STUDENT FINANCIAL AID HANDBOOK
2015-2016

PALAU COMMUNITY COLLEGE

Accredited by Accrediting Commission for Community and junior Colleges (ACCJC) of Western Association of School and Colleges (WASC)
HOW TO APPLY FOR FINANCIAL AID - AWARD YEAR 2015-2016

FINANCIAL AID CHART

Student & Parents (Spouse if applicable) complete Financial Aid Forms

Student sends FAFSA* to USDE CPS** by using one of the 3 options below:
1. File FAFSA on the WEB, or
2. Mail Paper FAFSA, or
3. Electronic Submission via PCC

CPS processes data received & calculates EFC*** and Prints and sends SAR to student

Student submits the following to PCC Admissions & Financial Aid Office:
1. Financial Aid Supplemental form
2. 2014 Student & Parents Wage & Tax Statements (Spouse if applicable) or 1040 Tax forms
3. Copy of Birth Certificate or Passport
4. 2014 Pension Benefits Certification, if applicable

Provide the following only if applicable:
- 2015-2016 Verification Worksheet
- High School Compliance Status
- Identity/Statement of Educational Purpose

Office of Admissions & Financial Aid

1. Calculate financial need****
2. Prepares financial aid package
3. Sends financial aid awards to Student

*FAFSA = Free Application For Federal Student Aid
**USDE CPS = US Department of Education - Central Processing System
***EFC = Expected Family Contribution
****Financial Need = Cost of Attendance subtracts from EFC
PALAU COMMUNITY COLLEGE

Vision Statement
“We guarantee quality and excellence”

Mission Statement
Palau Community College is an accessible public educational institution helping to meet the technical, academic, cultural, social, and economic needs of students and communities by promoting learning opportunities and developing personal excellence.

INSTITUTIONAL LEARNING OUTCOMES (ILO)

1. Critical Thinking and Problem Solving
Analyze and solve problems by using informed judgment based on evidence, and sound reasoning and/or creativity to differentiate facts from opinions and to specify solutions and their consequences.

2. Communication
Effectively communicate, both orally and in writing, thoughts in a clear, well-organized manner to persuade, inform and/or convey ideas in academic, work, family and community settings.

3. Quantitative and Technological Competence
Use mathematical skills appropriate to our technological society by analyzing and solving problems that are quantitative in nature and by utilizing technology for informational, academic, personal and professional needs.

4. Diversity
Understand and appreciate differences in cultures and behaviors between oneself and others by demonstrating respect, honesty, fairness, and ethical principles in both personal and professional life.

5. Civic Responsibility
Apply the principles of civility and morality to situations in the contexts of family, work, community, environment and the world.

6. Aesthetics
Apply numerous means of inquiry to experience and appreciate the values of arts and nature.

Financial Aid Mission Statement
Office of Financial Aid provides comprehensive financial aid programs to meet the immediate and long-term needs of the diverse population of students through federal, state, and private funds.

The Palau Community College bars discrimination on the basis of race, color, national origin, sex, age or physical handicap in awarding of all financial assistance to students.
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PALAU COMMUNITY COLLEGE
Office of Admissions & Financial aid

P.O. Box 9
Koror, Republic of Palau 96940
Telephone: (680)488-2470/2471
Fax: (680)488-4468
E-mail: dahliapcc@palaunet.com

Dahlia M. Katosang, Director of Admissions & Financial Aid
Vacant, Admissions Counselor
Vacant, Financial Aid Counselor
Stephanie Minor, FWS Coordinator
Marlyne Olkeriil, Financial Aid Technician
Maureen Renguul, Financial Aid Technician
Leona R. Tkel, Secretary

OFFICE HOURS: 8:00 a.m. - 5:00 p.m. Monday thru Friday
An Investment in the Future

Dear Students:

We join the rest of the College community in congratulating you on your acceptance to Palau Community College (PCC). Your decision to begin your college education at PCC is a smart choice, and we look forward to working with you in accomplishing your goal.

Attending college is one of the most significant opportunities a person today can take advantage of. It is also one of the more expensive investments to undertake. Acceptance into a college of one’s choice is only one part of the challenge – the other part is making it affordable. That is where we come in because financial aid is also a partnership between you, the student and the college, which provides the money to help pay for college costs.

Palau Community College (PCC) offers financial assistance programs, which, if you are eligible, may help to cover some of your educational expenses. If you receive financial aid, it is expected that you will enroll in courses needed to complete your degree program, work hard at learning, and move responsibly toward successful completion of your educational goal.

We understand that rules governing the financial aid programs can sometimes be complicated. However, we at the Office of Admissions & Financial Aid will be happy to assist you and want to make this process as understandable as possible by being available to answer your questions and provide special assistance if and when you need it. You may contact us at (680) 488-2470/2471, ext. 235 or via E-Mail at: dahliapcc@palaunet.com.

Dahlia M. Katosang
Director of Admissions & Financial Aid, PCC
INTRODUCTION

This Financial Aid Handbook is your student guide to information about the financial aid programs and policies at Palau Community College (PCC). Please read it carefully so you can become familiar with the process of applying for financial aid, know what programs are available, and understand what you must do to remain eligible to receive financial aid while a student.

While the application process may be confusing, it is important to remember that many of the rules associated with applying for and receiving financial aid have been developed to make sure you, as a student, is treated fairly and equitably, and to ensure that you take your share of responsibility toward successfully completing your educational goal.

This Handbook gives you an overview of financial aid at PCC and reading it provides you with a clearer understanding of what financial aid is and how to receive it. We understand that the Federal, State, and College policies relating to the receipt of financial aid require a lot of paperwork from you. If, after reading it, you are unclear about any information in the Handbook or have additional questions about what is required, the staff from the Office of Admissions & Financial Aid are available to answer your questions.

PCC is a public institution supported by the Republic of Palau. It is a two-year post-secondary vocational/technical institution. The student population represents both in-state and out-of-state residents.

PCC is a term-based institution that has two standard terms (Fall semester & Spring semester) and an optional summer term. The length of each semester is 16 weeks of instructional time and the length of the summer term is 8 weeks. The College defines its academic year based on the minimum regulatory requirements, which are 24 semester hours and 30 weeks of instructional time.

PCC adheres to the Family Educational Rights and Privacy Act (FERPA) and ensures that information provided by the students is treated in a confidential manner.

PURPOSE OF FINANCIAL AID

The purpose for financial aid is to assist students and families in planning for and meeting expenses by providing financial aid resources to students who would otherwise be unable to pursue their educational and professional goals. To the extent that funding is available, PCC tries to ensure that all eligible students who are making satisfactory academic progress be afforded the opportunity for post-secondary education.

In all areas of our fund distribution, we shall be fair, honest and efficient. We focus on establishing aid eligibility, awarding scholarships, grants, and employment to eligible students, and providing financial aid counseling to students and families for the resolution of problems associated with financing an education. We serve as the primary advocate for students and families, assisting them in securing necessary financial resources.

WHAT IS FINANCIAL AID

Financial aid (federal and non-federal) provides funds for direct and indirect college expenses. Direct expenses are generally those expenses charged directly to your student account, such as tuition, fees, and room and board if you live on campus. Indirect expenses are those that you pay out of pocket such as books and supplies, off-campus housing and transportation, etc. Students who are awarded financial aid may receive any or all of these forms of aid which are composed of federal and non-federal monetary assistance.
Most financial aid is awarded to students based on how much money is needed to meet college costs. The financial aid application process is set up to measure uniformly, how much each individual student needs. Many of the rules associated with receiving financial aid have been developed to make sure the students are treated fairly and also to ensure students take their share of responsibility in the partnership. The primary financial responsibility for students’ college education rest with students and parents.

**FEDERAL STUDENT AID (TITLE IV programs)**

Federal student aid is financial assistance offered by the United States Department of Education (USDOE) to eligible students enrolled in an eligible programs at an eligible institution to cover school expenses, including tuition and fees, room and board, books and supplies, and transportation. Most federal aid is need-based. Determination of financial need will be based upon the financial aid information that students and parents submitted. All information will be kept confidential.

The three most common types of aid are: **grants**, - which do not have to be repaid, **work-study**, - job opportunity for students to work part-time to earn money to help pay for school expenses, and **loans** – borrowed money that must be repaid with interest. Awards may be in the form of grants, loans, scholarships, employment opportunities, or a combination of these.

*(Note: PCC does not participate in federal student loan programs.)*

**TYPES OF FINANCIAL AID AVAILABLE**

**A. FEDERAL STUDENT AID PROGRAMS**

There are three federal student aid programs (Federal Pell Grant, Federal Supplemental Educational Opportunity Grant [FSEOG], and Federal Work-Study [FWSJ]) that you may qualify to receive while attending PCC.

**A1. FEDERAL PELL GRANT**

Generally, the Federal Pell Grant is awarded only to undergraduate student who has not earned a bachelor’s degree or professional degree such as medicine, law or dentistry. It is a gift aid awarded to students with the highest need. Students are automatically considered for Pell Grant when they file the Free Application for Federal Student Financial Aid (FAFSA). The maximum Pell Grant award for the 2015-2016 Award Year is **$5775**.

The amount of the grant is determined by using the payment schedule issued to all eligible institutions by the U.S. Department of Education which is based on the Expected Family Contribution (EFC), the student enrollment status* (full-time, three fourth time, half-time or less than half-time student), the period of enrollment, and the cost of education. The lesser the EFC number is, the greater the amount of award will be. Students may not receive Pell Grant funds from more than one school at a time. In order to be eligible for a Pell Grant payment, a student must still be enrolled at the time the Student Aid Report (SAR) or Institutional Student Information Report (ISIR) is received.

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*Enrollment Status: Full-Time = 12 credits or more; ¾ Time = 9 -11 credits; ½ Time = 6-8 credits; Less than ½ Time 5 credits or less.
**Lifetime Limit for Federal Pell Grants**

The new Lifetime Limit for Federal Pell Grant eligibility is 600%. This means that the duration of a student’s eligibility to receive a Federal Pell Grant is 12 full-time semesters or six (6) years which is equivalent to 600%. This provision applies to all Federal Pell Grant eligible students which became effective with the 2012-2013 Award Year. The calculation of the duration (Lifetime Eligibility Used [LEU]) of a student’s eligibility will include all years of the student’s receipt of Federal Pell Grant funding.

The table below is an example of Lifetime Eligibility Used (LEU) for Federal Pell Grants

<table>
<thead>
<tr>
<th>Years / Pell Grant Scheduled Awards</th>
<th>Pell Grant Amount Received / Percent Used</th>
<th>Cumulative % Used</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Summer</td>
<td>Fall</td>
</tr>
<tr>
<td>1: (05-06) / Pell Grant Scheduled Award = $4050</td>
<td>$1025 = 25%</td>
<td>$2025 = 50%</td>
</tr>
<tr>
<td>2: (06-07) / Pell Grant Scheduled Award = $4050</td>
<td>$2025 = 50%</td>
<td>$2025 = 50%</td>
</tr>
<tr>
<td>3: (07-08) / Pell Grant Scheduled Award = $4310</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>4: (08-09) / Pell Grant Scheduled Award = $4731</td>
<td>$2366 = 50%</td>
<td>NA</td>
</tr>
<tr>
<td>5: (09-10) / Pell Grant Scheduled Award = $5350</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>6: (10-11) / Pell Grant Scheduled Award = $5550</td>
<td>$2775 = 50%</td>
<td>$2082 = 37%</td>
</tr>
<tr>
<td>7: (12-13) / Pell Grant Scheduled Award = $5645</td>
<td>$2823 = 50%</td>
<td>$2822 = 50%</td>
</tr>
</tbody>
</table>

*Note: Students who were enrolled during 2 year round Pell (09-10 & 10-11), may have used more than 100% in a year. Please go to the office and see Director of Admissions & Financial Aid for more information.*

**Awarding and Calculating Pell Grant**

The Pell Grant calculation is the **TRAILER** for students attending twelve (12) months, except for students who attend Summer Term only. **TRAILER** means that the Pell Grant will be awarded beginning the Fall Semester of each year and ends in the summer. Students who attend summer term **only or transfer** to other colleges or universities will be able to receive funds from either the immediate previous year or the upcoming school year whichever will be beneficial to the students.

The College will use Formula 1 when determining student’s Pell Grant award for the 2015 -2016 Award Year. The payment for Formula 1 is calculated by dividing the annual award from the appropriate payment schedule by the number of payment periods in the Academic Year. There are two (Fall and Spring) payments periods in a year.

The table below shows an example of Pell Grant Formula 1 based on a full-time enrollment status

| Maximum Annual Award of $5775 is divided by (# of payment period in an academic year) |
|-----------------------------------------------|-----------------|-----------------|
| Fall 2015 | Spring 2016 | Total |
| $2888 | $2887 | $5775 |
A2. FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)

The Federal Supplemental Educational Opportunity Grant (FSEOG) is a grant award for undergraduate students without a bachelor's degree who are Pell Grant eligible with the most need.

In selecting among eligible students for FSEOG awards in each award year, an institution shall select those students with the lowest expected family contributions who will also receive Federal Pell Grants in that award year. If the institution has FSEOG funds remaining after giving FSEOG awards to all the Federal Pell Grant recipients at the institution, the institution shall award the remaining FSEOG funds to those eligible students with the lowest expected family contributions who will not receive Federal Pell Grants.

Since FSEOG funds at PCC are limited, awards will be made in this order: (a) Full-time students; (b) part-time students or (c) on a case-by-case basis. Awards vary depending on a student's financial need and the amount of funding available each year. Average awards range from $100-$4,000 each year.

A3. FEDERAL WORK-STUDY (FWS)

The Federal Work-Study (FWS) program is a part-time employment providing jobs for students who need federal financial aid to help pay for their education expenses.

Many jobs are designed to assist students in providing work experience in their chosen field of study. Information on job listings will be posted on bulletin boards.

Students who apply for financial aid, demonstrate a financial need and indicate in their application that they wish to work will be considered for Federal Work Study. Federal Work-Study award depends on students' financial need, and the funding level of the school. When assigning work hours, financial aid administrator will consider students' award amount, their class schedule and their academic progress. It is the students' responsibility to report to the FWS Coordinator for job placement. Failure to do so may result in cancellation of the FWS award. When the student has been interviewed and hired, a time sheet of actual hours worked will be kept by the FWS supervisor. The Work-Study wages are based on the duties and skills required of each particular position. Students receive a bi-weekly paycheck for hours worked by the college.

College regulations limit students to a maximum of 20 hours per week during regular semester while classes are in session and 8 hours a day during summer and other PCC vacation periods such as Christmas break, semester break, etc. The FWS award must be earned within the semester it was awarded. The amount that student earns cannot exceed the total FWS award. Students should keep track of their allotments (total hours worked and the remaining balance).

Average awards range from $200 - $3,000. FWS awards are not guaranteed and are contingent upon the student working the required hours for payment, up to the maximum amount of the award. In the event the student does not work the maximum number of hours, the unearned portion of the award will be forfeited or cancelled. Students are not permitted to earn money in excess of the award amount.

The College reserves the right to increase or decrease the number of hours a student is allowed to work.

All of the above programs are subject to change without notice.
B. VETERANS ADMINISTRATION BENEFITS

Palau Community College is an approved educational institution for education and training under the Veteran’s Educational Assistance Act – [GI Bill]. Information regarding eligibility, entitlement and types of training authorized may be obtained from the Office of Admissions & Financial Aid.

C. NON-FEDERAL FUNDS

C1. STATES SCHOLARSHIPS and GRANTS

There are state scholarships (grants and possibly loans) available or offered through students’ own government. The Office of Admissions & Financial Aid at PCC provides assistance to interested applicants in filling out the state scholarship application forms, then completes and certifies the “expense section” of the forms and forward them to each state scholarship offices throughout the region for consideration.

C2. PRIVATE SCHOLARSHIPS

Some of our students receive private scholarships from a variety of sources in recognition of their academic performance. See PCC Development Officer for more information.

STUDENT ELIGIBILITY REQUIREMENT FOR FEDERAL FINANCIAL AID

To receive federal student financial aid, (Federal Pell Grant, Federal SEOG, and Federal Work-Study), an applicant must meet the following criteria:

1. Have a high school diploma or an equivalent such as General Education Development (GED) Certificate. (Note: Effective July 1, 2015, the new provision for Ability to Benefit (ATB) Test allows students without high school diploma or its equivalent to become eligible for Title IV funds if they take and pass one of the ATB test approved by the U.S. Secretary of Education and be enrolled in an Eligible Career Pathway Program.
2. Be enrolled as regular student working toward a degree or certificate in an eligible program.
4. Have financial need as demonstrated through application of the FAFSA.
5. Have a valid U.S. Social Security Number (Citizens of FSM, RMI & Palau are exempted).
6. Certify that the federal student aid will be used only for educational purpose.
7. Certify that no federal student loans are in default and that no money is owed on a repayment on a Federal student aid grants.
8. Be registered with the Selective Services, (applies only to US Citizens who are male students between ages of 18-25).
9. Be making satisfactory academic progress according to financial aid satisfactory progress policy.

FINANCIAL AID INFORMATION AND APPLICATION PROCEDURES

New or transfer student(s) need to apply for admissions and be accepted into an approved degree/certificate program. Students are encouraged to apply for admission and financial aid concurrently in order to expedite each important process. Returning students need to file a readmission form at the Registration and Records Office. Continuing, returning and/or transfer students must make sure that they are making satisfactory academic progress toward their degree program, before applying for financial aid.

The Office of Admissions & Financial Aid will accept financial aid applications on a rolling basis and will continue to make awards as long as funds are available.
All financial aid applicants must complete a FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA) form for each award year. Some students may be required to complete and submit more forms than others, depending on their individual circumstances. A packet of application materials are distributed to continuing students during the financial aid sessions in March of each year. The same packet is distributed to all high school seniors during the Financial Aid Nights sessions during the month of February of each year, where PCC financial aid staff visits all the local high schools to discuss financial aid programs, requirements and assist students and parents in completing the forms.

Beginning in January 1st of each year, the Free Application for Federal Student Aid (FAFSA) form becomes available from college financial aid offices, or on the U.S. Department of Education Web site, www.fafsa.ed.gov, where students can file their FAFSA online and submit it via the Internet.

The FAFSA is the first step in the financial aid process. Students use the FAFSA to apply for federal student aid, such as Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG) and Federal work-study (FWS). The questions on the FAFSA are required to calculate student Expected Family Contribution (EFC). The EFC measures student family’s financial strength and determines his/her eligibility for federal student aid. The EFC is indicated on the top right hand corner of the Student Aid Report (SAR).

After analyzing the information on students’ FAFSA, the processing service will send a 2015-2016 Student Aid Report (SAR) to student. Student Aid Report (SAR) summarizes the information students submitted on their FAFSA. It is important to verify all the data on SAR to make sure all of information is correct and complete. If not, make corrections either on the web or on the SAR pages provided and submit to Office of Admissions & Financial Aid to be sent electronically to processing center.

Using the information on students’ FAFSA and their EFC, the financial aid office will determine the amount of aid they will receive. The college uses students’ EFC to prepare a financial aid package to help meet their financial need. Financial need is the difference between students’ EFC and their colleges’ cost of attendance.

Financial aid application will not be processed until all the required documents and forms are received by the Office of Admissions & Financial Aid.

Some of the required documents for 2015-2016 School Year such as Financial Aid Supplement and Verification Worksheet are available online at the College website: www.palau.edu or at the Office of Admissions & Financial Aid.

When applying for financial aid, applicants must follow the steps indicated below in providing the required documents to the Office of Admissions & Financial Aid:

Step 1: – File FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA)
(Note: Federal school code for PCC is #011009).

a. If you are a continuing student with U.S. Social Security number (U.S. SSN), independent from your parents and filed 2014-2015 FAFSA, go to the website at www.fafsa.ed.gov and select “Renewal FAFSA on the Web for 2015-2016” or select First Time FAFSA on the Web for 2015-2016 if this is your first time applying and follow instructions to complete your form.

b. If you do not have a U.S. SSN, and you are applying for the first time, you must enter “666” in the SSN field. You will be assigned a 9-digit (666xxxxxx) pseudo number. When you complete filing the FAFSA online, you are requested to submit the completed paper copy of your FAFSA to the Office of Admissions & Financial Aid in order to send the signature page to the processing center, OR
c. If you are a continuing or readmit student you can complete the paper FAFSA and submit to the Office of Admissions & Financial Aid. They will enter your data, including your parent's and/or spouse signatures and submit electronically to the processing center.

(Note: Continuing students must use the same pseudo number (666) assigned to them in the past year if they do not have a U.S. social security number.

Students will receive a summary of their information in their 2015-2016 Student Aid Report (SAR) after their application is processed. Upon receipt of your SAR, verify that all information on the form is accurate. Make corrections if necessary and submit to us to enter the corrections electronically and send to the processing center.

**Step 2: – Financial Aid Supplemental Form**

Complete the PCC Financial Aid Supplemental Form and submit directly to the Office of Admissions & Financial Aid.

**Step 3: – 2014 Wage & Tax Statements**

Provide copies of the 2014 Federal Tax Returns (1040 forms) or 2014 Wage & Tax Statements if you and/or your parent(s)/spouse were employed during Fiscal Year 2014.

**Step 4: – Pension Benefits Certification**

Provide certified copies of your 2014 Pension Plan benefits including your parent(s)/spouse, if applicable. You must pick-up the form at the Office of Admissions & Financial Aid and get your parents’ authorization to release the data then bring to the Pension Office for completion before submitting to us.

**Step 5: – Passport or Birth Certificate**

Provide copy of your passport or birth certificate for citizenship verification purposes.

**Step 6: – 2015-2016 Verification Worksheet**

Complete 2015-2016 Verification Worksheet, **only** if you were selected for verification, to confirm the information that you and/or your parent(s)/spouse reported on your FAFSA.

If you are selected for Tracking Group of either **Verification 4** or **Verification 5**, you will need to provide the following:

**A. High School Completion Status**

Provide one of the following documents that indicate your high school completion status such as a copy of your: (a). high school diploma, (b). final high school transcript showing the date when diploma was awarded, or (c). General Educational Development (GED) certificate/transcript., etc.

**B. Identity/Statement of Educational Purpose.**

A valid government-issued photo identification (ID) [such as a copy of your driver’s license, other state-issued ID or passport] must be presented **in person** with the signed statement of educational purpose to a designated person in the Office of Admissions & Financial Aid where they would stamp date received and initial the statement of educational purpose. If student cannot be present in person, then he/she will need an original statement of educational purpose signed and notarized to be submitted to the Office of Admissions & Financial Aid with a copy of driver’s license, other state-issued ID or passport.

**Note:** All documents received are properties of PCC Office of Admissions & Financial Aid and will not be released to or reproduced for student. Students are responsible to make duplicate copies of all documents, for their record before submitting to the Office of Admissions & Financial Aid.
VERIFICATION POLICY

The Federal verification is a required process for applicants who are selected for verification whereby certain information provided on FAFSA are reviewed for accuracy and completeness. Based on the “Verification process”, Office of Admissions & Financial Aid must verify the accuracy of the information/data that students and parents submitted on the FAFSA and also compare information from student’s application and other financial aid documents. The student and parents shall complete the 2015-2016 Verification Worksheets and submit to the Office of Admissions & Financial Aid for further review.

If there are differences between student's application information, student may need to send in corrections on his/her Student Aid Report (SAR), or student's school may send corrections electronically, to have student information reprocessed. Financial Aid eligibility and awards may be revised.

NOTIFICATIONS

When the Office of Admissions & Financial Aid needs additional information from students to complete their file, they would contact students by letter, text messages, telephone or in person to submit the missing documents. Students' file will not be processed until the requested information is received. Once students' files are completed, reviewed, and they are determined to be eligible, an award letter stating the types and amounts of financial aid will be processed and sent to them.

DEADLINE DATES

FINANCIAL AID DATES

Financial aid applicants must file their FAFSA no earlier than January 1 of each year. Students applying will be considered for financial aid on a funds available basis. The Office of Admissions & Financial will continue to make award as long as funds are available.

FEDERAL AID DEADLINES – 2015-2016 SCHOOL YEAR

The absolute Federal deadline for submitting a FAFSA for 2015-2016 Award Year whether students apply electronically or by mail is June 30, 2016. Students' valid SAR must be received by Office of Admissions & Financial Aid by the students' last day of enrollment in the 2015-2016 Award Year in order to be awarded Pell Grant.

ELIGIBILITY DETERMINATION

There are three basic steps used to determine how much financial aid may be awarded to a student. These steps are:

STEP 1: DETERMINING STUDENTS EXPECTED FAMILY CONTRIBUTION (EFC)

Expected family contribution is the amount of money that students and their family, if dependent, can realistically be expected to contribute toward their educational costs while enrolled in school. The calculation to determine student's individual family contribution is based on the financial income and other information such as the number of persons in the household and the number of those persons attending college. This contribution is subtracted from student budget when determining the amount of award. If students are considered an Independent Student, only their information (and spouse's, if married) is used to calculate the expected family contribution. If students are Dependent Student, their parents’ income information is also used.
Student is considered to be an **Independent Student** if he/she:
- was born before January 1, 1992 or
- is married, or
- is a veteran of the U.S. Armed Forces, or
- is a ward of the court or both of his/her parents are deceased.

Student is considered **Dependent Student** and must supply information about his/her parents on FAFSA if none of the conditions above apply to him/her.

**STEP 2: CONSTRUCTING STUDENT BUDGET**

A standard student budget is constructed for all financial aid recipients, which includes the average costs associated with attending Palau Community College. Average student costs for various categories in the budgets are developed by the Office of Admissions & Financial Aid.

Standard student budgets or cost of attendance, such as tuition, fees, room, board, books, supplies, personal, transportation, etc. are constructed recognizing different costs for various categories of students such as "On Campus Student or Off Campus students" (sample: Exhibit A – page 30: Estimated Cost of Attendance & Financial Aid Award).

**BUDGET ADJUSTMENTS** are automatically made to add additional tuition, fees and PCC Housing for students when applicable. Students may request adjustments when they have additional costs for (non-discretionary) expenses such as child care, uninsured medical or dental expenses, additional supplies or tools required for their programs that are in excess of the standard budget allowance, and additional expenses related to a disability which are not paid for by an outside funding agency.

**STEP 3: DETERMINING FINANCIAL AID NEED**

The process used to determine financial need is initiated when a student completes the Free Application for Federal Student Aid (FAFSA). The information supplied on the FAFSA is processed through a formula which produces an Expected Family Contribution (EFC) based on the data that the student and/or family provided. The EFC is the amount of money the student and family are expected to pay toward the student's annual college costs (cost of attendance). The following equation is used in determining your financial need.

The difference between the student cost of attendance and the EFC is the student's financial need as demonstrated below:

\[
\begin{align*}
\text{Student Cost of Attendance (student budget)} & \quad \text{\$10,000} \\
- \text{(minus) Expected Family Contribution (EFC)} & \quad \text{\$1,000} \\
\text{= Student's Financial Need} & \quad \text{\$9,000}
\end{align*}
\]

**THE FINANCIAL AID PACKAGE**

Once a student’s financial aid eligibility and need has been determined, the Office of Admissions & Financial Aid assembles the best possible financial aid package for each applicant within the bounds of its funding limitations. This package generally combines several types of aid (grants and work-study) from sources inside and outside the College by distributing the available financial aid resources, both federal and non-federal, to best address the needs of all students. Financial aid packages can vary from year to year, depending on changes in a student's financial need and satisfactory academic progress (sample: Exhibit A page – 30: Estimated Cost of Attendance & Financial Aid Award).

All financial aid award letters are prepared with the understanding that the student will enroll **full-time**. If students enroll less than full-time in any term, they must notify the Office of Admissions & Financial Aid prior to the first day of classes. Awards will be adjusted accordingly. Students have the option of accepting or rejecting any portion of their awards.
AWARD NOTIFICATION

If students have met all the requirements for financial aid, they will be notified by mail or in person of the types and amounts of award offered to them.

The amounts and types of aid awarded depend on:

a. The extent of student financial need, such as living circumstances, resources, semester credit hours and eligibility for particular financial aid programs and

b. The availability of Title IV funds, and the number of students PCC is trying to assist.

Normally, toward the end of Spring semester of each year, the Office of Admissions & Financial Aid will start sending out award notifications to students who have completed their applications. The award notifications will show the types and amounts of awards offered to students for 2015-2016 Award Year. Most financial aid awards are need-based and students’ total award package cannot exceed their total financial need. It is the policy of the Office of Admissions & Financial Aid to reduce first the SEOG and finally Work Study awards to prevent a student from being over awarded.

AWARD ADJUSTMENT OR REVISION

Students should always notify the Office of Admissions & Financial Aid if other types of assistance are received and not listed on the financial aid award letter, such as scholarships, grants, assistantships, etc. When a student receives funds after being notified of the original financial aid award, adjustments to the original financial aid award may be required. Federal regulations require the College to prevent “over awarding” a student’s financial aid need. If student has already picked up a “balance of aid” or a refund check, the student may owe funds back to the College or the federal student aid programs (Title IV funds).

A change of student award (award adjustment) to cause a decrease, an increase, substitution or cancellation must be made anytime during the award year by the Office of Admissions & Financial Aid at PCC for any of the following reasons:

1. Additional financial resources to meet educational expenses. (Any financial assistance such as employment, grants, scholarship, and loans over and above those identified on the award letter must be reported to the Office of Admissions & Financial Aid).  
2. Changes in student major field of study, credit loads or enrollment status on which their award was based on.  
3. Change in residence – living on or off campus  
4. Leave-of-absence or withdrawal from the college  
5. Incorrect information provided on the FAFSA  
6. Student family circumstances have changed.

VERIFICATION OF CLASS ATTENDANCE

Instructors shall submit the names of students who enrolled for class(es) but never attended to Dean of Academic Affairs to be forwarded to the Office of Admissions & Financial Aid by the 10th day after the first day of instruction. The federal regulations require students to attend classes that they registered for in order to receive financial aid. Students who enrolled for classes but never attend one or more of those classes will have their financial aid award adjusted according to their adjusted level of enrollment.
SPECIAL CIRCUMSTANCES

The process of determining eligibility for financial aid uses standard formulas and standard student budgets. The Office of Admissions & Financial Aid recognizes that some students have unusual, special circumstances that may not appear in the standard process of determining eligibility. Students with special circumstances are encouraged to contact the Office of Admissions & Financial Aid for review of their financial aid package based on those individual circumstances. Students should bring documentation of unusual circumstances.

FINANCIAL AID ORIENTATION MEETINGS

There are three types of Financial Aid Orientation Meetings which the students must attend.

A. Financial Aid Orientation 1 – A financial aid session for all new students, held during the new student orientation week, to discuss the types of financial aid available at PCC and its requirements.

B. Financial Aid Orientation 2 – A financial aid session for all financial aid applicants/recipient of the federal student aid. These students are required to attend one of the Financial Aid Orientation 2 sessions held each year. At the orientation meeting, students will receive important information about their awards, the new federal updates such as Satisfactory Academic Progress (SAP) requirements that must be adhered to and sign the SAP Agreement (sample: Exhibit B - page 31). After Financial Aid Orientation 2 sessions, the Office of Admissions & Financial Aid will transmit a list to Business Office of those students who attended the meetings. The list indicates the types and amounts of their awards to be disbursed and/or credited to their student accounts. Students who failed to attend one of the scheduled Financial Aid Orientation 2 sessions due to extenuating circumstances will need to take a Financial Aid Quiz and sign the SAP Agreement before their financial aid awards are released to them. After taking the quiz and signing the SAP Agreement, their awards will be transmitted to the business office.

C. Financial Aid Orientation 3 – A financial aid session for all interested students to complete the 2016-2017 Free Application for Federal Student Aid (FAFSA).

DISBURSEMENT OF FINANCIAL AID

There are two (2) payment periods in one academic year. The college will pay students at least once per semester. The first half of their Federal Pell Grant award will be disbursed during fall semester and the second half will be disbursed in spring semester. The college will pay them directly, apply or credit students’ award to their account or combine these methods for their tuition & fees, room & board (if residing at the college housing) and other college fees. The disbursements will usually become available about third or fourth week of instruction during each semester/term. Refund checks if any (once per semester) are disbursed to students at the Business Office.

Disbursements may be withheld if students fail to make Satisfactory Academic Progress (SAP) or if there is a dispute regarding their continued eligibility for financial aid.

Federal Work-Study checks are produced for disbursement by the Business Office once every two weeks for hours worked from the previous two weeks.

SCHOLARSHIPS

When checks are received from various donors such as state scholarship, awards are processed at the Office of Admissions & Financial Aid and transmitted to Business Office to be credited to students’ account. If credit balance occurs from state scholarships, grants, etc., refund checks are processed and disbursed to students at the Business Office.
REQUIRED IDENTIFICATION

Students will always be asked to present one type of photo ID, such as a driver’s license or Identification Card each time they pick up a Federal Pell, Federal SEOG, or FWS check at the Business Office.

CREDIT BALANCES

Whenever PCC Business Office credits Student Financial Aid (SFA) Program funds (Federal Pell Grant and FSEOG) to a student account, and those funds exceed the student’s allowable charges, an SFA credit balance occurs. PCC must pay or refund the excess SFA Program funds (the credit balance) directly to the student as soon as possible, but no later than 14 days after the date of the balance occurred on the student’s account, provided the balance occurred after the first day of class of a payment period.

REFUND AND REPAYMENT POLICIES

Students are required to maintain regular and consistent attendance in all classes. Financial aid disbursements will be calculated based on the student’s class attendance. If students stop attending class and officially withdraw from the college, they may owe money back to the federal financial aid programs, or other scholarship programs, or owe money to the college. Students who enroll for classes but never attend one or more of those classes will have their financial aid disbursement adjusted according to their adjusted level of enrollment. A withdrawal from a course or a complete withdrawal from the college could have an effect on student Satisfactory Academic Progress and may require a repayment of funds if student has already received refunds.

The Pell Grant award will be RECALCULATED if a student withdraws from the college or enroll for a class and never attends. Students should follow the procedures printed in the College catalog for an official withdrawal from the college.

Dropping classes or withdrawing from the College may impact students’ future financial aid eligibility. Students are urged to see financial aid administrator BEFORE dropping classes or withdrawing from the College.

The student will be required to repay any financial aid funds received in error.

WITHDRAWAL FROM THE COLLEGE

WITHDRAWALS

The law requires that if students withdraw from school, the amount of SFA program assistance that they have “earned” up to that point is determined by a specific formula. If they received more assistance than they earned, the excess funds must be returned. That is, if they completed 30 percent of the payment period (semester), they earn 30 percent of the assistance they were originally scheduled to receive. Once they have completed more than 60 percent of the payment period or period of enrollment, they earn 100% of their assistance.

The amount of Title IV program assistance earned is based on the amount of time the student spent in class attendance. It has no relationship to the student’s incurred institutional charges.
RETURN OF TITLE IV FUNDS

In accordance with Federal law, if students received federal financial assistance and completely withdraw from all classes before completing more than 60% of the payment period (semester) or period of enrollment, they may owe additional funds to the federal government and will be required to return any unearned federal funds. If funds were released to students because of a credit balance on their account, then they may be required to repay some or all of the federal grants released to them.

The amount of the repayment will be calculated on a pro-rata basis of the number of calendar days in the term. FWS earnings are excluded from the calculation. Pell Grant and SEOG will be included in the calculation. If they did not receive federal assistance, their refund will be calculated using only PCC’s refund policy.

Any unearned funds from students and funds due from the institution must be returned to the program. Simultaneously, PCC will notify the students if they must repay any funds owed to the College.

Normally, the return of federal funds must be paid before any additional Federal Title IV aid is awarded to the student. The student is ineligible for any additional federal financial aid funds until the debt is paid back. Any unpaid amount will be subject to referral to a collection agency or assigned to the U.S. Department of Education. Additional costs for collection fees and/or attorney fees may be added.

However, the Office of Admissions & Financial Aid will adjust the students’ Pell Grant award and they will owe the college for funds that they received. A hold is placed on all College records and they will have to clear their outstanding balances prior to registration.

If any refund remains after the required return of the Title IV Aid, the refund will be used to repay PCC funds first, next the students, and then the amount paid by each non-federal source as long as there was an unpaid balance at the time of withdrawal. If there was an unpaid balance, then all aid sources will be repaid before any refund is paid to students.

If students are planning to withdraw completely from Palau Community College, they need to complete the CLEARANCE FORM which are kept at the Office of Registration and Records. They must also make an appointment with the Director of Admissions & Financial Aid or Financial Aid Counselor to discuss the return of Title IV funds policies and how it affects them.

THE WITHDRAWAL DATE:

Withdrawal date – drives how much money the student has earned and Date of determination drives when is the timeline for the institution to do the calculation and return the funds to Title IV programs.

SPECIAL RULE: The Office of Admissions & Financial Aid may determine the appropriate withdrawal date if the student did not begin the withdrawal process or otherwise notify the Director of Admissions & Financial Aid of his/her intent to withdraw due to the following: Medical Reason; Accident; Grievous personal loss; Other such circumstances beyond the student’s control.

For more information about the Return of Title IV funds, students are encouraged to stop by at the Office of Admissions & Financial Aid and see the director.

MODULAR PROGRAMS

A short term-based credit-program (a course or courses in the program) offered that do not span the entire length of the semester are considered to be Modules, such as the first (1st) eight (8) weeks of the semester (Module 1) and the second (2nd) eight (8) weeks of the semester (Module 2).

If a student is enrolled in both modules (Module 1 and Module 2) but ceases attendance at any point prior to completing the payment period (semester), unless the school obtains written confirmation from the student at the time of the withdrawal that he or she will attend a module that begins later in the same
payment period (semester), the student is considered a withdrawal and a "Return of TITLE IV Funds" calculation needs to be done. A calculation of the Return of Title IV Funds may cause the Pell Grant award to be reduced and leave the student owing money to the college.

Students who are planning to withdraw from classes offered in modules are urged to see the Director of Admissions & Financial Aid to ensure that they understand the impact of their withdrawal.

**INSTITUTIONAL REFUND POLICY**

It is a responsibility of the students to notify the College that they are officially withdrawing from the college. The Clearance Form is available at Office of Registration & Records at no cost. The refund will be determined by the date of official notification or last day of attendance.

1. **Regular Terms (16 weeks):**
   a. 100% refund if complete withdrawal is made within the first day of instruction.
   b. 90% refund if complete withdrawal is made within the first week of instruction.
   c. 70% refund if complete withdrawal is made within the second week of instruction.
   d. 50% refund if complete withdrawal is made within the third week of instruction.
   e. 25% refund if complete withdrawal is made within the fourth week of instruction.
   f. 0% refund if complete withdrawal is made after the fourth week of instruction.

2. **Short Term:**
   a. 100% refund if complete withdrawal is made within the first day of instruction.
   b. 80% refund if complete withdrawal is made within the first week of instruction.
   c. 40% refund if complete withdrawal is made within the second week of instruction.
   d. 0% refund if complete withdrawal is made after the second week of instruction.

A 100% refund for cancellation of a course.
2015-2016 Satisfactory Academic Progress (SAP) Policy

In accordance with Federal financial aid regulations, financial aid recipients are required to make Satisfactory Academic Progress (SAP) toward completion of their educational goals within 150% of the length of the program in order to receive or continue to receive financial aid, which includes Federal Pell Grants, Federal Supplemental Educational Opportunity Grants (FSEOG), and Federal Work-Study (FWS). The SAP guidelines apply to all PCC students receiving federal financial aid funds regardless of whether the student has previously received federal financial aid.

The SAP policy is composed of two standards of measurements: QUALITATIVE MEASUREMENT (measures students’ academic progress such as Cumulative Grade Point Average [cumGPA]) and QUANTITATIVE MEASUREMENT (measures students’ maximum time frame limit and pace of progression [Credits Completion Rate]). The pace of progression is required to measure students’ progress to ensure they complete their education program before attempting the maximum time frame. The pace must be calculated based on maximum time frame following the established formula (divide the cumulative hours successfully completed by cumulative hours attempted).

The Federal regulations require that SAP determination be made at least once a year. However, in order to assure that students make progress toward the completion of degree/certificate in terms of number of credits attempted, cumGPA, and the maximum time frame limit, PCC will evaluate students at the end of each semester/term and students who did not make satisfactory academic progress will be notified. A Notification Letter stating the reason(s) will be issued in writing to all students who are placed on financial aid warning or disqualification at the end of each semester.

The SAP evaluation must include a review of all periods of enrollment including summer and/or inter session. All credits attempted at PCC including remedial/developmental courses, transfer credits and credits taken/earned under dual program, for which the student did and did not receive financial aid will be counted when assessing overall cumulative GPA, pace of progression (completion rate) and time frame requirements including those for which marks of W, I, and NC have been awarded as well as grades of A, B, C, D, F, and CR.

All repeated credits must also be included in the calculation of the 150% rule. When a course is repeated, only the most recent grade will be used in computing the cumulative grade point average. Credit hours repeated will be included and counted as hours attempted and hours completed.

To be considered making satisfactory academic progress, a student must meet the PCC Satisfactory Academic Progress (SAP) policy. The SAP policy below explains both standards of measurements which are separated from PCC’s academic progress policy.

**Requirement #1: QUALITATIVE REQUIREMENT** (measures the Grade Point Average)

All financial aid recipients must maintain an overall Cumulative Grade Point Average (cumGPA) of at least 2.0 or better.

**Requirement #2: QUANTITATIVE REQUIREMENTS** (measure the maximum time frame [limit] and the pace of progression [credits completion rate]).

**A. Maximum Time Frame**

All financial aid students enrolled in AA/AAS/AS/ATS programs must successfully complete their first (1st) degree program before attempting the maximum time frame limit of 100 credits.
B. **Pace of Progression Requirement** (Credits Completion Rate)

Students enrolled in AA/AAS/AS/ATS degree program must successfully complete at least 67% of cumulative credits attempted according to the pace of progression formula (divide cumulative credit hours earned by cumulative credit hours attempted).

The table below is an example of pace of progression to assist you.

<table>
<thead>
<tr>
<th>Semesters/Terms</th>
<th>Credits Attempted</th>
<th>Credits Earned</th>
<th>Percent required 67%</th>
<th>PACE Pass or Fail</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Semester Cumulative</td>
<td>Semester Cumulative</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fall 2013</td>
<td>12</td>
<td>12</td>
<td>9</td>
<td>9</td>
</tr>
<tr>
<td>Spring 2014</td>
<td>12</td>
<td>24 (12+12)</td>
<td>6</td>
<td>15 (9+6)</td>
</tr>
<tr>
<td>Fall 2014</td>
<td>12</td>
<td>36 (24+12)</td>
<td>12</td>
<td>27 (15+12)</td>
</tr>
</tbody>
</table>

Students must meet the Satisfactory Academic Progress (SAP) standards stated below in order to maintain their eligibility for financial aid. Failure to meet SAP standards either **qualitative** or **quantitative** or both may cause them to be disqualified and lose their financial aid eligibility.

1. **Financial Aid Good Standing**

   Students are placed on Financial Aid Good Standing if they meet the following PCC SAP standards:
   1. Maintain a Cumulative Grade Point Average (cumGPA) of 2.0 or better **AND**
   2. Successfully complete their first (1st) degree before attempting the maximum time frame limit of 100 credits **AND**
   3. Successfully complete at least 67% of cumulative credits attempted according to the pace of progression formula.

2. **Financial Aid Warning**

   Students are automatically placed on Financial Aid Warning status when they fail to meet the SAP standards of Financial Aid Good Standing indicated above. Students on financial aid warning status may continue to receive financial aid (Title IV funds) for one payment period (semester). No appeal is necessary.

3. **Financial Aid Disqualification**

   Students who are placed on financial aid warning status and failed to achieve the SAP standards of Financial Aid Good Standing at the end of the payment period (semester) are disqualified and will lose their financial aid eligibility. If students believe that they have experienced extenuating circumstances out of their control, they can appeal (sample: Appeal Procedures - page 25). The result of the appeal may place students on financial aid probation either with or without an academic plan or students’ appeal may be **denied**.

   **(Note: See 2015-2016 Financial Aid Handbook for examples of extenuating circumstances and financial aid appeal procedures).**

3 A. **Financial Aid Probation**

   Students are placed on Financial Aid Probation status when they have been disqualified for not meeting SAP standards and the committee approves their appeal on financial aid probation either with or without an academic plan. Students on financial aid probation status may continue to receive financial aid (Title IV funds) for one payment period (semester/term) and must achieve SAP standards of Financial Aid Good Standing or follow their academic plan including its conditions at the end of the payment period (semester/term); otherwise, they will lose their eligibility for financial aid.
3A. 1. Financial Aid Probation - with an Academic Plan

Students who are placed on Financial Aid Probation with an Academic Plan were determined that they do not have the ability to achieve the SAP standards of Financial Aid Good Standing at the end of the payment period (semester/term).

3A. 2. Financial Aid Probation - without an Academic Plan

Students who are placed on Financial Aid Probation without an Academic Plan were determined to have the ability to achieve the SAP standards of Financial Aid Good Standing at the end of the payment period (semester/term).

3B. Financial Aid Denial

The student's appeal is denied if the committee determines that there was no extenuating circumstances. The student loses his/her financial aid eligibility.

4. Maximum Time Frame Disqualification

Students are disqualified from receiving further financial aid for the remainder of their program if they have a total of 20 or less credits remaining in their eligibility time frame (ETF) and it has been determined that they will not be able to complete their program by the maximum time frame limit.

However, such students are given one last chance to request a reinstatement of their financial aid eligibility. They must work with their academic advisors to complete the Eligibility Time Frame (ETF) Reinstatement Request form which maps out their academic plan for the remaining required courses for their program and submit directly to the Director of Admissions & Financial Aid for review and reconsideration prior to being granted financial aid beyond the time frame limit.

Students must follow their academic plans or achieve SAP good standing in order to continue receiving financial aid. If they fail again to follow their academic plans, they will be placed on Financial Aid Termination status and will be responsible to pay for the remaining cost of their program out of their pocket funds.

Financial Aid Reinstatement

Students who are DISQUALIFIED from receiving financial aid for academic and/or credits deficiency (DAP, DAPCD, DCD) reasons can regain their financial aid eligibility by registering for classes and achieve the SAP standards of Financial Aid Good Standing at their own cost without financial aid assistance. To achieve financial aid good standing, they must complete at least 67% of total credits attempted, achieve and/or maintain a cumulative GPA of 2.0 or better and be under the maximum time frame limit of 100 credits.

Students who are disqualified from receiving financial aid because the eligibility time frame (ETF) has expired, will not be permitted to appeal for financial aid reinstatement while attending PCC and will be responsible to pay for the remaining cost of their program out of their pocket funds.

Repeated Courses

Financial aid will pay for a previously passed course only once and may pay for a repeat failed course until it is passed. However, all repeated credits will count toward the 150% maximum eligibility time frame. When a course is repeated, only the most recent grade will be used in computing the cumulative grade point average. Credit hours repeated will be included and counted as hours attempted and hours completed.
Transfer Courses/Credits (Hours)

Transfer hours accepted toward completion of student's program must be included and counted as hours attempted and hours completed. They must be recorded on the PCC academic transcript and will be calculated toward the student’s maximum time frame.

**Grades: A-D and CR; F, NC,W (Withdrawals) and I (Incomplete)**

For purposes of financial aid, satisfactory grades of A-D, and CR are considered to have been completed satisfactory. Unsatisfactory grades are F, NC, W, or I (incomplete) and will not be considered as completed. Unsatisfactory grades will not be counted as earned credit hours, but will be counted as attempted credits hours and will be counted toward the maximum time frame.

Credit or No Credit (CR/NC) grades count as attempted credits in the maximum time frame. The grades do not affect the cumulative GPA in the qualitative measure but are included as attempted and completed credits in the quantitative measure.

**Returning Student**

1. Returning student to the same major/program
   
   The financial aid eligibility time frame limit (ETF) for a student who returns to PCC to the same major/degree will be based on their record of last attendance including their CumGPA and Pace of Progression.

2. Returning student to a different major/program
   
   The financial aid eligibility time frame (ETF) for a student who returns to PCC to a different major/program will be determined after the program evaluation is completed by the Registrar.

   *(note: This same process will be applied to a continuing student who changes his/her major/degree.)*

**Change Major/Degree**

For financial aid purposes, PCC students who are eligible for financial aid are permitted to change their major/degree only once prior to earning their first (1st) degree. *(note: Student must be sure to work with his/her academic advisor and understand the program requirements before changing to his/her new major.)*

The financial aid eligibility time frame limit (ETF) for students pursuing their 2nd degree or changing their major will be determined after the program evaluation is completed by the Registrar.

**Special Note:** Student pursuing a second major under the same degree is **NOT** eligible to receive financial aid.

**Students Pursuing a Second Degree**

Students pursuing their second degree will have their satisfactory academic progress calculated after the program evaluation is completed by the Registrar. Additional credit hours for the second-degree course work will be limited to the credit hours required to complete the second degree based on the Registrar Evaluation. A second degree student is defined as a student with a previous degree at different classification/program (AAS, AA, AS, ATS). For example, a student pursues an associate degree in a new program such as AAS or AA degree after earning a previous AS degree. A **student pursuing a 2nd degree may be eligible for financial aid. His/her eligibility time frame (ETF) will be determined based on the results of program evaluation by the Registrar.**

**Undeclared Student**

Students who are classified as “Undeclared” may be eligible for federal financial aid for **only one** semester which is the duration of undeclared status.
2015-2016 Financial Aid Appeal Procedures for Financial Aid Suspension

A. Financial Aid Disqualification due to Academic and/or Credits Deficiency (DAP, DAPCD, DCD)

A student who has been disqualified from receiving financial aid because of academic and/or credits deficiency (DAP, DAPCD, DCD) reasons and believes that he/she had an extenuating circumstance(s) may appeal the decision following the appeal procedures stated below.

3. Attached an unofficial copy of PCC academic transcript to the completed SAP Appeal form.
4. Submit the completed appeal form with the appropriate supporting documents to the Chairman of the Retention Committee, Dean of Students, no later than the Last Day of Admission (Add/Drop period) for the semester/term you wish to enroll in.

(Note: Incomplete forms will not be processed and will be returned back to the student/advisor).

Examples of extenuating circumstances

Reasons that may be considered as extenuating circumstances for the appeal may include the following:

1. Student or immediate family’s medical difficulty, including hospitalization or accident.
2. Death in the immediate family (spouse, children, father, mother, brothers or sisters).
3. Divorce or separation of student or parents.
4. Required classes were not offered or were filled up or cancelled.

Notes: 1. Withdrawing from a class to avoid a particular grade or failing to register for necessary class that is offered during the term to avoid a particular instructor is not considered special circumstances beyond a student’s control.

2. Supporting documents such as a letter from a physician, attorney, social worker, advisor, notarized statement(s), etc. must be submitted with all appeals.

Submission of an appeal does NOT guarantee that students will regain financial aid eligibility. After a review of the appeal, the Committee Chair will render the FINAL decision and students will be officially notified in writing with the reasons of the Committee’s decision to approve or not to approve the appeal. If the appeal is approved, students’ financial aid may be reinstated depending on the availability of funds. Furthermore, students must adhere to their Academic Plans and pass all courses taken and/or conditions submitted along with the appeal or achieve SAP Good Standing in order to continue their financial aid eligibility.

B. Financial Aid Eligibility Time Frame (ETF) Reinstatement Request

Students who are disqualified because they have a total of 20 or less credits remaining in their eligibility time frame and it has been determined that they will not be able to complete their program by the maximum time frame limit, will be given one last chance to request a reinstatement of their financial aid eligibility. They must work with their academic advisor to complete the Eligibility Time Frame (ETF) Reinstatement Request form [Form E] (sample: exhibit E on page 33) which maps out their academic plan showing the remaining required course(s) that they project to take during the upcoming semesters until they graduate. This form must be submitted directly to the Director of Admissions & Financial Aid for review and reconsideration prior to being granted financial aid beyond the time frame limit.

(Note: Financial Aid ETF Reinstatement Request is submitted directly to Director of Admissions & Financial Aid and not the Retention Committee).
FINANCIAL AID POLICIES

The following federal regulations stated below must be followed in order for the institution to maintain its eligibility for financial aid.

1. When an institution implements a new Satisfactory Academic Progress (SAP) policy, it MUST apply to ALL Title IV recipients whether new or continuing students.

2. SAP review must include all periods of enrollment whether the student did or did not receive financial aid. All grades/credits attempted will affect CGPA and the time frame requirements.

3. Course repeats will be counted as hours attempted and hours completed toward maximum time frame.

4. Students can only receive PELL GRANT while enrolled. For example, if a student withdraws from the College before a valid Student Aid Report (SAR) is submitted to the Office of Admissions & Financial Aid, that student cannot receive pell grant award when SAR is provided after enrollment.

5. Students cannot receive federal funds if they owe refunds or defaulted on loans.

6. Students can receive Title IV funds from only one college at a time. It is against the federal regulation to receive federal financial at more than one college during the same enrollment period.

7. Prior year charges: Institutions may use Title IV funds to pay prior year charges up to $200 without authorization from students for allowable cost such as tuition, fees, and college housing. Indirect cost such as books need student’s authorization.

8. Current year charges: Institutions may use Title IV funds to pay prior semester/term charges and no limit and no authorization is required from students. In other words, as long as it is part of the same award year, college does not need authorization from student to credit his/her account for allowable charges.

9. Withdrawal date – drives how much money the student has earned.

10. Date of determination drives the timeline for the institution to do the calculation and return the funds to Title IV programs.

11. Title IV funds can only be used to pay for courses that are required for students’ program of study. Courses taken that do not count toward student’s degree will not be used to determine enrollment status for financial aid purpose.

12. Students from FSM, Marshalls and Palau shall not report their social security benefits on their FAFSA form.

13. Never Attend - Students who enrolled for classes but never attend one or more of those classes will have their financial aid award/disbursement adjusted according to their adjusted level of enrollment.

14. Lifetime Limit for Federal Pell Grants – The Lifetime Limit for Federal Pell Grant eligibility is 600% or 12 full-time semesters which is equivalent to six (6) years. This provision became effective with the 2012-2013 Award Year.

15. Satisfactory Academic Progress (SAP) Policy – The provision regarding the new change for SAP policy that requires institutions to measure the Qualitative (measure students’ academic progress such as Cumulative Grade Point Average) and Quantitative (measures students’ maximum time frame limit and pace of progression (credits Completion Rate) became effective with the 2011-2012 Award Year.
RIGHTS AND RESPONSIBILITIES

STUDENTS RIGHTS

You have the right to know:

1. What financial aid programs are available at PCC.
2. The deadline for submitting applications for each of the programs available.
3. What financial aid policies and procedures are.
4. What criteria used for selecting financial aid recipients.
5. How your financial need was determined and how much has been met.
6. How an aid package is recalculated if enrollment or financial circumstances have changed.
7. To request an explanation of various programs in your financial aid package.
8. What the costs of attendance is.
9. How and when you will be paid.
10. What portion of financial aid you receive is gift or aid and what portion is received from work.
11. How the College determines whether you are making Satisfactory Academic Progress (SAP) and what the consequences are if you are not.
13. What the refund policy is for students withdrawing from the college.
14. What kind of job it is, what hours you must work, what your duties will be, what the rate of pay will be, and how and when you will be paid if you are offered Federal Work Study job.
15. That PCC Financial Aid Office strictly adheres to the Family Educational Rights and Privacy Act (FERPA) – which protects the privacy of student educational records.
16. What the Lifetime Limit for Federal Pell Grant is.

STUDENT RESPONSIBILITIES:

You have the responsibility to:

1. Read and understand this financial aid handbook, all application forms, and all financial aid news release.
2. Know what Satisfactory Academic Progress (SAP) policy is and comply with it.
3. Know financial aid policies, procedures and comply with all application requirements and deadlines when applying and reapplying for financial aid.
4. Provide all additional documentation, verification, corrections, and new information requested by the Office of Admissions & Financial Aid in a timely manner.
5. Accept responsibility and comply with the provisions for all agreements that you sign and keep copies of them.
6. Report any change in the information used to determine your eligibility, including name, family size, or financial resources.
7. Inform the Office of Admissions & Financial Aid if your status changes (change of residence, decrease or increase in credit load, or additional monetary assistance, family size, etc.) in any way during the academic year for which you are accepting financial assistance.
8. Use federal funds given to you only for educational expenses.
9. Know and comply with your school’s refund policy and repayment procedures.
10. Notify the Office of Admissions & Financial Aid immediately if you withdraw from school.
11. To ensure that you do not owe a repayment on a federal student grant.
12. Report to FWS Coordinator for job placement if awarded federal work-study (FWS) funds.
13. Perform in a satisfactory manner the work that is agreed upon in accepting federal work-study job.
14. Ensure that your mailing address and telephone are correct.
15. See financial aid administrator for any questions regarding financial aid.
GLOSSARY

ACADEMIC YEAR: A period of at least 30 weeks of instructional time during which a full-time student is expected to complete at least 24 semester or tri-semester hours, or at 36 quarter hours, at an institution that measure program length in credit hours.

AWARD LETTER: Notifies you that you have qualified for federal financial aid and informs you of the assistance being offered. The award letter usually gives information on the types and amounts of aid offered, as well as specific program information, your responsibilities, and the conditions which govern the award. Generally, the award letter gives you the opportunity to accept or decline the aid offered.

AWARD ADJUSTMENT OR REVISION: Is an action by the Office of Financial Aid resulting in an increase, decrease, program substitution, or cancellation of your award due to a change in your dependency status, financial circumstances of you or your family, or enrollment status.

AWARD PACKAGING: Is a distribution of available student aid to eligible students. It is a process by which the Financial Aid Office awards a combination of types of aid (grants, loans, work opportunity) from several sources to meet part or all of your financial need.

AWARD YEAR: Is a period of time from July 1 of one year through June 30 of the following year.

CAMPUS-BASED PROGRAMS: Campus-Based Programs are administered by the financial aid administrator at each participating school. Of the three campus-based programs (FSEOG offers grants, FWS offers part-time jobs, and Federal Perkins provides loans). Palau Community College participates only in FSEOG and FWS programs.

DISLOCATED WORKER: Generally means a person who has been terminated or laid off from work, or who was self-employed (such as a farmer) but is now unemployed because of poor economic conditions in the community or because of a natural disaster.

DISPLACED HOMEMAKER: Generally means a person who has not worked full-time in the labor force for a substantial number of years (approximately five years or more) but has been a homemaker for those years (i.e. has worked in the home providing unpaid services for family members).

ELIGIBILITY TIME FRAME: In accordance with Federal financial aid regulations, financial aid recipients are required to make Satisfactory Academic Progress (SAP) toward completion of their educational goals within 150% of the length of the program in order to receive or continue to receive financial aid.

ELIGIBLE PROGRAM: A course of study that leads to a degree or certificate at a school that participates in one or more of the student aid programs.

ENROLLMENT STATUS FOR FINANCIAL AID PURPOSES:
A. FULL-TIME: A student who is registered for 12 or more credits each semester (Fall/ Spring/Summer).
B. THREE-FOURTH-TIME: A student who is registered between 9-11 credits each semester.
C. HALF-TIME: A student who is registered between 6-8 credits each semester.
EXPECTED FAMILY CONTRIBUTION (EFC): The amount you and/or your family can reasonably be expected to contribute from income, assets and your contribution or “self-help” from summer or other vacation periods toward your education.

FINANCIAL AID PACKAGE: The total financial aid a student receives. Federal and non-federal aids such as grants, loans, or work-study are combined in a “package” to help meet the student's need. Using available resources to give each student the best possible package of aid is one of the major responsibilities of a financial aid administrator.

FINANCIAL NEED: The difference between the cost of your education and your expected family contribution.

GENERAL EDUCATION DEVELOPMENT CERTIFICATE (GED): A nationally recognized equivalent of a high school diploma, granted after a student has passed a standardized examination.

GRANTS: Aid that does not have to be paid back.

INSTITUTION OF HIGHER EDUCATION: An institution, which is a public, private nonprofit or proprietary institution. A public or private nonprofit institution of higher education is an educational institution that is in a state and admits as regular students only persons who have a high school diploma or have the nationally recognized equivalent of a high school diploma such as GED.

LIFETIME LIMIT FOR FEDERAL PELL GRANTS: The Lifetime Limit for Federal Pell Grant eligibility is 600%. This means that the duration of a student’s eligibility to receive a Federal Pell Grant is 12 full-time semesters or six (6) years which is equivalent to 600%.

NEED ANALYSIS: The process used to evaluate your financial situation to determine how much student aid you need to help meet postsecondary educational expenses. This involves both an evaluation of institutional costs and total resources available to you.

PAYMENT PERIOD – A term-based institution (standard term/semester) use it when calculating financial aid.

PELL GRANT LIFE-TIME ELIGIBILITY USED (LEU): A Pell Grant Lifetime eligibility used is 12 full-time semesters or six (6) years which is equivalent to 600%.

REGULAR STUDENT: One who is enrolled in an eligible program at an institution of higher education to obtain a degree or certificate.

SATISFACTORY ACADEMIC PROGRESS (SAP): You must meet your school’s written standard of satisfactory progress (see page 21-24).

STUDENT EMPLOYMENT: A part-time job on or off campus.
**EXHIBIT A**

**2015-2016 ESTIMATED STUDENT BUDGETS**

To assist students and their families to plan ahead for enrollment at the Palau Community College, the student budgets listed below are used to determine the level of applicants' need for financial aid, the difference between family resources and the applicants' status.

The figures displayed below reflect a nine months (9) budget for a student enrolled as full-time taking a total of 24 credits (12 credits for Fall & 12 credits for Spring) for Academic Year 2015-2016. (Note: Costs are subject to change)

<table>
<thead>
<tr>
<th>Cost of Attendance (Direct &amp; Indirect Cost)</th>
<th>On Campus</th>
<th>Off Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students Living in PCC Dorm</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Tuition</strong></td>
<td>2640</td>
<td>2640</td>
</tr>
<tr>
<td><strong>Instructional Support Fee</strong></td>
<td>300</td>
<td>300</td>
</tr>
<tr>
<td><strong>Technology Fee</strong></td>
<td>150</td>
<td>150</td>
</tr>
<tr>
<td><strong>Fees (Registration, Activity, Health)</strong></td>
<td>160</td>
<td>160</td>
</tr>
<tr>
<td><strong>Room/Board</strong></td>
<td>3381</td>
<td>2100</td>
</tr>
<tr>
<td><strong>Books/Supplies</strong></td>
<td>1200</td>
<td>1200</td>
</tr>
<tr>
<td><strong>Personal Expenses</strong></td>
<td>800</td>
<td>800</td>
</tr>
<tr>
<td><strong>Transportation</strong></td>
<td>400</td>
<td>600</td>
</tr>
<tr>
<td><strong>Total Annual Cost</strong></td>
<td>9031</td>
<td>7950</td>
</tr>
</tbody>
</table>

**ESTIMATED COST OF ATTENDANCE AND FINANCIAL AID AWARD**

**ON CAMPUS (Resident Tuition)**

<table>
<thead>
<tr>
<th>COST OF ATTENDANCE</th>
<th>FALL</th>
<th>SPRING</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tuition ($110 per credit)</strong></td>
<td>1320</td>
<td>1320</td>
<td>2640</td>
</tr>
<tr>
<td><strong>FEES</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instructional Support Fee</td>
<td>150</td>
<td>150</td>
<td>300</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>75</td>
<td>75</td>
<td>150</td>
</tr>
<tr>
<td>Registration Fee</td>
<td>15</td>
<td>15</td>
<td>30</td>
</tr>
<tr>
<td>Activity Fee</td>
<td>45</td>
<td>45</td>
<td>90</td>
</tr>
<tr>
<td>Health Fee</td>
<td>20</td>
<td>20</td>
<td>40</td>
</tr>
<tr>
<td><strong>Room (on campus)</strong></td>
<td>588</td>
<td>588</td>
<td>1176</td>
</tr>
<tr>
<td><strong>Board (on campus)</strong></td>
<td>1,102.50</td>
<td>1,102.50</td>
<td>2205</td>
</tr>
<tr>
<td><strong>Sub Total – Direct Cost</strong></td>
<td>3,315.50</td>
<td>3,315.50</td>
<td>6631</td>
</tr>
</tbody>
</table>

**ESTIMATED FINANCIAL AID AWARD**

| Estimated Federal Pell Grant | 2888 | 2887 | 5775 |
| Out-of-Pocket Costs | 427.50 | 428.50 | 856 |

**OFF CAMPUS (Resident Tuition)**

<table>
<thead>
<tr>
<th>COST OF ATTENDANCE</th>
<th>FALL</th>
<th>SPRING</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tuition ($110 per credit)</strong></td>
<td>1320</td>
<td>1320</td>
<td>2640</td>
</tr>
<tr>
<td><strong>FEES</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instructional Support Fee</td>
<td>150</td>
<td>150</td>
<td>300</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>75</td>
<td>75</td>
<td>150</td>
</tr>
<tr>
<td>Registration Fee</td>
<td>15</td>
<td>15</td>
<td>30</td>
</tr>
<tr>
<td>Activity Fee</td>
<td>45</td>
<td>45</td>
<td>90</td>
</tr>
<tr>
<td>Health Fee</td>
<td>20</td>
<td>20</td>
<td>40</td>
</tr>
<tr>
<td><strong>Room (on campus)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Board (on campus)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Sub Total – Direct Cost</strong></td>
<td>1625</td>
<td>1625</td>
<td>3250</td>
</tr>
</tbody>
</table>

Note: On-line course fee - $25.00 per credit

**ESTIMATED COST OF ATTENDANCE AND FINANCIAL AID AWARD FOR SUMMER 2015**

<table>
<thead>
<tr>
<th>Summer 2015</th>
<th>ON Campus</th>
<th>OFF Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tuition ($110 per credit)</strong></td>
<td>660</td>
<td>660</td>
</tr>
<tr>
<td><strong>FEES</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instructional Support Fee</td>
<td>150</td>
<td>150</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>75</td>
<td>75</td>
</tr>
<tr>
<td>Registration Fee</td>
<td>15</td>
<td>15</td>
</tr>
<tr>
<td>Activity Fee</td>
<td>45</td>
<td>45</td>
</tr>
<tr>
<td>Health Fee</td>
<td>20</td>
<td>20</td>
</tr>
<tr>
<td><strong>Room</strong></td>
<td>280</td>
<td>---</td>
</tr>
<tr>
<td><strong>Board</strong></td>
<td>525</td>
<td>---</td>
</tr>
<tr>
<td><strong>Sub-Total</strong></td>
<td>1770</td>
<td>965</td>
</tr>
<tr>
<td><strong>Estimated Federal Pell Grant</strong></td>
<td>1444</td>
<td>1444</td>
</tr>
<tr>
<td><strong>Out-of-Pocket Costs</strong></td>
<td>326</td>
<td>479</td>
</tr>
</tbody>
</table>

**INDIRECT COST**

<table>
<thead>
<tr>
<th>Summer</th>
<th>Fall</th>
<th>Spring</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books &amp; Supplies*</td>
<td>300</td>
<td>600</td>
<td>600</td>
</tr>
<tr>
<td>Personal Expenses</td>
<td>200</td>
<td>400</td>
<td>200</td>
</tr>
<tr>
<td>Transportation (on campus)</td>
<td>100</td>
<td>200</td>
<td>200</td>
</tr>
<tr>
<td>Transportation (off campus)</td>
<td>200</td>
<td>300</td>
<td>300</td>
</tr>
<tr>
<td>Housing/Meal Allowance</td>
<td>500</td>
<td>1050</td>
<td>1050</td>
</tr>
</tbody>
</table>

* The cost of books and supplies will vary, depending on your major and class schedule.

**NOTES:** Resident Tuition – applies to citizens from Freely Associated States (Republic of Palau [ROP], Federated States of Micronesia [FSM], Republic of Marshall Islands [RMI], Commonwealth of Northern Marianas Islands [CNMI], Guam, & USA).
Financial aid recipients are required to make Satisfactory Academic Progress (SAP) toward completion of their educational goal within 150% of the length of the program in order to receive or continue to receive financial aid. Financial Aid Satisfactory Academic Progress (SAP) Policy is composed of two standards of measurements:

1. QUALITATIVE MEASUREMENT – (measures student’s Cumulative Grade Point Average (cumGPA) AND
2. QUANTITATIVE MEASUREMENT – (measures maximum time frame toward student’s program and pace of progression).

1. Financial Aid Good Standing – You are placed on Financial Aid Good Standing if you meet the following PCC SAP standard.
   1. Maintain a Cumulative Grade Point Average (cumGPA) of 2.00 or better AND
   2. Complete your 1st degree prior to attempting the maximum time frame of 100 credits AND
   3. Complete at least 67% of cumulative credits attempted according to pace of progression formula (see Financial Aid Handbook for details).

2. Financial Aid Warning
You are automatically placed on Financial Aid Warning status when you fail to meet SAP standards indicated above. While on financial aid warning status, you may continue to receive financial aid (Title IV funds) for one payment period (semester). No appeal is necessary.

If you are placed on financial aid warning status and failed to achieve SAP standards at the end of the payment period (semester), you are disqualified and will lose your financial aid eligibility. If you believe that you have experienced circumstances out of your control, you can appeal. The result of the appeal may place you on financial aid probation either with or without an academic plan, or your appeal is denied.

3A. Financial Aid Probation
You are placed on Financial Aid Probation status (without an Academic Plan or with an Academic Plan) when you have been disqualified for not meeting SAP standards and your appeal was approved. You may continue to receive financial aid (Title IV funds) for one payment period (semester/term) and must achieve SAP standards or follow your academic plan at the end of the payment period; otherwise, you will lose your financial aid eligibility.

3A.1 Financial Aid Probation - without an Academic Plan
Students who are placed on Financial Aid Probation without an Academic Plan were determined to have the ability to achieve the SAP standards of Financial Aid Good Standing at the end of the payment period (semester/term).

3A.2 Financial Aid Probation - with an Academic Plan
Students who are placed on Financial Aid Probation with an Academic Plan were determined that they do not have the ability to achieve the SAP standards of Financial Aid Good Standing at the end of the payment period (semester/term).

3B. Financial Aid Denial
Your appeal is denied if the committee determines that there were no evidence of extenuating circumstances. You lose your financial aid eligibility.

4. Maximum Time Frame Disqualification
If you have a total of 20 or less credits remaining from your eligibility time frame (ETF) and it has been determined that you will not be able to complete your program by the maximum time frame limit, you are disqualified from receiving further financial aid for the remainder of your program. However, you are given one last chance to request a reinstatement of your financial aid eligibility. You must work with your academic advisor to complete the Eligibility Time Frame (ETF) Reinstatement Request form which maps out your academic plan for the remaining required courses for your program and submit to the Director of Admissions & Financial Aid for review and reconsideration prior to being granted aid beyond the time frame limit. If you fail again to follow your academic plan, your financial aid will be terminated and you will be responsible to pay for the remaining cost of your program out of your pocket funds.

5. Financial Aid Reinstatement
If you are disqualified from receiving financial aid for academic and/or credits deficiency reasons, you can regain your eligibility by meeting the SAP standards at your own expense without financial aid (Title IV funds). If your eligibility time frame (ETF) expires, you are disqualified and will not be permitted to appeal for financial aid reinstatement and will be required to pay for the cost of the remaining courses of your program out of your own pocket funds.

6. Repeated Courses
Financial aid will pay for a previously passed course only once and may pay for a repeat failed course until it is passed. However, credit hours repeated will count toward the 150% maximum eligibility time frame and counted as hours attempted and hours completed.

7. Transfer Courses/Credits (Hours)
Transfer hours accepted toward completion of your program must be included and counted as hours attempted and hours completed. Your transfer hours must be recorded and shown on the PCC academic transcript and will be calculated toward your maximum time frame.

8. Change of Major
To maintain your eligibility for financial aid, you are permitted only one time to change your major prior to earning your first degree. A revised eligibility time frame will be determined based on the results of official evaluation by the Registrar. (Note: Be sure to work with your academic advisor and understand the program requirements before changing to your new major).

NOTES:
(a) A student pursuing a 2nd degree may be eligible for financial aid.
(b) A student cannot receive federal funds for class(es) that do not count toward his/her degree.
(c) A student is required to attend class(es) that he/she is registered for in order to receive financial aid. Otherwise, his/her financial aid award will be adjusted according to his/her class(es) attendance records.
(d) A student will be required to repay any financial aid funds received in error.

Please print, sign and date below to confirm that you have read & understand the above conditions in order to receive financial aid and that you AGREE to comply with the PCC Satisfactory Academic Progress Policy.

Print Name: [Signature: _____________________________] Date: _____________________________

Distributions: Original Copy – File; Second Copy – Student

Rev.: 8/2015
Office of Admissions & Financial Aid

2015–2016 SATISFACTORY ACADEMIC PROGRESS (SAP) APPEAL form

Follow the attached appeal procedures to complete this Satisfactory Academic Progress (SAP) Appeal form (FORM C) and submit to the Chairperson of Retention Committee with appropriate supporting documents. Your appeal must be received no later than the Last Day of Admission (add/drop period) for the semester/term you wish to enroll in.

Student Name: __________________________ Request Reinstatement: ___ with ___ OR ___ without Academic Plan

State the reasons why you failed to meet SAP requirements:

________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________

What has changed that will allow you to meet SAP requirements at the next evaluation period:

________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________

Student Signature __________________________________________ Date __________

Academic advisor to explain the extenuating circumstances that caused the student to fail the SAP requirement. State what has changed that will allow him/her to meet the SAP requirements at the next evaluation period by listing the steps to be taken.

________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________

Advisor (Print Name) __________________________ Advisor (Signature) __________________________ Date __________

Certified by Director of Student Life (signature): __________________________________________ Date: __________

OFFICE USE ONLY

CURRENT: LETTER TYPE: _______ CGPA: _______ Expected Graduation Date: _______ CURRENT ETF: _______

Action Taken: ___ Approve ___ Not approved REVISED: LETTER TYPE: ______; ETF: ______

* Reason:

Comment(s): __________________________________________

Signature: Director of Admissions & Financial Aid: __________ Date: __________

Rev.: 08/2015
### Office of Admissions & Financial Aid

**2015-2016 SATISFACTORY ACADEMIC PROGRESS (SAP) PLAN FORM**

In order to determine your financial aid eligibility, you need to complete this **SATISFACTORY ACADEMIC PROGRESS (SAP) PLAN form (FORM D)** which maps out all the required course(s) that you project to take during the upcoming semesters, including your expected graduation date.

**Student’s Name:** _____________________________  **STUD ID#:** _____________________________  **Registration Status:**
- Continuing
- Returning

**Major/Degree (current):** _____________________________  **Exp. Graduation Date (sem/yr):** _____________________________

<table>
<thead>
<tr>
<th>Semester 1:</th>
<th>Semester 2:</th>
<th>Semester 3:</th>
<th>Semester 4:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<table>
<thead>
<tr>
<th>Total/grades</th>
<th>Total/grades</th>
<th>Total/grades</th>
<th>Total/grades</th>
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</table>

**OFFICE USE ONLY**

<table>
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<tr>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td>LT:</td>
<td>CGPA:</td>
<td>LT:</td>
<td>CGPA:</td>
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</table>

<table>
<thead>
<tr>
<th>Semester 5:</th>
<th>Semester 6:</th>
<th>Semester 7:</th>
<th>Semester 8:</th>
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<tbody>
<tr>
<td></td>
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<table>
<thead>
<tr>
<th>Total</th>
<th>Total</th>
<th>Total</th>
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</tr>
</thead>
<tbody>
<tr>
<td>LT:</td>
<td>CGPA:</td>
<td>LT:</td>
<td>CGPA:</td>
</tr>
</tbody>
</table>

**FOOTNOTE:** Cr/Ten - Number of Credits Taken

**CERTIFICATIONS:**

**Student Statement:**

I understand that if my appeal is approved, I must successfully complete all classes at the end of each semester/term as stated in this plan. Otherwise, I will be placed on financial aid disqualification status and I understand that I will be responsible for the remaining cost of my program completion without federal financial aid until I achieve SAP good standing.

**Signature:** (Student) _____________________________  **Date:** _____________________________

**Academic Advisor Statement:**

I, _____________________________, do ___ agree, ___ *not agree that the above educational plan, to the best of my knowledge, is a realistic expectation for this student.

**State reason:**

______________________________

**Advisor Signature:** _____________________________  **Date:** _____________________________

---

**Rev.: 08/2015**
EXHIBIT E
FORM E

Office of Admissions & Financial Aid

2015-2016 ELIGIBILITY TIME FRAME (ETF) REINSTATEMENT REQUEST FORM

(Students who are disqualified because they have a total of 20 or less credits remaining in their eligibility time frame and it has been determined that they will not be able to complete their program by the maximum time frame limit, will be given one last chance to request a reinstatement of their financial aid eligibility).

INSTRUCTIONS: You must work with your academic advisor to complete this Eligibility Time Frame (ETF) Reinstatement Request form (FORM E) which maps out all the remaining required course(s) for your program that you project to take during the upcoming semesters. Submit this request form directly to the Director of Admissions & Financial Aid for review and reconsideration prior to being granted financial aid beyond the time frame limit.

Student's Name: ___________________________ STUD ID#: ___________________________

Major/Degree (current): ___________________________ Exp. Graduation Date (sem/yr): ___________________________

<table>
<thead>
<tr>
<th>Semester 1:</th>
<th>Semester 2:</th>
<th>Semester 3:</th>
<th>Semester 4:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course No.</td>
<td>Cr Tkn</td>
<td>Course No.</td>
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<tr>
<td>Total/grades</td>
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<td>Total/grades</td>
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</tbody>
</table>

OFFICE USE ONLY


FOOTNOTE: CrTkn: Number of Credits Taken

CERTIFICATIONS:

Student Statement:

I understand that if my appeal is approved, I must successfully complete all classes as stated in this plan. Otherwise, I will be placed on financial aid termination status and I understand that I will be responsible to pay for the remaining cost of my program without federal financial support.

Signature: (Student) ___________________________ Date: ___________________________

---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Academic Advisor Statement:

I, ___________________________, do ___ agree, ___ *not agree that the above educational plan, to the best of my knowledge, is a realistic expectation for this student.

*State reason: ___________________________

Advisor Signature: ___________________________ Date: ___________________________

OFFICE USE ONLY

CURRENT: LETTER TYPE: CGPA: CURRENT ETF: Expected Graduation Date: 

Action Taken: ___ Approve ___ * Not approved REVISED: LETTER TYPE: ETF: 

* Reason: ___________________________

Comment(s): ___________________________

Signature: Director of Admissions & Financial Aid: ___________________________ Date: ___________________________

Rev.: 08/2015
# PCC Programs - Eligible for Financial Aid

## Degrees Offered

Associate of Applied Science (AAS), Associate of Science (AS), Associate of Arts (AA)

<table>
<thead>
<tr>
<th>MAJORS</th>
<th>Degree/Credits Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Air Conditioning &amp; Refrigeration (AC)</td>
<td>AAS / 60</td>
</tr>
<tr>
<td>Agricultural Science (AG)</td>
<td>AAS &amp; AS / 62</td>
</tr>
<tr>
<td>Automotive Mechanic Technology (AM)</td>
<td>AAS / 65</td>
</tr>
<tr>
<td>Business Accounting (BA)</td>
<td>AS / 66</td>
</tr>
<tr>
<td>Business Administration (BU)</td>
<td>AS / 65</td>
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<tr>
<td>Community &amp; Public Health (CPH)</td>
<td>Community &amp; Public Health (CPH) / AS / 75</td>
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<tr>
<td>Emergency Health Management (EHM)</td>
<td>AS / 75</td>
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<tr>
<td>Construction Technology (CT)</td>
<td>AAS / 61</td>
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<tr>
<td>Criminal Justice (CJ)</td>
<td>AS / 65</td>
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<tr>
<td><strong>EDUCATION (ED)</strong></td>
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<tr>
<td>a. Early Childhood (EDEC)</td>
<td>AS / 63</td>
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<tr>
<td>b. Elementary Education (EDEE)</td>
<td>AS / 64</td>
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<tr>
<td>c. Secondary Education (EDSE)</td>
<td>AS / 65</td>
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<tr>
<td>d. Special Education (EDSP)</td>
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<tr>
<td>10. Electrical Technology (ET)</td>
<td>AAS / 60</td>
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<tr>
<td>11. Environmental/Marine Science (ES)</td>
<td>AS / 65</td>
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<tr>
<td>12. General Electronics Technology (GE)</td>
<td>AAS &amp; AS / 62</td>
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<tr>
<td>13. Information Technology (IT)</td>
<td>AS / 68</td>
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<tr>
<td>14. Liberal Arts (LA)</td>
<td>AA / 65</td>
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<tr>
<td>15. Library &amp; Information Services (LS)</td>
<td>AAS &amp; AS / 62/75</td>
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<td>16. Nursing Career Ladder (NU)</td>
<td>AAS &amp; AS / 65/80</td>
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<td>17. Office Administration (OA)</td>
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<tr>
<td>18. Small Engine &amp; Outboard Marine Technology (SE)</td>
<td>AAS / 62</td>
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<tr>
<td>19. Stem Disciplines (SD)</td>
<td>AA / 64</td>
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<tr>
<td><strong>TOURISM &amp; HOSPITALITY (TH):</strong></td>
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<tr>
<td>a. Food &amp; Beverages (THFB)</td>
<td>AAS / 61</td>
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<tr>
<td>b. Hospitality Management (THHM)</td>
<td>AS / 64</td>
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<tr>
<td>c. Hotel Operations (THHO)</td>
<td>AAS / 61</td>
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<tr>
<td>d. Tour Services (THTS)</td>
<td>AAS &amp; AS / 62/65</td>
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## Certificate Offered

(Certificate of Completion/Certificate of Competence)

<table>
<thead>
<tr>
<th>MAJORS</th>
<th>Credits Required</th>
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<tbody>
<tr>
<td><strong>AGRICULTURAL SCIENCE:</strong></td>
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<tr>
<td>General Agriculture</td>
<td>@ CC = 21</td>
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<td>Horticulture</td>
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<td><strong>AUTOMOTIVE MECHANICS TECHNOLOGY:</strong></td>
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<tr>
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<td>Engine Servicing</td>
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<td>Power Train Servicing</td>
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<td>Underchassis Servicing</td>
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<td>Carpentry</td>
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<td><strong>LAW ENFORCEMENT:</strong></td>
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<td>Law Enforcement</td>
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<td>Commercial/Industrial Wiring</td>
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<tr>
<td>Motor/Motor Control</td>
<td>* CC = 19</td>
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<tr>
<td><strong>GENERAL ELECTRONICS:</strong></td>
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</tr>
<tr>
<td>Consumer Electronics Technology</td>
<td>@ CC = 24</td>
</tr>
<tr>
<td>Industrial Control Technology</td>
<td>@ CC = 24</td>
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</table>

* - Certificate of Competence  @ - Certificate of Completion