



**Financial Aid Office**  
100 College Avenue  
Sterling, CO 80751  
(970) 521-6800 (Office)  
(970) 521-6801 (Fax)

## **2017-2018 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 studies at Northeastern Junior College (NJC).

### **Your Rights & Responsibilities**

- NJC will provide students information about cost of attendance, available financial assistance, program policies, application deadlines, statistical information and other consumer information through various means and available upon request.
- All financial aid information submitted to the NJC Office of Financial Aid will remain confidential according to the Family Educational Rights and Privacy Act (FERPA) guidelines of 1976.
- The student may accept all or part of the financial aid assistance offered. By accepting your student loans, you agree to pay back the loans plus interest when you have graduated or become less than a half time student. 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.
- The student may 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. The result may also be a decrease in awards.
- The student understands that all financial aid is contingent upon NJC receiving adequate federal, state and institutional funding, and that policies and procedures may change during the course of an award year as the result of regulatory changes.
- The student understands that all financial aid is contingent upon the students' continued eligibility. NJC reserves the right to review and adjust or cancel any financial aid award at any time due to changes in the students' status or the availability for funding. This includes a limitation on the number of remedial courses a student is allowed to attempt with a maximum of 30 credits.
- The student understands that a change in residency status or enrollment status may affect their eligibility for financial aid. Enrollment status includes non-attendance, dropping, addition, withdrawing, or receiving an 'incomplete' from a course.
- The student agrees to notify the NJC Financial Aid Office of any change in name, address, phone number and/or course of study.
- The student agrees to the policies, procedures and other requirement in regard to Financial Aid Satisfactory Academic Progress (SAP) and Return to Title IV Funds (R2T4).
- The student must report any assistance received from sources outside the NJC Financial Aid Office.

- The student must respond to all requests from the Financial Aid Office in a timely manner in order to receive the maximum aid they are eligible for.
- The student may not receive financial aid from more than one school if attending more than one institution during a given term.
- The student understands that if they attend more than one institution in a given academic year, their eligibility may be affected by any amount or type of aid received at those institutions.
- The student understands that they must use financial aid funds for expenses related to your education at NJC.
- The student must supply 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.

### **Aid Eligibility & Enrollment**

Financial aid eligibility requires a student to be enrolled in a degree and/or certificate program that is eligible for financial aid with the intent to complete their academic program of study.

Financial aid award offers are based upon fulltime enrollment for fall and spring term. The majority of aid programs require at least ½ time attendance for aid to pay, except Federal Pell Grants and some scholarships. Grant funds are prorated based upon the enrollment statuses below. If attendance status changes throughout the term, aid may be adjusted accordingly.

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.

Students who are interested in receiving financial aid for the summer semester may need to complete an NJC Summer Application to determine eligibility and availability of funding. Details on the process will be provided closer to the summer semester.

**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, and loans. If you are interested in work-study, your award letter will give you instructions on how to apply for a position.
- 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 1<sup>st</sup> if you wish to be considered for funds other than Federal Pell, Subsidized Direct Loan, Unsubsidized Direct Loan and Parent 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. (*Tuition & Fees are figured at 15 credit hours*).

#### **Estimated 9-Month Cost of Attendance \*** **2017-2018**

	<i>In State at home</i>	<i>In State on-campus</i>	<i>In State off-campus</i>	<i>Out-of-State at home</i>	<i>Out-of-State on-campus</i>	<i>Out-of-State off-campus</i>
<b>Tuition/Fees</b>	\$4,710.00	\$4,710.00	\$4,710.00	\$6,764.00	\$6,764.00	\$6,764.00
<b>Books/Supplies</b>	\$1,800.00	\$1,800.00	\$1,800.00	\$1,800.00	\$1,800.00	\$1,800.00
<b>Room/Board</b>	\$4,428.00	\$6,858.00	\$10,332.00	\$4,428.00	\$6,858.00	\$10,332.00
<b>Personal Expenses</b>	\$3,636.00	\$3,789.00	\$3,789.00	\$3,636.00	\$3,789.00	\$3,789.00
<b>Transportation</b>	\$1,665.00	\$1,665.00	\$1,665.00	\$1,665.00	\$1,665.00	\$1,665.00
<b>Total</b>	\$16,239.00	\$18,822.00	\$22,296.00	\$18,293.00	\$20,876.00	\$24,350.00

\*As of 3/17

### **Financial Aid Award Descriptions**

#### **Grants**

Grants are funds that do not need to be repaid. A financial aid award package may include grant funds whenever guidelines and funding levels permit. Grant funds are general prorated based on enrollment status

##### ***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 \$296 to \$5,920 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, 2018. 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. (*Some of the Level figures are from 2016-2017, because 2017-2018 information was not available when Terms & Conditions were updated.*)

#### ***Level 1: Students with the Least Ability to Pay***

Students with an EFC between zero and 5,328 are eligible to receive CSG. The minimum undergraduate award for this category of students is \$500 semester or \$1000 per year 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 5,235 and 10,656 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 \$500.

#### **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 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.

#### **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 (six) or more credit hours.

Prior to disbursement of loan proceeds, the following needs to occur and more detailed instructions can be found at [NJC Financial Aid Documents](#) - under General Documentation and Direct Loan Instructions.

- Accept Northeastern Junior College's Terms and Conditions on your NJC Access Account.
- Accept loans through student's NJC Access Account, or by completing loan acceptance form.
- 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 and during your sixth month 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. A subsidized loan usage limit applies (SULA). If you are a first-time borrower after July 1, 2013, there is a limit on the maximum period of time you can receive direct subsidized loans. This limit means you may not receive subsidized loans for more than 150% of the published length of your program. For example, if you are enrolled in a two-year associate degree program, the maximum period for which you can received subsidized loans is three years.

#### ***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 unused 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 1<sup>st</sup>.
- 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, by declining it on their NJC Access Account, submitting a written notification to the Financial Aid Office or by

sending an email to [financialaid@njc.edu](mailto:financialaid@njc.edu). Be sure to include Student Name, Student ID number, name of the award(s) the amount, 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.
- Funds will pay towards student accounts based on the actual credit hours the student is enrolled in and attending at the time of disbursement. Students enrolled in late-start or sub-term enrollment periods will not receive disbursement of aid until after those classes are in session.
- Aid is paid onto the NJC student account after the end of the add/drop date, approximately 2 weeks into each semester for full-term classes.
- 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 Bank Mobile Card, so the refund can be applied to their card or their personal bank account, depending on the preference the student selects when the card is activated.

### **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.

### **iPad 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 the cost of the iPad at the NJC Cashier Office. An iPad order form must be completed by each student. Please visit the NJC Cashier Office for more information regarding iPad 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 in Walker Hall. 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 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 no longer be eligible for Financial Aid.

### **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 disbursement 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 student's 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 student's current GPA.

*Effective Fall 2014: A student who fails to complete at least one course with a passing grade during a single semester will automatically be Ineligible for Aid for subsequent terms. (See Appeal Process on Page 7.) Also Credit for Prior Learning (CPL) counts as attempted credit*

## 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:  
 $\text{Credits Completed} \div \text{Credits Attempted} \times 100 = \text{Completion Rate.}$
- Transfer credit hours on the student's record are included when computing the student's completion rate.
- Remedial credit hours are included in the calculation of the cumulative completion rate.
- Withdrawn courses are calculated in a student's attempted credit hours.

### 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 an Alert letter. This letter will explain to the student that they will no longer be eligible for financial aid when the total attempted credits are 150% of their total program credits.
- Up to 30 remedial credit hours may be excluded from the maximum time frame calculation.
- 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. This includes previously accumulated hours from prior certificates or degrees.
- If it is at any point in time determined a student cannot complete their program of study within 150% of the program length, students may lose their financial aid eligibility.
- All courses a student has ever taken are considered in the Max Time Frame Calculation. A student may choose to retake a course to improve their GPA, but this may cause a problem in their completion rate as well as their overall number of credit hours attempted.

## Second Degrees or Certificates

Under some circumstances students may receive funding for an additional degree or certificate beyond their first one. Students may be required to submit an appeal along with a Degree Evaluation to determine whether or not additional funding can be approved.

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, alert, ineligible for aid, or probation. A written notification will be sent to the student after the review if the student has been placed on warning, alert, ineligible for aid, or probation.

## SAP Appeals

Students may appeal if placed on financial aid ineligibility. 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 [NJC Financial Aid Documents](#) - Student Aid Academic Progress Appeal Form 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.

### **What to Remember**

- Activate your NJC Student email and access account. Review your email frequently for correspondences and notifications.
- Make sure your address and contact information is always accurate and up-to-date.
- Utilize on-campus Student Success Center and the Comprehensive Learning Center (tutoring).
- Utilize a budget to determine the amount of aid you need; this will minimize the amount of loan funds you will need to repay.
- Contact the Financial Aid Office for information and questions about funding your education.
- Visit the financial aid webpage for more information.
- Remember to select your refund preference if anticipating a refund. ([NJC Refund Information](#))

\*\*INFORMATION CONTAINED IN THIS MATERIAL IS CORRECT AT THE TIME OF PRINTING AND MAY BE SUBJECT TO CHANGE. REVISED 03/17