

## **GLENVILLE STATE COLLEGE POLICIES**

### **TUITION AND FEES POLICY 45B**

#### **STUDENT FINANCIAL AID**

##### **45B.1. General**

1.1. Scope - This policy establishes the guidelines for student financial assistance at Glenville State College.

1.2. Authority – Higher Education Policy Commission Series 2

1.3. Effective Date – June 10, 2020

1.4. Revision of Former Policy – Repeals and replaces Glenville State College Policy 45B – Student Financial Aid.

##### **45B.2. Application for Financial Assistance**

2.1. Glenville State College utilizes a needs analysis form approved by the U.S. Department of Education, Free Application for Federal Student Aid (FAFSA), to determine student eligibility for federal financial aid. There is no separate institutional application.

2.2. Students must apply online at FAFSA.ED.GOV. They must use Glenville State College's Department of Education CODE NUMBER (003813) to complete the process.

2.3. The student will receive a Student Aid Report once the FAFSA has been received and reviewed. Glenville State College will receive the information electronically if listed on the FAFSA.

2.4. All students are encouraged to apply by March 1 for priority processing. This is the PROMISE deadline for high school seniors. April 15 is the West Virginia Higher Education Grant deadline.

##### **45B.3. Eligibility Considerations**

3.1. Factors involved in determining eligibility include income, size of family, number of family members in college, assets and other allowable expenses and indebtedness. This information is used to determine the Expected Family Contribution (EFC) on the FAFSA.

3.2. It is the student's responsibility to contact the Glenville State College Financial Aid Office if there are special circumstances that impact consideration for financial aid.

3.3. Glenville State College follows the dependency status definition of a student as set forth by the U.S. Department of Education. However, if there are very unusual circumstances, exceptions may be made.

3.4. Veteran's benefits and other outside resources can affect the student's eligibility.

3.5. In some instances, students who have completed the Free Application for Federal Student Aid may be required to have all information verified and to submit income documentation.

3.6. All students must be fully admitted to Glenville State College before any aid can be disbursed.

3.7. Summer school financial aid is treated as a part of the immediately preceding academic year.

3.7.1. To be eligible for consideration for financial aid during this time, the student must have remaining eligibility for Pell Grant or Direct Loan.

3.7.1.1. To be eligible for summer Pell Grant and/or Direct Loans, a student must be enrolled on at least a half-time (six credit hours) basis.

3.7.2. The student must have a completed FAFSA for the previous school year.

3.7.3. The student must submit an institutional summer school financial aid application to be considered.

3.8. The Financial Aid Office reserves the right to review, adjust or cancel an award at any time due to changes in the recipient's financial, academic or residency status. Awards could also be changed based on the availability of funds and/or changes in regulations and/or procedures mandated by College, state or federal authorities or computer error.

#### **45B.4. Award and Distribution Procedures**

4.1. Award notifications are mailed to first-time financial aid recipients and are e-mailed to all financial aid applicants who have completed a Free Application for Federal Student Aid (FAFSA) and submitted all requested documents to the Financial Aid Office.

4.1.1. The student is offered federal aid based on residency, expected family contribution as reported on the FAFSA, date application was received at the processing center, the student's desire for work and/or loans as marked on the FAFSA and availability of funds.

4.1.2. Awards are made assuming full-time enrollment. Students who enroll at less than full-time level may have their awards pro-rated upon request.

4.1.3. Students may be considered for aid for study abroad programs.

4.1.4. The financial aid budget may be increased for documented child care expenses.

4.2. Funds will be disbursed to a student's account the second week of classes of a term provided all eligibility requirements are met. Generally those requirements are a processed award letter and any necessary promissory notes, entrance counseling for Direct Loans, enrollment and attendance in classes, full admission in a degree-seeking program, and evidence of satisfactory academic progress, and documentation of class attendance.

4.2.1. If there is a credit balance after funds have been paid to the student's account, then the credit check or direct deposit will be available within seven business days. If checks are not picked up, then checks will be mailed to the student's permanent address as listed in the school's computer system.

4.3. Students who receive financial aid and find it necessary to withdraw from all classes must notify the Financial Aid Office as part of the withdrawal process.

4.3.1. Students who receive financial aid while attending Glenville State College will not receive any cash refunds upon withdrawal from school until after all financial aid amounts which were disbursed for that enrollment period are repaid.

4.3.2. Students may be required to reimburse a percentage of funds received through federal funding, West Virginia Higher Education Policy Commission, and other programs.

4.3.3. Title IV funds recipients are subject to the "Return of Title IV Funds" policy which is based on the percentage of the enrollment period completed and the amount of Title IV aid disbursed. This is a separate calculation from the institution's tuition and fees refund policy.

4.3.3.1. The percentage of time completed in the enrollment period is calculated by dividing the number of days completed by the total number of days in the enrollment period. After 60 percent of the semester is completed, there is no return of Title IV funds.

4.3.3.2. The withdrawal date is determined by the Registrar's Office based on the last date of attendance reported by the faculty.

4.3.3.3. The amount of earned aid is calculated by multiplying the amount of disbursed Title IV funds by the percentage of time completed.

4.3.3.4. The amount to be returned to the Department of Education is determined by taking the total amount of disbursed aid and subtracting ~~from it~~ the amount of earned aid.

4.3.3.5. The institution's share of the amount to be returned is calculated by multiplying institutional charges by the percentage of time not enrolled. The student's share is calculated by subtracting the amount the school must return from the total amount to be returned.

4.3.3.6. Loans are repaid by the student according to the terms and conditions of the promissory note.

4.3.3.7. Any grant amount owed by the student is divided in half and must be repaid to the school within 45 days of notification of the repayment or will be turned over to the Department of Education for collection, and the student becomes ineligible for further federal financial aid.

4.3.3.8. The student will be billed for any amount of aid the school must return due to the student's withdrawal.

4.4. All recipients of federally guaranteed loans (Federal Direct, PLUS) are required to complete exit counseling upon leaving Glenville State College, graduation or termination of enrollment. This may be completed at [studentaid.gov](http://studentaid.gov). Failure to do so will cause a "hold" to be placed on the student's records.

#### **45B.5. Types of Financial Assistance**

5.1. Grants - a type of financial aid that does not require repayment. Glenville State College participates in five major grant programs.

5.1.1. Federal Pell Grant Program - The Federal Pell Grant Program provides federal grants to undergraduate students on the basis of financial need. Eligibility for the Federal Pell Grant is established by completing the Free Application for Federal Student Aid (FAFSA).

5.1.2. Federal Supplemental Educational Opportunity Grant (SEOG) - A limited amount of this grant is awarded annually to students with exceptional financial need.

5.1.3. Teacher Education Assistance for College and Higher Education (TEACH) Grant – This program provides up to \$4000 per year, minus an amount for sequestration as determined by the U.S. Department of Education, to students who intend to teach a "high need subject" in a public or private elementary or secondary school that serves students from low-income families. To apply, students must complete TEACH entrance counseling at [studentaid.gov](http://studentaid.gov) and contact the Financial Aid Office. Upon approval of the Grant, an Agreement to Serve must be completed at [studentaid.gov](http://studentaid.gov). This grant becomes a loan with interest accruing from the date of disbursement if students do not meet specific conditions.

5.1.4. West Virginia Higher Education Grant - The West Virginia Higher Education Grant is administered by the West Virginia Higher Education Policy Commission in Charleston, West Virginia. The FAFSA is the application for the West Virginia Higher Education Grant and must be received by the processors before April 15 to be considered for this grant.

5.1.5. West Virginia Higher Education Adult Part-Time Student Grant (HEAPS) - The HEAPS Grant Program encourages and enables needy West Virginia students to continue their higher education on a part-time basis (3-11 credits). Recipients will be selected from applications received and are based on the applicant's eligibility and the availability of funds. HEAPS grants are available for renewal consideration. Requirements for a HEAPS grant include a completed Free Application for Federal Student Aid (FAFSA), West Virginia residential status for the past twelve months, enrollment or acceptance for enrollment in an associate or bachelor's degree program, maintaining satisfactory academic progress, and a minimum 2.0 grade point average.

5.2. Loans – a type of financial aid which must be repaid after the student leaves school. Glenville State College participates in the William D. Ford Federal Direct Loan Program.

5.2.1. William D. Ford Federal Direct Loans for Students and Parents – Glenville State College cooperates directly with the U.S. Department of Education in securing these loans ([studentaid.gov](http://studentaid.gov)). The student borrower will begin repayment six months after graduation, dropping below half-time enrollment, or withdrawing from Glenville. The student must complete a FAFSA annually and have an award letter processed. The interest rate is fixed for the aid year, and the amount of loan can vary depending on the student's grade level and other aid awarded. First-time borrowers must complete entrance counseling and sign a master promissory note online at [www.studentloans.gov](http://www.studentloans.gov). First-time freshmen must wait 30 days before funds are available. Parents may also apply on the student's behalf by completing a Parent PLUS Loan application. Parent PLUS loan repayments may be deferred as long as the student is enrolled at least half-time (six hours). Repayment begins six months after the student graduates, drops below half-time, or withdraws from school. The parent must contact his or her loan servicer for deferment arrangements.

5.3. Work Opportunities

5.3.1. Many campus job opportunities are available for students.

5.3.1.1. These jobs pay minimum wage and require a 2.0 grade point average.

5.3.1.2. Students may not work in excess of twenty hours per week during periods of enrollment.

5.3.1.3. Applications are available through Human Resources, which also coordinates placements.

5.3.1.4. Upon employment, students must submit a copy of their social security card and state-issued ID and complete W-4 and I-9 forms.

5.3.1.5. Students are paid bi-weekly for hours worked.

#### 5.3.2. Types of Student Work Opportunities

5.3.2.1. Federal Work Study Program - Student work study employment positions are available each year through various departments on campus. This program is administered by the Financial Aid Office in cooperation with the Human Resources Office. A FAFSA is required. Applications are available online. If the offer of assistance includes federal workstudy, it must be understood that the amount listed is the student's eligibility and is not a guarantee of employment. Students must maintain a 2.0 overall GPA to be eligible for on-campus employment.

5.3.2.2. Student Employment Program - The student employment program is funded by the College and students do not have to demonstrate financial need to qualify for a position.

#### 5.4. Scholarships

##### 5.4.1. Application for Scholarships

5.4.1.1. New students are considered for scholarships based on their application for admission, transcripts, and ACT scores.

5.4.1.2. Currently enrolled students may be considered for a scholarship award by completing a scholarship application form.

5.4.1.3. Students already receiving scholarships will be reevaluated for eligibility at the end of each academic year for four years or until graduation requirements are met, whichever is earlier, if they meet the criteria established by the Scholarship Committee.

##### 5.4.2. Types of Scholarships

5.4.2.1. Academic Tuition Assistance - Each academic year, Glenville State College awards tuition assistance to students who have demonstrated academic excellence. Some awards are available for students with extreme financial need. These awards are available to in-state and out-of-state students and are renewable.

5.4.2.2. Other Tuition Assistance - Each academic year, Glenville State College awards tuition assistance to students who have demonstrated excellence in

music or athletics. These awards are available to in-state and out-of-state students. Students must apply directly to the appropriate departments.

5.4.2.3. Foundation Scholarships - There are a variety of scholarships, worth various amounts, available each academic year to in-state or out-of-state students. Most of these are renewable if minimum standards are met.

5.4.2.4. Pioneer Scholarship – Pioneer scholars need to successfully complete all admissions requirements. First-generation scholars must have a 2.5 high school or college transfer GPA to be awarded. All other students must have a 3.0 GPA. This scholarship is open to all new out-of-state and metro students. This is an out-of-state tuition waiver based on academic qualification and is coordinated with the financial aid package.

5.4.2.5. WV PROMISE Scholarship – The PROMISE Scholarship is administered by the West Virginia Higher Education Policy Commission in Charleston, West Virginia. The FAFSA must be submitted by March 1, and the PROMISE application must be submitted by March 1 via the College Foundation of West Virginia (CFWV) website. Specific criteria must be met to be eligible initially and for renewals.

#### **45B.6. Financial Aid for Veterans**

6.1. New students who wish to begin receiving their GI Bill benefits must contact the Veteran's Certifying Official in the Academic Success Center.

6.2. Veterans must be in compliance with academic standards, enroll for courses required for their program of study, and submit an application for benefits before having their enrollment certification submitted to the Department of Veterans Affairs (VA).

6.3 Enrollment is monitored and if a course is dropped, or if the student withdraws from college, then a VA Form 22-1999b is submitted to the VA to adjust the enrollment certification.

#### **45B.7. Financial Aid Satisfactory Academic Progress**

7.1. All students who wish to receive federal financial aid while attending Glenville State College must meet all of the requirements of the Financial Aid Satisfactory Academic Progress Policy, which is based on the U.S. Department of Education regulations. Compliance with these standards will be measured each semester and includes transfer credits, including summer if applicable, on all enrolled students whether or not financial aid is received. Students will be notified and permitted one semester of financial aid warning. If the student is not meeting the standards of this policy at the end of the warning semester, then he/she will be placed on financial aid suspension. This policy is separate and distinct from the Academic Probation and

Suspension Policy. The funds affected by the policy are Federal Pell Grant, Federal Supplemental Education Opportunity Grant, Federal College Work Study, Federal Direct Loan, West Virginia Higher Education Grant, and HEAPS. Some outside agencies also award monies under these guidelines.

7.2. Students must meet both qualitative standards and quantitative standards of this financial aid guideline to be eligible for further federal financial aid.

7.2.1. Qualitative Standards - All students must maintain a minimum cumulative grade point average. This is based upon the number of overall attempted hours as recorded in the Registrar's Office.

| Hours Attempted         | Overall Grade<br>Point Average |
|-------------------------|--------------------------------|
| 00-30 hours .....       | 1.50 GPA                       |
| 31-60 hours .....       | 1.80 GPA                       |
| 61 hours and above..... | 2.00 GPA                       |

7.2.2. Quantitative Standards

7.2.2.1. The ratio of total hours passed to total hours attempted must be 2/3 or more. Total hours passed will include courses for which a student received a grade of "A," "B," "C," "D," "S," "CR," or other passing grade. The total hours attempted will include all courses in which a student began enrollment. The total hours attempted will include all courses in which a student passed, failed, received an incomplete grade, withdrew, or repeated, and non-credit remedial hours.

7.2.2.2. Maximum hours - Total hours cannot exceed 1.5 times the maximum hours required for graduation. The total hours attempted for a student pursuing a bachelor degree shall not exceed 180 hours, which is 1.5 times 120 hours – the number of hours required to complete a baccalaureate degree. The total hours attempted for a student pursuing an associate degree shall not exceed 90 hours, which is 1.5 times 60 hours – the number of hours required to complete an associate degree program. A student may complete an associate degree program and then enroll in a bachelor degree program and total hours will include all hours from the associate degree program.

7.3. Compliance and Appeals

7.3.1. If students are not meeting these standards at the end of their warning semester, the Financial Aid Administrator shall notify them that they are on financial aid suspension and no longer eligible for federal financial aid, including loans.



7.3.2. To be removed from financial aid suspension, a student may attend GSC at his/her own expense, provided he/she is eligible academically, until the minimum grade point average or ratio of credit hours passed is reached or have an approved appeal. Simply attending and paying for one's classes or being out of college one or more semesters does not automatically qualify students to receive financial aid again, but may be considered during an appeal if other extenuating circumstances exist. Students entering a second degree or who have changed majors will be evaluated under these standards.

#### 7.4. Appeal Process

7.4.1. Students may appeal their financial aid suspension by submitting (1) an appeal letter explaining the specific circumstances that caused the student to not meet the policy and what has changed in the situation that would allow the student to demonstrate satisfactory academic progress at the end of the next semester of enrollment and (2) the Financial Aid Satisfactory Academic Progress Appeal Form which collects documentation that the student has consulted with an academic advisor and developed an academic plan that will allow the student to meet the standards along with (3) relevant documentation of the situation to the Scholarship and Financial Aid Appeals Committee c/o Financial Aid Office.

7.4.2. Appeals may be based on situations such as:

- a. The death of an immediate family member;
- b. A documented injury or illness of the student;
- c. Unusual circumstances beyond the student's control.

7.4.3. Appeals should be submitted as soon as possible and no later than two to three weeks prior to the term for which students are appealing, with the exception of summer. A written and electronic response will be provided within ten working days of the committee's decision. Students whose appeal requests are denied by the Committee may request a level two appeal within three calendar days of the notification of the committee's decision through the Director of Financial Aid who will forward the information to the next level of Administration for review. A reply to this appeal will be provided, when possible, within ten working days. Appeals that are not approved are eligible to be resubmitted to the Committee after one semester if changes in the situation have occurred.

7.4.4. Students with approved appeals will have their records evaluated again at the end of the next semester of enrollment to determine if the student has met the standards of this policy or the minimum semester academic progress requirements. Semester Academic Progress is defined as:

- a. Students on Financial Aid suspension because of grade point average (qualitative) standards must obtain 2.25 for the semester.
- b. Students on Financial Aid suspension because of not meeting pace (quantitative 2/3) standards must complete 75% of the attempted hours for the semester.

- c. Students on Financial Aid Suspension for both qualitative and quantitative standards, or above 150% of required hours, must meet both standards.

7.4.5. If neither has happened, the student will again be placed on financial aid suspension and not eligible for another appeal unless other extenuating circumstances have occurred, or until one semester showing academic progress toward a degree is completed without the assistance of financial aid.