

## Rights and Responsibilities of Students Receiving Financial Assistance

See <https://studentaid.ed.gov> for the latest changes and additional information.

1. Criteria for continued student eligibility under each program:
  1. **Pell Grant** - Students must complete the Free Application for Federal Student Aid (FAFSA) each year in order for eligibility to be determined. The information provided on the FAFSA is used by the Department of Education to calculate each student's Expected Family Contribution (EFC). The EFC is used by each school to determine if a student is eligible and for how much. Students who are eligible for the Pell grant must also be making Satisfactory Academic Progress (SAP) as determined by Sofia's SAP Policy listed below. Students must not have been convicted of a drug-related offense while receiving Federal funds, must not be in default on a Federal student loan and cannot owe an overpayment on Federal aid received. Male students must also register with Selective Service before reaching age 26. Contact the ICC Financial Aid office if you have questions.
  2. **Federal Supplemental Educational Opportunity Grant (FSEOG)** - Students must meet all the requirements for continued eligibility for the Pell Grant listed above. FSEOG is awarded based on need and availability of funds. Need will be determined each year.
  3. **Federal Work Study (FWS)** - Students must meet all of the requirements for continued eligibility of the Pell Grant listed above. FWS is awarded based on need and availability of funds. Need will be determined each year.
  4. **Teach Grant** - Students must complete the FAFSA each year in order to continue eligibility. Students must also be making Satisfactory Academic Progress. In addition, they must maintain a 3.25 grade point average and be admitted into a TEACH grant-eligible program. Students must also meet additional eligibility requirements listed at <https://studentaid.ed.gov>. Click on Types of Aid and then Grants and Scholarships. Contact the Financial Aid Director each year to determine eligibility.
  5. **Federal Subsidized, Unsubsidized and Parent PLUS Loans** - Students must complete the FAFSA each year in order to determine eligibility. Students must also be making Satisfactory Academic Progress. Students must be enrolled in a minimum of six credits when loan funds are received to receive a student loan disbursement. Students must not have been convicted of a drug-related offense while receiving federal funds, must not be in default on a federal student loan, cannot owe an overpayment on federal aid received or borrow in excess of lifetime loan limits. See <https://studentaid.ed.gov/types/loans>.

2. The student must be making satisfactory academic progress in his or her course of study to receive Federal student aid.

Students who have lost their eligibility for Federal student aid may re-establish their eligibility. See the SAP policies located on the Sofia website in the “students” section.

3. The Financial Aid office will collect all financial aid awards (grants, loans, Work-Study, institutional scholarships and all other scholarships) and credit all awards to the Business office account. The Finance office will pay the appropriate awards. Check with the Director of Financial aid for payment dates.

Federal Pell Grant, FSEOG, and Teach Grant will be paid accordingly. These amounts will be disbursed to the student’s Finance office account. School charges will be withheld before refunds are paid to students.

Loans will be disbursed to the Finance office account for the student. Reminder: Students must be enrolled in at least six credits to receive loan funds. School charges will be withheld from loan funds, and any remaining refunds are paid to students.

State Aid, County Grants, Institutional Scholarships and other Scholarships will be paid accordingly. These amounts will be disbursed to the student’s Finance office account. School charges will be withheld and any remaining refund paid to students.

Federal and Institutional Work-Study students are paid once a month for hours worked. The pay schedule is available from Sofia’s Human Resources Office.

4. Obtaining Books and Supplies with Pell Grant and other student aid funds – Students should contact the Finance office after checking with the library for information about needed books and supplies. Payment dates and enrollment check (census) dates are available from the Director of Financial Aid.
5. The terms of any loan received by a student as part of the student’s financial aid package, a sample loan and repayment schedule for sample loans and the necessity of repaying loans can be found in the information accompanying the student’s master promissory note and lender disclosure statements. Students may also find valuable information for managing student loan debt at <https://studentloans.gov>.
6. The general conditions and terms applicable to any employment provided to a student as part of the student’s financial assistance package are listed below:

Students generally work up to 10 hours per week during the school year and 30 hours per week during the summer. Most positions are on campus. Students are paid

minimum wage for hours worked and are paid once a month. Students can work full-time during the summer months.

Eligible students are assigned to a department and must complete an interview form with the department for which they have been assigned. During this interview process, the job responsibilities will be discussed with the student. If the student feels he/she cannot perform these responsibilities, he/she can return the interview form to the work-study coordinator, and he/she will reassign the student if possible. Students are employed in various areas, which include clerical assistants, secretarial assistants, instructional assistants, library assistants, data entry clerks, student activities, reading tutors and computer technician assistants. Students must be currently enrolled or planning to attend classes in the fall to be eligible for summer employment.

7. The institution shall provide and collect exit-counseling information as required by 34 CFR 382.604 for borrowers under the Federal Stafford Loan Program. Sofia makes a good faith effort to mail exit counseling instructions and materials to all students who have ever had a student loan and who graduate, withdraw from school or discontinue enrollment. Loan exit counseling can also be completed at <https://studentloans.gov>. Exit loan counseling sessions are also held on campus each quarter.
8. Students who are having trouble making their student loan payments should contact their lender as soon as possible. Students might be eligible for deferment or forbearance of loan payments for a temporary period of time. Students who are unsure of their lender can go to <https://studentloans.gov> to view their personal loan information. Students can also find valuable information for managing student loan debt and deferment and forbearance forms at <https://studentloans.gov>.