



Policies and Practices Governing Student Financial Aid Assistance

Financial Aid Awards

Individuals receiving financial assistance must notify the Financial Aid Office of any other educational funding from sources outside the College as it may impact the aid listed on your enclosed award letter. It is not allowed for Jackson State Community College or any other institution to pay a student federal funds for the same period of enrollment without prior approval from both schools. Unauthorized payments may require that you repay federal funds.

Adjustments to Awards

This office reserves the right, on behalf of Jackson State, to review, change, or cancel an award at any time because of changes in a student's academic or financial status, lack of satisfactory academic progress, or the discovery of errors, clerical or other. Other reasons for adjustment include, but are not limited to: changes in enrollment hours, repeated courses, cancelled classes, additional aid received from other sources, non-attendance, enrollment in ineligible certificate programs, ineligible coursework or special session classes, enrollment in courses that are not required for the current program of study, or programs that differ from the regular academic calendar. Any commitment of funds to a student is tentative and contingent upon subsequent appropriations and actual receipt of funds.

Eligibility will be determined based on the number of credit hours for which a student is enrolled at the close of the 100% refund period for the regular term (consult our office prior to registration for mini-terms such as Maymester and the Holiday Term). Note: only those credit hours that apply toward a student's current program of study will be used to determine enrollment status. No adjustments will be made for Federal Pell Grants for classes added after the 100% refund period. Students who establish eligibility after this point in time will be paid for the actual number of credit hours for which the student is enrolled that apply toward their program of study at the time the student is awarded aid.

FAFSA Changes

Once financial aid is awarded, we ask students to allow a financial aid administrator to change FAFSA information if it is necessary. Students are only encouraged to add or change school codes on their FAFSA. **It is important to schedule an appointment to discuss information that the student and/or parent would like to change.** Documentation is required if changes are to be made. Any changes made may cause adjustments and/or cancellations of scheduled or disbursed awards.

Repeated Courses

All credits from repeated courses count toward maximum hours. Students may repeat a previously passed course once and be eligible for federal aid on the repeat. Students may repeat a failed course until it is passed and be eligible for federal aid.

Disbursement of Federal Funds

Students accept responsibility for all tuition and fees assessed at the time of registration. Federal funds will be disbursed when all eligibility requirements have been met. Students who pre-register for classes must **confirm** their registration and their intent to attend classes by going through jWeb online. This must be done by the last day to pay fees/confirm registration. It is very important that class schedules are finalized by this date and all holds have been cleared to allow financial aid funds to be applied to the student account. Students who do not have enough aid to cover all tuition and fees must contact the Business Office to pay the remaining balance or set up a deferred payment plan. Classes will be dropped if payment or confirmation is not received by the deadline. **If you do not plan to attend classes for which you are registered, you must contact the Financial Aid Office so that your financial aid may be cancelled.**

Students registered after the last day to pay or confirm must contact the Financial Aid Office **the same day they register** to have their financial aid **applied to their account and confirm their registration.**

Students with money left over may opt-in to receive refunds via Direct Deposit or they may receive a paper check. Direct deposit is the faster option. If students choose to receive a paper check, it will be mailed within 14 calendar days of disbursement to the account. Excess financial aid may be used for books, supplies and other educational expenses. It is your responsibility to keep JSCC updated with your current address. Additionally, you **will be** required to return financial funds if you do not attend classes.

Federal Pell Grant

Beginning July 1, 2012, students are limited to 12 semesters (or its equivalent) of Federal Pell Grant. Students may refer to www.studentaid.ed.gov/pell-limit for more information.

Tennessee Student Assistance Award

Tennessee Student Assistance Awards are generally not disbursed until the mid-point of each semester. Semester awards will be based on hours enrolled at the end of the drop/add period. Students wishing to transfer their award from another school should contact the Financial Aid Office.

Tennessee Education Lottery Scholarship Program (TELS)

The lottery scholarships are administered by the Tennessee Student Assistance Corporation (TSAC) who determines eligibility for the scholarship. The TELS award may not appear on your enclosed award letter. Students must enroll for at least six credit hours in a degree program to be eligible for the award. The scholarship amount will be based on enrolled hours as of the 14th day of each term. Funds will be applied to student accounts after this date. Students are expected to read, understand and sign a summary of the TELS policies before the scholarship is applied to their account.

Tennessee Promise Scholarship Program

Tennessee Promise, administered by TSAC, is a last-dollar scholarship. Jackson State does not determine eligibility or award the scholarship. Therefore, the award will not appear on your enclosed award notification. Students must enroll for at least 12 credit hours each semester to be eligible for the award, unless approved for part time attendance. The scholarship pays for basic tuition and fee charges that are not covered by the Federal Pell Grant or other state funds. Some miscellaneous charges are not covered by the scholarship.

Tennessee Reconnect Grant

Tennessee Reconnect, also administered by TSAC, is a last-dollar scholarship for adults to earn an associate degree or technical certificate, tuition-free. Students must maintain continuous half-time enrollment (6 hours) in fall and spring semesters. The scholarship pays for basic tuition and fee charges that are not covered by the Federal Pell Grant or other state funds. Some miscellaneous charges are not covered by the scholarship.

Federal Work-Study (FWS) & Institutional Work Awards

Job assignments are made according to the student's academic major or work experiences. The award amount is money to be earned during the academic year. Students are paid monthly for the actual hours worked.

Class Attendance

Class attendance is monitored. Non-attendance may require repayment of part or all federal aid received. Distance education courses may require proof from your instructor that you have attempted coursework. Instructors report students who do not attend class and the Financial Aid Office determines if repayment of funds is required.

Satisfactory Academic Progress

Students must maintain satisfactory academic progress to remain eligible for all federal and state financial aid. Our satisfactory progress policy and information concerning the appeal process can be found at www.jsc.edu/financial-aid/ or be obtained from the Financial Aid Office.

Impact of Withdrawal on Eligibility for Federal Funds

The Higher Education Amendments of 1998 stipulate a formula for calculating the amount of federal aid a student and school can keep when a student withdraws from all classes. Students who withdraw from all classes prior to completing 60% of the term will have their eligibility for federal aid recalculated based on the percentage of the term they completed and may be required to return a portion of the federal funds considered to be unearned. Note that this policy shall apply to all Federal Title IV funded students who officially withdraw, as well as students who stop attending ALL classes without officially withdrawing. Federal Title IV funds defined for this policy include: Federal Pell Grant and Federal Supplemental Educational Opportunity Grant (FSEOG). Additional information can be found at www.jsc.edu/financial-aid/. You also may obtain this information from the Financial Aid Office.

Other Important Consumer Information or School Disclosures

Details concerning federal, state and institutional funds are provided in the **Consumer Information** section on the Jackson State financial aid website at www.jsc.edu/financial-aid/. Prospective and current students will read information about the impact to drop or withdraw from courses, cancelled classes, non-attendance, or changes to their class schedule. Additionally, information is located on the website Student-Right-to-Know disclosures.

Renewal of Your Financial Aid

Financial need will be evaluated each year, and appropriate increases or decreases in the amount of the assistance offered will be made. The completion of a new federal application for financial aid (FAFSA) is required each year. The renewal application should be submitted as soon as possible after October 1. Application results should reach our office by our March 15 priority deadline.

Financial Aid Web Address: www.jsc.edu/financial-aid

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