.

Individual scholarships may have specific eligibility criteria such as maintaining a certain grade point average (GPA) or enrollment intensity to qualify for funds awarded. Students should refer to the scholarship award letter they receive from the Foundation for the conditions of their award. The scholarship application is separate from the application for financial aid.

Generally, scholarship applications are available between January through April, and funds are awarded for the following academic year.

Workforce Education Services

360-992-2729

Workforce Education Services (WES) administers a variety of programs that are designed to support students who are seeking certificates and degree programs with an employment goal, as well as students enrolled in Transitional Studies programs. Eligibility, including eligible degree types, vary and are dependent on individual program requirements.

Students may receive assistance with tuition, fees and books as well as help in accessing other supports, to include public benefits, by completing the Workforce Education Services Application online at: <https://apps.clark.edu/WESapplication> (<https://apps.clark.edu/WESapplication/>).

Opportunity Grant

360-992-2039

The Opportunity Grant program serves low-income students who are pursuing professional/technical programs that lead to high-wage, high-demand jobs. Eligible students must be Washington State residents, meet income guidelines, and be enrolled in an approved program. Financial assistance with tuition, books, and mandatory fees may be available for those who qualify.

Worker Retraining

360-992-2274

The Worker Retraining program serves students who have experienced unemployment, who are displaced homemakers, or have been discharged from the military, and are pursuing professional/technical programs that provide them with the ability to re-enter the workforce. Eligible students must live in Washington State and be enrolled in an approved program. Financial assistance with tuition, books, and mandatory fees may be available for those who qualify.

WorkFirst Financial Aid and Work-Study

360-992-2915

The WorkFirst program serves students who are receiving Temporary Assistance for Needy Families (TANF) and are pursuing professional/technical programs. Eligible students must live in Washington State and be enrolled in an approved program. Financial assistance with tuition, books, and mandatory fees may be available for those who qualify.

On-campus WorkFirst Work-Study job opportunities may also be available for those who qualify.

Basic Food Employment and Training (BFET)

360-992-2038

The BFET program serves students who are receiving federal basic food benefits and are pursuing professional/technical or transfer programs with career goals. Eligible students must live in Washington State and be enrolled in an approved program. Students may be eligible to receive subsidized childcare assistance through Working Connections Childcare/ Department of Children, Youth, and Families. Financial assistance with

tuition, books, and mandatory fees may be available for those who qualify.

Sponsored Programs

360-992-2286

The Sponsored Programs office serves as a liaison between students and various governmental and community agencies that have authorized funding to pay for tuition, books, and supplies. An administrative processing fee applies to agencies who fund these student expenses.

Veteran Education Resources

Eligible veterans and dependents must request certification each term for approved degree and certificate programs. Only courses required for the program and on the student degree worksheet will be funded. Audited courses are not eligible. Students are required to make satisfactory academic progress as defined by Clark College and are required to contact the Veterans Center of Excellence prior to making any schedule changes. Visit the VCOE website for more information. <https://www.clark.edu/campus-life/student-support/vrc/> (<https://www.clark.edu/campus-life/student-support/vrc/>)

GI Bill® and Vocational Rehabilitation and Employment students who have submitted or are in the process of submitting their certificate of eligibility to Clark's School Certifying Official will not have a penalty imposed, including late fees, or be denied access to school facilities, or be required to borrow additional funds, because of delayed payments from the VA.

Clark College attempts to limit student enrollment to 85% veteran enrollment per program cohort. In the event that a veteran wishes to enroll in a course that has already reached the 85% cap, he or she may do that but will not be eligible for VA payment of tuition and fees. The Code of Federal Regulations (38 CFR 21.4201) states the VA shall not approve the enrollment of any VA-eligible person, not already enrolled in any course for any period during which more than 85% of the students enrolled in the course are having all or part of their tuition and fees paid to or for them by Clark College or the VA.

Students whose parent was a member of the U.S. armed forces and died because of military service performed in Iraq or Afghanistan after 9/11 or was a public safety officer who died in the line of duty may qualify for additional Federal Pell Grant funds. Eligibility for additional funds may be considered if the student was under the age of 24 or enrolled in college at the time of the parent's death. Students should contact the Financial Aid Office if they believe they may qualify.

Military Tuition Assistance

To activate your tuition assistance authorization, follow these steps (you may have already completed some or all of these):

- Apply for college admission/ activate Clark student email account
- Complete assessment testing
- Submit transcripts from prior colleges you have attended
- Meet with an Academic Advisor to develop an Education Plan
- Submit Education Plan to military base contact
- Register in required classes based on your Education Plan
- Submit a copy of your Education Plan and approved Tuition Assistance authorization to ddaniel@clark.edu

Important Notes:

- Your Tuition Assistance Authorization will not cover college fees. Some fees are embedded in the Tuition Rate Schedule: <https://www.clark.edu/enroll/registration/tuition-fees/index.php>. After you send your TA authorization, a calculation of the costs that you will be responsible to pay along with the due date and payment information will be issued.
- If your service branch denies payment of the authorized TA funds due to grades, non-attendance or any other situation, you will be responsible for the costs and must make payment to Clark College. Failure to pay these costs will restrict further enrollment and access to academic records.
- If you change your major, you must provide a revised Education plan to your military base contact and myself
- Please notify me of your enrollment every term and your intent with utilizing tuition assistance. Please ensure that you are notifying me prior to the tuition due date to ensure that I have placed a protective hold on your account so that you are not dropped for non-payment.

You must submit a Graduation Application one term before completing your certificate or degree requirements and notify me of your anticipated graduation date. <https://www.clark.edu/enroll/credential-evaluation/graduation-application.pdf>

Additionally, Clark College, in partnership with the Department of Defense, wants you to be an informed consumer. We invite you to review the following websites to learn more about Clark College and the services available to you.

Prospective Student Resources:

- College Scorecard (<http://collegecost.ed.gov/scorecard/>)

A resource to assist prospective students and their families evaluate options in selecting a school.

- College Navigator

A tool that provides consistent information about tuition, fees, retention, graduation, and loan default rates by college.

- Paying for College

A resource that explains federal student loans and repayment options.

- Financial Aid Shopping Sheet

A standardized award letter students and their families use to compare financial aid by institution.

- Clark College Student Support Services

Disability Support Services (DSS)

Qualified persons with disabilities can receive accommodation to assure equal access.

- Financial Aid Resources & Application

Apply for Federal financial aid and find additional resources available to support education costs.

- Advising, program/degree planning, Credentials/graduation application

Academic Advisors are available to map education plans and provide college transfer information.

- Job Search Assistance (<http://www.clark.edu/enroll/careers/job-search/>)

Explore career options; find employment opportunities, co-op, and internships.

Clark College signs the Department of Defense (DOD) Voluntary Education Partnership Memorandum of Understanding (MOU) and conforms to Executive Order 13607 April 27, 2012, establishing Principles of Excellence for Educational Institutions Servicing Service Members, Veteran Spouses and family members. Credit for military experience may be granted toward general elective and specific vocational program coursework. Potential students are required to submit military and all other school transcripts, to be applied toward their intended program of study, no later than the start of their second term of enrollment. Military training and experience granted for credit/unit recommendations are based on the American Council of Education (ACE) guidelines for military training. Students may receive credit for prior learning for some military training—refer to the Credit for Prior Learning policy section of this catalog.

The College's School Certifying Officials' contact information is listed below:

Donna Larson
dlarson@clark.edu (egonzalez-roman@clark.edu)

Eli Gonzalez-Roman
egonzalez-roman@clark.edu

Megan Anderson
mmanderson@clark.edu