

## **NORWALK COMMUNITY COLLEGE AWARD INFORMATION**

### **REQUIRED READING – FINANCIAL AID SERVICES**

Now that you have been offered Financial Aid, you must read this document to learn about the terms and conditions of your award, your responsibilities as a Financial Aid recipient, and the procedures you need to take in activating your Financial Aid award.

### **TERMS AND CONDITIONS**

In general, your Financial Aid award is based upon your attendance at the college as a full-time student for a full academic year. Full-time enrollment is based upon 12 or more credit hours each term. If you enroll for less than a full academic year or less than 12 credits per term, your Financial Aid award will be adjusted. Financial Aid does not cover courses that are audited (AU), or courses for which you registered for but never attended. The charges for any course in this category are the responsibility of the student who will be billed directly by the Business Office.

Your Financial Aid award may also be adjusted for your withdrawal from classes or the college, a change in your eligibility, or a change in the Financial Aid funding available to the college. Withdrawal during the first two weeks of any semester will result in a cancellation of all Financial Aid. You will be billed by the Business Office for 50% of your tuition, all fees, and any Bookstore charges. Withdrawal after the first two weeks of the semester will be subject to the return of Title IV funds calculation, if receiving federal funds. With this calculation, you may be responsible for balances owed to the college, as well as, the repayment to the Federal Department of Education for any excess Financial Aid that you received. Financial Aid awards are based upon your enrollment status as of the 14<sup>th</sup> calendar day of the semester. Any courses added after that time **WILL NOT** be covered by Financial Aid. Norwalk Community College reserves the authority to adjust your Financial Aid award at any time to ensure proper compliance with all college, state, and federal regulations.

### **YOUR RESPONSIBILITIES**

As a Financial Aid recipient at the college, you must be accepted and remain enrolled in an eligible certificate or degree program. You must also maintain satisfactory academic progress in your program of study. You must notify the Financial Aid office of any scholarships, grants, or other assistance awarded to you from any sources other than Norwalk Community College. Your withdrawal from the college may result in your having to repay the Federal Financial Aid paid to you so be sure to consult with the Financial Aid staff before withdrawing from all your classes. Finally, **YOU MUST GO TO THE BUSINESS OFFICE** to secure a Bookstore voucher. You are only eligible for a Bookstore Voucher if your award exceeds your cost of tuition and fees.

### **ACTIVATING YOUR FINANCIAL AID AWARD(S)**

We assume that you want to accept all the grants and scholarships (gift money) we can offer you so we automatically accept these awards for you. After the start of each term and provided that you remain eligible for the award, your grant and scholarship aid will be automatically credited to your account at the college. If any balance is due you, the business office will issue you a refund check. You can track and note this activity [WWW.ONLINE.COMMNET.EDU](http://WWW.ONLINE.COMMNET.EDU)

In addition to grant and scholarship aid, the college may also offer you the opportunity for work-study employment. If you are interested in a work-study position, apply in person at the Financial Aid Office. This award provides part-time employment opportunities both on or off campus. Students may work up to 15 hours a week during the school year and up to 20 hours per week during vacations and the summer. Students are paid competitive hourly wages and are paid bi-weekly. A listing of available jobs can be reviewed in the Financial Aid Office. Only students who are eligible for Federal Work-Study will be sent on interviews.

Some students with significant financial need and pursuing academic programs that preclude work-study employment may be offered Student Loans by the college. The college may offer these students a Federal Stafford Loan to assist with educational costs. If you feel you need a Federal Stafford Loan please contact our loan counselor to learn more about the loan application process.

Once your loan eligibility is determined, we will electronically create a loan application for you and transmit it electronically to one of our preferred lenders. You can track the progress of your loan application at [WWW.ONLINE.COMMNET.EDU](http://WWW.ONLINE.COMMNET.EDU)

We're here to assist you in financing your education at Norwalk Community College. If you have any questions about your Financial Aid award, contact us at [NK-FINAID@NCC.COMMNET.EDU](mailto:NK-FINAID@NCC.COMMNET.EDU) or call (203) 857-7023