

## 2011-2012 FINANCIAL AID INFORMATION PACKET

The Financial Aid Office at Western Iowa Tech Community College has completed the review of your financial aid application. This information has been prepared to provide you with options to finance your education at WITCC.

**Review your award letter.** It indicates the types of assistance you are qualified to receive. Grants and scholarships will be directly credited to your charges as scheduled. If you were awarded Work Study or are interested see the Work Study section in this document. If you plan to borrow a student loan, refer to the Loan Information regarding student loans and how to apply for a loan.

**Read the following sections in this document:**

- Terms and Conditions of Your Award
- How to Pay for Classes
- Cost Information
- Work Study Program
- Summer Semester
- Enrollment Policies
- Consequences of Withdrawal on Financial Aid
- Satisfactory Academic Progress Standards for Financial Aid Recipients

**Important information regarding late start classes and aid lock dates for 2011-12.**

Financial aid for late start classes will not be applied to your account until the class has started. Student loan and Pell refunds will be delayed until attendance is verified.

Be sure to read the section on **Aid Lock Dates**.

If you have questions about the financial aid process, please contact the WITCC Financial Aid Office at 712/274-6402 or 800/352-4649, ext. 6402. Related general information is also available at [www.witcc.edu](http://www.witcc.edu).

For information specific to your financial aid award, go to [www.mywitcc.com](http://www.mywitcc.com).

## TERMS AND CONDITIONS OF YOUR AWARD

- All early awards are made on the assumption of full time attendance for fall and spring semesters. Actual award amounts (grants and loans) will be adjusted to your enrollment status as appropriate.

Full time -	12 or more credit hours
Three quarter time -	9-11 credit hours
Half time -	6-8 credit hours
Less than half time -	5 credit hours or less

(Credit hours associated with Testing Out or Audit do not count toward determining your enrollment status.)

- **Aid Lock Date:** For financial aid purposes, your official enrollment status is determined by the number of credit hours for which you are enrolled on the aid census date. Therefore, the addition of coursework after the census date will not increase your aid. **The aid census date for fall 2011 is September 6, 2011.** For an initial registration after the lock date, award will be calculated and locked simultaneously. Failure to participate in a class may change your enrollment status and result in a reduction of awards.
- Any changes in enrollment status before or during the award year must be reported to the Financial Aid Office. **These changes could affect the amount of assistance you may receive.**
- Failure to attend a class for which aid was awarded will result in a reduction of grant aid and possibly loan eligibility. This may create a balance due to the college.
- If you receive any other sources of assistance that are not listed on the award notice, you must notify the Financial Aid Office immediately. Adjustment of award amounts may be needed according to governing regulations.
- Awards are subject to change based on fund availability, and/or adjustments made to your financial need.
- In the event that available state funds are insufficient to pay the full amount of each approved grant, the Iowa College Student Aid Commission has the authority to administratively reduce the award to an amount less than the statutory maximum.
- The award year normally begins with the fall semester and ends after the Summer semester.
- You must be **attending/participating** in classes each semester for which aid is received.
- If you will **not** be attending Western Iowa Tech Community College, please contact the Financial Aid Office to cancel awards. You can drop on line or by contacting the Registration Center to cancel your registration (712/274-6404) **before** the start of the semester to avoid charges.
- Federal regulations require you to make satisfactory academic progress in your course of study to continue receiving financial aid funds. The aid listed on the award notice may be canceled if you fail to meet the Satisfactory Academic Progress Standards as published in the College Catalog and in this enclosure.

- A federal or state drug conviction can disqualify a student for Financial Aid funds. For further details see The Student Handbook at [www.mywitcc.com](http://www.mywitcc.com).

• If you make false statements or misrepresentations in conjunction with your application for financial assistance, you are subject to a fine or imprisonment, or both, under provisions of the United States Criminal Code.

## How to Pay for Classes

Once you have registered, you are responsible for related tuition, fees, and other expenses (books, supplies, housing and meal plan). Payment using grants or processed student loans or the FACTS plan is due on the first day of class. **Failure to make payment or payment arrangements will result in disenrollment from classes and/or removal from college housing.**

## Payment in Full

You may pay your full balance in person, by phone, or online by using the Students tab on mywitcc.com. Payment may be made with cash, check, Visa, MasterCard, or Discover at any of the four WITCC campuses.

## FACTS Tuition Management Plan

Western Iowa Tech Community College has a tuition payment plan option to accommodate the financial needs of students. It is not a loan program; therefore, you have no debt, there are no interest or finance charges assessed, and there is no credit check. The only cost to budget monthly payments through FACTS is a \$25.00 per semester non-refundable FACTS Enrollment Fee. Students using the FACTS payment plan must apply on-line by using the Students tab on mywitcc.com. FACTS will accept payments by Automatic Bank Payments from checking or savings accounts, or by Discover, MasterCard, or American Express. Additional information regarding the on-line application is provided by the Student Accounts office at WITCC (712/274-8733, ext. 1210 or 1/800-352-4649, ext 1210).

## Cost Information

Costs	Per Credit Hour	Per Semester	Per Year
Tuition/Fees, Iowa Resident	\$139.50	\$2092.50	\$4185.00
Tuition/Fees, Non-Resident	\$148.50	\$2227.50	\$4455.00
Books, estimated		\$ 525.00	\$1050.00
WITCC Housing Sunrise Court		\$1225.00	\$2450.00
Burr Oaks		\$1800.00	\$3600.00
Board Plan (Required for Housing Residents)		\$750.00	\$1500.00

The above figures are based on 15 credit hours per semester. Yearly amounts are based on fall and spring semesters only.

- Be aware that enrollment for less than 12 credit hours will decrease your charges, but may also decrease your aid eligibility according to regulation.
- There may be additional course fees depending on your registration.
- Be sure to consider books, supplies, tools, housing, meal plan and other living expenses when calculating your costs. Additional materials, tools or equipment may vary depending upon your program of study. Check with the individual department in order to plan for these costs.
- **You will need to plan for payment of books and supplies from your personal funds unless excess grant or loan funds will be available on your student account. You may be able to charge books at the WITCC bookstore if you have excess grants or have completed the loan process by August 1 for the fall semester, December 1 for the Spring semester, and May 1 for the Summer semester.**

## Work Study Program

- The Work Study Program offers students opportunities for part-time employment on campus or off campus with community service agencies. Wages are paid through federal funds. You must demonstrate financial need.
- A Work Study award indicates that you are **eligible for employment** through the program but is **not a guarantee** of employment or earnings.
- Students who are hired for on-campus jobs are paid the last day of the month by check for the hours worked in the previous pay period. The pay period cut-off is the 15<sup>th</sup> of each month.
- Available job openings are posted on mywitcc.com. If you wish to apply for an opening, contact the Financial Aid Office. **Check regularly for an updated list of available jobs.**

## Summer Semester

- Grants are initially awarded for fall and/or spring semesters only. Additional Pell Grant **may** be available for attendance during the summer. Students must contact the Financial Aid Office to determine summer grant eligibility.
- State of Iowa grants are only available for the fall and spring semesters.
- The full-time enrollment status definition of 12 credit hours does **not** change for summer semester. Students must be enrolled half-time to be eligible for additional Pell Grant or student loan.
- Refer to the chart in the Loan Information for an example of loan amounts available.
- **Contact the Financial Aid Office when you register for summer classes to determine what aid you may be eligible to receive during the summer.**

## ENROLLMENT POLICIES ARE ALSO PUBLISHED ON

[www.witcc.edu](http://www.witcc.edu)

(Paper copies of the following policies can be requested from Enrollment Services.)

### Withdrawal Policy

- Withdrawal from the College means withdrawal from all classes for a semester. The student must initiate the withdrawal process by going online to [mywitcc.com](http://mywitcc.com), selecting the “Students” tab, and then “Register for Classes,” or by completing the withdrawal form in a Registration Center, or by calling a Registration Center. Refer to the Add/Drop/Withdrawal Policy in the College Catalog or online.

### Institutional Refund Policy

- The Institutional Refund Policy applies to all students. **Students who stop attending and fail to officially withdraw will NOT receive a refund of tuition and fees under the Institutional Refund Policy.**

- A schedule for refunding of tuition and fees is published each semester online.

### Consequences of Withdrawal on Financial Aid

- A student receiving federal financial assistance may have financial aid adjusted based on the date of official or unofficial withdrawal.

### Satisfactory Academic Progress Standards for Financial Aid Recipients

Federal regulations effective beginning with the fall 2011 semester substantially changed Satisfactory Academic Progress Standards. Previously used terminology “Probation” or “Suspension” have been replaced with “Warning” and “Not Eligible”. Additionally, documentation (medical, the death of a relative, or other special circumstances) which supports your appeal and an Academic Plan must now be submitted with all appeals.

Federal and state regulations require students receiving financial aid to maintain satisfactory academic progress. These standards are applicable to recipients of the following programs.

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant
- College Completion Challenge Grant (TRIO)
- Federal Work Study Program
- Federal Direct Student Loan Program
- State of Iowa Grant and Scholarship Programs
- Iowa National Guard Education Assistance Program
- Federal Parent Loan for Undergraduate Students (PLUS)

Satisfactory academic progress is calculated for all students at the end of each semester during the regular academic year. Students attending summer sessions are evaluated at the end of the second session. Satisfactory Academic Progress Standards apply to all work attempted even though a

student may not have been receiving financial aid. Your academic progress will be evaluated at the time of awarding and before disbursement of aid.

A student must complete his/her program within 150% of the amount of time normally required to complete the program.

**A minimum 2.0 cumulative grade point average for ALL course work at WITCC is required. In addition, a student must complete 67% of ALL credit hours attempted at WITCC. However, a student whose cumulative credits earned is zero (0.00) will be suspended immediately.**

Credit hours completed are:

“A” through “D-” grades

“P” passing with credit

Incomplete credit hours are:

“F” grades

“W” withdrawal

“AW” administrative withdrawal

“I” incomplete

“NP” not passing

A student who has received financial aid is placed on financial aid Warning when he/she fails to maintain a 2.0 cumulative grade point average or fails to complete 67% of all hours ever attempted. **A student on financial aid Warning continues to receive financial aid.**

If a student does not meet the minimum levels by the end of the Warning semester, the student is Not Eligible to receive further financial aid. A student who is Not Eligible has the opportunity to appeal for reinstatement of eligibility. An appeal must be made in a format provided by the Financial Aid Office and include any appropriate supporting documentation and an Academic Plan. Your Academic Plan should be prepared with the assistance of your advisor. An Academic Plan should include the courses you plan to take by semester through the completion of your program and a progression of CGPA if your CGPA is below 2.0. Be sure the plan is reasonable and achievable since any future appeals will be measured against your Academic Plan. If a student’s appeal is granted they must meet the terms of their Academic Plan to have any future appeals considered. *Keep a copy of this plan for your records.*

Appeals are referred to an Academic Progress Review Committee. The decision of the Review Committee is final. Results of your appeal will be sent to your mywitcc.com e-mail account.

A student may return to a warning status when he/she regains a 2.0 cumulative GPA AND a completion rate of at least 67% of **all** hours ever attempted at WITCC. After returning to a warning status, a student must continue to maintain the appropriate cumulative grade point average AND completion rate or he/she will return to a Not Eligible status. The warning status remains with a student through subsequent semesters even if he/she continues to meet Satisfactory Academic Progress standards.

Transfer students may be evaluated for satisfactory progress prior to the first disbursement of financial aid funds. Cumulative GPA for transfer students is based on WITCC academic work only. However, credits attempted at other institutions may be used to evaluate academic progress. Transfer credits must be considered in evaluation of program completion within the 150% time frame.

A student who withdraws from WITCC and re-enrolls at a later date will return with a financial aid academic progress status as determined at the end of the semester in which he/she withdrew from WITCC.

The Financial Aid Office will notify, by mywitcc.com e-mail, any student receiving financial aid that does not meet the minimum satisfactory standards and is being placed on Financial Aid Warning status or is Not Eligible for aid.