

2008-09
FINANCIAL AID INFORMATION PACKET

The Financial Aid Office at Western Iowa Tech Community College has completed the review of your financial aid application. This information has been prepared to provide you with options to finance your education at WITCC.

- 1. Review your award letter.** It indicates the types of assistance you are qualified to receive. Grants, scholarships and processed loans will be directly credited to your charges as scheduled. If you plan to borrow a student loan, refer to the Loan Information Packet for information and procedures on obtaining one.

- 2. Read the following sections in this document:**
 - Terms and Conditions of Your Award
 - How to Pay for Classes
 - Cost Information
 - Work Study Program
 - Summer Semester
 - Enrollment Policies
 - Consequences of Withdrawal on Financial Aid
 - Satisfactory Academic Progress Standards for Financial Aid Recipients

If you have questions about the financial aid process, please contact the WITCC Financial Aid Office at 712/274-6402 or 800/352-4649, ext. 6402. Related general information is also available at www.witcc.edu.

For information specific to your financial aid award, go to www.mywitcc.com.

TERMS AND CONDITIONS OF YOUR AWARD

- All early awards are made on the assumption of full time attendance for Fall and Spring semesters. Actual award amounts (grants and loans) will be adjusted to your enrollment status as appropriate.

Full time - 12 or more credit hours

Three quarter time - 9-11 credit hours

Half time - 6-8 credit hours

Less than half time - 5 credit hours or less

(Credit hours associated with Testing Out or Audit do not count toward determining your enrollment status.)

- Any changes in enrollment status before or during the award year must be reported to the Financial Aid Office. **These changes could affect the amount of assistance you may receive.**
- Failure to attend a class for which aid was awarded may result in a reduction of aid and may create a balance due to the college.
- If you receive any other sources of assistance that are not listed on the award notice, you must notify the Financial Aid Office immediately. Adjustment of award amounts may be needed according to governing regulations.
- Awards are subject to change based on fund availability, and/or adjustments made to your financial need.
- In the event that available state funds are insufficient to pay the full amount of each approved grant, the Iowa College Student Aid Commission has the authority to administratively reduce the award to an amount less than the statutory maximum.
- The award year begins with the Fall semester and ends after the Summer semester.
- You must be **attending** classes each semester for which aid is received.
- If you will **not** be attending Western Iowa Tech Community College, please contact the Financial Aid Office to cancel awards and drop your classes. You can drop on line or by contacting the Registration Center to cancel your registration (712/274-6404) **before** the start of the semester to avoid charges.
- Federal regulations require you to make satisfactory academic progress in your course of study to continue receiving financial aid funds. The aid listed on the award notice may be canceled if you fail to meet the Satisfactory Academic Progress Standards as published in the College Catalog and in this enclosure.
- If you make false statements or misrepresentations in conjunction with your application for financial assistance, you are subject to a fine or imprisonment, or both, under provisions of the United States Criminal Code.

How to Pay for Classes

Once you have registered, you are responsible for related tuition, fees, and other expenses (books and supplies). Payment using grants or processed student loans or the FACTS plan is due on the

first day of class. **Failure to make payment or payment arrangements will result in disenrollment from classes.**

Payment in Full

You may pay your full balance in person, by phone, or online by using the Students tab on mywitcc.com. Payment may be made with cash, check, Visa, MasterCard, or Discover at any of the four WITCC campuses.

FACTS Tuition Management Plan

Western Iowa Tech Community College has a tuition payment plan option to accommodate the financial needs of students. It is not a loan program; therefore, you have no debt, there are no interest or finance charges assessed, and there is no credit check. The only cost to budget monthly payments through FACTS is a \$25.00 per semester non-refundable FACTS Enrollment Fee. Students using the FACTS payment plan must apply on-line by using the Students tab on mywitcc.com. FACTS will accept payments by Automatic Bank Payments from checking or savings accounts, or by Discover, MasterCard, or American Express. Additional information regarding the on-line application is provided by the Student Accounts office at WITCC (712/274-8733, ext. 1210 or 1/800-352-4649, ext 1210).

Cost Information

2007-2008

Costs	Per Credit Hour	Per Semester	Per Year
Tuition/Fees, Iowa Resident	\$124.50	\$1762.50	\$3525.00
Tuition/Fees, Non-Resident	\$148.50	\$2227.50	\$4455.00
Books, estimated		\$ 525.00	\$1050.00
WITCC Housing Sunrise Court		\$1115.00	\$2230.00
Burr Oaks		\$1750.00	\$3500.00
Board Plan		\$750.00	\$1500.00

(Require for Housing Residents. Minimum per semester)

The above figures are based on 15 credit hours per semester. Yearly amounts are based on Fall and Spring semesters only.

- Be aware that enrollment for less than 12 credit hours will decrease your charges, but may also decrease your aid eligibility according to regulation.
- There may be additional course fees depending on your registration.
- Be sure to consider books, supplies, tools, housing, meal plan and other living expenses when calculating your costs. Additional materials, tools or equipment may vary depending upon your program of study. Check with the individual department in order to plan for these costs.

- **You will need to plan for payment of books and supplies from your personal funds unless excess grant or loan funds will be available on your student account. You may be able to charge books at the WITCC bookstore if your loan has been guaranteed and you have a valid Master Promissory Note on file with your lender by August 1 for the Fall semester, December 1 for the Spring semester, and May 1 for the Summer semester.**

Work Study Program

- The Work Study Program offers students opportunities for part-time employment on campus or off campus with community service agencies. Wages are paid through federal funds. You must demonstrate financial need.
- A Work Study award indicates that you are **eligible for employment** through the program but is **not a guarantee** of employment or earnings.
- Students who are hired for on-campus jobs are paid the last day of the month by check for the hours worked in the previous pay period. The pay period cut-off is the 15th of each month.
- Available job openings are posted on mywitcc.com. If you wish to apply for an opening, contact the Financial Aid Office. **Check Campus News regularly for an updated list of available jobs.**

Summer Semester

- Grants are initially awarded for Fall and/or Spring semesters only. Assistance **may** be available for attendance during the summer. If you received a Federal Pell Grant for full-time enrollment in both Fall and Spring Semesters, there will be **no** Pell eligibility remaining for summer. If you attend less than full time during the academic year, you **may** have remaining eligibility for the summer semester.
- For students receiving the Iowa Vocational Technical Grant, the award is only available for the fall and spring semesters.
- The full-time enrollment status definition of 12 credit hours does **not** change for summer semester.
- Refer to the chart in the Loan Information Packet enclosure for an example of loan amounts available.
- Once you have registered for the summer semester, contact the Financial Aid Office and submit a WITCC Summer Aid Application to be sure that all your aid is in place.

ENROLLMENT POLICIES ARE ALSO PUBLISHED ON
www.witcc.edu

(Paper copies of the following policies can be requested from Enrollment Services.)

Withdrawal Policy

- Withdrawal from the College means withdrawal from all classes for a semester. The student must initiate the withdrawal process by going online to mywitcc.com, selecting the “Students”

tab, and then “Register for Classes,” or by completing the withdrawal form in a Registration Center, or by calling a Registration Center. Refer to the Add/Drop/Withdrawal Policy in the College Catalog or online.

Institutional Refund Policy

- The Institutional Refund Policy applies to all students. **Students who stop attending and fail to officially withdraw will NOT receive a refund of tuition and fees under the Institutional Refund Policy.**
- A schedule for refunding of tuition and fees is published each semester online.

Consequences of Withdrawal on Financial Aid

- A student receiving federal financial assistance may have financial aid adjusted based on the date of official or unofficial withdrawal.
- A student who officially withdraws earns aid based on the number of calendar days he/she attended. Earned aid is calculated from the beginning of the semester until the official withdrawal date, up to the point that 60% of the semester has passed. After the 60% point, all aid is considered earned. A student who unofficially withdraws is considered to have earned 50% of all aid. See the “Procedures for Withdrawing from School” and the Sample Calculations for detailed information. To earn 100% of his/her aid, a student must withdraw on or after November 2, 2008 for Fall Semester 2008; March 29, 2009 for the Spring Semester 2009. During summer 2009, a student must withdraw on or after the 41st day (July 11 2009) for a 10-week class to earn 100% of his/her aid. **A student attending class in only one of the five-week sessions must attend until June 20, 2009 for the 1st session or July 25, 2009 for the 2nd session to earn 100% of his/her aid.**

Satisfactory Academic Progress Standards for Financial Aid Recipients

Federal and state regulations require students receiving financial aid to maintain satisfactory academic progress. These standards are applicable to recipients of the following programs.

- Federal Pell Grant
- Academic Competitiveness Grant
- Federal Supplemental Educational Opportunity Grant
- College Completion Challenge Grant (TRIO)
- Federal Work Study Program
- Federal Stafford Student Loan Program
- State of Iowa Grant and Scholarship programs
- Iowa National Guard Education Assistance Program
- Federal Parent Loan for Undergraduate Students (PLUS)

Satisfactory academic progress is evaluated at the end of each semester during the regular academic year. Students attending summer sessions are evaluated at the end of the second session. Satisfactory Academic Progress Standards apply to all work attempted even though a student may not have been receiving financial aid.

A student must complete his/her program within 150% of the amount of time normally required to complete the program.

A minimum 2.0 cumulative grade point average for ALL course work at WITCC is required. In addition, a student must complete 67% of ALL credit hours ever attempted at WITCC. However, a student whose cumulative credits earned is zero (0.00) will be suspended immediately.

Credit hours completed are:

“A” through “D-” grades

“P” passing with credit

Incomplete credit hours are:

“F” grades

“W” withdrawal

“AW” administrative withdrawal

“I” incomplete

“NP” not passing

A student who has received financial aid is placed on financial aid probation when he/she fails to maintain a 2.0 cumulative grade point average or fails to complete 67% of all hours ever attempted. **A student on financial aid probation continues to receive financial aid.**

If a student does not meet the minimum levels by the end of the probationary semester, the student is considered to be making unsatisfactory progress and is placed on Financial Aid Suspension. Financial Aid Suspension means the termination of **all** financial aid.

Any student who has been suspended from financial aid has the opportunity to appeal such action to the Academic Progress Appeal Committee. An appeal must be made in a format provided by the Financial Aid Office. Results of your appeal will be sent to your mywitcc.com e-mail account.

Following suspension, a student may return to probationary status when he/she regains a 2.0 cumulative GPA AND a completion rate of at least 67% of **all** hours ever attempted at WITCC. After returning to probationary status, a student must continue to maintain the appropriate cumulative grade point average AND completion rate or he/she will return to suspended status. Probationary status remains with a student through subsequent semesters even if he/she continues to meet Satisfactory Academic Progress standards.

Transfer students may be evaluated for satisfactory progress prior to the first disbursement of financial aid funds. Cumulative GPA for transfer students is based on WITCC academic work only. However, credits attempted at other institutions may be used to evaluate academic progress. Transfer credits must be considered in evaluation of program completion within the 150% time frame.

A student who withdraws from WITCC and re-enrolls at a later date will return with a financial aid status as determined at the end of the semester in which he/she withdrew from WITCC.

The Financial Aid Office will notify, by mywitcc.com e-mail, any student receiving financial aid who does not meet the minimum satisfactory standards and is being placed on Financial Aid Probation or Suspension status.