

FINANCIAL AID

Deadline Dates

In order for financial aid to be processed in a timely manner for the semesters shown below, applicants/students should submit financial aid documents/documentation by the following priority dates. This will allow the campus to request Title IV Pell grant funds in the first batch. Funds cannot be requested until after the 14th day reporting period during the fall and spring semesters and the 7th day reporting period during the summer semester.

Fall Semester –	April 15 of each year
Spring Semester –	November 1 of each year
Summer Semester –	March 1 of each year

Note: Pell Grants are issued for the fall and spring semesters. If a student has not used his/her entire allocation during the fall and spring semesters, the remainder may be used during the summer session. Other financial aid programs available during the summer session include STEP (if funds are available), WIA (if funds are available), Louisiana Rehabilitation Services, Veterans Affairs Benefits, and some waivers (example – National Guard).

Ability to Benefit related to Financial Aid

As mandated by the U.S. Department of Education, students without a high school diploma or GED must achieve a minimum score on the Ability to Benefit Test in reading, math, and English/writing in order to be eligible for financial assistance from the Pell Grant program. Louisiana Technical College uses the Compass Test as the ATB Test; the following constitutes passing scores:

Pre-algebra/Numerical	minimum score of 25
Reading	minimum score of 62
Writing (English)	minimum score of 32

Applying for Financial Aid

Applicants and students can apply for the Federal Pell Grant by completing the Free Application for Federal Student Aid (FAFSA) or by applying online at www.fafsa.ed.gov.

The FAFSA and FAFSA on the Web Worksheet may be obtained from the high school guidance counselor or from the Student Affairs Office at LTC. Instructions should be carefully read and the form completed before seeking the assistance of the Financial Aid Officer. Special attention should be paid to any questions on income because most errors occur in this area.

If the applicant/student completes the application online, a summary of the Student Aid Report (SAR) should be printed out and submitted to the Financial Aid Officer. If the applicant/student does not apply online, he/she will receive a document titled a Student Aid Report (SAR) in approximately four(4) weeks. This SAR must be reviewed carefully. If changes need to be made, corrections must be made on part 2 of the SAR Information Review Form and returned to the processing center for the necessary corrections. If no changes are made, the document is signed in the appropriate areas and submitted to the financial aid office.

STUDENT RIGHTS AND RESPONSIBILITIES

Student Rights

1. The student has the right to know what financial aid programs are available in Louisiana.
2. The student has the right to know the criteria for continued eligibility in each program.
3. The student has the right to know the criteria for determining if he/she is in good standing and maintaining satisfactory progress in his/her program of study and how it may be regained, if he/she failed to maintain satisfactory progress eligibility.

4. The student has the right to know the means by which payment of awards will be made and the frequency of such.
5. The student has the right to know the conditions and terms if applicable to employment.
6. The student has the right to appeal any decision made by the Financial Aid Officer.
7. The student has the right to know the procedure for applying for aid, what forms are required, eligibility requirements for each program, criteria for selecting recipients, and the criteria for determining the amount of his/her award.
8. The student has the right to know the college's refund and repayment policy.
9. The student has the right to know the cost of attending Louisiana Technical College.

Student Responsibilities

1. The student must submit applications on time and is responsible for the accuracy of the information.
2. The student must submit verifiable information. Inaccurate reporting, in most instances, is a violation of the law and considered a criminal offense, punishable by fine or imprisonment.
3. The student must furnish all additional documentation, verification, corrections, and/or new information requested by the Financial Aid Officer, the U.S. Department of Education, or the Agency to whom he/she submitted the application.
4. The student is responsible for reading and understanding all forms that he/she is asked to sign and for keeping copies of them.
5. The student must accept responsibility for fulfilling the obligations of all the agreements that he/she signs.
6. The student must be aware and comply with the deadlines for application and re-application for aid.
7. The student is responsible for repaying any loans that he/she received outside of the institution.
8. Please bear in mind, however, that Louisiana Technical College does not participate in any loan program.
9. The student is responsible for reporting to the college campus to sign for the receipt of financial aid.
10. The student is responsible for understanding the criteria for determining that he/she is in good standing and fulfilling the requirements and maintaining satisfactory progress.
11. The student is responsible for advising the Financial Aid Officer of his/her attendance at any other post-secondary schools.
12. In order to be eligible for most federal programs, the student must not owe a refund on previously awarded grants or be in default on payments of loans in repayment status.
13. The student must notify the Financial Aid Officer of any changes of names or addresses.
14. The student must notify the Financial Aid Officer of any changes in his/her resources. Increases as well as decreases must be reported.
15. The student must notify the Financial Aid Officer of any changes in his/her attendance schedule.

Deadline Dates

An application may be filed at anytime during the current fiscal year. However, the deadline for applying for the Pell Grant for any given fiscal year is June 30th of that year. A valid Student Aid Report must be submitted by the last date of enrollment or August 30th of the current fiscal year. In order to receive a Pell Grant each year, the student must submit a new FAFSA yearly.

RECEIVING FEDERAL STUDENT AID

Student Responsibility

As stated earlier, after applying for financial aid, the processing center will mail to the student, at the address listed on the form, a Student Aid Report (SAR). This report tells whether or not the applicant is eligible for a federal Pell Grant and instructs the applicant to submit this form to the financial aid office at the college he/she will be attending. Documents must be read and signed before submitting to the financial aid officer.

In order to receive a federal Pell Grant check, the student must:

1. Demonstrate a financial need according to federal guidelines.
2. Submit a valid SAR/ISIR to the Financial Aid Officer (FAO).
3. Be enrolled in an eligible program.
4. Maintain satisfactory progress according to the prescribed standards and practices of Louisiana Technical College.

5. Not be in default on any loans previously received for educational purposes.
6. Not owe a refund on grants previously received for educational purposes.

Satisfactory Progress Policy

A student receiving Title IV funds (Pell and LEAP) must maintain satisfactory progress according to the following standards:

Satisfactory Academic Progress (SAP) will be reviewed each semester to determine continued eligibility. SAP has three requirements.

1. A cumulative grade point average (minimum of 2.00)
2. The student must successfully complete 67% of coursework attempted at LTC.
3. The student must not have earned 150% in credit hours above the degree program requirements.

Appeal Process

The Satisfactory Academic Progress Appeal is for those students who have been denied Title IV funds (Pell) because they did not meet the SAP guidelines and they believe that their academic record has been incorrectly evaluated, or if extenuating circumstances (such as illness, death in the family, etc.) has affected the student's academic performance. These students may complete a SAP Appeal form and submit a letter with documentation to be reviewed by the Financial Aids Appeal Committee.

Reinstatement

A student's aid will be reinstated for the payment period in which he/she regains satisfactory academic standing, but not for those periods when the student was not making progress.

Awards

Awards are based on demonstrated financial need which is determined by a national formula applied uniformly to all applicants.

The level of Pell Grant funding is determined by Federal appropriations. Awards cannot exceed one-half the cost of attendance, as determined by Federal Pell Grant guidelines. The lower the EFC number, the higher the award will be.

Students are paid in advance for the number of credit hours attempting. If the student does not complete the semester/session, a refund may be owed to the federal Pell Grant program. If the refund is not paid, the student will no longer be eligible to receive any Title IV assistance at the college and the name of the student will be submitted to the U.S. Department of Education for collection.

Verification

The Department of Education randomly selects students for a process called verification. (This is indicated on the Student Aid Report). If selected, the student must submit the following documents along with his/her SAR to the Financial Aid Officer before a payment request can be made:

1. Completed verification worksheet for current year (indicating the total number of household members, number of family members attending post-secondary institutions, and income information).
2. Signed copy (copies) of income tax return for base year indicating adjusted gross income, U.S. income tax paid, and other untaxed income (i.e. Earned Income Credit).

Verification for Non-Filers of Income Tax

1. Signed statements verifying income
2. Documentation from Social Security Administration (if applicable)
3. Documentation from Veteran's Administration (if applicable)
4. Documentation from other agencies, (i.e. Office of Family Services, if applicable)

If these documents are not submitted with the SAR, the student will be allowed 30 days to submit the needed forms/documents. The payment request will not be processed until verification is completed.

If an applicant's award changes as a result of the verification process, the applicant will receive written notification of the change and the reason for the change within 10 school days of the completion of the verification process.

If conflicting information is found on the SAR, the Financial Aid Officer will notify the applicant. The applicant will make the necessary corrections (changes) on Part 2 of the SAR, sign in the appropriate area(s), and submit both pages of Part 2 to the Financial Aid Administrator. The corrections will be reviewed, returned to the student for mailing, and the student should receive a new SAR/Acknowledgment letter within 10 to 14 working days.

Processing Awards

If all information on the SAR is correct as it is, all parts of the SAR should be submitted to the Financial Aid Officer as soon as possible. If the student is enrolled in an eligible program, the administrator will determine the amount of the Federal Pell Grant and process a "Request for Payment" on the student's behalf.

Once the Financial Aid Officer processes the request for payment, the student receives an award letter informing him/her of the amount of the award, approximate date that the first payment should be received, and approximate dates of subsequent payments. Satisfactory progress is checked at the end of each semester. All checks are ordered and/or disbursed as soon as the administrative procedures have been completed.

Financial Aid Payments

When the check arrives, the student receives notification as to the time and place where checks will be disbursed.

Cost of Attendance

Students who attend Louisiana Technical College find that expenses are moderate. The cost of attending includes a registration fee, a testing fee, tuition, and related fees, books, supplies, and travel expenses. (The actual cost varies with each program).

Financial Aid and Audited Courses

Audited courses are not counted as credit courses for reporting or enrollment verification purposes and are not eligible for financial aid.

State Refund Policy (Refer to Admissions section for further detail on refunds.)

In accordance with Title IV of the Higher Education Act Amendments, refund of tuition and fees for Pell Grant recipients shall be made to the Pell Grant program and not to the student.

Processing Pell Grant Refunds

The Financial Aid Officer will calculate a refund for each Title IV recipient who withdraws from the institution. If a refund is due, and if the student has any unpaid charges (the difference between the student's scheduled cash payment and cash amount that the student has actually paid), these charges will be collected by the institution and will be applied to the refund. If there is an overpayment, the Financial Aid Officer will notify the student in writing

of the overpayment, indicating a date by which a response must be made. If repayment is not received by the specified date, the student will no longer be eligible for any further financial aid at any institution. The student's records will be flagged and the school will not release grades and/or a transcript until the overpayment is repayed. Additionally, the student's name will be submitted to the U.S. Department of Education for further action.

Evaluation Methods

The financial aid program will be evaluated annually using the following components:

1. The number of request for financial aid packets.
2. The number of students applying for financial aid.
3. The number of correct Student Aid Reports (SAR's) filed.
4. The number of completed verification packets.
5. The number of students completing the award year with satisfactory progress.
6. The number of students completing the award year with unsatisfactory progress
7. The amount of money issued for financial aid during the award year in comparison to the two prior award years.
8. The number of refunds issued.
9. The number of appeals made concerning unsatisfactory progress due to mitigating circumstances.

Brief descriptions of financial aid sources follow. More details can be obtained through the financial aid office or the sponsoring agency.