



## **ASSISTANCE AVAILABLE FROM FEDERAL, STATE, LOCAL, AND INSTITUTIONAL PROGRAMS**

Ohio Valley College of Technology has many Federal and Non-Federal need-based and non-need based financial assistance programs available to students who qualify.

### **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.

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 actual amount of aid you may receive depends on your financial need, whether you are a full-time or part-time student, how long you will be enrolled during the academic year, the cost

of your education, and the availability of funds. In general, to receive federal or state aid, you must:

- \* Be enrolled in an eligible program and attending school at least half time (6 credits) for federal and full time (12 credits) for state aid.
- \* Be an undergraduate student who has not yet received a Bachelor's Degree.
- \* Be maintaining satisfactory progress in the course of study being pursued, (See Standards of Satisfactory Progress).
- \* Not be in default on a Stafford Loan, Perkins, Federal Direct Loan, or owe a Title IV overpayment received for attendance at any College.

To apply for financial aid a student must:

- \* Complete the Free Application for Federal Student Aid (FAFSA) Application for Federal and State grants.
- \* Submit all required documents for the verification process if your application is selected and submit any other required documentation to validate your Student Aid Report (SAR).

Transfer Students: If you are planning on transferring from another school, check with the Financial Aid Office as soon as possible for details on transferring your aid. Students should be aware that the amount of aid they receive may differ from school to school.

Financial aid information and forms can be picked up at the Financial Aid Office or Admissions Office, Monday through Friday, between the hours of 8:00 a.m. and 4:00 p.m. or by appointment.

Students who receive financial aid are responsible for reporting accurate information and documentation and meeting the deadlines for application for financial aid.

Students must also report additional earnings or funds from outside sources and any changes in financial, marital, or enrollment status to the Financial Aid Office. Additional information concerning students' rights and responsibilities is included in A Student Consumer's Guide, published by the Department of Education and is available from the Financial Aid Office or the Admissions Office.

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 2017/2018 award year may receive up to a maximum award of \$5920 per academic year. 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. Iraq and Afghanistan Service Grant – This Grant is for undergraduate students who are not eligible for Pell Grants whose parent or guardian died as a result of military service in Iraq or Afghanistan after 9/11; and who, at the time of the parent or guardian's death, were less than 24 years old or were enrolled at least part-time at an institution of higher education. Students who qualify may receive a maximum award equivalent to the Pell Grant maximum.
  - d. Workforce Development Grant - As the Ohio Board of Regents determines the availability of funds, Ohio residents enrolled full-time in an Associate Degree program may be eligible to receive the Workforce Development Grant. Students must not have previously received a bachelor's degree or have attended another private proprietary career college.
2. LOANS – Students must repay monies received under loan programs, whether or not they are successful in completing their program and/or obtaining employment. Also, unless the loan is originated by the school, student dissatisfaction with, or non-receipt of, educational services to be provided by the school does not excuse the borrower from repayment of federal student loans made to the borrower for enrollment at the school. 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 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 during periods of at least half-time enrollment. 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, with no more than \$3,500 the first year and \$4,500 the second year from the Subsidized program.
  - d. Federal PLUS (Parent Loans) for Undergraduate students are for parents of dependent 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.
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 Your Education" which the College posts on its website.

## **SCHOLARSHIP OPPORTUNITIES AND INSTITUTIONAL GRANTS**

The Ohio Valley College of Technology catalog at <http://www.ovct.edu/consumer-information/> lists all scholarships awarded by the institution and describes the application and awarding process.

## **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 within 14 days of the occurrence of the credit unless you have entered into a voluntary authorization requesting the institution hold the credit balance to cover future charges .

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 Direct 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. Federal Direct Loans may be originated 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 data is changed by verification resulting in a difference greater than \$25 to a dollar item or for any change to a non-dollar item, the student shall be notified verbally or in writing by the FAO when he/she assists the student in the correction of the SAR or ISIR.