

# CONDITIONS OF AWARD

(Web: [Skagit.edu](http://Skagit.edu), then Financial Aid)

Dear Financial Aid Applicant,

Congratulations! You are eligible for the financial aid as shown on your award letter. This award is to be used to assist you with your educational expenses. As a recipient of federal and state aid you have certain rights and responsibilities. **PLEASE READ THIS DOCUMENT CAREFULLY. YOU ARE RESPONSIBLE FOR KNOWING ITS CONTENTS AND BY SIGNING THE AWARD LETTER AND/OR ACCEPTING STUDENT LOAN OR FINANCIAL AID FUNDS, YOU ACCEPT THE AWARD CONDITIONS.** If you wish to receive the aid offered, complete your award letter with signature and date, and return it by the designated date.

The **AWARD LETTER** lists the amount of aid you are eligible for (excluding loans) and was determined by using the Federal Expected Family Contribution (EFC) listed on your Student Aid Report, the cost of attendance at Skagit Valley College (SVC) (see consumer information sheet *A Guide For Financing Your Education/2008-2009* available in the Financial Aid Office) established by the Washington Financial Aid Association, and SVC's packaging policy. The figures used to determine your financial need were calculated by using the following formula: Cost of attendance less EFC = need; need less aid awarded is your unmet need. Unmet need deficiencies can be made up through additional out of pocket contributors or student loans. If you have any questions regarding the financial aid award process, how your package was calculated, want to appeal your award or have special circumstances, please contact the Financial Aid Office and we will review your file. Descriptions of the types of aid available, including awards printed on your award notification, are listed in the SVC consumer information sheet, Department of Education publications, or by asking the Financial Aid Office staff. The school registration cost can be determined by asking the staff in the Registration Office.

**CAREFULLY READ THE SATISFACTORY PROGRESS POLICY**, available on the [Skagit.edu](http://Skagit.edu), Financial Aid webpage. You are expected to attend class regularly and make satisfactory progress. Please carefully review the SVC catalog and SVC consumer information sheet for details.

If you drop out of school prior to the end of the quarter, you may be required to repay a prorated portion of the aid received. The "Refund/Repayment Policy" is available and will be reviewed with you upon request. **PLEASE NOTE:** If you officially or unofficially withdraw from classes and the Federal or State tuition refund calculation exceeds the calculated school refund amount, you will be **REQUIRED** to repay the difference. This will be in addition to any Financial Aid repayment amounts calculated.

If your grades (V, E, and/or Z) and dates of attendance indicate that you unofficially withdrew from school before the last week of school while receiving aid you may be required to attend and make satisfactory progress before you will be considered eligible for financial aid reinstatement. **IF YOU CEASE ATTENDANCE, YOU MUST OFFICIALLY WITHDRAW FROM SCHOOL.**

**AN ATTENDANCE VERIFICATION FORM** is required every time you pick up a check. Forms are available in the Financial Aid Office or you may print them from the [Skagit.edu](http://Skagit.edu), Financial Aid webpage. These forms must be completed by you and signed by ALL of your instructors every time you pick up a check from the Business Office or Cashier's Window. **YOU CANNOT HAVE THIS FORM CERTIFIED PRIOR TO THE START OF CLASSES.** If the certification is more than 10 days old, you will be required to have the form recertified. **CHECKS WILL NOT BE RELEASED WITHOUT THESE ATTENDANCE VERIFICATION FORMS. NO EXCEPTIONS.**

**TUITION PAYMENTS AND CHECK DISBURSAL:** PLEASE FOLLOW INSTRUCTIONS CAREFULLY! Tuition will be paid automatically in most cases through a financial aid autopay process which is run on a daily basis. To ensure that your tuition is paid you must do the following:

1. Your tuition will be automatically paid for the upcoming quarter on a daily basis beginning approximately one-to-two weeks prior to the start of the quarter. Payment will be made according to the number of credits you are enrolled in at the time of payment and adjustments will be made through the third day of classes. Payment of tuition is subject to the conditions listed in #2, #3 and #4 in this section. Changes in the number of credits you are enrolled for after your tuition is paid may result in increases or decreases to the tuition amount and will be adjusted by the business and financial aid offices automatically through the third day.

The **TUITION CENSUS DATE** has been established as the third day of day classes each quarter. Please be aware that as of the end of the third day of classes your financial aid enrollment status will be set. If you add classes after the third day there will be no adjustment to your quarterly financial aid award. This includes classes that you are on the wait list for (i.e., If you are enrolled in 7 credits and you add a 5 credit class from the wait list on the fourth day, your financial aid award will remain at half-time.) Required recalculations will be done in cases where signatures cannot be obtained. If you drop credits on the 1<sup>st</sup> through 3<sup>rd</sup> day, you may owe a repayment.

Financial aid recipients may be blocked from making any schedule changes (adding or dropping classes) the 1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup> day of each quarter. Please contact the Financial Aid Office **FOR SCHEDULE CHANGE APPROVALS.**

2. Tuition cannot be paid and checks cannot be written if there are "punitive action" indicators associated with your SVC database record (i.e., bad debt, parking fine, returned NSF check, library fine, etc.). It is your responsibility to make sure there are no "punitive action" indicators in the SVC databases. If there **are** punitive action indicators your financial aid check will not be processed. This will delay your check approximately one week from the time you take care of the issue. You must contact the Registration Office/Financial Aid Office to resolve these problems.

**OVER**

3. If another agency or other source is paying your tuition, you must make sure that payment is credited to your account by the tuition payment due date each quarter or Financial Aid will automatically pay your tuition. Refunds may take up to four-to-six (4-6) weeks. You must notify Financial Aid if tuition or books will be paid by another source. Other educational resources will affect your budget and possibly aid eligibility.
4. If you have been notified either on your Award Notification or in a separate letter that we are monitoring your classes, your tuition payment and/or check calculation will be **BLOCKED** until you bring your official Transcript Evaluation into the Financial Aid Office, showing you are in required classes for your degree. You must do this **EACH QUARTER AT THE TIME YOU REGISTER**. Failure to do this may cause you to be deleted from your classes for non-payment.

**STUDENTS WHO DO NOT TAKE CARE OF THE ABOVE ITEMS, HAVE INCOMPLETE FILES, OR HAVE NOT COMPLETED REQUIRED ITEMS IN THEIR FINANCIAL AID FILE MAY HAVE THEIR REGISTRATION CANCELLED AND/OR THEIR FINANCIAL AID BALANCE CHECKS DELAYED, AND/OR MAY OWE TUITION.**

**Summer quarter financial aid will be available for completed files after the first week of July with balance checks available in mid-July.**

**AGENCY TUITION PAYMENTS:** Students who are having their tuition paid by sources other than funds through the Financial Aid Office MUST make sure that tuition is paid by the date tuition is due OR notify the Financial Aid Office that tuition is not paid, but will be by another source. Failure to inform the Registration and Financial Aid offices regarding unpaid tuition WILL RESULT in an automatic payment of tuition from financial aid funds. If this happens, it may take four-to-six (4-6) weeks after the start of the quarter for the tuition refund to be done and available to the student.

**You must notify the Financial Aid Office immediately if you receive additional assistance for educational costs from another federal, state or private agency.**

**STATE NEED GRANT RECIPIENTS:** Your full time award may need to be reduced if you are enrolled full time in 12, 13 and 14 credits. If your full time final credit enrollment is 12, 13 or 14, you must notify the Financial Aid Office immediately.

**PARKING FEE:** Financial Aid does not pay for quarterly parking fees nor can we deduct them when financial aid pays your tuition. **YOU MUST PAY FOR PARKING FEES ON YOUR OWN.**

**TUITION WAIVERS:** For tuition waivers, Financial Aid only pays tuition. You will be responsible to pay the fee portion of the registration dollars owed.

The financial aid census date is the third day of day classes. **RECALCULATION OF EXISTING FINANCIAL AID AWARDS** will not be made after the third day of day classes except in the cases of required recalculations. A required recalculation would generally be in cases where the student did not begin attendance and cannot obtain instructor signatures. Students who change enrollment status after the third day through the end of the quarter will not have their enrollment status changed or aid recalculated. Being on a wait list does not mean that you are enrolled in that class and adding from a wait list after the third day will not result in your award being increased.

**THE BALANCE OF GRANT MONEY WILL BE AVAILABLE ON THE FIRST DAY OF DAY CLASSES** each quarter (except summer) upon verification of attendance in all classes, and prior quarter grades, when applicable.

**FEDERAL DIRECT STUDENT LOANS:** The expected date of disbursement does not mean your check will be available on that date. Loan checks are disbursed no earlier than the class start date for the quarter the loan is intended, subject to satisfactory progress rules and regulations. You must be enrolled in at least 6 credits per quarter and all credits enrolled must be REQUIRED for the program you are pursuing at SVC. Student loan applications must be fully completed and submitted to the Financial Aid Office by May 15 in order to be processed for the academic school year that will end in June.

**WORK-FEDERAL WORK STUDY (FWS) OR WORK-STATE WORK STUDY (SWS) AWARDS ON AWARD LETTER:** If you have been awarded WORK-FWS or WORK-SWS on your award letter it means that you have been awarded college or state work-study and will have to obtain a job to earn those dollars. You will receive a semi-monthly paycheck based on the hours you work. Jobs are assigned for on and off campus work on a first come first served basis according to qualifications, so if you'd like to work, you should come into the Financial Aid Office in September. Job placements are not carried over from year to year. You must obtain approval from the Financial Aid Office prior to starting work. An award of FWS or SWS on your award letter does not mean you can start work. IF you are going to work on or off campus, you must complete the required hiring paperwork **prior** to starting work. Failure to complete the paperwork will result in your being ineligible to work. Job placements are not guaranteed and are subject to job availability. You must be enrolled in 6+ credits to be eligible to work.

**The college reserves the right to adjust your financial aid award subject to the availability of federal, state and institutional funds, or due to changes in your economic circumstances. You have the right to decline awards that are offered (i.e., work-study).**

Financial aid awards may be revoked at any time if there is evidence that the conditions of need and merit are not as represented in the original financial aid application and supporting documents. In the event that a student **deliberately** falsifies or misrepresents the data submitted, the case will be forwarded to the U.S. Department of Education and the State of Washington for investigation.

This award of financial aid does not imply an obligation or a commitment on the part of the college to continue assistance beyond the period stated in the notice of award. Students who have continuing financial need should reapply in January of each year for further assistance. Summer quarter is the first quarter of the academic school year. A new application must be done each school year.

**ASK QUESTIONS!!** If at any time, you have questions regarding your aid, please request clarification from a staff member in the Financial Aid Office. Making assumptions or taking advice from other departments or other students could jeopardize your future eligibility – particularly those involving satisfactory progress, changes in enrollment status, or other status changes. Use of an appeal form can assist you in describing unique personal situations that deserve special consideration. For information regarding consumer information, student right to know, campus crime statistics, or graduation rates, contact the Financial Aid Office. If you have any questions, please call one of our Financial Aid Offices: