



FINANCIAL AID AWARD CONDITIONS

All awards are subject to the following conditions:

1. Federal regulations require that Pellissippi State monitor class attendance. Failure to attend class could result in a student being required to repay all or a portion of the financial aid received for a semester.
2. All federal and state financial aid is awarded subject to the Satisfactory Academic Progress Policy at Pellissippi State.
3. The director of Financial Aid is obligated on the behalf of Pellissippi State to review and adjust any award at any time because of changes in financial aid conditions.
4. Tennessee Student Assistance Awards are paid at the time funds are received from the state. This is usually the middle of November for fall semester payments and early April for spring semester payments. Students who have withdrawn or have dropped below 6 credit hours at the time of billing are not eligible for payment.
5. All financial aid is initially awarded on the assumption that the student will be enrolled full-time (12 credit hours or more). If registering for less than full-time, the student should expect an adjustment to his/her award.
NOTE: 6,7, or 8 credit hours = half-time; 9, 10, or 11 hours = three-quarter time; 12 or more hours = full-time.
6. If a class is canceled or a 100 percent refund is given at any time during the semester, it could result in a student owing a repayment of Title IV grants.
7. Students enrolled in certificate programs or at "special student" status are not eligible for Title IV financial aid.
8. Students on the Federal Work-Study Program will be given the opportunity to earn the amount awarded on the MyPellissippi website through employment at Pellissippi State. Earnings for the academic year may not exceed the amount indicated, unless prior approval is received from the Financial Aid Office. The students must report to the Financial Aid Office for job assignments and contracts.
9. Students receiving an Academic Work Scholarship must fulfill a work obligation of 75 hours per semester (approximately 4.5 hours per week). To retain eligibility for the spring semester, students must complete at least 12 hours for the fall semester with a minimum semester grade point average of 2.5 and complete the 75-hour work contract.
10. Pell Grant payments will be adjusted for **any change** of credit hours made through the last day to add a class. This could result in a student owing a repayment of Title IV aid received.
11. Students receiving Federal Stafford Loans must be enrolled at least half-time. Should the student withdraw or drop below 6 credit hours (by either dropping courses or by nonattendance), the loan will immediately go into grace period and then payment status.
12. Students who withdraw from Pellissippi State must notify the Financial Aid Office of this action. Withdrawal could result in a student owing repayment of Title IV funds to the Department of Education and to Pellissippi State.
13. Students who stop attending all classes but do not complete the official withdrawal process could owe a repayment of Title IV funds to the Department of Education and to Pellissippi State.
14. Students who withdraw or drop below half time and have received federal student loans at any time during their enrollment must notify the Financial Aid Office and complete a loan exit interview. Failure to complete this interview will prevent registration in the future and prevent the student from receiving an academic transcript.

STUDENTS RIGHTS AND RESPONSIBILITIES

STUDENTS HAVE THE RESPONSIBILITY TO:

- Attend **all** classes for which they are registered.
- Complete all financial aid forms accurately and submit them on time to the right place. A new application for aid must be submitted each academic year.
- Return all documentation, verification, corrections and/or new information requested in a timely manner.
- **Not** be in default on a student loan or **owe** a repayment on a state or federal grant.
- Notify the Financial Aid Office of the receipt of any outside grant, scholarship or benefit.
- Know the institution's Satisfactory Academic Progress Policy for Title IV financial aid recipients.
- Talk with a financial aid staff member before dropping or withdrawing from a course.
- Perform the work agreed upon in accepting a federal/institutional work-study award.

STUDENTS HAVE THE RIGHT TO:

- Know what financial aid programs are available at Pellissippi State.
- Know the cost of tuition and fees.
- Know how financial aid will be distributed, how decisions on distribution are made and the basis for these decisions.
- Know how their cost of attendance budget was determined, including the cost for tuition and fees, books and supplies, room and board, transportation, and miscellaneous/personal expenses.
- Know what resources (such as parental contribution, student contribution, other financial aid, veterans Benefits, etc.) were considered in the calculation of their need.
- Know how much of their financial need has been met by financial aid.
- Request an explanation of the various programs in their student aid package.
- Know the institution's return of Title IV funds policy.
- Know the institution's Satisfactory Academic Progress Policy for Title IV financial aid recipients.
- Know what portion of the financial aid they receive must be repaid and what portion is gift aid. If the aid is a loan, they have the right to know what the interest rate is, the total amount that must be repaid, the repayment procedures, the length of the time they have to repay the loan and when repayment begins.