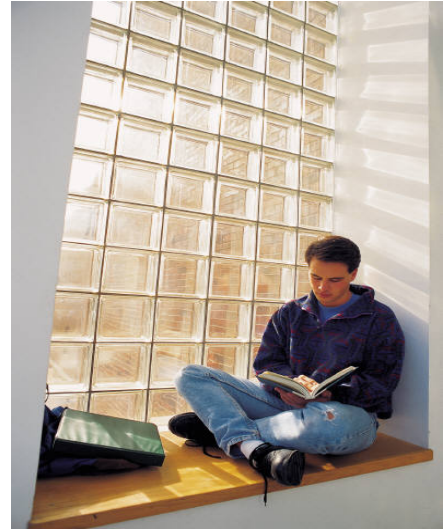




**Glen Oaks
Community College**



**Financial Aid
Handbook
2007-2008**



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Office Hours

Note: Office hours are subject to change during the year. These changes are noted on office signs.

Financial Aid Office		<u>Aug. 13th to April</u>	<u>May to Aug. 9th</u>
62249 Shimmel Road	Monday	8:00 am—4:00 pm	7:00 am—5:00 pm
Centre ville, MI 49032	Tuesday	8:00 am—6:30 pm	7:00 am—6:30 pm
Telephone: 1-888-994-7818 ext. 260	Wednesday	8:00 am—6:30 pm	7:00 am—6:30 pm
Fax: 269-467-9068	Thursday	8:00 am—4:00 pm	7:00 am—5:00 pm
Website: www.glenoaks.edu	Friday	8:00 am—4:00 pm	Closed

What is Financial Aid?

Financial aid is any source of funds to help students meet their educational expenses. Glen Oaks offers four basic types of financial aid, funded by federal, state, college and private sources. Many eligible students are offered a combination of these types of aid known as a “financial aid award.”

1. Grants—Awards usually based on financial need with no repayment requirements.
2. Scholarships—Awards usually based on academic performance and/or financial need, with no repayment requirements.
3. Loans—Need and non-need based awards which require repayment with interest.
4. Employment—Work study awards of part-time employment, based on financial need.

What is the Purpose of Financial Aid?

The purpose of financial aid is to assist students who would otherwise be unable to attend college without such aid. The college practices the following philosophy in administering financial aid programs:

1. The family has the primary responsibility to pay for the student’s education. What a family can be expected to pay is determined by an analysis of the family’s financial situation. All families are treated equally and consistently through standard guidelines established by the federal government.
2. The student shares in this responsibility and is expected to contribute from his/her savings, employment, and, if necessary, loans.
3. Financial aid funds are used to supplement, not replace, what the student and family contribute to meet college expenses.

Who Is Eligible?

General Eligibility Requirements

In general, a student is considered eligible for financial aid if the student:

1. Demonstrates financial need based on an analysis of the family’s financial situation reported on the Free Application for Federal Student Aid (FAFSA).
2. Is enrolled as a regular student. (Guest students cannot receive financial aid, except for Michigan Competitive Scholarship and Michigan Tuition Incentive Program (TIP). In the case of current high school students, the student’s class must have graduated in June of the academic year to be eligible for aid in the Fall.
3. Is a U.S. citizen or an eligible non-citizen.
4. Is not in default on a student loan nor owes a repayment on a student grant previously received.
5. Is making satisfactory academic progress, as defined by Glen Oaks Community College.
6. Is registered with Selective Service, if required to do so by law (male students only).
7. Is pursuing a course of study leading to a degree, certificate, or transfer to a four-year college.
8. Has not already earned a bachelor’s degree. (Federal Title IV grant funds are awarded only to undergraduate students with no bachelor’s degree.)

Ability to Benefit

Students must have a high school diploma or GED certificate to be eligible for financial aid. However, if the student has not earned a high school diploma or GED certificate, he/she may qualify for aid by achieving a score deemed adequate by the Department of Education on an approved test. For the ACCUPLACER test, available at Glen Oaks, qualifying scores are:

- Reading Comprehension 55
- Sentence Skills 60
- Arithmetic 34

Please note that Sentence Skills is not routinely administered as part of the Accuplacer entrance assessment. Students applying for Title IV aid who do not have a GED or a high school diploma should request the Sentence Skills portion.

Who is Eligible? (cont.)

Eligible Non-citizen

To receive financial aid, all non-citizens are required to provide documentation from the Immigration and Naturalization Service, verifying one of the following:

- U.S national
- U.S. permanent resident who has an I-151 or I-551 (Alien Registration Receipt Card)
- Permanent resident of the Trust Territory of the Pacific Islands
- Permanent resident of the Commonwealth of the Northern Mariana Islands

If the student is not in one of these categories, he/she must have one of the following documents from the U.S. Immigration and Naturalization Service to show he/she is in this country for other than a temporary purpose.

- I-94 (Arrival-Departure Record) with an appropriate endorsement (“Refugee”, “Asylum Granted” “Indefinite Parole,” and/or “Humanitarian Parole,” “Cuban-Haitian Entrant,” “Status Pending,” “Conditional Entrant,” valid only if issued before April 1, 1980) or other eligible non-citizen with a Temporary resident Card (I-688).
- Form I-181 or I-181b that has been signed by an INS district director.
- Official statement that student has been granted asylum in the U.S.
- Other proof from the U.S. Immigration and Naturalization Service that student is in the U.S. for other than a temporary purpose. Check with the Financial Aid Office for required documents.

If a student is in the U.S. on an I-20, F1 or F2 student visa only or on J1 or J2 exchange visitor visa only, he/she cannot receive financial aid. Also, if the student has only a notice of approval to apply for permanent resident (I-171 or I464A), he/she cannot receive Federal student aid.

Student Loan Default:

To be eligible for financial aid, students must not be in default on Perkins, Nursing, Stafford Loan or SDSL Loans. A loan is considered in default when a payment is past due 360 days (180 days for quarterly repayment schedules) and will be turned over to a State, Federal or commercial agency for collection.

Students who have had defaulted loans in the past should contact the loan servicer to arrange for payment of the loan.

Satisfactory Academic Progress:

Financial aid applicants are required to meet satisfactory academic progress as established by Glen Oaks Community College, based on Federal regulations. This policy is separate from the College’s general academic probation policy.

POLICY

To maintain satisfactory academic progress, a student must comply with all three requirements of this policy. Satisfactory academic progress status

1. Total Attempted Credit Hours

Students cannot receive financial aid if they have attempted more than 93 credit hours. Attempted credit hours include all classes with and earned grade, and classes with and unearned grade of “W” for withdrawal or an “I” for incomplete. All attempted credit hours are counted in the 93 attempted credit hour total including classes for which a student paid with his/her own money and classes transferred in from other colleges or universities.

Note: Credits transferred in from other institutions are included as credits attempted for the purpose of determining satisfactory progress.

2. Credit Hours to be Completed

Students must complete a minimum of 67% of the credits they attempt. Courses are considered complete when a grade has been assigned other than I, 0.0 and W. For example, a student enrolled for 12 credit hours must complete a minimum of 9 of those credits to maintain satisfactory progress (8 credits is 66%).

Who is Eligible? (cont.)

3. Must maintain a 2.0 GPA.

A student must maintain a minimum 2.0 cumulative grade point average.

Initial Eligibility

Students who apply for financial aid and have credits already accumulated at Glen Oaks Community College must have successfully completed, with a 2.0 grade point average or above, 67% of all credit hours attempted. A student cannot have attempted 93 or more credit hours. All credits, even if paid from a student's own resources, will be included. A student applying for aid whose GOCC-transcript does not meet these criteria will be considered either on probation or in suspension. If the transcript shows that the student has only been below satisfactory standards for one semester, the student will be considered to be on probation. If the transcript reveals more than one semester below satisfactory progress the student will be considered in suspension, and will not be considered for aid.

Probation

Students who fail to maintain satisfactory academic progress will be placed on probation for the next semester they receive financial aid. When in probation, students may be eligible for grants, scholarships and work-study. Loans will not be certified for students on probation. After the probationary semester, the student's progress will then be measured on a semester by semester basis. If the student's progress meets or exceeds the criteria, the student will be removed from probation. Students who fail to meet progress requirements for a second semester will be suspended from receiving financial aid.

Suspension

A student in financial aid suspension is ineligible for Federal, State or Institutional grants, scholarships and work-study. Students may continue attendance at Glen Oaks Community College, provided they pay for all expenses at the time of

registration. A student on suspension that completes at least 6 credit hours, **and** subsequently meets all three criteria, may request, in writing, a re-evaluation of their progress. Aid will be reinstated for a probationary semester if the student then meets the requirements listed above.

NOTE: Current GOCC students on probation may have financial aid on their account for a future semester before final grades are posted. If, after grades are calculated, the student does not make satisfactory progress and is placed in suspension, aid will be removed, and the student will be required to pay for the classes or withdraw from them to avoid being charged.

Students in suspension can still enroll in classes, but they must pay for these classes themselves at the time of registration.

Appeal Process

A student may appeal financial aid probation or suspension, in writing, to the Director of Financial Aid within 30 days. The SAP appeal form is available in the Financial Aid Office.

Appeals may be granted if the student's failure to make progress is shown to have been effected by unusual circumstance. Documentation for unusual circumstances is expected.

Notification of the results of an appeal will be mailed in 14 days after completed submission of appeal.

How Do Students Apply?

Applying for financial aid often seems complicated and confusing, especially for students applying for the first time. Here are a few simple rules to keep in mind to help make the process easier.

1. Students are encouraged to file the Free Application for Federal Student Aid (FAFSA) online at www.FAFSA.ed.gov.
2. When filling out forms and applications, please read instructions carefully. Follow those instructions using correct and accurate information. Make sure all forms are filled out completely and SIGNED. Serious delays may result due to inaccurate, incorrect or missing information.
3. Be aware of required deadlines and submit forms by deadline dates. Funds are limited, so the student should apply as early as possible.
4. Remember, students must re-apply each year for financial aid.
5. If students don't understand the financial aid process, they can request help from the Financial Aid Office.
6. Financial aid will be awarded only when the file is complete and the student is determined eligible.
7. Students cannot use financial aid to register unless they have received an official award letter.
8. Documents submitted become the property of the Financial Aid Office and will not be returned.
9. Awards are made on a first come first served basis until funds are no longer available.
10. If a student's application for financial aid is not complete at the time of registration, the student must be prepared to pay for tuition and fees by the published deadline date.

For maximum consideration, students should complete the application process by these deadlines:

Fall Semester—June 1st
Winter Semester—November 1st
Spring Semester—March 1st

Students can apply after these dates, but there may be a delay in processing the student's award in time for registration. Students who do not meet

these deadlines, or who have incomplete financial aid files at the time of registration will be required to pay all costs, and will then be reimbursed if found to be eligible for aid.

Dependant Students

Federal regulations require the parents' income and assets when determining a student's eligibility for financial aid in the following situations:

1. Student is under the age of 24.
2. Student is not a veteran of the U.S. Armed Forces.
3. Student is unmarried
4. Student is not an orphan or a ward of the court.
5. Student does not have legal dependents (other than a spouse) that receive more than 50% of their support from the student.

If the student meets all of these criteria, they must include parents' income and asset information on the "Free Application for Federal Student Aid", regardless of where the student lives. Married students must report income and asset information for themselves and spouses, even if they were not married in the previous year.

Cost of Attendance

The cost of attendance consists of an allowance for tuition, fees, books, transportation, personal expenses, and, where needed, child care. Students who have child care expenses related to their attendance at Glen Oaks Community College must contact the Financial Aid Office to request and adjustment in their cost of attendance.

More information about the cost of attendance at Glen Oaks is available on the Financial Aid Award Letter Information sheet that accompanies the award letter.

What Financial Aid is Available?

FEDERAL PROGRAMS

Federal Pell Grant

This program entitles eligible students to receive a grant up to approximately \$4,310 per academic year based on final appropriations set by Congress.

How much the student receives depends on an analysis of the information provided on the application, whether a full-time or part-time student, and the cost of education at Glen Oaks Community College.

1. Pell grant dollars must be used for educational expenses.
2. Students cannot engage in the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance during the period covered by their Pell Grant.
3. Students must meet all eligibility requirements listed in this handbook.

Note: Students can only receive a Federal Pell Grant for the equivalent of 2 full-time semester each academic year. A student who received full-time Pell in the Fall and Winter semester will not receive Pell for the Spring semester.

Federal Supplemental Educational Opportunity Grant (FSEOG)

This program is designed for exceptionally needy students and provides grants starting at \$100. Federal SEOG's are awarded to Federal Pell Grant recipients with the greatest financial need.

1. Federal SEOG dollars must be used for educational expenses.
2. Students must meet all eligibility requirements listed in this handbook.
3. Students must be enrolled for at least 6 credit hours.

Federal Academic Competitive Grant (ACG)

This new program, initiated in 2006, is available to students who meet the following criteria;

1. US Citizen
2. Federal Pell Grant recipient during the 07-08 academic year.
3. Enrolled full-time in a degree program.
4. Enrolled in the first or second academic year of the degree program at a two year or four year degree-granting institution.
5. Completed a rigorous high school program of study as defined by the Federal Department of Education.
6. If a first-year student, not previously enrolled in an undergraduate program.
7. If a second year student, have at least a cumulative 2.0 grade point average.

Award amounts are \$750 for first year students and \$1300 for second year students. To be awarded, students must submit an official high school transcript and the Glen Oaks ACG Form completed by a high school counselor certifying rigorous program.

Federal Stafford Loan

There are two types of loans under this program; subsidized and unsubsidized

A subsidized Federal Stafford Loan is a low-interest, variable rate loan based on financial need. Students will not be charged interest on the loan during the following periods:

- The student's enrollment in school at least half-time (6 credits or more);
- A six-month grace period immediately following the student's withdrawal or graduation from school;
- A deferment, which is an authorized time when the student's payments may be postponed.

An unsubsidized Federal Stafford Loan is not based on financial need. Students are charged interest from the time the loan is disbursed until it is paid in full. If the student allows the interest to

What Financial Aid is Available? (cont.)

accumulate, it will be capitalized. This means interest will be added to the principal amount of the loan and additional interest will be based on the higher amount. This will increase the total repayment amount of the loan. Students who choose to pay the interest as it accumulates will repay less on the loan.

REMEMBER: Loans must be repaid.

The interest rate for both subsidized and unsubsidized loans is currently fixed at 6.8%.

LOAN LIMITS

Because Glen Oaks Community College is concerned about student loan defaults and increasing debt levels of student borrowers, the college has adopted stricter loan limits and eligibility requirements.

Minimum Requirements

- Be enrolled in at least 6 credit hours.
- Have a cumulative GPA (Grade Point Average) of 2.0 or better.
- Have a completion percentage over 67%.

Meet the current Glen Oaks Community College Satisfactory Academic Progress standards.

No loan disbursements will be made once the semester ends.

Loan Limit Amounts

Minimum

- Minimum loan amount is \$500 per academic year (\$250 per semester).

Maximum—including loans borrowed at other colleges.

- Students with less than 32 credit hours completed at Glen Oaks cannot exceed \$7,500 in total loan debt, and are limited to \$7,500 per award year.
- Students with 32 credit hours or more completed at Glen Oaks cannot exceed \$13,500

in total loans, and are limited to \$8,500 per award year.

Loan Requests Will Be Denied

- If you have a prior loan default, whether or not payments are current.
- If you transfer to Glen Oaks Community College with accumulated loan debt of \$13,500 or more.

Failure To Pay Your Loan Will

- Jeopardized your future eligibility for financial aid.
- Negatively impact your credit worthiness for any future borrowing, including car loans, home mortgages or other consumer loans.
- Create a hold on all College records preventing you from registering and using other College services.

Exceptions to the Glen Oaks Loan Policy may be appealed in writing to the Director of Financial Aid, with extenuating circumstances specifically stated.

Dependent Undergraduate Students

- \$3,500/year for first-year students enrolled at least half-time;
- \$4,500/year for students who completed at least 28 credits and are enrolled at least half-time.

Independent Undergraduate Students

- \$7,500/year for first-year students enrolled at least half-time (only \$3,500 of this amount may be subsidized loan \$4,000 is borrowed in unsubsidized loan funds).
- \$8,500/year for students who have completed at least 28 credits and are enrolled at least half-time (only \$4,500 of this amount may be a subsidized loan; \$4,000 is borrowed in unsubsidized loan funds).

Student borrowers are charged a 3% origination fee on the loan. These fees are deducted from each loan disbursement. This fee is paid to the government to help offset the cost of the loan.

What Financial Aid is Available? (cont.)

How to apply for the Federal Stafford Loan

1. Students must first have completed the Free Application for Federal Student Aid (FAFSA) www.fafsa.ed.gov and the student must be deemed eligible for loans.
2. Submit a completed Federal Stafford Loan Request form to the Financial Aid Office.
3. After the loan has processed, Entrance Counseling will need to be completed on line at <http://www.glenoaks.edu/financial/loans.html>
4. Once Entrance Counseling has been successfully completed, a Master Promissory Note will need to be completed on line at <http://www.glenoaks.edu/financial/loans.html>

After successfully completion of both Entrance Counseling and a Master Promissory Note, loan funds will be scheduled to disburse as follows:

First time borrowers—30 days after the start of the semester and successful completion of Entrance Counseling and Promissory Note.

Returning borrowers—3 weeks after the start of the semester and successful completion of Entrance Counseling and promissory Note.

Federal Work-Study Program (FW\$)

This program provides jobs for students to earn part of their educational expenses. Employment opportunities are offered to full-time and part-time students who demonstrate financial need after all other grants/scholarships and outside resources have been considered.

To apply for Work-Study;

- Students must first complete the Free Application for Federal Student Aid (FAFSA). Eligibility can not be determined until the FAFSA has been completed and all required documentation provided.

Federal Work-Study Program (FW\$)

- Student must then complete a Work-Study application (available in the Financial Aid Office) and submit it to the Financial Aid Office.
- Work-Study job listings are posted on the course job board.
- When a student sees a job that interests them, they contact the job supervisor to set up and interview.
- After the interview, if the supervisor wishes to hire the student, the supervisor will contact the Financial Aid Office.
- The Financial Aid Office will then complete a Work-Study contract and required paperwork with the student.

Eligible students may work up to 20 hours per week, but cannot work during scheduled class sessions. If a student drops below 6 credit hours during his/her work-study employment, he/she is no longer eligible to work and must stop working immediately.

STATE PROGRAMS

Michigan Competitive Scholarship

This program provides financial assistance to students who demonstrate both financial need and academic potential. Academic potential is based on the national ACT test. Those eligible may receive up to the amount of demonstrated need, not to exceed \$1,300 per academic year.

Eligibility Requirements:

To qualify for Michigan Competitive Scholarship, the student must:

1. Achieve a qualifying score based on the national ACT test. This test should be taken in the junior or senior year of high school.
2. Be a United States citizen or have at least filed a Declaration of Intent for this status.
3. Have been a continuous Michigan resident from July 1 of the year preceding the academic year for which they are applying for the scholarship.

What Financial Aid is Available? (cont.)

Michigan Competitive Scholarship

Cont.

4. Demonstrate financial need based on the Free Application for Federal Student Aid (FAFSA).
5. Enroll at least half-time (6 credit hours).

Michigan Competitive Scholarship (MAPT)

This program provides grant assistance to needy adults who enroll in 3-11 credit hours. Full-year awards range from \$100-\$600 for the 2007-2008 academic year. Recipients must demonstrate financial need and complete the application requirements for need-based financial aid.

Michigan Promise Scholarship

This scholarship, effective with the high school graduating class of 2007, provides funding to Michigan students, based on the following eligibility criteria:

- A Michigan resident
- Take the State Assessment, either the Michigan Educational Assessment Program (MEAP) or Michigan Merit Exam (MME).
- Enroll in an approved postsecondary institution in Michigan or a military service academy within two years of high school graduation
- Complete the postsecondary education requirements (associate's degree, etc.) within four years of initial enrollment at the postsecondary institution
- Achieve a cumulative grade point average of 2.5
- Be a high school graduate or passed the GED or any other graduate equivalency exam approved by the State Board of Education
- Certify his/her eligibility for the scholarship

Award amounts

- Students who receive qualifying scores on the MEAP test may receive up to \$1,000 per academic year for each of their first two years of college and up to \$2,000 after the successful completion of two years of postsecondary education with at least a 2.5 grade point average (associate's degree, two-year certificate, vocational education program or 50 percent of the academic requirements for a bachelor's degree).
- Students who do not receive qualifying scores on the MEAP test may receive up to \$4,000 after the successful completion of two years of postsecondary education with at least a 2.5 grade point average (associate's degree, two-year certificate, vocational education program or 50 percent of the academic requirements for a bachelor's degree).

Michigan Merit Award (MEAP)

This is a merit based scholarship that rewards student achievement.

Eligibility is based on the student's score on the Michigan Educational Assessment Program (MEAP) High School Tests. The student must score in Level 1 or Level 2 of the test in mathematics, reading, science and writing. Recipients are selected by the Michigan Merit Award Board.

The student will be notified of this award by the Michigan Merit Award Office. Notification will require the student to certify which college they are planning on attending.

Questions can be directed to the Michigan Merit Award Scholarship Program at:
1-888-447-2687 or
www.MeritAward.state.mi.us

What Financial Aid is Available? (cont.)

Tuition Incentive Program (MTIP)

Phase 1 of the Tuition Incentive Program pays community college resident rate tuition and fees for students who qualify.

Eligibility Requirements:

- A U.S. citizen or lawfully admitted alien with permanent status;
- A resident of Michigan (according to college policy);
- Graduated from high school or completed a GED after May 1, 1989;
- Under the age of 20 at the time of high school graduation or GED completion;
- Determined financially eligible by Family Independence Agency prior to high school graduation;
- Begin course of study with 48 months of high school graduation or GED completion;
- Enrolled at least half-time;
- Meet Glen Oaks Community College Satisfactory Academic Progress policy.

Indian Tuition Waiver (ITW) Program

This program provides free tuition (student must pay all fees) for academically qualified North American Indian students. Students in this program will be charged in-district tuition. The eligibility requirements are as follows:

1. A high school graduate, has a GED or passed the ability to benefit test. Not attending high school at the time of award;
2. Enrolled in a degree, certificate or transfer program at Glen Oaks;
3. A Michigan resident before July 1, 2006. Student must provide proof of residency unless he/she has attended Glen Oaks continuously and residency was already documented;
4. Maintain satisfactory academic progress, as defined by the College;
5. One-quarter Indian descent as verified by the Inter-Tribal Council. Verification of Indian blood must be obtained from the tribe; certification is through the Inter-Tribal Council of Michigan in Sault Ste. Marie (1-800-562-4957 ext. 3038);
6. Guest students are not eligible.

More Glen Oaks Financial Aid Information

Verification and Documentation Requirements

Verification is a process by the Federal government to make sure the information applicants report on their Free Application for Federal Student Aid (FAFSA) is accurate. This process prevents ineligible students from receiving aid if they report false information and ensures that eligible students receive all aid for which they are eligible.

Each year, the Central Processing System (CPS) selects a group of applications for verification. Some applications are selected because information is inconsistent with other information reported; others are chosen at random.

Glen Oaks also chooses to verify some applications.

A student whose application is selected must give the Financial Aid Office certain documents to show the application information is correct. The sooner the student verifies the information, the sooner the financial aid eligibility can be determined.

The following, at minimum, must be submitted to the Glen Oaks Community College Financial Aid Office if the student's application is verified:

- SIGNED copies of the student's Federal 1040, 1040A or 1040EZ tax returns for the 2006 calendar year (and spouse, if applicable) and parents if the student is dependent (under the age of 24 and unmarried). If a copy cannot be provided, the student must obtain a copy from the Internal Revenue Service (IRS) 1-800-829-1040.
- SIGNED copies of the student's Michigan 1040 tax returns (if applicable) for the 2006 calendar year (and spouse, if applicable) and parents if the student is dependent (under the age of 24 and unmarried). If a copy cannot be provided, the student must obtain a copy by calling 1-800-487-7000.

More Glen Oaks Financial Aid Information

Verification and Documentation Requirements; Cont.

- Verification worksheet (available from the Financial Aid Office).
- Financial Aid Application (available from the Financial Aid Office).
- If the income reported on the FAFSA is too low to support the number of people in the household, the student will be asked to explain any money received on his/her behalf for support in the calendar year 2006.
- Other documents necessary to verify income received in the calendar year 2006.

When a student's application is selected for verification, it can delay processing of the student's file. It is extremely important for students to respond to requests for information promptly to ensure processing will be complete before the start of classes. Delays by the student in responding to request can mean the student will not receive the financial aid to which he/she is entitled due to limited funding.

Payment of Expenses

Tuition and fees must be paid at the time of registration or by the payment date if pre-registration period. If the financial aid application is not processed in time for registration, the student must be prepared to pay for tuition and fees. Students may charge tuition and fees on Visa, MasterCard or Discover.

Student Rights and Responsibilities

Once your eligibility for aid has been determined, the Financial Aid Office will send you an Award Letter which lists the types and amounts of financial aid that have been awarded to you to attend Glen Oaks Community College.

Awards including Pell Grants, SEOG, MEOG and institutional scholarships will automatically be applied to your account once you register for classes. Donor scholarships and student loan funds, and other types of aid will be applied to your account once the funds have been received.

Aid that is dependant on certain levels of enrollment will be adjusted during the first two weeks of each semester. For instance, Pell Grants are awarded based on full-time enrollment. Pell Grants are adjusted to reflect each student's actual enrollment at the beginning of each semester. Revised award letters, showing the adjusted amounts, are available upon request.

All financial aid is awarded on the assumption that you will attend the classes for which you are registered. Non-attendance in a given class will result in the adjustment of the financial aid award. If aid has already been disbursed, the student will be billed for any resulting balance owed.

All financial aid is awarded to help you cover educational expenses, like tuition, fees, book costs, transportation costs, etc. Your financial aid is first applied toward tuition and fees. If your award exceeds the amount needed to cover the tuition and fees, you may charge your books against any remaining aid providing you indicated this option in your Cash Management Statement. If there is any remaining financial aid after all institutional and book expenses are paid, you will receive the balance in the form of a refund check. These refund checks will be mailed to you from the Bookstore. Refund checks are produced on a weekly basis, typically after the second week of class each semester and are subject to receipt of funds from Federal, State and outside sources.

All financial aid is awarded subject to funding by federal, state, institutional or private sources. Some awards may be reduced or cancelled in order to comply with federal, state or institutional guidelines. This occurs most often when students attend less than full-time, or when a student changes their enrollment status by adding, dropping or withdrawing from classes.

If you feel that you have special circumstances that may affect your eligibility for financial aid, such as student or parental loss or employment or income, etc., please contact the Financial Aid Office.

Return of Title IV Funds

This policy applies to students who completely withdraw (drop all classes) after classes have begun. Any student who wishes to withdraw, must contact the Registration desk to begin the withdrawal process.

Students that were not awarded any financial aid, and who paid tuition and fees themselves, may be eligible for a refund of a portion of the amount paid. This institutional refund policy governs this situation, and can be found in the schedule mailer, or the Glen Oaks Web site www.glenoaks.edu

Students that received financial assistance from a non-federal source, (i.e. private scholarship, Glen Oaks scholarship, etc.) may have to return a portion of the funds to the source, depending on the terms of the scholarship.

Students that received federal (title IV) aid, will be subject to the Federal Return of Title IV fund policy. A detailed explanation of this policy is available on the Glen Oaks Financial Aid website.

The term "Title IV Funds" refers to the federal financial aid program authorized by the Higher Education Act of 1965 (as amended) and includes the following programs:

- Federal Pell Grants
- Federal SEOG (Supplemental Educational Opportunity Grants)
- Federal Direct Subsidized Student Loans
- Federal Direct Unsubsidized Student Loans
- Federal Direct PLUS (Parent) Loans

The federal policy requires a return of Title IV aid if the student received funds from any of these programs and withdrew on or before completing 60% of the semester. After the 60% point, no return of funds is required. Based on the student's withdrawal date, the amount of funds to be returned is prorated on a per diem basis as follows:

Number of calendar days remaining in the semester

Total number of calendar days in the semester

A worksheet to determine the amount to be returned is available upon request in the Business Office or the Financial Aid Office.

A student's withdrawal date is either:

- The date the student begins the Glen Oaks withdrawal process or officially notifies the Registration office of intent to withdraw
- The midpoint of the semester, if the student leaves without notifying Glen Oaks
- The student's documented last date of attendance in an academically related activity.

Once a student with Title IV funding is determined to have withdrawn, the business office will calculate the amount of funds that must be returned to which programs.

NOTE: If funds had been released to a student due to a credit balance, then the student may be required to repay some of the federal grants. The business office will then notify the student of the result of the calculation, and any amounts due to the federal programs or to Glen Oaks. The policies listed about supercede those published previously and are subject to change.