



Tyson's Campus
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FINANCIAL AID STUDENT ENROLLMENT ACKNOWLEDGEMENT

1. ATTENDANCE AND EVALUATION

The students must be enrolled in classes full time (18 hours per week) or part time (9 hours per week). Satisfactory academic progress reports are made at the end of each session, in compliance with FSA regulations. Any student who misses more than 20% of his/her classes will be given a warning letter. **At the third warning letter** student will be **dismissed**.

Any student who needs to miss a class for a medical reason must submit a doctor's note describing the medical condition. Any student who fails to take a final test will not be able to move to the next level, regardless of his/her attendance rate and level of performance on classroom activities and assignments.

2. UPDATING THE ACCOUNT

Student must notify the school's financial aid office (and/or Direct Loan Servicing Center for loan borrowers) about certain changes:

- Change of name (for example: maiden name, married name);
- Change of contact information (address, permanent address, or telephone number);
- Not enrolled at least half-time for the loan period certified by the school;
- Not enrolled at the school that certified your loan;
- Stop attending school or drop below half-time enrollment;
- Transfer from one school to another school; or
- Graduate.

3. TO KEEP RECEIVING AWARD FUNDS THE STUDENT MUST:

- Maintain at least 80% of attendance rate
- Maintain a minimum Grade Point Average of C (2.0) at all times
- Complete program of study within 150% of published program length for the Degree students, measured in attempted units (For example: a maximum of 90 attempted session units are allowed to complete an Associate or Transfer program of 60 required unit. Beyond the 90 units a student becomes ineligible for further financial aid)
- Complete program of study within regular published program length for the ESL students (An approved Leave of Absence allows a ESL student who received Financial Aid as maximum of 4 weeks within 25 weeks of disbursement period)

4. RENEWAL APPLICATION

FAFSA renewal application must be submitted each academic year for students whose classes did not finished before July 1 of each year. Students who provided their e-mail address on the FAFSA will receive an e-mail notification from the FAFSA. Those who did not provided an e-mail address will receive a FAFSA Renewal application by mail.

5. TRANSFER OR WITHDRAWAL

Financial Aid is awarded to you under the assumption that you will attend classes for the entire session for which the assistance is awarded. If you totally withdraw from classes prior to the end of the session you may no longer be eligible for the full amount of funds that you were originally scheduled to receive.

Withdrawing from classes may have serious consequences for your financial aid awards and aid eligibility:

- Withdrawal can affect your student aid eligibility for the term: If you are receiving federal financial aid, your loans and grants will be recalculated based upon your last date of attendance. Any unearned portion of the aid will be returned to the financial aid programs. Depending on the date of your withdrawal and the type of aid you receive, you may be charged of partial tuition of studied period and need to return it to the school. Please check with Financial Aid office if you are considering withdrawal.
- Withdrawal can affect your overall financial aid eligibility: Repeated withdrawals could compromise your future eligibility for financial aid because you may not be meeting the federally mandated satisfactory progress policy.
- Withdrawal will affect your loan deferments: If you have student loans, your loans will lose in-school deferment status after you withdraw, and you may need to start repaying your loans. Check with Financial office for more information or contact the holder of your loans.

Financial Aid student

- When you withdraw from Columbia College before completing 60 percent of your scheduled enrollment in any term, Columbia College must return a portion of the Title IV financial aid grant and loan funds you received to the respective federal financial aid programs that supplied to aid. The result is an immediate balance due to Columbia College.
- **Columbia College returns the amount of unearned aid to the Department of Education, which you must then repay to Columbia College.** This balance is posted as a charge to your account and must be paid to the college immediately. You will not be able to re-enroll or access services while there is a balance due on your account.
- **Students have to submit all documents required by the FAFSA policy. If the students could not submit required documents within 1st payment period (25weeks), students have to pay their financial aid portion of tuition.**

6. Direct Loan Entrance and Exit Counseling

Entrance counseling is required for any student who is taking out a Direct Loan, and has not previously taken out federal student loans. Upon completion of the program students have to complete exit counseling. Please be reminded that students cannot receive their program certificates before they complete Direct Loan (DL) exit counseling session.

By signing below, you certify that you have attended the counseling session on the date indicated and that you understand your rights and responsibilities as explained during the session you attended.

Student Full Name _____

Student Signature _____

Expected Date of Graduation _____

Program _____

School Representative name _____

Date _____