

COOPERATIVE EDUCATION AND FINANCIAL ASSISTANCE (CEFA)

Print Student's Last Name, First, M. I.

Student ID

Congratulations upon your decision to participate in one of the Cooperative Education opportunities available through the College of Charleston, Career Center. This experience can be very valuable in helping you to explore career options after graduation.

The purpose of this document is to inform you of the impact of Cooperative Education on the financial aid process and your continued eligibility for financial assistance after completion of the Co-op experience. Listed below are the facts about your status as a Co-op student.

1. You will be registered in 12 hours of Cooperative Education for which you will not receive academic credit, will not be charged tuition and you will not receive any type of financial assistance. (If you will be enrolled in a Parallel Co-op, meaning you will be registered for 6-9 co-op hours and 3-6 "credit" hours, you should contact the Office of Financial Assistance to find out how much, if any, aid you may be eligible to receive. Please note that if your total sum of hours does not equal to at least 12 then #2 below does not apply.)
2. Your enrollment will be classified by the Office of the Registrar as full time for purposes of insurance certification so that you and your parents may qualify for full time student discounts on group insurance policies.
3. Your enrollment will be classified by the Office of the Registrar as full time for purposes of qualifying you for "In School Deferment" on prior student loans so that no principal payments are required during your Co-op experience. This action also protects any unused "grace period" on prior student loans not yet in repayment status.
4. By your signature below, you understand the following:
 - (a) you are NOT eligible, even if offered, to receive any type of financial assistance during your Co-op experience. If aid is incorrectly offered, you understand and agree that you must inform the Office of Financial Assistance in writing that you are participating in Cooperative Education and therefore decline the aid offer for the term in question. It may be possible for you to receive some of the unused funds during the subsequent summer. Summer Financial Aid applications are available in late February and must be submitted by the April 1st deadline.
 - (b) If you register for a Parallel Co-op experience, financial assistance will not be considered for the co-op classes. Financial Assistance will only be considered for "credit" hours. Please keep in mind that a student enrolled in less than 6 credit hours will only be considered for a prorated amount of his/her Pell grant, provided that the student is eligible for the grant. A student must register for at least 6 credit hours to be considered for other sources of grants and Title IV aid. If you are in need of aid during your Parallel Co-op experience, you may also wish to pursue outside aid sources such as Alternative Loans. We have listed a few Alternative Loans on our website at <http://www.cofc.edu/finaid/aid/loans/alt.php>.
5. If you have scholarships (State or Institutional) at CofC, you will need to make sure that you follow the renewal criteria set forth to ensure good standing when you return from your Co-op.

6. special provisions made for students that go on Co-op regarding the hours for renewing. Please see the Assistant Director for Scholarships in the Office of Financial Assistance for details.
7. Financial aid applicants or recipients must comply with various academic progress policies. In some of these evaluations credit hours attempted and credit hours earned are used as measures of academic progress. Currently, the CofC computer system will count your Co-op hours as hours attempted. Since you do not earn credit hours for the Co-op experience, this will cause your record to be flagged for non-compliance. We will try to adjust your record to handle this exception to the policy. However, since students apply for aid all during the year you may receive a letter of non-compliance. Should this happen simply send us a note requesting re-evaluation on the basis of participation in Cooperative Education and we will do so. Of course, the assumption here is that you do not already have deficiencies prior to entering the Co-op semester. If you already have deficiencies, you would be expected to address them.
8. While it is important that you keep your local and permanent addresses current in the Office of the Registrar and that you know that during Fall & Spring terms your mail outs will be sent to your local address and at all other times to your permanent address, you should be aware that most of your correspondences from the Office of Financial Assistance & Veterans Affairs will be through MyCharleston or by means of your Email account. Each student has been assigned an Email account by the College. You should sign in through MyCharleston and check your financial aid information as well as check your Email account daily for updated information from the Office of Financial Assistance & Veterans Affairs and other offices on campus.
9. Please be aware that correcting your address(es) in the Office of the Registrar does not update your online Free Application for Federal Student Aid (FAFSA) application. Therefore, you should make all changes to this federal form online at FAFSA.ed.gov. By doing so, no later than October 1 of a given year, this will ensure receipt of a more accurate Renewal FAFSA for the next academic year.

Should you have any questions concerning the above information and instructions you should contact Ms. Gail Lincoln, Program Coordinator for State Grants & Special Programs, at the address at the top of this form. Additionally, you may reach her via Email at Lincolng@cofc.edu. You must contact Ms. Katie Smith in the Career Center smithkl@cofc.edu for additional instructions before submitting this form.

What term do you plan to Co-op? _____

Location _____

I certify that I understand and agree to comply with the above stated instructions and guidelines.

Student's Signature

Date