



# DAYTONA STATE COLLEGE

## 2012-2013 FINANCIAL AID AWARD AND DISBURSEMENT GUIDE

**Financial Aid Services  
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**Please Read Completely for Information About:**

- **Eligibility for Aid**
- **Disbursement**
- **Cost of Attendance**
- **Direct Loan Information**
- **Work-Study Information**
- **Renewal Requirements**
- **Satisfactory Academic Progress**
- **Withdrawal and Federal Requirements**

## Welcome to Daytona State College!

We are excited that you have decided to reach your educational goals through Daytona State College! We understand that you will be receiving a lot of financial aid information, and we are here to help you understand the process.

Enclosed you will find your award letter. We hope this guide will clarify the award letter, the different types of aid offered, how eligibility is determined, and the standards of satisfactory academic progress you must meet to renew your financial aid eligibility. You may review your financial aid award on the web through FalconNet. If a change is made to your Free Application for Federal Student Aid (FAFSA) or additional documentation is requested, you may view your updated award on your FalconNet account as a new award letter will not be mailed to you. **You can access FalconNet from Daytona State College's web site at [www.DaytonaState.edu](http://www.DaytonaState.edu). Click on MyDaytonaState, sign into the portal, then select FalconNet on the menu bar.** Your College ID for FalconNet will be your student ID number; first-time users of FalconNet may use their 6 digit birth date as their College PIN. Click on Financial Aid (on the menu on the left). To view any documents received or still needed, click on Document Tracking. To view your financial aid award, click on Financial Aid Awards.

**Please periodically check FalconNet for changes to your award or any requests for additional information.** We will not send you a revised award letter. Any changes in your award or requirements will be available on FalconNet.

Eligibility for financial aid for the 2012-2013 academic year is based on your enrollment status, your course of study (college credit or vocational credit), and the information provided on the FAFSA. All students must be enrolled in an eligible degree or certificate program, and must be enrolled in courses required by that program. Please note that you must complete the FAFSA every year; therefore, your eligibility may change from year to year due to change in family income, assets, the number in college, and standards of satisfactory progress.

Please read all of the enclosed information, and please be aware of the following when reviewing your financial aid award letter:

### Award Status Codes

- **Status Code "A"** is an actual award: The funds from the grant, scholarship, or loan have been approved. The funds have been, or will be, applied to your student account after the end of the add/drop period and your enrollment has been verified for each class each semester (see college catalog for dates). (Please Note: All financial aid awards will be reviewed at the end of the add/drop period each semester, and the amount will be adjusted to reflect your enrollment status.)
- **Status Code "C"** is a canceled award: The award has been canceled or terminated.
- **Status Code "I"** is an intended award: You have the option to reduce or decline the award amount. Additional paperwork may be required in order to receive the funds for this award. For example, in order to receive the funds for a Federal Direct Loan, a Direct Loan Acceptance Form must be received by the Financial Aid Services Office. A Federal Direct Loan Master Promissory Note (Direct Loan MPN) and Direct Loan entrance counseling must also be completed on the web at

[www.studentloans.gov](http://www.studentloans.gov). (Please allow at least 4 weeks after the submission of loan paperwork for the loan to be processed.)

- **Status Code “P”** is a pending or potential award: Additional paperwork may be required in order to receive the funds for this award. For example, in order to receive the funds for a Foundation Scholarship, a thank you letter to the donor must be submitted. (Late Start Pell Grant awards will remain in a pending status until after the end of the add/drop period for the late start classes and after your enrollment has been verified. Foundation scholarships will also remain in a pending status until after the end of the add/drop period and it is determined that the student has met all eligibility criteria.)
- **Status Code “N”** is a nullified award: The award has been canceled or terminated.
- **Status Code “R”** is a rejected award: The award has been rejected/declined by the student.

### **Requirements Which Will Delay Disbursement of Your Funds**

First-year students who are also first-time loan borrowers will not receive their loan funds until at least 30 days after classes begin in their program. Also, a student’s eligibility for the Federal Direct Loan and grants is partially based on the credit hour enrollment as well as the start date of classes. Students should be aware that certain courses have staggered or irregular start dates (A and B terms) that are not the same as the beginning of the standard semester. Students enrolled in these courses are not eligible to receive the loan funds until the classes are in progress and enrollment can be verified. Students enrolled in a course with staggered start dates are encouraged to check with Financial Aid Services for information concerning aid disbursement dates. [For example: Since a student must be enrolled for at least 6 credits in order to receive the loan funds, if you are enrolled for 3 credits in Term A and 3 credits for Term B, your loans will not be disbursed until after Term B begins and your enrollment is verified. If you are enrolled for 6 credits for Term B only, your loan funds will not be disbursed until after Term B begins and your enrollment is verified.] (Disbursement of loan funds will occur only after your financial aid award has been made, all loan paperwork has been received, the loan has been processed, and the college receives the loan funds.)

### **Enrollment Status**

Your initial financial aid award is based on your enrollment status as indicated on your award letter. Your financial aid award will be adjusted after the end of the add/drop period based on your actual enrollment status. **Please note that most financial aid programs require the student to be enrolled for at least six credits and some of your aid may be reduced or cancelled if you are not enrolled in the minimum number of credit hours required by the award program.**

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

## **Outside or Other Financial Assistance**

You must notify the Financial Aid Services Office of any financial assistance you receive from a source outside of Daytona State College. Outside aid would consist of scholarships, loan, grants, etc. All types of financial assistance are considered as a resource to meet your financial need (outside scholarships, athletic awards, tuition waivers or tuition reimbursement, SGA awards, etc.). If you receive any additional financial assistance after your initial financial aid award has been made, your file will be reviewed to determine if any of your financial aid needs to be adjusted as a result of the additional resource. (For example, if you receive an outside scholarship, tuition waiver or tuition reimbursement, SGA award, etc., your Direct Loan or Federal Work-Study award may need to be reduced or canceled in order to add the other aid to your award.)

## **Loans**

If your award includes loans, please review the **What I Should Know Before I Apply for a Loan** section in this Guide. **If you decide to accept a student loan, you must return a completed Federal Direct Loan Acceptance Form and complete a Federal Direct Loan Master Promissory Note (MPN) on the web. Your loan will not be processed if the Federal Direct Loan Acceptance Form is not completed.**

## **What Are the Enrollment Requirements for Each Program?**

Students must be enrolled for a specific number of credit hours per term in order to receive and retain financial aid funding. All students must be enrolled in an eligible degree or certificate program, and must be enrolled in courses required by that program. Enrollment is checked after the end of the add/drop period and may be checked again if a student withdrawals or drops a course.

### ➤ **State of Florida Programs**

- **Florida Academic Scholars/Florida Medallion or Florida Vocational Gold Seal:** Minimum of 6 credit hours per term.
- **Florida Student Assistance Grant:** Minimum of 6 credit hours per term. Students must demonstrate need as determined by the FAFSA and must meet the EFC requirement as determined by the State.
- **First Generation Matching Grant Program:** Minimum of 6 credit hours per term. This grant is funded by the Florida legislature and the funds must be matched by the college. At this time we do not know if funds will be available for 2012-2013. Students must demonstrate need for the Florida Student Assistance Grant as determined by the FAFSA and meet the EFC requirement as determined by the State.
- **Florida Work Experience Program:** minimum of 6 credit hours per term. Student must demonstrate need as determined by the FAFSA.

### ➤ **Federal Financial Aid Programs**

- **Pell Grant:** Minimum of at least 1 course per term. [Please note that determination of eligibility for the Pell Grant is based on enrollment status, cost of attendance, and expected family contribution (EFC). Enrollment for less than 6 credits per term may make a student ineligible for the Pell Grant.]
- **Federal Supplemental Educational Opportunity Grant:** Minimum of 6 credit hours per term.
- **Federal Direct Loans (Subsidized and Unsubsidized):** Minimum of 6 credit hours per term.

- **Federal Work-Study:** Minimum of 6 credit hours per term.
- **Iraq Afghanistan Service Grant:** Minimum of at least 1 course per term.

➤ **Institutional Financial Aid Programs**

- **Daytona State Need Grant:** Minimum of 6 credit hours per term.
- **Daytona State Vocational Need Grant:** Minimum of 6 credit hours per term.
- **Institutional Work-Study:** Minimum of one course per term depending on program of study.

### **How Are Financial Aid Funds Paid to My Student Account?**

- Grants and Scholarships controlled by the college are usually posted to your student account approximately three weeks after the end of the add/drop period for your program, and your enrollment has been verified for each course (see college catalog for estimated dates). [Please Note: Posting funds to your student account is not the same as receiving those funds as a refund. The Office of Student Accounts must run separate processes to determine if a student is eligible for a refund.]
- Loans will be posted to your student account when the funds are received; however, if you are a new Daytona State borrower, you must complete Federal Direct Loan Entrance Counseling before the funds will be posted to your account. Entrance counseling can be completed on the web at <http://www.studentloans.gov>. First-year students who are also first-time borrowers may not receive the funds until at least 30 days after classes begin in their program. No loan funds will be disbursed until at least three weeks after the end of the add/drop period and after enrollment has been verified for each course. (Disbursement of loan funds will occur only after your financial aid award has been made, all loan paperwork has been received, the loan has been processed, you have completed your Federal Direct Loan Master Promissory Note on the web at [www.studentloans.gov](http://www.studentloans.gov), and the college receives the loan funds.) [Please Note: Posting funds to your student account is not the same as receiving those funds as a refund. The Office of Student Accounts must run separate processes to determine if a student is eligible for a refund.]
- Please note that any funds posted to your student account will first be used to pay your charges to the College. [This means that if your loan funds are posted to your student account prior to grant funds, your charges with the college (tuition, fees, book vouchers or book deferments, etc.) will be deducted from the loan funds. If your grant funds are posted to your student account prior to loan funds, your charges with the college (tuition, fees, book vouchers or book deferments, etc.) will be deducted from the grant funds.] Posting funds to your student account is not the same as receiving those funds as a refund. The Office of Student Accounts must run separate processes to determine if a student is eligible for a refund.
- A student's eligibility for financial aid is partially based on their enrollment status as well as the start date of classes. **Students should be aware that certain courses have staggered or irregular start dates (A and B sub-sessions) that are not the same as the beginning of the standard semester.** Students enrolled in these courses are not eligible to receive the financial aid funds until the classes are in progress and enrollment can be verified. [This means that funds will be held until enrollment is verified for B term or late start course(s)]. For example: Since a student must be enrolled for at least 6 credits in order to receive the loan funds, if you are enrolled for 3 credits in Term A and 3 credits for Term B, your loans will not be disbursed until after Term B begins and your enrollment is

verified. If you are enrolled for 6 credits for Term B only, your loan funds will not be disbursed until after Term B begins and your enrollment is verified. If you are eligible for the federal Pell Grant and you are enrolled for 3 credits in Term A and 3 credits for Term B, you will only receive half of your Pell Grant amount after your enrollment has been verified for Term A; you will receive the other half of your Pell Grant amount after Term B begins and your enrollment has been verified. If you are enrolled for 6 credits for Term B only, your Pell Grant funds will not be disbursed until after Term B begins and your enrollment is verified. If you are registered for late start or staggered start classes, the Pell Grant for these classes will be coded as a Late Start Pell.]

- Outside scholarships will be posted to your student account each semester upon receipt of the funds. Posting funds to your student account is not the same as receiving those funds as a refund. The Office of Student Accounts must run separate processes to determine if a student is eligible for a refund.

### **What Happens to my Financial Aid if I Drop a Class or Classes?**

Your financial aid may be adjusted if your enrollment drops below the minimum number of credits required for the award. For example, if you drop below 6 credit hours before your loan funds have been received, you will not be eligible for the loan as you must be enrolled for at least 6 credits to receive the funds.

All financial aid awards will be reviewed at the end of the add/drop period each semester, and the amount will be adjusted to reflect your enrollment status and eligibility at that time.

If you withdraw from all of your classes before the last day to receive a tuition refund, your financial aid will be canceled. If you withdraw from all of your classes or cease attending classes prior to completing more than 60% of the term, you may owe a percentage of the federal funds received for that semester (see the college catalog on return of Title IV funds for more information).

### **What is Cost of Attendance?**

Most individuals calculate the cost of attendance by the amount of tuition and fees charged plus the cost of books and supplies. These are direct educational expenses. There are, however, indirect educational expenses, such as transportation expenses, for which students will need to budget. The chart below illustrates examples of both in-state and out-of-state budgets for full-time college credit and vocational credit students for one academic year (Fall Semester and Spring Semester).

**Please note: Tuition for in-state Bachelor students: \$2,901\* (24 credits); out-of state Bachelor students: \$15,957\* (24 credits)**

<b>Full-Time College Credit Budget</b>	<b>In-State</b>	<b>Out-of-State</b>
Tuition (24 credits)	\$2,508*	\$9,763*
Books and Supplies Room and Board	\$ 900 \$ 2,128 (dependent) \$10,000 (independent)	\$ 900 \$ 2,128 (dependent) \$10,000 (independent)
Personal Transportation	\$ 1,624 dep. / \$1,600 independent	\$ 1,624 dep. / \$1,600 independent
Total Budget	\$ 1,000 dep. / \$1,800 independent  \$ 8,160 (dependent) \$16,808 (independent)	\$ 1,000 dep. / \$1,800 independent  \$15,415 (dependent) \$24,063 (independent)
<b>Full-Time Vocational Credit Budget</b>	<b>In-State</b>	<b>Out-of-State</b>
Tuition (24 credits)	\$2,014*	\$8,056*
Books and Supplies Room and Board	\$ 900 \$ 2,128 (dependent) \$10,000 (independent)	\$ 900 \$ 2,128 (dependent) \$10,000 (independent)
Personal Transportation	\$1,624 dep. / \$1,600 independent	\$1,624 dep. / \$1,600 independent
Total Budget	\$1,000 dep. / \$1,800 independent  \$ 7,666 (dependent) \$16,314 (independent)	\$1,000 dep. / \$1,800 independent  \$ 13,708 (dependent) \$ 22,356 (independent)
Some programs of study have additional costs. Please refer to the Program Descriptions.	*Based on 2012-2013 rates	Please note: Daytona State College does not provide residence halls.

## What Should I Know before I Apply for a Federal Direct Loan?

### Award Acceptance/Processing Requirements

- **Federal Direct Loan Entrance Counseling:** All first-time Direct Loan borrowers at Daytona State must complete Federal Direct Loan Entrance Counseling. The purpose of entrance counseling is to inform you of your rights and responsibilities as a borrower. **The loan will not be processed until the Loan Entrance Counseling is completed.**
- Loan Entrance Counseling may be completed on the web at <http://www.studentloans.gov>.
  - Click Sign-In in the Manage My Direct Loans box on the left
  - Sign in using your PIN (this is the same PIN used to sign your FAFSA)
  - Select Complete Entrance Counseling
  - Select **“I am completing entrance counseling in order to receive loans as an undergraduate student.** This counseling will fulfill counseling requirements for Direct Subsidized and Unsubsidized Loans.” **(Do not** select the entrance counseling for graduate or professional students.)
- The Financial Aid Office will be notified when this requirement is met.
- If you have not already done so, please complete and return the Federal Direct Loan Acceptance Form which is enclosed with your financial aid award letter.
- Complete the Federal Direct Loan Master Promissory Note (MPN) on the web at [www.studentloans.gov](http://www.studentloans.gov) if you have not already done so. The Federal Direct Loan Master Promissory Note (MPN) is not available from the school.
  - Click Sign-In in the Manage My Direct Loans box on the left
  - Sign in using your PIN (this is the same PIN used to sign your FAFSA)
  - Select Complete MPN (on the menu on the left)

The processing of a student loan has multiple steps that do not start until the Direct Loan Acceptance Form, Direct Loan entrance counseling, and the Direct Loan Master Promissory Note (Direct MPN) have been completed. The College makes every attempt possible to make a schedule and workflow that has a goal of disbursing loan balances at the earliest possible time. Coordinating the electronic information among the college, the U.S. Department of Education, Higher One, and faculty attendance submission is a complex process to navigate, administer and coordinate.

- **Step 1.** The college will review your Direct Loan Acceptance Form to make sure it is completed correctly, or return it to you for correction.
- **Step 2.** The college completes an online data process to electronically send your loan information to the U.S. Department of Education.
- **Step 3.** If you have not already done so, you (the student) should complete the Direct Loan Master Promissory Note (Direct MPN) on the web at [www.studentloans.gov](http://www.studentloans.gov). (You can also complete Direct Loan entrance counseling on this web site.)
- **Step 4.** The U.S. Department of Education will review the electronic file received from Daytona State, and verify if a Direct Loan MPN has been completed. While the Direct Loan can be approved by the U.S. Department of Education without a completed Direct Loan MPN, the loan funds will not be approved by the federal government until it verifies that a Direct Loan MPN has been completed.
- **Step 5.** The initial disbursement date each semester is scheduled for approximately 3-4 weeks after classes start to allow for the enrollment verification process to be completed. Loan funds



are received once per week from the U.S. Department of Education. First-time borrowers cannot have loans disbursed until 30 days after the start of classes.

- **Step 6.** When the loan funds are received from the U.S. Department of Education, they go into a general college clearing account and then the funds are disbursed to the individual student accounts. The college then needs to confirm that enrollment has been verified by instructors for at least 6 credits, and there have been no withdrawals reducing current enrollment to below 6 credits. At the same time, completion of the loan entrance counseling will be verified once again.

### Types of Loans

- **Federal Direct Subsidized Loan** (a fixed interest rate of 3.4% for loans first disbursed after July 1, 2012 and prior to June 30, 2013)
  - This loan is awarded to students who demonstrate need as determined by the Free Application for Federal Student Aid (FAFSA) results. With this loan, the federal government pays the interest while the student is enrolled at least half time (6 credit hours) in an eligible program. For Direct Subsidized Loans that are first disbursed on or after July 1, 2012 and before July 1, 2014, the student would be responsible for the interest during the 6-month grace period after the student stops attending school at least half time.
  - There is a 1% origination fee which will be deducted from the gross amount of the loan.
  - Maximum loan amounts for the year are \$3,500 for certificate students and Associate degree students who have earned less than 30 credits (freshmen); \$4,500 for Associate degree students with 30+ credits earned (sophomores); and \$5,500 for students with 60 or more credits earned (juniors and seniors in the bachelor degree programs).
  - The aggregate amount of subsidized loans that undergraduate students can borrow is \$23,000.
  - Student must be enrolled at least half time.
- **Federal Direct Unsubsidized Loan** (a fixed interest rate of 6.8%)
  - This loan is awarded to students who do not show need as determined by the FAFSA results or are not eligible for the entire amount of their loan to be subsidized.
  - **The federal government does not pay the interest on this loan, and you will be responsible for paying the interest.** You have the option on the loan application (Master Promissory Note) to defer the interest payments while in school. The interest, if deferred, is added to the principal balance of the loan.
  - There is a 1% origination fee which will be deducted from the gross amount of the loan.
  - Maximum loan amounts mentioned above (for the Federal Direct Subsidized Loan) are for both subsidized and unsubsidized loans.
  - Dependent students may be able to borrow an additional \$2,000 unsubsidized even if they have borrowed their maximum grade level amount.
  - The aggregate amount of subsidized/unsubsidized loans that undergraduate dependent students can borrow is \$31,000 (of which no more than \$23,000 can be subsidized loans).
  - Student must be enrolled at least half time.
- **Additional Federal Unsubsidized Direct Loan** (a fixed interest rate of 6.8%)
  - Students who are independent as determined by the FAFSA results (or dependent students whose parent has applied for the Federal Direct Parent PLUS Loan and been denied) are eligible to borrow additional amounts of the Federal Direct Unsubsidized Loan.
  - There is a 1% origination fee which will be deducted from the gross amount of the loan.

- Maximum loan amounts for the year are \$4,000 for certificate students, freshmen and sophomore students in Associate degrees, and \$5,000 for junior and senior students in the bachelor degree programs.
  - Independent students may be able to borrow an additional \$2,000 unsubsidized loan.
  - **The federal government does not pay the interest on this loan, and you will be responsible for paying the interest.** You have the option on the loan application (Master Promissory Note) to defer the interest payments while in school. The interest, if deferred, is added to the principal balance of the loan.
  - The aggregate amount of subsidized/unsubsidized loans that undergraduate independent students can borrow is \$57,500 (of which no more than \$23,000 can be subsidized loans).
  - Student must be enrolled at least half time.
- **Federal Direct Parent PLUS Loan** (a fixed interest of 7.9%)
    - The parent is the borrower of this loan and a credit check is required.
    - The student must be enrolled at least half time (6 credit hours per semester).
    - **Students are required to file the FAFSA before a Federal Direct Parent PLUS Loan may be processed.**
    - The parent may borrow the difference between the cost of attendance and the amount of financial aid awarded to the student.
    - Repayment begins after the last disbursement for the loan has been received. However, parents may apply for a deferment while the student is enrolled at least half time (6 credits).
    - **The federal government does not pay the interest on this loan; the parent will be responsible for paying the interest.**
    - There is a 4% origination fee which will be deducted from the gross amount of the loan.
    - Parents can apply for the Federal Direct Parent PLUS Loan on the web at [www.studentloans.gov](http://www.studentloans.gov).
      - Click Sign-In in the Manage My Direct Loans box on the left
      - Sign in using your PIN (this is the same PIN that the parent used to sign the student's FAFSA)
      - Select Request a PLUS Loan (on the menu on the left)

### **Loan Facts**

Borrowing on a loan is a serious undertaking, and can be a major contributor to excessive student debt. Be a smart borrower and avoid overwhelming loan obligations by understanding your options and keeping your debt to a minimum. You are encouraged to borrow only the amount necessary to pay for tuition, fees, and books. *Caution:* Please remember, at the start of the semester, loans are being processed by every college in the country, resulting in a possible slowdown in the system due to the high volume. You should never write checks or make payment promises when waiting for a loan disbursement.

- **Research and apply for as many scholarships/grants as possible.** The more “free money” you obtain, the less loan money you will need.
- **Prepare a budget.** Know how much you will need to pay for your courses and other educational costs.
- **Know that you don't have to borrow the entire amount that's offered to you.** You can choose to have the loan amount reduced, or decline the loan altogether.

- **Always look into your eligibility to apply for the Federal Direct Loan before you apply for a private loan.** If you decide to borrow, look into the various types of student loans available as the interest rates, repayments benefits, and credit criteria vary.
- **Loans must be repaid.** Once you sign the promissory note, you are obligated to repay this debt regardless of your education and/or employment outcomes.
- **Your educational loans will become part of your credit history; protect your credit.** Defaulting on your loan (failure to make payments or adequate payments) will result in a lower credit score which may have an adverse effect on your ability to borrow in the future.

### **Loan Disbursement Process**

- Loan funds will be received electronically and posted to your student account. No loan funds will be disbursed until at least three weeks after the end of the add/drop period and after enrollment has been verified. (Disbursement of loan funds will occur only after your financial aid award has been made, all loan paperwork has been received, the loan has been processed, you have completed your Federal Direct Loan Master Promissory Note on the web, and the college receives the loan funds.) [Please Note: Posting funds to your student account is not the same as receiving those funds as a refund. The Office of Student Accounts must run separate processes to determine if a student is eligible for a refund.]
- A student attending both the fall and spring semesters will usually receive one disbursement for one-half of the total loan proceeds per semester, if eligible. Funds for a fall only or spring only loan will be disbursed in two disbursements during the term, one-half of the loan proceeds each time. The second disbursement cannot be received until at least half way through the loan period. Check with the Office of Student Accounts for anticipated disbursement dates.
- Students must be enrolled for at least 6 credits in order to receive the funds at the time of disbursement. If your enrollment status drops to less than half-time, no loan funds can be disbursed regardless of the charges or original enrollment status.
- First-year students who are also first-time borrowers may not receive the funds until at least 30 days after classes begin in their program.
- A student's eligibility for the Federal Direct Loan is partially based on your enrollment status as well as the start date of classes. Students should be aware that certain courses have staggered or irregular start dates that are not the same as the beginning of the standard semester. Students enrolled in these courses are not eligible to receive the loan funds until the classes are in progress and enrollment can be verified. Students enrolled in a course with staggered start dates are encouraged to check with Financial Aid Services for information concerning aid disbursement dates. [For example: Since a student must be enrolled for at least 6 credits in order to receive the loan funds, if you are enrolled for 3 credits in Term A and 3 credits for Term B, your loans will not be disbursed until after Term B begins and your enrollment is verified. If you are enrolled for 6 credits for Term B only, your loan funds will not be disbursed until after Term B begins and your enrollment is verified.]

### **What Do I Do if I Want to Work?**

Students interested in working may do so through one of three work programs and must contact the Student Employment Coordinator in the Financial Aid Services Office if interested in Federal Work-Study (FWS), the Florida Work Experience Program (FWEP), or Institutional Work-Study (IWS) regarding available positions and paperwork.

- **Federal Work-Study**
  - Must show need through the completion of the FAFSA.
  - Must be enrolled for at least 6 credit hours per semester.
  - May work up to 20 hours per week (depending on need).
  - Students may not work during scheduled class times.
  - A student will not be allowed to earn more than the award amount offered.
  
- **Institutional Work-Study**
  - Not based on need, completion of the FAFSA is not required.
  - Must be a Daytona State College student.
  - May work up to 30 hours per week.
  - Students may not work during scheduled class times.
  
- **Florida Work Experience Program**
  - Must show need through the completion of the FAFSA.
  - Must be enrolled for at least 6 credit hours per semester.
  - Maximum hours determined by the employer and student (depending on need).
  - Students may not work during scheduled class times.
  - Must maintain a minimum cumulative grade point average of a 2.0.
  - A student will not be allowed to earn more than the award amount offered.

### **I have been offered a FWS/FWEP/IWS position; Now What?**

- When the student is offered Federal Work-Study, Florida Work Experience Program, or Institutional Work-Study, he/she will need to see the Student Employment Coordinator located in the Financial Aid Services Office to complete the necessary paperwork.
- Students must complete a Federal Employment Eligibility Verification/I-9 form as well as a Federal W-4 form before they may begin to work on campus. These forms must be completed in person with the Student Employment Coordinator.
- Your FWS, FWEP, or IWS award is earned through working; students are paid via direct deposit or through the Daytona State One Card.

### **What are the Renewal Requirements for my Financial Aid?**

#### ➤ **State of Florida Programs**

- **Florida Academic Scholars:** Need a 3.0 cumulative grade point average as of the end of the spring term, and earn at least 24 credit hours for the academic year, if enrolled full time (prorated for part-time students). Must be enrolled in an eligible degree or certificate program, and must be enrolled in courses required by that program. Must not have earned a bachelor degree. Please see attached Bright Futures Scholarship update from the 2012 Legislative session.
  
- **Florida Medallion or Florida Vocational Gold Seal:** Need a 2.75 cumulative grade point average as of the end of the spring term, and earn at least 24 credit hours for the academic year, if enrolled full time (prorated for part-time students). Must be enrolled in an eligible degree or certificate program, and must be enrolled in courses required by that program. Must not have

earned a bachelor degree. Please see attached Bright Futures Scholarship update from the 2012 Legislative session.

- **First Generation Matching Grant Program:** Need a 2.5 cumulative grade point average as of the end of the spring term, and earn at least 24 credit hours for the academic year, if enrolled full time (prorated for part-time students). Must be enrolled in an eligible degree or certificate program, and must be enrolled in courses required by that program. Must not have earned a bachelor degree. Please note that this grant is funded by the Florida legislature and the funds must be matched by the college. At this time we do not know if funds will be available for 2012-2013.
- **Florida Student Assistance Grant:** Need a 2.0 cumulative grade point average as of the end of the spring term, must be enrolled in an eligible degree or certificate program, must be enrolled in courses required by that program, and must not have earned a bachelor degree. Must earn the following for each term an award was received during the academic year:
  - 12 credit hours for each term of full-time enrollment;
  - 9 credit hours for each term of three-quarter time enrollment; or
  - 6 credit hours for each term of half-time enrollment.
- **Florida Work Experience Program:** Need a 2.0 cumulative grade point average as of the end of the spring term, must be enrolled in an eligible degree or certificate program, and must be enrolled in courses required by that program, and must not have earned a bachelor degree. Must earn the following for each term an award was received during the academic year:
  - 12 credit hours for each term of full-time enrollment;
  - 9 credit hours for each term of three-quarter time enrollment;
  - 6 credit hours for each term of half-time enrollment

➤ **Federal Financial Aid Programs**

**Students must complete the FAFSA to determine eligibility each year and meet the financial aid Standards of Satisfactory Academic Progress to renew financial aid programs. However some programs have additional requirements, see below.**

- **Federal Pell Grant:** Must not have earned a bachelor degree (Please note: A student with a baccalaureate or professional degree is ineligible even if the degree is from an unaccredited school or is not recognized by the College. Similarly, a student with a baccalaureate or professional degree from a foreign school usually isn't eligible for a Pell grant.) Effective July 1, 2012 for the 2012-2013 academic year, the recently enacted Consolidated Appropriations Act of 2012 reduced the duration of a student's eligibility to receive a Federal Pell Grant from 18 semesters (or its equivalent) to 12 semesters (or its equivalent). This change applies to all Federal Pell Grant eligible students. It is no longer limited to students who received their first Federal Pell Grant on or after July 1, 2008.
- **Federal TEACH Grant:** Must not have earned a bachelor degree (see above). Funded by the Federal Government, this grant is for undergraduate students in the B.S. in Education degree in a high need field such as Bilingual Education and English Language Acquisition, Foreign Language, Mathematics, Reading Specialist, Science, Special Education, and other identified

teacher shortage areas. Students must have at least a 3.25 cumulative grade point average, and must complete Teach Grant counseling and Teach Grant Agreement to Serve each academic year.

➤ **Institutional Financial Aid Programs**

**Students must complete the FAFSA to determine eligibility each year and meet the financial aid Standards of Satisfactory Academic Progress to receive institutional funded financial aid programs.**

### **What is Satisfactory Academic Progress?**

Financial Aid Satisfactory Academic Progress will be reviewed each semester for all students. In order to determine if a student is meeting the financial aid satisfactory academic progress standards, all transcripts from any previous colleges attended are required. Students will be notified by FalconMail email within a week after each semester has ended if they are not meeting the financial aid standards of satisfactory academic progress. Students can view their financial aid satisfactory academic progress status (as well as the effective semester/year for that status) on FalconNet under Financial Aid Awards.

#### **Good Standing:**

**To be in good standing you must satisfy all of the following elements of the policy:**

- 1. Successful Completion Ratio: Successfully earn 67% or above of cumulative credits attempted, combining all Daytona State College attempted credits and all attempted transfer credits added to the Daytona State College transcript (including all developmental/remedial credits);**
- 2. Cumulative Grade Point Average: Earn a cumulative grade point average (cum GPA) of a 2.0 or above (including developmental college credits and transfer credits added to the Daytona State College transcript), with the exception of the BS in Education degree. Students in the BS in Education degree must earn a cum GPA of a 2.5 or above (including developmental/remedial college credits and all transfer credits added to the Daytona State College transcript);**
- 3. Maximum Time Frame: Graduate within 150% of the normal length for the student's program, including all Daytona State attempted credits and all transfer attempted credits added to the Daytona State College transcript. [For Associate degree programs, a maximum of 90 attempted credits; for Bachelor degree programs, a maximum of 180 attempted credits; for certificate programs, 150% of the published length of the certificate program. Students will also be suspended as soon as it is determined to be mathematically not possible to graduate within the 150% timeframe, not when the 150% timeframe is reached.]**

#### **Successful Completion Rate**

This standard requires students to successfully complete (with letter grade of A, B+, B, C+, C, D+, D) a minimum of 67 percent of the total number of credits attempted. [For example, if you have attempted a total of 30 credits, you must successfully complete 20 credits with a cum 2.0 or above. (30 credits x .67 = 20 credits successfully completed)] Attempted credits include all credits in which you are registered at the end of the add/drop period. Letter grades of F, FN, W, I, SP or IP will not be considered as credits successfully completed or earned. Students who repeat a course for any reason should be aware that each

time you enroll in a course it counts as an attempt, but only one attempt is considered earned. Repeated courses will have an impact on your ability to complete your program within the required maximum time frame. (Please note: Academic amnesty does not apply to the financial aid standards of satisfactory academic progress.)

### **Cumulative Grade Point Average (cum GPA)**

You are required to maintain a minimum cumulative grade point average of 2.0 (C grade). Students in the BS in Education degree must maintain a minimum cumulative grade point average of 2.5. Refer to the College catalog for more information regarding grading policies. (Please note: Academic amnesty does not apply to the financial aid standards of satisfactory academic progress.)

### **Maximum Credit Review/Pace**

Under this standard, students must complete their degree or certificate within 150% of the program length, **including** all Daytona State attempted credits and all attempted transfer credits on the Daytona State College transcript. All attempted credits, including incomplete grades and repeats, are counted toward the 150 percent maximum time frame. The only exception to this are all ESL courses and non-credit courses. [For Associate degree programs, a maximum of 90 attempted credits; for Bachelor degree programs, a maximum of 180 attempted credits; for certificate programs, 150% of the published length of the certificate program.] (Please note: Academic amnesty does not apply to the financial aid standards of satisfactory academic progress.) Students will also be ineligible for financial aid as soon as it is determined to be mathematically not possible to graduate within the 150% timeframe, not when the 150% timeframe is reached. If you exceed the maximum number of credits (or if it is determined to be mathematically not possible to complete your degree/program within the 150% timeframe), students are no longer eligible to receive financial aid unless a one-time appeal is approved. The appeal for exceeding the maximum credit review must include a degree check-down from an advisor indicating the courses and credits required to complete your degree or certificate program.

If approved for an appeal for exceeding 150% of the program length, it will be a **one-time only** appeal for the degree or certificate program for which the appeal was based. If the appeal is approved, the student would be eligible for a specific number of attempted credits, and **cannot change majors**. **Students must successfully complete all classes attempted each semester, enrolling only in classes required for the approved major, and earn at least a 2.0 term GPA each semester. Students who do not comply with these terms will be suspended and be ineligible for financial aid.** All attempted credits, including incomplete grades and repeats, are counted toward the 150% maximum time frame. Once the number of approved attempted credits is reached or exceeded, the student will no longer be eligible for financial aid. If the student changes to another major, degree, or certificate program and has not completed the degree or certificate program for which the appeal was approved, the student will no longer be eligible for financial aid and will not be considered for another appeal for maximum credit.

Students who change their education program or graduate and reapply to a new program must still adhere to the maximum credit policy. In other words, all of your previous Daytona State attempted credits and all attempted transfer credits will count towards the 150% time frame. Consideration will be given to students completing a second degree or certificate.

### **Financial Aid Warning:**

A student will be placed on Warning the first time the first two Good Standing requirements are not met (a student who is not meeting the requirement to graduate within 150% of the program length will be suspended). Students can continue to receive financial aid while on Warning, even though they are not in

Good Standing, with the understanding that all the Good Standing criteria **must be met** at the end of the Warning term or they will be suspended.

### **Financial Aid Suspension:**

A student who is not in Good Standing after the warning period will be ineligible for financial aid (suspended). Financial aid (which includes grants, loans, and work-study) cannot be received once suspension occurs. An appeal of suspension is allowed, and will be approved only in the cases of a documented exceptional personal circumstance beyond the control of the student. The first time a student is suspended and an appeal is approved for not meeting the overall completion rate and/or not earning the required cum GPA, the status will be changed to Probation. As part of the Probation process, the student is required to agree to, and sign, an Academic Plan. Students may also be required to obtain the signature of an Academic Advisor on their Academic Plan. If the terms of Probation and the Academic Plan are not met, this will result in a final suspension, and the student will be ineligible to receive financial aid.

### **Financial Aid Probation/Academic Plan:**

If the student's appeal of suspension for not meeting the overall completion rate and/or not earning the required cum GPA is approved, the status of Probation is given for the next period of enrollment for a **one final opportunity** to demonstrate satisfactory academic progress. As part of the Probation process, the student is required to agree to an Academic Plan. Students can continue to receive financial aid while on probation and the academic plan, even though they are not in Good Standing. Students on Probation and an academic plan will be reviewed at the end of the Probation semester to determine if they have returned to Good Standing. If, at the end of the Probation semester, they have not returned to Good Standing, but have met the requirements of the Academic Plan, they will continue on Probation and the Academic Plan for the subsequent semester of enrollment.

As part of probation status, students will be **required** to agree to, and sign, an Academic Plan as designated by the college. The requirements of the Academic Plan will vary depending on your specific academic history:

- In general, students who have attempted 36 or more credits towards an Associate degree, or 96 or more credits towards a Bachelor degree, and are approved for Probation may be required to successfully earn 100% of all future credits attempted and earn a 2.0 GPA in each subsequent semester of enrollment until they return to Good Standing.
- In general, students who have attempted less than 36 credits towards an Associate degree, or less than 96 credits towards a Bachelor degree, and are approved for Probation may be required to successfully earn at least 67% of all credits attempted and earn a 2.0 GPA in the immediate next semester of enrollment, and then required to earn 100% of all future credits attempted and earn a 2.0 GPA in each subsequent semester of enrollment until they return to Good Standing.
- If at the time of Probation being awarded, students have not completed the Developmental Course sequence required by the College, they will be limited to 8 credits of enrollment in the immediate next semester and must enroll in at least one of the Developmental classes still outstanding. Students must successfully complete 100% of classes attempted and earn a 2.0 GPA during that semester. If all classes are successfully earned with a 2.0 GPA, then Probation will be continued and the student will be required to successfully earn 100% of all future



credits attempted and earn a 2.0 GPA in each subsequent semester of enrollment until they return to Good Standing.

The Office of Financial Aid will assign the appropriate Probation and Academic Plan based upon a review of each student's specific academic history. Students enrolled in Certificate programs will be assigned an Academic Plan that meets the pace requirements required by the U.S. Department of Education.

The Academic Plan will have to be **signed** and returned by the student prior to the reinstatement of financial aid, and those students still needing to take Developmental classes will need to have an Academic Advisor also sign the Academic Plan.

Students will not be allowed to change majors while on an Academic Plan. Therefore, if a change of major is contemplated, it must be done in conjunction with the signing of the original Academic Plan.

The college reserves the right to conduct an Administrative Review on a case-by-case basis if an appeal is denied, or when a student fails to meet the requirements of Probation and the Academic Plan if there was a significant one-time unanticipated life changing event while on the Academic Plan causing the student to withdraw or fail classes during a probationary semester. Request for an Administrative Review should be sent to the Financial Aid Services Office.

### **Reinstatement from Suspension**

Students who fail to maintain successful completion rate and/or cum GPA as outlined on their Academic Plan will be suspended from future financial aid and must return to Good Standing prior to being eligible to receive financial aid in a future semester. Based upon the number of credits attempted and grades received, this could mean a student suspended would have to pay for a year or two of classes before the student may become eligible for aid again. (Please note: Reinstatement does not pertain to the suspension for exceeding the maximum credit review.)

### **Repeated Courses**

When repeating a course, students may receive financial aid for a course if the previous grade was an F or W. (Please note: For vocational courses, a student may not receive financial aid for repeated courses.) In addition, students may also receive financial aid for a repeated course if the initial grade earned does not meet the pre-requisite requirement for the next course in the sequence. Students may only receive financial aid for a repeated course once.

### **Developmental/Remedial Courses**

A student may receive financial aid for a maximum of 30 attempted developmental credits. After the student has attempted 30 developmental/remedial credits, any additional developmental/remedial credits taken by the student will not be included in determining the enrollment status of the student for financial aid.

### **Non-Credit Courses**

These courses are not eligible for Title IV assistance and do not satisfy requirements of any Title IV eligible academic program. As such they are not considered in the Standards of Satisfactory Academic Progress.

### **Prior Baccalaureate Degree**

Students who have completed a baccalaureate or professional degree from an institution, regardless of

whether the institution is unaccredited or a foreign school, are not eligible for federal or state grant funds. It does not matter whether the degree is accepted or recognized by Daytona State College.

**Completion Rate Chart for Successful Progression toward a Degree or Eligible Certificate by Term**

The chart below demonstrates 67 percent completion rate for attempted hours in a semester. The left-hand column is the attempted hours, and the number of credits needed to be successfully completed with at least a 2.0 GPA is in the right-hand column. For example, if you register for 11 credit hours, you must successfully complete 8 credit hours with a 2.0 GPA or higher to meet the satisfactory academic progress requirements for the semester. Both the 2.0 GPA and completion rate of 67% applies to both the semester and cumulative credit hours on your transcript.

<b>Credit Hours Attempted</b>	<b>Earned Hours Needed (Passed with GPA of 2.0 or greater)</b>
19	13
18	13
17	12
16	11
15	11
14	10
13	9
12	8
11	8
10	7
9	7
8	6
7	5
6	5
5	4
4	3
3	3
2	2
1	1

## Student Withdrawal and Federal Requirements

This policy applies only to students who receive Federal student financial assistance under Title IV of the Higher Education Act. Types of assistance are the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Teacher Education Assistance for College and Higher Education Grant, Federal Direct Loan (subsidized and unsubsidized) and Federal Direct Parent PLUS Loan. A student who withdraws from or stops attending **all courses** prior to completion of more than 60 percent of the semester will be required to repay all or a percentage of the federal aid received. If a student plans to attend both the A term and the B term, and withdraws from all classes in the A term or withdraws from all classes in the B term, he/she may be required to repay all or a percentage of the federal aid received. For example: A student who withdraws from all A term classes prior to completion of more than 60 percent of that term, and is registered for B term classes, **must confirm in writing at the time of withdrawal from the A term that he/she does intend to enroll in the B term classes**. If the student does not submit this written confirmation of the intent to enroll in the B term classes at the time of withdrawal from the A term, the student will be considered withdrawn for financial aid purposes, and the student may be required to repay all or a percentage of the federal aid received. (Also, if the student completes all classes from the A term, but withdraws from all classes from the B term, the student will also be considered withdrawn for financial aid purposes, and the student may be required to repay all or a percentage of the federal aid received.)

This may result in the student owing a balance to the College and/or the federal government. These funds are returned in a specific order until each program is reimbursed up to 100 percent of the amount received by the student for that term. The distribution order for the return of funds is as follows:

- Federal Direct Unsubsidized Loan
- Federal Direct Subsidized Loan
- Federal Direct Parent PLUS Loan
- Federal Pell Grant
- Federal SEOG
- Federal TEACH Grant
- Iraq Afghanistan Service Grant

If determined by the calculation, the student must repay the portion of the original grant overpayment that is in excess of half of the total Title IV grant funds that he/she received or could have received. The student does not have to repay grant overpayments of \$50 or less per program. Any repayment of Title IV loans is to be repaid under the conditions of the existing promissory note. A student who owes a grant repayment remains ineligible for further Title IV financial aid until the grant is repaid, unless the student and the U.S. Department of Education agree on a satisfactory repayment arrangement. The U.S. Department of Education allows a student to retain eligibility for 45 days from the date that the institution sends the repayment notification to the student. After 45 days, the student will either have to pay the overpayment in full or make satisfactory arrangements with the U.S. Department of Education to repay the overpayment to retain eligibility for Title IV financial aid.

Unpaid balances will result in a hold on the student's records, diplomas, transcripts, and future registration activity. Furthermore, these debts may be referred to an outside collection agency and to appropriate credit bureaus. Resulting collection costs will be added to the original debt and the student must pay these costs, as well as attorney's fees, if applicable.

Please feel free to contact the Financial Aid Services Office at 386-506-3015 or email us at [financialaid@daytonastate.edu](mailto:financialaid@daytonastate.edu) if you have any questions regarding financial aid.

## 2011-2012 Bright Futures Updates

The 2011 Florida Legislative Session resulted in changes to the Florida Bright Futures Scholarship Program effective July 1, 2011. Additional information regarding the changes, as well as other Bright Futures information, is available at <http://www.floridastudentfinancialaid.org/SSFAD/bf>. [Note: This page will be updated when information is available about the 2012 Florida Legislative session.]

1. **Students are now required to submit a complete, error-free FAFSA for the Bright Futures Scholarship, initial and renewal eligibility, any time prior to disbursement.**
2. **Bright Futures award amounts for the 2011-2012 academic year**
  - Bright Futures recipients continue to receive a fixed cost per credit hour award based on their
    - **Award Level**
      - Florida Academic Scholar (FAS), Florida Medallion Scholar (FMS), Florida Gold Seal Vocational Scholar (GSV), or Academic Top Scholar (ATS)
    - **Institution Type**
      - 4-year, 2-year, or Vocational/Technical, and
    - **Credit Type**
      - Semester, quarter, or clock hour
  - See the 2011-2012 award amounts on the Bright Futures Web site at <http://www.floridastudentfinancialaid.org/SSFAD/bf/newsrenew.htm>
3. **Bright Futures recipients must repay the cost for courses dropped or withdrawn**
  - Students will continue to be required to repay the cost of any Bright Futures funded course dropped or withdrawn (after the end of the drop/add period) unless an exception is granted by the financial aid office at their home postsecondary institution.
  - Repayment for the cost of dropped or withdrawn courses is required to renew a Bright Futures award at the end of the spring term for a subsequent academic year.
4. **Restoration for students who lose their Bright Futures Scholarship**
  - Beginning with 2009-2010 high school graduates and thereafter, these students may only restore their Bright Futures scholarship if it is lost due to insufficient GPA **in the first year of funding.**
5. **Maximum funding of Bright Futures Scholarship**
  - Beginning with 2009-2010 high school graduates and thereafter, students may receive funding of the Bright Futures scholarship for up to 100% of the required hours for their program of study. (Students who graduated from high school prior to this may receive the Bright Futures scholarship for up to 110% of the required hours for their program of study.)
6. **Renewal criteria for Bright Future recipients**
  - Bright Futures recipients are required to meet minimum credit hour requirements to renew their award each year. The Florida Legislature amended Section 1009.532 (1)(a), Florida Statutes, to require **full-time** students to earn at least 24 semester hours, or the equivalent in quarter or clock hours, to renew their award (prorated for part-time students).

- The chart below outlines the credit hour requirement for students funded in 2011-2012 and thereafter.

### Bright Futures Credit Hour Renewal Requirements

Institution Term Type	Credit Hour Type	Student Funded (per term)	Required Earned Hours (per term)
Semester	Semester Hour	<b>12+ Hours</b> (Full-Time)	12
		<b>9-11 Hours</b> (Three-Quarter Time)	9
		<b>6-8 Hours</b> (Half-Time)	6
	Clock Hour	<b>360+ Hours</b> (Full-Time)	360
		<b>270-359 Hours</b> (Three-Quarter Time)	270
		<b>180-269 Hours</b> (Half-Time)	180

- Students are required to meet the minimum credit hour requirement for the academic year based on the terms funded.
  - For example, a student funded **full-time** (12+ hours) for **two terms** in a **semester hour** institution must earn a minimum of **24** semester hours and the required GPA to be eligible for renewal.
- Students with different enrollments (full-time, three-quarter time, or half-time) during an academic year must earn the required hours that correspond to their enrollment for each term.
  - For example, a student enrolled at a semester hour institution at **15** hours (full-time) for the fall term and **8** hours (half-time) for the spring term is required to earn a minimum total of **18** semester hours (12 hours for the fall term + 6 hours for the spring term) and the required GPA to be eligible for renewal.
  - A student funded for **two terms** at a **quarter hour** institution for 15 hours in the first term and 12 hours in the second term must earn a minimum total of **24** credit hours (12 hours for the first term + 12 hours for the second term) and the required GPA to be eligible for renewal.
  - A student funded for **240 clock hours** for only **one term** at a **quinmester** institution must earn **180 clock hours** and the required GPA to be eligible for renewal.