

# Financial Aid 101—

# FAF\$A

## It all starts here

### *2017-2018 Student Financial Aid Guide*

All financial assistance offered through the Danville Community College Financial aid Office is based on financial need. Our philosophy in awarding financial aid is to assist as many eligible students as possible by providing a student's direct educational costs (tuition, fees, books, and supplies) and to help defray the cost of transportation or living expenses. Students with low EFC (Expected Family Contribution) as reported on the Student Aid Report are considered highest need students. Generally, highest need students receive more grant assistance than lower need students.

#### **Our Mission Statement**

The primary mission of Danville Community College's Financial Aid Office is to provide financial guidance to students as they pursue their educational goals. The program is committed in its belief that qualified students should have the opportunity to pursue educational objective, regardless of Financial resources.

#### **The Student Guide**

This guide provides important information for all financial aid recipients. Specific program requirements are stated in the guide. **By accepting any of these awards, you agree to comply with all requirements.** If you have any questions, please contact the Financial Aid Office before you register.

**Important: It is the responsibility of the student to notify the Financial Aid Office of any awards received at other colleges or universities during the award year. You may receive Financial Aid at only one institution at a time. In the event of an over-award, the student is responsible for repayment of funds.**

#### **DCC Student Financial Aid Office**

1008 South Main Street  
Danville, VA 24541  
Room 101, Wyatt Building

Phone: 855-844-363

Website: <https://mysupport.dcc.vccs.edu/>

Email: [DCCFinAid@dcc.vccs.edu](mailto:DCCFinAid@dcc.vccs.edu)



## ***Important Dates to Remember***

### **Fall 2017**

Classes begin .....	August 21
Late Registration .....	August 16-18
Last Day to withdraw with a Full Tuition Refund .....	September 6
Last day to withdraw with a W-grade .....	October 30

### **Spring 2018**

Classes begin .....	January 8
Late Registration .....	January 2-5
Last Day to withdraw with a Full Tuition Refund .....	January 24
Last day to withdraw with a W-grade .....	March 20

### **Summer 2018**

#### **Full Session**

Classes Begin.....	May 21
Late Registration.....	May 14-18
Last Day to Withdraw with a Full Tuition Refund .....	May 31
Last Day to withdraw with a W-grade.....	July 2
Classes End.....	July 27

#### **First Session**

Classes Begin.....	May 21
Late Registration.....	May 14-18
Last Day to Withdraw with a Full Tuition Refund .....	May 25
Last Day to Withdraw with a W-grade.....	June 8
Classes End.....	June 22

#### **Second Session**

Classes Begin.....	June 25
Late Registration .....	June 18-22
Last Day to Withdraw with Full Tuition Refund .....	June 29
Last Day to Withdraw with a W-grade.....	July 13
Classes End.....	July 27



## **How to Get Started**

### **When to apply for Financial Aid?**

Students must apply for financial aid each year. Open Labs are available to assist students with the FAFSA on Mondays from 9:30 a.m. to 2:30 pm.

#### **FAFSA on the WEB**

[www.fafsa.gov](http://www.fafsa.gov) is a free U.S. Department of Education website where you can complete the FAFSA online. You will need to create a Username and Password to complete the FAFSA at <http://FSAID.ed.gov>

**June 1—Fall Priority Date**—Students who meet the priority date will have the best chance for consideration for all types of financial aid.

**July 15—All Requested Information Completed**—Students must turn in all requested information by this date in order for financial aid funds to be available by the beginning of the fall semester.

**November 1—Spring Priority Date**

**March 1—Summer Priority Date**

Applications for the 2018-2019 award year (for students who plan to attend in Fall 2018 or Spring 2019) will be available online October 2017 at [www.fafsa.gov](http://www.fafsa.gov)

## Paying and Charging Tuition and Books

Tuition is automatically charged to financial aid grant and loan accounts (not including work study). Students authorize such charges as part of the financial aid application process. **When tuition and/or textbook charges exceed an award balance, the student will be billed for the difference.**

### Using Financial Aid for Tuition

\* See your faculty advisor to schedule your classes.

\* **Confirm** your Student ID (EMPLID). You either received your EMPLID in the mail, email, or when you completed the admissions process.

\* **Register** on the web, at the office of your division secretary, or in the Admissions Office.

\* **Obtain** your Class Schedule. You must have a Class Schedule in order to purchase your books. You may print your Class Schedule from the web, ask the division secretary, or ask the Admissions Office staff to print it. This will contain only your classes, times, and locations. This Class Schedule will not have any amount due on it. Your Class Schedule is not an official receipt because tuition has not been paid at this time.

\* **Reminder:** You do not need to go to the Business Office after you register for classes, unless you do not have enough financial aid or scholarship funds to cover total tuition.

\* **Tuition** will be charged to your account on the first day following the last day to withdraw from a course with a full tuition refund.

\* **If** you owe a remaining balance, you will be mailed a bill for the out-of-pocket amount. **Students must pay obligations to the college promptly to avoid loss of services.**

## Bookstore Charging Schedule

### Fall 2017

August 7, 2017—First day you are able to charge Bookstore purchases to Financial Aid.

September 6, 2017—Last day to charge Bookstore purchases to Financial Aid.

### Spring 2018

January 3, 2018—First day you are able to charge Bookstore purchases to Financial Aid.

January 24, 2018—Last day to charge Bookstore purchases to Financial Aid.

### Summer 2018

May 8, 2018—First day you are able to charge Bookstore purchases to Financial Aid.

June 29, 2018—Last day to charge Bookstore purchases to Financial Aid.

## Bookstore Purchasing Policy

Students may use excess financial aid in the College Bookstore to purchase only required books and supplies for registered courses deemed eligible for financial aid for the term, during the designated charge dates. A course would be deemed ineligible for financial aid if any of the four following circumstances exist:

- 1) The course does not apply to the student's academic program;
- 2) The course has already been repeated once after having been successfully completed/
- 3) The course is developmental and the student has already attempted 30 or more developmental credits, and/or
- 4) The course is a basic skills class (BSK) that is below the postsecondary level.

The approved dollar amount available per student to charge will vary according to the financial aid award and enrollment.

Supplies can Include:

- \* One Computer or Tablet (authorization required)
- \* One scientific calculator

- \* Required tools
- \* Required uniforms

Students purchasing a computer must be enrolled in an IT, Web Design, Computer Aided Drafting, or Graphic Design related program and must receive a Bookstore Authorization from the Financial Aid Office. Laptops will not be authorized until the 2nd week of classes. *One Laptop/tablet purchase is allowed with subsequent purchase requests evaluated on a case-by-case basis.* Laptops are not available during the Summer semester.

Any other electronic item is considered not course related and may not be purchased with financial aid. Other items not approved for purchase with financial aid include but are not limited to apparel, food, cell phones, gift items, and gift/prepaid cards.

During the book purchase period, books and supplies purchased using financial aid cannot be returned to the College Bookstore for cash. Amounts for returned items must be credited back to the aid items that paid for the books and supplies on the student's account.

If for any reason financial aid does not cover the balance charged in the bookstore the student is responsible for paying that balance and will not be allowed to register until that debt has been satisfied.



# Student's Responsibility

## Report Changes

It is the student's responsibility to inform the Financial Aid Office of resources which become available during the academic year and were not previously reported. These resources include private scholarships, veterans' benefits, assistance through Private Industry council, Telamon, Trade Act, Workforce Investment Act, etc. Changes in data filed on the student's application for assistance or in the amount and types of other aid subsequently received by the student may result in a reduction or cancellation of the financial aid offered.

## Penalties for Fraud or Misrepresentation

The decision to grant financial aid is based on economic factors that are not always easily verifiable. In addition to application procedures designed to ensure against false information, and regularly conducted audits, the Financial Aid Office depends on your honesty. Sanctions will be imposed when it is discovered that applicants or their parents are guilty of gross misrepresentation of facts. Students who are suspected of committing fraud will be referred to the United States office of Inspector General. If you use the FAFSA to establish eligibility for Federal aid funds, you should know that any person who intentionally makes false statements or misrepresentations on this form is subject to fine or imprisonment or both under provisions of the United States Criminal Code. Any student or parent found guilty of such a charge would also be faced with the necessity of repaying funds falsely received.

## Student's Rights

A student who is not satisfied with his/her award may contact the Financial Aid Office for a detailed explanation of the financial need analysis. This individual may make a written request for reconsideration if it is determined that the analysis has

been based upon insufficient data. A student may also request reconsideration at any time within the academic year when extenuating circumstances and/or significant changes in financial status appear to warrant consideration, such as loss of employment or benefits.

## Current Address Required

Students should keep the DCC Admissions and Records Office informed of any address changes. The address on file in the Admissions and Records Office is used to mail financial aid checks. You may contact the Admissions and Records Office at 434-797-8467.

## Class Attendance Requirement

Students must attend their classes in order to be entitled to financial aid payments.

**This includes tuition and bookstore charges.** Students who charge tuition to financial aid and do not attend classes will have to repay any charges used for tuition unless they withdraw during the tuition refund period (consult the class schedule for exact dates). Student who do not attend classes may also have to repay bookstore charges to financial aid programs. Federal aid recipients are subject to a Return of Title IV Funds calculation if they stop attending class or withdraw from the College before they have completed 60% of the semester.

## Financial Need

The College develops standard Cost of Attendance (COA) budgets for students who apply for financial aid. A student's COA includes, tuition, fees, books/supplies allowance, living and personal expense allowance, and transportation. The COA, as well as any other resources known to the Financial Aid Office at the time of review, is subtracted from the Expected Family Contribution (EFC) as reported on the Student Aid Report. The difference is the student's financial need. From this need the expected Pell Grant

award is subtracted from the remaining need before any additional awards are considered.

In Short: Cost of Attendance—EFC—Other Resources = Financial Need

## Change in Dependency Status

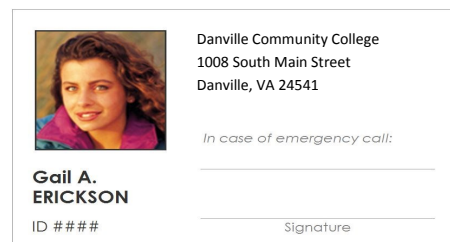
Students must inform the Financial Aid Office of any changes which may affect their dependency status, even if such changes occur after they have been approved for financial aid.

## Financial Aid Awards

Applicants are considered for awards in the order in which their files are completed. Thus, students who submit required documents will be evaluated before those who have not yet provided all required information. The College attempts to distribute available funds equitably to all students, on the basis of financial need. This means that students with similar financial need will receive similar awards; to the extent funds are available.

The Federal Pell Grant is the only program for which there will be sufficient funds to pay all who qualify. Other grants such as, Federal Supplemental Educational Opportunity Grant (F-SEOG), Part-Time Tuition assistance Program Grant (PTAP), and Commonwealth Awards (COMA) and Federal Work Study depend on availability of funds at the time the award is made.

## Student ID Card



## Miscellaneous

Any grant or scholarship funds which are received in excess of tuition and textbook cost may be considered taxable income which must be reported on an income tax return. We advise students to keep records of all tuition and textbook cost as well as cash payments received from grants or scholarships.

## Enrollment Status

The award notification shows the financial aid award for each term. Unless otherwise indicated, the award amounts are based upon full-time enrollment and will be reduced if the recipient is enrolled for less than 12 credits. All awards are subject to availability of federal and state funds and may be reduced. **A student's financial aid will not be increased for classes added after the add/drop period.**

The enrollment status at the end of the

tuition refund period (see class schedule for exact date) will determine the amount of aid a student is eligible to receive. A full-time student will receive the full Federal Pell Grant Award in two semesters. Students who enroll less than full-time in the fall or spring may have Pell Grant funds available for use in the summer semester. Students who do not enroll or who withdraw from the College will have their award cancelled.

## Scholarships

Any type of scholarship awarded to students must first be receipted in the Business Office. The College Business Office notifies the Financial Aid Office of all scholarships. Financial Aid staff then records the scholarships in the Student Information System so that the recipients may use the funds for tuition and/or books. Students who know that they will receive a scholarship for whom the funds have not yet reached the College should contact

the financial aid office after they have seen their advisor and decide on a class schedule.

## Hope Scholarship and Lifetime Learning Tax Credit

The taxpayer Relief Act of 1997 provides tax relief for students and/or parents of students provided they meet the eligibility criteria. The tax credit can be claimed when you or your parent's federal income tax return is filed. You can claim only expenses that were paid during the tax year in question. We recommend that you keep all records of payments and related fees as well as course enrollment information so that you will be able to document your claim when it is time to prepare your taxes. If you have access to the Internet, you may want to check out this web address:

<http://www.ed.gov.inits/hope/index.html>



## *Verification by the U. S. Department of Education*

The process of "Verification" was instituted by the federal government. In this process, the U.S. Department of Education randomly selects a number of applicants whose aid application information must be double-checked according to very specific regulations. If you are so identified, we are required to gather additional information from you that may seem redundant. Unfortunately, this process may delay the final awarding of your federal aid. The Financial Aid Office will notify each student who is selected for Verification and what items are needed to complete the Verification process. Please realize that your financial aid eligibility will not be determined until you have completed the Verification process. The Verification should be taken very seriously. Meet with a financial aid counselor if you have any questions about exactly how it applies to you. Required Verification Items may include:

Household Size, Number Enrolled in college, Adjusted Gross Income (AGI), U.S. Income Tax Paid, Certain Un-taxed Income/Benefits (Child Support, IRA/Keogh Deductions, Foreign Income Exclusion, Interest on Tax Free Bonds) etc.



# *Student Financial Aid Satisfactory Progress Standards at DCC*

Federal regulations require that a student receiving federal financial aid make satisfactory academic progress in accordance with the standards set by the College and the federal government. These limitations include all terms of enrollment, whether or not aid was awarded or received. Satisfactory Academic Progress (SAP) standards also apply to state aid, institutional, and foundation scholarships. Progress is measured throughout the academic program by the student's cumulative grade point average (Qualitative) and by credits earned as a percentage of those attempted (Quantitative or Pace of Completion). In addition, students must complete their programs of study before attempting 150% of the credits required to complete the program. The College Financial Aid Office will evaluate satisfactory academic progress before aid is awarded and after grades are posted for every term, starting with their first term of enrollment. Some career studies certificate programs (i.e., shorter than 16 credits in total length) are ineligible for student financial aid, but those credits will be counted toward all SAP requirements (GPA, Completion Rate, Maximum Timeframe, and Developmental Maximum) if the student later enrolls in an eligible program.

## **I. Student Financial Aid Status**

### **A. Financial Aid Good Standing (GS)**

Students who are meeting all aspects of the satisfactory academic progress policy or successfully following a designated academic progress plan.

### **B. Financial Aid Warning Status (WS)**

Students who fail to meet satisfactory academic progress for the first time (excluding students who have already attempted 150% of the credits required for their programs of study) will be automatically placed in a Warning Status for one (1) term and are expected to meet SAP requirements by the end of that term. Students who fail to meet satisfactory academic progress requirements at the end of the warning status term will be placed on financial aid suspension. However, with a successful SAP appeal, those students will be placed on financial aid probation and will retain financial aid eligibility.

### **C. Financial Aid Probation Status (PS)**

Students who have successfully appealed financial aid suspension are placed in Probation Status (PS). Students in Probation Status (PS) are eligible to receive financial aid for one (1) semester, after which they **MUST** be in Good Standing (GS) or meeting the requirements of an academic progress plan that was pre-approved by the College Financial Aid Office. (See "IV. Appeals" for additional information.)

### **D. Financial Aid Suspension Status (SS)**

Students who do not meet the credit progression schedule and/or the cumulative grade point average standard, or who fail

to meet the requirements of their pre-approved academic progress plan, will be placed in Suspension Status (SS). Students in Suspension Status (SS) are not eligible to receive financial aid.

### **E. Academic Suspension (AS)**

Academic requirements for avoiding warning status and staying in school differ from financial aid requirements for Satisfactory Academic Progress. Academic status will be noted on registration records; financial aid status will be noted on financial aid pages in SIS. Any student suspended from the College for academic or behavioral reasons is automatically ineligible for financial aid.

## **II. Evaluating Progress**

### **A. Quantitative Standards or Pace of Completion**

**Completion Rate (67% Rule):** Students must, at a minimum, receive satisfactory grades in 67% of cumulative credits attempted. This calculation is performed by dividing the cumulative total number of successfully completed credits by the cumulative total number of credits attempted. All credits attempted at the College (except audits, which must be entered as such by the class census date) are included. All credits accepted in transfer count as both attempted and successfully completed credits. This evaluation will be made prior to aid being awarded and after grades are posted at the end of each semester a student is enrolled at the College. Credits with satisfactory grades at the College are those for which a grade of A, B, C, D, S, or P is earned. Note: Federal-

student loan borrowers must meet satisfactory academic progress requirements at the point of loan certification and again prior to the disbursement of any loan proceeds.

**Maximum Hours (150% Rule):** In order to continue receiving financial aid, a student must complete his/her program of study before attempting 150% of the credits required for that program. Developmental and ESL course work are excluded in this calculation. Attempted credits from all enrollment periods at the College plus all accepted transfer credits are counted; whether or not the student received financial aid for those terms is of no consequence.

**Transfer Students:** In order to properly calculate satisfactory academic progress, transfer students who apply for financial aid must request official transcripts from all other colleges attended. Credits officially accepted in transfer will be counted in determining the maximum number of allowable semester credit hours for financial aid eligibility. The College has the option on an individual student basis to put a transfer student in Financial Aid Warning Status immediately upon evaluation for financial aid if academic history at previous colleges indicates a pattern of unsuccessful academic work.

**Second Degree Students:** Credits earned from a first degree or certificate must be counted if the student changes programs or attempts a second degree or certificate. Depending on the circumstances, an appeal might be warranted.

**ESL and Developmental Studies:** Students may receive financial aid for a maximum of 30 semester hours of Developmental Studies courses as long as the courses are required as a result of placement testing, the student is in an eligible program of study, and SAP requirements continue to be met. ESL credits are unlimited in number as long as they are taken as part of an eligible program and SAP requirements continue to be met.

**Additional Considerations for Quantitative or Pace of Completion Standards**

- Withdrawals (W grades) that are recorded on the student’s permanent academic transcript will be included as credits attempted and will have an adverse effect on the student’s ability to meet the requirements of the completion rate for financial aid.
- Incomplete Grades: Courses that are assigned an incomplete grade are included in cumulative credits attempted. These cannot be used as credits earned in the progress standard until a successful grade is assigned.
- Repeated courses enable the student to achieve a higher cumulative grade point average. Students can repeat courses with financial aid until successfully completed but repeating courses adversely affects the student’s ability to meet completion rate requirements. Financial aid can be considered for successfully completed classes that are repeated to achieve a higher grade or for another academic purpose but for only one additional attempt. Only the latest attempt will count toward the cumulative grade point average.

**B. Qualitative Standards**

**Cumulative GPA Requirements (GPA Rule):**

In order to remain eligible for financial aid consideration, students must meet minimum cumulative grade point average requirements based on a progressive scale. Only non-remedial courses with grades of A, B, C, D, and F are included in this calculation. Transfer credits are excluded. *In order to graduate, a minimum cumulative grade point average of 2.0 is required.*

**III. Regaining Eligibility for Financial Aid**

Students who do not meet the credit progression requirements (Quantitative or Pace of Completion) and/or cumulative grade point average requirements

Total Number of Credits Attempted	GPA Requirement
1-15	1.5
16-30	1.75
31+	2.0

(Qualitative) will be immediately ineligible for financial aid. Removal from financial aid does not prevent students from enrolling without financial aid if they are otherwise eligible to continue their enrollment.

Unless extenuating circumstances exist and an appeal is granted (see “IV. Appeals” for additional information), a student in financial aid suspension should expect to continue classes at his or her own expense until satisfactory academic progress requirements are again met.

Students who fail to meet these Satisfactory Academic Progress Standards and who choose to enroll without benefit of student financial aid may request a review of their academic records after any term in which they are enrolled without the receipt of financial aid to determine whether they have again met satisfactory academic progress standards. If the standards are met, eligibility is regained for subsequent terms of enrollment in the academic year. Students should consult their campus financial aid advisors for assistance in appealing any element of this policy or to determine how to regain eligibility for financial aid.

**IV. Appeals**

Under certain circumstances, students who fail to meet SAP standards and lose eligibility for financial aid can appeal the financial aid suspension. Students must clearly state what caused the suspension and must also clearly indicate what has changed that will now allow the student to succeed. Appeals are encouraged if:

- Extenuating circumstances exist (i.e., student’s serious illness or accident; death, accident or serious illness in the immediate family; other mitigating circumstances), or
- The student has successfully completed one degree and is attempting another, or
- The student on suspension for other than Maximum Hours (150%), who has not yet met SAP requirements, has during suspension enrolled in and successfully completed at least 12 semester credits at the College with a minimum GPA of 2.0.

Students appealing a suspension must:

- Complete the College’s SAP Appeal Form in entirety,
- Attach documentation in support of the appeal, including an advisor statement showing remaining credits to graduation for 150% appeals, and
- Submit all items to the College Financial Aid Office.

Only complete appeal submissions, with documentation, will be evaluated by the Financial Aid Office. The decision is final. Depending on the circumstances, the student could be required to complete additional requirements (i.e., see a career counselor or another type of counselor, meet with an advisor to develop an academic progress plan for completion, limit enrollment, etc.) before an appeal is granted. The goal is to help the student get back on track for graduation. The reasonableness of the student’s ability for improvement to again meet SAP standards and complete the student’s program of study will be carefully considered. Appeals will be approved or denied. Students who have appeals approved will be in probationary status for the coming term.

**During probationary status, the student must meet the conditions of the appeal as communicated to him or her by the Financial Aid Office, or the student will return to suspension.**

If an academic progress plan has been pre-approved by financial aid, continuing to meet the requirements of that plan will put student back into good standing.

# Types of Aid Available

## Federal Pell Grant

Federal Pell Grants are awarded to eligible undergraduate students who have not earned a bachelor's or a professional degree. Eligibility is primarily based on the Expected Family Contribution (EFC) from the Student Aid Report (SAR), but is also affected by enrollment status. A minimum of 12 credit hours each semester is required to receive full eligibility, with pro-rated awards going to students with less than 12 credit hours. Eligible students will be awarded once the Free Application for Federal Student Aid (FAFSA) and any required documentation have been received.

## FSEOG (Federal Supplemental Opportunity Grant)

FSEOG is for undergraduate Federal Pell Grant recipients with exceptional financial need (i.e., students with the lowest EFCs). Eligible students will be awarded once the FAFSA and any required documentation have been received on a first-come, first-served basis until funds have been exhausted.

## Federal Work Study

Federal Work-Study (FWS) provides part-time jobs for undergraduate students with financial need, allowing them to earn money to help pay education expenses. The program encourages community service work and work related to the recipient's course of study. Students are paid by the hour usually twice per month. The amount earned cannot exceed the total FWS award. When assigning work hours, consideration will be given to the student's award amount, class schedule, and academic progress. Eligible students who have already been awarded other aid and wish to be considered for FWS are advised to contact the College.

## Federal Direct Stafford Loan

Direct Stafford Loans, from the William D. Ford Federal Direct Loan Program, are low-interest loans for eligible students to help cover the cost of higher education. Eligible students borrow directly from the U.S. Department of Education. A minimum of 6 credit hours per semester is required. Interest is subsidized while in school for students who demonstrate financial need and have not exceeded the aggregate limit. Annual limits are based on class level and dependency status and range from \$5,500 to \$10,500 per year at community colleges. Not all VCCS colleges participate in the federal loan programs.

## Federal Direct PLUS Loan

Parents of dependent students may apply for a Federal Direct PLUS Loan to help pay their child's education expenses as long as certain eligibility requirements are met. The annual limit on a PLUS Loan is equal to the student's cost of attendance minus any other financial aid the student receives.

## COMA (Commonwealth Grant)

COMA is a state-funded grant that provides assistance to undergraduate Virginia residents who demonstrate financial need. Award amounts cannot exceed tuition and fees per academic year. A minimum of 6 credit hours is required each semester in order to receive COMA.

## VGAP (Virginia Guaranteed Assistance Program)

VGAP awards range from \$500 up to tuition, fees and books available to undergraduate Virginia residents who graduated from high school with at least a 2.5 grade point average.

## PTAP (Part-time Tuition Assistance Program)

PTAP is a state-funded grant, which provides assistance to undergraduate Virginia residents who demonstrate financial need. Award amounts cannot exceed tuition and fees per academic year. A minimum of 1 credit hour and a maximum of 8 credit hours are required each semester in order to receive PTAP. This grant may not be awarded as part of the initial aid package. It may be awarded during the repackaging process that takes place after the end of the add/drop period where aid is based on actual enrollment.

## VCCS Grant

The VCCS Grant provides assistance to Virginia residents at Virginia's Community Colleges who demonstrate financial need. Award amounts cannot exceed tuition, fees, and books per academic year. This grant may not be awarded as part of the initial aid package. It may be awarded during the repackaging process that takes place after the end of the add/drop period where aid is based on actual enrollment.

## VCCS Tuition Grant

The Tuition Grant program provides tuition and fees at any Virginia community college for high school graduates or general education development (GED) completers in foster care, in the custody of a social services agency, or considered a special needs adoption. A minimum of 6 credit hours is required and financial need must be demonstrated. The grant covers tuition and fees only for students not already receiving sufficient federal and state grant eligibility to cover those expenses. Students who would like to be considered for this grant should send proof of their foster care or special needs adoptee status

## How to View Financial Aid Awards Online

1. Go to [www.dcc.vccs.edu](http://www.dcc.vccs.edu)
2. Click on MyDCC (The Gold Tab)
3. Enter your username and password
4. Click on VCCS SIS Student Information System
5. Click on Campus Finances
6. Click on View Financial Aid—Select the year you want to view
7. Account Inquiry—Select the tem you want to view
8. This will give you the information about your account

*Please call 855-844-3634 for questions related to your account.*



# Federal Stafford Loan Program

## To Apply Follow These 5 Steps:

1. **Complete the Free Application for Federal Student Aid (FAFSA)** - In order to establish eligibility for the Federal Stafford loan you must complete and submit a FAFSA form for the applicable award year that you are planning to enroll. You may apply online at [www.fafsa.gov](http://www.fafsa.gov). Be sure to include DCC's school code (003758) on your FAFSA. DCC will not certify your Stafford loan without first obtaining the processed results from your FAFSA application
2. **Know Your User Name and Password**— In order to complete your Entrance Counseling and Promissory Note below you will need to know your User Name and Password. This is the same User Name and Password used to complete your FAFSA. If you do not have a User Name and Password or have forgotten your Username and Password please visit [fsaid.ed.gov](http://fsaid.ed.gov)
3. **Entrance Counseling** – To receive a student loan, the federal government requires that you understand the basics of borrowing. You'll be asked to complete a brief entrance counseling session. Entrance Counseling can be completed on-line at [www.studentloans.gov](http://www.studentloans.gov). Click on entrance Counseling. This counseling session will help you learn more about the necessity of repaying your student loan, your Master Promissory Note, planning for repayment, and your rights and responsibilities as a borrower.
4. **Complete Your Promissory Note** – To apply for a Federal Stafford Loan, you need to submit a completed and signed Master Promissory Note (MPN). To Sign your promissory note online, visit [www.studentloans.gov](http://www.studentloans.gov) and click on Sign Promissory Note.

Failure to promptly complete your Promissory Note will delay processing of your loan request. Your MPN is a legally binding document stating that you agree to repay your loan and that you accept the terms and conditions of your loan. The MPN also defines your right and responsibilities as a borrower, so it is vital that you read and understand this document.

5. **Complete the DCC Loan Request Form** – available at [www.dcc.vccs.edu](http://www.dcc.vccs.edu) and return it to the Financial Aid Office.

## There are two types of Stafford Loans

Subsidized and Unsubsidized. You may be eligible to receive one or both loan types. The **Subsidized Stafford Loan** is a need-based loan and is made available depending on your income and dependency status. With this loan, the government pays the interest that accrues prior to repayment, during your grace period, and during authorized periods of deferment. The **Unsubsidized Stafford Loan** is made available regardless of your income and dependency status and you are responsible for all of the interest that accrues over the life of the loan. Your financial aid office will let you know which loan types are available to you.

## Are there any fees associated with using the Federal Stafford Loan Program?

**Yes**, all Federal Stafford Loans are assessed a loan fee by the federal government. This fee helps reduce the cost of making these low-interest loans. The federal government will deduct the fee from the loan before the borrower receives any loan money; therefore, the loan funds received by the borrower may be less than the amount they will repay.

## Borrowing Limits

The amount you may borrow under the Stafford Loan program depends on your year in school and our dependency status. Review the Stafford Loan limits chart to help you estimate the amount available to you. ***You must be enrolled in at least half-time (6 credits) at the time of disbursement***

## Disbursement Information

Your loan funds will be disbursed in two equal disbursements across semesters unless you will be attending for only one semester. Funds received in excess of the billed charges are refunded back to you.

## Understand the necessity of Repayment

It's important to remember that you must repay your loan even if you fail to complete your degree, are unhappy with your education, or can't find immediate employment after graduation. If you are late with just one payment—simply miss a payment—your loan will be considered delinquent and you may incur late fees. If you stop making Stafford Loan payments altogether, you'll be considered in default after 270 days have passed with no payment. Default is very serious and can negatively affect your credit rating for years. If you are ever unable to make your monthly loan payments, contact your lender or loan servicer immediately. Under certain conditions, you may be eligible for a deferment or forbearance and our loan payments may be temporarily reduced or stopped.



**A LOOK  
at the  
BUDGET**

## ***Financial Aid—Frequently Asked Questions***

**Q. Must I be accepted before I can apply for financial aid?**

**A.** No, but you must be accepted before your eligibility for financial aid can be determined.

**Q. How do I apply for a Federal Pell Grant?**

**A.** When you complete a Free Application for Federal Student Aid (FAFSA), you are automatically considered for a Federal Pell Grant. The easiest way to apply is online at [www.fafsa.gov](http://www.fafsa.gov).

**Q. What information is needed when completing the FAFSA?**

**A.** You will need: Your FSA ID and Password, Personal Information, Household Information, and Financial and/or Tax Information.

**Q. Are my parents required to submit their financial information?**

**A.** Yes, if you are under the age of 24 and do not meet any other requirements for independent status.

**Q. What if my parents are separated or divorced? Which parent fills out the FAFSA?**

**A.** The parent that you live with.

**Q. Do I have to report my stepparent's financial information?**

**A.** Yes, if the parent that you live with or that contributes over half of your support is remarried, you must report the stepparent's financial information also.

**Q. What is DCC's Title IV Code?**

**A.** Our Title IV School Code is 003758.

**Q. If my or my family's current year income (year 2017) will be drastically lower than last year's income (year 2016) what do I do?**

**A.** Contact the Financial Aid Office and request a Reduced Income Statement Form. Complete and submit the form, along with the appropriate documentation, to the Financial Aid Office for consideration. Often projected year income can be considered. These considerations are made at the family's request and on a case by case basis.

**Q. How do I become an independent student for federal aid purposes?**

**A.** If you meet one of the following: are at least 24 years old, are a veteran of the U.S. Armed Forces, are married, are a ward of the court, have no living parents and have no legal guardian, homeless, or have a legal dependent who gets more than half of their support from you. The FAFSA provides more information regarding these categories.

**Q. What is my Expected Family Contribution (EFC)?**

**A.** Expected Family Contribution (EFC) is the amount you and your family are expected to contribute toward your education. You receive an EFC based on the processing results of your Free Application for Federal Student Aid (FAFSA).

**Q. Why did my financial need change from last year?**

**A.** Since need represents the difference between total costs of attending DCC and the ability of you and your family to contribute; any change in your family's situation or in DCC's charges may mean a change in need.

**Q. What do I do with a Student Aid Report (SAR) that I receive in the mail?**

**A.** If you listed DCC on your application we will receive your information electronically and you should keep your original Student Aid Report for your records.

**Q. How do I get a work-study job?**

**A.** You must first complete a FAFSA form. If you are interested in work-study, come by the Financial Aid Office to complete the application. Once all current positions are filled we will start a waiting list. Students often drop or change jobs during the year, thus vacancies may arise. Student must be enrolled in at least 6 credits to qualify for work-study.

**Q. When and how do I get paid for my work-study job?**

**A.** You will be paid twice a month for the hours that you work. It is your money to spend as you see fit on your education related expenses.

**Q. Will I have to pay back any financial aid money if I drop out or withdraw from school?**

**A.** If you receive federal financial aid and drop out or withdraw from school during the first 60% of the semester you may be required to repay a percentage of the aid that you received.

**Q. How do I apply for a Direct Stafford Loan?**

**A.** You may visit our website at [http://www.dcc.vccs.edu/studentServices/FinancialAid/financial\\_aid.htm](http://www.dcc.vccs.edu/studentServices/FinancialAid/financial_aid.htm)

**Q. How do I apply for an Educational Foundation Scholarship?**

A. You may visit our website at <http://www.dcc.vccs.edu/studentServices/FinancialAid/Scholarships.htm>

**Q. What is the difference between the Business Office and the Financial Aid Office?**

A. These two offices are located in the Wyatt Building and are separate from one another administratively. The Financial Aid Office awards grants, loans, and work-study. The Business Office sends bills and collects payments for college charges not covered by aid. The Business Office also processes your financial aid disbursements to you.

**Q. What if I have a credit balance on my student account?**

A. If you have a credit balance in your account (after tuition and, if applicable, textbook charges have been paid) you will receive a disbursement later in the semester.

**Q. When will I receive my financial aid disbursement?**

A. Students enrolled in standard courses should start receiving their disbursements 4-6 weeks after the refund date. Students have the option of receiving disbursements electronically or via paper check.

**Q. Why did I receive a bill from the Business Office? I have financial aid.**

A. If your financial aid award is insufficient to cover your tuition and fees, you will receive a bill.



**Free Financial Wellness Tool for the DCC Community**

Danville Community College is partnering with ECMC to offer students, faculty, and staff a great new online financial literacy tool called iGrad. Not only is it new, it's FREE, and it NEVER expires! Even after you have graduated you will continue to have access to great information! Check it out today: [www.igrad.com/schools/danvillecc](http://www.igrad.com/schools/danvillecc)

**Contact Information:**

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