

YOUR AWARD LETTER

2012-2013

What you need to know about your financial aid award

Please READ, SIGN and RETURN your award notification letter!

Check the appropriate column “accept” or “reject” on the award letter. Return the signed award letter to the Financial Aid Office within two weeks. Be sure to keep a copy for your records. You may only receive financial aid from one school at a time.

Do I need to enroll full-time?

You do not need to enroll full-time to receive financial aid. If you want to be a part-time student, your grant(s) will be reduced.

- **Full-time** (12 or more credits in your program of study) = full grant amount
- **Three-quarter (9, 10 or 11 credits)** = 3/4 of the grant amount
- **One-half** (6, 7 or 8 credits) = 1/2 of the grant amount
- **Less than half** (5 or fewer credits) = partial grant ONLY if eligible

The award letter assumes that you will be a full-time student unless stated otherwise. **Inform the Financial Aid Office if you will be part-time so that we can adjust your grant funds.** If you do not adjust your enrollment level, your tuition won't be paid automatically, and you may be dropped from your classes. You must enroll for a minimum of 3, 4 or 5 credits to be eligible for a less than half-time Washington State Need Grant. To be eligible for loans or Federal Work-Study, you must enroll for at least six credits. Your financial aid payment level (full-time or part-time) will be based upon registered credits as of the 10th day of the quarter. However, for academic progress purposes we will look at all attempted credits throughout the quarter.

How do I pay my tuition?

Your financial aid funds will pay your tuition upon receipt of your signed award letter, as long as your registered credits match the enrollment level on the financial aid award letter.

How do I get my money?

After your tuition has been paid, the financial services company, HigherOne, will disburse any remaining funds to you. Your disbursement selection will be called your “refund preference.”

You will have three options to receive your financial aid refund:

- Disbursed directly to your free OneAccount checking account linked to your Master Card debit card,
- Automatically deposited into your own existing bank account, or
- Issued as a paper check and sent by mail to you.

You must select an option to receive your funding. Debit cards will be mailed to you. Accurate addresses are very important!

Attendance forms are no longer required for you to receive the remainder of your aid. However, you must be enrolled and attending your classes otherwise you will owe a repayment of the financial aid.

If you have a **Federal Work-Study** award, you will receive a payroll check for the hours worked twice each month.

Can I lose my financial aid if my grades aren't good or I don't finish classes?

Yes! You can lose your eligibility for financial aid during any quarter of enrollment **if you do not keep a quarterly 2.0 grade point average OR do not finish all of your attempted credits during the quarter.** Please read the enclosed academic progress brochure that explains the requirements for financial aid.

How long can I receive financial aid?

You must apply for financial aid every year. Financial aid is offered for one academic year at a time. When determining your financial aid eligibility, we examine all of your attempted credits (even though not all credits may show on your grade transcript if classes were dropped). If you have never received financial aid before, we are still required to count your prior work when determining the length of time you can be eligible for aid. When you have attempted the equivalent of nine full-time quarters of enrollment, we will no longer provide you with financial aid. Certificates allow less time.

Will financial aid cover all classes or programs?

No! Financial aid can only cover state approved degrees or certificates. The certificates must be at least 24 credits to be eligible. Financial aid will only pay for required classes in your program. Not all classes listed as electives in the catalog are eligible for funding.

You may take up to 45 credits of developmental coursework (class numbers of less than 100) and still receive financial aid even though those classes are not required in your program of study.

Challenged courses and classes in Adult Basic Education, English for Speakers of Other Languages and Continuing Education are not eligible for financial aid.

What happens if I drop all of my classes during the quarter?

Financial aid funds are like job wages. Going to class is your "work" and completing your classes with good grades "earns" the funding. If you drop all of your classes during a quarter (or stop attending all classes), you will lose your future financial aid eligibility. You may also be required to repay some of the funds you received to the government and/or the college. When this happens, you are reported to a national database and lose eligibility at all colleges until the debt is repaid.

When tuition is refunded, the money will go to the financial aid accounts, even if you paid your own tuition. The college's tuition refund policy allows partial refunds for the first 15 calendar days of the quarter. However, if you receive federal financial aid, you and the college must return "unearned" funds for the first 60% of the quarter. The college is required to pay back some of your tuition money to the government. When it has to return more tuition funds than the normal college refund policy, you will be asked to repay us.

How do I start my Work-Study job?

Work-Study is part of your financial aid and gives you a chance to work and earn money. After receiving your award letter, sign up for the **required orientation session** before the quarter starts to receive job listings, payroll forms and general information at the orientation.

- Work-study positions are limited and provided on a first-come basis, so jobs are not guaranteed.
- You may work up to 19 hours per week until you have earned your quarterly work-study amount.
- You will be paid for **actual hours worked** at \$9.04 per hour.
- Paychecks are available on the 10th and 25th of each month.

For more information about work-study, contact the student payroll coordinator in the Financial Aid Office at (253) 833-9111, ext. 2453.

What are my responsibilities if I use financial aid?

1. Reapply for financial aid each year. Your eligibility may change, and your award can vary from year to year.
2. Notify both the Financial Aid Office and Enrollment Services of any name or address changes.
3. Inform the Financial Aid Office if you ever receive other types of funding such as scholarships, agency funds, worker retraining, veteran's benefits or other resources.
4. Your financial aid funds can only be used for educational purposes that include tuition, books, room and board, personal expenses, transportation costs (excluding the purchase of a vehicle) and childcare.
5. If you receive a Washington State Need Grant, you need to be a Washington resident as stated in RCW 28B.15.011-012; registered for three or more credits; making satisfactory progress toward your degree or certificate (not in theology); not owe a refund or repayment on a state or federal grant; and not be in default on a student loan. The grant is subject to availability. You can make voluntary future contributions to the Higher Education Coordinating Board in recognition of the State Need Grant to be used to provide assistance to other students.
6. If you deliberately falsify, misrepresent or fail to provide the needed information on your financial aid application, you can be excluded from receiving financial aid for a year. If you actually receive funds based upon misrepresented information, you will be required to repay the funds and may be reported to the U.S. Department of Education.

What else do I need to know about my financial aid?

- Financial aid funds will not be given to you before the quarter's official starting date.
- Grants and scholarships are considered taxable income when they exceed the cost of your tuition and books. Keep all receipts for tuition payments, books and supplies to determine what amount, if any, of your financial aid funds will be considered taxable income.
- If state or federal funding levels change, GRCC reserves the right to adjust financial aid awards. A financial aid award does not imply a commitment on the part of the college to continue assistance beyond the time period stated in the award notification.
- When in doubt, ask! The Financial Aid Office staff can help you complete your applications and forms. You are welcome to call, visit or email us at finaid@greenriver.edu if you would like assistance.

Green River Community College does not discriminate on the basis of race, color, national origin, sex, sexual orientation, disability, marital status, religion, age or any other unlawful basis in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Vice President of Human Resources, 12401 SE 320th Street, Auburn, WA 98092, (253) 288-3320. To receive this information in an alternative format, please contact Disability Support Services at (253) 833- 9111, ext. 2631; TTY (253) 288-3359.