

Jackson State Community College

Policies and Practices Governing Student Financial Aid Assistance

Financial Aid Awards

Individuals receiving financial assistance must notify the Financial Aid Office of any other educational funding from sources outside the College as it may impact the aid listed on your enclosed award letter. It is not allowed for Jackson State Community College and any other institution to pay a student federal funds for the same period of enrollment without prior approval from both schools. Unauthorized payments may require that you repay federal funds.

Adjustments to Awards

This office reserves the right, on behalf of Jackson State, to review, change or cancel an award at any time because of changes in a student's academic or financial status, lack of satisfactory academic progress, or the discovery of errors, clerical or other. Other reasons for adjustment include, but are not limited to: changes in enrollment hours, repeated courses, cancelled classes, additional aid received from other sources, non-attendance, and enrollment in special session classes or programs that differ from the regular academic calendar. Any commitment of funds to a student is tentative and contingent upon subsequent appropriations and actual receipt of funds.

Eligibility will be determined based on the number of credit hours for which a student is enrolled at the close of the 100% refund period. No adjustments will be made for Federal Pell Grants for classes added after the 100% refund period. Students who establish eligibility after this point in time will be paid for the actual number of credit hours for which the student is enrolled at the time the student is awarded aid.

Repeated Courses

There is a limit on payment of federal funds for repeated coursework. Students may repeat a previously passed course once and be eligible for payment on the repeat. Students may repeat a failed course until it is passed and be eligible for payment.

Disbursement of Federal Funds

You accept responsibility for all tuition and fees assessed at the time you register. Federal funds will be disbursed when all your eligibility requirements have been met and your award letter is issued to you.

Students who pre-register for classes must **confirm** their registration and their intent to attend classes by going through jWeb online. This must be done by the last day to pay fees/confirm registration. It is very important that your class schedule is finalized by this date and you have removed all holds on your record to allow financial aid funds to be applied to your account. If you do not have enough aid to cover all your tuition and fees, you must contact the Business Office to pay the remaining balance or set up a deferred payment plan. You will be dropped from classes if payment or confirmation is not received by the deadline. **If you do not plan to attend classes for which you are registered, you must contact the Financial Aid Office so that your financial aid may be cancelled.**

Students who register after the last day to pay or confirm must contact the Financial Aid Office **the same day they register** to have their financial aid applied to their account.

Charges will be deducted from financial aid applied to your account. Students with money left over will be paid those funds by check. Checks for students who have registered early will be available on the first day of class in the Gymnasium. Books and supplies cannot be charged against your account for funds listed on the enclosed award letter. It is your responsibility to keep the college updated with your current address and to return funds if you do not attend.

Federal Pell Grant

Students who received their first Pell grant on or after July 1, 2008, are limited to 18 semesters, or their equivalent, of Pell grants.

Tennessee Student Assistance Award

Tennessee Student Assistance Awards are not available until the mid-point of each semester. Semester awards will be adjusted based on hours enrolled at the end of the drop/add period. Students wishing to transfer their award from another school should contact the Financial Aid Office.

Tennessee Education Lottery Scholarship Program (TELS)

The lottery scholarships are administered by the Tennessee Student Assistance Corporation (TSAC). Jackson State does not determine eligibility for or award the lottery scholarship. Therefore, the TELS award will not appear on your enclosed award letter. Students must enroll for at least six credit hours in a degree program to be eligible for the award. The scholarship amount will be based on your enrolled hours as of the 14th day of each term. Funds will be applied to student accounts after this date. Students are expected to read, understand and sign a summary of the TELS policies before the scholarship is applied to their account.

Federal Work-Study (FWS) & Institutional Work Awards

Students on FWS or institutional work will complete a skills assessment sheet. Usually, job assignments are made according to the student's academic major or work experiences. The amount awarded is money you may earn during the academic year. You will be paid monthly for actual hours worked.

Class Attendance

Class attendance is monitored. Non-attendance may require that you to repay part or all of your federal aid. Additionally, courses by video and online courses may require proof from your instructor that you have attempted coursework. Instructors will monitor class attendance and report students who do not attend class. This office will determine if repayment of funds is required.

Satisfactory Academic Progress

Financial aid students must maintain satisfactory academic progress to remain eligible for all federal and state financial aid. A student can receive federal financial aid for up to 30 attempted semester hours of coursework under the Learning Support Program. Federal aid for a student who has exceeded this maximum will be based on college level courses only. Our satisfactory progress policy and information concerning the appeal process can be found on our website. You also may obtain this information in the Financial Aid Services Office.

Impact of Withdrawal on Eligibility for Federal Funds

The Higher Education Amendments of 1998 stipulate a formula for calculating the amount of federal aid a student and school can keep when a student withdraws from all classes. Students who withdraw from all classes prior to completing 60% of the term will have their eligibility for federal aid recalculated based on the percentage of the term they completed and may be required to return a portion of the federal funds considered to be unearned. Note that this policy shall apply to all Federal Title IV funded students who officially withdraw, as well as students who stop attending ALL classes without officially withdrawing. Federal Title IV funds defined for this policy includes: Federal Perkins Loan, Federal Pell Grant, and Federal Supplemental Educational Opportunity Grant (FSEOG). Additional information can be found on the Jackson State website. You also may obtain this information from the Financial Aid Services Office.

Other Important Consumer Information or School Disclosures

Details concerning federal, state and institutional funds are provided in the *Financial Aid Consumer Information Handbook* available on the Jackson State website. Prospective and current students will read information about the impact to drop or withdraw from courses, cancelled classes, non-attendance, or changes to his/her class schedule. Additionally, more information is located on the website about Jackson State and Student-Right-to-Know disclosures. Any change in the student's name, address or enrollment should be reported to the Financial Aid Office.

Renewal of Your Financial Aid

Financial need will be evaluated each year, and appropriate increases or decreases in the amount of the assistance offered will be made. The completion of a new federal application for financial aid (FAFSA) is required each year. The renewal application should be submitted as soon as possible after January 1. Application results must reach our office by our March 15th priority deadline.

**The Office of Financial Aid Services is located in room 25 of the Student Union Building
Web Address: www.jsc.edu/financial-aid**

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