

# PCC Financial Aid

## Student Handbook

2016-2017





# 2016-2017 PCC Financial Aid Student Handbook

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## ***Welcome to Pueblo Community College!***

The PCC Financial Aid Office administers a comprehensive program of grants, scholarships, student loans and work-study. Grants are based on need. Scholarships can be based on academic ability, financial need, and other criteria. Student loans and work-study opportunities are based primarily on need, but non-need options are also available.

To apply for financial aid for the 2016-2017 academic year that begins with the Fall 2016 semester, complete the 2016-2017 Free Application for Federal Student Aid (FAFSA) at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Apply early to avoid delays in getting payment. Processing time can take up to 12 weeks. If you have questions about financial aid guidelines and policies, contact the Financial Aid Office.

Our professional staff is available to help you with the financial aid process. To make your visit more productive, please complete any required forms before your visit and bring all required documentation along with a picture ID.

### **Financial Aid Office Hours:**

Monday – Friday 8:00am – 5:00pm (*Hours may change occasionally*)

### **Financial Aid Office Location:**

GoZone on the upper floor of the Student Center building, Room SC 261

### **Financial Aid Office Mailing Address:**

Pueblo Community College  
900 W. Orman Avenue  
Pueblo, CO 81004

### **Financial Aid Office E-Mail Address:**

[Financial.Aid@pueblocc.edu](mailto:Financial.Aid@pueblocc.edu)

### **Financial Aid Office Telephone:**

1-719-549-3020  
1-719-549-3200 (Customer Solutions Center)  
1-888-642-6017 (Toll free number)

## ***Eligibility Requirements for Financial Aid***

The criteria below are the general eligibility requirements for financial aid:

- Demonstrate financial need (except for certain student loans).
- Have a high school diploma, or a General Education Development (GED) certificate, or complete a high school education in a home school setting that is treated as such under state law.
- Be enrolled or accepted for enrollment as a regular student working toward a degree or certificate in an eligible program.
- Be a U.S. citizen or eligible noncitizen.
- Have a valid Social Security Number.
- Register with the Selective Service if required.
- Maintain satisfactory academic progress once in school.
- Certify that you are not in default on a federal student loan and do not owe money on a federal student grant.
- Certify that you will use financial aid only for educational purposes.

## ***Applying for Financial Aid***

You must fill out the [FAFSA](http://www.fafsa.ed.gov) (Free Application for Federal Student Aid) online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) once each academic year. The academic year for financial aid at PCC begins with each fall semester, continues through spring semester, and ends with the summer semester. Paper applications are no longer available at the Financial Aid office. Students may contact Federal Student Aid to request a paper copy at: 1-800- 4-FED-AID (1-800-433-3234).

- The priority deadline to file your FAFSA for the upcoming fall semester is March 15<sup>th</sup> each year for PCC.
- PCC's school code on the FAFSA is: 014829.

***Applying early for financial aid is strongly recommended, as it may help you receive additional assistance, and you may not need to wait in long lines at the beginning of each semester!***

## ***FERPA***

The Family Educational Rights and Privacy Act of 1974 (FERPA) restricts the release of student information to the public without the consent of the student, except for public information. Public information includes: name; year of birth; major field of study; dates attended; degrees and awards received: college-issued e-mail account. If a student does not wish the college to release public information, this must be stated in writing and presented to the Records Office. The student's written authorization is required to remove the restriction.



### **Have you activated your Student E-mail Account?**

Due to the Family Educational Rights and Privacy Act (FERPA) regulations, we cannot release any personal information to your personal email address. **Please be sure to activate your school issued student e-mail account as soon as possible because most financial aid information, including Award Letters and Missing Information Letters, will be sent through your student e-mail.** To activate your e-mail account, you will need to log onto [MyPCC Portal](https://myportal.cccs.edu/jsp/misc/schoolLoginNew.jsp?school=pcc) using your Student ID and PIN:

<https://myportal.cccs.edu/jsp/misc/schoolLoginNew.jsp?school=pcc>

## ***Verification***

The Financial Aid Office reserves the right to request additional information at any time to process your application for financial aid.

The Department of Education selects some financial aid applicants for a process called “verification”. If you are selected for verification, the PCC Financial Aid Office must review certain documents to verify the data on your FAFSA before we can determine your eligibility or disburse aid. Requested documents must be turned in before the end of the term you are attending or we may not be able to complete your file and award aid.

The following are examples of documents we may request:

- Copies of the student’s, spouse’s and/or parent’s federal income tax *transcripts* (Form 1040, 1040A or 1040EZ). (Actual tax returns cannot be accepted)
- Student’s, spouse’s and/or parent’s W-2(s)
- Copies of social security cards
- Birth certificates, Marriage licenses, etc.

If we are missing additional information/documents, you will be sent a “Missing Information Letter (MIL)” to your school issued email account. Please respond within two weeks. Once verification is completed we may need to resolve your incorrect information by submitting the information back to the federal processor. If your eligibility changes (i.e. your Expected Family Contribution or EFC changes) you will be sent a new Student Aid Report by the processor. If your award amount changes, you will be sent an updated award letter to your student issued email account.

The chart below lists the items that must be verified according to the different verification groups:

<b><u>Information Required to be Verified</u></b>	<b>Verification Tracking Group</b>					
	<b>V1</b>	<b>V2</b>	<b>V3</b>	<b>V4</b>	<b>V5</b>	<b>V6</b>
Household Size	X	N/A	N/A		X	X
Number in College	X				X	X
Child Support Paid	X			X	X	X
SNAP (food stamps)	X			X	X	X
High School Completion				X	X	
Identity/Educational Purpose				X	X	
Income/Tax Data	X				X	X
Other Untaxed income reported on FAFSA						X

PCC is required to resolve issues of conflicting data, whether or not a student is selected for verification. Common examples include:

- Tax information on FAFSA conflicts with tax information on tax transcript.
- A student or parent's tax filing status does not match their current marital status.
- Admissions information received impacts student eligibility (i.e., student does not have a high school diploma or GED).

PCC may request additional documentation or request that the student and/or parent(s) take action to resolve the issue of conflicting information. If conflicting information is discovered after aid is disbursed, PCC will reconcile the differences and recalculate the student's EFC. If there is an over-award, the student will be required to repay any excess funds.

### ***Office of Inspector General Referrals***

A school must refer to the Department of Education's Office of Inspector General (OIG) any credible information indicating that an applicant for Federal Student Aid may have engaged in fraud or other criminal misconduct in connection with his or her application. ([34 CFR 668.16\(g\)](#))

Items that may require the Financial Aid office to report a student to the OIG include falsifying an independent status, making false claims of citizenship, use of false identities, forgery of signatures or certifications, and false statements of income. The Financial Aid office will report fraudulent activity to the OIG by phoning 1-800-MISUSED.

### ***"Award Pendings" and Bookstore Charges***

Before each semester begins, the PCC Financial Aid Office assists students who have already registered with holding their classes and in purchasing books from the PCC Bookstore. Students who have already been awarded, and have enough aid to cover their bill at PCC, should be able to go directly to the PCC Bookstore to purchase their books.

However, students who have completed the FAFSA prior to the submission cutoff date, but have not yet been awarded, may request an “**Award Pending**” to keep their classes from being dropped during the “Drop for Nonpayment” process, as well as to use for purchasing books for the upcoming semester. The “**Award Pending Request Form**” is found in the MyPCC Portal under the Student Finance tab, in the Financial Resources section. After submission, students should receive a reply in their school issued email account within 24-48 business hours. Students must understand that they have not actually been awarded yet, and must follow-up with the Financial Aid Office to ensure that their file is complete. Otherwise, they will be responsible for paying their own tuition, fees and book charges!

## ***Your Financial Aid Award***

Financial aid consists of various Federal, State, institutional and private programs designed to assist you with financing your college education. While primary responsibility for educational expenses rests with the student and their family, financial aid is available to students who would otherwise be unable to pursue an education. Although the majority of financial aid programs are based on demonstrated financial need, *don't assume that you won't qualify for aid.*

The Financial Aid Office determines a student's financial aid award after the FAFSA is received and reviewed. Once your financial aid application is complete and has been verified (if necessary), you will be sent an award notice via your PCC student e-mail.

### **Receive your Award Letter through student e-mail**

- Your award letter will let you know how much and what type of financial aid you have been awarded.
- Your award letter will give you directions on how to accept your loan and work-study offers.

Awards are initially based on full-time enrollment (12 credit hours or more). Enrollment in less than 12 credit-hours may result in a proration of financial aid when disbursed (most awards require students to be enrolled in at least 6 credit hours). Disbursed aid may also vary



from an announced award for other reasons such as a change to a student's enrollment status, loans fees, or a change to a student's eligibility status.

***IMPORTANT: Awards are initially offered for fall and spring semesters. If you plan to attend the summer semester you will need to complete a “Summer Intent Form” which notifies us of your intent to attend summer, and allows us to adjust your remaining aid. It is important to note that if you have attended full-time for both fall and spring semesters you may have little or no remaining eligibility for financial aid in the summer semester!***

<u>Credit Hours</u>	<u>Enrollment</u>	<u>Funds Prorated</u>	<u>Funds Not Prorated</u>
12 or more	Full-Time	None	Loans, Work-Study
9 – 11	¾ Time	Pell Grant CO Student Grant	Loans, Work-Study
6 – 8	½ Time	Pell Grant CO Student Grant	Loans, Work-Study
1 – 5	Less than ½ Time	Pell Grant	Pell is the only award that may pay at less than ½ Time

**NOTE:  
6-8 credit hours during the summer semester is still considered half-time for financial aid!**

Financial aid awards are based on enrollment status as determined on *census day*. The determination of full-time or part-time enrollment status is made based on the student's enrollment as of *census day*. (*Census day* is the last day students may add or drop a course. Check the academic calendar for the scheduling of this date).

### **Financial Aid Determination Formula**

Your eligibility for financial aid is determined in part by how much the school estimates it will cost you to attend. The figures provided below may be of value to you in two ways: 1) as a guide in anticipating your costs as a student; and 2) in representing a realistic cap on your financial aid funding.

$$\begin{aligned} &\text{Cost of Attendance (COA) (aka Student Budget)} \\ &\text{minus your Expected Family Contribution (EFC)} \\ &\text{minus your Resources} \\ &= \text{your "Need"} \end{aligned}$$

Students may not receive a combination of financial aid and resources that totals more than their student budget (aka cost of attendance or COA), which are determined by the college via federal/state guidelines. If an “**over-award**” (aggregate aid and resources totals more than the student budget) exists then some of your aid may need to be reduced and/or canceled. The Expected Family Contribution (EFC) is determined by the federal processor (via the Federal Needs Analysis Methodology) when they receive your FAFSA application information, and is an estimate of your ability to pay for college expenses. Resources, or Estimated Financial Assistance (EFA), consist of internal and external scholarships, sponsorships, private student loans, etc.

### **Cost of Attendance**

The “Cost of Attendance” (aka Student Budget) that PCC uses is determined by the college via federal/state guidelines. It contains both direct costs (tuition, fees and books) as well as indirect costs (living expenses such as rent, food, utilities, etc.). PCC uses several different

costs of attendance to reflect the general categories of students such as resident and non-resident, off campus (i.e. in an apartment or house) or residing at home with parents, high cost programs such as Dental Hygiene or Nursing, etc. These student budgets may not be changed except with proper documentation for various expenses such as out-of-pocket medical expenses, child care, computer purchase, etc.

**Pueblo Community College 2016-2017 Financial Aid Sample Budgets**

<b>Resident At Home with Parents</b>			<b>Resident Off Campus in Apartment or House</b>	
Tuition/Fees***	3,702		Tuition/Fees***	3,702
Room/Board	4,401		Room/Board	9,693
Books/Supplies	1,800		Books/Supplies	1,800
Loan Fees	34		Loan Fees	34
Personal/Med	3,636		Personal/Med	3,789
Transportation	1,404		Transportation	1,404
<b>TOTAL</b>	<b>14,977</b>		<b>TOTAL</b>	<b>20,422</b>
<b>***Tuition/Fees are subject to change</b>				
<b>Non-Resident At Home with Parents</b>			<b>Non-Resident Off Campus in Apartment or House</b>	
Tuition/Fees***	13,896		Tuition/Fees***	13,896
Room/Board	4,401		Room/Board	9,693
Books/Supplies	1,800		Books/Supplies	1,800
Loan Fees	34		Loan Fees	34
Personal/Med	3,636		Personal/Med	3,789
Transportation	1,404		Transportation	1,404
<b>TOTAL</b>	<b>25,171</b>		<b>TOTAL</b>	<b>30,616</b>

## **Grants**

Grants are need-based funds that do not have to be repaid (unless a student drops enrollment levels or totally withdraws from a semester after receiving aid). PCC offers two federal grants and one state grant:

### **Federal Pell Grant**

- This is the basic award to which other federal and non-federal sources may be added. The amount of the Pell Grant depends on your financial need, the cost of education, and the amount of time you will be enrolled during the school year. As with all federal grants, you do not have to pay back a Pell Grant provided you do not change your enrollment level or totally withdraw during a semester. Pell Grants are limited to 12 full-time semesters (600% of scheduled awards) for Lifetime Eligibility Used (LEU). Awards for the 2016-2017 academic year range from \$598 to \$5,815 depending upon a student's EFC number, enrollment level, etc.



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

- This grant provides additional financial assistance to exceptionally needy undergraduate students who are also Pell Grant recipients. FSEOG eligibility is also tied to Pell Grant LEU. Awards for the 2016-2017 academic year are typically \$600, but are based upon a very limited allocation from the federal government. FSEOG is awarded to students on a first come, first serve basis, with preference given to those who meet the March 15<sup>th</sup> priority deadline.

## Colorado Student Grant (CSG)

- This grant provides financial assistance to Colorado residents who meet 150% of Pell Grant eligibility. Awards for the 2016-2017 academic year are typically \$3,000, but are based upon a limited allocation from the Colorado state government. CSG is awarded to students on a first come, first serve basis, with preference given to those who meet the March 15<sup>th</sup> priority deadline. During the 2016-2017 academic year, CSG will be prorated based on your enrollment status. You will receive 100% of your award if you are enrolled full time (12+ credit hours), 75% if you are enrolled  $\frac{3}{4}$  time (9-11 credit hours), and 50% if you are enrolled  $\frac{1}{2}$  time (6-8 credit hours).



## ***Scholarships***

PCC offers several different types of institutional scholarships, including Departmental Scholarships available through a student's program of study, Foundation Scholarships given to the college by outside sponsors, and various other scholarships. Please check with the Financial Aid Office for availability.

**WARNING!!**

There are literally thousands of external scholarships. Be careful of scholarship scams, though --- ***Never pay for a scholarship search when there are free options available!***

## ***Student Loans***

The **William D. Ford Direct Loan Program** provides low-interest loans to qualified students and parents of dependent students to help meet educational expenses. Direct Loans are student loans from the federal government and are repaid after leaving school. If you are a first-time borrower, you must complete Entrance Loan Counseling to qualify for this loan.



*Student loans are a supplement to other federal, state, institutional, and private student financial aid programs, and you must pay them back with interest regardless if you don't complete your program of study, can't find employment, or are dissatisfied with the education you received.*

### **Student Loan Ombudsman**

The *Federal Student Aid* Ombudsman Group of the U.S. Department of Education is dedicated to helping resolve disputes related to Direct Loans, *Federal Family Education Loan (FFEL) Program* loans, *Guaranteed Student Loans*, and Perkins Loans. The Ombudsman Group is a neutral, informal, and confidential resource to help resolve disputes about your federal student loans.

Before contacting the Ombudsman Group, be sure to follow FSA's recommendations to [resolve problems with your student loan](#) yourself.

If you are unable to resolve issues with your student loans, you may contact the FSA Student Loan Ombudsman Group via:

On-line assistance: <http://studentaid.gov/repay-loans/disputes/prepare>

Telephone:

877-557-2575

Fax:

606-396-4821

Mail:

FSA Ombudsman

P.O. Box 1843, Monticello, KY 42633

Loans consist of the following:

**Direct Subsidized Loan** – Direct Subsidized Loans are for students with financial need.

Your school will review the results of your Free Application for Federal Student Aid (FAFSA) and determine the amount/type you qualify for each academic year. The U.S. Department of Education pays the interest on Direct Subsidized Loans while you're in school at least half-time.

There is a limit on the maximum period of time (measured in academic years) that you can receive Direct Subsidized Loans for first-time borrowers who receive a subsidized loan on or after July 1, 2013. In general, you may not receive Direct Subsidized Loans for more than 150% of the published length of your program. This is called your "maximum eligibility period". You can find the published length of your program in the PCC catalog.

For example, if you are enrolled in a 2-year associate degree program, the maximum period for which you can receive Direct Subsidized Loans is 3 years (150% of 2 years = 3 years). The periods of time that count against your maximum eligibility period are periods of enrollment (also known as "loan periods") for which you received Direct Subsidized Loans.

**Direct Unsubsidized Loan** – Direct Unsubsidized Loans are not need-based. Like the Direct Subsidized Loans, your school will review your FAFSA and determine the amount you qualify for each academic year. Interest accrues (accumulates) on an unsubsidized loan from the time it's first paid out. You can pay the interest while you are in school and during grace periods, deferment or forbearance periods, or you can allow it to accrue and be capitalized (that is, added to the principal amount of your loan). If you choose not to pay the interest as it accrues, this will increase the total amount you have to repay because you will be charged interest on a higher principal amount.

**Direct Parent Loans to Undergraduate Students (PLUS)** – Direct PLUS loans are available for parents of dependent students. They are similar to Direct Subsidized and Unsubsidized Loans in that your school will determine the amount your parent can qualify for each academic year. They are unlike the other loans in that your parents cannot have an adverse credit history in order to qualify for the Direct PLUS. Interest accrues (accumulates) on a Direct PLUS Loan from the time it's first paid out. Your parent can pay the interest while you are in school and during grace periods, deferment or forbearance periods, or they can allow it to accrue and be capitalized (that is, added to the principal amount of their loan). If your parent chooses not to pay the interest as it accrues, this will increase the total amount they have to repay because they will be charged interest on a higher principal amount.

**Private Education Loans** – A private education loan is a loan provided by a private lender. **A private education loan is not a form of Title IV funding!!** Private education loans are expressly for postsecondary education expenses. Private education loans are usually credit based and students may need a co-signer if they decide to apply. Students should complete their FAFSA **before** applying for a private education loan to see if they are eligible for Title IV funding first. Any aid received, including a private loan, cannot exceed a student's cost of attendance for the period of enrollment.

If you wish to apply for a Federal Direct Student Loan, you must first complete the FAFSA form (and all verification or other items if necessary) and be awarded. If eligible, PCC will award you the base amount of student loans, after which you can accept the amount offered or less (or even decline entirely) on the PCC Portal under the Student Finance tab, Financial Aid awards. You must also complete the following steps:

1. Attend an in-person Entrance Loan Counseling session which includes required financial literacy modules online and additional reference information if you are a first time loan borrower.
2. If you are not a first time loan borrower, please provide confirmation to the Financial Aid Office that you completed Entrance Loan Counseling (students can typically [print confirmation](#) from [www.studentloans.gov](http://www.studentloans.gov) ).



3. [Complete your Master Promissory Note](#) (MPN) online at [www.studentloans.gov](http://www.studentloans.gov). A *Master Promissory Note (MPN)* is a legal document that states the terms and conditions under which you agree to repay the loan.

Additional Loan Requests for Direct Unsubsidized Loans above the base amount are only available in paper form from the Financial Aid Office after you have completed your file, have been awarded, and have accepted the base amount on the PCC Portal. ***As part of its default management effort PCC may reduce or deny student loan requests on a case-by-case basis. Please see the chart below for both annual and aggregate loan limits:***

**Annual Loan Limits for Direct Loans**

<u>Grade Level</u>	<u>Dependent Undergraduate</u>	<u>Independent Undergraduate</u>
Freshman	\$5,500 – Only \$3,500 may be subsidized	\$9,500 – Only \$3,500 may be subsidized
Sophomore	\$6,500 – Only \$4,500 may be subsidized	\$10,500 – Only \$4,500 may be subsidized
Junior and Senior (BAS programs only when approved for Financial Aid)	\$7,500 – Only \$5,500 may be subsidized	\$12,500 – Only \$5,500 may be subsidized
Maximum Aggregate Allowed	\$31,000 – Only \$23,000 may be subsidized	\$57,500 – Only \$23,000 may be subsidized

All loan information will be submitted to the National Student Loan Data System (NSLDS). All information will be accessible by guaranty agencies, lenders, and institutions determined to be authorized users of the data system. Students can also access information regarding all Title IV grants and/or loans they have received by [visiting NSLDS](#) at [www.NSLDS.ed.gov](http://www.NSLDS.ed.gov). Repayment of your student loan(s) starts six months after you graduate, drop below 6 credit hours (half-time), or leave school. Regardless of the reason that you leave school, you will need to [complete loan exit counseling online](#) at [www.studentloans.gov](http://www.studentloans.gov) or meet with the Loan Default Prevention Coordinator for an in person loan exit counseling session. You will have a six month grace period before your monthly loan payments begin. You must repay your loan (with interest) each month.

For more [information about the William D. Ford Direct Loan Program](#), please visit:

<http://studentaid.ed.gov/PORTALSWebApp/students/english/studentloans.jsp>

## Loan Default

Pueblo Community College takes pride in educating students about the importance of Financial Literacy including *loan repayment* and prevention of *loan default*.



If you do not make your loan payments, you can go into *Loan Default after being delinquent for 270 days or more*. Defaulting on your student loan can have a number of serious consequences including:

- The national credit bureaus are notified and your credit rating can be affected.
- The Internal Revenue Service can withhold your tax refund.
- Your employer can deduct payment from your paycheck.
- You may lose your professional licenses.
- You will be ineligible to receive federal or state aid if you return to college.

### **Be aware: Student loans are generally not dischargeable in bankruptcy!**

In an effort to decrease the number of student loan defaults, PCC has implemented the following student loan policies for students who take out Direct Loans:

- Students who are on a Probation Status, planning to graduate, drop below half-time status (6 credit hours), or cease attendance will be required to meet with the Loan Default Prevention Coordinator.

Loan recipients will be required to complete a **Loan Exit Interview** upon leaving PCC or dropping below half-time status to learn about repayment and deferment/forbearance information regarding the loan.

### Sample Loan Repayment Chart

Total Loan Debt	Number of Months	<u>Total Monthly Payment</u>	Total Interest (3.76%)	Total Payment (Interest + Principal)
\$3,500.00	80	<u>\$50.00</u>	\$457.37	\$3,957.37
\$9,500.00	120	<u>\$95.10</u>	\$1,912.44	\$11,412.44
\$15,000.00	120	<u>\$150.16</u>	\$3,019.59	\$18,019.59
\$20,000.00	120	<u>\$200.22</u>	\$4,025.95	\$24,025.95
\$30,000.00	120	<u>\$300.33</u>	\$6,038.92	\$36,038.92
\$40,000.00	120	<u>\$400.43</u>	\$8,052.15	\$48,052.15
\$50,000.00	120	<u>\$500.54</u>	\$10,065.12	\$60,065.12
\$55,000.00	120	<u>\$550.60</u>	\$11,071.48	\$66,071.48
\$57,500.00	120	<u>\$575.62</u>	\$11,574.91	\$69,074.91

A student should plan on using about 10% of their Annual Gross Income to pay back their student loans.

Using the chart above.....

If a student accumulates \$15,000 in student loan debt, their Annual Gross Income should be \$18,104 in order for them to use 10% of their income on their student loan.

If a student accumulates \$25,000 in student loan debt, their Annual Gross Income should be \$30,174 in order for them to use 10% of their income on their student loan.

If a student accumulates \$35,000 in student loan debt, their Annual Gross Income should be \$42,243 in order for them to use 10% of their income on their student loan.

For more [information about financial literacy and debt management](http://www.usafunds.org/Pages/default.aspx) please visit:

<http://www.usafunds.org/Pages/default.aspx>

## ***Consortium Agreements***

A student can only receive Financial Aid from one institution at a time. If the case ever arises where a student needs to take courses from two institutions at the same time, a consortium agreement may be used to combine enrollment at the two institutions so the student's financial aid disbursement is based on the correct enrollment status.

### **Home School**

When Pueblo Community College provides the financial aid package and the student is seeking his/her degree at PCC; we are considered the 'Home' school.

The student must complete the Financial Aid Consortium Agreement by taking the form to their "Host" school for completion and then returning it to PCC FA Office.

The student must meet with their PCC academic advisor to confirm that the courses they are taking from the host institution apply to their degree at PCC. They must be enrolled in at least 6 credit hours at PCC to utilize a consortium agreement.

### **Host School**

When PCC does not provide any financial aid, we are considered the 'Host' school. We verify that the student is enrolled, the courses that the student is registered for and the student's costs at PCC. This is sent to the financial aid office at the "Home" school or given back to the student to forward to the "Home" school. The student may take as many credits as allowed by the home school. It is the responsibility of the student to take a copy of the consortium agreement to the PCC Cashier Office to have their classes held for the Drop for Non-Payment process



## ***Work-Study***

The College Work-Study Program (CWSP) provides employment for full- and part-time students for ten to twenty hours of work per week. Most work-study funds go to students who demonstrate financial need, with remaining funds available to employ other students in areas related to their academic and career goals. Funds are provided by the Federal Work-Study Program and by the Colorado General Assembly. The three types of work-study are:



### **1. Federal Work Study**

- Demonstrate financial need
- Not limited to Colorado residents
- Must meet eligibility requirements for work-study

### **2. Colorado Work-Study**

- Demonstrate financial need
- Limited to Colorado residents
- Must meet eligibility requirements for work-study

### **3. Colorado No-Need Work-Study**

- Demonstrate no financial need via regular financial aid application procedures
- Limited to Colorado residents
- Must meet eligibility requirements for work-study

Student employment provides jobs for students in a variety of campus departments. Students are paid hourly wages and work a maximum of 20 hours per week during regular semester or terms. Starting pay for all work study students will be current minimum wage for on-campus positions.

## ***Disbursement of Financial Aid***

Once you have been awarded and are enrolled, your financial aid awards will be applied to your student account (i.e. your bill) in the Cashier Office after the official census date for the full-term semester (usually 2-3 weeks into each semester). After the first disbursement is made, the Cashier Office will continue to process refunds on a weekly basis for files that have been processed after the initial disbursement date. The Cashier's Office will first pay your tuition, fees, bookstore charges, and other related costs, and then send any remaining funds to you. PCC has partnered with BankMobile to deliver refunds. Look for your Refund Selection Kit. It will arrive in a bright green envelope and contain your Personal Code. Once you have your code, follow these easy steps:

1. Go to [RefundSelection.com](http://RefundSelection.com) and enter your Personal Code.
2. Create your login information.
3. Select how you would like to receive your money.
4. Complete your profile.

Refund options include:

- Electronic Deposit to Another Account
  - Money is transferred to another account the same business day BankMobile receives funds from your school. Typically, it takes 1 – 2 business days for the receiving bank to credit the money to your account.
- Electronic Deposit to a BankMobile Vibe Account
  - If you open a BankMobile Vibe account (upon identity verification), money is deposited the same business day BankMobile receives funds from your school
- Paper Check Delivered by USPS
  - A check is mailed the same business day BankMobile receives funds from your school, provided receipts is within daily cutoff times. Typically, it takes 5-7 business days for the check to arrive, depending on USPS First-Class delivery timeframes.



## **WARNING!**

Financial aid funds may be used only for educational related expenses such as rent, food, utilities, car repairs (the purchase of a vehicle is not allowed), daycare, etc. to assist you with living costs throughout the semester. Be sure to budget your funds and spend the money wisely as your next financial aid disbursement won't occur until the following semester.



**IMPORTANT:** The Financial Aid Office reserves the right to review, change or cancel an award at any time because of changes in a student's academic or financial status, lack of satisfactory academic progress, or the discovery of errors. Other reasons for adjustment of financial aid include, but are not limited to: changes in enrollment hours, repeated courses, cancelled classes, additional aid received from other sources, and non-attendance.

***If you are required to repay financial aid funds, you will not be able to register for classes, order official transcripts, etc. If the charges are not paid after a certain period of time the Cashier Office will refer the balance to the Colorado State collection agency and additional fees will be added!***

## ***Satisfactory Academic Progress (SAP)***

### ***What is Satisfactory Academic Progress?***

Each institution of higher education that receives federal Title IV funds is required by the U.S. Department of Education to define and enforce standards for satisfactory academic progress. Satisfactory academic progress measures a student's performance in the following three areas/criteria: grade point average (GPA), completion rate, and maximum time frame. The Financial Aid Office is responsible for ensuring that all students who receive federal, state, and

institutional financial aid are meeting these standards. The standards of Satisfactory Academic Progress apply for all applicable financial assistance programs including Federal Pell Grant, Federal Work-Study, Federal Supplemental Educational Opportunity Grant, the William D. Ford Direct Loan Program, as well as assistance from the state and the institution.

### **Satisfactory Academic Progress Criteria**

In order to meet satisfactory academic progress requirements for terms in which assistance was received, financial aid recipients must:

1. Maintain a minimum cumulative grade point average (GPA) of 2.0 or above for all classes attempted; **and**
2. Successfully complete a minimum of 67% of cumulative attempted credit hours; **and**
3. Complete their academic program within 150% of the attempted hours of that program (students will be on an Alert after attempting 110% of their program hours).

Review of Satisfactory Academic Progress will be done shortly after the stated due date for grades at the end of each term. Credit hours attempted through consortium agreements will be included in the review of this criterion.

Students who fail to meet either the cumulative 2.0 GPA, or 67% cumulative attempted vs. completed credit hours criteria will be placed on financial aid status of “**Warning**” (after the first semester of not meeting SAP requirements), which is not appealable, or “**Ineligible**” (after the second consecutive semester of not meeting SAP requirements), which is appealable. ***If a student has zero percent completion within a single semester, they will immediately become ineligible and may appeal.*** Students will be notified in writing of their status through their student issued email account.

*Grade symbols of A, B, C, D, S, S/A, S/B, and S/C earned will be considered acceptable for courses completed and Satisfactory Academic Progress. Grades of F, W, WF, U, U/D, U/F, I, Z, IP, OE, and AU earned **will not** be considered acceptable for Satisfactory Academic Progress.*



## **Financial Aid Ineligibility Appeals**

Each institution is required to have two levels of appeals: a primary review and a secondary process for students to appeal the primary decision. At PCC the Director of Financial Aid reviews all Ineligibility Appeals, and any that are denied by the Director automatically go to the Financial Aid Appeal Committee for the secondary review. All decisions made are final.

Reasons that students may have for appealing their ineligible SAP status are:

- Unusual circumstances (such as student illness, medical disability, death of an immediate family member, and other documented situations that are beyond the student's control) may warrant a review of a disqualified student's individual situation. Students are highly encouraged to provide written documentation.
- A student appealing for an extension of the maximum allowable credit hours for the currently enrolled program, or funding for an additional degree and/or certificate, will be required to meet with an academic advisor or counselor to discuss the accumulation of attempted hours beyond the degree requirements and/or the educational purpose of a subsequent degree and/or certificate.

Students with approved appeals will be notified in writing to their student issued email account and will be placed on "Probation," for the term in which the appeal was approved. Students with denied appeals will be notified in writing to their student issued email account of the committees' decision and of the reinstatement process. [To access the PCC Financial Aid Appeal Form](http://www.pueblocc.edu/Financial-Aid/Forms/), please visit: <http://www.pueblocc.edu/Financial-Aid/Forms/>.

## **Determination of SAP & Eligibility - First Time Applicants for Financial Aid**

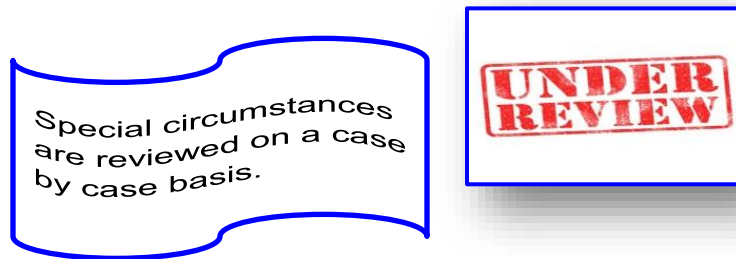
Occasionally students have attempted credits at the college prior to requesting consideration for financial aid. Any credits attempted at the college, regardless if financial aid was received to help pay for them, must be reviewed to determine the students' status when they are being considered for assistance. First time applicants are subject to the same criteria as continuing financial aid recipients. They must have:

1. Maintained a minimum cumulative grade point average (GPA) of 2.0 or above for all classes attempted; **and**

2. Successfully completed a minimum of 67% of cumulative attempted credit hours; **and**
3. Not surpassed 150% of the attempted hours of their academic program.

First time applicants who have not maintained a cumulative grade point average (GPA) of 2.0 or above for all classes attempted or successfully completed a minimum of 67% of cumulative attempted credit hours will be placed on financial aid Warning. First time applicants are also subject to the same SAP rules regarding maximum time length as continuing financial aid recipients (Alert or Ineligible).

### ***What if I have Special Circumstances?***



Financial Aid Awards are based on the parent's and/or student's income for the prior year. If a family or student has an extenuating circumstance that should be reviewed, the student may request a ***Professional Judgment*** or a ***Dependency Override***.

**How do I notify the Financial Aid Office** of special circumstances that I would like considered with my financial aid application?

You may ask the Financial Aid Office to consider re-evaluating your financial aid situation by submitting a request for either:

- a) ***A Professional Judgment (PJ)*** if you or your household has experienced any significant change in your financial circumstances from the time of filing your FAFSA. Examples include unemployment, loss of income, high medical expenses not covered by insurance, divorce, etc.; **or**

- b) **A Dependency Override (DO)** if there are special circumstances in your family/dependency status. Your appeal must show documented evidence that your relationship with your parents is such that it would be impossible or unreasonable for them to assist you in applying for financial aid.

Any request for either a Professional Judgment or a Dependency Override must be submitted with sufficient documentation as well as a letter(s) from a professional third party. *Any decisions by the Financial Aid Office are considered final and are not appealable to the Department of Education.*



### ***Financial Aid Impact of Withdrawing from All Classes (aka Return of Title IV Funds or “R2T4”)***

Completely withdrawing and/or failing classes can negatively affect your eligibility to keep a portion or possibly all of the financial aid funds awarded and/or disbursed to you during a term of enrollment. A withdrawal can result in a student owing the College and /or federal government a portion or all of the financial aid that had already been disbursed. The law specifies how PCC must determine the amount of Title IV program assistance that you earn if you withdraw from school.

If you completely withdraw, fail, stop attending all your classes, or withdraw from a late start class during a period of enrollment for which you have received Federal Student Aid, the Office of Financial Aid will determine how much, if any, of your financial aid funds must be returned based on a federally mandated refund formula (Return of Title IV Funds). If you received less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by the school and/or you. *Students who have a Federal Direct Student Loan,*

*Subsidized or Unsubsidized, and withdraw below half-time status must also complete an Exit Loan Counseling Interview with the Loan Default Prevention Coordinator.*

Withdrawing (officially or unofficially) can result in having to repay all or a portion of the financial aid awards back to Pueblo Community College.

- The amount of assistance that you have earned is determined on a pro rata basis. For example, if you completed 30% of your payment period or period of enrollment, you earn 30% of the assistance you were originally scheduled to receive.
- If Title IV funds must be returned, PCC must return a portion of the excess equal to the lesser of (1) your institutional charges multiplied by the unearned percentage of your funds, or (2) the entire amount of excess funds.
- Until you have passed the 60% point in the semester, only a portion of your disbursed Title IV Funds have been considered as “earned” (even if you have received your financial aid refund on the CCCS Refund Card).
- After you have reached the 60% point in the semester you have “earned” 100% of your Title IV Funds financial aid.
- If you have questions about your Title IV program funds, you can contact the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243).
- Students who owe Pueblo Community College Return of Title IV Funds will not be able to register for future terms until the balance is paid in full.



***The Office of Financial Aid strongly encourages you to meet with a financial aid advisor to discuss the effect on your financial aid of withdrawing from all classes, before making the decision to withdraw or stop attending classes!***

## ***Student Rights and Responsibilities***

### **You Have the Right to Know:**

- What student financial aid programs are available.
- What priority dates have been established for each of the financial aid programs.

- How and when you will be paid.
- How your financial need is determined, including such items as tuition and fees, room and board, books/supplies, travel and personal expenses.
- What resources (parental contributions, outside assistance, etc.) are considered in the calculation of your financial need.
- How much of your financial need, as determined by the institution, has been met.
- What portion of the financial aid you received must be repaid (loans), and what portion is grant aid. When you borrow a student loan you have the right to know the interest rate, the total amount that must be repaid, the pay-back procedures, how long you have to repay the loan, and when repayment begins.
- The college's tuition and fee refund policy.
- How the school determines whether you are making satisfactory academic progress and what happens if you are not.
- The appeals process for satisfactory academic progress and other situations.
- What special facilities and services are available for disabled students.
- What college staff are available for information on financial aid programs and when they are available.
- The terms and conditions of any work-study employment including how and when you will be paid.

**You Have the Responsibility to:**

- Complete all application forms accurately and submit them on time to the Financial Aid Office.
- Enroll in an eligible academic program (Undecided/undeclared & mini-certificates -- under 16 credits-- are not covered).
- Complete and return all documentation, verification, or correction of information requested by the Financial Aid Office.
- Read, understand, and accept responsibility for all forms that you are asked to sign and keep copies of them.
- Perform the work that is agreed upon in accepting a work-study position.
- Be aware of and comply with financial aid's satisfactory academic progress policy.

- Notify the Records Office of any changes in name, address or other demographic information.
- Notify the Financial Aid Office of any changes in financial status through welfare, social security, VA benefits, etc.
- Notify the Financial Aid Office before you withdraw from classes or change your enrollment status.
- Comply with all entrance and exit loan requirements, and repay any loan amount received while attending Pueblo Community College.
- Pay on time, all college charges not covered by financial aid.

## ***Glossary of Financial Aid Terms***

**Award Notification:** An email or letter notifying financial aid applicants of the types and amounts of aid offered, as well as the responsibilities and conditions of each award.

**Cost of Attendance (COA):** The total estimated cost of college for the school year, also referred to as the student budget; includes tuition, fees, books, supplies, transportation, food, housing, and personal expenses.

**Expected Family Contribution (EFC):** The amount that you and your family are expected to contribute toward your education, assessed from resources such as employment and household size.

**Financial Need:** The amount is determined by subtracting your EFC and other financial resources from your cost of attendance. Financial aid awards are offered to meet your financial need based on program requirements and available funds.

**Federal Processor:** The federal government's computer system, also referred to as the "Central Processor," analyzes the information on your FAFSA, calculates your EFC, and sends you a Student Aid Report.

**Free Application for Federal Student Aid (FAFSA):** The FAFSA is the official financial aid application used to determine federal and state aid. There is no charge to have your FAFSA processed.

**Grant:** A grant is a form of financial aid that does not have to be paid back. It is a gift.

**Loan:** A loan is a form of financial aid that must be re-paid with interest over a period of years.

**Loan Default:** Failure to make loan payments or otherwise honor the terms of a loan. Loans in default are reported to credit bureaus and can influence future credit and ability to receive financial aid.

**Renewal FAFSA:** Students must re-apply for FAFSA every year. This application simplifies the process of reapplying for financial aid. Some information from the previous application is preprinted on the Renewal FAFSA making the application process faster.

**Residency:** This is a determination of a student's status as a Colorado resident. This determination is made by the Admissions Office and will affect which financial aid programs a student may be eligible for.

**Return of Title IV Funds:** If a student received federal student aid funds, including grant and loans, and withdraws from all classes before 60% of the enrollment period has passed, the student could owe money back to the federal government or the college.

**Satisfactory Academic Progress (SAP):** To be eligible to receive federal and state financial aid, a student must be progressing satisfactorily toward completion of an approved educational program.

**Selective Service Registration:** By law, certain students are required to register, or arrange to register, with the Selective Service in order to receive federal student aid. This includes males born on or after January 1, 1960, who are at least 18 years old, citizen or non-citizen, and not currently on active duty in the Armed Forces.

**Summer Intent Form:** By completing this form, you are requesting that the Pueblo Community College Office of Financial Aid review your aid eligibility for the summer term. Completing the form is not a guarantee of a financial aid award. Generally, students who received full-time financial aid disbursements for both fall and spring semesters are not eligible for aid in the summer term.

**Student Aid Report (SAR):** The report summarizing the information you provided on your FAFSA. The Financial Aid Office will receive this same information electronically and begin the process to determine your eligibility.

**Untaxed Income:** All income received that is not taxed or may not be reported to the IRS, including Earned Income Credit, Additional Child Tax Credit, clergy and military allowances, Disability benefits, tax sheltered income reported on W-2 forms, welfare and child support payments, any cash income not reported to the IRS, bills and support paid on your behalf, or any other income received not reported on your tax form.

**Verification:** A federal process in which the college checks the accuracy of the information you submitted on the FAFSA. Documents will be requested such as 1040 tax returns and W-2 forms. Quick response to any request for documentation will help expedite the process.

**Veteran:** For the FAFSA, a person who has engaged in active duty, or a National Guard or Reserves enlistee who was called to active duty for purposes other than training, or was a cadet or midshipman at one of the service academies, and who was released under a condition other than dishonorable.

*The Financial Aid Office encourages you to be an active and informed consumer about issues relating to your education, safety and finances. This information is intended to provide you with valuable information regarding your rights and responsibilities either as a prospective student or currently enrolled student. This includes the right to request information about any subject area covered in any publication provided by Pueblo Community College.*

***On behalf of the PCC Financial Aid Office we wish you the best of luck in your academic endeavors! Please contact us if you have questions.***

Nondiscrimination Statement: Pueblo Community College is an equal opportunity educational institution and does not discriminate on the basis of age, race, religion, color, national origin, sex, or disability in its activities, programs, or employment practices as required by Title VI,



Title IX, and Section 504, Age Discrimination Act, and Title II of the ADA. The College has designated the Director of Human Resources as its Affirmative Action Officer with the responsibility to coordinate its civil rights compliance activities and grievance procedures. For information, contact the Director of Human Resources, 900 West Orman Avenue, Room CA-111, Pueblo, CO 81004, telephone and TDD (719) 549-3220; or the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Bldg., 1244 North Speer Blvd., Suite 310, Denver, CO 80204, telephone (303) 844-2981, TDD (303) 844-3417.