



# 2009-2010 Richland Community College Financial Aid Policies and Procedures Applicant's Statement

## ***I understand***

The information regarding the satisfactory academic progress policies at Richland. (See reverse.)

That I may receive my award letter through Richland e-mail.

That I may not receive MAP payments for more than 75 credit hours as determined by the Illinois Student Assistance Commission.

**That I may NOT receive financial aid from two schools at the same time.**

**That I must be enrolled in an approved program leading to a degree or certificate at Richland and that I will receive financial aid ONLY for classes that count toward my degree program.**

That I cannot receive financial aid for audited courses, GED, non-credit ESL, non-credit courses, or General Studies courses such as Certified Nurse Aide or health courses that are not a part of my degree or certificate or for courses successfully completed in prior terms.

That I cannot receive financial aid for more than 30 credit hours of attempted developmental education.

That I must maintain enrollment of at least 6 credit hours each semester to receive a Stafford Loan.

That I must be enrolled in 12 semester hours or more to receive the maximum PELL award for which I am eligible and in 15 semester hours or more to receive the maximum MAP award for which I am eligible.

That I must attend classes on a regular basis. If I am reported as **NOT ATTENDING** or **NEVER ATTENDING**, I may not be awarded any financial aid for that class.

That my financial aid award will be adjusted if I withdraw from all my classes before 60% of the semester is completed and that I may owe a refund of Title IV funds (Federal Aid).

That financial aid that is more than the actual cost of tuition is taxable income.

That I can consent to release financial aid information to other persons only by signing annually a *Consent for Release of Information* form.

That I must use a Richland e-mail account in order to receive e-mail from the Financial Aid Office.

That I **must inform** Student Records when my name and/or address changes.

That my PELL Award will be determined based on enrollment and attendance. PELL checks are distributed after mid-term.

**That a PELL Book Check is an advance of my PELL Award** and that only one PELL Book Check will be issued per semester.

**That I am only eligible to receive a PELL Book Check if the following conditions are met: I have a completed financial aid file by the end of the first week of classes, I am registered for classes, and I have a balance of PELL funds after all tuition and fees are covered.**

That my PELL amount will be reduced by the amount of my Book Check plus any other costs owed to the College.

That I should register for all late-starting classes prior to the middle of the semester in order to be eligible for PELL funding on those classes.

**That I am responsible to withdraw officially from my courses in the Student Records Office. Non-attendance does not constitute an official drop.**

***Richland Community College reserves the right to change the above information.***

**My signature on this form certifies that I have read, understand, and accept the information above and on the back side of this form. Failure to read Richland's Catalog regarding Financial Aid Policies & Procedures does not void the policies and procedures.**

**Print Name Clearly** \_\_\_\_\_ **Soc. Sec. No.** \_\_\_\_\_

**Student's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Please retain **YELLOW** copy for your records.

Richland Community College subscribes to the principles and laws of the State of Illinois and the Federal Government pertaining to civil rights and equal opportunity, including applicable Executive Orders. Richland Community College policy prohibits discrimination on the basis of race, color, religion, sex, marital or parental status, national origin or ancestry, age, mental and/or physical disabilities (except where they are bona fide occupational qualifications), sexual orientation, gender identity, military or veteran status, or other legally protected characteristics or conduct. Questions regarding compliance may be directed to the Equal Employment Opportunity Commission Office. Financial Aid cannot be awarded in excess of the student's cost of attendance.

# Standards of Academic Progress for Financial Aid Recipients

The Richland Community College Financial Aid Office is required by federal regulations to monitor academic progress toward a degree or certificate for all financial aid recipients.

In order to receive financial aid at Richland, a student's total academic record, including transfer work, must be evaluated. While developmental class hours are not counted in the College cumulative grade point average calculation, they will be reviewed for semester GPA and successful completion for financial aid purposes.

## **Failure to meet any Satisfactory Academic Progress Condition results in Financial Aid Probation or Suspension.**

A student in good standing who fails to meet any condition will be placed on probation. A student on probation who fails to meet any condition will be placed on suspension. Financial Aid probation is not the same as academic probation.

Students may appeal. Immediately following that semester students must submit a Request for Consideration for changing suspension to probation with documentation to appeal a personal or family emergency situation. Students must also submit a Request for Consideration for financial aid beyond 150% once the maximum credit hours are approached. Forms are available in the Financial Aid Office. The student will be notified of the appeal decision.

Progress will be checked at the end of each semester. Students who are on probation or suspension will be notified.

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**The following three conditions must be met each semester in order to receive financial aid.**

### **Condition I. Cumulative Grade Point Average Standard**

The following semester and cumulative grade point averages must be maintained:

<b>Cumulative Hours Attempted</b>	<b>GPA Required</b>
1 - 15 hours	1.70
16 - 30 hours	1.85
31+ hours	2.00

Students who do not earn the above overall grade point averages will be placed on probation. Once a student has attempted 48 credit hours, he/she cannot receive further financial aid without a 2.0 cumulative GPA. Students on probation must raise their GPA's to meet the requirements, or they will be placed on financial aid suspension.

### **Condition II. Completion of Hours**

Based on the student's enrollment status at the end of the first week of classes, a student **must complete 67% of the credit hours** each semester and cumulatively.

Grades of A, B, C and D are considered successful completion for the Credit Hour Completion Standard. Grades of F, W, or I do not count as completed classes; however, they will be reviewed for attempted completion. A student with an incomplete class at the end of the term that prevents him/her from complying with the above conditions will be placed on Probation or Suspension until the class is completed and a grade is posted.

### **Condition III. Maximum Credit Hour Standard**

Students who have not completed a degree or certificate must be terminated from financial aid once they have attempted 150% of the required credit hours needed to complete their program. This percent includes all completed, failed, withdrawn classes and transfer hours. The Federal maximum time frame allowed for all credit hours attempted is 150%. For example: AA or AS degree 60 credit hour program x 150% = 90 maximum credit hours for completion.

Students who have completed coursework for a degree but have not received the degree will not be eligible for financial aid until the degree is awarded.

A student who has an associate's degree and wishes to earn an additional degree or certificate may receive financial aid for course requirements not already fulfilled. If the student has credit hours beyond 150% of the program completion or 120 hrs. aid maximum, without certificate or degree, a successful appeal is required.