

Financial Aid

Handbook 2011-2012



www.waubonsee.edu/financialaid



WAUBONSEE
COMMUNITY COLLEGE

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Financial Aid Offices

Sugar Grove Campus

Student Center, Room 234
Route 47 at Waubonsee Drive
Sugar Grove, IL 60554
(630) 466-7900, ext. 5774

Aurora Campus

5 E. Galena Blvd.
Aurora, IL 60506
(630) 801-7900, ext. 4111

Copley Campus

2060 Ogden Ave.
Aurora, IL 60504
(630) 585-7900, ext. 2802

Plano Campus

100 Waubonsee Drive
Plano, IL 60506
(630) 466-7900, ext. 2612

E-mail

financialaid@waubonsee.edu

Website

www.waubonsee.edu/financialaid

WCC does not discriminate based on any characteristic protected by law in its programs and activities.

Utilizing mywcc

mywcc is on the one-stop Web portal that has the information you will need to register and become a student at Waubonsee. *mywcc* is available through an icon at the top of waubonsee.edu.

When your New Student Information Form is processed by Admissions, or Waubonsee receives the electronic results of your Free Application for Federal Student, you are given a student number (X-number). This number and a password that you create are used to access the information on mywcc.

The Student Tab of mywcc includes information about registering for classes, your student account, and the status of your financial aid application. Financial aid information appears in the Financial Aid Tools section of the Student Tab. You are sent an e-mail by the Financial Aid Office when:

- There are documents needed to complete your application or loan processing. Documents appear in the View Eligibility Information section of Financial Aid Tools.
- You have been awarded and need to accept the Terms and Conditions of your awards and/or accept loans and/or work-study. Awards appear in the View Awards section of Financial Aid Tools.

It is very important the Financial Aid Office has a correct e-mail address and that you check your e-mail at least weekly. E-mail notifications will tell you when your application status and/or your awards have been updated.

Financial Aid Handbook

This handbook has been designed to help students understand the process of applying for financial aid at Waubonsee Community College. We also want to inform students about the requirements for aid to be disbursed and for retaining financial aid eligibility. Please take a few minutes to go through the information presented in this handbook. The better you understand the financial aid process, the sooner you will find the aid programs and funds for which you are eligible. Also, the more you know, the better the Financial Aid Advisors can serve you. *The content of this publication is subject to change.*

Applying for Financial Aid

Eligibility Requirements

General eligibility requirements for state and federal financial assistance programs are listed below. Other requirements may apply for certain programs. Be sure you meet all requirements before applying.

1. Be a citizen or eligible non-citizen.
2. Have a valid Social Security number.
3. Have a high school diploma, a GED, or pass an independently administered test approved by the U.S. Department of Education.
4. Have a minimum score of 14 in the reading section of the ACT or a Compass test score at the 8th grade reading level. Compass testing is done by the Center for Learning Assessment.
5. Not be in default on any student loan.
6. Not owe a refund on any grant or loan, and not have borrowed in excess of the loan limits, under Title IV programs, at any institution.
7. Agree to use any student financial aid solely for educational purposes.
8. Agree to not engage in the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance during the period covered by federal student aid.
9. If required, register with Selective Service.
10. Complete a Waubonsee New Student Information Form and select an eligible program. A certificate program must be at least 16 credit hours to qualify. A list of ineligible programs is available online at www.waubonsee.edu/financialaid.
11. Enroll for eligible classes. A list of ineligible classes is available online at www.waubonsee.edu/financialaid.
12. Make satisfactory academic progress toward a degree or certificate as defined in the Standards of Academic Progress (page 10 of this handbook).
13. Be aware that financial aid does not cover audited courses.
14. Accept the Terms and Conditions of all financial aid offered.

Steps in the Application Process

1. If you have not previously done so, complete a Waubonsee New Student Information Form and select an academic program that leads to a degree or certificate. A certificate program must be at least 16 credit hours to qualify.

The New Student Information Form is available in the Admissions section at www.waubonsee.edu.

2. If you have attended another college or university and taken credit classes, have your academic transcripts sent to Waubonsee Community College. Also, complete a Transcript Evaluation Review Form (TERF) listing each previous school that you have attended. The TERF form is available in the Counseling section at www.waubonsee.edu.
3. Complete your 2010 federal tax returns. If you are applying as a dependent student, your parents should also complete their 2010 federal tax returns. Save copies of all tax returns.
4. Complete the 2011-2012 Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov. Include the **Waubonsee school code, 006931**. If you submit your FAFSA by **March 1, 2011**, any aid programs for which you qualify should be awarded prior to your registration for the fall 2011 semester. Submitting the 2011-2012 FAFSA by March 1 is also required to be considered for summer 2011 and will give you the best opportunity to be awarded the State MAP Grant.
5. Review the information on the Student Aid Report (SAR) that you receive as a result of filing the FAFSA and correct any errors. The SAR should have your Expected Family Contribution (EFC) and indicate if you have been selected for verification (see page 5).
6. Respond to any e-mails from the Financial Aid Office that request additional information to complete your application. Additional information can include federal tax returns.
7. Review the financial aid programs offered and decide if you will accept any loans and/or work-study that are included in the financial aid offered. If you are accepting loans, complete the Entrance Interview and a Master Promissory Note (MPN) on the Direct Loan website.

Applying for Financial Aid

FINANCIAL AID PROGRAMS

Federal Grants

Pell Grant — This program is for students who have not earned a bachelor's degree and is based on financial need. The maximum grant requires a zero Expected Family Contribution (EFC) and enrollment of at least 12 credit hours. Grants are reduced for higher EFCs and part-time attendance. Two semester grant amounts for full-time attendance ranged from \$555 to \$5,550 for 2010-2011.

Supplemental Education Opportunity Grant — Students must be Pell Grant eligible and have a zero EFC. Grants were \$500 for students taking 12 credit hours in 2010-2011. Students must be enrolled for at least 6 credit hours.

State of Illinois Grants

The following grants are dependent on annual funding from the state.

Monetary Award Program (MAP) — This program requires Illinois residency and is based on financial need. The maximum grant for 2010-2011 was \$1,670 based on 15 credit hours of attendance. Grants are reduced for less than 15 credit hours down to the minimum enrollment of 3 credit hours.

Federal Loans

Federal Direct Education Loans — These loans are funded directly by the Federal government. Once awarded a loan, the student must complete online Entrance Counseling and a Master Promissory Note found on the Direct Loan website. Students who have previously borrowed a federal education loan from a private lender will need to complete a new Master Promissory Note. A minimum enrollment of 6 credit hours is required for the school to disburse a Direct Loan. Direct Loans can be either subsidized or unsubsidized.

Subsidized loans are based on financial need. Subsidized loans charge no interest until the student ceases to be enrolled at least half-time. Unsubsidized loans do not require financial need but interest is charged starting on the date of disbursement.

The Direct Loan awards are \$3,500 for freshmen and \$4,500 for sophomores per academic year. Subsidized loans are always awarded before unsubsidized. In addition to the \$3,500/\$4,500, dependent students can borrow an



Cost of Attendance

All costs are based on 2010-2011. Tuition and fees will increase based on the rates that will be approved for 2011-2012. All other costs will be increased based on the annual inflation rate. A student becomes eligible for need-based financial assistance when his or her Expected Family Contribution is less than the total cost. State, federal and college financial aid programs are awarded to make up the difference.

Direct Cost

Tuition and Fees (12 hours/semester)	\$2,352
Books and supplies	\$1,300

Other Cost

Transportation	- \$2,500
Housing and Food	- \$2,010*
Personal (clothing, laundry)	- \$1,330

Total Cost Per Academic Year*

\$9,492

**For dependent students living at home.*

Financial need is the difference between the Total Cost of Attendance and the Expected Family Contribution calculation based on the income and asset information submitted on the 2011-2012 Free Application for Federal Student Aid.

Applying for Financial Aid



Federal Direct Education Loans (cont.)

additional \$2,000 in unsubsidized loan. If the dependent student's parents cannot qualify for a Parent Loan (PLUS), this additional unsubsidized loan amount increases to \$6,000. The maximum additional unsubsidized loan per academic year for an independent student is \$6,000.

The initial loan awarded for a student planning to attend fall and spring semesters is the annual subsidized maximum of \$3,500 for freshmen and \$4,500 for sophomores. Students can request an additional unsubsidized loan up to the maximums using the Loan Adjustment Request Form found on the forms page under Applying for Financial Aid at www.waubonsee.edu/financialaid. Once the student submits this Request, he/she may be contacted to set up an appointment with the Financial Aid Advisor for loans.

Federal Direct Parent Loan (PLUS) — This loan is funded directly by the federal government and is not based on financial need. To apply, the parent completes the 2011-2012 Free Application for Federal Student Aid and the Parent PLUS Loan Form found on the forms page under Applying for Financial Aid at www.waubonsee.edu/financialaid. Approval of a Parent Loan requires a credit check. Loans are limited to the difference between the total cost of attendance and any other financial aid the student is receiving. Once approved for a loan, the parent borrower must complete a promissory note on the Direct Loan website.

Federal Employment

Work-Study — Students are awarded funds based on their financial need. Students earn these funds by working on campus. Hourly pay for 2010-2011 was \$8.75 and total earnings are limited to the amount awarded. Students must be enrolled at least 6 credit hours to work during the academic year. Listings of Federal Work-Study jobs can be found at www.waubonsee.edu/employment.

Other Employment — Listings of non work-study part time positions can be found at www.waubonsee.edu/employment.

Verification

Some students are selected for verification. Those students who are selected for verification are required to submit certain documents to the Financial Aid Office. These documents can include but are not limited to:

- Dependent or Independent Verification Worksheet
- 2010 Federal Income Tax Returns for the student and the student's spouse, if the student is independent, or 2010 Federal Income Tax Returns for the student and the student's parents, if the student is dependent

Additional documentation may be required before financial aid can be awarded.

Receipt of Financial Aid – Retaining Eligibility

Accepting Awards

You will be sent an e-mail when you have been awarded. The e-mail will instruct you to log into mywcc and accept the Terms and Conditions of your award. If you also accept a loan and have not borrowed a Direct Loan previously, you will be required to complete Entrance Counseling and a Master Promissory Note on studentloans.gov. The Entrance Counseling and Master Promissory Note can be completed 2 - 3 business days after accepting a loan.

Terms and Conditions

These must be accepted in mywcc before financial aid will hold your class registration or disburse and pay your charges.

Enrollment – I understand that my awards are based on full-time attendance (12 credits per term) and that if I have been awarded a MAP Grant that this award is based on 15 credits per term. Grants are reduced for less than full-time attendance. Loans and Federal Work-Study require a minimum of 6 credits per term. Pell Grants are based on enrolled credit hours as of the college's Census Day, or the first day of enrollment, whichever comes first. Pell Grants are not adjusted for changes in enrollment after the Census Day or the first day of enrollment.

Attendance – I understand that attendance is required to establish eligibility for financial aid. Failure to attend one or more classes could result in a reduction to my financial aid. If I drop all classes or stop attending all classes before the 60 percent point of the term, I may be required to repay all or a portion of the aid that I have been awarded for that term.

Majors and Courses – I have reviewed the list of ineligible majors and courses on the WCC Financial Aid website and understand that these are not eligible for the receipt of financial aid.

Entrance Counseling and Master Promissory Note – I understand that if I am accepting a Direct Loan, I must complete Entrance Counseling and a Master Promissory Note unless these have previously been completed.

Disbursement – I understand that disbursement does not begin until the third week of classes and that it is based on class attendance. Full disbursement does not occur until I have attended all classes and disbursements may be reduced if I fail to attend all classes.

Bookstore Charges – I understand that I am responsible for all bookstore charges that are not covered by financial aid awards.

Academic Progress – I understand that continued eligibility for financial aid depends on meeting the Standards of Satisfactory Academic progress on the WCC Financial Aid website.



Payment Policy

An initial payment, or being awarded and then accepting financial aid, is required at the time of registration to hold the courses for which you register. Course registrations are canceled if there is no payment and no accepted financial aid. Accepting financial aid includes accepting the Terms and Conditions in mywcc, and if the financial aid consists of a loan, also accepting a loan amount and completing Entrance Counseling and a Master Promissory Note. The Entrance Counseling and Master Promissory Note are available on studentloans.gov.

Receipt of Financial Aid – Retaining Eligibility



All awards are contingent on the sufficient appropriation of federal and/or state funds and the fulfillment of the Terms and Conditions.

MAP Grant – By applying for financial aid and agreeing to share that information with the Illinois Student Assistance Commission (ISAC) you have been considered for the State of Illinois (IL) Monetary Award Program (MAP) Grant. If you were determined to meet the eligibility criteria for the MAP grant, an award is included on this award letter. This award may be an estimate made by the financial aid office and, if so, is identified as a “IL MAP Grant-Est.” MAP grants are limited based on the number of applicants and funding levels appropriated by the Illinois General Assembly. Please be aware that in light of state funding constraints, reductions to estimated or actual MAP grants are possible.

Eligibility for a MAP grant is tracked by the equivalent number of semester credit hours of MAP benefits paid on your behalf. This is called MAP Paid Credit Hours. Payment for each term is being made according to the equivalent number of credit hours eligible for MAP payment, with a minimum of 3 and a maximum of 15 MAP Paid Credit Hours. There is a limit on the number of MAP Paid Credit Hours that can be paid while you are classified by your school as a freshman and sophomore. This limit is the equivalent of 75 MAP Paid Credit Hours. If this maximum is reached, you must attain junior status for your MAP grant eligibility to resume. The maximum number of MAP Paid Credit Hours that can be received is capped at 135. If a State of IL MAP Grant-Est is not included in your award letter, you are not eligible for the grant at Waubonsee Community College.

Grant Proration

Pell and MAP grants are offered based on full-time enrollment. Full-time enrollment is 12 eligible credit hours* during a semester/ term for Federal Pell Grant and 15 credits for the state MAP Grant. The initial awards are adjusted, or prorated, based on actual enrollment. The proration percentages for Pell Grant are based on full-time (12+ credit hours), three-quarter time (9-11 credit hours), half-time (6-8 credit hours), and less than half-time (1- 5 credit hours). MAP grant percentages are per credit hour down to a minimum of 3 credit hours.

**For a list of ineligible courses, see Ineligible Academic Programs on waubonsee.edu/financialaid*

Loan Credit Hour Requirement

Loans require that you be enrolled in at least 6 eligible credit hours.* The number of credit hours above 6 does not affect the loan amount. The full amount of the loan will be disbursed.

**For a list of ineligible courses, see Ineligible Academic Programs on waubonsee.edu/financialaid*

The following are the proration percentages based on credit hours:

Credits	Pell Grant %	MAP Grant %
15+	100	100
14	100	93
13	100	87
12	100	80
11	75	73
10	75	67
9	75	60
8	50	53
7	50	47
6	50	40
5	25*	33
4	25*	27
3	25*	20
2	25*	0
1	25*	0

**Only students who are eligible for at least a \$600 full-time award can receive a Pell Grant for less than 6 credits.*

Receipt of Financial Aid – Retaining Eligibility

Disbursement Dates and Requirements

When you register for eligible classes, accepted financial aid will appear on your student account as expected aid and hold your classes. Financial aid does not pay your tuition and fees or generate any refund until it disburses. Enrollment for Pell Grant is determined by the number of credit hours on the college's Census Day, or the first date of enrollment, whichever comes first. Changes in enrollment after Census Day or the first day of enrollment do not affect the amount of Pell Grant. For regular semesters, the Census Day is the 10th day of classes. Loans disburse after Census Day when the student is enrolled for at least 6 eligible credits. If the student is a first time student and borrower, the loan disburses 30 days after the first day of class. The disbursement dates and requirements are listed below.

<u>Aid Program</u>	<u>Required Documents</u>	<u>Credit Hours Used for Disbursement</u>	<u>Disbursement Dates</u>		
			Fall 2011	Spring 2012	Summer 2012
Direct Loan	Title IV Authorization Terms and Conditions	Later of Census Date or the date the student has at least 6 credits	Sept. 06 Sept. 26*	Jan. 30 Feb. 20*	June 11 July 09*
Pell Grant	Title IV Authorization Terms and Conditions	Later of Census Date or the first date of enrollment	Oct. 17	March 12	July 02

**for first-time students receiving a loan for the first time.*

Refunds

Refunds are generated when the amount of financial aid plus any payments exceeds the amount of charges including tuition, all fees, and the amount used for books. You must complete all requirements as noted in Disbursement Dates and Requirements above and have started attending classes in order for the full amount of your financial aid to disburse. If the classes you are attending on the first disbursement date are not sufficient for your aid to disburse, it will disburse when you start attending your remaining classes. Refund checks are mailed to permanent local addresses no later than 14 days after the above disbursement dates.

Attendance Requirements

In order to retain eligibility for the aid that is disbursed and possibly refunded to you, you must attend class. Failure to attend a class will result in you being classified as a “no show” which can reduce or cancel your financial aid for the semester. If you drop all classes before the 60 percent point of the term, your aid will be reduced and you may owe a balance to Waubonsee. If you do not complete any credits at the end of the term with grades of A, B, C, and/or D, your financial aid eligibility will be reviewed based on your last date of attendance as reported by your instructor(s). If the last date of attendance is before the 60 percent point of the term, your aid will be reduced and you may owe a balance to Waubonsee. Failure to complete courses attempted will also reduce your completion rate. As indicated in the Standards of Academic Progress, a minimum completion rate of 67 percent is necessary to retain financial aid eligibility.

Bookstore Vouchers

If you have funds from your grant or loan awards in excess of your tuition and fees, funds are available in the bookstore for up to the maximums listed below. The earliest these funds are available is the day the books go on sale for the upcoming semester. When you receive an e-mail telling you the amount of the voucher, you can start using it in the bookstore.

<u>Credits</u>	<u>Maximum Amount</u>
12 or more	\$1,000
6 -11 credits	800
Less than 6	500

Receipt of Financial Aid – Retaining Eligibility

Additional Resources

The following numbers and websites may be useful for students to find out as much as possible about financial assistance for attending college:

Waubonsee Community College
(630) 466-7900, ext. 5774
www.waubonsee.edu/financialaid

Information on Federal Student Aid Programs
(800) 4FED-AID
www.studentaid.ed.gov

Illinois Student Assistance Commission (ISAC)
(800) 899-ISAC (4722)
www.collegezone.com

FAFSA on the Web Customer Service Number
(800) 433-3243
www.fafsa.ed.gov

Veterans Affairs Office
(888) GI-BILL-1

Internal Revenue Service
(800) 829-1040

Internal Revenue Service for information about tax credits
www.irs.gov/individuals/students/index.html

Direct Loan Servicing
www.dl.ed.gov/borrower
(800) 848-0979

Students Rights and Responsibilities

Students interested in financial assistance at college have both rights and responsibilities.

You have the right to ask a school:

- Names of accrediting and licensing organizations.
- About programs. About student costs of attending and the policy on refunds to students who drop out.
- Procedures and deadlines for submitting applications for each available financial aid program.
- Criteria used to select financial aid recipients.
- How financial need is determined and how much of that need has been met.
- To explain each type and amount of aid in your package.
- The interest rate on any student loan, the total amount you must repay, the length of time you have to repay, when you must start repaying, and what cancellation or deferment provisions apply.
- If you are offered a federal work-study job, the kind of jobs available, hours you must work, duties, the rate of pay, and how and when you are paid.
- To reconsider your aid package if you believe a mistake has been made or if your enrollment or financial circumstances change.
- How the school determines whether or not you are making satisfactory academic progress and what happens if you are not.
- What special facilities and services are available to students with disabilities.

It is your responsibility to:

- Review and consider all information about a school's program before you enroll.
- Pay special attention to your application for financial aid, complete it accurately and submit it on time to the right place. Errors can delay or prevent your receiving aid.
- Know and comply with deadlines for applying or reapplying for aid.
- Provide additional documentation, verification, corrections or new information requested by either the Financial Aid Office or the agency to which you submitted your application.
- Read, understand and keep copies of all forms you are asked to sign.
- Repay any student loans you have. When you sign a Promissory Note, you are agreeing to repay your loan.
- Notify the school of a change in name, address or attendance status. If you have a loan, notify your lender.
- Satisfactorily perform the work agreed upon in a federal work-study job.
- Understand the school's refund policy.
- Meet all the Standards of Academic Progress.

Receipt of Financial Aid – Retaining Eligibility

Standards of Academic Progress

(Effective through summer 2011)

In accordance with the United States Department of Education, and State of Illinois regulations, Waubonsee Community College has established minimum Academic Progress standards for the receipt of financial aid. These standards apply to all students receiving federal and state funding, including veterans* and students receiving student loans or federal work-study.

1. Completion Rate Requirement

Students must achieve a **67 percent completion rate for all coursework attempted** at Waubonsee Community College, whether or not the student previously received financial aid.

- A. **“Credit hours completed”** is defined as completion of course by the end of a given semester in which a student is enrolled and receiving a grade of A, B, C and/or D.
- B. **“Credit hours attempted”** includes all credit classes in which the student is enrolled after the refund period.
 - Withdrawals after the refund period count as hours attempted.
 - Students who enroll in telecourses must be aware that the class(es) must be completed by the end of the semester of enrollment and count as hours attempted for that semester.
- C. Audits, courses numbered below 050, proficiency tests and noncredit courses are not included in the total number of credit hours attempted.
- D. Repeated courses are always included in attempted hours. A repeated class for which the student earns credit is only counted once in completed hours unless the class is designated as one that can be repeated. This information is part of the course description in each term’s Credit Course Schedule.

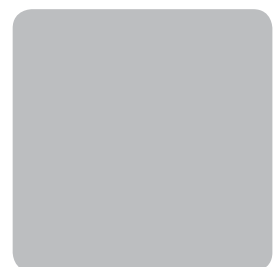
2. Grade Point Average Requirement

A student must maintain a 2.0 cumulative grade point average. Federal regulations require the college to take into account a student’s academic performance throughout the course of study, **regardless of whether or not the student previously received financial aid**. Grades for repeated classes for which the student earns credit are averaged.

**Veterans receiving the Illinois Veterans Grant, the Illinois National Guard Grant or the Illinois MIA/POW Scholarship are only subject to meeting the GPA requirement.*

3. Maximum Timeframe Requirement

Student eligibility for financial aid at Waubonsee Community College is limited to 150 percent of standard program length, or 96 credit hours attempted, **regardless of whether or not the student previously received financial aid**. These 96 hours include transfer hours accepted from other institutions.



Receipt of Financial Aid – Retaining Eligibility



4. Evaluation and Academic Progress Statuses

A student is evaluated for academic progress following the completion of each academic term and his/her status will be one of the following:

PASS — The student is in the first term of enrollment and has not received grades, has not enrolled for credit courses, or is meeting all academic progress standards.

WARNING — If a student fails to meet the required completion rate, GPA and/or has total attempted hours of 65 or more, the student is placed on **FINANCIAL AID WARNING** for the subsequent academic term. A student is able to receive financial assistance while on warning.

SUSPENSION — If a student fails to meet the Standards of Academic Progress at the end of the warning term, the student will be placed on **FINANCIAL AID SUSPENSION** and will become ineligible for all federal and state programs.

APPEAL — Students whose appeals are approved are placed on **APPEAL**. A student remains in this status as long as the student earns a 2.0 semester GPA and credit for all classes attempted. If the student is required to have an Academic Plan, only courses on this Plan are recognized for the receipt of financial aid.



5. Appeals

A student on suspension may submit a written appeal within 30 calendar days following the end of the semester in which he/she was ruled ineligible. An appeal form will be sent to the student by the Financial Aid Office. The appeal must be based on mitigating circumstances that affected the student's academic progress. It is the responsibility of the student to supply the documentation of the mitigating circumstance with the appeal letter. If the student was suspended due to exceeding the **MAXIMUM TIME FRAME**, the student is also required to submit an Academic Plan approved by an academic counselor. The Academic Plan lists the courses that are required for the student to complete his/her degree or certificate program.

Appeals will be considered on an individual basis by the Financial Aid Appeals Committee and will be responded to in writing within 14 calendar days of receipt of the appeal. Appeals will be reviewed and either approved with no provisions, approved with provisions or denied.



6. Re-establishing Eligibility

A student can re-establish eligibility if on suspension due to Completion Rate or Grade Point Average by improving his/her completion rate to 67 percent and/or grade point average to 2.0.



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