

2012-2013 Dixie Applied Technology College

Financial Assistance Information

The decision to invest in your future by attending college is one of the most important choices you will ever make. DXATC'S educational costs can be paid for with a combination of cash payments, federal need and/or non-need based aid, and other programs available to those who qualify. The Financial Aid Office is prepared to assist in determining which types of aid you "may" be eligible to receive, as well as in providing the information required by your other programs or sponsors.

TO APPLY FOR FINANCIAL AID

The DXATC priority deadline for the FAFSA is May 15, 2012

1. To be considered for federal financial aid you must:

- **PIN:** Request a PIN Number to utilize electronic signature for the FAFSA – www.pin.ed.gov. You may also apply for your pin at the end of the FAFSA application.
- **FAFSA:** Complete and submit the 2012-2013 (FAFSA) Free Application for Federal Student Aid which is available on line (after January 4, 2012) @ www.fafsa.ed.gov. DXATC **Title IV School CODE** is **041217**.
- **VERIFICATION:** The U.S. Department of Education (USDE) randomly selects federal aid applications for a process called verification. After your application has been processed, you may review your Student Aid Report to see if you have been selected for verification. If you are selected for verification, you will need to provide the Financial Aid office a copy of your 2011 federal income tax return, and W2 forms. If you are a dependent student, you will need to bring your parents' 2011 tax return (**SIGNED AND DATED**) and their W2 forms as well.

2. Once you have completed the above steps, please call Student Services (674-8400) for an appointment to complete your application process.

- You will first need to meet with the Student Advisor to discuss requirements for your program of interest. If you plan to **transfer credits** from another institution, you will need to bring a copy of the transcripts with you to this meeting. After meeting with the Student Advisor, you will need to make an appointment with the financial aid office to complete the Pell Grant application process.
- You must be enrolled as a matriculated¹ student before any formal offer for financial assistance can be made. In order to be considered a matriculated student you must submit the following during your appointment:
 - A DXATC Admissions Application (given to the registrar's office)
 - A \$40 admission fee payment (paid to the cashier's office)
 - A signed DXATC Enrollment Agreement which includes detailed program data
 - Proof of your high school graduation and official college transcript(s) if transferring credit hours
 - Full acceptance into a DXATC Certificate Program.

3. Satisfactory Academic Progress (SAP) must be met in order to receive or renew financial assistance. Please refer to the DXATC College catalog for SAP requirements.

Once you have been admitted to DXATC and the Financial Aid Office receives the required items listed above, your file will be reviewed for eligibility for financial assistance. This process can take up to three weeks. If you are eligible for financial assistance, you will receive an award letter either by mail or email. Once you receive your award letter, you may begin school. You may start your program before your Pell award letter arrives if you have some other method of payment, such as: self-pay, scholarships, or sponsorships. The total amount of grant and loan awards will not exceed the cost of attendance (COA) which may include tuition, loan fees, required books/supplies, estimated room and board, personal, travel, and sometimes child care expenses. DXATC designs all initial awards packaging to assist with direct educational costs "only" and requires additional steps when applying for loan proceeds funding.

TIPS TO REMEMBER

- Always **apply early** when institutional, federal, state, and other programs are required in order to attend.
- **Read** all instructions carefully and answer all questions accurately.
- **File** the FAFSA **electronically** for quick and accurate processing, or use first class mail for the paper FAFSA. The Paperwork Reduction Act: No one is required to respond to a collection of information unless it displays a valid OMB control number; for a FAFSA (1845-0001).
- **Notify the Financial Aid Office** immediately if there are changes in your family's financial situation or if you receive an outside scholarship(s).
- **Failure to comply** with these requirements may result in the denial or termination of your packaged award.
- Students must have an NSLDS record on file in the Financial Aid Office, as well as all transfer credits determined in order to be considered for a final award package. Begin the transfer process in a timely manner. Please keep copies of submitted documents for your personal records.

¹ A student is considered matriculated when they have been officially admitted to the College and have been accepted into a program that leads to the awarding of a certificate.

Your Financial Aid Essentials

How the Pell Grant works:

- The Federal government divides and disburses your Pell Grant by payment periods. Your start date and the length of your program will determine your payment periods. Any program length over 900 hours will be divided into three payments that span two academic Pell Grant years. Any program that is 900 hours or less will be divided into two equal payments that could span one or two academic Pell Grant years depending on your start date.
- An academic year starts on July 1st of one year and ends on June 30th of the next year. If you are enrolled in a program that will cross two academic years, the payment period that you are in when you cross over into the next academic year will be considered a cross over payment and can be awarded from either Pell Grant award year.
- The College retains funds from your Pell disbursements to cover the ENTIRE cost of the payment period for which you are registered. Any residual money left over after your program is paid in full will be refunded to you, if it is determined that you are maintaining Satisfactory Academic Progress. Residual checks are scheduled to be distributed on a regular basis. A schedule of this distribution can be found on the DXATC website.
- You MUST maintain Satisfactory Academic Progress (SAP) each payment period to receive the funds. SAP is defined as:
 - **Progress:** Pass your classes at 67% or better progress
 - **Attendance:** Attend 85% of the time
 - **Contract:** Pell Grant regulations require that you enroll in and attend 12 hours or more per week.

Satisfactory Academic Progress will be monitored on a continual basis. If you fall below 67% progress at any time, you will receive a letter warning you that you are at risk of losing Pell Grant eligibility. You will be evaluated at the end of each payment period to determine if you are in Satisfactory Academic Progress. If you fall below 67% progress after your any payment period, you will be placed on warning status (if your progress is 50% to 67 %,) or on probation (if your progress is 49% and lower.) A student on warning status may continue to use his/her Pell Grant money to pay for tuition, books, and fees only. A student may only have one payment period on warning status. A student on probation is no longer eligible for their Pell Grant funds and will be considered a self-paying student, if they continue. Eligibility can be regained through DXATC's appeals process. An academic plan may be required to continue eligibility, if your appeal is granted.

The chart below indicates the conditions of SAP status:

	Warning Status	Probation Status	Eligible Status
Progress	50% to 67%	49% and below	67% and above
Eligible for Pell funds	Yes; for tuition, books, and fees only	No; considered self-payer	Yes
Appeal required to reinstate Pell funds	No	Yes	n/a
Academic Plan required	No	Determined by the appeals committee	n/a

The full Student Financial Aid Policy can be found at www.dxatc.edu. If you have questions, please contact DXATC Student Services.



2012 – 2013 Financial Aid Application



NAME: _____
Last First Middle Preferred Maiden Name

PERMANENT ADDRESS _____
Street City State Zip

LOCAL ADDRESS: _____
Street City State Zip

PERMANENT TELEPHONE: () _____ LOCAL TELEPHONE: () _____

SS #: _____ BIRTHDATE: _____ E-MAIL _____

CERTIFICATE PROGRAM OF INTEREST: _____

CLASSIFICATION INFORMATION

During 2012 - 2013:	Status:	Attendance:	Enrollment Status:	Housing Plans:
<input type="checkbox"/> First Year	<input type="checkbox"/> New student	<input type="checkbox"/> Full academic year	<input type="checkbox"/> Full-time	<input type="checkbox"/> Dependent LVG w/ parent(s)
<input type="checkbox"/> Second Year	<input type="checkbox"/> Transfer student	<input type="checkbox"/> 1 st semester only	<input type="checkbox"/> 3/4-Time	<input type="checkbox"/> Dependent LVG on own
		<input type="checkbox"/> 2 nd semester only	<input type="checkbox"/> Part-time	<input type="checkbox"/> Independent
			<input type="checkbox"/> Less than Part-time	<input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Single
Please select one:	<input type="checkbox"/> High School Diploma/HS Name _____ Graduation Year _____		<input type="checkbox"/> GED	<input type="checkbox"/> Other _____
Transfer Credits?	<input type="checkbox"/> YES <input type="checkbox"/> NO (Official Transcript Required)			

LIST ALL OTHER COLLEGES OR UNIVERSITIES YOU HAVE ATTENDED

College Name	City/State	Dates Attended

(ADDITIONAL PAGE MAY BE ATTACHED IF NECESSARY)

EMERGENCY CONTACTS

Name of Contact	Home Phone & Cell Phone Numbers	Relationship to Student

(ADDITIONAL PAGE MAY BE ATTACHED IF NECESSARY)

FINANCIAL ASSISTANCE (Please check all types of financial assistance for which you are applying)

FEDERAL AID

- FEDERAL PELL GRANT FSEOG (Federal Supplemental Educational Opportunity Grant) FWS (Federal Work Study)

STATE AID

- DWS PROGRAM APPRENTICESHIP PROGRAM (Referral Only)
 WIA PROGRAM OTHER STATE ASSISTANCE

OTHER

- EMPLOYEE TUITION DISCOUNT MILITARY TUITION ASSISTANCE OTHER SCHOLARSHIP: List Sponsor & Amount _____
 TUITION EXCHANGE VOCATIONAL REHABILITATION _____

DXATC does not unlawfully discriminate on the basis of any status or condition protected by applicable federal or state law during the administration of its educational policies, admission, financial assistance, employment, educational programs, or activities. I acknowledge I have read and understand the requirements of financial aid and satisfactory academic progress.

APPLICANT SIGNATURE _____

DATE _____

Credit Balance/Post Withdrawal Statement

STUDENT NAME (PLEASE PRINT)

SOCIAL SECURITY NUMBER

A "Credit Balance" is that amount of money remaining after the student has paid educational charges for tuition, books, fees and any other supplies, if required, for the program costs within the student's enrollment plan.

A "Post Withdrawal Disbursement" is a disbursement of Title IV aid that was earned, but not yet received prior to a student withdrawing from the program. A post withdrawal disbursement will be applied to current institutional charges. It may also be applied to other current non-institutional charges (such as additional books and supplies purchased through DXATC) and any prior year balance which may exist on the student's ledger account.

STUDENT CERTIFICATION

_____ I understand that my student account may have a credit balance during my enrollment at Dixie Applied Technology College (DXATC) and I agree to the following statements regarding the administration of my Student Account:

FOR STUDENTS RECEIVING "TITLE IV" AID (PLEASE READ & INITIAL EACH STATEMENT)

_____ I certify that my educational funds are to be applied against any outstanding balance on my student account. Current, past (up to \$200) and any future charges for tuition, books, fees, laboratory, or equipment charges can be included if necessary.

_____ I understand that program hours (enrolled, attended, and standard) must be above the Federal minimum hours requirement before any subsequent disbursements can be made after the first payment period.

_____ I understand that federal financial aid funds must be repaid if I do not meet the Federal minimum hours requirement after a disbursement has been made, and my program was not completed.

_____ DXATC is allowed to retain the credit balance in my account to cover any additional expenses that I may incur prior to the end of the academic year to assist in managing my educational funds.

_____ I understand that I may receive residual funds from my Pell Grant up front, but that these funds are not earned until I have attended 61% of the payment period for which the funds are disbursed. If I leave the college for any reason and have not earned those funds, I will owe the Federal Government and perhaps the DXATC for any unearned funds.

_____ I understand that any account balance must be paid in full prior to the end of the current payment period. If not paid by the end of the 10th week of the current payment period, I may be unable to register for the subsequent enrollment period. If the balance on my student account is not funded by the final week of the enrollment period, I may be unable to receive a final grade for the quarter.

_____ DXATC is allowed to apply any post withdrawal disbursement I may be eligible to receive for any institutional charges, such as books, equipment or supplies purchased during my enrollment including any prior year balances (up to \$200) that currently exist on my student ledger account.

_____ I understand that any outstanding federal aid balances are reported to the National Credit Bureau Organizations, and that defaulted financial aid proceeds will affect my credit report negatively.

_____ I understand DXATC will assess a \$20.00 service fee to my account for any returned/unpaid check and this will result in a balance due.

NOTE: Signing this form is optional and is not required for admission or enrollment to Dixie Applied Technology College.

I understand that I have the option to change my decision regarding a credit balance on my student account at any time. I will be required to rescind this decision by completing the request provided on this form.

Student Signature

Date

Please schedule an appointment with the Financial Aid Office if you wish to rescind your credit balance authorization.

FA OFFICE / STUDENT USE FOR RESCINDING ONLY
I have decided to rescind authorization for any current credit balance retained on my account and request that available funds be provided to me within 14 days.

Student Signature

Date

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