



2014-2015 Conditions of Awards Accepting/Declining/Reducing Aid

1. It is **assumed** that you have **accepted** all **awards** (except federal/institutional employment and PLUS loans) listed unless you contact the Financial Aid Office to indicate the award that you wish to reduce. Although loans may be declined or reduced at any point in the process, the sooner you notify us the better.
2. It is the responsibility of the student to notify the Financial Aid Office (**FAO**) of **any awards** from all sources that are **not listed** on your award letter (i.e. Veteran's Benefits, Scholarships, Agency Refunding). Upon receipt, FAO will adjust your Financial Aid Award to reflect the addition.
3. **Verification:** Each year the federal government randomly selects approximately one-third of all the financial aid applicants for the verification process. Before any Financial Aid may be disbursed, the FAO is required to verify the prior year income for the applicant. If you have been selected for Verification, you will be (or have been) sent a Verification Worksheet, which must be completed and returned to the FAO. You must also verify your income. Acceptable documentation for federal income tax verification includes importing your tax information directly from the IRS using the *IRS Data Retrieval Tool* on the FAFSA website (this information should not be altered once you import it), or providing the FAO with a copy of your tax transcript that you obtained directly from the IRS. The FAO may also request that you provide additional documentation to verify income (W2's, signed statements, etc.).
4. **Additional documentation** may be requested by the FAO to clear up any discrepancies. Students are encouraged to respond immediately to request by the FAO so that they may monitor any outstanding requirements for additional documentation.
5. **Enrollment Status:** Financial Aid Awards are based on anticipated enrollment status, i.e.:

Full-time – 12 or more credits/semester

¾ time – 9, 10, or 11 credits/semester

½ time – 6, 7, or 8 credits/semester

Less than ½ time – 1 to 5 credits/semester

Aid eligibility, award amounts and cost of attendance (budgets) will be adjusted to reflect a change in enrollment status.

6. **Federal Direct Stafford Loans:** First time borrowers must complete a Master Promissory Note (MPN) and Entrance Counseling before loan monies will be available. You may satisfy the Entrance Interview requirement at the www.studentloans.gov website by clicking the "Sign In" button under the "Manage My Direct Loans" section of the website, selecting the "Complete Counseling" link in the center of the screen, and choosing "Entrance Counseling" on the following screen. You may complete the MPN electronically at www.studentloans.gov by clicking the "Sign In" button under the "Manage My Direct Loans" section of the website and selecting the "Complete Master Promissory Note" option. You will need your Federal PIN to sign the MPN. (If you do not have a Federal PIN, you may apply for one at www.pin.ed.gov). **Stafford borrowers will receive their Stafford Loans after the first thirty days of their first semester at Douglas Education Center.**
7. **Federal Direct Parent Loan (PLUS):** If your parents wish to borrow from the Direct Federal PLUS Loan they **must** apply for the funds on-line at www.studentloans.gov.

- To Apply on-line, the parent should:
 1. Go to www.studentloans.gov on the internet
 2. Click the "Sign In" (a Federal PIN is required) button under the "Manage My Direct Loans" section of the website.
 3. Complete the PLUS application per the on-line directions.

PLEASE NOTE: A worksheet is included with your award letter to help your parent determine the amount they would like to borrow. The amount of PLUS eligibility may change with the addition of any other Financial Aid not identified on this award letter. Lastly, if a parent is denied a PLUS Loan, the parent has the option of appealing the credit decision, adding an endorser (cosigner) to the application, or the FAO may award you an additional \$4000 in an unsubsidized Stafford loan.

8. **Student Employment:** Douglas Education Center currently offers employment in both the Federal Work Study (FWS) and Institutional Work Study (IWS) programs. To apply for this award the student will need to complete a student employment application. The application is available through the FAO. If a department has an open position, they will contact the student to set up an interview if the department feels that they meet the basic qualifications. A student's eligibility will be reviewed on an annual basis. **Every effort will be made to assist students in securing employment but there are no guarantees.**

Students may earn FWS funds during the period identified on the financial aid award letter during which time which they will receive a bi-weekly paycheck for the hours they have worked. Please note, the award is made available to the student **but it is up to the student to apply to utilize these funds**. Therefore, these earnings should not be used to offset a student's bill, nor when estimating the amount you must pay to Douglas Education Center or estimating funds received in the form of a refund.

Please note that both the FWS and IWS programs have very limited funds. The IWS program in particular has extremely limited funding, and may not be offered every semester.

9. **Satisfactory Academic Progress (SAP)** for Federal Student Aid Recipients: Students must maintain SAP to remain eligible for federal student aid. The complete SAP Standards may be reviewed in your Douglas Education Center catalog.
10. Awards are **subject to change** based upon completed Income Verification, enrollment status, enrollment in a degree program, Satisfactory Academic Progress review, housing status, additional aid awards not previously considered, and any other factors that might impact student aid eligibility.
11. If you are the recipient of a **PHEAA State grant**, you should be aware that the PHEAA State Grant Agency might also request additional documentation (federal tax returns, supplemental information forms, etc.) from you. Be sure to respond quickly to PHEAA, even if you have already provided the same information to Douglas Education Center. Students attending a post-secondary institution prior to DEC will be asked to provide their college transcripts. This applies to both withdrawals and graduates
12. **Renewable Scholarships, Agency Funding, etc.** are subject to change on award letters after grades and SAP have been reviewed. **Most scholarship sponsors require the student to submit the requested documents such as prior semester grades, new schedules, etc. to renew their scholarship.** Your FAO can assist with this but it is your responsibility to be aware of your scholarship requirements.
13. Remember that you must **apply for financial aid every year**. The preferred filing deadline is April 15th (May 1st for PHEAA State Grant consideration).