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**SECTION I - INSTITUTIONAL POLICIES**

Below is a list of applicable policies to be incorporated within the daily operational flow of the Financial Aid Office.

1. In accordance with established procedures all students applying for financial aid assistance must submit the appropriate application forms to the Financial Aid Office and complete any other processes required.
2. All funds available to Fort Peck Community College for financial assistance to students shall be administered through the Financial Aid Office. Nominations of individuals to receive designed scholarships shall be submitted by the sponsoring department or agency to the Financial Aid Office for final disbursement.
3. No student shall receive any financial aid payments, loans or advance until all necessary documents and applications are on file within the Financial Aid Office at Fort Peck Community College.
4. All student employment shall be administered through the Financial Aid Office. The Financial Aid Office in conjunction with the Vice President of Student Services will attempt to match individual student capabilities to job requirements.
5. Students applying for financial assistance are to be regarded for all programs for which they are deemed eligible, contingent upon fund availability. The students resultant “aid package” may consist of one or more programs that in the opinion of the Financial Aid Office best suits the students needs.
6. The Financial Aid Committee serves as the Financial Aid Appeals Committee for students who feel that their individual circumstances have been misjudged by the Financial Aid Office in its interpretation of policies and award conferment. The committee will consist staff members and at least one faculty member.

**SECTION II - FINANCIAL AID POLICIES**

1. The underlying goal of our financial aid program is to provide financial aid assistance to students who without such aid, would be unable to attend Fort Peck Community College.
2. Financial aid consists of scholarships, grants, and student employment which may be offered to the student either singly or in various combinations.
3. The family of a student is expected to make a maximum effort to assist the student with college expenses. Financial assistance from Fort Peck Community College is treated as supplementary to student and family efforts.
4. Final determination of student eligibility will be decided via results from the approved federal needs analysis formula utilized by the Free Application for Federal Student Aid and observed by Fort Peck Community College.

5. In choosing eligible students to receive financial assistance, Fort Peck Community College will place its main emphasis on their financial need, and the student maintaining good academic standing.
6. The total amount of financial assistance offered to a student by Fort Peck Community College cannot exceed that total amount by which the students cost of education exceeds all other available resources, as computed by Fort Peck Community College. Exceptions to this policy may be made in cases where the funding program does not limit their funds, although students who receive monies from these programs, they will not be allowed to receive campus based aid over their cost of attendance.
7. In calculating the amount of other resources available to the student, Fort Peck Community College will take into account the financial support which might be logically contributed from income and assets of the student and family. All factors affecting a family's financial strength as derived by an approved needs analysis system by the Secretary of Education shall be taken in consideration. Exceptions will be documented.
8. Awards based exclusively on explicit criteria may be made to students who do not otherwise qualify for financial assistance; however, such awards must be handled as other resources for any student participating in the financial aid program.
9. Periodic semester reviews of financial awards will be scheduled in order to note any requisite adjustments in the Fort Peck Community College institutional budgets as precipitated by the changing status of student financial need (i.e. FT, 3/4, 1/2, or less than 1/2 time) and the cost of education.
10. Fort Peck Community College will make every possible effort to cooperate with other institutions in hopes of encouraging college matriculation for all students who might benefit from a college education.

### **SECTION III - FINANCIAL AID RESPONSIBILITIES AND PERFORMANCE STANDARDS**

1. The following guidelines are conceived to guarantee an orderly informational and operational network within the Financial Aid Office at Fort Peck Community College.
2. The basic goal of student financial aid is to provide resources to student who would otherwise be financially incapable of attending a postsecondary educational institution. To successfully accomplish this goal Fort Peck Community College has initiated a number of general operating standards.

### **SECTION IV - THE FINANCIAL AID OFFICE**

1. Shall in an ethical manner, make every effort to meet the demonstrated needs of all students at Fort Peck Community College to the extent of funds available.
2. Shall award all aid monies according to demonstrated financial need except where funds are designated for acknowledgment of special talents. Where aid is not based on need and represents a substantial portion of institutional assistance, every effort will be made to redirect overbalanced

- funds to help students with a demonstrated need.
3. Shall exercise adequate controls to insure that awards do not exceed documented need.
  4. Shall help students identify, secure and efficiently utilize all available financial aid resources.
  5. Shall help students complete all applications, forms and documents accurately and to submit them in a timely manner to the appropriate agency or office.
  6. Shall monitor all scholarship funds, special awards, and any other financial aid monies at Fort Peck Community College. The Financial Aid Office shall seek to include all awards once notified in the students financial aid package. Award payments shall originate in the Financial Aid Office and be transmitted via Powerfaids to the Business Office for processing.
  7. Shall monitor communication channels so that the students personally relate any financial aid status changes to the Financial Aid Office; however, the majority of information involving student changes is routinely received in other college departments. Whenever information about a change in student financial status is received in any other college department, that information is to be relayed to the Financial Aid Office in a timely manner.
  8. Shall maintain individual student financial aid files for each student who possess a rightful claim to assistance monies at Fort Peck Community College. This record shall indicate the total student need and any type and amounts of financial assistance received by the student.
  9. Shall serve as an informational clearinghouse for both summary and comprehensive data on student financial assistance received by the student.
  10. Shall work closely with the Registrar's Office, Business Office, Instructors and Staff at Fort Peck Community College, gathering or disseminating information about students to the aforementioned offices at Fort Peck Community College.
  11. Shall work with agencies outside Fort Peck Community College, exchanging financial aid information on current students, that will benefit Fort Peck Community College, students and other agencies such as: Fort Peck Housing Authority, Fort Peck General Assistance Programs, AFDC and Food Stamp Agencies, Energy Assistance Programs, Fort Peck Higher Education Program, and such programs with the intent of helping our students.
  12. Shall monitor and maintain all student files for a minimum of three (3) years.

## **SECTION V - DEPARTMENTAL RESPONSIBILITIES**

### **STUDENT SERVICES DEPARTMENT**

The Financial Aid Office is institutionally responsible for submitting federal required reports and documents including Pell, IPEDS, and FISAP. Similarly, the Financial Aid Office is also responsible for pertinent information dissemination, both written and verbal, as necessitated by student inquiries, requests or demands.

## **REGISTRAR’S OFFICE**

The Registrar’s Office secures institutional records and on a semester basis supplies the Financial Aid Department with an official registration list. During a given semester the Registrar’s Office forwards all drop/adds to the Financial Aid Office for proper notation in subsequent adjustments in financial assistance awards. The Registrar’s Office shall submit an official grade report at the end of every semester to the Financial Aid Office for tracking satisfactory academic progress of students receiving financial assistance.

## **BUSINESS OFFICE**

The Business Office maintains individual student ledger accounts to serve as official records of specific financial aid data generated by the Financial Aid Office. Student accounts are cross-referenced with the financial aid awards to insure both accuracy and accountability.

All such financial aid data (awards, etc.) provided to the Business Office is processed by these employees and thus said office is fiscally responsible for the internal cash flow of any financial aid funds administered by Fort Peck Community College.

## **PACKAGING**

Due to limited funds, students at Fort Peck Community College will be awarded financial aid according to the date their Student Aid Report (SAR) is turned in to the Financial Aid Officer. First in, first awarded, according to policies and procedures, Federal, State and local laws governing each program, students are deemed eligible to participate in.

- A. Packaging Philosophy: To aid as many students as possible with available funds.

## **SECTION VI - FINANCIAL AID APPLICATION PROCEDURES**

### **FORMS REQUIRED**

Before a student will be considered for financial aid, that student must submit the required forms. All forms are available from the Fort Peck Community College Financial Aid Office, Student Services Office, and the Registrar’s. Student Aid Report (SAR) - results from submission of the Free Application for Federal Student Aid (FAFSA).

1. A GED or High School Diploma must be on file in the Registrar’s Office prior to any financial aid disbursement.
2. Statement of non-filing of tax return (if applicable or selected for verification).
3. Student Data Sheet.
4. Income tax transcripts (when requested).
5. Declaration of Major form.
6. All other forms necessary to complete verification (if selected).

### **DOCUMENT PROCESSING**

Institutional Student Information Report (ISIR)

- A. The ISIR is the key document for determining student eligibility and participation in those Federal Financial Aid Programs as administered through Fort Peck Community College.
- B. The ISIR determines eligibility for the disbursement of Pell, FSEOG, and FWS monies as administered through Fort Peck Community College.
  - 1. The student must exhibit an eligibility index number as determined by congressionally approved formula.
  - 2. The student must be officially enrolled each semester.
- C. An ISIR whose eligibility index number exceeds the Congressionally approved formula restricts individual student participation in those Federal Financial Aid Programs as administered through Fort Peck Community College, especially the Pell Grant Program.
  - 1. The non-Indian student may still seek additional funding, based upon institutional financial need analysis, via the FSEOG, MHEG, MTAP, FWS and scholarship programs as determined according to need.
  - 2. The Indian student may still seek additional funding, based upon institutional financial a need analysis, via the BIA Higher Education Grant Program, FSEOG, MHEG, MTAP, scholarships and FWS programs as determined according to need.
  - 3. An ISIR requiring verification (noted by an asterisk behind the Pell Grant Index (PGI) of Estimated Family Contribution (EFC) necessitates the student to fulfill a prescribed procedure, as dictated by the Department of Education prior to the disbursement of any Title IV funds.
  - 4. Students at Fort Peck Community College who are selected for verification shall receive **NO FEDERAL FINANCIAL AID** until the verification process is completed to the satisfaction of the Financial Aid Office and the Federal Rules and Regulations. Exception to this rule is the FWS program. Students may be allowed to start work prior to verification completion.
  - 5. Once a regular student of Fort Peck Community College submits an ISIR to the Financial Aid Office, that student shall complete the verification process no later than the last day of class for the last semester of student enrollment for that year.
  - 6. If a regular student enrolled at Fort Peck Community College, who is selected for verification fails to complete the process within the aforementioned time limit, that student shall be ineligible for any financial aid at Fort Peck Community College for that academic year.
  - 7. Upon receipt of the ISIR to the Fort Peck Community College Financial Aid Office the student will be notified verbally or by mail of documents needed to complete verification within 30 days after the beginning of the current semester

that the student is enrolled.

8. Students that are required to correct their ISIR should contact the Financial Aid Office in completing the corrected information on the students ISIR.
  9. Documents needed to complete verification may include the following:
    - a. signed copy of parent's income tax transcript
    - b. signed copy of student's and/or spouse's tax transcript
    - c. birth certificate or baptismal records
    - d. marriage license
    - e. Statement, or in the event of irregularities, documentation on untaxed income such as General Assistance (GA), AFDC, etc.
    - f. documentation from Social Security Administration
    - g. affidavit of non-tax filer
- \* It will be the student's responsibility to provide the needed documents and present them to the Fort Peck Community College Financial Aid Office within established institutional time limits.

### **ESTIMATED FAMILY CONTRIBUTION**

Due to the poor economic situation and high unemployment rate on the Fort Peck Assiniboine and Sioux Reservation, the Estimated Family Contribution for Fort Peck Community College students will be determined as follows:

1. If an independent student or spouse has reported income on the ISIR their EFC will be the standard amount printed on the upper right hand corner of the ISIR or their combined income, which ever is smaller.
2. If a dependent student or parents have reported income on the ISIR that student estimated family contribution will be the standard amount reported on the upper right hand corner of that student's ISIR or the combined income, whichever is smaller.

### **ABILITY TO BENEFIT**

#### No longer applicable

Students enrolling at Fort Peck Community College are required to provide documentation of a High School diploma or GED.

### **AWARDS AND DISBURSEMENTS**

## AWARD PACKAGE

- A. The recommended student financial aid package is the end result of counter balancing those anticipated educational expenses and those anticipated financial resources, including family and student contribution, which the student will legitimately experience while in attendance at Fort Peck Community College. The recommended award package is the decision of the Financial Aid Office and based on institutional calculations, total fund availability and those fund management practices observed by Fort Peck Community College.
- B. The recommended award package may be contested or rejected by the individual student in which case it becomes the individual responsibility of the Financial Aid Office and the individual student to settle any differences and notify the award package with any feasible adjustments.
- C. Unresolved differences surrounding the recommended award package becomes the decision-making responsibility of the Fort Peck Community College Financial Aid Appeals Committee.

## AWARD LETTER

- A. The Fort Peck Community College award letter is the complete documentation indicating all such Federal Financial Assistance and individual student may receive during a single given semester/year (which ever is appropriate) while in attendance at Fort Peck Community College as allocated by the Financial Aid Office.
- B. The amounts itemized on the award letter are subject to total or partial institutional withdrawal due to changes in student registration status or by notification of additional awards after the individual student has signed and accepted his or her award (so long as the additional award does not exceed the students unmet need).

## TRANSFER MONITORING

The Financial Aid Office will enter into NSLDS all students who are transfer students. This process will be completed on a semester basis. Students who are transferring will be required to fill out a Transfer Monitoring card upon registration.

## PELL GRANT AWARD

- A. The Pell Grant Award constitutes the final calculated institutional amount which a duly registered student at Fort Peck Community College shall receive during a single given semester. The Pell Grant Award is disbursed after the last day to drop courses in one payment per semester and is based on official student registration status at the time of such disbursement. The Pell Grant payment often differs from the Pell Grant Award amount since the institution reserves the right to deduct all educational expenses owed to Fort Peck Community College prior to any Pell Grant payments. Student acceptance of the Pell Grant Award is evidenced by the Fort Peck Community College award letter and the Fort Peck Community College Pell Authorization.

## FSEOG AWARD

- A. The Federal Supplemental Educational Opportunity Grant (FSEOG) award constitutes the final calculated institutional amount which a duly registered student at Fort Peck Community College shall receive during a single given semester. The FSEOG award is disbursed after the last day to drop courses in one payment per semester. The FSEOG disbursement occasionally differs from the FSEOG award amount since the institution reserves the right to deduct all educational expenses owed to Fort Peck Community College prior to any FSEOG payment. Student acceptance of the FSEOG Award is evidenced by the Fort Peck Community College award letter and the Fort Peck Community College official notice of authorization from the Department of Education.
- 1 Exception: Uneven cost, loss or change of income, or financial aid in a semester.
- B. FSEOG funds will be awarded to Pell eligible student with the lowest estimated family contribution (EFC) and according to the date the ISIR is received by the Fort Peck Community College Financial Aid Office. FSEOG awards will then be made to those students reflecting the lowest EFC. The Fort Peck Community College Financial Aid Office will continue this award process until all FSEOG funds have been awarded.
- C. In the event that two or more students may reflect the same EFC then the Fort Peck Community College Financial Aid Office will make the FSEOG award to the student with the earliest ISIR submittal date. In the event that two or more students may reflect the same EFC and ISIR submittal date, then the Fort Peck Community College Financial Aid Office will make the FSEOG award to the student with the greatest financial need.

#### FEDERAL WORK STUDY AWARDS

- A. The Federal Work Study award constitutes the final calculated institutional amount which a duly registered student at Fort Peck Community College shall receive during the given academic year. The FWS award monies are disbursed in bi-weekly payments and are contingent on the student maintaining satisfactory academic progress and at least a half-time (six credit hours) registration status at the time of such disbursement. In the event that the student owes the Fort Peck Community College for educational expenses, the student shall sign the FWS check over to the Business Office to cover such expenses owed. Such acceptance of the Federal Work Study award is evidenced by the Fort Peck Community College award letter and the Federal Work Study Authorization from the Department of Education.

##### **1. Student Eligibility for FWS**

Students enrolled in at least six credit hours per semester in an approved course of study and in academic good standing at Fort Peck Community College and who have their Institutional Student Information Report (ISIR) results from the Pell Grant application in the Fort Peck Community College Financial Aid Office, and demonstrated financial need, and a completed student data sheet may be eligible to participate in the Federal Work Study Program. Students must apply for and establish Federal Work Study Program eligibility through the Fort Peck Community College Financial Aid Office.

##### **2. Requesting FWS Employees**

Any Fort Peck Community College department/office may submit a formal written request to the Fort Peck Community College Financial Aid Office for a Federal Work Study Program employee or employees. All Federal Work Study jobs will be on campus, unless arrangements and approval are obtained through the Financial Aid Department.

### **3. Referring Employees**

Students shall be referred to the various institutional departments/offices by the Fort Peck Community College Financial Aid Office in accordance with the proposed job requirements and the individual capabilities and personal interests of the student. To the extent possible, students will be referred in accordance major field of study if possible. All students may not be considered for employment until approved by the Fort Peck Community College Financial Aid Office.

### **4. Monitoring Wages**

The amount a student may earn through student employment is shown on the financial aid award. Federal regulations stipulate that students may not earn more than the amount assigned. An adjustment in the financial aid award must be made for students who exceed this limit. There is no guarantee that students will earn the full amount of the work study award. The amount earned is based on the number of hours worked, the wages and the maximum amount of the award.

It is the student's and the employer's responsibility to monitor earnings so that students stay within their work limits. Bi-weekly paychecks for students inform them of how much they have earned. If a student is working too much or too little, the hours can be adjusted so that the student can work all year and earn his or her expected total for the year.

### **5. Warnings and Termination**

Employers should provide students with written warnings for unsatisfactory performance. Termination from a job may occur if the unsatisfactory performance continues, and some employers may communicate stricter guidelines for termination. Any student terminated from a position will not be eligible for on-campus employment for the duration of the academic year. Problems should be resolved, if at all possible, between the student and employer. Any student employee who feels unfairly treated may appeal his or her situation to the Financial Aid Officer.

### **6. Paychecks: *The FPCC Business Office will need to see a valid Social Security card when the student arrives at FPCC. Students should be certain to have it when they arrive.***

It is the student's responsibility to see that they have filled out W-4 and I-9 forms with the FPCC Business Office and to make sure the hours of employment are properly recorded on time sheets which the employer submits by Wednesday of each pay period. The student and supervisor need to sign each time sheet in order to be paid. Students are paid bi-weekly on the college's normal pay periods. The FPCC Business Office distributes pay checks on Friday of each pay period.

### PLACING FWS EMPLOYEES

Students will be selected for Federal Work Study based on their eligibility and their availability/desire to work. Once a selection has been finalized, the designated supervisor will be informed of the placement, the maximum student earnings/hours. Award notice will be sent to the FPCC Payroll Clerk.

Supervisors shall be responsible for the submission of time sheets to the Business Office by Wednesday, at 3:00 pm on each payroll week and they shall also ensure that students do not work over the maximum earnings/hours awarded.

### STUDENT EMPLOYEE/SUPERVISOR GRIEVANCE PROCESS

Should a conflict situation occur between a student employee and their supervisor the student and/or employee are required to go through the following process:

1. Pick up student complaint form from the Student Services Office.
2. Submit complaint form within 3 days of occurrence to the Vice President of Student Services.

Responsibility of Vice President of Student Services as follows:

1. Have student complaint forms on hand.
2. Respond to student complaint within one week of receipt of complaint form.
3. Meet with supervisor and student employee on an individual and group basis.
4. Follow through on process until an acceptable solution for both sides has been met.
5. Keep record of complaint form and all other documents in the Student Services office for one academic year.

### LIMITED FUNDS

Due to the limited amount of Federal Work Study funds, written request for Federal Work Study employees need to be in the Financial Aid Office prior to classes starting.

### FINANCIAL AID OFFICE RESPONSIBILITY

1. Shall retain general supervisory control for the Federal Work Study Program.
2. Assist Department Chairperson and Directors in the development of position descriptions for FWS employment.
3. Insofar as feasible, students will be placed in jobs related to their major field of study.
4. Once a student has been selected for employment the Financial Aid Office will issue the Student Award Letter and refer them to the Business Office to complete the needed payroll forms.
5. Job descriptions for each student will be placed in their respective files.

### **NON-WORK STUDY STUDENT EMPLOYEES**

Students hired under non-work study awards will be required to meet the same qualifications and follow the same policies and procedures as the Federal Work Study students.

### **MONTANA HIGHER EDUCATION GRANTS (MHEG)**

To qualify for the MHEG Grant a student must: 1. be a Montana resident; 2. be an Undergraduate; 3. and show exceptional financial need. The amount awarded may be \$300 to a maximum of \$600 per year. MHEG is awarded on a first come, first served basis, so filing the FAFSA form early each year is encouraged.

### **MONTANA BAKER GRANT (MTAP)**

To qualify for the Baker Grant a student must: 1. be a Montana resident; 2. be an undergraduate; 3. be enrolled full-time; 4. have a minimum of \$2575 in earned income; 5. and have an EFC (Expected Family Contribution) between 0 and 6500. The amount awarded may be \$250 to a maximum of \$1000 per year. Baker Grants are awarded on a first come first served basis, so filing the FAFSA form early in encouraged.

### **MONTANA ACCESS GRANT**

To qualify for the ACCESS Grant a student must: 1. be a Montana resident; 2. be an undergraduate; Award amounts vary by individual need and are determined by the financial aid office. This grant is awarded on a first come, first served basis, so filing the FAFSA form early is encouraged.

### **BIA HIGHER EDUCATION/VOCATIONAL GRANTS**

Fort Peck Community College Financial Aid Office assists students in applying for BIA Grants from the various agencies from which the student is applying. In assisting students with the application process, the Fort Peck Community College Financial Aid Office shall:

1. Request applications from Higher Education agencies.
  2. Assist with gathering the requested information needed.
  3. Complete a needs analysis for the academic year.
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1. Upon notification that a student will be funded through a Higher Education Program, the award will be included in the students financial aid package. Fort Peck Community College Financial Aid Office will monitor student files to ensure an over award does not exist. In the case of an over award, Fort Peck Community College shall notify the Higher Education Office so an adjustment can be made.
  2. Disbursement of BIA funds will be made after Fort Peck Community College has received the monies from the respective Higher Education Office. Disbursements will be made on a monthly basis as deemed by the Fort Peck Community College Business Office. Checks will be available to students from the Fort Peck Community College Financial Aid Office as disbursement date has been posted.

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## **SECTION VII - AMERICAN INDIAN COLLEGE FUND**

Fort Peck Community College receives scholarship monies periodically from the American Indian College Fund based in Denver, Colorado. The amount of funds received varies each semester/year. For this reason Fort Peck Community College has set these guidelines for the American Indian College Funds:

1. As required by the AICF all money awarded for scholarships will follow their guidelines with possible inclusions by the FPCC Financial Aid Scholarship and Waiver Committee.
2. The General Fund guidelines will be set each semester by the FPCC Financial Aid Scholarship and Waiver Committee.
3. Part or all of the General Fund may be set aside for student support that will assist students with limited or no financial assistance due to varying reasons, with the purchasing of textbooks and lab fees; Student support can also mean the purchasing of resource materials which will benefit Fort Peck Community College students, and Student Activities.
4. Disbursement of American Indian College Fund Scholarship and Awards

The American Indian College Fund Scholarships and awards will be disbursed according to the AICF guidelines with input from the FPCC Financial Aid Scholarship and Waiver Committee.

### **SECTION VIII - STUDENT PAYMENT POLICY**

1. All student payment requests will be made by the Financial Aid Director (FAD) to the Accounts Payable Department by the Wednesday of each accounts' payable week (non-payroll week).
2. Student payment requests will not be made during payroll week unless deemed by the Vice-President for Student Services to be an emergency. Emergency payment must be requested in writing by the Financial Aid Officer and approved by the Vice-President for Student Services prior to early release.
3. All Higher Education disbursements will be made on the first Friday of each month (Monday if a Holiday). Emergency disbursements will be requested in writing by the Financial Aid Officer and approved by the Vice-President for Student Services prior to early release.
4. All Federal Work Study checks will be disbursed during payroll week by the Payroll Department. Time sheets are due by 3:00 pm on the Wednesday of a payroll week. Each student and his/her respective supervisor are responsible for the timely submission of time sheets.
5. To receive payment, a student must maintain satisfactory academic progress (SAP) on a monthly or semester basis, whichever applies to the student's individual award. The Financial Aid Officer shall determine a student's SAP standing.

### **SECTION IX - STUDENT AWARD POLICY**

1. All student scholarship/grant awards (whether federal or institutional) must be approved through the Financial Aid Office as meeting Student Unmet Need Requirements prior to the awarding or disbursement of any funds. Department(s) awarding scholarships must submit a proposed list to the Financial Aid Office of student names and award amounts. The Financial Aid Office will determine

whether students listed meet Student Unmet Need Requirements. The Financial Aid Office will contact the awarding program in writing concerning approval or denial. **NO AWARD WILL BE DISBURSED WITHOUT PRIOR FINANCIAL AID OFFICE APPROVAL.**

2. If a department is awarding monthly stipends or tuition assistance, documentation of the aggregate amount available each semester for student stipends and/or tuition assistance must be submitted to the Financial Aid Office for review prior to disbursement. The aggregate amount available will then be administered through the Financial Aid Office. Costs above the aggregate amount (example: non-FPCC or summer tuition expense, books, etc.) must not be included in the FPCC stipend and/or tuition amounts. **NO STIPEND OR TUITION ASSISTANCE WILL BE DISBURSED WITHOUT PRIOR FINANCIAL AID OFFICE APPROVAL.**
3. A Department with a student work program must submit a proposed list with the name(s) and the amount(s) of award to the Financial Aid Office prior to awarding. The Financial Aid Office will determine whether the student(s) qualifies under the Student Unmet Need Requirements. If the work program requires specific course completion, grade point average, etc., the Financial Aid Office will work with the awarding department for student selection. With specific requirements, the student who best qualifies and has the highest unmet need will be selected. Example: If two students apply and they both meet the program requirements, the student with the highest unmet need will be selected.
4. Students who are ineligible for financial aid and are applying for a tuition waiver must complete a waiver application and submit it to the Financial Aid Office PRIOR to the first day of classes, exception may be made for those students who are unaware of their eligibility status prior to enrollment. The paper waiver application may be waived so that the Financial Aid Director can process waivers in a timely manner. Students who are not eligible for aid and are only attending workshops can apply for a waiver. It is the responsibility of the workshop presenter to contact the Financial Aid Office prior to the workshop to set up the waiver application process. **NO WAIVERS WILL BE APPROVED OR PROCESSED WITHOUT PRIOR FINANCIAL AID OFFICE APPROVAL.**

### **SECTION X - TUITION WAIVER PROGRAMS**

#### **APPLICATION PROCESS**

1. The Financial Aid Office shall make available all forms and instructions necessary to apply for a tuition waiver. All tuition waiver application forms shall be developed by the Financial Aid Officer and the forms will be approved by the Vice-President for Student Services.
2. Applications for tuition waiver must be submitted on a semester-by-semester basis, with exception made for those students who are unaware of their eligibility.
3. All applications for tuition waiver must be reviewed for approval or denial by the FPCC Scholarship and Waiver Committee prior to any tuition waiver being effective.
4. Straight waivers for suspended or at limit students will not require a waiver application.

#### **TYPES OF WAIVERS**

Any student who can demonstrate need may apply through the application provided by the FPCC

Financial Aid Office (in the event they are receiving Title IV funding will have the amount of the waiver added to their financial aid packaging), or who has been placed on Financial Aid Suspension, if eligible may apply for and receive a waiver from the following waiver programs:

1. Work-Off Waiver Program (WOW)

Students applying for a WOW must submit an application to the Financial Aid Office and if applicable, any required documentation as deemed necessary by the Financial Aid Officer. Students receiving a Work-Off Waiver will be required to work the total number of hours at \$10.00 per hour necessary to cover the tuition cost of their credit load as of the first date of class attendance. For example: a full-time WOW student will need to work 84 hours at \$10.00 per hour to cover the \$840 cost of tuition. Students must complete their required hours by the end of the semester in which they applied for the waiver. Once the hours are completed, the cost of the tuition shall be deducted from the students' billing. If a student does not fulfill the required hours, only the completed hours documented will be applied to the students' billing.

Once a student is placed in the Work-Off Waiver program he/she will be assigned a position within the College. Positions will be those as are available under the direction of the Vice President of Student Services. Upon placement, the supervisor will be given time sheets to document time worked in a given time period. Time sheets will be submitted to the Vice President of Student Services Administrative Assistant on a bi-weekly basis to coincide with the Federal Work Study Program payroll dates.

2. Straight Waiver Program

Students applying for a Straight Tuition Waiver (no work required) must be deemed physically unable to fulfill the Work Off Waiver requirements or as deemed eligible due to special circumstances as directed by the FPCC Financial Aid Scholarship and Waiver Committee. Students approved for the straight waiver are not required to work off their tuition, at the time of approval the committee will notify the FPCC billing department and the waiver will be applied to their billing.

3. New-GED Waiver

Students who have never attended Fort Peck Community College and who have successfully completed their GED through the Fort Peck Testing Site within the previous academic year are eligible to apply for the New-GED waiver. Students must submit a copy of their GED and notification from the examiner of the date the test was taken. If approved the full cost of tuition at the time of registration will be applied to their billing.

4. New Tribal High School Graduate Waiver

Students who have graduated from an area High School during the previous year and who are members of a federally recognized tribe or who can prove Native American lineal decent may apply for this waiver. Students must submit a copy of their High School Diploma as well as their Tribal Enrollment Certification or proof of lineal decent. If approved the total cost of their tuition for two consecutive semesters will be applied to their billing.

5. Senior Citizen Waiver

Any student who is 60 years or older is eligible to apply for the Senior Citizen Waiver. If approved the full cost of tuition at the time of enrollment will be applied to their billing.

6. Employee Waiver

Any employee, including administration, full-time faculty and staff are eligible for a tuition waiver for up to 6 credits.

7. Employee Spouse and Child Waiver

1 Spouse Waiver: any student who is legally married to a staff, full-time faculty or administration employee or member of the FPCC Board of Directors are eligible to apply for the Spouse Waiver. If approved the full cost of tuition at the time of registration will be applied to their billing.

2 Child Waiver: any student who a dependent child of an employee and is considered a Dependent Student under similar guidelines as the Federal Pell Grant (listed below) will be eligible to apply for the Child Waiver. If approved the full cost of tuition at the time of enrollment will be applied to their billing.

**Dependent Guideline**

(You must answer **NO** to **ALL** the following questions to be considered Dependent.

- 1. Are you 24 years or older? Yes\_\_\_No\_\_\_
- 2. Are you a veteran of the U.S. Armed Forces? Yes\_\_\_No\_\_\_
- 3. Are you married? Yes\_\_\_No\_\_\_
- 4. Do you have legal dependents (other than a spouse) i.e. child(ren) Yes\_\_\_No\_\_\_

**SECTION XI - PROFESSIONAL JUDGEMENT**

At Fort Peck Community College the Financial Aid Officer will note in the student records any unusual situation that explains any special consideration given to the student when awarding financial aid.

**SECTION XII – TERMS**

**VERIFICATION**

The process of verifying financial and family statistical data reported on the student’s application.

**FINANCIAL AID PROBATION**

Financial aid recipients must complete credits for which they were funded. Full-time and part-time financial aid recipients must successfully complete 67% or more of attempted credits. Failure to successfully complete 67% or more of attempted credits for a full-time student may result in the student being placed on financial aid probation. Students in this category will receive financial aid assistance

during the probation period.

A full-time or part-time student must successfully complete enough credits which apply to the degree being sought and at a cumulative grade point average of at least a 1.60 at the completion of 30 credits and at least 2.00 upon completion of 60 credits.

>>>>*SEE SATISFACTORY ACADEMIC PROGRESS (SAP) for complete definition.*

### **FINANCIAL AID SUSPENSION**

Financial aid recipients who are not making satisfactory academic progress as defined by the Fort Peck Community College Standard for Satisfactory Academic Progress for two consecutive semesters, the financial assistance may be suspended/canceled. To be reinstated for federal student aid, the student must complete the next semester they enroll in within the minimum standards as defined in the handbook section Satisfactory Academic Progress.

### **WITHDRAWAL**

Students who withdraw from classes and are receiving financial assistance will have their financial assistance evaluated for Satisfactory Academic Progress. Students that totally withdraw from class or otherwise earn no credits for a semester shall have their financial assistance canceled unless special circumstances apply.

### **AWARD LETTERS**

Students who are receiving financial aid will receive notice of their award and will sign and accept or deny the award. After the initial award letter is signed by the student this award is subject to change by the financial aid office if changes occur in the students credit load or for additional awards made after the date the student accepted the award. This change will be noted in the students computer file and be made available at request and a copy of the updated academic year award will be copied and placed in the student file at the end of the academic year.

### **REPEATED COURSES**

Repeated course work, for financial aid purposes, are courses that have been previously attempted, but are not considered part of the current course load. Repeated courses must be taken in addition to the number of credits required for the aid the student is receiving. Financial assistance will be given for repeated courses only during a student's probationary period. Repeated courses for which the student previously received at grade of "F" or "W" will count in the calculation of hours attempted.

### **INCOMPLETE**

Student who receive incomplete (I) for attempted course work shall be given an opportunity to achieve a passing grade in the following semester. If the student does not complete the required course work and receive a passing grade at the prescribed time, the Incomplete will then turn to an "F" grade and no earned credits will be achieved. Students whose incomplete (I) turns to an "F" grade will have their financial assistance adjusted according to the Standard for Satisfactory Academic Progress.

**TRANSFERS**

A student who transfers to Fort Peck Community College and who was not eligible to receive financial assistance at a prior institution for failure to maintain satisfactory academic progress at that institution shall be on immediate financial aid probation at Fort Peck Community College. Students must pass at least 12 credits and be in compliance with the Fort Peck Community College Standard for Satisfactory Academic Progress. Failure to complete these requirements will cancel any future financial assistance.

**REMEDIAL COURSES**

Students may include, as part of their minimum credit load, certain remedial courses which do not apply toward graduate requirements. For financial aid purposes, a student may enroll for not more than six credits of remedial courses in any given semester and may enroll in a particular course no more than once.

**APPEAL**

A student who has been placed on financial assistance probation, or who has been on financial assistance suspension because of failure to maintain satisfactory academic progress, may appeal in writing in an appropriate format (available in the FPCC Financial Aid Office) to the Financial Aid Appeals Committee. Current federal regulations require that a student must maintain satisfactory academic progress to receive financial assistance. However, under certain circumstances, it may be possible for the committee to make a professional judgment which certifies that a student was unable to complete the credit load or GPA requirements because of circumstances beyond his or her control and, therefore, is making satisfactory academic progress.

**SECTION XIII - DISBURSEMENT/REFUND/REPAYMENT**

Disbursement of financial aid shall be made:

1. After the student meets all eligible requirements.
2. After proper notification is given to the Business Office of the details of the award.
3. Upon completion of check preparation.

All checks shall be picked up by the student, in person, at a place designated by the institution. All students shall be informed, in writing of the amount of the award, the assignment of such aid, and the amount the student will receive. All disbursements shall be made after the last day to officially drop classes unless otherwise specified by the type of financial aid.

In the event that a student is granted permission to withdraw from College during or after the registration period, the following refunds shall be made:

- |    |   |      |
|----|---|------|
| 1. | Before attending any classes            | 100% |
|    | During pre-registration or registration |      |
| 2. | During the 1st week of classes          | 80%  |
| 3. | During the 2nd and 3rd week of classes  | 60%  |
| 4. | After the 3rd week                      | 0%   |

If a refund is due a student, the unused portion of the funds shall be returned to the account from which the student received the funds.

Students who withdraw, drop out, or are expelled, may owe a repayment of cash disbursements received. Repayment amounts shall be determined by a federally developed formula. Students owing a repayment will be notified of the amount in writing and may not receive any additional funds until the repayment is made. Fort Peck Community College will attempt to collect all repayments or, in the event the repayment cannot be collected, the matter will be referred to the U.S. Department of Education.

### **SECTION XIV - RECALCULATION OF AWARDS**

Student awards are recalculated based on the student's enrollment status after the official last day to add a class. A student who was calculated at half-time but later increased their credit load to full-time will have their Pell grant recalculated at the credit load they carried as off the last day to add a class. The same calculation will be in effect for half-time and less-than-half time students. Each student's award letter states that the Financial Aid Office has the right to adjust the award based on a change in the student status.

### **SECTION XV - FPCC STANDARD FOR SATISFACTORY ACADEMIC PROGRESS**

Fort Peck Community College establishes a standard for satisfactory academic progress to be consistently used for all students. Meeting this standard is also a requirement for all students to continue to receive financial assistance, unless otherwise provided by the requirement of a specific type of assistance.

In accordance with the 1976 Amendments to the student aid programs under Title IV of the Higher Education Act of 1965 and other applicable regulations, FPCC has established the following policy in order to define and administer standards of satisfactory academic progress for all students receiving financial assistance for all (including, but not limited to federal agencies) aid programs. The purpose of this policy is to satisfy regulatory intent that students receiving financial assistance maintain progress in an eligible program of study cumulating with a degree.

Fort Peck Community College offers a minimum of a 60 semester credits two-year program and a minimum of a 30 semester credit one-year certificate program. However, FPCC recognizes, in some cases, it may take longer to complete the requirements of a one-year or two-year program. In these cases, the student must complete 67% of the cumulative semester credits attempted. Adjustments in the number of credit hours and cumulative grade point (GPA) are made for part-time students. For purposes of Financial Aid, a student is considered full-time if enrolled in twelve (12) semester credit hours.

#### **ONE-YEAR CERTIFICATE PROGRAM**

A full-time student enrolled in a one-year certificate program must successfully complete enough credits which directly apply to the certificate being sought and achieve a cumulative grade point average of 2.0 at the end of one-and ½ years.

#### **TWO-YEAR PROGRAM**

A full-time student enrolled in a two-year degree program must successfully complete enough

credits which directly apply to the degree being sought and earn at least a cumulative grade point average (GPA) of 1.50 at the end of the first year (30+ earned credits) and earn at least a cumulative grade point average (GPA) of 2.0 at the end of the sixth semester (90+ earned credits). Successful completion of those credits means passing grades must be earned. Grades of F, N, I, and W do not count toward successful completion. Adjustments shall be made for part-time students.

## **SECTION XVI - GUIDE FOR MEASURING SATISFACTORY ACADEMIC PROGRESS**

Students receiving financial aid are required to make “satisfactory academic progress” in their degree program. The process of semester evaluation of grades will determine satisfactory academic progress. Students who are making satisfactory academic progress will have successfully completed a certain percentage (see Minimum Percentage of Completed Hours) of their required credits each academic year. Grades of F, N, I and W do not count towards successful completion.

### **Measuring Satisfactory Academic Progress**

#### **ACADEMIC STANDARD (QUALITATIVE DETERMINATION)**

##### Minimum Percentage of Completed Hours

To earn enough credits to graduate within the above maximum number of attempted hours, students are required to successfully complete two-thirds (67%) of the cumulative hours attempted as determined at the end of each semester.

##### Credit Hours Attempted:

The number of credit hours attempted per semester by a student will be determined by the highest number of credit hours he/she enrolled in for the term at the close of business on the following days: last day to add a full-term course, and the last day of the final examination period.

##### Credit Hours Completed

Successfully completed credit hours means the designated number of credits in those courses in which a student receives a “passing” grade. Grades of I, W, and F will not count as credit hours completed.

At the end of their first academic year, students must receive a GPA of at least 1.50 and at least 2.0 at the completion of their program of study.

*(A 2.0 Cumulative GPA is necessary for graduation requirements)*

#### **RATE OF PROGRESS STANDARD (QUANTITATIVE DETERMINATION)**

##### Maximum Time Frame

The length of time a student may receive Title IV aid may not exceed 150% of the published length of the educational program that the student enrolls in and/or 600% of Pell eligibility. Generally, students who exceed this number of attempted credit hours will no longer be eligible for financial aid. Students are not eligible if they are in default or owe repayment to the Department of Education.

## Transfer Credits

Students who transfer credit from another institution will have transfer credits evaluated by the Financial Aid Office and counted towards the maximum time frame.

## **SECTION XVII - STUDENTS RETURNING TO PURSUE AN ADDITIONAL DEGREE**

Students who have completed a two-year degree who wish to pursue an additional degree or certificate are required to apply for an Additional Degree with the Financial Aid Director. Students are required to have their advisor complete the form and return it to the Financial Aid Department before any aid will be disbursed. The student's transcript will be evaluated by the individual advisor and only those courses leading towards the additional degree will be considered eligible for federal financial aid.

## **SECTION XVIII - STUDENTS WHO CHANGE THEIR DEGREE**

Students wishing to change their degree plan should notify the Financial Aid Department so that a determination of eligibility for the new program of study can be made. Determination shall be based on credits attempted and earned that can be transferred into the new degree and satisfactory progress standing at the end of the last semester attended.

## **SECTION XIX - RETENTION OF FINANCIAL AID RECORDS**

Fort Peck Community College will retain all financial aid reports or documents and student files dealing with funds received from the Department of Education for minimum of (3) years.

## **SECTION XX - ANNUAL FINANCIAL AID REPORTS**

### **FISAP**

FISAP mailed to each institution that participates in Campus Based Aid Programs. The FISAP is a report of current year expenditures and a request for the upcoming year funding. It is completed according to attached instructions. Information to complete the form is gathered from the Business Office and ISIR's. This report must be mailed to the Department of Education by the date expressed on the form.

### **COD**

Common Origination and Disbursement records will be processed for each Pell recipient on an ongoing basis throughout the semester to comply with federal guidelines as well as to necessitate an increase in Federal Pell Authorization amounts.

## **SECTION XXI - AIDS POLICY**

Fort Peck Community College utilizes the Montana University System's AIDS Policy, approved by the Board of Regents and effective May 6, 1988. This policy (Section 1908) states:

### **BOARDS POLICY**

The existence of AIDS in an individual does not, in and of itself, present a condition that precludes school attendance or employment. Decisions effecting the current assignment or placement of a student or employee known to be infected with AIDS shall be governed by applicable status, health regulations, and policies of the Board of Regents.

#### **Definitions:**

1. For the purposes of this policy AIDS means the acquired immune deficiency syndrome, AIDS related (ARC) complex, or potential AIDS as indicated by the presence of HIV antibody.
2. Campus AIDS officer means any person designated by a campus president to carry out the responsibilities of this policy.

#### **Procedures:**

1. The President will assign an ad hoc committee. The ad hoc committee, established on a case by case basis, shall include the campus AIDS officer, a physician knowledgeable with the disease, and others deemed necessary to provide information relevant to an informed decision.
2. The confidentiality of the infected student or employee shall be protected.
3. Detailed procedures are available in the Offices of Academics, Administration, and Student Services.

### **SECTION XXII - DRUG-FREE SCHOOLS AND COMMUNITIES ACT**

In accordance with the Drug-Free Schools and Communities Act of 1989, the unlawful possession, use, or distribution of alcohol and illicit drugs by FPCC employees and its students on institutional property or at any of its activities is prohibited. FPCC will uphold the standards of conduct which prohibit the unlawful possession, use, or distribution of alcohol and illicit drugs by its employees and students.

Fort Peck Community College will impose disciplinary sanctions (consistent with local, state, and federal laws), and consistently enforce such sanctions, relating to the unlawful possession, use or distribution of alcohol and illicit drugs by its employees and students. Violations of this policy will result in disciplinary action up to and including termination and may have legal consequences. At the option of FPCC, an employee or student violating this policy may be required to satisfactorily complete a drug abuse assistance or rehabilitation program as an alternative to termination, suspension, or expulsion.

Information regarding health risks associated with the use of illicit drugs and the abuse of alcohol, as well as alcohol counseling treatment and rehabilitation programs for students and employees is available from the Student Services Department in conjunction with the Fort Peck Tribes Spotted Bull Treatment Center and Tribal Health Department. Also, these departments will set up a Drug Awareness Workshop for students during Orientation and for employees during Staff and Faculty Orientation.

### **SECTION XXIII - MILITARY SELECTIVE SERVICE REQUIREMENT**

Effective July 1, 1983, an amendment to the Military Service Act (Public Law 97-951) stipulates that any student who fails to register with the Selective Service is ineligible to receive federal student aid. Specifically, this includes the Federal Pell Grant, Federal Supplemental Education Opportunity Grant, Federal Work Study, National Direct Student Loan, Guaranteed Student/Plus Loan, and State Student Incentive Grant funds. Among federal Financial Aid applicants, men (citizens and eligible non-citizens expect permanent residents of the trust territory of the Pacific Islands and the Northern Mariana Islands) who are at least 18 years old, who were born after December 31, 1959, and who are not currently on active duty with the armed forces must be registered.

### **SECTION XXIV - CAMPUS CRIME**

Pursuant to the Campus Security Act of 1990, Fort Peck Community College must provide statistics on campus crime, information on campus security measures, a description of the college's crime prevention and education programs, information on the college's response to sex offenses, and information on how to report crime and how to seek help if needed. The Office of Student Services will provide a Campus Crime Policy and publish campus crime information and preventive measures in a timely manner through newsletters, handouts, etc.

### **SECTION XXV - FINANCIAL AID OFFICE FORMS**

1. F.A.O. Form 1 - Student Budget
2. F.A.O. Form 2 - Professional Judgment Worksheet
3. F.A.O. Form 3 - Request for FWS Employee
4. F.A.O. Form 4 - Student Application for FWS
5. F.A.O. Form 5 - Financial Aid Appeals Application
6. F.A.O. Form 6 - Application for Waiver of Tuition
7. F.A.O. Form 7 - Declaration of Major
8. F.A.O. Form 8 - Student Data Form
9. F.A.O. Form 9 - Release of Information, etc.
10. FPCC Sample Award Letter

11. FPCC Sample FWS Award Notice Letter
12. FPCC Sample Job Description
13. FPCC ISIR/SAR Correction Authorization
14. FPCC Sample Student Notice
15. FPCC Verification Working Paper
16. FPCC Sample Transfer Information Card
17. FPCC Sample Student Expense Survey
18. FPCC Sample Probation Letter
19. FPCC Sample Suspension Letter
20. FPCC Sample At Limit Letter