

Student Financial Aid

Valencia's School Code required on the FAFSA (Free Application for Federal Student Aid): 006750

Purpose of Financial Aid

The purpose of financial aid is to provide assistance to students who have a demonstrated financial need as determined by an approved need-analysis system or who show academic or special talent. Awards may come from one or any combination of grants, scholarships, loans or part-time employment. The financial aid awarded to students may be from federal, state, institutional or local funds. Students interested in applying for financial assistance should complete a Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov. Questions concerning financial aid are addressed in the campus Answer Centers.

General Eligibility Requirements

All financial aid is dependent upon the availability of federal, state, local and institutional resources. To be eligible for financial aid, you must:

1. Be accepted as a degree-seeking student to an A.A., A.A.S. or A.S. Degree program, or
2. Be accepted as a certificate-seeking student in an eligible Technical Certificate or Vocational Certificate program.**
3. Be making satisfactory academic progress for financial aid purposes.
4. Be a U.S. citizen, national or permanent resident alien.
5. Enroll at least half time (6 credit hours) for most programs.
6. Not be in default on a prior student loan.
7. Not owe a repayment or overpayment of a federal grant.

8. Not have an existing financial obligation to Valencia.
9. Be registered for Selective Service if required.
10. As a first-time in college student, have a standard high school diploma or GED certificate or meet Federal Ability to Benefit (ATB) test score guidelines.

For students who do not have a standard high school diploma or GED, Valencia has identified the Computerized Placement Tests (CPT) as the only acceptable test for ATB purposes; to receive financial aid, the minimum CPT scores are: Reading 55, Sentence Skills 60, and Arithmetic 34.

11. As a college transfer student, have an official transcript from each previously-attended institution submitted to, and evaluated by, Valencia.
12. Not have been convicted for sale or possession of illegal drugs.

**Eligible Technical and Vocational Certificate Programs:

- Accounting Applications
- Baking and Pastry Arts
- Business Management
- Computer Information Technology Support Analyst
- Computer Programming
- Culinary Arts
- Digital Video Editing and Post-Production
- Drafting
- E-Business
- E-Business Security
- Graphic Design Production
- Graphics - Interactive Media Production
- Hospitality - Food and Beverage Management
- Hospitality - Rooms Division Management
- Human Resources Management
- Landscape and Horticulture Technician
- Law Enforcement Officer
- Medical Information Coder/Biller
- Microsoft Systems Engineer
- Office Management
- Paramedic Technology

Payment of Financial Aid

Financial aid award amounts may be adjusted based on the student's enrollment status determined after the Drop/Refund Deadline listed in the Academic Calendar in the online official catalog or, in the case of late awards, at the time the award is approved. A financial aid recipient must be meeting all eligibility requirements at the time payment is made.

Fees, books, VA deferments and/or short term loans outstanding at the time payment is made will be collected from the financial aid payment. If a balance is available for other expenses, a check will be mailed to the student's address of record. Address changes should be updated to help ensure timely receipt of financial aid funds. Address changes can be made through the student's Atlas account.

College-Preparatory Courses

College-preparatory course work can be counted in a student's enrollment for financial aid purposes. However, financial aid will fund a maximum of 30 semester hours of college-preparatory course work.

Satisfactory Academic Progress for Financial Aid Purposes

All students receiving any form of financial aid must meet the standards of progress outlined below. The requirements for these standards are set by federal regulations (34CFR Section 668.19).

There are three satisfactory progress requirements:

1. You must maintain at least a 2.0 cumulative overall grade point average, and

2. You must have successfully completed at least 67% of the courses you have attempted at all colleges, and
3. You may attempt no more than 150% of the credit hours required for your degree or certificate.

If you attended another college, the courses you took at that college will be considered in the evaluation of your progress.

For financial aid purposes, being enrolled in a course for credit beyond the official refund deadline counts as an attempt. All attempted courses are counted, even if taken as part of a different degree program.

For financial aid purposes, successful completion of a course means an earned grade of A, B, or C; a grade of D is "passing below average" and will negatively impact your grade point average. Grades of F, I, W, WW, WF, WP, and AR are considered unsuccessful completions and will negatively impact your financial aid progress determination.

A successful completion ratio is 67% or greater and the formula for calculating the completion ratio is:

hours earned divided by hours attempted equals completion ratio.

Satisfactory Academic Progress will be evaluated at the end of each term.

If you do not meet the Standards of Satisfactory Academic Progress due to your grade point average or completion ratio, you will be placed on Financial Aid Probation for one term. If you do not meet the requirements by the end of your Probation term, you will be placed on Financial Aid Suspension and will not be eligible for further financial aid until you meet the minimum requirements. You will need to pay for the courses you take while you are under Financial Aid Suspension. If you have attempted 150% of the hours needed for your Valencia degree program (which, for most students, is 90 credit hours), you no longer will be eligible for financial aid.

You do have the right to appeal a Financial Aid Suspension if you have extenuating circumstances. Appeal forms

are available in campus Answer Centers and documentation of your extenuating circumstances will be required. Appeal forms must be submitted to a campus Answer Center by the Financial Aid Suspension Appeal Deadline in the Academic Calendar provided in the online official catalog.

If you are placed on Financial Aid Suspension due to your grade point average or completion ratio, and you do not have extenuating circumstances or your appeal is denied, you may reinstate your eligibility for financial aid by bringing your progress up to the minimum requirements. You will need to pay for the courses you take while under Financial Aid Suspension.

Repayment of Unearned Federal Financial Aid

If you receive Title IV federal financial aid and completely withdraw from all of your classes within the first 60% of the term or stop attending all classes without notification, a pro-rated portion of your financial aid may need to be repaid. In this case, you will be billed for the amount of aid that must be repaid, and holds will be placed on your record until the bill is settled. A detailed handout that explains the calculations is available upon request from a campus Financial Aid Services Office.

Financial Aid Application Instructions

You must reapply for financial aid each academic year.

1. Be a degree-seeking student at Valencia or be a certificate-seeking student in an eligible technical certificate or vocational certificate program.
2. Provide the Admissions/Records Office with an official copy of your high school transcript or GED certificate or, if you are a college transfer student, provide an official copy of your transcript from each institution you have attended. Transfer course work must be evaluated before an award can be made.

3. Complete the Free Application for Federal Student Aid (FAFSA) and submit it to the federal processor. Valencia's federal code number is "006750." In order for Valencia to process your financial aid, you must include this number on your FAFSA. You may submit the FAFSA using one of the following methods:

- Regular mail (Allow at least 6 weeks for processing.)
- World Wide Web address www.fafsa.ed.gov (Allow at least 2 weeks for processing.)

4. Research and apply for scholarships.

Other important application information:

Verification - The federal government requires that some applications be reviewed for accuracy through a process called "verification." If you are selected for this process, you will be required to complete a Verification Worksheet and provide copies of the tax returns for individuals whose income was included on your application. You will be notified through your Atlas e-mail account or by letter if you have been selected for verification.

Federal eligibility matches - The federal processor matches your name and social security number with a variety of federal agencies. Agency matches are performed against the files of the Social Security Administration, Immigration and Naturalization Services, Selective Service and the National Student Loan Data System. If any discrepancies or questions about your information occur, you will be asked to provide additional documents or take additional action to confirm your eligibility for federal assistance. The federal processor will notify you of the results of these matches and whether additional information is required in order for your application to be processed.

Financial Aid Programs Available

Grants

Grants may be awarded if you show financial need based on the Free Application for Federal Student Aid

(FAFSA). The grants listed here are administered by the Valencia Financial Aid Services Department based on the guidelines set for each program by the provider.

Federal Pell Grant

This is a need-based federal grant program for students who are seeking their first undergraduate degree and whose Estimated Family Contribution (EFC) is below 3300*. The annual Pell Grant award amount is determined by your EFC and enrollment status and may range from \$400 to \$4,050.

Students who establish eligibility will be funded. All documents must be received prior to your last day of enrollment or June 30, 2006, whichever comes first.

Initial awards are estimated based on the results of the FAFSA. Estimates will change if any criteria used to determine your eligibility, such as major, degree status, satisfactory academic progress, income or family information changes. Actual payment will not be determined until after the Drop/Refund Deadline listed in the Academic Calendar in the online official catalog.

You do not have to be enrolled full time to receive a Pell Grant award. The amount actually paid to you from the Federal Pell Grant will be prorated if you enroll for less than 12 credit hours in a given term. You must begin attending all of your classes on the first day. If you are withdrawn for non-attendance prior to the actual payment of Pell Grant funds, payment for the withdrawn class(es) may not be made.

Federal Pell Grant awards may be used for the equivalent of 2 full-time terms each year. This means if you are full time in fall and spring terms, you will not have funding available for summer. Part-time students may use their remaining eligibility in the summer term.

* The US Department of Education determines the EFC level each year and this designation is subject to change.

Federal Supplemental Educational Opportunity Grant (FSEOG)

This is a need-based federal grant awarded to undergraduates seeking a first undergraduate degree in an eligible program who have exceptional financial need. The maximum award amount at Valencia is \$500 per term. Priority is given to students with a family contribution of "0" who apply for financial aid early. A student must enroll for a minimum of 6 credit hours to qualify.

Limited funding is available in this program, and funding is awarded on a first come-first served basis.

Initial awards are estimated based on the results of the FAFSA. Estimates may change if any criteria used to determine your eligibility, such as major, degree status, satisfactory academic progress, income or family contribution changes. Actual payment will not be determined until after the Drop/Refund Deadline listed in the Academic Calendar in the online official catalog.

The amount actually paid to you from the FSEOG will be prorated if you enroll for less than 12 credit hours in a given term. You must attend all of your classes on the first day of each term. If you are withdrawn for non-attendance prior to the actual payment of FSEOG funds, payment for the withdrawn class(es) may not be made.

Florida Student Assistance Grant (FSAG)

FSAG is a need-based program for students who meet Florida residency requirements. To qualify you must be seeking your first undergraduate degree, enroll in an AA or AS degree program and also qualify for a Federal Pell Grant. The award amount at Valencia varies up to a maximum of \$1400 per year. Priority is given to qualified renewal students and full-time students with high unmet financial need who apply for financial aid early.

Limited funding is available in this program, and funding is awarded on a first come-first served basis.

Initial awards are estimated based on the results of the FAFSA. Estimates will

change if any criteria used to determine your eligibility, such as residency, major, degree status, satisfactory progress, income or family information changes. Actual payment will not be determined until after the Drop/Refund Deadline listed in the Academic Calendar in the online official catalog.

The amount actually paid to you from the FSAG will be prorated if you enroll for less than 12 credit hours in a given term. You must attend all of your classes on the first day of each term. If you are withdrawn for non-attendance prior to the actual payment of FSAG funds, payment for the withdrawn class(es) will not be made.

FSAG is available for fall and spring terms only.

For additional details and regulations, visit www.floridastudentfinancialaid.org.

Valencia Need Scholarship

This need-based program is provided by Valencia Community College to students seeking a degree in an eligible program. To qualify, you must have financial need but not be eligible for a Federal Pell Grant, and you must agree to not apply for a student loan. The award amount is for in-state tuition and fees only. Priority is given to students who apply for financial aid early. You must enroll for a minimum of 6 credit hours to qualify.

Bridges to Success Grant

This grant is awarded to students who participate in the Bridges to Success Program. The Bridges to Success program is available to disadvantaged high school graduates from Orange or Osceola county high schools who participated in Valencia's College Reach Out Program while in high school and enroll in Valencia the summer following high school.

All Bridges to Success students must apply for the Federal Pell Grant by completing the FAFSA and must establish eligibility prior to the first day of classes. The grant will pay for in-state tuition and fees, plus up to \$300 per semester for books. The grant is renewable through graduation upon the recommendation of the program advisor. A 2.5 overall grade

point average and completion of 75% of attempted courses will be required for renewal. Bridges to Success students must participate in the summer term and must enroll in a minimum of 9 credit hours during fall and spring terms to qualify.

Scholarships

Scholarships are awarded primarily based on financial need; however, some scholarship programs may not require need. Usually, other factors are also considered, which may include academic talent, performing talent, participation in certain activities or special interests. Scholarship requirements and application procedures vary depending upon the criteria set by the scholarship provider. Many scholarships require a separate application that must be obtained directly from the scholarship provider.

National Science Foundation Scholarship

This scholarship is for full-time students with proven financial need (using the FAFSA forms) who have declared a major in Computer Science, Computer Engineering, or Mathematics. Recipients must also be U.S. citizens, nationals, or aliens admitted as refugees. Awards may be up to \$3030 per year, depending upon the level of unmet financial need after all other financial aid programs have been considered.

Applications may be obtained at <http://valenciacc.edu/finaid>.

Valencia President's Academic Scholarship - awarded to graduating seniors in Orange and Osceola County high schools who graduate in the top ten percent of their class and meet Honors level test score requirements. The award covers the cost of in-state tuition and fees for up to 31 college-level credit hours per academic year and is renewable for a second year if requirements are met. If offered a President's Scholarship, the following requirements will apply:

1. Acceptance contract must be returned by the deadline. No exceptions.

2. Begin enrollment in Valencia no later than the fall term following high school graduation.
3. Enroll in at least 9 college-level credit hours, including one Honors Program course each term.

To renew the President's Academic Scholarship for the second year, a 3.0 overall grade point average and completion of at least 67% of all attempted course work is required.

Valencia Honors Program Scholarship – awarded to students who are pursuing an Honors Degree at Valencia Community College. The award covers in-state tuition and fees for 31 college-level credit hours per academic year and is renewable for a second year if requirements are met.

Recipients are chosen by the Honors Program Director based on the most outstanding academic records. To apply, Honors students should contact the Honors Program Office at 407-299-5000, extension 1729.

Alumni Two Plus Two Scholarship - funded by the Alumni Associations of Valencia Community College and University of Central Florida, this award is made each year to a single high school graduate selected from nominations made by each high school principal in Orange and Osceola counties. The recipient may receive up to \$4,000 in scholarship funds during the pursuit of an Associate's degree at Valencia, followed by a Bachelor's degree at University of Central Florida.

Two Plus Two Minority Scholarship - This program provides a two-year (up to 31 credit hours per year) tuition scholarship from Valencia Community College, plus a transfer scholarship from a participating four-year college. To be considered, you must be a minority graduate from a high school in Orange or Osceola county with a 3.0 high school grade point average.

For further information and an application, contact the Office of Recruitment and Retention of Ethnically Diverse Students 407-299-5000, extension 1395.

Road Map to Success Award - Students are eligible for this \$500 award if they are degree-seeking and are currently enrolled in SLS 1122 Student Success. Students earn points toward the Award by completing activities outside of class that will help ensure their success in college. Awards are granted on a first come-first served basis. Time restrictions apply and Dual Enrollment students are not eligible.

Valencia Student Government and Leadership Scholarships – campus leaders who participate in Student Government or serve on the Valencia Welcome Team may be considered for a scholarship. Visit the Student Government Office on your campus.

Valencia Arts and Activities Scholarships

These awards cover a portion of the in-state tuition and fees for students with special talents and contributions in the following areas:

Art (Contact Michael Galleta at 407-299-5000, extension 2328.)

Brain Bowl Team (Contact Chris Borglum at 407-299-5000, extension 6869.)

Forensics Team (Contact Mary Allen at 407-299-5000, extension 2274.)

Music (Contact Troy Gifford at 407-299-5000, extension 2332.)

Student Newspaper (Contact Mike Bosley at 407-299-5000, extension 2402.)

Theater (Contact Julia Gagne at 407-299-5000, extension 2292.)

Valencia Foundation Scholarships

The Valencia Foundation offers privately-funded scholarships. While some scholarship providers prefer to identify their scholars without any input from Valencia, many have asked Valencia's Scholarship Committee to select the recipients.

You may apply for scholarships that Valencia's Committee selects using a single Foundation Scholarship application, submitted to the Financial Aid Services Office. You are not required to indicate a particular scholarship on

your application but may do so if you have identified one or more for which you feel particularly suited. A list of scholarships included in the Financial Aid User's Guide.

The scholarships are highly competitive, and sometimes hundreds of applicants are competing for a single award. The Scholarship Committee will give priority to full-time students with proven financial need and at least a 2.5 overall grade point average. Other special criteria depend upon the donor's requirements. Special criteria include, but are not limited to, a certain major, residency in a certain county, graduates of a certain high school, or employment with a particular company. The Scholarship Committee screens the applications for a "best match" with available scholarships based on the special criteria.

The deadline for submitting applications to the Scholarship Committee is July 1 each year. If no qualified applicants are found, the scholarship will be advertised in the campus publications and an extension of the deadline for that particular scholarship may be granted.

Florida Bright Futures Scholarship Program

This is a state scholarship awarded to Florida high school graduates who demonstrate high academic achievement. Awards are issued by the State of Florida directly to the eligible student.

The program has three levels. Each award level has different academic criteria for eligibility. You may receive only one award:

Florida Academic Scholars Award (pays 100% of college-level tuition plus a book allowance), requires a 3.0 cumulative college-level grade point average to renew; or

Florida Medallion Scholarship (pays 75% of college-level tuition), requires a 2.75 cumulative college-level grade point average to renew; or

Florida Gold Seal Vocational Scholars Award (pays 75% of vocational program tuition), requires a 2.75 cumulative college-level grade point average to renew.

Renewal for each award level also requires completion of at least 6 credit hours of college-level course work each term.

The top-ranked scholar from each county will receive an additional award of up to \$1,500.

Applications and eligibility criteria are available from your high school guidance office or from the Florida Department of Education Web site: www.floridastudentfinancialaid.org.

Valencia receives electronic information about eligible Valencia scholars from the Florida Department of Education. You must designate Valencia as the school you plan to attend and must enroll for at least 6 hours of college-level course work each term. Initial award amounts are estimated for purposes of Valencia's financial aid award planning. Actual payment depends upon the program regulations and the amount of tuition and fees assessed for the term.

The scholarship will cover the designated percentage of in-state, college-level tuition and fees for a maximum of 45 credit hours course work each year. It is available in fall and spring terms only. Your financial aid award will reflect an estimate of the maximum amount that would be covered if you used all 45 credit hours in the year. Actual payment will be based on your actual tuition charges.

Bright Futures awards are available for fall and spring terms only.

For additional details about the Bright Futures program and program regulations, visit www.floridastudentfinancialaid.org.

Other Florida Scholarships Offered by the Florida Department of Education

The Florida Department of Education offers a number of scholarships for Florida residents. Please consult the Florida Department of Education Web site: www.floridastudentfinancialaid.org.

Outside Private Scholarships

Many clubs and organizations offer scholarships to college students. Students

can obtain information about these awards from high school guidance offices, libraries, or from the Internet. The following FREE Internet scholarship search services are recommended: <http://www.fastweb.com> and <http://www.cashe.com>.

Each campus newsletter publishes scholarship information on a regular basis.

If you or your family belong to any social, civic, ethnic, religious, professional or service groups, you should contact them. They often have educational assistance programs that are not advertised. Also, employers often have educational assistance plans for employees and/or dependents.

Federal Family Education Loans

Valencia students are eligible to participate in the Federal Family Education Loan Programs. There are three programs: the Subsidized Federal Stafford Loan, the Unsubsidized Federal Stafford Loan, and the Parent Loan for Undergraduate Students (PLUS).

Applicants must first apply for grants by completing the Free Application for Federal Student Aid (FAFSA).

A separate Valencia Federal Stafford Loan Application Request and Master Promissory Note is required each academic year.

First time borrowers at Valencia must complete an Entrance Counseling Program by going on-line to www.nelnet.net.

Federal Family Education Loans are established and supported by the federal government, but a participating commercial lender, such as a bank or credit union, actually makes the loan. ALL FEDERAL FAMILY EDUCATION LOANS MUST BE REPAID.

To receive any loan, you must enroll in at least 6 credit hours each term.

NOTE: If you have defaulted on a prior student loan at any institution, Valencia reserves the right to refuse to certify

additional student loans unless the default was resolved by paying the prior loan in full.

Subsidized Federal Stafford Loan

This loan requires unmet financial need. The federal government will pay the interest while you are enrolled in school, and you must repay the loan plus a variable rate of interest beginning 6 months after you leave school or drop to less than half-time status. You must be enrolled in at least 6 credits per term. Students with less than 30 credits at the time of application may borrow up to \$2,625 per year or the amount of unmet financial need, whichever is less. Students with more than 30 credits at the time of application may borrow up to \$3,500 per year or the amount of unmet financial need, whichever is less. Because an outside lender must approve loans, you should allow 3 weeks for your loan approval (in addition to the time required to process your financial aid application).

Unsubsidized Federal Stafford Loan

This loan does NOT require financial need; however, you must first apply for need-based financial aid by completing the Free Application for Federal Student Aid (FAFSA). Interest will accrue at a variable rate on this loan while you are in school. You must repay the loan, accrued interest and current interest beginning 6 months after you leave school or drop to less than half-time status. You must be enrolled in a minimum of 6 credits per term. Dependent students with less than 30 credits at the time of application may borrow up to \$2,625 per year in combined subsidized and unsubsidized loans, not to exceed the cost of education less other financial aid. Students with more than 30 credits at the time of application may borrow up to \$3,500 per year in combined subsidized and unsubsidized loans, not to exceed the cost of education less other financial aid. Independent students may also borrow an additional \$4,000, not to exceed the cost of education less other financial aid. Because an outside lender must approve loans, you should allow 3 weeks for your loan approval (in addition to the time required to process your financial aid application).

Parent Loan for Undergraduate Dependent Students

Parents of dependent students may borrow on behalf of their children. Income is not a factor, but the borrower cannot have adverse credit. The student must first apply for other types of financial aid by completing the Free Application for Federal Student Aid (FAFSA). Loan amounts must not exceed the cost of education less other financial aid. Parent loans must be repaid over a 10-year period with variable interest rates beginning 60 days after disbursement.

How do I apply for a Federal Family Education Loan?

You must first establish your eligibility for a Federal Pell Grant by completing all application steps listed earlier in this section.

A separate Loan Request and Promissory note is required. Instructions and application forms are available at <http://valenciacc.edu/finaid>.

Work Study Programs

Federal College Work Study

This is a federal work program for students with financial need. You may be employed on a Valencia campus or as a reading tutor in a local public school. As a work-study employee, you may work up to 20 hours per week and earn at least minimum wage—up to the amount of your financial need.

You may be offered work-study as part of your overall financial aid award; however, if work-study was not included, you may inquire about your eligibility by visiting a campus Answer Center.

How will I receive a job assignment?

Work-study awards are offered as part of your overall award determination. If you wish to accept your award, you must complete a work-study job assignment form, available in the Answer Center or online at <http://valenciacc.edu/finaid>. Supervisors who hire work-study students will review your assignment form and will contact you to discuss your schedule and availability. If selected, your supervisor will have you meet with a

Financial Aid Specialist to complete the remaining assignment documents. You will need to bring your Social Security Card and proof of citizenship or eligibility to work in the U.S. with you to your meeting.

How will I receive payment for my Federal Work Study Award?

Federal Work Study is an opportunity to work and build work experience. You will receive a paycheck from Valencia's Payroll Department every two weeks based on the time sheet you and your supervisor will keep. You will receive a packet of information about this process when your assignment documents are completed.

Institutional Work Study

Various campus departments and laboratories have funding to hire students as part-time employees. You should inquire in the departments about any available openings.

Rights and Responsibilities of the Financial Aid Recipient

As a student financial aid consumer,

You have the right to:

- Be informed about financial aid application procedures, cost of attendance, aid available, and renewal requirements.
- Have confidential protection of your financial aid records. The contents of your financial aid file are maintained in accordance with the Family Educational Rights and Privacy Act (FERPA).
- Request a review of decisions made by the Valencia Community College financial aid staff. A letter explaining your situation in detail should be submitted to the Director of Financial Aid Services.

You have the responsibility to:

- Complete applications correctly and on time.

- Read and understand all materials sent to you from Financial Aid Services and other financial aid agencies by e-mail and/or letter; keep copies of all forms and materials submitted.
- Know and comply with the rules governing your aid program(s).
- Comply with the provisions of any promissory note and all other agreements you sign.
- Register for the appropriate number of credits and maintain satisfactory academic progress.
- Request personal assistance if you have questions or do not understand the information provided to you.

Veterans

All of Valencia's A.A. Degree, A.A.S. Degree, A.S. Degree and Certificate programs are approved for veteran's educational benefits. (Non-credit continuing education programs are not approved.)

To receive veteran's benefits, contact the Financial Aid Services office on any Valencia campus. You will be required to receive academic advising prior to your registration and you must follow your specified degree program.

Benefit Checks

Benefit payments will vary depending upon your individual eligibility. The first monthly check is mailed approximately eight weeks after the beginning of the term to the address on your application. You may apply for direct deposit of your checks by calling 1-800-827-1000.

Deferment for Payment of Registration Fees for Veterans

Financial Aid Services will issue a deferment for payment of student fees the first time you register for classes, or following a break in your educational program, provided you are eligible and all documents are on file. The deferment is for registration fees only and will be due 60 days from the first day of classes for the term. You are fully responsible for paying the VA deferment, even though

your benefit checks may not have begun by the date the deferment is due. If the deferment is not paid on time, you will be placed in default and you will not be eligible to have a VA deferment in the future.

Academic Standards for Receiving Veteran's Benefits

All students receiving veteran's benefits must maintain a 2.0 cumulative overall grade point average and a completion ratio of at least 50% of the credit hours attempted over the previous two consecutive terms.

If you fail to meet these requirements, benefits will be terminated. To reinstate your benefits, you must bring your grade point average and completion ratio up to the required levels.

Standards of Progress for Veteran Benefits in Criminal Justice Institute Programs

Students enrolled in any Criminal Justice Institute Training Program must maintain satisfactory progress.

Students are required to attend all classes and take all examinations required by the Criminal Justice Training Institute and the Criminal Justice Standards and Training Commission, receive a minimum score of 80%, and demonstrate proficiency to receive a passing grade of "P." An "F" in any course will cause the student to retake the course.

Students will be dismissed from the program and terminated from Veteran's Benefits if they fail two examinations (courses) in the program or have any unexcused absences.

Excused absences are given when a student can show evidence of illness, death in immediate family, jury duty or other equally serious reason for non-attendance. The professor will determine if an absence is excused or unexcused.

Notifications to Veterans Certification Office

1. Progress reports are filed with the VA Certification Office each month. These reports show grades as "P" passing or

"F" failing as well as dates and hours of absence.

2. Veterans Benefits recipients are notified of progress by the VA Certification Officer with emphasis on the fact that continuation of unsatisfactory progress and/or unexcused absences will result in an interruption of VA Benefits.

For additional information about conduct and behavior policies for Criminal Justice Institute students, see Appendix C.

Conditions of Re-entry

A student may re-enter the program following dismissal due to unsatisfactory progress or conduct only when the following conditions exist:

1. The cause of the unsatisfactory conduct or progress has been removed.
2. It is deemed through counseling that the program which the veteran or eligible person now proposes to pursue is suitable to his/her aptitude, interests and abilities.
3. The student meets all requirements of the academy at the time of reapplication.

