



INFORMATION ABOUT FINANCIAL AID AT WEST VIRGINIA JUNIOR COLLEGE

West Virginia Junior College has many Federal and Non-Federal need-based and non-need based financial assistance available to students who qualify. Visit the link on this website “Funding Education Beyond High School.” This is a Department of Education publication that provides detail about Federal Financial Aid.

CUSTOMIZED FINANCIAL AID PACKAGE

Financial Aid is distributed among students at WVJC based on each individual student’s eligibility, the rules of each program, and the funding levels of each aid program. Your Financial Aid Officer at WVJC will create a customized financial aid package that is designed specifically for you to meet your educational costs. It will include the aid that you are eligible for based on your need for different types of federal and non-federal financial aid.

HOW AND WHEN YOUR FEDERAL FINANCIAL AID WILL BE DISBURSED

In most cases, your Federal Financial Aid funds will be disbursed directly to the college by Electronic Funds Transfer (EFT). After all fees have been satisfied, the college will issue the student any funds necessary to cover other educationally related expenses in the form of a check.

Funds will be disbursed equally during each quarter of enrollment for each packaging period.

You will receive a Financial Aid Award Notification informing you of your Financial Aid Awards and their distribution schedule.

CONDITIONS OF AWARD

Your financial aid award is subject to the following conditions:

1. If additional outside assistance is received, you must notify the Financial Aid Office, so that it may be incorporated into your existing award.
2. All pertinent facts relating to you and your family's financial circumstances have been disclosed. Any addition to or loss of financial resources should be reported to the Financial Aid Office so that an appropriate adjustment can be made. The resources include Social Security, Welfare, employment earnings, etc.
3. Your Federal Financial Aid Awards will not be disbursed until all necessary documentation has been submitted to the F.A. Office, including but not limited to your Professional Judgment Documentation and Verification Documentation.
4. I understand that I cannot use my Title IV aid to cover non-returned book charges. However, I will be responsible to pay the institution by check or cash for these fees prior to beginning of the next quarter. If I do not return even one of my books, I understand that I will be subject to a fee for non-returned books.
5. Awards may be paid only if you maintain satisfactory progress. You must be enrolled at least one-half time to receive a Federal Perkins Loan and a Federal Family Education Loan.
6. If your offer of financial assistance includes employment in the Federal Work-Study Program (FWS), you must perform work for which you will receive wages.
7. Financial Assistance is renewable annually. If you wish Financial Assistance in the Federal Pell Grant Program for the next award year (July), it is your responsibility to complete the appropriate application in time for consideration. If you wish financial assistance in other Title IV programs, they are renewable each academic year. Once again, it is your responsibility to complete all applications and documents timely.
8. If applicable, I understand that if the Student Aid Report does not confirm my eligible non-citizenship status, I have 30 days from the day of notice from my Financial Aid Office to provide that office with third party documents supporting my alien registration number.
9. I further understand that if a data base match with another government data base is unsuccessful, I must provide the FA office with any requested information or documentation to resolve the issue. This includes but is not limited to Selective Service Administration records, Social Security Administration records, and the National Student Loan Data Base.
10. I understand that if the information I provide the institution regarding the number of family members in my household or postsecondary school, or information regarding my dependency status changes (except as it relates to marriage); I must notify the institution accordingly.

POLICIES AND PROCEDURES FOR VERIFICATION

This institution has developed the following Policies and Procedures regarding the verification of information provided by applicants for Federal Aid under the Title IV Programs:

1. Only those students who are selected for verification by the Department of Education or a certified needs analysis servicer will be required to submit supporting documentation.
2. No Title IV will be disbursed prior to the completion of verification.
3. Family Federal Education Loan application will be certified by the institution prior to the completion of verification. However, the disbursement will be placed on hold until verification is complete.
4. The student will have until 120 days after his/her last day of attendance or no later than the Federal deadline, whichever is earlier, to complete verification and in which the school must have received a valid ISIR after any corrections due to verification. Keep in mind, a processed ISIR with an official EFC must have been received by the school prior to the last date of attendance. In the interim, the student must have made arrangements with the school for payment of all tuition and fees due or risk termination at the option of the school. After the passage of the aforementioned period, all financial aid that would have been due may be forfeited.
5. All students will be notified on a timely basis if they have been selected for verification. They will be informed as to the supporting documentation that is required. The institution will use as its reference and as direction to the student to assist in completing verification, the most recent verification guide and verification worksheet supplied by the Department of Education. At that time, the student will be informed of the time parameters and the consequences of not completing the verification cycle.
6. The institution will notify the student verbally or in writing of the result of verification upon receipt and review of the documentation. If any other documentation is needed, the student will be informed on a timely basis.
7. The institution will assist the student in correcting any information that is inaccurate according to the Federal procedures for such a correction.
8. If the student supplies inaccurate information on any application and refuses to correct it after being counseled by the institution, the school must refer this case to the Department of Education for resolution. Unless required by the Department of Education, no financial aid will be disbursed to the student.
9. If a student's EFC is changed by verification resulting in a change in award, then these students shall be notified verbally by the FAO when he/she assists the student in the correction of the SAR or ISIR.

Financial Aid

Students attending the College may receive various types of student aid depending upon their eligibility and qualifications. All students entering the College are required to meet with the College's financial aid officer who can provide the student with the information and applications necessary to apply for financial aid. Students should understand that the programs described in this catalog may change from year-to-year as may the qualifications and eligibility to receive financial aid. Determinations regarding eligibility for financial assistance, as well as the amount of financial assistance and the date of payment are made by the U.S. Department of Education. The school has no control over financial aid programs and makes no promises/representations regarding these matters. In addition, the amount of financial aid received and the timing of the receipt of the financial aid may vary due to conditions beyond the College's control. Therefore, the College cannot and does not guarantee any particular amounts of financial aid or the timing of the receipt of financial aid.

If at any point during the student's training the College determines that the student will not receive the balance of his/her financial aid through no fault of the student, the student's enrollment will be cancelled from that point forward and both the College and the student will be deemed to have fully discharged all legal obligations to each other.

In regard to student loans, students are cautioned to carefully evaluate their needs. Failure to repay loans can have adverse consequences including negative credit ratings for at least seven years for the student, ineligibility for any additional federal financial aid, loss of the generous repayment schedule and deferment options, possible seizure of federal and state income tax refunds, exposure to civil suit, liability for collection costs, possible referral of the account to a collection agency, and garnishment of wages if the borrower is a federal employee. In addition, the College will not release diplomas, transcripts, or other records to any student who is in default in repayment of any type of federal student loan. Students are responsible to repay student loans regardless of whether the student graduates or achieves his/her career or other educational goals.

The following is a list of different types of financial aid for which the student may qualify at this Institution:

1. GRANTS—Grants are given on the basis of financial need.
 - a. Federal Pell Grant Program – Students who qualify for the 2008/2009 award year may receive amounts from \$400 up to \$4731 per year. Students who qualify for the 2009/2010 award year may receive a maximum award of \$5350 with a minimum award equaling 10% of the appropriated maximum. This money is not a loan and does not have to be paid back; however, the student may be required to pay back part of the grant if the student does not complete the term for which the grant was issued. The exact amount each student receives will depend upon financial information provided by the student on the student's application. Only undergraduates are eligible to apply for Pell grants.
 - b. Federal Supplemental Education Opportunity Grant – Like the Pell Grant, this money is awarded to students based on their financial need; it is a grant and not a loan and does not have to be paid back. In addition to financial need, the amount a student receives, if any, also depends on the availability of funding in the year in which the student is attending school. This program is a campus-based program available only to students who do not have a bachelor's degree. The maximum award is \$4000.
 - c. West Virginia Higher Education Grant Program – This Grant program is awarded based on need; it is a grant and not a loan and does not have to be paid back. The amount of aid the student receives, if any, varies from year to year depending upon funding levels set forth by the West Virginia Higher Education Policy Commission. Qualifying students must be a resident of West Virginia for one year immediately preceding the date of application, have a high school diploma or GED, and enroll as a full-time undergraduate student at an eligible institution. Free Application For Federal Student Aid (FAFSA) forms received by the processor on or before March 1 are given priority consideration.
2. LOANS – Students must repay monies received under loan programs, whether or not they are successful in completing their program and/or obtaining employment. Under the Stafford program, payments begin six months after graduation or the student ceases at least half-time enrollment. Under the Perkins program, payments begin 9 months after graduation or after the student ceases to be enrolled on a half-time basis. Under the PLUS (Parent Loan) program, payment begins approximately 60 days after the final disbursement of the loan, but may be deferred until after graduation or the student ceases half-time enrollment at the request of the parent.
 - a. Federal Direct and FFEL Stafford Loan Program – The Stafford Loan is either subsidized or unsubsidized. A Subsidized loan is awarded on the basis of financial need. The student will not be charged any interest before beginning repayment or during authorized periods of deferment. The Federal Government “subsidizes” the interest during these periods.

- b. An Unsubsidized Stafford Loan is not awarded on the basis of need. A student will be charged interest from the time the loan is disbursed until it is paid in full. A student can choose to pay this interest while in school or let it capitalize.
 - c. The maximum loan amounts a student may be eligible for is \$9,500 for the student's first year and \$10,500 for the student's second year, divided between subsidized and unsubsidized student loans.
 - d. Federal PLUS (Parent Loans) for Undergraduate students are for parents of dependent students and are the counterpart to the Unsubsidized Loan for independent students. The parent may borrow up to the student's cost or attendance minus other financial assistance. The parent must pass a credit check for eligibility.
 - e. Federal Perkins Loan-This program is available to independent or dependent students who can demonstrate a need. The maximum amount that can be borrowed is \$5,500 per academic year.
3. **FEDERAL WORK STUDY PROGRAM** – The College has funding available on a limited basis whereby a student, who is determined eligible through a needs analysis calculation, may work on or off campus. The employer pays the student as a regular employee. However, a percentage of the wage is returned to the employer as a reimbursement through federal funds.
4. **BENEFITS** – Benefits are funds some people are entitled to under special conditions. Like grants, benefits do not have to be paid back. Eligibility for benefits is established by the agency administering the program.
5. **OTHER LOAN PROGRAMS** – The College may, at its option, provide loans to students to assist in paying tuition. The amount of the loans and repayment terms will vary based on the individual student's needs. Information will be provided according to each student's needs when entering students meet with the financial aid officer. A student may also apply for a private or alternative loan. The school can assist the student in completing the appropriate application. Private loans are usually credit based and have a higher interest rate. The College will always determine need for and award Federal student loan programs before a private loan.

It is the policy of this College that all grants, scholarships, and Perkins loans be applied first to the student's institutional costs, such as tuition, books, and other required fees.

The Campus Director shall provide to any current or prospective student or other individual authorized to receive such information, documentation relating to the College's accreditation, licensing, financial aid selection, procedures, disbursements, Title IV Funds return policy, and other required student consumer information, upon written request. Any students aggrieved by adverse decisions of the Financial Aid Officer may appeal those decisions to the Financial Aid Supervisor. This applies only to decisions made by the Financial Aid Officer.

Additional information concerning students' rights and responsibilities may be found in the publication "Funding Education Beyond High School" which the College distributes to students free of charge.

Scholarships

I. High School Senior Scholarships

Each year, West Virginia Junior College offers up to eight partial tuition scholarships to area high school seniors. Four of the scholarships are \$5000 tuition scholarships, and the remaining four are \$2500 tuition scholarships for a maximum amount of \$30,000 that may be awarded to high school seniors in any year. Scholarship recipients may apply the scholarships to tuition in any diploma or degree program. Two of the scholarships may be awarded to a qualifying member of a Future Business Leaders of America (FBLA) annually. High School Senior Scholarship recipients must enroll and begin classes no later than the Fall term of the academic year beginning after the student graduates from high school.

II. GED Scholarship

Each year West Virginia Junior College may offer up to four partial tuition scholarships in the amount of \$2000 for each scholarship. The total value of the scholarship is a maximum of \$8000 in any year. Individuals who have successfully completed their GED test are eligible to apply for the scholarships. Scholarships will be awarded based on successful completion of the same test given to the high school seniors and after a personal interview with an admissions representative.

III. Career Enhancement Scholarships

Each term West Virginia Junior College may offer twenty-five (25) \$1000 tuition scholarships to employees of participating businesses to enhance the employee's job skills and value to the employer. The employee must apply for admissions, meet all applicable admissions requirements, be accepted by WVJC and actually begin classes at the next class start date after the scholarship award date. The scholarship may be applied to tuition incurred in any of the College's Associate Degree programs. If the employee drops out

of school, any part of the scholarship that has not been credited to the employee's tuition is forfeited. It may not be used as a tuition credit for individual courses, certificate programs, diploma programs, or other courses/programs. If the employee discontinues employment or is terminated by the participating business, while the employee is enrolled at the College, the employee will forfeit any part of the scholarship that has not been credited to the employee's tuition at that point of time.

IV. Imagine America Scholarships

The award-winning Imagine America scholarship program helps thousands of high school seniors each year pursue a career college education. As a participating Imagine America institution, WVJC will award up to ten (10) Imagine America scholarships annually. Additional scholarships may be accepted at the sole discretion of WVJC. This scholarship is awarded based on a number of factors:

- Likelihood of successful college completion
- High school GPA of 2.5 or better
- Demonstrated community service during senior year

Students seeking to apply for this scholarship may submit their application on-line at www.imagine-america.org. Completed applications are initially forwarded to the student's home high school for review by the appropriate member of the staff. Applications approved by the student's high school are then forwarded to WVJC for review.

*Students must maintain satisfactory academic progress in order to remain eligible for any scholarships.

V. Spouses and/or Dependents of Member of the West Virginia National Guard Scholarship

Terms/Conditions of Eligibility

Each term WVJC will offer tuition scholarships to spouses and/or dependents of members of the West Virginia National Guard. The spouses and/or dependent must provide proof to the relationship to the Guardsman, and proof of the Guardsman's good standing with the West Virginia Guard. The spouse and/or dependent must apply for admission, meet all applicable admissions requirements, be accepted by the WVJC and actually begin classes at the next class start date. The scholarship may be applied to tuition incurred in any of the College's Associate Degree programs. An official application form must be completed in full at the time of the first career planning session with a WVJC admissions representative and proof of eligibility must be presented at the financial aid appointment. The amount of the scholarship awarded to each spouse and/or dependent is \$1000 per academic year (three quarters). The total tuition amount will be credited with the scholarship amount in accordance with the following schedule: Quarter 1: \$333 Quarter 2: \$333 Quarter 3: \$334

VI. Requirements for All Scholarships -

Scholarship recipients will receive a tuition credit each term in an amount pro-rated on the basis of the number of terms in the recipient's program. The scholarships are not contingent on the recipient making satisfactory progress while in school. The recipient will be subject to the same satisfactory progress, probation, and other academic requirements as any other student. Scholarship recipients who withdraw from school will lose the remaining portion of their scholarship. The institution's 25% federal fund matching requirement may be met with scholarships or other non-cash contributions.

WV Higher Education Grant Program



Deadline for applying for the West Virginia Higher Education Grant for the 2009-2010 academic year is **March 1, 2009!** Both the Free Application for Financial Student Aid and **Application for State-Level Financial Aid Programs** must be completed to be eligible for consideration. The application for state-aid is required for all high school seniors. Other applicants less than 5 years removed from high school who have not earned college credits are also required to complete the application.

GENERAL DESCRIPTION:

Monetary awards are granted to qualified university or college undergraduate students who require financial assistance to attend an approved university or college located in West Virginia or Pennsylvania. Grants may be renewed as long as the recipient continues to meet all eligibility requirements or completes baccalaureate degree requirements. However, grants cannot exceed 3

additional years beyond the initial award.

FUNDING LEVEL, NUMBER OF 2007-2008 RECIPIENTS AND VALUE OF AWARDS:

Awards ranged from a minimum of \$1,300 to a maximum of \$3,000. Funding of \$34.6 million for 2008-2009 enabled approximately 13,000 students to be assisted.

ELIGIBILITY REQUIREMENTS:

Applicants must be United States citizens, West Virginia residents (applicants and parents) for twelve (12) months immediately preceding the date of application (March 1, 2009), high school graduate or the equivalent, demonstrate financial need as determined by the grant program policies, enroll as a full-time undergraduate at an approved university or college located in West Virginia or Pennsylvania.

AWARD CRITERIA:

Awards are granted to those applicants who:

1. Demonstrate financial need as defined above and
2. Meet the academic performance standards established by grant program policies

APPLICATION PROCEDURES:

1. File the FAFSA. FAFSA forms received by the processor on or before March 1, 2009 are given priority consideration.
2. Complete the [Application for State-Level Financial Aid Programs](#) on or before March 1, 2009 if applicable. Please see general description section above for more information.

AWARD NOTIFICATION AND DISBURSEMENT OF FUNDS:

1. Notification of awards occurs in April/May.
2. Grant Program funds are sent directly to institutions each enrollment period.

OTHER AID SOURCES:

Applicants should apply for other federal grant aid such as Federal Pell Grants and any available college administered grant funds. Students should contact the financial aid office at the institution to be attended for further information and guidance.

Students should also explore private sources of grants and scholarships. Scholarship information can be accessed via the Internet at www.fastweb.com.

Specific information on the Grant Program may be obtained by calling (304) 558-4614 or 1-888-825-5707 or by writing to:

Judy Kee

West Virginia Higher Education Grant Program
West Virginia Higher Education Policy Commission
1018 Kanawha Blvd. East, Suite 700
Charleston WV 25301

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Standards of Satisfactory Academic Progress

All students attending this institution shall be bound by the following standards:

1. Maximum Program Length. A student must successfully complete their program of study while attempting no more than one and one-half time the credit hours required for their program. For the purposes of this standard, credit hours attempted shall mean any credit hours for which a student has incurred a financial obligation.

2. Evaluation Points. A student's progress will be evaluated at the end of each quarter, at the end of the second academic year, and at the end of 100% of the maximum program length. If an evaluation point occurs during a quarter, the evaluation will occur at the end of the previous quarter.

3. Required Grade Point Average/Course Completion Standards.

A. At the end of each quarter, a student must have earned a cumulative grade point average of 2.0 and have successfully completed 67% of the credits attempted. Failure to meet either of these standards will result in the student being placed on academic probation.

B. At the end of the second academic year, a student must have earned a cumulative grade point average of 2.0. Failure to meet this standard will result in the student being dismissed from school.

C. At 100% of the maximum program length, a student must have earned a cumulative grade point average of 2.0 and have successfully completed 67% of the credits attempted. Failure to meet either of these standards will result in the student being dismissed from school.

4. Probation. A student may be placed on probation for no more than two consecutive quarters without being dismissed from school. A student placed on probation, will continue to receive financial aid and will be required to participate in counseling. Once a student meets both standards at a required evaluation point, the student will be removed from probation.

5. Course Incompletes/Pass-Fail/Withdrawals/Repetitions/Non-Credit Remedial Work/Transfer Credit/CBE Credit.

A. Non-credit remedial courses are not used in the determination of satisfactory academic progress.

B. Withdrawals, incompletes, transfer credits, CBE credits, and pass/fail grades are not used to calculate grade point average but are used to calculate course completion standards.

C. When a student repeats a course, the higher of the two grades earned in the course will be used in computing the student's grade point average; however, all courses attempted will be used to compute work completion percentages.

6. Leaves of Absence. The College does not grant leaves of absence.

7. Change in Program. When a student changes programs, all courses accepted into the new program of the student will be counted as coursework attempted and completed when computing standards of academic progress.

8. Appeal Process/Mitigating Circumstances. A student may appeal in writing to the Executive Director a dismissal due to a lack of satisfactory academic progress based on mitigating circumstances. Mitigating circumstances would include poor health, family crisis or other significant personal problems that had an adverse effect on the student. The outcome of the appeal will be one of the following:

A. Lack of mitigating circumstances – in this case, the appeal is denied and the student is dismissed.

B. Mitigating circumstances did exist and the student is able to complete enough coursework in the next quarter to enable him/her to meet both grade point average and work completion percentage standards – In this case, the appeal may be granted and the student will continue in school for one quarter as a regular student with no loss of financial aid. The student will have this one quarter to correct the deficiencies. If the deficiencies are not corrected, then the student will be dismissed from school.

C. Mitigating circumstances did exist; however, the student is unable to complete enough coursework in the next quarter to enable him/her to meet both grade point average and work completion percentage standards – In this case, the appeal may be granted; however, the student will continue in school as a non-regular student in an "extended enrollment status." The student will not be eligible for financial aid and will be required to take any necessary coursework to improve his/her GPA and/or course completion

percentage. The student may continue in an extended enrollment status as long as progress toward meeting standards is being made and the student is able to complete the program within 150% of the maximum program length. Once the student meets the required grade point average and the required work completion standard under which the dismissal occurred, he/she will be removed from non-regular status and will be reinstated for the next quarter as a regular student eligible to receive financial aid. A student who is reinstated to regular status under this provision will be on probation for at least one quarter and will be required to receive continued counseling.

Graduation Requirements

To qualify for graduation, a student must:

1. Pass all required courses in the student's program with a minimum 1.0 ("D" grade) on a 4.0 scale.
2. Have an overall cumulative 2.0 ("C" average) on a 4.0 scale
3. Meet the special skill requirements, if any, for each program.
4. Meet state mandated requirements, if any, for each program.

(If a student meets requirements for graduation but has not paid all tuition or other fees due, the student shall graduate but will not be entitled to placement assistance, or a diploma, transcript or other documents from the college.)