

## FTCC FINANCIAL AID OFFICE Offer Letter Supplement

### *How Your Financial Aid Amounts Were Determined*

#### **General Eligibility Requirements**

In some instances, financial aid offer amounts are estimated and are subject to change based on available funding and/or regulatory changes.

False or incomplete information submitted by you or on your behalf or if you make changes to your FAFSA data after you have been offered aid (and accepted by you) may result in the cancellation of your aid package and may require repayment of part or all of the funds disbursed to you.

Students must apply for admission to the College before any action can be taken on their application for financial aid. A student must meet the following eligibility requirements to receive federal and state aid:

- demonstrate financial need (except for certain loan programs)
- be a U.S. citizen or eligible non-citizen
- not be a member of a religious community that directs the program of study or provides maintenance (except for unsubsidized Stafford loans),
- be registered with the Selective Service, if required,
- not be in default on a Title IV student loan borrowed for attendance at any institution,
- not have borrowed in excess of Title IV loan limits,
- not owe a repayment on a Title IV grant or scholarship received for attendance at any institution
- maintain Satisfactory Academic Progress,
- enroll in an approved, eligible program of study,
- have earned a high school diploma or GED,
- provide a valid social security number.

#### **Eligible Courses**

In order for any courses to count toward enrollment for financial aid eligibility, the courses must be within an Title IV eligible program of study. The list of eligible programs can be found at <http://www.faytechcc.edu/financial-aid/eligible-programs/>.

#### **Federal Pell Grant**

This grant is offered to undergraduate students based on the results from your Free Application for Federal Student Aid (FAFSA). This information is used to determine your Expected Family Contribution (EFC), which is calculated by a formula established by federal law. The EFC is not the amount of money that your family must provide. Rather, you should think of the EFC as an index that we use to determine how much financial aid you would receive if you were to attend FTCC. If your EFC is below a certain number, you'll be eligible for a Federal Pell

Grant assuming you meet all other eligibility requirements. The amount of your Pell Grant depends on your EFC and your enrollment status [full-time (12 or more credit hours), three-quarter time (9-11 credit hours), half-time (6-8 credit hours), and less-than-half-time (1-5 credit hours)]. Eligible students are allowed to receive Pell for 12 full-time equivalent semesters (or 600% lifetime eligibility).

#### **North Carolina Community College Grant (NCCCG)**

This grant is offered to undergraduate, North Carolina residents based on the results from your FAFSA. The amount of your NCCCG depends on your EFC and your enrollment status: Full-time plus (15 or more credit hours), full-time (12 or more credit hours), three-quarter time (9-11 credit hours), and half-time (6-8 credit hours)]. The NCCCG is not available for the summer term or for less-than-half-time enrollment (1-5 credit hours). Eligible students are allowed to receive NCCCG for six full-time equivalent semesters at the community college level.

#### **North Carolina Education Lottery Scholarship (NCLOT)**

This grant/scholarship is offered to undergraduate, North Carolina residents based on the results from your FAFSA. The amount of your NCLOT depends on your EFC and your enrollment status [full-time (12 or more credit hours), three-quarter time (9-11 credit hours), and half-time (6-8 credit hours)]. The NCLOT is not available for the summer term or for less-than-half-time enrollment. Eligible students are allowed to receive NCLOT for six full-time equivalent semesters at the community college level.

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

FSEOG is offered to undergraduate students who are Pell grant eligible and who show exceptional financial need. Since FSEOG funds are limited, they are offered to students who apply and complete their financial aid files early. FSEOG funds are not subject to proration as long as a student is enrolled at least half time.

#### **Federal Work-Study (FWS)**

Federal Work-Study is a federally funded program that provides part-time employment to students with financial need. If you have been offered Federal Work-Study, the amount listed in your offer letter is the allotment of money that you may earn during the academic year. You will be paid an hourly wage of \$8.40/hour to work on campus or \$8.90/hour to work off campus and will receive a monthly paycheck for any hours you work in a work-study position.

#### **William D. Ford Federal Direct Loan Program**

The Federal Subsidized Stafford Loan, Federal Unsubsidized Stafford Loan, and PLUS Loan programs fall under the Federal Direct Loan Programs. If you have been offered a loan, you

must attend at least 6 (six) credit hours per term and maintain at least half-time enrollment throughout the term to remain eligible for subsequent disbursements. You must officially accept your loan offer in order to receive them through your WebAdvisor Account. You must complete the Master Promissory Note (MPN) and Entrance Counseling (EC) at [www.studentloans.gov](http://www.studentloans.gov) if you are a first-time borrower. If you are a transfer student, please include FTCC on your Entrance Counseling and Master Promissory Note.

### Subsidized Usage Limit Applies (SULA)

This is a new provision that limits a first-time borrower's eligibility for Direct Subsidized Loans to a period not to exceed 150 percent of the length of the borrower's education program. The 150 percent subsidized loan limit applies only to "first-time borrowers" on or after July 1, 2013. Changing programs does not affect the SULA limit. You can check your loan history at the following link: [https://www.nsls.ed.gov/nsls/nslds\\_SA/](https://www.nsls.ed.gov/nsls/nslds_SA/).

### Scholarships and Other Outside Aid

Scholarships are provided through the FTCC Foundation and the generosity of industries, businesses, professional organizations, civic clubs, and individuals. For more information on our scholarships programs, please go to our website at <http://www.faytechcc.edu/financial-aid/scholarships/>.

You are required to notify the Financial Aid office if you receive any other scholarships, loans, employer reimbursement or any other assistance from sources outside the College prior to acceptance of outside aid.

### Summer Offers

If you attend school year round and are eligible to receive a Federal Pell Grant, you may be able to receive a Pell grant for all terms in the academic year. This is referred to as "Year-Round Pell". To receive a Pell grant in the additional term (i.e. summer), you need to be enrolled at least half time (6-8 credit hours) for that term.

Here are some examples of how Year-Round Pell works:

**Example 1:** You attend school year-round (fall, spring, and summer terms). Your full-time Pell grant eligibility for the academic year is initially \$5,600. You attend full time in the fall and spring and half time in the summer. Your Pell grant offer would be: \$2,800 for the fall and spring terms and an additional \$1,400 for the summer term.

**Example 2:** With the same scenario as the first example, except you also attend full time in the summer, your Pell grant offer would be \$2,800 for the fall, spring, and summer terms. You must be enrolled in a minimum of 12 credit hours to be considered full time for Pell.

**Example 3:** If on the other hand you attend full time in the fall and spring but less than half time (1-5 credit hours) in the summer, you would not be eligible for any additional Pell for the summer term.

**Example 4:** If you attend part time in the fall, full time in the spring, and full time in the summer, your Pell offer for fall would be \$1,400 and \$2,800 for both spring and summer.

**Remember, you can only receive additional Pell grant funds if you are attending at least half time in the additional term.**

**Loans:** If you did not borrow the full amount of your annual loan limits, you may qualify for summer loans. If you wish to borrow additional loan funds, you will need to submit a Summer Loan Request e-form, available in your WebAdvisor account. First-time loan borrowers must complete the Master Promissory Note (MPN) and Entrance Counseling (EC) at [www.studentloans.gov](http://www.studentloans.gov).

### Special Circumstances

If you or your family has unusual circumstances that might affect your financial situation (such as loss of employment, divorce, separation, or death of a parent or spouse), you can complete the "Adjustment to Income/EFC Request" eForm for the current academic year, available through your Self-Service account.

### How your Financial Need is Determined

Financial aid programs are based on the principle that students (and their parent or spouse, if applicable) are considered to be the primary source of financial support for postsecondary education. **Financial aid is intended to supplement, not replace, family resources.**

The formula for determining financial need is:

$$\begin{aligned} & \text{Cost of Attendance (COA)} \\ & - \text{Expected Family Contribution (EFC)} \\ & = \text{Financial Need} \end{aligned}$$

**COA:** Every college must estimate the educational expenses a student will incur during an academic year. These expenses include direct costs (tuition and fees) and related educational expenses (living, transportation, allowances for books, and other miscellaneous expenses). For Less-Than-Half-Time enrollment, these expenses are limited to tuition, books, room-and-board, and transportation.

**EFC:** Derived from the information you listed on the FAFSA, it measures your family's financial strength to determine your eligibility for federal student aid.

**Financial need:** This is the difference between the institution's COA and your EFC. If there is a remaining figure, you are considered to have financial need.

### Proration of Aid

**Your offer letter lists your estimated financial aid amounts.**

The calculation of total credit hours does not include audited courses, classes you do not attend, credit hours earned by proficiency test, Continuing Education classes, repeated coursework attempted for the third time after receiving a passing grade, or any Developmental classes once you have attempted more than 30 credit hours in Developmental Education. If you are registered for fewer than 12 credit hours per term (or 15 credit hours for NCCCG), your Pell/NCCCG/NCLOT are subject to proration. Proration is defined as a reduction in the amount of your Pell/NCCCG/NCLOT in accordance with a reduced number of credit hours.

Proration works in the following manner:

#### Federal Pell Grant

9 to 11 credit hours = 3/4 time or 75% of a full-time Pell grant\*

6 to 8 credit hours = 1/2 time or 50% of a full-time Pell grant\*  
**Fewer than 6 credit hours = less than half time or 25% of a full-time Pell grant\***

\*Some students with limited Pell eligibility who are enrolled less than 11 credit hours per term may only be eligible for a small amount of Pell grant or no Pell grant at all.

#### **North Carolina Community College Grant**

15+ credit hours = "Full-time plus" or amount as listed on the offer letter

12 to 14 credit hours = full-time or amount on the offer letter less \$400 per term

9 to 11 credit hours = 3/4 time or 75% of full-time grant

6 to 8 credit hours = 1/2 time or 50% of full-time grant

Fewer than 6 credit hours = Not Eligible\*\*

#### **North Carolina Education Lottery Scholarship**

12 credit hours or more = full time or amount on the offer letter

6 to 11 credit hours = 1/2 time or 50% of a full-time NCLOT

Fewer than 6 credit hours = Not Eligible\*\*

\*\*Students enrolled for less than 6 credit hours ARE NOT eligible for the NC Community College Grant, North Carolina Education Lottery Scholarship, Federal Supplemental Equal Opportunity Grant (FSEOG), or the Direct Loan Programs.

#### **Charging Tuition, Fees, Books, and Supplies**

FTCC allows students *who meet all deadlines and are offered Pell, FSEOG, NCCCG, NCLOT, or Loans* to charge tuition and fees as well as books and supplies against their aid package (Exception: First-time borrowers are not allowed to charge books and supplies). Students should be prepared to pay any costs not covered by financial aid or any prior balances you may owe to the college; otherwise, your transcripts will be withheld and you may still owe tuition for those classes.

You must officially withdraw from classes prior to the beginning of the term if you do not plan to attend. Failure to do so will make you will responsible for all charges incurred according to the FTCC refund policy found at:

<http://www.faytechcc.edu/business-finance-office/curriculum-refund-policy/>.

**You may charge books and supplies at the FTCC Bookstore during dates specified for each semester.**

After the ending date, you must make other arrangements to pay for your books and supplies. **No exceptions to the schedule will be made.**

#### **How FTCC Disburses Grant Funds**

If there are any funds left after your charges have been deducted, or if your aid package is made after classes begin, your funds will be deposited in your designated bank account via direct deposit or a check will be mailed to you according to a set schedule, barring any unforeseen circumstances. We encourage students to use direct deposit for any financial aid disbursements or other refunds. It is faster and safer than mailing you a check.

Please log into your [WebAdvisor](#) account and select the link "Bank Account Information." You will need to have your bank

account number and routing number available to complete the form.

Refunds will be disbursed according to the disbursement schedule posted on FTCC's website. You will not be eligible for a refund on every scheduled date. Receipt of required documents, date offer processed, and enrollment status can result in a delay or eligibility for a refund.

You CANNOT receive financial aid at two or more schools for the same time period. Failure to heed this information may cause you to have to repay large sums of aid and lose your eligibility for future financial aid.

You must repay any funds disbursed to you in error, or for any period of time you were not eligible or enrolled.

#### **How FTCC Disburses Loan Funds**

If there are any funds left after your charges have been deducted, or if your offer package is accepted by you after classes begin, your funds will be deposited in your designated bank account via direct deposit or a check will be mailed to you according to a set schedule, barring any unforeseen circumstances. We encourage students to use direct deposit for any financial aid disbursements or other refunds. It is faster and safer than mailing you a check.

As part of our ongoing effort to assist you with budgeting for your educational costs, **we will disburse loans in three payments for fall and spring and two payments for summer.**

***It is important to understand that tuition, fees, and bookstore charges will be deducted from your financial aid, including your loans, before you begin to receive loan refunds.*** At the time we disburse funds, you must be enrolled at least half-time, or 6 credit hours, to include the summer semester for summer loans. All first-time, first-year borrowers are required to have a 30-day delay on their loans, which begins the first day of classes. Students are not allowed to charge books as first-time loan borrowers but their classes will be held as long as the student meets all federal loan eligibility requirements. Please visit [www.studentloans.gov](http://www.studentloans.gov) for more information.

#### **Remedial/Developmental Coursework**

Federal regulations allow that only the first thirty (30) hours of attempted remedial/developmental coursework is used to determine your eligibility for financial aid. Once you have attempted thirty (30) remedial hours, only non-remedial college credit courses can be used to determine your eligibility for aid.

#### **Repeated Coursework**

You may count towards your enrollment status a course that you are repeating for the first time after earning a passing grade. After that, repeated courses cannot be counted towards enrollment status.

#### **Keep Copies of Everything!**

It is important to keep copies of all financial aid offer letters, registration and bookstore receipts. All or part of your aid may be considered taxable income. It is your responsibility to report this information to the Internal Revenue Service (IRS) if necessary. (The Financial Aid Office is not responsible for

determining the taxability of aid. Please consult with the IRS or with a tax consultant.)

### Communication

We will correspond with you primarily through your FTCC student email account. Get in the habit of checking this email account frequently or forward it to another email account that you use on a regular basis.

### Withdrawal from FTCC

Students are encouraged to meet with a Financial Aid Technician before withdrawing from FTCC. This is important because your withdrawal may affect your eligibility for financial aid and could result in you having to **repay** all or a portion of your financial aid back to FTCC and/or the Department of Education.

Excessive withdrawals may adversely affect your satisfactory academic progress in accordance with FTCC's Financial Aid Satisfactory Academic Progress Policy (see below or online at <http://www.faytechcc.edu/financial-aid/important-policies/satisfactory-academic-progress/>).

### Return to Title IV Funds

Federal regulations require recalculation of federal financial aid eligibility for students who withdraw, drop out, or are expelled prior to completing sixty percent of a semester/term. If a calculation results in an overpayment, you may owe a debt to the College and to the US Department of Education. In an event an overpayment occurs, please contact the Cashier's Office to make payment arrangements. Federal eligibility can be suspended until the debt is paid or satisfactory arrangements are made with the US Department of Education.

To **avoid** owing funds back to the College and to the US Department of Education, check with a Financial Aid Advisor before withdrawing from any course(s).

If you withdraw from your courses before the 60% point of the scheduled meeting time of the course and **officially** withdraw from the College, you may owe the College and the US Department of Education:

If you **unofficially** withdraw from the College during any semester, Federal regulations require that we use the 50% percent point of the semester to determine any unearned funds due the College and/or the US Department of Education.

### Return of State Grant Funds

Students who receive state grant funds are also subject to a return of funds policy similar to the federal policy described above. The main difference, however, is that student will owe a refund for withdrawing from all classes on or before the 35% point of the semester versus the 60% point used for federal funds.

### Satisfactory Academic Progress Policy

#### Purpose

Federal and state regulations require that students receiving financial aid maintain Satisfactory Academic Progress (SAP). FTCC applies these standards to all federal and state financial aid

funds in order to maintain a consistent procedure for all students receiving assistance.

### Procedure Statement

In order to be eligible for financial aid, you must meet the following minimum guidelines:

1. **Qualitative Standard** - Must not be suspended according to the College's academic suspension procedure. In addition, a student must maintain a cumulative Financial Aid Grade Point Average (GPA) of 2.0.
2. **Quantitative Standard** - Must earn 67% of the total cumulative credit hours attempted (e.g., if the student has attempted 50 credit hours, the student must have earned credit for at least 34 hours). The number of hours attempted is defined as the total cumulative number of credit hours for which you were enrolled at the generic 10% point of each term. The total number of hours earned is defined as the total cumulative number of credit hours for which the student received a passing grade as noted on the student's academic transcript.
3. **Maximum Time Frame** - Must complete program of study in a time frame not to exceed 150 percent of the published length of the program, excluding the first 30 attempted credit hours of developmental education. This will be measured in credit hours (e.g., if the academic program length requires 60 credit hours, maximum time frame cannot exceed 90 credit hours **attempted**.) Once students have earned an associate degree from FTCC, they may not be eligible for additional financial aid. Please see the Appeal process below if you do not meet FTCC's financial aid SAP requirements.

### Special Notes

1. **Withdrawal** – An excessive number of withdrawals (either official or unofficial) will affect your ability to meet the qualitative standard as described above. We encourage you to discuss any plans to withdraw from one or more courses with a Financial Aid Technician before you do so to see how this will affect your future financial aid eligibility.
2. **Grades of "Incomplete"** - Students can be affected by "I" grades. Should the grade become final before the review, the actual grade, credits attempted, and credits earned will be used to determine if the student is making SAP.
3. **Proficiency grades** – Proficiency testing and Audited Courses are not applicable for financial aid purposes.
4. **Repeated Courses** - In accordance with FTCC procedure, a student is permitted to retake courses. If you have already earned a passing grade ("D" or better) for the course, you may only repeat the course once for financial aid purposes. The new grade earned from a repeated course will be used to determine eligibility in accordance with this procedure. Previous hours attempted and earned will continue to be counted in the total hours attempted and earned.
5. **Developmental (Non-Credit) Coursework** – Developmental education courses (designated by course numbers below 100, ex., DMA-10) **are included** in the calculation of satisfactory

academic progress. However, there is a limit on the amount of non-credit remedial coursework that can be included in your enrollment status or cost of attendance. Developmental credit hours attempted in excess of 30 total semester credit hours cannot be counted towards enrollment status.

6. **Summer Session** - Credit hours attempted and earned during a summer session will be included in the calculation of Satisfactory Academic Progress, just as for any other term of study.

7. **Transfer Credit** – Transfer credit hours and grades accepted from other institutions are included in the calculation of SAP. Credits taken at other institutions under a consortium agreement will be considered as transfer credits.

8. **Forgiveness of Grades** – There is no provision in the federal regulations for the concept of forgiveness of grades. Therefore, FTCC must always include all courses when evaluating satisfactory academic progress.

#### **Warning Status and Unsatisfactory Academic Progress**

It is your responsibility to be aware of your Satisfactory Academic Progress status for financial aid eligibility. To determine your academic progress status and eligibility for financial aid, your academic record will be evaluated at the end of each semester.

Following the first term of failure to maintain **cumulative** satisfactory academic progress, you will be placed on financial aid warning.

#### **Appeal Process**

If you become ineligible for financial aid due to a failure to meet the minimum guidelines for satisfactory academic progress or because you have reached your maximum time frame to earn a degree, you may appeal your status to the Financial Aid Office. Appeals will be considered for various circumstances.

Examples of circumstances that were outside of your control:

1. Extended student/family illness or injury
2. Death of a relative

Examples of circumstances that were under your control:

1. Return to school after an extended leave
2. Change of degree program

All appeals must be made in writing to document the unusual circumstance AND to explain and document that these situations are resolved. In the case of circumstances that were under your control, you must document what has changed in your situation that will now enable you to meet SAP requirements. You may access the Satisfactory Academic Progress Appeal and/or the Max Time Frame Appeal in the eForms library through your WebAdvisor account. Your appeal will be reviewed by the SAP Appeals committee or Financial Aid Advisors. Your approval or denial notice will be sent to your FTCC Student email account.

#### **Approved Appeals**

If your appeal is approved, you will be placed on “Probation” and may be placed on an Academic plan. The Academic Plan will outline the minimum requirements for you to maintain and/or regain satisfactory academic progress. It is strongly recommended that you meet with your advisor periodically throughout every semester to discuss your progress and ensure you are on track to successfully complete all remaining courses within your program of study. If you fail to meet the requirements outlined on your academic plan, your aid will be terminated. For appeals approved for an extension of maximum time frame, students will be notified of the number of additional semesters granted (MX1 – one semester, MX2 – two semesters, MX3 – three semesters, or MX4 – four semesters).

A second appeal may be considered but you will not be allowed to submit it for the same issue that led to the first appeal, such as the same medical condition. A student must have very unusual circumstances to warrant a second appeal. As a result, very few second appeals are approved.

#### **Denied Appeals**

If your appeal is denied or if you do not meet the conditions of an approved appeal, you will be asked to attend at your own expense and make up the deficiency either in the hours, GPA or both (you cannot make up a deficiency if your appeal was due to exceeding the maximum timeframe to earn a degree). If you did not maintain SAP due to a deficiency in credit hours or GPA, you may take the credit hours at another institution as long as FTCC accepts the transfer hours. After you complete this semester (or semesters), you must submit an appeal form to the Financial Aid Office so your progress can be re-evaluated.