

Refund and Repayment Information

Date of Record (the 10th Day of each Semester)

Your enrollment status will be reviewed prior to the first disbursement and your awards will be adjusted accordingly. If your enrollment status has changed as of the 'Date of Record' (10th day of the Semester at 4:00 p.m.) your Financial Aid Award Package will be readjusted and locked in based on your enrollment status as of this date. After the Date of Record your aid package may be adjusted if classes are cancelled or if you drop a class that has not started. You may owe a Repayment.

Always contact the Financial Aid Office before dropping classes to determine the effect on your award.

Total Withdrawal

Federal law states that if students receive federal aid and withdraw or drop ALL classes before completing 60% of the semester, students may have to return a portion of the federal aid received. Federal law also states that once students have completed 60% of the semester, they have earned 100% of their aid. (Refer to the Return of Title IV Funds Calculation below)

Return of Title IV Funds Calculation

Upon total withdrawal, a student's Federal Financial Aid will be re-evaluated to determine the amount of financial aid a student has earned and how much unearned aid is required to be returned to the appropriate agencies. This includes Federal Financial Aid that was originally used to pay tuition. The total amount required to be returned will be adjusted on the student's account. If the student has a pending refund, it will be used to offset the amount the student is responsible to repay, if any. **The Cashier's Office will send a statement to reflect the adjustment and, and any balance owed.**

The calculation for determining the percentage of 'Earned' and 'Unearned' Financial Aid is based on the total number of days completed (up to the withdrawal date) divided by the total number of days in the semester.

**See Date of Record on previous page

The impact on a student's financial aid will depend on several factors:

- Date of Withdrawal - the actual date the withdrawal process began, or the student's last date of attendance
- Total amount of tuition and fees
- Amount of Federal Financial Aid awarded (disbursed & not disbursed)

Any return of tuition will go to the following federal funds in priority order.

Federal funds affected:

1. Unsubsidized Stafford Loan
2. Subsidized Stafford Loan
3. PLUS Loan
4. Pell Grant 1
5. FSEOG Grant

Unofficial Withdrawal

If you received all "F" grades and an instructor indicated you ceased attendance during the term, you will be considered an "unofficial withdrawal" and a "Return of Title IV Funds Calculation" will be processed by Financial Aid at 50% completion of the semester. You may owe a repayment.

If you received a "F" in a class and an instructor indicated you never attended, your aid package may be revised and you may owe a repayment.

*Withdrawal date is defined as the actual date you begin the withdrawal process or your last date of attendance. If you receive all "F" grades for a term, you may be considered an "unofficial withdrawal" and may be required to repay at least 50% of the institutional costs. Your drop and/or withdrawal will affect your Satisfactory Academic Progress.

Developmental Coursework

Certain developmental coursework (if referred by counselor) can be added to a student's credit load for financial aid purposes if the student maintains at least six regular credits. Dropping or being dropped from a credit course (s) MAY require repayments of ALL or a portion of financial aid.

2011-2012

Important Financial Aid Information

Financial Aid Information Sheet

Completing the FAFSA determines your eligibility for the following programs:

- Federal Pell Grant
- Federal Supplemental Educational Grant (SEOG)
- College Work-Study (CWS)
- State Grants
- Student Loans (Entrance Loan Counseling and Master Promissory Note are required—see page 2 for details.)

Financial Aid Disbursement Information

Your student center states how much aid you are eligible to receive based on full-time status. Your enrollment status will be reviewed and adjusted if you are not full-time prior to disbursing your aid. After the tenth day of each semester, no adjustments will be made to your aid unless you drop a class that you never attended. If you receive aid and withdraw from all classes before completing 60% of the semester, you may owe a repayment.

Federal grants, state grants, and student loans will be applied to your student account on or before the first day of the semester if you have completed the entire financial aid process. The remainder will be refunded to you or your parent after your tuition and fees have been paid in full. Disbursements take place weekly, as students' files are completed. Please allow 3-10 days (from the date posted to your student account) for refunds to be direct deposited or mailed in a check. Paper checks CANNOT be PICKED UP.

A budget (Cost of Attendance) for a Western student attending Full time for both Fall and Spring semesters and living off campus is \$14,713. For students living with parents, the budget is \$11,291. These budgets will fluctuate with enrollment status changes as they occur. Individual components of a student budget include: tuition/fees, books/supplies, transportation, room/board and personal expenses.

Summer Financial Aid Process

Students who plan to attend Summer 2012 session should:

- First, register for summer classes; next
- Complete the Summer Financial Aid Request Form (available at the www.westerntc.edu/financialaid/forms.asp) and submit to the Financial Aid Office

Eligibility

Your financial aid eligibility is based on the information you provided on your 2011-2012 FAFSA. If there are changes in income which might affect your family's ability to pay for the costs at Western, contact the Financial Aid Manager at 608-785-9576.

Student Responsibilities

- Purchase books and supplies (Financial Aid refunds not always available before the first day of classes)
- Pay tuition within **14 calendar days** from the date of registration OR before the first day of class, whichever occurs first, you must either 1) Pay tuition in full OR 2) pay \$50 and submit a Credit Agreement Form to the Cashier's office each semester.
- Keep your address current with the Registration Office (checks will **NOT** be forwarded by the Post Office)
- Complete Entrance Loan Counseling/Master Promissory Note, if necessary (See page 2 for details)
- Inform Financial Aid Office if you are planning to take credits at another college simultaneously
- Please direct all questions regarding student bills to the Cashier's Office at 608-785-9121

Grants

Federal Pell Grants are awarded to students with high financial need who have not earned a bachelor's or graduate degree. Pell Grants do not have to be repaid. The amount of this grant is determined by the Federal Pell Grant schedule, your Expected Family Contribution Number, and enrollment status: *See "Repeated Classes" on page 3

12+ credits	Full-time	100% of award
9-11 credits	Three-quarter time	75% of award
6-8 credits	Half time	50% of award
Under 6 credits	Less than half time	25% of award

Always contact the Financial Aid Office before dropping classes to determine the effect on your awards.

Federal Supplemental Educational Grants (FSEOG) is available to students who have a zero Estimated Family Contribution (EFC), and are enrolled in at least six credits. These funds are limited.

State Grants include Academic Excellence, Wisconsin Covenant, Wisconsin Higher Education Grant (WHEG), Talent Incentive Program (TIP), Minority Retention, Handicapped, and Wisconsin Indian grants. Students must be registered for six or more credits to be eligible for these grants.

***Certificate Programs are not eligible for Financial Aid (grants/student loans)—See page 2 "Private Loans" for details.** The Central Service Technician program is eligible for **LOANS ONLY** due to the length of the program.

ATTENTION Student Loan Borrowers!

Federal Direct Stafford Loans – Subsidized vs. Unsubsidized

Eligibility for a **subsidized** loan is based on a student's financial need (as determined by the FAFSA), while eligibility for the **unsubsidized** loan is **not** based on a student's financial need. The interest on subsidized loan is paid by the federal government while the student is enrolled at least half-time. Unsubsidized loan interest must be paid by the student; students may choose to make interest-only payments on their unsubsidized loans while they are in school, or defer interest payments until their loan repayment begins. **To reduce total student loan indebtedness, it is in a student's best interest to make unsubsidized loan interest payments while attending college.**

Neither the subsidized or unsubsidized loan requires repayment until 6 months after a student graduates, or drops below half-time enrollment – whichever occurs first. Students must be enrolled at least half-time (6 credits) to be eligible for student loans.

2011/12 Direct Stafford Loan Interest Rates & Fees		
Loan Type:	Subsidized	Unsubsidized
Interest Rate:	3.4%	6.8%
Origination Fee:	1%, with an up-front .5% rebate = .5% net origination fee*	1%, with an up-front .5% rebate = .5% net origination fee*
*Students must make 12 consecutive, on-time monthly loan payments to retain the .5% rebate		

ALL Student Loan Borrowers Must:

- Complete a **Direct Loan Stafford Master Promissory Note** online at studentloans.gov. Student loan funds will not disburse to Western until student loan borrowers have completed the required online Master Promissory Note (MPN). If the student has previously borrowed from Direct Lending, the MPN is not required unless it has been 10 years since one was completed.
- Complete **Entrance Loan Counseling** online at studentloans.gov. Students who have **not** previously received student loans at Western must complete online Entrance Loan Counseling. If this requirement is not completed, student loan funds cannot be disbursed to the student.
- **Accept/Decline/Reduce** student loan awards through the **My Western** portal. Western encourages students to only borrow what they **need** in student loans, as these loans must be repaid, with interest, in the future.

If you do not have personal internet access, you may use computers in any of Western's computer labs or the library to complete these requirements.

Federal Direct Parent PLUS Loans

Parent PLUS Loans are federally guaranteed loans that parents may obtain to help pay for the cost of education for their dependent child, the student. Certain credit conditions apply, and a credit check is required. Parent PLUS Loan repayment begins 60 days after the loan is fully disbursed. Parent PLUS Loan Borrowers may request a deferment of repayment until six months after the dependent student (on whose behalf the parent borrowed the PLUS loan) drops below half-time enrollment.

Federal Direct Parent PLUS Loan Info

- Visit <http://www.westernnc.edu/financialaid/directPLUS.asp> to complete all items the 'Parent PLUS Loan To Do List'
- Interest Rate is fixed at **7.9%** Origination Fee is 4%, with an up-front rebate of 1.5% = net fee of 2.5%* [**Note:** Parent PLUS Loan Borrowers must make 12 consecutive, on-time monthly loan payments to retain the 1.5% rebate]

Private Student Loans

Some students find they need additional funds beyond their grant and Stafford Loan eligibility to meet their expenses while attending college. Private student loans may help students meet their educational goals. **Western REQUIRES students to file the FAFSA and exhaust all Federal Stafford Loan eligibility before borrowing a private loan.** Visit Western's 'Student Loan Center' to read more about private loan options; **please contact the Financial Aid Office BEFORE applying for a private loan.**

Private Loan Facts:

- Designed to bridge the financial gap between college costs, family resources, and financial aid
- Interest rates based on creditworthiness, are variable, and adjusted quarterly
- Borrower must be creditworthy or have a creditworthy co-signor
- Generally have fees associated with this type of loan
- Differ from lender to lender - please carefully review your lender's loan terms before applying for a private student loan

College Work-Study

College Work-Study is a need-based program that is awarded to eligible students who indicated an interest in the program on the Free Application for Federal Student Aid (FAFSA). Work-Study funds are limited, and are awarded to students on a first-come, first-serve basis. Work-Study students must have a **minimum of six credits**, during the academic year, to qualify to work under this program. Positions are available at on-campus and off-campus sites. Fall and Spring Work-Study students can work 10 hours per week with compensation of \$7.70/hour. Summer Work-Study students can begin work on July 1st and can work up to 30 hours per week. Summer 2011 Work-Study awards are available to students who will be attending the 2011-2012 academic year. A 2011/12 FAFSA must be completed prior to Summer 2011 for Summer work awards. Students enrolled in Summer credit classes are not eligible to work under the Summer Work-Study program. Students who are eligible for College Work-Study can earn up to the amount listed on their award letter or until Western's total College Work-Study allocation is exhausted. If awarded Work-Study, students can view work positions at [College Work-Study \(CWS\)](http://CollegeWorkStudy(CWS)). Students will have access to supervisor's names and phone numbers to request an interview. If students do not find an open position or decide they no longer want the Work-Study award, contact the Financial Aid Office. After being hired, students will need to speak to Teresa Niebuhr. Her office is located in the Welcome Center. Students will need to show a Social Security card and some form of identification such as a driver's license or state ID. Work-Study students are required to turn in timecards on the 15th and last working day of each month. Work-Study payroll checks are mailed or directly deposited around the 10th and 26th of each month. Any address changes need to be made with the Payroll dept. at 608-785-9122 and with registration 608-785-9553. Further questions about College Work-Study may be addressed to the Work-Study Coordinator Teresa Niebuhr or by email to niebuhr@westernnc.edu

Other Sources of Aid

Scholarships, Dept. of Vocational Rehab, Veterans, Workforce Connections, TAA, etc. are NOT disbursed through Western and the amounts listed on the award notification are ESTIMATES only.

Certificate Programs and Financial Aid

Most certificate programs at Western are not eligible for regular Federal Financial Aid. If you are enrolled in a non-eligible program, and have no other funding resources, please contact Western's Financial Aid Office to discuss your potential private student loan options. Some non-financial aid eligible certificate programs include:

- CNA - Skilled Nursing Assistant – 3 credits
- Criminal Justice - Law Enforcement Academy – 17 credits
- EMT – Basic – 4 credits
- EMT – Int. Tech – 3 credits
- EMT – Intermediate – 9 credits

Enrollment Status & Financial Aid Eligibility

Student's enrollment status will be reviewed prior to the first disbursement and awards will be adjusted accordingly. If the enrollment status has changed as of the 'Date of Record' (10th day of the Semester at 4:00 p.m.) the Financial Aid Award Package will be readjusted and locked in based on the enrollment status as of this date. After the Date of Record, aid packages may be adjusted if classes are cancelled or if you drop a class that has not started. You may owe a Repayment.

Dates of Record—for each semester

Payment of financial aid is based on the number of credits enrolled as of the Date of Record for that semester. If you add any classes after the Date of Record, your financial aid grant eligibility will **NOT** increase. There are no exceptions. Contact Financial Aid at 608.785-9579 for student loan options.

Fall 2011	4:00 p.m. on 9/6/11
Spring 2012	4:00 p.m. on 1/27/12
Summer 2012	4:00 p.m. on 6/15/12

Duration of Financial Aid Eligibility

The number of Credits Attempted includes all classes that you've taken at Western and any transferred credits regardless of whether you received financial aid while enrolled in those classes. Repeated classes, transfers, failed classes, withdrawals, and incompletes are also counted toward the number of Credits Attempted. All classes enrolled as of the Date of Record for each semester will be counted as Credits Attempted. The maximum time frame in which you must complete an educational program is determined by taking the number of credits needed to complete your program multiplied by 150%. For example, if your program requires 68 credits to graduate, you have 102 credits (68 credits x 150%) you are able to take before you reach maximum time frame. **Credits taken toward other programs are also counted in determining Maximum Timeframe status.**

Appeals for extension to the 150% Rule can be requested by completing the **Academic Progress Appeal (150% Rule) form** and an **Academic Plan** with the help of an advisor. Both of these forms are located at www.westernnc.edu/financialaid/forms.asp

Failure to comply with a completed Academic Plan will result in DENIAL of future financial aid!

Repeated Classes: If you retake a course for which you earned a "C" or better, contact the Financial aid Manager to determine if you are able to receive aid for this course again.



Satisfactory Academic Progress (SAP)

Students who receive financial aid at Western must maintain satisfactory academic progress. Federal regulations require that your entire Western record be reviewed for satisfactory academic progress, including terms for which you did not receive aid. We will apply the same satisfactory academic progress standards for terms when you are receiving financial aid. Your academic progress is evaluated after each semester.

Financial Aid SAP Requirements (NEW for 2011/12)

To be eligible for financial aid, students must maintain a CUMULATIVE GPA of 2.0 or above AND must complete at least 67% of CUMULATIVE credits attempted.

WARNING status

The first semester a student fails to meet the requirements listed above, they will be placed on Financial Aid Warning. The student will remain in WARNING status until the end of the next semester of attendance when progress will again be reviewed.

SUSPENSION status

You will be notified that your financial aid is SUSPENDED if you fail to meet the requirements listed above for 2 consecutive semesters, or if you exceed the number of credits attempted (see Duration of Financial Aid Eligibility) during your college career.

Reinstatement of Financial Aid

To regain financial aid eligibility, you must pay all tuition and fees on your own until you:

- Earn at least a 2.0 cumulative GPA; **and**
- Complete at least 67% of cumulative credits attempted; **and**
- Complete an Academic Plan; **or**
- Receive approval of your appeal for financial aid reinstatement

The Appeal Process

- Students who receive a financial aid suspension, may appeal the suspension and may be required to create an Academic Plan. If a student is granted their appeal, they will be on financial aid PROBATION. If after the semester the student is on probation, satisfactory academic progress isn't met or the student fails to follow an Academic Plan at any time after the plan is created, future aid WILL BE DENIED.

If your appeal for reinstatement is denied or no appeal is made, you must pay all tuition and fee charges until minimum satisfactory progress requirements at Western are met.

ALL APPEAL DECISIONS ARE FINAL!