

STUDENT POLICY – STANDARDS OF SATISFACTORY ACADEMIC PROGRESS FOR FEDERAL FINANCIAL AID ELIGIBILITY EFFECTIVE FALL 2018

Policy:

Sitting Bull College, in compliance with federal regulations, established the following policies and procedures to ensure that students who receive federal financial aid (Pell, SEOG, FWS, SSIG) are making satisfactory academic progress (SAP) toward a certificate, associate degree or baccalaureate degree. Students who fail to meet these standards of satisfactory academic progress will not be eligible to receive federal financial aid until eligibility is once again established.

Measures of Satisfactory Academic Progress (SAP):

SAP standards are measured as qualitative academic standards (grade point average) and quantitative rate of progression or PACE of completion (number of credits completed divided by number of credits attempted) in the degree.

Grade Point Average or GPA (Qualitative):

Students are required to maintain a cumulative GPA of 2.00 if they receive federal financial aid from any of the following programs at SBC: Pell Grant, Federal Work Study (FWS); Supplemental Education Opportunity Grant (SEOG); or State Student Incentive Grant (SSIG).

- For purposes of determining financial aid eligibility, the cumulative GPA calculation will include transfer credits accepted towards degree or certificate at SBC.
- Remedial course honor points are included in the CGPA.

At the end of each semester, SBC shall evaluate the cumulative GPA for students who received federal Title IV aid in the semester. Any student who does not meet the 2.00 minimum CGPA standard will be placed on Financial Aid Warning for the next semester the student enrolls at SBC. Students on Financial Aid Warning have access to all financial aid programs for which they are eligible for during that semester. If the student does not earn a 2.00 cumulative GPA during the warning semester, the student will be placed on Financial Aid Disqualification which terminates financial aid eligibility. A disqualified student may file an appeal to reestablish eligibility for federal financial aid.

Completion of Attempted Credits or “Pace” (Quantitative):

Pace is measured in two increments:

- Completion of Attempted Credits: Students must successfully complete two-thirds (66.667%) of the cumulative credits attempted in the degree or certificate.
 - The percentage is calculated for the cumulative pace by dividing the total number of successfully completed credits by the total number of credits attempted in the degree or certificate. The number of attempted credits for the term shall be determined based on number of credits enrolled on the last day to add or change a class at 100% tuition refund rate.
 - When credits are first transferred in, the cumulative credit calculation on the academic transcript includes all transfer credits accepted by SBC plus all SBC credits attempted and completed.
 - Remedial course credits are not included in the 66.667% semester and maximum time frame calculations.

- **Maximum Time Frame:** All students are expected to complete the degree or certificate requirements within 150% of the published length of the program. For example, if a program requires 60 credits to complete, the student would be allowed 90 attempted credits (**60 credits x 150% = 90 attempted credits**). Similarly, a 16 credit hour certificate program would be allowed 24 attempted credits of Title IV eligibility.
 - A student will be placed on Financial Aid Disqualification if the student has not completed the degree requirements within the 150% maximum time frame. A student may appeal the disqualification status due to the 150% maximum time frame limitation.

Unofficial Withdrawals

Students who receive all failing or incomplete grades in a given semester are considered to have unofficially withdrawn from SBC and are subject to immediate placement on either Warning or Disqualification status. Federal regulations require that a refund calculation be completed for all students receiving federal financial aid unless SBC can document an official last date of attendance beyond the 60.01% point in one of the student's classes. If required to calculate a Return to Title IV (R2T4) calculation, the R2T4 calculation may result in the student owing a balance to SBC and/or the U.S. Department of Education. Federal financial aid recipients whose class activity cannot be verified may have to pay back all or a portion of their grant.

Successful Completions

Successfully completed credit hours include grades of A, B, C, D, and P (Pass). Credit hours that are **not** considered successfully completed include I (Incomplete), IP (In Progress), F (Fail), and W (Withdraw); however, these hours are included as attempted hours. If a grade is officially changed by the instructor, the student is asked to notify the Financial Aid Office.

Dropped Courses and Official Withdrawals

Classes that a student drops or withdraws from do not count toward the cumulative credits attempted if they are dropped or withdrawn from on or before the last day to add or change a class in the term at 100% tuition refund rate.

How are non-standard credits calculated in the SAP policy?

- Audit credits are not included in the GPA calculation and are not included in either the 66.667% or the maximum time frame calculations.
- Pass credits are not included in the GPA calculation but they are included in both the 66.667% and the maximum time frame calculations.
- Transfer credits accepted (A, B, C grades) are included in the cumulative GPA calculation as well as both the 66.667% and the maximum time frame calculations.
- Students may repeat a previously passed course once and have it calculated in federal financial aid payments. The highest grade of the two repeated courses is included in the GPA calculation.
- Each repeated course credit is included in both the 66.667% and the maximum time frame calculations.

Remedial Courses

Remedial course credit hours (# 010 courses) are not included in the 66.667%, and the maximum number of credit hours attempted or successfully completed when assessing SAP. Students are allowed to enroll in a maximum of 30 credit hours of remedial course work that can be included in the Pell grant payment.

Remedial course numbers changed from “100” to “010”, “011” etc in Fall 1997 term. Remedial course numbers changed again from “010” and “011” to “099” beginning Summer 2012 term.

Transfer Credits

SBC accepts transfer credits with letter grades A, B, or C. Transfer credits earned at another institution that are accepted by SBC shall be used in calculating the total credits attempted and earned as well as in determining the cumulative GPA in the degree in which the student is enrolled.

How is SAP calculated if a student reaches the maximum time frame before completing degree requirements?

If the student reaches the 150% maximum time frame before completing the degree or certificate, the student may appeal the 150% maximum time frame limit. Based on accepting the appeal, the student will be notified of the additional amount of credits allowed to complete the degree.

How is SAP calculated if a student wants to change their major or add another major?

If a student changes majors, the credits earned under the major he/she is pursuing that will apply to the new degree or certificate will be included in the calculation of attempted, earned, and maximum time frame. The maximum time frame will be adjusted if the student decides to switch majors or discontinue to pursue the second major.

How will I know what my SAP status is each term?

After grades are posted at the end of each semester, students who received federal financial aid during the term will receive written notification of their SAP status (eligible, warning or disqualification) through the U.S. mail. This letter will come from the SBC Financial Aid Office.

What happens if you do not meet SAP requirements?

The first time a student does not meet the SAP requirements he/she will be placed on Financial Aid Warning for the next semester of enrollment. Students on warning status do not need to file an appeal.

- Financial aid may be received during the semester of warning. During the semester of warning status, students are encouraged to seek assistance from various SBC resources that may help them in meeting their educational goals i.e. the Student Support Services, the Center for Student Success, tutoring programs, Library Services.
 - Students who once again meet the SAP requirements at the end of the warning semester will automatically be removed from warning status.
- Students who do not meet SAP requirements at the end of the warning semester will be placed on Financial Aid Disqualification. **If the student had an extenuating circumstance that negatively impacted his/her academic performance, the student is advised he/she should appeal the disqualification.**
- Financial aid disqualification means the student has lost eligibility for federal student aid until:

- he/she completes one term at SBC in which all SAP requirements are met, or
- he/she has successfully appealed the financial aid disqualification status.
 - If the appeal is successful, the student will be placed on Financial Aid Probation and/or Financial Aid Probation on an academic plan.

Note: Financial aid probation is **not** the same as **academic** probation.

- Financial aid probation means during the next semester of enrollment at SBC, the student may receive federal financial aid, but must meet all SAP requirements at the end of the semester.
 - A student who is placed on Financial Aid Probation on an academic plan must pass 66.667% of attempted credits in the semester with a minimum 2.00 semester GPA.
 - If he/she does not meet SAP requirements at end of term, the student will once again be placed on Financial Aid Disqualification for federal financial aid.

Note: Financial aid disqualification is **not** the same as **academic** suspension.

- If the student did not have an extenuating circumstance or does not wish to file an appeal, he/she may attend SBC at his/her own expense (unless suspended academically by SBC).
- If a student is on Financial Aid Probation and s/he does not meet SAP requirements at the end of that term, the student may file another appeal **IF** there is another extenuating circumstance that prevented her/him from meeting the SAP requirements in the term. The extenuating circumstance must be different than the previous circumstance in which the appeal was approved.

How can my financial aid be reinstated?

- To have financial aid eligibility reinstated, the student must make up the credit hours and/or GPA deficiencies without the receipt of federal financial aid; or
- If a student files an appeal for extenuating circumstances, he/she may be reinstated if the appeal is successful and the student is placed on financial aid probation. A student may be placed on financial aid probation with or without an academic plan.

What is the Appeal Process?

A student who is placed on Financial Aid Disqualification may appeal this status:

- if the student had an extenuating circumstance that negatively impacted his/her academic performance i.e. documented medical problems (personal injury or illness/hospitalization of the student), impaired emotional health, family difficulties (divorce, death or illness of a family member); youthful indiscretion, job conflict, extreme financial hardship, or other circumstances beyond the student's control);
 - If the student does not have an extenuating circumstance on which to base their appeal, she/he must successfully complete a semester (a minimum of 6 credits registration required) without the benefit of federal aid. If the student remains disqualified following the successful completion of a semester, she/he may submit an appeal based on academic success and demonstrated ability to be successful in future semesters.

- if the student has exceeded the maximum time frame (i.e. she/he has transfer or SBC credits that do not pertain to the current degree or switched majors and credits earned do not apply to the new major being pursued).

Specific documentation must be submitted to support the appeal and submission of an appeal does not guarantee approval and reinstatement of financial aid eligibility.

A student on financial aid disqualification may complete an appeal form and submit all requested documents to the SBC Financial Aid Office. The student must indicate the reason why SAP standards were not achieved and what has changed that will allow the student to complete successfully. Students will be notified in writing of the decision of the Financial Aid Appeal Committee **within 30 days** of filing their appeal. The Financial Aid Appeal Committee shall consist of the Financial Aid Director, the Academic Counselor, and the Financial Literacy/Scholarship Coordinator.

The notification may include information outlining the student's responsibilities in attempting to regain eligibility for federal financial aid at SBC and will include, at the least, notification of one of the following status categories:

- Denied: The student's appeal may be denied due to insufficient documentation or incomplete information on the appeal form. Student will not be eligible for federal financial aid.
- Probation: The student may be placed on financial aid probation for one term if it is determined she/he can meet SAP standards (2.00 cumulative GPA, maximum time frame, or 66.667% credits completed) at the end of the probation term. A student who is placed on financial aid probation will continue to qualify for federal financial aid if she/he meets all other federal financial aid requirements; or
- Probation on Academic Plan: The student may be placed on probation with an academic plan that outlines how she/he will continue to progress toward degree completion.
 - The academic plan will be developed between the student, advisor, the financial aid director, and the academic counselor.
 - The academic plan may include limitations on number of credits allowed for enrollment per term, expected semester GPA requirements, expected percentage of credits completed each term; and/or other criteria with the specific goal of successfully moving the student toward completion of degree requirements.
 - A student who is placed on financial aid probation will continue to qualify for federal financial aid if she/he meets all other federal financial aid requirements and continues to meet the requirements of the academic plan.
 - If needed, the academic plan may be revised through another appeal process.

If the appeal is denied, the student may request a review by the Vice President of Operations whose decision will be final.

FINANCIAL AID GRIEVANCE PROCEDURE

It is the policy of SBC that all financial aid applicants have at their disposal during the period when they are students, specific and equitable procedures which afford due process for resolving grievances.

A grievance is an alleged unfair, inequitable, or discriminatory application or implementation of college policy or procedure. A grievance can result from issues that require institutional attention for which there is no policy or procedure.

The purpose of the informal procedure is to require the parties involved in a grievance to attempt to resolve the problem themselves through the following steps:

1. The student should attempt to discuss the complaint with the person(s) who appears to be the source of the grievance.
2. If the problem is not resolved at the first step, the student may take the complaint to the respondent's supervisor.
3. If the problem is not resolved to the satisfaction of the student through the informal process, the student may enter the formal grievance procedure.
 - a. The grievant shall submit to the SBC Financial Aid Ad Hoc Committee a written grievance containing a concise description of the grievance and the requested remedy to the grievance.
 - b. A hearing shall be held within ten working days after the grievance has been submitted to the Financial Aid Office.
 - c. A recommendation shall be made to the College President within ten working days of the hearing. The President may:
 1. Institute the recommended action of the Financial Aid Ad Hoc Committee;
 2. Refer the matter back to the Financial Aid Ad Hoc Committee for additional consideration and review; or
 3. Reject the recommendation of the Financial Aid Ad Hoc Committee and resolve the grievance.

The grievant shall be informed in writing of any and all actions taken.

RETURN OF TITLE IV FUNDS (FEDERAL FINANCIAL AID) POLICY (Effective Fall 2013)

Federal regulations require all college institutions to develop a policy that determines the amount of Title IV grant or loan assistance that a Title IV aid recipient has earned as of the recipient's withdrawal date.

At SBC, federal financial aid will be paid to students on the second Friday after the semester has begun and on the first Friday of consecutive months in the term.

In calculating the return of Title IV funds at SBC, the following 8 steps shall be taken:

- 1. SBC shall collect information about Title IV aid the student received.**
A review of the student's award notification shall reveal information about aid disbursed and aid that could have been disbursed.
- 2. SBC shall calculate the percentage of Title IV aid earned by the student.**
The percentage of Title IV aid earned is determined by dividing the number of completed calendar days in the period of enrollment by the total number of calendar days in the period of enrollment (excluding scheduled breaks of 5 calendar days or more) rounded down to the nearest tenth of a percent.
- 3. SBC shall calculate the amount of Title IV aid earned by the student.**
The amount of Title IV aid earned is determined by multiplying the percentage of Title IV aid earned times Title IV aid disbursed plus Title IV aid that could have been disbursed during the payment period.
- 4. SBC shall determine if the student is due a post-withdrawal disbursement OR if Title IV aid must be returned.**
The amount of aid disbursed is compared to the amount of aid earned.

If the amount of aid earned is more than the amount of aid disbursed, the student is due a post-withdrawal disbursement of Title IV aid. *

*If a student is due a **post-withdrawal disbursement**, payment shall be made within 45 days from the time SBC determines that the student withdrew. The post-withdrawal disbursement shall first be applied to the student's account for outstanding current period charges due to SBC. If funds remain, SBC shall notify the student in writing that s/he is due a post-withdrawal disbursement. The school shall identify the type and amount of funds and explain the option to accept or decline all or part of the disbursement. The student shall be advised that s/he must respond within 14 days of date of notice to receive payment of the post-withdrawal disbursement.

If the amount of aid earned is less than the amount of aid disbursed, Title IV aid must be returned**

** If a student must return unearned aid to the Title IV programs, SBC shall send a notice to the student within 30 days after it has determined the student withdrew from school. The notice shall explain to the student that s/he retains eligibility for Title IV funds for a 45-day period during which one of the following should happen:

- Repayment in full
- Satisfactory repayment arrangement with SBC to repay the funds (within a 2-year period)
- Satisfactory repayment arrangement with the Department of Education

If a student fails to repay the overpayment or sign an agreement with the school within the 45 day period or fails to meet the terms of agreement signed with SBC, the college shall report the overpayment to the Department of Education NSLDS department. At that time, the student shall lose her/his eligibility for federal Title IV financial aid.

5. SBC shall calculate the amount of unearned Title IV aid due from the school.

SBC shall calculate the actual institutional charges (tuition, fees, books, room and board) for the payment period. The institutional refund is calculated by multiplying the amount of institutional charges times the percentage of Title IV aid unearned. This amount is compared to the amount of Title IV aid that must be returned and the lesser amount is refunded to the Title IV aid programs.

6. SBC shall determine the Return of Title IV Funds by the school.

SBC shall return the unearned aid for which it is responsible by repaying funds to the following sources, in order, up to the total net amount disbursed from each source: Federal Pell Grant, Federal SEOG, Iraq Afghanistan Service Grant.

7. SBC shall calculate the initial amount of unearned Title IV aid due from the student.

To determine the initial amount of unearned title IV aid due from the student, SBC shall subtract the amount of Title IV aid due from the school from the amount of Title IV aid to be returned.

8. SBC shall determine the Return of Title IV Funds by the student.

If the initial amount of unearned Title IV aid due from the student is greater than zero, the student must return unearned aid for which s/he is responsible by repaying funds to the following sources, in order, up to the total net amount disbursed from each source, after subtracting the amount the school will return: Federal Pell Grant, Federal SEOG, and Iraq Afghanistan Service Grant. Amounts to be returned by students to grants are reduced by 50%. A student does not have to repay a grant overpayment of \$50 or less.

For a student who was awarded Title IV financial aid, SBC shall calculate the percentage of Title IV aid earned through the 60% point in an enrollment period. After the 60% point of the enrollment period, the student has earned 100% of Title IV financial aid awarded.

How is the withdrawal date determined?

The withdrawal date for calculating refunds/return of Title IV funds shall be determined as follows:

- the date the student began the withdrawal process or officially notified the college of intent to withdraw (in writing or orally) – see note below on programs offered in modules to determine withdrawal date;
- the last date of documented attendance for a student who unofficially withdraws or leaves without notifying the college (SBC does not have a policy for an approved leave of absence);
- documented date of student's last attendance at academically-related
 - Examples of academic attendance or attendance at an academically-related activity include:
 - Physical class attendance where there is direct interaction between instructor and student;
 - Submission of an academic assignment;
 - Examination, interactive tutorial, or computer-assisted instruction;
 - Study group assigned by school;
 - Participation in on-line discussion about academic matters;
 - Initiation of contact with instructor to ask question about academic subject.
- if student didn't notify due to circumstances beyond the student's control, the date related to that circumstance;
- if student rescinded (in writing) a withdrawal notice and later withdraws from all classes, the date the student initially began the withdrawal process unless the school documents a later date based on the student's attendance at an academically-related event.
- A program offered in modules is defined by the U.S. Department of Education as a course or courses in a program that do not span the entire length of payment period or period of enrollment. A student is considered to be a withdrawal if he/she does not complete all days scheduled to complete within the payment period or term. A student is not considered a withdrawal if he/she provides written confirmation of intent to attend a future module in the same period of enrollment and the written confirmation is provided at the time of withdrawal. The student may change the return date in writing but it must be provided prior to the original return date. Also, the return date for the future module must begin within 45 calendar days of the student's withdrawal date.

Office to contact to withdraw from classes:

The designated sites students must contact when they intend to withdraw from all classes are the Academic Counselor's and/or Career Counselor's office at the Fort Yates campus.

Exceptions to Return of Title IV Funds Policy:

Any exceptions to this policy shall be based upon extenuating circumstances and must be approved by the financial aid director. The college shall, upon application by eligible students, grant waivers to the refund policy and refund 100% of tuition and fees for students who withdraw or drop classes because they are called to active military duty.

**SBC INSTITUTIONAL REFUND POLICY
(No Show and Official/Unofficial Withdrawals)
Effective Fall 2014**

SBC shall use the last day of the third week of each semester or the 3rd held class session for classes that meet once a week as the census date for determining student enrollment for the fall and spring terms. For the summer term, the census date shall be the 6th scheduled class day after classes begin.

A student who does not attend any class prior to the census date shall be considered a “no show” and a 100% tuition refund will be issued for the classes not attended. The student will be billed a “no show” fee of \$10.00 per course, a \$25.00 registration fee, and the total cost of purchases made at the SBC Bookstore. Students may return books (no later than mid-term) if the books have not been written in or if the books are still enclosed in the shrink wrap in which they were shipped.

If a student attends any class, s/he will be considered to be enrolled in all courses registered in during that term. Tuition will only be refunded if the student withdraws from a course(s) during the first 3 weeks of the fall or spring semesters or during the first 6 class days of the summer term based on the refund schedule listed below:

During Fall and Spring terms the refund shall be calculated as follows:

- 100% refund will be issued the first week of classes,
- 80% refund will be issued the second week of classes, or
- 60% refund will be issued the third week of classes
- 0% refund issued after the third week of classes.

During the Summer term the refund shall be calculated as follows:

- 100% refund will be issued the first two days of classes,
- 80% refund will be issued the third and fourth day of classes, or
- 60% refund will be issued the fifth and sixth day of classes
- 0% refund issued after the sixth day of classes.

In the programs offered in modules (Energy Technician, Wind Turbine, and Accelerated Business Administration), 100% of tuition will be refunded if the student officially withdraws from the class prior to the start of the class. If a student attends class during the first week in any of the modules, no tuition will be refunded for that module.

The above policy applies to ALL courses regardless of when they actually begin and also applies to students who do not officially withdraw from all their classes.

FINANCIAL AID DISBURSEMENT SCHEDULE **(Effective Fall 2011 Term)**

FEDERAL PELL GRANT and FEDERAL SEOG GRANT

At end of week three (3) of the semester, payment of FPELL/FSEOG grants will be authorized to:

- Pay SBC for tuition, books, and fees expenses
 - SBC shall grant an extension of credit to students to purchase their books through the SBC Bookstore. **EXCEPTION:** Students may choose not to utilize this option for purchasing their textbooks at the SBC Bookstore and, in this situation, the student must notify the financial aid office in writing at least one month prior to the first day of the term. If the student financial aid file is complete and payable prior to the start of the term, the college will issue payment of excess aid to the student on the 7th day of the term so that s/he may purchase the textbooks elsewhere. Students who have not attended each class at least once during the first week will not be eligible to receive the payment.
- Pay SBC for housing fees and rent (if living in student family housing); room and board (if living in efficiency apartments).
- Pay current term daycare expenses as authorized by the student.
- Pay up to \$200 on your account from federal financial aid funds (Pell or SEOG) if you owe SBC for prior year expenses.
- Pay student the balance remaining after paying tuition, books, fees, housing fees, room and board expenses, other allowable costs.

Pell applications completed after week four (4) of the semester will be paid out at the next scheduled financial aid disbursement date.

Students enrolled in the TREND certificates and accelerated BS Business Administration programs will not receive excess Pell funds until the November and April financial aid disbursement dates. This is because these programs are “block” scheduled and student attendance must be documented for full-time eligibility of federal Pell funds.

FEDERAL WORK STUDY

Paid every two weeks at \$10.00 per hour and based on actual hours worked. Annual leave, sick leave, and holiday pay are not accrued or earned. (Student may opt to have college costs and housing rental fees withheld from work study payroll and must authorize withholding from payroll office in writing.)

ALL OTHER FINANCIAL AID FUNDS

Financial aid will be disbursed once per month – a total of 4 payments per semester:

- Fall term: The first financial aid disbursement is paid on the fourth Friday in the semester. Financial aid disbursements two, three and four will be paid on the first Friday of the month (October, November, December).
- Spring term: The first financial aid disbursement is paid on the fourth Friday in the semester. Financial aid disbursement payments two, three and four will be paid on the last Friday of the month (February, March, and April).
- If those dates are on a holiday or weekend, the financial aid disbursement may be issued the last working day prior to the holiday or weekend.
- Any funds received between financial aid disbursement dates will be paid on the next scheduled financial aid disbursement date and will be divided equally by the number of

financial aid disbursements remaining in the term. **Example:** \$3000 received in August, will be paid in September, October, November, December at \$750 each financial aid disbursement. Same funds received in mid-September, would be paid in October, November, December, at \$1,000 each financial aid disbursement.

Other Disbursement Rules:

- Financial aid disbursements will NOT be issued during the first week of the semester.
- Students who live in SBC housing are **required** to pay their rent from whatever financial aid is awarded after tuition, books, and fees are paid and before the first financial aid disbursement is issued to the student. If financial aid is not sufficient to cover the total cost for the semester, the student shall be held responsible for making rental payments from their own means of support.
- Students may request to have funds withheld from their financial aid to pay additional rental costs not covered during the 9-month financial aid period of enrollment (i.e. summer months). **EXAMPLE:** \$350 per month x 12 months' rent fee paid out of the 9-month financial aid award.
- If a student is selected for FPELL verification and s/he has not completed the process, SBC shall hold all other aid awarded for payment of tuition, books, fees, housing, room and board until verification is completed.
- If FPELL is not sufficient to pay all tuition, books, fees, housing, and room and board costs, payment shall be made from other aid awarded before issuing the first financial aid disbursement to the student.
- Students who fail to maintain attendance at minimum full-time enrollment may have their full-time financial aid award canceled.

Some financial aid programs pay the tuition, books, and fees expenses for their clients. If your costs are paid through a source other than the FPELL grant, you may use your federal financial aid for your living expenses or other college-related costs. You may (for budgeting purposes) request that SBC disburse federal Pell Grant funds to you in financial aid disbursement (4 per term paid once a month). If the student wants SBC to disburse these funds in this method, s/he must complete a disbursement request form available from the SBC Financial Aid Office.

Financial Aid Disbursements:

- Financial aid disbursements will only be issued to students with proper identification.
- If there is a "hold" placed on a student's debit card disbursement, the student may pick up their check at 1:00 p.m. from the Academic Counselor. If not available to disburse the checks, the Career Counselor will disburse them. If neither counselor is available, the Financial Literacy/Scholarship Coordinator will disburse financial aid disbursements.
- Financial aid disbursement checks will only be given to the student whose name is on the check. Checks may not be picked up by the student's friends, relatives, or spouse or significant other.
- Checks not picked up by 2:30 p.m. on the dates listed will be held until the student meets with the counselor.
- Advances of financial aid will not be issued. Please do not ask for special consideration.
- Early release of financial aid disbursements will not be issued unless approved by the Vice President of Operations under emergency situations and ample time is available to issue a check. This option will not be available for debit cards.