



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

### **Pay Your Student Fees**

Contact the Financial Aid Office immediately after registering for your classes to request a credit for your student fees. *Please allow up to 48 hours to process your request.*

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

Contact the Financial Aid 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 Financial Aid 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 Administration Building. 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. Transfer checks can be picked up at the Cashier's window in the Administration Building. You must present a valid photo I.D. in order for the check to be released.

**College of the Canyons**  
**Financial Aid & Scholarship Office, Seco Hall Room 110**  
**26455 Rockwell Canyon Road Santa Clarita, CA 91355-1899**  
**Phone: (661) 362-3215 FAX: (661) 362-5617**  
**email: [scholarships@canyons.edu](mailto:scholarships@canyons.edu)**

*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.*