Fall 2023 Orientation

MONEY MATTERS

Financial Aid & Student Accounts

California College of the Arts

AGENDA

-Financial Aid Essentials

-Student Accounts Essentials

-Locating Us

-Questions

Financial Aid Essentials

Financial Aid

Merit Scholarship

- Awarded **only at the time of admissions process**
- Must be **enrolled full-time in required units** towards completion of degree
- Maintain **satisfactory academic progress (SAP)**

Financial Aid

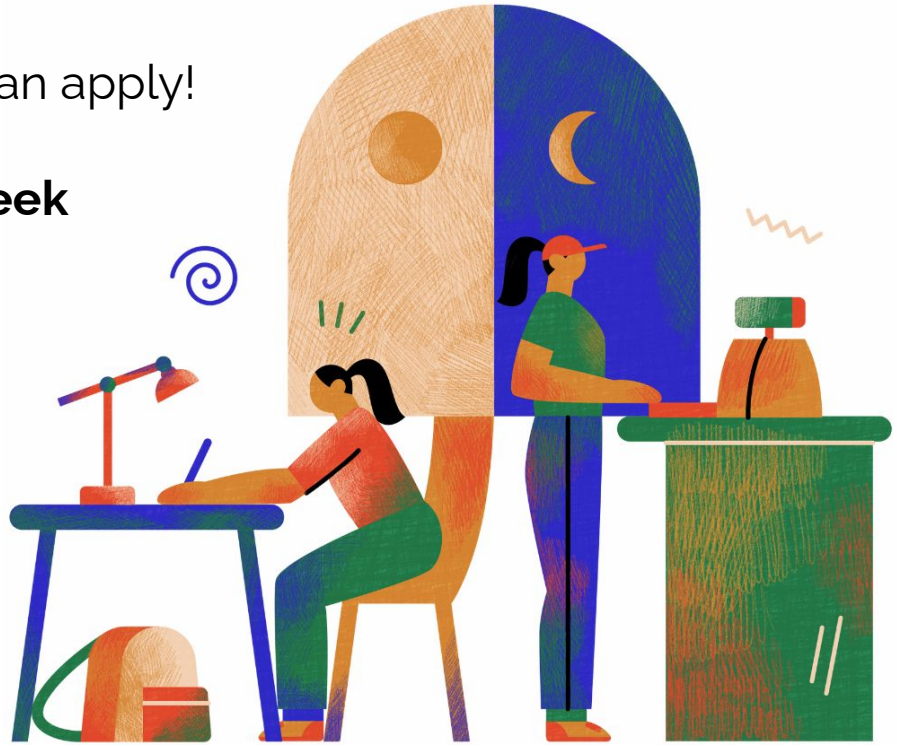
Key Financial Aid Policy

- **Satisfactory Academic Progress (SAP)**
  - **Requirements for Undergraduate Students:**
    1. Cumulative GPA of **2.0 or better**
    2. Complete **80 percent** of attempted credits
    3. Attempt no more than 150 percent of the credits required to complete an academic program
  - **SAP Appeal**
  - ***Reference on Portal***
    - ***Satisfactory Academic Progress under Policies***

Financial Aid

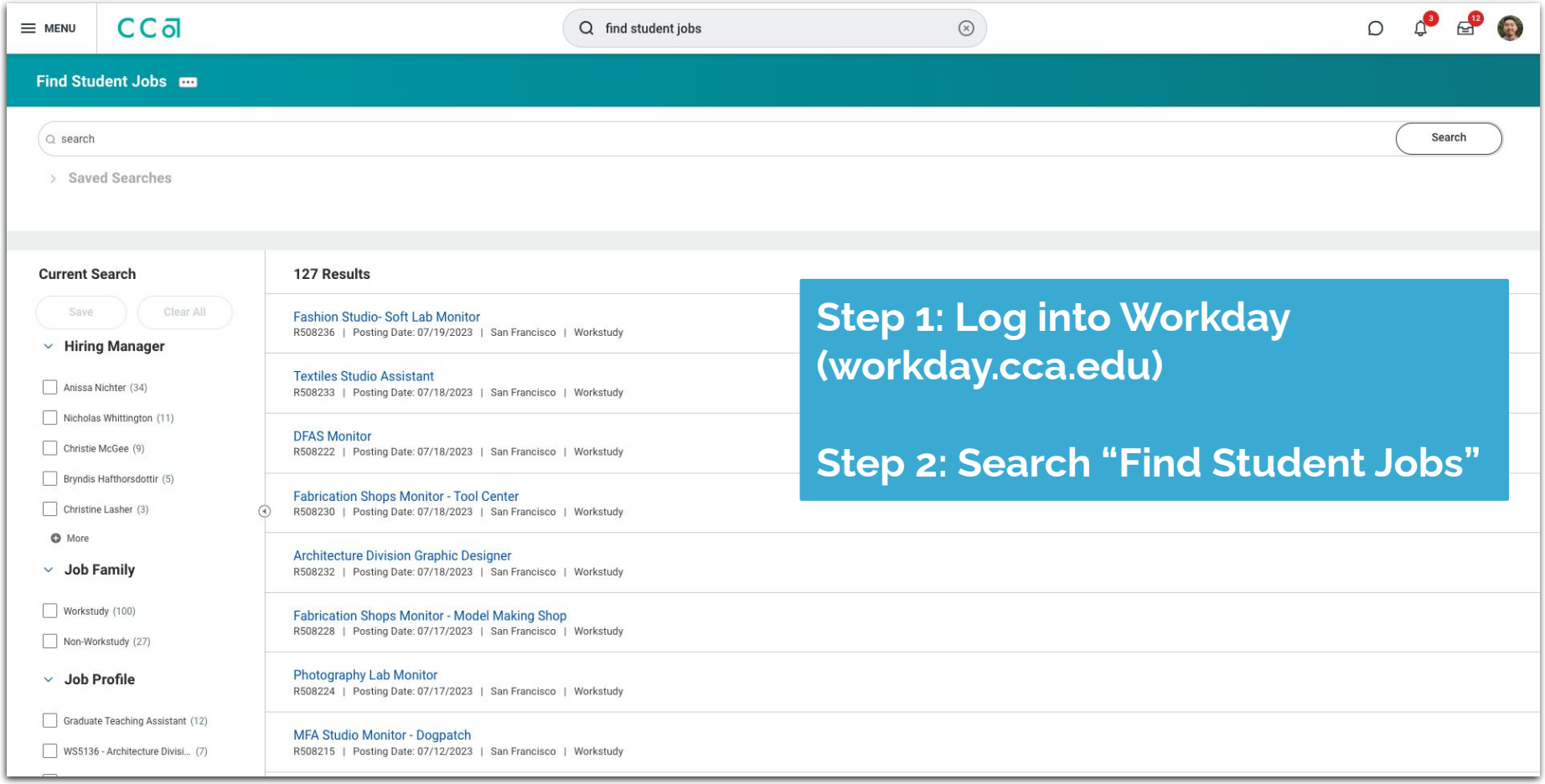
Work-Study Program

- **What is Work-Study?**
  - On-campus Part-time Job
  - Any student with valid SSN can apply!
  - Maximum of **20 hours per week** during enrollment
  - Must be enrolled
  - Job is not guaranteed



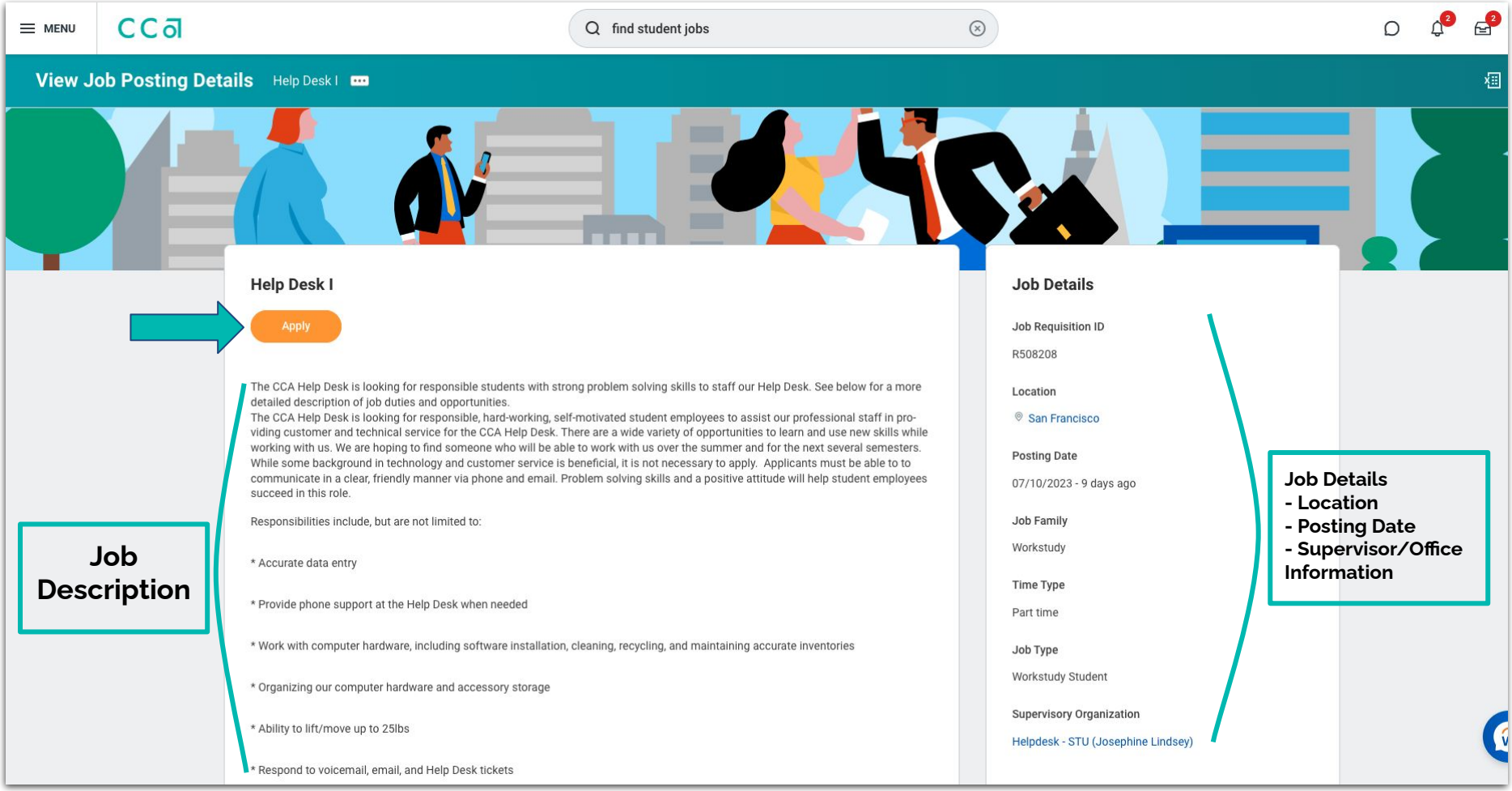
Financial Aid

How Do I Find Work-Study Jobs?



Financial Aid

Job Description / Apply



Financial Aid

Obtaining Social Security Number

What is a social security number?

- It is issued by the Social Security Administration (SSA).
- Is used to track eligibility and benefits for various social security programs.
- Each person who is eligible is issued one SSN, which can be used for life.

If you have On-Campus Employment at CCA

Step 1: Obtain work authorization. You are considered eligible to apply for a SSN **once you have been offered a CCA on-campus job.**

Step 2: Download the CCA Social Security Number Request Form from the ISS portal

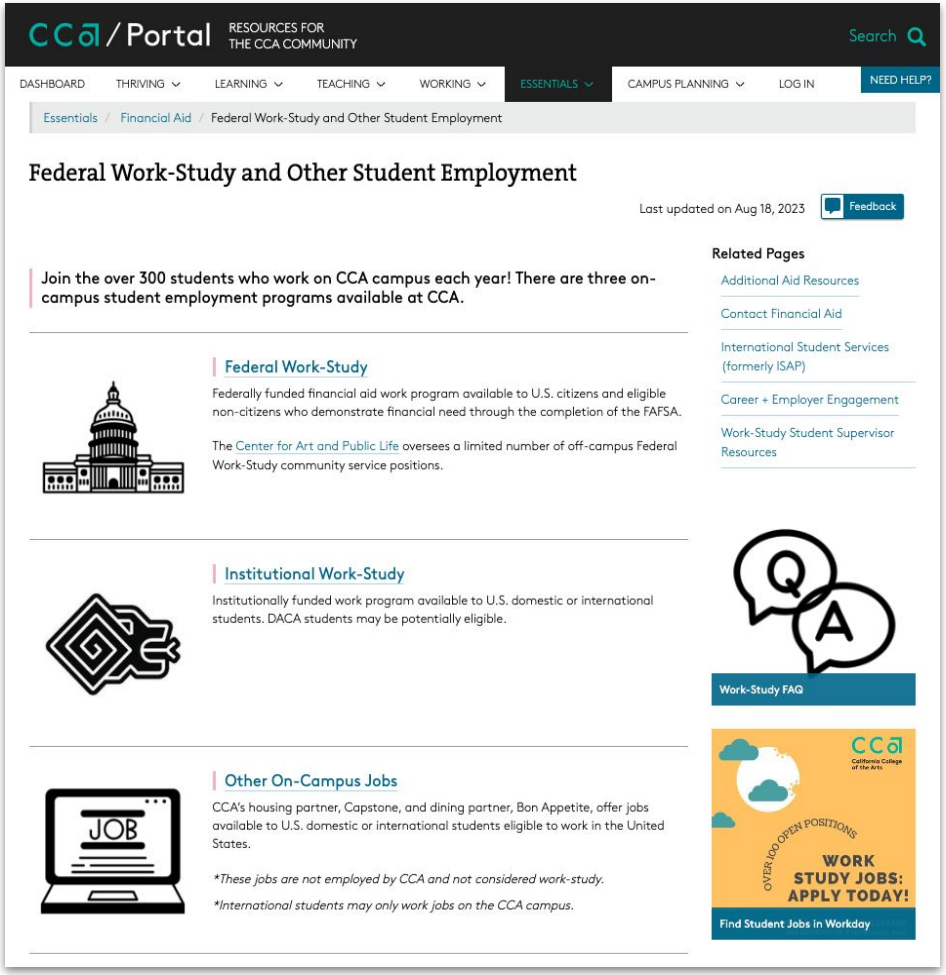
Step 3: Have your CCA supervisor complete the top portion of the SSN Request Form. Please note your employment start date must be in the future.

Step 4: Once you have part one completed, please make an appointment to come into the CCA ISS office for an original signature on the form and information about next steps to apply

A social security number is NOT work authorization!

Financial Aid

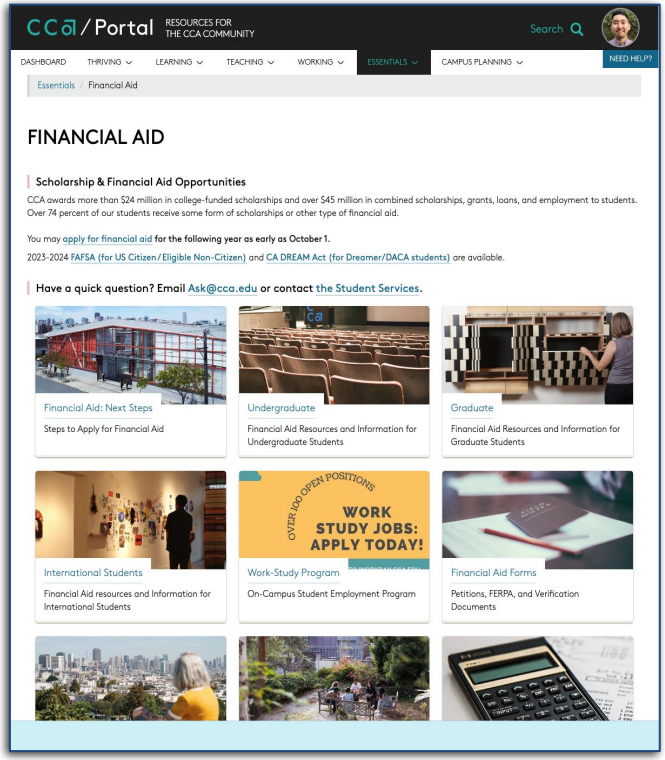
Work-Study & Other Student Employment Resources



- Institutional Work-Study
- Work-Study FAQ
- Other On-Campus Jobs

Financial Aid

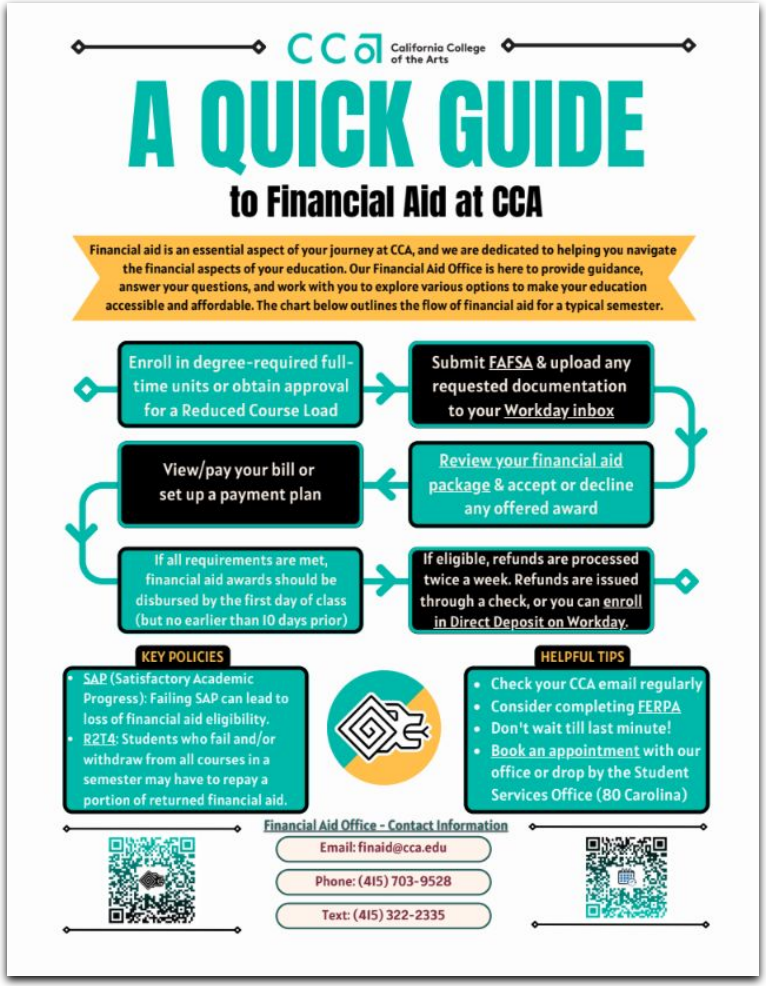
HELPFUL TIPS



- ★ Complete a FERPA Release for each department.
- ★ Use Financial Aid CCA Portal Page for resources.
  - ➢ **International Students Resources**
  - ➢ Forms/Policies/Work-Study Program
- ★ Know which office handles what.
- ★ Review & check your CCA emails.
- ★ Ask questions & don't wait until the last minute!

Financial Aid

A Quick Guide to Financial Aid at CCA



Student Accounts Essentials

Student Accounts Mission

We are committed to assisting students and families with matters pertaining to billing, payments and refunds.

Student Accounts

Accepted Methods of Payment

Pay online

- Login to Workday to pay by credit card or e-check through TouchNet.
  - Enroll in a Payment plan or create a one time payment.

Wire Payment

Please email:
studentaccounts@cca.edu
to receive wire payment instructions.

Money Order or Check

- Make your payment out to **California College of the Arts**
- Include your Full Name, semester, and student ID.
- Mail check or money order to:

California College of the Arts
Attn: Student Accounts
1111 Eighth Street
San Francisco, CA, 94107

Student Accounts

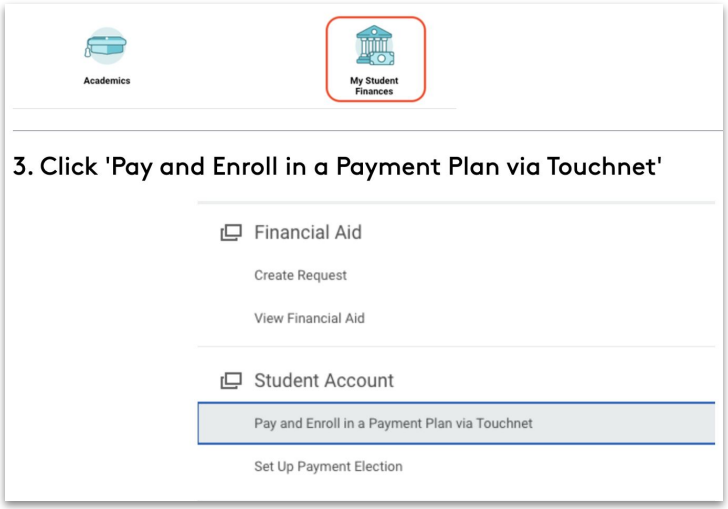
Understanding and Managing Your Billing

Step 1: Login to Workday to review and complete aid requirements.

- Check for holds

Step 2: Determine if you need to enroll in a Payment Plan:

Enroll in a Payment Plan If:	Do not enroll in a Payment Plan:
Your financial aid **does not** fully cover your balance	Your financial aid covers or exceeds your balance
You plan on paying your balance off in multiple installments	You will be paying the full balance in one payment

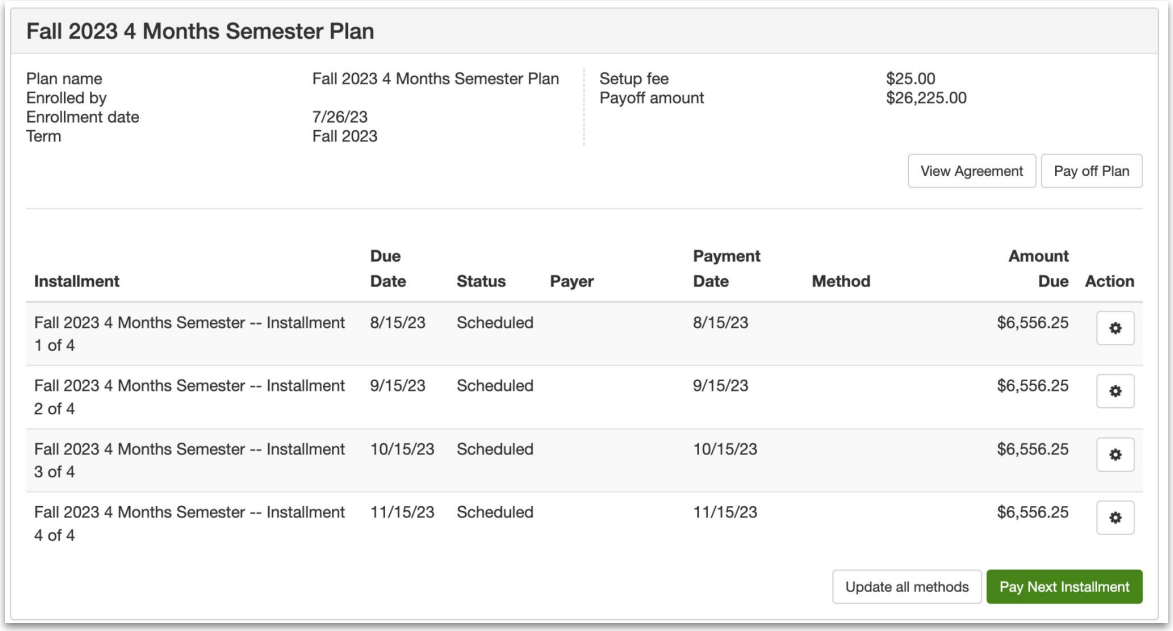


Step 3: Enroll in a TouchNet payment plan.

Find Student Accounts comprehensive billing information at Billing - CCA Portal

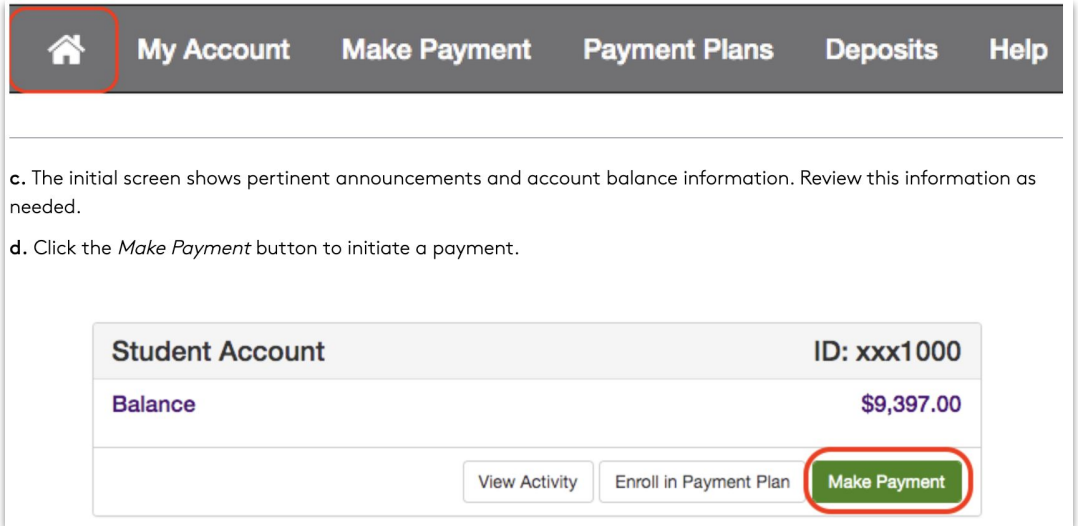
Student Accounts

Creating a Payment



Step 4: If enrolled in a payment plan submit your installments by the due date.

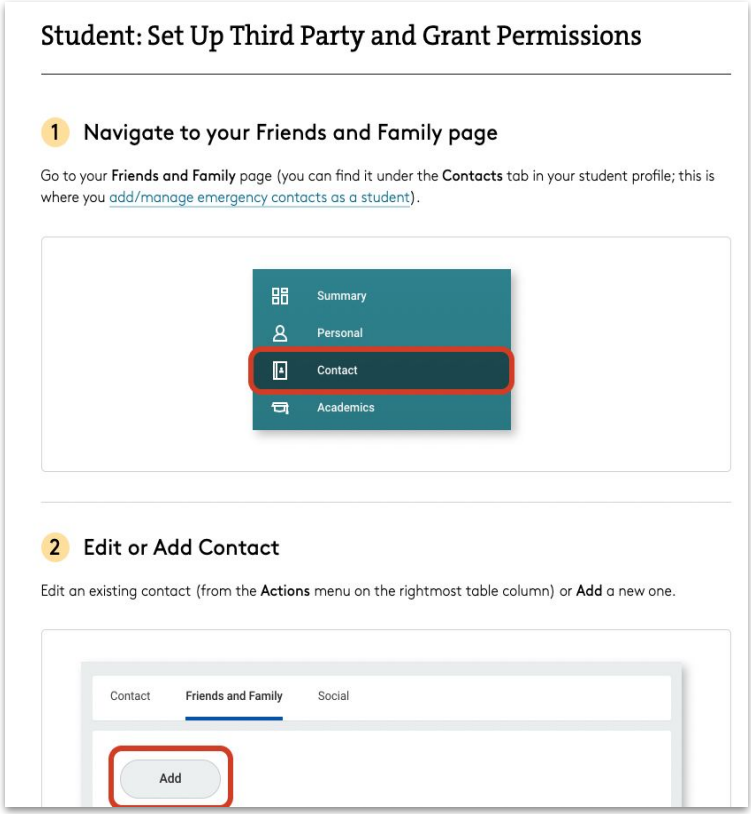
OR



If you are paying in full, payments may also be made without enrolling in a payment plan by selecting the "Make Payment" button.

Student Accounts

F.E.R.P.A



- In accordance with the Federal Educational Right to Privacy Act, third parties can gain access to your academic and financial records only if you choose to give those parties permission.

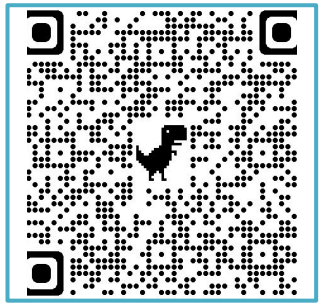
- Please visit FERPA - Portal to understand your rights and how to give permission and access to third parties.

- Steps to set up Third Party Access

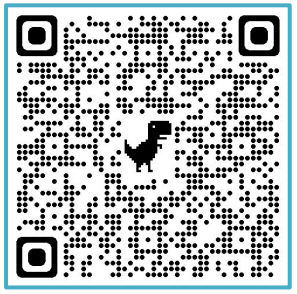
Student Accounts

REFUNDS & DIRECT DEPOSIT

- To receive your refund electronically, please sign up for Direct Deposit at Sign Up for Direct Deposit of Refund Checks & Paychecks: Step by Step Guide - CCA Portal. *Enroll now as it takes 5 to 7 business days for your bank account to be verified.*



- If you prefer to receive a paper check, please make sure your Contact Information is up to date in Workday at all times. Any incorrect address information could delay a refund.



Locating Us

Financial Aid & Student Accounts

San Francisco Campus

Both Offices - 80 Carolina

Student Services Office - 1st Floor

Office Hours: 10 AM to 4 PM, Monday through Friday

Financial Aid

https://ccafinancialaidappointments.youcanbook.me/

415.703.9528

Email: finaid@cca.edu

Student Accounts

https://ccabilling.youcanbook.me/

(415) 551-9389

Email: studentaccounts@cca.edu

Email: Ask@cca.edu

Who Do I Contact?

Student Services / ASK: "One-Stop Shop" for all the offices below
Email: ask@cca.edu | **Text/Call:** 415.915.2503
In-Person Services: 80 Carolina, First Floor (Student Services)
Office Hours: 10:00am-4:00pm, Mondays-Fridays

Financial Aid

- **Scholarships**
- **Student Loans**
- **Work-Study**

Student Accounts

- **Billing**
- **Refunds**
- **Payment Plans**
- **Payment Methods**

Housing, Dining & Residential Education

- Housing Application
- Room Assignment
- Meal Plans
- Move-in/out Coordination

Academic Advising

- Academic Planning
- Registration Guidance
- Leave of Absence

Student Records

- Registration
- Course Schedules
- Transcript
- Graduation Request

International Student Services (ISS)

- Advising for F-1 & J-1 Visa Students
- Referrals for support services

Helpdesk

- Technology Support

Access / Disability Services

- Academic Accommodations
- Student Health Insurance

Questions?

THANK
YOU !!