

Student Financial Assistance Information 2016-2017

Oakton Community College is pleased to provide you with the enclosed Financial Assistance Decision and Notification letter. We hope that the assistance offered will help you reach your educational goals.

AWARD DECISION and NOTIFICATION

Identifiers

Your name, address, and student ID number are listed on your letter. If they are **not** correct, you **must** provide the Enrollment Center with the correct information.

*If you change your name, address, or phone numbers during the semester, please notify the Enrollment Center. If you change your name, the College will need to use the name that is listed on your Social Security card. Please refer to name and address information listed in the section, **Disbursement of Aid.***

Award Programs

Please refer to the Program Descriptions below for further information. Read this section carefully to make certain you understand the type of aid you are being offered and to determine if you are able to comply with the requirements of receiving the aid. Most program names are abbreviated. *If you are uncertain about the types of aid offered or about program requirements, contact the Office. Amounts listed are usually based on full-time enrollment.*

Total Awards

The maximum award total for each term is based on **full-time enrollment (generally at least 12 credit hours in 100 level coursework or higher)**. *The actual term total received may differ based on your enrollment, the type of aid, and funding guidelines. Disbursement information also is provided in this document.*

Sessions

Students must register for late-start classes by the following dates to be considered for financial assistance:

Fall 2016: October 9, 2016

Spring 2017: March 5, 2017

Summer 2017: July 2, 2017

Financial assistance will not be available to students who register for classes after these deadlines.

PROGRAMS

Grants

Grants are a form of gift aid that need not be repaid.

- **Federal Pell Grant:** A federal grant for eligible students who do not already have a bachelor's degree or its equivalent. This grant is available for developmental courses (classes under the 100 level).
- **Federal SEOG:** A federal grant for eligible students who demonstrate exceptional financial need. Funding is limited.
- **State of IL MAP Grant (Est):** An Illinois grant for eligible students who demonstrate financial need. This grant is available for developmental courses. Awards are based on 15 credit hours. Enrollment in less than 15 credit hours results in a reduction of this grant.

By applying for financial aid and agreeing to share that information with the Illinois Student Assistance Commission (ISAC), you have been considered for the State of Illinois (IL) Monetary Award Program (MAP) Grant. If you were determined to meet the eligibility criteria for the MAP grant, an award is included on this Financial Assistance Decision and Notification letter. This award may be an estimate, and if so, is identified as a "State of IL MAP Grant-Est." MAP grants are limited based on the number of applicants and funding levels appropriated by the Illinois General Assembly. **Please be aware that in light of state funding constraints, reductions to estimated or actual MAP grants are possible.**

Eligibility for a MAP Grant is tracked by the equivalent number of semester credit hours of MAP benefits paid on your behalf. This is called MAP Paid Credit Hours. Payment for each term is being made according to the equivalent number of credit hours eligible for MAP payment, with a minimum of three and a maximum of 15 MAP Paid Credit Hours.

There is a limit on the number of MAP Paid Credit Hours that can be paid while you are classified by your school as a freshman and sophomore. This limit is the equivalent of 75 MAP Paid Credit Hours. If this maximum is reached, you must attain junior status for your MAP Grant eligibility to resume. The maximum number of MAP Paid Credit Hours that can be received is capped at 135. If a State of IL MAP Grant (Est) is not included in your award letter, you are not eligible for the grant at Oakton Community College.

Oakton only offers freshman and sophomore status. Important note for transfer students: any MAP Paid Credit Hours at another institution are counted towards the 75-hour limit, even if you do not have your academic transcript sent for course evaluation. If you exceed the 75-hour limit after your fall semester, the Office cannot disburse a spring semester MAP Grant, even if the amount was listed on your Financial Assistance Decision and Notification letter. Once you have earned more than 75 MAP Paid Credit Hours, you must attend a four-year college or university to be reconsidered for MAP eligibility at junior status. Transfer-bound students have the option of not using a MAP Grant at Oakton and preserving MAP eligibility for a four-year college or university. You may cancel your MAP Grant by providing written authorization to the Office.

- **SGA Tuition Assist Grant:** Provided by the Student Government Association, this grant assists students who would not be able to attend Oakton without some financial support. Grant recipients must comply with all general eligibility and academic standards required for federal student aid and maintain a 2.0 grade point average. The grant will pay up to \$70/credit hour, not to exceed financial need and the amount on your Financial Assistance Decision and Notification letter. Funding is limited and not available for laboratory fees. Students who are awarded this grant in combination with other financial aid are not eligible for a book voucher. No refunds are available for students receiving this grant.

- **Illinois Veteran's Grant (IVG):** This State of Illinois grant, providing for tuition and approved fees, is for qualified Illinois veterans. **Veterans must complete a Military Benefits Request form before the mid term of each semester that assistance is desired.**
- **Other Grants, Scholarships, etc.:** Your Financial Assistance Decision and Notification letter could indicate grants offered to you by other agencies and/or through special scholarship programs. Some examples include: DHS (IL Department of Human Services), Excellence Scholarship, IL National Guard, Private Scholarships. If the College becomes aware of this financial assistance after your first Financial Assistance Decision and Notification letter, the Office may be required to reduce or eliminate a type(s) of financial assistance previously offered. Most Oakton scholarships are not available for laboratory fees.

Loans

Direct Loans: Educational loans are serious financial and legal obligations. **They are debts and must be repaid.** Loans assist with the cost of tuition and fees. The loan obligations are described in more detail in a separate handout. If a loan is listed on your Financial Assistance Decision and Notification letter, you may want to continue the student loan application process. Please read all loan documents carefully before accepting the loan. Loan applications cannot be certified after a semester has ended.

Friday, March 17, 2017, is the deadline to apply for a loan.

If a Direct loan is not included in your Financial Assistance Decision and Notification letter, you are not eligible for the loan at Oakton Community College. If you are still interested in a student loan, you may appeal to the Enrollment Center by typing a letter of explanation about the need for a student loan and completing a loan budget worksheet.

PLUS Loans: These are loans available to parents of Oakton students. At Oakton, PLUS loans generally help families who are paying out of district tuition. To be considered for a PLUS loan, you must file for financial assistance and meet the Academic Standards for Financial Aid Recipients policy; the parent must complete a *2016-2017 PLUS Loan Request* form.

Alternative Loans: Interest rates, terms, and conditions are set by the bank/lender.

Employment

Federal Work Study (FWS): Students work on or off campus and are paid every two weeks. Your Financial Assistance Decision and Notification letter indicates the maximum amount that can be earned each semester. The Office of Career Services has information about working on campus. *The Enrollment Center has information about employment as a Reading Tutor in a local elementary school. These are especially desirable positions.*

Book Vouchers

Federal Pell Grant recipients whose financial aid exceeds tuition and fees may request a book voucher. The Enrollment Center provides these vouchers only in the first and second week each semester. All vouchers must be requested in person with proper identification at the Enrollment Center each semester: August 1, 2016 (fall 2016); and December 1, 2016 (Spring 2017). Book vouchers can only be used to purchase textbooks and required educational supplies at the Oakton Bookstores. Vouchers also may be requested by students who have a scholarship that may be used for books and/or supplies.

Disbursement of Aid

The dollar amounts indicated on the Financial Assistance Decision and Notification letter are usually based on full time enrollment.

The disbursed financial aid amount is based on credit hour enrollment, course level, academic progress, attendance, funding, and program regulations. If you drop, withdraw, fail, or do not attend courses, your awards will be adjusted or canceled. You will be liable for any overpayment that you receive. Noncredit courses are not eligible for financial assistance. Audit courses will not be included in the credit hours when calculating payment eligibility. However, these classes will count towards the evaluation of your academic progress. Please refer to the Standards of Academic Progress for Financial Aid Recipients policy for further information.

Award amounts are reviewed after attendance information has been recorded by the College. Financial Aid funds from these programs—Estimated Federal Pell, State of IL MAP Grant-Est, Estimated Federal SEOG, and SGA Tuition Assist—are credited directly to your account and applied to your Oakton Community College charges. Financial assistance may appear on your Oakton tuition bill as “Financial Aid Applied.”

Students who fail to attend class(es) are responsible for repaying financial aid awards immediately. Students who owe \$200 or more must pay the amount owed in full before registering for future classes at Oakton. Failure to attend class(es) also affects a student's ability to maintain the academic standards required to receive financial assistance.

Students who register for classes after the deadlines listed on the first page of this handout are not eligible to receive additional financial aid for these classes.

A correct permanent address is critical. Address information is updated in the Enrollment Center. If you live in an apartment, your name must be on the mailbox in order for the post office to deliver mail. Undeliverable checks are returned to the College, and a second mailing attempt is made if a different address is on file. Checks returned a second time are cancelled and the program funds are returned to the Government. If a student fails to cash a check within 90 days of issue, the College will cancel the check and the program funds are returned to the Government. Once funds are returned, it may not be possible to recover or reinstate the lost financial assistance.

The three major disbursement dates¹ for the 2016-2017 academic year are:

Fall Semester: October 2016

Spring Semester: March 2017

Summer Semester: July 2017

**Dates are subject to change without notice.*

STANDARDS OF ACADEMIC PROGRESS

This policy ensures successful completion of the student's academic program. The following standards apply to students seeking federal or state financial assistance. Recipients must:

- enroll in an eligible Oakton associate degree or certificate program that is at least 16 credit hours;
- maintain a cumulative 2.0 grade point average;
- complete 66²/₃ percent of the cumulative college credits attempted; and
- complete the program within 150 percent of credit hours required for the degree/certificate.

Students who have failed to maintain academic progress are not eligible to receive financial assistance. A detailed copy of the requirements is available at the Enrollment Center and is enclosed with your Financial Assistance Decision and Notification letter.

FEDERAL TITLE IV FINANCIAL AID REFUND POLICY

Students who receive financial assistance are expected to complete their coursework successfully with passing grades of C or above. In accordance with federal regulation, when a Title IV recipient withdraws from all courses during a semester, the College must review the student's financial assistance. If a refund of Title IV financial aid is required, the funds will be returned to the appropriate financial aid program. Determination of refunds is based on current federal regulation that requires financial assistance to be adjusted to percentage of time attended. A recalculation is required when a student's semester grades are all "F", "FR", **non-attendance, withdrawal, or any combination of these grades.** If it is determined that you are ineligible for your financial assistance or your assistance must be reduced, you must repay the financial assistance immediately. Federal Pell Grants, Supplemental Grants, Student Loans, and Oakton Community College scholarships generally must be repaid.

This refund policy does not apply to students who withdraw from individual classes.

FINANCIAL AID PAYMENT PLAN

Deferment of Tuition

All financial aid recipients must enroll in the Financial Aid EZ Pay Payment Plan. Every semester the Plan will appear as a payment option in the student's myOakton account once an Oakton financial aid advisor has determined the student's eligibility for a grant, scholarship, veteran's benefit, or student loan; and presented the student with an Oakton Financial Assistance Decision and Notification letter at least one week prior to the tuition payment due date. Financial aid recipients are responsible for submitting

their financial aid applications and meeting their payment obligations within the deadlines.

YOUR RIGHTS AND RESPONSIBILITIES

Rights

- You have the right to privacy. All records and data submitted as part of your financial aid application will be treated with the strictest confidence.
- You have the right to know what financial aid programs are available at Oakton Community College.
- You have a right to a complete explanation of the award process. This includes deadlines for submitting applications, the amount of aid you may receive, the types of programs included in your financial aid package, and how aid is disbursed.
- You have the right to contact the Office of the Student Loan Ombudsman to help resolve any student loan issues. The Ombudsman Customer Service Line is 1-877-557-2575 or www.ombudsman.ed.gov.

Responsibilities

- Read and understand all forms and agreements for the funds that you receive. Follow all directions carefully. Ask questions when more information is needed.
- Submit honest and accurate information regarding your financial aid circumstances.
- Be aware of College policies as they pertain to you and your financial aid. These include, but are not limited to, College refund policies, criteria for satisfactory academic progress, and policies regarding withdrawal from classes. This information may be found in the Oakton College Catalog.
- Sign a Master Promissory Note if you are seeking a loan.
- Resubmit your Free Application for Federal Student Aid (FAFSA) for each academic year.
- Inform the Enrollment Center of any changes in your family circumstances or resources that might affect your financial aid award.
- Inform the Enrollment Center of any name, Social Security number, permanent address, email, or phone number changes.

TECHNOLOGY

The Enrollment Center uses various new technologies to improve the services offered to students. Occasionally the Office experiences disruptions in the technical services provided and apologizes in advance for any confusion or frustration that this may cause during the year. The Office works to keep these interruptions to a minimum and truly appreciates your patience.

QUESTIONS

E-mail: enrollmentcenter@oakton.edu or visit www.oakton.edu.

Office Hours: Mon. - Fri., 8:30 a.m. - 5 p.m. (*summer hours vary*)

Des Plaines - Room 1860, 847-635-1708

Skokie - Room A100, 847-635-1250