

Important Financial Aid Award Information Terms & Conditions 2016-17

This information explains eligibility requirements for student financial aid at Front Range Community College (FRCC). Additional information is also available online at www.frontrange.edu/financialaid. By reading this document, you, the student, agree to certain conditions of having and accepting financial aid. Please read this document carefully and thoroughly.

Statement of Educational Purpose

In accepting all or any amount of financial aid award granted by FRCC, I agree to use Federal, State or Institutional financial aid received, only for expenses related to my educational studies at FRCC.

Students' Rights and Responsibilities

- FRCC will make available information pertaining to the cost of attendance, available financial assistance, program policies, application deadlines, statistical information and other consumer information through various means and available upon request.
- All financial aid information submitted to the FRCC Financial Aid Office will remain confidential according to the Family Educational Rights and Privacy Act (FERPA) guidelines.
- The student understands that all financial aid awards are contingent upon FRCC receiving adequate federal, state and institutional funding, and that policies and procedures may change during the course of an award year as the result of regulatory changes.
- The student understands that all financial aid is contingent upon the students' continued eligibility. FRCC reserves the right to review and adjust or cancel any financial aid award at any time due to changes in the students' status or the availability of funding. This includes a limitation on the number of remedial courses a student is allowed to attempt with a maximum of 30 credits.
- The student understands that a change in residency status or enrollment status may affect their eligibility for financial aid. Enrollment status includes non-attendance, dropping, adding, withdrawing, or receiving an 'Incomplete' from a course(s).
- The student agrees to conform to policies, procedures and other requirements in regard to Financial Aid Satisfactory Academic Progress (SAP) and Return of Title IV Funds (R2T4).
- The student agrees to promptly notify FRCC of any change in name, address, phone number and/or course of study.
- The student agrees to promptly notify the Financial Aid Office of any assistance received from sources outside of the FRCC Financial Aid Office.
- The student may not receive financial aid from more than one school if attending more than one institution during a given term.
- The student understands that if they attend more than one institution in a given academic year, their eligibility may be affected by any amount or type of aid received at those institutions.
- The student may have their financial aid application reviewed upon request if there has been a significant change in their family situation. Each appeal will be reviewed on an individual basis and may not always result in an increase of awards. The result may also be a decrease in awards.
- The student must supply accurate information on all documentation submitted to the Financial Aid Office. Funds obtained on the basis of false, misleading or inaccurate information must be repaid and could result in criminal prosecution, prison sentence, and/or a \$10,000 fine pursuant to U.S. Criminal Code and Colorado Criminal Code.

Aid Eligibility and Enrollment

Financial aid eligibility requires a student to be enrolled in a degree and/or certificate program that is eligible for financial aid with the intent to complete their academic program of study.

Financial aid award offers are based upon full-time enrollment for fall and spring term. The majority of aid programs require at least ½-time attendance for authorization of payment. Federal Pell Grants may be authorized for less-than ½-time attendance. Other grant funds are prorated based upon the enrollment statuses below. If the attendance status changes throughout the term, aid may be adjusted accordingly. Please contact the Financial Aid Office for any questions.

- Full Time = 12.0 or more credit hours
- ¾ Time = 9.0 to 11.5 credit hours
- ½ Time = 6.0 to 8.5 credit hours
- Less than ½ Time = .05 to 5.5 credit hours

Non-credit courses and audited courses cannot be used to fulfill credit hour requirements.

Students who are interested in receiving financial aid for the summer term may need to complete a FRCC Summer Application to determine eligibility and availability of funding. Details on the process will be provided closer to the summer term.

Student Account Information

- Students are responsible for any outstanding tuition, fees, bookstore charges or any other balances owed to FRCC.
- Final tuition and fee amounts for each new award year will be available after July 1st.
- If students are reported by their instructor for non-attendance, aid will be adjusted and it is the student's responsibility to contact the instructor if there is any discrepancy to rectify.

Note: Once aid is authorized for payment, a student's student account will be credited for the eligible amount of grant and/or loan and/or scholarship funding offered. Should a student decide not to attend, it is the student's responsibility to officially drop from courses and/or decline aid offered in a timely manner. Failure to do so prior to published deadlines may result in outstanding charges owed by the student to FRCC and/or financial aid programs.

To Decline Awards

If a student wishes to decline an award offer, they may do so by submitting a Decline Form available on the website www.frontrange.edu/paying-for-college/financial-aid/forms . If a student declines an award after funds have been credited to their student account, the student may have a balance and owe FRCC.

Payment of Aid

- Financial Aid is authorized for payment onto the student account in the form of grant, loan and scholarship funds. These funds will first be applied toward the payment of any outstanding tuition and fee charges, as well as applicable bookstore charges owed to FRCC.
- Financial Aid is paid onto the student account after approximately 3 weeks into each term.
- Students who receive more financial aid funding (excluding work study) than what is owed to FRCC, will receive a refund within 14 days of the disbursement of aid onto their student account. It is the responsibility of the student to ensure addresses are valid for proper notification and payment.
- Refunds will be issued electronically based on the student's refund preference and more information is available on the website www.frontrange.edu/paying-for-college/refunds.

Bookstore Account

If a student is anticipated to receive more financial aid (excluding work study) than what will be owed to FRCC, they may charge books and supplies up to their specified eligibility amount at FRCC Bookstores. All requirements for each specific awarded fund must be met prior to Bookstore Account eligibility. For example,

there are enrollment requirements for a Pell Grant, and the Master Promissory Note and Entrance Counseling must be completed for a student loan. Please check the FRCC webpage www.frontrange.edu/paying-for-college/buying-books for more information in regard to purchasing books and supplies.

Financial Aid Eligibility Determination

- Financial aid is intended to help cover the portion of college expenses which cannot be paid by the student and/or their family.
- The ‘Expected Family Contribution’ (EFC) is based upon information provided by the student when completing the Free Application for Federal Student Aid (FAFSA). The federal processor uses the information provided on the FAFSA to determine the family contribution and the results are sent to FRCC.
- FRCC’s April 1st priority consideration date enables a student to be considered for funds other than Federal Pell Grants, Federal Stafford Loans and Federal PLUS Loans, such as work study and state grants.
- An estimated ‘Cost of Attendance’ (COA) is used when determining a financial aid award offer. The chart below demonstrates which items are included in the COA.
- Financial aid award offers are based upon student eligibility criteria and the availability of federal, state and institutional funds in accordance with federal, state and institutional regulations and guidelines.
- A financial aid award offer may be a combination of different types of aid; which may include grants, scholarships, work study and loans.
- Please note that when enrollment is less-than ½-time, the COA may be adjusted per term to reflect actual costs.

Estimated ‘Cost of Attendance’ (COA)

The COA below is based upon full-time attendance for fall and spring term. The COA may be different for students who are not enrolled full-time or have different degree/certificate program costs.

Estimated 9-Month Cost of Attendance for 2016-17

	<i>In State at home</i>	<i>In State off-campus</i>	<i>Out-of-State at home</i>	<i>Out-of-State off-campus</i>
Tuition/Fees	\$3,702.00	\$3,702.00	\$13,896.00	\$13,896.00
Books/Supplies	\$1,800.00	\$1,800.00	\$1,800.00	\$1,800.00
Room/Board	\$4,402.00	\$9,694.00	\$4,402.00	\$9,694.00
Personal Expenses	\$3,636.00	\$3,790.00	\$3,636.00	\$3,790.00
Transportation	\$1,404.00	\$1,404.00	\$1,404.00	\$1,404.00
Total	\$14,944.00	\$20,390.00	\$25,138.00	\$30,584.00

Types of Financial Aid Awards

Grants

Grants are funds that do not need to be repaid. A financial aid award offer may include grant funds as permitted by guidelines and funding levels. Grants funds are generally prorated based on enrollment status.

- **Federal Pell Grant:** Funded by the federal government and awarded to undergraduate students. The Financial Aid Office must have a valid Student Aid Report (SAR) with a valid Expected Family Contribution (EFC). Awards are based upon COA, EFC, enrollment status, and are determined by a federally established payment schedule. The amount of Federal Pell Grant funds a student may receive over their lifetime is limited to the equivalent of six years (full-time status) of funding. Students enrolled less-than ½-time may receive a Pell Grant if qualified.
- **Federal Supplemental Education Opportunity Grant (FSEOG):** Funded by the federal government and awarded to undergraduate students with documented exceptional financial need. Students with the lowest EFC and a Federal Pell Grant will be given first consideration.
- **Colorado Student Grant:** Funded by the Colorado General Assembly and awarded to resident undergraduates with documented financial need.

- **Colorado Career Technical Education (CTE) Grant:** Funded by the Colorado General Assembly to provide tuition assistance to students in a non-Title IV degree program with documented financial need.

Scholarships and Other Outside Resources

- **Colorado Merit Scholarship** - Funded by the Colorado General Assembly for Colorado residents
- **FRCC Foundation Scholarships**
- **External or Private Scholarships**

Scholarship criteria varies dependent upon the funding source and/or donor. A student's financial aid award must reflect all of these sources of financial assistance. Award offers may be adjusted for additional outside resources received by the student if the combination of awards is over the COA. If an external donor does not honor the scholarship offer, the student will be responsible for any outstanding balances. Students are responsible for reporting all external scholarships and assistance they receive to the Financial Aid Office.

Work Study

Work Study provides a student the opportunity to earn financial aid funding through employment and is self-help aid. Payroll earnings are directly deposited into a bank account chosen by the student. Types of positions vary depending on skills, interests and goals. Community Service work study positions are also available. Information on work study positions is available at www.frontrange.edu/paying-for-college/financial-aid/types-of-financial-aid/work-study-and-student-employment/work--study-fags. Students must be attending 6.0 or more credit hours and be meeting all eligibility criteria.

- **Federal Work Study:** Federal government funded work programs with a portion of the funds contributed by FRCC and awarded to students with documented financial need. Off-campus positions may also be available with non-profit agencies and local elementary schools.
- **Colorado Work Study:** Funded by the Colorado General Assembly for work programs and awarded to undergraduate Colorado residents with documented financial need.
- **Colorado No-Need Work-Study:** Funded by the Colorado General Assembly for work programs and awarded to undergraduate Colorado residents without documented financial need.

Student/Parent Loans

William D. Ford Federal Direct Loan Programs are funded by the federal government and administered by FRCC. Students must be attending 6.0 or more credit hours by the published standard term census date to receive their full loan eligibility for the term. Awards are based upon eligibility and limits set, which are listed in the *Student Loan Limits* table on page 5. Student and/or parent loans must be repaid and follow specified requirements.

Prior to authorization and payment of loan proceeds, the following items need to occur.

- Complete the section where the student may accept up to the offered amount through the FRCC Student Login via eWOLF.
- First-time borrowers are required to complete Entrance Loan Counseling at www.StudentLoans.gov.
- A Master Promissory Note (MPN) must be completed and signed at www.StudentLoans.gov.
- First-time borrowers must attend courses for 30 days before loan proceeds are paid.

Additional Information

- One-term loans are divided in two equal payments on different dates.
- Once a student graduates, stops attending or is attending below ½-time; they must complete Exit Loan Counseling.
- Students must ensure that their loan servicer is notified immediately of any address change. This must be done by the student borrower.

Subsidized Direct Loan: Loans based upon documented financial need. The federal government pays the interest while the student is in school. Repayment of the loan and interest begins 6 months after the student graduates, stops attending, or is attending less than 6 credit hours. The borrower is responsible for the interest during these 6 months. Origination fees are deducted prior to the payment of loan proceeds.

There is a limit on the maximum period of time (measured in academic years) that you can receive subsidized loans. In general, you may not receive subsidized loans for more than 150% of the published length of your program. This is called your “maximum eligibility period”. Transferring between schools may cause a loss of subsidy on loans. In addition, program changes can also cause a loss of subsidy and eligibility for future loans.

Unsubsidized Direct Loan: These loans are not based on financial need. The borrower is responsible for all interest payments during and after attending school. Repayment of the loan begins 6 months after the student graduates, stops attending, or is attending less than 6 credit hours. Origination fees are deducted prior to the payment of loan proceeds.

Parent Loan for Undergraduate Students (PLUS): These are federal loans that a parent(s) of dependent undergraduate student can borrow to help pay for their student’s educational expense. The amount is limited to the cost of attendance minus other aid received. Origination fees are deducted prior to the payment of loan proceeds. Loan proceeds will be applied to either the students account or credited to the parent based upon the choice made by the parent when completing and signing the PLUS application. Repayment of the loan by the parent(s) will begin 60 days after the second payment of the loan proceeds.

Student Loan Limits

Academic Level	Dependent Student (Subsidized/Unsubsidized)	Independent Student (Subsidized/Unsubsidized)
1st Year Undergraduate Student one academic year	\$3,500 + \$2,000	\$3,500 + \$6,000
2nd Year Undergraduate Student one academic year	\$4,500 + \$2,000	\$4,500 + \$6,000
3rd and 4th Year Undergraduate Student and Graduate or Professional Student Loan limits are not available at FRCC	N/A	N/A
*For dependent students whose parents cannot borrow under the PLUS program, the amount a student can borrow under the unsubsidized program is the same as an independent student		

There are **maximum** aggregate amounts for Federal Loans (Subsidized and Unsubsidized combined) based on the borrower’s academic level:

Dependent Undergraduate Student \$31,000
Independent Undergraduate Student \$57,500

Financial Aid Satisfactory Academic Progress (FA SAP)

As a financial aid recipient, a student is required to maintain satisfactory academic progress in accordance with FRCC’s Financial Aid Satisfactory Academic Progress Policy. The policy applies to recipients of grants, work study, loans and possibly some scholarships. Federal regulations require that a students’ entire academic record be reviewed for satisfactory academic progress, whether or not financial aid was previously received. This includes academic amnesty programs that exclude previous grades from being calculated into a current Grade Point Average (GPA).

FA SAP Standards

To meet satisfactory academic progress standards, students **must**:

- Maintain a minimum cumulative GPA of 2.0 or above for all credits attempted
- Complete 67% or above of cumulative attempted credit hours
 - Credits Completed / Credits Attempted x 100 = Completion Rate
 - Transfer credit hours are included in the calculation
 - Remedial credit hours are included in the calculation
- Complete eligible degree/certificate program within 150% of scheduled program length

- Once students have attempted 110% of the number of credits hours required for their degree or eligible certificate program, they will be notified
- Transfer credit hours are included in the calculation
- All attempted credit hours under all courses of study are included in the calculation
- If it is determined at any point in time a student cannot complete their program of study within 150% of the program length, students will be ineligible for aid.
- In the event a student withdraws and/or fails all of their courses within a single term, they will also be ineligible for aid. This is a new requirement by the Colorado Community College System.

Review of Satisfactory Academic Progress will be completed shortly after the published due date for grades at the end of each term. Should a student fail to meet one or more of the above indicated standards, they will be placed on financial aid warning or ineligible for aid according to the policy. Additionally, any student who was previously put on a Financial Aid Academic Plan for a previous appeal and did not meet the standards of that plan would become ineligible at the end of the term and would be required to re-appeal. A notification will be sent to the students after the review which will be available on [eWOLF](#).

FA SAP Appeals

Students may appeal if they become ineligible for aid. The appeal must be submitted to the Financial Aid Office with a completed Appeal Form and supporting documentation. An Appeal Form may be obtained online at www.frontrange.edu/paying-for-college/financial-aid/forms. Students are responsible for presenting sufficient information and documentation to substantiate the existence of **extenuating circumstances**. No action will be taken on incomplete appeals. The appeal will only be considered once all supporting documentation has been received.

Examples of extenuating circumstances:

- Medical problems (family illness)
- Family emergency (death of a family member)
- Other documented extenuating circumstances beyond the student's control

Students may also appeal on the basis of:

- Maximum allowable credit hours for currently enrolled program, or
- Funding for an additional degree and/or certificate.

Appeals for maximum allowable timeframe and funding for an additional degree and/or certificate will require meeting with an Academic Advisor to discuss the number of attempted credit hours beyond the requirements and/or the educational purpose of a subsequent degree and/or certificate.

Students are notified of appeal decisions via their [eWOLF](#) account and a mailed letter. If granted a successful appeal, financial aid awarding is based upon the availability of funds at the time of reinstatement. Students may, or may not, receive all funds offered prior to the loss of eligibility.

Reinstatement

If a student loses financial aid eligibility due to not meeting FRCC FA SAP standards, eligibility may be regained by meeting FA SAP standards and/or appealing.

Grade Changes

Students are responsible for notifying the Financial Aid Office of all grade changes that might affect current or future financial aid eligibility. A reevaluation of the students' status will be performed by the Financial Aid Office once the grade change has been communicated to the Financial Aid Office.

**A copy of the complete CCCS Financial Aid Satisfactory Academic Progress Policy is available upon request from the Financial Aid Office.*

Return of Title IV Funds

Front Range Community College is mandated to take a series of actions once it has been determined that a student stopped attending a course(s) and/or unsuccessfully completed a course during a term. When a student does not successfully complete a course(s), funds may be returned to the U.S. Department of Education based upon the number of days attended compared to the total number of days in the course(s). Students are notified in writing of any calculations completed with information pertaining to funds returned on their behalf and/or balances now owed to Front Range Community College.

General Hints

- Activate your CCCS email and access/review your email frequently for correspondences and notifications.
- Make sure your address and contact information is always accurate and up-to-date.
- Utilize on-campus learning opportunities, such as tutoring, for academic success.
- Utilize a budget to determine the amount of aid you need, this will minimize the amount of loan funds you will need to repay.
- Contact the Financial Aid Office for information and questions about funding your education.
- Visit the [financial aid webpage](#) for more information.
- Access your [FRCC Student Login/eWOLF](#) for information, document requests and award information.
- Remember to select your refund preference if anticipating a refund. This information is available at www.frontrange.edu/paying-for-college/refunds.
- Contact one of the Financial Aid Offices listed below if you have questions.
 - **Boulder County Campus**
2190 Miller Drive
Longmont, CO 80501
Phone (303) 678-3696
FAX (303) 678-3693
askfa@frontrange.edu
 - **Larimer Campus**
4616 South Shields
Fort Collins, CO 80526
Phone (970) 204-8376
FAX (970) 204-8445
askfa@frontrange.edu
 - **Westminster Campus**
3645 W. 112th Avenue, Box 10
Westminster, CO 80031
Phone (303) 404-5250
FAX (303) 439-9454
askfa@frontrange.edu