



Financial Aid Information 2011-2012

Financial assistance is available to most students meeting basic eligibility requirements. Due to the number of applicants and the information that must be reviewed in the application process, **processing a financial aid application may take up to 12 weeks from the date that the aid application is complete**, so it's important that you apply as early as possible. An application checklist is provided below. Application deadlines and a summary of some of the more important financial aid requirements and policies are on pages 2 – 4. Please review the following checklist and financial aid information carefully; **you are responsible for keeping informed of application procedures and meeting all priority dates when applying**. Check our website at www.lwtc.edu/financialaid for more information.

Financial Aid Checklist

- ADMISSIONS:** New students must apply for admission into an eligible degree or certificate program. Admission information may be found at www.lwtc.edu/Admission/Getting_Started_at_LWTC.xml
- FAFSA:** Complete the Free Application for Federal Student Aid (FAFSA). The 2011-2012 (Summer 2011 through Spring 2012) FAFSA is available online at www.fafsa.ed.gov. You will need your 2010 tax/income information. Our federal school code is **005373**. Applying on-line is the fastest and easiest method. On-line FAFSA worksheets are available outside the Financial Aid Office. After the federal processor reviews your application, you will receive a Student Aid Report at your home address or email address if provided. If you have listed Lake Washington Technical College on your FAFSA, our financial aid office will receive your electronic student aid report.
- ABILITY TO BENEFIT:** Students who do not have a high school diploma, GED, or a 2 year degree or equivalent, must submit proof of meeting the minimum scores on an approved "Ability to Benefit" test. The LWTC Assessment Office administers the Compass test which is approved by the Department of Education. Further information regarding testing can be accessed at: www.lwtc.edu/offices_and_services/department_pages/assessment_center.xml
- Complete the FINANCIAL AID DATA SHEET, available at our website above.
- VERIFICATION DOCUMENTATION:** If noted on your Student Aid Report that you were selected for verification, you must provide copies of your 2010 Federal Tax Return for yourself, your spouse (if married), and your parents (if your parent's information was required on the FAFSA). A 2011- 2012 Verification Worksheet is also required. The worksheet can be accessed at: www.lwtc.edu/financialaid; click on "Financial Aid Forms".
- ADDITIONAL DOCUMENTATION:** If noted on your Student Aid Report, you must document citizenship, selective service registration, or defaulted loan status, etc. The financial aid office may also request further documentation.
- STUDENT LOANS:** Students interested in obtaining a Stafford Student Loan must complete:
 1. **Loan Request Form** available at: www.lwtc.edu/financialaid; click on "Financial Aid Forms".
 2. If you are a first time loan borrower at Lake Washington Technical College, you must complete an on-line **Loan Entrance Counseling Session** and an on-line **Master Promissory Note**. Go to www.lwtc.edu/financialaid, and click on "Student Loans"; links to both items are located in the drop out menu. **Please note that your Direct Loan Request Form cannot be processed unless these items are completed.**
 3. You will receive notification (award letter) after your student loan has been processed.

APPLICATION DEADLINES

To receive priority processing consideration for the academic year completed application forms must be received by **April 15, 2011**. Students applying after the priority processing deadline of **April 15, 2011**, must meet the priority deadlines for each quarter below to be considered for funding before quarter start. **Funding is limited and there is no guarantee funds will be available after the priority date.** Students who do not meet the published priority date will be considered for funding in the next cycle.

QUARTER PRIORITY DATES:

<u>First Quarter Attending</u>	<u>Priority Deadline</u>
Summer 2011	April 15, 2011
Fall 2011	June 24, 2011
Winter 2012	October 7, 2011
Spring 2012	January 6, 2012

 **STUDENTS MUST RE-APPLY FOR AID EACH YEAR. CONTACT THE FINANCIAL AID OFFICE TO VERIFY WHEN NEW APPLICATIONS WILL BE AVAILABLE.**

AWARD YEAR

The financial aid award year for LWTC is from July 1st through June 30th the following year (Summer through Spring quarter).

Most grant aid (Pell, SEOG, and State Need Grant) must be awarded over a maximum of 3 quarters in an academic year.


This means that students who begin school in summer qtr. may only receive certain types of aid from summer through winter quarters (there may not be a spring quarter disbursement). Please see the Financial Aid Office for questions about annual disbursements of aid.

ELIGIBILITY

Generally, students are eligible for financial aid if they meet the following conditions:

- Enrolled in an eligible program at LWTC for the purpose of obtaining a degree or certificate (**Note: Students who must complete pre-requisites to be fully accepted into a program are only eligible for student loans, and may receive the loans for a maximum of one calendar year from the date the loan was first received.**)
- Citizen of the United States or an eligible non-citizen
- Making satisfactory academic progress as defined by LWTC's Satisfactory Progress policy (see page 4 for details)
- Not in default on any student loans, or owing a refund on any federal or state grants
- If male, registered with the Selective Service
- High School graduate or GED, or achieve minimum scores on approved "ability to benefit" test (see "Ability to Benefit")
- **ABED and ESL classes are not eligible for most federal and state financial aid at LWTC**

- Students with a Bachelor's Degree are not eligible for state or federal grants (**this includes a Bachelor's Degree or the equivalent earned in a country other than the U.S.**)

 **STUDENTS MAY RECEIVE AID ONLY FOR COURSEWORK THAT IS PART OF THEIR PROGRAM. AID MAY BE RECEIVED FOR A REPEATED COURSE ONLY IF IT IS DEEMED ACADEMICALLY NECESSARY. A PASSED CLASS MAY ONLY BE FUNDED ONE ADDITIONAL TIME IF ACADEMICALLY NECESSARY.**

ABILITY TO BENEFIT

To be eligible to receive financial aid at LWTC, students must have a high school diploma, GED, a 2 year degree or equivalent, or satisfactorily complete at least 6 credits of regular (not developmental) coursework in their degree or certificate. Students may also meet this requirement by documenting that they have met the minimum scores on an approved "**Ability to Benefit**" test as noted below.

COMPASS:

Writing Skills	32
Reading Skills	62
Pre-algebra/numerical	25

ASSET:

Numerical Skills:	33
Reading Skills:	35
Writing Skills:	35

APPLICATION PROCEDURE

Due to federal and state regulations, the Financial Aid Office cannot offer any aid until all required forms or documentation is received. If there is conflicting information, or if a student is selected for Verification, the necessary documentation needed to resolve the conflicting information or to complete Verification must be received before aid can be offered. It is important that students apply as early as possible to avoid any delays in receiving aid. **TO AVOID DELAYS IN PROCESSING OR NOTIFICATION, STUDENTS MUST NOTIFY THE FINANCIAL AID OFFICE PROMPTLY OF ANY CHANGES IN ADDRESS OR PHONE NUMBER.**

COST OF ATTENDANCE

Student budgets are an estimate of cost of attendance expenses for a nine month academic year, or 3 quarters. Budgets are primarily limited to the students' educational expenses. Please note that students cannot receive financial aid funds in excess of their cost of attendance for an academic year. This includes all aid from grants, loans, work study, WRT, WTA, etc. **The estimated 9 month resident student budgets at LWTC for 2011-2012 are:**

	<u>Living With Parent</u>	<u>Not Living With Parent</u>
Tuition/Fees	\$4479	\$4479
Books/Supplies	\$1254	\$1254
Room/Board	\$3192	\$9378
Transportation	\$1680	\$1680
Misc. Personal	\$1530	\$1704
Total	\$12,135	\$18,495

EXPECTED FAMILY CONTRIBUTION


The federal government and the Department of Education determine the process used to calculate a student's eligibility. The student's and their spouse's income (or parent's income, if the student is considered a dependent student by federal guidelines,) from 2010 is used as the basis for determining a student's "EFC" or *Expected Family Contribution*. This figure in turn helps to determine the need and amount of aid a student may receive. If a student feels their families' financial circumstances have changed significantly from the preceding year (i.e., loss of job, etc.) the student should contact the Financial Aid Office.

FILE REVIEW

During the file review process, additional information may be needed to determine eligibility. It is important that any required information be submitted in a timely manner. Completed files are processed daily. **Awards will be based on available funding and the student's eligibility at the time the student's file is complete and correct.**

ENROLLMENT STATUS

Because of limited funds, students will be awarded as full time (12 or more credits) initially. If there is a change in enrollment status, the Financial Aid Office will adjust the student's award accordingly.

 **STUDENTS WHO DROP FROM CLASSES AFTER AID HAS BEEN DISBURSED BEFORE OR ON THE 5TH BUSINESS DAY OF THE QUARTER MAY OWE A REFUND OR REPAYMENT. THE FINANCIAL AID OFFICE CANNOT INCREASE ANY AWARDS FOR ADDING CLASSES AFTER THE 5TH BUSINESS DAY OF THE QUARTER.**

STUDENTS AWARDED A STATE NEED GRANT MAY NOT RECEIVE FUNDS IN EXCESS OF THEIR TUITION AND ALLOWABLE FEES. STATE NEED GRANT AWARDS MUST BE REVIEWED AND ADJUSTED, IF NEEDED, EACH QUARTER.

Aid will be awarded or pro-rated (reduced) according to the following enrollment levels:

Full Time:	12 credits or more
Three-quarter time	9 – 11 credits
Half-time:	6 - 8 credits
Less than half-time:	1 - 5 credits

NOTIFICATION OF AWARD


When eligibility and need are determined, the Financial Aid Office will attempt to meet the student's need based on the student's enrollment level and available funding. ***When awarded, students are mailed an award letter which indicates the financial aid program and the amount awarded quarter by quarter.*** It is important that students read all of the information on the award letter. Students ineligible to receive grant aid will be notified by letter. Please be sure that the Financial Aid Office has your current address as award letters may not be forwarded.

REGISTRATION INFORMATION

Registration is the official process of enrolling into specific classes; tuition is due at the time of registration. If a student has been awarded aid, they may request to have their tuition deferred up to the amount of their award at the time of registration by completing a payment deferral form at the Financial Aid Office. Students not meeting application priority dates need to make arrangements to pay tuition costs until a financial aid determination has been made. Any portion of tuition and fees not covered by aid must be paid at the time of registration.

DISBURSEMENT OF FUNDS


With the exception of summer quarter, checks are usually available to students who have been awarded on or after the first day of the quarter (*First quarter checks for first-time, first-quarter Stafford student loan borrowers are delayed for 30 days from the start of the quarter per federal regulations*).

 **AN ATTENDANCE VERIFICATION FORM AND PHOTO ID ARE REQUIRED TO PICK UP CHECKS. ALL REQUIRED FINANCIAL AID PAPERWORK MUST BE COMPLETE, AND ATTENDANCE VERIFIED, BEFORE CHECKS MAY BE RELEASED.**

Go to www.lwtc.edu/financialaid, and select "How To Receive Your Aid" from the menu for details.

REFUND AND REPAYMENT

Students who do not complete all classes funded by aid in a quarter are subject to federal and state refund and repayment regulations for financial aid, as well as the college's own refund policy. Students must attend classes funded by financial aid. **If attendance cannot be documented for the minimum enrollment level funded, aid may need to be re-calculated and the student may owe a repayment to an aid program.**

 **For students who have received federal or state aid and have withdrawn before 60% of the quarter has been completed, aid eligibility must be reviewed and re-calculated on a pro-rated basis as appropriate. Students are also subject to the college's own refund policy. DUE TO THIS REQUIREMENT, STUDENTS WHO WITHDRAW EARLY MAY OWE A REFUND OR REPAYMENT OF AID.**

Eligibility and refunds for state and other aid received is determined by the college tuition refund policy (see school catalog.) A copy of the Financial Aid Office's refund policy is available upon request.

2011 - 2012 ACADEMIC CALENDAR*

Summer 11:	July 5 to August 26
Fall 11:	Sept. 19 to December 8
Winter 12:	January 3 to March 22
Spring 12:	April 2 to June 20

* Dates are estimated at time of printing

FINANCIAL AID AVAILABLE

Federal Pell Grant

The federal Pell grant, like other grants, is aid that is free monetary assistance for educational expenses. Students who have earned a baccalaureate degree are no longer eligible. Like other grants, the Pell Grant is adjusted for less than full-time enrollment.

Federal SEOG Grant

(Supplemental Educational Opportunity Grant) This grant is awarded to high need students who apply early in the year (funds are limited). Students must be Pell eligible.

Washington State Need Grant

Students apply by filling out the FAFSA. This grant is available for Washington residents only. The State Need Grant is adjusted for less than full time enrollment and **may not exceed the amount of allowable tuition and fees each quarter.**

Scholarships

Scholarships, like grants, offer free monetary assistance for educational needs. Scholarships are offered by organizations associated with the college and by outside agencies. For a current list of resources, please visit our Web site at: www.lwtc.edu/financialaid.

Student Work Study

Work Study is part time employment funded by federal or state financial aid funds. Students apply by marking they are interested in work study on their FAFSA. Funds are limited and are awarded to students on the basis of need who apply early. Students may work up to a max. of 19 hours a week. Students must be enrolled at least half-time. For more information, please visit our website.

Stafford and PLUS Loans

The federal Stafford loan is a loan guaranteed by the federal government. Repayment usually begins 6 months after you leave school or drop below half-time. There are 2 types of Stafford loans: a “**Subsidized**” Stafford Loan requires unmet need and means no interest is charged while the student is in school at least half-time. An “**Unsubsidized Stafford Loan**” accrues interest while the student is attending.

Stafford Annual Maximums: Students may receive up to \$3,500 a year as a first year student and up to \$4,500 in the 2nd year of an AAS or BTAD program. 3rd and 4th year students in the BTAD program may receive up to \$5,500. Students completing preparatory coursework for full admittance into a program may borrow up to \$2,625 (eligibility while completing preparatory coursework is limited to one calendar year). In addition to the amounts above, independent students may borrow up to \$6,000 (or \$7,000 for 3rd and 4th year BTAD students), and dependent students fully admitted into an eligible program may borrow up to \$2,000 in additional unsubsidized loans.

The **Parent PLUS Loan** is available for dependent students, and parents may borrow up to the cost of the student’s budget, minus any other aid, with this loan if approved.

A Direct Loan Request Form, on-line Loan Entrance Counseling Session and an on-line Master Promissory Note are required to apply for and receive a student loan.

MAINTAINING ELIGIBILITY FOR FINANCIAL AID

To continue to receive financial aid, students must meet **Satisfactory Academic Process (SAP)** requirements. These include qualitative and quantitative measures, as well as maximum time frame requirements.

Qualitative Measure

Students must maintain a quarterly and cumulative G.P.A. of at least 2.0.

Quantitative Measure

Students must complete the minimum number of credits for the enrollment level attempted each quarter: full-time students need to complete at least 12 credits, three -quarter time students at least 9, and half-time students at least 6. Less than half-time students must complete all credits attempted. Students who fail to meet the qualitative, quantitative, or pace of progression requirements (see below), may be placed on **warning status** for the next quarter and may receive aid. Students who fail SAP for 2 consecutive quarters, or fail to complete at least 50% of credits (or all credits for less than half-time students), for the minimum enrollment level attempted in a quarter will be placed on **suspended status**, and are ineligible for further aid.

Maximum Time Frame Limitation and Pace of Progression

Students must complete their program in 150 % of the length of their program as measured in attempted credits, and 125% for the State Need Grant. For example, if a program requires 100 credits to complete, the maximum time frame would be 150 (or 125 for State need Grant) attempted credits, regardless of whether the credits were funded by aid or not. Students must also meet **pace of progression** standards. Pace of progression requires that a student meet at least a 67% completion rate, as determined by completed credits divided by the number of attempted credits (see complete policy for details). If it is determined mathematically that a student cannot complete their program in the maximum time frame allowed the student may no longer receive aid. **Students may receive financial aid for a maximum of 2 programs.**

Appeal Process

In some cases there may be extraordinary circumstances (beyond the student’s control), which may be considered for students whose aid has been suspended. A written petition, along with supporting documentation, may be submitted for consideration. Students whose appeal is approved will be placed on **probation status** or an **academic plan** in their next quarter of attendance.

Reinstatement

Financial aid may be re-instated after students have completed, at their own expense, a quarter at the minimum level they were enrolled in (full-time, half-time, etc.), during the quarter for which their aid was suspended (**this does not apply to students who have reached the maximum time frame limitation**). The credits must be completed at LWTC and the student must meet all applicable satisfactory academic progress requirements while completing these credits. Awarding of financial aid for reinstated students is on a funds-available basis only. The complete satisfactory academic progress policy may be viewed at www.lwtc.edu/financialaid.