



Financial Aid Office
29300 Lankford Highway
Melfa, VA 23410
(757) 789-1733 Carole Read
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ESCC SUMMER 2014 FINANCIAL AID POLICY

PLEASE READ ** IMPORTANT INFORMATION FOR SUMMER 2014 **

Eligibility for summer aid

- Once a student has registered for class(es) for SUMMER 2014 and forwarded a completed Summer 2014 Application for Financial Aid to Carole Read, financial aid eligibility will be determined. Eligibility for summer financial aid is based on the information on the student's Free Application for Federal Student Aid (FAFSA) along with the student's financial aid and academic history. Summer aid applications cannot be processed until the ESCC Office of Financial Aid has received the results of the student's 2013/2014 FAFSA. Students must be enrolled in an approved program of study.
- Notification of eligibility will be sent via an award letter through the US Postal Service and an email to the student's ESCC email account.
- Students will not need to make a payment to the Business Office, provided their financial aid awards are sufficient enough to cover the cost of their tuition and fees. If financial aid awards are NOT sufficient to cover a student's entire balance due, the remaining balance must be paid by **Wednesday, May 21st** or the student will be dropped from his/her course(s). *The tuition and fees for special session classes are due the first day of class(es).*

Limited summer financial aid

- Financial Aid is extremely limited for the summer term and there is no guarantee of summer financial aid unless the student has remaining Federal Pell Grant and/or Scholarship funds.

Enrollment information and enrollment changes

- Once the Financial Aid Office has confirmed that the student is registered for summer class(es), financial aid eligibility will be determined. Summer award(s) will be based on the number of credits the student is enrolled in. If one adds or drops a course after aid has been awarded, the Financial Aid Office **MUST** be informed immediately in order to determine if the aid awarded needs to be revised.
- If a student withdraws from all classes or never attends classes for which he/she was enrolled, and the student received a Federal Pell Grant or other financial aid, aid may be reduced or canceled. The student will be responsible for repaying any and all reduced or canceled financial aid that may have been credited to his/her ESCC student bill/account.
- If a student officially or unofficially withdraws from all classes before completing 60 percent of the term (as measured in calendar days), financial aid eligibility must be recalculated based on the federal Return of Title IV funds formula. Any "unearned" financial aid must be returned to the appropriate federal program(s). The student will be responsible for repaying any "unearned" financial aid.

Disbursement of financial aid funds and living expense refunds

- Summer Financial Aid funds will be credited to the student's ESCC bill beginning the first of July.
- When financial aid funds exceed college charges (tuition, fees, and bookstore), the student may receive a balance remaining check to assist with educational or living expenses. We expect checks to be available by mid July. Students will be emailed when balance remaining checks have been issued. Please plan finances accordingly.

Other important factors that could affect Summer Financial Aid

- If one is not eligible for grant funds, a letter and an email notification will be sent. The student will need to be prepared to pay for course(s) to avoid being dropped. If a student registers prior to May 21st, payment MUST be received by **4:30 pm** on **Wednesday, May 21st**. If a student registers on or after May 21st, payment is due the day of registration. *The tuition and fees for special session classes are due the first day of class(es).*
- If the financial aid recipient is not meeting Satisfactory Academic Progress (SAP) standards after SPRING 2014 grades are posted, financial aid awards will be canceled for the SUMMER 2014 term. The student will be responsible for paying any resulting balance by the tuition due date.
- If the ESCC Summer 2014 Application for Financial Aid is not returned by the deadline of May 7th, one may still submit the application, but there is no guarantee financial aid will be available by the payment deadline. Therefore, be prepared to pay your tuition, fees, and books from personal out-of-pocket funds. The office will review the late application in June for a late July payment, if you are eligible. We have to do this because of the manual nature of summer processing and the huge volume of fall 2014 aid processing.
- If a student has a summer financial aid award letter and funds in excess of tuition and fees, he/she may purchase books and supplies from the ESCC Bookstore. **We are unable to provide a date to begin charging at this time. The Financial Aid Office will email this information as soon as it is available.**
- The College reserves the right to reduce or cancel any financial aid award. Please understand that this offer of financial aid is contingent upon receipt of monies from the agencies that fund your award(s) and upon any revisions in regulations concerning the programs. Changes to your enrollment status, receipt of any other form of aid from any source, and lack of submission of required documents to the Financial Aid Office can result in the reduction and/or cancellation of previously awarded financial aid.
- Students can access their financial aid award letter and account information on-line via MYESCC.

Glossary:

Balance Remaining Check is issued when financial aid funds for a particular semester exceed college charges (tuition, fees, and bookstore) for that semester.

Official Withdraw means dropping ALL regular session classes on-line via the MYESCC Student Information System or requesting assistance from the registrar's office.

Unofficial Withdraw means the student ceases to participate in educational related activities for ALL regular session classes or stops attending ALL regular session classes **WITHOUT** completing the official withdraw process.

Special Session or Dynamic Dated Classes are classes that begin and/or end outside the regular semester dates.