The Office of Student Accounts
Wetherell Building #100 Room 102
Department Mission Statement

• The mission of the Office of Student Accounts is to provide quality financial support services to students and staff, incorporating good business practices and accountability measures to safeguard college resources.
Student Accounts Staff

• Cerese Ramos- Director
• Georgiana Bevacqua- Coordinator II
• Michelle LaPlant- Supervisor I

• Specialists:
  • Nancy Kittrell
  • Andrea Horney
  • Kenesha Curry
  • Shawnee Sabo
  • Kristina Ziminski
Function of Student Accounts

• Process and maintain Financial Records related to a student’s account.

• Apply Grants, waivers, and 3rd party billings
  • Florida Prepaid
  • Department of Children and Family waivers

Deposit payments
E-Cashier/Nelnet Payment Plan
Falcon Loans
External Scholarships
Tuition and Fees
Function of Student Accounts

• Bank Mobile
• Book Vouchers and Deferments
• Federal Direct Student Loans – disbursement only
• Refunds
Tuition and Fees - Payments

• Students may pay their tuition, fees, and other applicable charges in person, online through their student portal, or over the phone.

• The following payment options are accepted:
  • Cash
  • Check with a valid State issued Driver’s License, State ID or passport
  • Credit card - Visa, Mastercard, American Express or Discover
    • Person who’s name is on the card must be present to use card
    • Also need valid identification to use a card
Outside Scholarships

- Refundable: refund the student
- Non-refundable: donor wants the funds to continue on the account
Waivers

• Waivers that pay full tuition include:
  • Department of Children and families – must turn in every semester
  • Homeless waivers – given through Admissions

• Waivers that pay partial tuition include:
  • Veterans Residency – covers out of state only
  • 3 Year High School Residency – covers out of state only
  • Disaster Relief Puerto Rico – covers out of state only
Florida Prepaid

• Must be turned in every semester it is to be applied
• Does not cover 100% of tuition-
  • balance will vary based on lab fees, online fees, and which plan they have
• A card that is less than one year old or the annual statement are the only acceptable forms
3rd Party/Agency Billing

Must turn in authorization from agency before the semester ends. Bill after all add/drop periods throughout the semester.
Bank Mobile

1-866-663-2929

• Students choose a refund preference:
  • Deposit to existing account—uses their own personal bank account
  • Deposit to same day account—signing up for a Bank Mobile Vibe account.

Refunds

• If going to personal bank account, it can take up to 3 days after it has been disbursed to deposit.

• If going to Bank Mobile Vibe account, it will be on the student’s card between 3 and 6 pm that day.
Book Vouchers and Deferments

- Must have Financial Aid to receive a book voucher - loan, pell, scholarship
- May be used online or in the bookstore
- Deferments given if a book voucher is not automatically generated, and must be signed for by the student
- Sent over once an hour on the hour

- Emergency Book Vouchers issued once book vouchers end.
- Can only be written for the exact amount needed.
- Must be used that day.
- Can only be used in the bookstore, no online purchases
E-Cashier Payment Plan

• Online through the student portal
• Under the finances tab, click Enroll in E-Cashier Payment Plan
• Has an enrollment fee that is non-refundable
• While student is in plan, a service indicator is placed on the account to hold their classes from being dropped.
• Automatic payments taken from the account or card used to make payment.
• Available after the E-cashier payment plan closes.

• Has an enrollment fee of $45

• Requires a down payment of 50% of the total tuition

• Final payment is deferred based on the important dates calendar.

Falcon Payment Plan

Can only be done in office

Must sign a promissory note and make payment at the time of the paperwork.
Refunds

• Sent out on Fridays

• For loans to disburse, student must be in 6 verified credit hours

• Sent to your Bank Mobile refund preference
Financial Aid Services
Eligibility Requirements

- US citizen or eligible non-citizen
- Accepted as a regular student in an eligible program of study
  - Enrolled in courses required by that program
- Registered with Selective Service, if required to do so
- Have a standard high school diploma, GED or home school (ATB in PS)
- Not be in default on a loan or owe a repayment on any previous federal grant
- Must be meeting the financial aid standards of satisfactory academic progress (SAP)
Application Process

- Complete the Free Application for Federal Student Aid (FAFSA) at [www.fafsa.gov](http://www.fafsa.gov)
  - Can complete the FAFSA as early as October 1\textsuperscript{st} for the following fall semester
Verification

Process where College must verify that information on the FAFSA is accurate

- Verification Worksheet
  - Verify household size, number in college, and whether a tax return was filed
- Non-Tax Filers
  - Confirmation of non-filing status from IRS and Wage/Income transcript (if employed)
- Tax Filers
  - IRS Tax Return Transcript or IRS Data Retrieval process
IRS Data Retrieval Process

- Retrieve IRS tax return data into FAFSA
  - FAFSA is based on prior, prior year tax year data
    - 2017–2018 FAFSA is based on 2015 IRS income tax return
    - 2018–2019 FAFSA is based on 2016 IRS income tax return
  - If selected for federal verification, and IRS Data Retrieval process is not used, must submit a copy of the IRS tax return transcript (copy of tax return is not acceptable).

- Non-tax filers must submit documentation from IRS of non-filing status (and Wage/Income transcript if employed)
Dynamic Forms

- Most Financial Aid forms are electronic
  - Need to complete electronic forms using computer
- Outstanding financial aid forms are on the portal under To-Do List
- Students should always click on More To Do List link
  - Initiated: Paperwork is outstanding
  - Received: Paperwork has been received and is under review (and will remain on the To Do List)
    - Once paperwork is determined to be accurate, status will be changed to Complete and it will no longer appear on To Do List
Student Service Center

Mackenzie's Student Center

Academics

- My Class Schedule
- Shopping Cart
- My Planner

- other academic...

This Week's Schedule

<table>
<thead>
<tr>
<th>Class</th>
<th>Schedule</th>
</tr>
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<tbody>
<tr>
<td>NUR 1010-65 LEC (1133)</td>
<td>Tu 12:30PM - 3:20PM Flagler Bldg. 2 107</td>
</tr>
<tr>
<td>NUR 1020C-65 LEC (1845)</td>
<td>Tu 9:00AM - 11:50AM Flagler Bldg. 2 107</td>
</tr>
<tr>
<td>NUR 1020C-68 LAB (1908)</td>
<td>We 12:30PM - 4:20PM Room: TBA Fr 7:00AM - 3:20PM Room: TBA</td>
</tr>
</tbody>
</table>

weekly schedule

Finances

- My Account
- Account Inquiry

- Financial Aid
- View Financial Aid

- You have no outstanding charges at this time.
- enroll in payment plan

- other financial...

Holds

- Late Book Fine
  details

To Do List

- Student 2015 Tax Transcript
- Dependent Verif, Worksheet
- Parent 2015 Tax Transcript
  more

Enrollment Dates

- Open Enrollment Dates

Advisor

- Program Advisor
  None Assigned
To Do List

Your current To Do items are shown below. To sort or filter your To Do items, change the options below and click Go.

View your To Do Items by

<table>
<thead>
<tr>
<th>Due Date</th>
<th>Institution</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
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**Item List**

<table>
<thead>
<tr>
<th>To Do Item</th>
<th>Due Date</th>
<th>Status</th>
<th>Institution</th>
<th>Administrative Function</th>
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<tbody>
<tr>
<td>Student 2015 Tax Transcript</td>
<td>06/18/2016</td>
<td>Initiated</td>
<td>Daytona State College</td>
<td>Financial Aid</td>
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<tr>
<td>Dependent Verif. Worksheet</td>
<td>07/02/2016</td>
<td>Received</td>
<td>Daytona State College</td>
<td>Financial Aid</td>
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<tr>
<td>Parent 2015 Tax Transcript</td>
<td>07/02/2016</td>
<td>Initiated</td>
<td>Daytona State College</td>
<td>Financial Aid</td>
</tr>
</tbody>
</table>

Click on link for more information
## Dependent Verif. Worksheet

<table>
<thead>
<tr>
<th>Aid Year:</th>
<th>2017</th>
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### Contact

<table>
<thead>
<tr>
<th>Academic Institution:</th>
<th>Daytona State College</th>
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<tbody>
<tr>
<td>Administrative Function:</td>
<td>Financial Aid</td>
</tr>
<tr>
<td>Due Date:</td>
<td>07/02/2016</td>
</tr>
<tr>
<td>Contact:</td>
<td>Financial Aid Services</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:financialaid@daytonastate.edu">financialaid@daytonastate.edu</a></td>
</tr>
</tbody>
</table>

### Description

**2016-2017 Verification Worksheet (Dependent Student)**

Click on link to access dynamic form
Possible Issues

- Financial Aid system recognizes only one Term Activation, one Academic Plan (major), and one Career
  - Mismatched Term Activation and Academic Plan
    - Term activated in Associate Program but in Bachelor degree academic plan
    - Term activated in Dual Enrollment but in Associate degree academic plan
  - Active in two Academic Plans
  - Active in both UGD and CTE careers
Satisfactory Academic Progress (SAP)

- Review is done at the end of each term, including summer
- Students must successfully complete at least 67% of all attempted credits
- Must have at least a 2.0 cum GPA (2.5 for BS in Education)
  - Grade forgiveness/academic amnesty is not recognized
- Must complete program within 150% of the program length
SAP was previously based on all attempted credits on the DSC transcript, including all developmental and transfer credits.

Effective for 2017–2018, SAP is now based on program...
Students are initially awarded based on full-time attendance

Awards can include:
- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant
- Florida Student Assistance Grant
- Federal Work–Study
- Federal Direct Loans

Awards are adjusted after census to reflect student’s enrollment status
Census

- Census Date
  - Date used by Financial Aid to determine a student’s enrollment status and eligibility for financial aid funds
    - Any classes added after Census Date will not be considered for determining enrollment status
    - If a student withdraws from a class(es) prior to Census Date, those credits will not be used for determining enrollment status
    - If a student withdraws after Census Date but prior to receiving a financial aid award, those credits will not be used for determining enrollment status for financial aid.
  - Students should register for all classes by start of semester
Effective with the 2017–2018 academic year, students are eligible to receive up to 150% of the annual Pell Grant amount

- Previously, a student who had received a full-time Pell Grant in the fall and spring semesters had no Pell Grant eligibility in the summer term
  - Now the student can receive an additional Pell Grant for the summer term
  - Must be enrolled at least half time (at least 6 credits)
Florida Bright Futures Scholarships

- Florida Academic Scholars Award (FASA)
  - Will receive an award to cover 100% of tuition and applicable fees (as determined by the Legislature) and $300 for additional educational expenses for both fall and spring semesters.
  - Effective summer 2018, students can receive Florida Academic Scholars during the summer term for 100% of tuition and applicable fees only
Florida Medallion Scholars (FMS) or Gold Seal Vocational Scholars (GVS)

- For 2017–2018: Pays a set amount per credit hour up to 18 credits: $63.00 per credit hour for FMS and $48.00 per credit hour for GSV for a 2 year program; and $53.00 per credit hour for FMS for a Bachelor program
- Effective with the 2018–2019 academic year: Florida Medallion Scholarship will pay 75% of tuition and applicable fees
Disbursement

- Enrollment Verification
  - Financial Aid must verify that a student has attended each class before financial aid can be disbursed to a student
    - Census enrollment data is used for enrollment verification
    - If enrollment is not verified, a service indicator will be added to hold disbursement

- Anticipated Financial Aid
  - Student has a financial aid award but aid has not yet been posted to the student’s account
Disbursement

- Disbursement of grants and loans are based on enrollment status as well as the start date of classes (A and B terms)
  - Students enrolled in these classes are not eligible to receive the funds until the classes start and enrollment is verified
- First-year students who are also first-time loan borrowers are not eligible to receive loan funds until at least 30 days after classes begin
Financial Aid Staff

Daytona Beach campus
- Antonie Keyes, Assistant Director
- Rick Briggs, Work–Study Coordinator
- Nicole Brown, Counselor
- Rudy Chamble, Counselor
- Yja Davenport, Counselor
- Cynthia Dixon, Counselor
- David Howard, Counselor
- Kathleen Mathen, Counselor
- Darnie Petro, Counselor
- Michelle Wallis, Counselor
Financial Aid Staff

- Joann Post, Financial Aid Specialist
- Leticia Reyes, Financial Aid Specialist
- Mildred Horne, Financial Aid Specialist
- Sue Pelletier, Sr. Staff Assistant
- Heather Huckaby, Staff Assistant
- Iman Elbadramany, Financial Aid Analyst
Financial Aid Staff

- DeLand Campus
  - Wesley Liddell

- Deltona Campus
  - Joshua Erickson

- Flagler/Palm Coast Campus
  - Natalie Sothen

- New Smyrna Campus
  - Petra Merrick
Questions?