

STUDENT FINANCIAL AID CONSUMER INFORMATION

PURPOSE

The purpose of SSC Financial Assistance department is to provide assistance to all students to determine ways and means of affording a post-secondary education. That assistance includes, but is not limited to, providing information about federal, state and institutional forms of aid; help completing federal documents; managing the awarding and disbursements of all funds; evaluating student eligibility for aid.

PHILOSOPHY

The philosophy of the SSC Financial Assistance department is independent students and parents of dependent students have the primary responsibility for financing a student's education. Dependent students have the secondary responsibility for financing their own education. Then, subject to funding, various types of student financial aid may come in to play to help meet a student's need as defined by the US Department of Education. Student financial aid is NOT intended to pay all of the costs for post secondary education. Students are expected to provide self-help resources, which may be supplemented by student financial aid.

MISSION

The mission of the SSC Financial Assistance department is to help all students to gain access to higher education through student financial aid advising and assistance.

DOCUMENTATION

Minimum documentation which all students must provide to the SSC Financial Assistance department is a completed Free Application for Federal Student Aid (FAFSA), resulting in an Institutional Student Information Report (ISIR) or Student Aid Report (SAR) and proof of high school graduation or the equivalent of a high school diploma. In addition, students who have previously attended other post-secondary institutions may have to provide official Academic Transcripts from those institutions to the Student Financial Assistance Office. Other documentation may be requested as necessary for students who are selected by the US Department of Education for verification. The Student Financial Assistance Office will make requests for documentation to students via email and use of the online student portal.

TYPES OF AID

FEDERAL PELL GRANT

The Federal Pell Grant program helps undergraduate students pay for their education after high school. An undergraduate is one who has not earned a bachelor's or first professional degree. For many students, a Federal Pell Grant provides a foundation of student financial aid to which funds from other federal and non-federal sources may be added. Unlike loans, the Federal Pell Grant does not have to be paid back. The amount of the award is based on the information submitted on a student's FAFSA and their calculated EFC (Expected Family Contribution). Students should plan to complete their FAFSA early.

FEDERAL SUPPLEMENTAL EDUCATION OPPORTUNITY GRANT

The Federal Supplemental Education Opportunity Grant (FSEOG) is for undergraduate students with exceptional need (priority goes to Federal Pell Grant recipients with an EFC equal to "0") and is a first come, first serve fund as defined by the US Department of Education. Since the FSEOG is a grant, it does not have to be paid back. FSEOG funding at Seminole State College is very limited. Students must plan to complete their FAFSA early.

FEDERAL WORK-STUDY

Federal Work-Study provides employment for students who have need as defined by the US Department of Education. Federal Work-Study gives students an opportunity to earn money to help pay for educational expenses. Pay is based on the current federal minimum wage. The total amount of a student's Federal Work-Study award depends on need and the availability of funds. Selection of students for the work study program is done through an application and interview process. Students should submit an application and resume to be kept on file. Supervisors of each available position will review the submissions and make selections to best fit the needs of their position.

FEDERAL DIRECT LOAN – SUBSIDIZED AND UNSUBSIDIZED

The William D. Ford Federal Direct Loan Program is a low interest loan made to students attending at least half time while pursuing post-secondary education. The lender is the US Department of Education (ED). Subsidized Federal Direct Loans (the ED pays the interest while the student is in school at least half time) are based on need. Unsubsidized Federal Stafford Loans (the student is responsible for the interest from the time the loan is disbursed) are not based on need, but may not exceed the cost of attendance. All students are eligible for the Federal Direct Loan. Students must complete entrance counseling and a master promissory note prior to receiving loans. Both of these documents can be completed at www.studentaid.gov.

Upon falling below half time enrolled, graduation or leaving post-secondary enrollment, the loan will be assigned to an ED approved servicer. Federal Direct Loans must be paid back to the assigned servicer. Students are given a 6 month grace period before they are expected to make payments, however, that grace period might have previously been used if the student was enrolled below half time or was not enrolled for a period of time during their college career. For more repayment information and examples of loan repayment schedules, please visit www.studentaid.gov. Not making your student loans payments and defaulting on a federal student loan has many implications and is reported to all credit bureaus.

All student loan borrowers must also complete federal exit counseling upon graduation, falling below half time or discontinuing to be enrolled at least half time. Loan exit counseling can be completed at www.studentaid.gov.

FEDERAL PLUS LOAN

The Federal PLUS Loan is for parents of dependent students who want to borrow to help pay for their student's post-secondary education. The student's eligibility for the Federal Stafford Loan must be determined before the parent's eligibility for the Federal PLUS Loan. Federal PLUS Loans may not exceed the cost of attendance. Parents must complete a master promissory note prior to receiving PLUS loans. While it is not required, it is recommended that parents also complete entrance counseling. Both documents can be found at www.studentaid.gov. Repayment begins as soon as the PLUS loan is fully disbursed.

VETERAN'S BENEFITS

Veterans must establish their Veteran's Administration (VA) eligibility prior to enrollment at Seminole State College in order to insure timely commencement of benefits. The appropriate VA forms are available in the Admissions Office. After the Veteran's Administration has received an application from a veteran, they will issue a certificate of eligibility, which is valid only at Seminole State College and only for the educational objective stated in the application. As soon as the applicant has received the certificate of eligibility, it should be turned in to the Admissions Office.

TRIBAL GRANTS

These grants are made available to Native American students with a Certificate of Degree of Indian Blood (CDIB) card. Applicants should contact their respective tribe for further information and instructions on how to apply for funds.

OKLAHOMA STATE GRANTS

Oklahoma Assistance Tuition Grant (OTAG) – ~~The Oklahoma Tuition Aid Grant Program~~ is a need-based grant program for residents of Oklahoma who attend approved institutions in Oklahoma. Students need to complete the FAFSA by December 1st for best consideration for the next academic year. The maximum EFC eligible to receive OTAG may vary from year to year based on volume of eligible applications received and available state funding. The OTAG Program receives more eligible applications each year than can be awarded with available funds. OTAG recipients can be eligible for up to \$500 each fall and spring semester. The amount of OTAG you receive can be affected by other financial aid in your overall award package.

Oklahoma's Promise – is a state funded college tuition scholarship. Students must apply while they are in the 8th, 9th or 10th grade and have a family income of \$55,000 or less. Students must also meet academic and conduct requirements in high school. If eligible, the student can receive a scholarship in the amount of their tuition each semester. The program is administered by the Oklahoma State Regents for Higher Education.

INSTITUTIONAL SCHOLARSHIPS

SSC offers a variety of institutional scholarships including need-based, academic performance-based and athletic-based scholarship. Additionally, the SSC Foundation awards scholarships on an annual basis. Students apply for both institutional and foundation scholarships by completing the SSC Scholarship Application by March 1st each year.

GENERAL FINANCIAL AID INFORMATION

APPLICATION AND DISBURSEMENT PROCEDURES

In order to apply for student financial aid, all students must complete the Free Application for Federal Student Aid. Electronic data entry is available in the Seminole State College Student Financial Aid Office for attending students. The option will allow an Expected Family Contribution (EFC) to be received in a matter of days as opposed to a number of weeks through the mail. Students should plan to apply early.

In addition, scholarship/award applicants must submit the Seminole State College Scholarship Application Form. Scholarship funds are limited with a deadline of March 1st.

To complete the student financial aid file, applicants must submit the FAFSA, proof of high school graduation or the equivalent and any other documentation requested as needed for processing. If the US Department of Education selects the student for "verification," additional documentation might be needed. This documentation might include, but is not limited to, income tax returns, verification worksheets, and W-2 forms. These forms and documents may be electronically submitted through the SSC Student Portal.

The SSC Financial Assistance department will, as required, request any other necessary forms or information. When the student's financial aid file is complete, the student will be notified and they will be able to view their award on SSC's student portal system.

Throughout the semester, enrollment for each student is transferred into the Financial Aid software, which allows for funds to be awarded in accordance with enrollment status. Each semester after the deadline to add/drop classes, faculty report students who did not show up for class. Those students are removed from those classes and enrollment statuses are updated in the system. The date that all updates are final is the census date.

After the census date, the Financial Assistance office prepares a disbursement report for all students who have complete financial aid files. The disbursement report is based on actual enrollment for the semester as of the census date. The disbursement report is transferred to the Business Office, where the funds are applied to student accounts.

Refunds of credit balances are processed as soon as possible, but no later than 14 days after the posting. Prior to refunds being issued, students must elect the method in which they wish to receive their refund: via their student ID or direct deposited into an already established bank account. Students will receive an email notification as soon as their refund is issued.

Subsequent disbursement reports are done throughout the semester (estimated to be once a month) to accommodate students that finish their file late or funds that are applied after the first disbursement.

Federal Stafford Loan proceeds will be disbursed after grants and scholarships have been applied to student accounts. Regulations of the US Department of education require that student financial aid be used only for expenses directly or indirectly related to the student's education. Student financial aid will be applied to student accounts in the following priority: tuition, fees, books, and room and board.

REFUND POLICY

When any student withdraws during a semester, the amount of Title IV aid that you earn up to that point is determined by a specific formula (Return of Title IV calculation). If you received more aid (actual dollars) than you earned, the excess funds must be returned through the SSC Financial Assistance Office who then returns the appropriate amount to the Department of Education.

OUTSIDE AWARDS

Students who receive outside awards such as loans, grants, or scholarships from the private sector or government agencies must report the source and amount of such awards to the SSC Financial Assistance department. Outside awards must be coordinated with institutional and federal awards to insure that a student's need is not exceeded where federal funds are involved.

STUDENT ELIGIBILITY, RIGHTS AND RESPONSIBILITIES

STUDENT ELIGIBILITY REQUIREMENTS

To be eligible to receive student financial aid, a student must meet the following requirements:

- Generally, have financial need as defined by the US Department of Education
- Have a high school diploma or the equivalent (ie. GED).
- Be enrolled as a regular student in an eligible program. A regular student is one who is enrolled in an institution to obtain a degree or certificate.
- An eligible program is a course of study that leads to a degree or certificate. An eligible program will normally be at least one academic year in length.
- Be enrolled in at least one class for the Federal Pell Grant program
- Be making satisfactory academic progress.
- Be enrolled at least halftime for the Federal Loan programs.
- Be a US citizen or eligible non-citizen.
- Not be in default on a Federal Student loan and not owe money back on a Federal Student Grant.

STUDENT RIGHTS AND RESPONSIBILITIES

Students receiving federal student aid have certain legal rights. Students' rights include the following:

- Knowing what financial aid programs are available at SSC.
- Knowing the application procedures and deadlines for each of the available financial aid programs.
- Knowing how your financial aid eligibility is determined.
- Knowing how financial aid is awarded and the basis for these decisions.
- Knowing how and when financial aid is disbursed.

- Knowing how SSC determines whether or not you are making satisfactory academic progress and what happens if you are not.
- Asking a financial aid counselor to review your financial situation and, if warranted, reevaluate your eligibility for assistance if something has changed in your family circumstances such as the loss of a job or other drastic changes in your family's financial situation.
- Confidentiality of your personal information. All records and information submitted with your application for financial aid are confidential, and subject to legal requirements concerning disclosure of such information.
- Knowing about the college's tuition refund policies if you have to withdraw from school after the semester begins.
- Knowing what effect withdrawals will have on your financial aid.

Legal Responsibilities of Financial Aid Recipients

- Students receiving federal student aid have certain legal responsibilities. Student responsibilities include the following:
 - The student must be enrolled in classes that will count toward an approved Certificate or Associate Degree program.
 - The student must return all additional documentation, verification, corrections, and/or new information requested by either the Financial Aid Office or the agency to which an application was submitted.
 - Keeping all your contact information (mail address, e-mail and telephone) current by updating your SSC student information as soon as any changes occur.
 - Checking your SSC e-mail frequently for messages.
 - Completing your applications accurately and providing correct information at all times. Reporting false information is a violation of the law and may be considered a criminal offense.
 - Being aware of and meeting all deadlines for applying or reapplying for financial aid. You must complete your applications sufficiently in advance so that processing may be completed by the stated deadline.
 - Reading and understanding all forms you are asked to sign and keeping a copy of each.
 - Notifying the Financial Assistance Office if the information reported on your financial aid application has changed.
 - Notifying the Financial Assistance Office if at any time during the year you receive any type of financial assistance that is not listed on your award notice.
 - Notifying the Financial Assistance Office if you are receiving financial aid for attendance at another institution while attending SSC.
 - Beginning attendance in your classes to qualify for any financial aid payments. Financial aid is awarded with the expectation that you will attend school for the entire period for which your aid is awarded.
 - Continuing to make satisfactory academic progress in your program of study according to SSC standards in order to remain eligible for federal, state, and campus based financial aid.
 - Repayment of any loan received at SSC, plus accrued interest, in accordance with the repayment schedule. In borrowing money, the student assumes the responsibility for repaying the loan. If circumstances arise that make it difficult to meet this responsibility, he/she should contact the lender.
 - If you have any questions, please call or visit the Student Financial Assistance Office.

CONTACTING THE SSC FINANCIAL ASSISTANCE OFFICE

The Seminole State College student Financial Aid Office is located in the Walkingstick Student Services Building. A list of office hours, office staff and contact information can be found on the website under "Contact Us".

COST OF ATTENDANCE (BUDGET)

Cost of Attendance (COA) is determined by calculating average charges for tuition, fees, room and board; estimates for transportation, personal expenses; and, in some cases, actual costs for special education related expenses. Many student financial aid officers refer to Cost of Attendance as a Budget. There may be some variation of budgets among students who have different living arrangements, residency, and programs of study. An example of a COA:

Tuition	\$ 3,120.00
Fees	\$ 2,070.00
Books and Supplies	\$ 2,000.00
Room and Board	\$ 7,070.00
Travel	\$ 2,730.00
Personal/Misc	\$ 2,700.00
Loan Fees	\$ 101.00
Total	\$ 19,791.00

NEED

Need is determined by subtracting the Estimated Family Contribution (EFC) from the Cost of Attendance (COA). Following is an example:

Cost of Attendance	\$19,791
-Estimated Family Contribution (EFC)	<u>\$2,000</u>
=Need	\$17,791

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY AND PROCEDURES

GENERAL

Federal regulations require the Financial Assistance Office to monitor the academic progress of all student seeking to earn a degree or certificate. This monitoring process is called Satisfactory Academic Progress (SAP). Satisfactory Academic Progress is required of ALL financial aid applicants at Seminole State College, including those applicants who have not previously participated in federal aid programs. It is the student's responsibility to monitor academic progress. Although the Financial Assistance Office attempts to send students correspondence informing them of their status, students who do not meet the standards will be ineligible for financial aid even if they do not receive correspondence. In addition, federal regulations require students be on pace to complete their degree or certificate before reaching the 150% maximum time frame limit (see maximum time frame eligibility section below for more information). Please note, due to additional federal requirements for students receiving financial aid, there are differences between SSC's "Academic" Satisfactory Academic Progress and SSC's "Financial Aid" Satisfactory Academic Progress

STUDENT ENROLLMENT STATUS

For financial aid purposes, only hours counting toward the completion of a student's degree will count toward a student's financial aid enrollment status. Twelve (12) or more credit hours per term constitutes full time enrollment. Eleven (11) to nine (9) credit hours per term constitute three-quarter time enrollment. Eight (8) to six (6) credit hours per term constitute halftime enrollment. Five (5) and less credit hours per term constitutes less than half time enrollment status.

DETERMINATION OF SAP STANDING

Satisfactory Academic Progress will be determined for all applicants prior to being awarded financial aid. Transfer students must submit official transcripts from all prior institutions and have courses evaluated and recorded by the Admissions and Records Office before eligibility can be determined. Determination will be based on all previous academic history at all regionally accredited institutions attended regardless of whether or not financial assistance was received. All students, no matter grade level, enrollment status or program are ~~all~~ evaluated by the requirements and minimum standards as set forth in this policy. Calculating of SAP elements will be done and reviewed at the end of the Fall, Spring and Summer term.

MEETING SAP

In order to remain eligible for financial aid consideration, students must meet minimum cumulative grade point average requirements, stay on pace toward the completion of their degree and complete their degree on time. SSC's requirements for making Financial Aid Satisfactory Academic Progress are:

- Maintaining a cumulative grade point average of 2.00
- Successful completion of 67% of all attempted credits. This is cumulative and evaluated at the end of each term. The 67% completion is determined by dividing the cumulative hours earned by the cumulative hours attempted. This is the completion rate or pace.
- Ability to complete a declared degree or certificate within 150% maximum time frame of the published program length.

MAXIMUM CREDIT HOURS

Federal regulations require that a student complete his/her degree or certificate within 150% of the credits required for that degree/certificate. For example, if an associate degree requires 60 credits, a student must complete the degree within 90 attempted credits. Many degrees require 62 credits. These degrees must be completed in 93 attempted credits. Attempted credits include all credits listed on the SSC transcript. All attempted credits count toward this limit even if financial aid is not received or there are extenuating circumstances for not completing credits. A student's record will be evaluated to determine if they are able to complete a degree or certificate within the maximum time frame allowed. When it is determined a student will not complete their program within the 150% credit limit, the student will be suspended from receiving financial aid.

CHANGING OF PROGRAMS/MAJORS

Financial Aid SAP calculations will not be affected by a student changing their major or program of study. The calculations and classes/grades included will remain the same.

SSC FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS STATUSES

Good Standing

Student is meeting cumulative GPA requirements, completing at least 67% of all attempted credits and is able to graduate within 150% maximum time frame limit.

Warning

Student's cumulative GPA dropped below the requirement of 2.0 GPA and/or student did not achieve a completion rate of 67% of all attempted credits, and student is able to graduate within 150% maximum time frame limit. A student is able to receive financial aid while on financial aid warning status, but must be meeting SAP standards at the end of the term in which they were placed on warning to remain eligible for subsequent financial aid.

Suspension

Student did not meet SAP standards while in Financial Aid Warning or Financial Aid Probation status, or it is determined that the student will not be able to graduate within 150% maximum time frame limit, or a student in Financial Aid Academic Plan status fails to follow the plan. Student is not eligible to receive any federal, state or institutional financial aid while on Financial Aid Suspension.

Probation

This status is only granted upon the approval of a Financial Aid SAP Appeal. Student may continue to receive financial aid while on probation for one semester. After that semester, it may be decided to allow the student to continue on probation so long as they do not receive a grade of D, F, W or any other unsatisfactory grade in any class. If a student should receive one of these grades they will be placed on automatic suspension.

Probation with Academic Plan

Student fails to meet SAP standards for the term in which the student is on Financial Aid Warning. This status is only granted upon the approval of a Financial Aid SAP Appeal with the condition the student follows an academic plan. The student is eligible to receive financial aid as long as the student continues to follow that academic plan. The plan will be developed by a committee and the student will be informed of the plan's requirements.

Upon completion of SAP calculations, the student will receive notification of their SAP status via their secure student email and/or via post mail.

SAP APPEAL PROCESS

A student may request consideration for reinstatement of financial aid eligibility through a formal appeal process by completing the Satisfactory Academic Progress Appeal form with appropriate supporting documentation. An appeal must be received and approved prior to or during a term for which aid is being requested. Aid will not be awarded retroactively for a prior term in which financial aid eligibility was suspended or during which satisfactory progress was not made. Submission of an appeal does not guarantee approval.

A student may appeal if the reason for failure to meet the minimum satisfactory academic progress standards was the result of extenuating circumstances of a serious nature, such as severe injury, extended hospitalization, death of an immediate family member for whom the student is responsible, etc. In addition, the student must be able to show that the situation that caused the poor performance has been resolved; that is, what has changed in the student's situation that will allow satisfactory academic progress to be achieved at the next evaluation. Supporting documentation of the extenuating circumstance(s) will be required.

Each application and documentation will be received by the SSC Financial Aid Appeals Committee for a determination. Additionally, it will be determined if the student should be able to meet the schools SAP standards by the end of the subsequent payment period or if an academic plan must be developed that will ensure that the student is able to meet the school's SAP standards by a specific point in time. The student will receive notification of the outcome via their secure student email and/or via post mail, or any other notification means in which are to be documented.

Appeals may result in any one of the following actions:

- Reinstatement on probation
- Reinstatement on probation with conditions (ie. academic plan, tutoring, etc)
- Denial of reinstatement

ADDITIONAL SAP DEFINITIONS AND INFORMATION

Grades/Credit Completion - Passing/Earned grades include: A,B,C,*D,P,S,CR (*As a general rule, D is considered passing; however, certain classes, such as remedial or zero-level courses, require a C or better in order to take the next course in the sequence. In such situations a D is not considered passing for financial aid purposes only). The following grades are considered attempted but unearned or not completed credits: F,I,W,AW,NP,U,N,NC (*D in remedial/zero level courses is not considered passing for financial aid purposes). AU is Audit and financial aid cannot be awarded to audit a class.

Remedial/Developmental and ESL Courses - Students may receive financial aid for a maximum of 30 credit hours of remedial courses as long as the courses are required as a result of placement testing, the student is in an eligible program of study, and SAP requirements continue to be met. ESL credits are unlimited in number as long as they are taken as part of an eligible program and SAP requirements continue to be met. Student must demonstrate successful progress toward completion of a degree. Remedial and ESL courses are included in the calculation of cumulative GPA, the 67% pace requirement and maximum timeframe.

Repeated Courses - A student may receive financial aid for a repeated class under these conditions:

- Once after a student receives a grade of "F" or "W"
- If allowed by the College as published in the current course catalog. For example, some courses require a C or better in a prerequisite class. In such situations, for financial aid purposes only, a D is not considered passing the prerequisite course.

Audit Credits - Audit courses neither earn credit or influence grade point average and are not counted in credits attempted. Audit courses are not eligible for financial aid.

Transfer Credits - Credits taken at another institution that are officially accepted will be used in the calculation of SAP standing and will count toward the 150% maximum time frame credit limit.

Non-Traditional Credits - Non-traditional credits, such as AP, CLEP, Military, etc., that are accepted for credit at SSC and applied toward a student's program of study will not be used in the calculation of SAP standing, but will be counted in the calculation of the 150% maximum time frame credit limit for financial aid.

Academic Amnesty/Reprive - While SSC recognizes and implements the Oklahoma State Regents of Higher Education's amnesty/reprive policy, federal regulations deny financial aid the ability to "forgive or reprive" any grades. All hours and grades will be consider in SAP calculations, even if the hours/grades have been labeled as "forgive or reprive."

Consortium Agreements - Students enrolled in more than one institution under consortium agreements are subject to the home institution's SAP policy. When SSC is the home institution, credits earned at the host institution will be included in calculation of Financial Aid SAP standing and toward the 150% maximum time frame credit limit.

Institutional Scholarships - Students who are FA SAP suspended will also not be eligible for institutional scholarships. If the student is in good standing with FA SAP, the additional requirements for institutional scholarships that are more restrict than FA SAP standards will be evaluated using their academic transcript calculations.

Reinstatement of Financial Aid Eligibility - Financial aid eligibility may be reinstated when the student raises his/her cumulative GPA to the required level of 2.0 GPA and has achieved a cumulative completion rate of 67% of all credit hours attempted. Reinstatement of financial aid eligibility may also occur upon approval of a Satisfactory Academic Progress Appeal.