

Financial Assistance

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Purpose

The purpose of student financial aid at H. Councill Trenholm State Technical College is to assist students with financial need to meet the cost of their education. Therefore, financial aid is available at the College for those students who apply and qualify.

Application Procedures

In order to determine eligibility for Federal Financial Aid Assistance Programs, it is recommended that the student file the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov. The Federal Processor will determine a student's eligibility based on a standard formula established by Congress. The student is also required to complete the College's Admission Application and complete the admissions process.

Approximately three to five business days, after completing the FAFSA online, the student will receive a response from the Federal Central Processor. If the student receives a paper Student Aid Report (SAR), the student is not required to submit the SAR to the Financial Aid Office for evaluation providing the College's school code 005734 is listed on the SAR. However, the student is responsible for following up with the Financial Aid office.

If the SAR has been selected for verification, the student will be asked to provide documents to check the accuracy of the information. The Financial Aid staff will assist the student with correction (s), if required.

All transfer students applying for Federal assistance must request an academic transcript from each postsecondary institution previously attended to be sent to the Office of Admissions and Records at the College. The student's financial aid file will not be complete until all required documents are received at the College.

Each term, Federal financial aid credit balance checks are disbursed fourteen (14) days after the first day of classes. Federal Financial Aid disbursements are mailed to the home addresses of the recipients that are on file in the Admissions and Records Office.

Trenholm State Technical College operates on a three-term financial aid year with the Fall Semester constituting the first term of the financial aid year, the second term is the Spring Semester and the last is the Summer Term. Recipients must reapply for Federal financial assistance on or after January 1, for the upcoming Fall Semester.

Student Eligibility

To receive Federal financial aid, a student must:

- Have either a high school diploma, GED certificate, pass a test approved by the U. S. Department of Education or completed a high school education in a homeschool setting approved under state law;
- be enrolled as a regular student in an eligible program;
- be a U. S. Citizen or eligible noncitizen with a valid Social Security Number;
- demonstrate financial need;
- maintain satisfactory academic progress once in school;
- sign a statement of educational purpose/certification statement on refunds and defaults;
- not be in default on any loan or owe a refund on any grant made at any institution under Title IV of the Higher Education Act of 1965, as amended (Title IV, HEA Program);
- register with Selective Service, if male between the ages of 18 and 25.

The amount of Federal financial aid a student is eligible to receive is based on the Expected Family Contribution (EFC) assigned by the Federal Processor, the cost of attendance at the College, the enrollment status of the student and other information provided by the student.

The Priority Dates for filing the Free Application for Federal Student Aid (FAFSA) each year are as follows: July 15 for the upcoming Fall Semester, November 15 for the upcoming Spring Semester and April 15 for the upcoming Summer Term.

Types of Assistance

The College participates in the following Federal financial aid programs as authorized by Title IV of the Higher Education Act of 1965, as amended (Title IV, HEA Program): Federal Pell Grant (FPG), the Academic Competitiveness Grant (ACG), Federal Supplemental Educational Opportunity Grant (FSEOG); Federal Work-study (FWS) Program. The College also participates in the State of Alabama Leveraging Education Assistance Partnership (LEAP) Program. For additional information, please contact the Financial Aid Office at (334) 420-4292.

Federal Pell Grant

The Federal Pell Grant Program is the largest grant program available. A Federal Pell Grant, unlike a loan, does not have to be repaid. Federal Pell Grants are awarded usually to eligible undergraduate students who have not earned a Bachelor's Degree or professional degree and who are enrolled in an eligible program. A professional degree is usually earned after earning a Bachelor's Degree in a field such as medicine, law, or dentistry. In some cases, a Federal Pell Grant may be awarded for attending a post-baccalaureate teacher certificate program. To receive a Federal Pell Grant, a valid Institutional Student Information Record (ISIR) or Student Aid Report (SAR) must be processed by the Federal Processor while the student is still enrolled. Any ISIR or SAR received after the deadline date as specified on the FAFSA will not be eligible for payment except in some cases of where verification has been initiated prior to the deadline.

Federal Supplemental Education Opportunity Grant (FSEOG)

Federal Supplemental Education Opportunity Grant is designed to assist undergraduate students with exceptional financial need. Priority is given to Federal Pell Grant recipients who apply early by the published priority dates and demonstrate exceptional need. Applicants should complete the Free Application for Federal Student Aid (FAFSA) to apply for assistance through the FSEOG Program. Additional information about FSEOG may be obtained from the Financial Aid Office.

Federal Work-study Program (FWS)

The Federal Work-Study Program provides part-time employment primarily on campus. This Program allows students the opportunity to earn a portion of the money they need to finance their education. In other words, the Federal Work-Study Program exists to assist students who qualify in paying the difference between the cost of education and the amount that they and/or their parents can afford to pay. In addition, the Program provides meaningful job experience while students matriculate at the College. Students should complete the Free Application for Federal Student Aid (FAFSA) to apply. Priority is given to those applicants who apply early by the published priority dates. Additional information about FWS may be obtained from the Financial Aid Office.

Leveraging Education Assistance Partnerships Program (LEAP)

The Leveraging Education Assistance Partnership program provides a limited amount of State funds to eligible Alabama residents who demonstrate need and who are enrolled at least half time. Additional information about LEAP may be obtained from the Financial Aid Office.

Academic Competitiveness Grant

An Academic Competitiveness Grant provides up to \$750 for the first year of undergraduate study and up to \$1,300 for the second year of undergraduate study to full-time students who are eligible for a Federal Pell Grant and who have successfully completed a rigorous high school program, as determined by either the state or local education agency and recognized by the Secretary of Education. Second-year students must have maintained a cumulative grade-point average (GPA) of at least 3.0. The program was available for the first time for the 2006-07 school year for first-year students who graduated from high school after January 1, 2006 and for second-year students who graduated from high school after January 1, 2005. The Academic Competitiveness Grant award is in addition to the student's Federal Pell Grant award. More information may be obtained by calling the Financial Aid Office at (334) 420-4321.

Student Loan Program

H. Councill Trenholm State Technical College does not participate in the Federal Family Education Loan Program (FFELP). The College withdrew from the Federal Family Education Loan Program (formerly, Guaranteed Student Loan Program) in August 1989. However, student borrowers who attend Trenholm may qualify for in-school deferments. An in-school deferment is a temporary suspension of student loan payments. Thus, an in-school deferment form must be requested from any previous lender and submitted to the Office of Admissions and Records for completion.

If you are a transfer student who participated in the Student Loan Program, you are encouraged to continue to communicate with their lender. If you talk with your lender, you can get help. However, your lender cannot help you without knowing the nature of your problem. Additional information can be obtained from the Financial Aid office.

Scholarships

The College offers a limited number of scholarships to qualified students. A scholarship application may be obtained in the Financial Aid office or from your high school counselor's office. Properly completed applications should be submitted to the Financial Aid office by the announced deadline. Scholarships are awarded by semester based upon availability. The scholarships awarded by the College cover the cost of tuition and fees. Additional information about scholarships can be obtained from the Financial Aid Office on both campuses at 420-4316 or 420-4292.

Institutional/Economically Disadvantaged/Courage & Perseverance Scholarships

A limited number of Institutional Scholarships are awarded to high school graduates, GED recipients and first-time Trenholm students. Students who have overcome obstacles and adversity through courage and perseverance and economically disadvantaged students who also qualify for the Federal Pell Grant and the Federal SEOG. Specific application procedures and guidelines are available in the Financial Aid office. The completed scholarship application must be submitted to the Financial Aid office, with the required documentation, by the specified deadline date. All scholarship recipients maintain a 2.5 grade-point average (GPA).

Achievement Scholarships

Achievement Scholarships are awarded to interested students who are currently enrolled at the College, who have earned a minimum of 12-credit hours with a minimum grade-point average of 3.00. Specific application procedures and guidelines are available in the Financial Aid Office. The completed scholarship application must be submitted to the Financial Aid Office, with the required documentation, by the specified deadline date.

Leadership or SKILLS USA Scholarships

Leadership or Skills USA scholarships are awarded to students who are elected President and Vice President of the Student Government Association, or members of SKILLS USA, Phi Beta Lambda, CSI, and College Ambassadors. Students must either be a high school graduate, hold a GED certificate or pass the Ability-To-Benefit Test and maintain a 2.5 GPA.

Tech Prep Scholarships

Tech Prep scholarships are awarded to outstanding students who have completed two or more years in an articulated career technical program. Students must be career technical program completers, high school graduates and have passed the Alabama High School Graduation Exam. They also must have a "B" average in career technical courses and a minimum of a "C" average in academic courses. For additional information, contact the Financial Aid office.

Career Technical Scholarships

Career Technical scholarships are available to students through recommendation of a director of a career technical center. The director will have the authority to approve one scholarship on an annual basis during the months of April and May of each year. In order to be eligible for consideration, students must complete the College's Application for Admissions, Scholarship Application form and provide all required documents by the specified deadline. For additional information, contact the Financial Aid office.

Trenholm Foundation Scholarships

The TrenholmTech Foundation annually awards scholarships to help students achieve their goal of becoming highly-trained competitors in the workforce. Applicants must meet the following criteria:

- Must be a U S citizen or eligible noncitizen
- Must be a full-time student at TrenholmTech enrolled in a total of 12 credits or more per semester and have a minimum cumulative GPA of 2.5
- Must submit a 500 word typed essay outlining his/her career goals and why he/she should be considered for a scholarship and need for a scholarship.

The following types of scholarships are available through the TrenholmTech Foundation:

- First-Generation College Student
- Leadership
- Dr. Anthony L. Molina Memorial Academic Excellence Scholarship
- Mary and Marshall Anderson Health Services Technology Memorial Scholarship
- Mary and Marshall Anderson Academic Excellence in Health Services Technology Memorial Scholarship;

For additional information, please contact the Financial Aid office at 334-420-4316.

Senior Adult Waiver Program

Alabama residents 60 years of age or older may attend classes tuition free on a space-available basis. Seniors who wish to apply for the Senior Adult Waiver Program must follow standard admissions procedures and meet all course prerequisites as stated in the COLLEGE CATALOG. A course may only be taken once under this Program. This waiver covers tuition only in College-credit courses. A College-credit course is defined as a course measured in both credit hours and scheduled weekly contact hours that is part of an organized and specified program leading to a formal award of the College, i.e., associate degree, certificate or short-term certificate. The Senior Adult Waiver does not cover books, fees, supplies, or tools. Students who qualify will be eligible to register for courses beginning the first day of class of each term. For additional information, please contact the Financial Aid office.

Veterans Benefits

Veterans Educational Benefits are available to qualified veterans, veteran's dependents, National Guard members, and Reserve members. To receive VA educational benefits, all recipients must be enrolled in an approved course of study. Benefits differ according to the Chapter of VA educational benefits for which the student qualifies.

Students receiving VA educational benefits are responsible for registering only for courses that are on their respective degree plan.

Students receiving VA educational benefits must promptly notify the VA Certifying Official, located in the Financial Aid office on the Patterson campus, when withdrawing from a class or all classes. Failure to do so may result in an overpayment from the Department of Veterans Affairs. The student is liable for the overpayment.

To continue receiving VA educational benefits, Veterans must attend at least 85 percent of their scheduled classes. Instructors will report students who are excessively absent to the Admissions and Records office and benefits may be reduced accordingly. The Department of Veterans Affairs may require approximately 60 to 90 days to process educational benefits. As a result, Veterans should be prepared to pay tuition and fees at registration.

Before making an application for educational benefits, the veteran must complete the following procedures:

- Step 1: Complete an Application for Admissions to the College;
 Complete Transcript Request Form (s) and send to high school and colleges attended;
 Complete a Transcript Request form to request GED transcript and submit to the proper agency;
 Complete the Compass Placement Assessment (if required);
- Step 2: Report to the VA Certifying Official located in the Financial Aid office on the Patterson campus; Veterans benefits cannot be certified until meeting with the VA Certifying Official at the College;
 Chapter 30 (Montgomery GI Bill) submit certified copy of DD214 form;
 Chapter 35 (Veteran Dependents) submit Certificate of Eligibility form.
 Chapter 1606 (Reserve or Guard) submit Notice of Basic Eligibility Form (NOBE).

A Veteran may be certified only for one semester if the student has prior academic credit (s) that has not been received and evaluated. Recertification is contingent upon completion of admissions records and the receiving of transfer credit information. If the enrollment period is temporarily interrupted, the VA Certifying Official will certify upon re-enrollment when the veteran notifies the VA Certifying Official of reentry.

Benefits cannot be received for auditing courses. Benefits may not be paid for courses previously passed unless an improved grade is required in the degree objective. For courses in which an "I" (Incomplete) was previously received, or for courses which are not a part of the declared education program (unless approved as a substitute for a required course by the appropriate Dean).

All Veterans should contact the VA Certifying Official during registration in order to complete proper certification with the Department of Veterans Affairs. Veterans cannot be certified without meeting with the VA Certifying Official.

Specific details and applications are available in either the Financial Aid office, 3920 Troy Highway, Montgomery, Alabama 36116, the telephone number is (334) 420-4293 or the Department of Veterans Affairs at the Department of Veterans Affairs Regional Office, 345 Perry Hill Road, Montgomery, Alabama 36109. The Department of Veterans Affairs Regional Office telephone number is: 1-800-827-1000.

Alabama G. I. Dependent's Scholarship Program

The Alabama Department of Veterans Affairs offers financial assistance to eligible dependents of Veterans (child, stepchild, spouse or un-remarried widow(er) of disabled veterans, living or deceased) who were permanent civilian residents of Alabama prior to entry into military service. Special consideration is given to permanently and totally disabled veterans who are bona fide residents or were prior to their death. Other qualifying veterans' categories are former Prisoners of War (POW), declared Missing in Action (MIA) and those who died in service.

The Alabama G. I. Dependent's Scholarship Program does not pay for non-credit courses and transitional (remedial) courses. In addition, the G. I. Dependent's Scholarship Program does not cover facility fees, supplies and textbooks for non-credit and/or transitional courses. The student is responsible for paying these charges.

Veterans Service Officers of the Alabama Department of Veterans Affairs maintain an office in each county of the State. They can provide information and assist in filing the required forms. Their offices are located in the county courthouse or in the immediate vicinity. You may contact the Alabama Department of Veterans Affairs directly at the following address: Alabama G. I. Dependent's Scholarship Program, Department of Veterans Affairs, P. O. Box 1509, Montgomery, Alabama 36102-1509. The telephone number is (334) 242-5077.

Alabama National Guard Education Assistance Program (ANGEAP)

The Alabama National Guard Education Assistance Program is designed to provide financial assistance to Alabama National Guard members. For additional information and applications, contact your National Guard Unit.

Workforce Investment Act (WIA)

The Workforce Investment Act (WIA) is a federally-funded program which provides training/retraining to eligible individuals who are unemployed, underemployed, unskilled or recently dislocated from a job because of a layoff or plant closing. Additional information on the WIA Program may be obtained by contacting the Career Link Office at (334) 288-0326 or the State Employment Service in your home county.

Trade Adjustment Assistance (TAA) Program

The Trade Adjustment Assistance (TAA) Program provides assistance to workers in companies affected by imports from foreign countries, shifts in production to certain foreign countries and to certain secondary workers. The program provides affected workers with both rapid and early assistance and the opportunity to engage in long-term training while receiving income support. Approved workers apply for individual services and benefits through their local One-Stop Career Center to determine individual TAA eligibility for services and benefits. Those who are qualified and seek training are then referred to local training institutions. Additional information may be obtained by contacting the Alabama Employment Office at (334) 286-1746.

Alabama Department of Rehabilitation Services

Students who have learning, physical or mental disabilities which interfere with their ability to work or attend college may be eligible for assistance through the Alabama Department of Rehabilitation Services. Rehabilitation services may provide assistance with all or part of the costs associated with college attendance. For additional information, contact Rehabilitation Services at the following address: Alabama Department of Rehabilitation Services, 2127 East South Boulevard, Montgomery, Alabama 36116, The telephone is: (334) 288-0220.

Taxpayer Relief Act of 1997

Hope Scholarship Tax Credit

As of January 1, 1998, taxpayers may be eligible to claim a HOPE Scholarship Tax Credit against their federal income taxes. In January of each year, an Internal Revenue Service Form 1098-T will be provided electronically from the College to each student who paid out-of-pocket expenses for tuition and fees during the previous year. To qualify to receive a HOPE Scholarship Tax Credit, a student must:

- Be a qualified taxpayer who owes taxes or the eligible dependent of a taxpayer who owes taxes
- have paid out-of-pocket expenses for tuition and fees during the tax year
- have been enrolled at least half-time during the tax year
- have been enrolled in a program leading to a degree, diploma, certificate, or other recognized educational credential
- have not completed the first two years of postsecondary education and
- have not exceeded the maximum income allowed.

The HOPE Scholarship Tax Credit may be claimed for the qualified tuition and fees of each student in the taxpayer's family (i.e., the taxpayer, the taxpayer's spouse, or an eligible dependent) and applies only to tuition and fees--not to books, tools, supplies, or living expenses. The student's tuition and fees must be paid each term and the credit is claimed during the following year's income tax preparation.

Lifetime Learning Credit

As of July 1, 1998, taxpayers may be eligible to claim a Lifetime Learning Tax Credit against their federal income taxes. In January of each year, an Internal Revenue Service Form 1098-T will be provided electronically from the College to each student who paid out-of-pocket expenses for tuition and fees during the previous year.

To qualify to receive a Lifetime Learning Tax Credit, a student must:

- Be a qualified taxpayer who owes taxes or the eligible dependent of a taxpayer who owes taxes
- have paid out-of-pocket expenses for tuition and fees during the tax year
- have been enrolled at least half-time during the tax year
- have been enrolled in a program leading to a degree, diploma, certificate, or other recognized educational credential and
- have not exceeded the maximum income allowed.

The Lifetime Learning Tax Credit may be claimed for the qualified tuition and fees of each student in the taxpayer's family (i.e., the taxpayer, the taxpayer's spouse, or an eligible dependent) and applies only to tuition and fees--not to books, tools, supplies, or living expenses. The student's tuition and fees must be paid each term and the credit is claimed during the following year's income tax preparation.

A student may only claim either the Hope Scholarship Tax Credit or the Lifetime Learning Tax Credit in any tax year, but not both.

Federal Student Aid Standards of Academic Progress

Trenholm State students who receive assistance from the Federal Pell Grant, Federal Work-Study, Federal Supplemental Educational Opportunity Grant, Academic Competitiveness Grant or Alabama Student Assistance Programs are required to make satisfactory academic progress toward the goal of completing their declared degree or certificate program. Satisfactory academic progress will be checked annually, at the end of the Spring Semester. In addition, satisfactory academic progress is also checked when students complete a probationary period and/or when awards are revised. The progress of students who receive these benefits will be measured against the following standards and all financial aid recipients will be subject to the following policies:

Qualitative Measure: Grade-Point Average (GPA) Requirements

All students receiving Title IV aid will be expected to meet or exceed the following cumulative GPAs based on the total number of hours attempted in his/her degree or certificate program:

Required Cumulative GPA Levels			
Hours Attempted	GPA Required	Status if Successful	Status if Not Successful
12-21 Credit Hours	1.5	Clear	Probation
22-32 Credit Hours	1.75	Clear	Probation
33 or More Hours	2.0	Clear	Probation

Note: All applicable academic designations except Clear will appear on the student's transcript

Academic Probation	
Required GPA Not Achieved, but Current Term GPA 2.0 or over	Required GPA Not Achieved, and Current Term GPA under 2.0
Academic Probation Continues	Suspension for One Term (May be Appealed)

Suspension for One Term		
Student Action	Student Status	Status Upon Readmission
No Appeal Filed	Serves Suspension	Academic Probation
Appeal Successful	Readmitted	Academic Probation
Appeal Denied	Serves Suspension	Academic Probation

READMISSION AFTER ONE TERM SUSPENDED (Whether Suspension Served or Readmitted Upon Appeal)	
Readmission to the College does not mean that a student is automatically eligible to receive Federal Assistance again. *	
Required GPA for Hours Attempted Not Achieved, but Current Term GPA 2.0	Required GPA for Hours Attempted Not Achieved, and Current Term GPA Under 2.0
Student Remains on Academic Probation	Student Suspended for One Year. (This suspension may be appealed, and, if successful, the student will be readmitted to the College on Academic Probation. If appeal is unsuccessful, student serves suspension and then may be readmitted on academic probation.

Students who receive financial aid and are on ACADEMIC PROBATION may be awarded Federal assistance for a limited time while re-establishing satisfactory academic progress. Students who do not earn an overall 2.0 GPA, by the end of their probationary period, will be placed on financial aid suspension. Students may appeal this decision to the Financial Aid Appeals Committee. Readmission to the College does not mean automatic eligibility for Federal assistance.

Quantitative Measure: Time Frame for Completion

Each student receiving financial aid will be expected to complete his/her course of study within a period of time not to exceed 1.5 times the normal length of his/her program. For example students in a two-year Associate degree program will be permitted to attend Trenholm State with assistance for a maximum of nine (9) semesters as a full-time student. Half-time students are allowed eighteen (18) semesters to complete their program. To be considered as making satisfactory progress under this standard, each student must successfully complete the number of credit hours indicated by the end of each increment period indicated below.

Each student receiving Title IV Federal Financial Aid must also earn each academic year 2/3 of the minimum number of hours required to complete a program in the normal length of time allowed. Refer to the chart below to determine the required minimum hours completed for hours attempted.

Credit Hours Attempted	Minimum Credit Hours Earned
24	16
32	21
43	28
96	64

Transfer/Returning Students: All transfer and returning students must meet the minimum grade-point standards indicated above in order to be eligible for financial aid. Students who do not meet these standards will be ineligible for Title IV Federal Financial Aid.

Withdrawals, Attendance and Audits: Students who withdraw from classes after receiving financial aid face the possibility of financial aid probation/suspension due to failure to pass a sufficient number of hours under the time frame requirements as stated above. At the beginning of each term, Trenholm State faculty must identify the names of those students who fail to attend their classes, and those students' names are deleted from any pending financial aid payrolls until attendance can be verified by the instructor.

In addition, financial aid recipients who completely withdraw are subject to the Federal Return of Title IV Funds Policy, or "R2T4". This federal policy may require Title IV financial aid recipients who completely withdraw from classes before completing 60% of any given term to repay a portion of any grants received to the Title IV financial aid programs. Students will not receive financial aid for any classes they audit, or for any classes they never attend.

Grades: A grade of "W" is assigned to a student who officially withdraws* or is unofficially withdrawn** from the College or from a course prior to 70 percent of the term being completed. This specified date will be listed in the semester academic calendar during each term. It is the responsibility of the student to read the academic calendar in order to know the exact withdrawal dates. A student who is officially withdrawn or is unofficially withdrawn from the College or from a course after 70 percent of the semester has been completed will receive grades that have been earned at that point.

* Officially Withdraws - means that student receives, completes, gets the appropriate signatures, and returns all appropriate withdrawal forms to the Admissions Office.

** Unofficially Withdrawn - means that the student has violated the attendance policy (missed 15% or more of the class) and the instructor has submitted to the Admissions Office a Notification of Unofficial Withdrawal form.

A grade of "W" earns zero quality points and, for financial aid purposes, is counted in hours attempted by the student. With the permission of the appropriate academic officer (Dean), a grade of incomplete ("I") may be assigned when a student's work in a course is incomplete because of circumstances beyond the student's control, but is otherwise of passing quality. An incomplete grade ("I") does not count toward course work completed and is not counted as courses attempted; therefore it does not negatively impact on the incremental measurement of progress. A grade of "I" is NOT counted in hours attempted. However, the grade that replaces the "I" is counted in hours attempted and hours earned once it is removed. An "I" grade is intended to be only an interim course grade. Unless the deficiency is made up within the following term, the "I" automatically becomes an "F" when grades are processed at the end of the next term.

Repeated Courses and Remedial Courses: If a student repeats a course which was previously successfully completed, the credit hours obtained the second time the course is attempted will not count towards the minimum number of academic hours required for program completion. A Title IV federal financial aid recipient who is enrolled in a developmental (remedial) course of study may not enroll in the same course more than three times and continue to receive financial assistance. A Title IV federal financial aid recipient may not be paid for more than 30 semester credit hours of developmental work. Developmental courses are counted in the hours attempted.

Change of Curriculum or Program of Study (Majors): All periods of students' enrollment count when judging Satisfactory Academic Progress (SAP), even periods in which the student did not receive Federal Student Aid (FSA). After declaring the initial major, students who are Title IV recipients are allowed only two changes of majors before a Program of Study is completed. Additionally, eligible Title IV recipients may complete two additional programs at the College and continue to receive financial aid.

Appeals Process & Extenuating Circumstances: Any student placed on Financial Aid probation or suspension may appeal his/her status. All appeals must be submitted to the Director of Student Financial Aid in writing within two weeks following the date the student receives notification of his/her status. This written appeal should explain reasons for the non-compliance with the minimum standards and plans for bringing their grades into compliance with the policy.

Probation and Termination of Aid

If a student fails to maintain satisfactory academic progress as defined above, the student may be awarded Federal assistance for a limited time to re-establish satisfactory progress. Students who do not successfully complete a minimum course load of 12 credit hours, during the next two enrollments, and earn a 2.0 GPA by the end of this period will be placed on academic suspension and will become ineligible for any additional Federal Financial Aid.

Whether the student serves the suspension or is admitted upon academic appeal, financial aid will be suspended until:

1. Either the student makes the required minimum cumulative Grade-Point Average for the number of credit hours attempted at the College or;
2. The student's semester Grade-Point Average is 2.0 (4.0 scale) or more based on at least 12 credit hours (full-time status) or above attempted at the College during this period or;
3. The student presents to the Financial Aid Office evidence of circumstances which are deemed by the Financial Aid Appeals Committee to be sufficient to justify an exception to this Policy to warrant continuation of Federal assistance.

A student who wishes to be considered for financial aid after suspension must bring the academic record into compliance with the qualitative and quantitative measures while attending school at one's own expense. When the student is in compliance with the satisfactory academic progress policy, the student's financial aid status will be changed.

All transfer and readmit students must meet the minimum Grade-Point Average standards required for currently enrolled students as indicated above in order to be eligible for financial aid.

Students' Rights and Responsibilities

- Students have the right to obtain information about financial assistance programs available at the College.
- Students have the right to discuss financial aid decisions with personnel in the Office of Student Financial Aid.
- Students have the right to appeal financial aid decisions.
- Students receiving financial aid are responsible for registering only for courses that are in their degree plan.
- Students are responsible for following application and/or reapplication procedures.
- Students are responsible for informing the Office of Student Financial Assistance of any change in their enrollment status.
- Students are responsible for understanding the Federal Financial Aid Satisfactory Academic Progress requirements.

For more information, contact the Financial Aid Office at (334) 420-4321.

Federal and State Refund Policies

Federal Refund Policy

Financial Aid recipients who are awarded Federal Financial Aid funds and completely withdraw, dropout or otherwise fail to complete the semester will be subject to the Return of Title IV Funds Refund Policy.

The term “Title IV Funds” refers to the Federal Financial Aid Programs authorized under the Higher Education Act of 1965 as amended (Title IV, HEA Program) which includes Federal Pell Grant and Federal SEOG. The percentage of Title IV aid earned is found by dividing the number of calendar days completed by the student, at the time of withdrawal, by the number of calendar days in the term. If more than 60% of the term is completed, the student is considered to have earned 100% of the Title IV aid disbursed. The amount of Title IV aid earned is found by multiplying the amount of aid disbursed for the term by the percentage of Title IV aid earned. If the amount earned is less than the amount of aid disbursed, the difference must be returned to the appropriate Title IV Program. If the student earned more than what was disbursed, a late disbursement may be due to the student. If the amount earned equals the amount disbursed, no further action is required.

The responsibility to return amounts unearned to the Financial Aid Programs may be shared by both the College and the student. The College is required to return, to the Department of Education, the lesser of the total amount of unearned Title IV funds or an amount equal to the student’s institutional charges multiplied by the percentage of Title IV aid unearned, no later than 45 days after it is determined that the student withdrew. If the College returns less than the amount of unearned aid, the student must return the difference. If the student is required to return unearned aid, this is considered an overpayment and the amount is reduced by 50%.

Within 45 days of determining the student’s date of withdrawal, the College will send notification to the student of any overpayment. After receiving the written notification, the student is permitted 45 days to make satisfactory payment arrangements with the United States Department of Education. While the overpayment is due, the student will remain eligible for financial aid for 45 days.

State Refund Policy

The State Refund Policy applies if a student attends the College and receives Federal or State financial aid and the withdrawal date is before or during the first three weeks of the term. The refund is calculated as follows:

Partial Withdrawal: Students who do not completely withdraw from the College, but drop a class during the regular drop/add period will be refunded the difference in the tuition paid and the tuition rate applicable to the reduced number of hours, including fees appropriate to the class (es) dropped. There is no refund due to a student who partially withdraws after the official drop/add period.

Total Withdrawal: Students who officially or are unofficially withdrawn from all classes for which they are registered before the first day of classes for the term will be refunded the total amount of tuition and other refundable fees. Students who officially or are unofficially withdrawn completely on or after the first day of classes, but prior to the end of the third week of classes will be refunded according to the withdrawal date as follows:

Total Withdrawal before the official first day of classes	100% refund
Total Withdrawal during first week	75% refund
Total Withdrawal during second week	50% refund
Total Withdrawal during third week	25% refund
Total Withdrawal after the end of the third week	NO REFUND

An administrative fee not to exceed 5% of tuition and other refundable institutional charges or \$100 whichever is smaller shall be assessed for each withdrawal within the period beginning the first day of class and ending at the end of the third week of class. The first official day of classes is indicated on the College calendar as the day that classes begin. The first day of class is the first day classes are offered within any term configuration, including mini-terms. The calendar also indicates the last day to drop/add. For calculating refunds, a week is defined as the first day of class running seven calendar days including Saturday and Sunday.

Revision and Cancellation of Financial Aid

The College reserves the right to review, revise or cancel a financial aid award at any time due to changes in financial or academic status, or the student’s failure to comply with applicable Federal and/or State laws and/or regulations or College policies. In addition, a financial aid award is subject to revision should the annual allocation of funds from the Federal government be reduced below the anticipated funding level for a program(s) or should budget limitations be placed upon funds which are intended for student financial aid purposes. In addition, students cannot receive need-based assistance in excess of their determined financial need.

