



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

West Virginia Junior College 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 Institution may receive various types of student aid depending upon their eligibility and qualifications. All students entering the Institution are required to meet with the Institution'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 student financial assistance 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 and timing of financial assistance, are made by the U.S. Department of Education.**

**Additionally, students should understand that the school has no control over financial aid program regulations, which are generally increasing in complexity and compliance requirements. (One example is the "Gainful Employment Regulations" published October 31, 2014, which could result in a loss of financial aid for a specific educational program and/or closure of the campus before all students graduate.) As such, the school makes no promises or representations whatsoever regarding the timing, amount or availability of financial aid for students.**

**The eligibility of students to receive financial assistance (including student loans, student grants, etc.) while enrolled in a particular educational program, and/or the eligibility of the school itself to participate in financial assistance programs, could be terminated/restricted/limited prior to the student graduating for numerous reasons under current regulations. If any of these circumstances occurs, the school may terminate the program and/or close the campus prior to all students graduating.**

**In the event of program termination or campus closure, any student who has not yet graduated will be released from any further tuition payment obligations beyond the student's final term in school and the school will have no further obligation to the student to continue offering classes or providing other services, etc. under the student's enrollment contract or otherwise. Both the school and the student will be deemed to have discharged his/her/its obligations to the other. The decision to terminate a program and/or close a campus will depend on the circumstances existing at that time, including,**

**whether an adequate number of students are able and willing to pay their tuition and fees without financial aid assistance to make program and/or campus continuation feasible, in the judgment of the school's administration.**

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 Institution 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 is satisfied with his/her education, 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 may receive the funding levels as established by the federal government for each award 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 Free Application for Federal Student Aid (FAFSA). Only undergraduates are eligible to apply for Pell grants.

For the current 2018/2019 Award Year, the maximum a student may receive is \$6,095. However, under certain circumstances, a student may receive up to 150% of that scheduled award for the 2018/2019 Award Year. The student will be notified of his or her award amounts and disbursement schedule during the customized packaging session and will be issued an award letter.

- 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 minimum award is \$100 and the maximum award is \$4000. The student will be notified of his or her award amounts and disbursement schedule during the customized packaging session and will be issued an award letter.

- 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. 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 the state designated deadlines are given priority consideration.

2. LOANS – In recognition of the national concern for excessive student loan debt, this institution has made an explicit commitment to protect students, taxpayers, and the integrity of the US Department of Education student loan program. The institution carries out its commitment by consistently providing the utmost efforts to reduce student loan debt. As such, it is this institution's policy to protect students from over-borrowing by providing individualized, comprehensive counseling and through all other appropriate means, on a case-by-case basis, in order to determine the appropriate level of borrowing for each student. Under the Stafford program, payments begin six months after graduation or the student ceases at least half-time enrollment. Under the PLUS (Parent Loan) program, payment begins approximately 60 days after the final 28 disbursement of the loan, but may be deferred until after graduation or the student ceases half-time enrollment at the request of the parent. Students must repay monies received under loan programs, whether or not they are successful in completing their program and/or obtaining employment. Also, 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.
  - 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 loan 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 of 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. INSTITUTION PROVIDED LOANS –

CRITERIA: The Institution is required by federal regulations to determine a Cost of Attendance as a basis for awarding financial aid. The sum of all resources including this Institution provided loan cannot exceed this cost of attendance. Students attending who after applying all aid from all sources have a gap in funding and show an unmet need as defined by this calculation are eligible to receive this loan.

PROCEDURES & DEADLINES: The student may make application at any time by meeting with the Institution's financial aid officer who will assist the student in determining the student's unmet need and their eligibility for this institutional loan based on the criteria above. There are no written applications other than the Free Application for Federal Student Aid (FAFSA). Terms and conditions of the loan; including interest rates, minimum payments, truth in lending disclosures etc. are provided during this meeting and prior to any commitment on the part of the student.

AWARD AMOUNTS: The minimum award is \$200. There is no maximum, up to the unmet need after all other aid sources are considered.

TERMS & CONDITIONS: The loan has an annual interest rate of 4%. Interest will accrue from the beginning of the repayment period until the full amount of principal, with the accrued interest, has been paid. The repayment period begins on the first day of the second calendar month after the student's enrollment at the Institution has ended regardless of whether the student graduated or withdrew. Payments will be made in consecutive monthly installments equal to an amount sufficient to fully pay off the principal together with accrued interest in ten year or \$40.00, whichever is greater. There are no deferments or forbearances on this loan, unless the student returns to school at the Institution. Upon return, the student will be eligible for an in school deferment

6. OTHER LOAN PROGRAMS – 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.**
7. PAYMENTS IN LIEU OF DEBT – In recognition of the national concern for excessive student loan debt, this institution has made an explicit commitment to protect students, taxpayers, and the integrity of the US Department of Education student loan program. The institution carries out its commitment by consistently providing the utmost efforts to reduce student loan debt. As such, it is this institution's policy to protect students from over-borrowing by providing individualized, comprehensive counseling and through all other appropriate means, on a case-by-case basis, in order to determine the appropriate level of borrowing for each student. Thus, the institution allows the student to make monthly payments which are applied as a credit against tuition and other fee charges. Each student's

situation is different and the institution is willing to work within the student's means, therefore, each student's payment will vary accordingly. Additionally, if once a student begins school and is making payments and subsequently determines that the payments should be modified, either up or down, to accommodate the student's individual situation the institution will modify payments. Any payment modification must ensure that the student ultimately meets their tuition and fee obligations.

8. **OTHER IMPORTANT INFORMATION** – This institution takes seriously its obligation to maintain strict confidentiality regarding any student's financial aid and account status. As such, it is an absolute violation of the institution's confidentiality policy for an employee or for a student to discuss or disclose any matter that involves the student's financial aid or account status with anyone outside of those administrators authorized to address such matters. Students are cautioned that every individual's financial aid is unique to that student and any disclosure by a student of any aspect of his or her financial aid is likely to cause confusion and concern among other students and such a disclosure is considered a violation of the institutions confidentiality policy in the same manner as such a disclosure by a financial aid officer. Violation of this policy may subject the offending student or financial aid officer, as the case may be, to discipline up through and including dismissal from school, in the case of the student, or termination from employment, in the case of the employee.

The Campus Director or Financial Aid Officer shall provide to any current or prospective student, documentation relating to the College's accreditation, licensing, financial aid selection, procedures, disbursements, Title IV Funds refund policy, and other required student consumer information. 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.

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

Additional information concerning students' rights and responsibilities may be found in the Department of Education provided "Entrance Counseling Guide" which the College posts on its website.

## **Scholarships**

The West Virginia Junior College catalog at <http://www.wvjc.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.

Funds will be disbursed equally during each term 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 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 180 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.