

2012-2013 CCSNH Student Financial Aid Handbook

Welcome to the Financial Aid Handbook. The Financial Aid Office staff of the Community College System of New Hampshire recognizes that education is an investment that will last a lifetime. We are committed to working with you to secure all eligible funding so that you can achieve your educational goals.

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Mission Statement

The Community College System of New Hampshire is committed to assisting students and families in planning for and meeting expenses by providing financial resources to students who would otherwise be unable to pursue their educational and professional goals. To the extent that funding is available, the institutions within the Community College System of New Hampshire are committed to ensuring that all eligible students who are making satisfactory academic progress be afforded the opportunity for a post-secondary education.

We provide efficient and effective customer service within student focused office environments. In all areas of our fund distribution, we shall be fair, honest and efficient. We focus on establishing aid eligibility; awarding scholarships, grants, loans, and work study employment to eligible students; and providing financial aid counseling to students and families regarding financing a post-secondary education. We serve as advocates for students and families, assisting them in securing necessary financial resources.

Institutional Financial Aid Directors

Alphabetically by Institution's Name:

Liz Hamlin

Great Bay Community College
320 Corporate Drive
Portsmouth, NH 03801
(603) 427-7610
FAX (603) 334-6308
www.greatbay.edu/
School code: 002583

Kristen Purrington

Lakes Region Community College
379 Belmont Road
Laconia, NH 03246
(603) 524-3207
800-357-2992
FAX (603) 524-8084
www.lrcc.edu/
School code: 007555

Stephanie Weldon

Manchester Community College
1066 Front Street
Manchester, NH 03102
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www.manchestercommunitycollege.edu/
School code: 002582

Lizbeth Gonzalez

Nashua Community College
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Nashua, NH 03063
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FAX (603) 883-1636
www.nashuacc.edu/
School code: 009236

Sheri Gonthier

NHTI – Concord’s Community College
31 College Drive
Concord, NH 03301
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800-247-0179
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www.nhti.edu/
School code: 002581

Julia Dower

River Valley Community College
1 College Place
Claremont, NH 03743
(603) 542-7744
800-837-0658 NH & VT
FAX (603) 543-1844
www.rivervalley.edu/
School code: 007560

Tyler Bergmeier

White Mountains Community College
2020 Riverside Drive
Berlin, NH 03570
(603) 752-1113
800-445-4525
FAX (603) 752-6335
www.wmcc.edu/
School code: 005291

Susan Proulx

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www.ccsnh.edu/

Glossary

CGPA	Cumulative GPA
COA	Cost of Attendance
DL	Direct Student Loan – repayment is required
EFC	Expected Family Contribution
Census Date	CCSNH colleges are not attendance taking institutions, but attendance must be confirmed for each course and each student, prior to disbursement. This is also referred to as “freeze date.”
FAFSA	Free Application for Federal Student Aid
FAO	Financial Aid Office or Officer
FDLP	Federal Direct Loan Program – repayment is required
FSA	Federal Student Aid
FWS	Federal Work Study Program
GPA	Grade Point Average
Module	Any course scheduled to meet for less than the full semester
PELL	A federal program where funds are awarded to students with the highest amount of financial need – repayment is not required
Perkins	A federal loan program administered by the college, with limited fund availability.
PLUS	Federal Parent Loan for Undergraduate Students – repayment is required
SAP	Satisfactory Academic Progress
SAR	Student Aid Report
SEOG	Federal Supplemental Educational Opportunity Grant – repayment is not required
TITLE IV	Federal financial aid programs authorized under Title IV of the Higher Education Act of 1965, as amended, and regulated and administered by the U.S. Department of Education.

Accreditation

The seven institutions within the Community College System of New Hampshire (CCSNH) are accredited by, and are members of, the New England Association of Schools and Colleges (NEASC). All institutions are approved for Veterans' benefits. All health programs within the system are fully accredited by appropriate organizations and several institutions have individual program accreditations.

What Is Financial Aid?

Financial aid helps students and their families pay for college expenses, both direct (charged to your college student account including tuition, fees, and on campus room and board) and indirect (including, but not limited to books, supplies, and transportation to/from college). There are several types of financial aid including grants, scholarships, loans and work study.

- **Grants** – no repayment necessary; usually based on need
- **Scholarships** – typically no repayment necessary; based on merit
- **Loans** – repayment is required; loan type is based on need
- **Federal Work Study** – work program that pays the student an hourly rate; based on need

Financial aid awards may include a combination of the various types of aid.

Who Is Eligible for Financial Aid?

To receive federal, state, or institutional funds administered by a CCSNH Financial Aid Office, you must:

- Be admitted to a degree-granting or eligible certificate program at the institution you are attending
- Be a U.S. citizen or an eligible non-citizen
- At time of disbursement, be attending a minimum of **six (6) credits** for federal loans
- At census date, be attending a minimum of one (1) credit for Pell Grant consideration.
- Be meeting the Satisfactory Academic Policy requirements as defined by the Financial Aid Office
- Be registered with Selective Service (male students only)
- Not be in default on a student loan
- Not owe a refund on any federal (Title IV) aid due to a previous college withdrawal
- Not have aid eligibility suspended or terminated due to a drug-related conviction that occurred while receiving Title IV assistance
- Not be receiving federal or state financial aid from another institution for the same enrollment period

Students with prior baccalaureates are not eligible to receive Pell or SEOG grants.

An eligible certificate program must be 16 credit hours or more. Financial aid must be prorated for programs that are less than 30 weeks in any academic year. Federal loans must be prorated for programs consisting of 16 to 23 credits.

A student must be enrolled at least half-time to qualify for Direct Student Loans (DL). In a regular length semester, half-time is the equivalent of six credits. Audited courses, Transfer Credits, Credit by Exam and Experiential Learning Credits do not count towards eligibility.

Special financial aid coordination is required when a student is enrolled at more than one Community College.

To maximize Pell grant eligibility for courses that do not span the entire length of the semester, a student must be registered prior to the primary census date within that semester. Students should contact the Financial Aid office for clarification of this condition.

How to Apply

To apply for financial aid at one of the Community College System of New Hampshire institutions, students must complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov. Additionally, financial aid forms and scholarship information are available on your specific college web site. Students must complete the appropriate financial aid forms as requested and need to reapply by completing a renewal FAFSA each academic year they remain in college.

Application Checklist

- Apply for admission to CCSNH as an eligible certificate or degree seeking student. Each institution in the System has a separate admissions process. The best way to begin is to contact the Admissions Office at the college you want to attend. Go to this website to obtain the contact information for each Admissions Office:
<http://ccsnh.edu/admissionsoffice.html>
- File the FAFSA at www.fafsa.ed.gov
- Review your Student Aid Report (SAR)
- Complete the FAFSA verification process, if selected.
- Register for classes.
- Review, sign and return your Financial Aid Award Letter.
- Complete your Student Loan Entrance Counseling (if applicable) at <https://studentloans.gov/>
- Sign your Student Loan Master Promissory Note (if applicable) at <https://studentloans.gov/>

When to Apply

Students should apply for financial aid as soon as possible after January 1 of the year they will begin college. Applications will be accepted all year long, but since some aid is limited and awarded on a first-come, first-served basis, those students who apply by May 1 will receive priority. Before aid is disbursed, the Financial Aid Office must be in receipt of the following:

1. Appropriate Tax Transcripts and W2's (if requested)
2. Financial aid verification form (if requested)
3. Any other documents required for verification
4. Signed letter indicating acceptance of aid
5. Evidence of acceptance and enrollment at the college

Determining Your Eligibility

The following equation is used in determining your financial aid eligibility:

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

The Cost of Attendance (COA) is an estimate of the cost for you to attend college at a CCSNH institution, including tuition and fees, room and board, books and supplies, personal/miscellaneous expenses, and transportation.

Enrollment Status:

Student enrollment at CCSNH institutions is defined according to the number of credits for which the student is enrolled, as follows:

- Full-time: 12 or more credits in a semester
- $\frac{3}{4}$ time: 9 - 11 credits in a semester
- $\frac{1}{2}$ time: 6 - 8 credits in a semester
- Less than $\frac{1}{2}$ time: Less than 6 credits in a semester

Cost of Attendance (COA)

The following is a sample COA constructed for a 9 month academic year with full time attendance (24 credit hours for the year) for a student living off campus. Although this is a sample COA, and as such will not be the final COA used to award student aid, students can use these figures as a guide for planning the academic year. For more information regarding the COA at your college, contact your Financial Aid Office.

Tuition (24 credit hours)	\$5,040
Room and Board	\$12,321
Fees	\$456
Books and Supplies	\$1,200
Transportation	\$4,875
Personal Expenses	\$1,800

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Total Sample Cost of Attendance \$25,692

Special Note: A student's COA must be reviewed each semester. Generally speaking, the enrollment level during the Fall Semester dictates the students COA for the year. (Full Time (12+credits, Mixed (6 – 11 credits), Less than half time (less than 6 credits). However, if a student is enrolled for less than half time in a semester, their COA must be adjusted for that semester to excluded Personal Expenses and Room and Board.

Expected Family Contribution (EFC)

Your Expected Family Contribution (EFC) reflects your (and, if you are categorized as a dependent student, your family's) ability to contribute to the Cost of Attendance. The calculations used to determine the EFC are based on the United States Department of Education's mandated formula known as the federal methodology. The Department of Education applies the formula to the information you have provided on the FAFSA application and computes a figure for your Expected Family Contribution.

Your financial aid award is based on both your demonstrated financial need and the availability of funds. Campus-based funds (SEOG, FWS and Perkins Loans) are limited, so you should apply early in the processing cycle. For example, an April 1st FAFSA filing date will provide more time to process your file than if you file your FAFSA by the priority filing date of May 1st,

Awarding Aid

Financial aid applications are processed, and financial aid is awarded, according to US Department of Education regulations for administering the various types of available aid.

All students are first considered for the federal **Pell Grant**, which is available to students with significant financial need, and who meet all other eligibility requirements.

Pell Grant eligibility is established by the FAFSA. Actual payments of Pell Grants are based on eligibility and enrollment –

- Students enrolled in less than 6 credits per semester receive one-quarter (25%) of the full Pell Grant for that semester
- Students enrolled in 6 to 8 credits (half-time) receive one-half (50%) of the full Pell Grant for that semester
- Students enrolled in 9 to 11 credits receive three-quarters (75%) of the full Pell Grant for that semester
- Students enrolled in 12 credits or more (full-time) receive 100% of the full Pell Grant for that semester.

Pell Grant recipients are limited to a **lifetime maximum** of 12 full-time semesters of eligibility. This maximum applies to all colleges the student attends. For example, a student who uses 3 full-time semesters and two half-time semesters of Pell at one of the CCSNH colleges will have received the equivalent of four full-time semesters of Pell, and will be eligible for only eight additional full-time semesters of eligibility at another college or colleges.

After the Pell Grant, a student with significant financial need may be awarded another federal grant, the **Supplemental Educational Opportunity Grant (SEOG.)** Availability is dependent on limited federal funding to the Colleges. SEOGs are awarded to students enrolled at least half-time (6 or more credits in one or more semesters) who meet all other eligibility requirements, until funds are exhausted.

Students with financial aid need who indicate an interest on the FAFSA will be considered for **Federal Work-Study (FWS)** eligibility, which allows them to earn an hourly wage for part-time jobs on campus and in select off-campus agencies. FWS Program eligibility is available to students enrolled at least half-time (6 or more credits in one or more semesters) who meet all other eligibility requirements. Funds available are based on limited annual federal funding.

Student with additional financial need are considered for the **Federal Perkins Loan.** Perkins Loans are available to students enrolled at least half-time (6 or more credits in one or more semesters) who meet all other eligibility requirements. Funds available are limited to the repayments of previous borrowers.

After Pell Grant, SEOG, FWS and Perkins Loan consideration, all students are considered for the **Federal Direct Student Loan Program**. Direct Student Loans are available to students enrolled at least half-time (6 or more credits in one of more semesters) who meet all other eligibility requirements.

Students with remaining financial need are offered **Subsidized Direct Student Loans**, up to the annual maximum eligibility of \$3,500 for first year students (31 or fewer credits earned) and \$4,500 for second year students (32 or more credits earned.)

All students, regardless of financial need, who meet all other eligibility requirements and who are enrolled in at least 6 credits in one or more semesters, are offered **Unsubsidized Direct Student Loans**.

The maximum Direct Student Loan eligibility for first- year students (31 or fewer credits earned) is \$5,500 for dependent students and \$9,500 for independent students. As noted above, for students demonstrating financial need on the FAFSA, up to \$3,500 of this total will be Subsidized Direct Student Loan; the balance will be Unsubsidized Direct Student Loan.

The maximum Direct Student Loan eligibility for second year students (32 or more credits earned) is \$6,500 for dependent students and \$10,500 for independent students. As noted above, for students demonstrating financial need on the FAFSA, up to \$4,500 of this total will be Subsidized Direct Student Loan; the balance will be Unsubsidized Direct Student Loan.

Direct Loan limits for 2012-2013 (subject to federal regulatory changes):

Dependent Student:

First Year (01 Grade Level – 0 to 31 credits earned :) \$5,500 (up to \$3,500 subsidized)

Second Year (02 Grade Level – 32 or more credits earned :) \$6,500 (up to \$4,500 subsidized)

Independent Student:

First Year (01 Grade Level – 0 to 31 credits earned:) \$9,500 (up to \$3,500 subsidized)

Second Year (02 Grade Level – 32 or more credits earned:) \$10,500 (up to \$4,500 subsidized)

The student may accept or reject as much of the package as he/she wants.

Aggregate Federal Student Loan Limits

There are aggregate federal loan limits. Students who qualify may borrow the following to complete an undergraduate degree:

- Dependent Students – up to \$31,000 of which only \$23,000 can be subsidized;
- Independent Student – up to \$57,500 of which only \$23,000 can be subsidized.

Federal Parent Loan for Undergraduate Students (PLUS)

Parent Loans for Undergraduate Students (PLUS) are loans made to parents of dependent undergraduate students. Parents may borrow up to the student's cost of attendance less anticipated financial aid. Additional information is available through the Financial Aid Office or at studentloans.gov.

Alternative Loans for Parents and Students

These loans are offered by various lenders to assist parents and students meet educational expenses. Such funds may assist families that do not qualify for or need to supplement other forms of financial aid. Information is available at [here](#).

Lender Code of Conduct

Information is available on the Code of Conduct for lenders of Alternative/Private Loans by selecting Code of Conduct under Related Links at <http://www.ccsnh.edu/links.html>.

Grade Level

Grade level is determined by the number of credits successfully completed, accepted and recorded by the Registrar's office.

First Year - 01 grade level - 0 to 31 credits earned

Second Year - 02 grade level – 32 or more credits earned

Special Circumstances

The financial aid staff at CCSNH colleges calculate each financial aid award individually, based on financial need demonstrated by the FAFSA. The calculation is usually based on a student's and family's prior calendar-year income. Students and families who have experienced significant changes in family structure, size or income should contact the Financial Aid Office to discuss the situation. If a special review is appropriate, the student will be asked to complete a Special Circumstances application, and will be advised what additional documentation is required.

Consortium Agreements

Colleges within the CCSNH have worked out a Consortium Agreement procedure, whereby students receiving financial aid at their (home) college may use that aid to take courses at other (host) colleges within the System. The agreement is a formal contract between the home and host colleges.

A student who wishes to receive financial aid to take a course at a CCSNH college other than the home college is required to complete a Consortium Agreement with the home college Financial Aid Office. Courses taken at a host College must be approved for transfer to the student's home college academic program.

Students participating in the Consortium Agreement program give permission for the host college transcript to be presented to the home college Registrar. Courses covered by the Consortium Agreement will be taken into account in determining Satisfactory Academic Progress for Financial Aid at the home college.

Please contact the Financial Aid Office at your home college for more information.

Return of Title IV Funds

A financial aid recipient who does not complete all of the days he/she was scheduled to attend during the payment period may be required to repay all or a portion of the financial aid he/she received for that semester. Recipients may also be required to pay back, to the College, all or a portion of tuition charges.

Title IV funds are awarded to a student under the assumption that the student will complete all courses he/she is scheduled to attend during the period financial aid assistance is awarded. When a student ceases attendance and does not complete all courses he/she was scheduled to attend, the student may no longer be eligible for the full amount of Title IV funds that the student was originally scheduled to receive.

If a student ceases attendance prior to completing more than 60% of the payment period or period of enrollment, the amount of Title IV grant or loan assistance earned by the student must be determined using a specific formula. This is known as the Return to Title IV Funds calculation. If the amount disbursed to the student is greater than the amount the student earned, unearned funds must be returned by the College and/or the student to the appropriate program. If the amount disbursed to the student is less than the amount the student earned, and for which the student is otherwise eligible, he or she is eligible to receive a Post-withdrawal disbursement of the earned aid that was not received. The exact amount to be returned by the College and/or repaid by the student will vary depending on the amount of financial aid received and the point in which the student ceases attendance from the College.

The amount of assistance earned is determined on a prorated basis. For example, if the student completed 30% of the payment period or period of enrollment, he/she would earn 30% of the assistance he/she was originally scheduled to receive. If the student completes more than 60% of the payment period (generally the length of the semester) or period of enrollment (if enrolled in Modules only – courses that run less than the full semester), all the assistance that he/she was scheduled to receive for that period is earned.

There are some Title IV funds that students are scheduled to receive that cannot be disbursed once a student withdraws because of other eligibility requirements. For example, a first-time, first-year undergraduate student must complete 30 days of his/her program in order to be eligible for a Direct Loan disbursement. If the student withdraws prior to completing 30 days of his/her program, he/she will not receive any Direct Loan funds.

If the student receives excess Title IV program funds that must be returned, the College must return a portion of the excess equal to the lesser of:

1. The institutional charges multiplied by the unearned percentage of the student's funds, or
2. The entire amount of excess funds.

The College must return this amount even if it did not keep this amount of the student's Title IV program funds.

If the College is not required to return all of the excess funds, the student must return the remaining amount. Any loan funds that must be returned by the student, (or student's parent for a PLUS Loan) are to be repaid in accordance with the terms of the promissory note. That is, the student must make scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that a student must return is called an overpayment. The maximum amount of a grant overpayment that a student must repay is half of the grant funds he/she received or was scheduled to receive. The student must make

arrangements with the school or the Department of Education to return the unearned grant funds.

The requirements for the Title IV program funds when a student withdraws are separate from the College refund policy. Therefore, a student may still owe funds to the College to cover unpaid Institutional charges. The College may also charge a student for any Title IV program funds that the school was required to return. A student will not be allowed to register for any future courses until this required refund is paid.

The College will return funds to the appropriate aid programs as prescribed by law and regulations in the following order:

1. Federal Direct Unsubsidized Stafford Loan
2. Federal Direct Subsidized Stafford Loan
3. Federal Perkins Loan
4. Federal Direct PLUS Loan
5. Federal Pell Grant
6. Federal Supplemental Education Opportunity Grant
7. Other Title IV Aid Programs
8. Other Federal sources of aid
9. State/Private/College aid

Verification

Any student may be subject to verification. Students whose applications for financial aid have been flagged by the federal processing system will be required to complete verification. Students will be advised as to which types of documentation must be submitted in order to meet verification requirements. This documentation **may include some or all of the following:**

- 2012-13 Verification Worksheet
- 2011 federal Tax Return Transcripts for the applicant
- 2011 federal Tax Return Transcripts of the applicant's parents if the student is considered dependent for financial aid purposes
- 2011 W2s
- 2012-2013 Verification of Supplemental Nutrition Assistance Program (SNAP – formerly known as Food Stamps)
- 2012-2013 Verification of Child Support Paid

Applicants should be aware that, until all required documentation has been received and reviewed by the Financial Aid Office, no Title IV money will be awarded and/or disbursed. This documentation must be submitted within fourteen days of request or by the end of the academic year, whichever comes first.

If documentation verifies the information submitted on the original application, financial aid will be disbursed as soon as admission, registration and class attendance can be confirmed. If the documentation indicates the need for corrections, the student will be notified. Corrections will be made electronically to the applicant's Student Aid Report by the Financial Aid Office.

Satisfactory Academic Progress Policy

The Financial Aid Office is required by federal regulations to periodically review financial aid recipients to ensure that they are making academic progress towards the completion of their program of study. Satisfactory academic progress for financial aid recipients is measured by both qualitative and quantitative standards and is an assessment of a student's cumulative academic record while in attendance at the institution.

Qualitative Standard		
	Cumulative GPA (CGPA) Component	Must have earned at the published intervals.
Quantitative Standard		
	Completion Rate Component	Must complete at least <u>2/3</u> (66.666%) of the credits attempted.
	Maximum Timeframe Component	May receive financial aid for up to <u>150%</u> of the number of credits required for successful program completion.

In general, coursework that is taken while in attendance at the CCSNH institution and that applies to the student's academic program is considered when reviewing your academic record for satisfactory academic progress. However, there are some exceptions. Please refer to the table below for a breakdown of how each type of course or credit is treated in the review.

	Cumulative GPA Component	Completion Rate Component	Maximum Timeframe Component
Courses attempted	Y	Y	Y
<u>Repeat Courses</u>	Y	Y	Y
<u>Transfer Credits</u>	N	Y	Y
<u>Consortium Credits</u>	N	Y	Y
<u>Developmental/Remedial/ESL</u>	Y	Y	Y
<u>Incompletes</u>	Y	Y	Y
<u>Audit Courses</u>	N	N	N
<u>Credit by Examination</u>	N	N	Y

Qualitative Standard

Cumulative GPA (CGPA) Component

A student must maintain a minimum cumulative grade point average as noted below to be considered as making satisfactory academic progress.

<u>Total Credits Earned</u>	<u>Minimum Cumulative Grade Point Average Required For the Program</u>
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<u>Credits</u>	<u>Certificate/ Diploma</u>	<u>Associate</u>
0 – 13	1.50	1.50
14 – 27	2.00	1.70
28 – 40		1.80
41+		2.00

Quantitative Standard

Completion Rate Component

A student must successfully complete at least two-thirds (66.666%) of the total credits he/she attempts throughout his/her academic career at the college. All attempted credits resulting in either an academic grade or administrative transcript notation will be included in the quantitative calculation.

For example, a student who has enrolled in 36 credits throughout his or her academic career at the college must pass more than 24 credits in order to be making Satisfactory Academic Progress.

Maximum Timeframe Component

A student may receive student federal aid for any attempted credits towards his or her program of study as long as those credits do not exceed 150% of the published length of the student’s program of study.

For example, a student enrolled in an eligible 24 credit certificate program can receive financial aid for up to 36 credits attempted. Likewise, a student enrolled in a program of study which requires 64 credits to earn the degree may receive student federal aid for a maximum of 96 credits attempted.

If a student changes curriculum programs or graduates and requests a second degree, a degree audit will be completed and evaluated to determine what portion of the requirements for that curriculum has been satisfied. Students who seek a dual degree may appeal for an extension of the maximum time frame provision of this policy. Appeals will be evaluated on an individual, case-by-case basis.

Academic Periods Included in the Review

The qualitative and quantitative standards of the Satisfactory Academic Progress policy will be used to review the academic progress for all periods of the student’s enrollment. Even periods in which the student did not receive Financial Aid funds will be included in the review. Additionally, periods for which the student was granted academic amnesty will be included in the review.

Satisfactory Academic Progress Review Process (SAP):

Question	Answer
When is my academic progress <u>Reviewed</u> ?	At the end of each semester
Are there Probationary Periods?	Yes, referred to as Warning Periods
Is there an Appeal Process?	Yes
Can you regain Financial Aid eligibility once you lose it?	Yes

The qualitative and quantitative components of the SAP policy will be reviewed at the end of each semester within the regular academic year of the student’s program of study.

Students who meet SAP standards will be coded as making Satisfactory Academic Progress and will retain eligibility for Student Federal Aid for the following semester.

Students who do not meet SAP standards will be placed on SAP warning for one semester. Students placed on SAP warning will retain their eligibility for Student Federal Aid for that upcoming semester.

STUDENTS PLACED ON SAP WARNING

At the end of the warning period, SAP standards will be reviewed. If the student meets SAP standards, he/she will once again be coded as making satisfactory academic progress and will retain eligibility for Student Federal Aid for the next semester.

If the student is still unable to meet the standards for SAP, he/she will no longer be eligible to receive Financial Aid at the institution until such time that he/she is able to meet the standards of SAP.

REPEAT COURSES

Financial Aid will cover a repeated course only when it is repeated to replace an unacceptable grade as determined by a specific course and/or major. Only the most recent grade for a course that has been repeated will count towards a student's CGPA. Therefore, grades from prior attempts will be excluded from the student's cumulative GPA. **However, all attempts including the most current will be included in the calculation for the completion rate and maximum timeframe components.**

TRANSFER CREDITS

Credits that are transferred in from another institution and apply to the most current major will be excluded from the student's cumulative GPA. **However, they will be included in the calculation for the maximum timeframe and completion rate components.**

CONSORTIUM CREDITS

All courses taken at an institution other than your home institution through an official consortium are included in the calculation for completion rate and maximum timeframe components, but are excluded from the student's cumulative GPA component.

DEVELOPMENTAL / REMEDIAL / ESL COURSES

Credits from these courses will be included in the calculations for all three components of the satisfactory academic progress review. A student is eligible for up to 24 credit hours of federal financial aid in this category.

INCOMPLETES

All incompletes must be resolved by the end of the third week of the semester following the receipt of the incomplete grade. If not, the grade is either automatically changed to an "F" or is considered to be an "F" for all components of the satisfactory academic progress review. Financial Aid can be withheld until Incompletes are resolved.

AUDIT COURSES

Financial Aid does not cover any courses a student audits. Further, audit courses are not included for any of the calculated components.

CREDIT BY EXAMINATION

Financial Aid does not cover courses for which a student earns credit through examination. Credit by Examination courses count toward the maximum time frame component, but are excluded from the student's cumulative GPA component and completion rate components.

APPEAL PROCESS

A student who becomes ineligible for federal student aid as a result of not meeting Satisfactory Academic Progress standards may appeal for a review of that determination. A student who believes he/she has extenuating circumstances that affected his or her ability to progress satisfactorily should appeal in writing (letter or form) within 15 days of the date of the letter indicating a loss of financial aid eligibility. Exceptions may be granted to this time limitation by the Financial Aid Office.

Items to include in the appeal:

- Student name and ID
- Circumstances that prevented student from achieving SAP standards
- An Academic Plan which the student will use to regain satisfactory progress

The student appeal letter should be addressed to the Financial Aid Appeals Committee and be submitted to the Financial Aid Office. A successful appeal may preserve the student's eligibility for federal student aid in the following semester.

For further information about the Financial Aid Satisfactory Academic Progress policy, please contact the Financial Aid Office.

Is Financial Aid Taxable?

Scholarships and grants (but not loans) which exceed the cost of tuition, fees, required books and equipment are considered taxable income under the Tax Reform Act of 1986. It is the responsibility of the student to properly report this income to the Internal Revenue Service.

<http://www.irs.gov/publications/p970/index.html>

Information on Tax Credits

Many taxpayers are now eligible to claim educational tax credits through the Lifetime Learning Credit or the American Opportunity Tax Credit. Eligibility for these tax credits is affected by family adjusted gross income, amounts of qualified educational charges paid and enrollment status. Only payments made for the appropriate tax year for qualified educational charges will be eligible for tax credits on your current year tax forms. Qualified educational charges include tuition and fees, but exclude books, room and board, and other nonacademic fees. In late January 1098-T forms are mailed to students. These forms show eligible charges billed, and grants and /or scholarships processed in the applicable year.

Please note, the college does not provide personal tax advice. We suggest you contact a qualified tax professional for additional information.

<http://www.irs.gov/newsroom/article/0,,id=213044,00.html>

Financial Aid Web Sites

College Search, Scholarships Search, Sample Test

www.gocollege.com

Community College System of New Hampshire

www.ccsnh.edu

Entrance/Exit Counseling

www.studentloans.gov

Financial Aid at CCSNH

www.ccsnh.edu/links.html

Free Application for Federal Student Aid Site

www.fafsa.ed.gov

www.pin.ed.gov

Free Scholarship Search Service

www.fastweb.com

www.scholarships.com

www.free-4u.com

General Financial Aid Information

www.finaid.org

General US Department of Education Financial Aid Information

www.ed.gov

Information on Scholarship Scams

www.finaid.org/finaid/scams.html

International Student Awards and Scholarships

www.nasfa.org

www.iefaf.org

www.internationalstudent.com

www.edupass.org/finaid/

IRS Online Forms and Publications

www.irs.gov

Loan Consolidation

www.loanconsolidation.ed.gov

Loan Information

www.nsls.ed.gov

www.studentloans.gov

www.myedaccount.com

www.direct.ed.gov

Master Promissory Note

www.studentloans.gov

New Hampshire Charitable Foundation

www.nhcf.org

Planning and Paying for College

www.salliemae.com

Planning & Preparing for College

www.CollegeIsPossible.org

www.nhheaf.org

www.collegeboard.org

Selective Service Information

www.sss.gov

All financial aid applications will be considered without regard to race, color, religion, national origin, gender, sexual orientation, age, marital status, or the presence of any physical, sensory or mental disability.

Information in this publication is subject to change without notice and does not constitute an agreement between CCSNH Colleges and the student.