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*Serving Richmond and Scotland Counties*

## **Richmond Community College Financial Aid Office Offer Letter Supplement 2023-2024**

### **Federal Pell Grant**

The Federal Pell Grant is offered to undergraduate students based on the results from the Free Application for Federal Student Aid (FAFSA). This information is used to determine your Expected Family Contribution (EFC), which is calculated by a formula established by law. The EFC is not the amount of money that your family must provide. Rather, you should think of the EFC as an index that we use to determine how much financial aid you would receive if you were to attend Richmond Community College (RichmondCC). If your EFC is below a certain number, you'll be eligible for a Federal Pell Grant assuming you meet all other eligibility requirements. The amount of your Pell Grant depends on your EFC and your enrollment status (full-time, three-quarter-time, half-time, or less than half-time). Eligible students are allowed to receive Pell for 12 full-time equivalent semesters or six years. This is known as the Pell Grant Lifetime Eligibility. The maximum amount of Pell Grant funding you can receive each year is equal to 100%, the six-year equivalent is 600%. Be sure to plan your course schedule carefully so that you can graduate on time. Students who have earned a bachelor's degree are ineligible.

### **William D. Ford Federal Direct Loan Program**

After serious consideration and careful evaluation of the Federal Direct Loan Program by the Board of Trustees, RichmondCC has elected to not participate in the loan program.

### **Federal Supplemental Education Opportunity Grant (FSEOG)**

FSEOG is offered to undergraduate students who are Pell grant eligible and who show exceptional need. FSEOG funds are limited, and they are normally offered to students who apply and complete their financial aid application early. FSEOG funds are not subject to proration.

### **Federal Work-Study (FWS)**

Federal Work-Study is a federally funded program that provides part-time employment to students who are Pell grant eligible and with financial need. Students are required to complete a student employment application <http://richmondcc.edu/student-services/career-center>.

If you are offered FWS, the amount listed on your offer letter is the allotment of money that you may earn during the academic year. You will be paid an hourly wage of \$15 per hour and will receive a monthly paycheck for any hours you work in a work-study position.

### **North Carolina Guarantee Scholarship Grant (NCNBG)**

The North Carolina Guarantee Scholarship Grant (NCNBG) works with federal aid to provide a guaranteed amount of financial assistance with additional state funding provided to students with exceptional need. Students enrolling at a North Carolina Community College with an Adjusted Gross Income (AGI) of \$75,000 or less and an Expected Family Contribution (EFC) of 7,500 or less, as reported on the FAFSA, are guaranteed at least \$2,800 from combined federal and state aid.

#### Eligibility

- Be a North Carolina resident as defined by North Carolina Residency Manual
- Enroll for at least 6 credit hours

- Be admitted, enrolled, and classified as an undergraduate in matriculated status in a degree, certificate or diploma program.

Applicants must complete the Free Application for Federal Student Aid (FAFSA).

### **North Carolina Longleaf Commitment Grant (NCLCG, NCLC2)**

The NC Longleaf Commitment Grant program was established after North Carolina received a total of \$137.8 million in aid from the Governor's Emergency Education Relief (GEER) fund through federal COVID-19 relief packages. The grant is available to 2020-2021 school year high school graduates attending a NC Community College, beginning in the fall of 2021 and during the 2021-2022 and 2022-2023 academic years. The grant has been extended to include 2021-2022 school year high school graduates attending a NC Community College, beginning in the fall of 2022 and during the 2022-2023 and 2023-2024 academic years.

Eligible full-time students will receive a minimum grant of \$700 to \$2800 per year for two years. Award amounts will adjust based on how many credits a student is enrolled in during a semester.

Students must complete the FAFSA and complete residency determination through the NC Residency Determination Service (RDS) and be a North Carolina resident for tuition purposes. Students must be enrolled for at least six credit hours per semester in a curriculum program and meet the Satisfactory Academic Progress (SAP) requirements for the college.

### **RichmondCC Scholarships and most other outside scholarships**

RichmondCC Scholarships are provided through the RichmondCC Foundation. Most scholarship programs require the student to be enrolled full-time and maintain continuous enrollment. These offers may be canceled for students who fail to enroll for a subsequent semester. Some scholarships are based on specific majors. If a student changes their major mid-year, they may not be eligible for the scholarship they received. For more information, on our scholarship programs, please visit our website at <http://RichmondCC.edu/scholarships>.

Outside offers: Other scholarships are provided through the generosity of industries, businesses, professional organizations, civic clubs, and individuals. You are required to notify the Financial Aid Office if you receive any other scholarships, Child Care Assistance, loans, employer reimbursement, or other assistance from sources outside the College before acceptance of outside aid.

### **Year-Round Pell—Summer Offer**

The Federal Pell Grant Program will allow a student to receive Pell Grant funds for up to 150 percent of a student Pell Grant Scheduled Offer for a school year.

A student may receive up to 50 percent of an additional Federal Pell Grant Scheduled Offer within a school year for an additional semester attended (i.e. summer). This is referred to as "YearRound Pell". To be eligible for the additional Pell Grant funds, the student must be otherwise eligible to receive Pell Grant funds for the summer payment period and must be enrolled at least halftime (6 credit hours). For example, a student attends full-time fall and spring, fully utilizing the initial Scheduled Offer of 100 percent. If the student attends summer full-time, the student may receive a full-time offer, which would be an additional 50 percent of the Scheduled Offer for the year. (For more examples, please visit the RichmondCC website: <http://richmondcc.edu/admissions/financial-aid>.)

### **General Eligibility Requirements**

In some instances, financial aid offer amounts are estimated and are subject to change based on available funding and/or regulatory changes.

False or incomplete information submitted by you or on your behalf, or if you make changes to your FAFSA data after you have been offered aid, may result in the cancellation of your offer, and may require repayment of part or all the funds disbursed to you. Students must apply for admission to the College before any action can be taken on their application for financial aid. A student must meet the following eligibility requirements to receive federal and state aid:

- > you must file a Free Application for Federal Student Aid (FAFSA) online or by contacting FAFSA; one application is filed each academic year.
- > demonstrate financial need (for most programs).
- > be a U.S. citizen or eligible non-citizen.
- > have a valid Social Security number (with the exception of students from the Republic of the Marshall Islands, Federated States of Micronesia, or the Republic of Palau).
- > be enrolled or accepted for enrollment as a regular student in an eligible degree or certificate program.
- > maintain satisfactory academic progress in college or career school.
- > not in default of a federal student loan and do not owe money on a federal student grant.
- > have not borrowed in excess of federal student loan limits.
- > have earned a high school diploma or a recognized equivalent, such as a GED certificate.
- > have a valid Estimated Family Contribution (EFC) on your Student Aid Report.
- > only take courses that are needed to fulfill graduation requirements in your degree.

### **Special Circumstances**

If you or your family has unusual circumstances that might affect your financial situation (such as loss of employment, divorce, separation, or death of a parent or spouse), you can complete the 2023-24 Professional Judgment form available in the Financial Aid Office.

### **How Your Financial Need is Determined**

Financial aid programs are based on the principle that students (and their parent(s) or spouse, if applicable) are considered to be the primary source of financial support for postsecondary education. Financial aid is intended to supplement, not replace family resources.

The formula for determining financial need is:

$$\text{Cost of Attendance (COA)} - \text{Expected Family Contribution (EFC)} = \text{Financial Need}$$

**Cost of Attendance for Offering (COA):** Every college must estimate the educational expenses a student will incur during an academic year. These expenses include direct costs (tuition and fees) and related educational expenses (living, transportation, allowances for books, and other miscellaneous expenses). For less than-half-time enrollment, these expenses are limited to tuition, books, room and board, and transportation.

**Expected Family Contribution (EFC):** Derived from the information you listed on the FAFSA, it measures your family's financial strength to determine your eligibility for federal student aid.

**Financial need:** This is the difference between the institution's COA and your EFC. If there is a remaining figure, you are considered to have financial need. In most instances, the total financial aid offered will not exceed the student's documented financial need.

### **Proration**

Your offer letter lists your estimated financial aid amounts. Your actual aid amount will be based on your enrollment status at the end of the general 10% point of each term. The calculation of total credit hours does not include audited courses, classes you do not attend, credit hours earned by proficiency test, Continuing Education classes, repeated coursework attempted for the third time after receiving a passing grade, or any Developmental or RISE classes once you have attempted more than 30 credit hours in Developmental Education. If you are registered for fewer than 12 credit hours per term, your Pell/NC State Grant(s) are subject to proration. Proration is defined as a reduction in the amount of your Pell/NC State Grants(s) in accordance with a reduced number of credit hours. Only classes that are required within your major will be counted when determining enrollment status.

### **Charging Tuition, Fees, Books, and Supplies**

RichmondCC allows students who meet all deadlines and are offered Pell, FSEOG, NC State Grants and some scholarships to charge tuition and fees, as well as books and supplies, to their aid. Be prepared to pay

any costs not covered by financial aid or any prior balances you may owe to the college; otherwise, your grades will be withheld, and you may still owe tuition for those classes, books, and supplies. You must officially withdraw from classes prior to the beginning of the term if you do not plan to attend. Failure to do so will cause financial aid to be revoked and you will be responsible for all charges incurred, according to the RichmondCC refund policy.

You may begin charging books and supplies at the RichmondCC Bookstore 10 days prior to the start of classes each semester. Dates will be posted on our web site before the beginning of each semester.

### **How RichmondCC Disburses Grant Funds**

If any funds are remaining after your charges have been deducted, or if your offer is made after classes begin, a check is written to each recipient for the balance of the grant (if any) not used for tuition, fees, books, and supplies.

It is important to understand that tuition, fees, and bookstore charges will be deducted from your financial aid before you receive refunds.

Your funds will be mailed to you according to a set schedule, barring any unforeseen circumstances. We encourage students to make sure your address is correct. You may now check or change your address on Self-Service.

You may check on the RichmondCC website or Self Service for disbursement dates.

\*\* You CANNOT receive financial aid at two or more schools for the same period. Failure to heed this information may cause you to have to repay large sums of aid or lose your eligibility for future financial aid.

### **Offers Subject to Change**

\*The financial aid office reserves the right on behalf of the college to review and cancel any offer at any time because of changes in your financial or academic status, change of academic program, or because of your failure to observe reasonable standards of conduct as described in the College Catalog. Also, offers may be canceled if an error is made in determining eligibility for aid or calculating the amount of aid, or if the information on the application or need analysis is determined to be incorrect. If you purposely give false or misleading information, you may be fined \$20,000, sent to prison, or both. Offers also may be canceled if the Financial Aid Office receives notification from the Department of Education that the student loan was received previously, or if the student owes a financial aid repayment of funds received previously. All offers are based on the availability of funds.

\*Some sources of financial aid require that you maintain full-time enrollment. You are responsible for knowing if the sources of aid you receive require you to enroll full-time. Twelve (12) credit hours is considered full-time.

### **Remedial/Developmental Coursework**

Federal regulations allow that only the first thirty (30) hours of attempted remedial/developmental coursework is used to determine your eligibility for financial aid. Once you have attempted 30 remedial hours, only non-remedial college credit courses can be used to determine your eligibility for aid.

### **Repeated Coursework**

A course you are repeating for the first time after earning a passing grade may count toward your enrollment status. After that, repeated courses cannot be counted towards enrollment status.

### **Keep Copies of Everything!**

It is important to keep copies of all financial aid offer letters, registration, and bookstore receipts. All or part of your offer may be considered taxable income. It is your responsibility to report this information to the Internal Revenue Service (IRS) if necessary. (The Financial Aid Office is not responsible for determining the taxability of aid. Please consult with the IRS or with a tax consultant).

## **Communication**

We will correspond with you to complete the application and offering process. Once the student's financial aid is finalized, the student will receive mainly emails with some written correspondence as necessary. Therefore, students should check their RichmondCC email accounts frequently for important information from the Financial Aid Office. For this reason, it is imperative that we have updated contact information for you. Students can check their financial aid status, view, and print offer letters on Self-Service.

\* \*At the end of each semester, students are notified of their Satisfactory Academic Progress by email.

Any change in name, address, and phone number or student status must be updated immediately. This can be done in Self-Service.

## **Withdrawal from RichmondCC**

Students are encouraged to meet with a Financial Aid Officer before withdrawing from RichmondCC. This is important because your withdrawal may affect your eligibility for financial aid and could result in you having to repay all or a portion of your financial aid offer back to RichmondCC and/or the Department of Education. Excessive withdrawals may adversely affect your satisfactory academic progress in accordance with RichmondCC's Financial Aid Satisfactory Academic Progress Policy.

## **Required Repayment of Pell Grant and Other Federal Financial Aid**

The Return of Title IV Funds policy shall apply to all students who withdraw, drop out or are suspended from RichmondCC and receive financial aid from Title IV funds. The term "Title IV" refers to the Federal financial aid programs authorized under the Higher Education Act of 1965 and includes the following programs: Federal Pell Grant and Federal SEOG.

Students that withdraw from classes prior to completing more than 60% of an enrollment term will have their eligibility for aid recalculated based on the percent of the term completed. For example, a student who withdraws completing only 30% of the term will have "earned" only 30% of any Title IV aid received. The remaining 70% must be returned by the school and/or student. If you are thinking about withdrawing from all classes prior to completing 60% of the semester, you should contact the Financial Aid Office to see how your withdrawal will affect your financial aid.

## **Withdrawal Date**

RichmondCC is an institution that does not require a record of daily attendance for all courses. If a student withdraws, the date of withdrawal is:

- > The date the student begins the institution's withdrawal process or officially notified the college of an intent to withdraw.
- > The midpoint of the period for a student that unofficially withdraws from the college or the student's last date of attendance at the documented academically related activity.

## **Satisfactory Academic Progress Policy**

Please see Satisfactory Academic Progress Policy for more information.

## **Student's Rights and Responsibilities**

As a recipient of federal aid, you have certain rights you should exercise, certain responsibilities you must meet, and certain facts you need to know. Being aware of what they are will put you in a better position to make decisions about your educational goals and how you can best achieve them.

### **Your rights as a student:**

- > You have the right to know what financial aid programs are available at your school.
- > You have the right to know the deadlines for submitting applications for each of the financial aid programs available.
- > You have the right to know how financial aid will be distributed, how decisions on that distribution are made, and how these decisions have been reached.
- > You have the right to know how your financial need was determined, including the way costs for tuition and fees, room and board, travel, books and supplies, personal and miscellaneous expenses, etc., are considered in your budget.

- > You have the right to know what resources (such as parental contribution, other financial aid, your assets, etc.) were considered in the calculation of your need.
- > You have the right to know how much of your financial need (as determined by the institution) has been met.
- > You have the right to request an explanation of the various programs in your student aid package.
- > You have the right to know your school's refund policy.
- > You have the right to know what portion of the financial aid you receive must be repaid and what portion is grant aid. If the aid is a loan, you have the right to know what the interest rate is, the total amount that must be repaid, the payback procedures, the length of time you have to repay the loan, and when repayment is to begin. (RichmondCC does not participate in the Federal Loan Program)
- > You have the right to know how the school determines whether you are making satisfactory progress and what happens if you are not.

**Your responsibilities if you receive financial aid**

- > You must complete all application forms accurately and submit them on time to the appropriate office.
  - > You must provide correct information. Failure to report accurate information on financial aid application forms is a violation of law and may be considered a criminal offense which could result in indictment under the U.S. Criminal Code.
  - > You must supply all additional documentation, verification, corrections, and/or new information requested by either the Financial Aid Office or the agency to which you submit your application. >
- You are responsible for reading and understanding all forms that you are asked to sign and for keeping copies of them.
- > You must accept responsibility for all agreements that you sign. > You must perform the work that is agreed upon in accepting a College Work-Study Offer.
  - > You must be aware of and comply with the deadline for application or reapplication for aid.
  - > You should be aware of your school's refund policy.

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