

Financial Aid Checklist

NCSAC Semester Abroad – Florence Spring 2025

General Information Regarding Using Financial Aid for Study Abroad:

If you enroll in a San Mateo County Community College District-sponsored study abroad program, you may apply for financial aid through your SMCCCD home college's financial aid office. As eligible, you will be considered for all aid programs, including the Pell Grant, SEOG, Cal Grant, California College Promise Grant (CCPG – formerly known as the BOGFW), Direct Loan, Parent Loan for Undergraduate Students (PLUS), except Federal Work Study. Depending on the cost of your study abroad program, the financial aid you receive may or may not meet your full demonstrated financial need. To make up the gap between your aid and the full cost of your program expenses, you may want to apply for [scholarships](#) or an alternative loan. You are responsible for making any payments for the program by the appropriate deadlines. Please contact your home campus financial aid office for additional information and assistance.

Using Financial Aid for an NCSAC Semester Abroad Program:

For Spring 2025, College of San Mateo (CSM) is the "financial aid home institution" for all SMCCCD students participating in the NCSAC Semester Abroad Program. CSM's Financial Aid Office will assist students by certifying paperwork needed to defer your payment to AIFS until your financial aid funds are disbursed for the Spring 2025 semester. CSM's Financial Aid will collect and process your AIFS Financial Aid forms and [consortium agreements](#) to ensure you receive your scheduled financial aid disbursement. This includes processing the consortium agreements with the other participating colleges outside the SMCCCD.

COMPLETE ALL STEPS BELOW TO USE FINANCIAL AID FOR THE NCSAC SEMESTER ABROAD PROGRAM

(1) FAFSA:

Complete the 2024-2025 FAFSA (<http://www.fafsa.gov>). If you have already done so, then skip this step.

(2) Make sure you have completed your financial aid profile:

Review and submit all required documents to complete your financial aid file – check [WebSMART](#) to view all eligibility requirements for the 2024-2025 financial aid year.

(3) Inform your home college financial aid office:

If you are currently receiving financial aid through Cañada College, College of San Mateo, or Skyline College, please contact your financial aid office immediately to inform them of your plans to attend the Semester Study Abroad Program. Below is the information for the main points of contact for study abroad:

College of San Mateo: Claudia Menjivar—menjivar@smccd.edu

Cañada College: David Vera—verad@smccd.edu

Skyline College: Ariackna Soler—solerariackna@smccd.edu

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- **(4) Add the following federal school codes to your FAFSA** (<http://www.fafsa.gov>):
You must add the federal school codes of the NCSAC colleges so they may determine your eligibility for a California College Promise Grant (CCPG). Ultimately, you are responsible for ensuring you have paid your tuition fees to each college in full.
 - College of San Mateo – **001181**
 - Santa Rosa Junior College (SRJC) – **001287**
 - Diablo Valley College (DVC) – **001191**
 - American River College (ARC) – **001232**

- **(5) Make a financial aid appointment at CSM:**
Schedule a meeting with the CSM Financial Aid Director **ASAP** but *no later* than **Friday, November 3, 2024** to discuss potential financial aid resources that can be applied to your community college fees and AIFS program fees. Contact Director of Financial Aid at CSM, and identify yourself as a study abroad participant:
Cañada College: Claudia Menjivar — menjivar@smccd.edu

- **(6) AIFS Financial Aid Packet:**
Complete the [AIFS Financial Aid packet](#) EXCEPT for the sections on page 2 (AIFS Financial Aid Information Form) and page 3 (Financial Letter of Agreement) that require certification by the CSM Financial Aid Director. Submit the *entire packet* to the Cañada College Financial Aid Office (to Mr. Vera) **ASAP** but no later than **Friday, November 29, 2024** for review and certification.

- **(7) Pick-up AIFS Financial Aid Packet:**
Your documents should be scanned and emailed to you by **Friday, December 6, 2024** at the latest.

- **(8) Final submission of AIFS Financial Aid packet to AIFS and Study Abroad:**
Submit a scanned copy of the AIFS paperwork to Karen Winslow at kwinslow@aifs.com by **Friday, December 6, 2024**. Please also copy studyabroad@smccd.edu and menjivar@smccd.edu in your email. State your first name, last name, and that you are a part of the NCSAC Florence Study Abroad Program.

- **(9) Study Abroad Financial Aid Consortium Agreements:**
Complete page 2 of the [Consortium Agreement](#) if you will be taking courses from and of the other colleges in the study abroad program (Los Rios, SRJC, CCCCD). You will *submit a separate agreement for each* college in which you enroll. Submit consortium agreement to CSM Financial Aid as soon as you complete your class registration at those colleges. A Consortium Agreement is **REQUIRED** to verify your course enrollment with the other college(s) for financial aid purposes.