Procedure 3.2552

Financial Aid Awarding and Packaging Procedure

Packaging Philosophy

Students are reviewed to determine eligibility for financial aid on a regular and on-going basis. Once students have a valid Free Application for Federal Student Aid (FAFSA) and all admission 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.

1. An Institution Student Information Record (ISIR) is downloaded into Colleague from the Department of Education (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 is generated letting the student know what additional information is needed. The Financial Aid Specialist mails the letters to the students along with the necessary documents.
2. Once all the documents have been received and the file is ready for review, the Financial Aid Specialist will forward the file to the appropriate staff member.
3. The staff member will complete the following steps prior to packaging:
    a. Review all documents to ensure that the proper signatures are in place for the student as well as the parent.
    b. Review the Document Tracking screen to ensure that all documents received have been tracked properly.
    c. Make sure the “File Completed” field is populated on the FASI screen.
    d. If there is an NSLDS default flag, review to determine eligibility.
4. Click on packaging button and package accordingly. Packaging should follow this order:
    a. FPELL-Federal Pell Grant
    b. FSEOG- Federal Supplemental Educational Opportunity Grant
    c. NCNBG North Carolina Scholarship
    d. Other Financial Aid Awards-This can include outside scholarships, BCCC Foundation scholarships, and scholarships awarded by private donors.
5. Once packaging has been completed, the award letter will be emailed to the student. A copy of the letter will be retained electronically in the FA shared folder.
6. 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 student to use to apply against their charges.

Packaging Groups

1. All students at Beaufort County Community College are packaged using the same criteria. State programs that are packaged automatically are the NC Scholarship (NCNBG). However, students receiving these funds are included in a report from the College Foundation of North Carolina (CFNC). This report is

used to award students eligible for this program. All other scholarships are awarded by the Director.
2. 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.

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:
1. To assist students with financial need in meeting the costs of postsecondary education by providing part-time employment.
2. 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 he/she meets all of the requirements listed below. He/she 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. To maintain “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 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.

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.

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 $600 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 have 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.

Fund Disbursements
BCCC will credit Federal SEOG funds to your school account to pay for tuition, fees and other school-related costs which appear on your student account (institutional charges). If you are eligible for funds in excess of your institutional charges, after completing eligibility verification, BCCC will pay you the difference directly by mailing you a check. Federal SEOG will be released to you 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.

Packaging Other Educational Resources

Chapter 30 Veteran's Educational Benefits

1. Active-duty soldiers and veterans are informed of their and their dependents eligibility to receive Montgomery GI Bill upon enrolling in the military and during out-processing, when they are leaving the military.
2. Recipients are/were members of the Army, Navy, Air Force, Marines, Coast Guard, and commissioned officers of the National Oceanographic and Atmospheric Administration and Public Health Service who enlisted or entered

active duty for the first time on or after July 1, 1985, and full-time National Guard duty first performed after November 29, 1989. Service persons must generally serve on active duty for at least two years. They must also earn a high school diploma or its equivalent either prior to or during the qualifying period of enlistment and must possess an honorable discharge.

3. Most eligible persons must use his/her benefit within ten years from the date discharged from active duty. The Montgomery GI Bill - Active Duty (Chapter 30) (also called "MGIB" or "MGIB-AD") is an education benefit that provides up to 36 months of full-time payments to eligible veterans for approved college, business, technical, or vocational courses, correspondence courses, apprenticeship/job training, and flight training. MGIB-AD (Chapter 30) may also be used to reimburse you for taking certain VA-approved national tests and tests for licensure or certification.
4. Other Chapters of the MGIB are Chapter 31, Vocational Rehabilitation; Chapter 1606; Chapter 1607; Chapter 32, Chapter 33 (Post 911 GI Bill) and Chapter 35 (Dependents' Educational Assistance).
5. (Contact the Department of Veteran Affairs for details relating to each chapter by calling 1-888-442-4551).
6. METHOD TO RECEIVE FUNDS: Once required documents are received and enrollment in appropriate program and classes determined, the school certifying official will electronically send, via Enrollment Manager, the completed certification document directly to the Regional Processing Office (RPO). The student can expect payment through direct deposit within forty-five workdays from the time certification from the school certifying official is received by VA.

Summer Awards

If a student has not exhausted their eligibility for the academic year in question, they will be able to use this eligibility for summer semester. 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 to view 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 emailed a a revised award letter. Finally, if a recalculation is completed and it generates a new award amount, a revised award letter will be emailed to the student.

Over Awards

The Office of Financial Aid must ensure that a student does not receive more Title IV aid than the amount for which he or she is 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 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.

References

Legal References: *Enter legal references here*

Cross References:

History

Leadership Council Review/Approval Dates: *11/3/2023, 10/10/2025*

Senior Staff Review/Approval Dates: *4/21/2023; 8/15/2023; 4/30/2025*

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*