Procedure 3.2553

Federal Supplemental Educational Opportunity Grant (FSEOG) Procedure

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 a -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 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 if 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 SAI (-1500 SAI) who have demonstrated Pell Grant eligibility for the same award year.

To be considered for FSEOG, a student needs the following:

- Fill out a Free Application for Federal Student Aid,
- Meet all Department of Education eligibility requirements, including but not limited to:
    - Having financial need,
    - Having a high school diploma or a General Education Development (GED) Certificate,
    - Being a U.S. citizen or eligible non-citizen,
    - Having a valid Social Security Number,
- Be enrolled or accepted for enrollment as a regular student working toward a degree or certificate in an eligible program,
- Meet the standards of the Financial Aid Satisfactory Academic Progress (FA SAP),

- 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:

- **Continued enrollment within a semester:** if the student withdraws, they may be required to repay awarded funds.
- **Grades**: if the student does not earn at least one passing grade in a semester, they may be required to repay awarded funds
- **Developmental courses attempted**: we may only fund 30 credit hours of developmental work over a student's educational career
- **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.
- **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 are 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.

Awarding/Packaging FSEOG

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.

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 emails the letters to the students along with the necessary document links.

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 emailed to the student.

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 emailed a 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 emailed to the student.

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 a student is eligible for funds in excess of their institutional charges, after completing eligibility verification, BCCC will pay the difference directly by mailing the student a check or by Direct Deposit into the student's bank account. 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.

FSEOG funds are subject to the Return of Title IV Funds Calculation.

Federal Regulations pertaining to FSEOG funds

34 CFR 676.10 – Selection of Students

34 CFR 676.19 – Fiscal Procedures and records

References

Legal References: *Enter legal references here*

History

Leadership Council Review/Approval Dates: *9/8/2023; 3/14/2025*

Senior Staff Review/Approval Dates: *8/8/2023; 11/27/2024*

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

Implementation Dates: *Enter date(s) here*