

NMJC FINANCIAL AID OFFICE POLICIES AND PROCEDURES

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FINANCIAL AID MISSION STATEMENT

The mission of the NMJC Financial Aid Office is to provide quality customer service to all stakeholders and timely delivery of financial assistance to eligible students while maintaining compliance of federal and state regulations.

We are committed to delivering high quality service that is responsive to student needs and to improve access to higher education to the NMJC community by providing exceptional service to our customers through continuous innovative and advanced technology.

The Financial Aid Office will actively promote financial aid awareness to students, parents, and the college community.

INTRODUCTION TO THE FINANCIAL AID OFFICE

This manual is designed to provide guidelines for employees of the Financial Aid Office of New Mexico Junior College and to assist students to understand the policies by which aid is awarded and disbursed. These Policies and Procedures have been formulated for the equitable treatment of all students in the disbursement of all federal, state and institutional financial aid. NMJC does not discriminate in its financial aid awarding procedures with regard to race, color, religion, sex, sexual orientation, national origin, age, disability, genetic information, or veteran status.

- Office location Ben Alexander Student Center
- Hours of operation Monday-Friday 8:00AM-5:00PM
- Telephone number 575-392-5172
- Fax number 575-492-2559
- E-mail address financialaid@nmjc.edu
- Web site <http://www.nmjc.edu/admissions/financialaid.asp>

FINANCIAL AID STAFF

The Financial aid staff consists of 5 full time staff and 1-2 work-study students.

Director

Assistant Director

Financial Aid Specialist (2)

Financial Aid Secretary

RULES OF BEHAVIOR

The Financial Aid personnel at NMJC are authorized to utilize multiple databases and websites to determine student aid eligibility and to process federal and state aid. The Director of Financial

Aid and/or the Dean of Enrollment Services determine, establish, and revoke staff access to databases and websites. Rules of Behavior are designed to sustain the business process, protect sensitive data, and protect against unauthorized access, disclosure, or modification based on confidentiality and integrity. The Rules of Behavior apply to all financial aid staff at NMJC who utilize FSA/COD computer systems and their host applications:

- All user IDs, passwords, and tokens are for official Department of Education business only;
- All users must abide by the Privacy Act of 1974, as amended;
- All users must NEVER share their User IDs and passwords with another person, not even a supervisor;
- All users must NEVER allow another person to use an online session that was initiated by the user;
- All users should log off secure sites if leaving their computer unattended, even for a short period of time OR employ the automatic password/screen saver option;
- All users must change their password immediately if they suspect another person knows the password;
- Passwords should be difficult to guess and should be changed frequently;
- Passwords should be stored in a secure manner, not visible or accessible to others;
- All users may only share information retrieved with the individuals expressly authorized to receive the information;
- All users must secure all paper and electronic documents;
- All users will report security problems or incidents to the Director of Financial Aid or Dean of Enrollment Management as soon as practical; and
- All users must remain in good-standing on their Title IV loans or access to some sites may be revoked.

NMJC Financial Aid personnel are expected to understand and comply with this policy document and its requirements. Questions about the policy should be directed to the Director of Financial Aid. Violations of security policies may lead to revocation of system access or disciplinary action up to and including termination.

I. GENERAL INFORMATION / FINANCIAL NEED

The following information is NMJC's Financial Aid Office policies and procedures for the administration of financial aid. Reference materials will also be listed in the procedures. All the processes of the Financial Aid Office are in compliance with Federal and State regulations. The Financial Aid Office also has policies in regard to the processing and administration of the financial aid applications and files.

Student financial aid is assistance through the U.S. Department of Education and state agencies that is available for students that are enrolled in an eligible program as a regular student at a school participating in the federal student aid programs. Federal student aid covers expenses such as tuition and fees, room and board, books and supplies, personal expenses, and transportation. This aid can also help pay for a computer and dependent child-care expenses.

There are three types of federal student aid: grants, work-study and loans. The NMHED (State) provides state work-study, state grant and scholarship funds for New Mexico residents. All students must meet the eligibility requirements to be eligible for financial aid and apply for financial aid by submitting the Free Application for Federal Student Aid (FAFSA). The FAFSA website is www.fafsa.ed.gov.

Cost of attendance (COA) the total amount it will cost a student to go to school – usually expressed as a yearly figure. It's determined using rules established by law. The COA includes tuition and fees; on campus room and board (or a housing allowance for off-campus students); and allowances for books, supplies, personal expenses, transportation, loan fees, and if applicable, dependent care. It can also include allowance for the rental or purchase of a personal computer. Costs related to a disability are also covered.

A cost of attendance budget is assigned for every student. The budgets are made for independent and dependent students who may be in-state (in-district or out-of-district) or out-of-state. A survey may be given out to students periodically to obtain the information for the budgets. Local chamber of commerce and Bureau of Labor and Statistics may also be used to estimate the cost of living for the Lea County area.

A formula established by the U.S. Congress determines the Expected Family Contribution (EFC), which is the amount the student and family are expected to contribute toward the student's education. If the EFC is below a certain amount, the student will be eligible for a Federal Pell Grant, assuming they have met all eligibility requirements (listed below). There is not a maximum EFC that defines eligibility for the other financial aid programs. The EFC is used in the following equation to determine financial need:

$$\begin{aligned} &\text{Cost of attendance} \\ &\text{-Expected Family Contribution} \\ &= \text{Financial need} \end{aligned}$$

When financial aid files are complete and ready for award, the awards are made in the following order. The Pell grant is awarded first to all eligible recipients. The Supplemental Educational Opportunity Grant (SEOG) is then awarded to Pell eligible students with the lowest EFC and then State Grants to all eligible New Mexico Residents. The SEOG and State grants are awarded on a first-come, first-serve basis until funds are spent. Work-study is awarded depending on how the student answered the question on the FAFSA as to whether or not they are interested in work-study. Federal and state work-study is awarded until funds are spent. Loans are available for students who express loan need. All students must follow the loan process as outlined on the website to apply for a student loan.

Scholarships are also awarded to eligible students. Students must submit a scholarship application to be considered for a scholarship. In most cases, the student's unmet need is not covered by grants, scholarships and work-study. At this time, students who did not request a

student loan, may request one by submitting a loan request form if they feel they need additional funds to help with educational expenses. If students were not awarded work-study, they may complete a work-study application and if funds are available and student is eligible, they will be awarded.

All other resources, such as; WIA and DVR Benefits and outside scholarships are counted as resources and subtracted from the cost of attendance. Students are not purposely over-awarded financial aid. If an over-award is found, all measures are taken to make adjustments to any aid not yet received with the exception of the Pell grant.

If a student is not eligible for the Pell grant or other aid due to a high EFC, the student is notified of other forms of aid for which they may apply; such as loans, scholarships or work-study.

II. APPLICATION PROCESS AND DEADLINE DATE

Students applying for financial aid must complete and submit the Free Application for Federal Student Aid (FAFSA). Students apply via the Internet by logging onto www.fafsa.ed.gov. Students who have applied in previous years may also be able to use a simplified form, the Renewal FAFSA. Renewal FAFSA's can be completed on the web. Students may elect to complete the paper (PDF) FAFSA, which must be mailed to the Federal Student Aid.

The Financial Aid Office at NMJC assists students in completing the financial aid application electronically. Students need to bring appropriate documents to complete the FAFSA. The electronic submission of the FAFSA is recommended.

Applications can be submitted after October 1st every year. Only one application is needed per year, which covers the fall, spring, and summer semesters. Priority date for awarding financial aid is June 1st. Students that apply by this date may receive campus-based funds, which are awarded on a first-come, first-serve basis, including supplemental and state grants; federal and state work study and institutional scholarships.

Students who filed the FAFSA electronically (via the Web or EDE) will receive a Student Aid Report (SAR) via the mail and/or email. Schools will receive an electronic generated Institutional Student Information Report (ISIR). The student will receive a rejected SAR if a student or parent signature is missing. Schools are required to be able to receive the ISIR's and cannot require students to submit SAR's to the school in order to receive aid. A school can require the student to make corrections using the SAR the student received.

After the application is submitted and processed, the Central Processing System (CPS) produces output documents or records showing the information the student originally provided, the EFC, the results of the eligibility matches, and information about inconsistencies identified through the CPS edits. If the CPS was unable to calculate the EFC, the output record will not show an EFC. Deadline dates – for campus based funds; such as work-study, state grants and SEOG awards are made only if the file is complete and funds are available up until June 30 of the fiscal year. The

Pell grant is offered to eligible students for the summer session even if the award year crosses over to the next year. For example; the summer session is normally June to July 30th. If a student has a valid ISIR on file and is Pell eligible and still enrolled in summer courses he/she will receive the Pell grant.

III. STUDENT ELIGIBILITY

Eligibility for federal student aid is determined on the basis of financial need and several other factors. To receive financial aid students must meet mandated criteria:

- Complete the FAFSA;
- Except for some loan and scholarship programs, demonstrate financial need;
- Educational Requirements;
- Have a high school diploma or a General Education Development (GED) certificate; or complete a high school education in a home school setting that is treated as a home school or private school under state law;
- Be enrolled or accepted for enrollment as a regular student working towards a degree or certificate in an eligible program;
- Meet satisfactory academic progress standards set by the school;
- Legal and other Requirements;
- Be a U.S. citizen or eligible non-citizen;
- Have a valid Social Security Number;
- Sign a statement on the FAFSA certifying that federal student aid will be used only for educational purposes;
- Sign a statement on the FAFSA certifying that you are not in default on a federal student loan and that you do not owe money back on a federal student grant; and
- Register with Selective Services, if required.

Drug Conviction

A law suspends aid eligibility for students convicted under federal or state law of sale or possession of drugs. If a student has a conviction or convictions for these offenses, they must contact the Federal Student Aid Center at 1-800-433-3243, to find out if, or how, this law applies to them. If students regain eligibility during the award year, they must notify the financial aid administrator. If a student is convicted of a drug-related offense after submitting the FAFSA, they may lose eligibility for federal student aid, and may be liable for returning any financial aid they may have received during a period of ineligibility. If the student loses eligibility, the student can regain eligibility by successfully completing an acceptable drug rehabilitation program.

When students apply for financial aid, the U.S. Department of Education verifies some of the information with the following federal agencies:

- Social Security Administration (for verification of Social Security Number and U.S. citizenship status);

- Selective Service System (for verification of Selective Service Registration, if applicable);
- Immigration and Naturalization Service (for verification of eligible non-citizenship status, if applicable);
- Department of Justice (for verification that an applicant has not been denied Federal student aid by the courts as the results of a drug-related conviction); and
- Department of Veterans Affairs (for verification of veteran's status, if applicable, for dependency status purposes).

Selective Service Registration

Male students who fail to register with Selective Service before turning 26 are ineligible for Federal student loan and grant programs, including Pell Grants, Federal Work Study, and Stafford Loans. Selective Service registration is also required for some state grant funds. If a student is not yet 26 years of age, the student must register with Selective Service to become eligible for federal aid. If the student is past the age of 26 and has not registered with Selective Service, the student may utilize NMJC's Selective Service Verification Form to submit documentation to the Office of Financial Aid regarding why they did not register or were not required to register with Selective Service. Details regarding the documentation required are provided on the Selective Service Verification Form. The final decision regarding eligibility is made by the financial aid administrator, not the Selective Service. The financial aid administrator will base his or her decision on whether the failure to register was knowing or willful.

WHAT HAPPENS AFTER APPLICATION IS RECEIVED BY THE SCHOOL?

After ISIRs are generated and received by the school, students are notified via a tracking letter as to what information/documents are needed to complete their financial aid file. The letters are sent by e-mail and mail.

VERIFICATION

Each year the U.S. Department of Education selects approximately one-third of all financial aid applicants at New Mexico Junior College for a process called "Verification." The Financial Aid Office is required to check the accuracy of information submitted on the financial aid application (FAFSA) with the information contained in official documentation such as IRS tax transcripts, statements regarding untaxed income and other necessary documents. In addition to those students selected by the U.S. Department of Education, the NMJC Financial Aid Office reserves the right to select additional students for the process of verification at its discretion. This discretionary selection may be generated randomly, due to conflicting information or due to concerns that data may not be accurate or complete. The following policies and procedures for verifying information contained in a student aid application are implemented in accordance with federal regulations: 34 CFR 668.53 General Provisions and the appropriate year Application and Verification Guide for Title IV Financial Aid Programs.

A school must verify any application information that it has reason to believe is incorrect [34 CFR 668.54(a) (3)] or discrepant [34 CFR 668.16(f)] or selected by the Central Processing

System (CPS). Students with these applications are considered to be selected for verification. Students not selected for verification will be packaged and an Estimated Award Notification will be mailed to the student.

If the student's file is selected for Verification, which means certain information the student reported must be verified for accuracy, thus requiring the student to submit additional documents to the office, the process may take longer since in some cases corrections are necessary after the verification is completed. Schools are required to verify 100% of the applicants selected by the CPS

Students that submit special circumstance requests for income adjustments or dependency overrides may be selected for verification. In cases where the school selects an application for verification, the school can choose not to verify items that must be verified when the CPS selects the applications.

Required CPS verification items may include;

- Household Size
- Number in College
- Adjusted Gross Income (AGI)
- Income Tax Paid
- Education Credits
- IRA Deductions and Payments
- Tax Exempt Interest Income
- Untaxed Portions of IRA Distributions
- Untaxed Portions of Pensions
- SNAP
- Child Support Paid
- Identity /Statement of Educational Purpose
- High School Completion Status

A missing information letter is sent to the student informing them of the documents needed to complete verification. Required documentation may include:

- IRS Tax Transcript (student/spouse for independent students or student and parent if dependent student). Student can utilize the IRS data retrieval and resubmit their FAFSA instead of submitting an IRS Tax Transcript (if eligible);
- Various verification worksheets (completed and signed by student and parent if a dependent student);
- Other forms or documentation may be requested if there is a discrepancy in information reported; and
- NMJC does require a student whose marital status has changed to provide a legal separation agreement or a divorce decree. The marital status cannot be changed on the application, but professional judgment can be used to reflect the change in income due to

change in marital status for student and or parent. This will be done to adjust income and/or number in household.

Files are not considered complete and ready for packaging until verification is complete and all corrections have been received by the CPS processor. The student is notified via an award letter as to what type of awards the student has been awarded. All award letters will be sent to the address students have on file through the Registrar's Office.

NOTIFICATION AND COMMUNICATION

Students selected for verification must submit documentation for the process of verification in order for official financial aid eligibility to be determined. When a student is selected for verification, the student will be notified as follows:

- The U.S. Department of Education will notify the student of verification on their SAR;
- NMJC will provide written notification to the student identifying the documents required for the verification process. This notification will be sent to the student by the Financial Aid Office no later than three weeks from the time the Financial Aid Office receives official notification from the U.S. Department of Education that the student was selected;
- NMJC also provides secure 24 hour access to information showing verification document requests for each student at https://banner8-sb2.nmjc.edu:8250/PROD/twbkwbis.P_WWWLogin;
- NMJC's Financial Aid Office contacts students using emails and letters to give updates on requested verification documents; and
- NMJC's Financial Aid Office may contact students by phone to encourage them to submit documents to complete the verification process.

DEADLINES

Verification documentation should be submitted no later than 60 days prior to the planned term of enrollment. Submitting the required documents by the due date mentioned, facilitates the college's ability to verify all information in a timely manner, ensure that financial aid packages and reconciliation of funds are accurate, and that financial aid is posted to the student's account in a timely manner. Failure to submit the required documentation (or submit it in a timely manner) will delay or eliminate the disbursement of federal, state, and institutional financial aid funds.

LOSS OF AID ELIGIBILITY

No financial aid will be disbursed to a student's account if the student is selected for verification and the verification process is not complete. If financial aid has already been disbursed and the student is subsequently selected for verification, further disbursements are stopped until which time the process is complete. Failure to submit the required documentation (or submit it in a timely manner) may eliminate the eligibility for federal, state, and institutional financial aid funds.

CONFLICTING INFORMATION

The NMJC Financial Aid Office exercises its right to seek additional information whenever there is conflicting information in a student file. Conflicting information must be resolved before financial aid funds may be fully processed and/or disbursed. Failure to reach resolution within the enrollment period (which requires written documentation for the student's financial aid file) eliminates aid eligibility. In some cases, resolution of conflicting information within 30 days of the end of the enrollment period may not provide sufficient time to process financial aid for that enrollment period. Therefore, aid eligibility could be eliminated. The Financial Aid Office will notify the student in writing if there is a need for further documentation to satisfy verification requirements. This notification will occur within two weeks of the initial review of submitted documentation by the Financial Aid Office. The student and/or parent(s) must respond within two weeks of the date of the notification. For information on the consequences of failing to provide the additional requested documentation, please refer to the Verification Policy section entitled "Loss of Aid Eligibility".

Overpayments of federal and state aid, if they occur, are resolved when NMJC makes subsequent adjustments to the student's account. If, in the event that an adjustment cannot be made by NMJC to the student's account, NMJC will refer the overpayment to the proper federal and/or state agency.

CORRECTION OF INFORMATION

NMJC will submit the verified corrections to the U.S. Department of Education electronically. This will ensure that corrections are made known to all parties and that the needs analysis will be updated accurately and according to federal standards. Additionally, the student is required to update any subsequent or related applications such as state grant information, private scholarship forms, and other related institutional applications.

MISUSE OF FINANCIAL AID AND REFERRAL PROCESS

The NMJC Financial Aid Office will report any suspected fraud or falsified information (on the part of the student, the parent, preparer of financial aid applications, or related parties) to the U.S. Department of Education and all other related parties for immediate action. This information will be forwarded to authorized agencies in addition to the U.S. Department of Education for investigation such as the Office of Inspector General. Anyone who suspects fraud or abuse may make a confidential report by contacting the Office of Inspector General at 1-800-MIS-USED (1-800-647-8733) or by email at oig.hotline@ed.gov.

AWARD CHANGE NOTIFICATION

If, as a result of verification, the student's expected family contribution changes the student will be notified of any corrections by receiving a new Student Aid Report (SAR) from the U.S. Department of Education.

CORRECTING A STUDENT'S APPLICATION

If corrections are needed due to verification or for other reasons (student changes, Financial Aid Office changes) the financial aid officer will verify the file and be sure all information is

reviewed and corrected. The corrections are made on RNAVRxx and exported to CPS. The financial aid verification specialist will establish a CORR requirement in ROARMAN, Tracking. This indicates that a corrected ISIR is needed, or that corrections were made. After the corrected ISIR is received, the verification specialist will satisfy the CORR tracking requirement. The verification specialist then locks the transaction using the batch posting process on RORPOST. If the file is still incomplete, it will remain in pending status. If the file is complete, the student can be awarded.

STUDENT AWARDING/PACKAGING

Once the file is complete and all tracking requirements are satisfied, the student is ready to be awarded. The complete packaging list is run in Banner (NMJC database system) to determine if a student is ready to be awarded. Awards are made for a group of students using the processes in the Banner System. All students who are eligible for the Pell grant are automatically awarded the Pell grant and the Pell grant is auto accepted in the Banner System. All other awards are made on first-come, first-serve basis. Campus-based grants and work-study are awarded as long as funds are available. Student loans are not packaged with grants and scholarships but are available to eligible students. NMJC uses an Active Process for direct loans, meaning, students needing additional assistance from student loans must complete a loan request form, which is available on the NMJC website, NMJC TBird Web Portal, or from the Office of Financial Aid.

All award amounts are based on full-time enrollment and new award letters are not automatically generated for students whose registration status changes, even though their grant award eligibility may change.

Grants are awarded based on a full time enrollment status and pro-rated according to registration status when paid to the student account. For example: A student enrolled in 6 hours (half-time) may be offered grant amount \$500 (full-time) but may pay at \$250 (half-time).

Enrollment hours are frozen after the drop and add period ends and the student's aid is disbursed based on the hours enrolled at that time. Students who enroll in intercession courses in the middle of the term and have initial pell calculation can receive funding for those hours, if eligible. Adjustments to grant awards are not normally made after the drop and add period or after hours have been frozen in the Banner system. At this time the funds are disbursed into the student's account and paid at the hours frozen on the Banner system, meaning their current enrollment status. If a student drops or adds a class after this time the grants may be adjusted. The enrollment would show adjusted on the student record but not on the Financial Aid enrollment in ROAENRL. Refunds are issued to students within 14 days of the first day of classes.

The business office determines the refund amount and the student may select how they wish to receive their funding. The refund can be managed by the student through their NMJC TBird Web Portal by selecting the NELNET Portal link and following the Manage Your Refund process.

IV. FINANCIAL AID PROGRAMS

FEDERAL STUDENT AID TITLE IV PROGRAM	TYPE OF AID	OTHER FACTS	YEARLY LIMITS	DISBURSEMENT
Federal Pell Grant	Grant does not have to be repaid	Available to undergraduate students who demonstrate need, FAFSA required	Up to \$5,815 for 2016-2017 (Amount may vary each year)	School acts as the Department of ED's agent
FSEOG-Federal Supplemental Educational Opportunity Grant	Grant does not have to be repaid	For undergraduate students who demonstrate need, FAFSA required	NMJC will determine award amount	School disburses funds to students
Federal Work-Study	Money is earned through work assignment and does not have to be repaid	Most jobs located on campus, students are paid an hourly wage for hours worked, student must demonstrate need, FAFSA required	NMJC will determine award amount	School disburses earned funds to student by payroll check
Subsidized Loans	Loan must be Repaid	Subsidized: ED pays interest while student is in school and during grace period	Up to \$4,500 depending on grade level and need after Cost of Attendance minus EFC and other aid received	Department of ED provides funds to school to disburse to students
Unsubsidized Loans	Loan must be Repaid	Unsubsidized: The borrower is responsible for interest during the life of the loan	\$2,000 to \$10,500 depending on grade level and dependency status	Same as above
PLUS Loan	Loan must be Repaid	Available to parents of dependent undergraduate students	Cost of attendance minus any other financial aid received	Same as above

NEW MEXICO STUDENT INCENTIVE GRANT (SSIG)

This state program is made available from a combination of state and federal funds. Students must be enrolled at least half time, be New Mexico residents, and demonstrate need. NMJC's policy is to award SSIG to all eligible New Mexico Residents who qualify. Fund is limited to the amount allocated to NMJC each year by the state, so students should file their FAFSA by the priority file date each year to be considered for this grant. The state also provides other grant/scholarship funds to NMJC that are awarded based on the eligibility criteria set by the state. State grant funds include: Lottery Scholarship, 3% Scholarship (generally used as Bridge scholarship), NM Scholars, Legislative Endowment, and the College Affordability Grant.

FEDERAL AND STATE WORK-STUDY PROGRAMS

The Federal and State Work-Study Programs provide employment for students who have financial need. The recipient must be enrolled at least half-time. Students on the state work-study program must be New Mexico residents.

NMJC arranges jobs mostly on campus and at a few off-campus sites. Students may work up to 20 hours per week during a regular academic session. Students earn at least the national minimum wage (minimum wage subject to change). Hours students can work per week are subject to change and exceptions may be made on a case by case basis.

The number of hours a student is permitted to work is dependent on the amount of work-study awarded each semester. This amount is based on the individual unmet need of each student, as well as the amount of funds available to the institution.

Priority consideration is given to students who apply by June 1st. Work-study is awarded on a first-come, first-serve basis each school year. Job postings are available on-line at the NMJC website. The work schedule is determined between student and supervisor. Consideration of the student's class schedule is primary in assignment of work schedules.

ASSIGNMENT OF WORK-STUDY STUDENTS/SUPERVISORS

NMJC Administration determines which departments will receive work-study positions. Department supervisors must advertise open positions through the Counseling Office for a minimum of 5 days prior to filling the position. Jobs are posted online for students to view.

The student's ID will be needed to receive information regarding their eligibility. Once the ID is entered in the Work-study Change of Status form the supervisor will be able to determine whether the student can be hired. The Work-Study Change of Status (WSCOS) will give the following information on the student: name, enrollment status, FAFSA on file (students must have a FAFSA to work on campus), and the yearly amount of award. The WSCOS is available to supervisors through the Tbird Portal. Selection of applicants for interview and hire are the responsibility of the department.

Supervisors instruct students to visit the Human Resources Office to complete a hire packet.

Students present a picture ID, birth certificate, passport and/or social security card in order to complete the required I-9 and W-4 forms.

Once all required paperwork has been completed through the Human Resources/Payroll Office, department supervisors receive a work clearance. Students are not cleared to work until all documents have been received by the Financial Aid Office and Human Resources sends a final work clearance to the hiring department.

The supervisor will evaluate students after termination or change of jobs. The WSCOS form must be submitted to Payroll and the Financial Aid Office. If a student is terminated from a work-study position, the student may still look for another position on campus.

WORK-STUDY PAYROLL

Time sheets for each two-week period must be submitted to the Payroll Office. The supervisor and student will receive a payroll schedule form for their records. Students who submit time sheets as scheduled will be paid bi-weekly on the College payroll schedule. Students may pick up checks at the Business Office. Late timesheets will be held and submitted the next payroll period. The student and supervisor must sign the timesheet. Timesheets will be accepted without student's signature (on a case-by-case basis) if the student is not available for signature, but timesheets will not be processed without the supervisor's signature (No Exceptions).

It is the supervisors and student's responsibility to keep a record of his/her earnings to prevent exceeding the work-study award.

Students are not paid for federal or state holidays, lunch hours, or sick days, unless work was actually performed during this time. A supervisor must be present if a student works holidays or semester breaks. The Financial Aid Office must approve students working during holidays or semester breaks. Students may not work during scheduled class time.

Work-study guidelines provided by the Financial Aid Office are given to each supervisor and they are responsible for giving a copy to the student and obtaining the student worker's signature.

If students are not awarded work-study based on their financial aid application, they may submit a work-study application and if funds become available and if student is eligible, they may be awarded work-study. The Financial Aid Office and the Payroll department use the Banner system to insure that the payroll process runs smoothly for both offices.

WILLIAM D. FORD FEDERAL DIRECT LOAN PROGRAM

Federal Direct Student Loans are the Department's major form of self-help aid for students. Direct Student Loans enable students to borrow at a low interest rate in order to meet educational expenses. Students must complete the FAFSA and meet eligibility criteria for federal financial aid to qualify for Direct Student Loans. The amount a student may borrow is dependent upon the student's enrollment level and other aid received. Students may borrow up to the Cost of Attendance (COA) less other financial aid awards already received. The following chart

demonstrates yearly loan eligibility, as well as aggregate loan limits (maximum total debt):

Dependent Undergraduate Students		
	Subsidized Loan	Additional Unsubsidized
Freshman	\$3,500	\$2,000
Sophomore	\$4,500	\$2,000
Maximum Total Debt	\$31,000 (\$23,000 may be Subsidized)	
Independent Undergraduate Students		
	Subsidized Loan	Additional Unsubsidized
Freshman	\$3,500	\$6,000
Sophomore	\$4,500	\$6,000
Maximum Total Debt	\$57,500 (\$23,000 may be Subsidized)	

Direct Student loans are either subsidized or unsubsidized. The following chart demonstrates the differences between subsidized and unsubsidized:

Subsidized Stafford Loan	Unsubsidized Stafford Loan
Based on financial need	Not based on financial need
The federal government pays the interest on the loan while the student is enrolled in school at least <u>half-time</u> .	Interest begins accumulating as soon as funds are disbursed until the loan is paid in full. Accrued interest will be added to the balance of the loan. Students are not required to pay the interest while in school, but NMJC recommends making interest payments.
Undergraduate student Interest rates: Rates vary each school year	Undergraduate Interest rates: Rates vary each school year
Origination fees: Fees may vary each school year	Origination fees: Fees may vary each school year

Students must be enrolled in at least 6 credit hours during the regular semester and for the summer session in order to receive a student loan. Students who are first time borrowers will have a 30-day delay from the first day of classes before their loan will disburse.

Students may apply for a loan by filling out the loan request form available on NMJC’s website, the student’s TBird Web Portal, or from the Office of Financial Aid. If the student is a first time borrower, the loan request will direct them to complete loan entrance counseling online at

www.studentloans.gov. Students must also have a valid Master Promissory Note (MPN) on file with the Department of Education before loan funds will disburse. A MPN can be completed online at www.studentloans.gov.

Student loans appear on both the Student Aid Award and Business Office Bill; however, the loan amounts will be different. The loan amount on the Student Aid Award is the gross amount. In contrast, the Business Office Bill will reflect the net amount after the loan origination fee has been deducted. Below demonstrates the difference in how the loan amounts may appear to students:

Example 1

Student awarded a \$1,750 subsidized Stafford loan for one semester

- \$1,750 is the gross loan amount
- \$1,732 is the net loan amount that will disburse to the student account (gross amount minus the origination fee). The origination fee amount may vary each school year.

Example 2

Student awarded a \$1,000 unsubsidized Stafford loan for one semester

- \$1,000 is your gross loan amount
- \$990 is your net loan amount that will disburse to your student account (gross amount minus the origination fee). The origination fee may vary each school year.

Loans are released in two disbursements. Generally, the loan amount requested disburses half for the fall semester and the other half for the spring semester. The student will be informed in writing if the loan cannot be certified. Students attending only one semester are eligible to receive half of the loan limit for that year. Transfer students must have a transfer evaluation done on credits from prior schools before loan limit can be determined. Student's grade level is based on earned hours and not attempted hours, but all attempted credit hours are used to determine a student's overall eligibility for federal and state aid. Student loan refunds will be released through the Business Office. Students may elect to receive funds via paper check (mailed to the student's address on file), direct deposited to a bank account, or a reloadable debit card. Students can manage their refund through their NMJC TBird Web Portal, NELNET Portal link.

A school can refuse to certify a student's loan application on a case by case basis or can certify a loan for an amount less than a student would otherwise be eligible for, if the school documents the reason to the student in writing. The school's decision is final and cannot be appealed to the Department of Education.

ENTRANCE/EXIT COUNSELING REQUIREMENTS

Loan entrance and exit sessions inform students of their rights and responsibilities regarding

student loans. The loan entrance counseling informs students that an exit interview must be done at anytime the student ceases to be enrolled in at least 6 credit hours, graduates, or transfers.

Entrance counseling must be completed before the loan will be processed. Students are notified of requirements of the entrance counseling session on the loan application. Entrance counseling is required of all first-time loan borrowers. Financial aid staff are available to answer questions after the students have completed their entrance or exit interview sessions or will be glad to assist students to complete the counseling processes.

Students graduating in May are notified by mail in April about the required exit counseling session, and in November if graduating in December. Students who cease to be enrolled at least half-time are notified in writing regarding the exit counseling requirement. Exit counseling can be completed online at <http://www.studentloans.gov>. Students requiring exit counseling will have a hold placed on their account preventing the release of transcripts and course registration until the exit counseling is completed.

SSCR REPORTING

An enrollment report is completed every month by NMJC's Enrollment Management Office and submitted to the National Student Clearinghouse. The enrollment report is then submitted to the National Student Loan Database System (NSLDS) by the National Student Clearinghouse in compliance with federal enrollment reporting guidelines.

BORROWERS RIGHTS AND RESPONSIBILITIES

A student who signs a promissory note and receives funds through a federal loan program is required to pay the debt, even if the student does not complete his/her education or is dissatisfied with the quality of education received. The promissory note is a binding contract. Students must inform the school and lender of any change in name, address, graduation dates or any changes that may affect the student's loan eligibility.

LOAN REPAYMENT

After a student graduates, leaves school, or drops below half-time enrollment, the student has six months before loan repayment begins. The grace period may be longer than six months if the student is on active duty with the military.

During the grace period on a subsidized loan, students do not have to pay on the loan principal, and interest may or may not be charged dependent upon when the student received the subsidized loan. Unsubsidized loans have the same grace period which requires no payment on the loan principal, but interest is charged during the grace period. Students can either pay the interest or it will be capitalized, which means it will be added to the principal.

After students leave school or drop below half-time enrollment, they will receive information about repayment and the date the repayment begins from their loan servicer. The Department of Education assigns each student to a loan servicer. The loan servicer manages the student's loan

and payment is made directly to the servicer. Students are responsible for beginning repayment on time, even if they do not receive this information. Failure to pay on student loans may have a negative effect on a student's credit rating and could cause the student to go into default on the loan, which will make the student ineligible for Title IV aid.

COHORT DEFAULT RATES

A cohort default rate is the percentage of a school's student borrowers who enter repayment on Stafford Loans during a particular fiscal year and default before the end of the second fiscal year. The Department determines and releases draft cohort rates to allow schools an opportunity to review and/or correct the data that will be used to calculate their official cohort default rates. Official cohort default rates are then determined each year for every college that participates in the student loan program.

SCHOLARSHIPS-GENERAL INFORMATION

NMJC offers many scholarship opportunities. Students may obtain a scholarship application and deadline information in the Financial Aid Office or the NMJC Foundation Office in the Administration Building. The scholarship applicant must follow directions on the scholarship application for which he/she is applying and submit all required documents prior to an application being considered. Some scholarships will require that the student have a completed financial aid application on file, to be enrolled in a certain number of hours, be obtaining a certain degree, etc. The NMJC Foundation will select recipients for some scholarships. Notification of scholarship selections is made to the applicant in writing. Most scholarships will be credited to the students account unless otherwise specified by a particular donor.

If a scholarship recipient withdraws prior to midpoint of the semester, a prorated refund may be required. The Financial Aid Office will make the determination on a case-by-case basis.

An eligible recipient may be denied any scholarships that will create an over award in excess of established cost of attendance budgets or unmet need. Institutional scholarships will be awarded to applicants who meet the scholarship criteria and have not exceeded the time frame limit for financial aid eligibility.

NEED-BASED SCHOLARSHIPS

- The selection committee will consider all applications on the basis of financial need;
- Each recipient must demonstrate financial need by completing the FAFSA and need will be computed in the same manner as other federal aid applicants; and
- To be considered for a need based scholarships for a second year, a student must continue to demonstrate financial need and must maintain satisfactory academic progress.

PRIVATE DONORS

Many agencies and individuals donate scholarships each year to NMJC students. Some private scholarship opportunities are listed on the NMJC website

<http://www.nmjc.edu/studentservices/financialaid/scholarshipsandgrants.aspx>.

V. STUDENTS WITH ASSOCIATE OR BACHELORS DEGREES

Students applying for financial aid who have completed an Associate's degree are not eligible for financial aid at NMJC due to the time frame limit 96 credit hours or 107 credit hours for the nursing program. Students who have received an Associate's degree may appeal to the financial aid committee to remain eligible for aid for a second Associate's degree. An appeal form and supporting documentation must be submitted by the deadline for the term of enrollment. The decision of the committee is final. Students who have received a Bachelor's degree may receive student loans if eligible based on federal regulations.

VI. LATE APPLICATIONS

The priority date by which students should complete the FAFSA each year is June 1st, but applications for financial aid may be filed at any time. The applications received after June 1st will be processed as soon as possible. Late applicants should be aware of the following conditions:

- It will take longer to process late applications;
- It will take longer to receive an award letter and funds;
- Financial aid funds are awarded on a first-come, first-serve basis; and
- Full need may not be met as available funds will determine the amount awarded.

VII. INELIGIBLE STUDENTS

Students who fit any of the following categories will not be considered for federal and state financial aid:

- Students who are in default, or are delinquent on any type of educational loan from any School;
- Student who knowingly make a false statement on a Federal Financial Aid Application or subsequent application, verification documentation, etc.;
- Students who have exceeded the time frame limit of attempted credit hours or who have lost financial aid eligibility due to non-satisfactory academic progress; or
- Students who have been reported to NSLDS and Department of Education for overpayment of Title IV funds.

VIII. FINANCIAL AID PAYMENT POLICY

Funds are normally transmitted to student accounts on Friday of the first week of classes for any student that has funds ready to disburse. Students are allowed to charge books if there is a credit balance after tuition and fees have been paid. Any remaining credit balance will be issued to the student in the form of a refund after the semester charges are posted. Refunds to students are processed by the Business Office within 14 days of the first day of classes.

Payment is due within 48 hours of registration for classes. Students can sign a payment plan through Nelnet if payment cannot be made in full and/or if the financial aid received will not cover the full amount owed. Enrollment may be canceled due to non-payment. Students receiving financial aid that still owe a balance are required to make payment arrangements with Nelnet or the Business Office for the remainder of the balance.

IX. NON-PAYMENT OF DEBT

Any student who receives financial aid from NMJC and leaves owing a refund to a financial aid program will be flagged and no school records will be released.

X. TRANSFER STUDENTS

Transfer students are monitored via the NSLDS data system. Aid eligibility requires official transcripts from all colleges previously attended, even if the student did not complete the courses attempted at a prior college. Total credit hours attempted at prior colleges are used to determine the student's eligibility for aid at NMJC. If transcripts show attempted credit hours to be over 150% of the degree plan, the student is not eligible for aid at NMJC due to time frame policy. The student may appeal their aid eligibility to the financial aid committee. An appeal form and supporting documentation are required and the committee's decision is final.

XI. CONSORTIUM AGREEMENTS

A consortium agreement is an agreement between two institutions that allow students to enroll in both schools concurrently and receive the Federal Pell Grant, if eligible. The purpose of the consortium is to combine the number of hours enrolled at both institutions to allow the student to receive maximum Pell Grant funds, if eligible.

Federal Pell Grant Regulations prohibit a student from receiving a Pell grant from more than one institution during the same semester. However, it is possible for a school to pay a student enrolled in one of its eligible programs for courses taken at the other eligible institution (host institution), if those courses apply to the degree of certificate sought at the institution that administers the student's financial aid package (home institution). The student must receive financial aid from the institution in which they are seeking a degree. The following conditions also apply:

- Institutional scholarships are not part of the consortium agreement and may only be awarded at the Home institution. If a student is on consortium and eligible for the Lottery Scholarship, the school where the student is receiving the financial aid will verify Lottery eligibility and notify the host school of eligibility and host school will bill the Lottery for the hours enrolled.
- Students on work-study and loans must be enrolled in at least 6 credit hours at the home institution. All work-study is to be performed at the Home institution and cannot be earned at the host institution.
- Payments to both institutions will be the student's responsibility.

- All students on consortium agreement must maintain satisfactory academic progress. The student must complete all of the classes enrolled with a 2.0 GPA or better, or he/she will not be eligible for future consortium agreements.
- Deadline dates to submit the consortium agreements will be enforced by the institutions.
- Refer to the Consortium Agreement Form for full details and requirements.

XII. PROFESSIONAL JUDGMENT/SPECIAL CIRCUMSTANCES

Financial aid administrators may use professional judgment on a case-by-case basis to change a dependent student's status to independent, or to increase or decrease one or more of the data elements used to calculate the expected family contribution (EFC).

The reason for adjustment must be documented in the student's file, and it must relate to that student's special circumstances that differentiate the individual student (not to conditions that exist for a whole class of students). Professional judgment can also be used to adjust the student's cost of attendance. All inconsistent or conflicting information shown on the output document must be resolved before making any adjustments. The financial aid administrator's decision regarding adjustments is final and cannot be appealed to the Department.

In some cases, the cost of attendance (COA) may be adjusted or the information used to calculate the EFC may be adjusted in order to take into account circumstances that might affect the amount the student and family are expected to contribute toward the student's education. These circumstances could include a family's unusual medical expenses or tuition expenses. Adjustments can also be made if the student, spouse, or parents have been recently unemployed. If conditions such as these apply, students may apply for a special circumstance/professional judgment adjustment.

Examples of special circumstances are:

- Private school tuition for siblings of dependent students or dependent children of an independent student;
- College tuition cost for parents of a dependent student or spouse of an independent student;
- Unusual medical or dental expenses not covered by insurance;
- Loss of employment;
- Death of parent or spouse;
- Reduction of income; and
- Divorce or separation.

Professional judgment cannot be used to waive general student eligibility requirements or to circumvent the intent of the law or regulations. Students may apply for special circumstance adjustment by submitting the Special Circumstances Form and all required supporting documentation.

DEPENDENCY STATUS

When a student applies for financial aid, answers to questions on the FAFSA will determine

whether or not the student is considered dependent on their parent(s) or independent. If the student is considered dependent, the parent's income and assets, as well as the student's income must be reported on the FAFSA. If the student is independent, only the student's (and spouse, if married) income must be reported. Students are classified as dependent or independent because federal student aid programs are based on the idea that students (and their parents or spouse, if applicable) have the primary responsibility for paying for their postsecondary education.

If a dependent student claims to be independent due to unusual circumstances the student can submit an appeal for a dependency override. The form will list all documents needed in order for the Financial Aid Office to review the appeal. The decision is based on professional judgment and cannot be appealed to the U.S. Department of Education

XIII. CLASS ATTENDANCE

Students who enroll in classes are expected to attend all classes. It is the student's responsibility to withdraw from or drop a course that he/she does not plan to attend or is not attending. Financial aid eligibility requires active attendance and participation in all classes. Financial aid awards will be cancelled if a student is reported as not attending all classes by course instructors.

XIV. WITHDRAWALS and RETURN OF TITLE IV FUNDS

NMJC returns unearned funds received from Federal student assistance programs to the proper accounts in accordance with Federal Title IV student assistance regulations, as amended, under 34 CFR, section 668.22(d) of the Reauthorization of the Higher Education Act of 1968. The requirements do not dictate an institutional refund policy. Instead, a statutory schedule is used to determine the amount of Title IV funds a student has earned as of the date he/she ceases attendance. The amount of Title IV Program assistance earned is based on the amount of time the student spent in academic attendance. The Financial Aid Office uses attendance reports and withdrawal forms to identify financial aid recipients that have completely withdrawn from classes.

REFUNDS AND REPAYMENTS

Students who receive Federal Title IV funds and withdraw from NMJC prior to completing 60% of the semester are subject to a Title IV repayment calculation. If a student withdraws from or ceases attendance at NMJC he/she may be subject to the repayment calculation. The refund amount (if applicable) must be returned to the appropriate Title IV Program. Funds are returned in the following order:

1. Federal Unsubsidized Direct Loan
2. Federal Subsidized Direct Loan
3. Federal PLUS Loan
4. Federal Pell Grant
5. Federal SEOG Grant
6. Other Title IV aid
7. Other state, private or institutional aid
8. Student

The Return of Title IV Funds policy is separate from NMJC's refund policy. The student is responsible for any balance on their student account as a result of the return of funds. Up to the 60% point in each period of enrollment, a pro rata schedule is used to determine the amount of Title IV Funds the student has earned at the time of withdrawal. After the 60% point in the payment period, a student is considered to have earned 100% of the Title IV funds.

Students who withdraw from NMJC prior to the 60% period will have a repayment calculation completed on their account based on the student's last date of class attendance. Banner screens SFAWDRL and RPATIVC are used to perform the calculation. Copies are made and placed in the student file with the withdrawal information and letters, and are also sent to the Business Office for funds to be returned.

Letters are sent to all students that withdraw and owe a refund to the school and/or Department of Education. Students must pay the total amount due to the school within the time frame set or the amount the student is responsible for is referred to the Department of Education. The school does not set up payment plans for the repayment of unearned aid, which is also the amount the school can refer to the Department of Education for collections. The school portion is returned to the appropriate fund and the amount owed remains on the student account. The school then collects from the student. NMJC makes an effort to work with any student to pay the obligation in a timely manner prior to referring any amounts for collections.

Students who unofficially withdraw (stop attending without notifying school) are subject to the repayment calculation. These unofficial withdrawals may be students that receive grades of all F's at the end of the semester. The last date of documented class attendance is used as the withdrawal date. A report is used to identify the students that received all F's and the last date of attendance is determined utilizing reports and/or documentation from course instructors.

XV. MONTHLY/YEARLY REPORTING

The Financial Aid Office works closely with the Business Office to balance the federal and state financial aid programs monthly, for reconciliation purposes. If there are discrepancies between the two offices, attempts will be made to resolve any differences before the next month.

The Fiscal Operations Report and Application to Participate (FISAP) is completed annually by the Financial Aid Office. The deadline is October 1st each year. All backup copies of reports are kept in the Financial Aid Office. The FISAP consists of all federal aid expenditures for the past school year.

XVI. SATISFACTORY ACADEMIC PROGRESS

The Office of Financial Aid of New Mexico Junior College (NMJC) administers student financial aid programs from federal and state sources. The U.S. Department of Education (DOE) requires schools to develop and implement policies by which academic progress is evaluated and monitored for all students, even those who did not receive financial aid in prior terms of enrollment.

Students must meet Financial Aid Satisfactory Academic Progress (SAP) requirements to receive Federal Title IV aid that includes Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Work Study, and Federal Direct Education Loans (Stafford and Parent PLUS). NMJC also applies the SAP requirements to monitor eligibility for state aid such as Student Incentive Grant, Lottery Scholarship, New Mexico Work Study, College Affordability Grant, Legislative Endowment, and New Mexico Scholars.

This policy describes the **Financial Aid** Satisfactory Academic Progress requirements and is in addition to and operates separately from the **Academic** Satisfactory Progress requirements for each academic program and department/division.

Evaluating SAP

The standards against which all students are measured include Qualitative, Quantitative, and Maximum Time Frame. The academic record of all students is reviewed after the end of each payment period (semester). The academic review is cumulative and includes all courses taken at the student’s current academic level. After the evaluation, letters are sent to all students who have insufficient academic progress and are being placed on Financial Aid Warning or Suspension as a result.

- **Qualitative Standard:**

Cumulative GPA is composed of all coursework at the current academic level and is calculated by the Registrar’s Office. To meet the qualitative standards, students must meet the minimum cumulative GPA as determined by their classification and program.

Student Classification	Required Minimum Cumulative GPA for Program
Freshman 0 – 29 credit hours earned	2.0
Sophomore 30 plus hours earned	2.0

- **Quantitative Standard:**

In order to meet the quantitative standard, students must complete 67% of attempted coursework at the current level. Withdrawals, incompletes, repeated courses, failure grades, and transfer hours will count as attempted coursework. Example: A student who has attempted a cumulative total of 60 credit hours must have successfully completed at least 41 credit hours to meet the requirement ($41 / 60 = 68\%$). Please note: completion rates will not be rounded up to meet progress. If a student has a completions rate of 66.66%, they are not meeting the minimum 67% Federal requirement for financial aid SAP.

- **Maximum Time Frame:**

A student may not exceed a maximum number of attempted hours in any program even if aid was not received during that term or prior terms. Once the student reaches the maximum timeframe allowed the student will be ineligible to receive financial aid.

Students may appeal on the basis of coursework not applicable to the current degree program. Maximum time frame is determined by multiplying the number of credit hours required for degree completion by 150%. Example: For a student whose degree plan requires 64 credit hours, the student may attempt up to 96 credit hours (64 X 150% = 96).

Maximum Time Frame Examples:

Degree Program	Maximum Hours
Associate of Arts (64 credit hour program)	96
Associate of Science (64 credit hour program)	96
Associate of Applied Science (64 credit hour program)	96
Associate of Applied Science in Nursing (73 credit hour program)	110
Associate of Applied Science in Automotive Technology ASEP (88 credit hour program)	132

- **Break in Enrollment:**

When a student has a break in enrollment and re-enrolls, the SAP status for prior terms will apply. Example: If a student is placed on financial aid suspension at the end of the Spring term, does not return in the Fall term, and re-enrolls the next Spring term, the student will continue in a financial aid suspension status for that term and until SAP is established.

- **Semesters/Terms/Summer Sessions:**

A traditional semester is referred to as a standard term (e.g. Fall, Spring, and Summer). Standard terms, as defined by NMJC, are comprised of a combination of smaller sub-terms (e.g. Fall (first eight weeks), Fall (second eight weeks), Spring (first eight weeks), Spring (second eight weeks), Summer (first five weeks), and Summer (second five weeks), etc.). Winter is a sub-term of the Fall term and May is a sub-term of the Summer term. SAP requirements are calculated based on the combined terms and sub-terms as defined by NMJC.

- **Delay or Changes with Future Aid:**
 Every institution offering Federal aid must check for SAP at the conclusion of each payment period. NMJC calculates SAP at the end of each standard term (Fall, Spring, and Summer). In some cases, the grades are submitted on dates close to or during the subsequent term. This will delay the SAP review process and may affect aid in subsequent terms for some students. Students who are affected will have aid in a pending status until grades are submitted and SAP is reviewed.
- **Withdrawals and Incompletes:**
 Courses from which a student withdraws or receives a grade of incomplete will not be considered as satisfactorily completed. The courses, which will be considered attempted but not completed, may negatively affect eligibility for the next term. Withdrawals and incomplete grades will also factor into the measurement for the maximum time frame.
- **Repeated Courses:**
 Repeated courses are considered in the maximum timeframe requirement. The course(s) will be considered as attempted each time the course is taken. NMJC will maintain compliance with the regulatory stipulations surrounding repeat course(s) and how they should be handled during a review of SAP.
- **Transfer Courses:**
 Attempted transfer courses are not considered in determining eligibility under the qualitative measure but are considered in the quantitative and maximum time frame measurements.
- **Audit Courses:**
 Audit courses are not counted in the total hours attempted or as successful completion of a course.
- **Change in Major / Additional Degrees:**
 When a student changes their major or seeks an additional degree causing the student to reach Maximum Timeframe, the student may appeal to the Office of Financial Aid to have courses attempted and earned that do not count toward the student's new major or degree excluded from the maximum time frame calculation for SAP.
- **Course Attendance and Participation:**
 Students receiving federal student aid are required to attend and actively participate in all courses registered. Instructors report nonattendance to the Office of Financial Aid at the

start of each term. Financial aid will be cancelled for students reported as not actively attending.

- **Failure to Make Satisfactory Academic Progress:**

Students who fail to meet the qualitative and/or quantitative standards at the end of each payment period (based upon the student's enrollment) will be placed on financial aid warning and are considered eligible for financial aid for one semester. If at the end of the warning period the student's cumulative progress meets the qualitative and quantitative standards for SAP, the warning will be lifted. If at the end of the warning period the student's cumulative progress does not meet the qualitative and/or quantitative standards for SAP, the student's financial aid eligibility will be suspended. Students are not eligible for Federal and state aid while on aid suspension.

- **Re-establishing Eligibility:**

Students may re-establish eligibility for financial aid by taking appropriate action that brings the student into compliance with the standards. Readmission to NMJC after a period of non-enrollment does not reinstate financial aid eligibility after a financial aid suspension. Reinstatement of aid eligibility is not retroactive and will only affect current or future enrollment periods.

- **Appeals:**

A student who is placed on financial aid suspension may appeal this decision. To appeal the financial aid suspension, a student must submit to the Director of Financial Aid a signed and dated SAP Suspension Appeal Form explaining why the student was not academically successful, what has changed that will now allow the student to be academically successful, and any supporting documentation from an objective third party professional (e.g. physician, counselor, lawyer, social worker, teacher, religious leader, death certificate, divorce decree, etc.). Family members of the student, friends, and NMJC employees are not considered an acceptable third party. The Financial Aid Committee will review the appeal and the student will be notified in writing of the decision within 48 hours of the committee's review. All financial aid awards remain cancelled until the student follows these appeal procedures and receives a written notification of reinstatement. If a reinstatement is approved, the student will be placed on financial aid probation for one standard term. The student will also receive a Financial Aid Academic Plan to assist the student toward SAP. A student may receive aid while on financial aid probation. SAP progress will be reviewed at the end of the standard term of probation to determine continued aid eligibility. During the period of an approved appeal (probation), a student must satisfactorily fulfill the requirements of the Financial Aid Academic Plan. The Academic Plan for the probationary period requires every student to have a completion rate of 100% and a GPA requirement of 2.5 for the standard term of the approved appeal. Additional requirements may also be applied on a case by case basis

as determined by the Financial Aid Committee. This will ensure progress in making up the previous deficiency.

- **Student Should Monitor Progress**

Students are responsible to review their grades and compare their progress to the standards set forth in the Financial Aid SAP Policy to ensure that they are aware of their standing. As a student reviews their academic information, students are encouraged to proactively seek assistance. Example: Students could pursue additional academic advising, arrange tutoring, or regularly discuss their academic work with their instructor(s). The student's responsibility to monitor their own academic progress is important especially as the evaluation may immediately affect their financial aid eligibility for the next term. Example: Failure to meet standards while on financial aid probation in the Spring term will immediately affect aid eligibility for the Summer and/or Fall terms.

XVII. RECORD RETENTION

Schools must maintain all required records for a minimum of three years from the end of the award year. The three-year period is not the same for all records. Some Campus-Based program records must be kept for three years from the end of the award year in which the funds were awarded and disbursed.

Different retention periods are necessary to ensure enforcement and repayment of FSA loans. Records relating to a borrower's eligibility and participation in the Federal Stafford loan program must be kept for three years from the last day of the award year in which the student last attended school.

A school may retain records longer than the minimum period required. Moreover, a school may be required to retain records involved in any loan, claim, or expenditure questioned in any FSA program review, audit, investigation, or other review, for more than three years. If the three-year retention period expires before the issue in question is resolved, the school must continue to retain all records until resolution is resolved. NMJC retains records for up to 3 years in the Financial Aid Office. Records prior to this date are stored in the archives building provided by NMJC.

The Financial Aid Office also scans student files for electronic retention through Document Manager. Scanned records are kept indefinitely. The Banner system also retains student record information for extended periods of time in compliance with federal regulations.

XVIII. NOTIFICATIONS

Students who receive financial aid are notified of disbursement dates and bookstore charge dates via letters, website, flyers and posters placed around the campus. This information is provided to

students prior to the beginning of each semester.

Students are also notified that all awards are subject to change or cancellation as a result of enrollment status, verification, notification of other resources, and availability of funds. Students are notified in writing if there is a change to their financial aid award that impacts the amount they will be receiving.

XIX FORMS

All financial aid forms are available to students on the NMJC website and through the NMJC TBird Portal. The financial aid staff is available to answer questions and assist students to complete forms as needed.

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