

# Student Financial Services

## General Information

The purpose of financial aid is to provide monetary assistance to eligible students who may otherwise be unable to continue their education. The college will make every effort within available financial aid resources to assure that qualified students will not be denied the opportunity to attend college because of a lack of adequate funds to help meet educational expenses. Although students and students' parents are primarily responsible for financing a college education, financial assistance may be available to students in the form of federal and state grants, scholarships, work study programs and loans. Students who realize they will not be able to meet college expenses should take the early initiative in seeking financial assistance.

Students may apply for financial aid annually by completing the ***Free Application for Federal Student Aid (FAFSA)***, which is available after January 1 of each year for the following academic year. Students may apply online at <http://www.fafsa.ed.gov>. **Students may also call 1-800-4-FEDAID to order a paper FAFSA.** Forsyth Tech's school code is 005317, and must be listed on the FAFSA. About three weeks after submitting the FAFSA application, students and Student Financial Services will receive a Student Aid Report (SAR) from the federal processor. At that time, Student Financial Services will inform students of any required documentation to complete students' financial aid files.

It is recommended that applications for student aid at Forsyth Tech be submitted no later than March 15<sup>th</sup> preceding the academic year for which aid is requested. Applications submitted after March 15<sup>th</sup> will be processed; however, funding for many programs is limited. Late applicants may find most funds already obligated.

Financial aid will not be awarded to any student until all admissions requirements are met for students to receive approval in an eligible program. Therefore, students should apply for admission upon completion of the FAFSA.

Most one- and two-year programs of study are eligible for financial aid. Students enrolled in certain certificate programs, the developmental education program or as special credit are not eligible for financial assistance through Student Financial Services. Students are advised to contact Student Financial Services if they are unsure as to whether their program of study is an eligible program for financial assistance.

## Eligibility for Aid

Most awards are based on financial need. This is determined by subtracting the expected family contribution (EFC) as reported on the Student Aid Report (SAR) from students' educational cost of attendance. Other requirements may be established by the agency or individual making the funds available.

Students have an obligation to maintain the satisfactory academic progress requirements as defined by the U.S. Department of Education and this institution for financial aid recipients. Each financial aid recipient is provided a copy of the policy upon notification of award. A copy of the requirements can also be obtained from Student Financial Services. Failure to maintain academic progress will result in the termination of financial assistance. Eligibility may be regained by re-establishing satisfactory academic progress.

Financial aid recipients must notify Student Financial Services of any change in enrollment status or program of study. Financial aid from all other sources must be reported to prevent overawards. Name and address changes should be reported to the Records Office.

## **Satisfactory Academic Progress**

Federal regulations require that students receiving financial assistance must maintain satisfactory academic progress. To maintain satisfactory academic progress, three rules must be followed:

1. A student receiving **federal** financial aid cannot exceed 150 percent of the normal length of time it takes to complete a program.
2. A student receiving **federal** financial aid must complete (with a grade of A, B, C, D or F) at least 66 percent of all credit hours attempted.
3. A student receiving **any** financial aid must maintain at least a 2.0 cumulative grade point average.

Students are advised to contact Student Financial Services if they have questions regarding satisfactory academic progress or for a complete copy of the policy.

## **Disbursement of Aid**

Students approved to receive financial assistance will receive an award letter detailing the types and amounts of aid awarded for the entire academic year. All financial aid recipients are notified in writing of registration procedures and are provided a disbursement schedule of all funds for the academic year.

**Important Note:** Tuition, fees, books and supply charges will be paid automatically, after class attendance has been verified, for students who have received an award letter from the Office of Student Financial Services. Decals and/or malpractice insurance may not be paid with a financial aid award, as these charges must be paid prior to the first day of class. Students are responsible for the out-of-pocket cost for parking decals and/or malpractice insurance.

Some diploma and certificate programs that do not transfer to an associate degree are subject to the federal regulation of clock/credit hour conversion. As a result of the formula used, disbursed amounts for federal financial aid for these students will be adjusted to meet the guidelines. Therefore, disbursements may be

reduced depending on the amount of credit hours students register for each semester.

## **Refund Policy - Financial Aid**

Students receiving financial aid are responsible for being familiar with the information found in the **College Catalog** regarding tuition refund guidelines. Also, students receiving federal financial aid are subject to the Return of Title IV Funds Policy, as described below.

## **Return of Title IV Funds Policy**

Students who receive federal financial aid are expected to complete each term. All students receiving federal financial aid who totally withdraw before the 60 percent point of the term will have to pay the “unearned” portion of federal financial aid funds received back to the federal government or lose financial aid eligibility. Students who initiate withdrawal procedures after completing 60 percent of the term are deemed to have earned 100 percent of the federal financial aid received for that term and no repayment will be required.

For a more complete information sheet on the Return of Title IV Funds Policy, including college procedures and sample refund calculations, students may contact Student Financial Services, Allman Center, Main Campus.

**Note:** All policies and regulations pertaining to federal and state aid are subject to change in order to meet regulations as amended by either the U.S. Department of Education, the state or other entities.

## **Grants**

Students are encouraged to contact Student Financial Services, Allman Center, Main Campus, for additional information and application criteria for the grants listed below:

### **Federal Pell Grant**

The Federal Pell Grant program is a federal entitlement program designed to provide financial assistance to eligible students who attend post-secondary educational institutions. Students may apply at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

**Students may also call 1-800-4-FEDAID to order a paper FAFSA.** Forsyth Tech's school code is 005317 and must be listed on the FAFSA. Students should allow at least six weeks for processing.

Pell Grant proration is based on the following standards:

- Full-time..... 12 or more credit hours (full award)
- ¾ time..... 9 – 11 credit hours (¾ of the full award)
- ½ time..... 6 – 8 credit hours (1/2 of the full award)
- Less than ½ time..... 1 – 5 credit hours (prorated based on Pell chart payment schedule)

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

The FSEOG is a program funded by federal and institutional matching funds and is awarded to the neediest students who are eligible for the Federal Pell Grant and have a \$0 expected family contribution (EFC) on the Student Aid Report (SAR).

**Academic Competitiveness Grant (ACG)**

The ACG program is a federal program designed to provide need-based aid to students who graduated on or after January 1, 2005 with a high school diploma and who are enrolled full time in the first or second academic year of a degree program and have completed a rigorous high school program of study. Students must complete the FAFSA to apply for ACG.

**Education Access Rewards North Carolina Scholars Grant (E.A.R.N.)**

The E.A.R.N. program is funded by the state to provide aid to students who are North Carolina residents. Students must be considered dependent or wards of the court and demonstrate total family income of no more than 200% of the applicable federal poverty guideline. Students must enroll full-time within 7 months of high school graduation. Students must complete the FAFSA to apply for E.A.R.N. and meet all other eligibility requirements.

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

The NCCCG program is funded by the state to provide need-based aid to students who are North Carolina residents. Students must be in an eligible credit program and be enrolled in at least six credit hours per semester. Students must complete the FAFSA, have a valid expected family contribution (EFC) within a specific range and meet all other eligibility requirements.

**North Carolina Student Incentive Grant (NCSIG)**

The NCSIG is a program administered by the College Foundation, Inc. from state funds provided through the North Carolina State Education Assistance Authority for students who demonstrate substantial financial need. It is open to North Carolina residents attending Forsyth Tech full time who complete the FAFSA by March 15th and meet all other eligibility requirements.

**North Carolina Education Lottery Scholarship (NCELS)**

The NCELS program is funded by the state and administered by the College Foundation, Inc. to provide need-based aid to students who are North Carolina residents enrolled in at least six credit hours per semester in an eligible curriculum program. Students must complete the FAFSA to apply for NCELS.

**North Carolina Community College Child Care Grant Program**

This state-funded program assists student-parents, with child care expenses for their children ages 0-12 in facilities that are licensed by the state of North Carolina. Credit program students who are enrolled half time and have demonstrated financial need are eligible to apply for this program.

**North Carolina Targeted Assistance Program**

The North Carolina Targeted Assistance Program provides financial aid to students who enroll in low enrollment programs that prepare them for high demand occupations.

## **Work Programs**

Students are encouraged to contact Student Financial Services for additional information and application criteria for the work programs listed below:

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

The FWS program is a federally-supported program with institutional matching funds through which students, primarily from low income families, are given positions for part-time employment from 10 to 20 hours per week. Students must complete the FAFSA, maintain satisfactory academic progress and meet all other requirements to be eligible for the program.

FWS jobs are available in many academic and administrative departments on campus.

**Community Service FWS** jobs are available on West Campus and at other sites in the local service area and involve tutoring special needs and elementary school students in reading and math skills. These positions may also include assisting disabled students with their classes on Main Campus. The Community Service FWS positions are paid a slightly higher wage than FWS positions due to the responsibilities involved, as well as to support transportation expenses that may be incurred in traveling to West Campus and other sites to work.

## **Loans**

Forsyth Technical Community College does not participate in the Federal Family Education Loan Program; however, alternative loans are available. Students interested in alternative loans should contact the Office of Student Financial Services.

Students are encouraged to contact Student Financial Services for additional information and application criteria for the loans listed below:

### **North Carolina Community College Loan (NCCCL)**

The NCCCL program is funded by the state to provide need-based financial assistance funds for short-term, no-interest loans. These funds are limited to students enrolled in at least six credit

hours, are in an eligible program and meet all other eligibility requirements.

### **North Carolina Nurse Education Scholarship/Loan Program (NESLP)**

The NESLP was designed to address the shortage of trained nurses practicing in North Carolina. Funds are available for study in nurse education programs located in North Carolina that lead to a degree (Associate Degree Nursing) or a diploma (Practical Nursing). Funding is contingent upon appropriations by the General Assembly of North Carolina. All scholarships/loans made from this program are based on demonstrated financial need.

### **North Carolina Student Loan Program for Health, Science and Mathematics (HSM)**

This program is administered through the North Carolina State Education Assistance Authority to provide funds to students enrolled in a wide range of eligible programs of study for the enhancement of the state's health care delivery system and educational institutions.

### **Nurse Scholars Program (NSP)**

The NSP is a competitive scholarship/loan program administered through the North Carolina State Education Assistance Authority. Financial need is not a criterion. An 11-member Nurse Scholars Commission, created by the General Assembly of North Carolina, developed the selection criteria and the method of selection and annually selects recipients on a statewide basis. The deadline for submitting applications to the state is usually May 1 of each year.

### **Sloan S. Sherrill Nursing Loan Fund**

The Sloan S. Sherrill Nursing Loan is an interest-free loan made through the college for second-year associate degree nursing students who demonstrate financial need.

## **Scholarships**

Students are encouraged to contact Student Financial Services for additional information and application criteria for scholarships.

- The **American Association of University Women (AAUW)**

- Scholarships** are awarded to two female students in the second year of any A.A.S. degree program with a minimum 3.0 GPA and demonstrating financial need.
- The **William H. Andrews/Housing Authority of Winston-Salem (HAWS) Scholarships** are awarded to students who are residents of public housing to encourage their completion of a college education.
  - The **R. D. Boyer Scholarship** is awarded annually, based on financial need, to a student enrolled in the air conditioning, heating and refrigeration technology; electrical/electronics technology; plumbing; or welding technology diploma programs and pursuing a career in the construction occupations.
  - The **Fred M. and Marjorie P. Crouch Memorial Scholarship** is awarded annually to a student who demonstrates financial need.
  - The **Tomarraw E. Cuthrell Memorial Scholarship** is awarded to a full-time second-year college transfer student who has a minimum of 2.5 cumulative grade point average.
  - The **Rufus Dalton Memorial Scholarships** are need-based funds awarded to students in associate degree nursing and practical nursing.
  - The **Mary Kate Dixon/Winston-Salem Garden Club Scholarship** is an academic scholarship awarded annually to an outstanding student entering the second year of horticulture technology.
  - The **D. S. Duggins Scholarship** in Welding is awarded to a high school welding student with a recommendation of his/her high school welding teacher and confirmation from Forsyth Tech's Welding Department.
  - The **Forsyth Technical Community College Alumni Association Scholarship** is periodically awarded to a student with a minimum 2.5 GPA.
  - The **Forsyth Technical Community College Adult High School Graduate Scholarships** are awarded annually to students who have graduated from the Forsyth Technical Community College adult high school program.
  - The **Forsyth Technical Community College General Education Development (GED) Graduate Scholarships** are awarded annually to students who have the highest scores in the Forsyth Tech GED program.
  - The **Forsyth Technical Community College International Student Scholarship** is awarded annually to an international student enrolled in a degree or diploma program with at least six credit hours.
  - The **Forsyth Medical Center Auxiliary Volunteers Scholarships** are awarded to second year Health Technologies Division students who have at least a 2.0 GPA and are enrolled in at least six credit hours.
  - The **GMAC (formally Integon) Scholarship** is awarded to a student in office systems technology who has at least a 2.3 GPA.
  - The **Bob H. Greene Scholarship** provides emergency assistance for tuition/fees or books/supplies to students who demonstrate a financial need.
  - The **Jerry W. Hendrix Memorial Scholarship** is awarded annually to a second-year student in either the automotive systems technology or automotive systems technology/race car performance programs with at least a 3.0 GPA.
  - The **Allen and ParaLee James Memorial Scholarship** is awarded annually to a student enrolled in the certified nursing assistant II class with priority given to employees of the Homestead.
  - The **Sandra Lea Johnson Memorial Scholarship** is an academic scholarship awarded annually to an outstanding student entering the second year of office systems technology.
  - The **Marshall P. Johnston Scholarship** is a perpetual scholarship available to an automotive systems technology student.
  - The **Randall R. Jones Scholarship** is

an academic scholarship awarded to the daytime machinist technology student with the highest GPA.

- The **Charlie King Student Developmental Services Memorial Fund** is awarded annually to a student who demonstrates financial need and has a minimum 2.0 cumulative GPA.
- The **Modern Machine Scholarship** is awarded annually to a deserving student in welding technology and is based on academic ability and need.
- The **Clara K. Martin/Winston-Salem Soroptimist Club Scholarship** is an academic scholarship awarded to the female with the highest GPA entering the second year of accounting.
- The **Pilot Club McPhail Fund Scholarship** is awarded annually, based on financial need, to a female student in associate degree nursing.
- The **Medical Alliance of the Piedmont Scholarships** are awarded to students entering associate degree nursing and may be renewed for the second year of the program.
- The **Medical Alliance of the Piedmont - Allied Health Awards** are scholarship funds awarded to students in allied health programs.
- The **Jane Gaither Murray Scholarship** is awarded annually to a deserving student entering associate degree nursing.
- The **PICA/Weese Scholarship** is awarded annually to an outstanding student in graphic arts and imaging technology.
- The **1990 Student Government Association/Tom Mayerchak Scholarships** are awarded annually to deserving students entering the second year of a technical or college transfer program with a minimum 3.0 cumulative grade point average. Priority is given to full-time students.
- The **National Tooling and Machining Association Scholarship** is an academic scholarship awarded to the full-time evening machinist technology student

with the highest GPA.

- The **Lynne Breedlove O’Roarke Memorial Scholarship** is an academic scholarship awarded annually to an outstanding student entering the second year of radiography
- The **Dack Reeves Memorial Scholarship** is awarded to students in the welding diploma program.
- The **RJR Archer Scholarships** are academic scholarships for students in manufacturing engineering technology, electronics engineering technology, and mechanical engineering technology/drafting and design.
- The **R.J. Reynolds Foundation Vocational/Technical Scholarships** are awarded annually to students enrolled full time who are eligible children of employees of R.J. Reynolds Tobacco Holdings, Inc. and R.J. Reynolds Tobacco Company. This is a competitive award program. This scholarship is awarded by the R.J. Reynolds Foundation.
- The **Salemtowne Scholarship for Certified Nursing Assistant** is awarded to a student who is in the Nursing Assistant program.
- The **Thomas E. Shown Scholarship in Practical Nursing** is awarded to a student in the Practical Nursing program, 22 years old or older, with at least a 2.75 cumulative GPA, who works part-time.
- The **Mr. and Mrs. Henry F. Snyder Sr. Scholarships** are need-based funds for students in all programs. Priority is given to males in allied health programs.
- The **State Employees Credit Union Scholarship (SECU)** is awarded annually to two full-time students enrolled in a curriculum program who are U.S. citizens and residents of North Carolina. Applicants must demonstrate financial need and exemplify the credit union philosophy “people helping people”. Applicants must have a 2.5 cumulative GPA on a 4.0 scale or 3,000 on the GED test.
- The **Louise G. Wilson Scholarship** is available to poverty-level Forsyth County

residents who are accepted or enrolled in diploma or technical credit programs.

- The **Lettie Pate Whitehead Foundation, Inc. Scholarships** are awarded annually to female nursing and allied health students who have demonstrated a financial need.
- The **Wachovia Technical Scholarship** is awarded annually, based on need and scholastic promise, to a student who is enrolled full-time in the second year of a technical program.

## **FORSYTH TECH FOUNDATION SCHOLARSHIPS (Endowed)**

- The **Terry Alexander Memorial Scholarship** from the Clemmons Rotary Club is awarded to a full-time resident of Forsyth County who has at least a 2.5 GPA and is based on a combination of academic ability and financial need. Preference is given to seniors at West Forsyth High School.
- The **Don Angell Nursing Scholarship** is awarded annually to associate degree nursing or practical nursing students. Priority is given to employees of Angell Care, Inc. and their dependents.
- The **John P. Arrowood Sr. Memorial Scholarship** is awarded to a high school or GED graduate who is enrolled in either the air conditioning, heating and refrigeration; electrical/electronics technology; plumbing; real estate; or welding diploma programs, the architectural technology A.A.S. degree program or the real estate appraisal certificate.
- The **Branner Dixon Baldwin Scholarship** is awarded to a student enrolled in practical nursing. It is based on need, academics and references.
- The **Daniel Bradley Barrow Scholarship** is for student(s) in Engineering Technologies with a strong emphases in Carpentry, Plumbing and other construction trades. Student must have a 2.0 or C average and be a native of surrounding counties.
- The **Mary B. Lauerman Memorial Scholarship** is an academic scholarship awarded annually to the full-time student with the highest cumulative GPA entering the second year of associate degree nursing.
- The **David W. Lewis Scholarship** in Accounting is for a mature student with a 2.5 GPA or better who has financial need and resides as a single parent living on their own in Forsyth, Stokes, Davie or Davidson Counties.
- The **Lucent Technologies Pioneers Scholarships** are awarded to full-time students who are North Carolina residents having at least a 2.0 cumulative GPA and who are enrolled in an eligible credit program.
- The **Catherine Leigh Kiser Marshall Scholarship** is awarded annually to older-students who demonstrate financial need and have a 2.8 GPA in the associate degree nursing program. Preference is given to single parents.
- The **Medlin Scholarship Fund** is awarded annually to a student who demonstrates financial need.
- The **Steven R. Moser Memorial Scholarship** is awarded to a student in paralegal technology who demonstrates financial need and maintains a 3.0 GPA.
- The **Hilda R. and William H. Moser Scholarship** is awarded to a student in paralegal technology who demonstrates financial need and maintains a 3.0 GPA.
- The **Tom Staley Memorial Scholarship** is awarded annually to a student in the second year of business administration who has at least a 3.0 GPA.
- The **Wachovia General Scholarship** is awarded annually to a student who demonstrates a financial need.
- The **Spencer C. and Nell K. Waggoner Scholarship** is awarded annually to a student who demonstrates financial need.

## **OTHER FOUNDATION SCHOLARSHIPS (Non-Endowed)**

- **Apple Foundation Scholarships** are awarded by the Apple Foundation to students enrolling from Stokes County.
- The **Marshall B Bass Scholarship** was established for a student who has completed at least one academic year and maintained a 2.5 GPA. Minority students will be given preference for this scholarship. All applicants must be citizens of the United States and Forsyth County, North Carolina. This scholarship is awarded through the Winston-Salem Foundation and the recipient is considered a Marshall B Bass Scholar.
- The **Karen Bowen Scholarship for Business Technologies** is awarded annually to a second year student in one of the Business Technologies programs with at least a 3.0 cumulative GPA.
- **John S. Clark Company 50<sup>th</sup> Anniversary Scholarships** are awarded to students in the Building Trades, Interior Design, Heavy Equipment and Transportation, and Mechanical Engineering programs. Students must have financial need and enroll full-time.
- The **Gerald L. Eggert Memorial Scholarship** is awarded to a student enrolled in the fifth semester of the radiation therapy program with at least a 3.0 cumulative GPA.
- The **Cheryl Fatzinger/PENTA Scholarship** is awarded to a student in the Medical Assisting program with financial need and at least a 3.0 cumulative GPA.
- **William A. and Georgia H. Goodson Scholarship** is awarded annually to two students in the first year of the Associate Degree Nursing Program and two students in the second year of the program. Priority is given to residents of Forsyth County. First year students must have had a 3.0 GPA in high school or previous college work. Second year students must have a 3.0 GPA in the first year of the Nursing Program.
- The **N. W. Mitchell Piedmont Federal Endowed Scholarship Fund** was

established on the occasion of the 100<sup>th</sup> anniversary of the Piedmont Federal Savings & Loan Association and in honor and memory of Nicholas W. Mitchell. The scholarship is for a Forsyth, Stokes, Davie, Davidson, Surry, Watauga, Wilkes or Yadkin County resident who is a first semester student enrolled in a minimum of 12 course hours per semester and is accepted into an associate degree program or a college transfer program. This scholarship is awarded through the **Winston-Salem Foundation**.

- The **L. Gordon and June Pfefferkorn Scholarship** was established to provide up to two consecutive years of financial assistance to a Forsyth County student who demonstrates promise in academics, has a 2.5 GPA or better in high school and demonstrates a financial need.
- The **Ivey Lamb Scholarship in International Business** is awarded bi-annually, based on need, to students in business administration/international business who are enrolled in at least nine credit hours.
- **St. Timothy's Episcopal Church Scholarships** are awarded to students in the Automotive Technologies, Construction Technologies, and Health Sciences on the basis of financial need and academic merit.

**Note:** In addition to the scholarships listed above, there are various individuals and organizations who contribute money yearly for scholarships to needy students. Most of the money available is not restricted. However, some of the scholarships are limited to individuals enrolled in certain credit programs. Contact Student Financial Services for specific information regarding all available federal, state, institutional and local (outside-sponsored) financial aid funds.

**All financial aid awarded is based on available funds and is contingent upon the receipt of those funds by the college.**

### **Other Sources of Aid**

Other sources of aid not administered by Forsyth Tech are available for eligible students. Interested students should apply with the appropriate

agency. Student Financial Services can assist students in making the initial contact with the sources listed below:

- Americorps National Service Awards
- Crosby Scholars Program
- Datatel Scholars Foundation Scholarship
- Experiment in Self-Reliance (ESR)
- Golden L.E.A.F. Scholarship
- Golden L.E.A.F. Transfer Scholarship
- Lewis-Gale Foundation Scholarships
- North Carolina Early Childhood Credential (T.E.A.C.H.) Scholarship Program
- Local Hospital Scholarship/Loan Programs
- North Carolina National Guard Tuition Assistance Plan (TAP)
- North Carolina Teaching Assistant Scholarship/Loan Program (TASL)
- North Carolina Division of Veterans Affairs (State VA Scholarship)
- North Carolina Vocational Rehabilitation
- Professional Women of Winston-Salem Scholarship
- Winston-Salem Foundation
- Winston-Salem Medical Group Managers
- Winston-Salem/Twin City Kiwanis
- Workforce Investment Act (WIA)

This is not an exhaustive list. Please contact Student Financial Services for help in seeking a wide variety of financial aid resources to assist in paying for college.

## Veterans' Benefits

Most programs of study offered at Forsyth Tech are approved for the training of persons eligible for benefits administered by the U.S. Department of Veterans Affairs (VA). Students eligible for VA benefits should contact Student Financial Services, Allman Center, Main Campus, to find out if a program is approved and to apply for their VA educational benefits.

The Admissions Office will help applicants select a program of study and explain the procedures for enrolling at Forsyth Tech. The admissions process will require an application, testing and the receipt and evaluation of the official high school transcript(s) and the transcript(s) from all prior training/college coursework.

Students who are qualified to receive VA benefits will fall under one of the following four classifications:

- Chapter 30 veterans who paid \$1,200 into their education fund while in active duty service;
- Chapter 31 veterans who have a service-connected disability(ies) rated by the VA at 10 percent or more;
- Chapter 35 spouses or dependents of veterans who are totally disabled for work purposes due to a service-related disability;
- Chapter 1606 veterans currently active in the selected reserves or National Guard or
- Chapter 1607 (Reserve Educational Assistance Program) veterans who, as members of a reserve component, were activated for at least 90 days after September 11, 2001.

After registration, an enrollment certification will be transmitted by Student Financial Services to the Veterans Affairs Regional Office for processing. Tuition and fees must be paid by the student upon registering for classes. \*The college does not postpone payment of tuition and fees until the student receives payment of their VA benefits. Monthly VA benefits will be paid directly to the student.

\*(Exception: Students who receive VA benefits under Chapter 31 are allowed to charge their tuition and fees upon registering for classes.)

Students receiving VA benefits are responsible for being familiar with the information found in the ***Student Academic Planner, College Catalog*** and all veterans' brochures and information obtained from Student Financial Services.

## Hours of Pay

VA educational benefit payments are issued monthly and are based on training for a prescribed number of credit hours per semester, as follows:

Full-time.....	12 or more credit hours
3/4 time.....	9-11 credit hours
1/2 time.....	6-8 credit hours
Less than	
1/2 time.....	1-5 credit hours

### **Standards of Progress**

Federal regulations require that students receiving veterans' educational benefits must maintain standards of academic progress and conduct.

### **Satisfactory Academic Progress**

The Academic Standing section of the *Student Academic Planner* and *College Catalog* describes the basic academic requirements for all students. A 2.0 cumulative grade point average (GPA) must be maintained and a probationary period of not more than one semester is permitted. Progress is reviewed at the end of each semester.

If a student receiving VA benefits is classified as making unsatisfactory progress, the Veterans Administration will be notified and benefits will be terminated. Termination will take place effective with the posting of grades at the end of the probationary semester. Recertification will not be made until satisfactory progress has been established by the student regaining a 2.0 GPA. Students should request recertification from Student Financial Services following the semester in which satisfactory progress has been regained.

### **Satisfactory Conduct**

Conduct in accordance with the Student Conduct and Responsibilities section of the *Student Academic Planner* is expected of all students. Dismissal of a student receiving VA benefits for unsatisfactory conduct will be reported to the Veterans Administration and benefits will be terminated as of the date of the student's dismissal from class(es).

### **Satisfactory Attendance**

All students are expected to maintain satisfactory attendance as defined in the Academic Information section of the *College Catalog*. Students receiving VA benefits who are dropped from courses for nonattendance or poor attendance, or those who withdraw, will be terminated or have their hours reduced effective the last day present in class. Unless mitigating circumstances are involved, the Veterans Administration may determine this termination or reduction to be an overpayment retroactive to the beginning of the semester.

### **Punitive/Nonpunitive Grades**

Federal regulations prohibit payment of VA benefits for grades that do not count as progress toward graduation. Audits are not payable. A grade of withdrawal failing (WF) is punitive because it counts as an F in the grade point average (GPA) computation. A grade of withdrawal (W) or withdrawal passing (WP) is nonpunitive because it does not count in the GPA computation. If a student receiving VA benefits drops a class that reduces training time, the Veterans Administration will be notified. If a student receiving VA benefits drops a class and receives a punitive grade, payments will be adjusted effective the last date the class was attended. If a student receiving VA benefits drops a class and receives a nonpunitive grade, payments will be adjusted effective retroactive to the beginning of the semester. This adjustment may result in an overpayment, unless mitigating circumstances are documented.