

FINANCIAL ASSISTANCE

GUIDELINES AND INFORMATION



**THE WASHINGTON COUNTY CAREER CENTER,
ADULT TECHNICAL TRAINING
2010 - 2011**

**THE WASHINGTON COUNTY CAREER CENTER,
ADULT TECHNICAL TRAINING
FINANCIAL AID HANDBOOK
2010 – 2011**

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What is Student Aid?

Student aid is financial help that can be available in many forms to qualifying students. Here at the Washington County Career Center, Adult Technical Training, we participate in some of the following options: the Pell Grant, Veterans Benefits, and we are able to create employer plans, work with funding agencies such as WIA and TAA/TRA, and we try to establish small payment plans to qualified individuals when necessary. Aid can cover student school expenses, including tuition and fees, books, tools and supplies, and transportation.

The most common types of aid here at the Washington County Career Center, Adult Technical Training are the Pell grants, student loans, and working in cooperation with the funding agencies. *Note: Not all schools participate in all Federal Student Aid Programs.*

- GRANTS....financial aid that does not need to be repaid. Generally, grants are for undergraduate students, and the grant amount is based on need, cost of attendance, and enrollment status. The Washington County Career Center, Adult Technical Training recognizes the Pell Grant.
- LOANS....borrowed money that must be repaid with interest. The Washington County Career Center, Adult Technical Training does not recognize the Perkins or Stafford Loans. The Adult Technical Training suggests that you contact your local banks, credit unions, or various lending agencies to assist with your funding. The Career Center is not associated with, nor recommend any particular agency.

Who gets Federal Student Aid?

Federal student aid is financial help that may be available if you're enrolling in an eligible program at an eligible school participating in federal student aid programs. Some of the requirements to receive aid from the U.S. Department of Education's FSA programs are that you must:

- be a U.S. citizen or eligible noncitizen with a valid Social Security Number;
- have a high school diploma or a General Education Development (GED) certificate or pass an approved ability-to-benefit (ATB) test;
- enroll or be accepted for enrollment as a regular student working toward a degree or certificate in an eligible program at a school that participates in the federal student aid programs (full-time certificate program);
- not be enrolled in elementary or secondary school;
- register (or have registered) with the Selective Service if you are required
- not have earned the equivalent of a bachelor's degree.

Also:

- you must not owe a refund on a federal grant or be in default on a federal student loan;
- you must have financial need;
- you must not have certain drug convictions;
- you must certify that you will use federal student aid only for educational purposes.

And to maintain eligibility:

- you must meet satisfactory progress standards set by the postsecondary school you are attending, working towards a certificate;
- you must meet enrollment status requirements.

When you apply for aid from FSA programs, the U.S. Department of Education verifies some of your information with the following federal agencies (if applicable): Social Security Administration, Selective Service System, U.S. Department of Justice, and/or U.S. Department of Veterans Affairs.

FAFSA – Free Application for Federal Student Aid

What is a Federal Pell Grant?

A Federal Pell Grant, unlike a loan, does not have to be repaid. Generally, Pell Grants are awarded only to undergraduate students who have not earned a bachelor's or professional degree, such as medicine or law. Pell Grants are usually a foundation of financial aid, to which other sources may be added. You may only receive one Pell Grant in an award year, and you may not receive PELL Grant funds from more than one school at a time.

What is FAFSA?

The Free Application for Federal Student Aid (FAFSA) is the first step in applying for student aid. It is the document that the federal government uses to determine how much of your tuition you are able to pay, and how much money you are eligible to receive.

Although the paper version of the FAFSA is available, the fastest and most accurate way to complete the application is online. Visit www.fafsa.ed.gov.

How do you apply for the Federal Student Aid?

1. Complete the needed forms.

You have to submit your complete, correct FAFSA in a required timeframe, but be sure to check the deadlines for state aid that the FAFSA lists. You can complete the form and send by US mail, complete the online form, or see your financial aid advisor.

***Remember** to include the *school code* for the Washington County Career Center **030342**.

You can get a FAFSA:

- ✦ online at www.fafsa.ed.gov
- ✦ from a school's financial aid office
- ✦ from a local public library
- ✦ from the Federal Student Aid Information Center at 1-800-4-FED-AID
(You can call this number with any FAFSA questions that you may have.)

2. Review your Student Aid Report (SAR).

After submitting the FAFSA, you will receive a Student Aid Report (SAR).

When you receive it:

1. Review the SAR and make any corrections.
2. If asked, submit your tax returns, w-2s, verification worksheet, and any other requested documents to the Financial Aid Office.
3. You will receive an award notice that tells you the details of the aid you are eligible to receive.

Usually about four weeks after you submit your FAFSA, you will receive a SAR (or a SAR Information Acknowledgement if you applied via the Internet). The SAR confirms the information reported on your FAFSA and will list your Expected Family Contribution (EFC) in the upper right hand corner of page 1. The EFC is an index of need that your financial aid administrator will use to determine the amount of federal student aid you qualify for. It is a standard formula the U.S. Department of Education uses, established by Congress.

3. Contact the school(s) you may want to attend.
Talk with the financial aid administrators at the schools you're interested in attending. They'll review your SAR and will discuss the aid offered to you.

Notification of Eligibility to Receive Financial Aid

Once you have submitted all of the documents for your financial aid application you should expect to be notified of your eligibility to receive aid within the next 2 – 3 weeks. At this point, the amount of the award is just an estimate, based on the information you provided on the application.

Revisions: If the initial information provided on the application differs greatly from the actual information, there may be a significant difference in the final award. If you are selected for verification, supporting documents should be submitted immediately to avoid delays in processing the awards. If any changes result in a decrease in aid and a refund has already been posted, you will be responsible for any account balance.

Missing Information: If additional information is required in order to process your application for financial aid, you will receive a missing information letter. It is recommended that you periodically check the status of your application online.

Failure to submit any information requested in a timely manner will delay application processing.

Financial Aid Costs of Attendance

Costs of Attendance for Academic Year 2010 - 2011

This estimate of the cost of attending the Adult Technical Training at the Washington County Career Center reflects full-time enrollment (720 or greater certificate one-year programs). Please note that all budgets are only estimates of student expenses based on academic programs and are estimated for twelve months.

In/Out-of-State Residents (no difference in costs)

Tuition and Fees	\$6,000
Room and Board	\$2,500
Transportation	\$1,500
Books	\$1,000
Supplies/Tools	\$1,000
Personal Expenses	<u>\$3,000</u>
Total	\$15,000

Funding Agencies and Other Sources To Consider

The Workforce Investment Act (WIA)

The WIA authorizes services for youth, adults, and laid-off workers. Activities may include instruction leading to completion of secondary school, tutoring, internships, job shadowing, work experience, adult mentoring, and comprehensive guidance and counseling. While eligible laid-off workers are generally individuals who have been terminated from their last employment and are unlikely to return to their previous industry or occupation, displaced homemakers and self-employed individuals also may qualify for these services. Adult and laid-off worker services are provided through locally based One-Stop Centers (for Ohio) and Workforce Centers (for West Virginia). These centers provide access to a full range of services pertaining to employment, training and education, employer assistance, and guidance for obtaining other assistance. While WIA requires the centers to provide specific services, local areas may design programs and provide services that reflect the unique needs of their area. The types of service depend on individual economic situations.

Here's a list of some local offices:

Athens County.....	740-797-2523
Guernsey County.....	740-432-9317
Monroe County.....	740-472-5711
Morgan County.....	740-962-2519
Noble County.....	740-732-2392
Washington County.....	740-373-3745
Wood County.....	304-420-4531

If you are not local to one of the offices listed above, you can search the listings in your local telephone directory under headings like Employment and Training Department or Human Resources Department, or you can also find more information from your local State Employment Service office.

Trade Adjustment Assistance (TAA) Funds

The TAA program is a federal program established under the Trade Act of 1974, as amended. The TAA Program provides aid to workers who lose their jobs or whose hours of work and wages are reduced as a result of increased imports. Workers whose employment is adversely affected by increased imports may apply for TAA. TAA offers a variety of benefits and reemployment services to assist unemployed workers prepare for and obtain suitable employment. The TAA program emphasizes retraining and reemployment services tailored to meet the needs of the individual workers. Major activities and services include training for employment in another job/career and income support known as trade readjustment allowances (TRA), plus more. Workers may be eligible for training, job search and relocation allowances, income support, and other reemployment services. You need to contact you nearest local State Unemployment Insurance agency for more information.

Training Readjustment Act (TRA) Funds

TRA funds are sometimes available for dislocated workers to pursue training. TRA is income support to persons who have exhausted Unemployment compensation and whose jobs were affected by foreign imports. In Ohio and West Virginia, apply at your local employment services office.

Bureau of Vocational Rehabilitation (BVR)

Financial assistance from this agency is for students with documented disabilities or handicaps. The students assigned case managers will assess BVR's referral process and determine eligibility. Call 1-800-282-4536 for the nearest BVR office in your area.

Veterans Assistance Programs (VA)

The Veterans Administration administers a number of education and training programs for veterans, service persons, and eligible dependents. The agency has certain requirements, and the student must be enrolling in an eligible program. Check with your local U.S. Department of Veterans Affairs office. Information is also available through the Internet at www.gbill.va.gov. If you need additional assistance, you call the toll-free number **1-888-GI-BILL-1 (1-888-442-4551)** to speak with a Veterans Benefits Counselor. Please keep in mind that each state may have different benefits and/or programs available.

Payment Plans

A payment plan can be arranged for those who either do not qualify for financial aid assistance or for those which assistance does not cover 100% of their educational expenses. All classes are arranged to be paid on a quarterly basis; meaning money is collected quarterly. For example, with a full-time program, the entire balance is not due in the first quarter; it is divided throughout the year by the beginning of the four quarters.

The payment plan requires the student to pay for 50% of tuition on or before the first class session. The remaining tuition will be divided into even payments over the remaining two month period. Also, any book, supply, or tool costs must be paid on or before the first class session before any items can be disbursed to the student.

Payments being made to the school, for a student, can be made by cash, check, or Visa or MasterCard.

Employer Payment Plans

If you are working and your employer agrees to pay all or part of your cost of attendance, all authorization forms must be submitted and approved before the start of the program. Many companies and labor unions have programs to help pay the cost of postsecondary education for employees and/or their children.

Other Sources

Public libraries are an excellent source of information on state and private sources of aid if you want to do some private research on other options that may be available to you. Also, feel free to explore your options online for other sources of private financial aid or be sure to check with your banking facilities, who may also offer you financial options.

Financial Aid Rights and Responsibilities

Your Rights As A Student:

As a financial aid applicant, you have a right to:

- Confidentiality
- Reasonable access to your financial aid record and all application forms on a timely basis
- Information that describes eligibility requirements and application procedures
- A written request for additional information and written notification of your eligibility

As a financial aid recipient, you have a right to:

- Written information that describes the terms and conditions of all awards made by the financial aid office
- Written information regarding the appeals process
- Reasonable access to information and counseling regarding career possibilities

If you are awarded a loan, you have a right to:

- Detailed information from your lender about interest rates, fees, the balance owed, and repayment options and a copy of the completed promissory note from your lender
- Notification if your lender sells your loan or transfers the right to receive payment
- Repay your entire loan or any portion of your loan at any time without penalty

Your Responsibilities As A Student:

As a financial aid applicant, you have a responsibility to:

- Be aware of all eligibility requirements and application procedures
- Maintain your correct Social Security number, names, and address with the office
- Prepare your applications for financial aid accurately
- Review the information of your Student Aid Report (SAR)
- Be aware of all priority dates and final processing deadlines for the submission of forms
- Comply with all requests for additional information in a timely manner
- Keep copies of all financial aid information and all financial aid application forms. Any form sent to the financial aid office become the property of the office and are not returned to the student to use elsewhere.
- Keep copies of all financial aid award letters, promissory notes and disclosure statements, and other correspondence regarding your financial assistance
- Make arrangements with the office if you apply late for financial aid
- Conduct research on your future earning potential and borrow only the amount of money that you can reasonably repay

As a financial aid recipient, you have the responsibility to:

- Comply with the terms and conditions of all awards that you receive
- Notify the Financial Aid Office if your enrollment status changes after you apply for or receive financial aid
- Notify the Financial Aid Office if you receive scholarships, grants, or other benefits other than those awarded by the financial aid office
- Use your financial aid awards to pay only educationally related costs incurred during the current award period

If you are awarded a loan, you have a responsibility to:

- Notify your lender if you graduate, withdraw/discontinue school, or change your name or address
- Repay your loan according to the loan repayment schedule provided by the lender
- Notify your lender of anything that affects your ability to repay your loan
- Repay your loan even if you do not complete your certificate program, are unable to obtain employment, or are otherwise dissatisfied with your education

Policies and Procedures on Verification Issues

Each school must have written policies and procedures on verification issues.

For the Washington County Career Center, Adult Technical Training they are as follows:

1. Deadlines for students to submit documentation and consequences of the failure to meet these deadlines:
 - a. When students are marked for verification by FSA, the notification is marked on the student's SAR (student aid report). Students may contact the financial aid advisor at the school to see what is required of them as part of the FSA program requirements. Verification needs to be reported to the financial aid advisor by the fifth week of the quarter in order to receive the qualified award amount for that quarter and any to follow.
 - b. If the student does provide the information and the information that was reported cannot be correctly verified, the student must resubmit their verification documents and/or make corrections to their FAFSA application online if items were mistakenly reported incorrectly.
 - c. If the verification cannot be successfully completed by the financial aid officer by the sixth week of the quarter due to mismatching or lack of information provided on behalf of the student, the student's qualified award amount will be held until the next pay period pending the completion of the verification process.
2. Method of notifying students of award changes due to verification:
 - a. If upon the completion of the verification a student's award amount changes, the financial aid officer will complete a new award letter noting the verifications affect on the previous award amount.
 - b. The financial aid officer will speak with the individual student to explain the changes, and if a meeting cannot be arranged a copy of the award letter will be mailed to the student, requesting a signature of acknowledgement be returned to the financial aid officer.
3. Required correction procedures for students:
 - a. All corrections must be made by the student or parent, unless specific, case by case basis, arrangements are made with the financial aid advisor.
4. Standard procedures for referring overpayment cases to the department:
 - a. The financial aid officer will contact the FSA and determine what steps are needed to start the processes.
5. Clear explanation of required documentation:
 - a. Required verification items:
 - i. Household size
 - ii. Number enrolled in college
 - iii. Adjusted gross income
 - iv. U.S. income tax paid, and
 - v. Certain untaxed income and benefits
 - b. Acceptable Documentation:
 - i. School provided verification worksheet for Federal Student Aid Programs
 - ii. Signed tax returns for the needed tax year
 - iii. IRS tax transcript
 - iv. Form W-2, Form 4868, or other signed IRS forms with tax data
 - v. Official agency documentation
 - c. These documents required for verification are to be returned to the financial aid officer at the school-not the Department of Education.
6. Applicant's responsibilities:
 - a. It is the student's responsibility to complete the verification processes listed above by the deadlines in order for their application to be processed.

For Pell Grants, verification is complete when the student has corrected any errors or shown that the information is correct. In addition to all verifying documentation, the school must also have the student's valid ISIR or SAR on file by the verification deadline-if not, the student forfeits PELL for the award year, and all funds already disbursed must be repaid.

Satisfactory Academic Progress (SAP)

A student's progress will be monitored quarterly. Federal requirements state that SAP must be monitored by a qualitative measure (grades) and a quantitative measure (time). The following policies apply to students attending the Washington County Career Center, Adult Technical Training:

1. The maximum time frame for which a student must complete a training program is 150% of the required for normal completion of the program.
2. A student must have completed at the end of each quarter 90% of the cumulative scheduled clock hours and maintain at least a "C" grade point average to be considered making SAP.
3. For purposes of applying SAP, it shall be assumed that all students will complete the regular length program.

If it is determined that a student is not making satisfactory academic progress, the Adult Director will implement counsel, probation, or dismissal in accordance with the following guidelines:

- *If a student fails to meet any of the requirements for satisfactory academic progress at the end of the quarter, consultation with the school's counselor will be scheduled.
- *The student will be placed on probation for the following quarter if the following quarter is not the student's final term.
- *The student must pay for the pay period in which he or she fell below the SAP requirements of the school in full before reenrolling.
- *Eligibility cannot be regained for the original pay period in which the student fell below the SAP and caused the probation.
- *A student can earn financial aid benefits while on probation if satisfactory progress is maintained.
- *The draw of federal funds cannot be completed until successful completion of the probationary term.
- *Students not meeting the satisfactory academic progress will be responsible for payment for all costs themselves during this pay period.
- *If the student fails to meet one or more of the requirements by the end of the probation period, the student will no longer be making satisfactory academic progress and will be ineligible for federal financial aid.
- *Students terminated from receiving financial aid can reestablish eligibility by successfully completing their required number of hours and by attaining the overall required cumulative grade average by the end of the next period (the probationary period) meeting the schools requirements.
- *Withdrawing from school has no effect on the student's satisfactory academic progress upon reentering.

Other non-credit or elective classes a student may be taking in the same time frame as a program they are attending in which they are receiving federal financial aid (pell grant awards) will not be counted towards the calculating of satisfactory academic progress. Only the eligible programs attendance and grade progress will be calculated.

Appeal Procedures:

If a student is found to be ineligible for federal financial aid because satisfactory academic progress requirements were not met, the student may appeal this decision to the school's Financial Aid Administrator and Adult Technical Training Director by stating in writing the reasons why the minimum requirements were not met and why financial aid should not be terminated. The Financial Aid Administrator and Adult Technical Training Director will review the appeal and determine whether suspending financial aid is justified. The student will be advised of the decision in writing.

SATISFACTORY ACADEMIC PROGRESS APPEAL POLICY

On written appeal by a student, failure to meet one or more satisfactory academic progress requirements will be evaluated by the Financial Aid Administrator and the Adult Director. The student will be notified of the decision within two (2) weeks of the financial aid office receiving the written appeal request.

The following types of information may be considered in determining if a student is still maintaining satisfactory academic progress:

1. Unusual circumstances, such as extended illness or injury
2. Participation in campus tutoring or support services
3. Class attendance and completion of assignments
4. Death of a student's relative
5. Or other extenuating circumstances resulting in undue hardship to the student

If students are terminated from receiving financial aid for failure to maintain satisfactory academic progress, they must meet all requirements for minimum overall grade and cumulative credits earned for their academic level before eligibility for aid can be reinstated. Periods of non-enrollment in school have no effect on a student's satisfactory academic progress status upon reentering.

How Funds Are Disbursed For Pell Grants

The procedure below describes how the Pell Grant funds are received and disbursed. Other forms of financial aid are usually received by the school and applied directly to the student's bill. Pell funds are distributed to the student only in those cases where the total financial aid to be received exceeds the student's bill for tuition and books/supplies/tools for that quarter.

All financial aid funds are disbursed by the Treasurer's office and students are given notice when monies are applied to their account. All checks for monies going directly to the student will be given to the Financial Aid Office for distribution.

The following procedure is used:

1. The financial aid office shall determine each student's eligibility for a Pell Grant disbursement. Once the student has been determined eligible, the financial aid office prepares a Pell calculation sheet showing the amount of the expected Pell Grant disbursement on a quarterly basis.
2. Each quarter the financial aid officer prepares an eligibility roster and submits this to the treasurer's office.
3. The treasurer's office prepares purchase orders for the school indicating the student and the amount of the grant that is to be credited to each student's account and to those who receive the funds directly. Once all electronic transactions have been completed, checks are issued within three business days.
4. Students must sign a receipt for any check above the amount of \$25.

Note: Any student who has not received a valid SAR/ISIR will not be issued a Pell Grant payment and will not receive a disbursement until the financial aid office receives such. If a student is chosen for verification, the Financial Aid Officer must receive all documents before any disbursements can be made.

Tuition and Fee Policy

All tuition and fees are due by the due date specified for the term. All previous balances must be paid prior to registration for the following academic quarter or class. Previous balances will prohibit the issue of official transcripts or any other official evidence of attendance. *All financial obligations due to the Washington County Career Center, Adult Technical Training must be paid in full before program completion. **Passports, certificates, and transcripts will not be released until all money due is paid in full.***

All students are responsible for all charges incurred for the quarter in which they enroll. Any student who withdraws must withdraw in accordance with the policies and procedures set forth in the Student Handbook for the Adult Technical Training.

If a student does not adhere to the proper withdrawal procedures, the student forfeits the right to any adjustment and waiver of a liability to the Adult Technical Training (refer to refund schedule for timeframes and refund amounts). If a student's account becomes delinquent, the Adult Technical Training office will pursue collection of all outstanding balances.

Withdrawing From School:

Tuition Credits or Refunds for Withdrawals

When withdrawing from a course or the Washington County Career Center, Adult Technical Training, a student is required to file a written notice of withdrawal to the office before being entitled to any credit or refund of tuition. Discontinued attendance or notification to the instructor or any other school employee will not constitute an official withdrawal.

Any unpaid charges on a student's financial account with the office will be subtracted from the refund prior to processing the refund request. Allow four to six weeks for receipt of a refund.

Exceptions to the refund policy may be made based on documentation of medical or other extraordinary circumstances made on a case by case basis.

Any other paperwork can also be completed at this time, and the student will be notified of any outstanding balances due on his or her account or of any monies that may be returned to the student.

Pell Policy

The Adult Technical Training requires students to reach 90% each quarter to prepare the drawdown process of the Pell award.

Refunds:

When a student withdraws or is terminated, the amount of any refund due to Title IV (Pell) programs will be calculated according to the Federal regulations governing the same. This calculation may result in the student owing a balance. Generally, Title IV funds are not drawn until after 90% completion of the period (quarter).

Refund Policy:

Full Tuition Refund – if the student withdraws 3 business days before the first class

50% Tuition Refund – if the student withdraws within the first week of class*

No Tuition Refund – if the student withdraws after the first week of class or was considered a “no show” (registered but never attended)

*Within the first week of class is considered to be by the end of class on the last scheduled class session for that first scheduled week.

Books, Tools, and Supplies are nonrefundable and cannot be returned once the student has taken possession. Some exceptions may be made in special situations that are reviewed with the Director.

Collection: *Any account past due at the end of the quarter will be turned over to a professional collection agency following the correct procedures.*

Financial Aid Confidentiality Policy

Student financial aid records are considered confidential and are only available to authorized financial aid personnel for the purpose of making and maintaining financial aid awards.

Students who apply for other sources of aid may be required to authorize in writing the release of financial aid information prior to the financial aid office releasing the information if requested.

Financial Aid Frequently Asked Questions

How do I apply for financial aid?

The Free Application for Federal Student Aid (FAFSA) is the first step in applying for student aid. To apply online, go to www.fafsa.ed.gov. You will need a PIN to electronically sign your application once it is completed. If you do not already have a PIN, you need to go to www.pin.ed.gov to register for your PIN. You may also submit a paper application available at most education facilities and libraries. Please include our school code (Washington County Career Center 030342) on your application.

What happens after I turn in my application?

The Department of Education will process your FAFSA and send you a Student Aid Report (SAR) which you are encouraged to review for accuracy. If any information is incorrect or has changed, you will need to submit a correction. If your FAFSA is selected for Verification by the Federal Processor or by the school, you will be required to submit additional documentation, including income tax returns and supporting documents.

What is the Verification process and why was I selected?

Verification is a process the federal government uses to make sure that the information you reported on your FAFSA is accurate. This prevents ineligible student from receiving aid by reporting false information, and it ensures that eligible student receive all of the aid for which they qualify. Each year the federal government selects approximately 30% of the applications for verification. Some of these applications are selected because FAFSA information is inconsistent, but others are chosen at random. A student whose application is selected must give his or her financial aid office certain documentation to show that the application information is correct.

What determines the amount and type of aid I will receive?

The process used to determine need for federal funds is the same at every college in the United States. "Need Analysis" uses the information from your FAFSA to determine your "Expected Family Contribution" (EFC) which is the dollar amount that your family is expected to contribute toward college costs. An electronic copy of your SAR, containing your EFC, is forwarded to the financial aid offices of the college(s) you indicated on the FAFSA. If the total cost to attend that college for one year is more than your EFC, you are determined to have financial need. Other factors used in the determination include the number of clock hours in your program, grade status, and availability of funds.

Note: Filing a FAFSA online provides you the opportunity to access your information online immediately.

How often do I have to complete the FAFSA?

Because your circumstances and eligibility can change greatly from one year to the next, you must complete the FAFSA each year you plan to attend college. The ideal time to complete the financial aid application process is between January 1 and March 1.

What happens if I drop or withdraw from a class?

It is very important that you speak with the financial aid office before withdrawing from a class. Dropping or withdrawing could result in you having to repay part of your award immediately.

How can I check on the status of my FAFSA or FAFSA Renewal Application online?

The Application Status Check is available online 24 hours a day, seven days a week to provide applicants with more flexibility. To access Application Status Check go to www.fafsa.ed.gov and select "Check my submitted FAFSA". If you have any questions or have any trouble accessing the website, you can contact the Federal Student Aid Information Center at 1-800-433-3243.

When will I receive my Pell check for the award period?

Pell monies are first credited to student accounts if balances are due. Any money remaining of the award, will be issued to the student by check from the Washington County Career Center. Credits or checks will be available for pick up/posting the last two days of each quarter.

Contact People and Other Information:

For more information, see the Adult Technical Training office or contact:
Director of Adult Technical Training David Combs
Financial Aid Administrator Alicia Becker

*See the student handbook for complete list of staff.

Washington County Career Center, Adult Technical Training
21740 St Rt 676
Marietta, OH 45750
740-373-6283 phone
740-376-2240 fax
www.mycareerschool.com

Useful Web Sites:

Applying for FAFSA online:
www.fafsa.ed.gov

Student Aid on the Web:

www.FederalStudentAid.ed.gov

- ✦ Find information on federal student financial aid and sources of nonfederal aid
- ✦ Apply online using FAFSA on the Web (online Free Application for Federal Student Aid)
- ✦ Obtain a PIN (makes applying online faster)

U.S. Department of Labor's Occupational Outlook Handbook

www.bls.gov/oco

- ✦ information on various careers and their earning potential

Frequently Requested Telephone Numbers:

Federal Student Aid Information Center (FSAIC)

1-800-4-FED-AID (1-800-433-3243)

The FSAIC staff can answer your federal student financial aid questions and can give you all the help you need – FREE – including:

- ❖ Information about federal student aid programs
- ❖ Help completing the FAFSA
- ❖ Help in making corrections to your Student Aid Report (SAR) which contains your application results
- ❖ Information about the process of determining financial need and awarding aid