



## How can I use my scholarship at College of the Canyons?

### **Pay Your Student Fees**

Student fees are due at the time of registration. Failure to pay your fees will result in you being dropped from your classes. To have your student fees paid through your scholarship funds, you **MUST** contact the Scholarship Office **BEFORE** registering for classes. *Please allow up to 72 hours to process your request.*

### **Buy Your Books & Supplies**

Contact the Scholarship Office to request a Bookstore Charge Card for the purchase of books and supplies exclusively from the COC Bookstore. The requested amount of the Bookstore Charge Card will be deducted from your scholarship account balance. *Please allow up to 48 hours to process your request.*

### **Get Reimbursed for Educational Related Expenses**

Contact the Scholarship Office to request a reimbursement for student fees and textbooks when you have paid out-of-pocket. Transportation or other educationally related expenses will be reimbursed only if allowed by your scholarship. You must submit original receipts for all reimbursement requests. *Please allow 4-6 weeks to process your reimbursement request.* Reimbursement checks can be picked up at the Cashier's window in the Student Business Office. Their office is located in Seco Hall Room 101. Their office hours are Monday – Thursday 9:00 a.m. – 6:00 p.m. You must present a valid photo I.D. in order for the check to be released.

### **Transfer Your Scholarship to Another School**

If permitted by your scholarship, you can request to transfer your funds to another school. Transfer scholarship checks will be made payable to you AND the college you will be transferring to. A copy of an acceptance letter or proof of registration is required in order to process the request. You have the option to have the Transfer check(s) mailed directly to the school you will be transferring to/or you may request to pick it up at the Student Business Office. They are located in Seco Hall Room 101. Their office hours are Monday – Thursday 9:00 a.m. – 6:00 p.m. You must present a valid photo I.D. in order for the check to be released.

***College of the Canyons reserves the right to close any scholarship account after two years of inactivity. Remaining balances and unused funds are returned to the original donor.***

College of the Canyons  
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