

# **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, Section 4.4

1.3. Effective Date – June 7, 2006

1.4. Repeal of Former Rule – This policy supersedes any or all previous GSC policies in reference to student financial assistance at Glenville State College.

#### **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 are encouraged to 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.

#### **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.

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.

3.7.2. 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 letters are mailed to 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 on or after the first day 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 in classes, full admission in a degree-seeking program, evidence of satisfactory academic progress, and the return of a signed billing invoice to the Cashier's Office.

4.2.1. If there is a credit balance after funds have been paid to the student's account, then the credit check will be available within 10 working days at the cashier's office with proper identification. 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 and the West Virginia Higher Education Grant Program.

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.

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 the school must return due to the student’s withdrawal that is not covered by the institutional refund policy.

4.4. All recipients of federally guaranteed loans (Federal Direct, PLUS) are required to have an exit counseling upon leaving Glenville State College, graduation or termination of enrollment. 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 four 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. 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. This grant pays up to 75 percent of tuition and fees for a West Virginia resident. First year students must also apply online at [www.wvapply.com](http://www.wvapply.com). The FAFSA must be received by the processors before March 1 to be considered for this grant.

5.1.4. 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, and maintaining satisfactory progress.

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 Loan for Students and Parents - Glenville State College cooperates directly with the U.S. Department of Education in securing these loans ([www.dlsonline.com](http://www.dlsonline.com)). The student borrower will begin repayment six months after graduation or withdrawal from Glenville. The student must complete the FAFSA and have an award letter processed. The interest is variable and the amount of loan can vary depending on the student's grade level and other aid awarded. First time borrowers must have entrance counseling, which can be completed online at [www.dlsonline.com](http://www.dlsonline.com), and sign a promissory note which can be done online at <https://dlenote.ed.gov>. First year students must wait 30 days before funds are available.

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 the Career and Outreach Services Office, which also coordinates placements.

5.3.1.4. Upon employment, students must submit a copy of their social security card and complete a W-4 form.

5.3.1.5. Students are paid once a month for hours worked, and this money is not available at registration.

#### 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 Career and Outreach Services Office. A FAFSA is required. Applications are mailed to students with their award letters, and the acceptance of work study is not a guarantee of 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. 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.

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

6.1. New students who wish to begin receiving their GI Bill benefits must contact the Registrar's Office.

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 1999-b form 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 comply with the Financial Aid Satisfactory Progress requirements. Compliance with these standards will be measured on all enrolled students at the end of the spring semester and will include transfer credits. 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.

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 cumulative attempted hours as recorded in the Registrar's Office.

Hours Attempted	Overall Grade Point Average
00-42 hours .....	1.50 GPA
43-60 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 enrolled must be 2/3 or more. Total credits passed will include courses for which a student received a grade of "A," "B," "C," "D," or "CR". The total credits enrolled will include all courses in

which a student began enrollment. These will include all courses in which a student passed, failed, received an incomplete grade, withdrew, audited, repeated and non-credit remedial hours. This total may differ from the number of hours attempted as recorded by the Registrar's Office and will be calculated from the student's billing hours.

7.2.2.2. Maximum hours - The total credits attempted for a student pursuing a bachelor degree shall not exceed 192 hours. The total credits attempted for a student pursuing an associate degree shall not exceed 102 hours. Only one uncompleted major degree program will be used to determine the maximum number of credits permitted. However, a student may complete an associate degree program and then enroll in a bachelor degree program, and total hours enrolled will include all hours from the associate degree program.

### 7.3. Compliance and Notification

7.3.1. The Director of Financial Aid shall notify a student who is found to be in noncompliance with these standards, and will notify the student that he/she is on financial aid suspension and is no longer eligible for federal financial aid, including loans.

7.3.2. While on 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.

7.3.3. If a student attends fall or summer terms or another school, he/she may request the Director of Financial Aid to review his/her satisfactory academic progress status to determine if the requirements have been met.

7.3.4. Once all criteria are met, the student may be removed from financial aid suspension.

### 7.4. Appeal Process

7.4.1. Students may appeal their financial aid suspension by submitting a letter explaining their circumstances and providing as much documentation as possible to the Financial Aid Appeals Committee. Appeals may be based on:

- a) The death of an immediate family member;
- b) A documented injury or illness of the student;
- c) Other special circumstances; or
- d) The student has audit credits (unless the student switched from "credit" to "audit" or received an "audit-not complete" report.)

7.4.2. Appeals should be submitted as soon as possible and no later than two weeks before the beginning of the next term for prompt consideration. A written response will be provided within 20 working days of receipt of the appeal letter. Decisions of the committee are final.

Approvals:

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President

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Chair of the Board