

# Financial Assistance

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### Purpose

The purpose of student financial aid at H. Council Trenholm State Community College is to assist students who have financial need to help meet the cost of their education. The College believes that no individual should be denied an education because of inadequate financial aid resources. Consequently, financial aid is available at the College for those students who apply and qualify.

### Application Procedures

In order to determine eligibility for Federal Student Aid (FSA) Programs, the student must file the Free Application for Federal Student Aid (FAFSA). The fastest and easiest way to apply is online at [www.fafsa.gov](http://www.fafsa.gov). The Federal Processing Center will determine the student's initial eligibility based on a standard formula established by Congress. However, final eligibility for financial aid is determined at the College by the financial aid staff. The student is also required to complete both the College's Admission Application and the admissions process before any Federal funds can be awarded.

Approximately three to five business days after completing the FAFSA online, the College and the student will receive from the Federal Processing Center either an electronic response in the form of an Institutional Student Information Report (ISIR) or a paper response in the form of a Student Aid Report (SAR). Upon receiving a SAR, the student is not required to submit the SAR to the Financial Aid Office for evaluation provided the College's Federal School Code 005734 is listed on the Student Aid Report. However, the student is responsible for following up with the Financial Aid office.

If the ISIR/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 may assist the student with correction (s), if required.

All transfer students applying for Federal Student Aid (FSA) 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 Student Aid (FSA) credit balance checks are disbursed fourteen (14) days after the first day of classes to those students who have this type of balance. Federal Student Aid (FSA) disbursements are mailed to the recipients' home addresses on file in the Office of Admissions and Records.

Effective fall 2015, Trenholm State Community College began paying Federal Pell Grant awards in two (2) disbursements beginning with the fall semester, which constitutes the first semester of the award year, to financial aid recipients enrolled in credit-hour programs, as measured in credit-hours attempted. Financial aid recipients enrolled in clock-hour programs, as measured in cumulative clock-hours required to complete and expressed in calendar time, will also receive one half of their scheduled Pell Grant award during their first semester enrolled. Future disbursements will be made based on the number of clock hours completed by financial aid recipients enrolled in clock-hour programs at the College.

Recipients must reapply for Federal Student Aid (FSA) on or after October 1 of each year for the next fall semester.

### Student Eligibility

To receive Federal financial aid, a student must:

- Have either a high school diploma or GED certificate or completed a high school education in a homeschooled 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 (SAP) once enrolled at the College;
- 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 Student Aid (FSA) a student is eligible to receive is based on the Expected Family Contribution (EFC) assigned by the Federal Processing Center, the cost of attendance at the College, the enrollment status of the student and other information provided by the student.

The Priority Dates, at the College, for filing the Free Application for Federal Student Aid (FAFSA) each year are as follows: January 1, for the upcoming fall semester, November 2 for the upcoming spring semester and March 1 for the upcoming summer term.

### Types of Assistance

The College participates in the following Federal Student Aid (FSA) Programs as authorized by Title IV of the Higher Education Act of 1965, as amended (Title IV, HEA Program):

- The Federal Pell Grant;
- The Federal Supplemental Educational Opportunity Grant (FSEOG);
- The Federal Work-Study Program (FWSP);

The College also participates in the State of Alabama Leveraging Education Assistance Partnership Program (LEAP) which is referred to as the Alabama Student Assistance Program (ASAP). Additional information about this Program can be obtained by contacting the Financial Aid Office at (334) 420-4292.

### Federal Pell Grant Program

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 in a field such as medicine, law, or dentistry after earning a bachelor's degree. In some cases, a Federal Pell Grant may be awarded for attending a post-baccalaureate teacher certificate program; however, this program is not offered at the College.

Federal Pell Grant amounts can change yearly. The maximum award for the 2017-2018 award year will be \$5,920 for the scheduled Pell award for full-time students with an EFC of "0". The maximum Pell award is also given for any Federal Pell Grant eligible children of military personnel killed in Iraq or Afghanistan after September 11, 2001. In order to receive these funds, a student must have been under 24 years of age or enrolled at least part time in college at the time of the parent's or guardian's death. Also effective July 1, 2010, students who are not eligible for a Federal Pell Grant but their parent or guardian met the same post-September 11, 2001 conditions stated above will be eligible to receive an Iraq or Afghanistan Service Grant equal to the amount of a maximum Federal Pell Grant for the award year, except that the amount will not exceed the cost of attendance for that award year.

To receive a Federal Pell Grant, a valid Institutional Student Information Record (ISIR) or Student Aid Report (SAR) must be processed by the Federal Processing Center 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 where verification has been initiated prior to the deadline. Federal Pell Grant can be received only up to a maximum of 12 semesters as a full-time student, or the equivalent of 600%. Additional information about the Federal Pell Grant may be obtained from the Financial Aid Office at (334) 420-4317.

### **Federal Supplemental Educational Opportunity Grant (FSEOG) Program**

Federal Supplemental Educational Opportunity Grant (FSEOG) is a federally-funded program that is provided by the U.S. Department of Education for the purpose of assisting undergraduate students with exceptional financial need meet the cost of a postsecondary education. The FSEOG funds are awarded to the College and are administered by the financial aid office at Trenholm State Community College.

At Trenholm State, FSEOG funds are awarded to eligible students with demonstrated exceptional financial need. FSEOG recipients must be undergraduates enrolled in an eligible program leading to a degree or certificate at the College. Students with the lowest Expected Family Contributions (EFC) who will also receive the Federal Pell Grant are eligible to be selected for FSEOG awards.

Unfortunately, the FSEOG awarded to the College continued to decrease each award year. Beginning with the 2017 Spring Semester, the Financial Aid Office developed a "Request for Additional Federal Grants" form to assist in identifying students who are eligible to receive the FSEOG. Students can complete the "Request for Additional Federal Grants" form located on the College website at: [http://www.trenholmstate.edu/uploads/files/Additional\\_Funding\\_Request\\_Form\\_IA\\_12-20-2016.pdf](http://www.trenholmstate.edu/uploads/files/Additional_Funding_Request_Form_IA_12-20-2016.pdf) and submit to the Financial Aid Office in order to determine the students eligibility for FSEOG.

Students may use the "Request for Additional Federal Grants" form to apply for the Alabama Student Assistance Grant (ASAP). Students may receive FSEOG and the ASAP grant in the same semester/term.

Applicants must complete the Free Application for Federal Student Aid (FAFSA) to apply for assistance

through the FSEOG Program based on the availability of this fund at the College. If funds are available, students may receive FSEOG and LEAP/ASAP funds in the same semester/term.

Additional information about FSEOG may be obtained from the Financial Aid Office at (334) 420-4292.

### **Federal Work-Study Program (FWSP)**

The Federal Work-Study Program (FWSP) provides part-time employment primarily on campus. This Program allows students the opportunity to work and earn a portion of the money they need to finance their education. The Federal Work-Study Program is available to eligible students enrolled full-time or part-time. In addition, the Program provides meaningful job experience while students matriculate at the College. Students must complete the Free Application for Federal Student Aid (FAFSA) in order to apply. Priority is given to those applicants who apply by the published priority dates and based on the availability of these funds at the College. Additional information about this program may be obtained from the Financial Aid Office at (334) 420-4322.

### **Leveraging Education Assistance Partnerships Program (LEAP), also known as the Alabama Student Assistance Program (ASAP)**

The Leveraging Education Assistance Partnership Program (LEAP) provides a limited amount of State funds to eligible Alabama residents who demonstrate need and who are enrolled at least half time. This Program is also known as the Alabama Student Assistance Program (ASAP).

Students may use the "Request for Additional Federal Grants" form to apply for LEAP/ASAP funds. The form is located on the College website at: [http://www.trenholmstate.edu/uploads/files/Additional\\_Funding\\_Request\\_Form\\_IA\\_12-20-2016.pdf](http://www.trenholmstate.edu/uploads/files/Additional_Funding_Request_Form_IA_12-20-2016.pdf). Please submit to the Financial Aid Office in order to determine the students eligibility.

Applicants must complete the Free Application for Federal Student Aid (FAFSA) to apply for assistance through the LEAP/ASAP Program based on the availability of this fund at the College. If funds are available, students may receive FSEOG and LEAP/ASAP funds in the same semester/term.

Additional information about LEAP/ASAP may be obtained from the Financial Aid Office at (334) 420-4321.

### **Student Loan Program**

H. Councill Trenholm State Community College does not participate in the Federal Direct Subsidized, Unsubsidized and Direct Plus Loan Programs.

The College withdrew from the Federal Family Education Loan Program (formerly, Guaranteed Student Loan Program) in August 1989. However, student borrowers who transfer to Trenholm may qualify for in-school deferments if enrolled at least as a half-time student. An in-school deferment is a temporary suspension of student loans payments.

Trenholm State Community College has authorized the National Student Clearinghouse to act as the agent for all

verifications of student enrollment. In order to receive an in-school deferment, requesters should use [www.studentclearinghouse.org](http://www.studentclearinghouse.org). The telephone number for the National Student Clearinghouse is (703) 742-4200, Monday – Friday, from 9 a.m. to 7 p.m. (Eastern Standard Time). The FAX number is (703) 742-4239. The email address is [enrollmentverify@studentclearinghouse.org](mailto:enrollmentverify@studentclearinghouse.org). The mailing address is: National Student Clearinghouse, 2300 Dulles Station Blvd., Suite 300, Herndon, VA 20171.

Transfer students who participated in the Student Loan Program at another college are encouraged to continue to communicate with their lenders. Student loan lenders cannot help the student borrowers without knowing the nature of their problems and keeping in contact with previous lenders may prevent student borrowers from defaulting on their student loans. Additional information on deferments can be obtained from the Financial Aid Office at (334) 420-4321.

### 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 only. Additional information about scholarships can be obtained from the Financial Aid Office at (334) 420-4317. The following types of scholarships are offered at the College:

#### Institutional Scholarships

A limited number of Institutional Scholarships are awarded to high school graduates, GED recipients and first-time Trenholm students with a Cumulative Grade-Point Average (CGPA) of 2.5 or above. 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 dates. All Institutional Scholarship recipients must maintain a 2.5 Cumulative Grade-Point Average (CGPA). For additional information, contact the Financial Aid Office at (334) 420-4317.

#### Achievement Scholarships

Achievement scholarships are awarded to interested students currently enrolled at the College who have earned a minimum of 12-credit hours with a Cumulative Grade-Point Average (CGPA) of 3.50 or better. 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 dates. Achievement Scholarship recipients are required to maintain a 3.50 Cumulative Grade-Point Average (CGPA) throughout their enrollment at the College. For additional information, contact the Financial Aid Office at (334) 420-4317.

### Career Technical Scholarships

Career Technical scholarships are available to students through recommendation of a career technical center director. 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 have a Cumulative Grade-Point Average (CGPA) of 2.5 or better, complete the College's Application for Admissions, Scholarship Application form and the Free Application for Federal Student Aid (FAFSA). These documents and any other required documents are due by the specified deadlines. For additional information, contact the Financial Aid Office at (334) 420-4317.

### Trenholm State Foundation Scholarships

The Trenholm State Foundation annually awards scholarships to help students achieve their goals 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 (12 credit hours or more per semester) at Trenholm State Community College
- Must have a minimum Cumulative Grade Point Average (CGPA) of 2.5 or better
- Must submit a 500-word essay (typed) to include his/her career goals, why he/she should be considered for a scholarship and the need for a scholarship

The following types of scholarships are available through the Foundation:

- Dr. H. Council Trenholm Scholarship (Financial Need)
- Jerry Joyce First-Generation College Student Memorial Scholarship
- Samuel Munnerlyn Student Leadership Scholarship
- 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
- Beverly D. Ross Special Needs/Hardship Scholarship

Individuals may contact the Financial Aid office at (334) 420-4317 or the Foundation's office at (334) 420-4281 for additional information. You may visit us online at <http://www.trenholmstate.edu/alumni/foundation/>.

### 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. 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 at the College, i.e., associate degree, certificate or short-term certificate. The Senior Adult Waiver does not cover books, fees, supplies, tools or repeated courses. Seniors who qualify can register for courses on the official day that classes begin each semester/term. For additional information, please contact the Financial Aid office at (334) 420-4292.

## Veterans Benefits

Veterans Educational Benefits are available to qualified Veterans, Dependents of Veterans, 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 included on their respective degree plan.

Students receiving VA Educational Benefits must promptly notify the VA Certifying Official, located in the Financial Aid office on either the Patterson campus or the Trenholm 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 their scheduled classes. Instructors will report students who are excessively absent to the Office of Admissions and Records and VA 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.

For additional information, please contact the Financial Aid office at (334) 420-4292, (334) 420-4322 or (334) 420-4321.

## FEDERAL BENEFITS

### Federal Tuition Assistance

Tuition Assistance (TA) is a Department of Defense (DOD) program. VA does not administer TA. TA rules vary by branch of service and can even vary between units depending on whether the unit is active, reserve, or National Guard. For additional assistance, TA recipients should contact their Education Services Officer.

### Chapter 31 Vocational Rehabilitation

A veteran may be eligible for Vocational Rehabilitation (Chapter 31) benefits if he or she:

- Received, or will receive, a discharge other than dishonorable conditions;
- Incurred or aggravated a service-connected disability which entitles him or her to VA disability compensation; and
- Is in need of vocational rehabilitation because his or her disability creates an employment handicap.

### Chapter 30 Montgomery GI Bill Active Duty

The Montgomery GI Bill (Active Duty), also known as Chapter 30, is a program of education benefits generally for individuals who entered active duty for the first time after June 30, 1985, and have contributed to the College Fund.

### Chapter 33 Post 9/11

The Post 9/11 GI Bill is a program for individuals who served on active duty on or after September 11, 2001. The benefits are payable for training pursued on or after August 1, 2009. No payments can be made under this program for training pursued before that date.

### Chapter 1606 Montgomery GI Bill Reserves

This Program provides benefits for members of the Selected Reserve and National Guard who enlisted, re-enlisted, or extended their enlistment for a period of six years after July 1, 1985.

### Chapter 1607 Reserve Educational Assistance Program (REAP)

The Chapter 1607 program provides educational assistance to members of the reserve components called or ordered to active duty in response to a war or national emergency which was declared by the President or Congress.

### Chapter 35 Survivors And Dependents (DEA)

Sons, daughters and spouses of veterans may be eligible for educational assistance if the veteran died while in service, died as a result of a service-connected disability, became permanently and totally disabled as a result of a service-connected disability, or died while disability was in existence. Benefits are paid at the single rate.

### Military Spouse Career Advancement Accounts (MyCAA)

MyCAA is a Department of Defense program that provides up to \$4,000 of financial assistance for military spouses who are pursuing degree programs, licenses, or credentials leading to employment in portable career fields.

### Operation Family Shield

Operation Family Shield Scholarship Program was established in 2003 for spouses and dependents of the Alabama National Guard or reservists called to active duty. The Scholarship has been expanded in support of Operation Noble Eagle, Operation Iraqi Freedom, and the Global War on Terrorism.

### How To Apply

Apply for Federal Veterans Education Benefits online at [www.vets.gov](http://www.vets.gov).

- Veterans must complete form 22-1990
- Dependents complete form 22-5490

When transferring to a new school or changing your program of study:

- Veterans complete form 22-1995
- Dependents complete form 22-5495

Before making an application for educational benefits at Trenholm State Community College, the Veteran must also complete the following:

Step 1: An Application for Admissions to the College

A Transcript Request Form (s) and submit to high school and colleges attended

A Transcript Request Form to request GED transcript

Sit for the ACCUPLACER Assessment, if applicable

Step 2: Report to the VA Certifying Official located in the Financial Aid Office on either the Patterson camps or the Trenholm campus and submit the following documents:

Chapter 30 (Montgomery GI Bill) submit certified copy of DD214 form

Chapter 35 (Veteran Dependents) submit Certificate of Eligibility form

Chapter 1606/1607 (Reserve or Guard) submit Notice of Basic Eligibility Form (NOBE)

Chapter 33–Post 9/11 Veterans submit Certificate of Eligibility

Chapter 31- Disabled Veterans submit Authorization and Certification Certificate

NOTE: Veterans benefits cannot be certified until the Veteran meets with a VA Certifying Official at the College.

Veterans' benefits cannot be received for courses previously passed, unless an improved grade is required, or for auditing courses. The Veteran will not be paid for courses in which an "I" (Incomplete) was previously received or for courses which are not a part of the declared major unless approved as a substitute for a required course by the appropriate Dean. All Veterans should contact the VA Certifying Official prior to registration in order to complete the proper forms for VA certification. If the enrollment period is temporarily interrupted, the VA Certifying Official will recertify when notification of re-enrollment is received from the Veteran.

Specific details and applications are available in the Financial Aid Office, on either campus (334) 420-4292. Additionally, the Department of Veterans Affairs located at 345 Perry Hill Road, Montgomery, Alabama may be contacted. For more information about benefits, visit <http://gibill.va.gov>, or contact the Veterans Affairs at 1-888-442-4551. The telephone number for Monthly Verification (IVR) is 1-877-823-2378. The telephone number regarding non-education benefits is 1-800-827-1000.

### VA Complaint Policy

Any complaint against the school should be routed through the VA GI Bill Feedback System by following the link: <http://www.benefits.va.gov/GIBILL/Feedback.asp>. The VA will then follow up through the appropriate channels to investigate the complaint and resolve it satisfactorily.

### STATE BENEFITS

#### Alabama G.I. Dependents Scholarship Program

The Alabama Department of Veterans Affairs offers

financial assistance to eligible dependents of disabled Veterans (child, stepchild, spouse or un-remarried widow or widower) who are living or deceased. Qualifying Veterans must have been permanent civilian residents of Alabama prior to entry into military service. 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. Dependents Scholarship Program does not pay for non-credit courses, transitional (remedial) courses and facility and special building fees. In addition, the G. I. Dependents' Scholarship Program does not cover supplies or textbooks for non-credit and/or transitional (remedial) 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 usually in the county courthouse. The Alabama Department of Veterans Affairs may be contacted directly at the following address: Alabama G. I. Dependents' Scholarship Program, Department of Veterans Affairs, Post Office 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 (ANGEAP) is designed to provide financial assistance to Alabama National Guard members. For additional information and applications, the National Guard member should contact his/her National Guard Unit.

#### Purple Heart Waiver

The Purple Heart Waiver is a waiver of undergraduate tuition and fees for Purple Heart recipients.

A public institution of higher education may waive undergraduate tuition and fees for each veteran who is the recipient of the Purple Heart and who satisfies all of the following: Enroll as a full-time, part-time, or summer school student in an undergraduate program that culminates in a degree or certificate.

- Is currently, and was at the time of the military action that resulted in the awarding of the Purple Heart, a resident of this state.
- Submits to the public institution of higher education the DD-214 form issued at the time of separation from service as documentation that he or she has received the Purple Heart.

#### Financial Aid Shopping Sheet

Trenholm State Community College has agreed to comply with the principles of Executive Order 13607, Establishing Principles of Excellence for Educational Institutions Serving Service Members, Veterans, Spouses, and Other Family Members (E.O. 13607), of their commitment to use the Financial Aid Shopping Sheet (Shopping Sheet) to provide each of their prospective veteran and service member students with a personalized form that contains standardized information describing the cost of the educational program and the amount of that

cost that may be covered by available Federal educational benefits and financial aid. Please log onto <http://www.trenholmstate.edu/current-students/my-trenholm/> to view a personalized Shopping Sheet.

### Entitlement to Benefits

Trenholm State Community College certifies veterans and dependents enrollment status, programs and academic progress. All questions concerning payment are to be referred to the Department of Veterans Affairs at 1(800) 442-4551 or by sending an electronic inquiry by going to: [https://gibill.custhelp.com/app/utils/login\\_form/redirect/ask](https://gibill.custhelp.com/app/utils/login_form/redirect/ask).

### Workforce Investment Opportunity Act (WIOA)

The Workforce Investment Opportunity Act (WIOA) 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 WIOA Program may be obtained by contacting the Montgomery CareerLink Office at (334) 286-1746 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 Centers 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, 602 South Lawrence Street, Montgomery, Alabama 36116, or by contacting the Alabama Rehabilitation Services at (334) 293-7019.

### Taxpayer Relief Act of 1997

The Taxpayer Relief Act of 1997 provides tax relief for qualified taxpayers or for the qualified parent or guardian taxpayer of a qualified student dependent. Certain eligible expenses that are incurred for studying at Trenholm State Community College may result in a credit against tax liability.

There are three tax credits available to help you offset the costs of higher education by reducing the amount of your income tax: The Hope Credit, American Opportunity

Credit, and the Lifetime Learning Credit, also referred to as education credits. The Hope and Lifetime Learning Credits may not be claimed at the same time for the same student. For additional information, see Internal Revenue Service (IRS) Publication 970, Tax Benefits for Education at [www.irs.gov](http://www.irs.gov).

For those who have made tuition payments to the College, a Tuition Statement (IRS Form 1098-T) will be mailed to them by January 31 of the following year. The Tuition Statement reports the amounts paid to the College, during the previous year, for tuition and related fees and provides the name and the telephone number of the Trenholm State contact person.

### Financial Aid Satisfactory Academic Progress (SAP) Policy

Students who receive assistance from the Federal Pell Grant Program, Federal Work-Study Program (FWSP), Federal Supplemental Educational Opportunity Grant (FSEOG) Program, Alabama Student Assistance Programs (ASAP) and Veterans Educational Benefits are required to make Satisfactory Academic Progress toward the goal of completing their declared degree or certificate program.

Effective with the 2011 fall semester, Satisfactory Academic Progress (SAP) will be checked at the end of each payment period. In addition, Satisfactory Academic Progress (SAP) is also checked when students complete a warning period and/or when awards are revised. The progress of students who received federal and state financial aid funds will be measured against the following Satisfactory Academic Progress Standards and will be subject to the following policies:

### Required Credit Hours, Grade Point Averages (GPAs) and Required Pace of Completion

A student enrolled in an Associate Degree or Certificate Program requiring more than 26 credit hours must meet the following standards:

- After attempting 1-21 credit hours, must earn a 1.50 GPA and complete 58% of the enrolled hours
- After attempting 22-32 credit hours, must earn a 1.75 GPA and complete 62% of the enrolled hours
- After attempting 33 or more credit hours, must earn a 2.00 GPA and complete 67% of the enrolled hours

Students enrolled in Certificate Programs 26 credit hours or less must meet the following standards:

- After attempting 1-17 credit hours, must earn a 1.50 and complete 58% of the enrolled hours
- After attempting 18 or more credit hours, must earn a 2.00 and complete 67% of the enrolled hours.

All hours attempted, including those in which the student withdrew, will be included in this calculation, even if financial aid was not received.

### Transfer/Re-Admit Students

All transfer and re-admit students to the College, 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 to receive Title IV funds at the College.

In addition, students who transfer to Trenholm are required to submit an official copy of their academic transcript(s) from all previously attended postsecondary institution(s). Initially, the transcript from the last college attended will be considered to evaluate Satisfactory Academic Progress of transfer students who apply for Federal Student Aid. After the Director of Admissions and Records completes the evaluation of these transcripts, transfer credits that apply to the student's major at the College will be included in the hours attempted and hours earned for future Satisfactory Academic Progress evaluations. However, transfer students' GPAs are not included in the Satisfactory Academic Progress evaluations.

### **Financial Aid Probation and/or Warning**

According to the Satisfactory Academic Progress Policy, if this is the first time that the student is not making satisfactory academic progress, he/she may be granted a one-time Financial Aid Warning period and awarded financial assistance during this period. At the end of the Financial Aid Warning period, the student must meet the Satisfactory Academic Progress requirements in order for the Financial Aid Warning status to be lifted and to continue receiving financial aid. During the warning period, please note that your academic transcript will indicate "Probation" but if this is the first time that this indication is noted on your transcript then know that this is actually a financial aid warning period.

### **Financial Aid Suspension (Termination of Aid)**

Students who do not successfully establish Satisfactory Academic Progress during the Financial Aid Warning Period will be placed on Financial Aid Suspension and become ineligible for any additional financial aid at that point. If a student is re-admitted to the College upon academic appeal, financial aid will remain suspended until one of the following criteria is met:

1. The student either meets the Financial Aid SAP requirements or
2. The student presents to the Financial Aid Appeals Committee evidence of extenuating circumstance(s) deemed, by this Committee, to be sufficient to justify an exception to the SAP Policy. As a result, the student will be placed on Financial Aid Probation and financial aid will be reinstated for this period.

Otherwise, the student must bring his/her academic record into compliance with the Financial Aid Satisfactory Academic Progress requirements before financial aid can be reinstated.

### **Appeal Process & Extenuating Circumstances**

Any student placed on Financial Aid Suspension may appeal his/her status by submitting a letter to the Financial Aid Appeals Committee stating in writing any unusual circumstances that had a bearing on his/her academic performance along with providing supporting documentation. Some examples of extenuating circumstances and supporting documentation may include: death of an immediate love one – copy of the death certificate or the obituary; auto accident – copy of

police report and/or note from a physician; prolonged illness – documentation from the attending physician. The appeal should also address what has changed in your situation that will now allow you to meet the Satisfactory Academic Progress by the end of the subsequent payment period. All appeals must be addressed to the Financial Aid Appeals Committee and submitted to the Director of Financial Aid in writing within ten days following the date of the notification sent to the student. This written appeal should explain reasons for non-compliance with the Satisfactory Academic Progress Standards, include an academic plan of study developed with her/his major advisor for bringing her/his grades into compliance with the policy, and steps that will be taken to prevent a reoccurrence of failure to meet SAP. If an appeal is approved, the student will be placed on Financial Aid Probation and awarded financial assistance for this period. Only one appeal per academic year may be submitted.

### **Attendance/Audits**

At the beginning of each term, the faculty must identify the names of those students who fail to attend their classes. Those students' names are deleted from any pending financial aid credit balance submissions until attendance can be verified by the faculty member. Students will not receive financial aid for any classes they audit or for any classes they never attend.

### **Monitoring Progress**

Academic progress will be monitored at the end of each semester and/or term.

### **Repeating Courses**

A student receiving Title IV aid may repeat courses; however, the repeated hours will be included in the Financial Aid SAP calculations as hours attempted and hours earned. A federal financial aid recipient cannot repeat a previously passed course more than one (1) time either as a single course or in a block of courses. For this purpose, "passed" means any grade higher than an "F" regardless of any program policy requiring a higher grade to be considered passed for the course.

### **Transitional (Remedial) Courses**

A Title IV recipient who has enrolled in a transitional (remedial) course and failed may not enroll in the same course more than three (3) times and continue to receive financial assistance. If the Title IV recipient enrolls in the same transitional (remedial) course more than three (3) times, financial aid will not pay for this subsequent enrollment in this course. A Title IV recipient may not be paid for more than 30-semester credit hours of transitional (remedial) work. Transitional (remedial) courses are counted in the hours attempted and hours earned.

### **Grades:**

#### **W - Withdrawal**

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 70% date is included in the Student Calendar for each term and is listed as "Last Day to Withdraw Without Any Academic Penalty." It is the responsibility of the student to become familiar with



the Student Calendar in order to know the exact date to withdraw without penalty. A student who officially withdraws or is unofficially withdrawn from the College after 70 percent of the semester has been completed will receive the grades that he/she has earned at that time of withdrawal, either a “WP” or a “WF” grade. A student cannot be withdrawn administratively after 70% of the semester. Grades of “W”, “WP” and “WF” earn zero quality points and, for financial aid purposes, are counted in hours attempted by the student.

Students who withdraw from classes after receiving Title IV Aid face the possibility of being placed on either Financial Aid Warning or Financial Aid Suspension. Additionally, financial aid recipients who completely withdraw are subject to the Federal Return of Title IV Funds Policy (R2T4). This Policy may require Title IV recipients who completely withdraw from all classes before completing 60% of either the semester or the term to repay a portion of any grant funds received to the Title IV Programs.

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

\*\*\*Unofficially Withdrawn - means that the student has stopped attending classes after the first day of classes and has been withdrawn by the instructor.

#### **Withdrawal - Passing/Failing (WP or WF)**

Students who officially withdraw or are unofficially withdrawn after attending 70% of the semester and are passing the course work will receive the “WP” grade. If students are not passing the course work after attending 70% of the semester, the “WF” grade will be assigned. The hours attempted for these grades are included in the Financial Aid SAP calculations.

#### **I - Incomplete**

With the permission of the Dean of Instruction, 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 (“I”) grade does not count toward course work completed and is not counted as course work attempted. Therefore, the Incomplete (“I”) grade does not negatively impact on the incremental measurement of progress. Although the Incomplete (“I”) grade is NOT counted in hours earned or attempted, the grade that replaces the “I” is counted in both hours earned and attempted, once the “I” is removed.

An “I” grade is intended to be only an interim course grade. Unless the deficiency is made up within the following semester, the “I” automatically becomes an “F” when grades are processed at the end of the next semester. At the time that final grades are entered each semester, an Incomplete Grade Contract form must be signed by the student, instructor, division chair and the Dean of Instruction and submitted to the Office of Admissions and Records.

#### **Earned “F” Grade and Verification Procedure**

If a student receives the final grade of “F”, the instructor is required to complete the Earned “F” Verification form to verify that the student actually earned the “F” grade. The Earned “F” Verification form must be submitted to the Office of Admissions and Records at the time that final grades are entered each semester to verify that the “F” grade was earned. The grade of “F” is counted in hours attempted and results in zero hours earned.

#### **Program Completion**

The maximum time frame allowed to complete a program of study without financial aid penalty cannot exceed 150% of the published length of a specific program as measured in either credit hours attempted in credit-hour programs or cumulative clock hours required to complete as measured in clock-hour programs. Beginning Fall 2012, full-time students can only receive Title IV aid for a total of 12 semesters. This timeframe is increased for part-time students.

#### **Change of Curriculum of Study**

All periods of students’ enrollment count when determining Satisfactory Academic Progress (SAP), even periods in which the student did not receive Federal Student Aid (FSA). After declaring the initial major, all students, including Title IV recipients, are only allowed two changes of major before completing a Program of Study, not to exceed 150% of the current major. Students who are pursuing an Associate Degree may not be able to complete a second Associate Degree at the College on Title IV Aid.

#### **Suspension and Termination of Aid**

Students who do not successfully establish Satisfactory Academic Progress during a Financial Aid Warning Period will be placed on Financial Aid suspension and may become ineligible for any additional financial aid at that point.

A student who wishes to be considered for financial aid after termination of Federal Financial Aid must bring his/her academic record into compliance with the qualitative, quantitative measures and the required completion ratio while attending Trenholm at one’s own expense. When the student is again in compliance with the Satisfactory Academic Progress (SAP) Policy, the student’s financial aid status will be reversed.

#### **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 Financial Aid of any change in their enrollment status.

- Students are responsible for understanding the Federal Financial Aid Satisfactory Academic Progress Policy.

Additional information may be obtained by contacting the Financial Aid Office at (334) 420-4321.

## Federal and State Refund Policies

### Federal Refund Policy

Financial Aid recipients who are awarded Federal Student Aid (FSA) funds and completely withdraw, dropout or otherwise fail to complete the semester will be subject to the Return of Title IV Funds Refund Policy (R2T4). The term “Title IV Funds” refers to the Federal Student Aid (FSA) Programs authorized under the Higher Education Act of 1965, as amended (Title IV, HEA Program) which includes Federal Pell Grant and Federal Supplemental Educational Opportunity Grant (FSEOG).

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 semester. If more than 60% of the semester 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 semester 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 classes dropped. There is no refund due to a student who partially withdraws after the official drop/add period. The last day to drop/add is published as part of the College calendar and conforms to the guidelines issued from the Alabama Community College Office.

### Complete Withdrawal

Students who officially or unofficially withdraw from all classes for which they are registered before the first day of class for the semester/term will be refunded the total amount of tuition and other refundable fees. The “first day of class” is the first day classes are offered within any term configuration, including, but not limited to, full terms, split terms, mini-terms and weekend terms. Students who officially or unofficially withdraw completely on or after the first day of class, but prior to the end of the third week of class will be refunded according to the withdrawal date, as follows:

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

An administrative fee not to exceed 5% of tuition and other refundable institutional charges 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 class is indicated on the College calendar as the day that classes begin. There is only one first day of class. This day may not be the first day on which all classes begin. The calendar also indicates the last day to drop/add. For calculating refunds during the fall and spring sixteen-week terms, a “week” is defined as seven calendar days, i.e. the first day of class running seven calendar days (inclusive of Saturday and Sunday). Refunds of shorter than sixteen weeks, such as summer terms, mini-terms, split terms and weekend terms, will reflect a prorated week based on the number of days in the term.

Example: Classes begin June 14, student withdraws June 17.  
Fourth day = 75% Refund due.

Tuition/fees paid:	\$648.00
	<u>x .75</u>
	\$486.00
Administrative Fee:	<u>- 32.40</u>
Round to nearest dollar	\$453.60
Refund amount:	\$454.00

**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.

**Payment Plan**

Trenholm State Community College offers a tuition payment plan solution through Nelnet Business Solutions. This service provides students an opportunity to spread their tuition costs into affordable monthly payments with no interest. Payment options are flexible and setup fees are affordable.

To enroll visit [www.mycollegepaymentplan.com/trenholm](http://www.mycollegepaymentplan.com/trenholm).

The information contained in this section of the College Catalog is subject to change.