

SOUTH PUGET SOUND
COMMUNITY COLLEGE



CONDITIONS OF AWARD 2011-2012

SAVE YOUR AWARD LETTER: This is the only notification you will be receiving. **You must sign and return the award letter by the due date indicated.** Even if you do not plan to attend this college, please return the award letter telling us you wish to decline the offer. Your initials on the right hand margin indicate your acceptance of the aid offer. All awards are based on full-time enrollment (12 credits) and will be adjusted for less than full-time attendance (i.e. 6-8 credits=half-time=50% of your award amount, 9-11 credits=three quarter-time=75% of your award amount), and/or availability of funds. Students enrolling in less than 6 credits may be eligible for grants and should contact our office.

MANDATORY FINANCIAL AID ORIENTATION: All aid recipients are REQUIRED to complete an online orientation session EVERY academic year (this notice is your reminder!) The session is located on our web page at www.spscc.ctc.edu and is titled "FA ORIENTATION". You must complete the **entire** session including the personally identifiable tracking information requested at the end of the session before you click "done" or you will not be considered to have completed the orientation. Financial aid appeals will not be approved for students who fail to complete the orientation annually each academic/award year.

REGISTRATION: If you have received your financial aid Award Letter from our office and signed and returned it to us prior to the tuition due date, and are enrolled full-time, your financial aid will automatically be applied to your tuition. The only financial aid that will not pay tuition charges is work study. Books, supplies, malpractice insurance, fees and parking permits cannot be charged directly to financial aid. If you are enrolled in less than 12 credits, you must contact the Financial Aid Office. Your award will be adjusted at that time. **If your financial aid is not sufficient to cover the balance of your tuition and fees, you must pay the balance by the published quarterly tuition due date or you will be dropped from all of your classes.**

SUMMER BALANCE CHECKS WILL BE MAILED BEGINNING June 30, 2011.

Please let us know if you have registered and paid for tuition using resources other than your financial aid. By doing so you ensure that your check will be released on schedule. The remainder of your award will be paid to you by check. Financial aid balance checks will be mailed to the address on file. Please make sure that your address in Financial Aid, Enrollment Services and the one on file with the Federal Processor/FAFSA all match – those are 3 different systems/databases but all must match. Checks will be mailed the last business day prior to the start of the quarter. Student balance checks may be delayed if students register during open/late registration. Checks generated after the start of the quarter will be mailed daily to students. If you have any questions about this process, check with our office. **If you receive a check but have modified your enrollment and/or do not intend to attend classes – DO NOT CASH THE CHECK or you will owe a repayment.** Return the funds to our office immediately to avoid financial penalties. Students who are withdrawing from one or more classes will be asked to provide verification of attendance by having a form signed by each professor confirming last date of attendance.

ENROLLMENT: If you plan to completely withdraw from the college or will not successfully complete 100% of your credits, please contact the Financial Aid Office immediately. Complete withdrawal or grades of I, V, F, N, U, Y or W in all classes may result in repayment of the funds received (referred to as the Return of Title IV funds) that quarter and possible cancellation of funds for subsequent quarters. The Return of Title IV funds policy and samples are available upon request in the Financial Aid Office. Students who are withdrawing from one or more classes will be asked to provide verification of attendance by having a form signed by each professor confirming last date of attendance before they withdraw from the class.

NOTE: Your financial aid check will be calculated one week prior to the start of the quarter; changing your enrollment after this date may delay your check. Changes in enrollment will be accommodated through 8:00 AM on the first day of the quarter, referred to as our federal census date. Your aid will be calculated using your enrollment level at the federal census date. **Again, please be aware that changing your enrollment during the week prior to the start of the quarter may result in the delay of your balance check.** Students with cancelled classes or who are enrolling in the cooperative work experience program are subject to this time line also. You are advised to notify co-op staff that you are a financial aid recipient prior to this deadline.

If you fail to complete any credits after you receive your balance check, you may receive a notice of repayment for the Return of Title IV funds and/or a repayment of Washington State Need Grant that you will be required to repay prior to being eligible for any additional funds. Additionally, this may result in you owing funds to the college for tuition funds that are returned to the federal aid programs.

GRANTS: These are funds you normally will not pay back, unless you fail to commence attendance in all of your classes, withdraw from the college or complete zero credits. Grant programs include the Federal Pell Grant, Federal Supplemental Educational Opportunities Grant, Tuition Waiver, SPSCC Grant, State Need Grant, Passport to College, Opportunity Grant, Washington Scholars, Washington Award for Vocational Excellence(WAVE) and the Student to Student Daycare Grant. Grants can be used to pay your tuition and fees.

WORK-STUDY: State Work-Study (SWS & CSPSWS) is off campus employment. Federal Work Study (FWS) and Higher Education Work Program (HEWP) are on-campus. Community Service Learning (CSL) includes off-campus work opportunities designed to develop, improve and/or expand services for low-income individuals. See the enclosed Work Study Orientation schedule if you were awarded work study and are interested in being placed. Attendance at one of the Work-Study Orientation sessions is mandatory. Work study funds cannot pay for your tuition.

OVER AWARDS/SCHOLARSHIPS/THIRD PARTY PAYMENTS: Over awards that result from other resources such as scholarships, Dislocated Worker Funding, Work First funding, L & I, DVR etc. may reduce aid for subsequent quarters and/or result in possible repayment of funds received. **You are responsible for notifying Financial Aid of any outside financial resources you receive for college attendance throughout the school year.** This will allow coordination of funds to avoid over awards/repayments or delays in your balance checks.

LOANS: If you are interested in more information regarding loans, please contact our office. Students seeking additional assistance must attend the mandatory Entrance Counseling for the Federal Direct Loan Program. As a default prevention tool, all borrowers must complete mandatory entrance counseling each time they request a loan. (This includes prior borrowers.)

The following table lists the complete names of all financial aid programs that this institution participates in. Your award letter lists the abbreviated name only.

<u>ABBREVIATION</u>	<u>FULL NAME</u>	<u>TYPE OF FUNDS</u>
FPell	Federal Pell Grant	federal
FSEOG	Federal Supplemental Education Opportunity Grant	federal
SPSCC Grant	South Puget Sound Community College Grant	state
TW	Tuition Waiver	state
SNG	State Need Grant	state
DAYCARE	Student to Student Daycare Grant	student fee funded
FCSL	Community Service Learning	federal
FWS	Federal Work Study	federal
HEWP	Higher Education Work Program	state
SWS	State Work Study	state
WKSTDY	Generic work study code - revised to actual program upon placement	
AETW	Academic Excellence Tuition Waiver Scholarship	state
SBFDL	Subsidized Federal Direct Loan Program	federal
UNFDL	Unsubsidized Federal Direct Loan Program	federal
OUTSCHOL	Scholarship provided by a private donor	various
FOUNDSCH	SPSCC College Foundation Scholarship	private
GEARUP/NEISP	Federal GEAR UP Scholarship	federal
WAVE	Washington Academic Vocational Excellence Scholarship	state
PP2C	Passport to College grant for Former foster youth	state
WAVE	Washington Award for Vocational Excellence	state
OG	Opportunity Grant	state
WASCHOL	Washington Scholars Award	state
MISCEXT\$	Educational resources from an external source	various