

Student Scholarship Account Information Sheet

Students currently enrolled at College of the Canyons may access scholarship funds in one of four ways:

Registration Fees Credit (Sponsorship)

- Contact the Scholarship Specialist in the Financial Aid Office, Room C-110, to request a credit be applied to pay your registration fees from your scholarship account. Please request your registration credit IMMEDIATELY after you register and have the total of your registration fees. It generally takes 24 hours to process your registration credit.

Bookstore Credit (Charge Card)

- Contact Scholarship Specialist in the Financial Aid Office, Room C-110, to request a Bookstore Charge Card be issued to you for the purchase of books and supplies exclusively from the COC Bookstore. The initial amount of the bookstore Charge Card issued will be deducted from your scholarship account balance. This balance will be adjusted 6 weeks into the semester to reflect the actual amount spent. Generally your COC Bookstore Charge Card is issued to you “on-the-spot” or within 24 hours.

Out-of-Pocket Educational Related Costs (Reimbursement)

- Contact the Scholarship Specialist in the Financial Aid Office, Room C-110, to request a reimbursement for registration fees and books you have paid out-of-pocket. Transportation or other educationally related costs will be reimbursed only if allowed by your scholarship. Submit original receipts for all reimbursements. A scholarship reimbursement check should be released within 7-10 working days. The check will be made payable to you. You will pick up your check at the COC Student Business Office in the “A” Building with presentation of a valid photo I.D.

Transfer Scholarships

- Transfer scholarships will be made payable to you and the college you will be transferring to. A copy of the acceptance letter is required in order for the funds to be requested. You will pick up your check within 7-10 working days at the COC Student Business Office in the “A” Building with presentation of a valid photo I.D.

COC reserves the right to close any scholarship accounts after two years of inactivity. Generally, the remaining account balance is returned to the donor and the scholarship account is then closed.