

Financial Aid

Financial Aid

The Office of Financial Aid is committed to assisting students who have financial need fund the cost of their educational goals. Trenholm State 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. Trenholm State participates in federal and state student aid programs.

Applying for Financial Aid

To determine a student's eligibility for Federal Student Aid Programs, the student must file the Free Application for Federal Student Aid (FAFSA). The fastest and easiest way to apply is online at www.studentaid.gov. When completing the FAFSA, be sure to list the Trenholm Federal School Code 005734. Students may check the status of their financial aid via their MyTrenholm portal. It is the student's responsibility to contact the financial aid department if there are any questions regarding their account.

Recipients must reapply for Federal Student Aid (FSA) by completing a FAFSA on or after October 1 of each year for the upcoming Fall semester.

Student Eligibility

To receive Federal financial aid, a student must:

- Have 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 Central Processing System (CPS), the Cost of Attendance at the College and the enrollment status of the student.

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 changes 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.

Financial Aid Programs

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):

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

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. Federal Pell Grant award amounts can vary yearly. Additional information about the Federal Pell Grant may be obtained from the Financial Aid Office at (334) 420-4317.

Pell Lifetime Eligibility Usage: Effective Fall 2012, Pell Lifetime Eligibility Usage (LEU) was established which limits the number of years or semesters that a student can receive Pell funds. Full-time students can only receive Title IV aid for a total of 6 years or 12 semesters. This timeframe is increased for part-time students.

Federal Supplemental Educational Opportunity Grant (FSEOG)

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.

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 ASAP funds in the same semester/term.

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. Additional information about this program may be obtained from the Financial Aid Office at (334) 420-4322.

Federal Student Loan Program

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

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. The telephone number for the National Student Clearinghouse is (703) 742-4200, Monday – Friday, from 9 a.m. to 7 p.m. (EST). The FAX number is (703) 742-4239. The email address is 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.

The College also participates in the Alabama Student Assistance Program (ASAP).

Alabama Student Assistance Program (ASAP): The Alabama Student Assistance Program (ASAP) provides a limited amount of State grant funds to eligible Alabama residents who demonstrate need and who are enrolled at least half time.

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

Additional information about ASAP may be obtained from the Financial Aid Office at (334) 420-4322.

Return of Title IV Funds

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.

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 System.

Complete Withdrawal

Students who officially 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 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:

Total Withdrawal before the official first day of class	100% refund
Total Withdrawal during the first week	75% refund
Total Withdrawal during the second week	50% refund
Total Withdrawal during the 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 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

Students should be aware that a withdrawal from any or all courses during their enrollment will affect the Satisfactory Academic Progress and impact future financial aid eligibility.

Ineligibility for Refund

Students who are withdrawn by Trenholm State Community College for disciplinary reasons, for non-payment of tuition and fees, or for other similar reasons, are not eligible for a refund

Tuition Assistance Refund Policy (Funds to be returned to the Government)

Complete Withdrawal before and during weeks 1-2 = 100% Return
 Refund during week 3-4 = 75% return
 Refund during weeks 5 = 50% return
 Refund during week 9 = 30% return (60% of the course is completed at 9.6 weeks)
 Refund during week 10 or more = No Refund is due.

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.

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.

Satisfactory Academic Progress (SAP) will be checked at the end of each semester/term. In addition, Satisfactory Academic Progress (SAP) is also checked when students complete a warning period. 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

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

- After **attempting 0-21 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 who are enrolled in Certificate Programs with 26 credit hours or less must meet the following standards:

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

Grades with Title IV

The following information is considered when evaluating a student's academic satisfactory progress:

- **Withdrawals(W) and failures (F) are considered attempted but not earned hours.**

Withdrawals – A grade of W is assigned to a student who officially withdraws from the College or from a course prior to 70 percent of the term being completed. Students who officially withdraw from courses after the 60% of the semester will receive the grades that they have earned at the time of withdrawal. The hours attempted for these courses are included in the Financial Aid Satisfactory Academic Progress calculations.

Incompletes - 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.

Earned F - 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 earned the "F" grade. The Earned "F" Verification form must be submitted to the Office of Records at the time that final grades are reported each semester. The grade of "F" is counted in hours attempted and results in zero hours earned.

Financial Aid Warning

According to the Satisfactory Academic Progress Policy, if a student is not making satisfactory academic progress at the end of an academic semester, he/she may be granted a one semester 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 for the Financial Aid Warning status to be lifted and to continue receiving financial aid.

Financial Aid Suspension (Termination of Aid)

Students who do not successfully establish Satisfactory Academic Progress after the Financial Aid Warning Period will be placed on Financial Aid Suspension and become ineligible for any additional financial aid at that point. Students may regain financial aid eligibility based one of the following criteria:

1. The student may pay for tuition and fees out of pocket to meet 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.

If a student is re-admitted to the College upon academic appeal, financial aid will remain suspended until one of the above criteria is met. 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. 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. Financial Aid Appeals must be submitted two weeks before the start of each semester. Financial Aid Appeals submitted after the deadline cannot be guaranteed for review and will be considered for the following semester.

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.

Developmental Courses

A Title IV recipient who has enrolled in a developmental 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 developmental 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 developmental work. Developmental courses are counted in the hours attempted and hours earned.

Maximum Time Frame

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 a clock hour program.

Transfer or Readmitted Students

All transfer and readmitted students to the College, must meet the minimum grade-point standards indicated in the Satisfactory Academic Progress Standards 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). After the Registrar evaluates all transcripts, transfer credits that apply to the student’s program at the College will be included in the hours attempted and hours earned for future Satisfactory Academic Progress evaluations. Please be advised that transfer students’ GPAs are not included in the Satisfactory Academic Progress evaluations.

Change of Program of Study

All periods of a student’s enrollment will be counted when determining Satisfactory Academic Progress (SAP), which include periods in which the student did not receive Federal Student Aid (FSA). A change of program of study is allowed if the student continues to make Satisfactory Academic Progress.

All credit hours attempted by the student in their previous programs and transfer credits will be included and a student may only receive aid up to 150% of the normal timeframe of the new program of study. If the student has reached maximum timeframe for their current program of study, they may file a Financial Aid Appeal to be considered for an extension of additional hours to complete their program of study due to mitigating circumstances.

Class Attendance Policy for Financial Aid

Class attendance is essential to the educational process at Trenholm State Community College. The College subscribes to the philosophy that students will achieve academic success in direct proportion to class attendance. We also subscribe to the belief that the ability to manage one’s own attendance and punctuality is a critical component of job readiness that each student must master. Therefore, students are responsible for attending all classes, being punctual, and performing assignments as prescribed by the instructor and appropriate course syllabus.

The attendance policy applicable to a specific instructional program may be more restrictive than the College policy and therefore has precedence. These policies may be influenced by the requirements of external agencies and will be noted in individual course syllabus. Faculty are required to verify attendance at a requested time in order to complete reporting data as required to comply with federal financial aid regulations to include: VA, WIOA, Title IV, Scholarship Recipients, and others. Additionally, it is essential that registered students who discontinue attending class before the last official withdrawal day, which is the beginning of academic penalty, must be reported to the Office of Records.

College Financial Plan

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 College Financial Plan Form 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 on to www.trenholmstate.edu/current-students/shoppingsheet/ to view a personalized College Financial Plan Form.

Certificate Programs

Certificate programs offered at the College that are Title IV eligible are subject to a clock-to-credit hour conversion. For students enrolled in these Title IV eligible certificate programs, the clock-to-credit hour conversion may result in reducing their Federal Pell Grant awards each semester/term.

Clock-Hour Programs

Cosmetology is the only clock-hour program offered at the College. This program is in a teach-out status and not accepting new students. However, students who are completing the Cosmetology certificate program must still earn the required clock hours before additional Federal Pell Grant funds can be disbursed to them.

SCHOLARSHIPS

The College offers a limited number of scholarships to qualified students. A scholarship application may be obtained from Trenholm State's website (www.trenholmstate.edu) or the Financial Aid 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 mandatory 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. In order to be eligible for consideration, prospective students must have a Cumulative Grade-Point Average (CGPA) of 2.5 or better, complete the College's Application for Admissions, the Scholarship Application form and the Free Application for Federal Student Aid (FAFSA). 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) throughout their enrollment at the College and complete the Free Application for Federal Student Aid (FAFSA) annually. 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 and complete the Free Application for Federal Student Aid (FAFSA) annually. 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. All Career Technical Scholarship recipients must maintain a 2.5 Cumulative Grade-Point Average (CGPA) throughout their enrollment at the College and complete the Free Application for Federal Student Aid (FAFSA) annually. 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. Councill 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 Foundation's office at (334) 420-4281 or online at <https://www.trenholmstate.edu/alumni/trenholm-state-foundation/> for additional information.

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) 420-4317.

VETERAN EDUCATIONAL ASSISTANCE PROGRAMS

- Post 9/11 GI Bill (Chapter 33)
- Montgomery G.I. Bill/Active (Chapter 30)
- Montgomery G.I. Bill/Selected Reserve (Chapter 1606)
- Survivors' and Dependents' Educational Assistance Program (Chapter 35)
- Veterans Vocational Rehabilitation (Chapter 31)

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 and submit all transcripts (high school, GED, college and/or military) to the Admissions Office.

Certification of Veterans

Students receiving Federal VA Educational Benefits must also submit VA Enrollment Certification Form to the VA School Certifying Official each semester that he/she wishes to have enrollment sent to the VA. Certifications will not be submitted to the VA until this form has been received. Students using Chapter 1606 must verify their enrollment the last calendar day of each month by using the Automated Verification of Enrollment (WAVE) at <https://www.gibill.va.gov/wave> or by calling 1-877-823-2378.

Students receiving VA Educational Benefits are responsible for registering only for courses that are included on their respective degree plan. Veterans' benefits will not be certified for courses previously passed, unless a grade higher than the earned grade is required, or for auditing courses. Veteran students and dependents 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 substitution for a required course by the appropriate Dean.

All Veterans and Dependents receiving educational benefits should contact the VA Certifying Official prior

to registration to complete the proper documents 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.

For more information regarding any Veteran educational benefits students may visit the Financial Aid Office. Additionally, students may contact the Department of Veterans Affairs by calling at 1-888-442-4551 or visiting their website at <http://gibill.va.gov>

All VA students are responsible to pay tuition and fees at the time of registration with the exception of students receiving Chapter 31 (Disabled Veterans) and Chapter 33 (Post 9/11) benefits. Please note that if you are a Post 9/11 student and your benefits level is less than 100%, you must pay the difference the VA does not cover at the time of registration.

Students utilizing VA education benefits shall not be charged a penalty, including assessment of late fees, denial of access to classes, libraries, or other institutional facilities, or be required to borrow additional funds because of the individual's inability to meet their financial obligations due to the delayed disbursement of a payment to be provided by the Department of Veterans Affairs.

Veterans Withdrawing from Courses

Students receiving VA Educational Benefits must promptly notify the VA Certifying Official when withdrawing from a class or all classes. Failure to do so may result in an overpayment from the Department of Veterans Affairs.

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

STATE BENEFITS

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

Students approved for the Alabama G.I. Dependent Scholarship program after July 31, 2017, must adhere to the following:

- Completion of the Free Application for Federal

Student Aid (FAFSA) each year covered under the Alabama G.I. Dependent Scholarship Program

- Compliance with TSCC's Standards of Satisfactory Academic Progress (SAP) to receive the Alabama G.I. Dependent Scholarship. Students not making SAP are subject to losing Alabama G.I. Dependent Scholarship Program eligibility.
- Application of the Alabama G.I. Dependent scholarship AFTER Federal Pell Grant and other scholarships for any applicable remaining charges. If ALL tuition, fees and books are covered by another funding sources such as Federal Pell grant or scholarships, the Alabama G.I. Dependent Scholarship will not be applied for the current semester.

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 completing the required forms for Alabama G. I. Dependent Scholarship Program. 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. Dependent Scholarship Program, Department of Veterans Affairs, Post Office Box 1509, Montgomery, Alabama 36102-1509. The telephone number is (334) 242-5077.

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. If a service member receives TA funds and withdraws during the semester, the Tuition Assistance Refund Policy will be applied to determine if TA funds need to be returned to the Department of Defense. For additional assistance, TA recipients should contact their Education Services Officer.

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. Completed ANGEAP applications must be submitted to the VA School Certifying Official in the Financial Aid Office.

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.

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 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.

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 to (https://gibill.custhelp.com/app/utills/login_form/redirect/ask).

VA Educational Benefits Standards of Academic Progress

All students receiving Federal VA Educational Benefits must be in Good Standing with the College and meet the Academic Standards of Progress as established by the Admissions Office.

VA Certificate of Compliance

It is hereby resolved that Trenholm State Community College in the State of Alabama is compliant with Public Law 114-315, which modified title 38 of the United States Code (U.S.C.) 3679(c). As amended, 38 U.S.C. 3679(c) requires that the following individuals be charged the resident rate:

- A Veteran using educational assistance under either chapter 30 (Montgomery G.I. Bill – Active Duty Program) or chapter 33 (Post-9/11 G.I. Bill), of title 38, United States Code, who lives in the state in which the institution is located (regardless of his/her formal State of residence) and enrolls in the institution within three years of discharge or release from a period of active duty service of 90 days or more.

- Anyone using transferred Post-9/11 GI Bill benefits (38 U.S.C. § 3319) who lives in the state in which the institution is located (regardless of his/her formal State of residence) and enrolls in the institution within three years of the transferor's discharge or release from a period of active duty service of 90 days or more.
- Anyone described above while he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters, or terms) at the same institution. The person so described must have enrolled in the institution prior to the expiration of the three-year period following discharge or release as described above and must be using educational benefits under either chapter 30 or chapter 33, of title 38, United States Code.
- Anyone using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. § 3311(b)(9)) who lives in the state in which the institution is located (regardless of his/her formal State of residence).
- Anyone using transferred Post-9/11 G.I. Bill benefits (38 U.S.C. § 3319) who lives in the state in which the institution is located (regardless of his/her formal state of residence) and the transferor is a member of the uniformed service who is serving on active duty.
- Anyone using educational assistance under chapter 31, Vocational Rehabilitation and Employment (VR&E).

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 satisfactory.

WORKFORCE INNOVATION & OPPORTUNITY ACT (WIOA)

The Workforce Innovation and 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 Career Center Office in your respective county.

TRADE ADJUSTMENT ASSISTANCE or TRADE READJUSTMENT ALLOWANCE (TRA/TAA)

The TAA/TRA Program aids 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/TRA 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 Career Center Office in your respective county.

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. 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.

***Disclaimer:** Programs with the Financial Aid department are mandated by federal and state guidelines and regulations. Be advised that the information contained in this section of the College Catalog is subject to change.*