



# FINANICAL AID

STANDARDS OF ACADEMIC PROGRESS (SAP) FOR DISBURSEMENT OF  
FINANCIAL AID; PELL GRANTS; SCHOLARSHIPS; SPONSORING AGENCIES

<b>COMPLETING THE FEDERAL PELL GRANT .....</b>	<b>3</b>
Pell Grant.....	5
Maximum Eligibility: .....	5
Policies for Return to Title IV:.....	5
Discontinuation of Ability-to-Benefit Eligibility:.....	5
<b>STANDARDS OF ACADEMIC PROGRESS (SAP) .....</b>	<b>6</b>
<b>Students’ Rights &amp; Responsibilities with SAP .....</b>	<b>6</b>
Proof of SAP: .....	6
SAP - Financial Aid Warning .....	6
SAP - Financial Aid Probation.....	6
Appeals, Financial Aid Probation, and Academic Plans .....	6
Academic Probation Status, Denial Status, and Reinstatement of Financial Aid: .....	7
Each Term of Enrollment: .....	7
Reinstatement of Financial Aid Eligibility:.....	7
<b>SCHOLARSHIPS .....</b>	<b>7</b>
<b>SPONSORING AGENCIES .....</b>	<b>7</b>

# Completing the Federal PELL Grant

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Most of the available financial assistance involves the eligibility of The Federal PELL Grant, a government-sponsored program. This program is included under Title IV Federal Assistance.

The 'Free Application for Federal Student Aid' (FAFSA) Booklet is a step-by-step guide to completing the application accurately. It is generally a self-explanatory process, but there are several common errors that you can avoid by contacting Erwin's Financial Aid Office at 813.769.5180. Applications are available at The Erwin Technical College during regular business hours and at most community colleges, universities and high schools.

**It is important that you insert Erwin's school code, 005594, on question #90 of the application.**

## **Apply for The Federal PELL Grant:**

Erwin Financial Aid Counselors are available to assist with the application process when you provide the required documents (refer to the Financial Aid - Required Document Checklist below).

You can complete and submit the application yourself.

You can complete and submit the online application at <http://www.fafsa.ed.gov> . If you file electronically, be sure to print, sign and mail the signature certification page.

Once your FAFSA is submitted by mail or electronically, you will receive a Student Aid Report (SAR) that determines the level of financial aid for which you qualify. Our office receives electronic notification of your eligibility and the Institutional Student Information Report (ISIR) from the Federal Government. We then send you a letter with instructions on how to complete our financial aid process. Erwin Technical College should receive notification of your eligibility in approximately 10 to 14 business days.

You will receive a letter from Erwin Financial Aid instructing you to return to our office (Room 159) and finalize your paperwork on your registration date. You must bring all documents used to complete your application. You are not approved until all steps have been completed. The student is responsible for all start-up fees, books, and supplies needed to begin the program. If you are awarded the Federal Pell Grant above and beyond the amount of tuition, you will receive the balance the last day of each term.

**Please note that a new FAFSA must be completed for each new school year.**

To apply for Federal Financial Aid, several income and family questions must be answered to determine your eligibility level. The information listed below is designed to assist you with completing your FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA).

Erwin's counselors can assist you after certain items are documented or obtained. You will need to produce the same information whether you use our counselors' assistance or complete the form on your own.

**SKIP SECTION A AND GO DIRECTLY TO SECTION B IF YOU ARE:**

- Married OR
- 24 years old or older OR
- Supporting dependents OR
- A veteran

**SECTION A - COMPLETE IF YOU:**

- Are less than 24 years old OR
- Do not support children of your own OR
- Are not married OR
- Are not a veteran

**SECTION A - PLEASE BRING:**

1. A signed, dated copy of your tax form and your parent's tax form (the 1040, 1040A, 1040EZ). If you do not have a copy, it can be obtained by calling the Internal Revenue Service (IRS) at 1.800.829.3676.
  - a. If your parents are divorced, obtain the tax information from the last parent with whom you last lived.
  - b. If the parent with whom you last lived is remarried, the joint return including the step parent's income is required.
2. Copies of your parent's W2 forms or 1099 forms.
3. Copies of your parents' Child Support information from 2006 (court orders with payment information, HRS documentation or check stubs), if applicable.
4. Proof of family Social Security or SSI payments from 2006, if applicable.
5. Proof of total family AFDC payments from 2006, if applicable.
6. Proof of any other taxed or untaxed income received by you or your parents in 2006.

**SECTION B - COMPLETE IF YOU ARE:**

- Married OR
- 24 years old or older OR
- Supporting dependents OR
- A veteran

**SECTION B - PLEASE BRING:**

1. All of the above documents required in Section A (#1-6 without parent information) for you and your spouse, if applicable.
2. If you are divorced, single, or separated, spouse information is not required. Proof of divorce or separation should be available.
3. If you are living with your parents and are paying rent, a rent receipt or signed statement from the parent detailing the amount and frequency of payments is required.

***Please Note:*** In certain cases, additional documentation, such as social security cards and immigration information, may be required.

# Pell Grant

## Maximum Eligibility:

Starting with the 2012-2013 school year, a student may receive a total lifetime maximum of 6 years of Pell grants (known as 600%), combining all postsecondary institutions the student has attended. Erwin's Financial Aid department will monitor each Pell student's status and will notify any students who are nearing their maximum lifetime allotment.

If a student reaches 600% of Pell eligibility, no further Pell disbursements can be made through Erwin or any other postsecondary institution.

For continuing students who began their program at Erwin prior to July 1, 2012: If their 600% is reached before graduating from their current program, Erwin will work with those students to help them apply for full or partial grants to cover their remaining tuition in that particular program. If a student withdraws or transfers to another program, the student will be cash-paying upon re-entry or transfer.

## Policies for Return to Title IV:

Federal financial aid (Title IV funds) is awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of Title IV funds that the student was originally scheduled to receive.

If a recipient of Title IV grants withdraws after beginning a program, the amount of Title IV grant assistance earned by the student must be determined. If the amount disbursed to the student is greater than the amount the student earned, unearned funds must be returned. If the student received less Federal Student Aid than the amount earned, a post-withdrawal disbursement will be made.

For complete policies, please reference the Consumer Information section on Erwin's website: <http://www.erwin.edu> or speak to a counselor in the Financial Aid department.

## Discontinuation of Ability-to-Benefit Eligibility:

Federal guidelines have changed regarding Ability-to-Benefit eligibility. Students who began a program at Erwin on July 1, 2012, or after, who have never attended Erwin or another postsecondary institution, or who cannot prove (with documentation) that they previously had attended a postsecondary institution as an ATB student will not be eligible to receive a Federal Pell Grant to attend Erwin.

A student who enrolled in a program at Erwin prior to July 1, 2012, and qualified as ATB student (by passing an ATB exam or by successfully completing 225 hours of instruction) will be allowed to continue to receive Federal Pell funding, when qualified to do so.

ATB exams will not be given to students at Erwin after July 1, 2012, nor will students be able to complete 225 hours of instruction to meet the eligibility requirement for ATB after July 1, 2012, in order to receive a Federal Pell Grant.

# STANDARDS OF ACADEMIC PROGRESS (SAP) FOR DISBURSEMENT OF FINANCIAL AID

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A student is considered to be making satisfactory academic progress if he/she successfully completes course hours (clock hours), achieves a specific cumulative grade point average (GPA), and does not exceed the maximum time limits to complete his/her course of study. Students' Satisfactory Academic Progress (SAP) will be checked prior to each financial aid disbursement. (No SAP is required prior to the first financial aid disbursement in a program.)

- Students must maintain an overall, cumulative GPA of at least 2.0 on a 4.0 scale.
- Students are allowed up to 150% of the scheduled clock hours to complete their program, but they may only receive financial aid for 100% of the program hours. Thereafter, the student must self-pay for any additional hours needed to finish the coursework and complete their program.
- Students must complete the required number of competencies within the time frame as defined by the individual's program guidelines for the evaluation period.

## **Students' Rights & Responsibilities with SAP**

All students are responsible for maintaining Satisfactory Academic Progress (SAP) in their course of study. Students who fail to maintain SAP will need to abide by the following guidelines in order to regain their Federal Student Financial Aid standing:

### **Proof of SAP:**

Documentation of the above guidelines will be collected from instructors, department heads, or other authorized individuals on a Satisfactory Academic Progress form, or by other official Erwin forms of communication. Documentation will include student name, program, and confirmation of progress meeting above guidelines.

### **SAP - Financial Aid Warning**

Satisfactory progress is checked at the end of each payment period. Students who are below a 2.0 cumulative GPA will be placed on Financial Aid Warning. A school may do this without appeal or any other action by the student. Warning status lasts for one payment period, during which the student may continue to receive FSA funds.

### **SAP - Financial Aid Probation**

Students who are still failing to make satisfactory progress after the Financial Aid Warning period will lose their aid eligibility, unless they successfully appeal and are placed on Financial Aid Probation.

### **Appeals, Financial Aid Probation, and Academic Plans**

When a student is in danger of losing FSA eligibility because he/she failed to make satisfactory progress, he/she may appeal that result on the basis of: injury or illness, the death of a relative, or other special circumstances. The appeal must explain why he failed to make satisfactory progress and what has changed in his/her situation that will allow him/her to make satisfactory progress at the next evaluation. The school determines that he/she should be able to meet the standards after the subsequent payment

period or if an academic plan has been developed that, when followed, will ensure that he/she will meet the standards by a specific time. Students who fail the satisfactory progress check after the end of the probationary payment period may only continue to receive aid if they successfully appeal, or there is a developed academic plan, and they are meeting its requirements. For specific instructions, see an advisor in Erwin's Financial Aid department and consult the Consumer Information section on [www.erwin.edu](http://www.erwin.edu).

### Academic Probation Status, Denial Status, and Reinstatement of Financial Aid:

Probation status will not prevent a student from receiving financial aid. The probationary period (one grading period, approximately nine weeks) is meant to inform the student of potential academic problems and provide time for corrective action. If a student does not meet the Satisfactory Academic Progress standards after the probationary period, denial status will be imposed. Denial status will prevent the student from receiving any Federal Title IV, state, or institutional financial assistance for the future enrollment, until such time as the student meets all Satisfactory Academic Progress standards. A student's financial aid will be reinstated once he/she meets all Satisfactory Academic Progress standards.

### Each Term of Enrollment:

If a student meets the above guidelines, they are in compliance with the Satisfactory Academic Progress policy.

### Reinstatement of Financial Aid Eligibility:

Students must achieve a Satisfactory Academic Progress Report, as defined above, for the payment period following the forfeiture of aid.

## SCHOLARSHIPS

Scholarship Information is available on Erwin's online education portal. To view scholarships available to Erwin students and apply for those scholarships, follow the steps below. For additional assistance, contact the Financial Aid office.

- Visit: [www.erwinonline.org](http://www.erwinonline.org)
- Log in or create a user account
- Click on "Check for new scholarship opportunities"
- Follow guidelines for specific applications

## SPONSORING AGENCIES

There are many agencies that sponsor students at Erwin Technical College. Students are encouraged to check with individual agencies to determine the criteria for qualifying. Some of these agencies are:

- CARIBE 813.231.1972
- Tampa Housing 813.253.0551
- Vocational Rehab 813.930.7494
- Veteran's Administration 1.888.442.4551
- WIA (Career Source Tampa Bay) – Hillsborough County 813.930.7400
- WIA (Career Source Tampa Bay) – Pasco-Hernando County 813.377.1300, ext. 3431
- WIA (Career Source Tampa Bay) – Polk County 863.683.5627