FINANCIAL INFORMATION

TUITION/FEES

A. Residents of the State of Alabama

Tuition and fees per semester for students who are residents of the State of Alabama are based on the following schedule:

TUITION AND FEE SCHEDULE

(Tuition and Fees are subject to change)

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>Tuition</th>
<th>Fee</th>
<th>Technology Fee</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$72</td>
<td>$9</td>
<td>$9</td>
<td>$90</td>
</tr>
<tr>
<td>2</td>
<td>$144</td>
<td>$18</td>
<td>$18</td>
<td>$180</td>
</tr>
<tr>
<td>3</td>
<td>$216</td>
<td>$27</td>
<td>$27</td>
<td>$270</td>
</tr>
<tr>
<td>4</td>
<td>$288</td>
<td>$36</td>
<td>$36</td>
<td>$360</td>
</tr>
<tr>
<td>5</td>
<td>$360</td>
<td>$45</td>
<td>$45</td>
<td>$450</td>
</tr>
<tr>
<td>6</td>
<td>$432</td>
<td>$54</td>
<td>$54</td>
<td>$540</td>
</tr>
<tr>
<td>7</td>
<td>$504</td>
<td>$63</td>
<td>$63</td>
<td>$630</td>
</tr>
<tr>
<td>8</td>
<td>$576</td>
<td>$72</td>
<td>$72</td>
<td>$720</td>
</tr>
<tr>
<td>9</td>
<td>$648</td>
<td>$81</td>
<td>$81</td>
<td>$810</td>
</tr>
<tr>
<td>10</td>
<td>$720</td>
<td>$90</td>
<td>$90</td>
<td>$900</td>
</tr>
<tr>
<td>11</td>
<td>$792</td>
<td>$99</td>
<td>$99</td>
<td>$990</td>
</tr>
<tr>
<td>12</td>
<td>$864</td>
<td>$108</td>
<td>$108</td>
<td>$1,080</td>
</tr>
</tbody>
</table>

Each additional credit hour will cost an extra $90.00.

Tuition for Distance Education courses as designated in the official printed semester Schedule of Classes is $161.00 per credit hour. These courses are not charged fees.

To challenge residency from out-of-state, students must make their appeal to the Office of Admissions and Records before the last day of the Drop/Add and Late Registration Period of a given semester in order to be eligible for in-state tuition.

RESIDENCY POLICY

For the purpose of assessing tuition, applicants for admission will be classified in one of two categories as outlined below:

A. Resident Student

A Resident Student will be charged the in-state tuition rate established by the Alabama State Board of Education.

1. A Resident Student is an applicant for admission who meets all legal requirements or is a duly registered resident in the State of Alabama for at least 12 months immediately preceding application for admission, or whose non-estranged spouse has resided and had habitation, home, and permanent abode in the State of Alabama for at least 12 months immediately preceding application for admission. Consequently, an out-of-state student cannot attain Resident Student status simply by attending school for twelve months in the State of Alabama.

2. In the case of minor dependents seeking admission, the parents, parent, or legal guardian of such minor dependent must have resided in the State of Alabama for at least 12 months preceding application for admission. If the parents are divorced, residence will be determined by the residency of the parent to whom the court has granted custody.

Minor: An individual who, because of age, lacks the capacity to contract under Alabama law. Under current law, this means a single individual under 19 years of age and a married individual under 18 years of age, but excludes an individual whose disabilities of non-age have been removed by a court of competent jurisdiction for a reason other than establishing a legal residence in Alabama. If current law changes, this definition shall change accordingly.

Supporting Person: Either or both of the parents of the student, parents who are living together, or if the parents are divorced or living separately, then either the parent having legal custody or, if different, the parent providing the greater amount of financial support. If both parents are deceased or if neither has legal custody, Supporting Person will mean, in the following order: the legal custodian of the student, the guardian, and the conservator.

B. Non-Residents of the State of Alabama

Non-resident or out-of-state tuition is $143 per each semester credit hour; a $9 maintenance fee, plus a $9 technology fee is charged additionally for each credit hour. Tuition and fees are subject to change. For example, an out-of-state or non-resident student would pay $483 for a three-hour course during the Fall 2006 at Shelton State Community College.
3. In determining Resident Student status for the purpose of charging tuition, the burden of proof lies with the applicant for admission.
   a. Students having graduated from an Alabama high school, or having obtained a GED in the State of Alabama within two years of the date of application for admission shall be considered Residential Students for tuition purposes.
   b. An individual claiming to be a resident will certify by a signed statement each of the following:
      i. a specific address or location within the State of Alabama as his or her residence.
      ii. an intention to remain at this address indefinitely.
      iii. possession of more substantial connections with the State of Alabama than with any other state.
   c. Though certifications of an address and an intent to remain in the state indefinitely will be prerequisites to establishing status as a resident, ultimate determination of that status will be made by the institution by evaluating the presence or absence of connection with the State of Alabama. This evaluation will include the consideration of the following connections:
      i. consideration of the location of high school graduation.
      ii. payment of Alabama state income taxes as a resident.
      iii. ownership of a residence or other real property in the state and payment of state ad valorem taxes on the residence or property.
      iv. full-time employment in the state.
      v. residence in the state of a spouse, parents, or children.
      vi. previous periods of residency in the state continuing for one year or more.
      vii. voter registration and voting in the state; more significantly, continuing voter registration in the state that initially occurred at least one year prior to the initial registration of the student in Alabama at a public institution of higher education.
      viii. possession of state or local licenses to do business or practice a profession in the state.
      ix. ownership of personal property in the state, payment of state taxes on the property, and possession of state license plates.
      x. continuous physical presence in the state for a purpose other than attending school, except for temporary absences for travel, military service, and temporary employment.
      xi. membership in religious, professional, business, civic, or social organizations in the state.
      xii. maintenance in the state of checking and savings accounts, safe deposit boxes, or investment accounts.
      xiii. in-state address shown on selective service registration, drivers’ license, automobile title registration, hunting and fishing licenses, insurance policies, stock and bond registrations, last will and testament, annuities, or retirement plans.
4. Students determined to be eligible for resident tuition will maintain that eligibility upon re-enrollment within one full academic year of their most previous enrollment unless there is evidence that the student subsequently has abandoned resident status; for example, registering to vote in another state. Students failing to re-enroll within one full academic year must establish eligibility upon re-enrollment.

B. Non-Resident Student (additional persons for resident tuition)
A Non-Resident Student, one who does not meet the standard of having resided in the State of Alabama for at least 12 months immediately preceding application for admission, will be charged the in-state tuition rate established by the State Board of Education under the following circumstances, provided such student is a citizen of the United States.
1. The dependent student is one:
   a. whose supporting person is a full-time permanent employee of the institution at which the student is registering; or
   b. whose supporting person can verify full-time permanent employment in Alabama and will commence said employment within 90 days of registration; or
   c. whose supporting person is a member of the United States military on full-time active duty stationed in Alabama under order for duties other than attending school; or
   d. whose supporting person is an accredited member of a consular staff assigned to duties in Alabama.
2. The student is not a dependent (as defined by Internal Revenue Codes) who:
   a. is a full-time permanent employee of the institution at which the student is registering or is the spouse of such an employee; or
   b. can verify full-time permanent employment within the State of Alabama or is the spouse of such an employee and will commence said employment within 90 days of registration with the institution; or
   c. is a member of or the spouse of a member of the United States military on full-time active duty stationed in Alabama under orders for duties other than attending school; or
   d. is an accredited member of, or the spouse of, an accredited member of a consular staff assigned to duties in Alabama.
3. In determining Non-Resident Student status for the purpose of charging tuition, the burden of proof lies with the applicant for admission. The College may request proof that the applicant meets the stipulations noted above prior to admission.
4. The student is eligible for in-state tuition if the student resides in Lowndes and Noxubee counties in Mississippi.
Out-of-State Student

Any applicant for admission who does not fall into Section B (Non-Resident Student) above shall be charged a minimum tuition of two times the resident tuition rate charged by that institution. Students initially classified as ineligible for resident tuition will retain that classification for tuition purposes until they provide documentation that they have qualified for resident tuition.

OTHER FEES

A. A late registration fee of $25.00 is charged if registration is not completed on or before the designated date of registration.
B. A diploma fee equal to the actual cost of the diploma is charged.
C. A vehicle registration fee of $10.00 is required each year.
D. All students are required to purchase a student accident insurance policy each semester. The charge is $7.50 for fall and spring semesters and $5.00 for the summer semester. These rates are subject to change.
E. Checks, Visa, and MasterCard will be accepted as payment of all fees and charges, subject to final payment. If a student’s check is returned unpaid, payment must be cleared promptly. The returned check service fee charge will be based on the current rate set by the District Attorney’s Office.
F. An administrative fee not to exceed five percent (5%) of tuition and other institutional charges, or $100, whichever is smaller, will be assessed for each withdrawal within the period beginning the first day of class and ending at the end of the third week of class.
G. Some courses may require additional fees.

NOTE: There is no difference in the cost of auditing a course and taking that course for credit.

TUITION/FEE REFUND POLICY

A. Withdrawals
The Shelton State tuition refund policy is based on the college calendar. The calculation of the refund begins with the first day of class as listed on the college calendar for that particular term. In order to receive 100% refund for complete withdrawal from school, students must withdraw before the first day of class as listed on the college calendar for that particular term. The first day of class is the first official instructional day of all classes as stated in the institution’s published calendar. There is only one first day.

1. Full Term Enrollment
A student who withdraws from the College may claim a partial refund under certain conditions:
a. students who completely withdraw before the beginning of the term receive a 100% refund.
b. students who completely withdraw within the first three instructional days receive a 75% refund.
c. students who completely withdraw during the fourth through sixth instructional days receive a 50% refund.
d. students who completely withdraw during the seventh through ninth instructional days receive a 25% refund.
e. students who completely withdraw after the fifteenth instructional day will receive NO REFUND.

2. Split Term Enrollment
A student who withdraws from the College may claim a partial refund under certain conditions:
a. students who completely withdraw before the beginning of the term receive a 100% refund.
b. students who completely withdraw within the first three instructional days receive a 75% refund.
c. students who completely withdraw during the fourth through sixth instructional days receive a 50% refund.
d. students who completely withdraw during the seventh through ninth instructional days receive a 25% refund.
e. students who completely withdraw after the tenth instructional day will receive NO REFUND.

Only the following tuition/fees can be refunded: Tuition, Maintenance Fees and Technology Fees. Other miscellaneous fees will not be refunded. A list of refund dates and refund percentages is printed each semester in The Schedule of Classes.

B. Drop/Add and Late Registration Period
The Drop/Add and Late Registration Period is a three (3) to five (5) day period after the official designated registration days for full term classes during the fall and spring semesters. The Drop/Add and Late Registration Period is two (2) days for the summer semester and for split term classes. Students who drop a course (or courses) and have other courses remaining on their schedules may receive 100% refund if the course is dropped during the Drop/Add and Late Registration Period. AFTER THE DROP/ADD AND LATE REGISTRATION PERIOD, NO REFUNDS WILL BE GIVEN TO STUDENTS WHO DROP A COURSE (OR COURSES) AND HAVE OTHER COURSES REMAINING FOR THE SAME SEMESTER ON THEIR SCHEDULES; AND THUS, REFUNDS WILL BE ISSUED FOR COMPLETE WITHDRAWAL ONLY.

C. Short Course Refunds (Continuing Education, Community Education)
A refund will not be given after the first meeting of the class.

D. SHELTON STATE COMMUNITY COLLEGE DOES NOT GIVE CASH REFUNDS. Refund checks are mailed from the Office of Business Services. In order for refunds to be processed, students must obtain a withdrawal form from the Office of Admissions and Records. Students must then take the completed withdrawal form to the Cashier’s Office to request the refund.

FINANCIAL AID

Shelton State Community College offers financial assistance to students who are in need of help in order to pay the cost of their education. Financial aid is designed to supplement the family’s ability to finance the student’s educational expenses. Shelton State is approved for Federal
Financial Aid, Veterans Benefits, Vocational Rehabilitation Training, Alabama Prepaid Affordable College Tuition (PACT), Institutional Scholarships, and Private Scholarship programs.

Title IV Federal Financial Aid Programs which are available include Federal Pell Grant, Federal Work-Study (FWS), Federal Supplemental Educational Opportunity Grant (FSEOG), and the Alabama Student Assistant Program (ASAP). Shelton State Community College does not participate in any of the federal and state loan programs. Shelton State, however, is approved for deferment of previous loans.

APPLYING FOR FINANCIAL AID PRIORITY DATE

Priority for the limited campus-based programs (FWS, FSEOG, and ASAP) is given to students whose fall semester applications are completed prior to May 30th of that year.

APPLYING FOR FEDERAL FINANCIAL AID

Students who apply for financial aid:
1. must apply for admission and request high school transcripts, GED scores or certificates, and academic transcripts from other colleges and trade schools previously attended. Transient students and students who take courses not included in their program of study are not eligible to receive financial aid at Shelton State Community College.
2. must be a U.S. Citizen or an eligible non-citizen. All eligible non-citizens must provide documentation to verify their eligibility status.
3. must be a regular student working towards a degree or certificate in an eligible program at Shelton State Community College.
4. must meet the standards of academic progress (qualitative and quantitative).
5. male students, 18-25 years of age, must be registered with the Selective Service. Students can register through the internet at www.sss.gov.
6. must call the Office of Financial Aid, 205-391-2218 to request that the Student Aid Report (SAR) be processed electronically or bring a copy of the SAR into the office.

TO QUALIFY FOR FEDERAL FINANCIAL AID

Students who apply for Federal Financial Assistance:
1. must complete the Free Application for Federal Student Aid (FAFSA). This should be done as soon as possible. Student(s) of dependent students) complete their federal income tax return each year.
2. may apply with a paper FAFSA or on the internet at www.fafsa.ed.gov. PIN numbers can be requested at www.pin.ed.gov. Shelton State’s Title IV code is 005691. The Shelton State web site is www.sheltonstate.edu.
3. must submit signed copies of certain financial documents for the student and/or spouse and for student and parent(s) if selected for verification. Students may contact the Office of Financial Aid to find out which documents are required. Approximately one-third of all financial aid applications are selected by the federal government for a process called verification.
4. must have financial need. Financial need is determined by subtracting the expected family contribution from the cost of education.
5. must have a high school diploma, a GED, or have passed an independently administered Ability-to-Benefit test approved by the U.S. Department of Education.
6. must be enrolled as a student in an eligible program, making satisfactory academic progress. *Technical Classes/Certificates require a clock hour conversion to receive Title IV funds. Financial Aid will be paid on the lowest hours. Questions should be directed to the Office of Financial Aid, 205-391-2218, or to the Counseling Department, 205-391-2220.
7. must not be in default on any previous student loan.
8. must have official transcripts on file in the Office of Admissions and Records before financial aid will be awarded.

The financial aid award letter sent to students serves as notification that the financial aid award has been established in the college’s computer. The student may then register for the semester, either by telephone, web, or in person and charge tuition, fees, books, and supplies up to the total amount of the financial aid awarded (excluding work-study award). Any remaining balance from the financial aid award of that semester will be issued by check to the address on file in the Office of Admissions and Records. Students who completely withdraw from school prior to the disbursement of funds will have financial aid adjusted based on the withdrawal date. Any remaining funds will be returned to the financial aid program.

* If a student is enrolled in a technical/certificate program that does not offer a degree, credit hours will be adjusted based on a federally mandated credit/clock hour conversion formula.

MINIMUM STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

Federal regulations require that all students meet minimum standards of satisfactory academic progress to receive financial aid.

A. SATISFACTORY ACADEMIC PROGRESS STANDARDS

To remain eligible for state and federal financial aid programs, students must make Satisfactory Academic Progress toward achieving a degree or certificate. The Standards of Satisfactory Academic Progress are applied to all students who wish to establish or maintain financial aid eligibility at Shelton State Community College. If a student has received financial aid funds previously, the Standards of Satisfactory Progress still applies.

The standards are established to encourage students to progress toward an educational objective and complete a degree within a reasonable time frame and with the least amount of financial aid. The time frame is determined as follows: each student receiving financial aid will be expected to complete the designated course of study within a period not to exceed 1.5 times the length of the program of study; e.g., a two-year program of study (six semesters) must be completed within three
years (nine semesters) of attendance. After the student has completed at least one or two semesters based on his/her program of study, a change in program may affect the student’s time frame and the student may be required to pay for any future semesters. If the standards are not met, students are not eligible for federal and state financial aid.

Minimum Standard of Satisfactory Academic Progress includes the following:
1. maintain a cumulative grade point average of at least 2.0.
   Each student will be expected to meet or exceed the following cumulative Grade Point Average (GPA) based on the hours attempted:
   - 12 - 21 hours - 1.50 GPA
   - 22 - 32 hours - 1.75 GPA
   - 33 hours and above - 2.00 GPA
2. complete a minimum of 67% of cumulative credit hours attempted per semester (including all transfer credits and/or accepted based on a transfer evaluation).
3. complete less than ninety-eight (98) total cumulative credits (including all transfer credits) in the Associate Degree Programs. The attempts for the certificate programs are determined by the length of the program of study.

B. CUMULATIVE CREDIT HOURS ATTEMPTED
Cumulative credit hours attempted are defined as all credit hours attempted at Shelton State Community College and all credit hours transferred from other institutions. Attempted credits include courses with grades of A, B, C, D, F, W, or I.
Repeated courses will be counted as hours attempted and also toward 98 maximum credits allowable for financial aid to obtain an AS or AA degree or the maximum time-frame for the student's program of study.

C. CUMULATIVE CREDIT HOURS COMPLETED
Cumulative credit hours successfully completed are defined as grades A, B, C, D, or S. Credit hours not successfully completed are defined as F, W, I, or U.

D. AUDIT GRADES
Credit hours taken for a grade of “audit” do not apply toward an associate degree or certificate program. Therefore, credit hours with this designation are not included in determining enrollment status for financial aid disbursements or Satisfactory Academic Progress. Students with changes in grade type of an “audit” after the disbursement of financial aid will be reviewed for an enrollment status change. This change may result in a reduction of financial aid eligibility and a balance owed to the College.

E. INCOMPLETE GRADES
Courses in which a grade of I (Incomplete) is earned will be considered as credit hours attempted and not completed. Students who have made arrangements with the instructor to complete required course work are not required to re-register for the same class during the next semester to complete the work; however, students must complete all work during the next semester to remove the grade of I. Any academic course applied towards a degree or certificate that is carried forward to the next semester for completion will not be counted as part of the new semester enrollment status. If the grade of Incomplete was instrumental in placing a student on financial aid probation or suspension, once completed, the student may appeal for a re-evaluation of Satisfactory Academic Progress by submitting the Satisfactory Academic Progress Appeal form to the Office of Financial Aid at Shelton State Community College.

Courses in which a grade of IP (In Progress) is earned will be considered as credit hours attempted and not completed. Students who receive an IP are required to register for the course the next semester and must register for the section that is taught as computer based (CBI in the schedule) to complete the work. However for the developmental classes, the student must not have attempted the course more than three (3) times.

F. CUMULATIVE GRADE POINT AVERAGE
A student’s cumulative grade point average must meet the minimum standards of the institution according to his/her degree intentions. The minimum cumulative grade point average for graduation at Shelton State Community College is 2.0.

G. FINANCIAL AID PROBATION AND SUSPENSION
A student’s failure to meet any of the Standards of Satisfactory Progress will result in the student being placed on financial aid probation for the next semester, but will not exceed one semester. During this probationary semester, the student may continue to receive financial aid. However, if the student fails to comply with the minimum standards during their probationary semester, financial aid will be terminated.

H. PROCEDURE FOR REVIEW OF SATISFACTORY ACADEMIC PROGRESS
Each semester following the posting of grades to the official transcript, the Office of Financial Aid will review each student’s academic history and notify those students who are being placed on financial aid probation or financial aid suspension. All students placed suspension will be mailed a Satisfactory Academic Progress Appeal form. Students not meeting the minimum standards for the first time will be placed on financial aid probation for one semester. Students on probation are eligible to receive all financial aid. Students may appeal using the Satisfactory Academic Progress Appeal form. Students not meeting the minimum standards during their probationary semester are placed on financial aid suspension. Students on suspension are not eligible to receive any federal or state financial aid. Pending financial aid awards for upcoming semesters will be cancelled. Students may appeal using the Satisfactory Academic Progress Appeal form. For additional information, contact the Office of Financial Aid, 205-391-2218.
I. CLEARING GPA OR CREDIT HOUR DEFICIENCIES
Financial aid awards may be reinstated if the student completes 100% of credits attempted in the most recent semester with a minimum of 6 credits; with overall GPA 2.0; and pays tuition and fees out of pocket. Once these criteria are met, the student may appeal for financial aid reinstatement with the Satisfactory Academic Progress Appeal form.

J. SATISFACTORY ACADEMIC PROGRESS APPEAL/REINSTATEMENT
Students placed on financial suspension for not meeting the minimum standards for a second time may appeal for reinstatement of financial aid by filing a Satisfactory Academic Progress Appeal form. If approved, the student will be placed on financial aid probation for one semester. If Satisfactory Academic Progress is met for that semester, the status will be cleared. Reinstatement of all aid is subject to professional judgment, submission of proper documentation of the student’s circumstances and availability of funds.

The following special circumstances will be considered when processing an appeal:
1. a significant medical illness or injury that directly affected student’s ability to meet the academic standards.
2. the death of a close relative during the time period that directly affected the student’s ability to meet the academic standards.
3. the student attended school more than two years prior to the current year and experienced difficulties at that time that directly affected the student’s ability to meet the academic standards.
4. the student received a change of grade from a previous semester and is requesting that Satisfactory Academic Progress be re-evaluated.
5. the student has completed the maximum 98 credits allowable for financial aid at Shelton State Community College, including transfer credits in the current program of study and the student requires additional credits to complete the program of study.
6. the student has completed at least six credit hours, paid out of pocket and is requesting that Satisfactory Academic Progress be re-evaluated.
7. the student experienced a significant personal tragedy or event that affected the student’s ability to meet the academic standards.

K. PROGRAM OF STUDY
A student receiving financial assistance must be enrolled in a program of study which leads to a degree or certificate. A change in a student’s program of study will be allowed; however, financial aid will be granted ONLY for additional required hours, if any.

L. DROPPING OR WITHDRAWING FROM CLASSES
A student who reduces his/her enrollment by dropping or withdrawing from classes during any semester can create possible consequences for his/her financial aid. Before dropping classes, students should make an appointment with either the Director of Financial Aid or the Financial Aid Manager. In cases of complete withdrawals, students may be required to repay a percentage of financial aid received for that semester. See Title IV Return of Title IV funds.

M. DEVELOPMENTAL AND REPEATED COURSES
A student receiving federal financial aid (Title IV) may not be paid for more than 32 credit hours of developmental course work. A student cannot receive financial aid for a course which was successfully completed in a prior term. (Additionally, credit hours earned the second time the course is attempted counts toward the minimum number of credit hours required for program completion.) Exception is given to students enrolled in certain programs where higher standards are required. For a list of these programs and courses, contact the Office of Financial Aid, 205-391-2218.

N. DISBURSEMENT OF FINANCIAL AID FUNDS
Disbursement checks will be mailed approximately 14 days after the last day of the Drop/Add and Late Registration Period, pending receipt of federal funds. Books and supplies cannot be charged against Pell Grant until the official first day of class according to the college calendar. Title IV Pell Grant will be awarded based on the student’s Expected Family Contribution (EFC) number, hours attending, course repeated/passed, and/or the clock hour conversion.
12 credit hours Full-time
9 to 11 credit hours Three-fourths time
6 to 8 credit hours Half-time
5 and under credit hours Less than half-time

O. RETURN OF TITLE IV FUNDS
The federal government has established a Return of Title IV Funds (R2T4) Policy. Financial aid is awarded to students contingent upon the student attending classes for the term and successful completion of the semester. If the student fails to complete the term successfully, the student may be responsible for repaying part or all of the financial aid. Federal Grant recipients who completely withdraw from the institution prior to completing 60% of the enrollment period will owe a repayment to the U. S. Government

A student who receives federal financial aid (Title IV funds) may have his/her financial aid adjusted based on his/her date of official or unofficial (see definition below) withdrawal, repeat of classes, and/or corrections to a student aid report based on new information that affects the student’s Expected Family Contribution number (EFC#). Title IV funds consist of Pell Grant, Federal Supplemental Educational Grant and Federal Work Study.

Shelton State will return Title IV funds to the Department of Education for students who completely withdraw before the 60% point in any given semester provided the student repays within the 45 day period. These refunds will be made to the appropriate federal programs in accordance with CFR Section 668-22.
P. DEFINITIONS APPLICABLE FOR STUDENTS WHO RECEIVE FINANCIAL AID

Federal Grant Recipient:
Students who receive one or more of the following: Federal Pell Grant, Federal Supplemental Opportunity Grant, Free Application for Federal Student Aid (FAFSA) is used as a need analysis for Alabama State Grant and Federal Work Study.

Financial Aid Official and Unofficial Withdrawal Policy:
A student who receives federal financial aid (Title IV funds) may have his/her financial aid adjusted based on his/her date of official or unofficial complete withdrawal. Title IV consists of Pell Grants, Federal Supplemental Opportunity Grant, and Federal Work-study.

A complete withdrawal is defined as withdrawing from all classes for a given semester.

Official Withdrawal
A student’s official withdrawal date is defined as the date the student signs and submits an official withdrawal form to the Office of Admissions and Records.

Unofficial Withdrawal
A student is considered to have unofficially withdrawn for financial aid purposes only when:
A. the student does not complete the official withdrawal process; and
B. the student earns failing grades (F or U) in all courses for which he/she is registered.

If the last day of attendance is not defined in the Display Student Grade Section of the official grade report an financial aid cannot document the last day of attendance with the student’s instructors, the student’s unofficial withdrawal date will be defined as the midpoint (50%) of the semester and the student will, in accordance with the Return to Title IV calculation, owe monies back to the Title IV fund. The time frame for the midpoint will differ for students enrolled in split term sessions.

Consequences for Complete Withdrawal and Financial Aid (REPAYMENT)
A student who officially withdraws earns financial aid based on the number of calendar days he/she attended. Earned financial aid is calculated from the beginning of the semester to the official withdrawal date, up to the 60% point in the semester. After the 60% point, all financial aid is earned.

The Return to Title IV will be Performed in Accordance to Federal Regulations.
For unofficial withdrawals the Return of Title IV Funds calculation are performed according to Federal regulations by using the mid-point of the semester (50%) unless the Office of Financial Aid is able to document attendance beyond the mid-point of the semester.

Procedure for Repaying the U. S. Government
According to federal regulations, the Office of Business Services performs a Return to Title IV calculations. If it is determined that the student owes a repayment of grants to the U.S. Government, that student will receive a letter of notification of this debt and will be ineligible to receive any future Title IV aid until this matter is resolved. If the student owes a balance to the College, the student must pay the balance prior to registering for future semesters.

The student must contact the Office of the Cashier within 45 days of receiving written notification of any repayment obligation. If the student does not contact the Office of the Cashier with payment, the College will send the student’s information to the U.S. Government for collection and the student will remain ineligible for federal and state aid until the College receives notice that the student has re-established his/her eligibility.

It is the intent of the Office of Financial Aid to inform Federal Grant recipients who may withdraw from college to seriously consider the implications of this Return to Title IV policy. Students who are having difficulty in their classes should seek assistance through their instructors, the Counseling Center, and the Learning Center. Students who encounter problems after registering for and attending classes should consider withdrawing from some but not all of his or her classes.

Shelton State Community College is committed to student success and to helping students remain in school and to achieve his/her educational goals.

FINANCIAL AID COURSE LOAD REQUIREMENT
To receive the amount of Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), or Alabama State Grant as indicated on the financial aid award letter, students must be enrolled for a full-time course load which is a minimum of 12 credit hours each semester. A student who enrolls for less than 12 credit hours will have his/her Title IV Grant and or Alabama State Grant adjusted according to the student’s financial aid enrollment status as listed:

- 12 credit hours Full-time
- 9 to 11 credit hours Three-fourths time
- 6 to 8 credit hours Half-time
- 5 and under credit hours Less than half-time

(Students must be at least half-time to receive FSEOG and Alabama State Grant). Title IV Pell Grant awards for certain certificate programs/courses will be based on the lower of the total clock hour conversion hours or the total academic credit hours. Financial aid will cover only those classes required in a student’s program of study as recorded in the Office of Financial Aid. For more information, contact the Office of Financial Aid, 205-391-2218.

FEDERAL FINANCIAL AID PROGRAMS

A. Pell Grant
The Federal Pell Grant is designed to give aid which does not have to be repaid. Pell Grants provide a foundation of financial aid to which other federal and non-federal sources of aid may be added. The amount of a Federal Pell Grant is dependent upon a family’s financial circumstances. Students should complete the Free Application for Federal Student Aid (FAFSA) to apply for a Federal Pell Grant. A Federal Pell Grant is awarded for an academic year (two semesters). The financial aid
year begins with the fall semester and ends with the summer semester. Students who are full-time (12 or more hours) for two semesters will not have any Pell Grant funds remaining for the summer semester. However, if the student is part-time either semester or skips a semester, the student may use the remainder of the Pell Grant during the summer semester. Students must attend the first day of class or Pell Grant awards may be adjusted. For more information about Federal Pell Grants, contact the Office of Financial Aid, 205-391-2218.

B. Federal Supplemental Educational Opportunity Grant (FSEOG)  
The Federal Supplemental Educational Opportunity Grant is designed to assist students with exceptional financial need. Priority is given to Federal Pell Grant recipients who apply early (prior to June 30 for the coming fall semester) and have a “0” eligibility number (EFC). Students should complete the Free Application for Federal Student Aid (FAFSA) to apply for Federal Supplemental Educational Opportunity Grant (FSEOG). For more information about Federal Supplemental Educational Opportunity Grants, contact the Office of Financial Aid, 205-391-2218.

C. Alabama Student Assistance Program (ASAP)  
The Alabama Student Assistance Program is designed to assist exceptionally needy students. It consists of Federal State Student Incentive Grant funds and funds appropriated by the Alabama Legislature. ASAP funds are aid which does not have to be repaid. Students should complete the Free Application for Federal Student Aid (FAFSA) to apply. Priority is given to those who receive a Federal Pell Grant and who apply early. For more information concerning the Alabama Student Assistance Program, contact the Office of Financial Aid, 205-391-2218.

D. Federal Work-Study Program  
The Federal Work-Study Program offers part-time employment at the College. It allows students to earn money which is needed to finance their education. This program exists to assist in paying the difference between the cost of education and the amount that the student and/or the parents can pay. Federal Work-Study provides a meaningful job experience while allowing the student the opportunity to earn some of his/her educational cost. Students must complete the Free Application for Federal Student Aid (FAFSA) and a Shelton State Community College Application for Federal Work-Study to apply. For additional information, contact the Office of Financial Aid, 205-391-2218.

FINANCIAL PROGRAMS FOR VETERANS

A. Alabama National Guard Educational Assistance Program (ANGEAP)  
The Alabama National Guard Educational Assistance Program is designed to provide financial assistance to Alabama National Guard members. Limited funding is provided by the Alabama Legislature, and priority is given to those who apply early. Applications for the Alabama National Guard Educational Assistance Program are available from the member's Alabama National Guard Unit. For more information concerning the ANGEAP, members should contact the National Guard benefits administrator at their unit.

B. Benefits for Veterans and Dependents of Veterans  
Note that Shelton State Community College does not participate in the advance pay program. Students must pay for books, tuition, and fees at the time of registration. Students should expect to receive Veterans Administration (VA) benefits 60 to 90 days after the college certifies enrollment.

A veteran may be certified for only one semester if the student has prior credit from another institution. Recertification is contingent upon completion of admissions records and which includes the receipt of transcripts from other institutions. If the enrollment period is temporarily interrupted, the Office of Financial Aid will certify re-enrollment when the veteran notifies the office. Benefits may not be paid for courses previously passed unless a better grade is required in the degree objective, for courses in which an I (Incomplete) was previously received, or for courses which are not a part of the declared educational program (unless approved as a substitute for a required course by the Dean of Instruction).

ALL VETERANS SHOULD CONTACT THE OFFICE OF FINANCIAL AID DURING REGISTRATION TO COMPLETE PROPER CERTIFICATION WITH THE VETERANS ADMINISTRATION.

Information pertaining to the Alabama Veterans program may be obtained by contacting the State Department of Veteran Affairs, P. O. Box 1509, Montgomery, AL 36104.

Documentation of veterans information as required by the Veterans Administration and Shelton State is as follows:

1. copy of DD-214 or Certificate of Eligibility - Doc. #2384.
2. certified transcripts from all institutions previously attended. TRANSCRIPTS ARE NOT ACCEPTED FROM STUDENTS - ONLY DIRECTLY FROM INSTITUTIONS.
3. VA File Number.

To apply for veteran benefits the student must complete the following procedure:

1. apply for admission to the College and complete his/her admission file.
2. complete an application for VA benefits and attach a copy of DD-214 or Notice of Basic Eligibility (NOBE) - National Guard Reserve. If a student has used VA benefits at a previously attended institution, students must complete a “Request for Change of Program or Place of Training” form (Form 22-1995.)
3. disabled Veterans (Chapter 31) must contact a VA counselor at 950 22nd Street, N., Suite 777, Birmingham, AL 35203. If eligible, the VA counselor will submit authorization to the College which will pay for tuition, fees, required books and supplies.
4. dependent students of 100% or totally Disabled Veterans (Chapter 35) must complete application form 22-5490. Chapter 35 students with a Certification of Eligibility are allowed tuition, fees and books.

Note: Veteran Benefits do not pay for developmental classes.

Certification of Veterans:
The following criteria will be used for certifying veterans or eligible persons:
1. certification will be granted for only those courses which are applicable to the declared program of study (major). Any deviation must be approved in writing by the Dean of Instruction.
2. certification for more than the required number of hours will be granted only upon written approval from the Veterans Administration.
3. certification may be granted for basic institutional credit courses and developmental courses if such courses are necessary for the student to reach his/her educational objective.
4. certification will not be granted for audit, or continuing education courses.
5. after an interruption of an educational program, veterans must be recertified for educational benefits.
6. a veteran that has received college credit at other institutions will be certified for only those courses necessary to complete the declared program of study at Shelton State Community College.
7. payment for benefits will be based on the following schedule:

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>Full-time Payment</th>
<th>One-half Payment</th>
<th>Reimbursement for tuition and fees only</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 or more</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9 to 11</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6 to 8</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5 or less</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Class Attendance of Veterans:
Failure of any veteran to attend class, may result in a reduction or termination of benefits. Any irregularity in class attendance must be approved by the instructor and the Dean of Instruction as to whether absences are excused or unexcused. Should the veteran accumulate excessive unexcused absences, the reduction of benefits to the veteran will be made effective the last date of attendance in class.

Withdrawals from Class or Classes by Veterans:
Veterans may adjust their schedule without penalty only during the Drop/Add and Late Registration Period. A veteran who withdraws after this period without demonstrating extenuating circumstances will lose his/her payment under VA educational assistance.

SCHOLARSHIPS
Shelton State Community College offers competitive scholarships to qualified students. Scholarship applications are available on the Shelton State website, www.sheltonstate.edu, in the Counseling Center on the Martin Campus, and from high school counselors. Applications must be submitted on Shelton State Community College Scholarship Application forms and accompanied by a copy of the high school transcript and other college transcripts, if applicable. Properly completed applications should be submitted to the college official noted on the scholarship application by date published. Scholarships are awarded by semester based upon availability. For scholarship requirements and deadlines, refer to the specific scholarship application.

Academic
Academic scholarships recognize outstanding high school seniors and Shelton State students who have excelled in academics. Students should have a minimum of a 3.00 average in addition to involvement in extracurricular activities. An ACT or SAT score is required of high school students applying for academic scholarships.

Ambassador
Ambassador scholarships are awarded to students that show strength and interest in leadership opportunities. An interview is required for all applicants and consideration is given to academic performance. Recipients must maintain a 2.5 average.

Art
Art scholarships are awarded on the basis of a portfolio of seven to ten examples of original work. The portfolio should be accompanied by a high school transcript, a letter of application from the student, and a recommendation from the art instructor. Students must major in art, art education, or an art related area and maintain a 2.0 average.

Athletic
Athletic scholarships are awarded on the basis of try-outs and/or a demonstrated ability to compete on the intercollegiate level. Scholarships cover tuition, fees, and books. The number of scholarships awarded in each sport, along with eligibility requirements, is established by the NJCAA. Scholarships are awarded in baseball, men’s and women’s basketball, fast-pitch softball, and women’s soccer.

Cheerleading/Dance Team
Shelton State Community College has a co-ed cheerleading squad and a Dance Team. Members are chosen at try-outs which are held each spring. The squads perform at home basketball games and other school functions.
Music
Voice, piano, Shelton Singers, and Brass Ensemble scholarships are awarded based on performance in an audition with consideration given to achievement during high school. Tryouts are held several times during the year.

Technical
Technical scholarships are awarded in occupational degree and certificate programs. Students must have C average or higher to apply for this scholarship. All scholarship recipients will be counseled and recommended by the program instructor.

Theatre
Theatre scholarships are based on performance in an audition with consideration given to academic performance and recommendations from high school teachers. Students must major in Theatre and must maintain a B average. Auditions/interviews are held several times during the year.

Senior Scholarship Program
The State of Alabama provides a scholarship program that allows senior adults to register for any of the credit courses offered through the College.

The following guidelines must be followed:
1. Individuals must be at least 60 years of age at the time of the enrollment.
2. Individuals may take each course only one time.
3. Individuals will be registered for a course only after the class has met minimum enrollment requirements as defined by the College.
4. Individuals must provide proof of high school graduation or the equivalent.
5. Individuals must pay all applicable fees.
For additional information, contact the Office of Community Education, 205-391-2360.

Shelton State Community College Foundation
The Shelton State Community College Foundation is comprised of community leaders and is a separate entity from the College. The Foundation works to raise funds to benefit various programs at the College. One such program provides scholarships for students enrolled in instructional programs at the College; these scholarships are awarded based on students’ academic standing, community involvement, and/or financial need. A variety of scholarships are available to currently enrolled students, graduating high school seniors, and other prospective students. A list of specific requirements, applications, and the deadline for each award are provided in the Shelton State Foundation Office, the Shelton State Counseling Center, on the Shelton State website, www.sheltonstate.edu, and in the office of area high school counselors. For additional information contact the Office of the Shelton State Community College Foundation, 205-391-2298.