

Student Accounts – Student Financial Services

Student Accounts Office

Private Scholarships – Questions and Answers

How do I use these funds to pay for college?

First rule: Remember, these funds are not the college's funds. Unless in extreme cases, the college does not regulate how these funds are used. We rely on information from the provider. Depending on the scholarship provider's guidelines, if any, *CTC Student Accounts* will automatically use these funds to pay tuition/fees charged to your CTC BannerWeb account upon selecting a schedule for a term. Funds will be posted in ample time to meet any deadline(s). If funds remain available after tuition and/or fees are satisfied, we will send funds to the bookstore for you to use for purchases.

How do I access funds that may be available for books and supplies?

Beginning on the day before the first day of classes, you can visit the CTC bookstore on a campus (Appalachian, Marietta, North Metro, or Paulding) or online to order/pick up things you need. Upon checkout, you should select "scholarship" in the drop-down menu—or tell the cashier if you go to a physical store. If you have other aid (HOPE, Pell, etc.), those funds should also be available. We encourage you to use your private scholarship funds before using your federal or state aid. Please keep in mind that students may charge against their financial aid (including private scholarships) for a limited time at the beginning of each semester. For specific dates, please visit the Payment Deadlines and Refund Information page on the college website. <https://www.chattahoocheetech.edu/student-accounts-office-paymentsrefunds/>

Can I use these funds for living expenses or for school-related expenses that I purchase outside of CTC?

As these funds do not belong to the college, we must disburse the money in accordance with your vendor's policies, procedures, and rules. As long as the scholarship provider does not say that we cannot refund you, we will likely refund you the balance of your funds after tuition and fees are paid—depending on how much money you received in total. Refund dates are listed on our site referenced above. Once on the page, go to 'Payment Deadlines & Refunds' on left menu. This information is updated each semester.

How can I view my account to know if I still owe money after my scholarship funds are used?

Once on our page, go to 'How Do I View My Outside Scholarship in BannerWeb?' If you receive automated messages via phone or e-mail about payment deadlines or are unclear about anything related to your scholarship, please reach out to *CTC Student Accounts* – cashier@chattahoocheetech.edu.

Should I decide to take break and not enroll for a semester, will my scholarship be available when I return to CTC?

Generally, CTC returns unused scholarship balances to providers if the student's account does not reflect tuition/fees for two consecutive semesters. If a scholarship student graduates or otherwise does not plan to return to CTC, but he or she has funds remaining, that student should contact cashier@chattahoocheetech.edu to let us know the situation. Once we receive notification, we will review the specific provider's guidelines to determine how to proceed.

