

Watch the mail for this lime green envelope. Don't throw it away!

The envelope contains information regarding **CHANGE** to the way you currently receive your refund of tuition/fees, financial aid and credit balances at Northeastern Junior College. Just follow the instructions in the mailing to activate your card and choose how you want to receive your money.

FREQUENTLY ASKED QUESTIONS :

I'm Not Getting a Refund - Why Do I Need This Card?

"I don't think I will ever get a refund. Why is it important to select a refund preference?"

Although you might not currently expect a refund, we may have a refund for you in the future. After all, it may be necessary to drop a class, a class may be cancelled or you may simply receive a scholarship or assistance you were not anticipating. Selecting your preferred method to receive refunds from MCC ensures you'll always receive your refunds in a timely manner.

Do I Have To Activate The Card?

"Do I have to activate the card to get my refund?"

The card is your key for selecting how you would like to receive your Northeastern Junior College refund. When you receive your card, go to CCCSRefundCard.com to activate your preference. You are encouraged to activate your refund preference right away in order to ensure prompt delivery of your refund money. By not activating the refund preference online, you may delay the delivery of your refund.

Where Is My Card?

"How can I check on the status of my card?"

You can obtain the status of your refund card by going online. An application process is not presently required to get a refund card. Eligibility is solely based on your summer enrollment as a student and all registered students 16 and older will receive cards.

GO ONLINE:

1. Visit NJC's refund management homepage by selecting Northeastern Junior College from the drop down list at <http://www.higheronecard.com>. Click on the "Go" button to proceed.
2. Click the link titled "**Where Is My Card?**". This link can be found in the section labeled "**New Cardholders: Get Started Now!**" or "**New Cardholders: Activate Your Card!**"
3. Enter your "**Last Name**", "**College/University ID Number**", and "**Date of Birth**" in the text boxes provided and click the "**Show Card Status**" button to complete the process.



Look for the green envelope in the mail from Higher One and Northeastern Junior College.

NJC is changing the way students receive a refund of financial aid, tuition/fees and credit balances!

Attention: PLEASE DO NOT ignore this notice!!! If you want to avoid paying a costly card replacement fee, loss of valuable time, and hassle, DO NOT THROW AWAY the CCCS Refund Card that you will soon be receiving in the mail (see sample card below). Read on for more information...

Beginning in August 2010, Northeastern Junior College will be partnering with Higher One, a financial services company focused solely on higher education to bring a new method for receiving tuition refunds through the CCCS Refund Card. We will no longer mail you a paper check. You must select a method to receive your refund of the following:

- canceled and/or dropped courses
- credit balances
- financial aid refunds



Please do not throw away this important card since it is the key to receiving your refund. You will be assessed a fee to replace this card. Even if you choose not to activate it at this time, keep it in a safe place for future use.

WHAT YOU CAN DO NOW!

1. **VERIFY YOUR ADDRESS:** Prepare to receive your refund now by verifying that Northeastern Junior College has your current mailing address. An incorrect mailing address will delay your refund and you will be assessed a fee to replace your card if it is sent to the wrong address. Please take a moment to verify/update your address information today at <http://www.njc.edu> and click on NJCAccess.



2. Your new CCCS Refund Card will be mailed to the address that NJC currently has on file for you. Therefore, it is critical that you verify your mailing address as soon as possible.
3. **ACTIVATE YOUR CARD:** Please activate your card as soon as you receive it. Upon activation, you will be asked to select your preferred method of receiving your NJC refund. You can choose "Easy Refund" method or have funds directly deposited into your existing bank account.
4. **KEEP YOUR CARD:** Remember, even if you are not currently expecting a refund from Northeastern Junior College, there may be a refund due to you in the future. Keep your card!

You can visit www.CCCSRefundCard.com to learn more about your choices and the benefits that accompany your all-new CCCS Refund Card. Refunds are currently scheduled to be released on September .

Have a great semester!

Sincerely,
Annie Shalla
Northeastern Junior College, Director of Student Accounts



Look for this card in June! Don't throw it away.