

# **Arapahoe Community College**



## **Financial Aid Handbook 2005-2006**

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## **ACC MISSION STATEMENT**

*To provide an accessible, responsive learning environment that facilitates the achievement of educational, professional and personal goals by our students and other members of our communities in an atmosphere that embraces academic excellence, diversity and innovation.*

The Office of Financial Aid at ACC is dedicated to providing assistance to students in their pursuit in higher education. Both state and federal regulations and laws govern financial aid. The requirements, procedure and process for obtaining financial aid are complex and may change from year to year. We understand that the financial aid process is often confusing and difficult to complete. Our goal is to help students with the process and to insure that funds exist for eligible individuals so they may attend college.

Information in this handbook provides answers to a variety of questions concerning the cost of attending ACC, the kind of student aid programs available, the application procedures and the student's rights and responsibilities for establishing and maintaining financial aid eligibility. Financial Aid advisors are available on a walk-in basis should you need assistance.

Visit us at Arapahoe Community College, Financial Aid Office, Room M 2110, 5900 S. Santa Fe Drive, Littleton, CO 80160 or Call 303-797-5661 or on the web at [www.arapahoe.edu](http://www.arapahoe.edu)

### **PHILOSOPHY OF THE FINANCIAL AID OFFICE AT ACC**

- Our first responsibility is to the most economically disadvantaged student.
- Self-help (loans and work study) should be part of the college aid award.
- Students should make a commitment to their education with both current and future earnings; this means both working and borrowing to pay for their education.
- Student budgets should reflect reasonable allowances for typical student expenses.
- The Federal Need Analysis Methodology (FM) is designed by US Congress to provide equitable formulas for evaluating students.
- The formula may not address each family's situation. Therefore, students who believe they have extenuating circumstances should contact the Financial Aid office.
- Funding is limited and is generally insufficient to meet the total need. Therefore, the Financial Aid Office will award aid on an ongoing priority date basis until funding is exhausted.
- We have a responsibility to develop information and policies that minimize defaults on student loans.
- The financial aid packaging process ensures effective use of the funds available with fair and equitable treatment of all aid applicants.

## **APPLYING FOR FINANCIAL AID**

### **What is Financial Aid?**

Financial aid is a way of providing money to people who want to attend college. There are two kinds of financial aid. The first type is called merit or scholarship assistance. At ACC, scholarships are available for students who have good grades, show academic potential, or who meet the qualifications for other private funds.

The second type of financial aid available at ACC is need based assistance. To qualify for need-based aid, a student must complete a Free Application for Federal Student Aid (FAFSA) and have their financial situation analyzed by a national formula called Federal Methodology (if the student meets the official definition “dependent,” their parents’ financial position is also taken into consideration).

It is possible to have both merit and need based financial aid at the same time. However, it is important that the student complete the proper applications in order to be considered for both merit and need based aid.

### **When to apply**

ACC has three priority consideration dates during the year. If a student has a completed file in the Financial Aid Office by the following dates, they must be given priority in determining their eligibility for financial aid.

#### Academic Year

Fall Semester	May 1
Spring Semester	November 1
Summer Semester	April 1

Applying after the above deadlines means that aid may not be available in time to pay for tuition and fee costs. Those students applying late should be prepared to pay for their own charges when their bill is due. Once financial aid payments are administered, any remaining financial aid will be reimbursed directly to a student up to the amount of their eligibility.

If a student is eligible for a Pell Grant, or wishes to apply for a Stafford Loan, the student may apply at any time so long as their application is complete during the period in which they enroll. Financial aid awards are made for a maximum of one year. Students must reapply each academic year to establish their eligibility for continued financial assistance. We recommend applying each year in February/March if you plan to attend the fall semester of that year. For example, apply for aid by March 2003 for the coming Fall 2003/Spring 2004 academic year.

### **How to Apply**

To be considered for financial aid, applicants must complete the Free Application for Federal Student Aid (FAFSA) or the Renewal FAFSA. The quickest way to complete the FAFSA is online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Students who wish to complete the paper version of the FAFSA may pick-up a paper FAFSA in the Financial Aid office, room M2110. Follow all instructions

carefully. Incorrect applications will cause delays in processing. Be sure to list ACC in the “which schools should receive this information” section.

**Our school code: 001346**

One to three weeks after applying for aid, applicants will receive a Student Aid Report (SAR) from the Federal Processor. The SAR is confirmation that the Federal Processor has reviewed their information and sent it to ACC. Applicants should review the SAR and correct any errors they made. If an electronic SAR is received, corrections can be made online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). If a paper SAR is received, corrections can be made on the paper form and sent back to the Federal Processor.

**DEPENDENCY STATUS**

Certain questions on the FAFSA will determine whether a student is considered independent and required to report only his/or her (and spouse’s, if married on the day the application is filed) financial information, or dependent on his or her parents and must report their income and assets as well as his or her own. Students are classified as dependent because federal student aid programs are based on the idea that a student’s parents have responsibility to help pay for their child’s education. For 2005-2006, a student is considered independent for financial aid purposes if he or she:

- was born before Jan. 1, 1982 (will turn 24 years old in 2005);
- will be working on a master’s or doctorate program during the 2005-2006 school year;
- is married, as of the date the FAFSA is signed;
- has children who receive more than one-half of their support from the student;
- has dependents (other than a spouse) who live with and receive more than on-half of their support from the student;
- was or is an orphan or a ward/dependent of the court (until age 18);
- is a veteran of the U.S. Armed Forces.

Students who cannot answer “yes” to any one of the above are considered dependent. These students must report parent financial information on the FAFSA.

**OTHER DOCUMENTS REQUESTED**

The Financial Aid office may request other required documents including:

- a signed copy of federal income tax returns
- W2s
- the Verification Worksheet
- other proof of income
- other information requested by the ACC Financial Aid office

**STUDENT ELIGIBILITY FOR FINANCIAL AID**

In order to be considered for aid at ACC, applicants must:

- Be accepted for admission in an eligible degree or certificate program.

- Be a citizen or permanent resident of the United States.
- Be registered, if required, with the Selective Service.
- Have earned a high school diploma, passed General Educational Development (GED) test or pass the College Placement Test with scores of 55 reading, 60-sentence structure and 34 in math.
- Be planning to attend class on at least halftime basis (six credit hours or more.) Federal Pell Grant recipients may qualify on a less-than-half basis. See section titled “Types of Aid” for more specific information.
- Have completed the FAFSA form and submitted it for processing.
- Have supplied the financial aid office with any requested application material or documentation required to be considered for financial aid.
- Not be in default of Federal Student Loan or owe a repayment on a Federal Grant.
- Meet other state and federal eligibility requirements.

### **ELIGIBLE NON-CITIZENS**

To be eligible for federal, state, and most college financial assistance, a student must be a U.S. citizen, national or eligible permanent resident non-citizen. An eligible non-citizen is one who:

1. has an Alien Registration Receipt Card (I-151 or I 551) or is a conditional permanent resident (I151C);
2. has an Arrival-Departure Record (I-94) from the U.S. Immigration and Naturalization Service showing a designation of refugee, asylum granted, Cuban-Haitian entrant, or indefinite parole;
3. is a citizen of the Freely Associated States: Republic of the Marshall Islands, Federated States of Micronesia or the Republic of Palau (may receive only Federal Pell grant, Federal SEOG, and Federal Work study);
4. can provide acceptable documentation from the Bureau of Citizenship & Immigration (BCIS) that he or she is in the United States for other than a temporary purpose with the intention of becoming a citizen or permanent resident.

Eligible non-citizens must clear the BCIS matching system or will be required to document their status with ACC Financial Aid office. A copy of the documentation papers may be sent by ACC to the BCIS for confirmation and clearance before the application for assistance will be processed.

Students who are in the United States on an F-1 or F-2 student visa, a J-1 or J-2 exchanges visitor visa, and other series visas are not eligible for federal or state aid and most college aid programs.

### **TYPES OF AID**

There are two types of need-based aid; gift and self-help. Gift assistance includes grants from state, federal and institutional sources. Self-help indicates the student has a responsibility to provide his/her fair share of the cost of going to school. Self-help funds are comprised of work-study and /or loans. Students must be enrolled in a minimum of six (6) credit hours per semester in order to receive funds from most of the following programs. Any exception to this six credit hour rule is noted in the actual program description.

### **Gift Assistance: Grant Programs**

**Federal Pell Grant** – This program serves as the foundation, or base, for other forms of aid. This program is designed for undergraduate students who do not have a bachelor's degree. The amount of this award is determined by a federal funding formula, the student's cost of education, and the number of credit hours for which the student enrolls each term. The minimum award is \$400. Pell grants may be available for eligible students who attend less than half time.

**Federal Supplemental Educational Opportunity Grant** – This program is designed to be awarded first to those applicants with exceptional need. Priority is given to students who are eligible for Federal Pell Grants. The award may range from \$400 to \$4,000 based on need.

**Colorado Student Grant** - This state program provides funds to undergraduate Colorado residents who demonstrate financial need. The award amount may vary on funding levels and enrollment status.

### **Self-help Assistance Work-Study Programs**

Work-study is available to students who are eligible for Title IV Federal student aid. Students are employed during an award year and can work up to 20 hours a week. To the extent practical, ACC will attempt to provide employment that compliments and reinforces the educational and vocational career goals of the student. Student earnings are restricted to the amount of their award. Please visit the Financial Aid Department for application forms and additional information. Work-study awards are available to students who are enrolled in at least half time, and maintain a cumulative 2.0 GPA or higher.

Listed below are the types of work programs offered at Arapahoe Community College

**Colorado No-Need work study (CNN)** - The state provides limited funds for employment of students who do not necessarily have a financial need. Applicants must be Colorado residents for tuition purposes.

**Colorado Work Study (CWS)** – Students must be a Colorado resident and demonstrate financial need. Amount of award is based in completing the Free Application for Federal Student Aid (FAFSA).

**Federal Work Study (FWS)** – This program is need based. The Federal Government provides funds therefore; students do not need to be a Colorado resident to qualify. Amount of award is based on completing the Free Application for Federal Aid (FAFSA).

**America Reads and American Counts** - Federal work study students are encouraged to participate in this tutorial program designed to assist pre-school and elementary school children in math and reading.

**Off Campus Employment** – The Career Center provides assistance in locating off-campus employment opportunities for students. Students are encouraged to use this resource when seeking non-work study employment.

## **Scholarship Programs**

Scholarship assistance may be provided to students based on merit and /or need. Arapahoe Community College offers the following scholarships to Colorado Residents who qualify and apply in a timely manner. Note: if a student receives a scholarship, it will be counted as a resource when determining eligibility for other forms of aid.

**President's Scholarship** – This tuition and fee scholarship is designed to benefit recent high school graduates who are entering college for the first time. Students must have graduated from high school with a 3.25 GPA or higher. This award may range from \$200 - \$1,800 per year.

## **State Funded Scholarships**

**Colorado Centennial Scholarship**- This program recognizes continuing students academic excellence. To qualify, a student must have successfully completed a minimum of 12 credit hours with a grade point average of 3.75 or better at ACC. Applications are available online or in the Financial Aid Office. Continuing students must maintain a 3.5 grade point average to renew the scholarship. A portion of this scholarship will be offered to incoming freshman who meet the criteria. High School seniors should contact the High School Relations counselor at ACC or the high school counselor at their school to apply.

**Governors Opportunity Scholarship**- This tuition and fee scholarship is offered to first time college freshman who plan on attending Arapahoe Community College full time. Students must demonstrate high need. This is determined by completing the Free Application for Federal Student Aid and receiving a 0 EFC. Visit the Financial Aid Department for nomination procedures and further requirements.

## **Loan Programs**

Loans are an effective and reliable method of funding higher education; however there are a few things that should be considered before a student borrows:

- When a student borrows they are accepting the responsibility of repaying the loan plus the interest.
- It is the student's responsibility to know all of the terms and conditions of the loan.
- The student should stay with one lender throughout their college career, if at all possible.
- The student must keep the lender informed of any of the following changes: withdrawal from school, transfer to another school, drop below six (6) credit hours per term, student's name, address or social security number change, or parent's address or name change.
- The student is expected to know what options and responsibilities they have regarding repayment. This includes when they start repayment, what kind of loan(s) they have, what options exist concerning consolidation, deferment, and forbearance.
- Failure to repay a loan will cause the student serious consequences, possibly including, but not limited to, ineligibility for other financial aid, withholding of tax refunds by the Internal Revenue Service, difficulty in obtaining credit, and the garnishing of wages.

Students should carefully review their situation before they borrow. Consideration should be given to other sources of funding prior to accepting a loan. Students need to calculate exactly

how much loan is necessary to meet their educational needs and to review their repayment obligations thoroughly before assuming added debt.

**Federal Family Education Loan Programs** – ACC participates in the following programs. Interest rates on these loans are set annually. For more information on interest rates, contact the Financial Aid Office.

**Federal Stafford Loan** – This low interest loan is divided into two parts, Subsidized Federal Stafford Loans (SUB) are based on a student’s financial need unmet by other financial aid. Unsubsidized Federal Stafford Loans (UNSUB) are used to replace the family contribution. With a subsidized loan, the federal government pays the interest on the loan while the student is attending college or in a grace period up to six months after the student leaves college. If a student receives an UNSUB, the student has the option to either pay the accruing interest quarterly, or to have it capitalized at the point repayment begins. Freshman students may borrow up to \$2,625 per year. Sophomore loan limits are \$3,500 per year. (A sophomore is defined as a student who has thirty (30) credit hours, either earned or transferred to ACC).

First time borrowers at ACC of Stafford loans are required by law to attend a pre-loan counseling session prior to receiving their first loan check. This is called entrance counseling. Additional information concerning student’s rights and responsibilities regarding their loan(s) will be provided through this process.

**Federal PLUS Loan** – This loan is for the parents of dependent students. The parent(s) may borrow up to the cost of education less any estimated financial aid the student will receive.

### **DETERMINING NEED**

When an applicant submits a complete application to the financial aid office their need is calculated. This dollar figure is determined by subtracting the applicant’s Resources from the appropriate ACC academic year estimated Cost of Education (COE).

Cost of Education (COE) is a budget established by ACC based on an estimate of reasonable costs for tuition, fees, books, room and board, personal expenses and transportation. The Colorado Commission on Higher Education provides the guidelines for the student budget. A student may request an adjustment to include childcare, costs related to disabilities or the cost of a required computer. This budget is designed to reflect only the financial aid applicant’s costs. The chart below shows estimated academic year standard budgets for ACC. These estimated budgets are based on being a Colorado resident and on full-time attendance (12 credit hours) for the fall and spring terms.

Student Resources include Expected Family Contribution (EFC) calculated from the data provided on the FAFSA, VA educational benefits, Vocational Rehabilitation funds, and private scholarships.

### Estimated Standard 9-Month Budgets

Expenses	Living with parents	Living away from home
*Tuition & Fees	\$1,916	\$1,916
Books & Supplies	1,306	1,306
Room & Board	4,833	8,379
Transportation/Medical And Personal	2,385	2,385
<b>Total Colorado Resident</b>	<b>\$10,440</b>	<b>\$13,986</b>
*Non-Resident Tuition	\$8,300	\$8,300
<b>Total Non-Resident</b>	<b>\$16,824</b>	<b>\$20,370</b>

\*Tuition and fees are 2005-2006 figures and reduced by COF. They are subject to change by the Colorado State Board for Community Colleges & Occupational Education. Budgets are adjusted annually. Costs include average fee amounts.

### Additional Educational Expenses

Applicants who wish to have child and /or dependent care or computer purchase costs included in their budget may submit an appeal to the financial aid office. Such appeals must be in writing and include documentation of the actual costs incurred while the student attends school. Should you wish to have extenuating medical and dental expenses included in your budget, you must also submit an appeal in writing with proof of unusual expenses. Even if these costs are properly documented, it may not be possible to award these adjustments out of financial aid monies controlled by the college due to limited funding.

### REVIEW, AWARDS AND DISBURSEMENTS OF FUNDS

Once a student submits all the required documents requested by the Financial Aid office a counselor will review all the application material for accuracy and eligibility. The staff may request additional documents to verify income or other eligibility requirements. The student is notified in writing via a Missing Information Letter (MIL) when additional documentation is needed. Students should respond promptly and complete all requested forms fully and accurately. A student's promptness in responding can affect the amount of aid her or she receives. Should the student information require corrections, the Financial Aid office will submit these electronically to the U.S. Federal Student Aid Programs and the student will be notified of the changes via a revised Student Aid Report (SAR).

A financial aid offer or award is made after the Financial Aid counselor determines the applicant's eligibility. The award may include several different types of financial aid, including grants, scholarships, and Work study, when funds are available. The student may also apply for a federal student loan, which requires an additional application. Awards are made assuming that the applicant is planning to enroll full time (12 or more credit hours). The award will be revised after the semester starts based on the student's actual enrollment. Every applicant who makes official application for financial aid will receive written notification of the outcome of that request.

## **PACKAGING OR AWARDING POLICY**

ACC makes every effort to offer some form of financial assistance to our students. Priority consideration for funds will be given to those students who meet the listed dates and criteria as defined in the Application Process section of this handbook.

1. Awards are made on a first-come, first-served basis.
2. The college attempts to meet the financial need of all qualified students while funds are available. Students may fill any unmet need with self-help aid.
3. All eligible students receive equal consideration.
4. Eligible part-time students (6-11 credit hours) receive a prorated portion of the full-time award amount. Students enrolled in 6-8 credits are considered half-time and receive 50 percent of the award and students enrolled in 9-11 credits are three-quarter time and receive 75% of the award. Eligible students enrolled in a minimum of 3 credit hours may receive Pell grants at a reduced rate for less-than-half-time students.
5. A financial aid package may include a combination of grant and self-help (work, loan or scholarship) funds.
6. Colorado funding is awarded only to applicants who are considered Colorado residents for tuition purposes.

ACC reserves the right to review, change and cancel awards at any time due to changes in a student's enrollment, financial, residential or academic status. All financial aid awards are contingent on the continuation of the programs and availability of funds.

## **SUMMER SEMESTER AWARDS**

ACC awards all financial aid for full-time students for the fall and spring semesters. A student who intends to enroll for the summer semester must notify the Financial Aid office beginning February 15 each year. If a student has remaining Pell grant or student loan eligibility for the academic year, he or she may request these funds for summer study.

## **DISBURSMENT PROCEDURES AND SCHEDULES**

**Grant and Scholarship payments** -When a student registers for classes, financial aid grant and scholarship funds are credited directly to the student's account. If there is a dollar balance available after paying the tuition, fee and book charges, etc., this amount is distributed to the student in the form of a check by the Business Office within 14 days after the drop/add period. Financial aid awards are distributed in equal amounts each semester. In other words, if a student has \$2,000 in aid for the academic year, they can expect to receive \$ 1,000 each semester. From this \$1,000 their tuition and other charges will be subtracted and they will receive a check for the remaining amount.

**Purchasing Books Using Financial Aid Funds** - ACC and Follett College Bookstore allow financial aid recipients to purchase books and supplies out of any remaining funds in their account. Aid recipients can go directly to the Bookstore and ask to have Financial Aid pay for books and supplies. Generally, students may obtain books and supplies at least a week before classes begin and up until the drop and add period has expired.

A special book purchase arrangement has been designed especially for financial aid recipients in the bookstore. Students will also need to be prepared to pay the difference on any charges that exceed their award eligibility.

**Please note:** it is important to keep all bookstore purchase receipts for tax and other purposes. Follett Bookstore reserves the right to deny an exchange or refund should you not have a receipt.

Your bookstore charges will be subtracted from your financial aid award prior to disbursement of any remaining funds.

**Student Loan Payments** - Student loan funds borrowed through College Access Network (Colorado's student loan guarantee agency) are sent electronically to ACC and paid to student accounts. Paper checks may be sent to ACC from out-of-state lenders and will be credited to the student's account in the same manner. No loan(s) will be released prior to scheduled disbursement dates for any reason. First time borrower loan disbursements are made 30 days from the beginning of the term. Any balance remaining after the loan has disbursed will be mailed to the student.

**Work Study Payroll** - Students employed through the work-study programs will be paid in the college's bi-weekly payroll calendar for actual hours worked. Students who receive work-study funding should check with the Financial Aid office regarding their job placement and for additional information about the ACC Work study program.

## **VETERAN PROGRAMS**

Veteran Services within the Office of Financial Aid provides enrollment services and general information to students who are eligible for educational benefits under Veterans Administration (VA) Programs. Courses offered by Arapahoe Community College, with certain exceptions, are approved for the training of veterans and eligible dependents under Chapters 30,31,32,35, and 1606,1607, and title 38, U.S. Code (PI 815). Students who plan to utilize VA educational benefits while attending ACC should contact this office immediately after making the decision to attend. A 6 to 8 week VA processing time should be anticipated for new applicants. It is the student's responsibility to notify Veteran Services at ACC of any address changes and/or enrollment changes such as course adds and drops, change of major, other schools attended, and any other information related to their academic standing.

### **Veteran Attendance and Satisfactory Progress**

The VA expects all students who receive veteran educational benefits to make satisfactory progress and systematic advancement toward an educational objective or be liable for repayment to the VA. Satisfactory progress and regular class attendance are expected of all students receiving veteran benefits. If a student who receives veteran benefits is placed on academic suspension, benefits are terminated.

### **Veteran Assistance**

ACC has been approved by the Colorado State Approving Agency for veteran education. Veteran Services helps veterans receive their educational benefits and entitlements as well as obtain counseling in proposed areas of study. Completing the appropriate VA forms is the first

step toward receiving benefits. Veterans Services is located within the Office of Financial Aid on the main campus of call 303-797-5661.

### **SATISFACTORY AND MEASURABLE PROGRESS**

Federal regulations require that all students – both full- and part-time – who receive financial aid maintain satisfactory academic progress and make measurable progress toward a degree or certificate.

All credit hours taken at ACC and transfer hours from other institutions will be counted to determine Satisfactory/Measurable Progress. Progress is reviewed for each student applying for or receiving aid at the end of fall, spring, and summer semesters. These standards are in affect for the entire time the student is attending the college, even if they are not receiving financial aid at the time. A student may be placed on financial aid probation status during the first term they receive aid if they have not met the satisfactory progress requirements during previous enrollments at the school. The following criteria define satisfactory progress for financial aid purposes.

- Each financial aid recipient must be enrolled in a degree or certificate program. It is strongly recommended that students review their academic program with an advisor.
- Students must maintain a minimum 2.0 (“C”) Cumulative Grade Point Average (GPA). These exceptions are:
  - Senior Citizens Grant recipients must adhere to the academic standards of progress as stated in the ACC Catalog.
  - All others as specified by the scholarship/grant donor or specific program.
- Grades “A”, “B”, “C”, “D”, “S”, “P”, and “CR” are recognized as successful completion of courses. Grades of “F”, “I”, “AU”, “IP”, and “W” do not meet the requirements for successful completion.
- Students receiving financial aid are also required to be making measurable progress toward their degree or certificate. Financial aid is only available for one and one half (1.5) times the program length (90 credit hours or as specified in the college catalog.) Semesters attempted while not receiving aid will also be counted toward the overall time limitations. Students must appeal should they wish to pursue a second degree at ACC.
- Some students may need development coursework before they are prepared to begin college level courses. These students may take up to the equivalent of two full-time semesters of financial aid eligibility. Please see Basic Skills Assessment section on page 6 for more information.
- Hours transferred from other colleges will be counted in the measurable progress limit.

### First Time Applicants for Financial Aid

Occasionally students have attempted credits at the college prior to requesting consideration for financial aid. In those instances, the table below will be used to determine the students' status when they are being considered for assistance.

After Attempting the Following Credits	Must Have Completed the Following Percentage With at Least a 2.00 Cumulative G.P.A.
24 Credits	50% or Student is Ineligible for Consideration Without an Approved Appeal
45 Credits	66% or Student is Ineligible for Consideration Without an Approved Appeal
60 Credits	80% or Student is Ineligible for Consideration Without an Approved Appeal
If the above percentage of attempted to completed is met but the Cumulative G.P.A. is less than a 2.00 – the student will be placed on financial aid probation for the initial term.	

### Continuing Students

Students must maintain a grade point average of 2.0 (C) or higher each semester to maintain satisfactory progress. Colorado Centennial Scholars recipients must earn a grade point average of 3.5 or higher to renew the scholarship the following academic year. Additionally, students must complete a minimum of 75 percent of attempted credit hours each semester to maintain satisfactory progress. For example: If a student attempts 12 credit hours he or she must complete at least 9 credits to meet the 75 percent completed rule. See the table below:

<i>Hours successfully completed result in the following Satisfactory Progress Status</i>			
ENROLLMENT	GOOD STANDING	PROBATION	SUSPENSION
18	14	13 – 3	Less than 3
17	13	12 – 3	Less than 3
16	12	11 – 3	Less than 3
15	12	11 – 3	Less than 3
14	11	10 – 3	Less than 3
13	10	9 – 3	Less than 3
12	9	8 – 3	Less than 3
11	9	8 – 3	Less than 3
10	8	7 – 3	Less than 3
9	7	6 – 3	Less than 3
8	6	5 – 3	Less than 3
7	6	5 – 3	Less than 3
6	5	4 – 3	Less than 3
5	4	3	Less than 3
4	3	NA	Less than 3
3	3	NA	Less than 3
<b>Less than 3 credits</b>	Number of attempted credits	NA	Less than number of attempted credits

### **150 Percent Maximum Rule**

Federal regulations require that a school define a maximum time frame in which a student must complete his or her program. Students must complete their academic program within 150 percent of the published credit hours required for the program.

For example:

Associate's Degree – this program requires a minimum of 60 credit hours to complete. Students must complete this program by the time they have attempted 90 credit hours, or 150 percent of the needed credits. Transfer credit hours are included in the calculation of allowable maximum time length.

Certificate - ACC offers a number of eligible certificate programs each requiring a specific number of credit hours for completion. A student, who is enrolled in a 24 credit Certificate program, must complete that program by the time he or she has attempted 36 credit hours.

All attempted credit hours must be evaluated when determining the maximum time length for financial aid assistance, whether or not financial aid was received for all the attempted hours.

Up to 30 credit hours of developmental coursework will be deducted from the credit hours attempted when determining the maximum time length for financial aid.

Payment of aid is allowed for repeated courses. However, these courses will be counted toward the student's maximum time length.

Students enrolling in an additional program may have the new program evaluated against the 150 percent maximum time frame.

### **Probation/Suspension**

#### **Definitions**

- Good Standing – Student is eligible to receive all types of aid.
- Probation – Student will continue to receive aid, but will be monitored closely and must meet good standing criteria by the end of the probation term.
- Suspension – Student is not eligible for financial aid (federal, state and some institutional funds).

#### **Financial Aid Probation**

The Financial Aid office will evaluate each financial aid recipient's academic progress at the end of each semester. The semester-end evaluation will include a GPA review and an assessment of the student's completed credit hours attempted for that term. A student will be placed on financial aid probation if he or she:

- fails to successfully complete at least 75 percent of the credit hours and/or
- earns a term GPA below 2.0 and/or
- has attempted 125 percent of the maximum allowable credit hours for his or her current program.

Students are eligible for payment of aid during the probation term. Students are not able to appeal probation. If, at the end of the probationary term, students successfully complete 75 percent of their attempted hours with a minimum term GPA of 2.0, they automatically will be removed from financial aid probation.

Students who do not successfully complete the required 75 percent of their attempted credit hours or who achieve less than a 2.0 GPA during the probationary term will be subject to financial aid suspension.

### **Financial Aid Suspension**

Suspension with no probation

Recipients will be suspended from getting financial aid if they successfully complete fewer than 3 attempted credit hours. This includes students who withdraw from all enrolled credit hours in a semester. Students enrolled in 3 or fewer credit hours will be suspended from receiving financial aid if they complete less than 100 percent of their attempted credit hours.

### **Suspension after Probation**

A student on probation will be suspended if he or she:

- Fails to complete 75 percent of the credit hours attempted and/or
- Earns less than a 2.0 term GPA and/or
- Exceeds 150 percent of the maximum allowable credit hours for his or her current program. This includes students who have obtained a degree and/or certificate and are seeking to pursue another degree and/or certificate.

### **Reinstatement**

A student who has been terminated may request reinstatement of eligibility without filing a financial aid appeal after successfully completing one term of a minimum of 6 credit hours at his or her own expense without the assistance of federal, state or institutional money. That student must meet the satisfactory academic progress requirements and repay any overpayment that he or she received. Once these criteria are met, the student must submit a written request to the Financial Aid office for a review of their satisfactory academic progress eligibility status.

### **Appeal Process**

A student may appeal when they do not meet the GPA standard or the 75% minimum completion rate. These appeals must be submitted to the Financial Aid Office with supporting documentation attached. Appeals may be filed for mitigating circumstances, such as:

- Medical problems (family illness)
- Family emergency (death of a family member)
- Other documented extenuating circumstances beyond the student's control

The student 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 low grades and completion rates. The student and his or her academic advisor must together complete and Academic Advising plan to be submitted with the student's written appeal.

An appeal form can be obtained from the Financial Aid Office. The student is responsible for presenting sufficient information and documentation to substantiate the existence of mitigating circumstances.

The Financial Aid Appeal Committee will initially review and make a decision about the appeal. If the student wishes to appeal that decision, he/she may make a written request to have the appeal reviewed at a secondary level.

Students will be notified in writing of the Appeal Committee decision. Students with approved appeals will be placed on probation for the term in which the appeal was approved.

### **WITHDRAWALS UNDER FINANCIAL AID AND RETURN OF TITLE IV FUNDS**

When a student receives financial aid to attend college, he or she is agreeing to complete courses covered by financial aid that lead to the chosen degree or certificate. If a student accepts financial aid and does not complete the term because he or she withdraws or stops attending classes, the student may have to repay a portion of the funds awarded. In this situation, the amount owed is due back to the federal government and to the college. A student may be able to repay this obligation from financial aid refunds for the following term, if he or she is attending ACC and is awarded aid. If the student does not take classes in the following term, he or she is responsible for repaying the funds. Whenever a repayment is owed, ACC must report that status to the federal government. The student may be ineligible to receive financial aid at ANY school until the funds are repaid in full.

If a student receives financial aid from ACC and then withdraws officially or stops attending prior to the completion of 60 percent of the term, he or she will be subject to repayment of a portion of the financial aid received. The student is also required to reimburse ACC for the portion the college is required to refund to the financial aid accounts from which it paid the student. The amount owed to the federal government must be repaid to the federal government. Students are responsible for the repayment. ACC must report the amount that a student owes to the U.S. Department of Education and the student is ineligible to receive aid at ANY school until the funds are repaid.

If a student will be withdrawing, then the student should visit Information Central and complete a form entitled "Notification of Withdrawal" to begin the withdrawal process. This procedure will enable ACC to refund the maximum possible institutional and student charges.

This policy does not apply to students who do not begin attendance in classes. These students are considered ineligible and any financial aid received must be repaid. Students who do not attend but fail to withdraw from classes prior to the published drop or census date will be held responsible for any tuition/fee charges and repayment of all financial aid for the term.

### **Calculation of Return of Title IV Funds**

Title IV funds include the federal Stafford Loan Program, federal Pell Grant, federal Supplemental Educational Opportunity Grant and the Colorado Leveraging Educational Assistance Partnership. Any amount owed by the student to a grant program (Pell or SEOG) is

reduced by 50 percent. Any amount owed by the student to a loan program will be repaid using the normal repayment schedule.

### **Priority of Distribution of Refund/Repayments**

Funds are returned to their respective program in the following order:

1. Unsubsidized Federal Stafford Loan
2. Subsidized Federal Stafford Loan
3. Federal PLUS Loan
4. Federal Pell Grant
5. Federal Supplemental Educational Opportunity Grant
6. Colorado Leveraging Educational Assistance

ACC's Refund Policy exists for calculating the refund of institutional charges (see the ACC schedule of catalog for the Refund Policy). The Federal "Return of Title IV Funds" formula dictates the amount of Federal Title IV aid that must be returned to the Federal government by the school and/or the student should the student officially withdraw or fail all classes.

The percentage of Title IV aid to be returned is equal to the number of calendar days remaining in the semester divided by the number of calendar days in the semester. Scheduled breaks of more than four consecutive days are excluded from the total number of days in a given term.

ACC calculates Return of Unearned Title IV Aid according to 34 CFR 668.22. The federal rules state that you earn your aid based on the period of time you attend classes. The Office of Financial Aid calculates the percentage of aid earned using this formula.

Days Attended / Number of Days in Term = % of Term Attended

Students who attend 61 percent or more of the term earn all their aid for the period. Aid earned is credited to the student's tuition and fee bill. Worksheets used to determine the amount of refund or Return of Title IV aid are available upon request.

**EXAMPLE:** Suppose a student withdraws on the eleventh day of classes of a 110 calendar day semester. Also, suppose that the charge for tuition and fees was \$5000 and was paid as follows: a \$1200 student loan, \$1100 Federal Pell Grant, \$2000 Colorado State Grant and \$700 paid by the student. The percentage of aid earned for the term is  $11/110=10\%$ . Only the Stafford loan and Pell grant for a total of \$2300 figure in the return calculation. The student earned \$230 of this aid and must return \$2070. Under the Federal "Return of Title IV aid" policy, \$1200 would be paid on the student loan and \$870 would be returned to the Federal Pell Grant.

This policy applies to students with financial aid who officially or unofficially withdraw from the college. Repayment of any funds due by the student must be paid within 30 days of the date of notification to avoid being sent to the State of Colorado Collections Agency. Funds not received by 45 days will be transferred as an "overpayment" to the U.S. Department of Education.

## **STUDENTS' RIGHTS AND RESPONSIBILITIES**

Current law requires each eligible institution participating in the Title IV financial aid programs to provide student financial assistance and other institutional information. Following is information available from the Financial Aid Office and other offices on campus.

### **Rights**

Students have the right:

- To know all the federal, state and institutional student financial assistance programs available, including both need-based and non-need based programs.
- To know the procedures, forms, deadlines and eligibility requirements to apply for assistance; the criteria for selecting aid recipients and determining the amount of aid awarded.
- To know the cost of attending the college, how those costs are determined, and how the student budget is developed.
- To know what resources we have considered in calculating their financial need, how the resources were calculated, and how much of their calculated need has been met.
- To know the standards required for maintaining satisfactory academic progress for financial aid eligibility.
- To know how and when disbursement of financial aid is made, the college's refund policy for costs paid to the college, and any refund due to Title IV student assistance programs.
- To know the terms and conditions of any loans, employment, scholarships, or grant aid they receive.
- To know the policies and procedures used to maintain confidentiality of financial aid records. Only those individuals who directly handle the application have a right to know or access the information. ACC complies with the Family Educational Rights and Privacy Act of 1974.
- To know the academic programs of the college, the facilities available, and the faculty and instructional personnel.
- To know the names and bodies, which accredit, approve, or license the institution and its programs, and how their documents may be reviewed.
- To know the completion of graduation rate of students.
- To know campus security policies and crime statistics.
- To know what facilities and services are available to students with disabilities.

### **Responsibilities**

Students are responsible:

- To read and consider all information about the college before enrolling.
- To complete all ACC applications forms thoroughly and accurately, and submit them to the appropriate office(s) by required deadlines.

- To accurately and honestly complete the Free Application for Federal Student Aid (FAFSA). Errors can result in long delays. False or misleading information is a criminal offense and is subject to a \$10,000 fine, imprisonment, or both.
- To read, understand, and accept responsibility for all forms of agreement they sign. We recommend that students keep copies of all records.
- To notify the school and lender of changes in name, address, and school status.
- To perform the work agreed upon when accepting a work-study award.
- To know and comply with the following ACC policies and procedures as they relate to financial aid: withdrawal, refund/repayment, satisfactory academic progress, debt management, and enrollment status for aid disbursement.
- To keep their address and phone number current with the Office of Admissions and Records.

**WARNING: Any person who knowingly makes a false statement or misrepresentation on any portion of his or her financial aid application – including supporting documents – shall be subject to a fine, and/or imprisonment, under the United States Criminal Code. Individuals willfully misrepresenting information provided in applying for Colorado student aid funds are subject to penalty of Colorado law.**

#### **AFFIRMATIVE ACTION**

ACC will not exclude any student from participation in any federally, or state funded student financial aid program on the basis of sex, race, color, age, religion, national origin, marital status, sexual orientation or disability.

## **OTHER USEFUL FINANCIAL AID RESOURCES**

This handbook contains policies and procedures as they apply to Arapahoe Community College (ACC). It also contains an overview of the many grant, scholarship, work-study and student loan programs at ACC. Students are encouraged to obtain or access the following resources to increase their financial aid knowledge and opportunities:

- U.S. Department of Education Financial Aid Student Guide- Provides general information on student eligibility for Federal Pell and Supplemental Educational Opportunity Grants, campus-based programs as well as Stafford Subsidized and Unsubsidized Loan Programs.
- Lender information packets-Contents useful information on borrower benefits, interest rates and borrower rights and responsibilities. Information may vary depending on what lender you choose.
- Visit the “new” ACC Scholarship Search Center, your local library or the Educational Opportunity Center (EOC) for additional information on financial aid opportunities.

Web sites that provide valuable scholarship information

[www.fafsa.ed.gov](http://www.fafsa.ed.gov) - To complete financial aid information, Title IV school codes and other helpful information.

[www.fastweb.com](http://www.fastweb.com) - Considered one of the best “free” scholarship web searches. Lists thousands of scholarship opportunities.

[www.finaid.org](http://www.finaid.org) - Contains comprehensive financial aid information. Access other financial aid web pages, free scholarship searches, estimate your financial aid eligibility and many other useful sources.

[www.arapahoe.edu](http://www.arapahoe.edu) - Access the latest aid opportunities available and find out what’s new at Arapahoe Community College.

Numbers you can call

The Arapahoe Community College Office of Financial Aid 303-797-5661

General Information about Federal Student Aid

800-433-3243