G R O S S M O N T
C O L L E G E

Financial Aid Office

Security Protocols for Submission of Financial Aid Documents via E-mail

Please follow the following instructions when submitting Financial Aid documents via e-mail to the Grossmont College Financial Aid office:

1. Financial Aid forms must be emailed to Grossmont.FA.Outreach@gcccd.edu. Loan request applications must be emailed to Meron_Cholagh@gcccd.edu

2. Do not submit any documents which have any Social Security Numbers (SSN) on them, unless you have redacted them (i.e. blacked them out so they are no longer readable). If you are not sure if the redacted SSN is readable or not, print out the document and hold it up to a light source. If you can see the SSN, then do not e-mail the document to us. Some software, like Adobe, allows you to redact sensitive information and it cannot be seen on a printed form.

3. Do not submit pictures of documents with any SSN on it. Pictures will likely not be encrypted in an e-mail.

4. Only use your name and Colleague student ID number (and never an SSN) when identifying yourself in an e-mail correspondence.

5. All financial aid forms must have a wet signature. An electronic signature will not be accepted. A "wet signature" means that someone is physically placing a signature on a document with a pen.