



CLARENDON COLLEGE

www.clarendoncollege.edu

SECTION 1: Philosophy of Student Financial Aid at Clarendon College

1.1 Clarendon College Mission

Clarendon College is a comprehensive community college committed to teaching and learning and to providing equal access to opportunities that assist in the holistic development of its constituents and community. In pursuit of that mission, the College provides academic transfer programs, workforce education programs, student services, developmental education courses, continuing education/ community service courses, and diverse cultural enrichment opportunities.

Clarendon College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees.

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Decatur, Georgia 30033-4097,
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1.2 Financial Aid Mission

The purpose of Financial Aid at Clarendon College is to assist students in meeting the cost of attending Clarendon College and to help provide financial assistance to any student who might be denied a college education because of insufficient funds. Although the primary responsibility for financing an education rests with the student and his or her family; Clarendon College understands that many students will require financial assistance, and is committed to helping students achieve their educational goals.

1.3 Policy Development

1.3.1 Responsibility for Institutional Policy Development

The Director of Financial Aid is responsible for establishing Institutional policy development surrounding the delivery of financial assistance. Policy development adheres to Federal and State laws and regulations as well as to the mission of Clarendon College. Financial Aid policy is reported to and approved by the Vice President of the Pampa Center and Financial Aid/Registrar and/or the President of the Institution and Board of Regents when appropriate.

1.3.2 Institutional Principles of Financial Aid

- A. The purpose of any Financial Aid program - institutional, governmental, or private - should be to provide monetary assistance to students who can benefit from further education but who cannot do so without such assistance. The primary purpose of a collegiate Financial Aid program should be to provide financial assistance to accepted students who, without such aid, would be unable to attend that college.
- B. Each college has an obligation to assist in realizing the national goal of equality of educational opportunity. Clarendon College, therefore, should work with secondary schools, community groups, and other educational institutions in support of this goal.
- C. The college should utilize budgets that realistically reflect the student's cost of attendance.
- D. Parents of dependent students are expected to contribute according to their means, taking into account their income, assets, number of dependents, and other relevant information. Students themselves are expected to contribute from their own assets and earnings including borrowing against future earnings.
- E. Financial Aid should be offered only after determination that the resources of the family are insufficient to meet the student's educational expenses. The amount of aid offered should not exceed the amount needed to meet the difference between the student's total educational expenses and the family's resources.
- F. The amount and type of self-help expected from students should be related to the circumstances of the individual.
- G. Because the amount of financial assistance awarded reflects the economic circumstances of students and their families, Clarendon College will refrain from any public announcement of the amount of aid offered and encourage students and others to respect the confidentiality of this information.
- H. All documents, correspondence, and conversations between and among Financial Aid applicants, their families, and Financial Aid officers are confidential and entitled to the protection and adherence to the Family Educational Rights and Privacy Act (FERPA).

1.3.3 Operating Policies

The following operating policies are designed to assure that the FAO is effective in carrying out its responsibilities:

- A. All students must apply for financial assistance each academic year by submitting appropriate application forms to the FAO.
- B. All funds available to Clarendon College for financial assistance shall be administered through the FAO. The selection of students to receive certain designated scholarships

and athletic awards shall be submitted by the responsible department to the FAO for processing. When funds or awards for students are received from outside sources by other offices (such as the Business Office or Student Services) that office will be required to notify the FAO.

- C. The FAO shall maintain adequate records to ensure proper administration of aid funds. This includes ensuring that aid given is not in excess of need and or the cost of attendance and that aggregate awards do not exceed total expenditures of funds under each program.
- D. Selection of students to receive Financial Aid will be made without regard to age, sex, race, color, religion, sexual orientation, national origin, disability or marital status.
- E. Many awards are made on a first-come/first-served basis. Priority consideration for aid is given to students whose files are complete by August 1 of each academic year.
 - 1. Fall Semester August 1
 - 2. Spring Semester November 1
 - 3. Summer Semester May 1
- F. All students applying for aid are required to apply annually for Federal and/or State assistance by completing the FAFSA or TASFA.

1.3.4 Student Scholarship Committee

Responsibilities of the Student Scholarship Committee:

- A. To determine criteria for the establishment of endowed and general scholarships
- B. To determine eligibility criteria for all scholarship recipients
- C. To select recipients from eligible applicants for general and endowed scholarships
- D. To serve as appeal body for review of Financial Aid decisions
- E. To review the effectiveness of Clarendon College's student scholarship program
- F. To make recommendations to the President.

The composition of the Committee includes faculty and administration from Clarendon College, including the Director of Financial Aid and Vice President of the Pampa Center.

SECTION 2. Administrative Organization of the Financial Aid Office

2.1 Organizational Charts

Below is the organizational structure for the CC Financial Aid Office.

Board of Regents
President
Vice President of the Pampa Center
Director of Financial Aid
Financial Aid Staff

2.2 Division of Responsibility Between Financial Aid and Business Offices

There exists a clear and separate division of responsibility for the administration of Financial Aid programs which are divided between the FAO, and the Business Office. In order to maintain this division, each office is accountable for the following responsibilities. Neither office exercises substantial control over the other.

2.2.1 The Financial Aid Office is responsible for the following:

- A. Collect supporting documentation for the determination of aid eligibility.
- B. Determine student eligibility for financial assistance.
- C. Award Federal, State, and Institutional aid in compliance with laws, regulations, and policies.
- D. Award scholarships, third party assistance and tuition exemptions.
- E. Notify students of aid eligibility.
- F. Compile and complete all institutional, State and Federal reports.

2.2.2 The Business Office is responsible for the following:

- A. Maintain and disburse accurate receipts.
- B. Collect payments for student accounts.
- C. Disburse funds to students.
- D. Provide expenditure reports by program, when requested

SECTION 3. General Financial Aid Office Administration

3.1 Office Location and Information

The Clarendon College Financial Aid Office is located in the Student Services Office on the Clarendon Campus. A Financial Aid representative is also available at the Pampa Center. The normal business hours during the Fall and Spring semesters are Monday through Thursday, 8 a.m. to 4:30 p.m. and Friday 8 a.m. to 4 p.m. During the Summer semester, the Financial Aid Office is open Monday through Thursday 7 a.m. to 5 p.m.

The main telephone number of the Financial Aid Office is (806) 874-3571 ext. 113.

Students may also email Financial Aid staff, if desired.

3.2 Distribution of Forms

General Financial Aid forms are distributed from the FAO which is located in the Student Services Office. Most forms are also available on the Clarendon College Financial Aid webpage.

Students are encouraged to apply using FAFSA on the Web at www.fafsa.ed.gov or TASFA at <http://www.aie.org/State/TASFA/>. Students without internet access may contact the Financial Aid Office or 1-800 4FED AID and request a paper copy of the FAFSA. These forms are used to apply for Federal and/or State Student Financial Aid, such as grants, loans and work-study. The Clarendon College FAO also uses this information to award non-Federal student aid.

3.3 Personnel Policies

The personnel policies of staff members are outlined in the following document:

The Clarendon College Personnel Handbook which is available from the Clarendon College webpage.

3.3.1 Performance Evaluations

Performance evaluations are conducted on an annual basis. Forms are completed by each employee's immediate supervisor(s).

3.3.2 Absence Approvals

All requests for absences must be submitted in writing to the employee's immediate supervisor and then submitted to the Office of the President.

3.4 Records Management

3.4.1 Confidentiality of Records

In compliance with the Family Educational Rights and Privacy act of 1974 (FERPA), CC does hereby publish its policy regarding the implementation of this act. The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their educational records. These rights are listed below.

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the college official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the college to amend a record that they believe is inaccurate or misleading. They should write the college official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the College decided not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Regents; or a student servicing on an official committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility. Upon request, the College discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
4. The right to file a complaint with the US Department of Education concerning alleged failures by CC to comply with the requirements of FERPA.

Disclosure may be made to authorized representatives of the US Department of Education, the Office of Inspector General, State and local education authorities and accrediting organization.

These officials may have access to education records as a part of an audit or program review, or to ensure compliance with FSA program requirements.

Areas in which student records are maintained include the following: admission and academic records, Admissions/Student Services Office; Financial Aid records, Financial Aid Office; financial records, Business Office; advising , disciplinary and placement records, Admissions/Student Services Office.

Directory information is information which may be released to the general public without the written consent of the student. A student may request that all or any part of the directory information be withheld from the public by making a written request to the Admission and Records Office during the first 12 class days of a Fall or Spring 16 week semester. This request will apply only to the current enrollment period; therefore, the student must file a written request from each subsequent enrollment. The following is to be included as directory information: name, date and place of birth, current and permanent address (including email address), telephone listing, major and minor fields of study, enrollment status (full-time, part-time), classification, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, all previous educational agencies or institutions attended, and photographs.

Work-study students employed within the Financial Aid Office are informed that their position within the FAO is a security sensitive position and that information within the office is to remain confidential.

When a student reaches the age of 18 or begins attending CC, FERPA rights transfer from the parent to the student. FERPA does not recognize spouses; therefore, spouses have no rights to a student's educational or Financial Aid records. Parent and/or spouses can obtain non-directory information only with the written consent of the student. Students do have the ability to waive his or her rights under FERPA and allow individuals access to their Financial Aid records. A student must submit a written release of information for any additional information to be released to any other person or agency. The student's release must contain:

1. Date of request
2. Student's Social Security Number
3. Student's signature
4. Specific contact name or agency
5. Summary of information which may be released.

A FERPA release form is available from the Financial Aid Office.

SECTION 4. Priority Deadlines

A priority deadline is the date an eligible student must meet to be reasonably assured of receiving financial assistance for the upcoming semester. If the student has submitted all appropriate processed forms (application and any other required forms) to the Financial Aid office by the priority deadline, he/she has reasonable assurance of receiving aid in time to enroll for the coming semester. All forms **MUST** be fully and accurately completed. Any incorrect or incomplete forms will delay the awarding process.

SECTION 5. Student Consumer Information

Federal regulations require that CC provide student consumer information. The regulations distinguish information that must be given to be enrolled versus prospective students, to current versus prospective employees, to prospective student-athletes, and to parents, coaches, guidance counselors, and the general public. The staff in the FAO recognizes that in order to understand the complications of Financial Aid, accurate and timely dissemination of information to consumers is vital. Several policies have been implemented to ensure appropriate dissemination is achieved.

5.1 Financial Aid Information

Student consumer information concerning Financial Aid information is readily available to enrolled and prospective students through the following:

1. The CC webpage
2. The CC Student Handbook
3. The CC Catalog

Additional information is available at the Department Of Education webpage.

5.2 Types of Financial Aid

Financial Aid funds may be categorized into four basic sources: Federal, State, institutional, and private. Because private sources are variable, they are excluded from the following list. Only Federal, State, and Institutional sources for CC are listed below.

A. FEDERAL

Federal Pell Grant

Direct Loan Program (Subsidized and Unsubsidized only)

Federal Supplemental Educational Opportunity Grant Program (FSEOG)

Federal Work-Study Program (FWSP)

Federal Parent Loan for Undergraduate Students (PLUS)

B. STATE

Leveraging Educational Assistance Partnership (LEAP)
Supplemental Leveraging Educational Assistance Partnership (SLEAP)
Texas Public Education Grant (TPEG)
State College Work-Study (SCWS)
Top Ten Percent Scholarship Program (TTP)
Toward EXcellence Access & Success Grant (TEXAS Grant)
Texas Educational Opportunity Grant (TEOG)
Texas B-On-Time Loan Program (BOT)
State Scholarships: Nursing Scholarships, State Tuition Exemptions

C. INSTITUTIONAL

Athletic
Judging Team Scholarships
Academic and General Institutional Scholarships
Foundation Named and Endowed Scholarships
Leadership Scholarships

5.3 Procedures and Forms Required to Apply

The procedures and forms required to apply for Financial Aid are published in the CC Catalog and on the CC webpage. Aid is awarded on a first-come, first-served basis using a priority deadline and the availability of funds. Students who complete their files after this priority date may receive limited funding, depending on the availability of funds, and may not be guaranteed Financial Aid at registration to assist with their institutional costs.

There are many forms which may be required to evaluate student aid eligibility. For programs based on financial need, the following is required:

FAFSA and/or TASFA completed by student with CC listed in the school section of the application. This application generates a Student Aid Report (SAR) and an Institutional Student Information Record (ISIR).

Additional documents are requested to complete processing of the aid request. This process is called verification. Notification of these additional required documents will be sent to students through a status letter. Additional information may include, but is not limited to, the following:

1. Proof of citizenship.
2. Proof of selective service registration.
3. Verification of Marital Status.
4. Verification form (independent and dependent).
5. Signed Tax returns (parent and student or spouse).

6. Statement of non-tax filer (parent and student or spouse).
7. Proof of High School graduation or its equivalent.
8. Other documents as requested.

5.4 Student Eligibility Requirements

Student eligibility requirements are also listed in the CC Catalog.

To be eligible to receive Federal assistance, a student must:

1. Be enrolled as a regular student (degree or certificate seeking) in an eligible program of study.
2. Be a U.S. citizen, U.S. national, or U.S. permanent resident or non-citizen who resides in the United States for other than a temporary purpose (supportive documentation may be required to verify residency or citizenship status). If the SSA does not confirm the student's citizenship with the data match, the student can establish citizenship by submitting documentary evidence of that status to CC within 30 days of notice to produce such evidence. Failure to provide such evidence of eligibility could result in denial of Financial Aid.
3. Have a high school diploma or its recognized equivalent.
4. Maintain satisfactory academic progress. A copy of the Satisfactory Academic Progress Policy is included in the CC Catalog.
5. Not be in default on any loan or owe a repayment on a Federal Pell Grant, ACG, - FSEOG, or State Grant or have made satisfactory repayment arrangements.
6. Provide a valid Social Security Number. If the SSA does not verify the student's social security number on the FAFSA, or CC has reason to believe that the verified social security number is inaccurate, the student can provide evidence to CC, such as the student's social security card. If students complete their FAFSA with an incorrect SS number, they are required to complete a new FAFSA so a correct identifier can be established.
7. Register with Selective Service (if required). If the Selective Service does not confirm through the data match that the student is registered, the student can establish that he is registered, is not, or was not required to be registered, has registered since the submission of the FAFSA or may provide the Director of Financial Aid documentation detailing why he is not registered.
8. Demonstrate financial need.

9. Not have a conviction for violating any Federal or State drug possession or sale law. Effective Fall 2006, a student is ineligible only if the conviction occurred during a period of enrollment for which the student was receiving Title IV financial assistance.
10. Have not obtained loan amounts that exceed annual or aggregate loan limits made under any title IV, HEA loan program.

5.5 Criteria for Selecting Recipients and Determining Award Amounts

Selection of Financial Aid award recipients is made on a first-come, first-served basis. Funds will be awarded until they are depleted. Students completing the application process after the funds are depleted will be awarded additional funds if money becomes available at a later date. These awards will be made to currently enrolled students according to the date on which their file was completed and the student's current enrollment status.

5.6 Rights and Responsibilities of Students receiving Financial Aid

As a recipient of Financial Aid, there are certain rights and responsibilities of which students should be aware.

Students have the right to know:

1. The Financial Aid programs available at CC.
2. The application process which must be followed to be considered for aid including deadlines for submitting applications.
3. The cost of attendance
4. The refund policies.
5. The criteria used to select recipients and calculate need.
6. How financial need is determined.
7. The criteria used to determine the amount of a student's award.
8. The Financial Aid Satisfactory Academic Progress requirements.

Students are responsible for:

1. Completing all forms accurately and by the published deadlines.
2. Submitting information requested by FAO staff in a timely manner.
3. Keeping the FAO informed of any changes in address, name, marital status, financial situation, or any change in student status.

4. Reporting to the FAO any additional assistance such as scholarships, loans, fellowships, and educational benefits.
5. Notifying the FAO of a change in enrollment status.
6. Maintaining Satisfactory Academic Progress.
7. Re-applying for aid each academic year.
8. Read and understand forms the student is responsible for signing.

5.7 Cost of Attendance

A description of the tuition and fees for attendance is published in the CC Catalog. A complete budget outlining the cost of attendance may be obtained from the FAO.

5.8 Person(s) Designated to Provide Financial Aid Information

The names of Financial Aid personnel are listed on the CC website. Only information published, provided, or referred by FAO staff is valid. Any additional information should be verified with staff from the FAO.

SECTION 6. Student Application For Financial Aid

Students must apply for Financial Aid each academic year (Fall through Summer). The school year begins with the Fall semester. For example, in order to apply for Financial Aid for the 2011-2012 school year (Fall 11 – Summer 12), students must complete a 2011-2012 Free Application for Federal Student Aid (FAFSA) or a 2011-2012 Texas Application for Student Aid (TASFA). No other application is acceptable for determining a student's eligibility. Priority consideration for receipt of Financial Aid funds administered by the FAO shall be given to students who submit all required documentation by the assigned deadline or until the funds are depleted. The CC FAO will not request from or charge any student a fee for processing or handling any application, form or data required to determine a student's eligibility for, and amount of, Title IV program assistance.

6.1 Application Process

Students begin the application process when the FAO receives a copy of his/her SAR. Once the FAO receives the student's ISIR electronically from the CPS, they will begin processing the file and requesting any additional documentation. Files are processed in date order paperwork received. Status letters are sent to students informing the student of documents or information which still needs to be submitted. The status letter will include the appropriate documents needed. If a student submits an incomplete document, it is returned for completion. If a student doesn't submit the required information the application will become inactive and no further correspondence is sent. When the student submits all the required documentation, FAO staff will resume processing and reviewing the student's file. Once the student's file is considered

complete it becomes eligible for packaging. The FAO does not package awards until all documents have been received and the file has been verified.

6.2.1 Independent Student Status

The EFC from an independent student takes into account only the income and asset value of the student and spouse if applicable; the parent's financial information is not included. Students are automatically considered independent if they meet the following criteria:

1. At least 24 years old
2. Married
3. Enrolled in a graduate or professional course of study.
4. Determined to be an orphan or a ward of the court or were a ward of the court until age 18.
5. They have legal dependents (other than a spouse) for whom they provide more than half of that dependent's support. Legal dependents comprise of children of the student (including those who will be born before the end of the award year) who receive more than half their support from the student, and other persons (except spouse) who live with and receive more than half their support from the student as of the FAFSA signing date and will continue to do so for the award year.
6. A veteran of the U.S. Armed Forces.
7. Students who are currently serving on active duty in the US Armed forces for purposes other than training.

Aid Administrators have the authority to make students who do not meet the above criteria independent under special circumstances using Professional Judgment. This Dependency Override must be documented and a copy of the documentation must be maintained in the student's file. Since family circumstances can change from year to year, students must apply each year for this override. Examples of special circumstances include but are not limited to:

1. Unsafe home environment.
2. Social service, police or legal intervention.

The FAA will adjust the student's dependency status thru FAA Access. Students will not be allowed a dependency override because the mother/father refused to assist with their education or provide the necessary tax returns or other documentation. Students will not be allowed a dependency override because they have not lived with their parents the last year or because their parents do not claim the student on their tax return(s).

6.2 Forms

There are many forms which may be required to evaluate student aid eligibility. However, a student need only submit the Free Application for Federal Student Aid (FAFSA) or Texas Application for State Financial Aid (TASFA) listing CC's school code (003554) to begin the first step in applying for aid.

Additional documents may be requested to complete processing of the aid request. Notification of these additional required documents is sent to students through a status letter. Below are documents which may be required.

1. Completed FAFSA/TASFA application - a need analysis document published by the Department of Education. Information is sent to the Central Processing Center (CPS) for an analysis of the expected family contribution (EFC). Students receive a Student Aid Report (SAR) which shows the results of the analysis. Federal and/or State aid may only be awarded based on the official results of the FAFSA and/or TASFA.
2. Students qualifying for State residency under House Bill 1403/Senate Bill 1528 are eligible to apply for State Financial Aid only. To apply for State aid, the Student must complete the TASFA application and make an appointment with the Director of Financial Aid to determine benefits available.
3. Student Aid Report (SAR) - students are not automatically required to submit their SAR. However, an Aid Administrator may request the document to verify conflicting information.
4. Direct Loan Program Master Promissory Note (MPN) Students who wish to receive a Federal Stafford Loan must apply for a loan using the Department of Education's application process at <https://studentloans.gov> before his/her loan will be certified.
5. Federal Tax Returns - Federal Income Tax returns are requested, since Clarendon College participates in 100% verification. Dependent students must submit their tax returns and their parent's tax returns. Independent students must submit their tax returns and their spouse's if applicable. Tax returns must be signed or have the preparer's section stamped and/or signed by the preparer.
6. Verification Worksheet - a document which collects data and/or verifies information submitted by the student on his/her FAFSA/TASFA. Dependent students must obtain their parents' signature.
7. Income Verification for students or parents who did not file a Federal Income Tax Return.
8. Professional Judgment/Special Circumstances form – a document that a student completes when they feel their changing situation warrants professional judgment by the Financial Aid Director.

9. Verification of Separation or Divorce – a document which verifies that a married student or parent is separated or divorced and living separately from his/her spouse.
10. Proof of Dependent Support – a document which a student submits when Independent status is requested due to the birth of a child.
11. Any other form/documentation deemed necessary to complete the student's file.

SECTION 7. Student Budgets

Student budgets are an important component in the Financial Aid process. Standard full-time (15 hours per Fall/Spring semesters) student budgets reflecting the CC average student population cost of attendance at a modest, but adequate standard of living are used to award Financial Aid. Special budget considerations are approved by the Financial Aid staff on a case-by-case basis.

The Federally-mandated basic components used to derive a student budget are as follows:

Tuition and Fees

Books and Supplies

Room and Board

Transportation

Personal and Miscellaneous Expenses

Average costs are used. Students were surveyed and the average costs were determined by analyzing data provided by students. However, on a case by case basis, the FAA may exercise professional judgment and use actual costs and/or modify expense components.

For students who are enrolled less-than-half-time, only costs for tuition and fees, books and supplies and transportation expenses may be included as part of the cost of attendance.

Upon request, Aid Officers may review, and if appropriate, adjust a student's budget. Students must submit supporting documentation.

Examples of changes to standard budgets include, but are not limited to:

- A. Child care - the cost of child care for students with dependent children may be added to a standard budget.
- B. Special needs - disabled students or students with special problems may be allocated funds to cover reasonable costs associated with disabilities or problems that are not already covered by other resources.

Once this process is complete, which includes verifying the student is degree seeking and has met admission requirements, the documents received date is entered in the CAMS system. Entering this date should prevent any future ISIR transactions from uploading into CAMS and over-riding the ISIR for which the student's award was based.

SECTION 8. Verification

Verification is the process of confirming the accuracy of student reported data on his or her FAFSA. All Clarendon College students who wish to receive Financial Aid are verified.

8.1 Conflicting Information

If at any time during the verification or file review process, CC FAO staff obtains or discovers conflicting information, FAO staff has full authority to require whatever documentation is necessary to resolve the conflicting information. FAO staff are required to investigate any discrepancies.

8.2 Verification Documentation Collection Procedures

Required documentation items are identified and receipt date is maintained within the CAMS system. When documents arrive, Financial Aid personnel enter a receipt date in CAMS beside the document name.

8.2.1 Verification Process

When all required documents are received, Financial Aid personnel will compare the verification documentation to the information originally reported on the FAFSA. If the verification process shows that the entire student's information is correct and there are no outstanding issues or conflicting information, the student's file will be considered complete. If verification revealed errors or inconsistencies, the FAO staff will make corrections or update information by submitting the ISIR for corrections via FAA Access. Therefore, verification is complete when the FAO has corrected any errors or has shown that the information is correct. In addition, the FAO must also have on file the final and valid ISIR showing the official EFC. Once this is finished and it is determined admission requirements are met, the student is considered complete and ready to be packaged. These files are routed to the Assistant Director of Financial Aid for packaging.

8.2.2 Failure to Comply

Students must complete the process or forfeit Federal student aid eligibility. Students who fail to submit verification documents never become complete; therefore, aid is not awarded for these students.

8.2.3 Notification of Verification to Applicants

Students are notified that they are selected for verification on the Student Aid Report (SAR) or ISIR. In addition, the status letter indicates to the student he/she has been selected for verification by requesting the student completes a verification form.

8.3 Verification of Data Elements

CC systematically verifies only those data elements required by the Federal government. However, Aid Administrators are free to ask for additional information if further investigation is needed to resolve a discrepancy.

8.3.1 Adjusted Gross Income

Adjusted Gross Income is verified by comparing a signed copy of the student, spouse, or parent income tax return to the ISIR. Discrepancies outside of tolerance levels must be corrected before further processing.

8.3.2 U.S. Income Tax Paid

U.S. Income Tax paid is verified by comparing a signed copy of the student, spouse, or parent income tax return to the student's ISIR. Discrepancies outside of tolerance levels must be corrected before further processing.

8.3.3 Household Size

Household size is verified by comparing the Verification Worksheet to the student's ISIR. Discrepancies must be corrected before further processing. All students selected for verification must submit a response to the Household size question on the Verification worksheet.

8.3.4 Number in Postsecondary Institutions

Number of family members enrolled at least half-time in an eligible postsecondary institution is verified by comparing the Verification Worksheet to the student's ISIR. Discrepancies must be corrected before further processing. All students selected for verification must submit a response to the Number in College question on the verification worksheet.

8.3.5 Verification of family members

No staff member can verify, award or otherwise process a family member's Financial Aid application/file. If such a student is in their alpha section, they must pass it on to another staff member.

SECTION 9. Federal Programs

The Federal programs in which the FAO participates are listed in Section 5.2 above. The Federal Supplemental Educational Opportunity Grant Program, and the Federal Work-Study Program are referred to as campus-based programs because although funded primarily with Federal dollars, the institution is able to determine how these funds should be awarded to students.

9.1 Federal Pell Grant

The Federal Pell Grant is an entitlement program.

Purpose of Program

The Federal Pell Grant program is Federally funded with the purpose of helping financially needy students meet the cost of post-secondary education. This program is centrally administered by the Federal government and is typically the foundation of a student's aid package.

9.1.1 Determining Eligibility

The FAO uses the Pell award as the foundation of the student's Financial Aid package. Therefore, students requesting financial assistance during their enrollment are required to establish Federal Pell Grant eligibility before additional determination of funds eligibility is made and/ or awarded.

To pay a student a Pell Grant, CC must have appropriate documentation of the student's eligibility. CC must have received a output document (one with an EFC) while the student is still enrolled for the award year, but no later than the deadline as published by the Department of Education (ED). Students who submit an eligible SAR or have electronic Pell data submitted to CC after the end of an enrollment period for which the student met all the necessary criteria, will receive a retroactive (late) award provided the student had a SAR with an official EFC by his/her last date of attendance. Regulations prohibit a school from making a late disbursement to a student for whom the school did not have a valid SAR/ISIR by the deadline established by ED.

Students are notified of the estimated amount of their Pell Grant based upon full-time status, indicating the award amount will decrease if enrolled less than half-time, through an award letter.

A student's initial calculation is the first calculation of a student's Federal Pell Grant. This initial calculation is based upon full-time enrollment and occurs at the time the student is initially packaged. In certain cases, CC may have to recalculate a student's Pell Grant after the initial calculation or disbursement, to account for changes to the student's costs, EFC or enrollment status.

A student's Pell eligibility is determined by his or her enrollment on the census date. If a student drops, withdraws from or adds a class before the census date, the student's enrollment status will be adjusted and the student's Pell grant recalculated based upon any changes in enrollment status through that census date. Recalculations will include both increases and/or decreases in

enrollment up to the census date of the student's last class. For students who complete their file after the semester is completed, their award will be based on their final enrollment status and will include only courses completed (includes earned Fs, in progress and incompletes), and dropped classes or withdrawals will not be included in determining enrollment status.

If the EFC changes due to corrections, updating, or an adjustment, and the EFC change would change the amount of the Pell award, CC must recalculate the Pell award for the entire award year. If as a result of this recalculation, the student has received more than his or her award amount, then the student has received an overpayment. In some cases, CC may be able to adjust an award by reducing or canceling later payments for the student in the same award year.

CC must recalculate a student's Pell Grant each semester based on the enrollment status for that semester.

The Summer semester(s) are treated as a trailer. Students who do not use their entire Pell allocation during the Fall and Spring semesters may use the balance during the following Summer semester.

9.1.2 Payment

The student's anticipated Federal Title IV awards can be applied toward the student's tuition and fees and dorm charges. The student may also provide written authorization to charge their books and supplies (purchased in the CC bookstore), prior year institutional charges, or any other educationally related cost to their Financial Aid account. This authorization is completed by the student upon receipt of Financial Aid information.

9.1.3 Student Eligibility

Students must meet the eligibility requirements described in Section 5.5. A student's EFC calculation is determined only through the Central Processing System of the Department of Education using the Federal Methodology need analysis formula.

9.1.4 Amount of Federal Pell Grant

The amount of Federal Pell Grant for which a student is eligible is determined using the Expected Family Contribution (EFC), the student's enrollment status, and the corresponding cost of education from the Federal Pell Grant Eligibility Chart published by the Department of Education.

9.1.5 Disbursement Procedures

Pell Grant funds are disbursed to students only after an official/valid EFC from the Department of Education has been received and the student's file is considered complete.

9.2 Federal Supplemental Educational Opportunity Grant (FSEOG)

The FSEOG is a gift program for students who demonstrate financial need.

9.2.1 Purpose of Program

The FSEOG program is Federally funded for the purpose of helping the financially needy students meet the cost of post-secondary education. This program is administered by the institution; however, FSEOG funds are awarded only to Pell Grant recipients with the lowest family contribution. In addition, an eligible recipient must be an undergraduate student. A student who has earned a bachelor's degree or first professional degree is NOT eligible to receive an FSEOG.

9.2.2 Determining Eligibility

In order to determine a student's eligibility for a Federal SEOG, they must meet the same requirements as Pell Grant recipients. Federal FSEOG awards are made on a first-come, first-served basis using the student's validation complete date until the allocation is depleted.

If additional funds become available, the FAO will review currently enrolled students to determine who is eligible. The FAO will determine when the allocation was originally depleted during the packaging process and then use the validation complete date to determine eligibility. The student's original date of application will be used in instances where the amount available is not sufficient to award to all students with the same validation complete date.

9.2.3 Amount of Award

The regulated maximum amount of FSEOG is \$4,000 and the minimum is \$100. However, the Clarendon College FAO self-imposes minimum and maximum awards to ensure that the greatest number of students have an opportunity to receive a portion of the FSEOG allocation. A student's award is based on his or her enrollment status.

9.3 Federal Work-Study Program (FWS)

The FWSP program provides employment positions for undergraduate students who demonstrate financial need. These earnings assist students with educational expenses.

9.3.1 Objectives and Purpose of the Program

The objectives and purpose of the FWSP are to provide:

1. A source of Financial Aid to undergraduate students who demonstrate financial need.
2. Work experience which enhances the participants' education whenever possible.

9.3.2 Selection of students

The purpose of the Federal college work-study program is to provide part-time jobs to students to help meet financial need. CC supports the concept of the Federal college work-study programs in an effort to provide self-help in meeting demonstrated financial need. Every effort is made to assign students to work-study jobs in their major and/or interest area. Students should apply for work-study by completing an application for work-study employment in the FAO. The student/supervisor is responsible for scheduling interviews with supervisors/students in which they are interested.

Students are allowed to work during periods of non-enrollment (i.e., vacations, breaks, Summer session prior to June 30) provided sufficient work-study allocations exist. Typically, FWSP funds are not awarded for Summer terms; however, the Director may approve Summer work-study if funds are available.

9.3.3 FWS fund transfers

At the discretion of the Director, 25% of FWS funds may be transferred to the FSEOG account. In addition, 10% of FWS funds may be carried forward or back to the next or last academic year's work-study account.

9.3.4 Job Classifications

Job classifications are established by the supervisors of each department at CC. Normally students are awarded an average of 15 hours per week at minimum wage.

9.3.5 Placement Procedures

Placement is at institution or student's request based on the needs of each department and based on skills and/or qualifications of the student.

9.3.6 Notification of award and employment placement procedures

The student and his/her supervisor receives a work-study contract detailing the amount of their award, dates of employment, the number of hours they are allowed to work, the wage rate, their supervisor, location of their employment and position.

9.3.7 Student placement

If the student is hired, the student must complete the necessary employment forms in the Financial Aid office.

9.3.8 Supervision

Employers are instructed to maintain adequate supervision of student with regard to attendance and quality of job performance. A work schedule must be agreed upon each semester by the student and the supervisor which is not in conflict with the student's class schedule.

9.3.9 Time Sheets

Students receive time sheets from their supervisor. After completion of the time sheet, the student's work hours are checked and signed by the department supervisor. The student or supervisor returns the time sheet to the FAO who reviews and then forwards to the Payroll Office for payment processing.

9.3.10 Recordkeeping

Records concerning compensation for student employment are maintained in the Payroll Office and the FAO.

9.3.11 Payment Procedures/Frequency

Students are issued a paycheck from CC monthly for hours worked documented on the student time sheet. All students are paid at least the Federal minimum wage.

9.4 Federal Subsidized and Unsubsidized Stafford Direct Loan Program

There are two types of loans in the Stafford program: subsidized and unsubsidized. The difference is the subsidized loan is a need based program and the Federal government pays the interest during in-school status, grace periods and authorized deferment periods. As a result, subsidized loans are advantageous because they don't cost as much to repay. The unsubsidized is not need based and the borrower is responsible for paying the interest during these loan periods, although payments of principal are not due until after the close of the borrower's grace period. Both programs provide low interest deferred payment loans to students to assist with their educational expenses.

9.4.1 Purpose of the Program

Direct Loans have the same basic terms and conditions as FFEL Program loans, but they offer additional benefits, such as an Income Contingent Repayment plan and Public Service Loan Forgiveness. This ability to borrow helps students meet the cost of post-secondary education. This program is administered by the institution and the Department of Education. Stafford Loan recipients must be enrolled at least half-time.

9.4.2 Determining Eligibility

In order to determine eligibility for any Federal Financial Aid program, students must file a Free Application for Federal Student Aid (FAFSA) and/or the Texas Application for Student Financial Aid (TASFA) and have the results sent to CC. The FAO must have an official EFC before eligibility for any fund may be determined. In addition, the student must have supplied any other requested documentation to the FAO and his or her application must be validated. A Stafford Loan is awarded to a student, once the student completes a student loan request, and after the student's eligibility for Federal Pell Grant and other Financial Aid has been evaluated.

Students are notified of the amount of their Stafford Loan eligibility and disbursement date by receiving notification that their loan has been certified.

9.4.3 Certification of Loan Applications

Loan certification will not be completed until:

1. Data from the NSLDS is received.
2. Documentation of dependency status is on file.
3. Verification is complete.
4. All other financial assistance is reported.
5. Financial Aid application has been processed and is complete.

Stafford loans will not be awarded after the last day to receive a "W" for any semester. These dates are published in each semester's class schedule.

The CC FAO uses a standard academic year (Fall through Spring) with Summer as a trailer when certifying loans. The minimum loan period is a single academic semester. A loan period cannot exceed a 12 month period. However, a student can have more than one loan in an academic year up to the annual loan limit.

Clarendon College does not automatically initiate loan awards. Student or parent borrowers must apply through Department of Education Direct Loan system.

9.4.4 Returning Funds to Department of Education

The FAO is responsible for returning funds to the Department of Education if the student is not registered, if the institution cannot document student's attendance in any class, or if the disbursement is received after student has ceased to maintain eligibility.

9.4.5 Maximum Awards

For loan purposes, a student's classification will be determined by the number of hours completed towards his or her selected degree or certificate. A student's classification will not be re-evaluated until the beginning of the next academic year (Fall through Summer). Once the student has reached the annual loan limit, he or she cannot receive another loan until he or she begins another academic year.

A student can receive a subsidized loan and an unsubsidized loan for the same enrollment period as long as the annual loan limits are not exceeded.

A dependent undergraduate student (excluding students whose parents cannot borrow PLUS Loans (a parent loan)), each year can borrow up to:

- \$5,500 (for loans first disbursed on or after July 1, 2008) if a first-year student enrolled in a program of study that is at least a full academic year. No more than \$3,500 of this amount can be in subsidized loans.
- \$6,500 (for loans first disbursed on or after July 1, 2008) if completed the first year of study and the remainder of the program is at least a full academic year. No more than \$4,500 of this amount can be in subsidized loans.

An independent undergraduate student (and dependent students whose parents have applied for but were unable to get a PLUS Loan (a parent loan)), each year can borrow up to:

- \$9,500 (for loans first disbursed on or after July 1, 2008) if a first-year student enrolled in a program of study that is at least a full academic year. No more than \$3,500 of this amount may be in subsidized loans.
- \$10,500 (for loans first disbursed on or after July 1, 2008) if completed the first year of study and the remainder of the program is at least a full academic year. No more than \$4,500 of this amount may be in subsidized loans.

9.4.6 Disbursement Procedures

Stafford Loan proceeds are released in multiple disbursements. Stafford Loan funds will be sent to CC via electronic funds transfer (EFT) and applied to the student's account. Once a student's account is credited and if there is a refund, the business office will mail a refund check to the student, or credit the student's debit card.

9.4.7 Pre-loan Counseling

Borrowers must complete entrance loan counseling and testing before receiving a loan. Rights and responsibilities are addressed. Students will be directed to complete this Federal requirement at www.mapping-your-future.org through the Loans by Web site. Students may forward questions, comments and/or concerns to Financial Aid personnel who will answer and/or reply.

9.4.8 Exit Loan Counseling

Exit loan counseling and testing is required before the student ceases at least-half-time-enrollment. Students who fail to meet this requirement will be contacted by mail. Exit counseling is available online at www.mapping-your-future.org.

9.4.9 Report to Lender

The Financial Aid Office electronically submits the Student Status Confirmation Report (SSCR) through the National Student Loan Clearinghouse.

9.5 Academic Competitiveness Grant – Removed due to non-funding

9.6 Parent Loan for Undergraduate Students (PLUS)

The Federal PLUS is a fixed interest loan created by the Federal government to help creditworthy parents pay for their dependent student's education beyond high school. Federal PLUS loans are not restricted to a student's financial need. The Department of Education will perform a standard credit check with a national credit bureau before approving the loan. If approved, the parent is responsible for paying the principal amount of the loan and all interest that accrues from the date of disbursement until the loan is paid in full. Repayment begins within 60 days after the loan is fully disbursed. The loan amount may not exceed the dependent student's cost of attendance minus other Financial Aid awarded for the loan period. If a student's parents cannot obtain a PLUS loan, the student is allowed to borrow additional unsubsidized Stafford money. The student must be enrolled at least half-time to receive a PLUS loan. To determine a student's eligibility for a PLUS loan, the student must complete a FAFSA. In addition a complete Financial Aid file is required before a PLUS loan will be certified. Interested students must complete a PLUS certification/authorization and PLUS request forms.

SECTION 10. State Financial Aid Programs

The FAO also participates in various State Aid Programs. The Financial Aid Director is responsible for verification of student eligibility and reporting for the programs listed below:

10.1 Leveraging Educational Assistance Partnership (LEAP)

10.1.1 Purpose of the Program

The LEAP program is Federal and State funded for the purpose of helping financially needy Texas residents meet the cost of post-secondary education. This program is administered by the State and the institution.

10.1.2 Determining Eligibility

LEAP is open to full-time undergraduates who are residents of Texas.

10.1.3 Payment

Recipients will be selected during the Fall semester of each award year.

10.1.4 Amount of Award

The maximum is lesser of need or \$1,000.

10.2 Leveraging Educational Assistance Partnership (SLEAP)

10.2.1 Purpose of the Program

The SLEAP program is Federal and State funded for the purpose of helping financially needy Texas residents meet the cost of post-secondary education. This program is administered by the State and the institution.

10.2.2 Determining Eligibility

SLEAP is open to full-time undergraduates who are residents of Texas.

10.1.3 Payment

Recipients will be selected during the Fall semester of each award year.

10.1.4 Amount of Award

The maximum is lesser of need or \$1,000.

10.3 Texas Public Education Grant (TPEG)

10.3.1 Purpose of the Program

The TPEG program is grant program allowing Public colleges or universities in Texas make TPEG awards from their own resources. Only in-state (Texas) colleges or universities may participate in the program. Only public colleges or universities participate in the program.

10.3.2 Determining Eligibility

TPEG is open to undergraduates who are resident or non-resident students with unusual need situations. Are Texas residents, non-residents or foreign students, who show financial need and, who register for the Selective Service or are exempt from this requirement.

10.3.3 Payment

Recipients will be selected during the Fall, Spring and Summer semesters of each award year.

10.3.4 Amount of Award

The maximum is lesser of need or \$2,000.

10.4 Texas College Work-Study Program (SWS)

The SWS program provides employment positions for undergraduate students who demonstrate financial need. These earnings assist students with educational expenses.

10.4.1 Objectives and Purpose of the Program

The objectives and purpose of the SWS are to provide:

1. A source of Financial Aid to undergraduate students who demonstrate financial need.
2. Work experience which enhances the participants' education whenever possible.

10.4.2 Selection of students

The purpose of the State college work-study program is to provide part-time jobs to students to help meet financial need. CC supports the concept of the State college work-study programs in an effort to provide self-help in meeting demonstrated financial need. Every effort is made to assign students to work-study jobs in their major and/or interest area. Students should apply for work-study by completing an application for work-study employment in the FAO. The student/supervisor is responsible for scheduling interviews with supervisors/students in which they are interested.

Students are allowed to work during periods of non-enrollment (i.e., vacations, breaks, Summer session prior to June 30) provided sufficient work-study allocations exist. Typically, SWS funds are not awarded for Summer terms; however, the Director may approve Summer work-study if funds are available.

10.4.3 Job Classifications

Job classifications are established by the supervisors of each department at CC. Normally students are awarded an average of 15 hours per week at minimum wage.

10.4.4 Placement Procedures

Placement is at institution or student's request based on the needs of each department and based on skills and/or qualifications of the student.

10.4.5 Notification of award and employment placement procedures

The student and his/her supervisor receives a work-study contract detailing the amount of their award, dates of employment, the number of hours they are allowed to work, the wage rate, their supervisor, location of their employment and position.

10.4.6 Student placement

If the student is hired, the student must complete the necessary employment forms in the Financial Aid office.

10.4.7 Supervision

Employers are instructed to maintain adequate supervision of student with regard to attendance and quality of job performance. A work schedule must be agreed upon each semester by the student and the supervisor which is not in conflict with the student's class schedule.

10.4.8 Time Sheets

Students receive time sheets from their supervisor. After completion of the time sheet, the student's work hours are checked and signed by the department supervisor. The student or supervisor returns the time sheet to the FAO who reviews and then forwards to the Payroll Office for payment processing.

10.4.9 Recordkeeping

Records concerning compensation for student employment are maintained in the Payroll Office and the FAO.

10.4.10 Payment Procedures/Frequency

Students are issued a paycheck from CC monthly for hours worked documented on the student time sheet. All students are paid at least the Federal minimum wage.

10.5 Toward Excellence, Access and Success Grant

10.5.1 Purpose of the Program

The Texas Legislature established the TEXAS (Towards EXcellence, Access and Success) Grant to make sure that well-prepared high school graduates with financial need could go to college.

10.5.2 Determining Eligibility

For an initial award:

- a. Are Texas residents
- b. Have not been convicted of a felony or crime involving a controlled substance
- c. Show financial need
- d. Have an EFC less than or equal to 4000
- e. Register for the Selective Service or are exempt from this requirement

AND

- f. Be a graduate of an accredited high school in Texas not earlier than the 1998-99 school year
- g. Complete the Recommended High School Program or Distinguished Achievement Program in high school
- h. Enroll in a non-profit public college or university in Texas within 16 months of graduation from a public or accredited private high school in Texas and
- i. Have accumulated no more than 30 semester credit hours, excluding those earned for dual or concurrent courses or awarded for credit by examination (AP, IB or CLEP).

OR

- j. Have earned an associate degree from a public technical, state or community college in Texas and
- k. Enroll in any public university in Texas no more than 12 months after receiving their associate's degree.

Students entering the program from high school who continue in college and who meet program academic standards can receive awards for up to 150 semester credit hours, until they receive a bachelor's degree, or for five years if enrolled in a 4-year degree plan or six years if enrolled in a 5-year degree plan, whichever comes first.

Students entering the program based on acquisition of an associate's degree who continue in college and who meet program academic standards can receive awards for up to 90 semester credit hours, until they receive a bachelor's degree, or for three years if enrolled in a 4-year degree plan or four years if enrolled in a 5-year degree plan, whichever comes first.

The academic requirements for continuing in the program are:

- A. At the end of the first year, a student entering the program must be meeting the school's Satisfactory Academic Progress (SAP) requirements.
- B. At the end of the second year in the program or later years, all students must complete at least 75% of the hours attempted in the prior academic year, have an overall college grade point average (GPA) of at least 2.5 on a 4.0 scale and complete at least 24 semester credit hours per year.

10.5.3 Payment

Recipients will be selected during the Fall, Spring and Summer semesters of each award year.

10.5.4 Amount of Award

The award amount (including state and institutional funds) is equal to the student's tuition and required fees. Beginning 2011-2012, the state amount is approximately \$1,325 per year for public community college students.

10.6 Toward Excellence, Access and Success Grant II (TEOG)

10.6.1 Purpose of the Program

To provide grant aid to financially needy students enrolled in Texas public two-year colleges.

10.6.2 Determining Eligibility

Complete the Free Application for Federal Student Aid (FAFSA). The financial aid office at the college or university the student applied to will notify the student if he/she is eligible. The TEOG Grant is available to individuals who:

- a. Are Texas residents;
- b. Show financial need;
- c. If applying for a first-time award, have a family contribution of no more than \$2,000;
- d. Register for the Selective Service or are exempt from this requirement;
- e. Are enrolled at least 1/2 time (6 semester credit hours) in the first 30 hours (or their equivalent) in an associate's degree or certificate program at a public two-year college in Texas;
- f. Have not been granted an associate's or a baccalaureate degree; and
- g. Have not been convicted of a felony or a crime involving a controlled substance.*

Students who continue in college and who meet program academic standards can receive awards for up to 75 semester credit hours, for four years, or until they receive an associate's degree, whichever comes first. The academic requirements for continuing in the program are: At the end of the first year, the student must meet the school's Satisfactory Academic Progress (SAP) requirements. At the end of the second year, the student must complete at least 75 percent of the hours attempted in the prior academic year and have an overall college grade point average (GPA) of at least 2.5 on a 4.0 scale.

10.6.3 Payment

Recipients will be selected during the Fall semester of each award year.

10.6.4 Amount of Award

The award amount (including state and institutional funds) is equal to the student's tuition and required fees. (Beginning 2011-2012, this amount is approximately \$1,325 per year for public community college students).

10.7 Texas B-On-Time Loan Program (BOT)

10.7.1 Purpose of the Program

The purpose of the Texas B-On-Time Loan program is to provide eligible Texas students no-interest loans to attend colleges and universities in Texas. If the student meets specified goals, the entire loan amount can be forgiven upon graduation.

10.7.2 Determining Eligibility

Complete the Free Application for Federal Student Aid (FAFSA). The financial aid office at the college or university the student applied to will notify the student if he/she is eligible. The BOT Loan is available to individuals who are:

- a. Texas residents,
- b. Graduated 2002-2003 academic year or later under the recommended high school program from public or accredited private high school in Texas or received an associate's degree from an eligible institution no earlier than May 1, 2005
- c. Has not earned a bachelor's degree,
- d. Enrolled full time in an undergraduate degree or certificate program at an eligible institution,

To maintain eligibility for future disbursements, the student must:

In the 1st Academic Year - make satisfactory academic progress toward a degree or certificate as determined by the institution.

In the 2nd and Subsequent Academic Years - complete at least 75 % of the semester credit hours attempted in the most recent academic year and have a cumulative GPA of at least a 2.5 on a 4.0 scale (or the equivalent) on all course work previously attempted at institutions of higher education.

A student who receives a Texas B-On-Time Loan in one academic year is not guaranteed he or she will receive a new BOT loan in the following year or in subsequent years. A student may not receive B-On-Time loans for more than 150 hours.

10.7.3 Payment

As funding for the Texas B-On-Time Loan Program is limited, priority will be given to students who are eligible for TEXAS Grants but are not receiving a TEXAS Grant due to a shortage of funding in that program.

10.8 Nursing Scholarships

10.8.1 Purpose of the Program

The Nursing Scholarship Programs provide financial assistance to students in programs of study as registered nurses or vocational nurses. Both financial need and academic performance are considered in selecting recipients. Awards may not exceed the student's financial need or the program maximum, whichever is less. Figures reflect activities in the following scholarship programs: Program for Rural Professional Nursing Students, Program for Rural Vocational Nursing Students, General Program for Vocational Nursing Scholarships, General Program for Professional Nursing Scholarships, Program for Rural BSN or Graduate Students, and the Program for LVNs Studying to Become RNs. Funding is from state appropriations.

10.8.2 Determining Eligibility

Recipients will be selected during the Fall semester of each award year based on the following criteria:

- a. Are Texas residents
- b. Show financial need
- c. Register for the Selective Service or are exempt from this requirement
- d. Enroll in classes leading to Licensure as a Professional Nurse
- e. Enroll on at least a ½-time basis

10.8.3 Payment

Recipients will be selected during the Fall semester of each award year.

10.8.4 Amount of Award

The maximum award for a student through any of the programs is the lesser of the student's financial need or the program maximum as stated below:

1. for the Scholarship Program for Rural Professional Nursing Students--\$1,500 per year for those enrolled in an associate degree program; \$2,500 for each student enrolled in a baccalaureate or graduate degree program;
2. for the Scholarship Program for Licensed Vocational Nurses Becoming Professional Nurses--\$1,500 for students enrolled in an associate degree program; \$2,500 for those enrolled in a baccalaureate or graduate degree program;
3. for the Scholarship Program for Rural BSN and Graduate Nursing Students--\$2,500 per year; and
4. for the General Scholarship for Professional Nursing Students--\$2,000 per year.

10.9 Certified Teachers Aide Scholarship

10.9.1 Purpose of the Program

This program helps Certified Teacher's Aides who want to continue their education and eventually obtain their Teacher's certification. By participating in the program, an Applicant will be able to be exempt from payment of tuition and fees when attending colleges or universities in Texas (other than class or laboratory fees) per year of eligibility. Spring term exemptions are conditional upon meeting program requirements in the fall. Summer awards depend upon availability of funds. Students who receive awards in one year may apply for awards in subsequent years.

10.9.2 Determining Eligibility

To be eligible the student must:

- Apply for financial aid which includes filing the FAFSA.
- Be a resident of Texas.
- Be certified as Educational Aides by the Texas State Board for Educator Certification.
- Have at least 2 school years experience as certified educational aides working in a Texas public school classroom directly with students.
- Be employed as a certified educational aid by a public school during the period of enrollment for which the exemption is given.
- Be enrolled in classes leading to teacher certification at the time he/she receive the exemption.

Like all financial aid, the student must meet Satisfactory Academic Progress requirements.

10.9.3 Payment

The exemption should be awarded as soon as the institution has determined the student's eligibility. If the student has already paid for his or her tuition and relevant fees before the college receives the letter, the institution needs to send the Board a Reimbursement Request, and the student will be refunded. If the institution exempted the student automatically, a Reimbursement Request will still need to be submitted to the Board. The Financial Aid Office of each institution will need to notify their Business Office of the amount each student is to be exempted through this program. **Keep in mind that the maximum amount an eligible student can receive is his/her financial need or tuition and relevant fees, whichever is less.**

Once the institution has determined the student's eligibility and the institution knows how much is to be reimbursed (which is usually after the term's census date), an institution must submit a Reimbursement Request Form to the Coordinating Board. **DO NOT SEND A REIMBURSEMENT REQUEST FOR A STUDENT IF THE INSTITUTION HAS NOT DETERMINED THE STUDENTS ELIGIBILITY.** The Board will then request the funds.

Requests are only processed on the 1st and 15th of each month. It takes approximately 2-3 weeks for the Board to receive the funds after they have been requested. When the funds are received, the Board will Electronically Transfer Funds (EFT) to the institution. The Reporting Officer will receive an EFT email notification which includes the list of students and dollar amounts to be disbursed to each.

10.9.4 Amount of Award

Important Deadlines - Semester Application Period

- Spring - July 1
- Summer – July 1
- Fall – February 1
- Spring – July 1
- Summer – July 1

All fees that are considered mandatory by the institution are covered, with the exception of class and laboratory fees. There is not a set definition of class fees. Each institution will have to make its own interpretation.

10.10 Texas Tomorrow Fund

10.10.1 Purpose of the Program

The Texas Guaranteed Tuition Plan (formerly the Texas Tomorrow Fund) was developed to cover the cost of tomorrow's college tuition and required fees at today's prices at Texas public colleges and universities. Plan benefits are protected by a constitutional guarantee from the State of Texas.

NOTE: This plan is currently closed to new enrollment. Plan participants may view fund information and resources and log in to their accounts on the Texas Guaranteed Tuition Plan Web site.

10.10.2 Determining Eligibility

The beneficiary has ten years from high school graduation to use the Plan or the Purchaser may request a refund. Students who live out of state and return to attend college as non-resident students will receive in-state rates for any term Texas Guaranteed Tuition Plan pays on their behalf. The beneficiary has ten years from high school graduation to use the Plan or the Purchaser may request a refund. Any time spent by a Beneficiary as an active duty member of the United States Armed Services will be added to the ten-year period. Proof of time enlisted must be provided to our office.

10.10.3 Payment

Student must provide proof of eligibility in the form of a membership identification card or letter. The Texas Guaranteed Tuition Plan can pay directly to all accredited in-state and out-of-state public and private junior/community and senior colleges and universities, and Texas proprietary schools accredited by the Texas Higher Education Coordinating Board.

10.10.4 Amount of the Award

Required fees are those fees that are mandatory as a condition of enrollment for all students attending a college, regardless of major or program of study. In other words, the Texas Guaranteed Tuition Plan pays for the fees that every student must pay just to enroll at the university. This does not include course specific fees such as lab fees or any fees that are charged just to certain students in specified majors.

10.11 Hazelwood Exemption

10.11.1 Purpose of the Program

The purpose of the Hazelwood Exemption (Hazelwood Act) is to provide an education benefit to honorably discharged or separated Texas veterans and to eligible dependent children and spouses of Texas veterans.

10.11.2 Determining Eligibility

Veterans:

1. Who, at the time of entry into the U.S. Armed Forces:
 - a. Are Texas residents,
 - b. Designated Texas as Home of Record, or
 - c. Entered the service in Texas.

2. Have served at least 181 days of active military duty, as indicated as "net active service" (the sum of 12(c) and 12(d)) on the DD214),
3. Have received an honorable discharge or separation or a general discharge under honorable conditions,
4. Have no federal veteran's education benefits, or have federal veterans education benefits dedicated to the payment of tuition and fees only; such as Chapter 33, for term or semester enrolled that do not exceed the value of Hazelwood benefits (Pell and SEOG Grants are not relevant),
5. Are not in default on a student loan made or guaranteed by the State of Texas, and
6. Enroll in classes for which the college receives tax support (i.e., a course that does not depend solely on student tuition and fees to cover its costs), unless the college's governing board has ruled to let veterans receive the benefit while taking non-funded courses.

Children and spouses:

1. Of veterans who, at the time of entry into the U.S. Armed Forces:
 - a. Are Texas residents,
 - b. Designated Texas as Home of Record, or
 - c. Entered the service in Texas.
2. Have a parent or is the spouse of a veteran of the U. S. Armed Forces, Texas National Guard, or Texas Air National Guard who died as a result of service-related injuries or illness, is missing in action, or became totally disabled for purposes of employability as a result of service-related injury or illness,
3. Have no federal veteran's education benefits, or have federal veterans education benefits dedicated to the payment of tuition and fees only; such as: Chapter 33, for the term or semester enrolled that do not exceed the value of Hazelwood benefits (Pell and SEOG Grants are not relevant), and
4. Are residents of Texas as of the term or semester in which they enroll.

The benefit may not be used for correspondence courses unless the courses are part of the student's degree plan.

Transferability of Benefits (Legacy Program)

Eligible veterans may assign unused hours of exemption eligibility to a child under certain conditions. To be eligible, the child must:

1. Be a Texas resident,
2. Be the biological child, stepchild, adopted child, or claimed as a dependent in the current or previous tax year,
3. Be 25 years or younger on the first day of the semester or term for which the exemption is claimed (unless granted an extension due to a qualifying illness or debilitating condition), and
4. Make satisfactory academic progress in a degree, certificate, or continuing education program** as determined by the institution.

If a child to whom hours have been delegated fails to use all of the assigned hours, a veteran may re-assign the unused hours that are available to another dependent child.

Veterans' spouses are not eligible to receive a transfer of unused hours.

**See note under Award Amount regarding eligible continuing education programs.

10.11.3 Amount of Award

Eligible veterans, their children and spouses may receive an exemption from the payment of all tuition, dues, fees, and other required charges, including fees for correspondence courses, but excluding deposit fees, student service fees, and any fees or charges for books, lodging, board, or clothing for up to 150 semester credit hours. Awards may not be used to pay tuition and relevant fees for continuing education classes unless one of the following applies: (1) the college receives state tax support for the classes, or (2) the governing board has specifically approved this benefit.

10.12 Early High School Graduation Scholarship – Removed due to non-funding

10.13 Foster Care Waiver

10.13.1 Purpose of the Program

To provide college financial assistance to students who once were in foster or other residential care and have been adopted.

10.13.2 Determining Eligibility

A student should provide evidence of at least one the following situations:

1. were in foster or other residential care,
2. were adopted, and
3. were the subject of an adoption assistance agreement under Subchapter D, Chapter 162, Texas Family Code.

10.13.3 Payment

Available only for use at a Texas public college or university.

10.13.4 Amount of the Award

Tuition and fees, other than property deposit fees, for courses for which the college receives tax support. There are no durational limitations in statute referencing how many semesters or years a student may receive this exemption.

10.14 Blind/Deaf Student Exemption Program

10.14.1 Purpose of the Program

To help enable blind and deaf students to attend public colleges or universities in the state of Texas.

10.14.2 Determining Eligibility

Eligible students must meet the following criteria:

1. Are Texas residents
2. Declare a program of study at the time he/she applies for the exemption
3. Provide certification from the Department of Assistive and Rehabilitative Services of status as a blind person or a deaf person
4. Enroll in classes for which the college receives tax support (i.e., a course that does not depend solely on student tuition and fees to cover its costs)

Application Process

1. Provide the registrar with certification from the Department of Assistive and Rehabilitative Services of status as a blind person or a deaf person;
2. Provide the registrar a written statement of purpose indicating which certificate, degree program, or professional enhancement will be pursued;
3. Provide the registrar a copy of the high school transcript and a letter of recommendation; and
4. Provide the registrar proof that all admissions requirements have been met.

10.14.4 Amount of the Award

All dues, fees, and enrollment charges whatsoever for which exemptions may be lawfully made, including: fees for correspondence courses, general property deposit fees, and student service fees; but, does not include fees or charges for lodging, board, or clothing. No funds may be used to pay tuition for continuing education classes for which the college receives no state tax support.

10.15 Waiver of Out of District Fees

To permit junior/community colleges the opportunity to choose to offer students living outside their taxing district to pay in-district rates.

10.15.1 Determining Eligibility

Students who:

1. Reside outside the district and own property subject to *ad valorem* taxation by the district or their dependents, or

2. Reside outside the district and in the taxing district of a contiguous public junior college district, or
3. Reside outside the district but within the service area of the district (if the individual is not in an ineligible independent school district and also demonstrates financial need).

The student must be able to provide the college or university with proof that he/she meets the program eligibility requirements.

10.15.3 Payment

Recipients will be selected during the Fall and Spring semesters only of each award year.

10.15.4 Amount of the Award

All dues, fees, and enrollment charges whatsoever for which exemptions may be lawfully made, including: fees for correspondence courses, general property deposit fees, and student service fees; but, does not include fees or charges for lodging, board, or clothing. No funds may be used to pay tuition for continuing education classes for which the college receives no state tax support.

10.16 Highest Ranking High School Graduate

10.16.1 Purpose of the Program

To provide an award to students graduating top in their classes in high school.

10.16.2 Determining Eligibility

Students who:

1. Are Texas residents, nonresidents, or foreign students
2. Graduate from an accredited high school in the State of Texas and
3. Are the highest ranking graduate in their high school

Provide a copy of the certificate you received from your high school indicating you are the highest ranking high school graduate for your high school to the registrar of the college you attend. These certificates are issued by the high school you are attending.

10.16.3 Payment

Recipients will be selected during the Fall semester of each award year.

10.16.4 Amount of the Award

Tuition during both semesters of the first regular session immediately following the student's high school graduation.* Fees are not covered. No funds may be used to pay tuition for continuing education classes for which the college receives no state tax support.

*This exemption may be granted for any one of the first four regular sessions following the

individual's graduation from high school when in the opinion of the institution's president the circumstances of an individual case, including military service, merit the action.

10.17 Competitive Scholarship Waiver

10.17.1 Purpose of the Program

To allow a public institution to grant a waiver of nonresident tuition charges to individuals who receive scholarships totaling at least \$1,000 awarded by their institution in competition open both to residents and to nonresidents.

10.17.2 Determining Eligibility

Nonresident or foreign students receiving competitive scholarships of at least \$1,000 (or a combination of scholarships totaling at least \$1,000). Students must have competed with other students, including Texas residents, for the award. The student may receive a waiver of nonresident tuition for the period of time covered by the scholarship, not to exceed 12 months. Waivers may be received in any year in which the student meets the competitive scholarship requirements.

The process for applying for a tuition waiver varies from college to college. Normally, the office of the registrar processes tuition waivers. However, waivers may also be processed by the admissions office and/or financial aid.

10.18 Good Neighbor Scholarship Program – Removed for non-funding

10.19 Robert C. Byrd Scholarship

10.19.1 Purpose of the Program

This program, which is federally funded and state-administered, is designed to recognize exceptionally able high school seniors who show promise of continued excellence in postsecondary education. The Department awards funds to state education agencies (SEAs), which make scholarship awards to eligible applicants.

10.19.2 Determining Eligibility

The application and instructions can be viewed and downloaded. High School and GED students should contact their high school or GED center counselor for additional information.

The selection of applicants is based on college entrance exam scores, GED scores, and among high school students, grade point average (Converting a grade point average to a 4.00 scale), and rank in class. Students attending both public and private, non-profit colleges and universities may participate in the program. The award may be used at any eligible in-state or out-of-state

institution of higher education. Students who will attend a U.S. Military Academy are not eligible.

10.19.3 Payment

Recipients will be selected during the Fall semester of each award year.

10.19.4 Amount of the Award

The maximum award is \$1,500 per year for up to four years.

10.20 Top 10% Scholarship Program

10.20.1 Purpose of the Program

The 80th Texas legislature created the Top 10 Percent Scholarship to encourage students who graduate in the top 10 percent of their high school class to attend a Texas public institution of higher education.

10.20.2 Determining Eligibility

Students must meet all eligibility and ranking criteria, complete a FAFSA or TASFA (if applicable) and file by March 1**. Students will be notified on their financial aid award notification received from the college to which they apply.

**FAFSA or TASFA must be processed and cannot be in a REJECT status; a Student Aid Report (SAR) for the student must be on file at the college or university by March 1.

Initial Eligibility Requirements

1. Be a Texas resident
2. Demonstrate financial need (to be determined by the college or university financial aid office)
3. Complete a FAFSA or TASFA (if applicable) and file by March 1**
4. Complete Recommended or Distinguished Achievement HS curriculum
5. Rank in the top 10 percent (as of his/her 7th semester or 6th if the college uses that semester for admissions)
6. Graduate from an accredited high school in Texas
7. Enroll fulltime in a Texas public 2-year or 4-year college or university in the upcoming fall semester

Renewal Requirements (contingent upon available funding)

- a. Complete 30 semester credit hours (SCH) in the previous year
- b. Maintain cumulative 3.25 GPA

- c. Complete at least 75% of hours attempted
- d. Students must meet all eligibility and ranking criteria
- e. Complete a FAFSA or TASFA (if applicable) and file by March 1**
- f. Students will be notified on their financial aid award notification received from the college to which they apply

**FAFSA or TASFA must be processed and cannot be in a REJECT status; a Student Aid Report (SAR) for the student must be on file at the college or university by March 1.

10.20.3 Payment

Students who submit their FAFSA after March 1 will be awarded on a first-come, first-served basis until available funds have been spent. Funds will only be available until August 31.

10.20.4 Amount of the Award

May be eligible to receive up to \$2,000 if they enroll fulltime in a Texas public college or university in the fall semester.

10.21 TEXAS Grant, BOT and TEOG Hardship Policy

In the event of a hardship, a student has the right to submit an appeal to receive their TEXAS Grant, BOT or TEOG. The request must be submitted in writing and must explain the reason for the request. Reasons that may be considered include:

1. A showing of a severe illness or other debilitating condition that may affect the student's academic performance.
2. An indication that the student is responsible for the care of a sick, injured, or needy person that the student's provision of care may affect his or her academic performance.
3. The student requires less than number or hours required for eligibility (9 for TEXAS Grant, 6 for TEOG and 12 for BOT) to complete their degree plan.

Supporting documentation may be required. The student's request will be reviewed and a determination made within 30 business days of submitting all requested documentation. Submitting an appeal does not guarantee any adjustments can or will be made.

Section 11 Institutional Scholarships

11.1 Athletic Scholarships

11.1.1 Purpose of the Program

An athletic scholarship may be awarded to any student-athlete in recognition of his/her athletic ability for the following sports:

- Men's and Women's
 - Basketball
 - Rodeo
 - Cross-Country
 - Cheerleading
 - Ranch Horse
- Men's
 - Baseball
- Women's
 - Softball
 - Volleyball

11.1.2 Determining Eligibility

Athletic Grants-in-Aid are awarded by head coach of the sport. Initial awards amounts are determined by the head coach but may be limited or reduced due to aid determination. Student athletes must be regularly admitted students and must meet all eligibility and ranking criteria as set forth in the College Catalog, and College Athletic Handbook. Students must also complete a 2011-2012 FAFSA or TASFA (if applicable)**.

Written notice of the terms of the original Grant-in-Aid for the academic year shall be given to a student-athlete and electronically submitted to the NJCAA National Office.

Renewal Requirements (contingent upon available funding and determination of need)

- a) Maintain eligibility for participation in athletics (both academic and disciplinary).
- b) No misconduct (unrelated to athletic ability) documented by the Dean of Students as warranted for dismissal from the athletic program documented through the College disciplinary process.
- c) Students must meet all eligibility and ranking criteria
- d) Complete a 2012-2013 FAFSA or TASFA (if applicable).**
- e) Students will be notified on their financial aid award notification received from the college to which they apply

**FAFSA or TASFA must be processed and cannot be in a REJECT status; a Student Aid Report (SAR) for the student must be on file at the College

11.1.3 Payment

Recipient's eligibility for funding will be verified by the Financial Aid Office.

11.1.4 Amount of the Award

Funding is dependent on the Division level of the sport. Clarendon College has two distinct division levels for sports:

- Division I programs:
 - Rodeo, Golf, Volleyball, Softball, Baseball, Ranch Horse and Cross-Country are eligible for tuition, fees, room and board.
 - Funding is applicable only after all other financial aid options have been exhausted.
 - Funding may only be used to pay for direct school expenses.
- Division II programs:
 - Basketball is eligible for tuition and fees.
 - Funding is applicable only after all other financial aid options have been exhausted.
 - Funding may only be used to pay for direct school expenses.

11.2 Judging Team Scholarships

Clarendon College features livestock and meats judging teams. Initial scholarship awards amounts are determined by the head coach but may be limited or reduced due to aid determination. Student athletes must be regularly admitted students and must meet all eligibility and ranking criteria as set forth in the College Catalog, and College Athletic Handbook.

11.3 Academic and General Institutional Scholarships

Clarendon College awards a number of academic and general institutional scholarships. To apply for an academic scholarship a student should have a GPA of 3.0 or better (on a 4.0 scale). Interested students should submit a scholarship application accompanied by two letters of reference and a copy of the most recent high school transcript and/ or college transcript. Applications are available through the Office of Financial Aid. Clarendon College scholarships and other financial aid will be awarded through the Office of Financial Aid.

11.4 Foundation Named and Endowed Scholarships

Named and endowed scholarships may be based on academic achievement, need, and/or other requirements as stipulated by the scholarship donor. Foundation Named and Endowed Scholarships and other financial aid will be awarded through the Office of Financial Aid.