

IMPORTANT INFORMATION!

- **CHANGES IN ACADEMIC STATUS:** You should contact the Financial Aid Office to determine if any changes in your academic status might result in a loss or change in aid awarded. For example, dropping or adding classes [how it impacts the current term as well as future terms (SAP)], changing your major, adding mini-mester courses, credit by exam, taking courses not required for your primary program of study, or withdrawing from (or earning “F”s in) all courses.
- **FULL-TIME VS. PART-TIME STATUS:** The award amounts listed on your award letter are based on *full-time** status. The amount will be LESS if you enroll as a three-quarter-time (9-11 cr. hours), half-time (6-8 cr. hours), or less-than-half-time (<6 cr. hours) student. State aid and federal loans require at least half-time enrollment. *Federal = 12 credit hours; State = 15 credit hours.
- **PROGRAM ELIGIBILITY:** Students enrolled in the following diploma and certificate programs will have their credit hours converted to clock hours to determine enrollment status and aid eligibility: Alternative Transportation Technology Diploma, Automotive Light-Duty Diesel Diploma, Cosmetology Instructor Certificate, Esthetics Instructor Certificate, and Esthetics Technology Certificate. That conversion is calculated by adding the total class and lab hours listed for each course, multiplying that figure by 16, and then dividing it by 37.5. **Some certificate programs do not qualify for any federal aid – check with the Financial Aid Office for a current list.**
- **FINANCIAL AID AWARD & POSTING:** You can locate your financial aid award in MyBlueRidge under Financial Aid. Aid will NOT be reflected on the Account Summary until it has actually posted to your account after the census date (i.e. first 10% of the semester).
- **DMA MODULES & MINI-MESTER ENROLLMENT:** Your financial aid for the semester will be based on your enrollment at the official census date at the beginning of the semester. Courses added at a later date DO NOT QUALIFY for additional financial aid. **Aid will post for only those classes in which you have begun attendance.**
- **DEVELOPMENTAL CLASSES:** A student may only receive federal financial aid for a maximum of 30 credit hours of attempted developmental courses.
- **PAYMENT/CREDIT BALANCES:** If your financial aid does not cover all charges, you must pay the remaining balance to the Cashier by the date listed on the college calendar or your class schedule will be dropped. If your financial aid does cover all charges, you may utilize any credit balance of up to \$1,225 each semester in the College Bookstore by charging course-related books and supplies against it (i.e. this includes purchasing one computer). Checks for any remaining credit balance will be issued as follows:

| | | |
|--------------------|-------------|-------------------------------|
| BOOK CHARGES: | Fall 2019 | August 5 – September 6, 2019 |
| | Spring 2020 | December 28– January 24, 2020 |
| | Summer 2020 | May 8 – May 28, 2020 |
| REFUNDS AVAILABLE: | Fall 2019 | September 27, 2019 |
| | Spring 2020 | February 19, 2020 |
| | Summer 2020 | June 18, 2020 |
- **LOANS:** Students offered loans may 1) decline the loan, 2) accept a lesser loan amount, or 3) accept the full amount offered. If a student wants to decline a loan, no action is needed. To accept a loan, the student should complete the Direct Loan Active Confirmation Form, as well as Entrance Counseling and a Master Promissory Note (if not already on file). **Students should refer to the Student Loan and Basic Money Management pages on the website for important information to help them determine how much they should borrow, if any.**
- **WHAT FINANCIAL AID DOES NOT COVER:** Audited classes, continuing education classes, repeat courses with a grade of “C” or better, credit-by-exam courses, or courses outside of or not required for the primary program of study.
- **WITHDRAWAL FROM SOME OR ALL COURSES AT THE COLLEGE:** Depending on your last date of class attendance, your aid may be adjusted; thereby leaving you with a balance due to the College. Please refer to the policy in full as listed on the website.
- **SATISFACTORY ACADEMIC PROGRESS:** Students must be making Satisfactory Academic Progress in order to continue receiving financial aid. Please refer to the policy in full as listed on the website or on the reverse side of this Information Sheet.
- **SPECIAL CIRCUMSTANCES:** If your financial situation (loss of job, divorce/separation, loss of untaxed income, etc.) has changed significantly from what was filed on the Free Application for Federal Student Aid (FAFSA), you may complete a Special Circumstances Form and submit it along with supporting documentation for consideration.
- **SUMMER 2019:** Students may qualify for a Federal Pell Grant and/or Direct Loan for summer. Check with the Financial Aid Office.

BLUE RIDGE COMMUNITY COLLEGE SATISFACTORY ACADEMIC PROGRESS POLICY

Purpose

Federal and state regulations require that students receiving financial aid maintain satisfactory academic progress. BRCC applies these standards to all federal and state financial aid funds in order to maintain a consistent procedure for all students receiving assistance.

Procedure Statement

In order to be eligible for financial aid, students must meet the following minimum guidelines:

1. Students must successfully complete at least **67%** of all credit hours attempted.
2. Students must maintain a cumulative grade point average of **2.00** (C) or better at BRCC.
3. Students must complete their program of study in a timeframe not to exceed 150 percent of the credit hours required of the program. All credit hours attempted will be counted even if the student changes programs.

Special Notes

1. **Withdrawal** - Students who officially withdraw from classes (or are withdrawn unofficially by their instructor for non-attendance) should understand their withdrawal might affect their eligibility for financial aid determined by this satisfactory academic progress policy.
2. **Grades** – Grades of A, B, C, D, P or CR will be considered as hours attempted and earned. Grades of F, W, R or I will be considered as hours attempted, but will NOT be considered as hours earned. Grades of NS or Y will not be counted as hours attempted OR earned. Transfer credit hours accepted from other institutions are included in the calculation of the maximum timeframe.
3. **Repeated Courses** - Students are permitted to repeat a class in which their prior grade was a “W”, “R”, “F” or a “D”. *[SPECIAL NOTE: This provision may not apply to a student who is receiving VA benefits]*
4. **Enrollment at two colleges during the same term (Consortium Agreement)** – A student’s academic progress will be calculated by BRCC as the Home Institution, with the 67% rule being calculated based on hours attempted at both institutions and the GPA from BRCC only.
5. **Developmental Courses** - Developmental courses (designated by course numbers below 100, e.g. MAT 060) ARE eligible for inclusion in receipt of financial aid, and therefore, meeting Satisfactory Academic Progress guidelines. However, a student may only receive financial aid for a maximum 30 credit hours of attempted developmental courses.

Review Process

It is the student’s responsibility to be aware of his/her eligibility for financial aid. Each student’s academic record will be evaluated at the end of every semester to determine their eligibility for financial aid the next term. Once a student fails to meet the minimum guidelines for receipt of financial aid, the student will be placed on Financial Aid Warning for ONE semester. The student is eligible to receive aid during that FA Warning semester. If the student fails to regain eligibility at the end of the warning semester, financial aid will be suspended and the student must pay for their next semester of enrollment. A student’s financial aid will be reinstated the next semester of enrollment after meeting both the 67% hours attempted AND the 2.00 cumulative GPA requirements.

Appeal Process

A student who has become ineligible for financial aid due to a failure to meet the minimum guidelines for Satisfactory Academic Progress may appeal their status to the Financial Aid Office and request to be placed on Financial Aid Probation. Appeals will be considered for extenuating circumstances (i.e. an extended illness or injury, death in the immediate family, length of time out of school, etc.) and must be made in writing, stating why they failed to meet the guidelines *and* how those circumstances have changed. In addition, the student should provide all relevant supporting documentation (e.g. hospital/doctor verification, death certificate, etc). Circumstances that are deemed to be academic in nature or within the student’s area of control are not usually considered as grounds for appeal. Appeals may be made for any student not meeting the 67% or the GPA requirement. Students with documented learning disabilities, medical conditions requiring a change in program, or those with a semester or less remaining to complete their program may appeal the 150%-time frame. All appeals should be submitted to the Financial Aid Office with ample time for processing so that the approval or denial of their appeal may be made in a timely manner prior to the payment deadline.

Students who are placed on Financial Aid Probation may be required to meet specific criteria as outlined in an individualized Academic Plan in order to be eligible for continued receipt of financial aid.

If the student’s appeal is denied, their financial aid will be suspended and the student must pay for their next semester of enrollment. A student’s financial aid will be reinstated the next semester of enrollment after meeting both the 67% hours attempted AND the 2.00 cumulative GPA requirements. A student may appeal the decision of the Financial Aid Office by requesting, in writing, that their appeal be reviewed by the Financial Aid & Scholarship Committee.