Financial Aid Office
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2011-2012
TERMS, CONDITIONS & DESCRIPTION
Of Your Financial Aid Award

***This document contains important information regarding your financial aid award. You have agreed to these conditions upon receipt of your award notification letter. Please read this carefully and thoroughly.*

Statement of Educational Purpose

By accepting all or part of the financial aid award, I agree to use all Federal, State, and Institutional financial aid received only for expenses related to my educational study at Northeastern Junior College.

General Requirements

- Financial aid funds are awarded only for purposes related directly to educational expenses at NJC.
- Failure to report additional assistance *including* scholarships, Vocational Rehab, Social Services, Veteran's Benefits, Workforce, etc… can result in adjustments, cancellations and/or repayment of aid offered.
- You may appeal for reconsideration of your financial aid award by submitting a completed *Professional Judgment Worksheet* available in the financial aid office. Each appeal will be reviewed on an individual basis.
- The financial aid office reserves the right to review and adjust or cancel awards at any time. Adjustments may be made due to changes in financial, residency, or academic status. Changes may also be made due to adjustments in federal or state regulations, or changes in funding or computation error.
- Financial aid is not automatically renewable. You must apply every year to be considered. To receive preferential consideration for the next academic year (Fall through Spring) you must file the Free Application for Federal Student Aid (FAFSA) by March 1st.
- This commitment is for the current year only. A new application for aid must be submitted each academic year.

Enrollment Requirements

To receive financial aid you must be enrolled at Northeastern Junior College in a degree and/or certificate program. Financial aid awards are determined on full-time enrollment. Most aid programs require at least ½ time attendance, except Federal Pell Grants and some scholarships.

Full-Time	12 credit hours or more
¾ Time	9 to 11 credit hours
½ Time	6 to 8 credit hours
Less than ½ Time	.05 to 5 credit hours

Non-credit courses and audited courses cannot be used to fulfill credit hour requirements.

You are required to notify the Financial Aid Office of any changes in your enrollment plans.

How your Financial Aid Award was Determined

- Need-based aid is awarded according to Federal, State and Institutional regulations and is intended to help cover that portion of your college expenses, which cannot be paid by you/or your parents if you are dependent.
- Your estimated cost of attendance includes standard tuition and fees, an allowance for room and board by living arrangements and an allowance for books, personal expenses and transportation.
- The federal processor, based on the information you provided to them on your Free Application for Federal Student Aid (FASFA) or Renewal FAFSA, determines your family contribution and the results are forwarded to NJC. This is the EFC (Expected Family Contribution).
- If eligible for financial aid, you are awarded a financial aid package. The financial aid package may be a combination of several types of aid including grants, scholarships, loans and work-study.
- The award shown on your award notification letter was created based on your eligibility and available Federal, State and Institutional funds.
- You should meet the priority deadline of March 1st if you wish to be considered for funds other than Federal Pell and Federal Stafford and PLUS Loans.

Estimated Cost of Attendance (COA)

Note: This does not include additional costs for special programs (such as Nursing students or WUE) and is used to determine a financial aid award. It is also based upon attendance for fall and spring terms.

Estimated 9-Month Cost of Attendance *

2011-2012

	In State at home	*In State on-campus*	*In State off-campus*	*Out-of-State at home*	*Out-of-State on-campus*	*Out-of-State off-campus*
Tuition/Fees	$2,836.00	$2,836.00	$2,836.00	$8,654.00	$8,654.00	$8,654.00
Books/Supplies	$1,749.00	$1,749.00	$1,749.00	$1,749.00	$1,749.00	$1,749.00
Room/Board	$4,185.00	$5,585.00	$8,712.00	$4,185.00	$5,585.00	$8,712.00
Personal Expenses	$3,375.00	$3,501.00	$3,519.00	$3,375.00	$3,501.00	$3,519.00
Transportation	$1,296.00	$1,296.00	$1,296.00	$1,296.00	$1,296.00	$1,296.00
Total	$13,441.00	$14,967.00	$18,112.00	$19,259.00	$20,786.00	$23,930.00

**As of 3/11*

Financial Aid Award Descriptions

Grants

Grants are gift aid that need not be repaid. A financial aid award package may include grant funds whenever guidelines and funding levels permit.

Federal Pell Grant:

This is the Federal Government's largest student aid program and is the starting point for most students seeking financial assistance. Pell awards range from $277 to $5,550 for the academic year. A student must enroll in a minimum of 1 credit hour each term to receive a Federal Pell Grant. Students may apply for a Federal Pell Grant until June 30, 2012. The grant can be awarded retroactively to students for successfully completed courses throughout the academic year provided the student is still enrolled. Students who have received a bachelor's degree are not eligible.

Federal Supplemental Education Opportunity Grant (SEOG):

Available to undergraduates with documented exceptional financial need. Students with the lowest EFC and a Federal Pell Grant will be given first consideration.

Colorado Student Grant:

This grant is available to all first time freshman students who are Colorado residents, demonstrate financial need as indicated below, and are enrolled in six or more credit hours. To ensure that state need-based dollars are directed to eligible Colorado resident students who have the least ability to pay for their education CDHE policy defines three funding levels. Using Expected Family Contribution (EFC), the institution will award need-based dollars to Level 1 applicants, Level 2 applicants will be considered after meeting the need of Level 1 applicants. Students who have received a bachelor's degree are not eligible.

Level 1: Students with the Least Ability to Pay

Students with an EFC between zero and 7,910 are eligible to receive CSG. The minimum undergraduate award for this category of students is $850 or the maximum amount of unmet need, whichever is less. The maximum award is $5,000.

Level 2: Students with Documented Need and Moderate Ability to Pay
Students with an EFC between 7,911 and 10,546 are eligible to receive CSG. The minimum undergraduate award for this category of students is $600 or the maximum award is $2,500 or the maximum amount of unmet need, whichever is less.
Level 3: Students with Documented Need and Average Ability to Pay
All other students who demonstrate financial need, as calculated by the federal methodology, may be awarded a maximum of $700.

Colorado Leveraging Educational Assistance Partnership:
Available to Colorado resident undergraduates with documented exceptional financial need. These grants are comprised of federal and state funds.

Work-Study

Work-Study enables a student to earn financial aid funding through employment. Types of positions vary depending on student's skills, interests and goals. Community service work-study jobs are also available. Instructions will be given in your award letter on the process of how to apply for a work study position. This website will show you the available work study positions and allow you to apply for a position. After being hired for the position you will receive an Employment Contract as well as a Human Resources packet containing Direct Deposit Auth., W-4, I-9 etc. This packet must be returned promptly in order to begin employment when classes begin in August. Funds earned are directly deposited into a checking or savings account.

Colorado Work-Study:
Funding by the Colorado General Assembly for an employment program awarded to Colorado residents with documented financial need. A wide variety of positions are available on/off campus.

Colorado No-Need Work-Study:
Funding by the Colorado General Assembly for an employment program awarded to Colorado residents without documented financial need.

Federal Work-Study:
Federally funded work programs with a portion of the funds contributed by the college. Awards are made only to students who have a documented financial need. Off-campus jobs are also available with our non-profit agencies and local elementary schools.

Loans

Student and/or parent loans must be repaid and follow specified requirements. William D. Ford/Stafford Federal Direct Loan Program is funded by the federal government and administered by NJC. Students must be attending 6.0 or more credit hours.

Prior to disbursement of loan proceeds, the following needs to occur and more detailed instructions can be found at http://www.njc.edu/financialaid/files/direct_loan_inst.pdf.

- Accept and/or reduce amount offered through the NJC Student Login.
- All first-time borrowers at NJC are required to complete Entrance Loan Counseling.
- A Master Promissory Note (MPN) must be completed and signed.
- If a student graduates, stops attending or attends below ½ time; they must complete Exit Loan Counseling.
- Student must ensure that their loan Servicer is notified immediately of an address change. This must be done by the student borrower.
- Freshman/first-time borrowers must attend for 30 days before loan proceeds can be disbursed.

Federal Direct Subsidized Stafford Loan: Low interest loans based upon documented financial need. The federal government pays the interest while you are in school or during your grace period. Repayment begins 6 months after the student leaves school or is enrolled in less than 6 credit hours. Origination fees are deducted prior to disbursement of funds.

Federal Direct Unsubsidized Stafford Loan: These loans are not based on financial need. The borrower is responsible for the interest payments. Origination fees are deducted prior to disbursement of funds.

Federal Direct Parent Loan for Undergraduate Students (PLUS): Variable interest rate loan made to the student's parents for the student's education expenses. Amount is limited to the cost of educational expenses minus other aid. Origination fees are deducted prior to disbursement of funds. Repayment begins 30 days after the final disbursement.

Scholarships and Other Outside Resources

Scholarships are gift aid that need not be repaid. A student's financial aid award package must reflect these sources of financial assistance. As a matter of practice, Northeastern Junior College will reduce self-help aid (loans and work study) when adjusting for the addition of outside resources. When all self-help funds are removed, grant funds will be adjusted, except for Federal Pell Grant. If a donor does not honor the scholarship offer the student will be responsible for any funds paid or unpaid.

Self-Reported Assistance:

Students are responsible for reporting all outside scholarships and assistance they receive for the school year. This assistance may be listed in your financial aid award notification. NJC will make payment on these funds only when documentation is submitted from the donor asking that they be billed and payment has been received from the donor. Students are responsible for making sure appropriate paper work is completed.

Workforce Center/JTPA:

Students receiving assistance from these programs are responsible for submitting the required paper work (generally an authorization) to receive payment. Paper work submitted less than a week before the beginning of the enrollment period will not be ready for payment until after the term has begun. These funds will have a direct effect on a student's eligibility for Federal and State Financial Aid.

Social Service Educational Benefits:

Students receiving assistance from these programs are responsible for submitting the required paper work (generally an authorization) to receive payment. Paper work submitted less than a week before the beginning of the enrollment period will not be ready for payment until after the term has begun. These funds will have a direct effect on a student's eligibility for Federal and State Financial Aid.

Vocational Rehabilitation:

Students receiving assistance from these programs are responsible for submitting the required paper work (generally an authorization) to receive payment. Paper work submitted less than a week before the beginning of the enrollment period will not be ready for payment until after the term has begun. These funds will have a direct effect on a student's eligibility for Federal and State Financial Aid.

Veteran's Administration Educational Benefits:

These funds will have a direct effect on a student's eligibility for Federal and State Financial Aid.

Summer Aid

Funding for summer generally consists of Federal Pell Grant (if eligible), unused academic year Federal Direct Stafford Loan, Unsubsidized Federal Direct Stafford Loan or PLUS Loan eligibility. If you are interested in summer aid, contact the Financial Aid Office for a summer aid application during spring term.

Student Account Information

- Students are responsible for any outstanding tuition, fee and bookstore account balance owed.
- Final tuition and fee amounts for each new award year will be available after July 1st.
- Any outstanding balance owed and not paid, once aid has been adjusted for any enrollment status changes, is the students' responsibility.
- If students have been reported by their instructor as a 'no-show', it is their responsibility to contact the instructor or follow through with verification of their enrollment.

NOTE: If students register for courses and have not declined the financial aid offer, their student account will be credited for the eligible amount of the grant and/or scholarship and/or loan. Should a student decide not to attend, it is the students' responsibility to officially drop or withdraw from courses. Failure to do so could result in outstanding charges owed by the student to NJC and or Federal financial aid program.

To Decline Financial Aid Awards

If students wish to decline an award, they may do so by either returning their signed and dated award letter, submitting a written notification to the Financial Aid Office or by sending an email to NJCFinaid@njc.edu. Be sure to include Student Name, Student ID number, name of the award(s) the mount, and the term(s) to decline or reduce.

Payment of Aid

- Financial Aid awarded in the form of grants, scholarships, and loans will first be applied toward the payment of outstanding tuition and fee charges as well as applicable bookstore account charges owed to NJC.
- Aid is paid onto the NJC student account after the end of the add/drop date, approximately 2 weeks into each semester.
- Students scheduled to receive more financial aid (not including work study) than what will be owed to NJC, will have a refund within 14 days of the disbursement of financial aid onto their NJC student account. Students are responsible in activating their Higher One Card, so the refund can be applied to their card.

Bookstore Promissory Notes

If students are scheduled to receive more financial aid (not including work study) than what will be owed to NJC, they can arrange to charge books and supplies at the NJC Bookstore. Please visit the Financial Aid Office for more information regarding Promissory Notes.

Suggestions for meeting any unmet need while you are attending NJC

- Get a part-time job off-campus. Job openings are posted on the bulletin board near the Information Desk in Hays Student Center. You can also call the Director of Residence Life & Student Activities at (970) 521-6655 for help. Many Sterling businesses hire NJC students, but you should apply early.
- Check with the Sterling Workforce Center on NJC Campus, Walker Hall at (970) 522-9340 for employment opportunities.
- Save $$ on your books. Buy used books whenever possible.
- Your Parent(s) may apply for a PLUS Loan. PLUS loans are for parents of "Dependent" students. You or your parent(s) can contact the Financial Aid Office for more information.

Refunds and Returns

If you completely withdraw from school at any time during the semester, a portion or all of the aid you have received for that term may be returned to its source. The refund/return policy is available in the Business or Financial Aid Offices. Funds offered for subsequent terms may be subject to cancellation. Students may be placed on Financial Aid Suspension.

Forfeiture

You must comply with the standard of conduct established by NJC. Inadequate academic performance or misconduct can result in forfeiture of your financial aid. Funds may also be forfeited if you fail to meet hour requirements or fail to complete disbursal procedures.

Satisfactory Academic Progress

As a financial aid recipient, students are required to maintain satisfactory academic progress (SAP) in accordance with NJC's Financial Aid Satisfactory Academic Progress Policy. The policy applies to recipients of grants, loans, scholarships and work study. Federal regulations require that a students' entire academic record be reviewed for satisfactory academic progress, whether or not financial aid was previously received. This includes institutions that offer academic amnesty programs that exclude previous grades from being calculated into a students current GPA.

SAP Standards

To meet satisfactory academic progress standards, students must:

Cumulative GPA Requirement

- Maintain a minimum cumulative grade point average (GPA) of 2.0 or above for all credits attempted

Cumulative Completion Rate

- Complete at least 67% of cumulative attempted credit hours o Credits Completed / Credits Attempted X 100 = Completion Rate

Maximum Time Frame

- Complete eligible degree/certificate program within 150% of scheduled program length.
- Once students have attempted 110% of the number of credits hours required for their degree or eligible certificate program, they will be sent a warning letter. This letter will explain to the student that they will be on suspension when the total attempted credits are 150% of their total program credits.
- Up to a maximum of 30 credit hours of 'for credit' remedial coursework are allowed when determining enrollment status. Therefore, up to 30 credit hours of remedial credits will not be included in the calculation when determining the maximum time length (150% of the hours required), provided the courses are not applicable to that program.

- Transfer credit hours are included in the calculation of allowable maximum timeframe.
- Attempted credit hours under all courses of study are included in the calculation of attempted and earned credit hours.
- If it is at any point in time determined a student cannot complete their program of study within 150% of the program length, financial aid eligibility will be suspended.

Review of Satisfactory Academic Progress will be done shortly after the stated due date for grades at the end of each academic term. Should a student fail to meet one or more of the above indicated standards, they will be placed on financial aid warning, probation or suspension according to the guidelines. A written notification will be sent to the student after the review if the student has been placed on warning, probation or suspension.

SAP Appeals

Students may appeal if placed on financial aid suspension. This appeal must be submitted to the Financial Aid Office with a completed Appeal Form and supporting documentation. An Appeal Form may be obtained online at http://www. http://www.njc.edu/Paying-for-School/Financial-Aid-Documents or at the NJC Financial Aid Office. Students are responsible for presenting sufficient information and documentation to substantiate the existence of **extenuating circumstances**. No action will be taken on incomplete appeals. The appeal will only be reconsidered once all supporting documentation has been received.

Examples of extenuating circumstances:

- Medical problems (family illness)
- Family emergency (death of a family member)
- Other documented extenuating circumstances beyond your control

Students may also appeal on the basis of:

- Maximum allowable credit hours for currently enrolled program, or
- Funding for an additional degree and/or certificate.

Appeals for maximum allowable timeframe and funding for an additional degree and/or certificate will require meeting with an Academic Advisor or Counselor to discuss the number of attempted credit hours beyond the requirements and/or the educational purpose of a subsequent degree and/or certificate. A Degree Completion Evaluation Form signed by an Academic Advisor or Counselor must be submitted with the completed Appeal Form.

Students are notified of appeal decisions. If an appeal is approved, students will be placed on probation. If granted a successful appeal, financial aid awarding is based upon the availability of funds at the time of reinstatement. Students may, or may not, receive all funds awarded prior to the loss of eligibility.

Grade Changes

Students are responsible for notifying the Financial Aid Office of all grade changes that might affect current or future financial aid eligibility. A reevaluation of the students' status will be performed by the Financial Aid Office once the grade change has been communicated to the Financial Aid Office.

**A copy of the complete Satisfactory Academic Progress Policy is available upon request from the Financial Aid Office*

Reinstatement

Students who lose financial aid eligibility because they are not meeting the school's satisfactory academic progress standards will regain eligibility when they are again meeting the qualitative and quantitative standards as set previously in this policy. They may also regain eligibility by successfully appealing a determination that they were not making satisfactory progress. Upon successful reestablishment of eligibility, the student will be awarded financial aid based on the availability of funds at the time of reestablishment. Students may, or may not, receive all funds awarded prior to the loss of eligibility.

Your Rights & Responsibilities

You have the Right to:

- Know that Northeastern Junior College will provide students information about cost of attendance, available financial assistance, program policies, application deadlines, etc. through various publications and correspondence.
- Expect confidentiality. All financial aid information submitted to the Office of Financial Aid will remain confidential according to the college policy regarding the release of information from student records pursuant to the Family Educational Rights and Privacy Act of 1976.
- Accept all or part of the financial aid assistance offered.
- Have your financial aid application reviewed upon request if there has been a significant change in your family situation. However, this does not always result in an increase of awards.
- Examine your financial aid records. You may request a review with the Financial Aid Office.
- Expect fair treatment. Northeastern Junior College does not discriminate on the basis of race, color, religion, national origin, sexual orientation, physical or mental disability, veteran status or age.
- Know statistics on student completion, transfer and graduation rates, athletic related information, crime statistics and campus safety reports.

You are Responsible for:

- Supplying accurate information on all forms submitted. Funds obtained on the basis of false or misleading information must be repaid and could result in criminal prosecution, prison sentence, and/or a $10,000 fine pursuant to U.S. Criminal Code and Colorado Criminal Code.
- Reporting any assistance received from sources outside the NJC Financial Aid Office.
- Responding to all requests from the Financial Aid Office in a timely manner.
- Reporting any change in your circumstances that may affect your eligibility for financial aid. These changes include residency, enrollment status (dropping and/or withdrawing from course(s)), an increase or decrease of financial resources.
- Using financial aid funds for educational expenses related to your education at NJC.
- Repaying all types of loan assistance. You must inform lenders of any change in name, address, or enrollment status while you are attending school and also after you graduate or leave school.
- Monitoring your academic progress to meet the Satisfactory Academic Progress Policy.
- Meeting your educational costs. Financial aid may be available to assist when you and/or your family efforts leave a gap in meeting those costs.

*****Information contained in this material is correct at the time of printing and may be subject to change.***
Revised 03/11