

Application and Awarding Process

- **Who does what?**

When you apply for the Chafee ETG, the Oregon Department of Human Services verifies that you qualify for the program. After they do that, I start processing the application. The process includes making sure it is downloaded into our database here at OSAC, and sent out to an on-line portal that only schools who participate in the Oregon Opportunity Grant (OOG) use, such as all of Oregon's community colleges, the universities that are part of the Oregon University System, and private universities such as Linfield, University of Portland, Pacific University, etc. Those schools who don't participate in the OOG, such as barber and hairdresser schools, for-profit schools such as Everest Institute, Concorde Career Institute, etc., some Bible colleges, and all schools not located within Oregon do not have access to our electronic portal. We'll talk about their awarding process in a minute.

The schools that use the portal have all designated one person within their Financial Aid Offices to be the "keeper" of the Chafee portal. That person is responsible for going into the portal to determine if the school has Chafee ETG applicants, and then to determine, based on cost of attendance minus federal and state funded aid (like the Pell Grant and the Oregon Opportunity Grant) and other private or institutional aid, what the applicant's remaining need would be. Work study and student loans are not used to calculate the need amount. After the calculation, based on the number of terms you have checked on your application, your award is determined and entered into our portal by the school.

- **How much can I receive?**

If you checked that you plan to attend fall, winter, and spring 2009-10 on your Chafee ETG application, your maximum Chafee ETG award amount would be \$4000. If your remaining need is \$4000 or more after the school does the calculation, then your award is \$4000. If it is less than \$4000 then your award amount would be the **lesser** amount.

Examples: if your remaining need after the Federal Pell Grant, Oregon Opportunity Grant, private scholarships, and other "free aid" is deducted from your cost of attendance is \$2500 for the academic year, then your Chafee ETG award amount would be \$2500. If you checked that you plan to attend year round, including summer, the maximum amount you can receive is still \$4000 if your remaining need is \$4000 or more.

- **Why is my maximum amount less than \$4000?**

If you checked that you would only be enrolled fall and spring, or spring and summer, or you applied too late to make a term deadline which caused you to only be eligible for only one or two terms of funding, then your maximum award amount would be \$1333 for one term or \$2666 for two terms. If you have received voucher funds directly from the DHS Independent Living Program for housing deposits, books, or for other reasons, the amount of the voucher is deducted from the \$4000. In this case, the first term's disbursement will generally be smaller than the rest because you have already received part of the funds in the form of the voucher.

- **What happens if I'm not attending a school eligible for the Oregon Opportunity Grant?**

For those of you attending schools that are not on the portal, as I described above, the awarding process is a little different. Instead of a representative from your schools' Financial Aid Office going into the portal electronically and entering the award, it is my job to contact the schools one by one and ask them to give me the award amount. I do this by faxing or mailing a letter to the

school, which they in turn return to me. I then enter the award amount they have calculated into our database.

- **Why does it take so long for the school to determine my award?**

For those of you attending schools such as barber and hairdresser, for-profit career colleges, and out-of-state schools, I'd like you to know that I often must make repeated attempts to get the schools to help me determine your award amounts. It sometimes takes a few phone calls to try to find out who exactly on the campus can help me, and then explain to them how the process works and getting them to return the award letter. We try our hardest to get the information we need to send money out on your behalf, but sometimes the process isn't always as smooth as we would like.

- **Why doesn't my Chafee ETG show on my school's Financial Aid Award notification?**

We have found that all of the universities and colleges treat the Chafee ETG a little bit differently when it comes to their award letters. Some schools put the Chafee on their award letters, and some do not. If it isn't on your award letter, it may still have been awarded.

Tips to Remember

Just a few other tips about how the whole process works: After the awards are determined, we send disbursements to your school once per term or semester. If your school shows that they are missing some important piece of financial aid information from your file, your account will be marked as a "hold for incomplete financial aid documentation." If you have failed to make satisfactory academic performance and your other financial aid is being held for this reason, your Chafee award can not be disbursed to you. If you have changed schools without letting me know, your Chafee award doesn't automatically follow you. This is all where **you can help me help you**:

1. **If I send you a notification that your FAFSA is missing or rejected, contact me right away to let me know you are working to get your FAFSA filed or corrected**
2. **If I send you an e-mail that there is a hold on your Chafee award for incomplete financial aid documentation, go to your school's Financial Aid Office and find out what you need to do to make your file complete. This year, because of the new e-mail capabilities, I will be trying to contact people periodically with notifications about this problem.**
3. **If you get a letter from OSAC that tells you we have had money returned from your school, let us know what is happening! Did you transfer schools; have you simply decided not to go? It helps us if we know what is going on.**
4. **If you transfer schools, change your mailing address, e-mail address, or telephone number, send me an e-mail at this address, and also go into the OSAC eStudent profile to enter the school change at the following link:**
<http://www.getcollegefunds.org/eapp.html>

I know this is all a lot of information, and if you read this far, I commend you on your perseverance! I hope that this medium will help me stay in better contact with the Chafee ETG applicants, will give you a name and some contact information about who and what I am and OSAC is, and make the whole process a little more understandable. I promise to not send future e-mails that are as long as this one!

Best wishes for a great academic year!

Peggy D. Cooksey