



EASTERN  
GATEWAY  
COMMUNITY  
COLLEGE

Addendum 2022-2023 #23

**EASTERN GATEWAY COMMUNITY COLLEGE  
COLLEGE CATALOG 2022-2023 ADDENDUM**

**ORIGINAL CATALOG PUBLISHED March 2022**

**Addendum approved by cabinet (date): 7/7/2022  
Addendum published (date): 7/21/2022**

**Catalog Addendum Purpose:**

Update financial aid policy pertaining to return of Title IV aid calculations (R2T4), timeframe for completion of R2T4 calculations, return of unearned aid, post-withdrawal disbursements, and return to EGCC following withdrawal.

**Catalog Addendum Effective Date:**

7/21/2022

**Catalog Addendum:**

The below information replaces the "Financial Aid" section (Pages 242 - 247) of the 2022-2023 Catalog.

# FINANCIAL AID

The Financial Aid office administers federal, state, institutional and privately funded financial aid awards. Financial aid can be in the form of grants, scholarships, employment, and loans. Financial aid is awarded to students enrolled in eligible degree or certificate programs. A student must demonstrate financial need to be eligible for most student aid programs. A student's financial need is the difference between the student cost of attendance (COA) at the school and the amount the family is expected to contribute to the student's education (EFC).

## STUDENT AID PROGRAMS

Students must complete the Free Application for Federal Student Aid (FAFSA) for Eastern Gateway Community College. EGCC's school code is 007275.

**Federal Pell Grant (Pell)** – The Federal Pell Grant is gift aid, which does not have to be repaid. The grant is available to full and part-time students. The U.S. Department of Education's Expected Family Contribution (EFC) determines eligibility. The lifetime eligibility for Pell Grant is limited to 12 (twelve) full time semesters or 600 percent.

**Federal Supplemental Educational Opportunity Grant (FSEOG)** – The FSEOG is gift aid, which does not have to be repaid, for students demonstrating financial need. FSEOG awards must be targeted to exceptionally needy students with priority given to Pell Grant recipients.

**Federal Work Study (FWS)** – This program allows students with demonstrated financial need, enrolled at least half time, to earn money at an on campus or off campus job to help pay for their educational expenses. Tutoring, mentoring and community service positions are also available. Part-time employment averaging 10-15 hours per week is available for students on this program.

## LOANS

**Federal Direct Loans** – Direct Loans are low-interest loans for students and parents to help pay for the cost of a student's education. It is hoped that borrowing will be minimal or unnecessary, but it is understood that educational loans can help families pay college bills. Most undergraduate students and parents are eligible to borrow federal student loans.

The amount of Direct Loan funds that you are eligible to borrow each academic year is limited by: (1) your grade level; (2) whether you are a dependent or an independent student; (3) your financial need; and (4) your cost of attendance.

**Direct Subsidized Loan** – This is a loan for a student based on financial need as determined by federal regulations. No interest is charged while you are in school at least half-time.

**Direct Unsubsidized Loan** – This is a loan for a student that is not based on financial need. Interest is charged during all periods. With the unsubsidized loan, you can defer the interest payments until after graduation by capitalizing the interest. This adds the interest payments to the loan balance, increasing the size and cost of the loan.

**Direct Parent PLUS Loan** – Parents of dependent students may borrow the unsubsidized Parent PLUS loan. PLUS loans help pay for education expenses up to the cost of attendance minus all other financial assistance. Interest is charged during all periods. Parent PLUS loan borrowers cannot have an adverse credit history (a credit check is required). In addition, parents and their dependent child must be U.S. citizens or eligible noncitizens, must not be in default on any federal education loans or owe an overpayment on a federal education grant, and must meet other general eligibility requirements for the Federal Student Aid programs. There are no set limits for Direct Parent PLUS Loans, but you may not borrow more than the cost of your child's education minus any other financial aid received, such as a Direct Subsidized or Unsubsidized Loan. The school will determine the actual amount you may borrow.

### *Loan Entrance Counseling*

Entrance counseling is required annually for all students wishing to take out any type of Direct Loan at Eastern Gateway (Subsidized, Unsubsidized, PLUS). Counseling can be completed online and will help you understand your rights and obligations as a student loan borrower. Entrance counseling must be completed before a loan will be certified.

**Loan Fees** - The loan origination fee is another expense of borrowing a Direct Loan. The origination fee is subtracted proportionately from each loan disbursement.

**Fees and Interest Rebate** - The interest rate for new loans is fixed. Effective July 1, 2021, the Subsidized and Unsubsidized Direct Loan interest rate is 3.73%. This rate is subject to change. Both subsidized and unsubsidized loans have an origination fee (1.057% subject to change), which will be deducted from the gross amount of the loan borrowed.

The interest rate for the Direct PLUS Loan, is a fixed rate of 6.28% (subject to change). The Federal Direct PLUS Loan has an origination fee of 4.228% (subject to change), which will be deducted from the gross amount of the loan borrowed.

| <b>DEPENDENT STUDENT</b>   | <b>Base Amount (Subsidized or Unsubsidized)</b> | <b>Additional Unsubsidized Loan</b> | <b>Total Annual Combined Maximum Amount of Subsidized &amp; Unsubsidized Loans</b> |
|----------------------------|---|-------------------------------------|--|
| Freshman                   | \$3,500   | \$2,000                             | \$5,500  |
| Sophomore                  | \$4,500   | \$2,000                             | \$6,500  |
| <b>INDEPENDENT STUDENT</b> |   |                                     |  |
| <b>INDEPENDENT STUDENT</b> | <b>Base Amount (Subsidized or Unsubsidized)</b> | <b>Additional Unsubsidized Loan</b> | <b>Total Annual Combined Maximum Amount of Subsidized &amp; Unsubsidized Loans</b> |
| Freshman                   | \$3,500   | \$6,000                             | \$9,500  |
| Sophomore                  | \$4,500   | \$6,000                             | \$10,500   |

### *Alternative Education Loans*

In addition to, or in place of federal, state, institutional and private financial aid programs, there are alternative loan programs offered by various lending institutions to assist students in paying for their educational expenses. Eastern Gateway Community College's Financial Aid Office has information and applications for third-party alternative loans that are available. The loans are negotiated between the student and the bank and often times a credit check is required for approval. Students may borrow up to the cost of attendance. Approval is solely at the discretion of the lending institution.

### *Other Sources of Aid*

Eastern Gateway Community College works closely with many local agencies to assist students in securing funds for college. The agencies include local non-profits and government agencies who place people using funding through the Workforce Investment Act (WIA), and Trade Adjustment Act (TAA), as well as state agencies like the Bureau of Vocational Rehabilitation (BVR). For more information, students must contact the individual agency.

## **COLLEGE GRANT PROGRAMS**

### *GED Grant*

Eastern Gateway Community College has established a tuition grant program for Jefferson, Columbiana, Mahoning and Trumbull County residents who have completed their GED in the past six months. Students must enroll for classes at EGCC in the semester immediately following the receipt of their Ohio High School Equivalency Diploma. All GED completers participating in this program must be Jefferson, Columbiana, Mahoning or Trumbull County residents.

The GED Grant will cover tuition charges for credit courses for two successive (excluding summer) semesters of attendance up to 12 credit hours each semester. The grant does not cover books, supplies, and lab/materials or technology fees. All students must apply for and use all federal and state financial aid first before utilizing EGCC's GED Grant. The FAFSA is required to determine eligibility.

An official copy of the GED Certificate/Transcript must be received from the Department of Education to verify completion dates.

### *Horizon Grant*

Eastern Gateway Community College has established a tuition grant program for Jefferson County residents to help in their pursuit of higher education. Grants for each academic year will be awarded to high school seniors applying to the College from state-chartered, public, and private high schools, and approved home school programs. The high school graduate must be a Jefferson County resident and have a cumulative final high school grade point average of 2.5 or better. The grant will cover tuition charges for credit courses for four successive semesters of attendance, provided the student enrolls full time starting with the fall immediately following graduation. Students wishing to enroll in the summer term immediately upon high school graduation will be eligible for the Horizon Grant as long as the student registers full time (12 credit hours or more). Those enrolling in the summer term will have this term considered one of the four terms of eligibility. It is imperative that students make arrangements for their final high school transcript to be mailed to EGCC prior to the start of the summer term to determine their eligibility. Also, the Free Application for Federal Student Aid must also be completed, and aid used before the Horizon Grant will be applied. The grant does not cover books, supplies, lab/materials or technology fees.

Students must apply for and use, if eligible, all federal and state financial aid grant sources before this grant will be applied. Students who do not meet the Satisfactory Academic Progress guidelines and are placed on termination are not eligible to appeal the loss of the Horizon Grant.

### *Upper Ohio Valley Grant*

Eastern Gateway Community College has established a tuition grant program for Jefferson County high school graduates. Grants for each academic year will be awarded to residents from the Upper Ohio Valley counties bordering Jefferson County and West Virginia reciprocity counties, who graduate from a Jefferson County high school (or have successfully completed a program offered by the Jefferson County Joint Vocational School). Recipients must have a cumulative final high school grade point average of 2.5 or better. The grant will cover tuition charges for credit courses for four successive semesters of attendance, provided the student enrolls full time starting with the fall immediately following graduation. Students wishing to enroll in the summer term immediately upon high school graduation will be eligible for the Upper Ohio Valley Grant as long as the student registers full time (12 credit hours or more). Those enrolling in the summer term will have this term considered one of the four terms of eligibility. It is imperative that students make arrangements for their final high school transcript to be mailed to EGCC prior to the start of the summer term in order to determine their eligibility. Also, the Free Application for Federal Student Aid must also be completed, and aid used before the Upper Ohio Valley Grant will be applied. The grant does not cover books, supplies, lab/materials or technology fees.

Students must apply for and use, if eligible, all federal and state financial aid sources before this grant will be applied. Students who do not meet the Satisfactory Academic Progress guidelines and are placed on termination are not eligible to appeal the loss of the Upper Ohio Valley Grant.

### *Gateway Grant*

Eastern Gateway Community College has established a tuition grant program for residents of Columbiana, Mahoning and Trumbull counties to help in their pursuit of higher education. Grants for each academic year will be awarded to high school seniors applying to the College from state-chartered, public, and private high schools, and approved home school programs. The high school graduate must be a Columbiana, Mahoning, Portage or Trumbull County resident and have a cumulative final high school grade point average of 2.5 or better. The grant will cover tuition charges for credit courses for four successive semesters of attendance, provided the student enrolls full time starting with the fall semester immediately following graduation. Students wishing to enroll in the summer term immediately upon high school graduation will be eligible for the Gateway Grant as long as the student registers full time (12 credit hours or more). Those enrolling in the summer term will have this term considered one of the four terms of eligibility. It is imperative that

students make arrangements for their final high school transcript to be mailed to EGCC prior to the start of the summer term to determine their eligibility. Also, the Free Application for Federal Student Aid must also be completed, and aid used before the Gateway Grant will be applied. The grant does not cover books, supplies, lab/materials, or technology fees.

Students must apply for and use, if eligible, all federal and state financial aid grant sources before this grant will be applied. Students who do not meet the Satisfactory Academic Progress guidelines and are placed on termination are not eligible to appeal the loss of the Gateway Grant.

## **APPLYING FOR AID**

At EGCC, the academic year begins with the fall semester, followed by the spring semester, and ends with summer sessions. The summer is considered a “trailer”.

Completing the Free Application for Federal Student Aid (FAFSA) online is very efficient and convenient. Students who do not have Internet access can apply for financial aid by obtaining the paper FAFSA form from the Office of Financial Aid. Students mail the completed paper FAFSA to the federal processor. Students should be aware this may take up to six weeks to process.

Students can apply for financial aid by visiting the U.S. Department of Education’s financial aid website at <https://fafsa.gov>. Be sure to list the Federal School Code 007275 to ensure that your information is sent to Eastern Gateway Community College. By completing this form, the student is applying for both federal and state grants. Students are encouraged to apply early for all grants, scholarships, and awards for which they may be eligible. This avoids untimely delays and ensures maximum award eligibility.

### ***Verification:***

The U.S. Department of Education selects approximately 30% or higher of all FAFSA applicants for a process called verification. Verification is the process by which an educational institution confirms accuracy of the data reported (or not reported) on an individual student’s FAFSA. During the verification process, information reported on the FAFSA is verified for accuracy against documentation submitted by the student and/or their parents. An application may be selected for verification at any time throughout the award year.

When a student is selected for verification, they will be notified by the Student Aid Report (SAR) from the Department of Education and/or by a letter from Eastern Gateway Community College (EGCC). A student can also check their Student Portal account to determine if any Verification Documents are required.

## **UNDECIDED MAJORS AND FINANCIAL AID ELIGIBILITY**

Undecided degree-seeking students are eligible to receive federal student aid until they have attempted a total of 30 credit hours. After undecided degree-seeking majors have more than 30 credit hours attempted (transfer and attempted at EGCC), they will not be eligible for financial aid. Students who become ineligible because they are undecided and who have more than 30 credit hours, will be placed on financial aid termination until they declare their major.

## **REPEATED COURSES AND FINANCIAL AID ELIGIBILITY.**

***Previously Passed Courses:*** Financial aid will pay for one (1) retake of any previously passed course. There are exceptions to this rule and students should consult the financial aid office.

***Previously Failed Courses:*** Students taking remedial credits are limited to 30 credits hours for Title IV funding. There is no limit to the number of times a student may receive aid for repeating classes for which he/she failed to receive credit. However, it is important to remember that repeated courses must be counted toward maximum timeframe (150% of the program timeframe) and students could potentially fall into Satisfactory Academic Progress troubles if they repeat a significant number of classes.

**IMPORTANT:** A reduction or repayment of financial aid may be required if it is determined that a student is repeating a course that does not qualify to be repeated.

## **AUDITED COURSES.**

Students are not eligible to receive financial aid for audited courses.

## **PAYMENT OF AID**

Eastern Gateway Community College uses “freeze” dates for each module within a semester to determine a student’s enrollment status for awarding financial aid. The number of credit hours in which a student is enrolled on the freeze dates is used to calculate the amount of federal financial aid the student will receive. This means that if a student adds or drops classes before the freeze date, the amount of financial aid for which the student is eligible will be affected. If classes are added or dropped after the freeze date, the financial aid will not change.

The exception to this policy is students who withdraw from all classes, or who do not attend class(es). Students who do not attend classes will be dropped, and their financial aid eligibility will be recalculated. Students who withdraw from all courses in the current module(s) will have their financial aid recalculated based on their last day of attendance. As a result, a student could owe a refund to a grant program, to the College, and/or may jeopardize eligibility for future financial aid. After withdrawal, should a student return and attend a future module within the same semester, financial aid may be restored, as described in detail below. Before withdrawing or dropping any classes that would reduce registered credit hours, students should consult with the Financial Aid Office to help determine the impact this would have on financial aid eligibility.

## **ATTENDANCE VERIFICATION**

To be eligible for federal financial aid, attendance in class must be verified. Instructors will report attendance information using The Student Portal. Instructors will determine your attendance for all courses, including online courses. For online courses, beginning attendance is acknowledged by your professor and/or assignments submitted. Simply logging onto the Student Portal is not considered attendance. Your attendance is also logged when you participate in substantive classroom discussion within your student portal.

## **WITHDRAWING FROM EGCC AND RETURN OF TITLE IV AID**

Title IV funds are awarded to a student under the assumption he/she will attend and successfully complete all scheduled courses throughout the entire payment period. When a student withdraws, the student may no longer be eligible for the full amount of Title IV funds that the student was originally scheduled to receive. A pro-rated schedule is used to determine the amount of federal funds that a student has earned at the time of their withdrawal. Thus, a student who withdraws in the second week of classes has earned less of his/her federal financial aid than a student who withdraws in the fifth week. Once more than 60% of the payment period is completed, the student is considered to have earned all his/her financial aid, and his/her financial aid will not be prorated.

A federal financial aid recipient who withdraws from EGCC, officially or unofficially, after beginning attendance is subject to a Return of Title IV (R2T4) calculation. For R2T4 calculation requirements, a recipient is a student who has received federal financial aid funds or has met the conditions that entitled the student to a late disbursement of funds. EGCC is required to review the amount of federal loan(s) and grant(s) a student received for the payment period to determine what percentage of federal financial aid the student earned prior to withdrawal. The percentage of federal financial aid determined to be unearned for the payment period must be returned to the appropriate federal financial aid program(s).

## **WHEN A STUDENT IS CONSIDERED TO HAVE WITHDRAWN**

Given that EGCC’s programs are modular based, guidance provided by the U.S. Department of Education is utilized to determine whether a student has withdrawn and whether an R2T4 calculation must be completed. The following

four questions are utilized to make this determination:

1. Did the student cease to attend, or fail to begin attendance in a scheduled course that was included in EGCC's calculation of the student's Title IV awards for the payment period?
  - a. If yes, go to question 2
  - b. If no, student is not a withdrawal
2. When the student ceased to attend or failed to begin attendance in a scheduled course, was the student attending other courses in the period?
  - a. If yes, student is not a withdrawal, but Pell recalculations may apply
  - b. If no, go to question 3
3. When the student ceased to attend or failed to begin attendance in a scheduled course, did the student complete all the requirements for graduation?
  - a. If yes, student is not a withdrawal, but Pell recalculations may apply
  - b. If no, go to question 4
4. When the student ceased to attend or failed to begin attendance in a scheduled course, did the student successfully complete:
  - a. a module or combination of modules that contain 49% or more of the number of days of the payment period (excluding scheduled breaks of 5 consecutive days or more and all days between modules); OR
  - b. 6 or more credits for the payment period?
    - i. If yes to either question, student is not a withdrawal, but Pell recalculations may apply
    - ii. If no, the student is a withdrawal

#### **WHEN A STUDENT FAILS TO EARN A PASSING GRADE IN ANY CLASS**

If a student who began attendance and has not officially withdrawn fails to earn a passing grade in at least one course offered in a module during the payment period, for Title IV aid purposes, EGCC will assume the student has unofficially withdrawn and will proceed with R2T4 calculation procedures, unless the student is actively enrolled another module within the payment period.

#### **DETERMINATION OF WITHDRAWAL DATE**

When a student officially or unofficially withdraws from EGCC, the withdrawal date used in the recalculation of a student's federal financial aid is the last date of academic attendance (LDA) in his/her course(s).

#### **RETURN OF UNEARNED AID**

Prior to the completion of an R2T4 calculation, aid disbursed for future modules within the payment period the student had been scheduled for will be reevaluated. If, for example, the exclusion of credits associated with an initially scheduled future module(s) results in a decrease in enrollment level and/or cost of attendance budget, EGCC will return applicable funding prior to commencing the R2T4 process.

In the R2T4 Calculation, the total *Amount disbursed* and *Amount that Could Have Been Disbursed* to the student or on the student's behalf, minus the *Amount of Federal Financial Aid Earned* by the student determines the amount of federal financial aid funds unearned and required to be returned to the funding source. When a return of federal financial aid is required, EGCC and the student may both need to return funds. If the calculation results in an amount owed by the student, EGCC will return this amount on behalf of the student and will bill the student for any outstanding balance owed to the College. EGCC will return federal financial aid funds to the applicable programs in the following order, up to the net amount disbursed from each source: Unsubsidized Federal Direct Stafford Loans, Subsidized Federal Direct Stafford Loans, Federal Direct PLUS Loans (Parent borrower of a dependent student), Federal Pell Grant, and then Federal Supplemental Educational Opportunity Grant.

If, following an R2T4 calculation, a student has a balance due with EGCC and does not pay funds due to the College within 30 days, the student's record may be placed on financial hold. This means the student will not be permitted to register for classes or receive transcripts until the balance is resolved. Balances unpaid for greater than 60 days may be turned over to the Ohio Attorney General for collection.

Note that should a student withdraw during a period where a Title IV credit balance exists on his/her account, the Title IV credit balance will not be released until the R2T4 calculation, and any subsequent adjustments, are completed. After the student's account is adjusted, any resulting Title IV credit balance will be disbursed to the student as soon as possible and no later than 14 days after the R2T4 calculation completion date.

## TIMEFRAME FOR THE RETURN OF TITLE IV FUNDS

EGCC will abide by the following federal timelines regarding management and return of funding:

- From the Date of Determination of a Withdrawal:
  - Within 30 days of the date of determination of the withdrawal date, perform the R2T4 calculation.
    - For an official withdrawal, the date of determination of the withdrawal date is the date the student begins the official withdrawal process or date of the student's notification, whichever is later.
    - For an unofficial withdrawal, the date of determination of withdrawal will be made within 30 days after the end of the applicable module within the payment period.
      - For unofficial withdrawals identified via grades posted after a module ends, the date of determination will be the day EGCC's Registrar confirms final grades for the module have been posted.
    - Within 30 days of the date of determination of the withdrawal date, notify the student if there is a post-withdrawal disbursement due to the student of loan funds or an overpayment of grant funds, if applicable.
    - Within 45 days of the date of determination of the withdrawal date, return the school owed funds to the appropriate Title IV program account.
    - Within 45 days of the date of determination of the withdrawal date, pay a student a post-withdrawal disbursement of grant funds.
    - Within 180 days of the date of determination of the withdrawal date, pay a student a post-withdrawal disbursement of loan funds, if the student requested funds within 14 days of notification by EGCC of their availability.

## POST-WITHDRAWAL DISBURSEMENTS

When the total amount of the Title IV grant and/or loan assistance earned as of the withdrawal date is more than the amount that was disbursed to the student, the difference between the two amounts will be treated as a post-withdrawal disbursement.

A post-withdrawal disbursement of grant funds will be applied towards outstanding semester charges on the student's account and may pay up to the amount of the allowable charges (i.e., tuition & fees). Any remainder of grant aid will be paid to the student.

If a post-withdrawal disbursement includes Direct Loan funds, EGCC will seek student and/or Parent (if a Parent PLUS loan) permission before it can disburse them. The student and/or parent will be notified within 30 days of the date of determination of withdrawal of the opportunity to accept all or a part of the post-withdrawal loan disbursement. A timely response from the student and/or parent is required within 14 days from the date of notification. If the response includes authorization to do so, EGCC will disburse the loan funds within 180 days of the date of determination of the student's withdrawal date. The loan funds will be applied towards the outstanding semester charges on the student's account and may pay up to the amount of the allowable charges (i.e., tuition and fees). Any remainder will be paid directly to the student (or parent).

If a student, or parent if a PLUS loan, does not respond to the post-withdrawal disbursement offer, the loan will be cancelled, and any subsequent requests to make the post-withdrawal disbursement will not be granted. Any Title IV credit balance that results from a post-withdrawal disbursement will be paid to the student as soon as possible and no later than 14-days from the date of the post-withdrawal disbursement that created the credit balance.

## CONDITIONS FOR A LATE/POST-WITHDRAWAL DISBURSEMENT

To be considered eligible, the U.S. Department of Education (ED) must have processed a Student Aid Report (SAR) or Institutional Student Information Record (ISIR) with an official Expected Family Contribution (EFC) before the student became ineligible.



In addition:

- For Direct Loans, the loan must have been originated before the student became ineligible, and
- For FSEOG, the student was awarded a grant before becoming ineligible.

Note that a student may never receive as a post-withdrawal disbursement any funds that EGCC was prohibited from disbursing on or before the date the student withdrew, which would apply to the following:

- Second or subsequent disbursements of Direct Loan funds unless the student has graduated or successfully completed the loan period,
- Disbursements of Direct Loan funds for which the borrower has not signed a promissory note,
- Disbursements of Direct Loan funds to a first-year, first-time borrower who withdraws before the 30th day of the student's program of study,
- A disbursement of a Federal Pell Grant to a student for whom the institution did not have a valid SAR/ISIR by the deadline established by ED annually in the public deadline notice, and
- A first disbursement of a Direct Loan (i.e., the first disbursement of a Direct Loan in a loan period) to a student enrolled who has withdrawn before beginning attendance in enough courses to establish a half-time enrollment status.

## RETURN TO EGCC AFTER WITHDRAWAL

EGCC will process R2T4 calculations and return aid per the conditions described in the above sections for any student determined to have withdrawn during a payment period, regardless of their intent to return later. However, if a student reenters or resumes attendance in a future module(s) before the end of the payment period of which the student was initially considered withdrawn, the student will be treated as if he or she did not cease attendance in that payment period, and EGCC will reverse the R2T4 calculation, including re-disbursing any returns that it made based on that calculation. Aid amounts will also be redetermined as required based on the student's enrollment level and attendance.

In some cases, a module end date may fall within 1 to 14 days of a subsequent module start date within the same payment period. A student could be identified as an unofficial withdrawal due to absence of passing grades in the first module, however at the time EGCC staff begin the R2T4 calculation, the student could have already commenced attendance in the subsequent module. In cases such as this, aid adjustments will be performed to calibrate with the student's enrollment level, but because the student is currently attending a subsequent module, the R2T4 calculation will not be performed. EGCC will perform R2T4 calculations as soon as possible (and within permissible timeframes) after it is determined that a student is withdrawn and will not pend completion of calculations in anticipation of the student returning in a future module within the semester.

## DENIAL OF AID

Aid may be denied for several reasons: no need or insufficient demonstrated financial need, lack of institutional funds, failure to make satisfactory progress toward completion of the certificate or degree, default on a federal student loan or failure to submit required documentation.

A federal or state drug conviction (but not a local or municipal conviction) can disqualify a student for FSA funds. The student self-certifies in applying for aid that he is eligible; you're not required to confirm this unless you have conflicting information. Convictions only count against a student for aid eligibility purposes (FAFSA question 23c) if they were for an offense that occurred during a period of enrollment for which the student was receiving federal student aid – they do not count if the offense was not during such a period, unless the student was denied federal benefits for drug trafficking by a federal or state judge (see drug abuse hold sidebar). Also, a conviction that was reversed, set aside, or removed from the student's record does not count, nor does one received when she was a juvenile, unless she was tried as an adult. The chart below illustrates the period of ineligibility for FSA funds, depending on whether the conviction was for sale or possession and whether the student had previous offenses. A conviction for sale of drugs includes convictions for conspiring to sell drugs.

|                    | <b>Possession of illegal drugs</b> | <b>Sale of illegal drugs</b>    |
|--------------------|------------------------------------|---------------------------------|
| <b>1st offense</b> | 1 year from date of conviction     | 2 years from date of conviction |
| <b>2nd offense</b> | 2 years from date of conviction    | Indefinite period               |
| <b>3+ offenses</b> | Indefinite period                  |                                 |

If the student was convicted of both possessing and selling illegal drugs, and the periods of ineligibility are different, the student will be ineligible for the longer period. Schools must provide each student who becomes ineligible for FSA funds due to a drug conviction a clear and conspicuous written notice of his loss of eligibility and the methods whereby he can become eligible again.

### **RIGHTS AND RESPONSIBILITIES**

Students should read all information provided in the process of applying for financial aid to gain a greater knowledge of all the rights, as well as responsibilities, involved in receiving aid.

### **RENEWAL OF AID**

Financial aid is NOT automatically renewed each year. Students must reapply by completing the FAFSA each year to determine eligibility.

