# BEAUFORT COUNTY COMMUNITY COLLEGE OFFICE OF FINANCIAL AID HANDBOOK

This manual is designed to provide a written history of all policies connected to the Office of Financial Aid, the policies related to each workflow, and the forms necessary for the completion of and the procedures necessary to complete each task.

POLICIES & PROCEDURES MANUAL: SECTION BY SECTION

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# MANUAL INTRODUCTION

## Introduction to the Office of Financial Aid

This manual is designed to provide a written history of all policies connected to the Office of Financial Aid, the policies related to each workflow, and the forms necessary for the completion of and the procedures necessary to complete each task. Financial aid refers to any funds awarded as federal, state, or institutional funds.

The manual will be used daily by the Office of Financial Aid staff, the Financial Aid Appeals Committee, and any outside auditors charged with reviewing financial aid records.

**Office Location**
The Office of Financial Aid is located in Building 9, the Student Services Building.

During Fall and Spring Terms, hours of operation are Monday - Thursday, 8:00 a.m. until 5:30 p.m. Friday, 8:00 a.m. -1:00 p.m. During the Summer Term hours of operation are Monday – Thursday, 7:30 a.m. -5:45 p.m. Closed on Fridays.

**Important contact information**
Students can contact Financial Aid by email at finaid@beaufortccc.edu or by phone at 252-940-6222.

The College's website is www.beaufortccc.edu

**Staff Meetings**
Staff meetings are generally held once a month with the Director of Financial Aid. If there is a need to meet more often, the Director will schedule these meetings.

**Operative Financial Aid Principles**
The Office of Financial Aid operates with the understanding that all students eligible to receive financial aid should be encouraged to apply for and receive financial aid funds. These funds should help pay for their tuition, fees, books, and other educational expenses.

The Office of Financial Aid has an open-door policy and sees students as they arrive in the office. While appointments can be made with a specific counselor, it is not necessary to have an appointment to be served.

The Office of Financial Aid aims to provide a comprehensive program of financial assistance for students seeking grants, work-study, scholarships, veterans' benefits, and childcare and to make referrals for students to attain their educational goals.

Beaufort County Community College prides itself on offering personalized assistance to students and families regarding federal, state, and institutional financial aid programs.

## Purpose & Philosophy of the Office of Financial Aid

The student financial aid program at Beaufort County Community College (BCCC) is designed to assist qualifying students in meeting the costs of attending college. The program consists of three major types of aid: grants, scholarships, and student employment. An eligible student may receive one or more of these types of financial aid.

In making award decisions, the Office of Financial Aid first determines the student's financial need for college attendance. The need is the difference between the student's resources and their parents (if a dependent student) and the costs of attending college. Any student who has completed the financial aid application procedure is considered for all types of financial aid without regard to the student's sex, race, color, disability, or national origin. In all financial aid awards, the student has the right to accept, reject, or appeal the aid he or she has been offered.

## Policies & Procedures Development Responsibilities

The staff of the Office of Financial Aid collaborate establishes policies and procedures development processes concerning financial aid at BCCC. The Director of Financial Aid has responsibility for policy and procedure development. Policies and procedures are evaluated annually for revisions. However, if at any time regulations, laws, and/or Department of Education changes occur, the policies and procedures are subject to change.

All these policies and procedures are shared with the college's senior staff and leadership committee. The approval of Senior Staff, Leadership, and the Board of Trustees is needed to create or update the Policy.

As changes in the policies and procedures in this manual need to be made, the Director of Financial Aid will manage that responsibility. The Director of Financial Aid will also complete any necessary re-training with all applicable staff.

**Responsible Personnel**
The Director of Financial Aid is responsible for ensuring that all other staff members are aware of any changes to existing policies and procedures or the development of new ones. The Director of Financial Aid will maintain responsibility for the day-to-day operations of the procedures and will be responsible for updating and editing all policies as needed.

Information about the latest update will be provided to the staff as procedure changes are made. The complete and current copy of all procedures will be located in each staff member's office.

**Documents & Methods**
Various documents and publications are necessary to maintain a current working knowledge of the new regulations, laws, and policies imposed by the US Department of Education (DOE).

Each staff member has been provided access to these documents via electronic format. Access to the DOE's Information for Financial Aid Professionals (www.IFAP.ed.gov) is available to all staff. Additionally, staff members subscribe to various list services such as NASFAA and IFAP providing pertinent and timely information about the latest regulations. Ultimately, the Director of Financial Aid is responsible for keeping abreast of the latest changes and ensuring that the staff is aware of all regulations and legislative changes.

The following is a partial listing of the resources available to the staff:

1. College Foundation of NC
2. www.cfnc.org
3. U.S. Department of Education
4. www.ed.gov/index.jhtml
5. Student Aid on the Web
6. www.studentaid.ed.gov/PORTALSWebApp/students/english/index.jsp
7. Free Application for Federal Student Aid
8. www.fafsa.ed.gov
9. NC Community Colleges System Office
10. https://ncccs.servicenowservices.com/sp

## Administrative Organization & Office Management

**BCCC Authorization of Service**
Beaufort County Community College's authority to award degrees is granted in NC General Statutes, chapter 115D-5, which establishes the administration of North Carolina Community colleges by the State Board of Community Colleges. The General Statues give the State Board of Community Colleges the authority to regulate the awarding of degrees, diplomas, and certificates. Specific authority for the establishment of colleges is found in Chapter 115D-4 of the North Carolina General Statues. The NC State Board of Community Colleges Code (SBCCC), 1B SBCCC 300.1, authorizes each college within the system to operate under the direction of a board of trustees that derives its authority from the law and rules of the State Board. The State Board Code also Delineates the process by which the State Board grants approval to member institutions to issue degrees, diplomas, and certificates in specific curriculum programs.

BCCC was chartered by the authority of the General Assembly of the State of North Carolina under the Terms and Provisions of Article 115-A of the General Statuses of said State as a public institution of the North Carolina community College System having been Originally established on the 1st day of July, in the year of 1963 as a tax supported institution under the style and title of Washington-Beaufort Unit of Pitt Technical Institute. Charter was signed on December 7th, 1967.

NC Community colleges Website: https://www.nccommunitycolleges.edu/
State Authorization Procedure: https://www.beaufortccc.edu/assets/pandp/6-0701_State%20Authorization%20Procedure.pdf
State Authorization Policy: https://www.beaufortccc.edu/policies-and-procedures

**Institutional & Divisional Structure**

The Office of Financial Aid (OFA) is responsible for awarding all Title IV funds to students who meet eligibility requirements. The OFA staff is also responsible for confirming enrollment in classes and making necessary adjustments to the aid packages as appropriate. Once all confirmations have been completed and awards have been made, the Director of Financial Aid will request the appropriate funds via a draw-down approach. This information is transmitted to the Business Office.

The Business Office is responsible for disbursing the funds to each student's account and managing each student's account accordingly. If the disbursement results in a credit balance, a refund will be processed within 14 days.

While the Office of Financial Aid and the Business Office enjoy a close and respectful working relationship, the two offices separate the functions of awarding and disbursing aid to student accounts.

Below are all offices that play a role in administering and ensuring compliance for Title IV programs.

1. Vice President of Administrative Services
2. Vice President of Student Services
3. Director of Admissions and Records
4. Accounts Receivable
5. Controller
6. Cashier

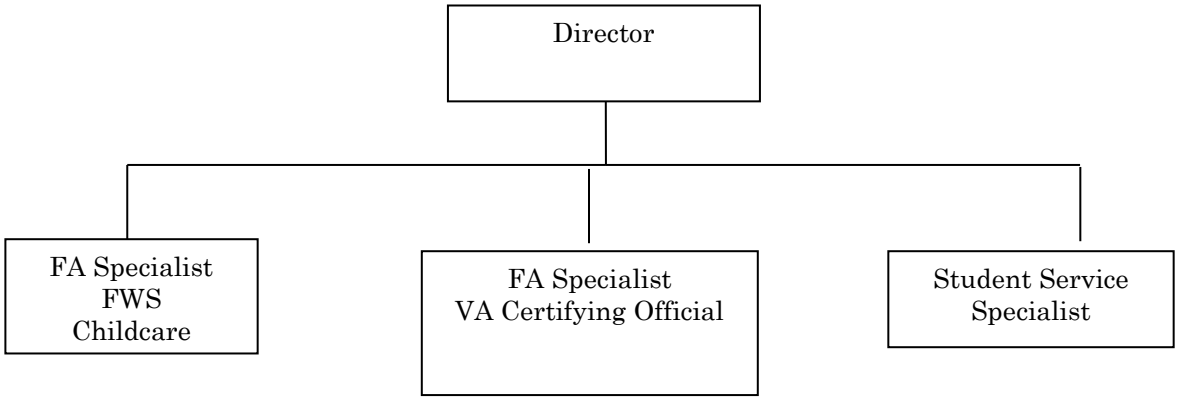
**Office of Financial Aid Structure & Position Responsibilities**

Beaufort County Community College annually reviews approximately 2,000 Individual Student Institutional Records (ISIRs) to determine aid eligibility. With the exception of

the Director of Financial Aid, the caseload is divided accordingly between the staff. The staff maintains an active and manageable caseload of approximately 600 students each. In addition to these individual caseloads, each staff member has additional responsibilities for the management of specific functions in the Office of Financial Aid.

The following chart includes a list of responsibilities by position. Each staff member is responsible for the annual review of these procedures and must work with the Director of Financial Aid to edit/change policies and procedures as needed.

**Financial Aid Organizational Chart**




**Director of Financial Aid**

The Director reports to the Vice President of Administration and Financial Aid provides leadership and hands-on direction to the team responsible for administering all student financial aid funds, including federal grants, state grants, and in-house scholarships. The Director also supervises other designated financial aid staff personnel. The Director performs complex financial analysis, monitoring, reporting, and control; possesses superior management skills needed to maximize organizational resources and improve the customer experience; and reviews, updates, and documents policies, procedures, and practices for the financial aid application, awarding, and packaging.

1. Supervises all financial aid staff personnel
2. Counsels students about various financial aid programs and Satisfactory Academic Progress (SAP)
3. Helps students complete the Free Application for Federal Student Aid (FAFSA)
4. Receives/places telephone calls and assists with the completion of the financial aid process
5. Updates and designs financial aid applications, correspondence forms, and scholarship applications
6. Financial Aid Module Setup, maintenance, and troubleshooting of the financial aid environment in Colleague Live and the Colleague Test Account

7. Serves as liaison between the Central Processing System (CPS) and the Common Origination and disbursement site (COD) for electronic processing of ISIRS & Pell payments, balancing and reconciling
8. Processes ISIRs to determine student aid eligibility, sends award/ineligible letters/emails and other correspondence indicating incompletion or follow-up, and posts financial aid awards to student accounts
9. Reviews and processes Consortium Agreements
10. Processes Financial Aid Transmittal Reports to disburse approximately $3.5 million in federal, state, and local funds to students
11. Monitors Pell overpayment & loan default status online using the National Student Loan Data System (NSLDS)
12. Monitors financial aid recipient grades to determine satisfactory academic progress and notifies recipients about probation/suspension status/max timeframe
13. Processes 60% withdrawals and Return to Title IV repayments and refer unpaid balances to the DOE
14. Processes overpayment letters for students who owe financial aid overpayments to the institution
15. Monitors changes and updates regarding financial federal regulations and policies; communicates updates to staff.
16. Develops financial aid guidelines and procedures in compliance with federal, state, and college regulations
17. Maintains proper documentation of all awards to monitor fund control records and the limitations on funding levels for all federal and state student aid programs
18. Maintains records for a period of three years following terminations of enrollment of an eligible student and makes these records available for examination by authorized representatives of the state and federal government for compliance audits
19. Serves on the FA SAP Appeals Committee to review and process SAP appeals submitted by students
20. Maintains the BCCC Office of Financial Aid Policies and Procedures
21. Monitors and resolves Multiple Reporting issues for students who are attending more than one institution
22. Facilitates financial aid workshops on and off campus
23. Performs other tasks as assigned by the VP of Administrative Services

**Financial Aid Specialist**

The Financial Aid Specialist is responsible for helping students complete financial aid applications and other necessary forms, requesting, and processing confidential documents, answering phones and handling inquiries. Provides research and assistance to the Director with the administration of grants, scholarships, loans, and student employment in accordance with federal, state, and college regulations.

1. Counsels students about various financial aid programs and Satisfactory Academic Progress (SAP)
2. Helps students complete the Free Application for Federal Student Aid (FAFSA)

3. Receives/places telephone calls and assist with the completion of the financial aid process
4. Updates and designs financial aid applications, correspondence forms, and scholarship applications when necessary
5. Performs daily importing and exporting of federal Title IV data using Colleague
6. Assists the Director of Financial Aid with setups, maintenance, and troubleshooting of the financial aid environment in Colleague Live and the Colleague Test Account
7. Serves as liaison between CPS and COD for electronic processing of ISIRS
8. Processes ISIRs to determine student aid eligibility, sends award/ineligible letters/emails and other correspondence indicating incompletion or follow-up, and posts financial aid awards to student accounts
9. Reviews and processes Consortium Agreements
10. Maintains budget and approves federal work-study applications for employment
11. Certifies federal work-study employees with employment eligibility verification guidelines as directed by our Business Office and the Department of Homeland Security
12. Processes monthly payroll time records for federal work-study employees and submits payroll and transmittals to the Business Office for payment
13. Monitors Pell overpayment & loan default status online using the National Student Loan Data System (NSLDS)
14. Monitors financial aid recipient grades to determine satisfactory academic progress and notify recipients about probation/suspension status/max time frame
15. Daily monitor drops and withdrawals of students to determine overpayments or Return to Title IV funds to Dept. of Ed
16. Processes overpayment letters for students who owe financial aid overpayments to the institution
17. Monitors changes and updates regarding financial federal regulations and policies; assists with communicating updates to staff and work-study students
18. Maintains proper documentation of all awards to monitor fund control records and the limitations on funding levels for all federal and state student aid programs
19. Maintains records for a period of three years following terminations of enrollment of an eligible student and makes these records available for examination by authorized representatives of the State and Federal government for compliance audits
20. Maintains Transfer Monitoring with NSLDS
21. Monitors and resolves Multiple Reporting issues for students who are attending more than one institution
22. Creates and runs queries within Informer as needed
23. Reviews student paperwork processed by other financial aid staff on a weekly basis
24. Facilitates financial aid workshops on and off campus
25. Performs other tasks as assigned by the VP of Administrative Services

**Veteran Certifying Official/Financial Aid Specialist**

The Veteran's Certifying Official is responsible for helping students complete financial aid applications and other necessary forms, requesting, and processing confidential documents, answering phones, and handling inquiries, assisting veterans with the veterans' benefit process, and submitting electronic data to the Veteran's Administration. The Veterans Certifying Official provides research and assistance to the Director of Financial aid, with the administration of grants, scholarships, loans, and student employment in accordance with federal, state, and college regulations.

1. Assists students in completing the Free Application for Federal Student Aid (FAFSA)
2. Processes electronic Institutional Student Information Records (ISIR) and other paperwork necessary for PELL payments
3. Assists as backup for area receptionist including receiving and directing incoming phone calls, greeting, and directing visitors and students, and responding to general questions
4. Checks grades to monitor financial aid recipients' satisfactory academic progress maintenance and notify recipients about probation/suspension status
5. Reprocesses Student Aid Reports electronically to CPS
6. Facilitates workshops on and off campus
7. Performs other tasks as assigned by the Director of Financial Aid
8. Responds to inquiries from students, college employees, and customers within 24 hours, maintaining standards of confidentiality
9. Provides specialized customer service to members of the various branches of military service, veterans, and their eligible dependents; relates relevant and accurate information in-person, electronically, and by telephone for all inquiries
10. Monitors the subjects pursued by a student to certify to VA only those subjects that apply to the students' program
11. Monitors students' grades to ensure they are making satisfactory progress
12. Reports enrollment certification and changes in student status to the VA
13. Monitors students' conduct and reports when students are suspended or dismissed for unsatisfactory conduct
14. Provides current and accurate information to students and staff related to G.I. Bill benefits and appropriate financial aid programs; assists students in the application process for benefits and completion of eligibility requirements
15. Works closely with Financial Aid, Student Accounts, and the Cashier's Office to ensure student's financial records are accurate; maintains files for all veteran students
16. Awards all Continuing Education Scholarships
17. Imports FAFSAs into colleague from the DOE

**Student Service Specialist**

The Student Service Specialist is responsible for helping students complete financial aid applications and other necessary forms to ensure that verification for eligibility is complete. The student Service Specialist requests and processes confidential documents, answers phones, and handles inquiries. As needed, will also provide

research and assistance to the Director with the administration of grants, scholarships, loans, and student employment in accordance with federal, state, and college regulations.

1. Assists students to complete the Free Application for Federal Student Aid (FAFSA)
2. Receives/places/transfers telephone calls
3. Posts received paperwork in Colleague and files correspondence
4. Processes and sends award/ineligible letters and other correspondence indicating incompletion or follow-up to students
5. Monitors financial aid recipient grades to determine satisfactory academic progress and notifies recipients about probation/suspension status
6. Completes WIA Financial Aid Analysis Forms for students
7. Completes Social Service Forms for students
8. Completes NCREACH and NCTAP awards and annual reporting
9. Completes V4 V5 Reporting
10. Provides data on student verification trends through updates and periodic reports
11. Performs other tasks as assigned by the Director of Financial Aid
12. Maintains all SAP Appeals and reports to the SAP committee

**Frequent Contact Information**

The Office of Financial Aid works closely with other offices to confirm enrollment for students, review transcript evaluations, maintain permissions for students to visit other institutions, track outside scholarships, etc. Therefore, a close working relationship between Admissions and Records, the BCCC Foundation, and the Cashier's Office is paramount to the Office's success and ability to serve students.

List of Offices Contacted Frequently:

1. Cashier's Office: ext. 6270
2. BCCC Foundation: ext. 6218
3. Admissions and Records: ext. 6237 and ext. 6236

**Academic Year**

BCCC has an instructional Calendar Planning Procedure 3.0201. Each year the Calendar Committee meets to create the upcoming Calendar. When creating the academic calendar BCCC Calendar Committee follows State Board Code 1G SBCCC 100.1. As of 2023 school year, BCCC does not offer curriculum programs in Clock hour. All curriculum Program's of study will fall within a semester timeframe.

Semester Timeframe
Spring: January 1 – May 15
Summer: May 16 – August 14
Fall: August 15 – December 31

An Academic year for BCCC is 24 credits with 32 Weeks of instruction.

A full academic year consists two 16 week Semesters which is 32 weeks of Instruction, with the option of Summer Courses. One Academic year is 24 semester hours.

Fall Semester – 16 Week
Spring Semester – 16 Week
Summer Semester – 10 Week
**Summer Semester BCCC offers two 5 week sessions or an 8 week session within the 10 week semester.

Financial Aid Awarding Enrollment Credits
12 Credits – full Time
9-11 Credits – Quarter Time
6-10 Credits – Half Time
1-5 credits – Less Than Half Time

The semester timeframe may vary slightly due to the required number of instructional days. The number of instructional days in a semester must equate to 80 (16-week semester x 5 days per week) including exam days. Deans will work with faculty to ensure that the required number of instructional days is met each semester.

Accelerated Classes (8-Week classes)
Spring; January 1 – Mid-March, Mid-march-May 15
Fall: August 15 – Mid-October, Mid-October-December 31

Accelerated Classes (5 – week classes)
First 5 – week summer session: start date same as regular 8 – week summer start date late June

Second 5-week summer session: Late June- Late July/Early August. To avoid crossing fiscal years the 2nd 5-week session must start July 1.

Holidays
New Year's day, Martin Luther King, Easter, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving, and Christmas Break

A payment period for financial aid is determined by the Term in which a student is enrolled.

Financial aid will disburse funds for 16 week courses After the Financial Aid Pell Recalculation Date. This date will be on the BCCC website and emailed to staff, Faculty, and Students.

Financial aid will disburse funds for Accelerated Classes after the Registers census Date. A student must attend these courses in order for funds to be disbursed. This date will be on the BCCC website and emailed to staff, Faculty, and Students.

**Accommodations for Disabilities**
Beaufort County Community College is committed to seeing that students with disabilities have equal access to and participation in all programs of study. In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disability Act, students will receive reasonable accommodations to ensure equal access to all programs and activities. Individuals with disabilities should contact the ADA Counselor in the Counseling Department and present documentation of the disability. The documentation in consultation with the student will determine the accommodation needed.

The Office of Financial Aid complies with all requirements for students with disabilities by making our office ADA-accessible to all students. Additionally, the relocation of meetings with students and their families will be arranged if necessary.

**Telephone Calls**
Each staff member receives calls in the Office of Financial Aid.

Each Staff member is responsible for answering all calls directed to the general number in the Office of Financial Aid. Calls are routed to the appropriate staff member.

**Confidentiality of Student Records**
Beaufort County Community College supports the rights and privacy of each student by the Family Educational Rights and Privacy Act of 1974 and is in compliance with its provisions.

A copy of the complete policy statement can be found in the Beaufort County Community College Catalog and website under “Confidentiality Policy 6-01.”

General information about a student’s financial aid record may be released by phone to the student only. To ensure we are talking to the student, the Office of Financial Aid asks for five items: Student ID number, last four (4) digits of Social Security number, address on file, phone number, and date of birth. If the student is unable to accurately provide the identifying information, we will request the student to come to the office for more information.

It is not the practice of the Office of Financial Aid to speak with parents and/or guardians about their student’s financial aid award without the student present or a FERPA agreement in the student’s record.

**Records Management & Retention**
The Office of Financial Aid maintains records of all students who have applied for financial aid for a minimum of three (3) academic years (including the active year). These records are available upon request to state or federal auditors, VA auditors, and individuals performing a state or federal program review.

Financial aid files are maintained by the Office of Financial Aid and electronically housed in the Colleague system. The Colleague system is housed in the Information Systems Department on the main campus. Physical records are housed in the Office of Financial Aid in locked filing cabinets. Inactive records are scanned and stored electronically in the Soft Docs system.

Financial aid records include the award letter, all supporting documentation, tax information for students, spouses, and parents (when applicable), and work-study applications. Administrative records are also maintained here as well. These records include but are not limited to, the FISAP, NCHEDS, IPEDS, and other institutional and System Office reports.

Currently, financial aid files are housed in hard copy. These records are stored alphabetically in paper folders in a locked file room.

Confidentiality Procedure: https://www.beaufortccc.edu/assets/pandp/6-0101_Confidentiality%20Procedure.pdf

Confidentiality Policy: https://www.beaufortccc.edu/assets/pandp/6-01_Confidentiality%20Policy.pdf

## Information Sharing & the Family Educational Rights and Privacy Act

**Internal Disclosure**
The Office of Financial Aid will disclose financial information about a student's record of financial assistance with the BCCC Foundation Office, Marketing and Recruiting, the Office of Admissions and Records, the Office of Institutional Effectiveness, and with other school officials as deemed relevant. All financial aid staff members, in addition to student employees, have the right to access student information without prior consent.

**External Disclosure**
If a student wishes to allow third party access to their student records, a letter supporting this must be maintained in the student records. Students may provide parents with this access to handle their paperwork; spouses may allow this if they are going to be deployed, etc. If a student provides access to a third party and wishes to rescind this access, they must do so in writing.

Unless the student has requested in writing that public information be withheld from normal disclosure, the following information may be released by any member of the College in response to inquiries from the public regarding individual students, whether the request is made in person, by telephone, or in writing:  student's name, address,

telephone number, date and place of birth, major field of study, date of attendance, degrees, and awards.

A student's consent is not required to disclose portions of the educational record defined by the institution as directory information.

## Financial Aid Programs & Requirements

**Institutional Eligibility Requirements**
Beaufort County Community College is an institution of higher education that is eligible to participate in Title IV programs. Documentation providing proof of eligibility can be located in the following documents:

**Program Participation Agreement (PPA)**

**Eligibility and Certification Approval Report (ECAR) -** This document is located online via a secure US Department of Education (DOE) website.

All eligible Title IV recipients will have a valid FAFSA on file, show eligibility for federal and/or state aid programs, have received a high school diploma or its equivalent, and meet all eligible requirements.

The Director of Financial Aid is ultimately responsible for monitoring and maintaining the institution's eligibility for all Title IV programs. The Director of Financial Aid is responsible for the following:

1. Tracking the expiration of the PPA and coordinating the recertification process

2. Updating the information contained in the institution's eligibility application (e.g., additional locations and new programs)

3. Completing the FISAP and other state and federal reports that require information about Title IV recipients

Beaufort County Community College is an accredited institution by standards of the Southern Association of Colleges and Schools Commission on Colleges. SACSCOC regulations and documentation are available in the Office of Institutional Effectiveness. The Office of Institutional Effectiveness is in the Elliott Administration Building, Building 1, on the first floor.

State Authorization Procedure: https://www.beaufortccc.edu/assets/pandp/6-0701_State%20Authorization%20Procedure.pdf

**Program Eligibility**
Beaufort County Community College is a public, nonprofit institution authorized by the United States Department of Education to participate in financial aid programs authorized by Title IV of the Higher Education Act of 1965 as amended.

The Program Participation Agreement (PPA) between Beaufort County Community College and the United States Department of Education entitles the College to participate in the following programs:

1. Federal Work-Study
2. Federal Pell Grant
3. Federal Supplemental Educational Opportunity Grant

## Administrative Capability

**Administration**
The Director of Financial Aid administers and coordinates the institution's financial aid programs.

BCCC has an adequate number of qualified staff members who are responsible for the day-to-day administration of all Title IV programs.

The following professionals are responsible for administering and coordinating the institution's financial aid programs:

Administrative Staff:

1. Director of Financial Aid
2. Financial Aid Specialist/VA Certifying Official
3. Financial Aid Specialist/FWS Coordinator
4. Student Services Specialist

The following people are responsible for the administration of other offices that are involved in managing financial aid funds:

1. Cashier
2. Accounts Receivable
3. Controller
4. BCCC Foundation (Institutional Scholarships)

**Responsibilities of Institutional Offices**
Beaufort County Community College has distinct responsibilities regarding approval, disbursement, and delivery of all financial aid programs. Additionally, the required reports for continued participation in the Title IV program are also completed by specific offices within the College.

The Office of Financial Aid is responsible for confirming eligibility in all programs and preparing transmittals and approvals for the Business Office. Once these approvals have been prepared, the Business Office reviews the awards, posts the awards to the students' accounts, and prepares the appropriate credit balance for the students within 14 days.

**Separation of Duties**
Beaufort County Community College administers Title IV programs with adequate checks and balances in its system of internal controls. The functions of authorizing payments and disbursing or delivering Title IV funds are divided among organizationally independent individuals so that no office has responsibility for both functions.

There is a clear and distinct separation of functions between the Office of Financial Aid, the Business Office, and the BCCC Foundation Office. The Office of Financial Aid assures and maintains the accurate and appropriate awarding of aid funds. This information is transferred to the Business Office via Colleague. In turn, the Business Office receives funds and disburses these funds to students. If the student does not have all the required documentation on file, the account will remain in a pending status, and funds will not be available for transmission to the Business Office.

**Electronic Processes**
Beaufort County Community College participates in several electronic processes identified by the DOE. Many of the electronic processes are completed via the Colleague system and exported to various agencies. ISIR files are received in this manner. The NCHEDS, IPEDS, and FISAP reports are completed via this mode of communication. State Grants are certified online through the College Foundation, Inc. website (www.cfnc.org).

**Information Discrepancies**
The financial aid staff reviews the ISIR Comment Codes published by the DOE each year. These comment codes are attached to rules that are established in the Colleague system. If there are discrepancies in the data provided on the ISIR, the rules will generate a flag on the student's record that will require resolution before the record can be cleared. The rules range from confirmation of a student's marital status to confirmation of a tax return that needs to be completed because the student and/or the parent(s) indicated they 'will file' their federal tax return.

Additionally, rules may be written to address other issues that provide some questions about a record's validity. Marital status for students and/or parents is often in question as well as the dependency status of students who meet the dependent status in all areas except for having a child. When these discrepancies exist, it is the responsibility of the financial aid specialist to address the issue and resolve it appropriately. When necessary, the Director of Financial Aid may be consulted on how to resolve discrepancies.

If discrepancies cannot be resolved and credible information indicating that a Title IV aid applicant, school employee, or third-party servicer may have engaged in fraud or other criminal misconduct in connection with the aid application, the institution will refer student cases to the Office of the Inspector General (OIG).

**Reviews & Proceedings**
Beaufort County Community College has had no significant problems that have affected the College's ability to administer Title IV programs. On an annual basis, the Office of the State Auditor conducts reviews of all policies and practices in the Office of Financial Aid.
Every ten years, the College also participates in the reaffirmation process to determine and reaffirm accreditation by the Southern Association of Colleges and Schools Commission on Colleges. Additionally, SACSCOC conducts an interim review at the college every five years.

**Cohort Default Rates**
Beaufort County Community College has maintained a low cohort default rate for the past three years. BCCC no longer participates in the Federal Loan Program.

Cohort Default Rate information can be obtained from the NSLDS website at www.nslds.ed.gov. To review the report, go to the Org tab on this website and click on "Cohort Default Rate." This will allow staff to review the information for the past several years.

## Reporting & Reconciliation

Beaufort County Community College reconciles all Title IV programs in which it participates and meets reporting requirements. Reconciliation reports are also run on a monthly basis to confirm that the funds approved in the Office of Financial Aid balance with the funds disbursed in the Business Office. Reconciliation reports can be generated via the Colleague system and can be requested via the Common Origination and Disbursement (COD) function. The Director of Financial Aid and the Controller work together to reconcile all financial aid dollars.

Additional information regarding Common Origination and Disbursement may be found on the COD website at www.cod.ed.gov.

All reports generated are listed below:

1. **Fiscal Operations Report & Application to Participate (FISAP)**
   a. The FISAP is submitted electronically via the Colleague system on an annual basis. Generally, the report is completed in late September and submitted to the appropriate office no later than October 1 of each year. This report allows each college to request funds for campus-based programs and account for Title IV dollars disbursed.

b. Additional information regarding the FISAP may be found on the DOE's eCampus-Based Program website at www.cbfisap.sfa.ed.gov.

**2. IPEDS**

The Office of Institutional Effectiveness is responsible for distributing this report to the appropriate office. This report is compiled each spring and submitted to the DOE. Generally, the report should be completed in mid-March to early April with anticipation of having the report completed by May.

**3. NCHED**

The Office of Institutional Effectiveness is responsible for distributing this report and submitting it to the appropriate office. This report is compiled each fall and submitted no later than November.

The Director of Financial Aid ensures that all funds are properly coded in the Translation Table, and the rules are written so this report will populate correctly. The translation table is FLTT, and the FA codes are housed under TT_FIN.AID.CODES.

**Transfer Monitoring**

Transfer monitoring reports must be completed at the beginning of each semester. This information is already set up in Colleague, and the process is already in place. The process can be and should be run wide open. It is important to remember that we need to change the year on the export screen.

Once the report is finished, it will generate a report of all the updated records sent to the COD. Shortly after running the report, the NSLDS website will be updated with the information for the students on the report. Newly awarded students will be reported daily during the FAFSA import process.

**National Student Loan Data System**

Beaufort County Community College accurately reports student information to the National Student Loan Data System (NSLDS) via the Transfer Monitoring Process at the end of each registration period. Additionally, the Director of Admissions and Records reports all enrollment information every 60 days via the National Clearinghouse.

The Office of Financial Aid updates awarding information regarding Federal Pell Grant and overpayments information on a regular and timely basis. The information regarding aid disbursement is also updated via the Colleague system using an electronic process. All Federal Pell Grant disbursements can be reported to the DOE electronically via the CODE process. This information will appear on the NSLDS website within 24 hours of posting it from Colleague.

The Director reconciles student accounts within Colleague using FATR. The FATR report is signed and submitted to the Business Office. The Business Office runs FATP to post awards to student accounts.

After Federal Pell Grant awards are posted to student accounts, the Director submits electronic payment requests to COD. If the records are processed successfully by COD, within three business days, money is transmitted to G5 for the Business Office to draw down.

More information about how funds are transmitted from Colleague to the DOE can be found in a later chapter. The NSLDS website can be updated manually when overpayments must be reported to ensure all information is reported within the required 45-day timeframe.

## General Title IV Student Eligibility Requirements

1. There are several eligibility requirements that students must meet in order to be considered for federal funds. Students must:
2. Demonstrate financial need
3. Have a high school diploma or a High School Equivalency (HSE) certificate on file with the College
4. Be homeschooled and obtain a secondary school completion credential for homeschooling provided by the student's home state, if one is offered, or have completed a secondary school education in a home school setting that qualifies as an exemption from compulsory attendance requirements under state law
5. Be enrolled in an eligible program of study (programs meeting DOE req.)
6. Be a U. S. citizen or an eligible non-citizen
7. Have a valid Social Security number
8. Make satisfactory academic progress
9. Sign a statement on the FAFSA certifying that he/she will use federal student aid for educational purposes only
10. Sign a statement on the FAFSA certifying that they are not in default on a federal student loan and that they do not owe money back on a federal student grant
11. Not have borrowed more than Title IV loan limits
12. Not owe a repayment on Title IV grant or loan received for attendance at any institution
13. Not be enrolled concurrently in an elementary or secondary school

Other areas that require special consideration and may impact student eligibility may include:

Consortium agreements between BCCC and other accredited colleges: Students wishing to take courses at other colleges but continue to receive their financial aid eligibility from BCCC should complete a consortium agreement form and receive permission to be a visiting student from the Office of Admissions. For

more information about this, students should be referred to the Director of Financial Aid.

## Federal Aid Programs in Which Institution Participates

**Federal Pell Grant**
The Federal Pell Grant is a federally funded, Title IV, need-based grant for undergraduate students. The amounts are prorated for less than full-time students.

**Federal Work-Study Program (FWS)**
Federal Work-Study Program Policy
The College participates in the Work-Study program which provides funds for part-time employment to help eligible students finance the cost of postsecondary education. Students must file a Free Application for Federal Student Aid (FAFSA) to participate in this federal program. The FAFSA can be completed online.

**Description**
The Federal Work-Study program is a federally funded, Title IV, need-based, part-time employment program. Students are paid for hours worked at a rate of $15.00 per hour. Hours worked are determined by several factors: cost of attendance, area of employment, and available funds. Students have a maximum of 20 hours a week they can work as student employees. This includes hours earned as work-study. This ensures that students are capable of maintaining their grades and other extracurricular activities.

Employment under FWS is reasonably available to all eligible students to the extent of available funds. Students are notified about FWS job opportunities via a document track letter generated by Colleague. If a student answers “YES” on their FAFSA application to FWS interest, a paragraph is generated on their document track letter. The paragraph explains that the student may come by the Office of Financial Aid to complete a FWS application.

Employment under FWS, to the maximum extent practicable, complements and reinforces the educational program or career goals of each student receiving assistance under the FWS Program.

Employment under FWS may be used to support programs for supportive services to students with disabilities. FWS students are approved for 1-20 hours per week. FWS earnings are updated monthly on an Excel spreadsheet. The Office of Financial Aid works closely with FWS supervisors and the Business Office to ensure efficient timesheet procedures. America Reads/Counts allows an eligible student to tutor reading or math to students in area elementary schools.

**Federal Supplemental Educational Opportunity Grant (FSEOG)**
The FSEOG is a grant to help students offset their educational expenses after high

school. It is for undergraduates only with exceptional financial need (students with a very low Expected Family Contribution on their FAFSA), and it does not have to be paid back. Eligible students will receive an award amount determined by the Office of Financial Aid.

**Iraq and Afghanistan Service Grant**
Students can be eligible to receive the Iraq and Afghanistan Service Grant if they are not eligible for a Federal Pell grant on the basis of their Expected Family contribution. To apply, a student must complete the FAFSA. The grant award is equal to the amount of a maximum Federal Pell Grant for the award year but cannot exceed the cost of attendance for that award year. Funds will be disbursed at the same time BCCC disburses funds for the Federal Pell Grant.

Requirements:
1. Must meet the remaining Federal Pell Grant eligibility requirements
2. Parent or guardian was a member of the U.S. Armed Forces and died as a result of military service performed in Iraq or Afghanistan after the events of 9/11
3. The student was under 24 years old or enrolled in college at least part-time at the time of their parent's or guardian's death.

## State Aid Programs in Which BCCC Participates

**North Carolina Scholarship (NCNBG)**
The NC Scholarship works with federal aid to provide a guaranteed amount of financial assistance with additional state funding provided to students with exceptional need. Students enrolling at BCCC with an AGI of $80,000 or less and an Student Aid Index (SAI) of $7,500 or less, as reported on the FAFSA, are guaranteed at least $5,000 from combined federal and state aid.

**Eligibility**
1. Be an NC resident as defined by North Carolina Residency Manual (RDS)
2. Enroll for at least 6 credit hours
3. Be admitted, enrolled, and classified as an undergraduate student in matriculated status in a degree, certificate, or diploma program at BCCC.
4. Completed FAFSA

**North Carolina Less Than Half-Time Grant**
The State Board will allocate funding to colleges to provide need-based assistance to students enrolled less than half-time in certificate, diploma, or associate degree programs.

All certificate, diploma, and associate degree students must complete the Free Application for Federal Student Aid (FAFSA) to be qualified for this need-based financial assistance. Students enrolled in certificate programs that are ineligible for federal student assistance may qualify for these funds.

Qualified students enrolled less than half-time shall be eligible for $30 per semester hour up to a maximum of $150. Qualified students in programs that are ineligible for federal student assistance shall be eligible for $30 per semester hour up to a maximum of $150.

Funds allocated to the community colleges will include a base rate plus a percentage as determined by the colleges' Pell funds awarded and listed in the most recent final NCHED A-10 report of the community college system data warehouse.

The Director of Financial Aid will report to the System Office after June 30 each year a) The number of students assisted by enrollment status and b) the amount of expended and unexpended funds.

**North Carolina Targeted Assistance Program**
The State Board may allocate at most ten percent (10%) of the funds appropriated for Financial Assistance for Community College Students to students who enroll in low-enrollment programs that prepare students for high-demand occupations. The actual amount of funds allocated shall be adjusted annually, based upon availability in the NC Community College Grant Program.

Certificate, diploma, and associate degree students must complete the Free Application for Federal Student Aid (FAFSA) to be eligible for this need-based financial assistance.

Funds allocated to the community colleges will include a base rate plus a percentage as determined by the colleges' Pell funds awarded and listed in the most recent final NCHED A-10 report of the community college system data warehouse.

Funds will be disbursed upon request from the College's president or Director of Financial Services to the System Office Vice President for Finance. Funds that are not disbursed by the end of the fall semester may be reallocated.

The Director of Financial Aid will submit a progress report to the System Office in November of each year that lists the unexpended balance and lists the credit and noncredit programs in which students receiving assistance are enrolled.

The Director of Financial Aid will report to the System Office after June 30 each year: The number of students funded,

1. A listing of the credit and noncredit programs where funds were targeted
2. Number of completers
3. Number of continuing students and e) The amount of unexpended funds.

**North Carolina Child Care Grant (NCCHD)**
The North Carolina General Assembly has appropriated funding for childcare services to assist student parents enrolled in a North Carolina community college. Students are encouraged to apply early, as funding is limited. Students can apply for the Child Care

Grant after July 1 of each year. Students' dependents that are between the ages of 0-12 can be covered under the Child Care Grant program. Students will not receive childcare funding until the state budget is finalized, and the appropriations are given to the College. Students are given an award for childcare funding that is dependent on their enrollment in the fall and spring semesters. Once final budgets are obtained, then the following criteria for childcare funding will be used to determine eligibility:

1. Preference will be given to students with the highest financial aid need and highest cumulative GPA.
2. Students must have at least a 2.0 cumulative GPA to receive funding.
3. Students must be US citizens and NC residents.
4. Preference will be given to full-time students first; however, half-time students are eligible for funding or previous childcare recipients.
5. Students must be enrolled in an eligible program of study.
6. Students must maintain satisfactory academic progress.

**Childcare Grant Budget**: The state will send out the set budget the college is given to spend on a yearly basis. Once the Director updates the system, a notification will be given of the amount. This usually takes place yearly around August.

**Childcare Application and Guidelines**: Review application and guidelines for changes on a yearly basis. Email final copy to Director for approval. Applications should be available for students by June 1. Copies of the application are placed in the FA verification document bin.

**Required Documents**: Additional documents for review are as follows:

1. Childcare Contractual Agreement
2. Certification Statement
3. The childcare provider and selected recipient must complete the Childcare Contractual Agreement and Certification Statement
4. Yearly Invoice Statement
5. The yearly invoice statement is completed by the Childcare Coordinator after the contractual agreement and certification statement have been returned
6. Childcare Monthly Invoice
7. Provided to the student and childcare provider

**BCCC Website**: Once all documents have been finalized and approved by the Director, submit a ready desk ticket to have been uploaded on the website. Documents to submit are as follows:

1. Childcare Application
2. Childcare Grant Guidelines
3. Childcare Monthly Invoice

# Institution Aid Availability

**BCCC Foundation**

The mission of the Beaufort County Community College Foundation is to provide broad-based community support for the college in achieving its educational goals. The Foundation seeks to achieve this mission through the solicitation of private gifts of money, property, and services and by the management of such assets to enhance the educational programs and services offered by the College. The BCCC Foundation is a non-profit charitable organization established in 1984 to provide community-based support for the college in achieving its educational and workforce development goals. Through the Foundation, generous donors provide support for scholarships, institutional programs, faculty and staff development and facility improvements.

The BCCC Foundation is a 501(c)(3) organization and all contributions are tax-deductible. The Foundation has provided educational opportunities in 2022-2023 to over 250 deserving BCCC students by awarding over $180,000 in scholarships. Students must apply for foundation scholarships online on the BCCC website: https://www.beaufortccc.edu/foundation/home.

**Beaufort Promise Scholarship**

The Beaufort Promise Scholarship is a “last-dollar” scholarship program, which means that after the College expends all federal and state financial aid for which a student is eligible, Beaufort Promise will cover the remaining tuition and fees for a maximum of six consecutive semesters for credit programs or three consecutive semesters for non-credit programs. The College will not cover summer session tuition and fees through Beaufort Promise. Beaufort County will cover Beaufort Promise Scholarships for Beaufort County residents who are United States citizens through at least May 2026. The College Foundation or other sources will cover Beaufort Promise Scholarships for students who are residents of Hyde, Tyrrell, and Washington Counties and, to the extent possible, non-citizens who are residents of Beaufort County.

**Beaufort Promise Procedure**

Beaufort Promise Scholarship Program Guidelines

1. The Beaufort Promise Scholarship Program is a “last-dollar” scholarship program for students enrolled in credit and non-credit courses at Beaufort County Community College (BCCC). “Last-dollar” means that the College will apply all other federal and state grants and local Foundation scholarships towards a student’s tuition and fees prior to using funds designated for the Beaufort Promise Scholarship Program. Prior to May 11, 2023, the College will cover the cost of tuition and fees for all students, no matter the number of credit hours taken, non-residency in the College’s service area (Beaufort, Hyde, Tyrrell and Washington Counties), or citizenship status. During the period prior to the final day of Spring Semester 2023, the College will use federal money to cover tuition and fees for students that do not meet the following guidelines (see #2 et al. below).

2. As of May 12, 2023, the following guidelines will apply to the program.
3. Eligibility for the Beaufort Promise Scholarship requires that credit students take at least nine (9) or more credits in their official program of study and complete the Free Application for Federal Student Aid (FAFSA). Non-credit students must enroll in a program of 50 or more contact hours that leads to an initial certification recognized by the College.
4. Credit students must present an official high school or college transcript that shows an official grade point average (GPA) of 2.0 to apply for the Beaufort Promise Scholarship. Moreover, once enrolled at BCCC and in receipt of funds through the Beaufort Promise Scholarship, both credit and non-credit students must continue to make satisfactory academic progress (SAP) in their official program of study and retain an overall GPA of 2.0 or the equivalent for non-credit programs. If a student's GPA falls below a 2.0 while enrolled at BCCC, he/she will not be eligible for Beaufort Promise in the subsequent semester. However, if the student's GPA rises to at least a 2.0 in the subsequent semester, he/she will be eligible for Beaufort Promise in the next semester of attendance (summer sessions excepted).
5. Students must be residents of Beaufort, Hyde, Tyrrell, and Washington Counties to be eligible to apply for the Beaufort Promise Scholarship. Students must provide documentary proof of residency in one of these counties, such as a driver's license, a bill in the name of the student applicant showing an address within the four-county region, or some other form of acceptable proof of service area residency approved by the College.
6. ECHS and CCP students must maintain satisfactory academic progress in their official program of study at the College as delineated in Procedure 3.2549 in order to qualify for Beaufort Promise.
7. In order to receive funding from Beaufort County through funds allocated for subsidizing the Beaufort Promise Scholarship, students must be United States citizens and must prove residency in Beaufort County through one of the means detailed in #5 above. Students who can prove residency in Beaufort County but not U.S. citizenship may still qualify for the Beaufort Promise Scholarship up to the in-state rate for tuition and fees through private funds provided by the College's Foundation. The College will track all funds from Beaufort County separately from all other funds used to support Beaufort Promise and will not use Beaufort County funds to support any student not meeting the requirements of these guidelines.
8. The College will cover the tuition and fees for students from Hyde, Tyrrell, and Washington Counties who meet the criteria established in #3, #4, and #5 above from scholarship funds provided by the College Foundation as well as from federal COVID-19 assistance funds through October 31, 2023. These funds are designated as Beaufort Promise Scholarship funds.
9. Students or prospective students must resolve all debts to the College prior to obtaining or maintaining eligibility for Beaufort Promise.

# Student Consumer Information Requirements

**Federal Student Consumer Information Requirements**
The Office of Financial Aid at Beaufort County Community College recognizes that in order to understand the complicated field of financial aid, accurate and timely dissemination of information to consumers is vitally important. Several policies have been implemented to ensure appropriate dissemination.

BCCC has combined all Consumer information and School Reporting information in one document for easy access for students, staff, and faculty. Every Semester the Consumer Information document is emailed to all staff, faculty, and students. This document is also on the Financial Aid website: https://www.beaufortccc.edu/assets/documents/financial-aid/consumer-information-and-school-reporting.pdf

**Financial Aid Information**
BCCC must publish and make readily available to enrolled and prospective students, upon request:

A description of all available financial aid programs (including both need-based and non-need-based programs) and for each of those programs:

1. Procedures and forms required to apply

2. Student eligibility requirements

3. Criteria for selecting recipients and for determining award amounts

4. Certain information about awarded aid, specifically:

    a. General conditions and terms applicable to any employment provided to a student as part of the student's aid package
    b. Terms of any loan that is part of a student's aid package, a sample loan repayment schedule for sample loans, and the necessity for repaying loans
    c. Method and frequency of financial assistance disbursements to students

5. Rights and responsibilities of student aid recipients, including:

6. Criteria for continued eligibility under each program

7. Standards of satisfactory academic progress

8. Criteria by which the student who has failed to maintain satisfactory academic progress may re-establish eligibility for financial assistance

9. A summary of the requirements for the return of Title IV funds if the student withdraws

10. A statement that enrollment in a program of study abroad approved for credit by the institution may be considered enrollment in the institution for purposes of applying for Title IV aid

Financial Aid recipients receive annual notification of the availability of this information in the BCCC College Catalog and BCCC Website. The award letter is updated annually by the Director. If a prospective student requests to review this information, we provide them with the electronic link so they can read this information. This information is updated annually by the Director of Financial Aid.

## Cost of Attendance

A description of the fees for attendance is published in the BCCC College Catalog and on BCCC Website. Once students register, they may also view their specific charges on Self-Service. This information is also available on the BCCC website.

Cost of attendance at Beaufort County Community College includes tuition, fees, miscellaneous expenses, expected housing and food expenses, transportation, and books and supplies. These numbers are evaluated annually using the information available on the Bureau of Labor and Statistics website regarding the costs of living in our demographic area.

**Beaufort County Community College - Financial Aid Cost of Attendance - 2023 - 2024 Academic Year**

| INSTATE | | Out-of-State | | Military or Miltary Dependent | |
|---|---|---|---|---|---|
| Student Living with Parents | | Student Living with Parents | | Active Military or their Dependent Living on Base/Receiving BHA | |
| *Tuition & Fees (Full Time) | $2,540 | *Tuition & Fees (Full Time) | $8,684 | *Tuition & Fees (Full Time) | $2,540 |
| Books & Supplies | $1,450 | Books & Supplies | $1,450 | Books & Supplies | $1,450 |
| Transportation | $2,500 | Transportation | $2,500 | Transportation | $2,500 |
| Personal/Misc | $1,364 | Personal/Misc | $1,364 | Personal/Misc | $1,364 |
| Room & Board | $4,466 | Room & Board | $4,466 | Room & Board | $1,000 |
| Total Cost of Attendance | $12,320 | Total Cost of Attendance | $18,464 | Total Cost of Attendance | $8,854 |
| INSTATE | | Out-of-State | | Military or Military Dependent | |

| Student Not Living with Parents | | Student Not Living with Parents | | Military Dependent Not Living with Parents (required to report parents on FAFSA) | |
|---|---|---|---|---|---|
| *Tuition & Fees (Full Time) | $2,540 | *Tuition & Fees (Full Time) | $8,684 | *Tuition & Fees (Full Time) | $2,540 |
| Books & Supplies | $1,450 | Books & Supplies | $1,450 | Books & Supplies | $1,450 |
| Transportation | $2,500 | Transportation | $2,500 | Transportation | $2,500 |
| Personal/Misc | $1,364 | Personal/Misc | $1,364 | Personal/Misc | $1,364 |
| Room & Board | $9,076 | Room & Board | $9,076 | Room & Board | $9,076 |
| Total Cost of Attendance | $16,930 | Total Cost of Attendance | $23,074 | Total Cost of Attendance | $16,930 |

** Tuition and fees will be adjusted to reflect actual enrollment status after the 10% point of the semester.

**Completion or Graduation Rates**
An institution must annually prepare its completion or graduation rate and, if applicable, its transfer-out rate and must make these rates available to any enrolled or prospective student upon request. This information is handled by the Office of Institutional Effectiveness.

**Annual Security Report**
An institution must distribute an annual security report—including crime statistics and campus policies and procedures regarding security matters—to enrolled students and current employees. The institution must also ensure that prospective students and prospective employees are informed of the availability of the report and given an opportunity to obtain it. The statistical portion of the report must also be submitted to the DOE as required. The BCCC Chief of Police compiles and distributes the annual Campus Security Report, which is also available in the IE office.

BCCC website link: https://www.beaufortccc.edu/police/jeanne-clery-act

**Emergency Response and Evacuation Procedures**
BCCC has developed emergency response and evacuation procedures and includes a description of its procedures in its annual security report to the campus community.

BCCC website link: https://www.beaufortccc.edu/police/home

**Drug & Alcohol Abuse Prevention**
BCCC provides students, faculty, and staff with information that includes: standards of conduct that prohibit unlawful possession or use of drugs on the campus; and provides a description of the school's penalties and penalties under state, local, and federal law; a description of the health risks of drug abuse; and a description of any treatment, counseling, or rehabilitation programs available to students and employees.

Drug and Alcohol Abuse Prevention Procedure: https://www.beaufortccc.edu/assets/pandp/6-1501_drug-and-alcohol-abuse-prevention-notification-procedure.pdf

Drug and alcohol Abuse Policy: https://www.beaufortccc.edu/assets/pandp/6-02_drug-and-alcohol-abuse-policy.pdf

Drug-Free Workplace Policy: https://www.beaufortccc.edu/assets/pandp/6-15_drug-free-workplace-policy.pdf

**Constitution and Citizenship day**
BCCC receives federal funds so in doing so holds an educational program on the U.S Constitution on September 17 of each year for the students served by the school. If Septerber 17th falls on a weekend, BCCC will recognize this day on the previous or next week.

**Copyrighted Material**
BCCC has developed plans to effectively combat the unauthorized distribution of copyrighted material and will, to the extent practicable, offer alternatives to illegal downloading or peer-to-peer distribution of intellectual property.

BCCC Copyright Policy: https://www.beaufortccc.edu/assets/pandp/6-05_Copyright%20Policy.pdf

**Mail Voter Registration**
BCCC will distribute a mail voter registration form annually to each student enrolled in a degree or certificate program and physically in attendance at BCCC. BCCC makes voter registration available to students at the school, and request form from the state 120 days prior to the deadline for registering to vote within the NC. BCCC has physical forms available across campus and distributes voter registration forms electronically and provides Internet address where forms can be downloaded.

**Net Price Calculator**
BCCC has the Net Price Calculator available to all students enrolling on the BCCC Website on the financial aid page.

BCCC Website Link: https://www.beaufortccc.edu/financial-aid/net-price-calculator

**Penalties Associated with Drug-Related Offenses**
BCCC makes available, upon enrollment, all students a notice with information on the penalties associated with drug-related offenses under existing section 484( r) of the HEA. BCCC provides notice in a timely manner to each student who has lost eligibility for any grant, loan, or work-study assistance as a result of the penalties under 484( r ) of the HEA. BCCC makes a separate, clear, and conspicuous written and/or emailed

notice that notifies the student of the loss of eligibility and advises the student of the ways in which to regain eligibility under section 484( r)  of the HEA.
College conduct Procedure: https://www.beaufortccc.edu/assets/pandp/6-1602_College%20Conduct%20Procedure.pdf

College conduct Policy: https://www.beaufortccc.edu/assets/pandp/6-16_College%20Conduct%20Policy%20.pdf

**Textbook information**
Follett (BCCC book store owner) posts verified textbook pricing information for both required and recommended materials for all classes, to include online classes, on their website.

Follett Website: https://www.bkstr.com/beaufortstore/home

BCCC Book store link: Beaufort County Community College New, Used, Rental and Digital Textbooks (bkstr.com)

**Disbursement of books and supplies**
BCCC allows students and Financial aid applicants, to purchase textbooks and necessary supplies to their account when awarded within a timeframe each semester.

Students who meet the requirements can charge books and supplies up to the amount of financial aid less any student account balance.  If required books and supplies cost more than the financial aid monies left after their account balance is deducted from financial aid, the student will be required to pay the difference at the time of purchase.

If the student's meet all of the eligibility requirements, they will see an available book amount on Self Service.

Eligibility requirements:
1. Student has been awarded Financial aid for the current term
2. Has remaining funds available after their account balance is deducted from the financial aid award
3. Has enrolled in at least one credit

Anticipated financial aid funds are available at the minimum of 10 days before each semester starts.  Book store dates are on BCCC's website and are emailed to all staff, faculty, and students.

BCCC does not permit purchases of laptop's with Financial Aid funds.  BCCC does provide laptop's to students through Trio program and through the Library.
Please see Procedure 9.0306 Laptop Checkout Procedure:
https://livebeaufortccc.sharepoint.com/sites/BCCC.Organization.Sharepoints/policyprocedure/PnPPDFs/draft%209-0306_Laptop%20Checkout%20Procedure.pdf?ga=1

**Disabilities Services for Students**
Information concerning students with disabilities is listed in the BCCC College Catalog and BCCC website.

Disability services provide information and assistance to students with disabilities who are in need of special accommodation. Individual services are available to students with visual, hearing, speech, physical, and learning disabilities; chronic health problems; psychological disorders; and temporary disabilities. Services include counseling, classroom accommodations, adapted equipment, note-takers, readers, interpreters, adapted testing, priority registration, and referrals. Support and assistance in overcoming architectural, academic, attitudinal, and other barriers encountered are provided. Requests for services should be made prior to the beginning of each semester but will also be considered as needed. Current documentation of the disability must be provided to the ADA Counselor to determine eligibility.

**Accrediting Agency Consumer Information**
Information concerning accreditation is listed in the BCCC College Catalog/Student Handbook. Additional information may be obtained from the Office of the President.

All academic programs of the College are approved by the State Board of Education. The professional programs of the College are accredited or approved by the appropriate professional associates or are pursuing full professional accreditation or approval.

Beaufort County Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (1866 Southern Lane, Decatur, Georgia 30033-4097, telephone number 404-679-4500) to award associate degrees, diplomas, and certificates.

State Authorization Procedure: https://www.beaufortccc.edu/assets/pandp/6-0701_State%20Authorization%20Procedure.pdf

## Application, Form, & Deadlines

**Application Process**
There are many forms that may be required to evaluate student aid eligibility. However, a student only needs to submit the Free Application for Federal Student Aid (FAFSA) in order to initiate the process at Beaufort County Community College. The FAFSA provides a needs analysis published by the DOE. Information is sent to the Central Processing Service (CPS) to analyze the Student Aid Index (SAI). Students receive a Student Aid Report (SAR,) which shows the analysis results. Federal aid may only be awarded based on the official results of the FAFSA. Students are required to submit aid applications on an annual basis.

After a student submits a FAFSA application to the Federal Processor, if Beaufort County Community College's School Code (008558) was provided, the Office of Financial Aid will receive the processed results within 1-3 business days in the form of an Institutional Student Information Record (ISIR). The processed ISIRs are downloaded daily into the Colleague System by the Director.

Colleague assigns document tracking codes to each ISIR that is imported into the system in CRI. Colleague also assigns document tracking codes for additional requested documents such as verification worksheets, proof of date of birth, and other items according to the ISIR Comment Codes. Other document tracking codes can be assigned manually in the communication code entry (CRI) screen.

**Forms**
Additional documentation may be requested to complete processing. Notification of all required additional documents are sent to students through a missing document letter and emails. These forms are housed in the Office of Financial Aid and on the College's website. Below are documents which may be required:

**The Award Letter**: This document allows students to have a written account of their eligible financial aid.

**Special or Unusual Circumstance/Professional Judgment Request**: This is an appeal form used to calculate changes in available income for the current academic year versus income representing a family's ability to contribute toward a student's education expenses used in calculating the Student Aid Index (SAI) on the FAFSA. If approved, the Office of Financial Aid may exercise professional judgment and adjust data elements accordingly.

**Verification Worksheet (Independent & Dependent)**: This worksheet is used to verify all verifiable data on the FAFSA for applicants selected in the verification review process. The Office of Financial Aid will compare information from the application with signed copies of the applicant's, spouse's, and/or parent(s)' federal tax returns and W-2 forms, and other relevant documents to ensure the accuracy of all data elements on the financial aid application. The verification worksheet is required for all students selected for verification. Verification of family size, number in college, income, and/or non-filer status documents may be requested to verify the accuracy of an applicant's family size and the total number of household members that will attend at least six credit hours during the academic year in a program that leads to a college degree or certificate. Additionally, documentation may be requested to provide proof of all sources of non-taxed subsistence income from students, spouses, and/or parents who did not file and will not file a federal tax return for the year in question.

**Federal Tax Transcripts**: These forms must be requested for verification. Dependent students must submit the tax transcripts of their parents. Independent students must

submit their tax transcripts and their spouses' if applicable. Tax transcripts must be obtained from the IRS.

**Citizenship/Residency Verification**: This document collects proof that the student has a citizenship status that would be eligible for financial aid. A copy of appropriate documentation must accompany this form.

**Proof of Current Marital Status:** This form is required of all students/parents when the student provides conflicting information regarding the student's/parent's marital status. Because the State of North Carolina does not require couples to file legal separation papers before filing for divorce, the Proof of Current Marital Status form provides proof. The notarized seal makes the document legal and holds the student liable for the information provided.

**Deadlines**
There are priority deadlines for Beaufort County Community College. Priority consideration for receipt of financial aid funds administered by the Office of Financial Aid shall be given to students who submit all required documentation by the following assigned deadlines:

Fall Semester – August 1
Spring Semester – November 1
Summer Semester – April 1

There are certain programs that the state closely adheres to. Generally speaking, the FAFSA may be completed anytime within the academic year.

While every effort is made to process all applications and request all federal forms prior to the June 30 deadline, this is not always reasonable. While this is the priority, students may still have funds disbursed after this date. However, all funds must be certified prior to the last day of class.

1. Making an initial application: Once students complete the FAFSA and the record is loaded into Colleague, the student is given 30 days to gather all necessary documents and submit them to the College. Students who meet the deadline are given priority awarding, over students who fail to meet this deadline. All students will be awarded when their financial aid file has been completed.
2. Verification deadline: While there are no formal deadlines regarding verification, a student's aid cannot be completed without this valuable information. If verification is not completed and expected eligibility cannot be determined, students may not use pending aid to hold their classes. Often this is a motivating factor in returning documents in a timely manner.

**Dependency Overrides**
If a student is dependent by definition but believes that unusual circumstances are present, the student can request a review of their unusual circumstance.

1. The student must complete the Request for Dependency Override Form and provide, in writing, a full explanation of their unusual circumstances with specific dates, etc.
2. The student must secure a minimum of three letters from other persons, agencies, courts, school records, etc., confirming the information provided above. This documentation could be from a high school counselor, psychologist, police officer, minister, social worker, or someone in authority who can substantiate the situation.
3. The student is responsible for providing complete written documentation, as stated above, to the Office of Financial Aid.
4. The Director of Financial Aid will talk with the student and review the documentation.
5. Dependency override requests must be completed annually for all students. Even though the situation may have stayed the same from one year to the next, it is necessary to resubmit all necessary paperwork.

The Director has the authority to make students who do not meet the above criteria independent under special circumstances using professional judgment on a case-by-case basis.

Special circumstances must be documented, and a copy of the documentation must be maintained in the student's file. Examples of special circumstances include, but are not limited to:

1. A documented abusive relationship with a parent
2. A dependent student who has no knowledge of his/her biological parents

As with all dependency overrides, all cases must be carefully documented, and the overrides may only be granted for the academic year in question. If the student wishes to request the dependency override again, she/he must make a formal re-request to the Director of Financial Aid.

The Director may adjust the student's dependency status by completing the Dependency Override section of the electronic FAFSA on the CPS online database.

**Unconverted Records**

Student records are initiated in Colleague when the student makes an application for admission to the College. If a student chooses to file the FAFSA prior to completing the application for admission, it will be treated like an unconverted record. The records are pulled from the DOE, but the information is not populated in Colleague.

**Document Collection & Tracking**

1. In order for the Office of Financial Aid to receive a student's Free Application for Federal Student Aid (FAFSA), the FA Specialist must complete the importing process to receive files from the Department of Education. Once the record is

received from the DOE, communication is generated to the student either by letter or email.

2. After the first document request letter, the Colleague system automatically prepares subsequent request letters for missing information every 30 days. The Financial Aid Specialist runs the process to generate these letters. The Financial Aid Specialist prepares them for mailing and an email is sent to the student's email.

3. Paperwork that is received daily by students is checked in Colleague on CRI screen by the Staff.

4. If incomplete paperwork is received, a letter is generated by Colleague requesting that the document be completed and returned. The document is marked on the CRI screen as INCOMPLETE. A student cannot be awarded financial aid with incomplete paperwork.

5. The Financial Aid Specialist is responsible for assigning document tracking codes to students using the CRA add and delete process. They are also responsible for printing the request letters in PCB. The Financial Aid Specialist mails the request letters along with the paperwork that needs to be completed.

6. After the student submits all requested paperwork, the financial information is verified for accuracy, satisfactory academic progress is checked, and the student's account is marked as COMPLETE on FASI.

7. If the application is selected as Verification, the IVER screen must be changed from #2 SELECTED FOR VERIFICATION to #7 VERIFICATION COMPLETE.

**Verification**

Verification is the process of confirming the accuracy of student-reported data on financial aid applications. To ensure that limited financial aid funds are awarded to eligible students in an equitable and consistent manner, all institutions must develop policies for verification of family-reported information.

Requirements for verification of family-reported information for purposes of qualifying for financial aid must be cost-effective, flexible, and based upon acceptance of a reasonable tolerance range for error applied to award amounts.

This section of the policies and procedures manual describes the system the Office of Financial Aid has established to ensure the reliability of applicant data used to calculate Student Aid Index (SAI).

Student aid applications are verified by comparing information given by the student (and his or her parents, if dependent) to documents that confirm the data. In most cases, the documents used to verify the applications are U.S. income tax returns and signed statements from the student and parent(s).

The formal verification process is governed by federal regulations. These regulations specify which students are chosen for verification and define how the accuracy of application data is to be documented. Applications are selected for verification primarily by a system of edits that are applied by the Central Processing System (CPS) during the calculation of SAI's. These edits compare the answers given on the need analysis form to each other and logic tests. In this way, they identify applications that are likely to contain errors.

Verification procedures must be uniformly applied to all financial aid programs which require demonstrated financial need as an eligibility criterion.

Verification procedures used by institutions should be based on an accurate representation of the applicant pool and may include the use of single or multiple edit checks used to establish error-prone criteria.

A related regulatory requirement concerns resolving conflicting information, independent of the verification process. That is, whenever there is information about any student either in the student's file or obtained from other offices on campus that seems to contradict the information the student has given, the College must determine which information is correct. If the Office of Financial Aid has any reason to believe that the information submitted by the student is not correct, the office must pursue that as well.

The regulations governing verification are contained in the General Provisions (34 CFR Part 668), subpart E. More detailed information is found in the U.S. Department of Education's *Verification Guide*, is typically published annually. Section 668.14(f) of the General Provisions regulations directs the Office of Financial Aid to resolve discrepancies and conflicting information.

## Selection of Applications to be Verified

***Definition of Applicant: The*** *College defines an applicant as any student applying (regardless of enrollment status) for financial aid, and thus, its applicant pool is the total number of financial aid applications received.*

The Office of Financial Aid verifies all applicants identified by the Department of Education (DOE). In addition, the College must verify any application information that it has reason to believe is incorrect or for which it has conflicting information. Students with these applications are considered to be selected for verification by the school.

After the student information is electronically transmitted from the Central Processing System (CPS) to the Office of Financial Aid and a student's application is selected for verification, he or she must complete the verification process or forfeit federal student aid eligibility.

The Office of Financial Aid staff may select a student for verification if there is a discrepancy or unusual condition that warrants investigation.

The Institutional Student Information Report (ISIR) shows whether or not the CPS has selected the student's application. The Verification Tracking Flag, which is in the FAA Information Section with the match flags, will have a value if the application has been selected for verification. On the ISIR, the CPS prints an asterisk next to the SAI to identify applications selected for verification. The ISIR also has a comment notifying the student that the application has been selected for verification.

**Verification Exclusions**

A selected application may be exempt from some or all verification requirements due to certain unusual circumstances. Except in the case of a student's death, none of these verification exclusions excuses the school from the requirement to resolve conflicting information. The Office of Financial Aid staff must identify and document in the aid folder why the student does not have to complete verification. In addition, the student's file and documentation must be reviewed by the Director before being awarded.

Listed below are certain circumstances where students do not have to complete verification:

1. An applicant died during the award year;

2. A resident of Guam, American Samoa, the Northern the Mariana Islands, the Marshall Islands, the Federated States of Micronesia, and the Trust Territory of the Pacific Islands (Palau);

3. A student who is incarcerated;

4. Applicants whose parents (spouse) do not live in the United States and cannot be contacted;

5. A student immigrant (however, the student must meet citizenship requirements);

6. A dependent student whose parents cannot comply because of specified reasons (i.e., parents are deceased, are physically or mentally incapacitated, or the student does not know where the parents reside).

7. Applicant verified by another school;

8. A student who does not receive Title IV funds.

(If only one parent of a dependent student meets one of the conditions above, the student and the remaining responsible parent are still subject to all verification requirements.)

**Conflicting Information for Non-Selected Applicants**
The Office of Financial Aid staff is required to resolve any discrepancies and/or inconsistent data discovered in a student's file. The Office of Financial Aid has full discretion as to which data elements must be verified if the student is not selected for verification by the Department of Education. That is, instead of requiring the student to verify all information on the application or the specific verification items required in regulations, the Office of Financial Aid will require the student to verify only those application items that are believed to be inaccurate.

Suppose the College discovers discrepancies after disbursing funds. In that case, it will reconcile the conflicting information and require the student to repay any aid for which he or she was not eligible to receive. This amount will be reported as an over-award.

**Verification Time Frame**
Upon receipt of any documentation that a student intends to apply for financial aid, a Document Tracking Letter listing missing items is sent to the student when the student record is activated after receipt of a federal transmission. This letter informs the student of additional information required to complete his/her financial aid file. If the Office of Financial Aid has received DOE information identifying the student as being selected for verification, the Document Tracking Letter requests the appropriate verification items (i.e., verification form, student, and parent tax transcripts).

A document tracking email and letter is sent to the student every 14 days. Students will not be awarded aid until verification is complete.

Students are notified on their Document Tracking Letter and email that until the missing items are submitted to the Office of Financial Aid, their financial aid package cannot be processed.

If a student submits documentation that appears fraudulent, the OFA staff member must notify the Director of Financial Aid. The Director of Financial Aid reports the student to the Vice President of Administrative Services and refers them to the DOE Office of Inspector General (OIG).

**Documentation & Collection Procedures**
When the documents arrive, the Financial Aid Specialist/Student Service Specialists date stamps the documents. Required documentation items are identified, and receipt date is maintained on Colleague's CRI screen**.** When the student submits the required documents, a receipt date is generated beside the document name. When all required documents are received, the student is considered complete and ready for packaging aid. Then all verification documents are kept in a student folder. These files are kept in a secure file room.

Documentation submitted to the OFA must be legible, appropriate and have the student's social security number and/or Colleague ID Number for identification purposes. If the student submits a document that is not legible, the documents will be returned and a request for additional documentation will be requested. These are marked as incomplete in Colleague on the CRI screen.

Students who fail to submit verification documents never become complete; therefore, aid is not awarded to these students.

**Verification of Data Elements**
Beaufort County Community College systematically verifies only those data elements required by the federal government. However, all Office of Financial Aid staff are free to ask for additional information if further investigation is needed to resolve a discrepancy.

1. Adjusted Gross Income
   Adjusted Gross Income is verified by comparing a copy of the student, spouse, or parent income tax return or Income Certification Statement on the Verification Worksheet to the information on the ISIR. Discrepancies outside of tolerance levels must be corrected before further processing.

2. U.S. Income Tax Paid
   U.S. Income Tax paid is verified by comparing a copy of the student, spouse, or parent income tax return or Income Certification Statement on the Verification Worksheet to the information on the ISIR. Discrepancies outside of tolerance levels must be corrected before further processing.

3. Household Size
   Household size is verified by comparing the Verification Worksheet to the ISIR. Discrepancies must be corrected before further processing.

4. Number in Post-secondary Institutions
   The number of family members enrolled at least half-time in post-secondary institutions is verified by comparing the Verification Worksheet to the ISIR. Discrepancies must be corrected before further processing.

5. Institutional Discretionary Items
   The OFA verifies those applicants identified by the Department of Education (DOE). The Office of Financial Aid staff may select a student for verification if there is a discrepancy or unusual condition that warrants investigation. If a student submits verification documentation (i.e., tax return), the OFA staff must verify the information on the document against the information in the student's file.

In addition to verifying these required application data items for CPS-selected students, the OFA may choose to verify any data elements inconsistent with what has been reported on documents obtained from the student.

**Acceptable Tax Transcripts**
For verification purposes, a tax transcript obtained from the IRS is required.

The tax transcripts of the applicant, of his or her spouse (if the applicant is married), and, for dependent applicants, of the applicant's parents or legal guardian are requested.

Non-filers: Income earned from work will be reported on the FAFSA and the student is required to complete a Verification Worksheet (For student financial aid purposes, the income earned from work IS NOT CONSIDERED untaxed income.)

If the financial aid questions the claim that income tax filing status is incorrect, this constitutes conflicting information that must be resolved before federal student aid is disbursed to the student.

**Tolerances**
When verifying a student's record, there are instances when information does not match between the verification document and the ISIR. In these instances, the ISIR does not have to be corrected.

Changes in data elements are required due to verification, updating, or conflicting information resolution. The results of the recalculated SAI used in conjunction with a valid ISIR are used to determine if payment can be made. If not, the recalculated SAI is "invalid" until a reprocessed ISIR is received.

**Notification to Students**
Students are notified of the results of verification. If there are no changes to the ISIR, the student receives an award letter. When there are changes to the ISIR, the Department of Education notifies the student of the changes with a copy of the updated Student Aid Report (SAR).

Correction of a data element requested by students or required as a result of verification is processed online, transmitted back to the DOE, and reprocessed. A new official SAI is delivered back to the OFA within seventy-two hours. When a correction is required, an electronic ISIR with accurate data is printed in the OFA, and a new award letter is mailed.

If the student or the Office of Financial Aid submits corrections and the subsequent transaction is selected for verification, the student will be required to complete the verification process before aid is awarded. The OFA will request the appropriate documents from each student before corrections are transmitted.

If the student or another institution submits corrections resulting in an ISIR being selected for verification, the student will be selected for verification at BCCC. If the student has not used all his/her award for the academic year, the student's remaining award will be voided until the student submits the appropriate documentation.

If the student or OFA submits corrections after the initial verification process has been completed and the student has been awarded financial aid funds, the student will be responsible for repayment of ineligible funds. However, the OFA's policy is to ensure that a student's application information and eligibility documentation are correct before any funds are disbursed. This policy reduces the incidents of overpayments.

The Office of Financial Aid policies and procedures are designed to eliminate the possibility of an overpayment from any fund. If an overpayment occurs, the student is placed on Business Office hold by the Accounts Receivable office and a letter is sent to the student from the Office of Financial Aid. Students are not allowed to register for subsequent terms and academic transcripts are withheld until the account has been cleared.

**Updating Requirements and Procedures**
Three items may be updated (student reported the family circumstance accurately on the primary application, but the student's situation has changed). When students notify the aid office of an allowable update, the Director may recalculate the student's SAI and the new figure may be used to award financial aid. An update may occur for:

1. Dependency status (Dependency status may not be changed due to marital status.)

2. Family size

3. Number of family members enrolled in a post-secondary institution

**Fraudulent Information**
If a student submits documentation that appears fraudulent, the Office of Financial Aid staff member must notify the Director of Financial Aid. The Director of Financial Aid will determine how the student will be asked to verify and document the information.

If the Office of Financial Aid suspects that a student, employee, or other individual has misreported information and/or altered documentation to increase his or her student aid eligibility or to fraudulently obtain federal funds, it will report its suspicions and provide any evidence to the Office of Inspector General or local law enforcement officials.

*Inspector General's Hotline - 1-800-MIS-USED*
*http://www.vais.net/-edoig/*
*Office of Inspector General*
*U.S. Department of Education*

*600 Independence Avenue, SW*
*Washington, DC  20202-1510*

## STUDENT BUDGET

### Various Student Populations

Each student is assigned a Cost of Attendance (COA) manually by a batch process using Batch Budget Assignment (SBGT) in Colleague.

### Budget and Cost of Attendance

1. Off-campus dependent students
2. Off-campus independent students
3. Off-campus out-of-state dependent students
4. Off-campus out-of-state independent students

Colleague assigns COAs by the student's status on their ISIR and their residency status provided by the Admissions Office on the Short application Entry (SHAP) screen. The Director reviews the daily SBGT report for assigned COA budgets. Staff members can view and change budget components using the Need Analysis Summary (NASU) screen.

### How Budgets are Derived & Updated

The Director of Financial Aid collects information from the Labor and Bureau Statistics to prepare standard costs on an annual basis. The federally mandated basic components used to derive a student budget are:

1. Tuition and Fees
2. Books and Supplies
3. Room and Board
4. Transportation
5. Miscellaneous Personal Expenses

### Additional Costs

Upon request, the Director may review, and if appropriate, adjust a student's budget. Students should submit appropriate documentation.

Examples of changes to standard budgets include, but are not limited to:

1. Childcare – The cost of childcare for single parents (or parents with a spouse also in college) with dependent children may be added to a standard budget. In the North Carolina area, most childcare centers do not accept children on an hourly basis; therefore, total monthly costs are used.

2. Special needs – Disabled students or students with special needs may be allocated funds to cover reasonable costs associated with disabilities or needs that are not already covered by other resources.

3. Purchase of computers – The cost of a computer may be added to the standard budget.

## Awarding/Packaging Financial Aid

Students are reviewed to determine eligibility for financial aid on a regular and ongoing basis. Once students have a valid FAFSA and all admissions documentation has been received, students will be packaged for all eligible need-based aid. Student files are reviewed on a first-come, first-served basis.

**Packaging Formula**
BCCC uses Formula 1 for calculating the Pell Grant award.
Criteria for Formula 1:

1. Measure progress in credit hours
2. Program offered in semesters
3. No overlapping semesters
4. Define full-time enrollment for each term in the award year as at least 12 credit hours; and
5. Provide at least 30 weeks of instructional time in the fall through spring terms.

ISIR is downloaded into Colleague from the DOE. Generally, this is done on a weekly basis. If the student does not need any additional information and all eligibility requirements have been met, then the student is sent through the automation process of awarding. Once the download has been completed, the Document Tracking Letter and email are generated letting the student know what additional information is needed. The FA Staff mails the letters to the students along with the necessary documents.

Once all the documents have been received and the file is ready for review, the Staff will forward the file to the appropriate staff member.

The staff member will complete the following steps prior to packaging:

1. Review all documents to ensure that the proper signatures are in place for the student as well as the parent.
2. Review the Document Tracking screen to ensure that all documents received have been tracked properly.
3. Make sure the “File Completed” field is populated on the FASI screen.
4. If there is an NSLDS default flag, review to determine eligibility.
5. Click on the packaging button and package accordingly. Packaging should follow this order:
   a. FPELL-Federal Pell Grant
   b. FSEOG- Federal Supplemental Educational Opportunity Grant

c. NCNBG- NC Scholarship
d. Other Financial Aid Awards-This can include outside scholarships, BCCC Foundation scholarships, and scholarships awarded by private donors.

6. Once packaging has been completed, the award letter will be mailed to the student. A copy of the letter will be retained electronically in the FA shared folder.
7. Once this process is completed, the student is free to register and any funds in Colleague with the status of "A" will be available to the student to use to apply against their charges.

**Packaging Groups**

All students at Beaufort County Community College are packaged using the same criteria.

Using the Pell Subroutines as well as the rules provided by the NC State Education Assistance Authority, Colleague must be updated annually with this new information regarding eligibility. Ample testing in the Colleague Test Account ensures that packaging is accurate and equitable to all eligible candidates.

**Book Charge Process for Financial Aid Students**

BCCC allows students and Financial aid applicants, to purchase textbooks and necessary supplies to their account when awarded within a timeframe each semester.

Students who meet the requirements can charge books and supplies up to the amount of financial aid less any student account balance. If required books and supplies cost more than the financial aid monies left after their account balance is deducted from financial aid, the student will be required to pay the difference at the time of purchase.

If the student's meet all of the eligibility requirements, they will see an available book amount on Self Service.

Eligibility requirements:

4. Student has been awarded Financial aid for the current term
5. Has remaining funds available after their account balance is deducted from the financial aid award
6. Has enrolled in at least one credit

Anticipated financial aid funds are available at the minimum of 10 days before each semester starts. Book store dates are on BCCC's website and are emailed to all staff, faculty, and students.

BCCC does not permit purchases of laptop's with Financial Aid funds. BCCC does provide laptop's to students through Trio program and through the Library.

Please see Procedure 9.0306 Laptop Checkout Procedure:
https://livebeaufortccc.sharepoint.com/sites/BCCC.Organization.Sharepoints/policyprocedure/PnPPDFs/draft%209-0306_Laptop%20Checkout%20Procedure.pdf?ga=1

**Packaging Federal Work-Study**
The College sponsors a Federal Work-Study (FWS) Program under the Higher Education Act of 1965, Title IV, Part C. The program, subsidized by the College and federal funds, provides jobs for students taking at least six credit hours in their curriculum.

Mission
The mission of the Federal Work-Study Program at the College is twofold:
To stimulate and promote the learning skills, responsibilities and attitudes related to the work environment in an educational setting, combining learning with work that will transfer into careers and vocations after college.

The Federal Work-Study Program is an integral part of the College and is committed to providing benefits for both the student and Beaufort County Community College.

Refer to the BCCC Equal Employment Opportunity, ADA, Non-Discrimination, and Anti-Harassment (including Sexual Harassment) Policy.

**Eligibility**
A student may be selected for employment under the college work-study program only if they meet all of the requirements listed below. They must be:

1. A citizen of the United States.
2. Must be enrolled at the college for at least 6 credit hours.
3. In need of financial assistance from such employment in order to pursue a course of study at the college. Need is defined as the cost of attending college less the resources available to the student and is computed using the national needs analysis system.
4. Maintaining “satisfactory academic progress” while employed under the program. Students should carefully review the college financial aid standards of progress

**Eligibility (Summer)**
1. Student must have been enrolled in at least six (6) credit hours preceding the summer session and intend to continue their program following the summer session at the college, or
2. Be enrolled in at least 6 hours for the first time during the summer session and intend to continue in at least 6 credit hours in the upcoming academic year.

Students attending BCCC during the summer session only and not during the regular academic year are not eligible for employment under the program.

**Federal Work-Study Application Procedures**

1. The student applies for the Federal Work-Study Program by completing the Free Application for Federal Student Aid (FAFSA). The Financial Aid Office will determine eligibility for Federal Work-Study funds.

2. The student completes an application for work-study, which will outline the student's skills, experience, and interests. Whenever possible, placement may be made in an area related to the student's course of study or career goals.
3. The work-study specialist will review student applications and place students in appropriate job settings when positions and funds are available. Returning students may resume their job from the previous school year if requested by their supervisor and have completed all necessary yearly paperwork with the Financial Aid Office.
4. A student may not begin work until a background check has been approved and all payroll paperwork has been completed, returned to the Financial Aid Office, and processed. Required forms include a W-4 (Tax Withholding Form), NC-4 State Form, and an I-9 (Employment Verification Form). Proper identification is necessary to complete this process. A valid driver's license, a U.S. social security card, or an original or certified copy of the birth certificate will be needed to prove eligibility to work. A valid U.S. passport may be used in place of the previously mentioned documents.
5. The supervisor and the student together complete a Class/Work Schedule form to be on file with the supervisor and the Financial Aid Office. A student's schedule will be reviewed each semester to ensure that the student is not working while the student should be in class.
6. Due to the limitation of FWS funds and the fact that it is a need-based program, there is no guarantee that students receiving FWS in the current year will receive FWS in subsequent years.

**Student Work Schedules**

College departments vary in work schedules. Some offices require that a student's work schedule be Monday through Friday from 8:00 a.m. – 5:00 p.m.; other departments may require some nights or weekend work. Students are not to work over 8 hours in a day without a 30-minute break reflected on the timesheet. Overtime is not paid to work-study students. Students are only allowed to work up to 20 hours per week.

When the student is hired, the student and supervisor will complete a Class/Work Schedule Form and determine an agreeable work schedule. The student must adhere to that schedule throughout the term.

Students are not allowed to work at any time in which their classes are in session. If a class has been canceled for the day and the student is needed to work during that time, the student must write a notation beside those hours on the timesheet using the following notation: "class canceled." Federal regulations stipulate that a student cannot work during class time. This notation would explain why the student was at work during class time.

Exams: If a student's exam schedule makes the regular work schedule impossible, the student should notify the supervisor well in advance so that missed hours can be rescheduled.

**Hours per Week**
A student will generally be allowed to work 20 hours per week during the academic year. This keeps the student “on track” and allows the supervisor to plan and prepare work assignments. However, a student’s earned income from work-study plus other aid, such as Pell, scholarships, or loans, cannot exceed the student’s individual Cost of Attendance.

A student who desires to reduce his or her weekly work hours, thereby reducing their total work-study award, should do so within three weeks from the beginning of the term. Once a work-study award is reduced, the award should remain reduced for the remainder of the semester, and no other changes should be made until the end of that semester. Students who do not expend the entire award amount may have their award amount reduced for the next academic year.

Work-study may be suspended or reduced at any time due to lack of funds.

**Missed work hours/sickness**
Permission to be absent must be requested well in advance of the absence. In case of emergencies, the student should notify their supervisor during the first day of their absence. Students using sickness as an excuse for being absent for more than one day must call the supervisor each day in order to give notice. Excessive absences would be grounds for a disciplinary notice and possible suspension from the program.

Missed work hours each week should be made up the following week, or in cases of excessive absences, as soon as possible. In such cases, the student and the supervisor should determine agreeable times for the missed hours to be made up. Classes cannot be skipped in order to make up for missed hours. In the case of an extended illness, a physician statement is required. In rare cases, a student may be permitted to take a leave of absence and be replaced by another student. Once this leave of absence is over, the student will be placed in a position when one becomes available and when funds allow.

**Work Assignments**
Each day upon arriving for work, the student should consult the supervisor for assignments. Work assignments may also be written or given in advance. Students are not allowed to study or leave the work site without the supervisor's permission. Supervisors are responsible for ensuring that student employees have enough work to do. Supervisors may loan work-study students to other members of the same department but not outside of the department without special permission from the work-study coordinator.

Each division or department is responsible for closely monitoring the use of students’ time. If a student’s primary assignment does not require all of his or her time, the student should be temporarily assigned to another area within the same department. Students should clearly understand that they are assigned to an entire department or division, with their work time to be used as efficiently as possible throughout the year.

The Federal Work-Study specialist should be advised, either by the student or the supervisor, if there is no useful work to be done over a period of time. The student will then be assigned to another department. Work-Study positions are a vital part of the College's operations and require a commitment on the part of each student and supervisor in terms of time, energy, and dependability. The student's work performance is evaluated and placed in the student's permanent file in the office of the work-study specialist. This evaluation may be used in determining any recommendations the College may make concerning future employment references for the student.

Students should be assigned work only related to their Federal Work-Study position. They should not be asked to perform any work not directly related to their position (i.e., help with a supervisor's non-work-related task). Supervisors should not expose the work-study student to any sensitive information without proper training and documentation. If a student feels they have been exposed to sensitive information, is concerned with the confidentiality or security of information they have been asked to work with or is requested to perform work unrelated to their position, they should contact the work-study specialist in the Financial Aid Office immediately.

**Timesheets**

Students should keep an accurate daily account of time worked on a timesheet. Timesheets should be filled out daily. Supervisors should monitor accuracy of the times worked to prevent students from being paid for hours not worked. In accordance with Federal Regulations, the student and the supervisor, or supervisor's representative, must sign the timesheet, certifying the hours are an accurate statement of hours worked Therefore, a supervisor cannot be expected to certify back hours for a student who turns in late timesheets. Timesheets must be retained for three years for auditing purposes.

The student is responsible for ensuring the timesheet is completely filled out. The supervisor is responsible for turning in the timesheet to the Financial Aid Office by the 5th of each month; should the 5th fall on a weekend; the timesheet is due on the last business day before the 5th. Timesheets held for more than 30 days and not turned in to the work-study specialist for payment will be at risk of not being paid. Fraudulent or "padded" timesheets will result in termination from the FWS program and will be considered a code of conduct violation.

Students should not submit a timesheet prior to having worked the hours that are shown as having been worked. No timesheet should be signed before scheduled hours have been completed.

**Pay Periods**

Students are paid on the last workday of the month following the timesheet deadline. Work-study students are paid $15/hour for on-campus jobs and $16/hour for off-campus tutors (Reading Literacy) and community service positions. Students in FWS must participate in the college direct deposit program.

**Satisfactory Academic Progress**
All FWS students must maintain satisfactory academic progress in their courses of study to remain eligible for FWS funds. For the level of satisfactory progress to be maintained, the student should refer to the Beaufort County Community College website. A new student applying for a work-study position must have at least a 2.0 GPA to be considered for a position.

**Work-study Student Evaluations**
Effective evaluation is important in measuring the student's development. Periodic evaluations of the work-study student by the supervisor provide an opportunity for the student to become aware of strengths and weaknesses. Evaluations will be placed in the student's permanent work-study records in the Financial Aid Office. Results of evaluations may be used in determining any recommendations the College may make concerning future employment references for the student. Supervisors are required to evaluate the student at the end of each term.

**Dress Code**
Each Individual department determines the dress code for work-study students. Students are required to dress appropriately for the specific job, as stated by each supervisor. The student is expected to dress conservatively as they are representing the College. The supervisor or the work-study specialist will address a student's inappropriate dress. Disciplinary action may be required if the problem is not corrected.

**Procedure for Student Disciplinary Action**
1. Student will receive a request to come to the specialist's office to discuss the disciplinary action, and the disciplinary notice will be presented at this time.
2. When the student meets with the specialist, the action taken and the reasons for the action are explained in full. The student is encouraged to share his or her perspective on the problem.
3. Student is given the opportunity to write an explanation of the circumstances surrounding the action, which may be written directly on the Disciplinary Notice or as an attachment at a later date if the student chooses to return to the office with additional comments.
4. If the specialist of the work-study program deems it appropriate, a meeting is scheduled with the student, the supervisor, and the specialist. All sides of the problem are discussed, along with possible solutions.
5. If no solution is agreeable to both the student and the supervisor, the specialist can choose to find another assignment for the student. If the student chooses not to accept the offer of another assignment, the student is asked to sign the Decline Form, indicating that the student will not work for the remainder of the year.
6. In cases of theft, insubordination, a fraudulent timesheet, repeated failure to report to work without notification, or any other serious violation of work-study procedures or policies and procedures regarding campus conduct, the student may be suspended immediately from the FWS program.

7. In cases of suspension from the FWS program, the student may not work for the remainder of the term. Gross misconduct may result in permanent suspension from FWS employment or further disciplinary actions as deemed appropriate.
8. All work-study students are responsible for reviewing relevant handbooks, policies, and procedures available through the college website.

If problems arise, disciplinary action should begin with the student's supervisor/department. However, the work-study specialist reserves the right to implement the disciplinary procedures if necessary. Possible outcomes are:

1. Official warning
2. Recommendation for suspension from current FWS position
3. Recommendation for immediate suspension from the FWS program

Students and supervisors are required to complete a memo of understanding regarding participation in the FWS program.

**Federal Supplemental Educational Opportunity Grant (FSEOG)**

The Federal Supplemental Educational Opportunity Grant (FSEOG) is an additional grant available to undergraduate students with exceptional financial need and gives priority to students who receive Federal Pell Grants and whose Student Aid Index (SAI) is -1500. The FSEOG does not need to be repaid.

**Award Amounts**

The Student Financial Services Office will award a student up to $2000 dollars per semester, depending on the student's financial need, when he/she applies, the amount of other aid received, and the availability of funds at BCCC. There is no guarantee every eligible student will be able to receive a FSEOG. FSEOG funds are awarded by semester.

BCCC receives a certain amount of FSEOG funds each year from the U.S. Department of Education's Office of Federal Student Aid. Once the full amount of the school's FSEOG funds has been awarded to students, no more FSEOG awards can be made for that year. This system works differently from the Federal Pell Grant Program, which provides funds to every eligible student.

**Eligibility determination**

To determine whether the student is eligible, the U.S. Department of Education uses a standard formula to evaluate the information students report when students apply through the Free Application of Federal Student Aid (FAFSA). The formula produces an Student Aid Index (SAI) number. Following Federal Regulations, BCCC awards students with the lowest Student Aid Index (SAI), -1500, who have demonstrated Pell Grant eligibility for the same award year.

**To be considered for FSEOG, a student must:**

1. Fill out a Free Application for Federal Student Aid,

2. Meet all Department of Education eligibility requirements, including but not limited to:
    a. Having financial need.
    b. Having a high school diploma or a General Education Development (GED) Certificate.
    c. Registering with the Selective Services, if required.
    d. Being a U.S. citizen or eligible non-citizen.
    e. Having a valid Social Security Number.
3. Be enrolled or accepted for enrollment as a curriculum student working toward a degree or certificate in an eligible program,
4. Meet the standards of the Financial Aid Satisfactory Academic Progress (FA SAP),
5. Have a -1500 SAI

**Additional Requirements**

BCCC Student Financial Services Office monitors requirements that can affect a student's eligibility for Federal SEOG funds, including but not limited to:

1. **Continued enrollment within a semester:** if the student withdraws, this may require funds to be repaid.
2. **Grades**: if the student does not earn at least one passing grade in a semester, they may be required to repay funds awarded to them.
3. **Developmental courses attempted**: BCCC may only fund 30 credit hours of developmental work over a student's educational career
4. **Repeated Coursework**: Beginning July 1, 2011, the definition of a full-time student was amended to allow repeated coursework to count toward enrollment status in term-based programs.
5. **Unusual Enrollment History:** Beginning award year 2013-2014 and forward, new regulations have been established to prevent fraud and abuse in the Federal Pell Grant Program by identifying students with unusual enrollment histories. The Student Financial Services Department is required to review the student's enrollment and financial aid record to determine if, during the past three award years, the student has legitimate reasons for the unusual enrollment history.

**Attendance Verification**

The U.S. Department of Education requires that schools be able to document that students are actually in attendance to finalize their Federal Student Aid eligibility. For example, if a student doesn't begin attendance in all of his or her classes, the school must recalculate the student's award based on the lower enrollment status. A student is considered to have begun attendance in all of his or her classes if the student attends at least one day of class for each course in which that student's enrollment status was determined for Federal SEOG eligibility.

In a distance education context, documenting that a student has logged into an online class is not sufficient by itself to demonstrate academic attendance by the student. A school must demonstrate that a student participated in class or was otherwise engaged in an academically related activity, such as by contributing to an online discussion or initiating contact with a faculty member to ask a course-related question.

BCCC documents attendance for Federal SEOG purposes by collecting online rosters from all instructors. The instructors use the rosters to indicate whether a student has attended or not. Students must attend each class that they are enrolled in, at least once at the beginning of each term to be counted as being in attendance in that class for Federal SEOG eligibility purposes.

In cases where students do not attend class at least once, Federal SEOG eligibility will be canceled if the enrollment status changes. If this cancelation results in a student not having sufficient grant funds to pay for any charges or advances that they have incurred or received, that student will be responsible to pay BCCC for the difference between their adjusted eligibility and the original amount of the cost of their tuition and fees as well as any advances that the student received.

**Fund Disbursements**
BCCC will credit Federal SEOG funds to a student's school account to pay for tuition, fees and other school-related costs which appear on their student account (institutional charges). If they are eligible for funds in excess of their institutional charges, after completing eligibility verification, BCCC will pay them the difference directly by mailing the student a check. Federal SEOG will be released to them as a final refund; final refund release dates are provided to students before the start of each semester by email and are published on the BCCC website.

**Package Construction**
Once ISIR's are loaded into the Colleague system and it is determined that all documents have been submitted, packaging can be completed. Student files are reviewed on a first-come, first-served basis. All information available at the time of packaging will be considered when awards are. All students are awarded equitably and consistently within established need parameters.

Packaging timing: Students are awarded after all official high school and college transcripts have been received and after verification of all necessary income information. If the student's file is not selected for verification, the file will be packaged sooner.

# Packaging Other Educational Resources

**Veteran Affairs Procedure**
The Veterans Administration provides assistance to veterans discharged under conditions other than dishonorable in any branch of the United States Armed Forces. General information on current education benefits is provided below. To obtain more information on these benefits, please visit the Department of Veterans Affairs website.

When a veteran enrolls in a program approved for training, they must pursue the exact curriculum outlined in the College catalog. Veterans will not be certified until all academic transcripts have been received and evaluated. The veteran must maintain satisfactory academic progress. Records of progress are kept by the College on both veteran and non-veteran students. Progress records are furnished to all students at the end of each scheduled college term.

Chapter 35: Eligible Dependent Benefits
The purpose of this program is to provide educational assistance for the eligible dependents of veterans with VA established disability of 100%, or less than 100% but totally disabled for work purposes, or due to service-connected deaths, or death after release or discharge from active duty of service-connected disability, or having been listed as missing in action, captured, detained or interred in line of duty by a foreign government or power for more than 90 days. Eligibility and period of eligibility will be determined by the VA Regional Office.

**Chapter 30: Montgomery GI Bill®**
The Montgomery GI Bill®, Chapter 30 (which also provides for an educational entitlement program for members of the Selected Reserves, Chapter 1606 Title 10, United States codes) provides Educational Assistance Benefits to individuals who just became members of the Armed Forces or first entered on active duty after June 30, 1985. Eligibility will be determined by the Veterans Administration. The VA will determine entitlement and amounts of educational assistance to be paid.

**Chapter 1606: Educational Assistance for Members of Selected Reserve and National Guard Units**
The purpose of Chapter 1606 is to provide educational assistance and to encourage membership in selected Reserve and National Guard Units. The Army Reserve, Naval Reserve, Air Force Reserve, Marine Corps Reserve, Army National Guard, and Air National Guard are included. Eligible reservists are entitled to 36 months of educational assistance based upon full-time training.

**Chapter 1607: Educational Assistance for Members of Selected Reserve and National Guard Units (REAP)**
The purpose of Chapter 1607 is to provide educational assistance for National Guard and Reservists called or ordered to active duty in response to a war or national emergency as declared by the President or Congress. This program makes certain

those activated for at least 90 days after September 11, 2001, are either eligible for education benefits or eligible for increased benefits (based on time deployed).

**North Carolina National Guard Tuition Assistance Program**
Active North Carolina National Guard members may be eligible for tuition assistance. Persons desiring information or applications for this assistance should contact their unit representative.

**Scholarships for Children of Certain Deceased, Disabled, or POW/MIA Veterans**
The North Carolina Division of Veterans Affairs provides scholarships for children of certain categories of deceased or severely disabled war veterans. For additional information and an application, write to N.C. Division of Veterans Affairs, 1315 Mail Service Center, Raleigh, NC 27699-1315.

**Chapter 33: Post-9/11 GI Bill®**
The purpose of the Post-9/11 GI Bill® is to provide educational assistance for individuals who served on active duty after 9/10/01. To be eligible, the individual must have either served on active duty for an aggregate period of at least 90 days or served at least 30 continuous days and received a service-connected disability discharge.

In compliance with Title 38 of U. S. Code 3679(e), Veterans Benefits and Transition Act of 2018:

1. Beaufort County Community College will permit any covered individual* to attend or participate in the course of education during the period beginning on the date the individual provides to the educational institution a VA certificate of eligibility** for entitlement to educational assistance under chapter 31 or 33 and ending on the earlier of the following dates:
    a. The date on which payment from VA is made to the institution.
    b. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.
2. BCCC ensures there will not be any imposed penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.
3. BCCC requires the covered individual to take the following additional actions:
    a. Submit a certificate of eligibility for entitlement to educational assistance no later than the first day of a course of education.
    b. Submit a written request to use such entitlement.
    c. Provide additional information necessary for the proper certification of enrollment by the educational institution.
    d. Make a payment for the amount that is the difference between the amount of the student's financial obligation to BCCC and the amount of VA education benefit disbursement.

*Covered individual is any individual who is entitled to educational assistance under Chapter 31, Veteran Readiness and Employment, or Chapter 33, Post-9/11 GI Bill® benefits.

** A “certificate of eligibility” can also include a “Statement of Benefits” obtained from the Department of Veterans Affairs (VA) website – eBenefits, or a VAF 28-1905 form for Chapter 31 authorization purposes.

**Summer Awards**
Beaufort County Community College treats summer school as a trailer to the academic year for student Financial aid purposes. If a student has not exhausted their eligibility for the academic year in question, they will be able to use this eligibility for summer school. As a rule, campus-based funds from a prior year’s allocation or the upcoming year’s allocation are not used for summer school. Students receiving FWS funds will only be awarded funds from the year in question.

## Award Package Notification

Students are notified of their award in a variety of ways. Award letter notifications are emailed to students and can be viewed on Self-Service.

Additionally, the award letter contains information about how to interpret the contents of the award letter.

**Award Package Notification Revisions**
When a revision is made to a student’s award letter, these changes are automatically updated on the student’s Self-Service account. Additionally, if the revision is due to an increase in their award for Federal Work-Study, the student will be mailed a hard copy of a revised award letter. Finally, if a recalculation is completed and it generates a new award amount, a revised award letter will be mailed to the student.

## Fiscal & Cash Management

BCCC has Policy and Procedure in place for use to obtain information for required fiscal reports and financial statements.

Also see Reconciliation and Disbursement Portion of the FA Handbook.

Cash Management Policy: https://www.beaufortccc.edu/assets/pandp/4-06_Cash%20Management%20Policy.pdf

Cash Management Procedure:
https://livebeaufortccc.sharepoint.com/:w:/r/sites/BCCC.Organization.Sharepoints/policyprocedure/_layouts/15/guestaccess.aspx?guestaccesstoken=aVNBsNkrHSeeCDXeHcPllAqbzL9gu4oKt1MTGohjXDw%3D&docid=036876e9028554babb45835b61616996f

Financial Aid Disbursement Procedure: https://www.beaufortccc.edu/assets/pandp/3-2535_financial-aid-disbursement-procedure.pdf

# Financial Aid Pell Recalculation Date Policy

**Financial Aid Pell Recalculation Policy**
In accordance with federal and state regulations, Beaufort County Community College establishes a Pell Recalculation date (PRD) each semester at 12:01 a.m. on the 8th calendar day–after the add/drop period to determine a student's enrollment status for disbursing federal, state and college aid.

Financial aid is processed towards courses that are required for the student's program of study and enrollment is finalized by the registrar's census date. Credit Hours will not change after 12:01 a.m. on the 8th calendar after the add/drop period. Students must be registered for all parts of the term before the freeze date to receive a Federal Pell Grant for that class.

Financial aid award amounts associated with late starting classes will not be disbursed until attendance is confirmed in those classes. Students should plan accordingly with regard to financial aid refunds when enrolled in classes that start at some point after the start of the term.

This policy applies to all students receiving Title IV financial aid for purposes of Satisfactory Academic Progress (SAP) and it is also used to determine enrollment status (fulltime, part-time, etc.) for students receiving Title IV Pell grants and some state aid programs.

This policy is subject to change in order to comply with administrative and regulatory requirements. In such situations, students and staff will be notified of any change in this policy as soon as practicable. The point of contact regarding this policy is the Financial Aid Director.

**Procedure**
The Financial Aid Pell Recalculation Date is the point at which a student's enrollment status cannot change for financial aid purposes. A student must register for all courses or make necessary adjustments for the semester prior to or during the drop/add period. For example, if a student registered full time at the beginning of the term and then dropped credits before the financial aid Pell Recalculation Date, the student's financial aid is then revised to match their eligibility based on the number of credits enrolled in as of the Financial Aid Pell Recalculation Date and types of aid that were awarded. Credits added after the Financial Aid Pell Recalculation Date cannot be used to increase financial aid eligibility. This includes any 14, 8, or 5-week accelerated course(s).

When a student withdraws from all classes, regardless of if the withdrawal is before or after the Pell Recalculation Date, Beaufort County Community College (BCCC) must

perform a Return to Title IV calculation. When a student withdraws from all classes before the Pell Recalculation Date, BCCC will pro-rate their Pell Grant award based on any attendance completed prior to the withdrawal and include that amount in the Return to Title IV calculation.

To ensure receipt of the maximum Pell Grant for which a student is eligible as well as avoid having to pay back Pell Grant funds already posted to the student's account, students are strongly encouraged to finalize their course schedule no later than the 10% point of the course as determined by Office of Registrar.

If the student increases or decreases their credit load before the Pell Recalculation Date, their financial aid may be adjusted, as appropriate, for their enrollment level. If the student's financial aid is reduced and it creates a balance due on their student account, the student will be responsible for payment.

If the student adds credits after the Pell Recalculation Date, the student's financial aid will not be increased. Classes added after the Financial Aid Pell Recalculation Date will not be eligible to be counted for financial aid eligibility purposes. The student will be responsible for any additional charges not covered by his/her financial aid award as of the financial aid Pell Recalculation Date.

The student's financial aid may be affected if the student is taking courses that begin after the financial aid Pell Recalculation Date. For example, if the student is enrolled in a class that starts after the Pell Recalculation Date, the Federal Pell Grant and other financial aid funds will not be disbursed until after the course has started. If the student fails to begin attendance in all classes, the student's financial aid will be reduced accordingly.

If a student initially enrolls for the semester after the Financial Aid Pell Recalculation Date, the Pell Recalculation Date for that student will be the date of their initial enrollment. Therefore, students will want to maximize their aid eligibility by enrolling in all of the courses they are planning to take during the initial registration process.

The Financial Aid Office is not able to adjust all types of aid after the Pell Recalculation Date but will consider special situations. Students should contact the Financial Aid Office before adding courses after the Pell Recalculation Date that would affect their enrollment level.

## Over Awards

The Office of Financial Aid must ensure that a student does not receive more Title IV aid than the amount for which they are eligible. An over award occurs when a student receives more need-based aid than needed based on the Title IV calculations provided by the US Department of Education (DOE).

**Resolving an Over Award When School is Liable**
When over awards occur, it is necessary for the Office of Financial Aid to investigate the reason for the over award. If it is determined that it is an institutional error, it will be necessary for the school to work with the student to correct the overpayment. If necessary, the student can be given extended time to repay the over award.

**Resolving an Over Award When a Student is Liable**
If the overpayment is a result of the student not notifying the Office of Financial Aid of an external scholarship, the student will be responsible for repayment.

## Professional Judgment

**Professional Judgment (PJ) Authority & Individuals Who May Exercise It**
When students express a substantial change in income or change in family status, the Office of Financial Aid may recommend that a student consider the PJ review process. Students may also request a recalculation from any member of the Office of Financial Aid staff. The Special Circumstance Form along with the appropriate documentation and signatures listed on the form is required before PJ's will be reviewed.

Students should allow no more than two (2) weeks to process the PJ before a decision is made on the request.

Professional judgments can be reviewed in the case of a dramatic change in the household size, household income, death of a parent or spouse, loss of income, divorce, or separation of a member of the family who was providing financial support, etc. In order for professional judgments to be reviewed, the Special Circumstance Form must be completed along with all supporting documentation. This documentation can include, but is not limited to:

1. Federal tax transcripts
2. Death certificate
3. Letter of termination from employer
4. Written notification of unemployment
5. Divorce decrees
6. Excessive daycare expenses
7. Excessive payment of medical bills
8. Legal separation papers
9. W-2 forms

All professional judgment reviews will be completed by the Director of Financial Aid. Once the reviews are completed, the student will receive written notice of any additional aid eligibility. If the PJ resulted in no additional aid eligibility or if the information was inconclusive, the student will receive an email and/or a telephone call to notify them of the results.

**Circumstances Where PJ May be Used & Possible Actions**
The Director of Financial Aid can exercise discretion in certain areas when a student's family has special or unusual circumstances that are not adequately addressed by the need analysis system, regulations, or legislation. The DOE does not regulate Professional Judgments. The DOE gives authority to the Director to exercise PJ in the following areas:

1. Dependency status (dependent to independent only)
2. Certain data elements used to calculate the student aid index (SAI)
3. Cost of attendance (COA)
4. Satisfactory academic progress (SAP)

**Documentation**
The Office of Financial Aid is required to document professional judgment decisions. This documentation must be maintained in the student's file. Because professional judgment situations are unique, specific required documentation is not listed for each case. It is left to the discretion of the Director to select what is appropriate documentation.

1. Documentation should substantiate the student's situation.
2. Typically, documentation should be from a professional outside the family and not a family member.
3. If collecting documentation about a student's life situation, documentation from more than one person should be collected.

Professional judgment actions are made on a case-by-case basis only. Each professional judgment is documented in the student's file whether a change occurs or not. Students are notified of a professional judgment action through an award letter message, personalized letter, or possibly personal communication if no PJ action is to take place.

Changes made as a result of professional judgment are called "adjustments." Adjustments may be made to individual FAFSA data elements, to Dependency (dependent to independent only), to official Cost of Attendance elements, and to Satisfactory Academic Progress standards.

**Procedure for Professional Judgment Actions**
Students must complete the BCCC Special Circumstance Form that will reflect the change in income from the previous year. This form is turned into the Office of Financial Aid. The student must include documentation to verify the change in income.

The Director of Financial Aid will review the Special Circumstance Form and documentation. On the bottom of the form, the Director of Financial Aid will document whether or not the approval has been granted and why.

If not approved, the student will be contacted by email and the reason given for disapproval.

If approved, the information to correct the student's ISIR through Colleague will be used. The new total income for the adjusted gross income, and calculate the new taxes paid.

Finally, a review of the special circumstance and its completion will be documented.

## Disbursements

**Disbursement Process**
The two related but distinct functions of authorizing payments and disbursing (or delivering) Title IV funds will be carried out by organizationally independent individuals in accordance with the cash management regulations. No one office may be responsible for both functions. This requirement is taken so seriously that the individuals responsible for each of these functions may not be related to one another, nor may they together exercise substantial control over the institution.

While the Office of Financial Aid awards aid and authorizes payment to these students, the Business Office actually disburses and delivers the funds. Therefore, it is important that communication between these two and other offices commonly occurs throughout the process, as establishing, confirming, and verifying student eligibility can be rather fluid.

Additionally, controls in the Office of Financial Aid further limit those individuals who have the authority to authorize payments. By position, the Director is responsible for the Federal Work-Study Program, reviews time sheets and authorizes payment for these funds only.

The Director authorizes all other funds, such as the Federal Pell Grant and NCNBS, etc.

Funds are authorized and sent to the Business Office via a Financial Aid Transmittal Report (FATR) according to the posted calendar for credit balance refunds. At other times, these funds are authorized on a weekly basis as the authorizations are obtained. As a procedural safeguard to ensure separation of function, financial aid staff do not have access to disburse funds onto a student's account. Additionally, the Business Office may not disburse funds to a student's account without the transmittal report generated by the Director.

If a student has a hold on their account placed there by the Business Office, any credit will be withheld from the student to satisfy the account.

**Disbursement Dates & Schedules**

Disbursement dates are posted on the BCCC website and emailed out to all students. Announcements are also posted on the television information screens around campus and on BCCC Website.

## Reconciliation Process

On a regular basis, it is important to reconcile the financial aid awarded amounts and disbursements with those in the Business Office. Reconciliation is performed on a monthly basis.

**Student Authorizations**
All credit balances will be generated and disbursed to the student within the required 14 days. The College does not hold credit balances with or without the student's request. All credit balances are disbursed to the appropriate person.

**Title IV Eligibility & Payment Information**
Students are provided with an electronic copy of their award letter via their Self-Service account at all times. Additionally, hard copies are provided to students as the award is granted. Once classes begin and enrollment is verified, payment authorizations are submitted to the Business Office.

Generally, payment dates are listed in the Office of Financial Aid and on Self-Service. However, some students whose files are pending may not be paid on this schedule. Therefore, payments are processed each week until all available files have been completed and transmitted to the Business Office.

## Satisfactory Academic Progress

To be eligible for financial aid, a student must make satisfactory academic progress (SAP) toward their current degree. At the end of every semester, we determine each student's SAP status using the following criteria:
1. Grade Point Average: Maintaining the minimum cumulative grade point average as published in the GPA section below.
2. Pace: Earning credit for at least 67 percent of the credits a student attempts.
3. Maximum Timeframe: Graduating with less than 150 percent of the credits required to complete their degree.

**Regaining Eligibility**
There are two ways to regain eligibility for federal student aid if a student becomes unsatisfactory:
1. Improve academic performance until the student meets the minimum SAP requirements.
2. Submit an appeal (see Appeal Process below) for review.

**Elements of SAP**

SAP standards measure a student's academic progress using both qualitative and quantitative measurements. These measurements include a cumulative Grade Point Average (GPA) requirement, Completion Rate requirement, and a Maximum Timeframe requirement. Evaluation of GPA and completion rate is separate from Maximum Timeframe.

**Grade Point Average (GPA)**
To maintain satisfactory academic progress, a student must earn a cumulative GPA according to the number of semester hours for which they have attempted, as indicated in the table below:

| Total Hours Attempted | Cumulative Grade Point Average (GPA) |
|---|---|
| 0-12 | 1.0 |
| 13-24 | 1.5 |
| 25-36 | 1.75 |
| 37 and above | 2.0 |

**Completion Rate (67%)**
Completion rate is a percentage calculated by dividing the total number of credits a student has earned by the total number of credits they have attempted. Students must successfully complete 67% of the total credit hours attempted, including developmental coursework, to maintain satisfactory academic progress. Successful completion includes grades of A, B, C, D, CE, and P (passing). All other grades are not considered for successful completion of coursework.

**Maximum Timeframe (150% Credit Limit)**
To be eligible for financial aid, students must complete their degree within the maximum timeframe. This means graduating before accumulating 150 percent or one and one-half times the total number of program credit hours published in the catalog of record. If the program is not completed within the maximum allowable time, then satisfactory progress is not being maintained and financial aid will be terminated. A student's timeframe begins when they first attend the college and continues until they successfully complete a program of study, regardless of the number of years that may lapse between enrollment periods. Since the timeframe is cumulative, they may lose financial aid eligibility by switching programs before successfully completing a program of study. Once a student completes a program successfully, they become eligible for a new timeframe if they plan to pursue a second certificate, diploma, or degree.

Transferable credits from other institutions under the completed program are counted toward the new timeframe for a new program of study. Grades of "W," "F," "I," "R," "WE" do not count as successfully completed but will count as attempted credits and are used in the determination of a student's enrollment status for financial aid purposes. Credit hours for incomplete courses, withdrawals after the 10% point of the semester, or repeated courses will be counted as hours attempted towards maximum timeframe. Credit for developmental coursework by placement testing is not counted toward the maximum timeframe.

If a student does not graduate within the maximum timeframe or the Financial Aid office determines that it is mathematically impossible for the student to graduate within the maximum timeframe, their financial aid will be terminated. When financial aid eligibility is terminated, termination will continue until the student meets the minimum standards to achieve satisfactory academic progress. If the student has extraordinary special circumstances and wants to find out more about regaining eligibility for financial aid, please contact our office.

Incompletes, Withdrawals, Repeated Coursework and Transfer Credit Withdrawals (W), and Incompletes (I) are not included in GPA computation. According to institutional policy, incomplete grades not removed by the student by the end of the following semester (excluding summer session) will revert to an “F.” Grades “W” and “I” are considered in determining the completion rate and count toward the maximum time frame for completing a program of study.

A student is permitted to repeat courses and only the most recent course grade is counted in the GPA calculation. All repeated hours are counted as attempted. However, completed hours are counted only once as completed unless the program requirements make retaking a previously passed course mandatory. (Example: Nursing degree students). Transfer credits from other post-secondary institutions will be used to determine quantitative satisfactory academic progress for both completion rate and maximum timeframe.

**Financial Aid Academic Warning**

At the end of each semester, the Financial Aid Office will determine whether students receiving financial aid are making satisfactory academic progress. Both grade point average and rate of completion are measured. Students failing to make academic progress receive a Financial Aid Academic Warning. Financial aid recipients on academic warning will be granted a one-semester period following their first semester of failure to regain satisfactory progress. During this warning period, students can continue to receive financial aid, provided they are otherwise eligible.

To regain aid eligibility, the student must achieve the minimum required standards during the warning period: the minimum required grade point average according to the Satisfactory Academic Progress scale and a 67% overall completion rate. If, at the end of the financial aid warning period, the student is able to re-establish satisfactory academic progress, the warning is lifted. Students who fail to regain satisfactory progress during the warning semester are only ineligible for aid once their progress is again satisfactory.

**Pre-Screening SAP Status for Maximum Timeframe**

Students that have a Warning or Exceeded Maximum Timeframe SAP status will be reviewed by the Financial Aid Office at the end of each semester. Students that have completed one degree previously at BCCC will have a pre-SAP screening to determine if graduating from an eligible program has resulted in the student achieving satisfactory

academic status. Exceeded maximum timeframe students will also be referred to the BCCC Counseling Office to determine if the student is eligible to graduate from a degree program. Once the SAP status screening is complete, the Financial Aid Office will send a notification to students via their BCCC email.

**Appeal Process**

Students not making satisfactory academic progress will receive a notification via their BCCC student email. Students can review which SAP requirements are not being met by logging into Self-Service and opening the "Financial Aid Menu." Students may appeal against the suspension of their financial aid by submitting an SAP appeal form to the Financial Aid office. SAP appeal forms are available on the BCCC Financial Aid website and the Financial Aid office. Students are required to meet with an academic advisor to complete the SAP appeal form. Once complete, students can submit the form to the Financial Aid office. The Financial Aid office will review all SAP appeals to ensure appropriate documentation and completion of the form. All SAP appeals will be scanned and sent to the SAP Appeals Committee.

Students may appeal only for "special circumstances." Examples of special circumstances include but are not limited to extended illness, hospitalization, accident, or death of an immediate family member. Appeals must be accompanied by appropriate documentation.

Appeals will be limited to a total of three (3) per student during their time at BCCC after receiving a terminated SAP status. SAP appeals will be reviewed once each semester after final grades for the term have been submitted. If the students request to submit an appeal, the SAP Appeal MUST be submitted to the financial aid office PRIOR to the 10% point of the term for which they are seeking reinstatement of financial aid. Late appeals will NOT be accepted.

**Outcome of Appeals**

The SAP Appeals Committee will review all appeals to determine if the reinstatement of aid is justified. The student's approval or denial will be sent to the BCCC student email. Committee decisions maybe appealed to the College President, in specific whose situations decision in the matter is final.

Here are some possible outcomes of SAP appeal reviews:

1. Approved/Academic Probation – the student may be placed on academic probation for one semester and will be eligible for financial aid during that probationary period. Once a student is approved, the student must meet with a Counselor and develop an academic success plan. Financial aid will email the students to notify them of their approval and the need to set up an appointment with the Counseling office. A copy of the success plan will be given to the Financial Aid Office and placed with the appeal. Once the success plan has been received by the Financial Aid Office, the student can be awarded.

2. Denial – an appeal may be denied based on insufficient detail, documentation, or evidence of academic or personal difficulties being addressed or resolved. The Financial Aid office will notify the student by email of Denial.

**SAP Grievance process**
Students may appeal the decision of the SAP appeals Committee to the President of the college when there are mitigating circumstances regarding the student's case the Committee did not include in their deliberations (e.g., psychiatric or other medical concerns certified by official documentation from a medical profession; or, death of a close relative or friend that involves professional counseling or psychiatric care certified by official documentation from a medical professional).

If a student fails to meet SAP standards again after being granted an appeal, they will be ineligible for financial aid and placed on financial aid termination. If financial aid eligibility is terminated, termination will continue until the criteria for satisfactory academic progress is met. If special circumstances exist and a student wants to find out more about regaining eligibility for financial aid in the future, they may contact the Financial Aid Office.

Once satisfactory academic progress is met, eligibility is reinstated for the sequential academic term. In addition, financial aid eligibility will immediately be reinstated for all appeals upheld. Retroactive payments of financial aid for terms when students were on suspension are prohibited by federal regulations.

**Guidelines for Probationary SAP Status**
Maximum Timeframe Appeals:
1. Students must complete 100% of courses registered for each semester with a cumulative semester GPA of 2.0.
2. Student will be placed on probation for up to 4 semesters.
3. Financial aid will terminate if a student fails to meet the required standards.
4. If a student is unable to regain satisfactory academic progress within 4 semesters, the SAP appeal cannot be approved.

Unsatisfactory GPA and/or Completion Rate Appeal:
1. Students must complete 100% of courses registered for each semester with a cumulative semester GPA of 2.0.
2. Student may be on academic probation for up to 4 semesters.
3. Financial aid will terminate if a student fails to meet the required standards.
4. If a student is unable to regain satisfactory academic progress within 4 semesters, the SAP appeal cannot be approved.

## Return of Title IV Funds

**Process Overview & Applicability**

Financial Aid Return of Title IV Funds Procedure the Federal “Return of Title IV Funds” legislation requires that when a student completely withdraws on or before completing 60% of the semester, the amount of financial aid (federal grants) earned must be recalculated. The school and/or student may then be required to return some, or all of the federal funds awarded to the student.

Federal financial aid funds are awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws from all courses for any reason – including medical withdrawals – the student may no longer be eligible for the full amount of Title IV funds that they were originally scheduled to receive. If a student has received Title IV financial aid, a refund must be calculated under the Federal Return of Title IV funds policy. The refunds are based on the number of days attended for the semester, divided by the total number of days in the semester (minus any scheduled breaks of at least five days in length). Funds are deposited back to the financial aid accounts in accordance with federal regulations.

**How a Withdrawal from Class or School Affects Financial Aid**
Though student aid is posted to the students' account at the start of each period, students earn the funds as they complete the period. If students withdraw during a payment period or period of enrollment, the amount of Title IV program assistance that they have earned up to that point is determined by a specific formula. If students received less assistance than the amount that they earned, they may be able to receive those additional funds. If students received more assistance than they earned, the excess funds must be returned by the school and/or the student.

**Student Notification of Results of Calculation**
Upon completion of the Return of Title IV Funds calculation, students will receive a notification indicating the amount of aid that will be returned. BCCC will return the required funds on the student’s behalf to the appropriate federal program(s) by charging the student’s account. Students will be able to view the return of any resulting account balance on Self-Service after the return of funds has been processed. A letter will be mailed to the address on the student's file.

**Funds that are subject to the Return of Funds Calculation**

1. Federal Pell Grant
2. Federal Supplemental Educational Opportunity Grant (FSEOG)
3. Federal TEACH grant
4. Federal Iraq Afghanistan Service Grant

**Post Withdraw Disbursements**
If a student is awarded Title IV HEA (Higher Education Act) financial aid by the date of the withdrawal, but the financial aid has not been disbursed, the student may be eligible for a post-withdrawal disbursement. If the amount disbursed to the student is less than the amount the student earned and for which the student is otherwise eligible, they are

eligible to receive a post-withdrawal disbursement for the earned aid that was not received. Under these circumstances, an R2T4 calculation must be performed to determine whether the student is actually eligible for a post-withdrawal disbursement. BCCC may automatically use all or a portion of a student's post-withdrawal disbursement of grant funds for tuition, fees, and book charges.

## Return of State Grant Funds Policy

**SEA-Administered State-Funded Grant Programs**
State-Funded grants are provided to assist students with the cost of attendance on the assumption that the students will attend college for the entire term for which the funds are awarded. When a student withdraws before the end of the term, Beaufort County Community College must determine how much, if any, State grant funds must be returned. The amount that BCCC must return depends on when the student withdraws. Funds must also be returned for changes in enrollment and eligibility status.

**Procedure**
**Withdrawals and Never Attends**
BCCC calculates the amount of funds it must return when a student withdraws prior to or on the 35% point of the term via the CFI Grant System. In completing the calculation, the "last date of attendance" is determined consistent with Title IV regulations for a Return of Title IV Funds. "Term" means the academic period for which the State funds are awarded.

Withdrawal: A withdrawal occurs when a student, who attended class by the registrar's census date, is removed from a class after the last day to drop and prior to the withdrawal deadline. A grade of "W" is reflected on the transcript for course withdrawals.

Never Attend: A never attend is assigned when a student does not attend class or complete online assignments by the registrar's census date. Never attends are not reflected on the transcript.

**Known Last Date of Attendance**
If a student's last date of attendance can be verified and is prior to or on the 35% point of the term, the State grant repayment will be based on the percent of the term not completed (or the percent of the scheduled hours remaining in the payment period for clock hour schools).

If the last date of attendance occurs after the 35% point of the term, the State grant award is considered 100% earned and no State grant repayment is due.

State grant repayment formula: Known last date of attendance, prior to or on the 35% point of the term:

1. The percentage of State grants earned is calculated by dividing days in attendance by calendar days in term. Scheduled breaks of five or more days should be excluded from the calculation.

2. Subtract the percentage of State grants earned from 100%; this equals the percentage of unearned State grants.

3. Multiply the percent of unearned State grants by the grant amount

**No Academic Credit**
If a student earned no academic credit for the term (all 'F' grades), the institution must determine whether the student completed the term. If the institution determines that the student did not withdraw, but instead completed the courses and earned no academic credit, BCCC is not required to return State funds. If BCCC determines that the student unofficially withdrew, BCCC must complete a calculation using the last date of attendance or date of last documented academic activity to determine if any funds must be returned to the state. If there is no last date of attendance or last documented academic activity, BCCC may use an official withdrawal date in place of the last date of attendance. If there is neither a last date of attendance nor an official withdrawal date, the State grant repayment will be 50% of the grant amount.

**Never Attend Repayments**
If a State grant recipient never attends courses in the term for which they received a State grant award, the State grant repayment is 100% of the award.

BCCC will return State grant funds within 60 days of the date that the school determined a student has withdrawn.

BCCC will return State grant funds within 60 days of the date that the school determines an enrollment or eligibility change results in the need for a return of funds.

BCCC will fully reconcile and return all State grant funds owed back for the prior academic year by September 1st.

**Process**
1. The Enrollment Activity Report (RGER) is generated in Colleague as required to properly and consistently identify students that have officially or unofficially withdrawn from classes.

2. The RGER report is reviewed by the FA Office.

3. A spreadsheet is generated each semester from data obtained from the RGER report tracking student name, ID #, course and section numbers, last day of attendance (LDA), total number of classes registered in, and date financial aid was notified of the course withdrawal.

4. When a student is deemed to be completely withdrawn from all classes for the term the return to funds calculation for federal funding is performed in Colleague in the Award Detail Entry (AIDE) screen.

5. When a student is deemed to be completely withdrawn from all classes for the term the return to funds calculation for state funding is performed in the College Fund of North Carolina website under the “Return of Funds Calculator” Tab.

6. The student’s account is adjusted in Colleague to show the earned amount of state funds based on the return of funds calculation.

7. The Financial Aid Office to notifies the student that a Return of Funds calculation has been performed on their account and that they are now in an overpayment (disbursement of more federal or state student aid funds to a student than he or she is eligible to receive) status or entitled to a post-withdraw disbursement.

8. The Batch Financial Aid Transmittal Register (FATR) is run in Colleague and forwarded to the Business Office for processing.

10. The Business Office notifies financial aid when the FATR and the Batch FA Transmittal Update (FATP) process is completed.

11. The BATCH report is printed off the College Fund of NC website and emailed to the Business Office to mail funds back.

12. The Business Office notifies the student that they have an account balance based on the processing of a return of funds calculation.

13. Students are notified when their debt is referred to Debt Resolution Services and provided with the phone number and postal address of the agency.

16. A spreadsheet is maintained and utilized by the Financial Aid Office and the Business Office to track the return of funds calculation by the student, the overpayment amount, the date the debt was reported to the NSLDS, the date referred to the Debt Resolution Services, and the date of repayment.

## Title IV Fraud

There are difficult situations where students and/or parents purposefully misrepresent information in hopes of obtaining or obtaining additional assistance. The OFA is required to have a policy of referral when confronted with actual or suspected cases of fraud and abuse.

**Student Fraud**

Institutions are required to refer applicants who are suspected of having engaged in fraud or other criminal misconduct in connection with Title IV programs to the DOE's Office of Inspector General (OIG). The regulations require only that the institution refer the suspected case for investigation, not that it reaches a firm conclusion about the propriety of the student's conduct.

To identify suspected fraud, BCCC has an adequate system to identify and resolve discrepancies in the information received from different sources with respect to a student's application for Title IV aid. Some of these areas include, but are not limited to:

1. All student aid applications (e.g., federal, institutional, state, etc.)

2. Need analysis documents [e.g., Institutional Student Information Records (ISIRs) and Student Aid Reports (SARS)]

3. Copies of state and federal income tax transcripts

4. Information regarding a student's citizenship

5. Previous educational experience (e.g., falsified school credential such as a high school diploma)

6. Documentation of the student's Social Security Number

7. Other factors relating to the student's eligibility for funds under Title IV aid programs (e.g., Selective Service registration compliance)

If a student is suspected of the following, they are referred to the VP of Administrative Services as well as the U.S. Department of Education.

1. Falsified documents or forged signatures on an institutional application, documents submitted for verification of information on the application, or loan promissory notes

2. False statements of income

3. False statements of citizenship

4. Use of false or fictitious names or aliases, addresses, or Social Security Numbers, including deliberate use of multiple Social Security Numbers

5. False claims of independent status

6. Patterns of misreported information from one year to the next

**Referrals**

If the school suspects that a student, employee, or other individual has misreported information and/or altered documentation to increase student aid eligibility or to fraudulently obtain federal funds, it must report those suspicions and provide any evidence to the DOE's Office of Inspector General (OIG). The Director of Financial Aid is responsible for making referrals to the OIG.

The OIG website at www.ed.gov/offices/OIG allows the school to:

1. Complete a special complaint form online

2. Call the toll-free number (1-800-MIS-USED)

3. Call an OIG office in the school's area (a list of office and telephone numbers are provided)

# Audits

## AUDITS AND PROGRAM REVIEWS

Federal regulations require the Financial Aid office to have its records and student files audited at least once every two years. Each audit must cover the time period since the last audit.

Beaufort County Community College is audited bi-annually by the Auditor General of the State of North Carolina as part of the review of all state agencies.

Auditors review a sample of student aid files to ensure the Office of Financial Aid (OFA) follows federal, state, and college policies. The state auditors submit a preliminary memorandum of findings to the Director of Financial Aid, who conducts research and prepares a response addressing resolution of the specific discrepancies and appropriate procedures to correct faulty processing. Items which are resolved are deleted from the report and the final document is submitted to the State Office of the Auditor General. The President distributes findings to the Vice President of Administrative Services. The President relays a copy of the findings for the OFA to the Director of Financial Aid. If the OFA submits a valid response to the auditors, the discrepancy may be removed from the citation report pending decision by state auditors.

An audit exit meeting is held at the College with the auditors and select college personnel to discuss findings and allow the institution an opportunity to clarify a response. If there are any findings, the Office of the State Auditor then submits them to the Department of Community Colleges and the U.S. Department of Education. The President , after consultation with the College Board of Trustees, then submits a final audit response to the U.S. Department of Education.

Each Financial Aid staff audits verification files completed by other staff daily. Students do not get awarded until files have been audited.

Financial Aid Staff Audit the FA Director on R2T4s weekly. FATR for R2T4s do not get sent to the Business Office without being audited by another staff member.