



WALLACE STATE

HANCEVILLE

Student's Rights and Responsibilities

- The following financial aid procedures are outlined so that you will be aware of the time of check disbursement, governing policies, and approved procedures that will be adhered to by the Financial Aid Office. **It is the student's responsibility to know the procedures for receiving financial assistance as published in the Wallace State Community College Catalog and Class Schedule.**
- Different types of aid have different requirements. Every student has access to the catalog and class schedule at www.wallacestate.edu. Click on the catalog to open to the Financial Information section. From this section the student can check:
 - Eligibility requirements
 - Standards of Progress for receiving financial aid
 - How change of program or major can effect financial aid
 - Financial Aid Disbursement Dates for Pell Grants and Direct Loans
 - First days to charge books for the type of aid you are receiving.
 - Consequences for repayment for early withdrawal or failure to complete 60% of coursework
 - Appeal process
 - Refund policy
 - Cost of attendance
- It is the student's responsibility to renew their financial aid each new school year.
- It is the student's responsibility to know the financial aid deadlines and to meet them.
- It is the student's responsibility to provide all documents required to complete your financial aid file in our office.
- It is the student's responsibility to repay any and all student loans. When you sign a promissory note, you agree to repay the loan.
- It is the student's responsibility to take care of all school business. FERPA guidelines prevent our staff from disclosing any personal information to anyone other than the student.
- It is the student's responsibility to maintain accurate contact information in the admissions office including a name, current address and telephone number. We will mail checks to the address on file with the school.
- All students are responsible for knowing the amount of aid they receive and they will be responsible for any balance due on their account for any reason. Students who enrolled in classes with start dates after the first day of classes (mini-sessions, telecourses, and/or weekend) **may not be eligible to receive their remaining balance check until after these classes begin.** Call the financial aid office for additional information.
- It is the student's responsibility to read, understand and retain a copy or ask for a copy of any document they sign.
- It is the student's responsibility to notify financial aid of any changes of program or schedule after classes start. Those changes may affect the student's eligibility for aid. You must also notify the outside agency if one is providing the aid for you.
- It is the student's right to ask how the school determines your need for financial assistance and how much of that need has been met.
- If a student is offered a work study job, it is the student's right to ask specifics about the position. It is the student's responsibility to satisfactorily perform the job.

Disbursement Information

Pell Grant: Students who have established Pell Grant eligibility (submitted valid Student Aid Report and all required documentation prior to registration), have registered, and are attending class will receive the balance of their Pell Award on the fourteenth day of classes each semester. By signing this agreement, tuition, fees, and dorm rent for on campus housing (if applicable) may be deducted from your Pell Grant award prior to and during registration and late registration. Also, by signing this agreement required books and tools may be charged to your Pell Grant award only after you have attended at least one class session for each registered class. ***Students who do not attend class are not eligible to receive any federal funding.***

On the fourteenth day of classes, a check for the remaining balance of your Pell Grant award will be available in the Business Office. You must show your photo I.D. to obtain your check. Students who establish their financial aid information after the beginning of the semester will receive the balance of his or her eligible Pell Grant and/or Direct Loan on established designated days to be determined in agreement between the Financial Aid and the Business Office. Students beginning a course later than the beginning of the standard term (including second mini-term or one day classes later in the term) that change the students' enrollment status will only be paid after attending the course. Students who make a change in their course schedule (See WSCC Catalog page 27 for information) may experience a delay in their refund due the school recalculating the correct amount for payment. Students will be billed for any changes to the student account that result in the overpayment. After the initial disbursement, checks will be processed monthly.

Non standard term courses: Students who enrolled in classes with start dates after the first day of classes (mini-sessions, hybrid and/or weekend) may not be eligible to receive their remaining balance check until after these classes begin. Call the Office of Student Financial Services for additional information. ***To receive a Pell Grant disbursement, you must be enrolled, attending classes in compliance with the satisfactory academic progress policies, and must not have any holds on your student account at the time of disbursement.***

Direct Loan: Recipients may charge tuition, fees, books and supplies to their loan account. If the award is more than the account balance, a disbursement will be generated and issued to the student in the form of a check. If the award is less than the account balance, the student will be billed for the remaining amount of the account. First time borrowers CANNOT receive the first installment of a loan until they have been in attendance at WSCC for 30 days. The second semester is made at the mid-term point of the semester. Federal regulations require multiple disbursements for one semester loans. The second disbursement cannot be delivered until at least one half of the loan period has elapsed. This is true for the first semester and the last semester the student receives a loan. ***To receive a loan disbursement, you must be enrolled and currently attending classes in compliance with the satisfactory academic progress policies at the time of disbursement.***

Early Withdrawal: If you completely withdraw from the college before the 60% point of the semester, you may owe a repayment to the Pell Grant or Stafford Loan program. Students who owe repayments will not be allowed to use any Title IV financial assistance at this institution or any other institution until the payment is made. They will be placed on hold for transcripts. WSCC will bill the students for any funds the school is required to return on the student's behalf.

Eligible students may receive Title IV Federal financial assistance for a period of time not to exceed 1.5 times the normal length of a specific program (the "normal length" of specific program will vary dependent upon whether the students is half-time, three-quarter time, or full-time). Also, reducing your enrollment status or withdrawing from the college may affect the required standards of progress and cause you to lose eligibility to receive financial assistance. Standards of Progress for financial assistance eligibility are published in the college catalog. Students are allowed to change their program of study twice for a total of three programs on financial aid at WSCC.

Federal Supplemental Educational Opportunity Grant (SEOG): SEOG checks are processed with the same disbursement as Pell Grant.
Alabama Student Assistance Program (ASAP): The ASAP checks will be processed and mailed upon receipt of funds from the Alabama Commission on Higher Education in Montgomery, AL.

Federal Work-Study: Time sheets are due in the Student Financial Services office on the 15th day of each month unless otherwise notified. Timesheets turned in after this date will result in payment the following month. Checks are available on the last working day of the month.

Scholarships: Recipients may charge tuition and fees to their scholarship account. Scholarship recipients are responsible for knowing the requirements of their Scholarship Contract.

Disclaimer: *By signing the application, you agree, if asked, to provide information that will verify the accuracy of your completed file. This information may include a copy of your (and/or your parents) U.S. or state income tax form. Also, you certify that you (1) will use federal student aid only to pay the cost of attending an institution of higher education, (2) are not in default on a federal student loan or have made satisfactory arrangements to repay it, and (4) will notify your school if you default on a federal student loan. If you purposely give false or misleading information, you may be fined \$10,000, sent to prison, or both.*

I, _____, certify that I have read and understand the above stated policies.
(Student signature)

Date _____ Social Security # _____.