

# 2022-2023 Financial Aid Policies and Procedures Statement

Richland Community College | One College Park | Decatur, Illinois 62521  
Financial Aid & Veterans' Affairs Office | 217.875.7211 Ext. 6271  
financialaid@richland.edu



Name \_\_\_\_\_ Student ID# \_\_\_\_\_ SSN \_\_\_\_\_  
(Last 4 Digits)

Birthdate \_\_\_\_\_ Phone ( ) \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
(Certifies financial aid information may be sent to this address)

List all other colleges, universities, or trade schools you have attended

Name of School Attended	City/State	Name of School Attended	City/State	Name of School Attended	City/State

Indicate the certificate or degree you are currently working toward. (Check one. **Contact your Student Success Coach if you are unsure.**)

A.A., A.S., A.E.S., A.F.A., A.A.T., or A.L.S.  Certificate in \_\_\_\_\_  Associate in Applied Science in \_\_\_\_\_

I understand:

The information regarding the Satisfactory Academic Progress policies at Richland. (See reverse)

That I will receive financial aid information and financial aid offer through Richland email or myRichland.

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 or certificate program.

That I cannot receive financial aid for audited courses, GED, non-credit ESL or non-credit courses.

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

That I can only receive aid for repeating a class one time after I have received a passing grade (A, B, C, D) for the class even if I did not receive aid for the first attempt.

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 never attending, I will not receive any financial aid for that class.

That my financial aid offer will be adjusted if I withdraw from all my classes before 60% of the semester is completed and that I may owe a repayment of grant or loan funds.

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 by completing the FERPA Waiver in myRichland.

That I must inform the Student Success Center when my name and/or address changes.

That there is a lifetime limit on Pell Grant funds equivalent to 12 full-time semesters.

That I am only eligible to receive a book advance or book voucher if the following conditions are met: I have a completed financial aid file and have registered for classes by the deadline set by the Financial Aid Office, and I have a balance of financial aid funds after all tuition and fees are covered. Students with past due balances may not qualify for a book advance/voucher.

That my financial aid refund will be my financial aid offer minus the amount of my book advance, voucher, tuition, and fees.

That I am responsible for withdrawing officially from my courses with my Success Coach or Solution Specialist. Non-attendance does not constitute an official drop.

That I am responsible for tuition and fees of all classes enrolled.

That I am responsible for notifying the Financial Aid Office of any outside scholarships, grants, employee reimbursement or other sources of financial aid used to pay for educational expenses.

Financial aid will be applied to tuition and fees in this order: State aid (MAP, etc.), Scholarships, SEOG, Pell, Institutional Waivers.

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 or page 2 of this form. Failure to read this form and Richland's Catalog regarding Financial Aid Policies & Procedures does not void the policies and procedures.

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

SEE REVERSE SIDE FOR MORE INFORMATION

## **Satisfactory 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, dual credit classes, and classes for which aid was not received, 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 semester completion for financial aid purposes.

Failure to meet any Satisfactory Academic Progress conditions will result in a student being placed on Financial Aid Warning or Suspension. A student who was formerly in good standing who fails to meet any condition listed below will be placed on Warning. A student on Warning who fails to meet any condition will be placed on Suspension. Financial Aid Warning and Suspension are not the same as Academic Probation and Suspension.

Students on Warning may receive financial aid (including grants, loans, etc.). Students on Suspension are not eligible to receive financial aid (including grants, loans, etc.).

Students on Suspension may attempt to appeal their suspension. Students must submit a Financial Aid Appeal form that includes an explanation of the extenuating or unusual circumstances that led to their failure to meet the Satisfactory Academic Progress Conditions along with documentation of what has changed in the student's situation that will now allow the student to succeed in their courses. Documentation of the explanation must be included for the appeal to be considered. Students will be notified via email of the appeal decision. If approved, the student must complete an academic plan and probation contract with their Student Success Coach before they will be eligible for aid. Financial Aid Appeal forms are available in the Financial Aid Office and on [richland.edu](http://richland.edu). Students who are attempting to receive aid once they have attempted 150% of the credit hours for their required certificate/degree program must also submit a Financial Aid Appeal.

Progress will be checked at the end of each semester. Students who are on Warning or Suspension will be notified via Richland email.

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

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

##### **The following cumulative grade point average must be maintained:**

Students who do not earn a 2.0 semester or cumulative grade point average will be placed on Warning. Students on Warning status must raise their cumulative GPA to meet the requirements, or they will be placed on Suspension. Students who utilize IVG, ING, and MIA/POW are required to maintain a 2.0 cumulative GPA.

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

Based on the student's enrollment status as of the last day to drop with refund date listed in myRichland under My Student Info, Refund Schedule, 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.

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

Students who have not completed a degree or certificate must be suspended from financial aid once they have attempted 150% of the required credit hours needed to complete their program. This percentage includes all attempted, completed, failed, developmental, withdrawn, dual credit, and transfer hours whether or not aid was received for those hours. The Federal maximum time frame allowed for all credit hours attempted is 150%. For example, an Associate in Arts is a 60 credit hour program x 150% = 90 maximum credit hours for completion.

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