



## Tri-County Technical College

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### 2022-2023 FINANCIAL AID AWARD TERMS & CONDITIONS

TCTC is pleased to offer you the financial assistance shown on your eligibility letter. Awards funded by federal or state governments may be reduced or revoked if funding is reduced by Congress or by the South Carolina Legislature or if allocations to the College are reduced. Indicate desired changes on the award forms immediately to the financial aid office. Please read this information carefully and retain this publication for future reference. If you have any questions, contact the Office of Financial Aid.

#### STUDENT AID ELIGIBILITY

“The Student Aid Guide” published by the U.S. Department of Education for the 2021-2022 award year contains complete information on student eligibility for the federal financial aid programs. A copy may be obtained upon request from this office, or you may access at [www.ed.gov](http://www.ed.gov). This publication highlights many of the student eligibility criteria, but is not comprehensive. Eligibility criteria for TCTC Foundation Scholarships are detailed on our website at [www.tctc.edu](http://www.tctc.edu).

	With Parent	Off Campus
<b>Tuition (12 hr)</b>	\$4,448	\$4,448
<b>Other Fees</b>	600	600
<b>Books/Supplies</b>	1,300	1,300
<b>Room/Board</b>	2,925	9,450
<b>Transportation</b>	2,297	2,297
<b>Personal Misc.</b>	1,000	1,000
<b>Loan Fees</b>	58	58
<b>TOTAL</b>	<b>12,628</b>	<b>19,153</b>

#### TERMS OF AWARD

The financial aid listed on your aid letter is based on (1) your student expense budget, (2) your (EFC) expected family contribution as determined by the FAFSA, and (3) your financial need as determined by the FAFSA. **The student expense budget is sometimes called “cost of attendance” and is an estimate of the total costs you incur as a full-time student for the nine-month academic year (If you are enrolled for one semester, costs are prorated appropriately at 4.5 months). These costs include living expenses in addition to educational expenses.** Budgets are determined by your living arrangements and anticipated cost of tuition, fees, books, transportation, and personal expenses. Samples (*based on in state tuition*) of student expense budgets (cost of attendances) for 2021-22 are as follows:

	Bridge w/ Parent	Bridge On Campus
<b>Tuition (15 hr)</b>	\$5,560	\$5,560
<b>Other Fees</b>	2,470	2,470
<b>Books/Supplies</b>	1,300	1,300
<b>Room/Board</b>	2,925	13,471
<b>Transportation</b>	2,297	1,044
<b>Personal Misc.</b>	1,000	1,000
<b>Loan Fees</b>	58	58
<b>TOTAL</b>	<b>15,610</b>	<b>24,903</b>

The combination of all scholarships, grants, loans and work cannot exceed your cost of attendance. If there is an error in awarding, regardless of the source of the error, this must be corrected and the source of the funds fully restored. If your costs are higher (i.e.: a major having additional costs), contact the financial aid office and schedule an appointment so that we may carefully review your individual costs.

You will receive the indicated award amounts shown on your eligibility letter with the possible exception of the following sources of aid: Federal Subsidized and Unsubsidized Stafford Loans, Federal Parent Loan (PLUS), and alternative loans. The lender may deduct an origination fee from the amounts shown on the eligibility letter. The amount on the eligibility letter is the amount we certified you to borrow. **The lender determines if the loan will be approved.** The actual amount of the loan disbursement and disbursement dates are listed on the loan disclosure statement that is sent to you by your lender.

If Federal Work-Study is part of your award offer, you should understand that the amount is a maximum earning level or the maximum amount you may be paid for employment in this program. Work-study earnings are paid through the college payroll system as explained in the Employment Opportunity section of this document.

## ENROLLMENT REQUIREMENTS

To receive funds from most federal aid programs, you must be enrolled for at least six hours each semester. If your scheduled federal Pell Grant permits, you may receive Federal Pell funds if enrolled for fewer than six hours. Some types of assistance, such as scholarships, require that you be enrolled in 12-15 hours each semester. All federal aid programs require that recipients be candidates for degrees or certification offered by the College. Your award assumes that you will enroll as a full-time student. If you are a Federal Pell Grant recipient and do not enroll full-time, your award must be adjusted to reflect actual tuition costs. **You cannot receive the Federal Pell Grant at two separate schools during the same term. Any amount received at another school will have to be repaid.**

Recipients of all financial aid programs funded by the state of South Carolina have additional requirements. State financial aid programs include the SC WINS, SC Workforce Scholarships for the Future, SC Palmetto Fellows Scholarship, SC LIFE Scholarship, SC National Guard, SC Lottery Tuition Assistance (LTAP), and the SC Needs Based Grant. **Students are required to be enrolled for at least twelve hours each semester if you are receiving the SC Palmetto Fellows Scholarship or the SC LIFE Scholarship.** SC WINS, SC LTAP, and

SCNBG recipients must be enrolled at least six hours.

**\* Disclaimer: You may access the CHE website @ [www.che.sc.gov](http://www.che.sc.gov) for the latest information available. Awards are contingent upon the availability of funds to be appropriated by the South Carolina Legislature.**

## Enrollment Status as Defined by TCTC:

Full-time	12+ hours/semester
Three-quarter time	9-11 hours/semester
Half-time	6-8 hours/semester
Less than half-time	1-5 hours/semester

## ACADEMIC REQUIREMENTS

All students receiving federal or state financial aid must adhere to the federal, state and TCTC policy on satisfactory academic progress. The purpose of this policy is to ensure that student aid recipients make measurable progress toward a degree in a reasonable period of time. You should be aware that withdrawing from a course after the 100% refund period and/or changing a course from credit to audit could result in a deficit hour situation under the College's published policy. **A complete policy statement may be found in the College catalog.**

## RECEIPT OF OTHER FINANCIAL ASSISTANCE

Any student financial assistance you receive other than funds awarded by TCTC must be reported to the financial aid office. Federal regulations require that all student financial aid resources be considered in determining your eligibility for federal aid. This includes the value of any waiver/reimbursement of tuition, fees, housing, meals, etc. Please notify the financial aid office in writing of aid not listed on your eligibility letter. An adjustment in your award package may be necessary. In some cases, the adjustment may include repayment of federal funds. You will be notified of any revisions to your award package.

## LOAN PROGRAM INFORMATION

### Entrance Loan Counseling – Stafford Loan

All students who borrow Federal Stafford Loans must complete entrance counseling requirements. This can be completed on-line at [www.studentaid.gov](http://www.studentaid.gov). Once you are signed into the

site, click “Complete Aid Process” and then “Complete Entrance Counseling.” This will allow you to complete the counseling.

### **Exit Loan Counseling**

All recipients of Federal Stafford Loans will be required to complete loan exit counseling during the last semester of attendance, at the time of withdrawal or at any time enrollment status falls below halftime (six semester hours). Information concerning indebtedness, rights and responsibilities and repayment/deferment options will be available.

**For complete information on annual loan limits for students, you may access [www.ed.gov](http://www.ed.gov).**

### **Proration Requirements for Federal Stafford Loans**

Students graduating in December may be subject to federal regulations requiring the proration of loan maximums. The number of hours enrolled as a fraction of the numbers of credit hours a full-time student is expected to earn within an academic year will determine the loan amount.

## **EMPLOYMENT OPPORTUNITIES**

There are a variety of employment opportunities offering competitive wages for students on and off campus. Awards are made from the financial aid office. Job openings are posted online and it is the student’s responsibility to seek out appointments with the various openings for interviews. Jobs and instructions are listed on the TCTC website here: <https://www.tctc.edu/financial-aid/fafsa/federal-work-study/>.

*All students working on the TCTC campus must complete a new hire packet with Human Resources, which will be emailed to you. You may also stop by the HR office and pick one up, if you prefer.*

Do not begin working unless you have completed the required forms. You will not be on the student payroll (and you will not be paid) until these steps have been completed. Students are paid on the last day of the month for hours worked during the payroll period.

If a Federal Work-Study (FWS) award is listed on your eligibility letter, the amount listed is the

maximum amount you may earn during the 2022-2023 academic year (August-May).

**FWS awards to students who have not obtained a campus job by September 30 (for fall semester) and February 1 (for spring semester) may be rescinded.**

## **REFUNDS AND REPAYMENTS**

College charges are to be paid in full on the date they are incurred or in accordance with a payment plan arrangement. Tuition and fee refunds are calculated according to the appropriate College refund policy based on federal regulations. There are two types of withdrawals; (1) complete withdrawal from the College, and (2) partial withdrawal which occurs when a student withdraws from one or more courses but remains enrolled for at least one hour. Please see the College catalog for specific information.

### **Refund Policy for students who have received TITLE IV funds and withdraw from the University**

Federal financial aid funds are awarded with the expectation that students will complete the entire period of enrollment. Students “earn a percentage” of the funds that are disbursed with each day of class attendance. When a student who has received federal aid funds (Title IV Funds) leaves school before the end of the semester or a designated period of enrollment, federal regulations require TCTC to calculate the percentage and amount of “unearned” financial aid funds that must be returned. Once a student has completed more than 60% of the enrollment period, they are considered to have earned all funding received. This calculation may require the student who withdraws before this time frame to repay funds that have already been disbursed to the student or credited towards their current account for tuition, fees, housing and /or meals. Students are encouraged to meet with a counselor in the Office of Financial Aid, prior to making the decision to withdraw from school.

### **Return of Title IV Funds Distribution**

If a student receiving federal Title IV financial assistance completely withdraws from the College, and received a refund, other than Federal Work-

Study earnings, a portion of the refund must be returned to the program or programs that provided the funds. If the student received Title IV funds from more than one source, the Federal Higher Education Act requires that the Title IV portion of the refund be distributed according to the following priority list (not to exceed the original amount disbursed from each source):

1. Unsubsidized Federal Stafford Loan
2. Subsidized Federal Stafford Loan
3. Federal PLUS Loans
4. Federal Pell Grant
5. Federal SEOG
6. Other Title IV Programs
7. State Grants / Scholarships
8. Institutional aid programs
9. Private aid program
10. Student

The College administers refund policies for Title IV financial aid recipients as required by the Federal Higher Education Act. Specific refund dates are published in the course schedule for each semester.

### **College Refund Policy for Withdrawals**

TCTC considers the acceptance of a registration slip as a contract binding student and parents for charges for the entire semester. However, when withdrawal or dropping of courses is necessary, reduction in charges (tuition only) will be made according to the following scale for the semester:

- 1) Before/during the drop/add period – 100%
- 2) After the drop/add period – 0%

After the drop/add there will be no reduction of charges. There is no refunding of fees.

No refunds will be issued for students compelled to leave for disciplinary reasons.

Withdrawal forms must be signed off on from the Office of Financial Aid. No financial adjustments will be made if the student fails to properly withdraw and a grade of zero will be assigned for each course not successfully completed.

### **Additional refund/Repayment Information**

If a student partially withdraws from courses and is enrolled for less than six hours in a semester, or

completely withdraws, the College is required to notify the current and/or prior lenders that the student is no longer enrolled as at least a half-time student. **Financial aid for subsequent semesters may be cancelled if a student drops below half-time.** Ceasing to be enrolled on at least a half-time basis affects loan repayment. Review your copies of signed promissory notes provided to you by your lender to determine how this will affect your repayment requirements.

### **SATISFACTORY ACADEMIC PROGRESS (SAP)**

All students who received federal or state assistance at TCTC are expected to maintain satisfactory progress toward completion of their programs of study in a reasonable period of time. Students not meeting these standards are not eligible for federal or [some] state financial aid. A student must meet the following minimum guidelines to be eligible for federal and state financial aid:

- Be eligible to enroll under TCTC's academic policies.
- Attain a 2.0 institutional Grade Point Average (GPA). In determining eligibility, the cumulative GPA will be calculated on all work attempted.
- Complete 67% of the total credit hours attempted. For each term, the number of hours attempted is based on the total cumulative credit hours for which the student was enrolled at the end of the drop period, and completed hours is the number of hours for which the student received a passing grade as demonstrated on the academic transcript (passed vs. attempted).
- Complete the program of study in a timeframe not to exceed 150% of the published length of the program (measured in credit hours). For example, if the academic program requires 60 hours to graduate, a student may not exceed 90 credit hours attempted.

Students who are not meeting satisfactory academic progress standards have the right to appeal. Appeal procedures will be mailed to each student not meeting SAP at the end of each term. If the student is not meeting SAP after a term, he/she will be placed on financial aid warning. If the student is not

meeting SAP after a subsequent term, he/she will be ineligible for federal and [some] state financial aid. If an extenuating circumstance exists he/she can appeal, and if approved, will be placed on an Academic Plan and must meet the Plan's academic requirements or meet the SAP minimum standards each semester. If the student does not meet the requirements of the Academic Plan or SAP minimum standards at the end of the semester, they will become ineligible to receive Title IV aid.

## INFORMATION DISCRIMINATION POLICIES

The names of governing bodies, associations, and agencies, which accredit TCTC are listed in the College catalog. TCTC is committed to a policy of equal opportunity. For more information, see [www.tctc.edu/life-at-tctc/your-rights-and-responsibilities/title-ix-and-sexual-harassment/](http://www.tctc.edu/life-at-tctc/your-rights-and-responsibilities/title-ix-and-sexual-harassment/).

Campus security policies and crime statistics are distributed annually to all current and prospective students by the Campus Police Department and can be viewed at [www.tctc.edu/campus-police-safety/annual-safety-report/](http://www.tctc.edu/campus-police-safety/annual-safety-report/).

Services for students with disabilities are available. Please contact Lauren McClellan, Accessibility Resource Center Manager at 864.646.1564 or at [lmcclell@tctc.edu](mailto:lmcclell@tctc.edu).

## TAX NOTES

The reporting of your scholarship award for income purposes is your responsibility. Please consult a tax advisor to inform you of your reporting obligations. (U.S. recipients only) Scholarships are not taxable to the student so long as they do not exceed expenses incurred for tuition, fees, books and supplies, and required equipment (not including room and board). Each scholarship recipient is responsible for determining whether the total amount of all scholarships received by one individual is greater than such tuition and fees and for reporting any excess amount as taxable income to the Internal Revenue Service. Please access [www.irs.gov](http://www.irs.gov) for more information.

## FEDERAL AID PROGRAMS & RENEWABILITY

- 1) **Pell Grant** – renewable with a FAFSA each academic year, assuming an eligible expected family contribution (EFC) and provided that the student meets federal SAP standards.
- 2) **Supplemental Educational Opportunity Grant** – renewable with a Pell eligible EFC, provided that the student meets federal SAP standards and provided that the fund has not been exhausted.
- 3) **Federal Work-Study** – renewable with a FAFSA each academic year and an eligible need for the fund and provided that the student meets federal SAP standards.
- 4) **Direct Stafford Subsidized and Unsubsidized Loans** – Renewable with a FAFSA each academic year provided that a student has not borrowed his collegiate aggregate maximum and provided that the student meets federal SAP standards. Amounts of loans increase with grade level. Entrance Loan Counseling and a Master Promissory Note must be completed.
- 5) **PLUS Loans** – Renewable with a FAFSA and approved PLUS application each academic year provided the student meets federal SAP standards.

You may access [www.ed.gov](http://www.ed.gov) or [www.studentaid.gov](http://www.studentaid.gov) for complete information on federal programs.

## STATE AID PROGRAMS & RENEWABILITY

- 1) **Palmetto Fellows Scholarship** – renewable with institutional collegiate GPA of 3.0 and with 30 in-seat collegiate hours (non-remedial) earned for each academic year of collegiate enrollment. Summer enrollment may be counted toward the minimum 30 hours and to meet GPA requirements. Must be enrolled in 12 hours to receive in any semester. There is a four semester limit on this scholarship at TCTC.
- 2) **LIFE Scholarship** – renewable with LIFE collegiate GPA of 3.0 and with an average of 30 hours (non-remedial) for each academic year of collegiate enrollment. Summer enrollment may be counted toward the

minimum 30 hours and to meet GPA requirements. Must be enrolled in 12 hours to receive in any semester. There is a four semester limit on this scholarship at TCTC.

- 3) **Lottery Tuition Assistance Program (LTAP)** – renewable with a 2.0 GPA after attempting 24 hours. Students cannot receive LTAP and LIFE in the same academic year. Must be enrolled in 6 hours to receive in any semester.
- 4) **SC Needs Based Grant** – available to a limited number of students with financial need determined by the student’s Expected Family Contribution (EFC) based on the financial information on the FAFSA. Funding for this program is limited. Must be enrolled in 6 hours to receive in any semester.
- 5) **SC Workforce (SCWINS)** – a statewide technical college scholarship program designed to address workforce shortages in SC. The scholarships supplements LTAP, so the same renewal requirements apply.
- 6) **SC Workforce Scholarships for the Future** – a statewide technical college scholarship program designed to address workforce high-demand fields in SC. Renewable with a FAFSA each academic year and a 2.0 GPA. Recipients must be employed, complete a TCTC financial literacy course, or complete 100 volunteer hours to a nonprofit or public service organization.
- 7) **SC National Guard CAP Grant** – renewable with continued participation in the Air National Guard or Army National Guard.

Access [www.che.sc.gov](http://www.che.sc.gov) for state merit-based and NG CAP programs. Access [www.sctechsystem.edu/students/](http://www.sctechsystem.edu/students/) for SCWINS Scholarship and SC Workforce Scholarships for the Future information.

## **INSTITUTIONAL PROGRAMS & RENEWABILITY**

Foundations Scholarships are dedicated to help TCTC students ease their burden of attending college. We encourage students to apply for these scholarships whether or not you have been awarded these funds before. For more information visit [www.tctc.edu/financial-aid/fafsa/scholarships/](http://www.tctc.edu/financial-aid/fafsa/scholarships/).

## **FINANCIAL AID DISBURSEMENTS**

All financial aid is disbursed directly to student accounts. Aid will be disbursed after drop/add each semester. All aid will be disbursed in two equal payments (fall and spring for major terms). Disbursements of aid are made when the student’s application file is fully complete.

## **FSA CREDIT BALANCE**

The Business Office will refund to students any FSA funds (only) that exceed allowable charges (tuition, fees, room and board).

## **VERIFICATION**

Verification is a process which authorizes the University to certify that all the information reported on the FAFSA is correct. Each year the U.S. Department of Education randomly selects a group of applications for verification. Additionally, the University may use its discretion to choose applications for this process. Documents requested to complete the verification process include, but are not limited to, the U.S. Department of Education Verification Form, copies of student and parent/spouse IRS tax transcripts and W-2 forms. The Financial Aid Office may also request supplemental information from a family if clarification or documentation of a situation is required. Any requested documents should be submitted within 10 days of receipt of notification to avoid cancellation of financial aid. Any changes to the financial aid award as a result of verification will be communicated to the student in a revised aid letter. Financial aid proceeds will not be credited to the student’s account until the verification process is complete.



For any further explanation about information found in the Terms and Conditions, please call or come by the Office of Financial Aid.

We are located in TC Central in Ruby Hicks, on the Pendleton Campus.