

# Fayetteville Technical Community College

## FINANCIAL AID POLICIES AND PROCEDURES

### MANUAL

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# FTCC



**Financial Aid Policies & Procedures Manual  
2009-2010**

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Fayetteville Technical Community College Catalog  
Fayetteville Technical Community College Financial Aid Handbook  
FTCC College Tech Newsletter  
FTCC Research and Planning (Organizational Charts)  
Information for Financial Aid Professionals website at  
<http://www.ifap.ed.gov/IFAPWebApp/index.jsp>.

**1 Section One: Introduction**

Federal regulations mandate that institutions have written policies and procedures. In addition to the federal requirement, there are many benefits to having a written document outlining Financial Aid policies and procedures. These benefits include:

- 1) Distribution to appropriate others outside the Financial Aid Office (FAO) for the purpose of informing and fostering an understanding of the complexity and operation of the FAO
- 2) FAO staff as a referral guide to assist in maintaining consistency in the problem-solving process
- 3) As an important component of a comprehensive training program.



### 1.1 Statement of Purpose

The purpose of this document is to record policies and procedures surrounding the delivery of financial aid at Fayetteville Technical Community College. The FAO staff is expected to use professional judgment based upon the intent of all financial aid programs and office practices, if no policy or procedure addresses a given issue.

For purposes of this manual, definitions of policy and procedures are as follows:

Policy - A statement that guides present and future decisions and actions.

Procedure - A series of steps followed in a specific order to properly administer a financial aid program.

This Manual is intended to:

1. Provide the financial aid staff with current policies and procedures that pertain to eligibility assessment for federal, state, and College programs.
2. Provide each staff member with general and specific responsibilities of the total staff, their individual responsibilities, and the FAO relationship to other departments and divisions of the College.
3. Provide each staff member with general office procedures in order that a systematic and consistent approach may be taken in the operation of all programs; ensuring that similar operations will be handled in a uniform manner.
4. Provide quick reference to various practices.
5. Facilitate the orientation and training of personnel when changes occur.

### 1.2 Financial Aid Reference Documents

Financial aid reference documents and publications are maintained by the Director of Student Financial Aid and may be borrowed by personnel in the office. Reference documents specific to program managers daily duties may also be located in the manager's office for immediate access.

The Office of Student Financial Aid uses the following reference documents published by the U.S. Department of Education:

- Federal Student Financial Aid Handbook
- Title IV Training Guide
- Audit Guides
- Dear Colleague Letters
- FFELP Training Guide

- Information for Financial Aid Professionals (IFAP)
- The FAO also utilizes the following reference documents:
- National Association of Financial Aid Administrators Newsletter

- 1.3 Office of Student Financial Aid Professional Associations
- The FTCC Office of Student Financial Aid maintains membership in the following professional financial aid administration associations:
- National Association of Student Financial Aid Administrators (NASFAA)
  - North Carolina Association of Student Financial Aid Administrators (NCASFAA)

## **2 Section Two: Philosophy of Student Financial Aid at Fayetteville Technical Community College**

The philosophy of student aid is to provide access and choice to students, who would otherwise not be able to pursue post-secondary education.

### **2.1.1 Purpose Statements**

The purpose of Fayetteville Technical Community College is to provide low cost vocational/technical, general education, college transfer, and continuing education programs that meet the needs and desires of its students and community. To improve the educational base of society, FTCC encourages lifelong learning and strives to prepare students for further educational experiences.

FTCC identifies the educational needs of applicants and assists students in satisfying these needs at a minimal expense. Each adult who applies will be admitted to a program appropriate to his or her abilities and interests. The college is in partnership with the public school system through Tech Prep and other programs. Further, agreements with four-year colleges and universities support the educational continuum from high school through the baccalaureate degree.

Curricular programs reflect the changing technical, commercial, industrial, and health needs of Fayetteville, Cumberland County, and surrounding areas. Various curricula offer certificates, diplomas, and associate degrees. As a learning-

centered college, FTCC offers courses and programs at times and places convenient to prospective students. Courses are also available for high school graduates who need additional academic preparation before attempting college work.

FTCC provides instruction in the basic life skills needed to contribute effectively to society. Continuing Education programs are designed to meet specific needs in basic educational competencies, high school completion, upgrading occupational skills, and other a vocational or practical skills required for the rapidly changing technological advances in the community.

*Adopted: April 27, 1992*

*Reaffirmed: Board of Trustees, February 2006*

### 2.1.2 Financial Aid Mission Statement

Fayetteville Technical Community College (FTCC) operates with the assumption that no student should be denied a college education due to a lack of financial resources. As far as possible, students are aided in meeting college costs through careful planning and various forms of financial aid and other third-party resources.

The Financial Aid Office (FAO) at FTCC administers the various Title IV financial aid programs under policies established by the College and guidelines provided by the U.S. Department of Education.

The FAO's mission is to assist students in gaining an education by providing the most comprehensive financial assistance possible to current and perspective students. The Office is dedicated to maintaining accurate records and complying with Federal State and College regulations. Through a partnership with students, parents, and numerous offices and organizations, the Office is committed to timely communication and quality customer service.

## 2.2 Policy Development

### 2.2.1 Responsibility for College Policy Development

The Director of Financial Aid is responsible for establishing College policy development surrounding the delivery of financial assistance. Policy development adheres to federal

and State laws and regulations as well as to the mission of the College. Financial Aid policy is reported to and approved by the President and Board of Trustees when appropriate.

#### 2.2.2 College Principles of Financial Aid

The staff at Fayetteville Technical Community College has adopted the NASFAA Statement of Ethical Principles.

1. Be committed to removing financial barriers for those who wish to pursue postsecondary learning.
2. Make every effort to assist students with financial need.
3. Be aware of the issues affecting students and advocate their interests at the institutional, state, and federal levels.
4. Support efforts to encourage students, as early as the elementary grades, to aspire to and plan for education beyond high school.
5. Educate students and families through quality consumer information.
6. Respect the dignity and protect the privacy of students, and ensure the confidentiality of student records and personal circumstances.
7. Ensure equity by applying all need analysis formulas consistently across the institution's full population of student financial aid applicants.
8. Provide services that do not discriminate on the basis of race, gender, ethnicity, sexual orientation, religion, disability, age, or economic status.
9. Recognize the need for professional development and continuing education opportunities.
10. Promote the free expression of ideas and opinions, and foster respect for diverse viewpoints within the profession.
11. Commit to the highest level of ethical behavior and refrain from conflict of interest or the perception thereof.
12. Maintain the highest level of professionalism, reflecting a commitment to the goals of the National Association of Student Financial Aid Administrators.

*Source: Task Force on Standards of Excellence*

*Adopted by Board of Directors, April 1999*

<http://www.nasfaa.org/subhomes/MediaCenter/NASFAACodeofConduct.pdf>

#### 2.2.3 Operating Policies

The following operating policies are designed to assure that the FAO is effective in carrying out its responsibilities:

1. All students must apply for financial assistance by submitting appropriate application forms to the FAO.
2. All funds available to the College for financial assistance shall be administered through the FAO. The selection of students to receive certain designated scholarships and other awards shall be submitted by the responsible department to the FAO for processing (see scholarships). When funds or awards for students are received from outside sources by other offices (such as the Business Office) that office will be required to notify the FAO.
3. The FAO shall maintain adequate records to ensure proper administration of aid funds. This includes ensuring that aid given is not in excess of need and or the cost of attendance and that aggregate awards do not exceed total expenditures of funds under each program.
4. Selection of students to receive financial aid will be made without regard to age, sex, race, color, religion, sexual orientation, national origin, disability or marital status.
5. All students applying for aid are required to apply annually for Federal and State assistance.

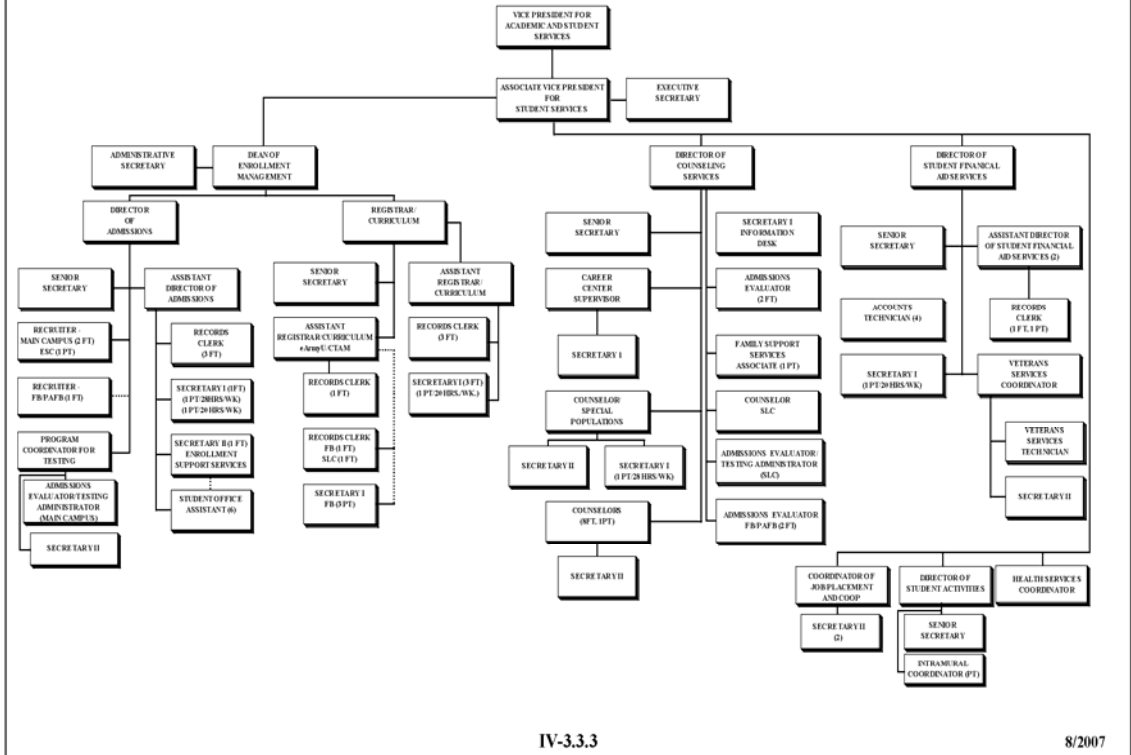
### **3 Section Three: Administrative Organization of the Student Services and the Financial Aid Office**

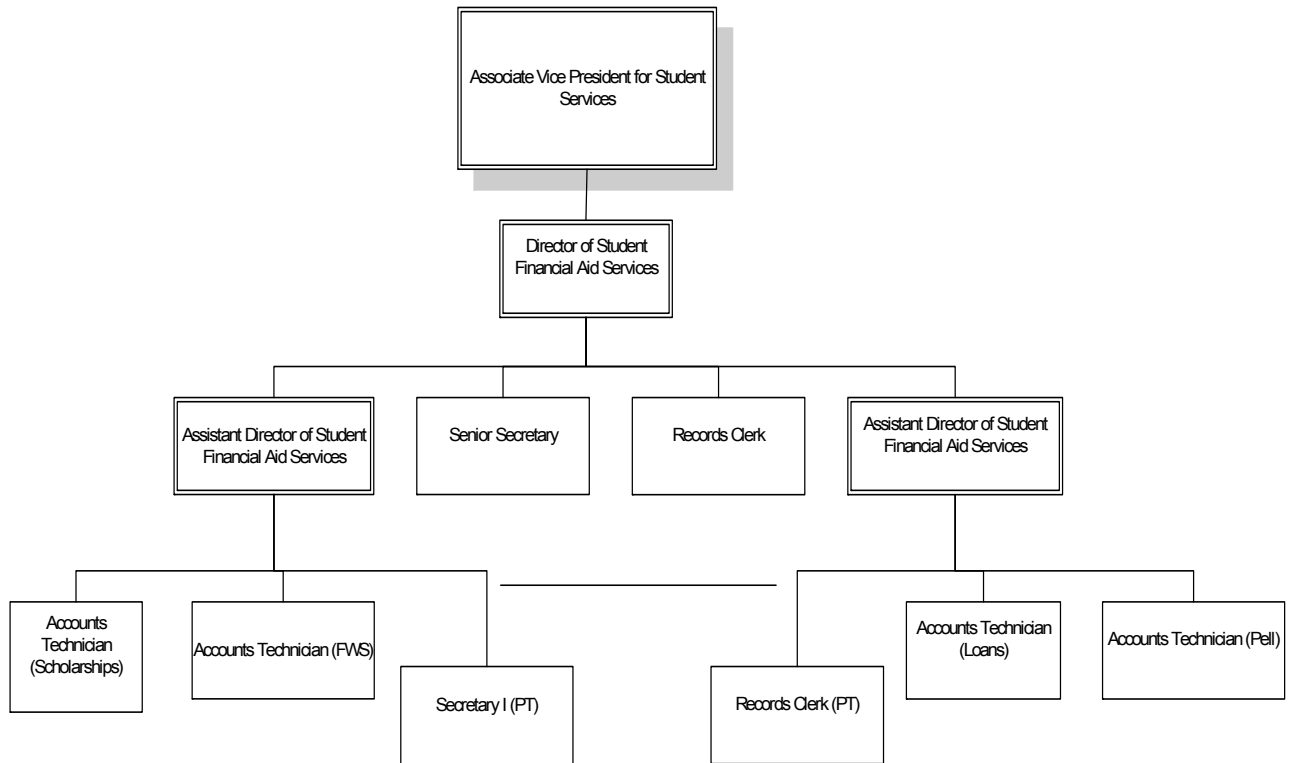
#### **3.1 Organizational Chart**

The following diagram illustrates the organizational structure for the Student Services Division.

## STUDENT SERVICES

### Subchart - Academic and Student Services





- 3.2 Division of Responsibility Between Financial Aid and Business Offices  
There exists a clear and separate division of responsibility for the administration of financial aid programs which are divided between the FAO, and the Business Office. In order to maintain this division, each office is accountable for the following responsibilities.

The Financial Aid

The Financial Aid Office at FTCC performs the following functions but is not limited to:

Prepare Required Reports and Reconciliation  
Maintain Financial Aid Records Support  
Monitor Financial Aid System Processing  
Assist Other Departments within Student Services  
Monitor Financial Aid Operations  
Manage the College's Cohort and Default Rate  
Prepare Default Prevention Letters  
Process Loans to Students  
Maintain Accurate Records in Financial Aid Systems  
Coordinate Student Employment  
Coordinate State and Local Grants and Scholarships  
Provide Customer Service  
Award Financial Aid to Students  
Process Pell Grants

The Business Office

The Business Office responsibilities include but are not limited to the following:

1. Maintain and disburse accurate bills
2. Collect payments for student accounts
3. Disburse funds to students
4. Report scholarship donations to the Financial Aid Office
5. Report third party funding to the Financial Aid Office

- 3.3 Position Descriptions: Financial Aid  
The job descriptions for each position in the Financial Aid are listed below.

3.3.1 Director of Student Financial Aid Services

The Director of Student Financial Aid reports to the Associate Vice President of Student Services. The director manages the overall operations of the Financial Aid Office.



(Section IV-7.20)

<http://www.faytechcc.edu/research/HM/OH2000.pdf>

3.3.2 Assistant Directors receive direction from the Director of Student Financial Aid Services. They exercise technical and functional supervision over clerical staff.

**Section IV-8.5.1**

<http://www.faytechcc.edu/research/HM/OH2000.pdf>

3.3.3 Accounts Technicians

**Section IV-14.2**

<http://www.faytechcc.edu/research/HM/OH2000.pdf>

3.3.4 Senior Secretary

**Section IV-16.8**

<http://www.faytechcc.edu/research/HM/OH2000.pdf>

3.3.5 Records Clerk

**Section IV-16.4**

<http://www.faytechcc.edu/research/HM/OH2000.pdf>

3.3. 6 Secretary I

**Section IV-16.5**

<http://www.faytechcc.edu/research/HM/OH2000.pdf>

### 3.4 General Student Financial Aid Administration

#### 3.4.1 Office Hours

The Financial Aid office is open and available to service students from 8:00 a.m. to 6:00 p.m. Monday, 8:00 a.m. to 5:00 p.m. Tuesday, Wednesday, and Friday and 8:00 a.m. to 1:00 p.m. Thursday.

#### 3.4.2 Correspondence

General correspondence is routed by the Senior Secretary, Secretary I, or Records Clerks to the Director, Assistant Directors, and Account Technicians as necessary.

Where appropriate, correspondence should be responded to within one week. The Director or Assistant Directors respond to all complaints either verbally or in writing.

#### 3.4.3 Telephone

Telephone calls are answered in a friendly and professional manner (i.e., "Financial Aid, this is Mrs. Moore, May I help you?") All office personnel have individual telephone numbers and may be reached directly. Typically, personnel answer incoming calls on the main number – (910)678-8242.

Every employee is responsible for incoming calls. If information is needed about a specific student, it is transferred to the Accounts Technician handling their caseload. If students cannot be assisted by these staff members, they are referred to the Assistant Directors and/or the Director.

Calls to the director's office are pre-screened for the following information:

1. A summary of the callers request/circumstances.
2. The caller's name and student ID number (if appropriate).

#### 3.5.4 Distribution of Forms

General financial aid forms are distributed from the front desk of the FAO that is located in the Tony Rand Student Center, Room 137.

Financial aid brochures, the worksheet for the Free Application for Federal Student Aid (FAFSA), and various others forms may be:

1. Located on the FTCC's Financial Aid web page at [www.faytechcc.edu](http://www.faytechcc.edu)
2. Emailed to students and parents
3. Distributed during financial aid workshops

The Free Application for Federal Student Aid (FAFSA) is completed on-line and may be accessed at [www.fafsa.ed.gov](http://www.fafsa.ed.gov)

#### 3.5.5 Staff Meetings

Staff meetings are held once per week to evaluate the effectiveness of the current processes and/or personnel issues. Meetings are typically not held during peak operating schedules (i.e., open registration). Other meetings are called at the discretion of the Director.

#### 3.5.6 Personnel Policies

The personnel policies of staff members are outlined in the following documents:

1. The Fayetteville Technical Community College Employment and Affirmative Action Manual. The manual may be accessed at the following web address - <http://www.faytechcc.edu/research/HM/EAAM2000.pdf>. Please contact our Human Resources Office for more information at (910) 678-8378.

#### 3.5.7 Performance Evaluations

Performance evaluations are conducted on an annual basis. The evaluation form provided by the Human Resources Department is used for FAO employees. Evaluation forms must be completed by Director in accordance to the FTCC Employment and Affirmative Action Manual <http://www.faytechcc.edu/research/HM/EAAM2000.pdf>

#### 3.5.8 Absence Approvals

All requests for absences must be approved by the assigned supervisor.

#### 3.5.9 Appointments with Office Staff

Students and parents are not required to make appointments. Any person wishing to make an appointment with the Director should be referred to the Senior Secretary.

### 3.6 Records Management

#### 3.61 Confidentiality of Records

All records and conversations between an aid applicant, his/her family and the staff of the FAO are confidential and entitled to the protection ordinarily given a counseling relationship. Fayetteville Technical Community College assures the confidentiality of student educational records in accordance with Fayetteville Technical Community College rules, State, and federal laws including the Family Educational Rights and Privacy Act of 1974 (also known as the Buckley Amendment - whose primary intent is to provide students access to their educational records and to limit dissemination of personally identifiable information without the student written consent) as amended. As a rule, all currently enrolled and former students have the right to review their records to determine their content and accuracy. Parents of dependent students, as defined by the Internal Revenue Code, who give evidence of this status, have the same rights. A student who wishes to obtain access to his/her financial aid record is able to do so in the presence of an FAO employee with appropriate identification. A signed consent form (by the student) is required in order to provide information on a student's file if the student is 18 or older.

#### 3.6.2 Public Information

The following information, considered "directory information" may be disclosed to the public by any Fayetteville Technical Community College employee unless, the student has specifically requested in writing that this information be withheld.

- name
- curriculum
- enrollment status
- dates of enrollment
- degree received
- mailing address
- e-mail address(es)
- telephone numbers

Students who object to the release of directory information must notify the Registrar/Curriculum in writing within five (5) school days from the first day of the term of the items that the student does not want disclosed. If no objection is received by that date, the information will be classified as

directory information until the beginning of the next school year.

#### 3.6.3 Non-Public Information

A student's consent is required for the disclosure or publication of any non-directory information with the following exceptions:

1. Another FTCC employee
2. Representatives of federal and State agencies
3. Accrediting organizations

A student must submit a written release of information for any additional information to be released to any other person or agency. The student's release must contain:

1. Date of request
2. Student's ID Number
3. Student's signature
4. Specific contact name or agency
5. Relationship
6. Summary of information which may be released.

#### 3.6.4 Active Records

The FAO maintains a master record for each student receiving financial assistance. All financial aid folders are retained for five years after submission of the Fiscal Operation Report and Application to Participate (FISAP) report. Any records involved in any claim or expenditure that has been questioned by federal audit are retained until the question is resolved.

#### 3.6.5 Inactive Records

Inactive records are kept in the FAO for one year following the close of the fiscal year in which they were active. At the end of one year, the folders are moved to storage outside of the FAO. The FAO keeps inactive records for five years or longer depending on current College policy. After the appropriate time period, records are destroyed per the guideline provided in the NC Records Disposition Policy.

#### 4. Section Four: Calendar of Financial Aid Disbursements

4.1 Tentative disbursement dates are determined by the Financial Services Office (Business Office).

Tentative Biweekly Disbursement Schedule	
January – May 2010	
January 28	
February 12	February 26
March 10	
April 14	April 23
May 13	
	Updated January 2010

## **5      Section Five: Student Consumer Information**

The staff in the FAO recognizes that in order to understand the complications of Financial Aid, accurate and timely dissemination of information to consumers is vital. Several policies have been implemented to ensure appropriate dissemination is achieved.

### **5.1    Financial Aid Program Availability**

Financial aid programs which are available to students attending Fayetteville Technical Community College are distributed through the following FTCC published documents:

1. The FTCC Catalog
2. Information packets distributed to students during orientation
3. The FTCC Financial Aid Handbook
4. Financial Aid Brochures

Additional resources are published outside of the FAO and are distributed through the FAO. These resources include:

1. The Student Guide published by the U.S. Department of Education.
2. Financial Aid Sources for NC Students published by College Foundation of NC (CFNC).

Financial aid funds may be categorized into four basic sources: federal, state, College, and private. Because there are too many outside private sources to list in this manual, only Federal, State, and College sources for FTCC are listed below.

1.     **FEDERAL**  
      Federal Pell Grant  
      Federal Supplemental Educational Opportunity Program (FSEOG)  
      Federal Work-Study Program  
      Federal Direct Student and Parent Loan Program
2.     **STATE**  
      North Carolina Community College Grant Programs  
      North Carolina Educational Lottery Grants  
      North Carolina Student Incentive Grants
3.     **COLLEGE**  
      Academic Scholarships  
      College Grants  
      FTCC Foundation Scholarships

Student Employment Program  
Additional information about these programs is listed in  
Section Twelve.

5.2 Procedures and Forms Required to Apply

The procedures and forms required to apply for financial aid are published in the College Catalog and the FTCC Financial Aid brochure. In addition, notices announcing deadlines and application availability are distributed on posters throughout the College and/or printed in the College's Tech Notes newsletter. Aid is awarded on a first-come, first-serve basis using a priority deadline. Students who complete their files after this priority date may receive limited funding.

There are many forms, which may be required to evaluate student aid eligibility. Additional documents may be requested to complete processing of the aid request. Notification of these additional required documents is sent to students through a tracking letter and/or email. Additional information may include, but is not limited to the following:

1. Proof of citizenship.
2. Proof of selective service registration.
3. Marriage certificate.
4. Verification forms (independent and dependent).
5. Tax returns (parent and student or spouse) & W2 forms.
6. Statement of non-tax filer (parent and student or spouse).
7. Student Aid report (SAR).
8. Admission Status.
9. Student Certifications.
10. Employment Verification.
11. Verification of marital status.

5.3 Methods of Disseminating Consumer Information

The primary method of disseminating consumer information to College students is through the FTCC Catalogs. In addition, information is distributed through:

1. Consumer Information documents distributed to students with award letters or through student orientation.
2. The College newsletter – Tech Notes
3. FTCC financial aid brochure
4. FTCC's website @ [www.faytechcc.edu](http://www.faytechcc.edu)

5.4 Student Eligibility Requirements



Student eligibility requirements are listed in the following documents:

1. FTCC Catalogs
2. The FTCC Financial Aid Brochure
3. The instructions on the Free Application for Federal Student Aid.

To be eligible to receive Federal assistance, a student must:

1. Be enrolled in an eligible program of study.
2. Be a U.S. citizen, U.S. national, or U.S. permanent resident or reside in the United States for other than a temporary purpose (supportive documentation may be required to verify residency or citizenship status).
3. Maintain satisfactory academic progress in their course of study.
4. Not be in default of any loan or owe a repayment on a Federal Pell Grant, FSEOG, or State Grant.
5. Demonstrate financial need.

Reference: *The Federal Student Financial Aid Handbook*

Additional information is listed in Section Twelve.

- 5.5 Rights and Responsibilities of Students on Financial Aid  
As a recipient of financial aid, there are certain rights and responsibilities of which students should be aware. These rights and responsibilities of students on financial aid are listed in the following documents:

1. The FTCC Catalog.
2. The FTCC Brochure

Students have the right to know the:

1. Financial aid programs available at FTCC.
2. Application process which must be followed to be considered for aid.
3. Criteria used to select recipients and calculate need.
4. FTCC refund and repayment policy.
5. FAO policies surrounding satisfactory academic progress.
6. Special facilities and services available for the handicapped.

Students are responsible for:

1. Completing all forms accurately and by the published deadlines.
2. Submitting information requested by FAO staff in a timely manner.
3. Keeping the Registration Office informed of any changes in address, name, marital status
4. Keeping the FAO informed of financial situation, or any change in student status.
5. Reporting to the FAO any additional assistance from non-College sources such as scholarships, loans, fellowships, and educational benefits.
6. Notifying the FAO of a change in enrollment status.
7. Maintaining satisfactory academic progress.
8. Re-applying for aid each year.

5.6 Cost of Attendance

A description of the fees for attendance is published in the FTCC Catalog. A complete budget outlining the cost of attendance may be obtained from the FAO. Cost of attendance information is listed in Section Seven.

5.7 Refund Policy

The College's refund policy may be found in the catalog - [http://www.faytechcc.edu/handbooks/student\\_handbook.asp](http://www.faytechcc.edu/handbooks/student_handbook.asp). A detailed description of the refund policy is listed in Section Nineteen.

5.8 Academic Programs Offered

A description of the academic programs offered at FTCC is listed in the FTCC Catalog - <http://www.faytechcc.edu/handboos/catalog.asp>. Additional information may be obtained from individual departments.

5.9 Person(s) Designated to Provide Financial Aid Information

Information concerning persons designated to provide financial aid information is listed in the FTCC Catalog. Only information published, provided, or referred by FAO staff is valid. Any additional information should be verified with staff from the FAO.

#### 5.10 Student Retention and Completion Data

Student retention and completion data is gathered by the Registrar's Office.

#### 5.11 Information for Students with Disabilities

Information concerning students with disabilities is listed in the FTCC Catalog. The Special Populations Office provides information and assistance to students with disabilities who are in need of special accommodations. This office should be contacted for additional information.

#### 5.12 Information on Accreditation

Information concerning accreditation is listed in the FTCC Catalog. Additional information may be obtained from the Office of the President.

### 6. **Section Six: Student Application for Financial Aid**

Students are required to submit aid applications on an annual basis. Priority consideration for receipt of financial aid funds administered by the FAO shall be given to students who submit all required documentation by the assigned deadline.

#### 6.1 Forms

There are many forms, which may be required to evaluate student aid eligibility. However, a student will only need to complete the Federal Application for Federal Student Aid (FAFSA) **online** to begin the first step in applying for aid – [www.fafsa.ed.gov](http://www.fafsa.ed.gov)

Additional documents may be requested to complete processing of the aid request. Notification of these additional required documents is sent to students through a Webadvisor or via FTCC student email. Below are documents which may be required. Links to the forms are provided below:

1. Free Application of Federal Student Aid (FAFSA) - a need analysis document published by the Department of Education. Information is sent to the Central Processing System (CPS) for an analysis of the expected family contribution (EFC). Students receive a Student Aid Report (SAR) which shows the results of the analysis. Federal aid

may only be awarded based on the official results of the FASFA.

2. FTCC Financial Aid Federal Work Study Application - a request for Federal Work Study.
3. Student Aid Report (SAR) - students are not automatically required to submit SAR's. However, an Aid Administrator may request the document to verify conflicting information.
4. Federal Tax Returns - Federal Income Tax returns may be requested if a student is selected for verification, or if the Aid Administrator deems it necessary to verify conflicting information. Dependent students must submit their tax returns and the returns of their parents, to include W2 forms. Independent students must submit their tax returns and their spouse's if applicable. Tax returns must be signed or have the preparer's section completed.
5. Verification Worksheet - a document which collects updated information submitted on the FAFSA. Students who are selected for verification must submit a worksheet. Dependent students must obtain their parents' signature. Independent students must obtain their spouse's signature, if appropriate. An Aid Administrator may request a Verification Worksheet to resolve conflicting documentation.

## **FINANCIAL AID FORMS**

<a href="#"><u>Cash Management Letter</u></a>	<a href="#"><u>Parent/Student Asset</u></a>
<a href="#"><u>Certification and Ferpa Consent Form</u></a>	<a href="#"><u>Low Income Verification</u></a>
<a href="#"><u>Degree Certification</u></a>	<a href="#"><u>FTCC Work-study Application</u></a>
<a href="#"><u>Change of Dependency Request</u></a>	<a href="#"><u>FTCC Scholarship Application</u></a>
<a href="#"><u>Parent Information</u></a>	<a href="#"><u>Academic Competitiveness Grant Verification Form</u></a>
<a href="#"><u>Signature Sheet</u></a>	<a href="#"><u>HiLo Demand Scholarship</u></a>
<a href="#"><u>Loan/Financial Decrease/Cancellation of Aid Form</u></a>	<a href="#"><u>Loan Request Form</u></a>
<a href="#"><u>Satisfactory Academic Appeal</u></a>	<a href="#"><u>SAP Standards</u></a>
<a href="#"><u>Request for Adjustment to Family Income/EFC</u></a>	<a href="#"><u>Award Information</u></a>
<a href="#"><u>Independent Verification Worksheet</u></a>	
<a href="#"><u>Dependent Verification Worksheet</u></a>	
<a href="#"><u>Drug Worksheet</u></a>	

### 6.2 Application Process

Students begin the application process by completing the Free Application for Federal Student Aid (FAFSA) [online](#). The submission(s) informs the FAO that the student wishes to apply for financial aid. Tracking letters or emails are sent to students every 30 days informing the student of documents or information which still needs to be submitted. If a student submits an incomplete document, it is returned for completion. If a student doesn't submit the required information, in an appropriate time span, the application will become inactive and no further correspondence is sent. Once the student submits all the required documentation, an aid file is created and forwarded to the Accounts Technician for review. If the Accounts Technician requires additional information, a letter and any appropriate forms will be sent to the student. If the student does not

submit the requested information, the file will be considered inactive. Once the requested information is received, it is forwarded to the Accounts Technician for packaging.

### 6.3 Deadlines

#### **Preferred Deadlines for Financial Aid Applications at FTCC**

Fall Semester . . . . . March 1, 2010  
Spring Semester . . . . . November 1, 2010  
Summer Semester . . . . . March 1, 2011

#### 6.4 Independent Student Status

The EFC from an independent student takes into account only the income and asset value of the student and spouse if applicable; the parent's financial information is not included. Note: A student reaching the age of 18 or 21 or living apart from his or her parents does not affect dependency status. Students are automatically considered independent if they meet the following criteria:

1. They were born before January 1, 1986
2. They are married as of the date he/she applies.
3. A student who is a graduate or professional student is independent for purposes of Title IV aid.

Source: Federal Student Financial Aid Handbook AVG-22.

<http://ifap.ed.gov/fsahandbook/attachments/0910AVGCh2.pdf>

4. They are an orphan, foster child or a ward/dependent of the court at any time since the age of 13.
5. Is an emancipated minor
6. Is in legal guardianship or
7. Was determined at any time since July 1, 2008, to be an unaccompanied youth who was homeless or was self supporting and at risk of being homeless.
8. They have legal dependents (other than a spouse). Legal dependents comprise of children (including those who will be born before the end of the award year) of the student who receive more than half their support from the student, and other persons (except the spouse) who live with and receive more than half their support from the student as of the FAFSA signing date and will continue to do so for the award year. The same criteria apply to household size.

Source: Federal Student Financial Aid Handbook, located at <http://ifap.ed.gov/fsahandbook/attachments/0910AVGCh2.pdf>

For a student who applies after the award year has begun, in order to count a person who is not his or her child as a

dependent, the future support for the award year plus that already given in that year must total more than 50% for the entire year.

Source: Federal Student Financial Aid Handbook AVG-22 - <http://ifap.ed.gov/IFAPWebApp/currentSFAHandbooksPag.jsp>

9. Is currently serving on active duty for purposes other than training
10. They are a member or veteran of the U.S. Armed Forces (Army, Navy, Air Force, Marines, or Coast Guard) for other than training purposes. Veterans are those who were in active service (includes basic training) and were released under a condition other than “dishonorable”. This includes those who fraudulently entered the service as long as their entire period of service was not voided. There is no minimum amount of time the student has to have served to be a veteran, but it does have to be active service. This is less stringent than the VA’s definition of veteran for receiving certain VA benefits.

Source: Federal Student Financial Aid Handbook AVG-24.

<http://ifap.ed.gov/fsahandbook/attachments/0910AVGCh2.pdf>

Who counts as a parent? An adoptive parent is treated just like a biological parent. For reporting income and assets, a stepparent is considered a parent if married to a biological or adoptive parent and if the student counts in their household size. However, a stepparent who did not adopt the student cannot be the sole parent for determining dependency status. If the other parent dies, the student is still a dependent of the remaining biological parent, not the stepparent. If no biological parent remains, the student is considered independent.

A foster parent or legal guardian is not treated as a parent for Federal Student Aid. If the student’s parents are deceased, he or she is considered independent. Otherwise, a dependent student must report information about his parents even if he has a legal guardian, unless the school has a documented reason to perform a dependency override. Source: Federal Student Financial Handbook AVG-26.

If the student’s parents are divorced, he or she should report the information of the parent with whom he or she lived longer during



the twelve months to the date he or she completes the FASFA application, regardless of which parent claimed him or her as an exemption for tax purposes. If the student lived equally with each parent or didn't live with either parent, then he or she should provide the information for the parent from who he or she received more financial support or the one from who he or she received more support the last calendar year for which it was given.

Source: Federal Student Financial Aid Handbook AVG-29  
<http://ifap.ed.gov/fsahandbook/attachments/0910AVGCh2.pdf>

An aid administrator may override only from dependent to independent (unless the student receives substantial support from others, a school may use professional judgement (PJ) to adjust the COA (cost of attendance) or FAFSA data items such as untaxed income). Overrides to not transfer from one school to another—they are valid only at the school that performs them. Nor do they carry over from one year to the next; the financial aid administrator must reaffirm each year that the unusual circumstances persist and that an override is still justified. The documentation of unusual circumstances should come from a third party that knows the student's situation (such as a teacher or member of the clergy), but in cases where this is not available, the school can accept a signed and dated statement from the student detailing the unusual circumstances.

Source: Federal Student Financial Aid Handbook AVG-24-25  
<http://ifap.ed.gov/IFAPWebApp/currentSFAHandbooksPag.jsp>

Aid Administrators adjust the student's dependency status by completing the Dependency Override School Use Only section of the FAFSA or FAFSA Correction application.

#### 6.5 Miscellaneous Information

- If your award includes a **William D. Ford Federal Direct subsidized or unsubsidized student loan**, you must complete an Electronic Master Promissory Note (MPN) at [www.dlenote.ed.gov](http://www.dlenote.ed.gov) and the online Electronic Entrance Counseling at [www.dl.ed.gov](http://www.dl.ed.gov). However, if you previously had a William D. Ford Federal Direct loan with FTCC you **ARE NOT** required to complete another Entrance Counseling, but you **MUST** complete the Master Promissory Note. No loan will be processed without proper completion of the Master Promissory Note and or the Entrance Counseling.

- **First time borrowers in the William D. Ford Federal Direct Loan program** have a required 30 day delay (at least 30 days after the first day of the semester) for the first disbursement. If you have only been awarded federal student loans and you are a first time borrower, this means loan funds will not be available to purchase books in the bookstore.
- All students must be registered in a **minimum of 6 credit hours** to remain eligible for federal student loans. Once enrollment falls below this level, remaining disbursements of existing loans will be cancelled.
- **Federal Pell Grants** are awarded at the full time level. Awards will be prorated during the academic year for less than full time enrollment. Students not enrolled full time for both the Fall and Spring semesters may have a portion of the Pell Grant available for Summer semester.
- Students interested in **Federal Work Study** must contact the Financial Aid office regarding eligibility and availability of jobs.
- Student awarded the **North Carolina Student Incentive Grant (NCSG2)** must be registered full time (a minimum of 12 credit hours).
- Students awarded the **North Carolina Education Lottery Scholarship (NCELS)** are awarded at the full time level. Awards will be prorated during the academic year for less than full time enrollment. Students must be enrolled for at least 6 credit hours.
- Students awarded the **North Carolina Community College Grant** are awarded at the full time level. Awards will be prorated during the academic year for less than full time enrollment. Students must be enrolled for at least 6 credit hours.

## TERMS AND CONDITIONS OF FINANCIAL AID

Financial Aid awards are subject to the following stipulations:

1. The student is a citizen or permanent resident of the United States.

2. To be eligible for most types of financial aid, a minimum of 6 credit hours per semester is required. If classes are dropped or cancelled after initial registration, the financial aid package may be adjusted.
3. If dropped or cancelled classes decreases or cancels eligibility for financial aid, any balance owed to the College is the student's responsibility.
4. The student must inform the Financial Aid office of aid received from sources outside the college.
5. If additional financial aid is received after the award letter is issued, the award package may be adjusted or cancelled.
6. Financial aid is contingent upon the continuation of the current aid programs, sufficient appropriations, and the student meeting Fayetteville Technical Community College's Satisfactory Academic Progress policy.
7. Financial aid is contingent upon the student attending all courses for which they are registered.
8. Adjustments to the award package may be required for changes in the family's financial situation, additional available funding, errors in calculations or clerical errors.
9. The student will be notified of all adjustments to the financial aid award package.
10. Financial aid received for the current award year cannot be used to pay indebtedness from a previous award year.
11. All funds received are to be used for education-related expenses while attending Fayetteville Technical Community College.
12. In cases of enrollment at more than one institution for the same period of time, federal and state funding may only be received at one institution.
13. By signing the Title IV statement on the Financial Aid Certification form, the student is authorizing/not authorizing federal funds to apply to all changes on the student account.

### **Fayetteville Technical Community College Packaging Policy**

Financial aid packages are created for students throughout the academic year. Applicants whose financial aid files are complete by College priority deadlines will receive maximum consideration in the distribution of funding resources according to finding criteria. Eligible applicants completing a file after the priority deadline will be packaged with Federal Pell Grant, Federal Work Study (based on student interest in student employment), and loans (based on student request). Due to limited funding, the College cannot

attempt to meet the financial need of students with gift money. Fayetteville Technical Community College cannot guarantee that all costs for every student will be covered with financial aid funds. FTCC employs an up-front policy of packaging gift awards first, work study second and loans last.

**Guidelines for awarding financial aid:**

1. The Expected Family Contribution (EFC) is determined as a result of the Free Application for Federal Student Aid (FAFSA).
2. The Federal Pell Grant is the foundation of the financial aid package.
3. Federal Supplemental Opportunity Grant (FSEOG) is awarded according to federal guidelines. Federal Pell Grant recipients with the lowest Expected Family Contribution have first priority for FSEOG funding.
4. Students with the highest unmet need will be considered for other funding within the guidelines for each program.
5. Award packages are created based on expected full-time enrollment. Adjustments will be made at the end of the drop/add period each semester for changes in enrollment status. These adjustments will affect assigned budgets and award amounts and may result in reduced or cancelled awards.
6. The College reserves the right to issue adjusted award letters due to an error in calculating.
7. By answering "Yes" to the Title IV Cash Management Statement on the ***Financial Aid Certification and Loan Application*** form, students may charge books and supplies against financial aid awards. If the student later drops classes and loses eligibility for the aid, or withdraws completely during the drop/add period, the amount of aid will be cancelled and the student is responsible for the cost of books, supplies and any fees assessed on the student's account.



Contact FTCC Financial Aid:

[finaid@faytechcc.edu](mailto:finaid@faytechcc.edu)

910-678-8242

## **7      Section Seven: Student Budgets**

Student budgets are an important component in the financial aid process. Standard student budgets reflecting the FTCC average student cost of attendance at a modest, but adequate standard of living are used to award financial aid. Special budget considerations are approved by the AVP of Student Services or the Director of Financial Aid Director on a case-by-case basis.

### **7.1    Basis for Student Budgets**

The Director collects information to prepare standard costs on an annual basis.

### **7.2    Standard Student Budgets**

For 2009-2010, estimated financial aid budgets for a full-time student are computed for a full year, based on an average 32 credits/year.

	<b>In State</b>	<b>Out of State</b>
<b>Tuition/Fees</b>	<b>\$ 1404</b>	<b>\$ 7526</b>
<b>Books</b>	<b>1750</b>	<b>1750</b>
<b>Personal</b>	<b>4050</b>	<b>4050</b>
<b>Living Expense</b>	<b>6300</b>	<b>6300</b>
<b>Travel</b>	<b>2700</b>	<b>2700</b>
<b>TOTAL</b>	<b>\$16204</b>	<b>\$22326</b>

Student budgets include the cost of attendance as published in the Financial Aid Handbook for Financial Information. Additional allowances for transportation, books and miscellaneous expenses are included.

### 7.3 Special Budget Considerations

Upon request, the Accounts Technicians may review, and if appropriate, request an adjustment to a student budget. Students must submit supporting documentation. These requests must be approved by the Assistant Director or the Director of Student Financial Aid Services.

Examples of changes to standard budgets include, but are not limited to:

1. Child care - the cost of child care for single parents (or parents with a spouse also in College) with dependent children may be added to a standard budget. In the North Carolina area, most child care centers do not accept children on an hourly basis; therefore, full monthly costs are used.
2. Special needs - disabled students or students with special problems may be allocated funds to cover reasonable costs associated with disabilities or problems that are not already covered by other resources.

## 8 **Section Eight: Systems Operations**

The Financial Aid Office (FAO) at FTCC is automated through Datatel to the Department of Education.

Documentation submitted by student for verification is compared to the ISIR in the Datatel system and corrections are made accordingly. The report sent is Correction Application Export (CAPX) in the Datatel system.

### 8.1 Loading Financial Aid Data

Federal eligibility information is received electronically through the Department of Education Import (DOEI) and Unprocessed File Imports (UFIF) processes. ISIR Import (ISIM) is then run to import files into the Datatel. Batch budget assignment (SBGT) is then run to pull budget information followed by Correspondence Request Assignment (CRA) to assign tracking emails. ISIR Alert Report (IART) is pulled and the report is forwarded to the accounts technicians to check transaction numbers.

## **9      Section Nine: Verification**

### **9.1      Introduction**

Verification is the process of confirming the accuracy of student reported data on financial aid applications. Only a portion of the student population is selected for verification.

### **9.2      Selection of Applications to be Verified**

The Financial Aid Office verifies those applicants identified by the Department of Education (DOE). Typically, the DOE selection criterion translates into verifying thirty percent of the financial aid population at FTCC. In addition, accounts technicians may select a student for verification if there is a discrepancy or a condition which is unusual and warrants investigation, or student request.

Students are notified that they are selected for verification on the Student Aid Report (SAR). In addition, tracking emails indicate to the student that he/she has been selected for verification.

#### **9.2.1      Exclusions**

Listed below are certain circumstances where students do not have to complete verification. The Accounts Technicians must identify and document in the aid folder why the student is not required to complete verification.

1. An applicant who died during the award year.
2. A resident of Guam, American Samoa, the Northern Mariana Islands, the Marshall Islands, the Federated States of Micronesia, and the Trust Territory of the Pacific Islands (Palau).
3. A student who is incarcerated
4. Applicants whose parents do not live in the United States and cannot be contacted.
5. A student immigrant (however, the student must meet the citizenship requirement).
6. A dependent student whose parents cannot comply because of specified reasons (i.e., parents are deceased, are physically or mentally incapacitated, or the student does not know where the parents reside).
7. A student who does not receive Title IV funds.

#### **9.2.2      Conflicting Information**

If Aid Administrators have conflicting information for an applicant or have any reason to believe his or her application information is incorrect, we are required to resolve any

discrepancies discovered in a student's file. Because need analysis information is only collected from the DOE, and additional information is typically not requested from students who are not selected for verification, conflicting information is systematically rare.

### **9.3 Verification Time Frame**

Upon receipt of any documentation that a student intends to apply for financial aid, a Tracking email listing missing items is sent to the student via FTCC assigned student email when the student record is activated after receipt of a federal transmission. This email informs the student of any additional information which is required to complete his/her financial aid file. If the FAO has received DOE information identifying the student as being selected for verification, the tracking items email requests the appropriate verification documents (i.e., verification form, student and parent tax returns, W2's, 1099's, social security benefit statements, VA non-educational benefit statements).

Students are notified that the majority of financial aid funds are awarded on a first-come, first-serve basis and that until the missing items are submitted to the FAO, additional processing of their file is not possible.

If a student submits documentation which appears fraudulent, the FAO staff member must notify the Assistant Director or Director of Financial Aid.

### **9.4 Document Collection Procedures**

Required documentation items are identified. When documents arrive, the records clerk enters a receipt date beside the document name. When all required documents are received, the student is considered complete and ready to be processed. The records clerk gathers all documentation and forwarded to the part-time secretary creates a student folder for new students and updates previous year files for returning students. These files are routed to the accounts technicians for verification and packaging.

#### **9.4.1 Documentation**

Documentation submitted to the FAO must be legible, appropriate, and have the student's social security number or student ID number for identification purposes. If the student submits a document which is not legible (i.e., a copy



of a tax return in which the income numbers are not identifiable), appropriate (a tax return is requested and the student submits a W-2), or identifiable (student submits a copy of the step-parents tax return and the last name does not match the student's and there is no student social security number) a legible copy or additional documentation is requested.

#### **9.4.2 Processing Time Period**

Students are notified that the majority of financial aid funds are awarded on a first-come, first-serve basis and that until the missing items are submitted to the FAO, additional processing of their file is not possible. Processing can take 4 to 6 weeks from the date the FAO receives all verification documents needed to complete the student's file.

#### **9.4.3 Failure to Comply**

Students who fail to submit verification documents never become complete; therefore, aid is not awarded for these students.

#### **9.4.4 Submission After Deadline**

Students who submit verification documents very late after the time they were requested will be awarded aid on an availability basis. Typically, by the end of the summer semester, most state funds have been depleted.

#### **9.4.5 Notification of Verification to Applicants**

Students are notified that they are selected for verification on the Student Aid Report (SAR). In addition, the tracking email indicates to the student he/she has been selected for verification.

### **9.5 Verification of Data Elements**

FTCC verifies only those data elements required by the federal government. However, Aid Administrators are free to ask for additional information if further investigation is needed to resolve a discrepancy.

#### **9.5.1 Adjusted Gross Income**

Adjusted Gross Income is verified by comparing a copy of the student, spouse, or parent income tax return or Verification of Non-filing from the Internal Revenue Service

(IRS). Discrepancies outside of tolerance levels must be corrected before further processing.

#### **9.5.2 U.S. Income Tax Paid**

U.S. Income Tax paid is verified by comparing a copy of the student, spouse, or parent income tax return or Income Certification Statement to federal data. Discrepancies outside of tolerance levels must be corrected before further processing.

#### **9.5.3 Household Size**

Household size is verified by comparing the Verification Worksheet to federal data. Discrepancies must be corrected before further processing

#### **9.5.4 Exclusions**

Although regulations allow situations when verification of household size is not required, the FAO does not have a systematic way to track these exclusions. Therefore, all students selected for verification must submit a response to the Household size question on the Verification Worksheet.

#### **9.5.5 Number in Postsecondary Institutions**

Number of family members enrolled at least half-time in postsecondary institutions is verified by comparing the Verification Worksheet to federal data. Discrepancies must be corrected before further processing.

#### **9.5.6 Exceptions**

Although regulations allow situations when verification of number in College is not required, the FAO does not have a systematic way to track these exclusions. Therefore, all students selected for verification must submit a response to the Household size question on the Verification Worksheet.

#### **9.5.7 College Discretionary Items**

The FAO verifies those applicants identified by the Department of Education (DOE). Aid Administrators may select a student for verification if there is a discrepancy or a condition which is unusual and warrants investigation. If a student submits verification documentation (i.e., tax return), the FAO staff must verify the information on the document against the information in the student's file.

## **9.6 Tolerances**

When verifying a student's record, there are two instances when discrepant information does not have to be corrected.

1. When the absolute value of the discrepancies does not exceed \$400.
2. When the EFC does not change after recalculation.

## **9.7 Notification to Students**

Students are notified of the results of verification in the form of an award letter or No Need Letter, if not eligible. As of the 2008-09 academic year, award letters will be posted on Web Advisor for student access. FAO will no longer mail award letters.

### **9.7.1 Correction Procedures**

FAO procedures required to make corrections is identified in Section 8. Refer to this section for additional information.

### **9.7.2 Overpayments**

FAO policies and procedures are designed to eliminate the overpayment that may occur, the student is placed on hold until the overpayments can be corrected. Students are not allowed to register for subsequent terms and academic transcripts are withheld until the account has been cleared.

## **9.8 Updating Requirements and Procedures**

There may be situations whereby and Aid Administrator may update student information. When students notify the aid office of an allowable update, the Aid Administrator may recalculate the student's EFC and the new figure may be used to award financial aid. Updates may occur for:

- 1) Dependency status except through marriage.
- 2) Family size.
- 3) Number of family members enrolled in a postsecondary institution.

See Request for Adjustment to Family Income/EFC form for complete list of situations and documentation required. This form is located on FTCC's financial aid webpage under forms for each academic year.

## **9.9 Interim Disbursements**

The Financial Services Office (Business Office) is responsible for all disbursements.

## **10     Section Ten: Need Analysis**

### **10.1    General Policies of Need Analysis**

All Federal, State, and College need-based financial aid programs are awarded based on the Federal expected family contribution (EFC). The expected family contribution (EFC) is the amount that a family can be expected to contribute toward a student's College costs. By comparing the EFC to the student's cost of attendance, the financial aid administrator at the school can determine the student's financial need for federal student aid from the U.S. Department of Education (the Department) and from other sources.

All data used to calculate a student's EFC comes from the information the student provides: (1) on the Department's Free Application for Federal Student Aid (FAFSA), (2) on a Renewal FAFSA, (3) by the using the Department's new FAFSA Express software, or (4) by filing an application electronically from those schools that participate in the Department's Electronic Data Exchange (EDE).

The student's FAFSA information is sent to the federal central processing system. The EFC is computed by the central processing system using the information the student reported on his or her application. Each student will receive a Student Aid Report (SAR) that reports the information from the student's application and, if the information provided was accurate, the student's EFC. The student is instructed to check carefully the data on the SAR to ensure that it is correct. If corrections to the SAR are necessary, a student's school may submit corrections electronically or the student may make corrections on Part 2 of the SAR and return it to the address given at the end of Part 2.

## **11     Section Eleven: Professional Judgment**

The Higher Education Act of 1992 allows financial aid administrators to make professional judgment decisions for special or unusual family or student circumstances. These circumstances must be documented. Circumstances requiring professional judgment decisions must be analyzed on a case-by-case basis.

Aid Administrators may treat a student with special circumstances differently than the strict application of the methodology would otherwise permit. Adjustments can either increase or decrease a student's EFC or cost of attendance. In the case of an adjustment to a student's EFC or cost of attendance, specified adjustments may be made to data elements.

The reason for the adjustment must relate to that student's special circumstances and must be documented in the student's file.

**11.1 Areas of Administration**

Professional judgment decisions may be made to adjust eligibility for all College, Title IV, and campus-based aid. Documentation supporting special circumstances must be maintained in the student's folder.

**11.2 Staff Authority**

Only the Director or Assistant Director at FTCC has the authority to adjust a student's eligibility using professional judgment.

**11.3 Circumstances**

The Director and Assistant Directors have the authority to make students who do not meet the above criteria independent under special circumstances using Professional Judgment. Special circumstances must be documented and a copy of the documentation must be maintained in the student's file.

Student circumstances which may warrant a professional judgment decision include, but are not limited to:

1. An abusive relationship with the family.
2. Abandonment by parents
3. A student under the age of 24 who is divorced.

Change of dependency form can be found at [http://www.faytechcc.edu/financial\\_aid/forms.asp](http://www.faytechcc.edu/financial_aid/forms.asp).

Student circumstances which may warrant a professional judgment decision for adjustment to family income include, but are not limited to:

1. Loss of employment
2. Separation or divorce
3. Death of parent(s) or spouse

The Request for Adjustment to Family Income can be found at [http://www.faytechcc.edu/financial\\_aid/forms.asp](http://www.faytechcc.edu/financial_aid/forms.asp).

**11.4 Documentation**

Aid Administrators are required to document professional judgment decisions. This documentation must be maintained in the student's file. Because professional judgment situations are unique, specific required documentation is not listed for each case. It is left to the

discretion of the Aid Administrator to select what is appropriate documentation.

1. Documentation should substantiate the student's situation.
2. Typically, documentation should be from a professional outside the family and a family member.
3. If collecting documentation about a student's life situation, documentation from more than one person should be collected.

## **12     Section Twelve: Participation in Financial Aid Programs**

The FAO participates in a variety of financial aid programs. Assistance may include scholarships, grants, loans, and work study positions. Scholarships and grants are gift awards which do not have to be repaid. Loans and work study opportunities are considered self-help awards since repayment or performance of duties are required. The type of aid awarded depends upon the student's financial need and may include a combination of gift and self-help assistance.

### **12.1   College and Program Eligibility**

#### **FTCC Programs Eligible for Federal Financial Aid as of May 2009**

- 1   All Associate Degree Programs**
- 2   All 2-year Transfer programs** that will lead to a four year degree at a four year institution
- 3   Diploma Programs**

D10100	Associate in Arts
D10400	Associate in Science
D55260	NC Funeral Director
D55140	Cosmetology
D5522B	Early Childhood / Teacher Associate
D40200	Electronics Engineering Technology
D35100	A/C, Heating & Refrigeration
D25380	Paralegal
D35180	Carpentry
D35220	Electrical / Electronics Technology
D35300	Plumbing
D60100	Auto Body Repair
D50420	Welding Technology
D45240	Dental Assisting
D45580	Pharmacy Technology
D45340	Emergency Medical Science
D45460	Nuclear Medicine Technology
D45740	Surgical Technology
D4540B	Surgical Technology Bridging
D45660	Practical Nursing

#### 4 Certificate Programs

C1524AC2	Horticultural Science Certificate
C25290C8	Interactive 3D Certificate
C25290C5	Server Side Web Programming Certificate
C25290C4	Web Back-Office Certificate
C25290C1	Web Basics Certificate IT / Web Programming
C25290C3	Web Management Certificate
C55370C2	Community Spanish interpreter / Facilitator
C55220C	Early Childhood / Child Care Admin Cert
C55220C2	Early Childhood / Child Care Development Cert
C55220C3	Early Childhood / Child Care Professional Cert
C55220C6	Early Childhood Associate / Lateral Entry Teacher Cert
C55220C5	Early Childhood Associate / Infant/Toddler Care Cert
C55220C4	Early Childhood / Family Care Cert
C55200C2	Culinary Technology / Baking Certificate
C55200C1	Culinary Tech / Pantry Chef Certificate – Grade Manage
C55120	Basic Law Enforcement Training
C5518AC1	Criminal Justice Tech/Latent Evidence Cert
C35100	Basic A/C, Heating & Refrigeration Cert
C60160C1	Auto Systems Tech / Air Susp Brakes / Heat / Air
C60160C2	Auto Systems Tech / Auto Eng Performance Cert
C60160C3	Automotive Auto Power Trains Certificate
C35220C1	Electronics Technology, Motors / Controls / PLC
C60160C2	Auto Systems Tech / Medium / Heavy Truck Maint Cert
C50300C1	Machining Tech / Basic Machining Tech Certificate
C50420C1	Welding Tech / Basic Welding Technology Certificate
C25120C2	Bus Admin / Small Bus Mgmt Certificate
C25120C1	Bus Admin / Small Bus Startup Certificate
C2512GC1	Bus Admin / Logistics Mgmt Cert
C2512GC2	Bus Admin / Operations Mgmt / TQM Cert
C25120C5	Entrepreneurship I
C2512CC1	Equal Opportunity & Employee Relations Cert
C25360C1	Basic Office Systems Technology Certificate
C25310C1	Medical Office Administration Certificate
C55340C1	Postal Service Technology Certificate
C25240C1	Hotel & Restaurant Management Certificate
C2512FC2	Sales and Customer Service Certificate
C2512CC2	Payroll and Benefits Specialist Certificate
C25260C1	Computer Technologies Certificate
C2560C3	Hardware & Software Certificate
C25DC2/C25340C2	Novell Networking Certificate
C2512FC1	Marketing and Retailing Management Certificate
C45180	Central Sterile Processing Certificate

- 12.1.1 College Eligibility  
As a public nonprofit institution, FTCC has been authorized by the United States Secretary of Education to participate in financial aid programs authorized by Title IV of the Higher Education Act of 1961 as amended.
- 12.1.2 Terms of Agreement  
The Program Participation between FTCC and the Department of Education entitles the FAO to participate in the following federal programs:
1. Federal Pell Grant Program.
  2. William D. Ford Direct Loan Program (including the subsidized, unsubsidized, and the Parent Loan for Undergraduate Students Program - PLUS).
  3. Federal Supplemental Educational Opportunity Grant Program.
  4. Federal Work-Study Program.
- 12.1.3 College Application for Federal Funds  
The FAO applies for funds through the Fiscal Operation Report and Application to Participate (FISAP). The FAO applies annually for federal funds through the FISAP, which is submitted each September. Any corrections needed must be submitted by December. The Director and the Controller work together to collect the necessary statistics to complete the report. The Director loads the finalized data into the Electronic FISAP Program and the information is sent electronically to the Department of Education. The signature page and required certifications are sent certified mail.
- 12.2 General Student Eligibility for Federal Title IV Financial Aid  
There are several eligibility requirements which students must meet in order to be considered for federal funds. Students must:
1. Demonstrate financial need according to Federal Methodology.
  2. Have a high school diploma, a GED, or have passed a test approved by the Department of Education.
  3. Be enrolled in a degree, diploma seeking or eligible certificate program.
  4. Be a U.S. Citizen or eligible non-citizen.



5. Make satisfactory academic progress as determined by the institution.
6. Complete the Admissions process.
7. Enrollment status as recorded in Datatel.

### 12.3 Federal Programs

The federal programs in which the FAO participates are listed in Section 12.1.2 above. The Federal Supplemental Educational Opportunity Grant and the Federal Work-Study Programs are referred to as campus-based programs because although funded primarily with federal dollars, the institution is able to determine how these funds should be awarded to students.

#### 12.3.1 Federal Pell Grant

The Federal Pell Grant is an entitlement program. Students must demonstrate financial need to qualify.

##### 12.3.1.1 Purpose of Program

The Federal Pell Grant program is federally funded with the purpose of helping financially needy students meet the cost of postsecondary education. This program is centrally administered by the federal government and is typically the foundation of a student's aid package.

##### 12.3.1.2 Determining Eligibility

The FAO uses the Pell award as the foundation of the student's financial aid package. Therefore, students requesting financial assistance during their enrollment are required to establish Federal Pell Grant eligibility before additional determination of funds eligibility is made and/ or awarded.

In order to determine eligibility for any federal financial aid program, students must file a Free Application for Federal Student Aid (FAFSA) and have the results sent to FTCC. The FAO will accept results through electronic transmission with the Central Processing System (CPS).

Student eligibility is determined only through the CPS of the Department of Education using the Federal Methodology need analysis formula. The

FAO must have an official EFC before eligibility for any fund may be determined. Students who qualify for a Pell Grant have an Expected Family Contribution (EFC) number that is under \$4618.

Students are notified of the amount of their Pell Grant through an award letter. See Section 18 for additional information on disbursements.

Students who are enrolled on a less-than-half-time basis may receive a Pell Grant.

All reports required by the Department of Education are submitted in a timely fashion.

The enrollment status of students is not determined until after the end of the add/drop period of the term. At that time, the actual amount of Pell Grant is determined for each student. Disbursement occurs only when the enrollment matches the appropriate Pell award. See Section 18 for additional information.

Students who submit eligible SAR's or have electronic Pell data submitted to FTCC after the end of an enrollment period for which the student met all the necessary criteria, may receive a retroactive (late) award provided the student's file is complete prior to the last day of classes for the academic year.

Students who do not use their entire Pell allocation during the fall and spring semesters may use the balance during the following summer period. Accounts Technicians review all remaining Pell eligible students for summer awarding.

### Payment

Pell Grant funds are disbursed to students according to the schedule set by the Financial Services Office (Business Office). Before disbursement, financial aid pre-transmittal report (FATR) is run to ensure the student remains eligible for the grant and is registered for the appropriate number of classes. This process

is based on rules governing the processes in the FTCC Student Financial Aid Services Office.

The Pell Grant is disbursed through Datatel. After subtracting tuition and other appropriate outstanding charges, the FSO staff releases the remaining proceeds to the student.

#### Overawards

In the event of an overaward, the student's account is placed on hold until such time that the overpayment is rectified.

#### Recordkeeping

Financial aid records are maintained in student's folders as well as on the computer system (Datatel).

The Director and the Controller are responsible for account management and appropriate record security for all student aid account transactions. The Assistant Directors work closely with Student Accounts to ensure that all transactions are properly credited. The amount and date of any overpayment restored to the program account, the cost of attendance, determination of enrollment status, and enrollment period, eligibility of enrolled students who submit valid Pell records, name, Social Security number and or student id number, amount paid, and amount and date of each payment are maintained in the FAO.

#### Student Eligibility

Students must meet the eligibility requirements previously described. Student eligibility is determined only through the Central Processing System of the Department of Education using the Federal Methodology need analysis formula.

##### 12.3.1.4 Determination of College Federal Pell Grant Budget

The determination of the Federal Pell Grant Budget is identical to the budget used for other College awarded aid.

- 12.3.1.5 Amount of Federal Pell Grant  
The amount of Federal Pell Grant for which a student is eligible is determined using the Expected Family Contribution (EFC) and the corresponding cost of education from the Federal Pell Grant Eligibility Chart published by the Department of Education. The maximum amount for academic year 2009-10 is \$5,350; the minimum is \$400.
- 12.3.1.6 Verification Procedures  
Verification procedures for the Federal Pell Grant are identical to other Title IV aid (See Section 9).
- 12.3.1.7 Student Aid Report (SAR) Processing  
The SAR summarizes all the information provided on the FAFSA application and will usually contain the Expected Family Contribution (EFC), the number used in determining eligibility for federal student aid.
- 12.3.1.8 Disbursement Procedures  
Pell Grant funds are disbursed to students only after an official EFC from the Department of Education has been received. Offered aid is assumed as accepted by the student via the financial aid award letter. If the student wishes to decline award, request must be done in writing.
- 12.3.2 Federal Supplemental Educational Opportunity Grant (FSEOG)  
The FSEOG is a gift program for students who demonstrates financial need.

12.3.2.1 Purpose of Program

The FSEOG program is federally funded for the purpose of helping the financially needy students meet the cost of postsecondary education. This program is administered by the institution; however, FSEOG funds are awarded only to Pell Grant recipients.

#### 12.3.2.2 College Policy Statement

##### Determining Eligibility

In order to determine eligibility for any federal financial aid program, students must file a Free Application for Federal Student Aid (FAFSA) and have the results sent to FTCC. The FAO will accept results through electronic transmission with the Central Processing System (CPS). Student eligibility is determined only through the CPS of the Department of Education using the Federal Methodology need analysis formula. The FAO must have an official EFC of \$900 or less before eligibility for SEOG will be considered. FSEOG grants are awarded only to students who qualify for a Pell Grant. Students must have remaining need of at least \$250 after the Pell Grant and the State Grants have been awarded to be entitled to the FSEOG.

##### Payment

Before disbursement, the FATR/FATP process is run to ensure the student remains eligible for the grant and is registered for the appropriate number of classes.

The FSEOG is disbursed through the Datatel system which subtracts tuition and other appropriate outstanding charges before releasing the remaining proceeds to the student.

##### Overawards

In the event of an overaward, the student's account is placed on hold until such time that the overpayment is rectified.

##### Recordkeeping

Financial aid records are maintained in the student's folders as well as on the Datatel system

#### 12.3.2.3 Student Eligibility

Students must meet the eligibility requirements described in Section 12.2. In addition, the FSEOG is awarded only to first-time undergraduates who are Pell eligible. Student eligibility is determined only through the Central Processing

System of the Department of Education using the Federal Methodology need analysis formula.

#### 12.3.2.4 Amount of Award

The regulated maximum amount of FSEOG is \$4,000 and the minimum is \$250.

#### 12.3.2.5 Disbursement Procedures

FSEOG funds are disbursed to students only after an official EFC from the Department of Education has been received. See Section 18 for disbursement procedures for all aid funds.

### 12.3.3

#### Federal Work-Study Program (FWS)

The Federal Work-Study (FWS) Program provides part-time employment to students attending institutions of higher education who need the earnings to help meet their costs of postsecondary education and encourages students receiving FWS assistance to participate in community service activities.

##### 12.3.3.1 Objectives and Purpose of the Program

The objectives and purpose of the FWS are to provide:

1. A source of financial aid to students who demonstrate financial need.
2. Work experience which enhances the participants' education whenever possible.
3. An employment pool to the College, and to Federal, State and local public agencies, that would not exist otherwise.

##### 12.3.3.2 College Policy Statement

###### Selection of students

The policy regarding dissemination of FWS funds is to award monies to as many students as possible. This is accomplished by awarding funds to needy (including part-time) students on a priority basis until funds are exhausted. Reasonable effort is made to place students in positions which complements and/or reinforces their educational and career goals. FWS funds are awarded to students who have requested work on the (FAFSA) or the Financial Aid

FWS application.

Determination of award

Students are awarded the FWS based on the packaging formula described in Section 14. Records, which document FWS eligibility and how financial need is met, are maintained in the student file and the computer system. This program is a federally-funded work program used to promote part-time employment on campus at \$6.50/hour or in community service jobs at \$7.50/hr. Employment opportunities are offered to students enrolled at least half time (minimum of 6 credit hours), maintain a 2.0 GPA and who demonstrate financial need. Positions are limited and the number of hours a week a student can work varies. Students may earn up to their maximum annual award amount as determined by the Free Application for Federal Student Aid (FAFSA). All job placements are handled through the Financial Aid Office.

12.3.3.3

STUDENT EMPLOYMENT HANDBOOK

A GUIDE FOR

STUDENTS AND SUPERVISORS

FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE

2009-2010

Fayetteville Technical Community College is an equal opportunity/affirmative action institution and does not discriminate on the basis of race, religion, color, national origin, sex, marital status, age, or handicap in its admissions policy, educational programs, activities, or employment policies.



## **EQUAL EMPLOYMENT OPPORTUNITY**

Fayetteville Technical Community College is committed to a policy of equal employment opportunity and nondiscrimination in providing education services and business-related activities.

## **STUDENT EMPLOYMENT ELIGIBILITY**

Only current Fayetteville Technical Community College students who have completed the Free Application for Federal Student Aid (FAFSA) for the academic year are eligible for on-campus or Community Service employment through the Federal Work Study Program. It will take approximately 1 week to receive the FAFSA application after completion. Once a student has completed and submitted the required information to the Financial Aid office, it will take 4-6 weeks to process information and award the student.

Students must be enrolled a minimum of 6 credit hours each semester for consideration.

Students not qualifying for the Federal Work Study program may be employed under the institutional work study program. Students must be enrolled a minimum of 6 credit hours each semester for consideration.

**NOTE:** Students exempt from completing the FAFSA include workers funded through the Special Populations office and International Students with F-1 status. If a student works in an area of the College in addition to the Special Populations office, a FAFSA form must be completed. All students must still meet the eligibility requirements.

Students employed in a non-student position at the College are handled by the individual office they are working in.



The College will not hire student employees into situations where the possibility of favoritism or conflicts might exist. Therefore, students may not be employed within the same department where a relative is employed. A relative is defined as a parent, parent-in-law, sibling, sibling-in-law, child, spouse, aunt, uncle, grandparent, grandchild, niece, or nephew. This policy also applies to step-relatives.

High school students attending Fayetteville Technical Community College do not qualify for the Federal Work Study Program.

## **FINANCIAL AID WORK AWARDS**

A student's financial aid award package may include a Federal Work Study (FWS) award amount. For 2009-2010 the federal program (FWS) pays 100 percent of the student's wages.

The work study amount is a dollar amount that a student MAY earn during the regular academic year. For the Federal work study program, the academic school year is from August 1 to May 30. Students working during the months of June and/or July will be paid from institutional work study funds if available. There is no guarantee that a student will earn the amount of the work award or find a job. Students may work a maximum of 20 hours per week during the academic school year. The student employment contract specifies the amount a student can earn in work study. Supervisors should note the amount of the work award before signing the contract.

Students awarded federal work study does not have the option of declining the federal work award to replace it with institutional funds to increase loan eligibility.

The Financial Aid Office is required to monitor earnings for students with work awards. The amount of a work award may change if the student changes level of enrollment or receives additional scholarships or gift money. Students are notified if a change is made to the work award. The Financial Aid Office will notify supervisors when work study students are close to earning their maximum award.

## **DEFINITION OF FUNDING TYPES**

**Institutional:** The student's wages are paid 100 percent by State or Institutional funds.

**Federal Work Study (FWS):** The student's wages are paid 100 percent from federal work study funds. The College has a Title III waiver for 2007-2008 so no department match is required.

When the student has earned the amount of the federal work award, a supervisor has the following options:

1. Continue to employ the student under Institutional funding (providing funding is

- available);
- 2. Terminate the student from employment and hire a new work study student;
- 3. Continue to employ the student under Institutional funding at reduced hours and hire additional work study students to cover the hours needed.

In all cases, once the student has earned the full Federal Work Study award amount, the wages earned can no longer be paid from that funding source.

## **ON CAMPUS STUDENT EMPLOYMENT PROCESS**

Students working on campus must be enrolled for and maintain at least six credit hours. The hourly rate is \$6.50 per hour for on campus employment and \$7.50 per hour for off campus employment.

The work study program is designed to prepare students for the workforce, encourage responsibility, provide a comprehensive view of a strong work ethic, and provide valuable work experience within a student's field of study. In turn, the student contributes to the successful operation of the College and /or local community service agencies. Students hired in these positions should not be considered or given comparable responsibilities as permanent part time employees. These positions should not replace permanent positions as outlined in the federal regulations. For more information on student employment, contact:

Financial Aid at (910) 678-8242

All students interested in working through the student employment program must have a work study application on file with the financial aid office. Applications are available in the Financial Aid Office and on the FTCC web site.

Each FWS position should have a job description that includes the following:

- the name and address of the student's employer (department, public agency nonprofit organization);
- the purpose of the student's job;
- the student's duties and responsibilities;
- the job qualifications;
- the job's wage rate or range;
- the length of the student's employment (beginning and ending dates); and
- The name of the student's supervisor.

The job description has several purposes:

- It clearly defines whether the job qualifies under the FWS Program.
- It provides the information needed to explain the position to a student and to help him or her select the type of employment most closely related to his or her educational or career objectives.
- It helps the financial aid administrator, the student, and the supervisor determine the number of hours of work required at the specified wage rate to meet a student's financial need.
- It establishes a written record, for both student and employer, of the job's duties and responsibilities so that there will be no misunderstanding.

If a student is employed with an agency or organization that provides community services, the College should, as with any other FWS position, have a job description that includes the duties and the responsibilities. FTCC may use the job description to verify that the job meets the definition of community services in the FWS regulations. In addition, for students performing reading tutoring or family literacy activities, the job description should support those jobs.

Staff interested in hiring a student worker must contact the Work Study Coordinator with the request. The request must include a position title and description of the position duties. Applications will be made available for review. Supervisors schedule interviews and once a decision is made to hire, the Work Study Coordinator will determine eligibility, process work authorizations, and collect all required signatures. Staff directly supervising student workers must sign the work authorizations. The person responsible for the funding source will also sign the work authorizations.

Any staff interested in hiring student workers must attend at least one work study professional development meeting per academic year. All current supervisors will need to attend a work study professional development to receive any updates for the academic year. (UPDATED 1/2/2008)

The Financial Aid Work Study Coordinator will collect all payroll deduction forms from the student and forward to the payroll department.

International students will need their I-20 and Passport. International students must apply for a social security card.

NOTE: If more than one supervisor hires the same student, a separate contract must be written for each worksite.

**STUDENTS WILL NOT BEGIN WORKING UNTIL ALL REQUIRED FORMS HAVE BEEN COMPLETED AND SIGNED.**

## COMMUNITY SERVICE

## **STUDENT EMPLOYMENT PROCESS**

A portion of the Federal Work Study allocations to the College must be used for Community Service Jobs off campus. Students must have FWS eligibility for these positions and must be enrolled for and maintain at least six credit hours. The current pay rate for Community Service positions is \$7.50 per hour.

Students interested in working in a Community Service position must contact the Financial Aid Work Study Coordinator. A list of available positions will be made available and an interview process takes place. Once a student is selected for hire, the Work Study Coordinator will determine eligibility, process work authorizations, and collect all required signatures. Off campus supervisors are required to sign an off campus contract with FTCC.

The Financial Aid Work Study Coordinator will collect all payroll deduction forms from the student and forward to the payroll department.

International students are not permitted to work in off campus Community Service positions.

NOTE: If more than one supervisor hires the same student, a separate work authorization must be written for each worksite.

**STUDENTS WILL NOT BEGIN WORKING UNTIL ALL REQUIRED FORMS HAVE BEEN COMPLETED AND SIGNED.**

## **SUMMER STUDENT EMPLOYMENT**

Summer work study is available for students enrolled in at least 6 credit hours depending on availability of funds. Earnings for June 1 through July 31 will be charged to institutional funds. Work authorizations for employment are required for summer employment.

Student employees cannot work more than 8 hours in one day. Student employees cannot work more than 20 hours per week during the fall and spring semesters, and 28 hours per week during the summer months. Also, student employees cannot work during their scheduled class periods.

## **TIME SHEETS**

All students must complete a time sheet for hours worked and submit to the Financial Aid office no later the 5th day of each month. If a student is working for more than one department, a time sheet must be submitted for each department worked. Late time sheets will result in further delay of receiving a pay check. Late time sheets will be processed with the following month's payroll.

Student employees must sign and date the time sheet. The person responsible for supervising the student employee must also sign and date the time sheet. The supervisor is responsible to verify hours worked.

**FALSIFYING HOURS ON TIME SHEETS IS GROUNDS FOR IMMEDIATE TERMINATION OF THE STUDENT AND POSSIBLE SUSPENSION FROM THE COLLEGE.**

**SUPERVISORS SIGNING FALSIFIED TIME SHEETS WILL BE PROHIBITED FROM HIRING STUDENT EMPLOYEES.**

Student workers and Class Schedule (UPDATED 1/2/2008)

If an instructor cancels or dismisses class early student worker are NOT allowed to clock in when they are schedule to be in class (NO EXCEPTIONS). Supervisors must have a copy of student current class schedule at all times.

**SUPERVISORS MUST CHECK STUDENT CLASS SCHEDULE TO MONTHLY TIMESHEET BEFORE TURNING TIMESHEET IN TO THE FINANCIAL AID OFFICE.**

If student worker class schedule changes please have student worker submit a revised availability schedule to the Supervisor and the Work Study Coordinator.

Student worker must be in at least 6 credit hours to work. Student worker contract will be terminated if they fall below 6 credit hours.

Student employees are paid the last day of each month. Students will receive their pay the last working day of the month following the month they have worked. This means the student will receive the first check two months after beginning work. There are no advances on pay earned. Time sheets are located on FTCC's web site at:

[www.faytechcc.edu](http://www.faytechcc.edu):

Quick Finder

Financial Aid

Financial Aid Programs

Work Study

On Line Forms

**TIME SHEETS MUST BE SIGNED BY THE STUDENT AND THE SUPERVISOR AND DATED ON THE LAST DAY OF THE MONTH.**

**Work Study Time Sheet**

Section 1: Policy

- All time sheet must be turned in no later than the 5th of each month

- Any time sheets turned in after the 5th of the month will delay pay one month.
- All time sheets must be signed by the supervisor and the employee before submitting to the Financial Aid Office.
- All supervisors must keep a record of when work study students sign in and out on a daily basis. This time should reflect the time sheet submitted at the end of the month. Example: If John Smith is schedule to come in at 1:00pm on 9/20/07 and he is 5 minutes late his time for that day should 1:05 pm not 1:00 pm. ( See rule on Falsifying Timesheet)
- No work study time sheet should reflect more than 80 hours in one month.
- Work Study timesheet for the fall/spring year can be submitted by the supervisor through campus mail.
- If a work study drops timesheet off at the Financial Office they must make sure they hand the timesheet to a staff member in the Front Office. Placing timesheet in the drop box may cause timesheet to be late.

## Section 2 How to complete a time sheet (See Attach Timesheet)

- A. On name line enter Last, First, Middle Initial
- B. Job Title/Course Instructor enter office of employment (example testing, admission etc)
- C. SSN enter Social Security number example 123-45-6789
- D. Location: enter Where your position is located (example Student Center, VCC, etc)

## Section 3 Entering time on Timesheet (See Attach Time Sheet)

- E. If you come to work on the September 20, 2006 then your time will start on the line 20 on your timesheet.
- F. If you come in at 8:00 am then type your time 8:00 (hit space) then (am) if you enter time incorrectly under daily total you will see this ##
- G. Daily totals will automatically calculate daily hours and give totals hours at the bottom of the screen.
- H. Total Hours should have total hours for the whole month. If any time was typed incorrectly total hours will not calculate.
- I. Hourly rate is already set (hourly rate cannot be changed)
- II. Monthly amount should be gross earnings.
- J. Employee Signature(May not be hand written)
- K. Supervisor Signature(May not be hand written)

L. Director of Financial Aid Signature

EXAMPLE TIME SHEET

FAYETTEVILLE TECHNICAL COMMUNITY  
COLLEGE  
Temporary - Hourly Time Report

Contract No. \_\_\_\_\_

FOR THE MONTH  
OF:

September, 2007

NAME

: A (Last) (First) (MI)

JOB  
TITLE  
OR  
COURSE  
INSTR.

B

SSN: C

LOCATION: D

DATE	MORNING		AFTERNOON		EVENING		DAILY (G)TOTAL
	START	STOP	START	STOP	START	STOP	
1							0.00
2							0.00
3							0.00
4							0.00
5							0.00
6							0.00
7							0.00
8							0.00
9							0.00
10							0.00
11							0.00
12							0.00
13							0.00
14							0.00
15							0.00
16							0.00
17							0.00
18							0.00

19							0.00
20	E					F →→	##
21							0.00
22							0.00
23							0.00
24							0.00
25							0.00
26							0.00
27							0.00
28							0.00
29							0.00
30							0.00
31							0.00
I certify that the above report is a correct report of total hours worked by me each workday during the month indicated in the course or position  J ↓		I approve this statement, certify that employee worked hours indicated, and is entitled to payment for such time worked at the rate indicated  K ↓		TOTAL HOURS		(H)0.00	
				HOURLY RATE		\$7.25	
				Computation of hours worked verified as correct for payment			
(EMPLOYEE'S SIGNATURE)		(DATE)		(SUPERVISOR'S SIGNATURE)		(DATE)	
				L ↓			
				(DIRECTOR'S SIGNATURE)		(DATE)	
				MONTHLY AMOUNT		\$0.00	

## STUDENT EMPLOYEE TERMINATION

### For Supervisors

Student workers not performing at expected levels, with attendance issues, etc., may be terminated at any time by the supervisor. A termination notice must be completed and sent to the Financial Aid office immediately. It is the supervisor's responsibility to notify the student worker of the termination. The termination form is on FTCC's website at [www.faytechcc.edu](http://www.faytechcc.edu):  
Quick Finder



Financial Aid  
Financial Aid Programs  
Work Study  
On Line Forms

A record of all terminations will be kept on file in the Financial Aid office with a copy sent to the Payroll department

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**STUDENT EMPLOYEE TERMINATION NOTICE**

To be completed by Department / Employer:

\_\_\_\_\_ is no longer employed.  
Student Name

\_\_\_\_\_ Last Date Student Worked in this  
Department / Employer Department

Reason for termination: (Check all that apply)

\_\_\_\_ Attendance      \_\_\_\_ Quit      \_\_\_\_ Funding Reasons  
\_\_\_\_ Performance      \_\_\_\_ Other \_\_\_\_\_

\_\_\_\_\_  
Supervisor's Signature Date

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**STUDENT EMPLOYEE CONDUCT**

Student employees are required to conduct themselves in the following manner:

1. **PUNCTUALITY** Student employees must be on time and must call their supervisor if unforeseen circumstances arise causing them to be late.
2. **ABSENCE** Student employees are responsible for calling the employing department, or the direct supervisor, in case of absence. All attempts should be made to give as much advance notice as possible.
3. **PROCESSES** Student employees should discuss office policies and procedures with their supervisor, and refrain from inviting friends into the office during work hours.
4. **WORK ASSIGNMENTS** The first priority of the student employee is to gain experience that fosters a positive work ethic. If student employees do not have something to do, they should ask their supervisor for additional work or find something that needs to be done.
5. **RESPECT** Proper respect should be shown to College employees, other student employees and students. It is expected that all employees will be courteous and helpful to others.
6. **CONFIDENTIALITY** Work related information is confidential and should not be discussed with others. Any information (files, student and employee information) a student may come in contact with during employment is strictly confidential. Information should not be discussed outside work under any circumstances. Any violation of confidentiality will be subject to termination of employment. A confidentiality agreement must be signed by each student employee.
7. **EMERGENCY SITUATIONS IN THE WORK AREA** The student employee should first notify the immediate supervisor. If the supervisor is not available, the student should call the Campus Security office.
8. **CELL PHONES** Student employees are expected to refrain from cell phone usage while working.
9. **DRESS CODE (Men and Woman)** Tops should not: be spaghetti strap, worn excessively tight, showing navel, or showing undergarments. Pants should not be low cut, skirts and shorts should be worn at appropriate length. (UPDATED 1/2/2008)
10. **HOMEWORK:** Student employees are not allowed to work on homework, study for test or use the internet for personal usage when they are schedule to work. (UPDATED

1/2/2008)

If conduct rules are broken, student employees will be held accountable for their actions resulting in possible termination and/ or suspension from the College.

## **GENERAL INFORMATION**

### **PAY**

The current pay rate is \$7.25 per hour for on campus employment and \$7.50 per hour for off campus employment.

### **WORK HOURS**

Student employees are permitted to work up to 20 hours per week during the fall and spring semesters, and up to 28 hours per week during the summer semester.

If part of the workweek falls during a period when classes are not in session (ex., Spring Break), between semesters, a student may work up to 28 hours per week if funding is available.

Student employees are not permitted to work more than eight hours in one day and are not allowed to work during scheduled class time even if the class is cancelled or dismissed early. (UPDATED 1/2/2008)

Breaks are given at the discretion of the department

Student employment is monitored each pay period to insure students are not working more than the maximum number of hours per week. Exceptions must be requested in writing from the student employee's supervisor to the Associate Vice President of Student Services. The Financial Aid office will be notified by the Associate Vice President of Student Services of all approvals. Additional hours must be approved before they are worked.

## **ELIGIBILITY**

Students must maintain a minimum of six (6) credit hours in order to be employed by the College during the fall and spring semesters. Student employment is routinely monitored to insure that students are maintaining a minimum credit hour enrollment.

No student employee is allowed to work without a completed current work authorization. Work authorizations will be issued for the fall/spring with a new work authorization for summer.

## **PROHIBITED STUDENT WORKER RESPONSIBILITIES**

1. Posting student grades to Datatel
2. Cash reconciliation
3. Posting payments to student accounts
4. Interpreting financial aid eligibility

### **CONFIRMATION OF STUDENT RECEIPT OF HANDBOOK**

I, \_\_\_\_\_ have received a copy of the Student Work Study Handbook and understand it is my responsibility to read the information and abide by all policies and procedures related to the program.

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Student ID

\_\_\_\_\_  
Date

### **FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE**

## **Off-Campus Agreement**

### **FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE**

#### **Federal College Work-Study Program Off-Campus Employment Agreement**

This Agreement, made the (Date of Employment), between Fayetteville Technical Community College, herein the "institution," and (Name of Organization) herein the "organization" made for the purpose of providing employment to students eligible for the Federal College Work-Study Program.

It is mutually agreed upon that:

- I. Work to be performed under this agreement is to be in the public interest, and will not result in the displacement of employed workers, or impair existing contracts for services.
- II. Will be governed by such conditions of employment, including compensation, as will be appropriate and reasonable in light of such factors as type of work performed, and as mutually agreed by the Institution and the Organization.
- III. FWS Employment Authorization Forms, signed by an authorized official of the Organization, and Job Description Forms, will set forth the names of the students employed under this agreement, their hourly rate of pay, description of duties, and maximum gross earnings per student, and are considered part of this agreement.
- IV. During periods of regular enrollment, students employed under this agreement may work no more than twenty (20) hours per week.
- V. Students can only be paid for hours actually worked, and may not be paid for lunch, vacation, holiday, sick hours, or other hours not actually worked. When a student's accumulated gross earnings reach his/her Federal Work-Study Award, she/he must stop working under this agreement.
- VI. Students will be made available to the Organization by the Institution, as the Institution shall determine for performance of specific work as reading tutors. Students may be removed from work on a particular assignment or from the Organization by the Institution, either on its own initiative or at the request of the Organization.
- VII. The Organization agrees that no student will be denied work or subjected to different treatment under this agreement on the grounds of race, color, religion, sex, or national origin, and that it will comply with the provisions of the Civil Rights Act of 1964 (PL 88-352; 78 Stat. 252) and the Regulations of the Department of Health, Education and Welfare which implement that act, and Title IX of the Education Amendments of 1972 (pub. 92-418).
- VIII. Transportation for students to and from their work assignments will not be provided by either the Institution or the Organization.
- IX. Compensation for work performed under this agreement will be disbursed--and all payments are due as an employer's contribution under State or local worker's compensation laws, under Federal or State social security's laws, or under any other applicable laws, will be made--by the Institution.
- X. The student will be paid by the Institution based on the established hourly rate and number of hours worked. A written record of hours worked is to be submitted by the Organization to the Institution on a monthly basis in accordance with a schedule issued

annually by the Institution. At the Institution's request, the Organization agrees to confirm these hours by authorized signature of an Organization official on verification statements before the Institution will release payments to the students employed under this agreement.

- XI. The Institution is considered the employer for purposes of this agreement. It has the ultimate right to control and direct the services of each student for the Organization. It has the responsibility to determine whether the students meet the eligibility requirements for employment under the Federal Work-Study Program, to assist students to work for the Organization, and reserves the right to determine whether students are performing appropriate work. The Organization's right is limited to direction of the details and means by which the result is to be accomplished.
- XII. The Organization's right is limited to (1) coordination and conduct of orientation, initial training (including training materials) and follow up training (2) establishing school points of contact (3) conducting student work evaluations (4) coordination with Institution on student assignments and scheduling.
- XIII. The Organization will make available to the Institution the name and locations of employment supervisors. The Organization will permit the Institution, from time to time as it may request, to inspect the premises in which any student is working under this Agreement, and will inspect the working conditions and job requirements of the student employees.

This agreement takes effect the (Date contract begin), and will terminate the (Date contract ends).

Institutions

Authorization: \_\_\_\_\_  
Fayetteville Technical Community College

Organizations

Authorization: \_\_\_\_\_  
Signature Date

## WORK STUDY

### Information and Process

At the end of the academic year, cut off work study by May 31 to make sure there is time to correct all time sheets. This means students working after May 31 will be on State contracts.

In June and July all contracts are for State funded positions. Payment for hours worked is made in the month following the time earned.

Federal contracts may begin August 1 if there is sufficient evidence to support the student will be enrolled at least 6 credits for the Fall semester, and the student has eligibility for federal work study.

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### **Account Numbers:**

Fund "11" represents State funds

Fund "02" represents restricted funds (Federal Work Study) This fund will always have a unit that begins with "9..." (like the 94002)

The "516..." (like 516020) represents a "student" worker

02-131-00-516010-94002	Federal Work Study – Community Service
02-131-00-516020-94002	Federal Work Study – Special – Bessie's notetakers, etc (Paid at a higher rate of pay)
02-131-00-516030-94002	Federal Work Study – Regular on campus student worker
02-131-00-516040-94002	Federal Work Study – America Reads

Unit 94001 is a carry forward of federal work study funds from one fiscal year to another

Institutional (State) work study (Unit 63000 signifies funds from the Director of Financial Aid's annual budget):

11-510-29-512010-63000	Part Time clerical work study – not enrolled
11-510-29-516030-63000	Regular registered student worker

Payroll verifies students are enrolled at  
Least 6 credits fall and spring and at least 3  
credits summer.  
If not the accounts are changed to:  
512010 for clerical workers  
513030 for note takers, interpreters, etc  
515010 for other than clerical workers

### **\*\*\*Financial Aid must:**

- 1. check account number on contract against account number on time sheet to make sure they match before time sheets are submitted to payroll.**
- 2. check enrollment prior to submitting time sheets to payroll.**
- 3. check for multiple time sheets for the same student or part time worker and duplicated hours**

## Registration Requirements:

Federal Work Study (516030): minimum 6 credit hours all semesters

State Work Study (516030): minimum 6 credit hours Fall and Spring semesters  
Minimum 3 credit hours Summer semester

If workers are not registered, they are considered “**temporary part time**” workers

During the summer semester, students and temporary part time workers can work a maximum of 28 hours per week. (per Betty Smith)

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## Contracts

**\*\*\*\*All revisions to contracts must be signed by the Financial Aid Director\*\*\*\***

**College Work/Study Employment Authorization** – completed for **Federal Work Study**  
**FTCC Temporary Employment Agreement** – completed for **non Federal Work Study**

Contract Numbers are assigned by Evelyn. Contracts beginning with:

FA = Financial Aid

CS = Counseling

FB = Fort Bragg

Etc.....

Financial Aid must determine if the student previously worked at the college. If not:

All students must complete an **I-9 form** and supply copies of required documents

If the student is applying for a Social Security Card, the printout or receipt from the Social Security Administration is acceptable. Financial aid must get a copy of the actual card once the student receives it. Financial aid must keep track of this and collect the actual copy of the card once available.

Students must also complete a **Form W-4** and **NC-4**.

**See example forms for more information regarding required information.**

All forms submitted with contract to the payroll department.

Make copies of all forms and retain in the Financial Aid work study file.

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## Duration of Contracts:

**Federal Work study:** The hours and total amount to be earned by the student is determined by the student's eligibility. Students may work a maximum of **20 hours per week**. If eligibility allows, a **maximum \$5000 award** may be given to the student for August through May to



encompass Fall and Spring Semesters. The summer semester will be treated separately based on availability of remaining federal work study funds.

Lesser amounts will be awarded with **a minimum award** of no lower than **\$300**.

Students may never earn their total award. Students may earn their full award in one semester, although the award is for two. The student must remain enrolled for two semesters or there may be a chance the student will be over-awarded. In this case, the amount of the over-award must be moved to State funds. Funds are moved after payroll has been distributed by use of a check by the business office. Financial Aid must notify the business office of all adjustments that must be made.

**State Funded workers:** May work a maximum of 20 hours per week.  
Contracts may be drafted for August through May (for Fall/Spring) or by semester.

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### **Monitoring Earnings:**

Financial Aid is responsible to monitor total earnings to ensure:

1. Students are not earning more than their contracts and/or awards
2. Students are not submitting times sheets for multiple positions with the same hours
3. That cumulative earnings do not exceed the federal authorization or the allocated budget for State funds

Financial Aid will notify a student worker and the supervisor when the earnings are getting close to the limit. Students must stop working once limit is met or a new contract must be drafted to cover additional earnings if the worker is eligible.

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**All contracts** (federal or state) must be coordinated by the financial aid office to avoid duplication, overpayments, etc.

It is recommended that ALL requests for contracts (federal and state) be made through the financial aid office to better maintain efficiency, consistency, and coordination of contracts.

Copies of all contracts and time sheets will be maintained by the financial aid office for year end reconciliation.

### **Off Campus Positions / America Reads**

Required:

Off Campus Agreement with all required signatures and account numbers  
(Updated October 2006)

### **Overawards**

Students are only awarded FWS funds if, in combination with other resources, the award does not exceed the student's need. If additional resources are received after FWS wages are paid, the overaward is the amount which exceeds the student's need by more than \$300.00.

Students may not earn work-study funds in excess of their FWS award. Students who earn their FWS award and want to continue working may do so if they have the employer's consent and are paid with non-FWS funds.

### **FWS fund transfers**

FTCC may spend up to 10% of its current year's FWS or FSEOG allocation (initial and supplemental) in the **following** award year (carry forward). Before FTCC can spend its current year's allocation, it must spend any funds carried forward from the previous year.

FTCC is also permitted to spend up to 10% of its current year's FWS or FSEOG allocation (initial and supplemental) for expenses incurred in the **previous** award year (carry back). FTCC must match FWS or FSEOG funds carried forward or carried back in the award year that they are spent. FTCC's future FWS or FSEOG program allocation is not affected by carrying forward or carrying back funds between award years.

FTCC may "carry back" FWS funds for summer employment; that is, FTCC may use any portion of the College's initial and supplemental FWS allocations for the current award year to pay student wages earned on or after May 1 of the previous award year but prior to the beginning of the current award year (July 1). This summer carry back authority is in addition to the authority to carry back 10% of the current year's FWS allocation for use during the previous award year.

Also, FTCC may spend any portion of its current award year's initial and supplemental FSEOG allocations to make FSEOG awards to students for payment periods that begin on or after May 1st of the prior award year but end prior to the start of the current award year (carry back for summer). This carry back authority for summer FSEOG awards is in addition to the authority to carry back 10% of the current award year's FSEOG allocation for use during the previous award year.

On the FISAP, FTCC must report FWS or FSEOG funds that the College carries back and carries forward. The official allocation letter for a specific award period is the College's authority to exercise these options. FTCC may not carry forward or carry back FWS funds to any award year in which there is no specific FWS allocation and the same requirement holds for FSEOG funds.

#### 12.3.4. William D. Ford Federal Direct Subsidized Loan Program

The Department of Education makes **Federal Direct Subsidized Loans** to students enrolled at least half time (minimum of 6 credit hours) who demonstrates financial need. Students may borrow up to \$3,500 per academic year as a first year student (less than 31 credit hours completed) and \$4,500 per academic year as a second year student (at least 30 credit hours completed). The federal government pays the interest while the student is in school at least half time, during the six-month grace period, and during all deferment periods for the Federal Direct Subsidized Loan.

#### 12.3.5 William D. Ford Federal Direct UnSubsidized Loan Program

**Federal Direct Unsubsidized Loans** are low interest loans made by the Department of Education which allow students to borrow who are not eligible or have reduced eligibility for a Federal Direct Subsidized Loan. The maximum amount a student can borrow is the same as the Federal Direct Subsidized Loan. Independent students may borrow up to an additional \$6,000, depending on eligibility. Dependent students may borrow up to an additional \$2,000 depending on eligibility. The interest rate for the Federal Subsidized and Unsubsidized Loans is the same. The federal government **does not** pay the interest for the student receiving a Federal Unsubsidized Loan. Students are responsible for paying the interest on the Federal Direct Unsubsidized Loan while they are in school, during the six-month grace period, and during all periods of enrollment.

#### 12.3.6 Federal Parent (Plus) Loan for Undergraduate Students (PLUS)

The PLUS provides non-subsidized low or capped interest rate loans to parents of undergraduate students regardless of financial need. These funds assist students with educational expenses.

##### 12.3.6.1 Purpose of the Program

The purpose of the PLUS program is to provide non-subsidized low or capped interest rate loans with deferred repayment to parents of dependent students.

##### 12.3.6.2 College Policy Statement

The PLUS loan may be used to replace family contribution to the extent that it does not exceed the difference between the student's cost of attendance and other financial aid. PLUS loans are processed for parents or guardians of dependent undergraduate students.

The student, for whom the parent is borrowing the loan, must meet all of the eligibility criteria for financial aid, except need analysis, Pell Grant eligibility, Stafford Loan eligibility, and Statement of Educational Purpose. The parent borrower must meet the citizenship criteria and not be in default or owe a repayment on a Title IV loan or grant.

##### 12.3.6.3 Student Eligibility

Students must meet general eligibility for Federal Title IV funds as previously described.

#### 12.3.6.4 Minimum and Maximum Awards

The maximum award for the PLUS loan is the cost of education minus other financial assistance. Although there is no minimum regulated, lending institutions typically will not loan amounts for less than \$100.00. There is not an aggregate borrowing limit.

#### 12.3.6.5 Processing Procedures

See Section 16 for processing information.

#### 12.3.6.6 Disbursement Procedures

The PLUS loan proceeds are disbursed directly to the school, and/or through a check made co-payable to the institution and the parent borrower

#### 12.3.6.7 Report to Lenders

If a student withdraws or leaves school, the lending institution must be notified within sixty days.

### 12.4 State Financial Aid Programs

#### 12.4.1. North Carolina Community College Grant (NCCCG)

#### 12.4.2. North Carolina Student Incentive Grant (NCSG2)

#### 12.4.3. North Carolina Educational Lottery Grant (NCLOT)

General eligibility requirements:

The results of the FAFSA and the FTCC application for financial aid must be on file and the student must:

- 1) Be accepted for at least half-time study at FTCC in an approved program of study.
- 2) Be a citizen, permanent resident or eligible non-citizen of the U.S.
- 3) Be a bona-fide domiciliary resident of NC
- 4) Meet satisfactory academic progress standards.
- 5) Meet the federal eligibility requirements
- 6) Demonstrate financial need.

#### **12.4. 1. For a North Carolina Community College Grant (NCCCG)**

FTCC will certify that each student that is marked as certified for the North Carolina Community College Grant (NCCCG) meets the following eligibility requirements per the policies of the State Board of Community College and the State Education Assistance Authority: (a) is a North Carolina resident for tuition purposes; (b) has been admitted and is enrolled for at least six credit hours per semester in curriculum programs; (c) qualifies for the grant based upon a valid

Expected Family Contribution (EFC) calculation under Federal Methodology and the program's recognized "required education expenses" for attending a North Carolina Community College; (d) is not in default, or does not owe a refund, under any federal or state loan or grant program; (e) meets all other eligibility requirements for a Federal Pell Grant, except the EFC requirement; and that (f) the student and family information and financial data are the same used for federal aid eligibility determination by the campus.

#### **12.4.2. For a North Carolina Student Incentive Grant (NCSG2)**

FTCC will certify that each student that is marked as certified for the North Carolina Student Incentive Grant (NCSG2) meets the definition of an 'Eligible Student' and demonstrates substantial financial need as defined in the NCSG2 Regulations and meets the following eligibility requirements: (a) is a North Carolina resident for tuition purposes; (b) fulfills all eligibility requirements for Title IV programs; (c) is not in default, or does not owe a refund, under any federal or state loan or grant program; (d) is enrolled as a full-time undergraduate student in an eligible program; and that (e) the student and family information and financial data are the same used for federal aid eligibility determination by the campus.

#### **12.4.3. For a North Carolina Education Lottery Scholarship (NCLOT)**

FTCC will certify that each student that is marked as certified for the North Carolina Education Lottery Scholarship (NCLOT) meets the definition of "Eligible Student" for Title IV aid and meets the following eligibility requirements: (a) is a North Carolina resident for tuition purposes; (b) attends or plans to attend a post-secondary institution that has executed the ELS participation agreement; (c) is seeking a diploma, degree or certification on at least a half-time basis as an undergraduate student; (d) is not in default, or does not owe a refund, under any federal or state loan or grant program; (e) meets all other eligibility requirements for a Federal Pell Grant, except the EFC requirement; and that (f) the student and family information and financial data are the same used for federal aid eligibility determination by the campus.

#### **12.4.3 For an Education Access Rewards North Carolina Scholarship (EARN)**

FTCC will certify that each student that is marked as certified for the Education Access Rewards North Carolina (EARN) Scholarship meets the definition of "Eligible Student" for Title IV aid and meets the following eligibility requirements: (a) is a North Carolina resident for tuition purposes; (b) is a dependent student or is certified by the North Carolina Department of Health and Human Services as a ward of the court; (c) attends or plans to attend a post-secondary institution that

has executed the EARN Participation Agreement; (d) is seeking a diploma, degree or certification on a full-time basis as an undergraduate student; (e) graduated from a North Carolina high school or home school or received a GED from a North Carolina institution within seven months of the Fiscal Year in which the grant is first disbursed; (f) is not in default, or does not owe a refund, under any federal or State loan or grant program; and (g) meets all other eligibility requirements for a Federal Pell Grant, except the EFC requirement. FTCC will also certify that the student and family information and financial data are the same as that used for federal aid eligibility determination by the campus.

### **13 Section Thirteen: Scholarships**

#### College Scholarships

All FTCC scholarships awarded to students must be awarded in accordance with the following policies and procedures:

##### 13.1 Purpose

Scholarships are primarily designed to recognize and reward students who have consistently demonstrated high academic achievement through the awarding of monetary grants that does not require repayment. Foundation scholarships are awarded based on the criteria of each scholarship and the availability of funds. A list of scholarships is included in the Financial Aid Student Handbook and in the Financial Aid Office. To apply for a Foundation Scholarship, the student must do the following:

1. Submit an **FTCC Scholarship Application** to the Financial Aid Office. Applications are available in the FTCC Financial Aid Office, Tony Rand Student Center, Room 137, or at [www.faytechcc.edu](http://www.faytechcc.edu). **Applications are due by April 1st of each year for the upcoming academic year.**
2. Complete the Free Application for Federal Student Aid (FAFSA).  
Note: Student does not have to be receiving financial aid to be awarded a Foundation Scholarship.
3. Have a minimum of 2.0 GPA
4. Enroll as a Full-time student (12 or more credit hours)

The College must, when awarding scholarships and other financial aid, comply with various federal regulations that are designed to ensure fairness, equity, and responsiveness to individual students. These federal policies, in part, require the College:

To coordinate aid from Title IV programs with the College's other federal and non federal student aid programs;

To properly package and most effectively use the various types of student assistance (federal, state, institutional, private, etc.); and

To ensure that a student's financial aid package does not exceed his or her need.

### 13.2 Procedure

All awarding and communication to students regarding eligibility and award of any scholarship, regardless of the source of funding, will be made by the FAO to ensure: (1) compliance with all federal regulations; (2) scholarship awards meet College criteria or criteria established by donors of scholarship fund; and (3) aid is most effectively distributed so as to maximize individual student financial aid packages while not exceeding the student's calculated need.

### 13.3 Scholarship Committees

There is one scholarship committee associated directly with administering the FTCC foundation scholarships. The Scholarship Committee will be comprised of the Director of Financial Aid, Assistant Director(s), and selected members of the faculty.

The Scholarship Committee shall select the student to receive an academic scholarship award.

The Scholarship Committee shall screen applicants for academic scholarships and match specific scholarship funding resources to students meeting the College's criteria for the receipt of scholarships. In such cases where a clear decision cannot be made to award a scholarship, the relevant information and decision will be referred to the Director of Financial Aid.

The Scholarship Committee shall develop and implement procedures that are consistent with this policy to guide its selection efforts.

### 13.4 Processing Scholarship Awards - Student Eligibility

The College's Financial Aid Handbook shall be the primary publication of the scholarship program.

Students considered to be eligible for any one of the College or department based scholarships, including scholarships awarded for the President Scholarship Award, will only be those individuals who have applied to the College, been accepted for admission to the College, have submitted all required scholarship application forms, requested materials, and meet the minimum scholastic and other requirements specific in the College's published descriptions of these various scholarship programs. Failure to comply with any one of these requirements is sufficient basis to not consider a student when decisions are made to award scholarships. Presidential Scholarship Award candidates must maintain, each semester, the minimum required cumulative grade point average and semester credit hours established.

Scholarship funds may be applied to student's account only upon their actual enrollment for classes and validation. The student must be enrolled in a minimum of twelve (12) Fayetteville Technical Community College Credit hours. Twelve (12) hours fall and spring semester and a minimum 2.0 grade point average. Credit hours earned in the summer session will not be retroactively applied to the prior academic year.

### 13.5 Documentation Requirements

The awarding of individual scholarship, to an individual student, may be made only after the Financial Aid Office accumulates and certifies the availability and completeness of appropriate documentation. This documentation will include application, transcript and test scores, a listing of all students who were considered for the scholarship being awarded and the criteria by which they were compared, and all supplemental information that might be required of those applying for the scholarship.

### 13.6 Notification of Eligibility and Award

The responsibility for communicating to a prospective student that they are potentially eligible to receive College scholarship or restricted scholarship support rests fully with the Assistant Director of Financial Aid. Such communications must include written instructions on how the student can achieve full eligibility and compete for actual awards.

### 13.7 Periodic Reporting

A report is prepared which will contain information on academic scholarships awarded to students that is forwarded to the Business Office for payment.



## 13.8 Establishing New Scholarships

### **14 Section Fourteen: Awarding Financial Aid**

Financial Assistance at FTCC is awarded on a first-come, first-serve basis. The Financial Aid office utilizes Datatel's auto-packaging to award students in most cases.

The manual process consists of the following:

The first step of the award process is to determine the student's need for financial assistance by subtracting the EFC from the student's budget which is calculated automatically when the file is imported into Datatel. After the need has been established, we process in awarding eligible financial programs accordingly.

The Pell Grant is the foundation of a student's award package because eligibility is determined by the Federal Government. Therefore, we first determine if students have Pell Eligibility. If a student's EFC is between 0 - 4618 and meet the other general requirements, the student is eligible for the Federal Pell Grant. We award based on full-time status and Datatel system will adjust accordingly to the student's enrollment status and cost of attendance.

After eligibility for the Pell Grant is determined, we subtract the Federal Pell Grant from the need to determine the student's remaining need for financial assistance. We proceed to award the campus-based programs, state programs, and College programs according to remaining need.

The Awards are entered in the student's award screen.

#### 14.3 Determination of Total Funds to be Awarded

The Director determines the total aid to be awarded during an academic year. The Department of Education sends the FAO information detailing annual fund allocations through the Federal Authorization Letter with the Official Notice of Funding. Determining the total funds available includes an evaluation and projection of available funds, required matching, and administrative expense. Careful projections are made to enable the FAO staff to offer fair and equitable packages to students. A determination is made based on prior year history and an increase of projected funds to account for attrition.

#### 14.4 Outside Resources

Students are encouraged to seek assistance from outside resources. It is required that all outside assistance be reported to the FAO. Student aid including outside resources, may not exceed the student's cost of attendance. Therefore, if

a student has been awarded by the aid office and receives an outside award, an adjustment to the original award letter may be necessary. If an adjustment is made, the outside aid will replace self-help aid if possible.

#### 14.5 Award Letter and Acceptance of Awards

Students receive notice of financial aid via an award letter. Unless the student declines aid or decreases a loan amount, the award letter does not need to be returned to the Financial Aid Office. As of 2008-2009 academic year, students will be able to view and print their award letters through Web Advisor.

#### 14.6 Summer Aid

If a student has eligibility for a Pell Grant and has not used his/her entire allocation during the academic year, the appropriate remainder may be used during the summer enrollment period. Remaining monies may be used for summer only. Exceptions must be approved by the Director.

**14.7 Consortium Agreements** – A consortium agreement can be established with a school that FTCC has an approved Collaborative Agreement Plan with for a specific program of study. The Consortium Agreement allows the student to receive financial aid from the Home school based on total credits taken each semester. An example of a consortium agreement is shown below:

#### **Consortium Agreement Between Eligible Schools To pay Federal Aid**

Purpose: To establish that the “home” institution, Fayetteville Technical Community College, considers the student to be enrolled in an eligible program and accepts credits which are earned at the “host” institution for credit towards the degree in that program.

Disbursement: It is agreed that Fayetteville Technical Community College will be responsible for disbursing aid and monitoring student eligibility. The student will be evaluated for eligibility according to the “home institution’s academic, financial, and student aid policies.

Cost of Attendance: The cost of attendance will be based on Fayetteville Technical Community College financial aid Pell grant budget which includes the following:

\$xxx.xx tuition; \$xxx.xx fees; and the standard allowances for books and miscellaneous expense and room and board.

Enrollment Status: the combined number of credit hours for which the student is enrolled at Fayetteville Technical Community College and the “host” institution will determine the enrollment status of the student.

Agreement:            Name \_\_\_\_\_ SSN: \_\_\_\_\_  
Enrollment Status Full    3/4    1/2    Less 1/2  
Host Institution: \_\_\_\_\_  
                                Number hours at FTCC: \_\_\_\_\_  
                                Number Hours at “host” \_\_\_\_\_  
                                Semester: Fall 2007

\_\_\_\_\_  
Fayetteville Technical Community College            Date \_\_\_\_\_

\_\_\_\_\_  
XXXX Community College            Date \_\_\_\_\_

## 14.8 International Students

International students are not eligible for federal or state financial aid because they do not meet the citizenship requirement.

As part of the admission process to Fayetteville Technical Community College and before F-1 or M-1 visa approval is granted, applicants must show evidence of official financial support (Form B) for each year of study in the United States. **The college cannot provide financial aid to students applying from other nations. Applicants must certify their financial support.**

Many international students receive financial help from sources outside the United States. Therefore, it is suggested that applicants consult the excellent publications about study abroad, which may be available through local educational institutions or the United States Consulate. Applicants should also investigate financial assistance that may be available through their government or home university.

Fayetteville Technical Community College is tax supported by the people of North Carolina. Legal residents of North Carolina and the United States are given preference in the admission process. Therefore, applications of international students are accepted only on a space availability basis.

### International Students

#### Student Visa

International applicants holding an F-1 or M-1 visa are ONLY admitted to begin their studies for the Fall semester. All paper work must be completed no later than March 1 of the year you plan to begin classes at FTCC. Applications will not be considered until all of the following items have been received:

- FTCC Application
- Preliminary Application (Form A)
- Completed financial certificate (Form B)
- TOEFL results (Only official scores sent from Princeton, New Jersey are acceptable)
- Official high school (secondary) transcript (must be translated into English)

- Official college or university transcripts, if applicable (must be translated into English)
- Completed Pre-entrance Medical Record
- Deposit of 5,000 US Dollars in your FTCC Student Account

### ***Getting a Student Visa (F-1 or M-1)***

In order to apply for a F-1 or M-1 (student visa), applicants must first apply and be admitted to a school in the U.S. After admission to Fayetteville Technical Community College (FTCC), a Form I-20, which authorizes your study period, will be issued. A \$100.00 SEVIS I-20 fee must be paid. The Form I-20 must be submitted to the U.S. Consulate in the applicant's country to apply for a visa. To obtain a non-immigrant, student visa, applicants must be able to prove the following:

- That they have strong ties to their home country demonstrating their intention to return home (in other words, applicants do not plan to immigrate permanently to the U.S.)
- That they have sufficient funds to pay for their financial needs while studying in the U.S., including tuition, health insurance, housing, travel expenses, etc.
- That they have legitimate intentions to study full time and gain education and training which will be useful in their home country

After receiving an F-1 or M-1 visa from the U.S. consulate, applicants are eligible to come to the U.S. and "apply" for entry. An Immigration Inspector at the border (usually the airport) will decide if applicants may enter by looking for proof of the above criteria once again. Therefore, applicants may be asked to show financial documentation or proof of education plans. Applicants must show their I-20.

### ***English Proficiency***

Proficiency in the use of the English Language and past academic record will be important factors in the admission decision. The Test of English as a Foreign Language (TOEFL) is required of all foreign applicants. To obtain materials and information regarding the TOEFL, write to:

**Test of English as a Foreign Language** · Box 899 · Princeton, New Jersey 08540 USA

Please specify code number **5208** when requesting TOEFL scores to be reported to Fayetteville Technical Community College.

Applicants must score at least a 550 on the paper TOEFL or at least a 213 on the computer-based TOEFL, as recommended by the American Association of collegiate Registrars and Admissions Officers.

### ***Financial Information***

As part of the admission process to Fayetteville Technical Community College and before F-1 or M-1 visa approval is granted, applicants must show evidence of official financial support (Form B) for each year of study in the United States. **The college cannot provide financial aid to students applying from other nations. Applicants must certify their financial support.**

Many international students receive financial help from sources outside the United States. Therefore, it is suggested that applicants consult the excellent publications about study abroad, which may be available through local educational institutions or the United States Consulate. Applicants should also investigate financial assistance that may be available through their government or home university.

Fayetteville Technical Community College is tax supported by the people of North Carolina. Legal residents of North Carolina and the United States are given preference in the admission process. Therefore, applications of international students are accepted only on a space availability basis.

### ***Employment***

On-campus. F-1 and M-1 students are allowed to work part-time on the campus of the school they are attending (and whose I-20 they have). They may work up to 20 hours per week while attending full-time classes. They can work full-time during summer vacations and between terms, provided they continue at that school the following term.

Off-campus. Students holding F-1 or M-1 visas **are not authorized to work except under extraordinary circumstances.** There are two ways to get permission for off-campus work: practical training and severe economic hardship. The United States Immigration Services must grant permission.

### ***Period of Authorized Stay***

Admission to the U.S. on an F-1 or M-1 visa is for “duration of status” (D/S). This is the time estimated for program completion. During that time, students are

required to make satisfactory progress each term, keep a current passport that is valid for at least six months into the future, and maintain a valid I-20.

### ***Housing***

Fayetteville Technical Community College serves entirely a commuting student body. Housing is **not** available on campus. International students must seek housing in the community.

### ***Transportation***

International students must provide their own transportation or use public transportation to travel between the campus and their housing accommodations.

### ***Full-time Requirement***

International students holding an F-1 or M-1 visa must enroll as a full-time student. College students must pass a minimum of 12 credits per term. The student should make satisfactory progress in their approved program each term. Otherwise, the continuation of study on a student visa may be jeopardized and the Form I-20 rescinded.

### **Non-Student Visa**

**Foreign applicants holding a visa other than an F-1 or M-1 may be admitted on a rolling basis. Your application will not be considered until all of the following items have been received:**

- FTCC Application
- Presentation of either a valid Passport & Visa
- FTCC Entrance Assessment Results
- Official high school (secondary) transcript (must be translated into English)
- Official college or university transcripts, if applicable (must be translated into English)

Note: People who hold a visitor's visa (B-1) are not eligible to enroll in FTCC's college-level classes.

## **Resident Alien**

**Foreign applicants who have applied for or hold a Resident Alien card may be admitted on a rolling basis. Your application will not be considered until all of the following items have been received:**

- FTCC Application
- Presentation of a Resident Alien Card or official receipt of application
- FTCC Entrance Assessment Results
- Official high school (secondary) transcript (must be translated into English)
- Official college or university transcripts, if applicable (must be translated into English)

### **15 Section Fifteen: Revision of Financial Aid Awards**

Once an award letter is sent to the student, there may be instances which warrant a change to the original notification. The Director may review a student's circumstances, make an adjustment to an award, and release a revised award letter. This revised award invalidates the original award notice.

#### **15.1 Revision Initiated by the Office of Student Financial Aid**

The FAO will automatically consider a revision in a student's aid package when the following occurs:

1. There is conflicting information in the file.
2. There are changes resulting from verification.
3. There is a change in availability of funds.
4. There is an FAO staff member error.

The information provide along with the award letter acknowledges right of the FAO to make a change to any award. Students can retrieve a revised award letter on Web Advisor as of the 2008-09 academic year. In the case of an office error, it is customary to contact the student personally or send a personalized letter.

#### **15.2 Revisions Initiated by Request from Student**

Students may decline any portion of their award. Lack of acceptance does not count as a revision. If a student wants to add an award, the request will be referred to the program manager.

It is the student's responsibility to notify the FAO of changes in a student's resources. If the student reveals a change in circumstances, which may affect the student's family contribution, the student must document the situation in



writing including supportive documentation. If a change to the award is allowable, the program manager will make an adjustment and release a revised award letter.

### 15.3 Overawards

An overaward occurs any time a student's disbursed financial aid (federal, College, and outside aid) and other resources exceeds the cost of attendance for the award period by more than an allowable tolerance. The financial aid office should ensure that the student's Title IV aid in combination with other resources does not exceed a student's need.

#### 15.3.1 Eliminating an Overaward

Before reducing a student's aid package because of an overaward, the Aid Administrator should always attempt to alleviate the situation by reducing or eliminating the overaward. Some awards may be reduced or canceled in order to alleviate an overaward.

#### 15.3.2 Causes of an Overaward and/ or Overpayment

There are several causes of an overaward:

1. Student wages - the student earns more than the awarded FWS allocation.
2. Change in the enrollment status - the student withdraws or drops below the projected enrollment status.
3. Reduction in cost of attendance - the student changes budget categories.
4. Additional resources - the student has resources greater than those used to calculate the award.
5. Administrative error - the Aid Administrator inadvertently makes an error.
6. Fraud - the student intentionally deceives or misrepresents information to obtain funds.

#### 15.3.3 Treatment of an Overaward

If eliminating the overaward is not possible the Aid Administrator must reduce the overaward using the following sequence:

1. An overaward over \$300 based on surplus earnings must be counted as a resource for the next academic year.
2. An overaward from an administrative error must first reduce or eliminate next semester's overpayment. The Aid Administrator must then bill the student for any remaining amount.
3. If an Overaward occurs due to fraud, the Director must be notified and corrective action taken.

## 16 Section Sixteen: Processing Loans

#### 16.1 William D. Ford (Subsidized) Direct Loans

Under this program, the federal government pays the interest on these loans while the students (dependent or independent) are in school at least half time (minimum of 6 credit hours). A student must demonstrate financial need in order to receive this loan. Students may borrow up to \$3,500 per academic year as a first year student (less than 31 credit hours completed) and \$4,500 per academic year as a second year student (at least 31 credit hours completed). The federal government pays the interest while the student is in school at least half time, during the six-month grace period, and during all deferment periods for the Federal Direct Subsidized Loan. Note: Effective July 1, 2009 VA benefits are not included in estimating financial assistance when determining subsidized and/or unsubsidized eligibility.

#### 16.2 William D. Ford (Unsubsidized) Direct Loans

Under this program, the federal government does not pay the interest while a student is in school or during deferments for this loan. Unsubsidized loans are low interest loans which allow students to borrow who are not eligible or have reduced eligibility for a Federal Direct Subsidized Loan. The maximum amount a student can borrow is the same as the Federal Direct Loan. Independent students may borrow up to an additional \$4,000, depending on eligibility. Dependent students may borrow up to an additional \$2,000, depending on eligibility.

#### 16.3 Federal Parent (PLUS) Loans for Parents Only

This program allows credit-worthy parents to borrow money for the student. If the Loan is approved, the parent is responsible for the repayment of this loan. The initial payment starts approximately thirty days after the first disbursement. Maximum loan amounts cannot exceed the Cost of Attendance (COA) minus other financial aid. The interest rate is a variable rate not to exceed 9 percent.

To apply for Federal Direct Loans, students must complete the FAFSA and a Federal Direct Loan application. The FAFSA can be completed on line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The Federal Direct Loan application is available on line at [www.faytechcc.edu](http://www.faytechcc.edu). The forms are also available in the Financial Aid office. Note: An entrance interview and master promissory note must be completed online at [www.dlenote.ed.gov](http://www.dlenote.ed.gov) and [www.dl.ed.gov](http://www.dl.ed.gov) before the loans will disburse.

#### 16.4 Alternative Loans or Private Loans

Alternative loans, sometimes referred to as private loans, are available for students who may need additional assistance or may not qualify for Title IV aid.

The lender sends a loan certification form to be completed by our office. Students do not have to have a FAFSA on file to apply for an alternative loan. The loan certification form **must** have a requested loan amount.

Student is eligible for the loan as long as his/her SAP status is not on Suspension. Student must be in an approved program of study and enrolled in at least six credit hours. Students can request Fall and/or Spring loans on the same request. Students must reapply for summer consideration and the request must be within the same academic year.

#### Loan Limits

The loan amounts students may be eligible to borrow under these programs are determined by cost of attendance and aid eligibility.

#### Procedures:

##### A. Determine Borrower Eligibility and Loan Amounts

1. All students applying for Federal Direct Loans must complete a Free Application for Federal Student Aid (FAFSA).
2. The Central Processing System (CPS) will match required database information and calculate a student's expected family contribution (EFC) using the federal need analysis.
3. After receiving an electronic report from the CPS, the calculated EFC will be used to determine the student's award package for Federal Direct Loans.
4. The student will be notified of the Federal Direct Loan award amount in his/her award letter package. If the student declines or wishes to decrease the amount of the award, he or she will need to complete a Loan Request, Change, or Decline Form and return it to the Financial Aid Office.

##### B. Establish Loan Origination Records

##### C. Promissory Notes

1. The promissory notes are received electronically.

## **17 Section Seventeen: Enrollment Certification Process**

### 17.1 National Student Loan Data System (NSLDS)

NSLDS is the first national database of information relating to loans and other Title IV financial aid disbursed to students. The overall purpose of NSLDS is to support ED and the entire student aid community in a variety

of operational research functions aimed at improving the administration and delivery of Title IV student aid programs.

Beginning with the 2002-03 award year, the National Student Loan Data System may be used by postsecondary educational institutions to meet the regulatory requirements for obtaining Financial Aid Transcripts for most Title IV student aid applicants.

With the exception of mid-year transfer students, using the information from the NSLDS will allow schools to meet the regulatory requirements for obtaining FAT information for those Federal student aid applicants who have previously attended other eligible postsecondary institutions. Schools may obtain FAT information from the NSLDS through several methods including the Student Aid Report and the NSLDS History section of the College Student Information Record (ISIR). Once a school has obtained financial aid history information from the NSLDS, including using the NSLDS information on a student's SAR or on the ISIR, it will not be required to re-check the NSLDS prior to disbursing Title IV student assistance.

## **18 Section Eighteen: Disbursement of Funds**

### **18.1 Responsibility for Disbursement of Funds**

The Office of Student Financial Aid is responsible for determining when a student has met all eligibility requirements for the disbursement of financial aid funds i.e. loans, grants and scholarships.

The Business Office has the responsibility for all disbursements. The Payroll Office has responsibility for processing FWS paychecks.

### **18.2 Separation of Functions**

There is a clear and distinct separation of functions between the FAO and the Business Office (previously discussed). The Aid Office assures and maintains the accurate and appropriate awarding of aid funds. This information is submitted to the Business Office. These funds credit the student's account. Any monies in excess of charges is disbursed to the student by Business Office staff.

### **18.3 Procedures**

FTCC transfers aid to the student's account if all appropriate papers have been signed and the student is registered for the correct number of hours.

#### **18.3.1 Verification of Status**

The student's eligibility status is checked by the Office of Student Financial Aid. FA Pre-Transmittal Record (FATR) is run before generating the financial aid disbursement roster.

### 18.3.3 Parent and Student Endorsement

Parents and Students are required to endorse co-payable checks before funds can be released (i.e., Alternative Loans).

## 19 **Section Nineteen: Refunds/Repayments**

When a student withdraws from classes, he/she may be entitled to receive money back which had been paid to the College. The College may be able to **refund** all or a portion of the tuition and fees the student paid. In order to obtain a 100% refund for a course, you must drop from the course before the class begins. A 75% refund will be issued for courses officially dropped before the class(es) prior to or on the official 10 percent point of the semester. If you do not officially withdrawal from a course and are submitted as a "No Show," you will be charged 100% tuition for the course(s). Please see the College's catalog for more information regarding refund policies.

If the tuition and fees were paid with financial aid dollars, then all or a portion of the student's refund must be returned to the student aid programs from which the money was awarded. A student may be required to **repay** money to the aid programs from which the money was awarded. The College has designed the following policies and procedures to ensure proper accountability when a student leaves the College.

### 19.1 Refund and Withdrawal Policy

Adjustments of Fees Upon Official Withdrawal: Students who wish to withdraw from the College must complete the following steps:

Complete a Registration Change form, have it approved and initialed by the faculty member, and present it to the Registrar before an official withdrawal can be recorded. You may obtain this form from the Records & Registration Office, located in the Tony Rand Student Center, Room 114.

### 19.2 Tuition and Comprehensive Fee Refund Policy:

Refunds of Institutional charges including tuition, books, and fees will be calculated based on either the Federal Return of Title IV Refund Policy or the College Refund Policy. Note: The Official Withdrawal Date is defined as the actual date the student began the Institution's official withdrawal process, or the last day of attendance.

Bookstore refunds are made under the following conditions:  
Students are allowed ten (10) calendar days beginning with the first day of the semester to return textbooks for refund or credit.

Books which have not been used, damaged, or marked in will be accepted for 100 percent refund or credit toward the purchase of additional items. Proof of purchase (cash register receipt) must be shown.

All refunds will be made by check mailed to the individual student. No cash refunds will be made.

Military students - The College shall buy back textbooks through the college's bookstore operations to the extent possible. The College will use distance learning technologies and other educational methodologies to help these students, under the guidance of faculty and administrative staff, complete their course requirements.

### 19.3 FEDERAL RETURN OF TITLE IV REFUND POLICY:

Students receiving Title IV funding (Federal Pell Grant, Supplemental Educational Opportunity Grant or William D. Ford Direct Loans) who completely withdraw from classes are required to have earned aid evaluated through the federal formula established in the 1999 Federal Financial Aid Reauthorization. If the amount disbursed to the student is greater than the amount the student earned, unearned funds must be returned to the federal financial aid program. If the amount disbursed to the student is less than the amount the student earned, and for which the student is otherwise eligible, he or she is eligible to receive a post-withdrawal disbursement of the earned aid that was not received. Students not receiving federal Title IV financial aid, who paid for all expenses out-of-pocket, will receive a refund based on institutional policy. The amount of federal funds returned to the federal programs will be determined based on the date the withdrawal processing begins or the last date of attendance. Return of Title IV funds will not be computed after the 60 percent point of the semester. After the 60 percent period of enrollment, a student has earned 100% of the Title IV funds he or she was scheduled to receive during the period. **Source: Student Federal Financial Aid Handbook. Vol. 5. [www.ifap.ed.gov](http://www.ifap.ed.gov).**

A school may not make an interim disbursement to a student after the student has ceased attendance. **Source: Student Federal Financial Aid Handbook, Vol. 5. pg. 5-24.**

FTCC must return any unearned Title IV funds it is responsible for returning within 45 days of the date the school determined the student withdrew and offer any post withdrawal disbursement within 30 days of the date the school determined the student withdrew.

Unless a student subject to verification has provided all required verification documents in time for the College to meet the return deadlines, the school

includes as aid disbursed or aid that could have been disbursed in the return calculation only those Title IV funds not subject to verification.

If a student who failed to provide all required verification documents in time for the College to meet the return deadline later provides those documents prior to the applicable verification deadline, the College must perform a new Return calculation on all of the aid the student qualified for based on the completed verification documents and make the appropriate adjustments.

When a student withdraws during a period, a Title IV credit balance created during the period is handled as described below:

1. Do not release any portion of a Title IV credit balance to the student and do not return any portion to the Title IV program prior to performing the Return calculation. The institution must hold these funds even if, consistent with the 14-day credit balance payment required of 34 CFR 668.164(e), it would otherwise be required to release them.
2. Perform the Return calculation including any existing Title IV credit balance for the period in the calculation as disbursed aid.
3. Apply any applicable refund policy (state, accrediting agency, institutional, etc.) to determine if doing so creates a new or larger Title IV credit balance.
4. Allocate any Title IV credit balance as follows:
  - a. Any Title IV credit balance must be allocated first to repay any grant overpayment owed by the student as a result of the current withdrawal. The institution must return such funds to the Title IV grant account within 14 days of the date that the institution performs the Return calculation
  - b. Although not included in a Return calculation, any Title IV credit balance from a prior period that remains on a student's account when the student withdraws is included as Title IV funds when it is determined the amount of any final Title IV credit balance when a student withdraws. The College must use the final credit balance first to satisfy any current student grant overpayment.
  - c. Within 14 days of the date the institution performs the Return calculation, an institution must pay any remaining Title IV credit balance funds in one or more of the following ways—in accordance with the cash management regulations to pay authorized charges at

the institution, with the student's authorization to reduce the student's Title IV loan debt (not limited to loan debt for the period of withdrawal); or to the student (or parent for a PLUS loan).

- d. If the institution cannot locate the student (or parent) to whom a Title IV credit balance must be paid, it must return the credit balance to the Title IV programs. The Department does not specify the order of return to the Title IV programs for a credit balance, but it is encourage that the institution make determinations that are in the best interest of the student. Source: Student Federal Financial Aid Handbook. Vol. 5, p. 5-37. [www.ifap.ed.gov](http://www.ifap.ed.gov).

The Return to Title IV Refund Policy is based on the federal mandate that students earn federal financial aid eligibility in proportion to the amount of time the student was enrolled. The earned portion of student's federal financial aid will be disbursed to the student's account to assist in paying Institutional related expenses. The unearned portion will be refunded and/or returned to the U.S. Department of Education Title IV Programs.

## **R2T4**

### **Process Return of Funds (ROF) Listing**

- **Query Builder: PSWITHDRAWALS.FOR.TERM.SELECT.WIS**
  - **SELECT "2009"**
  - **TERM "2009FA"**
- **Query Builder: PSWITHDRAWALS.FOR.TERM.XL.WIS**
  - **TERM "2009FA"**
- **Listing: ROF.2009**
  - **Rename to the date listing was processed (i.e. 082209.xls)**

**Check for Federal FA - 'AIDE"**

**If no Federal FA; annotate "NO FFA" on Return of Funds (ROF) Listing**

**If the student is receiving Federal FA then verify registration - "STRS"  
"STAT"**

**If student is registered in class (A/N on STRS) then annotate "REG" on ROF Listing**



If student was deleted from all classes before “start date” then annotate “DELETED”  
on ROF Listing

If student has deletions (X on STRS) after the class start date (i.e. class starts 8/16/06; class deleted 8/18/06) then determine if R2T4 computation is needed:

- check to see what date ISIR came in (IHS)
- check to see if ISIR was good or reject (NASU)
- if it was a good ISIR and received prior to class start date then process R2T4
- if ISIR rejected check the date that next ISIR came in; if it was a good ISIR and received  
prior to class start date then process R2T4
- if ISIR was received after class start date do not process R2T4
- get latest withdrawal date (STRS)
- get bookstore and tuition charges for term (ARAI)
- go to AIDE screen detail on Awd per term – click on SEC- delete 0 credits
- go to AIDE screen detail on Awd per term – click on SAXL - delete subroutine
- compute R2T4 (AIDE – detail on Awd per – click on ROFC)
- Put “CAN” code on student record (FASI)

If student has withdrawn from all classes (W/D on STRS) then compute R2T4

- get total credit hours withdrawn (STRS)
- check to see if student was enrolled in ONLY 8 wk classes  
(count number of days in term; i.e. )  
This number will be used in the R2T4 calculation
- get latest withdrawal date (STRS)
- get bookstore and tuition charges for term (ARAI)
- compute R2T4 (AIDE – click on Awd per – click on ROFC)
- Put “CAN” code on student record (FASI)

If student has loan only

- Check origination dates
- Was student eligible for disbursement at time of calculation?  
Yes, follow steps above and calculate R2T4

If calculation is in error and has to be reentered then process R2T4 purge (ROFP)

Process Detail report (ROFD)  
Process Summary report (ROFS)

**Adjustment Excel Spreadsheet**

After all calculations are complete process query to get Adjustment Excel Spreadsheet

- Query Builder: Process ROF.WIS
- Save spreadsheet as: R2T4Fall09-1.xls
  - Note: Use the term for which you are processing i.e. Summer07, Fall06
  - Note: Change the -1 to -2, -3 etc., for each new spreadsheet for the appropriate term
- Add the tuition \$ amounts to the spreadsheet
- Add the AR Balance before Adjustment to the spreadsheet (get from ARAI screen)
  
- Print Post Withdrawal Disbursement Letters
  - FACPWD / FADPWDL
  
- Print Return of Funds Letters
  - FACROF1 (Fall) / FACROF2 (Spring) / FACROF3 (Summer)
  - FAD...OVP...
  
- Student has 14 days to respond
  
- Save Adjusted Balance spreadsheet to e-mail to Business Office
  - Save R2T4Spring07-1.xls spreadsheet as: R2T4SP07adjballist-1.xls
  - Note: Use the term for which you are processing i.e. Summer07, Fall06
  - Note: Change the -1 to -2, -3 etc., for each new spreadsheet for the appropriate term
  - Note: Delete all columns except those listed on the attached sample

**After 14 Days**

- PWDs: Do not submit to DOE
  - Zero FA on students who did not respond to letter
  
- ROF "Loans Only": Do not submit to DOE
  
  
- ROF "FSEOG": Do not submit to DOE

**- ROF “FPELL”: Report to DOE if >\$200**

**19.4 Refund Distribution for Financial Aid Recipients**

Refunds on behalf of Financial Aid Recipients must be distributed in the following order:

1. Federal Direct Unsubsidized Loans
2. Federal Direct Subsidized Loans
3. Federal PLUS Loans
4. Federal Pell Grants
5. FSEOGs
6. Other SFA Programs
7. Other federal, state, private, or College sources of aid
8. The student

**19.5 Repayments**

When a student who received directly a financial aid disbursement ceases attendance, the school must determine whether the student must repay a portion of the disbursement. If it has been determined that the student owes a repayment, they will receive a bill from the Business Office.

**19.6 Unofficial Withdrawals**

Students who cease attending the College without going through the official withdrawal process are analyzed during the reporting of grades by the instructor. Except in unusual instances, the date of the institution’s determination that the student withdrew should be no later than 14 days after the student’s last date of attendance as determined by the institution for its attendance records. Source: Federal Student Financial Aid Handbook, Vol. 5. pg. 5-40. [www.ifap.ed.gov](http://www.ifap.ed.gov).

If a student did not begin the official withdrawal process or provide notification of his or her intent to withdraw, the date of the institution’s determination that the student withdrew would be the date that the College becomes aware that the student ceased attendance. Source: Federal Student Financial Aid Handbook, Vol. 5. pg. 5-40. [www.ifap.ed.gov](http://www.ifap.ed.gov).

**20 Section Twenty: Satisfactory Academic Progress**

Federal regulations require the College to establish and apply reasonable standards of satisfactory progress for the purpose of the receipt of financial assistance under the programs authorized by Title IV of the Higher Education Act. The law requires institutions to develop policies regarding satisfactory academic progress (SAP). Each institution must design criteria, which outlines the definition of student progress towards a degree and the consequences to the student if progress is not achieved. FTCC students who wish to be considered for

financial aid must maintain satisfactory progress in their selected course of study as set forth in this policy.

## **20.1 Satisfactory Academic Policy- FTCC Policy**

To remain eligible for state and federal financial aid programs, students need to make Satisfactory Academic Progress toward achieving a degree, diploma, or certificate. Standards of Satisfactory Academic Progress are applied to all students who wish to establish or maintain financial aid eligibility at FTCC, regardless if they have received financial aid funds in the past.

The standards are established to encourage students to progress toward an educational objective and complete a degree within a reasonable time frame and with the least amount of loan debt. If the standards are not met, students are not eligible for federal and state financial aid.

The minimum standard of Satisfactory Academic Progress includes the following:

1. Maintain a cumulative grade point average of at least a 2.0 as computed by the Financial Aid Office - this may be different than your transcript GPA.
2. Complete a minimum of 67% of cumulative credit hours attempted (including all transfer credits).
3. Complete less than 107 total cumulative credits for one Associates Degree, 66 for one Diploma, and 22 for one Certificate (including all transfer credits).

### **CUMULATIVE CREDIT HOURS ATTEMPTED**

Cumulative credit hours attempted are defined as all credit hours attempted at FTCC, and all credit hours transferred from other institutions. Attempted credits include courses with grades of "A" through "F", "W", A\* B\* C\* U\* WP\* WF\* U, WF, C@, D@, WF, F@, I\* I, T, S WP, B@, U@, A@.

Repeated courses will be counted as hours attempted and also toward maximum credits allowable for each type of program for financial aid.

### **CUMULATIVE CREDIT HOURS COMPLETED**

Credit hours successfully completed are defined as grades "A" through "D", A\*, B\*, C\*, C@, D@, S, B@, A@. Credit hours not successfully completed are defined as "F", "W", "I", "U\*", WP\*, WF\*, U\* WI\* I@, I\*.

## **AUDIT GRADES**

Credit hours taken for a grade of "audit" (AU) do not apply toward an associate degree, diploma, or certificate program. Therefore, credit hours with this designation are not included in determining enrollment status for financial aid disbursements or Satisfactory Academic Progress.

Students with changes in grade type of an "audit" (AU) after the disbursement of financial aid will be reviewed for an enrollment status change. This change may result in a reduction of financial aid eligibility and a balance owed to the College.

## **INCOMPLETE GRADES**

Courses with grades of "I" (Incomplete) or I\* will be considered as credit hours attempted and not completed. Students who have made arrangements with the instructor to complete required course work are not required to re-register for the same class during a subsequent semester to complete the work. Any course carried forward to the next semester for completion will not be counted as part of the new semester enrollment status. If the "incomplete" grade was instrumental in placing a student on financial aid probation or suspension, once completed, the student may appeal for a re-evaluation of Satisfactory Academic Progress by submitting the Satisfactory Academic Progress Appeal form to the Financial Aid office at FTCC.

## **CUMULATIVE GRADE POINT AVERAGE**

A student's cumulative grade point average must meet the minimum standards of the institution according to degree intentions. The minimum cumulative grade point average for graduation at FTCC is 2.0.

## **PROCEDURE FOR REVIEW OF SATISFACTORY ACADEMIC PROGRESS**

Once each year following the posting of spring grades to the official transcript, the Financial Aid office will review the student academic history and notify students who are being placed on financial aid probation or financial aid suspension. Students only in approved Certificate programs will be evaluated at the end of each semester. All students placed on probation or suspension will be mailed a Satisfactory Academic Progress Appeal form.

Students not meeting the minimum standards for the first time will be placed on financial aid probation. Students on probation are eligible to receive all aid. Students may appeal using the Satisfactory Academic Progress Appeal form.

Students must put his or her appeal in writing by completing a Student Academic Progress Appeal form available on the FTCC financial aid webpage or at the FAO, TR Student Center, Room 137. Supporting documentation must accompany the appeal form along with student's statement. Accounts Technicians handle initial appeals and if further appeal is requested from student, it is referred to the Assistant Director, and if necessary, the Director.

Students not meeting the minimum standards the second year will be placed on financial aid suspension. Students on suspension are not eligible to receive any federal or state financial aid. Pending financial aid awards for upcoming semesters will be cancelled. Students may appeal using the Satisfactory Academic Progress Appeal form.

### **CLEARING GPA OR CREDIT HOUR DEFICIENCIES**

Financial aid awards may be reinstated if the student completes 100% of credits attempted in the most recent semester with a minimum of 6 credits; with minimum grades of 2.0. Once completed, the student may appeal for financial aid reinstatement with the Satisfactory Academic Progress Appeal form.

### **SATISFACTORY ACADEMIC PROGRESS APPEAL PROCESS**

Students placed on financial aid probation for not meeting the minimum standards for the first time may appeal by filing a Satisfactory Academic Progress Appeal form. Appealing probation status and a subsequent appeal approval will ensure the student will not be placed on suspension during the next evaluation.

Students placed on financial aid suspension for not meeting the minimum standards for a second time may appeal for reinstatement of financial aid by filing a Satisfactory Academic Progress Appeal form.

Reinstatement of all aid is subject to professional judgment, submission of proper documentation of the students' circumstances and availability of funds.

The following special circumstances will be considered when processing an appeal:

1. A significant medical illness or injury that directly affected students' ability to meet the academic standards.
2. The death of a close relative during the time period that directly affected the students' ability to meet the academic standards.

3. The student attended school more than two years prior to the current year and experienced difficulties at that time that directly affected the students' ability to meet the academic standards.
4. The student received a change of grade from a previous semester and is requesting that Satisfactory Academic Progress be re-evaluated.
5. The student has completed the maximum credits allowable for financial aid for each type of program at FTCC, including transfer credits, and the current program of study requires additional credits for completion.
6. The student has completed all credits in the most recent semester, with a minimum of six credit hours, earned a minimum 2.0 for each course, and is requesting that Satisfactory Academic Progress be re-evaluated.
7. The student experienced a significant personal tragedy or event that affected the students' ability to meet the academic standards.
8. Other significant situation that affected the students' ability to meet academic standards.

### **DROPPING OR WITHDRAWING FROM CLASSES**

Reducing your enrollment during any semester can create serious consequences for financial aid recipients. Before dropping classes, check with the Financial Aid office.

1. Satisfactory Academic Progress may be affected
2. In cases of complete withdrawals, students may be required to repay a percentage of financial aid received for that semester based on the Title IV Return of Funds calculation. Students who completely withdraw will be placed on Financial Aid Suspension for future semesters. A Financial Aid Appeal may be submitted requesting reinstatement of financial aid.
3. Students receiving William D. Ford Federal Direct Loans may go into repayment if current enrollment drops below six credit hours for a period of time greater than the six month grace period (or you may lose your grace period). Future disbursements of loans will also be cancelled once enrollment drops below 6 credit hours.

For questions regarding the Financial Aid Satisfactory Academic Progress policy, call (910) 678- 8242, email [Finaid@Faytechcc.edu](mailto:Finaid@Faytechcc.edu), or stop by the Financial Aid Office.

Rev 2/5/08

## 21 Section Twenty-one: Fund Management and Reconciliation

### Reconciliation of FA Programs GL, FA Module, and COD

Federal Programs must be reconciled monthly between the FA Module and the General Ledger (GL). Pell, Direct Loans, and ACG Grant must also be reconciled with COD.

1. Print FMGT in detail for each program.
2. Enter: Appropriate year  
Summary Only = No  
Enter appropriate Program award codes from Datatel

Datatel - Production - ST

File Edit Favorites Tools Help

Quick Access: FMGT Go

FMGT-Fund Management

Academic Year: 2007

Summary Only: No

Include by Location:

Saved List Name:

Students

ID	Student
1	
2	
3	
4	

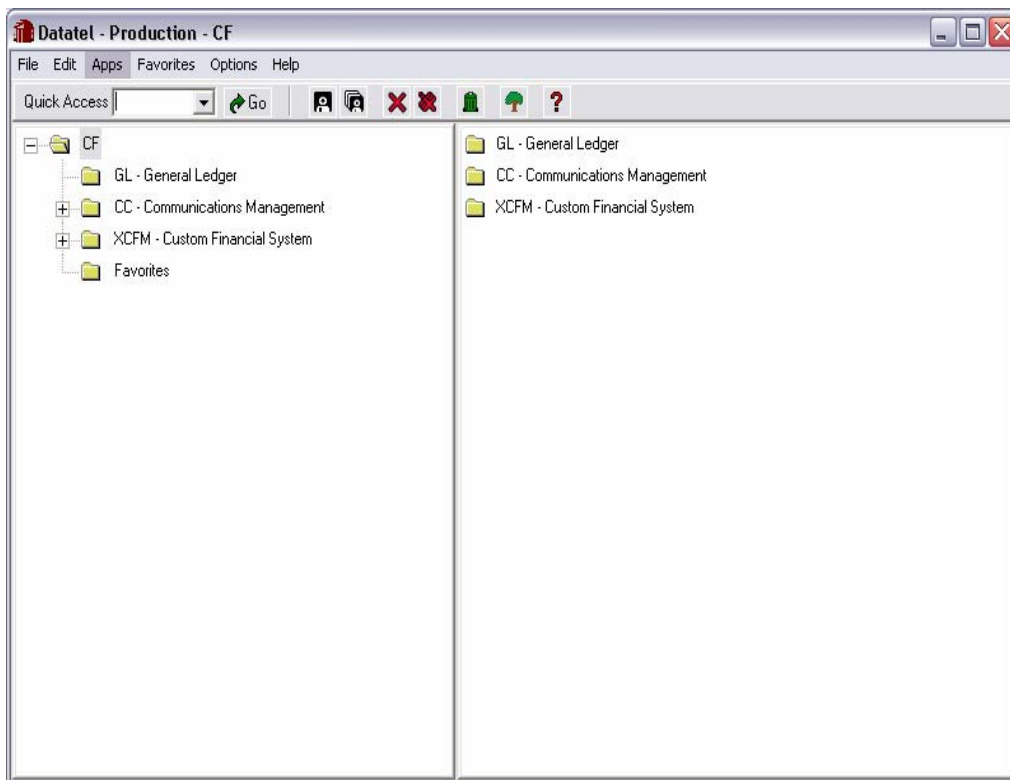
Awards

Code	Description
1 FACG1	FACG1 Fed ACG 1st Year Award
2 FACG2	FACG2 Fed ACG 2nd Year Award
3 FSEOG	FSEOG FEDERAL SEOG
4	

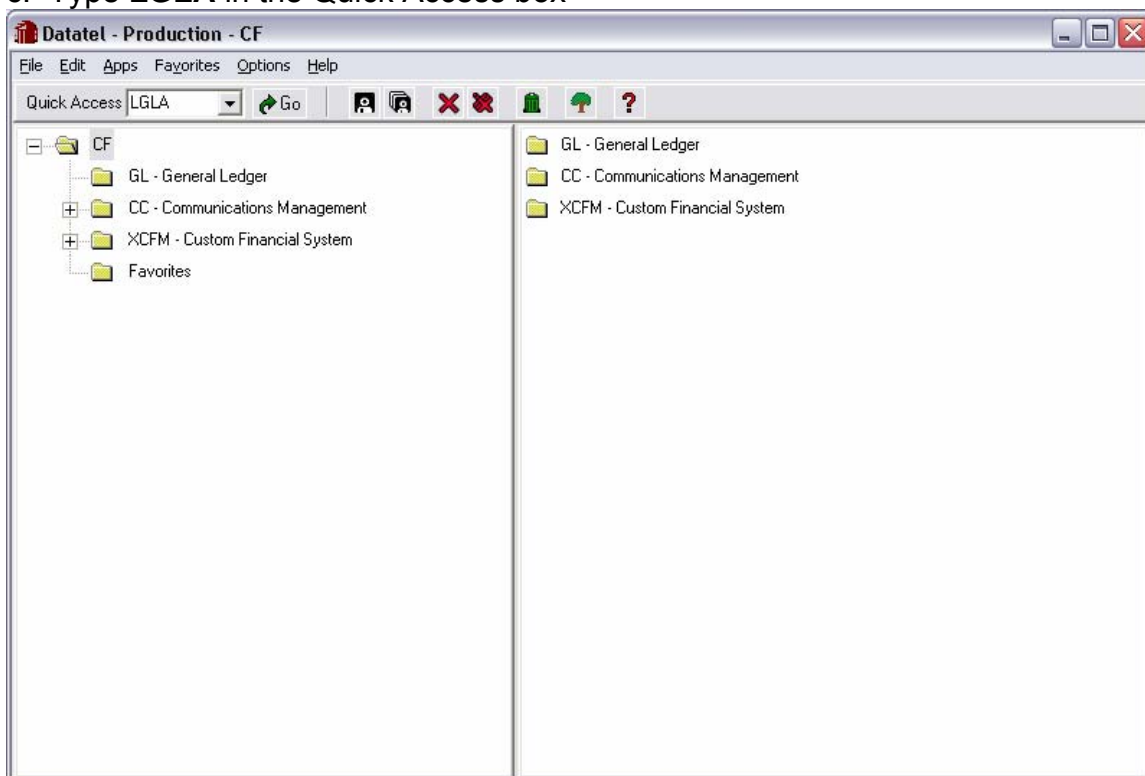
Additional Selection Criteria: No

2. Print the GL activity from LGLA. See instructions related to Accessing General Ledger information.
  - a. At the main menu, click on **APPS**.
  - b. In the drop down box, select **CF** (this takes you to the main menu for the Finance modules. Only those items user has access (security) to will be available.





c. Type **LGLA** in the Quick Access box



- d. Make sure the correct Fiscal Year is indicated, checking the beginning and ending dates.
- e. Starting Transaction Date and Ending Transaction date will default to the Fiscal Year dates.
- f. (A)ctuals, (B)udgets or (E)ncumberances = "A" for (A)ctuals
- g. Include GL Numbers: Enter the GL number(s) you wish to access. If unknown, the number is on the AWD screen for each FA program code.  
Multiple numbers can be entered.
- h. Proceed with Report? = "Y"
- i. Update

The screenshot shows a web application window titled "Datatel - Production - CF". The main content area is titled "LGLA-List GL Activity". It contains the following fields and controls:

- Fiscal Year:** A dropdown menu set to "2008", followed by date pickers for "07/01/07" and "thru 06/30/08".
- Starting Transaction Date:** A date picker set to "07/01/07".
- Ending Transaction Date:** A date picker set to "06/30/08".
- (A)ctuals, (B)udgets or (E)ncumberances:** A dropdown menu set to "Actuals".
- Include GL Accounts:** A list box with 6 rows. The first row contains "02-824-00-560000-94116".
- Include Source Codes:** A list box with 6 rows, all currently empty.
- Proceed with the Report:** A dropdown menu set to "Y".

j. Update

The screenshot shows an "Alert" dialog box with the text "Update record, Cancel record or Return to editing". Below the text are three buttons: "Update", "Cancel", and "Return".

- k. Make sure to hold the output to the screen.
- l. Update

The screenshot shows a software window titled "Datatel - Production - CF". The menu bar includes "File", "Edit", "Favorites", "Tools", and "Help". Below the menu bar is a "Quick Access" section with a dropdown menu set to "LGLA" and a "Go" button. To the right of "Go" are several icons: a person, a document, a red X, a red X with a slash, a green bell, a green tree, and a question mark. The main content area has a tab labeled "LGLA-List GL Activity". Below the tab is a blue header bar with the text "Peripheral: SETPTR.STEPHENP.454" and "Description: List GL Activity". Below the header bar is a form with the following fields: "Process...: LGLA" and "Description:". Below these are several input fields: "Output Device" (set to "H"), "Printer", "Form Name", "Banner", "Security" (with a dropdown arrow), "Copies" (set to "1"), and "Defer Time". Below these is a section labeled "Other Options" with three numbered rows (1, 2, 3) each containing a text input field and a small icon. At the bottom of the form are four fields: "Page Width" (set to "100"), "Page Length" (set to "60"), "Top Margin" (set to "3"), and "Bottom Margin" (set to "3"). Each of these bottom fields has a small icon to its right.

- m. Update

The screenshot shows a web application window titled "Datatel - Production - CF". The menu bar includes "File", "Edit", "Favorites", "Tools", and "Help". Below the menu is a "Quick Access" bar with a dropdown menu set to "LGLA" and a "Go" button. To the right of the "Go" button are several icons: a person, a document, a red X, a green tree, and a question mark. Below the Quick Access bar are two tabs, both labeled "LGLA-List GL Activity". The main content area has a blue header with the text "Job Description.: List GL Activity" and "Job Statistics ID: LGLA\_STEPHENP\_45430\_14673". Below the header is a form with the following fields: "Execute in Background mode?" with a dropdown menu showing "N", "Background Execution Type" with a dropdown menu, and a scheduling section with five rows of input fields and dropdown menus. The scheduling section includes labels: "Schedule Process to Run Next on", "Schedule Process to Run Every/From", "Schedule Process on Weekdays only", "Schedule Process to Start After", and "Stop Automatically Scheduling Process on". The right side of the window is a large, empty gray area with a vertical scrollbar on the right edge.

- n. Report displays on the screen.
- o. Print reports as needed.

Report Browser

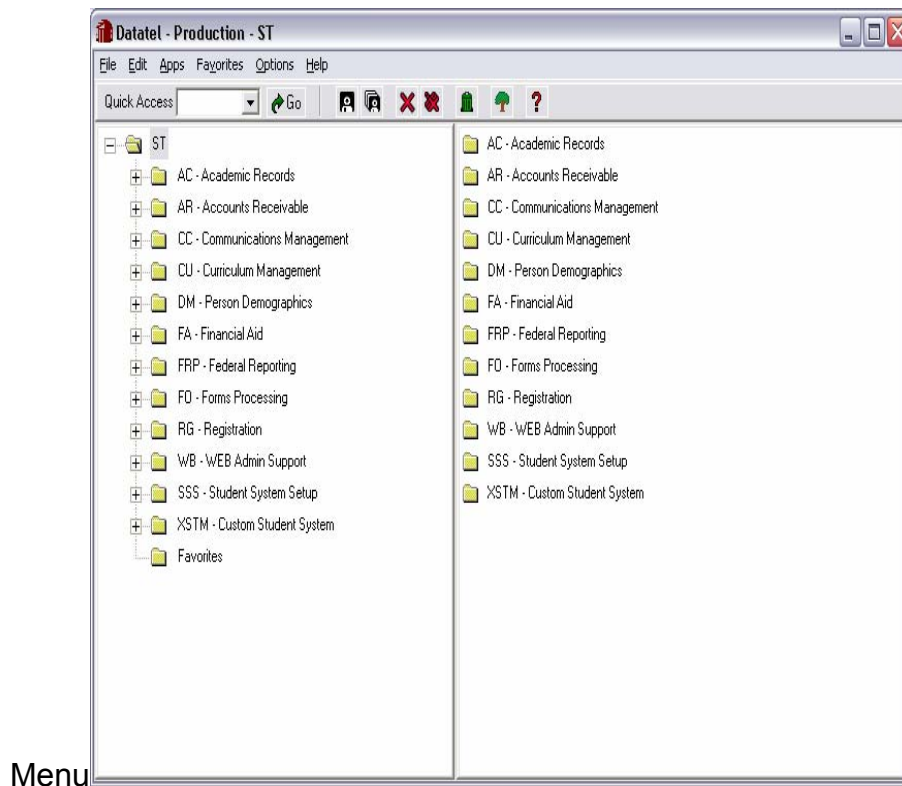
1/131

03/03/08 Actual Activity Listing Page 1  
For Period 07/01/07 thru 06/30/08

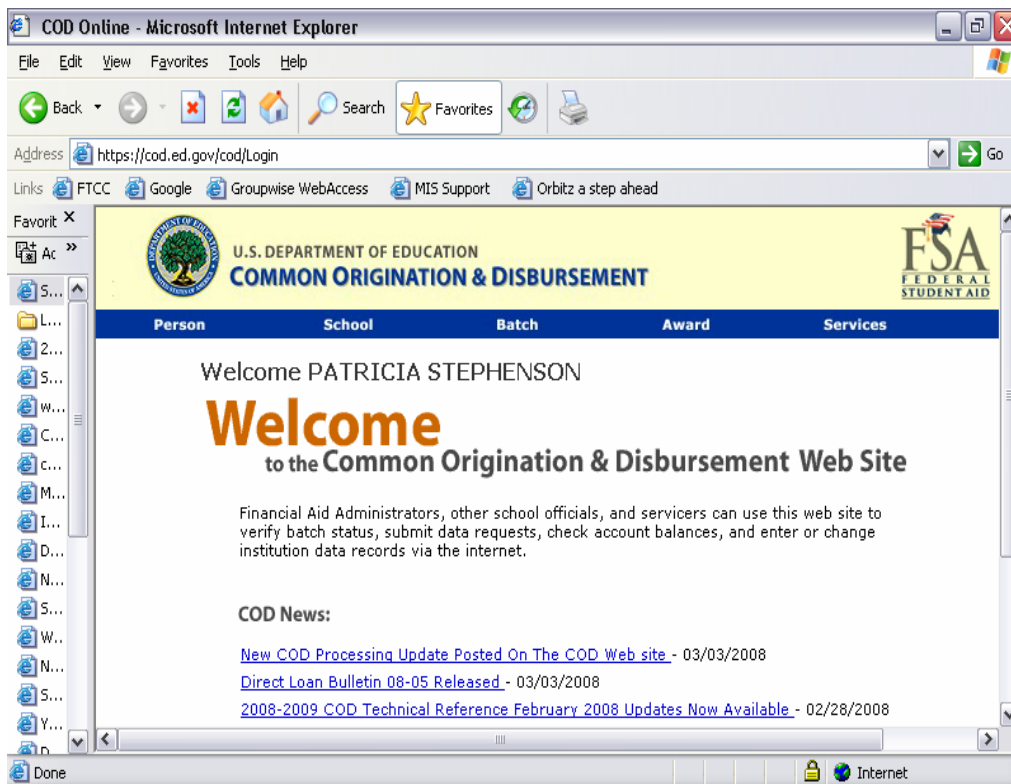
02-824-00-560000-94116 Student Loan/Scholarship Exp Federal PELL 07-08

Src	Ref.No	Description	Date	Debits	Credits
FA	F000029888	Federal Pell Grant	09/07/07	2,155.00	
FA	F000029909	Federal Pell Grant	09/07/07	765.00	
FA	F000030106	Federal Pell Grant	09/07/07	1,617.00	
FA	F000032240	Federal Pell Grant	09/07/07	2,155.00	
FA	F000032244	Federal Pell Grant	09/07/07	2,155.00	
FA	F000032246	Federal Pell Grant	09/07/07	1,430.00	
FA	F000032247	Federal Pell Grant	09/07/07	539.00	
FA	F000032248	Federal Pell Grant	09/07/07	2,155.00	
FA	F000032251	Federal Pell Grant	09/07/07	1,617.00	
FA	F000032254	Federal Pell Grant	09/07/07	2,155.00	
FA	F000032257	Federal Pell Grant	09/07/07	1,980.00	
FA	F000032258	Federal Pell Grant	09/07/07	2,155.00	
FA	F000032263	Federal Pell Grant	09/07/07	1,630.00	
FA	F000030109	Federal Pell Grant	09/07/07	2,155.00	
FA	F000032266	Federal Pell Grant	09/07/07	2,155.00	
FA	F000032267	Federal Pell Grant	09/07/07	2,155.00	
FA	F000032272	Federal Pell Grant	09/07/07	200.00	
FA	F000032274	Federal Pell Grant	09/07/07	2,155.00	
FA	F000032279	Federal Pell Grant	09/07/07	330.00	

- p. When complete, go back to main menu.
- q. Select **APPS** at the top
- r. From Drop Down box, select **ST** to return to the Student



3. Identify all prior year activity on the GL report and adjust totals excluding this activity.
4. If program activity is available on the COD website, print the Institutional Summary page for each program, showing total Accepted Disbursements and total draw downs.
5. Access the COD Website and login
6. From the top menu bar select "School"



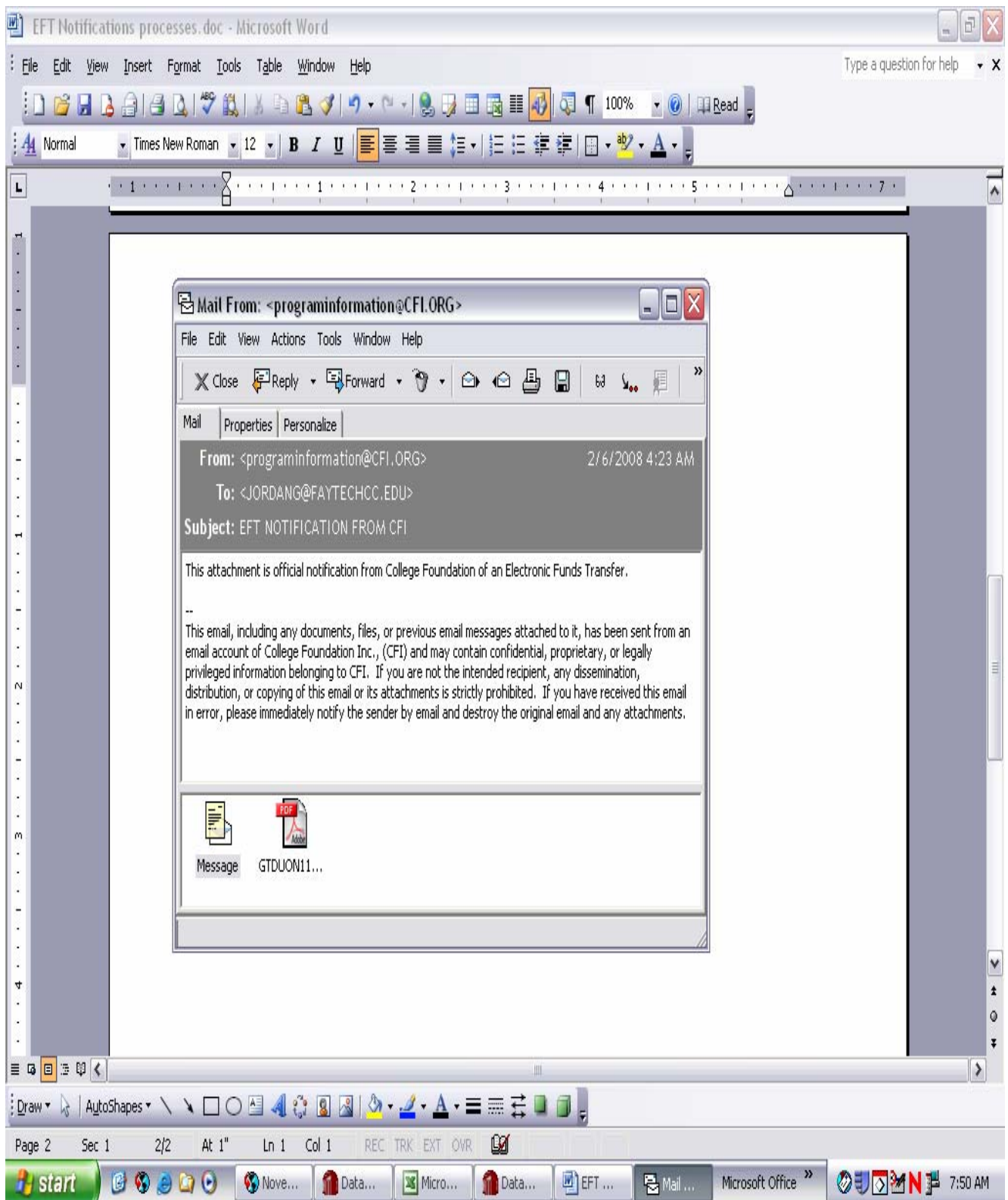
7. Enter FTCC's Entity ID# XXXXXXXXX and hit the enter key
8. From the side menu select "Funding Info" and enter
9. Select the appropriate program and year to review and print the resulting screen.
10. Compare all totals. FMGT, GL, and COD if available.
11. Resolve all discrepancies.
12. File monthly reconciliation for each program for future review.

## U:/Reconciliation of FA Programs.doc

### Requesting Funds

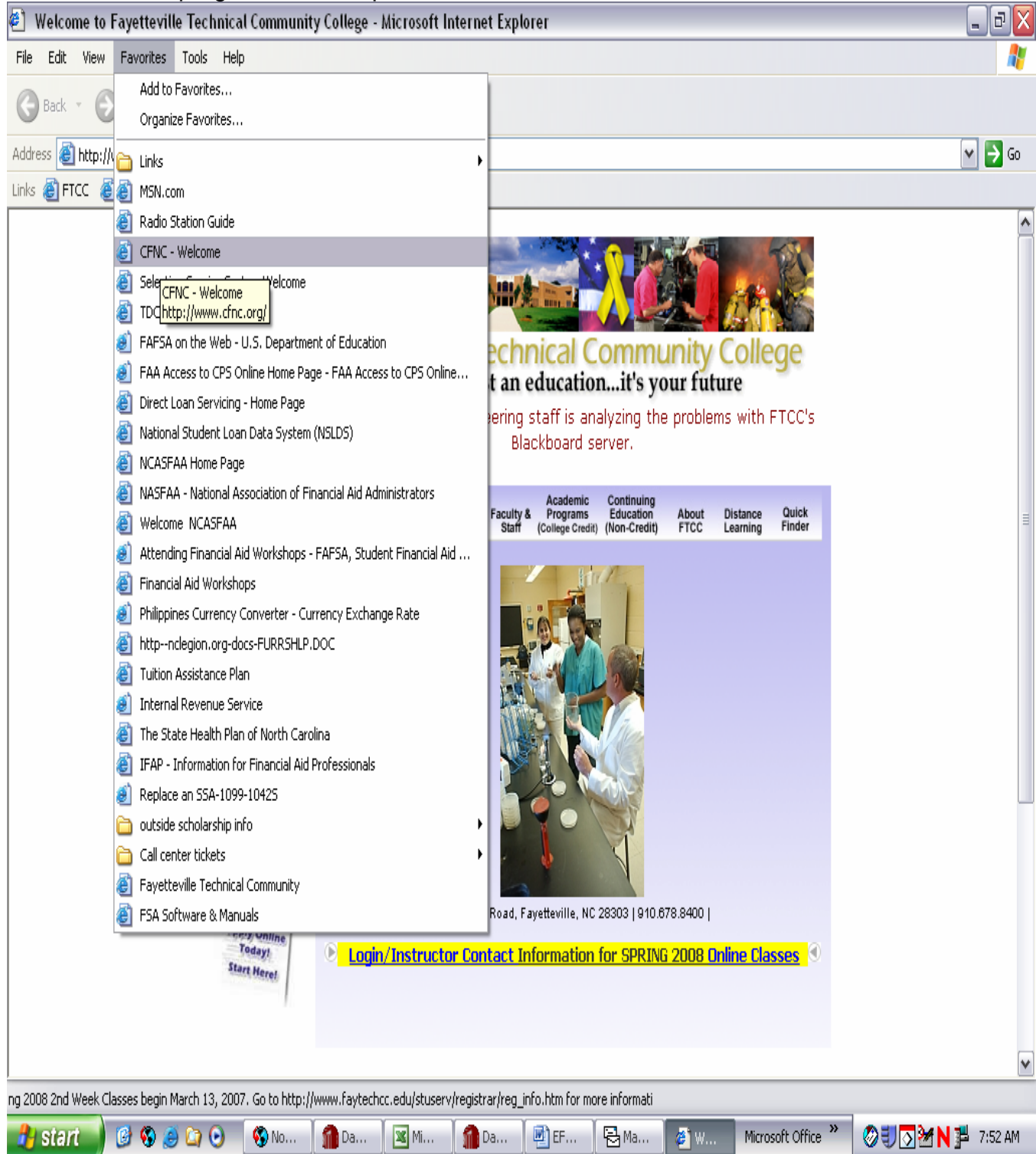
FTCC request funds through the Advance Payment Method. Under the advance payment method, the Department accepts a school's request for funds and transfers the amount requested to a bank account designated by the school. The school should not request more cash than is needed to make disbursements to students within three business days.

### EFT Notifications processes:





EFT notifications are received from the Director of Student Financial Aid and from the CFNC program. The steps are as follows:



EFT Notifications Processing: cont.  
Go to CFNC website

CFNC - Welcome - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print

Address <http://www.cfnc.org/> Go

Links FTCC Groupwise WebAccess MIS Support Google

**College Foundation of North Carolina**

*Helping You Plan, Apply, and Pay for College*

My CFNC Career Center Student Planner College Fair Online Applications Paying for College College Savings Program

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Search CFNC & Campus Sites

Contact CFNC About CFNC

CFNC en español

- » Adult Learner
- » Financial Aid Administrator
- » GEAR UP NC
- » School Counselor
- » College Redirection
- » Downloadable Resources
- » SAT, ACT Test Prep

**FAFSA Day February 9, 2008**

Apply to NC Colleges and Universities

New Bridges Career Tools Available

Register for CFNC Events

We believe every student should have the opportunity to go to college. Use the tabs above, the links to the left or the links below to access all CFNC has to offer.

<b>High School Planner</b> Track grades, honors, test scores and more. » Learn more	<b>Test Preparation</b> Use FREE test preparation for the SAT, ACT and more. » Learn more	<b>Calculators</b> Plan your loan needs and repayment. » Learn more	<b>Apply for Loans</b> Complete a MPN for a student or parent loan. » Learn more
<b>Career Key</b> Find careers that fit your interests and personality. » Learn more	<b>Apply for Admission</b> Apply to NC colleges and universities. » Learn more	<b>Scholarships</b> Search for scholarships available for NC students. » Learn more	<b>Repayment Wizard</b> Find help repaying your education loan. » Learn more
<b>Campus Tours</b> Explore more than 100 NC colleges and universities. » Learn more	<b>Transcript Manager</b> Submit your high school transcript electronically. » Learn more	<b>National College Savings Plan</b> Start saving now! » Learn more	<b>Forms for Current Borrowers</b> Access automatic withdrawal statement » Learn more

Shortcut to info\_faa.jsp

start No... Da... Mi... Da... EF... Ma... CF... Microsoft Office Internet

7:52 AM


CFNC - Financial Aid Administrator - Index - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Reload Home Search Favorites Print

Address [http://www.cfnc.org/home/info\\_faa.jsp](http://www.cfnc.org/home/info_faa.jsp) Go

Links FTCC Groupwise WebAccess MIS Support Google



*Helping You Plan, Apply, and Pay for College*

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CFNC Home

Financial Aid Administrator

- » Loan, Grant and Student Information Processing
- » College Payment Plan Administration
- » Services
- » Forms and Publications
- » Common Manual

## Financial Aid Administrator

*Our representatives are eager to help you online, on the phone, or in person. Check the services available to you upon request.*



- See how your [students and parents save money with us](#)
- Access the [Grant Application & Loan Processing System](#)
- Access the [College Payment Plan System](#)
- Access the [College Preparation Opportunities System](#)
- Check current [Interest Rates](#)
- Review [services](#) we offer for you and your students
- [Download forms](#) (such as EFT Enrollment form, School certification form)
- Get the latest [Common Manual](#) updates
- [Comparison of Savings](#) on PLUS and Stafford Loans

Error on page.

start No... Da... Mi... Da... EF... Ma... CF... Microsoft Office Internet 7:54 AM

Select: Loan Grant and student information processing in section on left. Enter User name and Password. Select: Grant Certification from section on left

CFNC - Enrollment Certifications - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://www.cfnc.org/extranet/certification/grants/index.jsp> Go

Links FTCC Groupwise WebAccess MIS Support Google

» Default Prevention

» Report/File Center

» Grants

» Default Prevention

» Documentation

» Grant Certification

» SEAA School Portal

» Edit My Profile

» Log Off

**For a North Carolina Student Incentive Grant (NCSIG)**

I certify that each student from my school that I mark as certified for the North Carolina Student Incentive Grant (NCSIG) meets the definition of an 'Eligible Student' and demonstrates substantial financial need as defined in the NCSIG Regulations and meets the following eligibility requirements: (a) is a North Carolina resident for tuition purposes; (b) fulfills all eligibility requirements for Title IV programs; (c) is enrolled as a full-time undergraduate student in an eligible program; and that (d) the student and family information and financial data are the same used for federal aid eligibility determination by the campus.

**For a North Carolina Community College Grant (NCCCG)**

I certify that each student from my school that I mark as certified for the North Carolina Community College Grant (NCCCG) meets the following eligibility requirements per the policies of the State Board of Community College and the State Education Assistance Authority: (a) is a North Carolina resident for tuition purposes; (b) has been admitted and is enrolled for at least six credit hours per semester in curriculum programs; (c) qualifies for the grant based upon a valid Expected Family Contribution (EFC) calculation under Federal Methodology and the program's recognized "required education expenses" for attending a North Carolina Community College; (d) meets all other eligibility requirements for a Federal Pell Grant, except the EFC requirement; and that (e) the student and family information and financial data are the same used for federal aid eligibility determination by the campus.

**For a University of North Carolina Need-Based Grant (UNC-NBG)**

I certify that each student from my school that I mark as certified for the UNC-Need Based Grant (UNC-NBG) meets the definition of "Eligible Student" for Title IV aid and meets the following eligibility requirements: (a) is a North Carolina resident for tuition purposes; (b) attends or plans to attend one of the 16 constituent institutions of the University of North Carolina in an eligible program taking at least six credit hours as an undergraduate student in matriculated status; (c) is enrolled in the correct number of hours indicated for the grant; and that (d) the student and family information and financial data (not the formula) are the same used for federal aid eligibility determination by the campus.

**For a North Carolina Education Lottery Scholarship (NELS)**

I certify that each student from my school that I mark as certified for the North Carolina Education Lottery Scholarship (NELS) meets the definition of "Eligible Student" for Title IV aid and meets the following eligibility requirements: (a) is a North Carolina resident for tuition purposes; (b) attends or plans to attend a post-secondary institution that has executed the ELS participation agreement; (c) is seeking a diploma, degree or certification on at least a half-time basis as an undergraduate student; (d) is not in default, or does not owe a refund, under any federal or state loan or grant program; (e) meets all other eligibility requirements for a Federal Pell Grant, except the EFC requirement; and that (f) the student and family information and financial data are the same used for federal aid eligibility determination by the campus.

« Back Continue »

Continue

Shortcut to javascript:setCommand('/extranet/certification/grants/GrantsEnterGrants.do')

start No... Da... Mi... Da... EF... Ma... CF... Microsoft Office » Internet 7:59 AM

Scroll down to bottom of this page and select:  
Continue

The screenshot shows a Microsoft Internet Explorer browser window titled "Enrollment Certification - Microsoft Internet Explorer". The address bar displays the URL: <https://www.cfnc.org/extranet/certification/grants/GrantsEnterGrants.do>. The page content is titled "Grant Certification - FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE". A disclaimer states: "\*\* These grant award calculations are based on our current knowledge of available funding and policies. Please remember the calculations are subject to legislative actions that could change the results. \*\*".

On the left side, there is a "Grants Menu" with the following options:

- » Grant Certification
  - » Create File
  - » Create List
  - » Create Labels
  - » Disbursement Summary
  - » Advanced Filter
- » School Defaults
- Report/File Center
  - » Request
  - » Upload
  - » Download
    - » File
    - » Report
- » Main Menu
- » Logoff

Below the menu, it says "Your session will".

The main content area contains a search and filter section with the following fields:

- Name:
- Grant Type: All
- Certified: All
- New CPS: All
- Down-load: All
- Hold: All
- Grd Lvl: All
- View By SSN (button)
- Period: All
- Academic Year: 07-08
- Funded: Y
- Eligible: Y
- Pend Chg: All
- Sch Lck: All
- # of Results: 12
- Filter (button)

The bottom of the browser window shows a status bar with "Session will time out in: 29:54" and a taskbar with various application icons, including "start", "No...", "Da...", "Mi...", "Da...", "EF...", "Ma...", "En...", "Microsoft Office", and "Internet". The system clock shows "8:02 AM".

Select: REPORT

The screenshot shows a Microsoft Internet Explorer window titled "Grant Certification - Microsoft Internet Explorer". The address bar displays the URL: [https://www.cfnc.org/extranet/site/extranet/grantCertification/secureExtranet/reportsAndFiles/report\\_downloads.jsp?initializeFiles=Y](https://www.cfnc.org/extranet/site/extranet/grantCertification/secureExtranet/reportsAndFiles/report_downloads.jsp?initializeFiles=Y). The website header features the CFI logo and the text "Grant Certification" and "FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE". A left sidebar contains a "Grants Menu" with options: "Request", "Upload", "Download", "Files", "Reports", "Main Menu", and "Log Off". The main content area is titled "Report Download" and shows "School Code : 007640" and "Branch Code : 00". Below this, there is a "Select" dropdown set to "All" and a "Refresh List" button. A table lists 12 reports with columns for "Select to delete", "File Name (Click to view/print)", "Description", "Date", "Size", and "Type". The reports include "GRANTS EFT ROSTER" and "DISBURSED DETAIL LISTING". A "Delete" button is located at the bottom left of the table.

Select to delete	File Name (Click to view/print)	Description	Date	Size	Type
<input type="checkbox"/>	<a href="#">RP08C0996.PDF</a>	GRANTS EFT ROSTER	02/06/2008 04:22:42 AM	2 KB	PDF
<input type="checkbox"/>	<a href="#">RP11C0997.PDF</a>	EFT NOTIFICATION LETTER	02/06/2008 04:22:41 AM	2 KB	PDF
<input type="checkbox"/>	<a href="#">RP11C0995.PDF</a>	EFT NOTIFICATION LETTER	02/06/2008 04:22:38 AM	2 KB	PDF
<input type="checkbox"/>	<a href="#">RP08C0994.PDF</a>	GRANTS EFT ROSTER	02/06/2008 04:22:38 AM	2 KB	PDF
<input type="checkbox"/>	<a href="#">RP08C0992.PDF</a>	GRANTS EFT ROSTER	02/06/2008 04:22:35 AM	2 KB	PDF
<input type="checkbox"/>	<a href="#">RP11C0993.PDF</a>	EFT NOTIFICATION LETTER	02/06/2008 04:22:34 AM	2 KB	PDF
<input type="checkbox"/>	<a href="#">RP06C0815.PDF</a>	GRANTS PRINT LIST LISTING	07/03/2007 04:02:20 PM	35 KB	PDF
<input type="checkbox"/>	<a href="#">RP02C0813.PDF</a>	DISBURSED DETAIL LISTING	06/25/2007 06:24:20 AM	18 KB	PDF
<input type="checkbox"/>	<a href="#">RP02C0812.PDF</a>	DISBURSED DETAIL LISTING	06/25/2007 06:24:20 AM	18 KB	PDF
<input type="checkbox"/>	<a href="#">RP02C0811.PDF</a>	DISBURSED DETAIL LISTING	06/21/2007 02:08:02 PM	26 KB	PDF
<input type="checkbox"/>	<a href="#">RP02C0810.PDF</a>	DISBURSED DETAIL LISTING	06/21/2007 02:06:23 PM	24 KB	PDF

Notice on this Report list there are 07 and 08 reports.



Leave 07 reports on the list because they were used for the 06-07 reconciliation. Leaving these previous year reports helps identify new reports coming in.

**Grant Certification**  
FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE

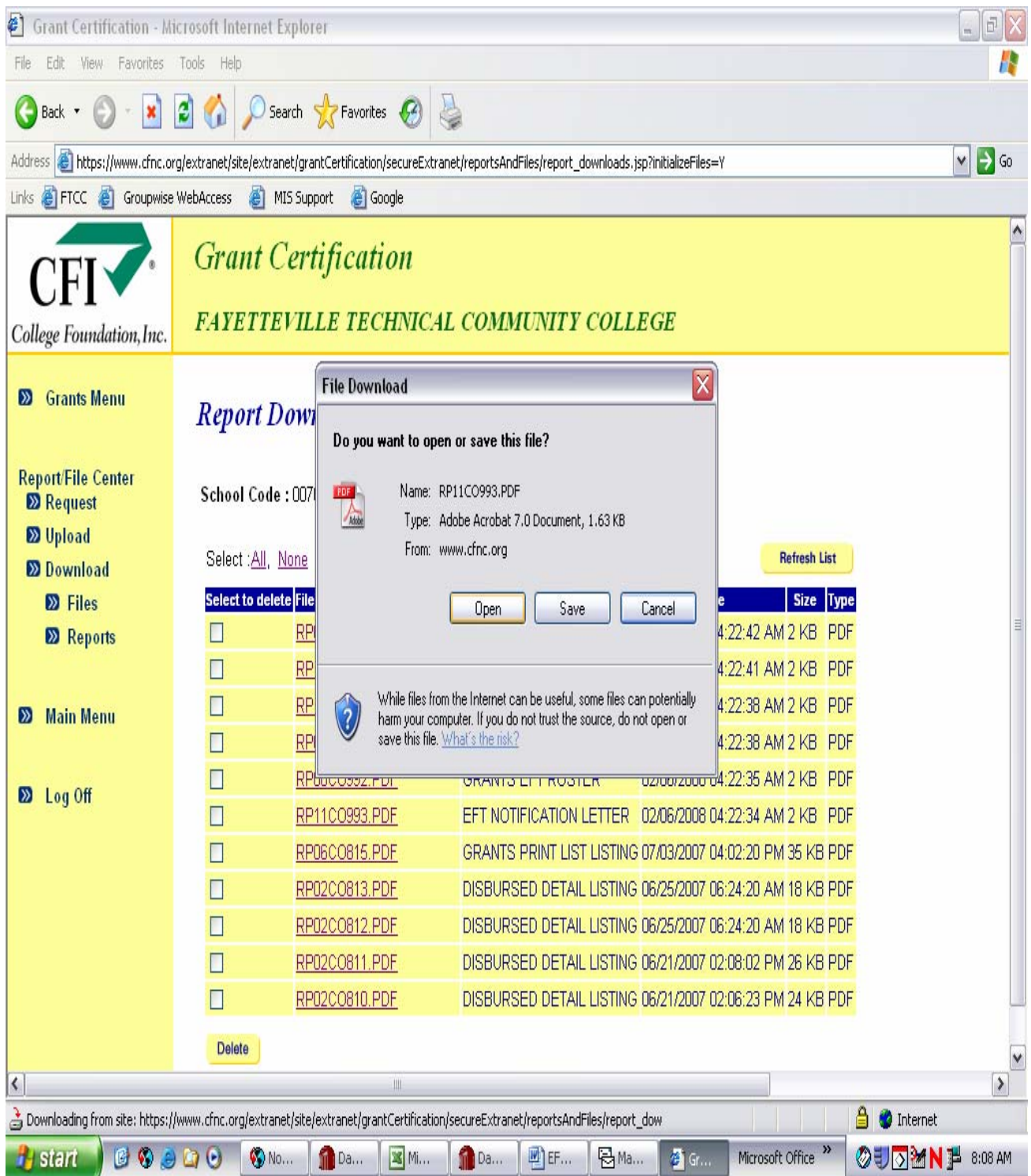
**Report Download**

School Code : 007640 Branch Code : 00

Select : [All](#), [None](#) [Refresh List](#)

Select to delete	File Name (Click to view/print)	Description	Date	Size	Type
<input type="checkbox"/>	<a href="#">RP08C0996.PDF</a>	GRANTS EFT ROSTER	02/06/2008 04:22:42 AM	2 KB	PDF
<input type="checkbox"/>	<a href="#">RP11C0997.PDF</a>	EFT NOTIFICATION LETTER	02/06/2008 04:22:41 AM	2 KB	PDF
<input type="checkbox"/>	<a href="#">RP11C0995.PDF</a>	EFT NOTIFICATION LETTER	02/06/2008 04:22:38 AM	2 KB	PDF
<input type="checkbox"/>	<a href="#">RP08C0994.PDF</a>	GRANTS EFT ROSTER	02/06/2008 04:22:38 AM	2 KB	PDF
<input type="checkbox"/>	<a href="#">RP08C0992.PDF</a>	GRANTS EFT ROSTER	02/06/2008 04:22:35 AM	2 KB	PDF
<input type="checkbox"/>	<a href="#">RP11C0993.PDF</a>	EFT NOTIFICATION LETTER	02/06/2008 04:22:34 AM	2 KB	PDF
<input type="checkbox"/>	<a href="#">RP06C0815.PDF</a>	GRANTS PRINT LIST LISTING	07/03/2007 04:02:20 PM	35 KB	PDF
<input type="checkbox"/>	<a href="#">RP02C0813.PDF</a>	DISBURSED DETAIL LISTING	06/25/2007 06:24:20 AM	18 KB	PDF
<input type="checkbox"/>	<a href="#">RP02C0812.PDF</a>	DISBURSED DETAIL LISTING	06/25/2007 06:24:20 AM	18 KB	PDF
<input type="checkbox"/>	<a href="#">RP02C0811.PDF</a>	DISBURSED DETAIL LISTING	06/21/2007 02:08:02 PM	26 KB	PDF
<input type="checkbox"/>	<a href="#">RP02C0810.PDF</a>	DISBURSED DETAIL LISTING	06/21/2007 02:06:23 PM	24 KB	PDF

[Delete](#)



Select: OPEN



Notice the total amount and which grant it is and then print hard copy for your records. After printing your copy, close the window.

**Grant Certification - Microsoft Internet Explorer**

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print

Address [https://www.cfnc.org/extranet/site/extranet/grantCertification/secureExtranet/reportsAndFiles/report\\_downloads.jsp?initializeFiles=Y](https://www.cfnc.org/extranet/site/extranet/grantCertification/secureExtranet/reportsAndFiles/report_downloads.jsp?initializeFiles=Y) Go

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## Grant Certification

### FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE

» Grants Menu

Report/File Center

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» Log Off

### Report Download

School Code : 007640 Branch Code : 00

Select : [All](#), [None](#) [Refresh List](#)

Select to delete	File Name (Click to view/print)	Description	Date	Size	Type
<input type="checkbox"/>	<a href="#">RP08CO996.PDF</a>	GRANTS EFT ROSTER	02/06/2008 04:22:42 AM	2 KB	PDF
<input type="checkbox"/>	<a href="#">RP11CO997.PDF</a>	EFT NOTIFICATION LETTER	02/06/2008 04:22:41 AM	2 KB	PDF
<input type="checkbox"/>	<a href="#">RP11CO995.PDF</a>	EFT NOTIFICATION LETTER	02/06/2008 04:22:38 AM	2 KB	PDF
<input type="checkbox"/>	<a href="#">RP08CO994.PDF</a>	GRANTS EFT ROSTER	02/06/2008 04:22:38 AM	2 KB	PDF
<input type="checkbox"/>	<a href="#">RP08CO992.PDF</a>	GRANTS EFT ROSTER	02/06/2008 04:22:35 AM	2 KB	PDF
<input type="checkbox"/>	<a href="#">RP11CO993.PDF</a>	EFT NOTIFICATION LETTER	02/06/2008 04:22:34 AM	2 KB	PDF
<input type="checkbox"/>	<a href="#">RP06CO815.PDF</a>	GRANTS PRINT LIST LISTING	07/03/2007 04:02:20 PM	35 KB	PDF
<input type="checkbox"/>	<a href="#">RP02CO813.PDF</a>	DISBURSED DETAIL LISTING	06/25/2007 06:24:20 AM	18 KB	PDF
<input type="checkbox"/>	<a href="#">RP02CO812.PDF</a>	DISBURSED DETAIL LISTING	06/25/2007 06:24:20 AM	18 KB	PDF
<input type="checkbox"/>	<a href="#">RP02CO811.PDF</a>	DISBURSED DETAIL LISTING	06/21/2007 02:08:02 PM	26 KB	PDF
<input type="checkbox"/>	<a href="#">RP02CO810.PDF</a>	DISBURSED DETAIL LISTING	06/21/2007 02:06:23 PM	24 KB	PDF

[Delete](#)

Shortcut to report\_downloads.jsp?initializeFiles=Y# (secure Web site)

start No... Da... Mi... Da... EF... Ma... Gr... Microsoft Office 8:11 AM

There is always a roster to go along with each EFT, so now select the roster directly above the notification you just printed.

**Grant Certification**  
FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE

**Report Download**

School Code : 007

Select : [All](#), [None](#)

**File Download**  
Do you want to open or save this file?  
Name: RP08C0992.PDF  
Type: Adobe Acrobat 7.0 Document, 1.66 KB  
From: www.cfnc.org

Buttons: Open, Save, Cancel

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

Select to delete	File	Description	Date	Size	Type
<input type="checkbox"/>	<a href="#">RP08C0992.PDF</a>	GRANTS EFT ROSTER	02/06/2008 04:22:35 AM	2 KB	PDF
<input type="checkbox"/>	<a href="#">RP11C0993.PDF</a>	EFT NOTIFICATION LETTER	02/06/2008 04:22:34 AM	2 KB	PDF
<input type="checkbox"/>	<a href="#">RP06C0815.PDF</a>	GRANTS PRINT LIST LISTING	07/03/2007 04:02:20 PM	35 KB	PDF
<input type="checkbox"/>	<a href="#">RP02C0813.PDF</a>	DISBURSED DETAIL LISTING	06/25/2007 06:24:20 AM	18 KB	PDF
<input type="checkbox"/>	<a href="#">RP02C0812.PDF</a>	DISBURSED DETAIL LISTING	06/25/2007 06:24:20 AM	18 KB	PDF
<input type="checkbox"/>	<a href="#">RP02C0811.PDF</a>	DISBURSED DETAIL LISTING	06/21/2007 02:08:02 PM	26 KB	PDF
<input type="checkbox"/>	<a href="#">RP02C0810.PDF</a>	DISBURSED DETAIL LISTING	06/21/2007 02:06:23 PM	24 KB	PDF

Buttons: Delete, Refresh List

Open it and use zoom in tool to verify it is for the correct grant and the correct amount as the EFT notification you printed. Print. Close the window.

**Grant Certification**  
FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE

**Report Download**

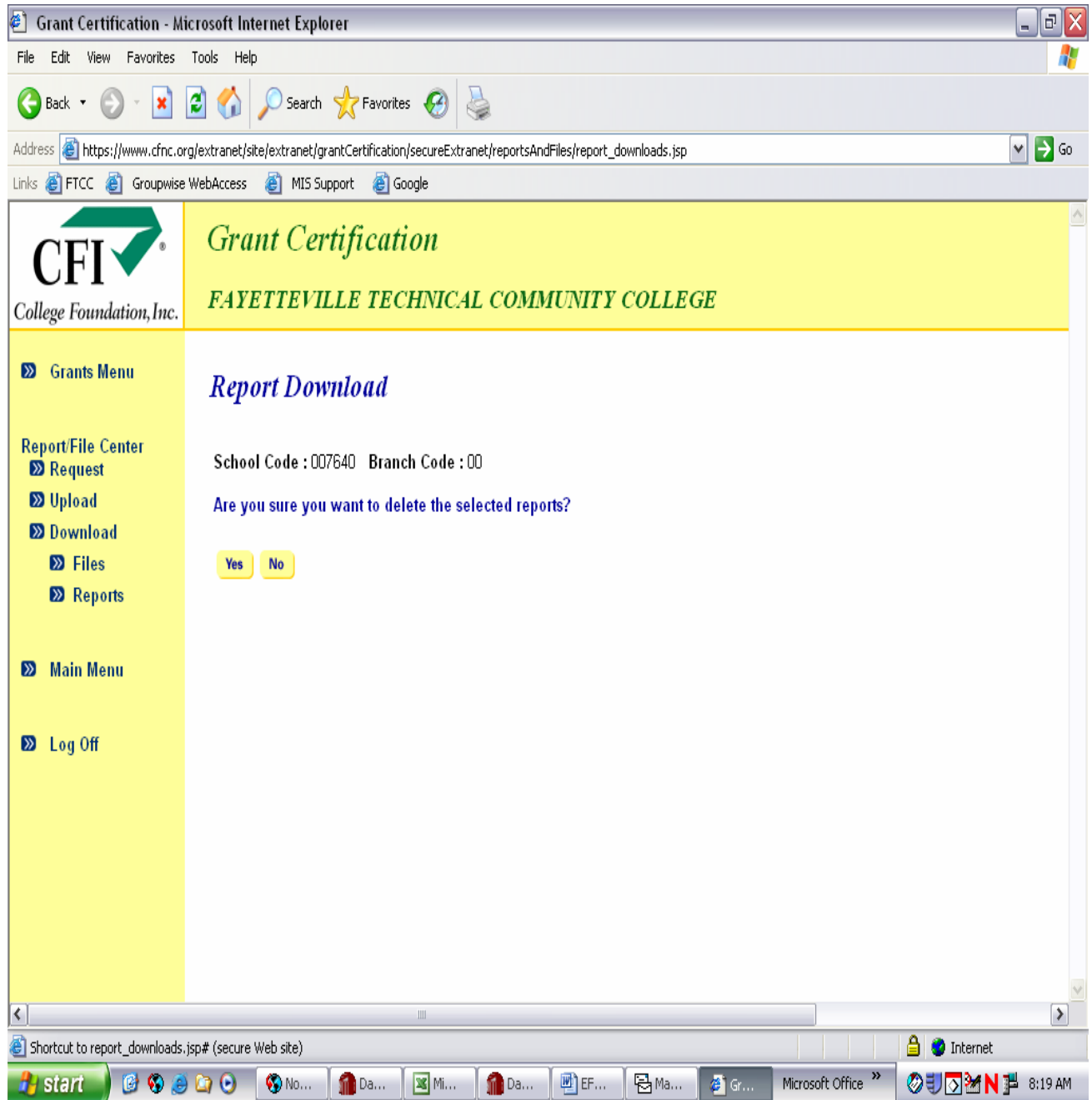
School Code : 007640 Branch Code : 00

Select : [All](#), [None](#) [Refresh List](#)

Select to delete	File Name (Click to view/print)	Description	Date	Size	Type
<input type="checkbox"/>	<a href="#">RP08CO996.PDF</a>	GRANTS EFT ROSTER	02/06/2008 04:22:42 AM	2 KB	PDF
<input type="checkbox"/>	<a href="#">RP11CO997.PDF</a>	EFT NOTIFICATION LETTER	02/06/2008 04:22:41 AM	2 KB	PDF
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<input type="checkbox"/>	<a href="#">RP08CO994.PDF</a>	GRANTS EFT ROSTER	02/06/2008 04:22:38 AM	2 KB	PDF
<input checked="" type="checkbox"/>	<a href="#">RP08CO992.PDF</a>	GRANTS EFT ROSTER	02/06/2008 04:22:35 AM	2 KB	PDF
<input checked="" type="checkbox"/>	<a href="#">RP11CO993.PDF</a>	EFT NOTIFICATION LETTER	02/06/2008 04:22:34 AM	2 KB	PDF
<input type="checkbox"/>	<a href="#">RP06CO815.PDF</a>	GRANTS PRINT LIST LISTING	07/03/2007 04:02:20 PM	35 KB	PDF
<input type="checkbox"/>	<a href="#">RP02CO813.PDF</a>	DISBURSED DETAIL LISTING	06/25/2007 06:24:20 AM	18 KB	PDF
<input type="checkbox"/>	<a href="#">RP02CO812.PDF</a>	DISBURSED DETAIL LISTING	06/25/2007 06:24:20 AM	18 KB	PDF
<input type="checkbox"/>	<a href="#">RP02CO811.PDF</a>	DISBURSED DETAIL LISTING	06/21/2007 02:08:02 PM	26 KB	PDF
<input type="checkbox"/>	<a href="#">RP02CO810.PDF</a>	DISBURSED DETAIL LISTING	06/21/2007 02:06:23 PM	24 KB	PDF

[Delete](#)

Now that both the Notification letter and matching roster are printed:  
Select just those 2 reports by clicking in boxes to left.  
Select Delete



System always gives you option to say no to delete:

After verifying the EFT and EFT roster and printing them for the binder, there is no need to keep the reports piling up.

DELETE: YES

Grant Certification - Microsoft Internet Explorer

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*Report Download*

School Code : 007640 Branch Code : 00

Select : [All](#), [None](#) [Refresh List](#)

Select to delete	File Name (Click to view/print)	Description	Date	Size	Type
<input type="checkbox"/>	<a href="#">RP08CO996.PDF</a>	GRANTS EFT ROSTER	02/06/2008 04:22:42 AM	2 KB	PDF
<input type="checkbox"/>	<a href="#">RP11CO997.PDF</a>	EFT NOTIFICATION LETTER	02/06/2008 04:22:41 AM	2 KB	PDF
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<input type="checkbox"/>	<a href="#">RP02CO810.PDF</a>	DISBURSED DETAIL LISTING	06/21/2007 02:06:23 PM	24 KB	PDF

[Delete](#)

start No... Da... Mi... Da... EF... Ma... Gr... Microsoft Office Internet 8:21 AM

Repeat process for the remaining 2 EFTS and EFT rosters.

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File Edit View Favorites Tools Help

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» Log Off

*Report Download*

School Code : 007640 Branch Code : 00

Select : [All](#), [None](#) [Refresh List](#)

Select to delete	File Name (Click to view/print)	Description	Date	Size	Type
<input type="checkbox"/>	<a href="#">RP06C0815.PDF</a>	GRANTS PRINT LIST LISTING	07/03/2007 04:02:20 PM	35 KB	PDF
<input type="checkbox"/>	<a href="#">RP02C0813.PDF</a>	DISBURSED DETAIL LISTING	06/25/2007 06:24:20 AM	18 KB	PDF
<input type="checkbox"/>	<a href="#">RP02C0812.PDF</a>	DISBURSED DETAIL LISTING	06/25/2007 06:24:20 AM	18 KB	PDF
<input type="checkbox"/>	<a href="#">RP02C0811.PDF</a>	DISBURSED DETAIL LISTING	06/21/2007 02:08:02 PM	26 KB	PDF
<input type="checkbox"/>	<a href="#">RP02C0810.PDF</a>	DISBURSED DETAIL LISTING	06/21/2007 02:06:23 PM	24 KB	PDF

[Delete](#)

start

Internet

8:25 AM

Notice when finished all that remains in Report Center are the 07 reports.

Staple EFT Roster with the notifications and put in NC Grants binder.

### **Disbursing Funds**

Financial Aid funds are disbursed when a school makes a payment of Financial Aid Funds or delivers proceeds of a loan to or on behalf of a student, either directly or by crediting a student's account with the funds. The Department considers a disbursement of Federal Financial Aid Funds to have taken place by crediting a student's account once the school has both credited the student's account and drawn down federal funds.

Whenever a school credits Federal funds to a student's account, and those funds exceed the student's allowable charges, a school must pay the excess Federal Funds (credit balance) directly to the student with 14 days of the later of:

- \* the date the balance occurs on the student's account,
- \* the first day of classes of the payment period or period of enrollment, or
- \* the date the student rescinds his or her authorization for the school to retain funds in excess of the amount needed to cover allowable charges on the day of the payment period or period of enrollment for which the disbursement is intended.

### **22 Section Twenty-two: Fraud**

There are difficult situations where students and/or parents purposefully misrepresent information in hopes of obtaining or obtaining additional assistance. The FAO is required to have a policy of referral when confronted with actual or suspected cases of fraud and abuse.

#### **22.1 Policy for Fraud**

Students and parents who willfully submit fraudulent information will be investigated to the furthest extent possible. All cases of fraud and abuse will be reported to the proper authorities.

#### **22.2 Procedures for Fraud**

After investigating the situation, if the Director believes there is a fraudulent situation, all information must be forwarded to the Office of Inspector General of the Department of Education or the local law enforcement agency.

If the decision is made by the Director to pursue the possibility of denying or canceling financial aid, a written request to make an appointment is sent to the student. If the student does not make an appointment, the Director may:

1. Not process a financial aid application until the situation is resolved satisfactorily.
2. Not award financial aid
3. Cancel financial aid
4. Determine that financial aid will not be processed for future years.

All processing of the application or disbursement of funds shall be suspended until the Director has made a determination as to whether the student shall be required to make an appointment.

Fraudulent situations should be reported to the hotline of the Department of Education Inspector General at (202) 755-2270 or 1-800-MIS-USED.

### **23 Section Twenty-three: Audits and Program Reviews**

Federal regulations require the FAO to have its records and student files audited.

#### **23.1 Preparation**

#### **23.2 Guidelines**

A complete listing of financial aid audit guidelines is listed in the Audit Guide published by the U.S. Department of Education. See this reference document for additional information.

#### **23.3 Liaison**

The Directors serves as the liaison between the FAO and the Auditor.