

SHELTON STATE COMMUNITY COLLEGE

FINANCIAL INFORMATION

TUITION/FEES

Tuition for residents of the State of Alabama

Resident or in-state tuition is \$109.00 per credit hour.

Tuition for Non-Residents of the State of Alabama

Non-resident or out-of-state tuition is \$199 per credit hour.

TUITION AND FEE SCHEDULE

(Tuition and Fees are subject to change)

Credit Hours	Resident Tuition	Nonresident Tuition	Bond Surety Fee	Maintenance Fee	Technology Fee	Resident Total	Nonres. Total
1	\$ 90	\$180	\$ 1	\$ 9	\$ 9	\$109	\$199
2	\$180	\$360	\$ 2	\$18	\$18	\$218	\$398
3	\$270	\$540	\$ 3	\$27	\$27	\$327	\$597
4	\$360	\$720	\$ 4	\$36	\$36	\$436	\$796
5	\$450	\$900	\$ 5	\$45	\$45	\$545	\$995
6	\$540	\$1808	\$ 6	\$54	\$54	\$654	\$1194
7	\$630	\$1260	\$ 7	\$63	\$63	\$763	\$1393
8	\$720	\$1440	\$ 8	\$72	\$72	\$872	\$1592
9	\$810	\$1620	\$ 9	\$81	\$81	\$981	\$1791
10	\$900	\$1800	\$ 10	\$90	\$90	\$1090	\$1990
11	\$990	\$1980	\$ 11	\$99	\$99	\$1199	\$2189
12	\$1080	\$2160	\$ 12	\$108	\$108	\$1308	\$2388
13	\$1170	\$2340	\$ 13	\$117	\$117	\$1417	\$2587
14	\$1260	\$2520	\$ 14	\$126	\$126	\$1526	\$2786
15	\$1350	\$2700	\$ 15	\$135	\$135	\$1635	\$2985

There will be an additional fee for student accident insurance and parking hang tag for all students.

ALL STUDENTS ARE REQUIRED TO PAY TUITION AND FEES ON OR PRIOR TO THE PAYMENT DUE DATES LISTED IN THE SCHEDULE OF CLASSES. If the tuition and fees are not received by the appropriate due date published, the student's schedule may be removed. If a student's schedule is removed for non-payment, the student must re-register for classes.

Shelton State Community College does not accept partial payment. This includes students receiving any type of financial assistance. Balances must be paid before the grant/waiver/scholarship can be applied to the student account (example: a student receiving a tuition waiver would be required to pay the technology and maintenance, parking, and insurance fees before the waiver is applied). Sponsored students include those students whose expenses are paid by agencies such as Vocational Rehabilitation Services, Alabama G.I. and Dependents Educational Benefits Act, post 9/11 G.I. Bill (excluding veterans who receive benefits only from Federal Veterans Administration), and eligible Pell Grant recipients. Students who intend to pay their tuition using Prepaid Affordable College Tuition Program

SHELTON STATE COMMUNITY COLLEGE

(PACT) or any third party entity are responsible for paying the fees that are not covered. Students paying by VISA, MasterCard, Discover, or American Express are responsible for verifying that payment has been received by the Cashier's Office. Online credit card payments are accepted. FEES MUST BE PAID IN FULL BEFORE REGISTRATION IS CONSIDERED COMPLETE.

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.

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 three 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 recent 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

SHELTON STATE COMMUNITY COLLEGE

- 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 State 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 \$25.00 diploma fee for graduates who order a diploma.
- 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. Cash, checks, money orders, cashier's check, Discover, 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 by another form of payment other than personal check. A restriction will be placed on the student account until returned item and fees are paid in full. 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.

SHELTON STATE COMMUNITY COLLEGE

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 SCHEDULED DAY LISTED ON THE COLLEGE CALENDAR FOR THAT 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. All terms within the semester, full term, first split term, and second split term, are treated independently for refund purposes. Once the drop/add period has ended for the respective term, partial refunds will only be granted for a complete withdrawal for the respective term.

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 five instructional days receive a 75% refund.
- c. students who completely withdraw during the sixth through tenth instructional days receive a 50% refund.
- d. students who completely withdraw during the eleventh through fifteenth instructional days receive a 25% refund.
- e. students who completely withdraw after the 15th 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 percent refund.
- d. students who completely withdraw during the seventh through ninth instructional days receive a 25 percent 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- to five-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 days for the summer semester and for split term classes. Students who drop a course (or courses) and have other courses remaining for that term on their schedules may receive 100

SHELTON STATE COMMUNITY COLLEGE

percent refund if the course is dropped during the designated Drop/Add and Late Registration Period for that specific term. 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; 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.

FINANCIAL AID

In order for Shelton State Community College to properly process each financial aid application, deadlines are required. Please contact the financial aid office or visit the College Web site, www.sheltonstate.edu, for specific information and deadlines. Shelton State Community College offers financial assistance to eligible students to help 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, and Alabama Prepaid Affordable College Tuition (PACT). The institution also awards state and private scholarships.

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 Academic Competitive Grant (ACG). Shelton State is also approved to participate in the Alabama Student Assistant Program (ASAP). Shelton State Community College currently does not participate in any of the federal loan programs. Shelton State, however, is approved for deferment of previous loans.

APPLYING FOR FINANCIAL AID

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 the current award year.

Students who apply for financial aid must:

1. Apply for admission and have on file a copy of the high school transcript, GED scores or certificates, academic transcripts from other colleges previously attended, or documentation of successfully passing a recognized Ability to Benefit test. Transient students and students taking additional courses are not eligible to receive financial aid at SSCC.
2. Be a U.S. Citizen or an eligible non-citizen. All eligible non-citizens must provide documentation to verify their eligibility status.
3. Be a regular student working towards a degree or certificate in an eligible program at SSCC. A regular student is someone who is enrolled or accepted for enrollment in an eligible institution for the purpose of obtaining a degree or certificate offered by the 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. Register through the internet at www.sss.gov.
6. Call the Office of Financial Aid to request that the Student Aid Report (SAR) be processed electronically or bring your copy of the SAR into the office.

SHELTON STATE COMMUNITY COLLEGE

QUALIFYING 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 students or parents 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, and the Web site is www.sheltonstate.edu.
3. If selected for verification, a student must submit signed copies of certain financial documents for the student and/or spouse and parent(s). Contact the Financial Aid Office to find out which documents are required. Approximately one-third of all financial aid applications are selected by the federal government in 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 (CPAT).
6. Must be enrolled as a student in an eligible program and 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 Financial Aid Office at 205.391.2218.
7. Must not be in default on any previous student loan.
8. Before financial aid is awarded, official transcripts must be on file.
* 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.

Once the financial aid award has been established, the College officially notifies the student with a financial aid award letter which is mailed to the address on file in the Office of Admissions and Records. The student may then register for classes. Once notification is received, the student may request that charges up to the total amount of the financial aid award (excluding work-study awards) be applied to his/her account. Such charges include tuition, fees, and books, and supplies purchased in the College's bookstore.

Any remaining balance from the financial aid award for the current 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 their financial aid adjusted based on their withdrawal date. Any funds remaining will be returned to the financial aid program.

MINIMUM STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

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

A. Standards of Satisfactory Academic Progress

1. Time Frame: Each student receiving financial aid will be expected to complete his or her program of study within a period not to exceed 1.5 times the length of his or her chosen program; e.g., a two-year program of study (six semesters) must be completed within three years (nine semesters) of attendance. A change in

SHELTON STATE COMMUNITY COLLEGE

program for an associate degree (AS/AA) and associate and applied sciences degrees (AAS) programs, or a certificate program will be allowed; however, financial aid will be granted ONLY for additional required hours, if any. (EXAMPLE: The current program of study is an AS degree to transfer; the time frame is 98 hours with a minimum of 67% completion rate required per semester; the student has attempted 55 credit hours and earned 45 credits this leaves 43 credit hours to complete the AS degree and transfer. The student changes to a 26 hour certificate program which reduces the time frame to 39 attempted hours to complete the new program. However, if the student changes to an AA or another AS degree program, the hours left on the time frame will remain 43 credit hours to complete the new program and transfer. After attempting 12 hours in the certificate program, the student decides to complete the AS degree program and transfer. The remaining time frame for financial aid purposes is reduced to 31 credit hours to complete and transfer. Overall GPA will not be re-calculated)

2. Qualitative Measures: Each student will be expected to meet or exceed the following Grade Point Average (GPA) at the indicated points in his or her program of study:

12 - 21 hours	1.50 GPA
22 - 32 hours	1.75 GPA
33 hours and above	2.00 GPA

Students must maintain a “C” average (2.00 GPA) during the two-year period. The qualitative measure will be based on the student’s overall grade point average. The Cumulative GPA will not be re-calculated for a change of program. Cumulative credit hours successfully completed are defined as grades of A, B, C, D, and S. Credit hours not successfully completed are defined as F, W, I, U, and IP. However, the credit hours not successfully completed are counted in the time frame as attempted hours. Credit hours taken for AUDIT, will not be counted in the student’s time frame or in the award calculation to determine the student’s enrollment status. Cumulative GPA is all credits transferred and earned.

3. Quantitative Measures: Each student must pass at least 67% of the hours attempted during the academic year. Undergraduate students must finish the degree or certificate within 150% of the length of the program. For instance, if the length of the undergraduate program is 65 credit hours, the maximum time frame allowed to earn a degree/certificate will not exceed 98 attempted hours. The student must complete by earning at least 67% of the credits attempted per semester. Satisfactory academic progress will be checked annually before awards are keyed into the system. The number of hours attempted will be counted as of the day of record of each semester. All periods of enrollment at Shelton State, including transfer hours accepted, will be counted in the attempted and the completion percentage. Students who do not earn a degree/certificate within the specified time will not be eligible for federal aid. The completion percentage will be measured at the end of each semester. Financial aid recipients who are placed on financial aid probation who do not earn the required completion percentage at the end of the probation semester will not be eligible for aid until the completion percentage has again been met. Students must notify the Financial Aid Office in writing with documentation when the completion percentage has been attained to have financial aid reinstated.
4. Procedure for Reviewing Satisfactory Academic Progress
Once grades are posted to official transcripts, the Office of Financial Aid reviews

SHELTON STATE COMMUNITY COLLEGE

the academic history of those students who receive financial aid. Students who do not meet the Minimum Standards of Satisfactory Academic Progress (SAP) are notified that they are on financial aid probation or suspension.

If it is the first time a student has not met the minimum Standards of Satisfactory Academic Progress, he/she is placed on financial aid probation for one semester. Students on financial aid probation are eligible to receive all financial aid. Students who do not meet the Minimum Standards of Satisfactory Academic Progress at the end of the probationary semester, will be placed on financial aid suspension. Students on financial aid suspension are not eligible for Federal or State aid and all pending awards will be canceled. Students have the right to appeal their suspension status. Appeals are filed using the Satisfactory Academic Progress Appeal form.

B. Financial Aid Probation and Suspension

A student's failure to meet any of the above conditions will result in the student being placed on financial aid probation for a period not to exceed one semester. During this probationary period, the student may continue to receive financial aid. However, if the student fails to comply with the minimum standards of satisfactory academic progress at the end of the probationary period, financial aid will be terminated. The courses taken during that probationary period must be required in the chosen program of study.

1. Suspension

Academic

When a student who is eligible for Title IV federal financial aid is academically suspended, whether the student serves the suspension or is readmitted upon appeal, the student is not eligible to receive aid for the duration of the suspension. The student will not be eligible to receive aid until the student achieves the cumulative GPA required for the number of credit hours attempted at the institution or the term GPA is 2.0 or above (based on at least 12 credit hours or above attempted at the institution during that term).

Financial Aid

Once a student is placed on financial aid probation, the student's failure to get back into compliance with the qualitative and/or quantitative measures of the SAP will result in the student being placed on financial aid suspension. During the suspension period, the student will not be eligible to receive Title IV aid until the student meets or exceeds the qualitative and quantitative measures of the SAP requirements.

C. Clearing GPA or Credit Hour Deficiencies/Reinstatement

A student may have financial aid reinstated if he/she attends college, at his/her own expense, and grades are in compliance with established minimum standards of satisfactory academic progress. It is the student's responsibility to notify the Office of Financial Aid when his/her grades are in compliance with the policy. Financial aid will not retroactively pay for any periods of enrollment during which the student was not eligible.

Cumulative Credit Hours Completed

Cumulative Credit hours completed are defined as grades A, B, C, or D. Credit hours

SHELTON STATE COMMUNITY COLLEGE

not successfully completed are defined as F, W, I, or U.

NOTE: Refer to Academic Information, Grading System.

Cumulative Credit Hours Attempted

Cumulative credit hours attempted are defined as all credit hours attempted at SSCC and all credit hours transferred and accepted from another institution. Repeated courses passed, failed, or withdrawn will be counted as credit hours attempted.

D. Program of Study

Students who receive financial assistance must be accepted for enrollment as a regular student in a program of study leading to a degree or a certificate. A regular student is someone who is enrolled or accepted for enrollment in an eligible institution for the purpose of obtaining a degree or certificate offered by the College.

E. Official and Unofficial Withdrawals and Interruptions

A student who totally withdraws from the College two or more times may be placed on financial aid suspension for failure to meet the quantitative standards of progress (refer to quantitative standards of progress) and may owe an unearned portion of the schedule award.

A student who withdraws during a payment period or period of enrollment before disbursement is made; may have the award adjusted based on assistance earned up to the point of withdrawal. Once the student has completed more than 60 percent of the payment period or period of enrollment, the student will earn all of the assistance. If the student receives more assistance than earned, the excess funds must be returned.

Official Withdrawal

A student's official withdrawal date is defined as the date the student officially withdraws from all classes for that semester.

Unofficial Withdrawal

A student is considered to have unofficially withdrawn for financial aid purposes only when:

1. the student does not complete the official withdrawal process; and
2. 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 on any records, 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 funds. The time frame for midpoint will differ for students enrolled in split term sessions ONLY.

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 aid consists of Pell Grants, Federal Supplemental Educational Grants, and the Academic Competitive Grant. A complete withdrawal is defined as withdrawing or discontinuing attendance from all classes for a given semester.

Consequences for Complete Withdrawal and Financial Aid Repayment

SHELTON STATE COMMUNITY COLLEGE

A student who officially or unofficially completely 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 or unofficial withdrawal date. If the applicant has attended 60% of the semester, the applicant is considered to have earned the aid received.

F. Developmental and Repeated Courses

A Title IV Federal Aid recipient who is enrolled in a developmental course may not enroll in the same course more than three times and continue to receive financial assistance for the course. A Title IV Federal Financial Aid recipient may not be paid for more than 30 credit hours of developmental course work. If a student repeats a course which was previously successfully completed with a grade of “S” or a grade of “D” or above, the credit hours obtained the second time the course is attempted counts toward the minimum number of credit hours required for the program completion and the hours do not count towards the calculation for the semester/term load.

NOTE: Contact the Office of Financial Aid for any exceptions.

G. Right of Appeal

Decisions regarding student eligibility for financial aid are subject to appeal to the Student Finance Appeal Team (SFAT). Appeals of eligibility decisions may be made regarding the income basis for determining eligibility, determination of dependent or independent status, compliance with Standards of Academic Progress, and right to a refund of tuition and fees.

A student who wishes to appeal a decision regarding eligibility should

1. complete the Financial Aid Appeals Form and provide written documentation of mitigating or extenuating circumstances, and
2. submit the appeal form along with the documentation to the Student Finance Appeals Team (SFAT).

The Student Finance Appeals Team will act on a timely basis to decide the appeal and to notify the applicant in writing of the results of the appeal. The decision of the SFAT is final.

H. Disbursement of Financial Aid Funds

It is College policy that students are expected to attend all classes for which they are registered and attendance is calculated from the first official class day. Students who receive financial aid and are reported as “non-attending” must contact the Office of Financial Aid. Attendance issues may cause a student’s award to be adjusted. Disbursement checks are mailed approximately 14 days after the last day of the Drop/Add and Late Registration Period, pending receipt of federal funds. Books and supplies can be charged against Pell Grant after payment has been credited to the student’s account for tuition and fees. Registration is not complete until tuition and fees have been paid.

Title IV Pell Grant will be awarded based on the student’s Expected Family Contribution (EFC) number and hours attending.

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

SHELTON STATE COMMUNITY COLLEGE

I. Return to Title IV Funds (R2T4)

The federal government has established a Return to Title IV funds (R2T4) Policy CFR Section 668.22. Federal Grant recipients who completely withdraw from the institution prior to completing 60 percent of the enrollment period are subject to the R2T4 policy and may owe a repayment. The R2T4 calculation will be performed in accordance with federal regulations. For a student who unofficially withdraws and the last date of attendance cannot be determined, the R2T4 calculation will be based on the mid-point of the semester and the recipient may owe a repayment to the Title IV programs. The Title IV programs consist of Federal Pell Grant, Federal Supplemental Educational Grant (FSEOG), and the Academic Competitive Grant (ACG).

Procedure for Repaying the U.S. Government

According to regulations, the Office of Business Services performs the Return to Title IV calculations. When it is determined that the student owes a repayment of grants to the U.S. Government, the student will be sent 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 or requesting a transcript be sent to another college.

The student must contact the Cashier's Office within 45 days of receiving the written notification on any repayment obligation. If the student does not contact the Cashier's Office 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. The student must present to the College a Title IV letter of eligibility from the Department of Education.

It is the intent of the Office of Financial Aid to inform Federal Grant recipients who completely withdraw from all courses in a given semester to seriously consider the implications of this R2T4 policy. Students who are having difficulty in their classes should seek assistance through their instructors, the Counseling Center, and the Learning Center.

J. Definitions

Federal Grant Recipient

A student who receives one or more of the following: Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Work/Study funds.

Complete Withdrawal

The withdrawal date is the date the student submits a completed Schedule Change form to withdraw from all classes to the Office of Admissions and Records or the appropriate instructional site. In those cases in which a student unofficially withdraws (stops attending without completing the withdrawal process), the withdrawal date is the mid-point (50 percent) of the term if a withdrawal date cannot be determined.

Sixty Percent of Enrollment Period

The sixty-percent enrollment period is published each semester in the printed semester schedule of classes. Students who withdraw from school before these dates will owe a repayment and will have accumulated attempted course hours. The sixty percent date is the date in which 60 percent of the class meetings have been held.

SHELTON STATE COMMUNITY COLLEGE

Repayment

A repayment is what a student must return to the U.S. Department of Education. The amount of repayment will be based upon a formula, prescribed by law, that considers the date of withdrawal and the amount of federal aid (excluding work-study) received. Any student who fails to repay the U.S. Department of Education will not be eligible to receive federal aid at Shelton State Community College or any other institution.

K. Student Rights

Students have the right to ask Shelton State Community College:

- the name of its accrediting and licensing organizations;
- about its programs, its institutional laboratories and other physical facilities, and its faculty;
- about the cost of attending and its policy on refunds to students who withdraw;
- what financial assistance is available, including information on all federal, state, local, private, and institutional financial aid programs;
- what are the procedures and deadlines for submitting applications for each financial aid program;
- what criteria are used to select financial aid recipients;
- how financial need is determined;
- how and when students on financial aid will receive a disbursement;
- how the school determines whether a student is making satisfactory progress and what happens if the student is not; and
- what special facilities and services are available to persons with disabilities.

It is the student's responsibility to:

- review all information about the College's programs before enrolling;
- pay special attention to the Application for Student Financial Aid, complete it accurately, and submit it on time to the proper office;
- know and comply with all deadlines for applying and reapplying for financial aid;
- provide all additional documentation, verification, corrections, and/or new information requested by the Office of Financial Aid or the agency to which application was made;
- read, understand, and keep copies of all forms the student is asked to sign;
- repay any student loan obligations and/or request deferment information from the lending agency;
- notify the Office of Admissions and Records of any change in the student's name, address, course major, or attendance status;
- understand the refund policy;
- appeal any decision made concerning financial aid status;
- call the Office of Financial Aid and request that the SAR be pulled down electronically or bring in his/her copy; notify the Office of Financial Aid of a change of program and request a transfer evaluation. (If no credits can be transferred into the new program, the student will be advised accordingly.)

FINANCIAL AID COURSE LOAD REQUIREMENT

To receive the amount of Federal Pell Grant as indicated on the financial aid award letter, a student 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

SHELTON STATE COMMUNITY COLLEGE

Pell Grant award adjusted according to registration status. A student enrolled in nine to 11 credit hours is considered three-quarter time, six to eight credit hours half-time, and one to five credit hours less than half-time. If a student receives Title IV funds and is registered for technical classes that require clock hour conversion, the Title IV Pell awards will be based on financial aid hours rather than academic hours. Students who have questions regarding the enrollment status or adjusted credit hours should call the Office of Financial Aid, 205.391.2218.

FEDERAL FINANCIAL AID PROGRAMS

A. Pell Grant

The Federal Pell Grant is designed to assist eligible applicants with educational expenses. The Federal Pell Grant does not have to be repaid unless the Return to Title IV applies. Pell Grant provides 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. Beginning the 2009-2010 award year, eligible Pell Grant recipients can receive up to 200 percent of the scheduled award. This means that a student can receive two consecutive scheduled Pell Grant awards during a single award year. To qualify, students must be enrolled at least half time for more than one academic year during a single award year and must be in an associate or a certificate program. Applicants who are first-time Pell Grant recipients on or after July 1, 2009, can receive awards for a maximum of 18 semesters or the equivalent. Only the percentage of time that a student is enrolled will count toward this limit. Once classes begin, students must attend class starting the first day, or Pell Grant may be adjusted for non-attendance. 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 May 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. Academic Competitive Grant (ACG)

The Academic Competitive Grant is awarded to eligible students who qualify for Pell Grant and have completed a rigorous secondary school program of study. The applicant must be: a U.S. citizen, a federal Pell Grant recipient, enrolled at least half-time in a degree or certificate program, and enrolled in the first or second year of their program of study to be eligible for each academic year. The ACG award is \$750 for the first academic year and \$1,300 for the second academic year.

D. Alabama Student Assistance Program (ASAP) The Alabama Student Assistance Program is designed to assist exceptionally needy students. It consists of Federal State Student

SHELTON STATE COMMUNITY COLLEGE

Incentive Grant funds and funds appropriated by the Alabama Legislature. ASAP funds are gift 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.

E. Federal Work-Study

The Federal Work-Study is part-time employment on and off campus. It allows students to earn a portion of the 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 the parents can afford to pay. Federal Work-Study provides a meaningful job experience while allowing the student the opportunity to earn a portion of his or 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.

VETERAN FINANCIAL PROGRAMS

A. Alabama National Guard

1. 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 the member's unit.

2. Tuition Assistance Program

Tuition Assistance is provided in accordance with current VA policy. Semester hour caps are set at six hours per semester not to exceed 15 hours per year. The State Education Services Officer MUST approve all requests for Tuition Assistance PRIOR to the start of the class.

For more information concerning the TA program, eligible members should Contact the Army National Guard benefits administrator at the member's unit.

B. Alabama GI Dependents State Scholarship Program

Alabama GI Dependent Scholarship Program provides for a child whose parent was killed or died in the line of duty, is listed as missing in action, died from a service connected disability, is deceased but had a 20 percent to 100 percent service connected disability, is living and has a 20 percent to 100 percent service connected disability, or is or was a prisoner of war. The scholarship may pay tuition, one fee, and required books. The scholarship will not pay for tools, supplies, and developmental courses and books. To apply, contact the Alabama State Department of Veterans Affairs, P.O. Box 1509, Montgomery, AL 36102-1509 or any county veterans service officer of that Department whose office is located in the County Courthouse or building nearby.

Note: State Dependent Scholarship does not pay for developmental classes.

SHELTON STATE COMMUNITY COLLEGE

- C. Benefits for Veterans and Dependents of Veterans
Shelton State Community College does not participate in advance pay. 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 submission. A veteran may be certified for only one semester if the student has prior credit that has not been received and evaluated. Recertification is contingent upon completion of admissions records and receiving transfer of credit information. 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 a grade of Incomplete, "I," 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 appropriate instructional officer.)

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

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

Documentation of veteran's 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. transcripts from all institutions previously attended. TRANSCRIPTS ARE NOT ACCEPTED FROM STUDENTS - ONLY DIRECTLY FROM INSTITUTIONS; and
3. file number.

To apply for veterans 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, and required books and supplies.
4. Dependent Students of 100 percent or totally Disabled Veterans (Chapter 35) must complete application form 22-5490. The Dependents' Educational Assistance (DEA) program provides education and training opportunities to eligible dependents of certain veterans. The program offers up to 45 months of education benefits. These benefits may be used for degree and certificate programs, apprenticeship, and on-the-job training. If you are a spouse, you may take a correspondence course. Developmental, deficiency, and refresher courses may be approved under certain circumstances.

SHELTON STATE COMMUNITY COLLEGE

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 a College official.
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 or her objective.
4. Certification will not be granted for audit or community education courses.
5. Veterans must be recertified for educational benefits when they re-enter college after an interruption of an educational program.
6. The veteran who 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:

12 credit hours or more	Full-time payment
9 to 11 credit hours	Three-fourths payment
6 to 8 credit hours	One-half payment
5 or less credit hours	Reimbursement for tuition and fees only

Class Attendance of Veterans

For the veteran, failure 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 appropriate VA officer 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 could suffer loss of payment under VA educational assistance.

SCHOLARSHIPS

Shelton State Community College offers competitive full or partial scholarships to qualified students. Scholarship information and applications are available on the Shelton State Web site, www.sheltonstate.edu. For specific scholarship requirements and deadlines, refer to the specific scholarship information.

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.

Technical

Technical scholarships are awarded to new or returning SSCC students based on availability, high school record, performance, and recommendation of the instructor. Technical scholarships support students whose educational goals include the completion

SHELTON STATE COMMUNITY COLLEGE

of one of the College's career technical programs of study.

Performing Arts

Performing Arts scholarships are awarded to students in Art, Music, Speech/Forensics, and Theatre. Awards are based upon availability, competition, demonstrated talent, academic record, the student's educational goals, and a recommendation from the community. They are conditional upon the student's active engagement in the Art, Music, Speech/Forensics, or Theatre Department. Art students submit a portfolio; Music, Speech/Forensics, and Theatre students perform in scheduled auditions at the College.

Athletic

Athletic scholarships are awarded on the basis of tryouts 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, and women's fast-pitch softball.

Cheerleading

Shelton State Community College has a co-ed cheer-leading squad which performs at home basketball games and other school functions. Members are chosen at tryouts which are held each spring.

Promise

Promise scholarships are awarded to new or returning students who have demonstrated capability of success in high school or college and have documented financial need. Promise scholarships are awarded for the academic year in which they are awarded and application may be made for renewal. Application for Federal Financial Assistance is required for Promise scholarships.

Other Scholarships

Ambassadors

Ambassadors serve as the official hosts for College activities and events. Members are full-time students, attend scheduled meetings, and perform scheduled service hours during each semester. Ambassadors receive waivers of tuition and fees and hourly compensation. Students are selected for the academic year and must reapply for renewal for a second year. Criteria for selection include leadership and service experience, academic performance, and personal qualities demonstrated through an interview.

Childcare

Leadership in Child Care scholarships are available to Alabama residents employed in a legally operating facility caring for pre-school or school-age children. The student must be seeking first Child Development Associate (CDA) credential. Information and applications for these scholarships are available in the Office of Financial Aid.

Children of Blind Parents

Children of certain blind parents may be eligible for scholarships at Shelton State.

SHELTON STATE COMMUNITY COLLEGE

Eligibility for each applicant is determined by the Chancellor of the Alabama College System. Further information may be obtained from the Office of Financial Aid.

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. Individuals must be at least 60 years of age at the time of enrollment, take each course only one time, be registered for a course only after the class has met minimum enrollment requirements as defined by the College, provide proof of high school graduation or the equivalent, and pay all applicable fees. For additional information, contact the Counseling Center, 205.391.2232.

Shelton State Community College Foundation

The Shelton State Community College Foundation, a separate entity from the College, provides scholarships based on students' academic standing, community involvement, special criteria, and/or financial need for students enrolled in instructional programs at the College. Information and applications are provided in the Shelton State Community College Foundation Office, the Shelton State Counseling Center, on the Shelton State Web site, 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.

Shelton Summer Studies (S3)

Shelton Summer Studies (S3) Scholarships may be granted for the summer following a student's graduation from high school with a Standard or Advanced High School diploma. An excellent way to jump-start a college career, students may choose to continue their education at Shelton. Additionally, with adequate planning and course selection, general academic courses should transfer to any college or university.

