



# Texas College

# FINANCIAL AID HANDBOOK

*A Guide for Students and Parents*



## **The Office of Financial Aid**

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The Enrollment Center

Office Hours Monday-Friday 8:00AM-5:00PM

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

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## Accreditation

Texas College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the Associate of Arts and Baccalaureate Degrees. **Contact the Southern Association of Colleges and Schools Commission on Colleges at:** 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Texas College.

The Commission should only be contacted concerning accreditation related matters. All other inquiries should be directed to: Texas College, 2404 North Grand Avenue, Tyler, TX 75702; (903) 593-8311; [www.texascollege.edu](http://www.texascollege.edu).

## Mission Statement

Texas College is a historically black college founded in 1894, by a group of CME ministers. Our mission, which continues to embody the principles of the Christian Methodist Episcopal Church, is to ensure that the student body experiences balanced intellectual, psychological, social and spiritual development, aimed at enabling them to become active productive members of society where they live and work.

## Core Values

**Academic Excellence** - developing a culture of curiosity and creativity that will challenge the frontiers of teaching/learning; stimulate research; raise the level of analytical reasoning and inquiry; and enable students to acquire leadership, human relations, communication, and technology skills.

**Integrity** - instilling the pursuit of character, honesty, and sincerity of purpose as the moral rubrics upon which the behaviors of our graduates and College family are anchored.

**Perseverance** - implanting diligence, enterprise, and pride in the application of skills, knowledge, and abilities developed during the course of study at Texas College.

**Social Responsibility** - promoting in the College community a conscious awareness that we are all stewards of the resources entrusted to our care.

**Tolerance** - emphasizing openness to divergent points of view, applying an eclectic approach to rational and analytical thinking.

**Community Service** - encouraging self-extension in service to others as the heart and soul of our educational enterprise.

## **Introduction:**

The financial aid handbook is your student guide to information about the financial aid programs and policies at Texas College. Please read it carefully so you can become familiar with the process of applying for financial aid, and what you must do to remain eligible to receive financial aid while you are a student.

The primary purpose of student financial aid is to ensure all students have an opportunity to obtain a college education, and that no student will be denied that opportunity because of lack of funds. Most financial aid is awarded to students based on how much money is needed to meet the college costs. Therefore, the financial aid application process is set up to uniformly measure how much financial assistance each individual student needs for college based on the individual circumstances of the student and the student's family.

Texas College's Financial Aid staff's vast knowledge of institutional, state and federal regulations ensures that each student and parent will receive exceptional customer service throughout the financial aid process. I encourage both students and parents to contact our office by email, telephone, mail, or in person to address your questions and/or concerns.

While the application process may be difficult, it is important to remember that many of the rules associated with applying for and receiving financial aid have been developed to make sure you, as a student, are treated fairly and equitably, and to also guarantee that you take your share of responsibility toward successfully completing your educational goal.

Angela R. Speech, M.S.  
Financial Aid Director

## **Financial Aid Staff:**

<b>Beverly Johnson</b>	<i>Financial Aid Counselor</i>	<i>Student Loans</i>
<b>Gloria Luera</b>	<i>Financial Aid Counselor</i>	<i>Work-Study</i>
<b>Jeremy Walker</b>	<i>Financial Aid Counselor</i>	<i>Default Manager</i>
<b>Wanda Williams</b>	<i>Financial Aid Assistant</i>	

## **Code of Conduct:**

1. No action will be taken by financial aid staff that is for their personal benefit or could be perceived to be a conflict of interest.

a. Employees within the financial aid office will not award aid to themselves or their immediate family members. Staff will reserve this task to an institutionally designated person, to avoid the appearance of a conflict of interest.

b. If a preferred lender list is provided, it will be compiled without prejudice and for the sole benefit of the students attending the institution. The information included about lenders and loan terms will be transparent, complete, and accurate. The complete process through which preferred lenders are selected will be fully and publically disclosed. Borrowers will not be auto-assigned to any particular lender.

c. A borrower's choice of a lender will not be denied, impeded, or unnecessarily delayed by the institution, even if that lender is not included on the institution's preferred lender list.

d. No amount of cash, gift, or benefit in excess of the minimum amount shall be accepted by a financial aid staff member from any financial aid applicant (or his/her family), or from any entity doing business with or seeking to do business with the institution (including service on advisory committees or boards beyond reimbursement for reasonable expenses directly associated with such service).

2. Information provided by the financial aid office is accurate, unbiased, and does not reflect preference arising from actual or potential personal gain.

3. Institutional award notifications and/or other institutionally provided materials shall include the following:

a. A breakdown of individual components of the institution's Cost of Attendance, designating all potential billable charges.

b. Clear identification of each award, indicating type of aid, i.e. gift aid (grant, scholarship), work, or loan.

c. Standard terminology and definitions, using NASFAA's glossary of award letter terms.

d. Renewal requirements for each award.

4. All required consumer information is displayed in a prominent location on the institutional web site(s) and in any printed materials, easily identified and found, and labeled as "Consumer Information."

5. Financial aid professionals will disclose to their institution any involvement, interest in, or potential conflict of interest with any entity with which the institution has a business relationship.

## Financial Aid Overview:

The decision to invest in a quality education here at Texas College may be one of the most important decisions you and your family will ever make. Texas College offers a variety of financial aid options to students including institutional scholarships, federal and state grants, federal work study, and federal student loans. Financial Aid is available to most students to assist with paying tuition, housing and fees. Aid can also be used to help pay education-related expenses such as books, rent, food and transportation.

### WHO IS ELIGIBLE FOR FINANCIAL AID?

- To qualify for most types of Financial Aid, you must satisfy the following requirements:
- Be fully admitted to an eligible degree program
- Be a U.S. citizen or eligible non-citizen
- Be enrolled at least half-time. Some students are eligible for Pell Grant for less than half time enrollment
- Have a High School Diploma or its equivalent (i.e., GED)
- Not be in default on prior federal student loans or in “overpayment” on any prior federal grant
- Meet Satisfactory Academic Progress standards (See Satisfactory Academic Progress policy)
- Have a complete Financial Aid file-all documents turned in as necessary

ENROLLMENT STATUS DEFINITIONS	
Full time	12 credits or more
Three Quarter time	9-11 credits
Half time	6-8 credits
Less than half time	1-5 credits

## GRADE LEVEL DEFINITIONS

Grade Level	Earned Credits
Freshman	0-30
Sophomore	31-59
Junior	60-89
Senior	90-above

## **APPLYING FOR FINANCIAL AID**

### **DO I HAVE TO APPLY AND/OR RE-APPLY FOR AID EACH YEAR?**

You must re-apply for Financial Aid each year. Be sure when you are completing your Free Application for Federal Student Aid (FAFSA) it is for the correct year; to complete your FAFSA visit [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

### **STEP ONE: Apply for Admissions to Texas College**

You do not have to complete the admissions process prior to applying for Financial Aid but you must be an admitted student prior to being awarded Financial Aid funds. You may apply for admissions to the college by visiting [www.texascollege.edu](http://www.texascollege.edu) and click the “Admissions” tab.

### **STEP TWO: Complete the Free Application for Federal Student Aid**

Financial Aid applications for the academic year (Fall, Spring, and Summer) are accepted from January 1 through June 30 of the following year. A FAFSA must be completed for each academic year you want to be considered for Financial Aid.

Electronic applications may be submitted may be submitted online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Our school code is 003638.

### **IRS DATA RETRIEVAL TOOL (IDR):**

Students and parents are strongly urged to use the IRS Data Retrieval Tool on the Free Application for Federal Student Aid (FAFSA). By, using this tool allows to the direct data from fields on your federal tax return to be transferred to your financial aid application.

### **The FAFSA on the web Pre-Application Worksheet is helpful to:**

- Inform you of the documents you will need to fill out the FAFSA on the Web
- Familiarize yourself with the kinds of questions you'll need to answer
- Familiarize your parents with the required information. (You will need to provide information about your parent (s) if you are a dependent student-as determined by FAFSA.)



Your FAFSA will not be considered VALID, and we cannot prepare an award for unless you sign your FAFSA. If you do not have a PIN, you may apply for one at [www.pin.ed.gov](http://www.pin.ed.gov). Or you may print the signature page, sign it and mail it when you transmit your FAFSA online (please be aware, this will delay the processing of your FAFSA).

If you are a dependent student (dependency status is determined as you complete the FAFSA), a parent signature is also necessary on your FAFSA. A parent will need a separate PIN number to sign you FAFSA electronically. (If your parent already has a PIN, they can use it to sign your FAFSA).

**KEEP YOUR PIN. YOU CAN USE IT TO:**

- Electronically sign your FAFSA each year
- Correct your FAFSA information online
- Review your Student Aid Report information as soon as your FAFSA is processed
- Review personal financial aid history information maintained in the National Student Loan Data System (NSLDS) [www.nsls.ed.gov](http://www.nsls.ed.gov)
- Complete your Master Promissory Note
- Complete Loan Entrance Counseling
- Complete Financial Aid Awareness

**STEP THREE: REVIEW YOUR STUDENT AID REPORT (SAR)**

Within two to three weeks of completing the FAFSA, your SAR will be sent to you electronically. If you did not provide a valid email address on your FAFSA, your SAR will be mailed to you. The SAR is a listing of the information you reported on your FAFSA. Please read through your SAR carefully. If you need to make corrections to any of the information, please follow the instructions or stop by the Financial Aid Office located in the Enrollment Center for assistance. Make sure to keep your SAR for your records.

**STEP FOUR: TURN IN ALL OTHER REQUIRED DOCUMENTS TO THE FINANCIAL AID OFFICE**

You can check your status online through your JICS account to see if additional documents are required, if you failed to use the IRS Data Retrieval tool (IDR) when completing your FAFSA, you may need to submit a copy of your IRS Tax Return Transcript. (We cannot accept copies of tax returns completed by you or outside agencies.)

Texas College Priority FAFSA Deadlines

<b>Fall</b>	<b>June 1</b>
<b>Spring</b>	<b>October 1</b>
<b>Summer</b>	<b>March 1</b>

In order to have your financial aid awarded before classes begin students should have their processed FAFSA and all necessary documents to the Financial Aid Office by the priority deadline.

If the date falls on a weekend, the deadline is extended until the next business day.

If the priority date is missed, students should apply as soon as possible to be considered for Financial Aid that is still available (such as Pell Grants, Direct Federal Loans, and Direct Plus Loans parental loans.)

## **Verification:**

The FAFSA processing center determines who is selected for verification. If selected, the student is notified on the Student Aid Report (SAR) they receive from the processor. The Financial Aid Office also, has the authority to select files for verification if there appears to be a conflict of information. If a student's application has been selected for verification by the processor of Financial Aid, the student will be notified and must submit additional documents. A letter will be sent informing students about the requirements needed to complete their financial aid process.

Copies of tax returns may no longer be accepted. Students and parents must either link to the IRS to retrieve their tax data while filing the FAFSA (or when making corrections) or contact the IRS to request an IRS tax transcript. If you don't have copies of your W-2's you can ask for a W-2 transcript.

### **IF SELECTED, FEDERAL VERIFICATION REGULATIONS REQUIRE THE FOLLOWING:**

- Federal Financial Aid cannot be disbursed until verification is completed.
- Verification may result in corrections that change your award amounts.
- Direct Student Loans cannot be certified until verification is complete.
- The Financial Aid Office may require other documentation on a case by case basis for a certain data elements, such as child support, proof of separation or divorce, Social Security/SSI benefits, Veterans Benefits, or any other items deemed necessary.
- Corrections must be made for information that is not accurate, which could affect your ability to receive aid. The Financial Aid Office will send your application for corrections electronically if the correction is due to verification. All other corrections must be made by the student online. If you are unsure if your information needs to be corrected, please contact the Financial Aid Office.

## **Award Information:**

When all required steps are complete, your Financial Aid file will be processed. You will receive and Financial Aid Award Letter via mail with instructions on completing your requirements to accept your awards and complete your federal loan requirements. Your Financial Aid award is based on:

- Demonstrated financial need as defined by the FAFSA results
- Cost of attendance using the enrollment plan you specified (full time, half time etc.); if your enrollment changes, your award will change
- Grade level (freshman, sophomore, etc.)
- Award Adjustments (examples: over awards, decrease/increase in enrollment)

If you withdraw from classes prior to the date of census, your Financial Aid award will be recalculated based on your new enrollment and you may have to repay funds to the Pell Grant program.

## **ATTENDANCE:**

Students must have recorded attendance in classes in order to receive financial aid funding. Your Financial Aid award will be recalculated based only on the classes you have started attendance in and this may result in you owing money to Texas College.

Student must also attend class at least 60% of the semester in order to be eligible to keep the Financial Aid they have received. If you do a TOTAL withdrawal prior to 60% completion, you may be required to repay funds.

## **SUMMER FINANCIAL AID**

Financial Aid is available during summer sessions for eligible students. Summer financial aid awards are based on financial aid funds remaining from the Fall and Spring semesters. If you were enrolled full time for both Fall and Spring semesters at any institution you may not have financial aid funding remaining for the summer session. Please visit the Financial Aid Office to determine your Summer Financial Aid eligibility.

## What is Financial Need?

When a type of Financial Aid is based on financial need, generally it is referring to the federal definition of financial need. To determine a student's federally defined financial need, the Free Application for Federal Student Aid (FAFSA) must be completed. The federal processor takes the information from the FAFSA and determines a student's Expected Family Contribution or EFC. This is the number used by schools to determine a student's financial need at their school. Federal financial need is defined by subtracting a school's Cost of Attendance minus a student's EFC. The difference is a student's federally defined financial need. The EFC will be constant regardless of which school the student chooses to attend. The cost to attend the school is what will determine the financial need.

**Cost of Attendance (minus) Expected Family Contribution (EFC) = Federally Defined Need**

Schools use the federally-defined financial need as a starting point in determining what types and amounts of aid a student may qualify for. Schools try to fill as much of a student's financial need as possible. In some instances, Financial Aid can exceed a student's financial need depending on what type of aid a student qualifies for (for example, applying for unsubsidized loans). However, most aid is limited by a student's overall Cost of Attendance (COA). Your Cost of Attendance Budget will be defined on your Award Letter Notification, and example of the COA is listed below:

### **COST OF ATTENDANCE BUDGET EXAMPLE:**

<b>Sample Cost of Attendance Budget</b>			
	<b>On-Campus</b>	<b>Off-Campus</b>	<b>With Parents</b>
Tuition & Fees	8200	8200	8200
Room/Board	7200	7140	4110
Books	1200	1200	1200
Travel	1600	2800	2800
Miscellaneous	1540	1780	10300
Total Budget	21540	22920	19140

## **Types of Financial Aid Available:**

Texas College financial assistance program includes institutional grants and scholarships, federal and state programs, federal loans, Federal and State Work-Study, and external resources.

### **INSTITUTIONAL SCHOLARSHIPS:**

Texas College scholarships awarded to students based on academic achievement, athletic abilities, talent and financial need. Students need to apply for admissions and file a FAFSA to be considered for this type of aid. For a description of scholarships and scholarship application go to [www.texascollege.edu](http://www.texascollege.edu), this information is located under the Admissions and Financial Aid tab.

### **FEDERAL PELL GRANT:**

This grant is awarded to undergraduate students who are admitted to and enrolled in a degree-seeking program. The application (FAFSA) for this grant is accepted throughout the academic year. Award amounts are determined through a mandated federal formula that takes into account the Expected Family Contribution (EFC) and enrollment status of the student. Students can receive this grant up to the equivalent of 12 full time semesters (approximately 144 credits).

### **FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (SEOG):**

SEOG grants are awarded to undergraduate students based on demonstrated financial need. Only students who are eligible for a Federal Pell Grant can be considered for this funding source. These grant funds are extremely limited and are awarded on a first-come first-served basis. Submitting your aid application early is recommended if you want to be considered for SEOG funds.

### **FEDERAL TEACHER EDUCATION ASSISTANCE FOR COLLEGE AND HIGHER EDUCATION GRANT PROGRAM (TEACH):**

The TEACH grant program provides grants up to \$ 4000 per year to students (\$ 16,000 total for four-year programs) who intend to teach in a high-need field in a public or private elementary or secondary school that serves students from low-income families. As a recipient of a TEACH grant, you must teach for at least four academic years within eight calendar years of completing the program of study for which you have received a TEACH grant. If

you do not fulfill this obligation, the grant turns into a loan. For more information on this program, please go to [www.studentaid.ed.gov/grants](http://www.studentaid.ed.gov/grants).

### **STATE GRANTS:**

Texas College participates in the state of Texas Tuition Equalization Grant (TEG). This grant is available to Texas residents or non-residents who are National Merit Finalists, not receiving athletic scholarships, and who are enrolled at private, non-profit colleges and universities in Texas. TEG is based on your financial need. Applicants must register for Selective Service unless they are exempt. You may apply for TEG by completing your FAFSA or TASFA application.

To be eligible for an additional TEG beyond the first year, students who received their first TEG award in 2005 or later must meet their institution's academic progress requirements. To receive an award beyond their second year in the program students must:

- Complete at least 24 hours per year
- Complete at least 75 percent of the hours attempted in the most recent academic year
- Maintain an overall GPA of 2.5 or greater

### **LOANS:**

The Federal Direct Student Loan is a non-credit based student loan that is funded by the U.S. Department of Education. Students enrolled on 2 or 4 year degree seeking programs can apply for these loans. There are three basic types of Direct Loans: subsidized and unsubsidized that students can apply for and Direct PLUS loans that parents may apply for to assist students. The subsidized and unsubsidized loans have the same fixed interest rate, which is determined each year on July 1<sup>st</sup>. Students must meet Financial Aid eligibility criteria to be considered for Federal Direct Student Loans.

### **SUBSIDIZED LOANS:**

Subsidized Loans are need-based loans where the government pays the interest while the student is in the deferment period. Once, in repayment, the student is responsible for paying the interest on the loan as well as the principal amount borrowed. Your need is based on information collected from the Free Application for Federal Student Aid (FAFSA).

## **UNSUBSIDIZED AND PLUS LOANS:**

With these loans, the Government does not pay the interest on behalf of the student. Instead, the borrower is responsible for all the interest that accrues and capitalizes from the time the loans disburse. Though it is non-need based aid, the amount of the unsubsidized loan combined with other aid cannot exceed the student's total estimated cost of attendance. Parental Loans (PLUS) must be taken out by the parent on behalf of the student. Parents apply by going to the [www.studentloans.gov](http://www.studentloans.gov) website and clicking the PLUS request link.

### **How to apply for loans:**

1. Students should complete the FAFSA for the current aid year.
2. Make sure all required documents have been submitted to the Financial Aid Office
3. Returned a signed copy of your Financial Aid Award letter to the Financial Aid Office
4. Students must complete the Loan Entrance Counseling, Financial Aid Awareness, and Master Promissory Note by visiting [www.studentloans.gov](http://www.studentloans.gov).
5. Students and/or parents should contact the Financial Aid Office to let us know they are interested or have applied for a PLUS loan.
6. For PLUS loans, parents will determine how they want the loan funds to be disbursed after fees are paid (to the student or the parent).

*Note: A dependent student whose parent has been denied a PLUS loan during the current aid year may be eligible to receive Federal Direct Student Loans at the independent student level with proof of PLUS Loan denial. A PLUS Loan Letter of Denial is only valid for one year.*



**DEADLINE FOR LOAN REVISION REQUEST:**

Fall	November 28
Spring	April 20
Summer	July 1

If dates fall on a weekend, the deadline will be the next business day. Students awarded loans must complete the Loan Entrance Counseling, Financial Aid Awareness, and Master Promissory Note. Information about completing this process is located in your Financial Aid Award Letter. Students may go to [www.studentloans.gov](http://www.studentloans.gov) to complete the process once notification has been received. You will need your FAFSA Pin to log onto this website.

**FEDERAL WORK STUDY (FWS):**

The FWS Program provides funds for part-time employment to help needy students to finance the costs of post-secondary education. Hourly wages are no less than federal minimum wage. Students apply through FAFSA. Work study funding may be used on or off campus. Funds are limited, so students are encouraged to apply early. Students are awarded on a first-come first-served basis. Completed work study applications are made available to students by the Work Study Coordinator located in the Financial Aid Office. Students receiving work study funds must attend a mandatory work study orientation each semester prior to the start of work. Receiving an award does not guarantee a work study job.

## **Refunds of Title IV Funds:**

34 CFR Section 668.164 (e) states whenever Title IV funds exceed the amount of tuition and fees, room and board, and other authorized charges the institution assessed the student, the institution must pay the resulting credit balance directly to the student or parent no later than 14 calendar days after the credit balance occurred. The Business Office is committed to follow the following procedure to ensure student credit refund checks are issued to the students within 14 calendar days:

Each Friday the Business Office determines if students have credit balances; Once it has been determined that students have credit balances, check request refund forms are submitted to the Financial Aid Office for approval and verification of funds to be disbursed;

Upon receiving approval from the Director of Financial Aid, the check request refund forms are forwarded to the Accounts Payable Office for the refund checks to be generated. The following Friday refund checks are issued to students either VIA checks.

The Business Office issues student refund checks each Friday after 12:00 PM. Students should monitor their account VIA their JICS portal, the cashier will not disclose whether you have a refund or not. Texas College student ID Cards are required for release of checks. Students wishing to have their checks picked up by another must send authorization request in writing. Any changes or charges made to your student account once refunds are issued are the responsibility of the student. These changes or charges may include the following: student tuition, room charges, fines or a reduction in financial aid.

## **RETURN OF TITLE IV (R2T4):**

The federal government mandates that students who withdraw from all classes may only keep the financial aid (federal "Title IV" grant and loan assistance) they have "earned" up to the time of withdrawal. Funds that were disbursed in excess of the earned amount must be returned by the college and/or the student to the federal government.

## **Satisfactory Academic Progress:**

### **Satisfactory Academic Progress Policy**

Satisfactory Academic Progress (SAP) is the term used to denote a student's successful completion of coursework toward a degree. Students who fall behind in their coursework or fail to achieve minimum standards for a grade point average and completion of classes may lose their eligibility for all types of federal and state aid (includes grants, work-study, Direct and Plus loans).

### **Satisfactory Academic Progress components:**

#### **Annual Evaluation**

Satisfactory Academic Progress evaluations will be completed at the end of each academic year and cannot take place until final grades are posted. This review will determine eligibility for the upcoming summer, fall and/or spring semester. Every student who applies for financial aid must be meeting Satisfactory Academic Progress, regardless of whether they are a first-time applicant or have received financial aid in the past. Any financial aid assistance offered for the year ahead is subject to cancellation if the minimum standards of satisfactory academic progress were not met the prior year. Incoming freshman and new transfer students will be considered for financial aid for one academic year prior to the evaluation of Satisfactory Academic Progress. At the end of the first academic year of attendance at Texas College, all students will be evaluated based on the standards of their academic level. Students who transfer to Texas College will not be evaluated until they have completed two semesters.

#### **How is SAP Reviewed? (There are three measures Qualitative, Quantitative, and Maximum Time Frame):**

In calculating/reviewing SAP, credit hours and grades attempted towards your chosen major/program will be considered. Grades included, but are not limited to: courses passed, courses failed, courses in which the student withdraws, repeated courses, transfer/accepted courses, remedial coursework and courses for which the student did not receive financial aid.

**QUALITATIVE MEASURE (GPA)**

<b>Qualitative Measure Cumulative Grade Point Average Table</b>				
<b>Cumulative Hours Attempted</b>	<b>1-15 Hours</b>	<b>16-30 Hours</b>	<b>31-45 Hours</b>	<b>46 Hours and Above</b>
<b>Minimum Cumulative Grade Point Average</b>	<b>1.5</b>	<b>1.7</b>	<b>1.9</b>	<b>2.0</b>

**Quantitative Measure/Pace of Progression:**

In calculating the quantitative measure, we measure the Pace of Progression in which the student is progressing. The calculation is completed by dividing the total major/program credit hours earned by the cumulative major/program hours attempted. (Example: total attempted credit hours for major/program= 43 and total credit earned hours = 24. As a result the calculation would be  $24/43 = 55\%$ . The student only has 55% completion rate which does not meet SAP). SAP will be met if the student is achieving the appropriate cumulative GPA (see cumulative grade point average table) and the Pace of Progression is equal to 67% or higher and the student has not reached 150% maximum time frame allowed from their degree program. (See maximum hour table below)

As an example, the following table shows the minimum number of credits a student must complete with an A, B, C, or D on a cumulative basis to be eligible for federal/state financial aid.

<b>Maximum Hours Table</b>			
<b>Attempted Hours</b>	<b>Completed Hours</b>	<b>Attempted Hours</b>	<b>Completed Hours</b>
<b>1</b>	<b>1</b>	<b>11</b>	<b>8</b>
<b>2</b>	<b>2</b>	<b>12</b>	<b>8</b>
<b>3</b>	<b>2</b>	<b>13</b>	<b>9</b>
<b>4</b>	<b>3</b>	<b>14</b>	<b>10</b>
<b>5</b>	<b>4</b>	<b>16</b>	<b>11</b>
<b>6</b>	<b>4</b>	<b>17</b>	<b>12</b>
<b>7</b>	<b>5</b>	<b>18</b>	<b>12</b>
<b>8</b>	<b>6</b>	<b>19</b>	<b>13</b>
<b>9</b>	<b>6</b>	<b>20</b>	<b>14</b>
<b>10</b>	<b>7</b>	<b>21</b>	<b>14</b>

### **Maximum Hours Allowed:**

The total attempted credit hours must not exceed 150% of the U.S. Department of Education approved length of the student's major/program. Students may receive federal student aid if they have attempted below 150% of the maximum federal student aid credit hours approved in their major/program. In order to determine the total numbers of credit hours approved for the program, multiply the total numbers of program credit by 1.50.

(Example: If the degree program requires/approved 120 credit hours for the length of the program, multiply 120 credit hours x 1.50 = 180. The maximum allowable attempted credit for the program in this example = 180 hours.)

Credit hours attempted includes ALL credit hours pursued, earned, dropped, and failed. All pursued, earned, dropped and failed credit hours are counted as attempted credit hours even if the student did not receive financial aid.

### **Financial Aid Suspension:**

Students who fail to meet the standards at the end of the academic year will be ineligible for financial aid beginning the next semester of attendance. A student will be automatically ineligible for financial aid when they receive grades of "F" in all courses attempted. In evaluating satisfactory progress, a grade of "I" will be considered and "F".

Students who pre-register before grades are evaluated and who use financial aid to defer tuition and fees; may owe a financial aid repayment if they do not maintain satisfactory academic progress and become ineligible for financial aid once grades are posted and reviewed.

Financial Aid Suspension does not prevent a student from enrollment but it does prevent receiving aid. However, the student should be aware that the college's policies for academic eligibility and financial aid eligibility closely mirror one another. Both are measures of satisfactory academic progress intended to encourage behavior which leads to academic success.

### **Financial Aid Probation: (per regulations must be reviewed at the end of each semester)**

A student will be placed on financial aid probation if there Satisfactory Academic Progress appeal is approved. During the probationary period a student remains eligible to receive financial aid funding. During the probationary term, a student must maintain the required cumulative GPA and completion rate. Failure to attain the required GPA and/or the rate of completion will result in the suspension of financial aid eligibility. If you do

not attain the required GPA and/or completion rate but successfully follow the academic plan, you may submit a subsequent appeal showing you have met the terms of your academic plan.

### **Submitting an Appeal to the Financial Aid Office:**

Students who do not meet Satisfactory Academic Progress (SAP) standards may have the right to submit an appeal. The financial aid committee will respond in writing with the results of the appeal and explain the requirements a student must meet to re-establish eligibility for state/federal financial aid by the established deadline. Submitting an appeal does not guarantee the student will regain financial aid eligibility.

### **Applying for Reinstatement:**

If a student fails to meet the SAP requirements and does not have mitigating circumstances to appeal. The student may apply for reinstatement after completing the following requirements:

- Enrolling in at least 6 credit hours of courses required for their degree program.
- Pay his/her tuition and fees without the use of state/federal financial aid.
- Complete all attempted courses with at least a “C” or better.

(Grades of W, I, D, or F, do not qualify for re-instatement)

Once the student has met all three requirements, the student may submit an appeal form based on the semester’s final grade report. All requests for reinstatement will be reviewed and a decision will be made by the Financial Aid Appeals Committee.

### **Appeal without an Academic Plan:**

The Financial Aid Appeals Committee will determine if a student is able to meet the Satisfactory Academic Progress requirements by the end of each semester. If it is determined the student is able to meet Texas College’s SAP requirements, the student may submit a Financial Aid Appeal. If the Financial Aid Appeal is approved, the student will be placed on probation. A probationary status means the student is eligible for financial aid for one academic year. In order to meet the Satisfactory Academic Progress requirements, the student must earn the appropriate cumulative GPA (see Cumulative Grade Point Average Table), and maintain a 67% completion rate for all attempted courses not to exceed 150% (Pace of Progression) of the degree program.

**Appeal with an Academic Plan: (must adhere to plans requirements and is reviewed at the end of each semester)**

Students' who submit a Financial Aid Appeal and are deemed by the student's academic department that SAP requirements will not be met by the end of the semester; the student must submit a Financial Aid Appeal with their Academic Plan. The student must adhere to the Academic Plan to ensure they will meet Texas College's SAP requirements by the end of each semester without exceeding 150% of the degree program. The student must submit a signed copy of the Academic Plan along with the Financial Aid Appeal. If the appeal is approved, the student will be placed on Probation with an Academic Plan. A probationary status means the student is eligible for financial aid as long as the student adheres to the Academic Plan. Students, who are following an Academic Plan, will need to meet with their faculty advisor each semester prior to registering for classes.

*Please note: If the Financial Aid Appeal is approved, the Academic Plan requires 75% successful completion. The student cannot have any drops, withdrawals, and the student must maintain the required GPA (see Cumulative Grade Point Average Table).*

**How to Submit a Financial Aid Appeal:**

Students failing to meet the minimum SAP requirements with extenuating circumstances may submit a Financial Aid Appeal with supporting documentation to the Financial Aid Appeals Committee.

**Examples of extenuating circumstances are but not limited to:**

- Prolonged illness, medical conditions, or injury to student or immediate family member
- Death of an immediate family member
- Extenuating circumstances beyond the student's control

**Examples of Supporting Documentation are but not limited to:**

- Physician's letters and hospitals records (must include dates of illness and recovery time)
- Death certificate or obituary
- Court documents or police reports
- Letters from a third party such as attorneys, professional counselors etc., on his/her letterhead

**The student must provide the following in order to submit a Financial Aid Appeal:**

- Complete the Financial Aid Appeal form.
- Submit a letter that includes the following:

1. Why the student failed to meet the SAP requirements (For example: personal illness)
2. What has changed in the student's situation that will allow the student to demonstrate progress by the next SAP evaluation (For example; recovered from illness)
3. What are the mitigating circumstances in which you are appealing based upon, along with supporting documentation

If the Financial Aid Appeal is approved, and SAP requirements are attainable by the end of the semester. The student will be placed on "Probation" and will be eligible for financial aid the corresponding semester. SAP will be reviewed at the end of the semester of eligibility. If the student is not meeting SAP requirements, the student is no longer eligible for state/federal aid. The student must attend Texas College for one semester at his/her own expense and meet all SAP requirements.

#### **Transitional/Remedial Courses:**

A maximum of 30 credit hours of remedial credit hours will be used to determine the enrollment status for financial aid. After a student has attempted 30 credit hours of remedial credit hours, the student cannot receive financial aid for remedial credit hours. The remedial credit hours will not count in the enrollment status or cost of attendance for financial aid purposes.

#### **Withdrawals:**

For a student who stops attending class officially or unofficially, the last date of a student's attendance in each class will be used to calculate how much of his/her financial aid was earned for the semester.

#### **Withdrawing from all coursework or resigning from Texas College:**

- Students who withdraw from all classes and receive all a grade W.

#### **Unofficial Withdrawal:**

- Students who receive financial aid, and stop attending classes, never start attending classes, or fail to withdraw for classes due to never attending classes
- Students who receive a grade of "F" in all classes for the semester
- Students who are withdrawn/dropped from all courses based on unexcused absences



**Payment Plan:**

To help you meet your educational expenses, Texas College is pleased to offer the Steer Tuition Payment Plan (STPP) as a payment option for both students and parents. Student who chose the STPP have three interest free installments that are spread over three months. Payments can be made by debit/credit card (Visa, MasterCard, American Express or Discover), no personal checks are accepted.

## **Financial Literacy:**

USA Funds Life Skills provides financial literacy for all Texas College students. It's online, it's free and it is designed to help you make important financial decisions during your educational journey. USA Funds Life Skills provides information on the following:

### **FINANCIAL BASICS:**

- Financial Aid and paying for college
- Managing academics and personal life
- Credit and money management
- Preparing for life after college
- Personal finance and academic success
- And more.....

*Please visit [www.lifskills.org](http://www.lifskills.org), stop by the Financial Aid Office for more details.*

## **Students Rights and Responsibilities:**

FERPA- Family Education Rights and Privacy Act of 1974 applies to education records of persons who are, or have been in attendance in postsecondary institutions. Texas College will not release student information without the written consent of the student unless specifically allowed according to FERPA regulations. FERPA forms are located in the financial aid office.

### **YOU HAVE THE RIGHT TO:**

- Know what financial aid programs are available
- Know the deadline for submitting applications for the programs available;
- Be informed of financial aid policies and procedures;
- Know how your financial need was determined and what resources (such as your income, assets, parental contribution and other financial aid) were considered in the calculation of need;
- Know how much of your financial aid eligibility has been met as determined by the financial aid office;
- Know what portion of your financial aid must be repaid and what portion is gift or received from work;
- Know how the financial aid office determines whether you are making satisfactory academic progress and the consequences are if you are not;
- Access student right to know information consisting of campus security statistic, graduation and completion rates, and institutional demographic statistics
- Request an explanation of the various programs in your financial aid package;
- Know the terms of any loans you receive, your deferment, cancellation, and forbearance rights;

### **YOU HAVE THE RESPONSIBILITY TO:**

- Complete all application forms accurately and submit them on time;
- Provide correct information. Misrepresentation of information on financial aid applications is a violation of federal law and may be a criminal offense;
- Return all documentation, verification, corrections; and/or new information requested by either the Financial Aid Office or the agency which you submitted your application in a timely manner;
- Read and understand all forms that you are asked to sign and keep copies of them;
- Accept responsibility for all agreements that you sign:
- Repay all loans including interest on those loans;
- Perform the work that is agreed upon in accepting a Federal Work Study award in a satisfactory manner;

- Be aware of refund and repayment procedures;
- If you have a loan, attend a Loan Entrance Interview prior to receiving the first disbursement of your loan(s) and an Exit Interview prior to graduation or prior to leaving your college for any other reason:
- File all required student loan deferment or cancellation forms on time;
- Report any change in the information used to determine your eligibility including: name, family size, or financial resources;
- Notify the Financial Aid Office immediately if you withdraw from school or reduce enrollment.

## **Frequently Asked Questions:**

### **Will my financial aid be affected if I drop a class?**

All Financial Aid recipients are subject to the policies concerning Satisfactory Academic Progress (SAP). Satisfactory Academic Progress is defined as passing the required number of hours, obtaining the required grade point average, and not exceeding a maximum attempted hours.

### **What is considered financial aid?**

Any type of assistance used to assist with the Cost of Education is considered Financial Aid. (i.e. grants, loans, scholarships, waivers, vouchers, work-study jobs, etc...)

### **What types of aid are available at Texas College?**

Texas College offers grants, Direct Loans, work-study and scholarships. All programs are designed to assist students with the resources necessary to further their education at Texas College.

### **What is "Cost of Attendance or Budget"?**

Cost of Attendance is an estimated budget of costs for attending college. This includes tuition, books, transportation, etc. Your total aid package (grants, scholarships, loans, etc.) cannot exceed this Cost of Attendance.

### **My FAFSA indicates that I am selected for verification. What is verification?**

At least 30% of all FAFSA applicants are selected for verification by the Department of Education. This merely means that you are asked to supply additional paperwork to "verify" income, family members, untaxed income, etc. Texas College is required by the Department of Education to verify this information before aid can be awarded to you. If you are unable or unwilling to provide requested documentation, Texas College will be unable to process any Federal aid for you.

### **What is an EFC?**

EFC - Estimated Family Contribution is a number determined by the U. S. Department of Education (based on your FAFSA information) that is subtracted from your Cost of Attendance to determine eligibility for Pell Grants and other need-based aid.

### **Will my financial aid be affected if I drop a class?**

All Financial Aid recipients are subject to the policies concerning Satisfactory Academic Progress (SAP). Satisfactory Academic Progress is defined as passing the required number of hours, obtaining the required grade point average, and not exceeding a maximum attempted hours.

### **What is a Master Promissory Note (MPN)?**

The Master Promissory Note (MPN) essentially opens a line of credit for education expenses during your academic career. When you sign a Federal Direct Loan Master promissory note, you promise to repay your student loan(s). The note also includes important language about your rights and responsibilities as a borrower.

### **As a dependent student, is there additional aid available?**

As a dependent student, the amount of aid is determined by eligibility and need. You may be eligible for additional grants or apply for a Parent PLUS Loan. If a parent is denied a Parent PLUS loan, additional loan proceeds may be certified for the student.

### **If I resign from school, will I owe money?**

After an official or unofficial withdrawal from the College, a refund and/or repayment evaluation must be performed on students' account to determine eligibility for refund or repayment. Federal Regulations require that we determine the amount of time enrolled at the institution and apply appropriate refunding. You must earn more than 60% of your aid by attending more than 60% of your registered class time to keep all aid disbursed. NOTE: If a recipient of federal aid stops attending class without officially resigning from the College, a last date of attendance will be applied based on information received from the instructors and appropriate refunding applied.

You must maintain attendance in at least one class beyond the 60% date.

**How long does it take to process my aid?**

Once you submit all required documents (i.e. Authorization form, Verification form, tax transcripts, birth certificates, etc.) please allow at least Two to Three weeks for processing.

**I don't have enough Financial Aid to support my family.**

Financial Aid is provided to students for educational purposes only and is not intended to be your source of income.

**How do I obtain an IRS Tax Transcript?**

You can obtain an IRS Tax Transcript by contacting the Internal Revenue Service at 800-829-1040 and ask for a tax return transcript. (Do not request a tax summary)

You may also download and print a copy of your IRS Transcript by accessing IRS Get Transcript.

**You will owe money if:**

You do not begin attendance in ALL classes (your instructor notifies the Financial Aid Office of all students who never attend classes.)

You resign or stop attending ALL classes before completing more than 60% of the semester.

Students must begin attendance in ALL classes. Federal financial aid will be adjusted if a student does not begin attendance in ALL classes. If a student's financial aid is disbursed to the student account and he/she never attends one or more classes, the student will be responsible for immediate REPAYMENT of a portion or perhaps the FULL amount of the financial aid.

Additionally, if a financial aid recipient begins attendance in class, but resigns or stops attending all classes before completing more than 60% of the semester, he/she will owe money to the aid program and Texas College.

## **Other Sources of Information**

### **Federal Student Information Center**

For questions about federal student financial aid:

Box 84 Washington, D.C. 20044

9:00 a.m.-5:00 p.m. (Eastern Time)

(800)-4-FEDAID 1-800-433-3243

TTY Users Call 1-800-730-8913

### **National Student Loan Data System**

[www.nslds.ed.gov](http://www.nslds.ed.gov)

### **Scholarship Search**

[www.fastweb.com](http://www.fastweb.com)

### **Direct Student Loans**

[www.studentloans.gov](http://www.studentloans.gov)