



# Rockingham COMMUNITY COLLEGE

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## 2019-2020 Award Letter Instructions

### WHAT TO DO WITH YOUR FINANCIAL AID AWARD LETTER

1. **You are responsible** for being familiar with the information provided in this document.
2. If you are receiving (or anticipate receiving) any other financial assistance (examples: scholarships, waivers of tuition that are not listed on this award letter), you must report it to the RCC Financial Aid Office. **IMPORTANT NOTE:** If you receive additional aid at any time during the academic year, you must report it to the RCC Financial Aid Office.
3. **Keep your award letter and all associated materials** to refer to important dates you need to know throughout the school year.
4. The continuation of your financial aid from year to year is not automatic; all recipients must submit a FAFSA annually. The FAFSA application is available each year beginning on October 1<sup>st</sup>.

### UNDERSTANDING YOUR AWARD LETTER

1. The amounts listed on your award letter are based on full-time (12 credit hours) enrollment with the exception of the NC Community College grant (NCCCG) being based off of 15 credit hours or more as noted on your award letter. **IMPORTANT NOTE:** Adjustments (listed on page 3), will be made for less than 12 credit hours according to program requirements.
2. The financial aid award is available only for the term(s) shown on the award letter. Summer eligibility is based on your Satisfactory Academic Progress, availability of funds, and your remaining annual eligibility.
3. We reserve the right to revise your financial aid awards at any time if there are changes in your circumstances or if there is a change in the funding levels for any of the financial aid programs awarded to you.
4. The financial aid recipient authorizes RCC to apply the proceeds of the Pell Grant and other gift aid to his/her account. The award letter and the account record serve as a receipt.

### WHAT TO DO AT REGISTRATION...

1. Meet with your advisor and register for classes. Depending on your program of study, you will either make an appointment to meet with your advisor or visit the department's advising center.
2. For financial aid purposes, only register for classes required for graduation in your program of study. Financial aid only covers classes required in your program of study and needed to graduate. Additional classes will have to be paid for "out of pocket."

## WHAT TO DO AFTER REGISTRATION

1. Financial aid students may purchase books and supplies in RCC Bookstore on the following dates: **Aug. 8 – Sep 10 for fall semester; Jan. 2-31 for spring semester; and May 14-28 for summer semester.**  
*Take your RCC ID to the bookstore!*
2. Tuition and fees are automatically deducted from your financial aid account. If, after purchasing books and supplies, you have funds remaining in your account, you will receive a check from the Business Office for the balance of your semester award.
3. It is extremely important to keep your mailing address and email current with the Record's Office since the Business Office (as well as other offices on campus) relies on the address on file. **Updates can be done on Web Advisor.**

## NOTE: Check Disbursement by the Business Office

### Fall checks disbursed:

September 25, 2019

### Spring checks disbursed:

February 19, 2020

### Summer checks disbursed:

June 10, 2020

## PROGRAM REQUIREMENTS

- Federal Pell Grant – Gift assistance determined by enrollment status and Estimated Family Contribution (EFC). Pell Grants pay according to credit hours, i.e., 12 or more is 100%, 9-11 credit hours is 75%, 6-8 credit hours is 50%, and 5 credit hours or less is 25%. **Students enrolled in less than 6 credit hours per term may be only eligible for a small amount of the Pell Grant or no Pell Grant at all depending on EFC.**
- Practical Nursing is subject to a clock-hour conversion rate of 37.5. The formula is lecture/lab contact hours times 16 (ex. 3 hours X 16 weeks in the semester) divided by 37.5 ( $48/37.5 = 1.28$ ). Must be rounded down to 1. This conversion rate may reduce the amount of financial aid for which a student is eligible.
- BLET is a clock-hour program. Students must complete a certain number of hours in a 16 week period in order to receive aid the next semester.  
**BLET** students must complete 624 hours **Total**. Once **BLET** students have completed 312 hours and 12 weeks they will receive their second disbursement.
- Federal Supplemental Educational Opportunities Grant – Generally awarded to students with 0 EFC, until funding is exhausted.
- North Carolina Community College Grant – Awards are paid according to the credit hours. With the NCCCG only, there is an incentive for being 15 credit hours or more. Therefore, the amount on your award letter is for 15 credit hours or more and will be prorated according to enrollment. No awards are granted for enrollment of less than 6 credit hours.
- NC Education Lottery Scholarship – awards paid according to credit hours i.e., 12 or more credit hours is 100%, less than 12 hours pay ½ time award. Must be enrolled in a minimum of 6 credit hours.

- Federal Work Study – Recipients must be enrolled for at least 6 credit hours.
- RCC Childcare Grant – Recipients must be enrolled for at least 9 credit hours.

\*\* If you are enrolled in a late start or DMS class:

- You will **not** be paid for those credit hours until after you have attended that class.
- If you are a full semester (16 week student) you must register for your late start classes at the beginning of the semester when you register for your other courses in order for them to be financial aid eligible. Complete late start students are eligible for financial aid.

### REFUNDS, REPAYMENTS, AND EXCLUSIONS

- If you register for classes and then decide not to attend, you must drop prior to the first day of the semester to prevent tuition and fees charges to your account. Contact the Business Office for more information.
- If you receive funds and do not attend classes, withdraw, or cease attending classes, you may be required to repay some or all of the funds you receive. It is imperative that you notify the Financial Aid Office before withdrawing from/dropping classes. See Return of Title IV Funds Policy located on the Financial Aid webpage.
- If you receive funds for a class for which you earn Credit by Exam or if you change your course status to “Audit,” you will be required to repay funds received for those courses.
- Financial aid only covers up to 30 remedial/developmental credit hours.

### FA SATISFACTORY ACADEMIC PROGRESS POLICY

**\*\*Please read the Financial Aid Satisfactory Academic Progress (SAP) Policy located on the Financial Aid webpage.**

#### **Other Important Information to Note:**

- Pell Lifetime Eligibility is limited to 6 years (At full time or full time equivalent).
- For Financial Aid purposes, full time enrollment in summer is 12 credit hours. Aid is prorated if enrolled less than full time.

**\*\*NOTE:** The Financial Aid Office has the right to change, modify, or cancel any award due to changes in your schedule, changes in the family financial circumstances, availability of funds, financial aid office error, or your receipt of outside assistance.

*Revised 5/31/2018*