

2020 - 2021

Guide to Financial Aid

Financial Aid Office

Enrollment Center-Katahdin Hall

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Bangor, Maine 04401

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Eastern Maine Community College

Financial Aid Office Staff Code of Conduct	5
Student’s Rights and Responsibilities.....	6
Students Convicted of Possession or Sale of Drugs	6
Important Date Reminders	7 (Fall)
Important Date Reminders	7 (Spring)
Basic Federal Aid Eligibility Criteria	9
Acronyms for Understanding Financial Aid.....	9
Basic Financial Aid Eligibility Criteria	9
Cost of Attendance and Expected Family Contribution	11
2020-2021 Estimated Cost of Attendance	12
What is Verification?	13
Instructions to view your Financial Aid Status.....	14
What do I need to know about my Financial Aid Award?	15
Changes to Financial Aid Awards	15
Changes in Family Circumstance	16
When will my EMCC financial aid award be calculated?	16
What source(s) of financial aid do I not repay?	17
What source(s) of financial aid do I repay?	19
Maximum Federal Direct Loan Amounts Reference Table.....	21
Federal Direct Loan Options and Interest Rates	22
How do I accept my non-loan awards?.....	23
How do I accept my Federal Direct Loan(s)?.....	23
How do I cancel my Federal Direct Loan(s)?.....	24

Refusal to Certify a Direct Loan and Prior Student Debt Considerations	24
Private Loans	25
What do I do about additional outside financial aid I am receiving?	26
Using your EMCC IGRAD Account	27
iGrad Courses.....	28
Tools & Apps.....	27
Satisfactory Academic Progress	29
What happens if I drop a class?	30
What happens if I withdraw from EMCC?.....	30
Types of Tuition Waivers	31
Types of Non-EMCC Scholarships	31
Your College Bill.....	32
Am I required to pay my bill if I am expecting financial aid?.....	32
Bill Adjustments	33
Terminology to help you better understand your bill	34
Instructions to view your bill on your MyEMCC.....	35
Refund Processing	36
Helpful EMCC Website Links.....	37
How to submit documentation to the Student Aid Office.....	38
Who do I notify if I change my phone number, address or name?.....	38
Student Aid Office Staff	38
Federal Student Aid Loan Servicers	39
Appendix A Recommended Borrowing Limits – based on your EMCC Program of Study	40

2020 U.S. Federal Poverty Guidelines..... 43

Veteran & Veteran Dependent Benefits.....43

2020-2021 Federal Direct Loan Request Form.....45

Bookstore Credit Transfer Process.....47

Financial Aid Office Staff Code of Conduct

Staff members of Eastern Maine Community College's (referred to as *EMCC*) Financial Aid Office (FAO) have always been bound to act in compliance with EMCC's Code of Ethics (204.7) and the National Association of Student Financial Aid Administrator's **Statement of Ethical Principles and Code of Conduct for Institutional Financial Aid Professionals**.

- No staff member shall accept any gift worth more than \$10 from a representative of a student loan provider. The Department of Education has defined "gift" as:
 - ❖ "Any gratuity, favor, discount, entertainment, hospitality, loan or other item valued at more than a *de minimus* amount.
 - ❖ The term includes services, transportation, lodging, or meals, whether provided in kind, by purchase of a ticket, payment in advance, or by reimbursement."
- Staff can participate in meals, refreshments, and receptions in conjunction with professional association meetings, trainings, or conference events open to all attendees.
- Staff members are free to pursue part-time employment outside of their scheduled work day. However, any staff member who is approached by a lender with an offer for supplemental employment will provide full written details to his/her supervisor.
- Staff members cannot accept supplemental employment with lenders that creates any potential "conflict of interest" with the operations of the EMCC FAO.
- Staff members shall not accept any remuneration or expense-reimbursement for serving as a member of a lender's advisory board.
- Staff members in the EMCC FAO will disclose to their immediate supervisor if an assigned task could create a perceived or real "conflict of interest" in the eyes of the public.
- Staff members who knowingly fail to follow these guidelines will be subject to disciplinary action.
- EMCC issues Federal Direct Loans through the Department of Education's William D. Ford Direct Loan program only (effective 12/31/2009).
- EMCC does not have a "preferred lender list." In addition, EMCC does not have a revenue-sharing arrangement with any student loan provider. These agreements are prohibited.
- Lender account representatives are not permitted to work in the FAO or to present themselves as employees of EMCC.

Eastern Maine Community College is an equal opportunity/affirmative action institution and employer. For more information, please call (207) 974-4633.

Student's Rights and Responsibilities

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records, both financial and academic. For the student's protection, FERPA regulations limit release of student record information without the student's explicit consent. If a student wants to authorize various administrative offices at Eastern Maine Community College, including the Financial Aid Office, to give their information to other people (including parents or spouse), the student will need to grant access by filling out a **Student Consent to Release Information** located under General Purpose Forms at https://my.emcc.edu/ICS/Financial_Aid/Forms_and_Resources.jnz.

REMINDER: When students visit our office, they will be asked to provide personal information which confirms their identity. This may include date of birth, EMCC student id or social security number.

Students Convicted of Possession or Sale of Drugs

A federal or state drug conviction *can disqualify* a student for Federal Student Aid (FSA) funds. A student self-certifies when completing their FAFSA. Drug convictions only count if the offense occurred during a period of enrollment for which the student was receiving Title IV aid. A drug conviction that was reversed, set aside, or removed from the student's record does not count. A drug conviction also does not count if it happened when he/she was a juvenile -- unless they were tried and convicted as an adult.

The list below illustrates the period of ineligibility for FSA funds, depending on whether the drug conviction was for sale or possession and whether the student had previous offenses. (*A conviction for sale of drugs includes convictions for conspiring to sell drugs.*)

Possession of Illegal Drugs/Sale of Illegal Drugs:

Offense	Time Frame	Time Frame
• 1st offense:	1 year from date of conviction	2 years from date of conviction
• 2nd offense:	2 years from date of conviction	indefinite period
• 3+ offenses:	indefinite period	

If a student was convicted of **both** possessing and selling illegal drugs, and the periods of ineligibility are different, he/she will be *ineligible* for the longer period.

Important Date Reminders

Fall Semester 2020 *(and leading up to start of semester)*

Priority FAFSA filing date for returning and new transfer fall semester students	Friday, April 3
Priority FAFSA filing date for new, first-year, fall semester admits	Thursday, April 30
First Day of May Session	Monday, May 25
First Day of Summer 1 & 2 Terms	Monday, May 25
Business Office: Last day for All Students to make payment arrangements regarding their bill	Friday, August 21
Business Office Payment Plan: First Payment Due	Friday, August 21
Classes Begin	Monday, August 24
Last Day of Add/Drop	Monday, August 31
Labor Day Holiday No Classes in Session	Monday, September 7
Business Office Payment Plan: Second Payment Due	Monday, September 21
Columbus/Indigenous People Day Holiday No Classes in Session	Monday, October 12
Business Office Payment Plan: Third/Final Payment Due	Wednesday, October 21
Last day to withdraw without financial aid reduction/penalty (Federal financial aid award has been fully earned)	Monday, October 26
Withdrawal Ends	Friday, November 6
Veterans' Day No Classes in Session	Wednesday, Nov 11
Thanksgiving Break No Classes in Session	November 25-27
Classes Resume	Monday, November 30
Final Exams	December 10-11
Semester Ends	Friday, December 11

Spring Semester 2021 (*and leading up to start of semester*)

Priority FAFSA filing date for new, first time, spring semester admits	Sunday, December 13
Business Office: Last day for All Students to make payment arrangements regarding their bill	Friday, January 8
Business Office Payment Plan: First Payment Due	Friday, January 8
Classes Begin	Monday, January 11
Martin Luther King Holiday No Classes in Session	Monday, January 18
Last Day of Add/Drop	Tuesday, January 19
Business Office Payment Plan: Second Payment Due	Monday, February 8
Winter Break No Classes in Session	February 15-19
Classes Resume	Monday, February 22
Business Office Payment Plan: Third/Final Payment Due	Monday, March 8
Last day to withdraw without financial aid reduction/penalty (Federal financial aid award has been fully earned)	Saturday, March 20
Withdrawal Ends	Friday, March 26
Spring Break No Classes in Session	March 29 - April 2
Classes Resume	Monday, April 5
Patriots Day with Classes in Session	Monday, April 19
Senior Awards Banquet	Friday, April 30
Final Exams	May 6-7
Semester Ends	Friday, May 7
Commencement	Friday, May 7

Basic Financial Aid Eligibility Criteria

Each academic year a student plans to attend, they must complete a **Free Application for Federal Student Aid** (referred to as FAFSA) to be considered for all need-based scholarships and financial aid.

Apply at <https://www.fafsa.ed.gov> using EMCC College Code: 005277.
Federal Student Aid ID Website: <https://fsaid.ed.gov/npas/index.htm>

By completing a Free Application for Federal Student Aid (FAFSA), you applied for:

- ✓ Federal Grants & Scholarships,
- ✓ State Grants & Scholarships,
- ✓ EMCC Grants & Scholarships, and
- ✓ Federal Direct Subsidized & Unsubsidized Loans

EMCC's Priority Filing Deadlines

New Students
May 1

Returning Students
April 24

When completing the FAFSA, a student provides information about their family:

- ✓ Income
- ✓ Assets
- ✓ Household size
- ✓ Number of dependents in college

Acronyms for Understanding Financial Aid

COA – Cost of Attendance – you total cost for attending an academic year of school.

EFC – Expected Family Contribution – calculated when you do the FAFSA, used to determine eligibility.

FAFSA – Free Application for Federal Student Aid – the application for most types of financial aid.

FERPA – Family Educational Rights and Privacy Act – law governing the protection of your aid information.

FN – Financial Need – cost of attendance minus family contribution equals need.

FWS – Federal Work Study – the one form of financial aid that pays directly to the student.

MPN – Master Promissory Note – loan agreement between student and loan servicer for student loans.

PLUS – Parent Loan for Undergraduate Students – an option for loans for parents of dependent students.

FAO – Financial Aid Office – EMCC's Financial Aid Office located in Katahdin Hall.

SAP – Satisfactory Academic Progress – minimum standards required to remain eligible for Financial Aid.

SAR – Student Aid Report – a report of your FAFSA information used to determine eligibility.

SEOG – Supplemental Educational Opportunity Grant – an additional grant based on eligibility.

- ✓ Students must be U.S. citizens or eligible noncitizens as defined on the FAFSA.

- ✓ Male Students age 18+ must be registered for Selective Service,
- ✓ Students must be “matriculated” -- working toward a degree or certificate in an eligible program.
- ✓ Enrolled full-time (12 or more credits), or
 - Three quarter time (9-11 credits), or
 - Half-time (6-8 credits)
- ✓ Students must be able to demonstrate Financial Need (except for certain loans).
- ✓ Students may only receive aid toward one Degree or Certificate at a time.
- ✓ Students may only receive aid for eligible classes. (Classes that are required by and contribute to, the completion of your Degree or Certificate.)
- ✓ Students must maintain Satisfactory Academic Progress.
- ✓ Students must certify they are not in default on any federal student loan or owe a refund on a federal grant.
- ✓ Students must have a valid Social Security Number (unless student is from the Republic of Marshall Islands, the Federated States of Micronesia, or the Republic of Palau).
- ✓ Students must certify they will use federal student financial aid only for educational purposes.
- ✓ Students must not have been convicted of an offense involving either the possession or sale of illegal drugs that occurred while receiving Title IV federal aid.
- ✓ Students who receive Full Time Pell Grant in the Fall and Spring semesters must have at least 6 eligible credits to receive Pell Grant in the Summer semester according to Year-Round Pell regulation.
- ✓ Students who do **not** receive Full Time Pell Grant in Fall and Spring, in some cases may be able to receive Pell at less than 6 credits for the Summer semester.

Students are ineligible to receive a Federal Pell Grant if the student is subject to an involuntary civil commitment following incarceration for a sexual offense (as determined under the FBI’s Uniform Crime Reporting Program).

Cost of Attendance and Expected Family Contribution

EMCC determines a student's estimated Cost of Attendance based on the student's housing arrangements and enrollment status.

Cost of Attendance *may* include:

- tuition and fees
- room and board
- books and supplies
- transportation
- personal expenses
- child/dependent care
- miscellaneous living expenses

The student provides information on FAFSA about their family's income, assets, household size, and number of dependents in college.

The U.S. Department of Education's Central Processing System uses this information and a congressionally mandated formula, called Federal Methodology, to calculate the Expected Family Contribution.

Expected Family Contribution measures a family's ability to contribute to a student's educational costs and is reported on the Student Aid Report.

The Student Aid Report is sent to the student from the federal processor after they filed their FAFSA. EMCC receives the student's Student Aid Report from the federal processor -- if listed on the FAFSA.

Students may not receive a total financial aid award package that exceeds their COA.

A student's eligibility for need-based aid is calculated by the formula below.

$$\begin{array}{rcl} & \text{COA} & \text{Cost of Attendance} \\ - & \frac{\text{EFC}}{\text{FN}} & \text{Expected Family Contribution} \\ = & & \text{Financial Need} \end{array}$$

2020-2021 Estimated Cost of Attendance

The EMCC Financial Aid Office uses budgets that reflect our average anticipated full time student expenses in determining aid eligibility. Individual student's actual costs may vary according to choice of residence hall, meal plan, personal needs, and academic program. Adjustments to an individual student budget may be possible, based on documentation of the student's additional educationally related costs.

Estimated Student Budget for 2020-2021*

Cost Categories	Maine Residents (In-State)	New England Regional (NEHBE)**	Non-Maine Residents (Out-of State)
Tuition & Fees	\$3,818	\$5,127	\$6,507
Room & Board	6,328	6,328	6,328
Books & Supplies	1,400	1,400	1,400
Travel	2,108	2,108	2,108
Miscellaneous	2,706	2,706	2,706
Total	\$16,360	\$17,669	\$19,049

Tuition & Fees	2020-2021 budget amounts are based on a student registering for 30 credit hours for (\$96/credit hour for Maine residents, \$138 for New England Regional (NEHBE) students, and \$192 for non-Maine residents). Revised 5/18/20 Actual tuition and fees are based on each individual student's actual number of credit hours each term.
Room & Board	Amount represents the student's cost for a double room on campus with a 7-day meal plan. The student's actual cost may be lower, based on their selection of residence hall and 5 or 7 day meal plan. Students living in a campus residence hall are billed on a semester basis for their room and meal plan. The room and board figure in the cost of attendance is used for students living on campus or an off campus apartment/home
Books & Supplies	Represents student's cost for textbooks, notebooks, pens and other miscellaneous school supplies. Actual costs may vary. Adjustments may be made to a student's budget to reflect their estimated cost of tools for their academic program.
Travel	Average daily commuting costs for students living off campus or average anticipated expense for on-campus resident student to go home during school breaks.
Miscellaneous	This category includes laundry, clothing, and routine medical or other personal expenses. Actual costs vary depending on each student's needs and lifestyle.

This link provides an estimated cost sheet for each Academic Program
<https://www.emcc.edu/academics/programs/programs-of-study/>

*This Cost of Attendance is used by the Financial Aid Office to calculate a student's financial aid award.

**NEBHE's Tuition Break program, enables New England residents to enroll at out-of-state New England public colleges and universities at a reduced tuition rate. Students are eligible for the RSP Tuition Break when they enroll in an approved major that is not offered by the public colleges and universities in their home-state.

Go to <http://www.nebhe.org/programs-overview/rsp-tuition-break/find-a-program/> to see if your EMCC program qualifies.

What is Verification?

Verification is a secondary part of the federal process designed to confirm information on your application for financial assistance.

Don't worry if you are selected for verification because it does not mean you have done anything wrong. The federal government selects about one-third of all students for verification and below are some reasons why:

- Random Selection
- Estimated Information on FAFSA
- Incomplete FAFSA
- Inconsistencies on FAFSA

Verification is a process required by the U.S. Department of Education to confirm the information reported on a student's FAFSA. Some students will be asked to provide copies of their, and their parent's, Federal Income Tax Return Transcript obtained by the IRS Data Retrieval on the FAFSA or going to www.irs.gov, of a signed copy of IRS for 1040, an EMCC Verification Worksheet, and/or other financial documents required for the verification process. For students selected for verification who did not file taxes, an IRS verification of non-filing status or self-certification of non-filing form and copies of all W-2's will be required. A student whose FAFSA was selected for verification will **not** receive their EMCC financial aid award notice until the mandated verification process is completed. If a student's eligibility for aid changes due to the verification process, the student will receive an updated award e-mail notification from the FAO indicating how their award(s) was revised.

Typical required documents (*EMCC is not allowed to accept copies of an income tax returns from the tax filer.*)

- Federal Verification Worksheet*
- Student IRS Tax Return Transcript (**Or** a signed copy of the income tax return)
- Parent IRS Tax Return Transcript (**Or** a signed copy of the income tax return)
- IRS verification of non-filing status or self-certification form.
- Copies of all W-2's for tax non-filers.

* Form available on MyEMCC, https://my.emcc.edu/ICS/Financial_Aid/Forms_and_Resources.jnz

Instructions to view your Financial Aid Status

STEP 1: Log in to MyEMCC from EMCC's home page:
<http://my.emcc.edu/ICS/>

STEP 2: Click the Financial Aid tab.

STEP 3: Type your EMCC ID.
To be assigned an EMCC Student ID, you must have applied to EMCC Admissions for one of our Programs of Study.

STEP 4: Type your password.

The screenshot shows the MyEMCC Financial Aid Portal. At the top, there's a navigation bar with 'Home', 'Admissions', and 'Financial Aid'. Below that, a search bar and fields for 'ID Number' and 'Password'. The main content area is titled 'FINANCIAL AID PORTAL' and includes a 'LOG IN' section with fields for 'Student ID' and 'Password', a 'Submit' button, and links for 'Forgot your Password?' and 'First Time User?'. A 'HOW TO LOG IN' section provides instructions for first-time users and returning students.

STEP 5: First Time User?
Click here.

STEP 6: Forgot your Password?
Click here.

1. When you complete your Free Application for Federal Student Aid (FAFSA), you are applying for Federal, State, and EMCC grants & scholarships and Federal Direct Loans. If you are eligible for Federal Direct Subsidized and/or Unsubsidized Loan(s), the amount and directions will be included in your Official Financial Aid Award Letter -- e-mailed to you by EMCC.
2. EMCC Financial Aid Office e-mails come from finaid@emcc.edu. Please add this e-mail to your safe list so it is filtered directly to your inbox.
3. MyEMCC provides you 24/7 personalized access to your Financial Aid Status.

If unable to access MyEMCC, contact EMCC's Information Technology Department,
Maine Hall Room 116, 207-974-4678.

What do I need to know about my Financial Aid Award?

The Financial Aid Office may revise your financial aid award if there has been a significant change in your family's financial situation. For additional information and examples, please refer to the table on the reverse side of the 2020-2021 Change in Financial Circumstances Form.

The 2020-2021 Change in Financial Circumstances Form is located at:
https://my.emcc.edu/ICS/Financial_Aid/Forms_and_Resources.jnz

Award revisions *may* also occur due to:

- Lack of available funds
- Corrections or changes in data reported to EMCC
- Unintended error by EMCC
- Other reasons consistent with college policy
- Changes in Federal/State regulations
- Receipt of additional awards from other sources
- Student has changes to the number of credits enrolled

Your aid package cannot exceed your financial need; however, some forms of aid may be used to meet your EFC.

Changes to Financial Aid Awards

- ✓ A student must be enrolled at least half-time (6 or more credits) to be eligible for most federal aid programs.
- ✓ A student must be enrolled at least full-time (12 or more credits) for most EMCC scholarships.
- ✓ A student must notify the FAO of any other financial aid they will receive such as:
 - Outside Scholarships
 - Tuition & Fee Waivers
 - Veterans Benefits

Students must notify the FAO of any other aid they will receive, including fee waivers, tuition assistance, and scholarships from sources other than the FAO. Send notification of any outside funds anticipated or received to finaid@emcc.edu.

Every effort will be made to adjust a student's aid prior to the disbursement of funds. The FAO reserves the right to review and revise a financial aid award due to the following:

- Change(s) in available funding.
- Change(s) in student's FAFSA information.
- Change(s) made to FAFSA to correct errors.
- Change(s) in student's enrollment status.
- Change(s) from Federal verification process.
- Change(s) from student receiving additional sources of financial aid.
- Change(s) in family circumstance.

A Student may request a review of aid eligibility if their or their family's financial situation changed after filing

Changes in Family Circumstance

their FAFSA.

To see if your circumstances qualify for review, visit our website at https://my.emcc.edu/ICS/Financial_Aid/ and download a Change in Financial Circumstances Appeal Form or call our office for more information 207-974-4625.

EMCC reserves the right to revise any financial aid package.

When will my EMCC financial aid award be calculated?

EMCC mails your award letter by US Postal mail to the address you provided on your FAFSA -- unless it has been updated since you filed. Your award letter details your source(s) of financial aid and the eligible amount(s).

Your initial award letter is based on the assumption you will be enrolled full-time for the entire academic year (both fall & spring semesters). You should notify the Financial Aid Office if you do **not** plan to be enrolled full-time; or if your enrollment status changes.

In the two to three weeks following the end of add/drop, the Financial Aid Office Staff adjusts award amounts accordingly and will e-mail you if there are any changes to your award.

- ❖ EMCC's add/drop period ends **six business days** after the semester begins.
- ❖ Faculty provide attendance lists to the registrar.

NOTE: In some cases, the FAO may have to return federal and/or state funds if a student receives funds which exceed their financial need. If funds are returned to Federal or State Sources, it could result in the student owing a balance to EMCC.

What source(s) of financial aid do I **not** repay?

Federal Pell Grant <https://studentaid.gov/understand-aid/types/grants/pell>

- A Federal Pell grant is awarded to undergraduate students with a high financial need.
- For the 2020-2021 academic year, the student's EFC must be below \$5,329 to be eligible for Federal Pell Grant.
- The award range, for an academic year, is \$650 to \$6,345 for students enrolled full time. Grant amounts are reduced proportionally if student's enrollment is less than 12 credits.

Federal Supplemental Educational Opportunity Grant

<https://studentaid.gov/understand-aid/types/grants/fseog>

- Student must be a Federal Pell Grant recipient.
- Student must be enrolled full or part-time with exceptional financial need.
- A Federal Supplemental Opportunity Grant is awarded to undergraduate students as funds allow.

State of Maine Grant

https://www.famemaine.com/maine_grants_loans/state-of-maine-grant-program/

- A State of Maine Grant is awarded to an undergraduate student with financial need.
- For 2020-2021 academic year, the student's EFC must be less than \$3,600.
- The award range is \$750 to \$1500 depending upon the student's enrollment status.
- Student may be enrolled full or part-time.
- Student must have filed their FAFSA by May 1, 2020.
- Student must be a Maine Resident.

Federal Work Study (FWS)

<https://studentaid.gov/understand-aid/types/work-study>

- Student must have filed their FAFSA by May 1, 2020.
- Student must have checked "yes" interested in FWS program on their FAFSA.

During the past year, approximately 100 students were employed in various capacities in academic, administrative, and support departments on EMCC's campuses.

The FWS program is a federal financial aid program that is based on financial need computed from information provided on the FAFSA.

If a student indicated an interest in work-study on their FAFSA, filed the FAFSA by our priority deadline, **and** is eligible, the student will be awarded FWS if funds are available.

A student benefits from having FWS because earnings from this source are **not** calculated in the EFC on the upcoming year's FAFSA.

EMCC Human Resources Office, located in Maine Hall, coordinates student payroll at EMCC. Students are required to complete all payroll information before they begin work.

EMCC academic, administrative, and support departments advertise, interview, and hire student employees. Students search for a job by contacting departments directly.

If awarded FWS, students must participate in a FWS Orientation, offered multiple times throughout each semester.

Students must participate in an orientation before beginning on-campus employment to obtain and complete required employment documentation.

Orientation dates, times, and locations are posted on MyEMCC Announcements, electronic bulletin boards, and on the weekly Student Activities event schedule.

Federal Work Study earnings are **NOT** credited to a student's bill.

Earnings are earned in a bi-weekly paycheck and paid via direct deposit into the student's bank account.

I-9 Identification Compliance

Federal employer regulations require EMCC to verify a student's identity and employment eligibility by viewing the original document.

Employers are not permitted to accept faxes or photocopies of documentation.

Prior to beginning work, a student **MUST** provide the following types of identification:

TO ESTABLISH IDENTITY: Examples of acceptable documents: State I.D., Driver's License or EMCC Student ID

&

TO ESTABLISH EMPLOYMENT ELIGIBILITY: Examples of acceptable documents: i.e., original or certified copy of a student's birth certificate or original social security card.

OR

A U.S. Passport or U.S. Passport Card fulfills requirement for both identity and employment eligibility.

What source(s) of financial aid do I repay?

Federal Direct Student Loans

The FAO realizes managing the cost of an education is a challenge for many families. A family should discuss the total amount of education debt they are willing to accumulate during a student's entire college enrollment and borrow only what is needed.

Per Federal regulations, first time borrowers at EMCC may not have their loan disbursement processed any sooner than the 30th day of the semester.

During peak loan processing (August 1st - October 1st), it may take 3-5 weeks for a student's Federal Direct Loan Request to be originated.

Students may be responsible for school expenses prior to loan disbursement.

All eligible students are considered for William D. Ford Federal Direct Student Loans.

- Depending on financial need, a student may receive a Federal Direct Subsidized Loan, a Federal Direct Unsubsidized Loan, or a combination of these loans for the same academic year.

The Federal Direct **Subsidized** Loan has the interest paid by the federal government while a student is attending school at least half-time (6 or more credits.)

For all loans interest becomes the student's responsibility once they become enrolled less than half time (less than 6 credits.)

The student is responsible for the interest during the grace period.

For the 2020-2021 academic year, the Federal Direct Subsidized loan interest rate is fixed at 5.05% for undergraduate students.

Need is not a factor in determining eligibility for a Federal Direct **Unsubsidized** Loan.

With a Federal Direct Unsubsidized Loan, interest begins to accumulate on the day the loan is disbursed to a student's EMCC bill and continues until the loan is paid in full.

Payment of the interest can be deferred while a student is in school and attending at least half-time (6 or more credits.)

For the 2020-2021 academic year, the Federal Direct Unsubsidized loan interest rate is fixed at 5.045% for undergraduate students.

Students must be enrolled in at least six credit hours each semester to be eligible to receive a William D. Ford Federal Direct Loan(s).

If a student wishes to decline their awarded Federal Direct Loan(s), EMCC's FAO requests students notify them in writing by e-mailing, finaid@emcc.edu.

Student Loan Questions? Please visit: https://my.emcc.edu/ICS/Financial_Aid/

Federal Direct Parent Loan

<https://studentaid.gov/understand-aid/types/loans/interest-rates>

The Federal Direct PLUS loan is designed to assist in making up the difference between eligible financial aid and student's remaining financial responsibility; and it is EMCC's first loan recommendation. Parents, adoptive parents, or a stepparent (information included in student's FAFSA) of dependent students, may borrow additional funding through the Federal Direct PLUS loan program. Benefits of this loan:

- ✓ U.S. Department of Education is the lender.
- ✓ Subject to credit check.
- ✓ **7.08%** fixed interest rate(rate for 2019-2020)
- ✓ EMCC processes the loan.
- ✓ Multiyear promissory note, Master Promissory Note (MPN), only has to be completed once while student attends EMCC. The MPN will simplify the processing of future PLUS loans.
- ✓ If **approved**, funds will be applied to student's bill in accordance with EMCC's disbursement schedule and after EMCC receives confirmation of completed parent MPN.
- ✓ If **denied**, a dependent status student has the option to borrow up to **\$4,000** additional Federal Direct Unsubsidized Loan.
- ✓ Option to defer repayment until after the student graduates or ceases to be enrolled at least half-time.

Federal Direct Parent PLUS Loan Application: https://my.emcc.edu/ICS/Financial_Aid/

Parents have the option to begin repayment either 60 days after the loan is fully disbursed or six months after the dependent student ceases to be enrolled in at least six credits.

To defer PLUS loan payment, call 1-800-848-0979. Interest does accrue during loan deferment. Student's parent will have 10 to 30 years to repay -- depending on repayment plan selected.

Direct Consolidated Loans

The interest rate for a Federal Direct Stafford Consolidation Loan is the weighted average of the interest rates on the loans being consolidated, rounded to the nearest higher one-eighth of one percent. This is a fixed interest rate, which means that the rate will remain the same throughout the life of the loan. There is no cap on the interest rate of a Direct Consolidation Loan.

REMINDER: After July 1st and after the loan has been disbursed, if a student becomes enrolled less than half-time during a semester, the interest becomes the student's responsibility. The student is also responsible for the interest during the grace period.

Eastern Maine Community College (EMCC) has partnered with Educational Credit Management Corporation (ECMC) to help you with your student loans.

If you're having trouble with your student loans, ECMC can help! They can be reached at their website www.ecmc.org or you can call them any time at 1-855-810-4920 and if you prefer the postal service their address is:

ECMC 111 Washington Avenue South
Attention: Customer Service Suite 1400
Minneapolis, MN 55401

Maximum Federal Direct Loan Amounts Reference Table

Dependent Students (as determined by FAFSA)	Independent Students (as determined by FAFSA)
<p>Full Time Students</p> <p>\$3,500 subsidized \$2,000 unsubsidized \$5,500 maximum for First Year student</p> <p>\$4,500 subsidized \$2,000 unsubsidized \$6,500 maximum for Second Year student</p> <p>To be considered a second year student, you must have completed 30 or more credits in your program.</p>	<p>Full Time Students</p> <p>\$3,500 subsidized \$6,000 unsubsidized \$9,500 maximum for First Year student</p> <p>\$4,500 subsidized \$6,000 unsubsidized \$10,500 maximum for Second Year student</p> <p>To be considered a second year student, you must have completed 30 or more credits in your program.</p>
<p><i>Interest is NOT deferred for an unsubsidized Federal Direct Loan(s).</i></p>	

What is a Federal Direct Subsidized Loan?

- Available to undergraduate students with financial need.
- Your school determines the amount you can borrow, and the amount may not exceed your financial need.
- The U.S. Department of Education pays the interest on a Direct Subsidized Loan:
 - while you're in school at least half-time,
 - for the first six months after you leave school (referred to as a *grace period**), and
 - during a period of *deferment* (a postponement of loan payments).

What is a Federal Direct Unsubsidized Loan?

- Available to undergraduate and graduate students -- no requirement to demonstrate financial need.
- Your school determines the amount you can borrow based on your cost of attendance and other financial aid you receive.
- You are responsible for paying the interest on a Direct Unsubsidized Loan during all periods.
- If you choose not to pay the interest while you are in school and during grace periods and deferment or *forbearance* periods, your interest will accrue (accumulate) and be capitalized (that is, your interest will be added to the principal amount of your loan).

For more information go to: <https://studentaid.ed.gov/sa/types/loans/subsidized-unsubsidized>

*A *grace period* is a temporary length of time after you leave school (either graduation or withdrawal) during which no payments are due on your student loan.

Federal Direct Loan Options and Interest Rates

	Federal Direct Subsidized Loan	Federal Direct Unsubsidized Loan	Federal Direct PLUS Loan
Eligibility	<ul style="list-style-type: none"> ◆ Matriculated at EMCC ◆ Be enrolled at least half-time, 6 or more credits ◆ Financial need 	<ul style="list-style-type: none"> ◆ Matriculated at EMCC ◆ Be enrolled at least half-time, 6 or more credits ◆ Not based on need 	<ul style="list-style-type: none"> ◆ Parents of enrolled, at least half-time, dependent student ◆ Not based on need ◆ Credit check required
Annual Loan Limits	1st year - \$3,500 (0-29 credits accumulated) 2nd year - \$4,500 (30 + credits accumulated)	<i>Dependent students</i> may be eligible for an additional \$2,000. <i>Independent students</i> may be eligible for an additional \$6,000.	Cost of attendance less other aid
Aggregate Loan Limits	\$23,000 – Undergraduate	<i>Dependent students:</i> \$31,000 <i>Independent students:</i> Subsidized and Unsubsidized. Combined - \$57,500	No Maximum Amount
Interest Rate	Fixed rate of 5.05%. Student pays all interest during grace period.	Fixed rate of 5.045%. Student responsible for the interest, but may have it deferred.	Fixed rate of 7.60% Parent responsible for interest but may have it deferred if parent qualifies.
Origination Fees	1.062% -- effective 10/01/2020	1.062% -- effective 10/01/2020	4.248% -- effective 10/01/2020
Disbursement	<ul style="list-style-type: none"> ◆ Multiple disbursements ◆ Within three days of EMCC receipt of funds ◆ Balance mailed to student at “MyEMCC” address 	<ul style="list-style-type: none"> ◆ Multiple disbursements ◆ Within three days of EMCC receipt of funds ◆ Balance mailed to student at “MyEMCC” address 	<ul style="list-style-type: none"> ◆ Multiple disbursements ◆ Within three days of EMCC receipt of funds ◆ Balance mailed to parent
Payments Begin	six months after graduating, withdrawing or dropping below half-time	6 months after graduating, withdrawing or dropping below half-time	First payment is due within 60 days after disbursement, but can be deferred if parent qualifies
Repayment Terms	<ul style="list-style-type: none"> ◆ 10 years max. ◆ \$50 minimum monthly payment ◆ Graduated and income sensitive plans available 	<ul style="list-style-type: none"> ◆ 10 years max. ◆ \$50 minimum monthly payment ◆ Graduated and income sensitive plans available 	<ul style="list-style-type: none"> ◆ 10 years max. ◆ \$50 minimum monthly payment ◆ Graduated and income sensitive plans available

What is EMCC’s 3 Year Student Loan Default Rate?

Loan default is when a student stops paying their student loan.
EMCC’s 2020 three year default rate is **17.2%**

How do I accept my non-loan awards?

EMCC does **not** require you to accept or decline any funds you have been offered.

Source(s) of aid you do not need to pay back (except for Federal Work Study aid) will automatically be credited on your bill. For more information, refer to “EMCC Bill Information” of this guide.

If you are awarded Federal Direct Loan(s) and would like to **accept** the loan, go to section “How do I accept my awarded Federal Direct Loan(s)?”

If you are awarded Federal Direct Loan(s) and would like to **decline** the loan, please e-mail finaid@emcc.edu.

If you are awarded Federal Work Study aid, but do **not** wish to participate in the program and receive those funds, please e-mail finaid@emcc.edu as we may be able to offer to another student.

How do I accept my Federal Direct Loan(s)?

STEP 1: Download and print a 2020-2021 Federal Direct Loan Request Form from:
https://my.emcc.edu/ICS/Financial_Aid/Forms_and_Resources.jnz

STEP 2: Write your EMCC Student ID, Last Name, First Name & M.I at the top of the 2020-2021 Federal Direct Loan Request Form

STEP 3: Complete the steps in the category, which applies, to your enrollment status at EMCC:

1st Time Borrower

- Complete Entrance Counseling at <https://www.studentloans.gov/>
- Complete Master Promissory Note at <https://www.studentloans.gov/>
- Referring to your award letter & reviewing the Federal Maximum Loan Amounts Reference Table -- write the amount you wish to request for the 2020-2021 academic year.

Returning to EMCC

- Complete Entrance Counseling at <https://www.studentloans.gov/>
- If not completed in last 10 years, complete Master Promissory Note at <https://www.studentloans.gov/>
- Print & Return Loan History Page from the National Student Loan Data System at https://nslds.ed.gov/nslds/nslds_SA/
- Referring to your award letter & reviewing the Federal Maximum Loan Amounts Reference Table -- write the amount you wish to request for the 2020-2021 academic year.

Transferring to EMCC

- Complete Entrance Counseling at <https://www.studentloans.gov/>
- Make sure you have activated your EMCC iGrad account at <https://www.igrad.com/signup>
- Print & Return Loan History Page from the National Student Loan Data System at https://nslds.ed.gov/nslds/nslds_SA/

- Referring to your award letter & reviewing the Federal Maximum Loan Amounts Reference Table -- write the amount you wish to request for the 2020-2021 academic year.

STEP 4: Read & complete all the steps on the 2nd page of the 2020-2020 Federal Direct Loan Request Form.

STEP 5: Sign & Date your 2020-2021 Federal Direct Loan Request Form.

STEP 6: Return your 2020-2021 Federal Direct Loan Request Form to the Student Aid Office as indicated on the form.

The Financial Aid Office (FAO) will send you an e-mail from finaid@emcc.edu when the loan is originated in the Federal Processing System.

We advise students to keep records of the following materials in a safe location for future reference:

- ✓ Entrance Loan Counseling,
- ✓ Exit Counseling, and
- ✓ Master Promissory Note

- ❖ If this is a student's last semester at EMCC, his/her loan will be subject to proration; and therefore, may be substantially less than what he/she requested or was awarded.

How do I cancel my Federal Direct Loan(s)?

- ❖ If you do not plan to attend EMCC or want to cancel your Federal Direct loan, contact the Financial Aid Office: 207-974-4625 or finaid@emcc.edu.

Refusal to Certify a Direct Loan and Prior Student Debt Considerations

The U.S. Department of Education gives colleges the right to refuse to originate a student's Federal Direct Loan or to originate the loan for an amount which is less than the student would otherwise be eligible to borrow.

EMCC Financial Aid Office does not often refuse to certify a student's loan request. This provision is simply one part of EMCC's overall commitment to student debt management. EMCC requires Entrance Counseling, Financial Awareness Counseling, and Exit Counseling, <https://studentloans.gov/myDirectLoan/index.action>, to discourage unnecessary borrowing and prevent accumulation of too much student debt. If student's loan request is denied, EMCC will document the reason and provide an explanation to the student in writing. EMCC's decision is final and cannot be appealed to the U.S. Department of Education.

Factors such as:

- Prior student debt
- Overall debt
- Academic program
- Program placement
- Salary statistics
- Student intent to repay
- Academic progress
- Individual circumstances
- Motivation

are taken into consideration when EMCC FAO originates a Federal Direct loan. Students with significant prior loan debt may be asked to provide a detailed budget, including an acknowledgment of their current debt and their intent/ability to repay. The overall goal is to provide financial access to students while minimizing repayment problems for students with excessive student loan debt. Students who wish to discuss their borrowing and repayment options are encouraged to call or e-mail the FAO. Refer to Appendix A, Recommended Borrowing Limits.

Private Loans

Private loans are not federally funded loans and are subject to terms and conditions of private lenders. Undergraduate students are eligible to apply for private loans.

EMCC strongly recommends students thoroughly research lenders and choose based on what best fits their needs. We also recommend students have a co-signer as it can sometimes result in a lower interest rate -- typically variable and based on the borrower's and/or cosigner's credit history. Loan programs vary, but usually no payments are required while the student is enrolled at least half-time; and repayment may be deferred until six months after graduation.

Private loans are an option for students, especially in cases of:

- ✓ Ineligible for federal financial aid.
- ✓ PLUS loan is not an option.
- ✓ Enrolled less than half-time.
- ✓ International student.

Students interested in borrowing private loans should thoroughly research lenders and choose the lender that best fits their needs. Some things to consider when picking a lender are:

- ✓ Interest rates and Annual Percentage Rate (APR).
- ✓ Fees.
- ✓ How often interest is capitalized.
- ✓ Repayment and deferment options.
- ✓ Note: in most cases Federal Loans have better terms than private loans. Students eligible for Federal Loans should consider this as their first loan funding option before considering private loans.

Although these loan programs are a convenient source of additional funding for education, it is important to budget and borrow carefully.

NOTE: Private loans are directly disbursed to the student's bill. A student may borrow up to the cost of attendance minus all financial aid resources. Federal vs. Private Loans:

<https://studentaid.ed.gov/types/loans/federal-vs-private>

Compare private loans from local banks and credit unions at www.theloanforme.com.



What do I do about additional outside financial aid I am receiving?

Promptly report to the Financial Aid Office, any additional funds you may receive from sources other than what are listed on your financial aid award. These additional funds could include:

- Outside Private Scholarships (from high school graduation, private organizations, etc.)
- Outside Grant Subsidies
- Outside Agency/Entity Sponsorship

Federal regulations require colleges to apply your outside funding against your demonstrated need prior to certifying eligibility for Federal Student Aid Programs such as Direct Loans and Work Study. EMCC reserves the right to adjust your need-based institutional gift awards based on receipt of outside funding.

In cases where award adjustments become necessary due to external assistance:

1. First, it will be used toward any unmet need in your financial aid package. Unmet need is the difference between your Cost of Attendance and your federal expected family contribution (calculated by the FAFSA).
2. Next, if the outside aid exceeds your unmet need, Federal regulations require us to reduce need-based Federal sources (i.e. Federal Work Study, subsidized Direct Loans, SEOG) by the amount you received.
3. Finally, the remaining outside aid will replace existing EMCC need based aid. This adjustment will not impact your Federal Pell Grant.

We will verify the accuracy of the information reported on your initial or subsequent FAFSA applications. Note that your award eligibility may change on this comparison. Should your eligibility change a revised award notification will be made available to you on MyEMCC.

Using your EMCC IGRAD Account

<https://www.igrad.com/schools/EMCC>

Eastern Maine Community College is pleased to offer you our financial literacy and debt management program, iGrad.

EMCC collaborates with the creators of iGrad, to provide you with these unique, interactive, and educational tools – **at no cost to you!**

iGrad was created to help EMCC students become more financially savvy. This program rewards you for making smart money decisions. Being an EMCC iGrad member will allow you to take advantage of features like these:

- ✓ Find cash for school!
- ✓ Get help with student loans!
- ✓ Score a scholarship, or job!

Activate your EMCC iGrad account, www.igrad.com/schools/EMCC. Already have an iGrad account, but need to add EMCC?

1. Log In: <https://www.igrad.com/login>
2. Click “ACCOUNT” at the upper right of the home page. This will take you to your profile.
3. In the “Education info” box, add EMCC.
4. Click Save

Stay up-to-date.

Like us on



iGrad Tools and Apps

We recommend students begin by visiting **iGrad Tools and Apps**. iGrad tools and apps can help your financial literacy in many ways. From managing student loans, preparing a budget, to looking for jobs or searching for scholarships, a sample of tools and apps available is listed below.

- Scholarship Search
- Your Money Personality
- GPS to Success
- Home Affordability
- Student Loan Snapshot
- Budget
- Financial Aid Coach
- Games
- Job Search
- Calculators
- Retirement Analyzer
- Live Webinars

iGrad Courses

We recommend students begin by visiting **iGrad Courses** “interactive money courses that cover topics like budgeting, identity theft, student loans, and more to help you borrow smart to pay for college and find more money for life.” A sample of courses available is listed below.

- Private loan repayment counseling
- Using Credit Cards Responsibly
- Banking with financial institutions
- Creating a budget (and sticking to it)
- Mastering credit and optimizing your score
- Repaying your student loans
- Investing to build wealth
- Assessing your financial health
- Borrowing smart and preparing for higher education
- Staying on track with student loans while in school
- Financing healthcare and making the most of your insurance
- Planning for retirement
- Understanding your paycheck and W2
- Banking beyond checking and savings
- Buying a home and understanding mortgages
- Understanding credit reports and scores
- Finding scholarships to help pay for school
- Protecting yourself from identity theft and scams

Satisfactory Academic Progress

Federal law requires students to meet standards for "measurable satisfactory academic progress" (SAP) if receiving Federal Title IV student financial aid. Title IV Aid includes Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Stafford Student Loans (Subsidized and Unsubsidized), Federal PLUS, and Federal Work Study.

STANDARD #1: Grade Point Average (Qualitative Measure of Progress)

A student's cumulative GPA is not affected by full or part-time enrollment status. Students meeting the following cumulative GPA requirements (based on a 2 year degree) will be considered to have met this measure

Total Number of Attempted Credits	Required cumulative GPA
6 +	2.0

Repeated and remedial coursework is counted in this standard. A student placed on "Academic Probation" or "Academic Dismissal" will be considered to not have met this standard.

Example: First-time student attempts 12 credits and has cumulative GPA of 2.00, is considered to have met this measure.

STANDARD #2: Pace of Progress (Quantitative Measure of Progress)

Required Course Completion Percentage. Students receiving financial aid are required to complete a minimum of 67% of their cumulative/attempted credits.

For the purposes of this measure, "attempted credits" include: Credits attained as a result of *Assessment of Prior Learning Options* (in on-line College Catalog), consortium credits, transfer-in credits, remedial credits, repeated credits, credits with letter grade of A, A-, B+, B, B-, C+, C, C-, D+, D, D-, P, F, AF, W, I.

First-time students with less than six attempted credits are not negatively impacted by this measure.

STANDARD #3: Maximum Time Frame

Academically progress at a rate that allows them to complete their degree/certificate program within 150% of the published length of their specific program as measured in credit hours.

Example: A Liberal Studies is a 62-credit degree therefore, $62 \text{ credits} \times 150\% = 93 \text{ credit hours}$ at which point the student must have completed the AA Liberal Studies program.

It is the student's responsibility to comply with SAP standards and to monitor their progress.

REMINDER: It is **the student's** responsibility to comply with SAP standards and monitor their own progress. As a courtesy, the FAO will send notification to students who are out of compliance. A student may appeal for reinstatement of their financial aid within **ten working days** of being notified they have lost their eligibility.

What happens if I drop a course?

As a courtesy, the Financial Aid Office will notify students not in SAP compliance. Students may appeal for reinstatement of their financial aid within **ten working days** of their notification. The Financial Aid Office requires time to thoroughly review an appeal.

Eastern Maine Community College offers courses within various timeframes. As a result, both Add/Drop and Course Withdrawal periods differ in length, according to the course in question.

Students must be registered in at least six credit hours each semester to be eligible for a Federal Direct Loan. If not, the loan will automatically be cancelled.

For fifteen- and sixteen-week semesters, the Add/Drop period will be the first 6 business days of the semester. For periods shorter than 15 weeks, the Add/Drop period will be the first 10% of classes. Courses can be added outside this time frame only for exceptional circumstances with the instructor's permission. Special Note: Financial Aid and VA benefits are based on the total credits a student is registered for at the end of the Add/Drop period.

What happens if I withdraw from EMCC?

During the withdrawal period, students may change their academic schedules with the approval of the appropriate advisor. A change is considered official only after Enrollment Management has received it. Courses dropped from the student schedules during the Add/Drop period will not appear on transcripts.

If students received federal assistance from any federal aid program (Federal Direct Stafford Loan, Federal Pell Grant, or Federal SEOG programs) and withdrew from EMCC during a semester that they began attendance, EMCC is required to determine the amount of federal aid that they have earned as of their withdrawal date. For further details on the withdrawal process and how it affects Financial Aid, refer to EMCC's current College Catalog at: <http://www.emcc.edu/academics/programs/catalog/>.

Financial Aid funds are awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded.

A student begins earning Federal funds on his or her first day of class attendance. If a student withdraws from the college during the semester, the student may no longer be eligible for the full amount of Federal funds that the student was originally awarded (scheduled to receive).

If a recipient of Federal grants or loan funds withdraws from the College after starting classes, the amount of Federal grants or loan assistance earned by the student must be determined. Up through the 60% point in each semester (payment period or period of enrollment), a pro rata schedule is used to determine the amount of Federal funds the student has earned at the time of their withdrawal.

After the 60% point in the semester (payment period or period of enrollment), a student has earned 100% of the Federal funds he or she was scheduled to receive during the semester. For a student who withdraws after the 60% point-in-time, there are no unearned funds. However, the College must still determine whether the student is eligible for a post-withdrawal disbursement. If the amount disbursed to the student is greater than the amount the student earned, the unearned funds must be returned.

Types of Tuition Waivers

<https://www.emcc.edu/admissions/paying-for-college/scholarships/>

Scholarship	Established By	Award Criteria
Foster Care Tuition Waiver www.famemaine.com/files/Pages/education/reference/Forms_Applications_Students.aspx	Maine Department of Health and Human Services (DHHS) subsidy	Students who were in foster care, attending a Maine public college or university. (Limited number of waivers available.)
Native American Tuition Waiver	Maine Community College System	Maine residents who have official proof of their tribal affiliation and who have completed their FAFSA.
Resident Assistant Waiver (Room & Board Waiver)	EMCC	EMCC Selected Resident Assistants https://www.emcc.edu/student-life/life-at-emcc/housing/
Veteran Dependent Waiver http://www.maine.gov/dvem/bvs/educational_benefits.htm	State of Maine Bureau of Maine Veterans' Services	Children/Spouse of disabled or deceased veteran, the website has updated brochures and applications.

Scholarships are sometimes offered by community and civic organizations, corporate sponsors, or as a workplace benefits for employees. Stay alert for potential opportunities you might find in local newspapers, high school guidance office postings for national contests, and other scholarship opportunities. There are also numerous sites on the internet where students can search for additional scholarships. Students should never pay for a scholarship search. Use sites where “no cost” scholarship searches are available.

Types of Non-EMCC Scholarships

Finance Authority of Maine (FAME):

<https://www.famemaine.com/education/topics/paying-for-college/maine-scholarship-search/>

Federal Student Aid:

<http://studentaid.ed.gov/types/grants-scholarships/finding-scholarships>

Maine Community Foundation:

<http://www.mainecef.org/>

Maine Education Services (MES):

<https://mesfoundation.org/>

Scholarships.com: <https://www.scholarships.com/>

Student Scholarships: <http://www.studentscholarships.org/2014scholarships.php>

Chegg: <http://www.chegg.com/scholarships#>

Your College Bill

Each semester, EMCC's Business Office, Maine Hall, generates your bill on MyEMCC.

Bills are **not** mailed to you:

- Your fall semester bill is published beginning mid-late July.
- Your spring semester bill is published beginning mid-late December.
- Your charges, payments, and credits (i.e. grants, scholarships, loans, etc.) are posted on your bill.
- An asterisk indicates anticipated/pending aid – meaning eligibility for those funds are being verified by the Student Aid Office.

Am I required to pay my bill if I am expecting financial aid?

If you have **not** received your Official 2020-2021 Financial Aid Award Letter from EMCC, you need to make payment arrangements with the Business Office.

My financial aid does **not** cover my balance. What do I do?

Contact the Business Office to make payment arrangements:

E-mail: businessoffice@emcc.edu
Phone: 207-974-4630
Fax: 207-974-4666
Mail: Eastern Maine Community College
Attention: Student Accounts Office
354 Hogan Road
Bangor, Maine 04401

Office Hours: Monday through Friday, 8:00 a.m. to 4:00 p.m.

If your aid package does not cover your entire balance, you must make payment arrangements with the Business Office. ASAP!

PAYMENT PLANS

Fall 2020 Payment Dates

August 14, 2020	September 14, 2020	October 14 2020
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Spring 2021 Payment Dates

January 11, 2021	February 11, 2021	March 11, 2021
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Payment Plans are broken into three, separate payments. There is a \$50.00 payment plan fee.

Bill Adjustments

Percentage of Costs Credited To Bill*	Semester-long Day/Modular/Evening/Summer Courses	Procedure
100%	Course cancelled by College	Adjustments will be made to student's account by College
100%	Official withdrawal from a course which produces a net reduction in student's semester credit hours and which is within 6 business days of the semester's first day of classes	Withdrawal from college or schedule adjustments -Go to Enrollment Center (Katahdin Hall)
50%	Official withdrawal from a course which produces a net reduction in student's semester credit hours and which is between 7 and 10 calendar days of the semester's first day of classes	Course Withdrawal –Go to Enrollment Center (Katahdin Hall)
0%	Official withdrawal from a course which produces a net reduction in student's semester credit hours and which is after 10 calendar days of the semester's first day of classes.	Course Withdrawal –Go to Enrollment Center (Katahdin Hall)
0%	Unofficial withdrawal at any time – including “no shows”	

*Required deposits will be retained by the College.

Exceptions to refund policy are possible due to the following:

1. Refunds for room and/or board cancelled after a semester begins due to an unexpected or uncontrollable event.
2. Exceptions on a case-by-case basis for students who present unusual and compelling medical or other significant extenuating circumstances. These exceptions can be made only at the senior management level.

Refunds of Room and Board Charges

Percentage of Costs Credited To Bill*	Semester-long Day/Modular/Evening/Summer Courses	Procedure
100% of room and board charges	College residence cancelled by College	Adjustments will be made to student's account by College
100% of room and board charges	Official withdrawal from a college residence prior to the: semester's first day of classes	Notification from student to Residential Life
80% of room and board charges	Official withdrawal from a college residence prior to the: End of the second week of classes	Notification from student to Residential Life
60% of room and board charges	Official withdrawal from a college residence prior to the: End of the third week of classes	Notification from student to Residential Life
40% of room and board charges	Official withdrawal from a college residence prior to the: End of the fourth week of classes	Notification from student to Residential Life
20% of room and board charges	Official withdrawal from a college residence prior to the: End of the fifth week of classes	Notification from student to Residential Life
0%	Official withdrawal from a college residence any time after the end of the fifth week of classes	
0%	Unofficial withdrawal from a college residence at anytime	

*Required deposits will be retained by the College.

Bill Adjustment Schedule for Non-Credit Courses, Seminars, and Workshops

Percentage of Costs Credited To Bill*	Conditions	Length of Course
100%	Course cancelled by College	Any length
100%	Student withdrawal prior to the start of the course	Any length
80%	Within 10% of instructional time	Over 15 hours
50%	10-25% of instructional time	Over 15 hours
0%	Over 25% of instructional time	Over 15 hours
0%	After start of instructional time	Less than 15 hours

Selected non-credit courses have registration fees, which are retained by the College.

Terminology to help you better understand your bill

Charges: The Business Office lists charges (tuition, fees, etc.) on a student's bill.

Credits: The Business Office lists credits (any payments made against your charges) i.e. direct payment(s), outside private scholarship, student's financial aid award (grants, loans, scholarships, etc.)

Credit Balance: Your financial aid award (grants, loans, scholarships, etc.) is credited against your charges (tuition, fees, housing, etc.) The remainder (if it exists) is your "credit balance". Once all add/drop student schedule adjustments are completed by Student Data staff, the FAO will transfer the data to verify your actual enrollment – approximately 5 weeks following the start of the semester.

Statement Balance (Owed): After all charges and credits have been calculated, this is the remaining amount you owe to EMCC.

Statement Balance (Credit): If you have a credit on your account, the Business Office will mail a refund check to your address as shown on your MyEMCC.

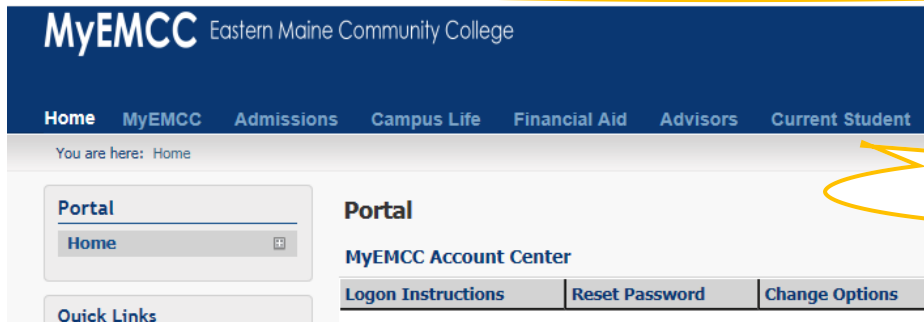
Bookstore Credit: If your bill shows a negative statement balance (or credit), you have the option to request, up to \$1,000.00, for a bookstore credit by using the "Current Student" tab on MyEMCC. This tab is activated by EMCC's Business Office in advance of the first day of classes for fall and spring semesters.

EMCC College Store: 207-974-4638 or <http://www.bkstr.com/easternmainecccstore/home>

Instructions to view your bill on your MyEMCC

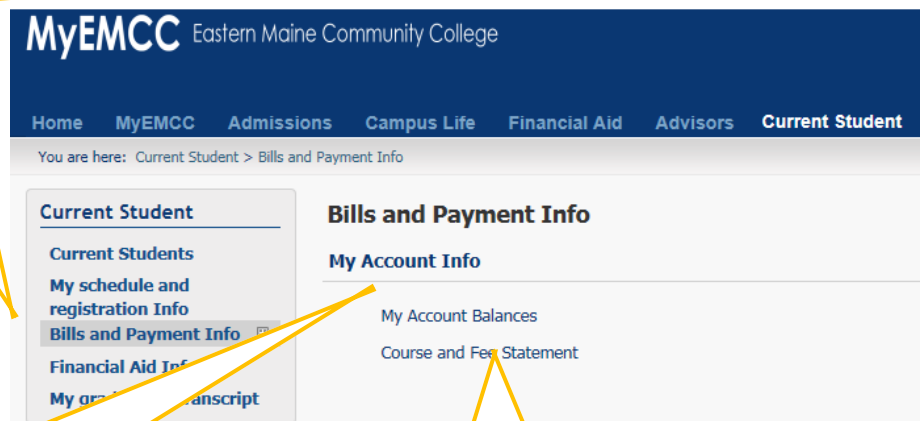
MyEMCC provides you 24/7 personalized access to your Bill.

STEP 1: Log in to MyEMCC from EMCC's home page: <http://my.emcc.edu/ICS/>



STEP 2: Select "Current Student"

STEP 3: Select "Bills and Payment Info"



STEP 4: Select "My Account Balances"
(shows only balance due)

STEP 5: Select "Course and Fee Statement"
(shows each, individual, item on your bill)

If unable to access MyEMCC, contact EMCC's Information Technology Department,
Maine Hall Room 116 A-F: 207-974-4678.

- Contact Student Accounts Office, Maine Hall, 207-974-4630 or businessoffice@emcc.edu, regarding bills, avoid late fees and other penalties.

For billing questions or to make payment plan arrangements:

EMCC – Student Accounts Office
354 Hogan Road, Bangor, Maine 04401

Phone: 207-974-4630

E-mail: businessoffice@emcc.edu

Fax: 207-974-4666

Refund Processing

If you met all requirements for financial aid disbursement, it exceeds all the charges on your bill, and your enrollment has been confirmed by the FAO, you are owed a refund of the excess amount. EMCC's Business Office calculates, prints, and mails refund checks to your permanent address as reported on your [MyEMCC](#).

NOTE: *If a student is owed a refund from a credit due to a Federal Direct Parent PLUS loan, the Business Office mails a refund check (envelope addressed to student) to the parent borrower's address. The refund check is made payable to the parent unless the parent requests, on the Federal Direct PLUS Loan Application that the refund be issued to the student.*

REMINDER: Changes to financial aid (credit on a student's bill) or charges after a refund is issued, could result in the student owing money to EMCC.

Use MyEMCC to view the specific tuition, fees, and room & board costs on your bill. The Business Office, 207-974-4630 or businessoffice@emcc.edu, generates student's bills.

NOTE: *Bills are only available on MyEMCC and are not mailed unless requested by the student.*

NOTE: *If you have Late Start classes or regularly scheduled classes that don't begin until part way through the semester, the processing of your aid may be done in multiple parts based on active credits, or delayed until all credits are active. If you have additional questions or concerns about your schedule, meet with someone in the Financial Aid Office either before, or when you sign up for classes.*

Helpful EMCC Website Links

EMCC Academic Affairs

<http://www.emcc.edu/academics/>

EMCC Admissions

<https://www.emcc.edu/admissions/>

EMCC College Catalog

<https://www.emcc.edu/academics/programs/catalog/>

EMCC Cost Of Attendance

<http://www.emcc.edu/academics/programs/programs-of-study/>

EMCC Department & Staff Directory

<https://www.emcc.edu/discover-emcc/emcc/campus-directory/>

Enrollment Management

<https://www.emcc.edu/admissions/admissions/explore-dual-enrollment/>

Information Technology (IT)

<https://www.emcc.edu/academics/support/information-technology/>

EMCC New Student Orientation

<https://www.emcc.edu/admissions/admissions/orientation/>

EMCC Student Accounts Office

<https://my.emcc.edu/ICS/>

EMCC Student Handbook

<https://www.emcc.edu/student-life/resources/student-handbook/>

EMCC Student Records

<http://www.emcc.edu/beyond-emcc/transferring/>

EMCC Veteran Services

https://my.emcc.edu/ICS/Financial_Aid/Veterans.jnz

EMCC Academic Calendar

<https://www.emcc.edu/discover-emcc/emcc/calendar/>

EMCC Campus Life

<http://www.emcc.edu/student-life/>

EMCC College Store

<https://www.bkstr.com/easternmaineccstore/home>

EMCC Course Listings

<https://www.emcc.edu/academics/programs/courses/>

EMCC Disability Services

<http://www.emcc.edu/student-life/resources/disability-services/>

EMCC Housing & Residential Life

<http://www.emcc.edu/student-life/life-at-emcc/housing/>

EMCC Library

<http://emcc.libguides.com/emcclibrary>

EMCC Placement Testing

<https://www.emcc.edu/admissions/admissions/prepare-placement-testing/>

EMCC Financial Aid Office

<https://www.emcc.edu/admissions/paying-for-college/financial-aid/student-loans/>

Student Life & Student Services

<https://www.emcc.edu/student-life/>

EMCC Student Success Center

<https://www.emcc.edu/academics/support/student-success-center/>

Who do I notify if I change my phone number, address or name?

In order to maintain accurate student records and to ensure that you will receive necessary mailings (i.e. diploma), please notify the Enrollment Center in Katahdin Hall as soon as possible after changing your name and/or address.

Or update your contact info through your MyEMCC portal: <https://my.emcc.edu/ICS/>

How to submit documentation to the Financial Aid Office

<https://www.emcc.edu/admissions/paying-for-college/financial-aid/student-loans/>

Mail	Fax	E-Mail	Scan Documents	Drop-Off in Person
EMCC Attention Student Aid 354 Hogan Road Bangor, Maine 04401	207-974-4683	finaid@emcc.edu	fadocs@emcc.edu	Enrollment Center Katahdin Hall Open M-F, 8-5 <i>There is also an after-hours locked, gray, mail drop box, in the lobby.</i>

Financial Aid Office Staff

The Financial Aid Office is located in Katahdin Hall's Enrollment Center
207-974-4625 or finaid@emcc.edu

Director of Student Aid, Candace Ward

Assistant Director of Student Aid, Lew Miller

Administrative Specialist III, Amy Lunn

Administrative Specialist I, Kaleigh Bernosky

Administrative Specialist II, Debra Perro

Federal Student Aid Loan Servicers

Servicer	Number	Website
Aspire Resources Inc.	1-877-855-1119	http://www.aspireresourcesinc.com/
Corner Stone	1-800-663-1662	https://www.mycornerstoneloan.org/
ED Financial Services	1-800-337-6884	https://www.edfinancial.com/home
Fed Loan Servicing (PHEAA)	1-800-699-2908	https://myfedloan.org/
Granite State -- GSMR	1-888-556-0022	http://gsmr.org/
Great Lakes Educational Loan Services, Inc.	1-800-236-4300	https://www.mygreatlakes.org/
MOHELA	1-888-866-4352	https://www.mohela.com/
Navient Solutions Inc. -- <i>Sallie Mae completed its transition into two companies on 10/13/2014. Navient services federal student loans for the U.S. Department of Education.</i>	1-888-272-5543	https://www.navient.com/
Nelnet	1-888-486-4722	http://www.nelnet.com/home.aspx
OSLA Services	<i>Phone number not provided until borrower logs in to their own account.</i>	http://www.osla.org/
Sallie Mae	1-800-472-5543	http://www.salliemae.com
VSAC Federal Loans	1-888-932-5626	https://www.vsac.org
Federal Student Aid List of Loan Servicers		https://studentaid.ed.gov/sa/repay-loans/understand/servicers

Contact your Federal Loan Servicer for all of your loan related needs. They can help you select or change payment programs to help you have more affordable payments. They can also assist you if you are having difficulty making payments. Each loan servicer has multiple repayment options, some even based on percentages of your income. They also offer Deferment and Forbearance to temporarily lower, or suspend payments. Don't hesitate you call them, they are there to help.

Appendix A

Recommended Borrowing Limits – based on your EMCC Program of Study

EMCC Program of Study	Maine 2020		U.S. 2020	Maine	10% of Gross Income	Based on Maine's Annual Starting Salary of 10%
	Starting Salary	Median Salary	U.S. Median Salary	Expected Job Growth 2017-2027	Monthly Loan Payment	Recommended Borrowing Maximum
Automotive Technology	\$23,700	\$35,920	\$39,550	5-9%	\$198	\$14,867
Building Construction Technology	\$38,500	\$54,510	\$64,070	10-14%	\$320	\$24,149
Business Management	\$44,820	\$72,590	\$94,020	10-14%	\$374	\$28,113
Business Management Health Care Secretary	\$23,560	\$32,400	\$34,610	15%+	\$196	\$14,778
Business Office Technology	\$20,020	\$32,310	\$31,500	1%	\$167	\$12,557
Business Management Small Business Development Certificate	\$36,820	\$60,610	\$63,110	10-14%	\$307	\$23,095
Computer Repair Technology	\$34,120	\$49,170	\$50,210	10-14%	\$284	\$21,401
Computer Systems Technology	\$48,260	\$67,220	\$81,100	5-9%	\$402	\$32,271
Criminal Justice -- wages based on completing Bachelor's Degree	\$52,360	\$67,290	\$87,910	2-4%	\$436	\$32,842
Culinary Arts	\$19,470	\$26,020	\$25,180	10-14%	\$162	\$12,212
Diesel, Truck and Heavy Equipment Technology	\$30,070	\$42,180	\$50,860	5-9%	\$251	\$18,861
Digital Graphic Design	\$24,480	\$39,070	\$48,700	2-4%	\$204	\$153,355
Early Childhood Education	\$34,720	\$52,350	\$54,230	5-9%	\$289	\$21,778
Education K-8	\$23,590	\$33,240	\$26,260	5-9%	\$197	\$14,797
Education -- Career and Technical Education 9-12	Not Available	Not Available	\$58,630	5-9%	\$325	\$24,494

Electrical and Automation Technology	\$47,800	\$68,200	\$63,660	2-4%	\$398	\$29,982
Electricians Technology Certificate	\$35,400	\$49,690	\$54,110	5-9%	\$295	\$22,204
Emergency Medical Services	\$22,770	\$34,370	\$33,380	15+%	\$190	\$14,282
Fine Woodworking and Cabinet Making Program	\$26,300	\$38,300	\$33,920	2-4%	\$219	\$16,496
Fire Science Technology	\$38,070	\$57,800	\$76,170	5-9%	\$317	\$23,879
Hospitality and Tourism Management	\$25,500	\$50,100	\$51,800	2-4%	\$213	\$15,995
Human Services						
Liberal Studies	Not Available	Not Available	Not Available	Not Available	Not Available	Not Available
Medical Assistant Technology	\$26,310	\$33,760	\$32,480	15+%	\$219	\$16,503
Medical Office Technology	\$23,560	\$32,400	\$34,610	15+%	\$196	\$14,778
Medical Radiography	\$42,300	\$57,850	\$58,440	10-14%	\$353	\$26,532
Medical Radiography 3 year program	\$42,300	\$57,850	\$58,440	10-14%	\$353	\$26,532
Nursing	\$47,490	\$63,880	\$70,000	15+%	\$394	\$29,288
Plumbing						
Refrigeration, Air Conditioning and Heating Technology	\$33,240	\$46,860	\$47,080	15+%	\$277	\$20,849
Restaurant and Food Service Management	\$39,120	\$57,170	\$52,030	5-9%	\$326	\$24,538
Surgical Technology	\$33,290	\$43,820	\$46,310	10-14%	\$277	\$20,881
Trade and Technical Occupations	Not Available	Not Available	Not Available	Not Available	Not Available	Not Available
Welding Technology	\$31,340	\$48,250	\$40,240	5-9%	\$261	\$19,658

Source: Classification of Instructional Programs (CIP 2010)
<https://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55>

Source: Occupational Information Network (O*NET)

<http://www.onetonline.org/>

Source: Bureau of Labor Statistics (BLS) Occupational Outlook Handbook

<http://www.bls.gov/ooh/>

Source: <http://www.mappingyourfuture.org/paying/debtwizard/index.cfm>

2020 U.S. Federal Poverty Guidelines

2020 POVERTY GUIDELINES FOR THE 48 CONTIGUOUS STATES AND THE DISTRICT OF COLUMBIA

Persons in family/household	Poverty guideline
1	\$12,140
2	16,460
3	20,780
4	25,100
5	29,420
6	33,740
7	38,060
8	42,380

For families/households with more than 8 persons, add \$4,320 for each additional person.

Source: U.S. Department of Health & Human Services; Office of the Assistant Secretary for Planning and Evaluation <https://aspe.hhs.gov/poverty-guidelines> Refer to Website for Alaska and Hawaii.

Veteran & Veteran Dependent Benefits

For All Students Receiving Veterans Benefits:

- First time students, please complete the **EMCC Veteran Information** form.
- Once registered, please submit your **Request for Certification** form to my office for your semester classes that are part of your degree, this has to be done every semester.
- Forms can be found here: https://my.emcc.edu/ICS/Financial_Aid/Veterans.jnz

For All Veterans:

- In order to ensure you are receiving the maximum Veterans benefits, you are strongly encouraged to visit the Maine Bureau of Veterans' Services, and self- identify as a Veteran: <https://www.maine.gov/veterans/> .
- Veterans Upward Bound: Maine Veterans may receive access and support services to help you successfully transition into and be successful in college: <https://usm.maine.edu/triopprograms/veterans-upward-bound> or contact Donald Wilkinson donald.wilkinson@maine.edu .
- Having difficulty retrieving your medical records? Go here for more information: <https://www.myhealth.va.gov/mhv-portal-web/home> or Maine Bureau of Veterans' Services above.

For Chpt. 33 Post 911 recipients:

- If you receive less than 100% benefits, and not a financial aid recipient, please make other immediate payment arrangements on any outstanding balance with our Business Office.

- To be consider for monthly BAH, **greater than half time** enrollment is required (typically 7 credits).

For Dependents/Spouses of Veterans Receiving The *Maine Veterans Dependent Tuition and Fee Waiver*:

- Under Maine Public Law recently enacted, dependents and spouses will be required to file the Free Application For Federal Student Aid (FAFSA) www.fafsa.ed.gov in order to be considered for this waiver. In addition, this tuition and fee waiver will only be applied on any remaining student account balance after grants and scholarships have been applied. If you have questions, please see us.

For Chapter 30, 1606, and 1607:

- For Chapter 30, 1606, and 1607 recipients, you **MUST** check in with the VA on the last day of each month in order to receive benefits. Please either call 877-823-2378 or go to: <https://www.gibill.va.gov/wave/index.do>

Other useful Information for all:

- Recipients will only receive benefits for **1 repeat** of a graded course.
- If you have to **drop/withdraw from a class**, see us to see how your benefits may be impacted.
- I found this web site that could be **helpful for Military families and their dependents/spouses**, and we'll soon update our website to include it: <https://www.famemaine.com/education/audiences/military/>
- Be sure to maintain good grades or face possibly losing your benefits. View our Academic Grading System Policy starting in the 2020-21 Course Catalog: <https://www.emcc.edu/academics/programs/catalog/>
- You might be eligible for other financial aid in addition to VA benefits: www.fafsa.ed.gov .
- It is highly recommended that you meet with your Advisor prior to registering for future semesters. Find your Advisor in your MyEMCC Portal: <https://my.emcc.edu/ics/> , and once logged in, click in the upper right where your profile picture/login icon is located, under "Personal Info.", then "Academic Info.". See Admissions during New Student Orientation for first semester advising.
- A student has indicated that you might be able to find books cheaper here: <http://shop.aafes.com/shop/>. After you log in go to: Mall VendorsBooks and Magazines, there you will see BAM / Books a Million.

If you want to view your personal federal VA benefits online, log in here: <https://www.ebenefits.va.gov/ebenefits-portal/ebenefits.portal>

2020-2021 Federal Direct Loan Request Form

- If your award letter contained a Federal Direct Loan amount and you wish to accept part or all of that loan, complete this form and all required steps below.
- Do not attempt to complete this form by using a device with a small screen such as a cell phone.
- For Steps 2 and 3 (www.studentloans.gov) we recommend you use Internet Explorer (do not use Google Chrome or Mozilla Firefox)

STUDENT: Use ink (never pencil) & print legibly.

EMCC ID	Print Last Name	Print First Name	M
Step			
1	\$ _____ Loan Amount You Are Requesting (include fall 2020 and spring 2021)		
2	Completed ANNUAL Federal Direct Loan Entrance Counseling at http://studentloans.gov <i>EMCC's Financial Aid Office electronically verifies your completion of the above within 48 hours.</i>		
3	Complete Federal Direct Loan Master Promissory Note (MPN) at http://studentloans.gov <i>If you have completed within the last 10 years, you do not need to repeat.</i> <i>EMCC's Financial Aid Office electronically verifies your completion of the above within 48 hours.</i>		
4	Activate your EMCC iGrad account at www.igrad.com/schools/EMCC . You will have immediate, personalized access to scholarship search and money management techniques.		
5	Complete iGrad Course titled Smart Borrowing: Borrowing Smart and Preparing for Higher Education. In this course you will learn how to effectively maneuver through the process of taking out federal student loans (estimated time 20 minutes) https://www.igrad.com/courses		
6	COMPLETE THE FOLLOWING, IF YOU HAVE PREVIOUSLY BORROWED A FEDERAL STUDENT LOAN! Log-in, print, and return your Loan History page from National Student Loan Data System (NSLDS) at https://nslds.ed.gov/nslds/nslds_SA/ . <i>If you have never borrowed before, you will not have any loan history to print.</i> <i>Tip: Use the tool wheel (next to Home and Favorites icons) in the upper right corner of your internet browser. Right click; and a pop-out menu will expand giving you the option to print.</i>		

✓ I certify I have completed each required activity above; and I understand if the Student Aid Office is unable to verify completion of any required items above, it will **delay** processing of my Federal Direct Loan.

Student Signature

Date

❖ Return this document to EMCC's Student Aid Office:

Drop off at the Enrollment Center in Katahdin Hall, **or**
Mail to EMCC Student Aid Office, 354 Hogan Road, Bangor, Maine 04401, **or**
Scan & E-mail to fadocs@emcc.edu , **or** Fax to 207-974-4683

RESOURCE REMINDERS

❖ EMCC Financial Aid Forms & Resources located at:
https://my.emcc.edu/ICS/Financial_Aid/Forms_and_Resources.jnz

2019-2020 Guide to Understanding your Financial Aid *Suggestion: Review the Recommended Borrowing Limits table which compares starting salaries for graduates to recommended student borrowing limits.*

Note: Due to our low college costs, not all students will have sufficient financial need to borrow a maximum annual Federal Direct Loan. If you are awarded less than the annual maximum amount and want to borrow up to the maximum limit, you may be asked to provide a Spending Plan to confirm you meet eligibility for the maximum annual amount.

Maximum Federal Direct Loan Amounts Reference Table

Dependent Students (as determined by FAFSA)	Independent Students (as determined by FAFSA)
Full Time Students \$3,500 subsidized \$2,000 unsubsidized \$5,500 maximum for First Year student \$4,500 subsidized \$2,000 unsubsidized \$6,500 maximum for Second Year student To be considered a second year student, you must have completed 30 or more credits in your program.	Full Time Students \$3,500 subsidized \$6,000 unsubsidized \$9,500 maximum for First Year student \$4,500 subsidized \$6,000 unsubsidized \$10,500 maximum for Second Year student To be considered a second year student, you must have completed 30 or more credits in your program.
Interest is <i>NOT</i> deferred for an unsubsidized Federal Direct Loan(s).	

How to Transfer Funds to Bookstore Credit

- Log on to the MyEMCC portal using your student ID number and password.
- Click on the **Current Student** tab toward the upper left hand of the screen.
- Click on the **Bookstore Credit** link partway down the left column.
- Click the **Bookstore Credit Application** link.
- Fill out the bookstore credit application.
- Note, you must use the mm/dd/yyyy format for your birthdate.
- Note, you must use the xxx-xx-xxxx format for your social security number.
- When entering the amount to transfer, don't forget to estimate tax!
- Click **Submit** when finished.

Please wait 24 hours for your funds to transfer to the bookstore.

If more immediate access is required, reach out to the Business Office.

How to Use Your Bookstore Credit Online

- Once all the items you need are in the care, proceed to the checkout.
- Create an account if needed, or log in using a previous login email and password.
- Choose whether you want to pick item(s) up at the store, or have them shipped.
- Click **Next**.
- Fill in your contact information.
- When it asks for your payment method, choose: **Campus Card**.
- When it asks for your account number, use your **Student ID Number**.
- Click **Next** and continue to check out.
- Note: a valid Credit Card is required for rentals to provide means of collateral.

For any additional questions, visit the bookstore in person, it's located in Maine Hall just up the steps from the Eagles Nest Café.

You can also call them at 207-974-4638.

You can email them at 1237mgr@follett.com