

Financial Aid Award Guide

2014 • 2015



MORAINÉ
PARK
TECHNICAL COLLEGE

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The information in this publication is subject to change without notice.

IMPORTANT: Refer to this Award Guide for the entire school year. It will answer most of your questions. Day and evening program Cosmetology students should refer to their program addendum for information marked with an asterisk (*).

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Financial Aid Award Offer Basics

Financial Aid is intended to help bridge the gap between the cost of attending Moraine Park and the resources you and your family are expected to contribute.

Your Financial Aid Award notice lists the award types and amounts of financial aid you are eligible to receive for the 2014-2015 award year. Your Financial Aid award is based on actual enrollment (by payment period or semester) if you have already preregistered for classes or by what you projected on your supplemental form. If you did not complete and return a supplemental form, your financial aid award was completed using assumed full-time status. If you did not complete a supplemental form and will not be enrolled full-time, you must contact the financial aid office to request a revision. If you add or drop classes prior to the **date of record** and your eligibility for financial aid changes, your awards will be revised (see section on disbursement for more information).

There are two types of financial aid - gift aid and self-help aid. Students will be awarded a financial aid package that may include a combination of the following:

- **Gift Aid** - Includes grants and scholarships, which do not have to be repaid or earned through work.
- **Self-Help Aid** - Includes loans that must be repaid and work-study funds that must be earned by working.

Your awards are based on the most current information available regarding your grade level, enrollment status, housing plans and academic progress. Your eligibility for these awards may change if the

criteria used to calculate these awards was inaccurate or has changed. All award offers are contingent upon available federal, state, outside agency and/or college funding sources. If, at any time, Moraine Park receives notification that your eligibility for a fund changes, your financial aid award will be revised and all previous awards will be considered void.

Financial Aid Awarding Process

The financial aid process starts with the Free Application for Federal Student Aid, also known as the “FAFSA.” The FAFSA is completed online at www.fafsa.gov each year. Moraine Park’s school code is 005303. Financial aid will not be awarded until the student has been admitted to an eligible program. The priority deadline for fall semester is April 15 and October 15 for spring, but applications will still be accepted after that time. Early applicants will be given first consideration.

Verification Process

Some students’ files are selected for verification. Verification is the process by which the Financial Aid Office compares the information on the financial aid application with source documents provided by the student as to verify the accuracy of the information on the application. Moraine Park Technical College will verify the information on the Student Aid Report (SAR) for all students who complete the application process for federal financial aid and who are selected for verification by the Department of Education edits. In addition, Moraine Park may also select files for verification to resolve conflicting information.

At Moraine Park Technical College, financial aid will not be awarded to those selected for verification until all documents required for verification are submitted and verification is completed.

Students will be notified of the documents that must be submitted to the Financial Aid Office in order to complete the verification by use of the Missing Information Letter. The “Missing Information Letter” will list the required verification items, any other actions required to complete verification, and any other items required by the Financial Aid Office. These letters are generated weekly and sent by US Mail as SAR files are received from the Department of Education.

Students who fail to bring in the documents in a timely manner will lose their priority standing for campus-based awards and may not be packaged in time for the semester billing due date. Students who do not complete verification before their last day of attendance may have limited eligibility for financial aid funds due to federal and state regulations.

If a staff member has reason to suspect that a student, employee, or other individual has misreported information or altered documentation to fraudulently obtain federal funds, Moraine Park is required to report suspicions and provide any evidence to the Office of Inspector General.

How Financial Need Is Determined

Cost of Attendance

Financial aid is awarded on the basis of need, which is the difference between your Cost of Attendance (COA) and your Expected Family Contribution or “EFC.” The student and/or parent contribution represents the amount that you (and your parents,

if you are considered dependent) are expected to contribute toward your educational expenses during the academic year. This figure is calculated using the information submitted on your FAFSA (Free Application for Federal Student Aid). Factors considered in determining student/parent contribution are income, net assets, family size, age and the number of family members in college (excluding parents). The FAFSA must be completed each year after January 1.

The Cost of Attendance is an estimate of the cost for a student to attend Moraine Park. The COA includes tuition and fees, books and supplies, room and board, transportation and loan fees. It is based on the number of program-required credits you enroll in for each semester. Moraine Park may be able to increase your Cost of Attendance for costs relating to child care expenses, mileage and/or disability-related expenses. Less-than-half-time students' expense budget includes tuition, books and transportation only. Contact the Student Services Center at the campus you will attend for more information.

*Cosmetology students - please refer to your program addendum for Cost of Attendance Information.

Cost of Attendance Example

Estimated Cost of Attendance*	\$16,353
Less Total Family Contribution.	\$2,865
Financial Need.	\$13,488

*This is not your out-of-pocket expense (see below).

Estimated Cost of Attendance

Typical **student expenses** included in the average cost of going to college depends on whether you live at home or off campus in a house or apartment and how far you commute to campus.

Not all costs have to be paid up front. Some expenses, such as transportation, are spread out over the year and can be met by a student working part-time during the year. Some expenses, such as room and board, may be covered by parents and will not represent an out-of-pocket cost for you.

Unmet Need It is the policy of Moraine Park to **first** award as much grant aid as you qualify for and are eligible to receive. These funds **are** limited. It is possible for you to qualify for grant and self-help aid but, due to limited funds, the entire amount of your need may not be available. If your entire need cannot be funded, the remaining amount is then considered “unmet need.”

Accepting Your Financial Aid Award

Once your Financial Aid award has been processed, you may view and accept/decline the awards that have been offered to you on *myMPTC*.

Online acceptance instructions:

1. Under “Financial Aid Awards” on the “Student” tab, click Financial Aid Awards. Select the appropriate award year (2014-2015).
2. On the “Award Overview” tab, you will see an overview of the cost of attendance, expected enrollment, and your financial aid award. You are also able to print a copy of your award letter here for your records.
3. If you are receiving other funding/scholarships, you can enter this information on the “Resources/Additional Information” tab.
4. You will need to read the Terms and Conditions and Award Guide on the “Terms and Conditions” tab. Once you have read this information, you will need to accept the terms.
5. When you have accepted the terms and conditions, you will be able to view the “Accept Award Offer” tab. This is where you need to follow the instructions and either accept or decline your awards.

6. Please review the types of aid that are being offered to you before accepting. Verify that the enrollment status listed for the fall and spring semesters is correct: 12 or more credits (full time), 9 to 11 credits (3/4 time), 6 to 8 credits (1/2 time) or 1 to 5 credits (less than half time). If this is not what you are enrolled in or intend to enroll in, please notify the Student Services Center for a change.
7. Summer financial aid will not be awarded until you have registered and filled out the appropriate summer application.
8. Grants will automatically be accepted for you as they are free money, but you still must accept terms and conditions.

If changes are made to your award, you will be notified of the revision via Moraine Park student e-mail and directed to review your award on *myMPTC*. If you believe the revision is incorrect, please notify the Student Services Center.

Disbursement Policy

*Cosmetology students - please refer to your program addendum for disbursement dates.

In no case will funds be available prior to the start of the semester for which they are intended.

Funds are disbursed each semester. The amounts awarded to you indicate fall 2014 and spring 2015 funds.

Loan disbursements for first-year, first-time borrowers will be delayed until 30 days after the first day of classes. You must accept the loan offered and complete loan requirements including entrance counseling and master promissory note (discussed further under Loan Requirements). At the time of disbursement, enrollment must be at least half time (6 credits or more) for all loan awards.

Please keep in mind the following disbursement restrictions:

- Funds are disbursed within the semester they are meant to cover. Current semester financial aid funds may cover only \$200 maximum on a prior year past due balance.
- Funds will not be disbursed to students who are in default on a student loan, owe any repayment to Moraine Park or do not meet the Satisfactory Academic Progress Policy of the College.
- All financial aid is contingent on the availability of funds.
- **Funds are disbursed upon the verification of program and credit eligibility. If your program or credit load changes, contact the Student Services Center.**
- If you do not participate in class, you are not eligible to receive aid for the class and will owe money back to the College for non-attended classes if you have already received financial aid. Students that enroll in class(es) but do not follow the Student Services Center procedure to drop the class(es) will be responsible for charges, even if the class was not attended.
- All financial aid awards are reviewed and adjusted based on your enrollment as of the **date of record** (15th calendar day) for the semester; enrollment will be locked on this day. Be sure to have your schedule finalized by the date of record each semester. Wait-listed courses will not be counted towards your financial aid award. Aid funds will then be disbursed to students who are attending class. If all of your courses are late starting (for example, all second eight-week courses), your funds will be delayed until on or after November 1 for the fall semester or April 1 for the spring semester. **Adds/drops after the date of record may not adjust financial aid but may affect satisfactory progress***.
- Credits must be required for program graduation

in order to count in financial aid credit load. Please select your classes carefully. You **must** be accepted into an aid eligible program and registered for classes according to the state-approved curriculum in order to receive financial aid. If you need help, contact your Program Advisor.

- Moraine Park Technical College may, at any time, request a copy of a high school transcript to validate the high school diploma. You must have a high school diploma, GED/HSED, or have completed home school to be eligible for financial aid.

Disbursement to Your Student Account and Credit Balances (Refunds)

How Financial Aid Pays your Bill

Any awarded grants, scholarships and/or Direct Loans will automatically be credited to your Moraine Park student account. At the time of disbursement, funds will be credited to your student account and a refund will be generated if applicable. Students are encouraged to sign up for e-refunds to receive any excess financial aid. If you have not opted into e-Refunds, it will be at least 10 business days after disbursement before a refund check will be printed. The first disbursement date for the fall semester will be September 8, 2014. The first date refunds would be available for fall semester will be September 12, 2014. The first disbursement date for the spring semester will be February 2, 2015. The first date refunds would be available for spring semester will be February 6, 2015.

*Cosmetology students - please refer to your program addendum.

Refunds

If your credited aid exceeds your Moraine Park charges, the Accounting and Financial Services Office (AFS) will issue a refund to use toward personal and living expenses within 14 days after

your aid is credited. If your charges exceed your credited aid, you must pay the balance. Payment plan information is available on *myMPTC*.

Moraine Park has transitioned from paper refund checks to **e-Refunds** (direct deposit) for the distribution of excess funds. All students should complete the e-Refund process authorizing direct deposit of financial aid funds into their bank accounts. You will be e-mailed when your refund is transmitted to your bank account—usually within 2-3 days after disbursement. If you do not opt into e-Refunds, it will be at least 10 business days before a refund check will be printed.

To set up e-Refunds, access your Student tab via *myMPTC*. Under the Student Finance section, click on “Payment Suite.” You will be directed to the TouchNet Payment Suite, where you can enter your refund account profile information. You may also have your funds deposited to your Pre-Paid Credit Card. Call the phone number on the back of your card for the routing number/more information. Please contact the AFS Office with questions about the e-Refund of your credit balance.

Financial Aid to Postpone Tuition and Fees Payment

IMPORTANT: If your financial aid is not in place on the tuition due date, you should have your own funds available until your financial aid is available. Come with sufficient funds to buy books, supplies and any other items necessary to begin the semester. If you enroll in a Payment Plan, you must make payments until your Financial Aid is credited to your Student Account to avoid late fee charges.

Postponing payment until your financial aid is processed is permitted if:

1. You have accepted your financial aid award on *myMPTC*.
2. The dollar amount of eligibility for a grant or loan

(not work study) is enough to cover your fees. If loan aid is needed to cover your tuition charges, you must have completed a Master Promissory Note (loan application) and Entrance Counseling online.

Bookstore Authorization

You may use a future financial aid credit balance to charge books and supplies at the Moraine Park bookstore. A Financial Aid Award notice must be accepted on the student's *myMPTC* account before the payment due date in order to qualify for a Bookstore Authorization. Once all aid has been disbursed to the student's account and refunds have been issued, students may no longer charge books to their student account at the bookstore.

Types of Financial Aid

Federal and State Grants

Grant money is gift aid. It does not need to be repaid unless you receive a 100 percent refund for courses dropped and your enrollment status changes, if you completely withdraw from all courses, if you never attended any classes, or if you were paid for courses not in your curriculum (see Federal Title IV Return of Funds Policy, page 8).

Types of Grants

Federal Pell Grant

This is a Federal program designed to provide grants to students based on financial need. A maximum award is determined annually by federal guidelines. If you are enrolled full-time (12 or more credits), you will receive your full eligibility. If you are enrolled with 9 to 11 credits, you will receive three-

fourths of your eligibility. If you are enrolled with 6 to 8 credits, you will receive one-half of your eligibility. If you are enrolled with less than 6 credits, you might be eligible for a small amount each semester.

Students are limited to 12 semesters (or 600 percent) of Pell Grant eligibility during their lifetime. This change affects all students regardless of when or where they received their first Pell Grant.

*Cosmetology students - please refer to your program addendum for enrollment status information.

Iraq and Afghanistan Service Grant

A student who is not eligible for a Pell Grant but whose parent or guardian was a member of the U.S. Armed Forces and died as a result of service performed in Iraq or Afghanistan after September 11, 2001, may be eligible to receive the Iraq and Afghanistan Service Grant. Eligibility is determined by completing the FAFSA.

Federal Supplemental Educational Opportunity Grant

As provided under the Higher Education Act, federal grants are available to students on the basis of exceptional financial need. Students must be eligible for a Pell Grant to receive FSEOG. These funds are limited and are offered on a first-come, first-served basis.

WHEG

Eligibility for the Wisconsin Higher Education Grant (WHEG) is determined by the Wisconsin Higher Educational Aids Board (HEAB) and is based on financial need. This grant is available to Wisconsin residents enrolled at least half-time. Eligibility cannot exceed 10 semesters. Students delinquent on child support payments may not be eligible for the WHEG

Program until payment is **made in full and the child support agency clears your account with HEAB.**

TIP Grant

The Talent Incentive Program (TIP) grant provides grant assistance to the most financially needy and educationally disadvantaged students. First-time freshman students are nominated for the TIP Grant by the Moraine Park Student Services Center or by counselors of the Wisconsin Educational Opportunities Program (WEOP). To receive the TIP Grant, a student must be a Wisconsin resident and enrolled at least half-time each consecutive term. Eligibility cannot exceed 10 semesters. Funding for the TIP Grant is provided by the State of Wisconsin and the U.S. Department of Education.

Minority Undergraduate Retention Grant

Awards from the Minority Undergraduate Retention Grant program are based on need and made to second-year, Wisconsin-resident minority students enrolled at least half-time. A minority student is defined as an African American; American Indian; Hispanic; or Southeast Asian from Laos, Cambodia or Vietnam admitted to the United States after December 31, 1975. Eligibility cannot exceed eight semesters.

BIA Grant

Grants for Native American students are available through the Bureau of Indian Affairs. The grant amount is based on financial need. Financial aid application procedures, as previously outlined, must be followed in determining financial need. In addition, a student must complete a separate Indian Scholarship Application for the purpose of certification by the Bureau of Indian Affairs as to the degree of Indian blood. Indian scholarship application forms are available from your tribe.

Wisconsin Indian Student Assistance Grant

WIG awards are made to undergraduate or graduate Wisconsin residents who are recognized as Wisconsin tribal members and enrolled at least half-time. Awards are based on financial need with a limit of 10 semesters of eligibility. Students must complete an Indian Scholarship Application form (available from your tribe) to receive this grant.

Wisconsin Covenant Scholars Grants

The Wisconsin Covenant was created to inspire young people to plan early for a successful high school career that will lead to higher education. The Wisconsin Covenant Scholars program offers grants to students who signed the Wisconsin Covenant in eighth grade and completed the requirements of the pledge. Students must maintain Good Standing in all semesters of postsecondary education to maintain eligibility for the Wisconsin Covenant Scholars Grant.

Fund for Wisconsin Scholars Grants

The Fund for Wisconsin Scholars provides grants to recent graduates of Wisconsin public high schools. There is no application process as FFWS recipients are randomly selected from a group of eligible students who meet the grant criteria and have completed the FAFSA.

Federal Direct Loans

Your Award Letter may include a Federal Subsidized Direct Loan and/or a Federal Unsubsidized Direct Loan. Each Direct Loan may be subject to an origination fee and a Federal Default fee. Repayment commences six months after the borrower is not enrolled at least half-time. Only one grace period

is allowed. At the time of disbursement, enrollment must be at least half-time (6 credits or more) for all loan awards. Students are encouraged to utilize all available Federal and State financial aid resources before turning to an outside lender for a private education loan.

****IMPORTANT LOAN INFORMATION****

First-Time Stafford Loan Borrowers

First-time, first-year loan borrowers are required to be in school 30 days before receiving their first loan disbursement.

Subsidized: Subsidized loans are borrowed money that must be repaid with interest; however, the U.S. Department of Education will pay the interest on your behalf while you are in school and during authorized periods of deferment. Subsidized loan interest is fixed annually. Yearly Loan Limits: First year \$3,500; second year \$4,500. Subsidized loan eligibility is limited to 150 percent of the published timeframe of the program in which a student is enrolled. Students who have exceeded this timeframe (at Moraine Park or at previous institutions) may no longer be eligible for subsidized student loans.

IMPORTANT: If you believe you are a second-year student (you are enrolled in a two-year technical diploma or an associate of applied science degree program and have completed more than 30 credits, please contact the Financial Aid Office to request a review of your federal loan limits.

Unsubsidized: Unsubsidized loans are borrowed money. You are responsible for paying the interest from the date of disbursement until the loan is paid in full. If you choose not to pay the interest on the unsubsidized loan while you are in school, the interest will accrue from the time of disbursement. Interest can be paid periodically or can accrue and will be capitalized (added to the principal amount of the loan). Unsubsidized interest is fixed annually. Amounts vary up to: First year \$5,500; second year \$6,500 (less your Subsidized Federal Stafford Loan eligibility).

An additional Unsubsidized Federal Stafford Loan may be available in addition to the initial offer on your financial aid award. If you feel you need an additional loan to attend Moraine Park, complete the Additional Loan Request form available on the Financial Aid website and return to the Student Services Center.

The cumulative unpaid total of Subsidized/Unsubsidized Federal Stafford Loans borrowed from Moraine Park and other colleges may limit or prevent you from borrowing additional loans at Moraine Park. Contact the Student Services Center at the campus you will attend for more information.

Federal Direct Loan Requirements

You must do both Entrance Counseling and a Master Promissory Note online before your money can be ordered through the Department of Education.

Step 1

- Go to morainepark.edu
- Click on “Financial Aid”
- Click on “Loan Requirements”
- Select Entrance Counseling/Master Promissory Note. Read about the student loan program, answer the questions and enter your information, and we’ll be notified that you have completed this. If you have done this previously while you were a student at Moraine Park, we will have this in your file. You may also complete this requirement by going directly to studentloans.gov.

Step 2

In order for the Department of Education to release your student loan money, you need to do a Master Promissory Note (MPN). This can be accessed from the same financial aid website as Step 1, then select Master Promissory Note. If you have your four-digit PIN (Personal Identification Number) from the federal government (same as FAFSA PIN), you can

use that as your electronic signature; otherwise, print out the completed MPN, sign it and mail it to the address listed on the form. If you have done this previously with the Direct Loan program, in most cases, it will be on file with the Department of Education. The MPN is valid for 10 years from the date you sign it, as long as the lender issues the first disbursement of a loan covered by the MPN within 12 months of the date you signed it.

If these two items are not done, your loan offer will be cancelled.

Students who have been approved for a Direct Loan receive a Direct Loan Disclosure Statement from the Federal Direct Loan Program when their loan has been processed. It will show the total amount of the loan, the disbursement amounts and the estimated disbursement dates. This is an estimate for when the funds will be transferred, not the date the funds may be released to the student.

Loan Exit Counseling: The federal government requires that you complete Student Loan Exit Counseling prior to graduating or upon change of status during the school year, such as a complete withdrawal, dropping below half-time enrollment, or transferring to another college. The purpose of this counseling is to help you understand your rights and obligations as a student loan borrower.

Repayment of Loans

You are obligated to repay the full amount of your loans. Federal Direct Loans have a repayment grace period that will be disclosed on your disclosure statement. Repayment begins on the day immediately following the end of the applicable grace period after:

1. Falling below half-time status.
2. Withdrawal from program.

The entire unpaid balance of the applicable loans shall become immediately due and payable upon the occurrence of making false representation(s) that result in you receiving any loans for which you are not eligible or defaulting on the loan(s).

National Student Loan Data System (NSLDS) Disclosure

The **National Student Loan Data System**, or NSLDS, compiles all data involving federal student loans for undergraduate and graduate students. Because the NSLDS is keeping the personal, financial and loan information of every student, the question of who can retrieve your information might be a privacy issue that you are worried about. Below are questions and answers tackling the privacy and security matters of your student loan information.

What Data Is Found in the NSLDS?

The data that can be retrieved in the NSLDS are the student's full name; Social Security number; date of birth; address; gender; citizenship; family income; school enrollment and status; course of study; and types of student loans obtained, including the amount and the status of the loan.

Who Can Obtain Student Information in the NSLDS?

The following private and government agencies as well as entities with the kinds of disclosure notices indicated may gather information from the NSLDS about a student account:

- Agencies under the federal and state governments
- Accredited consumer reporting agencies (Experian, Equifax and Trans Union)
- Labor organization disclosure
- Administrative disclosures
- Contract disclosure
- Enforcement disclosure
- Department of Justice disclosure
- Congressional member disclosure
- Freedom of Information Act advice disclosure
- Employee grievance, complaint, or conduct disclosure
- Litigation and alternative dispute resolution disclosure

When Can the Student Loan Information Be Shared with the Above-Mentioned Agencies or in Response to the Listed Kinds of Disclosures?

Private or government groups will be given the right to collect student loan information only when the purpose of the request adheres to the provisions stated in the Privacy Act. Any purpose for gathering the information that does not comply with the law is not allowed by the Department of Education.

You can access your NSLDS information at www.nsls.ed.gov.

Federal Direct PLUS Loans

The Federal Direct PLUS (Parent Loans for Undergraduate Students) Program makes loans available to parents of dependent students. The maximum PLUS loan amount is limited to actual educational costs minus other financial aid the student is eligible for. Parents are obligated to repay their lender the full amount of the loan and all accrued interest. The first payment will be due within 60 days of complete disbursement. Interest rates will vary and will not exceed 9 percent. The student must complete the FAFSA for PLUS eligibility.

Parents borrowing under the Federal PLUS Program may be required to provide evidence of credit worthiness, and some borrowers may be required by the lender to secure an endorsement or cosigner for the Federal PLUS Loan.

Federal Work-Study Program

Federal Work-Study (FWS) is a federally funded aid program designed to provide part-time employment for eligible students. Students who demonstrate financial need are awarded FWS funds on a first-come, first-served basis until funds are exhausted. If the FAFSA is filed too late in the year, you may not receive an FWS award due to lack of funding, regardless of whether you had an FWS award in the past. You may, however, contact the Student Services Center to be placed on the FWS waiting list.

How to Find a Job

A list of all available FWS positions may be available by contacting the Student Services Center or on

Wisconsin TechConnect. If one of the positions is of interest to you, you should contact the Student Services Center sometime during the first week of school. You should select a position as soon as possible, as jobs go very quickly. You can expect to discuss the details of the position, the hours you are available to work, job expectations, etc. Although a formal hiring process is not used, FWS supervisors may interview several students before deciding which person is best suited for the position.

Payroll Information

You are paid biweekly (or as earned) for the work performed during the previous weeks. All earnings are deposited into your checking or savings account. The rate of pay is \$9.50 per hour, with total earnings for the academic year not to exceed the amount awarded.

Work-study students will be entitled to a longevity merit pay rate increase for the following term after the completion of 192 hours worked. The increase will be \$.25 per hour. Increases are effective the first week of the next academic period.

Moraine Park requires the completion of employment forms before you can begin work. These forms can be obtained from the Student Services Center. After these forms have been completed, you will be given a pay schedule and time sheet to record your hours. Time sheets must be submitted every week from the work study supervisor.

Requesting Work Study

If you were not awarded FWS on your Award Notice and would like more information, contact the campus Student Services Center, and your file will be reviewed to determine eligibility. If you are eligible, your name will be placed on a waiting list, and you will be contacted when/if a position becomes available.

Cancelling Work Study

If you decide not to work, please contact the Student Services Center as soon as possible. Your name will be removed from the list of eligible students, and the money will be awarded to someone on the FWS waiting list.

Dual Enrollment (Consortium Agreements)

If you are attending Moraine Park and another college at the same time, you might be eligible to receive financial aid from one college for attendance at both colleges. Contact the Student Services Center at the college from which you plan to graduate to obtain a Consortium Agreement application. The Agreement must be submitted to, and reviewed by, the Financial Aid office before any financial aid funds based on enrollment at another college can be disbursed. If tuition and fees are due at the visiting school prior to the disbursement schedule at Moraine Park, you will need to make arrangements to pay by that deadline.

Shared Programs

The admission and financial aid process for a shared program should be completed at the host college granting the degree.

Summer Aid

Summer enrollment is considered a trailer term of enrollment at Moraine Park. This means that the 2014-2014 FAFSA submitted for the fall 2014 and/or spring 2015 semester also determines your eligibility for the summer 2015 term. Full-time is 12 or more credits; three-quarter-time is 9 to 11 credits; half-time is 6 to 8 credits; and less-than-half-time is 1 to 5 credits. Unless the program requires that you attend classes in the summer, you will not have awarded funds for a summer term on your Financial Aid Award Letter. If you plan to enroll for summer 2015 courses, please contact the Student Services Center at the time of summer registration to obtain a Financial Aid Summer Application. Please check *myMPTC* for the most current information regarding summer financial aid priority deadlines.

*Cosmetology students - please refer to your program addendum.

Summer Pell Grant

Some students may be eligible for the Pell Grant during the summer because they have not yet used up their eligibility during the academic year. When you have enrolled in summer courses and completed a Financial Aid Summer Application, your eligibility for any remaining Pell Grant will be evaluated.

Yearly Maximum Loan Amount

The yearly maximum loan amount for the Federal Subsidized and Unsubsidized Loan is intended to cover fall, spring and summer terms. If the maximum (determined by grade level) has been received over fall and spring semesters, you will not be eligible to borrow additional funds for the summer. The following fall semester in the next award year would be the next term that loan funds would be available. You are encouraged to request less for the academic year if you plan to enroll for summer term.

Financial Consequences of Withdrawing or Not Passing Classes (Return of Title IV)

* Cosmetology students - please refer to your program addendum.

In general, federal regulations assume that students “earn” federal financial aid in direct proportion to the percentage of the term they complete. Federal law requires schools to calculate how much federal financial aid a student has earned if that student:

- Completely withdraws, or
- Stops attending before completing the semester, or
- Does not complete all modules (courses that are not scheduled for the entire semester) for which he/she has registered at the time those modules began.
- Receives all Fs for all courses in any semester.

Based on this calculation, Moraine Park Technical College students who receive federal financial aid and do not complete all their scheduled classes during a semester could be responsible to repay a portion of the aid they received.

Withdrawal from all courses before aid disbursements/refunds are available will cancel all financial aid. One hundred percent withdrawals, class cancellations, not attending and complete withdrawals subject to the federal refund requirements may still require adjustments and repayments.

Unearned funds must be calculated and returned as soon as possible but not later than 45 days from the determination of the student’s withdrawal.

How is the financial aid I earn calculated?

Students who receive federal financial aid must “earn” the aid they receive by staying enrolled in college. The amount of federal financial aid assistance the student earns is determined on a pro-rated basis. Students who withdraw **or** do not complete all registered classes during the semester may be required to return some of the financial aid they were awarded.

For example, if you complete 30 percent of the payment period, you earn 30 percent of the aid you originally were scheduled to receive. This means that 70 percent of your scheduled awards remain unearned and must be returned to the federal government. Once you have completed more than 60 percent of the payment period, you earn all of your federal financial aid.

The following formula is used to determine the percent of unearned aid that has to be returned to the federal government:

The **percent earned** is equal to the number of calendar days completed up to the withdrawal date, divided by the total calendar days in the payment period (minus any scheduled breaks that are at least five days long).

The **payment period** for many students is the entire semester. However, for students enrolled in modules (courses that are not scheduled for the entire semester), the payment period only includes those days for the module(s) in which the student is registered.

The **percent unearned** is equal to 100 percent minus the percent earned.

What is the withdrawal date?

The withdrawal date used in the return calculation of a student’s federal financial aid is the actual date the official drop form is processed. If a student stops attending classes without notifying the College, the

withdrawal date will be the the last date of attendance in class.

Who returns the unearned federal funds?

The College and the student are both responsible for returning unearned federal financial aid to the federal government. Amounts that must be returned will be applied in the following order: Federal Direct Unsubsidized Stafford Loan, Federal Direct Subsidized Stafford Loan, Federal Direct Parent PLUS loan, Federal Pell grant, Federal Supplemental Educational Opportunity Grant, and Iraq and Afghanistan Service Grant. The College must return the lesser of 1) the total amount of unearned aid or 2) institutional charges multiplied by the unearned percentage. The student must return any remaining unearned aid not sent back by the College.

The student also will be billed for any amount due the College resulting from the return of federal aid funds that were used to cover tuition and fees. For example, if the College is required to pay back to the government federal funds used to pay a portion of a student's tuition for the semester, the student then must pay the college for that unpaid portion of their tuition.

How do I repay the unearned funds?

The Moraine Park Office of Financial Aid will notify students if they owe federal funds back to the government. Amounts that must be returned by the student will first be applied to federal loans. Any grant amounts the student has to return to the federal government must be repaid within 45 days after the student receives notification from the Office of Financial Aid.

If the student owes any money to the College resulting from the return of federal funds used to cover tuition and fees, the student will be billed by Moraine Park Technical College. The student must contact the

Finance Office at (920) 924-6321 to make payment arrangements.

What happens if I don't repay?

If a student does not pay funds due to the College to cover tuition and fees balance that resulted after the College returned their unearned portion of the federal funds, the student's records will be placed on financial hold. This means you will not be permitted to register for classes or receive transcripts until your balance is paid. Students who do not make payments or satisfactory arrangements will also have their debts as well as all attorney fees, legal expenses and other collection costs submitted to outside collections and/or the State of WI Tax Refund Intercept Program for collection. Please contact the Accounting and Financial Services Office (AFS) at (920) 924-6321 for payment information. In addition, Moraine Park will refer all unpaid grant overpayments to the US Department of Education and you will become ineligible for further financial aid funding.

Overaward Policy

An overaward is financial aid that exceeds a student's financial need and/or cost of attendance. When a student receives aid, Moraine Park is required to adhere to all regulations associated to financial aid.

The total amount of financial aid awarded may not exceed a student's cost of attendance. No student may exceed the total amount of all aid/resources for any given academic year.

When the Financial Aid Office identifies an overaward, adjustments will be made to the student's award to ensure compliance with regulations. When allowable, self-help aid, such as loans and work-study awards, are adjusted before grant or scholarship aid is affected. If an overaward occurs after aid has been

disbursed, the student may be required to repay all or a portion of their financial aid to Moraine Park.

Satisfactory Progress Standards for Financial Aid Recipients

*Cosmetology students - please refer to your program addendum for the Satisfactory Academic Progress policy for the program.

Section 484 of the Higher Education Act, as amended, requires that in order to receive any federal student aid, a student must maintain satisfactory academic progress. Qualitative (grade) and quantitative (amount of courses completed) progress for purposes of the receipt of student financial assistance (grants, loans and work study) is evaluated every semester. All coursework needs to be started and completed within the applicable aid period (fall, spring or summer). The student's entire academic history is evaluated to determine whether or not he/she is maintaining satisfactory academic progress. This evaluation is done at the end of each semester or at the time an award is made. This evaluation is not affected by whether or not aid was previously received or whether a student has changed programs. *The Federal Student Aid program regulations make no provision for the concept of academic amnesty or academic renewal.*

Satisfactory Progress Standards

Satisfactory academic progress for financial aid is defined as the successful completion of at least 67 percent of all credit courses attempted AND a cumulative grade point average (GPA) of 2.0. The maximum timeframe students may receive federal and state financial aid cannot exceed 150 percent of the number of credits required to earn a degree.

A, B, C, D and F grades are calculated in a student's GPA. Grades of W, WN, and I have no effect in GPA

calculations but still count as attempted credits. Refunds to students who withdraw from courses are based on the portion of the course completed at the time of withdrawal and are assigned one of the following four percentages: 100, 80, 60 or 0. Credits dropped at 100 percent or 80 percent do not affect satisfactory academic progress. However, courses withdrawn at 60 percent or 0 percent do affect the credits attempted. Basic education courses are not counted as credits attempted. Transfer credits or credits attempted in other Moraine Park programs will count toward the student's overall length of eligibility.

Financial Aid Warning

Financial aid applicants will be placed on Financial Aid Warning for the next semester of enrollment at Moraine Park if their cumulative GPA is below 2.0 or cumulative course completion total is below 67 percent of the cumulative courses attempted. While on Financial Aid Warning, a student may receive financial aid but must be able to meet satisfactory progress for cumulative standards at the end of the warning semester.

Students who meet satisfactory academic progress standards at the end of the semester while on Financial Aid Warning will have their status changed to Good Standing.

If a student is on Financial Aid Warning because of an I (incomplete) grade and later completes the class with a passing grade, it is the student's responsibility to contact the Financial Aid Office to be reevaluated.

Suspension

If a student is on Financial Aid Warning and does not meet Satisfactory Academic Progress (SAP) at the end of the Financial Aid Warning semester, the student will be suspended from further receipt of financial aid.

The student will be suspended from financial aid without a Financial Aid Warning semester if they receive all F or W grades (or any combination of the two) after receiving financial aid or have not earned a degree within 150 percent of the credits attempted.

A student who has been suspended must pay for future courses on their own until they meet SAP requirements, successfully appeal, or be eligible for an extension. A change of program will not eliminate this suspension.

Extension of Eligibility

The maximum timeframe students may receive federal and state financial aid cannot exceed 150 percent of the number of credits required to earn a degree. A student who graduated from a program and pursues another program at the College continues under the 150 percent timeframe for the new program. Students in this situation must complete the Extension of Eligibility Appeal Form, which can be obtained at Student Services on any campus.

Appeal of Financial Aid Suspension

A student who believes their Financial Aid Suspension is due to extenuating circumstances beyond their control can submit a written appeal. The appeal form can be found online at morainepark.edu.

The request must detail the circumstances and must include third-party documentation to substantiate the basis of the appeal. The U.S. Department of Education regulations (34 CFR 668.34) state that a student must meet one of the following criteria to appeal suspension from financial aid:

1. Death of an immediate relative of the student
2. Injury or illness of the student
3. Other circumstances that result in undue hardship to the student

Documentation must be provided to substantiate one of the above criteria. Appeals without documentation and/or not meeting one of the criteria will be denied. If the appeal is denied, the student will be notified in writing that the financial aid suspension will remain in place.

The appeal and all documentation will be reviewed by committee. If an appeal is granted, the student will be notified in writing. The student will also be placed on Financial Aid Probation (for one semester) and will be subject to any additional criteria specified in the appeal approval letter. Each student with an approved appeal must enroll in and complete a Careers course in which an Academic Plan for success will be developed. The course and plan must be completed within the first four weeks of the student's Financial Aid Probation semester. This plan must be maintained until the completion of the student's program in order to continue to receive financial aid for any further semesters. It is the student's responsibility to notify the Financial Aid office that any conditions of Financial Aid Probation have been met to continue to receive aid. If, at the end of the Financial Aid Probation semester, the student is not meeting the conditions of the Academic Plan or did not finish the Careers course within the first four weeks of the semester, the student will be suspended and ineligible to receive further financial aid at Moraine Park until SAP standards are satisfied.

Course Repeats

Please see the Student Handbook regarding institutional and programmatic rules for repeated courses. Incomplete courses (I grades) cannot be counted in enrollment status if repeated. A student may repeat a previously passed course once while utilizing financial aid at Moraine Park in an attempt to earn a better grade.

Credit for Prior Learning/ Transfer Credits

Students receiving or planning to receive financial aid or veterans benefits are required to have any prior education or training reviewed for transfer credits. These credits must be reviewed regardless if the fees for these courses were paid by the student or were funded by Financial Aid, Veterans or any other funding agency. The responsibility for evidence of credits received from other institutions rests upon the student. Consortium transfer credits will be evaluated as Moraine Park credits completed (grade report must be provided) but do not affect GPA.

Unusual Enrollment History

Some students have an Unusual Enrollment History (UEH) flag on their FAFSA record. The UEH Flag indicates whether the student has an unusual enrollment history with regard to the receipt of Federal Pell Grant (Pell Grant) funds and is intended to address possible fraud and abuse in the title IV student aid programs. Schools are required to perform additional review on students with this indicator.

Moraine Park Technical College will require all students with a UEH to provide official transcripts from all institutions attended during the applicable timeframe (previous three academic years). These institutions attended will be verified by using information from the National Student Loan Data System (NSLDS). If the student did not earn academic credit at *each* institution attended during the timeframe, they will be required to provide a letter outlining the reason(s) they failed to earn academic credit. Third-party documentation of this explanation is required. Academic credit is considered to be earned if the academic records show that the student completed any credit hours or clock hours.

These records will be reviewed by the Financial Aid Appeals Committee. A decision regarding future financial aid eligibility will be communicated to the student in writing. The decision is final and cannot be appealed to the US Department of Education.

Other Sources of Financial Aid

Scholarships

Many companies and unions offer scholarships, grants or low-cost loans to employees. Local community scholarship resources include the Kiwanis, Rotary, Chamber of Commerce and other civic, charitable or fraternal organizations. Also consider religious organizations, ethnic groups, local businesses, etc.

For more information:

- Go to morainepark.edu
- Click on “Financial Aid”
- Select “Scholarships”

Seek Assistance From a Professional Organization

Professional organizations may offer scholarships and assistance. The Occupational Outlook Handbook, published by the U.S. Department of Labor, lists these organizations.

Veteran Status

If you or a parent is a veteran, contact your local County Veterans Office or call the Veterans Administration for information on financial assistance for school.

Workforce Investment Act (WIA)

In Wisconsin, WIA job training programs are delivered through Job Centers. Programs serve adults, dislocated workers, and in-school and out-of-school youth. Training services may be available to individuals who meet eligibility requirements. Job seekers typically can select the training provider of their choice using an individual training account. Other training options, such as on-the-job training, also may be available in some locations.

Assistance for the Disabled

The State Department of Rehabilitation provides financial help for eligible disabled students. Assistance may include cost of tuition, fees, books and transportation. Contact the Vocational Rehabilitation Office in your area for possible assistance.

Temporary Assistance for Needy Families (TANF)

If you have dependents under the age of 18, you may qualify for TANF. Contact the County Social Services Department for more information.

TRiO Student Support Services (SSS)

TRiO Student Support Services is a federally funded program, which provides academic support for low-income, first-generation college students and students with a documented disability. The program offers workshops in financial literacy, study and note-taking skills, transfer advising and college visits. Qualified students work with an advisor to create an Individual Student Plan outlining the courses, personal and academic goals, and strategies to meet these goals. Interested? Find out more at morainepark.edu/gateways/trio-SSS/.

Special Circumstances

If you or your family have special circumstances that are not reflected in the determination of your eligibility for financial aid, you may request a review of your student and/or parent contribution (if dependent). Special circumstances may include paid medical or dental expenses not covered by insurance, a reduction or loss in income or benefits, or paid tuition expenses for children attending a private elementary or secondary school and excessive travel miles. Special Circumstance Applications are available by contacting the Student Services Center at the Moraine Park campus you plan to attend.

Taxation of Scholarships and Fellowships

1. The Tax Reform Act of 1986 included an amendment of Section 117 of the IRC that subjects scholarships and fellowships to taxation. These awards must be reported as income on your federal tax return. Monies used for tuition, fees, books, supplies and equipment required for courses of instruction will be excluded from gross income.
2. Please make sure you save the necessary records. You should keep your copy of your Financial Aid Award Letter and any revised award letters plus all receipts for your tuition, fees, books, supplies and required equipment. Students can also refer to their 1098T document available on *myMPTC*.
3. If you have specific questions, please contact your tax accountant.

Student Rights

Students have a right to know:

- What financial assistance is available, including federal, state and institutional aid.
- The deadlines for submitting applications.
- What criteria are used to award the various financial aid programs.
- How financial need is determined, including what the Cost of Attendance is.
- What resources are considered in calculating financial need and how other resources affect their need.
- That the information they give to the Financial Aid Office will be treated confidentially.
- Policies for students who withdraw.
- An explanation of the various funds in the financial aid package, including which financial aid programs must be repaid and which do not.
- They can have their financial need reviewed if their family circumstances have changed.
- How Satisfactory Academic Progress is determined and how it might affect their financial aid eligibility.



Student Responsibilities

Students have the responsibility to:

- Complete a financial aid application on time and accurately. Students must reapply for all financial aid programs annually.
- Provide any additional information requested for the processing of their Financial Aid file (such as Federal tax returns, tax transcripts, verification worksheets, or other documentation).
- Read and understand all forms that they are asked to sign and keep a copy of such forms for their record.
- Use financial aid for educational expenses only.
- Make Satisfactory Academic Progress as determined by the Financial Aid Office.
- Inform the Financial Aid Office of any additional Financial Aid they receive such as scholarships, outside grants, assistantship or other educational/ tuition assistance.
- Repay all loans according to the terms of the promissory note. Students who default on a loan are not eligible for additional Financial Aid.
- Perform their Federal Work-Study job in a satisfactory manner.
- Know and comply with any refund procedures.
- Inform Moraine Park if their personal information changes such as:
 - Their permanent or local address
 - Their enrollment status (credit load)

Moraine Park Technical College does not discriminate on the basis of race, color, national origin, sex, disability or age in employment, admissions or its programs or activities.

The following person has been designated to handle inquiries regarding the College's policies: Equal Opportunity Officer, Moraine Park Technical College, 235 North National Avenue, PO Box 1940, Fond du Lac, WI 54936-1940, 920-924-6459 or 920-924-3232.

Full Time (Days) Cosmetology Program

Financial Aid Award Addendum
2013-2014

IMPORTANT: Please refer the Moraine Park Financial Aid Award Guide for more information on other financial aid topics.

Estimated Program Cost of Attendance-Full Time (14 months)

	Living on Own (WI Resident, Full time)	Living With Parents (WI Resident, Full time)
Tuition and Fees	\$6,091	\$6,091
Board	\$10,150	\$4,620
Books / Supplies	\$2,544	\$2,544
Personal Expenses	\$3,024	\$3,024
Transportation	<u>\$2,772</u>	<u>\$2,772</u>
Total:	\$24,581	\$19,051

Estimated Cost of Attendance Typical student expenses included in the average cost of going to college depends on whether you live at home or off campus in a house or apartment and how far you commute to campus.

Not all costs have to be paid up front. Some expenses, such as transportation, are spread out over the year and can be met by a student working part-time during the year. Some expenses, such as room and board, may be covered by parents and will not

represent an out-of-pocket cost for you.

Cosmetology Program

Important: All students in the Cosmetology program who wish to utilize financial aid funds are required to attend a mandatory financial aid orientation at the beginning of the program. Failure to attend this orientation will prevent the student from receiving financial aid disbursements.

Financial Aid funds will be disbursed after every 16 weeks for students in the Cosmetology program. A payment period for the Full Time program consists of at least 936 hours and 32 weeks of instruction. Students can expect disbursements at the beginning of school and when they have successfully completed 468, 936 and 1404 hours for the Cosmetology program. Students must meet these clock hour requirements and meet all aspects of *Satisfactory Academic Progress (SAP)* in order to be eligible for Title IV funding. Each student will be evaluated on an individual basis to determine eligibility based on total cumulative hours and weeks in each payment period.

Enrollment Status for Cosmetology Students

Enrollment status for students in Cosmetology is based on the average number of hours per week of instruction.

Full Time=24 or more hours per week of instruction

Half Time=12 hours per week of instruction

Less than Half Time=Fewer than 12 hours per week of instruction

Disbursement of Financial Aid

The full time Cosmetology program at Moraine Park consists of two academic years. Funds are typically disbursed in two equal payments per academic year.

Estimated dates for disbursement (refunds are first available the Friday following these dates) for students beginning the Cosmetology program in **August 2013**:

Payment Period 1: September 9, 2013

Payment Period 2: February 4, 2014*

Payment Period 3: June 16, 2014*

Payment Period 4: September 15, 2014*

Estimated dates for disbursement (refunds are first available the Friday following these dates) for students beginning the Cosmetology program in **January 2014**:

Payment Period 1: February 4, 2014

Payment Period 2: May5, 2014*

Payment Period 3: September 24, 2014*

Payment Period 4: February 2, 2015*

*Date is subject to change based on student's eligibility and progress in the program.

Funds are only disbursed if the student is eligible and within the payment period they are meant to cover. When the Financial Aid Office determines that the student is eligible through the program instructors' attendance and grading records, the funds will be credited to the student's Moraine Park account. Current payment period financial aid funds may cover only \$200 maximum on a prior year past due balance.

For all first-year, first-time borrowers, Moraine Park may not credit the student's account with Direct Loan funds until 30 days after the first day class. All subsequent disbursements will come after the student has completed the required credit hours AND weeks of a payment period.

Satisfactory Academic Progress Standard for Cosmetology

Program Length: 1,872 clock hours

Full Time program length: 56 weeks

Maximum Time Frame: One and one-half times the length of the program (84 weeks for Full Time program)

Required Grade Average: Student must achieve a C grade average (77%) or better throughout the entire program.

Payment periods for disbursements of federal funds are scheduled to be paid at the beginning of the program and after the completion of 468 hours, 936 hours, and 1404 hours.

1. From 1-468 hours = First payment period
2. From 469-936 hours = Second payment period
3. From 937-1404 = Third payment period
4. 1405-1872 = Fourth payment period

Required Completion Rate/evaluation standards:

In addition to the meeting hour and grade averages listed above, the student must also be progressing toward successful completion of the program within the maximum time frame, 84 weeks for Full Time students, at the following rate:

After this number of weeks:	21	42	63	84
You must have completed at least:	468	936	1404	1872

Students meeting minimum requirements at evaluation will be considered to be making satisfactory progress only until the next scheduled evaluation.

Academic and attendance evaluation reports will be reviewed at 468 hours, 936 hours, and 1404 hours of training during the student's course of study. Students who make an overall grade average of *C or better (77% average) in all of their courses* on their academic evaluation and are meeting their scheduled attendance hours by their next evaluation are considered to be meeting satisfactory progress. Most courses allow for four hours of excused absence without grading penalty; after that point, one point per hour comes off the student's grade.

Financial Aid Warning

Students who fail to meet the satisfactory academic progress policy for the cosmetology clock hour program, (less than a minimum overall grade average of *C* or 77% in the instructor records) will be placed on Financial Aid Warning for one payment period. While on Financial Aid Warning, a student may receive financial aid but must meet Satisfactory Academic Progress standards at the end of the payment period.

Financial Aid Suspension

Students still not meeting after the completion of the Financial Aid Warning payment period will be placed on Financial Aid Suspension and will lose their eligibility to receive financial aid. To regain financial aid eligibility students must complete course work at their own expense until the above policy minimums are met. Any student who regains eligibility will be considered as making satisfactory academic progress. Students may appeal a Financial Aid Suspension. The steps to the appeal are detailed under “Appeals to the Satisfactory Academic Progress Policy.”

Appeals to the Satisfactory Academic Progress Policy

A student who believes their Financial Aid Suspension is due to extenuating circumstances beyond their control can submit a written appeal. The appeal form can be found online at www.morainepark.edu.

The request must detail the circumstances and must include third party documentation to substantiate the basis of the appeal. The U.S. Department of Education regulations (34 CFR 668.34) state that a student must meet one of the following criteria to appeal suspension from financial aid.

1. Death of an immediate relative of the student
2. Injury or illness of the student
3. Other circumstances that result in undue hardship to the student

Documentation must be provided to substantiate one of the above criteria. Appeals without documentation and/or not meeting one of the criteria will be denied. If the appeal is denied, the student will be notified in writing that the financial aid suspension will remain in place.

The appeal and all documentation will be reviewed by committee. If an appeal is granted, the student will be notified in writing. The student will also be placed on Financial Aid Probation (for one payment period) and will be subject to any additional criteria specified in the appeal approval letter. Each student with an approved appeal must enroll in and complete a Careers course in which an Academic Plan for success will be developed. The course and plan must be completed within the first four weeks of the student’s

Financial Aid Probation payment period. This plan must be maintained until the completion of the student's program in order to continue to receive financial aid for any further payment period. It is the student's responsibility to notify the Financial Aid office that any conditions of Financial Aid Probation have been met to continue to receive aid. If, at the end of the Financial Aid Probation period, the student is not meeting the conditions of the Academic Plan or did not finish the Careers course within the first four weeks of the period, the student will be suspended and ineligible to receive further financial aid at Moraine Park until SAP standards are satisfied.

Return of Title IV Financial Aid

In general, federal regulations assume that students "earn" federal financial aid in direct proportion to the percentage of the payment period they complete. Federal law requires schools to calculate how much federal financial aid a student has earned if that student:

- Completely withdraws, or
- Stops attending before completing the payment period, or
- Does not complete all modules (courses that are not scheduled for the entire payment period) for which he/she has registered at the time those modules began.
- Receives all Fs for all courses in any payment period.

Based on this calculation, Moraine Park Technical College students who receive federal financial aid and do not complete all their scheduled classes during a payment period could be responsible to repay a portion of the aid they received. Withdrawal from all courses before aid disbursements/refunds are available will cancel all financial aid. One hundred percent withdrawals, class cancellations, not attending and complete withdrawals subject to the federal refund requirements may still require adjustments and repayments.

Unearned funds must be calculated and returned as soon as possible but not later than 45 days from the determination of the student's withdrawal.

If a student leaves the institution prior to completing 60% of a payment period, the financial aid office recalculates eligibility for Title IV funds. Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:

Percentage of payment period completed = the number of clock hours the student was scheduled to complete in the period as of the day the student withdrew divided by the total clock hours in the payment period. This percentage is also the percentage of earned aid.

If a student earned less aid than was disbursed, Moraine Park Technical College would be required to return a portion of the funds and the student would be required to return a portion of the funds. Keep in mind that when Title IV funds are returned, the student may owe a balance to Moraine Park.

If a student does not pay funds due to the College to cover tuition and fees balance that resulted after the College returned their unearned portion of the federal funds, the student's records will be placed on financial hold. This means you will not be permitted to register for classes or receive transcripts until your balance is paid. Students who do not make payments or satisfactory arrangements will also have their debts submitted to outside collections and/or the State of WI Tax Refund Intercept Program for collection. Please contact the Accounting and Financial Services Office (AFS) at (920) 924-6321 for payment information. In addition, Moraine Park will refer all unpaid grant overpayments to the US Department of Education and you will become ineligible for further financial aid funding.