

2017-2018

Financial Aid Award Guide

You are responsible for reading this Award Guide. This information is essential to understanding the terms and conditions of your financial aid award. All Moraine Valley Community College policies are listed on *morainevalley.edu*.

Please note, if federal and state guidelines change, this information may be updated.

Financial Aid Self-Service

Financial Aid Self-Service is a new, interactive, online tool that guides you step-by-step through the financial aid process.

What is Self-Service Financial Aid?

Self-Service Financial Aid allows you to know where you are in the financial aid process, the next steps required, and other important details. It gives you real-time access to your financial aid record.

You now can manage your Financial Aid package from one location. With the Financial Aid Self-Service System, you are able to track your progress from start to finish. You can now find answers to these questions 24 hours a day:

- Do you need to fill out your FAFSA?
- Do you have any required documents that need to be submitted?
- Would you like to view your Satisfactory Academic Progress?

To access the Self-Service system, log into MVConnect, then:

- Under "Self-Service Menu" select "Students."
- Select "Financial Aid" followed by "FA Self-Service."

Verification and Additional Information Process

Verification is a process to confirm information you provided on the FAFSA. Verification selection can be random or due to incomplete, estimated or inconsistent data reported on your FAFSA.

If your application was selected for verification, we will ask you to provide additional information to document the accuracy of your FAFSA, which may include 2015 tax information obtained directly from the IRS. A list of required documents can be found on Financial Aid Self-Service.

YOUR RESPONSIBILITIES

- Review Financial Aid Self-Service regularly.
- Check your email account for communication from the Financial Aid Office.
- Read all materials sent to you from the Financial Aid Office.
- Submit all documents and complete all requirements promptly to avoid delays.
- Keep copies of all forms you sign.

All requirements must be completed before a final award letter can be prepared.

Your financial aid awards will not be available for payment until verification is completed. Please allow time for document review.

The screenshot displays the Moraine Valley Community College Financial Aid Self-Service interface. At the top, there is a navigation menu with icons for home, help, and other services. The main header includes the college logo and user options like 'Sign out' and 'Help'. Below the header, the page is titled 'Financial Aid Home (Admin)'. A welcome message is followed by a 'Current ID' field and a 'Select an Award Year' dropdown menu currently set to '2017/2018 Academic Year'. A green notification bar states: 'Your most recent Satisfactory Academic Progress (SAP) evaluation has a(n) Satisfactory status. Please contact your Financial Aid Counselor if you need further assistance.' Below this, there are three informational cards: 1) 'You have missing documents!' with a warning icon and a link to 'Complete required documents'. 2) 'Average Aid Package' featuring a pie chart and text explaining that the chart represents the average financial aid award package, broken down into \$5,250.00 in Loans, \$250.00 in Scholarships, and \$2,908.00 in Grants. 3) 'Student Finance Account Summary' showing a table with 'Amount Due 5/30/2017' at \$0.00, 'Amount Overdue' at \$0.00, and a 'Total Amount Due' of \$0.00, with a link to 'Go to Account Summary'. At the bottom, there are buttons for 'Checklist' and 'Resources'.

Checklist	
✔	Completed Submit a Free Application for Federal Student Aid (FAFSA)
✔	Completed Complete required documents
✔	Completed Your application is being reviewed by the Financial Aid Office
✔	Completed Review and accept your Financial Aid Award Package
⚠	Action Needed Review and sign your Financial Aid Award Letter

Pell Lifetime Eligibility Used	
Pell Lifetime Eligibility Used	0.000%

Financial Aid Counselor	
Diana Lenckus	708-974-5726 Contact Financial Aid Counselor

Resources	
Helpful Links	
FAFSA Application	
Entrance/Exit Counseling	
Master Promissory Note	
PLUS Loan Application	
NSLDS Information	
FAFSA4Caster	
JSAC	
FSA ID	
SAP Policy	

Reviewing Your Outstanding Requirements

Once you've logged in, click on **Checklist**. If you see Action Needed, please click on **Complete required documents**. (See image on previous page.)

Return fully completed documents to the Financial Aid Office by mail, by fax or in person.

Review and Accept Your Financial Aid Award Package on Financial Aid Self-Service

Available only to students and applicants with final award letters. (See image above.)

MAP, PELL, SEOG, and some scholarships do not require formal acceptance.

You must apply separately for Federal Student Direct loans and work-study awards. These awards will require additional steps to be completed as explained below and on our website.

Federal Student Loan Requirements New Borrowers

To apply for Federal Direct Loan Programs (Stafford Subsidized, Stafford Unsubsidized and/or Federal PLUS), you must:

- Complete the Free Application for Federal Student Aid (FAFSA)
- Submit the required documentation requested by the Financial Aid Office
- Be enrolled in six credit hours applicable to your eligible program
- Submit a **Federal Direct Loan Request Form** with all required documentation (located on your student portal)
- Complete Entrance Counseling online at studentloans.gov
- Complete your Master Promissory Note (MPN) at studentloans.gov.
- Complete Online Loan Session at <https://www.financialliteracy101.org>

Repeat Borrowers

- Complete the Free Application for Federal Student Aid (FAFSA)
- Submit the required documentation requested by the Financial Aid Office
- Be enrolled in six credit hours applicable to your eligible program
- Submit a **Federal Direct Loan Request Form** with all required documentation (located on your student portal).

Federal Loan Entrance Counseling

Entrance loan counseling is required for all first-time federal loan borrowers at Moraine Valley Community College and must be completed before you can receive loan funds. If you attended another college and completed loan counseling there, you still will need to complete entrance counseling for Moraine Valley.

Federal Direct Subsidized, Unsubsidized and PLUS Loan entrance counseling may be completed online at www.studentloans.gov.

After your loan counseling session has been completed, we will receive notification within a few days. Check Financial Aid Self-Service for more information about these possible financial aid requirements.

Federal Loan Promissory Notes

Promissory notes must be signed before a loan is disbursed.

Federal Direct Subsidized and Unsubsidized Loan:

All first-time borrowers at Moraine Valley must sign and submit a Master Promissory Note online at www.studentloans.gov.

Federal Parent or Graduate PLUS Loan:

All first-time borrowers at Moraine Valley must sign and submit a Master Promissory Note online at www.studentloans.gov.

Federal Work-Study Requirements

The Federal Work-Study program provides part-time jobs for undergraduate and graduate students with financial need, allowing them to earn money to help pay education expenses. The program encourages community service work and work related to the recipient's course of study.

If you are awarded a Federal Work-Study (FWS) award, you will be contacted with more information about securing a job and completing necessary documents.

Review and Sign Award Letter

The last step on the Financial Aid checklist is to **Review and Sign** the Financial Aid Award letter. You are required to sign the award letter before Financial Aid funds post to your student account.

Family Educational Rights and Privacy Act (FERPA)

FERPA is a federal law designed to protect the privacy of your educational records. Educational records are all records that contain personally identifiable student information, which includes student financial aid information. Once you are enrolled at Moraine Valley Community College, all FERPA rights transfer from your parents to you, regardless of parental information used to apply for financial aid. If you would like to

DO YOU KNOW...

- Financial Aid Self-Service can be used to confirm the receipt of Entrance Counseling and Master Promissory Note.
- Financial Aid Self-Service is available 24 hours a day, 7 days a week.
- Links for frequently used websites can be found on Financial Aid Self-Service.

SMART BORROWING DO YOU KNOW...

- Federal student loans are not based on your credit.
- Loan payments can be deferred while attending Moraine Valley Community College and taking 6 credit hours or more.
- There are a variety of loan repayment options. Visit <https://studentaid.ed.gov> under How to Repay Your Loans for more information about Federal Direct Loans.

authorize release of financial aid and billing information, complete the **FERPA Release Form**, found in our Records Department, Room S111.

Award Revisions

Your award may be revised or cancelled:

- If aid was based on false or inaccurate information. For example, changes in enrollment or housing status.
- If an error was made in determining your eligibility or in disbursement of aid.
- If the amount of aid you receive will exceed your financial need or budget. (This may occur if you receive additional aid or as a result of verification.)
- If you withdraw from one or more classes.
- If you do not submit all the required documents.
- If you fail to maintain **Satisfactory Academic Progress**.
- If additional funds become available.
- If extenuating circumstances warrant an adjustment in your eligibility for financial aid.
- If you do not achieve the proper grade level needed for student loans that were initially awarded.
- If a revision is made, you will be contacted to review your updated award on Financial Aid Self-Service.

Keeping Your Award

Maintaining financial aid eligibility is an ongoing process. Not only must you reapply for financial aid every year, but the Financial Aid Office is required to continually monitor your eligibility.

You must make **Satisfactory Academic Progress** toward your degree or program. See Satisfactory Academic Progress section in next column.

You must **maintain at least half-time enrollment (at least six credits)** to remain eligible for loans, SEOG, FWS. (For summer only: Federal work-study students need three credit hours.)

You must complete courses. Withdrawing from one class or all classes can negatively affect your ability to retain the funds awarded and/or disbursed to you. See **Consequences of Enrollment Changes**.

Satisfactory Academic Progress

Satisfactory Academic Progress (SAP) Standards

Academic progress is measured both qualitatively and quantitatively at the end of each semester against the following standards:

- Cumulative GPA is a minimum of 2.00 or higher;
- Cumulative completion rate is a minimum 67 percent or higher;
- Completion of program within 150 percent maximum timeframe allowed.

What is Maximum Time Frame? Undergraduate students must complete their program of study within 150 percent of the average published length of the program measured in academic years, semesters or credit hours attempted.

What is Satisfactory? "Satisfactory" is assigned to students who are meeting the following criteria:

- a. Have a cumulative GPA of 2.00 or higher and
- b. Have a cumulative completion rate that is a minimum of 67 percent or higher and
- c. Will complete their program within 150 percent maximum time frame allowed

What is Warning? When students do not meet the cumulative GPA and/or completion percentage requirement(s) portions of the SAP standards, they are placed on "warning" and are notified accordingly. Students remain on warning until the next time SAP is reviewed, which is the next payment period. During the warning status period, students remain eligible for federal financial aid for one payment period only.

What is Suspension/Termination? The second term following warning status that students did not meet one/all of the criteria below, they are ineligible for federal financial aid, and are notified accordingly.

- a. Cumulative GPA is less than 2.00 and/or
- b. Cumulative completion rate is less than 67 percent

Mitigating Circumstances

You will have the opportunity to appeal your suspension/termination status. However, the circumstances to appeal your status are limited.

You may appeal a suspension/termination if you did not make SAP standards due to the death of a relative, illness or other extenuating circumstances. All circumstances must be documented (and may or may not be approved by the committee).

The outcome of the appeal will determine whether you will be granted financial aid probation, be placed on a financial aid academic plan, or the suspension/termination will remain unchanged.

To access the SAP appeal form, log into MVConnect, then:

- (1) Under Students, click on resources green bar on left-side.
- (2) Select Financial Aid followed by Documents and Forms.
- (3) Under Other Important Financial Aid Documents, click on Appeal.

Please check the form for the deadline dates.

You are strongly encouraged and advised to see an academic advisor each semester to ensure you are selecting appropriate courses and progressing through your program of study. Please see our website for more information on Satisfactory Academic Progress.

Consequences of Enrollment Changes

The Financial Aid Office is required by federal statute to recalculate federal financial aid eligibility for students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60 percent of a payment period or term. The federal Title IV financial aid programs must be recalculated in these situations. For detailed information about the Dropping Courses and Withdrawals policy, refer to our FAQ page on our website on student portal.

Reporting Additional Financial Aid Resources

You are required to notify the Financial Aid Office of any additional financial resources you receive that are not listed on your award notification. This includes scholarships, grants, fellowships, employee educational benefits, and loans not sourced from the Department of Education. These resources may result in adjustments and/or reduction of the financial aid originally offered. Please complete the **Outside Resource Notification** form on our website to advise us of all grants, scholarships and outside loans you will be receiving. If we know about these scholarships or loans, your financial aid award and tuition statement will be more accurate and we may not need to revise your financial aid award later in the year.

DO YOU HAVE A FINANCIAL AID PLAN?

A good financial aid plan includes understanding how much financial aid will be available to you to cover your educational expenses. If your aid is not sufficient to cover your entire balance, you may need to pursue additional options to satisfy your balance.

Additional financial options could include:

- External Scholarships
- Installment Payment Plan
- Federal Direct PLUS loan
- Private Alternative Loans

NOTES

- Renew FAFSA annually.
- Meet with Financial Aid expeditor when you have questions about Financial Aid.
- Apply for External Scholarships.

Payment of Aid and Refunds

Financial aid for an academic year is applied in two payments: half for the fall semester and the other half for the spring semester.

Federal, state and institutional aid for undergraduate students will be released to your student account no sooner than four weeks after the start of each term.

If you have a credit balance on your student account, a refund will be generated for use for other educational expense.

Financial aid refunds are released no later than the 30th of each month. Students can receive refunds via mail or direct deposit at a bank of their choosing. To sign up for direct deposit, please complete the process on your student portal. Click Students, Student Account Information, and Bank Information to complete this process. Please note: Direct deposit takes two weeks to process. Therefore, you should complete the process by the end of the first week of school.

You have the right to cancel all or a portion of your student loans. Certain conditions apply. Please make an appointment with the loan coordinator to complete.

SPECIAL CIRCUMSTANCES

We recognize that students may have extenuating circumstances that the FAFSA does not consider. If a significant change occurs in your financial situation (e.g., reduction in income, loss of income, loss of employment, divorce/separation, death of a parent/spouse), you may submit a Professional Judgement Appeal and request that your financial aid eligibility be reviewed. The forms are available on the Student Portal under Student Resources. Click on Financial Aid, then on Documents and Forms.

Important Financial Deadlines—All Students

- Oct. 1Students may begin submitting their FAFSA to the federal processor at *www.fafsa.gov*. Make sure to have your FSA ID available.
- March 1Moraine Valley Community College priority deadline to submit your FAFSA.
- Dec. 1**SPRING** deadline for ALL requested documents must be submitted to be eligible for a book voucher should you have funds remaining.
- May 1**SUMMER** deadline for ALL requested documents must be submitted to be eligible for a book voucher should you have funds remaining.
- July 1**FALL** deadline for ALL requested documents must be submitted to be eligible for a book voucher should you have funds remaining.
- 30 days prior to end of term.....Deadline to request a Loan Adjustment.
- 30 days prior to end of term.....Deadline to request a Direct Student Loan.

Office Hours

		<i>Walk Ins/Appointments</i>
Monday.....	8:30 a.m. -7:30 p.m.....	Walk Ins
Tuesday	8:30 a.m. -4 p.m.....	Appointments
Tuesday	4-7:30 p.m.....	Walk Ins
Wednesday	8:30 a.m. -5 p.m.....	Appointments
Thursday.....	8:30 a.m. -5 p.m.....	Walk Ins
Friday	8:30 a.m. -5 p.m.....	Appointments

Financial Aid Office
 Building S, Room S107
 (708) 974-5726

OTHER SERVICES ON CAMPUS

Academic Advising
 Building S, Room S201
 (708) 974-5721

Admissions
 Building S, Room S101
 (708) 974-5355

Cashier's Office
 Building S, Room S105
 (708) 974-5715

Counseling and Career Development Center
 Building S, Room S202
 (708) 974-5722

Orientation
 (708) 608-4800

Registration Office
 Building S, Room S103
 (708) 974-2110

Testing Center
 Building G, Room G231
 (708) 974-5309



FINANCIAL AID