



2023-24 Financial Aid Guide



Financial Aid Office
Northcentral Technical College
1000 W Campus Drive
Wausau, WI 54401

www.ntc.edu
financialaid@ntc.edu
Phone: 715.803.1647
Fax: 715.301.2904

REQUIRED READING FOR ALL FINANCIAL AID RECIPIENTS

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Message from the NTC Financial Aid Office

Greetings NTC Student!

How exciting that you have chosen to pursue your education at Northcentral Technical College! Since your college education is one of the most important investments that you will make, we wish to partner with YOU to make your learning journey a rewarding one. Doing this requires you to take an active role in the process of your financial aid experience. Therefore, it is important to read this guide to understand your financial aid rights and responsibilities. While this is not a complete listing of Financial Aid regulations, we have included information that we believe is most important to you.

The financial aid offer that you receive reflects the types and amounts of resources available to you based on your eligibility, as determined by the U.S. Department of Education. When we refer to “financial aid,” this comes in the form of different sources including:

- grants
- scholarships
- loans
- work-study

The decision to invest in your education will be a gift that you give yourself for a lifetime. Best wishes for a successful educational career at NTC!

Sincerely,

NTC Financial Aid Office

STEPS TO FOLLOW TO APPLY FOR AND RECEIVE FINANCIAL AID

You must submit a *Free Application for Federal Student Aid* (FAFSA®) every school year you want to apply for federal student aid. Financial Aid is not automatically renewed.

Step 1 – Application

Free Application for Federal Student Aid (FAFSA)

- Complete the FAFSA at <https://studentaid.gov/h/apply-for-aid/fafsa> using your FSA ID and password.
 - If you are a dependent student (under 24 years old), at least one parent is required to sign the FAFSA.
 - Independent Students (24 years or older): If under 24, a student may be considered independent if married or other criteria are met. Determined based on FAFSA responses.
 - Enter NTC's federal school code: 005387
 - Sign the FAFSA online using your FSA password, or mail in your signature page within 14 days, so your application may be processed.
 - Students should file their FAFSA as soon as possible. Filing your FAFSA sooner can mean more money for college, including access to state grant programs awarded on a first come, first served basis to students that meet the eligibility requirements.
- If you need assistance in completing your application, contact the Financial Aid Office.

Step 2 – What You Should Expect

After filing the FAFSA, you will receive the following responses:

Student Aid Report (SAR)

After you submit your FAFSA form, you'll get a SAR, an electronic or paper document that summarizes the information you reported on your FAFSA form. It includes your Expected Family Contribution (EFC), your estimated eligibility for federal student loans and Federal Pell Grants, and whether you've been selected for verification.

Whether you receive your SAR online or on paper depends on whether you provide an email address on your FAFSA form. If you provide a valid email address, you'll receive an email from noreply@fafsa.gov with instructions on how to access an online copy of your SAR. If you don't provide a valid email address on your FAFSA form, you will receive either a paper SAR or a *SAR Acknowledgement* via postal mail.

Welcome Email from the Financial Aid Office

Early FAFSA filers will receive an email from the Financial Aid Office acknowledging the receipt of your financial aid application (FAFSA).

Verification Request

Students are selected randomly and must provide documentation to verify information provided on the Free Application for Federal Student Aid (FAFSA). If you are selected for FAFSA Verification the Financial Aid Office will reach out to you with an email about completing the required steps.

Step 3 – Your Financial Aid Offer

Once you are 1) accepted into a financial aid-eligible program, 2) enrolled in classes, 3) all necessary documentation has been submitted, and 4) the Financial Aid Office has reviewed everything, your financial aid offer will be packaged.

When your financial aid awards are posted, an award notification will be sent to your NTC student email address. This will explain how to view and accept your awards via your myNTC account.

Step 4 – Stay Connected!

The Financial Aid Office communicates with students primarily through their student email account. Students are encouraged to check their accounts often. There are many deadlines and steps involved with staying on top of your financial aid. That's why it's important that you're diligent about activating and checking your student email. That's where you'll receive important notifications and action items.

NEWS FOR 2023-2024

Financial Aid Notification

Students will be notified via their NTC e-mail account that a financial aid offer is ready to view (paper financial aid offers are not sent). It is critical to access NTC e-mail accounts often (even in periods of nonattendance) since we contact students primarily via e-mail. Financial Aid Offers are available through myNTC, your online connection to NTC student information and services.

ACCEPTING YOUR FINANCIAL AID OFFER

1. Access your [myNTC account](#) with your username and password. Contact the [HELP desk](#) if you cannot access your account.
2. From the Student Center, click **Billing & Financial Aid** and then **Accept/Decline Awards**.
3. Select aid year **2024**.
4. **Accept or decline the amount(s)**
 - Check the *Accept* or *Decline* box for each offered amount.
 - Offered loan amounts may be reduced if desired, however loan increases must be requested (and are not guaranteed) through an Additional Loan Request within your myNTC account.
 - Click on Submit.

GRANTS (if eligible) are automatically accepted on your behalf.

- Federal grants such as Pell and SEOG are automatically accepted.
- State grants such as the Wisconsin Grant are accepted once funds are received.

LOANS you must accept to initiate processing.

Student loans, unlike grants and work-study, are borrowed money that must be repaid with interest, just like car loans and home mortgages. You cannot have these loans canceled because you did not like the education you received, did not get a job in your field of study, or because you are having financial difficulty. Loans are legal obligations that you will have to repay. Federal Direct Loans are either Subsidized or Unsubsidized.

WORK-STUDY is a program in which funds are earned through employment on campus.

For more information, visit the [NTC website](#) to browse available work-study positions. Additionally, you can visit the [Work-Study web page](#) or e-mail us at financialaid@ntc.edu to inquire about eligibility.

Students should check their [myNTC](#) account often. Under the Billing & Financial Aid menu option, students will find information regarding tuition/payments as well as financial aid.

The following pages will explain in greater detail how financial aid is determined and the steps required for aid to be disbursed in a timely manner. To ensure continued success with the financial aid process, read this guide in its entirety.

ELIGIBILITY

Students must be accepted or conditionally accepted into a financial aid eligible program. Eligibility for financial aid is based on the information that students report on their FAFSA (Free Application for Federal Student Aid). In determining a student's financial aid, several factors are taken into consideration. These include Cost of Attendance (COA), which is the cost of attending NTC, including tuition and fees, books and supplies, room and board, transportation, and personal expenses. NTC may be able to increase a student's COA once during a period of three years for unusually high costs relating to childcare, mileage, and/or disability related expenses (these expenses do NOT include expenses such as credit card debt, unnecessarily high living expenses, etc.). If granted an increase, students are expected to reduce their budget or obtain other means to cover living expenses which exceed the standard living expenses determined by NTC.

EXPECTED FAMILY CONTRIBUTION (EFC)

The EFC reflects a student's ability (and that of their family if they are considered a dependent student) to contribute to the Cost of Attendance during the academic year. The EFC is an important indicator of a student's financial need, but it is NOT necessarily equal to their or their parent's out-of-pocket cost. This figure is calculated using the information submitted on the FAFSA. Knowing this number can be useful to help estimate the amount of Pell Grant for which a student may qualify (see Appendix B on page 22 for the Student Pell Grant Reference Chart).

Financial Need is the difference between the Cost of Attendance and Expected Family Contribution. This "Financial Need" figure is the amount that schools will work to meet, as best as possible, through all sources of financial aid. The actual offer of financial aid is based on both a student's demonstrated financial need as well as the availability of funds. It is not unusual for campus-based programs such as Federal Work Study and Federal Supplemental Educational Opportunity Grant (SEOG) to be depleted early in the processing cycle. In addition, State of Wisconsin financial aid such as the Wisconsin Grant has limited funding each academic year and is subject to running out of money. This is why it is so important to file the FAFSA as early as possible. If a student files their FAFSA very early in the year, their application is given maximum consideration for all funds available. **Note: Students who have already received a bachelor's degree are not eligible for Pell Grants or State grants but could be eligible for Direct Loans and Work-Study. Certificate programs are not eligible for financial aid.**

To receive federal or state funds administered by NTC's Financial Aid Office, students must:

- Be admitted to a financial aid eligible program at NTC.
- Be enrolled in classes that are part of their program (6 credits are required for loan eligibility).
- Be a U.S. citizen or an eligible non-citizen.
- Meet academic progress standards as defined by the Financial Aid Office.
- Be registered for Selective Service (male students only)
- Have a valid Social Security Number.
- Not be in default on a student loan.
- Not owe an overpayment of any Federal Title IV aid.
- Agree to use any federal student aid received solely for educational purposes.

VERIFICATION

Verification is the process by which the Financial Aid Office reviews the data reported by the student/parent on the FAFSA to ensure that federal aid is distributed to those who are eligible. Students may be selected for Verification either by the U.S. Department of Education's federal processing center or by the Financial Aid Office. The Financial Aid Office reserves the right to request the Verification of additional applicants with questionable or conflicting information. In accordance with federal guidelines, it is the policy of the NTC Financial Aid Office to withhold the financial aid offer until after the Verification process is complete. This policy ensures that aid eligibility is correct before any funds are offered. Occasionally, a student may have their FAFSA selected for Verification after having been offered financial aid or even after financial aid has been disbursed. Failure to respond to a request to complete Verification requirements will result in the aid being canceled and any future aid not disbursing. Any financial aid already disbursed will also be canceled, which may result in a balance on the student account.

If a student's FAFSA has been selected for some type of Verification, they will be notified by the NTC Financial Aid Office via e-mail. The e-mail will be called "New FAFSA Documents Notification" and will instruct the student to visit the online [Verification Portal](#), where they will complete and submit the documents electronically or upload them when necessary. It is very important that students check their e-mail daily and respond to requests from the Financial Aid Office. Please see the [Verification webpage](#) for additional details regarding the completion of the Verification process.

UNUSUAL ENROLLMENT HISTORY (UEH)

The U.S. Department of Education has established regulations to prevent fraud and abuse in the Federal Pell Grant and Federal Direct Loan programs by identifying students with unusual enrollment histories. Unusual enrollment history is defined as a student who enrolls at a school, receives federal student aid, fails to complete any classes, and then goes to another school. Some students who have an unusual enrollment history have legitimate reasons for their enrollment at multiple schools. However, such an enrollment history requires the Financial Aid Office to review the student's file to determine future federal financial aid eligibility. If selected by the Department of Education, this must be resolved before a student may receive financial aid. The NTC Financial Aid Office may institutionally select students for an Unusual Enrollment History review based on attendance at multiple institutions within a 4-year period, even when the student has not been selected on the FAFSA. Please see the [Unusual Enrollment History webpage](#) for an explanation of what is required to complete the process.

PROFESSIONAL JUDGMENT

Professional Judgment refers to the authority of a school's financial aid administrator to adjust, on a case-by-case basis with adequate documentation, elements on the *Free Application for Federal Student Aid* (FAFSA®) form.

The *FAFSA Simplification Act* distinguishes between different categories of professional judgment by amending section 479A of the HEA.

- **Special Circumstances** refer to the financial situations (loss of a job, etc.) that justify an aid administrator adjusting data elements in the cost of attendance or in the expected family contribution (EFC) calculation.
 - Not all requests will result in a change to a student's financial aid offer, therefore we have placed an Aid Adjustment Request screening form in your MyNTC account under "*Billing & Financial Aid*". Once the online form has been submitted, you will be notified if your circumstances qualify for a financial aid adjustment. If so, you will be emailed a form and asked to provide documentation in support of your request.
 - **The Aid Adjustment screening form for a Special Circumstance you may have experienced or are still experiencing will become available for the 2023-2024 school year on September 1, 2023.**
- **Unusual Circumstances** refer to the conditions that justify an aid administrator making an adjustment to a student's dependency status based on a unique situation (e.g., human trafficking, refugee or asylee status, parental abandonment, incarceration), more commonly referred to as a dependency override.
 - For the 2023-2024 Academic Year, applicants must still indicate an unusual circumstance and request a determination of independence with their school. Should you have questions, you may contact the Financial Aid Office at: financialaid@ntc.edu or by calling 715.803.1647.

A student may have both a special circumstance **and** an unusual circumstance. Financial aid administrators (FAAs) may make adjustments that are appropriate to each student's situation with appropriate documentation.

ENROLLMENT STATUS

At NTC, a student's financial aid enrollment status is determined by the actual number of credits in which the student is enrolled. Please see the table below for enrollment statuses:

Full-Time	12 credits or more per semester
¾-Time	9-11 credits
½-Time	6-8 credits
Less than ½-Time	1-5 credits per semester

This applies to the fall, spring, and summer semesters for [Financial Aid purposes](#).

PELL RECALCULATION DATE (CENSUS) (THIS SECTION APPLIES TO ALL STUDENTS REGARDLESS OF COURSE FORMAT)

Financial aid funding and payment are based on the number of enrolled credits on the Pell Recalculation Date (PRC, formerly referred to as Census Date). The PRC at NTC is the 14th day of the semester, including weekends. At this point in the semester, credit hours are “locked” and financial aid for the term is adjusted to reflect the student’s official enrolled credits. If a student is on a waitlist for a class, then they must be removed from the waitlist and enrolled in that class before the PRC receives financial aid for the class. Courses that are dropped by a student (withdrawal) or instructor (F grade) prior to the PRC for a semester are not included in a student’s course load when determining grant and loan eligibility.

Please see the following examples:

Student 1:

Enrolled in 12 credits as of the first day of school. Dropped one 3-credit class a week later before PRC. Did not add any additional classes afterward.

On the 14th day, financial aid is calculated at $\frac{3}{4}$ -time status (9 credits total).

Student 2:

Enrolled in 6 credits as of the first day of school. Added 2 more classes before PRC, 3 credits each.

On the 14th day, financial aid is calculated at full-time status (12 credits total).

Student 3:

Enrolled in 9 credits as of the first day of school.

2 months later, the student enrolls in a late-start course, adding 3 additional credits for a total of 12 credits for the semester.

As of the 14th day of the semester, financial aid was already calculated at $\frac{3}{4}$ -time status (initial 9 credits) and the student will not receive additional financial aid (Pell Grant) for the late-start course. If the student has remaining loan eligibility, he or she could request an additional loan.

****Please note:** had the student enrolled in the late-start course **prior** to the PRC, the financial aid would have been calculated at full-time status.

For students taking all late-start courses only:

Financial aid offers for late-start students are based on the number of credits a student has on the initial day the student enrolled in classes. For example, a late-start student enrolls in two 3-credit classes today, and then adds two 3-credit classes the next day. Their financial aid offer will only be based on the two 3-credit classes in which they enrolled on their initial day of enrollment.

CLOCK TO CREDIT CONVERSION

Effective July 1, 2021, the US Department of Education has made changes to how credits are recognized for financial aid purposes for non-associate degree programs that do not lead to an associate degree. Wisconsin Technical College System students who are enrolled in a technical diploma that does not lead to an associate degree, may not be eligible to receive full financial aid funding due to the new federal conversion requirements.

The [clock-to-credit hour conversion](#) will determine if the program includes the minimum number of credit hours to qualify as an eligible program for Federal Student Aid purposes. The formula also determines the number of Title IV (Financial Aid) credit hours associated with each class that an institution can use to determine a student’s enrollment status during the program.

Previously, the conversion formula for determining the number of credit hours in an educational program required an institution to use a ratio of 37.5 in-class clock hours to each semester credit hour, except the institution could include out-of-class hours if the in-class hours met a lower ratio – 30 clock hours to one credit hour.

Under the new regulations, there is no longer any consideration of out-of-class hours for purposes of the clock-to-credit conversion. Therefore, the revised formula for determining the number of credits in each class of an educational program is a credit must include at least 30 hours of instruction. This determination is made by dividing the total number of clock hours in a course by 30. *The result is the new total credit hours for the course for which financial aid will be paid. This total will be used when calculating financial aid offers.*

Northcentral Technical College has determined the following programs are required to apply the new federal clock-to-credit hour conversion and students enrolled in these programs will not be eligible for full financial aid funding based on the program's credit hours.

Please visit the program web page at the NTC website (www.ntc.edu) to determine the converted hours for each program of study subject to the clock-to-credit hour conversion.

Programs of Study:

- [Automotive Technician](#)
- [Electrical Power Distribution](#)
- [Fire Science](#)
- [Gas Utility Construction & Service](#)
- [Machine Tool Technics](#)
- [Manufacturing Technician](#)
- [Medical Assistant](#)
- [Medical Coding Specialist](#)
- [Medical Office Specialist](#)
- [Surgical Technologist](#)

Please Note: Determination of enrollment status for federal student aid purposes is different because the courses in these programs cannot be fully counted towards the completion of a two-year associate degree program. You may contact the Financial Aid Office at 715.803.1647 / financialaid@ntc.edu, if you have questions.

DISBURSEMENT OF FINANCIAL AID

Disbursement of financial aid is the process in which financial aid (grants, loans, scholarships, etc.) is posted to your student account.

Prior to the start of each semester, registered students will receive an account statement from NTC (which can be viewed in their myNTC account). It will list tuition, fees, book charges, billing authorizations, and anticipated financial aid. If the student's financial aid or billing authorization does not fully cover their tuition, fees, and book charges, they must pay the balance or make satisfactory payment arrangements with the NTC Student Finance Office prior to the start of the fall, spring, or summer term.

As a general rule, loan disbursement begins no sooner than the 3rd full week of the semester (after the Pell Recalculation Date) with grant disbursement in the 4th week. For students taking all late-start courses only, financial aid funds are disbursed no later than 14 days after the first day of class for which a student has demonstrated attendance. If a grade of NS, W, U, or F is posted for a student or if a student receives a 100% or 80% refund, a student's financial aid may be reduced accordingly.

As financial aid is disbursed, it will be applied to student accounts. Outstanding tuition, fees, and book charges will be paid first.

All student loans are split between two equal disbursements each semester. This applies to single-semester loans (summer only, fall only, and spring only) as well as loans that are automatically split between fall/spring. The first disbursement can be made according to the disbursement schedule while the second disbursement will be made at the midpoint of the semester. Some students may not receive a refund after the first disbursement if all charges have not been paid, whereas other students may receive a partial refund followed by another refund later in the semester. Please keep this in mind when budgeting. If for some unexpected reason a student drops below half-time enrollment (fewer than 6 enrolled credits) at the time that the second disbursement would occur, the second half of any student loans will be canceled. Unearned grades of F, I, or U with a Last Date of Attendance (LDA) seven or more days from the end of a class are considered an unofficial withdrawal and those classes would not be included in the half-time enrollment requirement for loan disbursement. If an unearned grade changes during the semester due to the successful completion of the course or a failed attempt at successfully completing the class results in a change to the original LDA, the class may be able to be included in the half-time enrollment requirement for loan disbursement.

Disbursements to student accounts occur once a week throughout the term following the 3rd full week of the semester and refunds are processed by the end of the week. Not all financial aid will disburse at the same time, so it is possible to receive more than one refund transaction.

Students must attend classes to establish financial aid eligibility. Students must physically attend in-person classes to not be reported as a No Show. Academic activity must be confirmed in flexible online courses as well.

Although Virtual College courses are flexible-start, flexible-deadline courses, students are still expected to regularly participate and adhere to their individual Plan for Completion for each course. Pending financial aid will be reduced prior to disbursement for any classes that have NS (No Show) or F grades entered due to no activity. If aid is posted to a student's account and grades entered later indicate that they did not attend, the student will be responsible for repaying the full amount of aid disbursed to include any tuition charges. Financial aid funds should be used for school related expenses during the term.

Please keep your BankMobile refund selection updated to avoid delays in receiving your refund.

If you haven't made your refund preference selection, login at my.ntc.edu to get started!

1. Sign into my.ntc.edu
2. Select "Billing & Financial Aid"
3. Select "BankMobile Disbursements"
4. Select "Make Your Initial Refund Selection"
5. Then, select how you want your money delivered.

PAYMENT OF COURSE FEES

Students enrolled in courses at NTC need to pay fees or demonstrate financial aid eligibility by the beginning of the semester. All students registering for less than 3 credits are expected to pay tuition and fees at the time of registration unless eligible for financial aid (Pell Grant). For students taking 3 or more credits, tuition is due 15 days before the first day of class or immediately upon registration if less than two weeks before the start of class. Financial aid-eligible students will have payment deferred until financial aid is applied to student accounts and it appears as anticipated aid.

Students have the option of utilizing a variety of methods for payment of fees, including cash, check, money order, or credit card. In addition, NTC offers the Nelnet payment plan as a convenient means to pay charges. To enroll in the Nelnet payment plan, please visit the [Payment Information webpage](#) or contact the Student Finance Office at 715.803.1443.

BOOK CHARGES

A book voucher is a service provided to students with excess pending financial aid that allows them to purchase textbooks and needed supplies at the NTC Campus Store. The allowable book charge amount depends on a student's anticipated aid and is calculated by subtracting tuition charges from accepted financial aid. The maximum amount available for books will not exceed the difference between aid and other charges. Students that are eligible for a book voucher will receive an e-mail confirming their eligibility status. The e-mail will explain how to use the book voucher, terms and conditions, amount, expiration date, and for those who aren't eligible, the reason why they do not qualify for a book voucher. By choosing to use the offer of a book voucher, a student is authorizing NTC to use their excess financial aid funds to pay for book and supply charges applied to their student account. Students may choose not to utilize a book voucher, in which case no further action is needed. Visit the [Campus Bookstore website](#) for more information.

OUTSIDE AGENCY FUNDING

Any agency funding that students receive or expect to receive from an outside source must be reported to the Financial Aid Office regardless of when a student receives the notification of this funding. This includes scholarships, grants, loans, and employer reimbursement. The receipt of such aid may result in a reduction, cancellation, and/or repayment of need-based financial aid.

DUAL ENROLLMENT – CONSORTIUM AGREEMENTS

If students attend NTC and another college at the same time, they may be eligible to receive financial aid from one college for attendance at both colleges. Contact the Financial Aid Office at the college from which you plan to graduate to obtain a Consortium Agreement or obtain one online. The agreement must be submitted to and reviewed by the NTC Financial Aid Office before any financial aid funds based on enrollment at another college can be disbursed.

NTC partners with several colleges and universities within the state of Wisconsin, to offer many opportunities for future transfer students. If you are interested in pursuing a shared program, please reach out to our office or your Student Success Advisor at NTC.

SUMMER AID

At NTC, summer is considered to begin the academic year and is typically referred to as a “header” to the academic year. NTC determines a student’s summer financial aid based on their next year’s FAFSA. For instance, if you were finishing up your Spring 2023 semester and wanted to attend classes during the summer, any financial aid for which you would be eligible would be based on your 2023-2024 FAFSA. If you were enrolled for the Spring 2024 semester and wanted to attend classes during the summer, any financial aid for which you would be eligible would be based on your 2024-2025 FAFSA. A FAFSA for the next academic year can be filed as soon as October 1 of the current school year.

YEARLY MAXIMUM LOAN AMOUNT

The yearly maximum loan amount for the Federal Direct Subsidized and Unsubsidized Loans is intended to cover the summer, fall, and spring terms. If a student wishes to receive loan funds during the summer term, they will typically be offered up to one-third of the maximum annual amount (determined by grade level). NTC divides the loan amounts evenly to ensure that students will have access to borrowed funds in all three terms. If the maximum loan (determined by grade level) has been received over the summer and fall semesters, students will not be able to borrow additional funds for the spring. The following summer semester in the next academic year would be the next term loan funds would be available.

Examples:

- Student A is a 1st-year student eligible for up to \$3,500 in a subsidized loan. The student has 6+ credits during the summer and is interested in a loan. Student A is offered \$1,166 for summer and \$1,167 each for fall and spring.
- Student B has the same eligibility but decides not to use any loan funds during the summer. Student B is offered \$1,750 each for fall and spring if he/she is enrolled at least half-time.

However, the NTC Financial Aid Office is required to prorate the maximum loan amount that a student may receive when a student attends only one semester of an academic year (whether summer-only, fall-only, or spring-only) and is graduating at the end of that term, since the remaining period of study is shorter than an academic year. Proration limits the amount of subsidized/unsubsidized loans that a graduating student can borrow. The student's Direct Loan eligibility for the remaining period of enrollment is expressed as a fraction of how the number of credits a student is taking in the final period relates to the number of credits in the school's definition of an academic year (24 credits).

Loans will be prorated and adjusted as needed prior to disbursement.

YEARLY MAXIMUM PELL AMOUNT AND YEAR-ROUND PELL GRANT

A student's yearly maximum Pell Grant is determined by the Expected Family Contribution (EFC) on their FAFSA. A student that enrolls in summer classes and receives a partial Pell Grant may therefore have limited funds available in the spring term, depending on their credit load in each semester.

An amendment to the Higher Education Act of 1965 (HEA) allows an eligible student to receive up to 150% of the student's Federal Pell Grant Scheduled Award for an academic year. NTC is a "header" school, which means that the aid year always begins with summer and ends with spring (i.e., Summer 2023/Fall 2023/Spring 2024). The additional funds are only available if a student is enrolled at least half-time (6 or more credits) in the payment period for which the student receives Pell Grant funds more than 100% of the student's Pell Grant Scheduled Award (spring). NTC will offer additional Pell Grant funds in the spring semester as appropriate. Initial Pell Grant offers will not assume the use of excess Pell in the spring. Spring amounts will be increased accordingly prior to disbursement based on actual enrollment.

Examples:

- Student C is eligible for a yearly maximum Pell Grant of \$4,000. She is enrolled half-time (6-8 credits) in Summer 2023 and is offered Pell Grant funds in the amount of \$1,000. She is full-time (12 or more credits) in Fall 2023 and receives \$2,000. Student C has \$1,000 left of the Pell Grant for Spring 2024. If she enrolls as a three-quarter-time or full-time student in spring, she can receive the remaining \$1,000 (the half-time amount) PLUS additional funds to make up for her eligibility for the payment period.
- Student D is eligible for a yearly maximum Pell Grant of \$6,495. He is enrolled full-time (12 or more credits) in both Summer 2023 and Fall 2023 and is offered Pell Grant funds in the amounts of \$3,248 and \$3,247 per term. He has used 100% of the scheduled amount. However, if he enrolls in 6 or more credits for Spring 2024, he can now receive the corresponding Pell Grant out of additional funds. If he enrolls in 5 or fewer credits, he is a less-than-half-time student and not eligible for additional funds, so he will not receive Pell.

PRORATION OF AID

It may be necessary to prorate the Pell Grant and/or Federal Direct Loan funds that a student is eligible to receive if they are enrolled in a program that is shorter than an academic year or their remaining period of study is shorter than a full academic year (i.e., one semester). The Financial Aid Office follows Department of Education guidance to calculate a student's revised (sometimes reduced) financial aid offer in such cases.

REPEATED COURSEWORK

Federal regulations limit the number of times a student may repeat a course and receive federal financial aid for that course.

- A student may receive federal financial aid when repeating a course that was previously failed.
- A student may receive federal financial aid to repeat a previously passed course (with a D or better) one additional time if the student received federal financial aid for a previous attempt.
- Once a student has completed any course twice and earned a passing grade (with a D or better) they are no longer eligible to receive federal financial aid for that course
- If a student retakes a course that is no longer eligible for financial aid, the credits are excluded from the total enrollment and the student's financial aid will be adjusted to exclude these credits.

This regulation is federal law and there is no appeal process. To view the College's institutional policy on Academic Retakes, please visit the Policies & Disclosures web page on the NTC website: <https://www.ntc.edu/policies>

FEDERAL WORK-STUDY

Federal Work-Study (FWS) is a federally funded aid program designed to provide part-time employment for eligible students. Work-Study is not a grant or a loan. Work-Study will not apply directly toward tuition owed nor will it be disbursed to you in a lump sum amount. Instead, students must earn the Work-Study amount they are offered through working at a part-time job. Earnings through the Work-Study program are provided on a bi-weekly basis through a payroll deposit into your bank account. FWS jobs at NTC are paid \$14 or \$15 per hour depending upon the position. The FWS Program is designed to be an employment program, with work assignments given that will provide experience and reinforce each recipient's academic program and career goals. Work is documented and supervised. Despite including the name "study", the purpose of the program is not to pay students to study. However, the nature of some positions includes some "downtime". In some cases, the student is allowed to use that time to do personal things such as reading or studying.

To be offered Work-Study, a student must:

- Be a U.S. citizen or permanent resident.
- Be enrolled in a financial aid-eligible program.
- Demonstrate financial need by filing the Free Application for Federal Student Aid (FAFSA) each year.
- Request Work-Study by submitting the Work-Study Request which can be found in your myNTC account under "Billing & Financial Aid".
- Be enrolled on at least a part-time basis in the semester in which Work-Study is offered and earned.

Work-Study funding is limited and is offered to eligible students who request Work-Study on a first-come, first-served basis.

How to Find a Job

NTC posts all on-campus FWS job openings on its website: www.ntc.edu. The "Careers at NTC" jobs link (*located at the bottom of each web page*) directs students to the "Careers" web page where they can then select Student/Work-Study Jobs to view a listing of available positions. Each job posting provides students a link where they may click to "Apply" and submit an application as well as upload their resume. If a student is chosen for an interview, the supervisor will contact them. FWS supervisors may visit with several students before deciding which person is best suited for the position. Besides eligible on-campus FWS jobs, students may also be employed in off-campus jobs with an approved public or private non-profit organization/agency. The work for an off-campus employer must be in the public interest and must be approved. Federal work-study funds cannot be used to pay for work that is religious, political, or which is performed for the benefit of a private individual.

Work Hours and Work Schedule

Work schedules are flexible and take into consideration your class schedule. Students are not permitted to work during times they are scheduled to be attending class. Most students work no more than 10 to 20 hours a week during the school year. To determine how many hours a student can work, divide the amount of FWS offered in myNTC by the rate per hour that will be paid. This figure is the number of total hours a student can work. Students and their supervisor will determine their actual weekly work schedule. NTC currently has two, 16-week semesters. It is important that students work an average number of hours per week throughout the semesters that they are enrolled. If additional hours are worked more than the average, a student may run out of funds early and may have to stop working.

Payroll Information

NTC requires the completion of an electronic timesheet before students can be paid. After the timesheets are submitted, the student's supervisor must then approve them. Students will be paid bi-weekly through direct deposit either into a checking or savings account.

What if I Want Work-Study, but it is Not Part of My Financial Aid Offer?

If a student is not offered FWS as part of their Financial Aid offer, students may request Work-Study by submitting the Work-Study Request which can be found in their myNTC account under "Billing & Financial Aid". Students may also contact the Financial Aid Office at financialaid@ntc.edu or call the Financial Aid Office at: 715.803.1647 to check on their eligibility for FWS. If a student is eligible and funds are available, the student will be sent an e-mail confirming their eligibility from the Financial Aid Office. At this point, the student should submit an employment application online in the [Careers](#) section of the NTC website. If students are not eligible or funds are unavailable, they will receive an e-mail from the Financial Aid Office and may be able to be hired as a student employee (not as an FWS employee).

What if I Don't Want Work-Study?

If a student decides that they do not want work-study, they should DECLINE the offer in myNTC. If they have begun working, they should talk with their supervisor and contact the Financial Aid Office at financialaid@ntc.edu. The student's name will be removed from the list of eligible students and the funds can be offered to someone else.

Can I Have More Than One Work-Study Job?

Yes, students can hold more than one Work-Study job, however, combined hours worked cannot exceed 20 hours per week.

What Happens If I Do Not Earn All of My Work-Study Offer?

Nothing; you will not be penalized for not earning all of your funding.

FEDERAL DIRECT LOANS

Federal Direct Loans are a form of financial aid that must be repaid by the student borrower. Federal Direct Loans are either Subsidized or Unsubsidized and require students to be enrolled at least half-time (6-8 credits) in a financial aid eligible program.

- **Subsidized Loans** are offered based on financial need as determined by the FAFSA; therefore, not everyone is eligible. The borrower will typically not be charged interest before repayment begins or during deferment periods. The federal government “subsidizes” (pays) the interest during these periods.
- **Unsubsidized Loans** are not offered based on financial need. The borrower will be charged interest from the time that the loan is disbursed until it is paid in full by the borrower. If the borrower chooses not to make interest payments and allows the interest to accrue (accumulate) while in school or during other periods of nonpayment, the interest will be capitalized. This means that the interest will be added to the principal amount borrowed and additional interest will be based on that higher amount.

Repayment of both loans begins six months after one of three situations: (1) graduation, (2) the student drops below half-time enrollment, or (3) the student stops attending classes. If the offer included an unsubsidized loan, the student can choose to pay the interest while in school or have the interest added to the loan balance (capitalized). Please note that the cumulative unpaid total of subsidized and unsubsidized Federal Loans borrowed from NTC, and other colleges may limit or prevent a student from borrowing additional loans. There are fiscal limits on how much can be borrowed during a college career. Aggregate limits are set at \$57,500 for independent undergraduate students and \$31,000 for dependent undergraduate students, of which no more than \$23,000 may be subsidized. You must accept (and can request additional) loans via myNTC. In addition, Entrance Counseling and an active Master Promissory Note (MPN) are required in order to borrow from the Federal Direct Loan program. These must be completed online at StudentAid.gov. *NOTE: It is possible to return loan funds to NTC free of interest within 120 days of disbursement.*

Entrance Counseling and Master Promissory Note (MPN)

Students must complete an electronic MPN and Entrance Counseling to receive their loan funds. The Entrance Counseling will provide students with additional information regarding the Direct Loan programs (including the differences between subsidized and unsubsidized loans) as well as information on terms, interest rates, rights and responsibilities, and what type of borrower benefits each of the lenders included on the loan list provides. The MPN will be the legal agreement for the designated loan period. The FSA ID serves as an electronic signature. Entrance Counseling and an electronic MPN must be completed online at <https://studentaid.gov/>. If you are a transfer student or have completed Entrance Counseling previously, you must ensure that you have added NTC to the completed Entrance Counseling session.

1. On your Dashboard website within <https://studentaid.gov/>, find the link titled “**My Documents**” within the “My Info” section.
2. From the drop-down menu for Completed Documents, select **Loan Counseling**.
3. Click the **Sub/Unsub Entrance Counseling** option (with the most recent date) and click “**Notify Additional School**”.
4. Select the option for “U.S. Schools/U.S. Territory Schools” and then enter “Wisconsin”. In the Search by School Name section find NORTHCENTRAL TECHNICAL COLLEGE.
5. Click “Submit”.

ADDITIONAL LOAN REQUEST

If you already have a Federal Direct Loan but find that you need additional loan funds, you may apply for additional loan funds by using the Additional Loan Request menu option in myNTC. If you request more than your eligibility allows, the loan will be certified to your maximum eligibility. You will be sent an e-mail to your NTC e-mail account once the request has been reviewed and/or processed.

REPAYMENT OF LOANS

Students are obligated to repay the full amount of the loans that they borrow. Federal Direct Loans have a repayment grace period which will be indicated on the disclosure statement. Repayment begins on the day immediately following the end of the grace period. The entire unpaid balance of the applicable loans shall become immediately due and payable upon the occurrence of 1) making a false representation(s) that result in a student receiving any loans for which they are not eligible, or 2) defaulting on the loans.

Exit Counseling

Before you withdraw, graduate, or drop below half-time attendance (regardless of if you plan to transfer to another school), regulations **require** that you complete an Exit Counseling session for your Direct Subsidized and Unsubsidized Loans. The counseling session provides information and useful tips about how to manage your student loans after college. It helps you to understand your rights and responsibilities as a student loan borrower. Federal Direct Loan Exit Counseling is available at StudentAid.gov.

GRANTS

Federal and State grants are offered to students with financial needs. Grants do not have to be repaid unless a student withdraws from school, never attends class, or does not complete their entire period of enrollment with a passing grade. Most grants require a minimum of six credits to be eligible. Pell Grants can be offered to students with less than six credits if eligible based on the FAFSA. Pell Grants are determined by EFC and enrollment status.

ADDITIONAL RESOURCES

Financial aid is provided to help bridge the gap between a student's resources and the amount needed to pay for the cost of attending college. Financial Aid administered by Northcentral Technical College may only be used for educational purposes. Financial aid is calculated individually for a specific student based on their financial need as determined by the FAFSA. However, for some students and families, the funding offered will not be sufficient to allow them to attend college. In the case where a student needs additional resources to help pay for college, we refer them to two different loan programs discussed below.

1. PARENT PLUS LOANS

The Federal Direct PLUS (Parent Loan for Undergraduate Students) Program makes loans available to parents of dependent students. The maximum PLUS loan amount is limited to actual educational costs minus other financial aid that the student is eligible to receive. Parents are obligated to repay the full amount of the loan and all accrued interest. Students and parents that are interested in borrowing a Direct PLUS Loan must complete an NTC Parent PLUS Loan Authorization Form and their own Master Promissory Note (MPN). The NTC Parent PLUS Loan Authorization Form can be found at www.ntc.edu under Financial Aid Forms. For detailed information and additional requirements, please visit StudentAid.gov.

Parents borrowing under the PLUS Program may be required to provide evidence of creditworthiness, and some borrowers may be required to secure an endorser or co-signer for the Federal PLUS Loan.

2. ALTERNATIVE EDUCATIONAL LOAN PROGRAMS

When students have exhausted all forms of financial aid, private (also known as alternative) loans offer another way to supplement the cost of higher education. Students are strongly encouraged to consider all other options before borrowing an alternative loan. Private education loans tend to cost more than the education loans offered by the federal government but are less expensive than credit card debt. For more information, please visit the [Alternative Student Loans](#) webpage.

ENROLLMENT CHANGES

Eligibility for financial aid must be determined based on a student's enrollment level. Therefore, changes in enrollment after the semester starts may affect how much money a student receives. The actual amount of financial aid funding will be determined on the Pell Recalculation Date (Census Date; the 14th day of each semester – fall, spring, and summer). Credits added after that date will not be counted in a student's total enrolled credits and as such a student will not be granted any additional financial aid (grants). Students must register for all classes for a semester prior to the Pell Recalculation Date if they want to be considered for financial aid. Students should notify their Student Success Advisor or the Financial Aid Office any time they decide to change enrollment to determine what impact it may have on financial aid eligibility.

Drops

If a class is taken off a student's schedule during the 100% or 80% tuition refund period, their financial aid will be recalculated with the remaining eligible credits on their schedule. This will likely result in a reduction of financial aid and these credits will not count as credits attempted. If credits are dropped during the 60% refund period, the credits will count as credits attempted but not as completed.

No Shows

If students do not attend a class, or for online courses do not participate in a required academic activity, they are not eligible to receive aid for the class. In a situation where an instructor drops a student from the class that they are teaching due to the student being a 'No Show,' the student is notified by Student Services via e-mail of the NS grade and possible options for a partial refund or appeal for reinstatement. The Financial Aid Office is required to adjust aid based on actual credits. Financial aid will be reduced or eliminated for courses with an NS grade. If a student intends to drop a course, they must notify Registration at 715.803.1646 so that they can be officially withdrawn from the class. Do not simply stop attending class.

Audits and Challenge Tests

Audited credits are not counted in the calculation of credit load for the determination of financial aid. If students decide to audit a class after financial aid has been calculated and disbursed, their aid will be recalculated based on eligible credits. A repayment of financial aid may be necessary. Please be aware that if a student chooses to 'challenge test' out of a class, the class will no longer count towards financial aid and the student's financial aid offer will be recalculated based on the remaining credits.

FINANCIAL AID ACADEMIC STANDARDS

Satisfactory Academic Progress (SAP) Policy

Federal regulations require that students receiving federal financial aid must make satisfactory academic progress to maintain financial aid eligibility. This policy applies to ALL periods of enrollment, whether or not the student previously received financial aid. In accordance with the Higher Education Act of 1965, as amended, the Financial Aid Office at NTC has established the following policy for Satisfactory Academic Progress.

Satisfactory Academic Progress Standards

Northcentral Technical College (NTC) monitors all credits for all students, whether or not the student has received financial aid. The standards below are applied after the student's first semester of enrollment and each subsequent semester. Students must maintain Satisfactory Academic Progress (SAP) by receiving individual course grades of A, B, C, or S. Grades of D, F, U, I, IP, NS, DR, or W (withdrawal) will be treated as credits attempted but not successfully completed. Audited courses (AU) are not included in the calculation.

Qualitative Measure of Progress

Grade Point Average (GPA): Students must maintain a minimum cumulative GPA of 2.0.

Quantitative Measure of Progress (Pace)

Completion Rate: Students are required to maintain an overall completion rate of 67%. The completion rate is calculated by dividing the cumulative number of credits successfully completed by the cumulative number of credits attempted. Attempted credits include any transfer credits accepted and all credits taken at NTC regardless of whether the student received financial aid or not. Successful completion of credits includes those earned with an A, B, C, or S.

Maximum Timeframe: Students are expected to complete their degree/diploma program within a maximum timeframe for financial aid purposes. Federal regulations stipulate that the maximum timeframe is 150% of the published credit requirement of each eligible program. Students are only eligible to receive financial aid until their cumulative attempted credits plus any transfer credits accepted equals 150% of the required credits for their degree/diploma. Once a student has reached the maximum timeframe, they are no longer eligible to receive financial aid. Credits are counted starting with the semester the student first enrolled at NTC and include even those semesters for which financial aid was not received. Students who reach the maximum timeframe are immediately suspended from financial aid eligibility. NTC notifies students once they have reached 130% of their allowed credits to develop an Academic Plan for program completion.

Maximum Timeframe Examples: Program	Credits Required for Graduation	Maximum Credits (including transfer credits)
Accounting (Associate Degree)	66	99
Medical Assistant (Technical Diploma)	32	48

Immediate Suspension of Financial Aid

If at any point in time the Financial Aid Office determines that the student cannot complete their program within the 150% timeframe, the student will be immediately suspended from future financial aid for the remainder of their program, even if currently meeting the SAP standards.

A student who receives all F, I, NS, U, and/or W grades in a term will be immediately placed on Financial Aid Suspension and will not receive a Warning term.

Evaluation Period

NTC evaluates SAP progress at the end of each semester (fall, spring, and summer). Grades entered as of the established grading date for each semester will be used to calculate SAP. Missing grades will count as unsuccessful completion. Students must notify the Financial Aid Office of any grade changes. SAP status can be reviewed but, in some instances, cannot be updated until the next official SAP calculation.

Notification

Students are notified through their NTC e-mail of their Warning, Suspension, or 150% status at the end of each semester. Students who appeal their ineligibility will be notified of the outcome through their NTC e-mail.

Satisfactory Academic Progress Status

Warning: Students who fail to meet the GPA and/or the completion percentage standards for the first time will be placed on Financial Aid Warning. Students placed on Financial Aid Warning are eligible to receive financial aid for one additional semester, at which time they must be meeting the Satisfactory Academic Progress standards.

Suspension: Students on Warning who do not meet SAP standards are placed on Suspension. Suspended students are not eligible to receive financial aid until an appeal is approved or SAP standards are met.

Satisfactory Academic Progress Standards NOT MET	1 st semester	2 nd semester
Earn less than a 2.0 cumulative GPA	Warning	Suspension
Earn less than 67% cumulative completion rate	Warning	Suspension
Exceed the allowed number of credits attempted during college career (varies by program)	Suspension	Suspension
Receive all F, I, NS, U, and/or W grades in a semester	Suspension (no Warning term)	

Reinstatement:

Return to Academic/Financial Aid Good Standing

Students suspended from financial aid eligibility may regain eligibility for financial aid by enrolling at their own expense and attaining the Satisfactory Academic Progress standards. This may require enrollment in multiple semesters. Students return to good standing only after achieving a cumulative GPA of 2.0 and a cumulative completion rate of 67%. After meeting these standards, the student is no longer on Suspension and is eligible to receive financial aid.

Suspended students may also regain financial aid eligibility if a Satisfactory Academic Progress appeal is approved. Students who have appeals approved will be placed on an Academic Plan and will again lose financial aid eligibility if they have not met the terms of their plan as outlined.

Appeals

Students have the right to appeal their Suspension status based on non-academic, mitigating circumstances (i.e., surgery/hospitalization, mental health issue, dental emergency, child's medical condition, daycare issue, death of a loved one, eviction, or assault/domestic abuse). Financial Aid Suspension Appeals are reviewed by the Satisfactory Academic Progress Committee. For students appealing to have their financial aid eligibility reinstated for the next semester following their SAP suspension, appeals must be received within 30 days of receiving your SAP status notification. If you are appealing to have your financial aid eligibility reinstated for a future semester, please submit your appeal before the start of the semester.

- **Suspension due to not meeting GPA and/or completion standards:**
 - Step One: complete the Financial Aid Suspension Appeal form.
 - Step Two: Personal Statement - Explain the extenuating circumstances that prevented you from meeting the Satisfactory Academic Progress standards and what has changed to allow you to meet SAP standards at the next evaluation period.
 - Step Three: Provide Third Party Documentation. Provide third party documentation on professional letterhead to support your appeal. A third party is someone not related (clergy, social worker, case worker, counselor, doctor) who is familiar with your situation and can support the reason for the appeal.
 - Step Four: Schedule Appointment with Student Success Advisor - Set up an appointment to meet with your Student Success Advisor only after receiving the results of your appeal. An Academic Plan for your next semester of enrollment will be developed during this meeting.
 - Step Five: Enroll In and Successfully Complete Financial Aid Course - You are required to enroll in and successfully complete the Financial Aid Course #77862788 before an appeal can be approved.
- **Suspension due to reaching Maximum Timeframe:** Students complete the 150% Maximum Eligibility Timeframe Appeal form. If approved, students are placed on an Academic Plan and continue receiving financial aid for courses from a specified program. Students must complete all attempted courses with a grade of C or better, with no exceptions, or financial aid will be withdrawn.

Please note: at the discretion of the Financial Aid Office a requirement of the appeal process may be waived or a substitution allowed if there is an acceptable reason as to why a requirement cannot be met.

Additional Elements

Treatment of Grades

- **Attempted-Not Earned Credits:** Letter grades of D, F, U, NS (No Show), or W (withdrawal) are counted as credits attempted but not successfully completed.
- **Attempted-Earned Credits:** Letter grades of A, B, C, and S count as completed credits.
- **Incomplete Grades:** A grade of I (Incomplete) or IP (In Progress) may be assigned at the discretion of the instructor. I grades (Incomplete) will be counted as successful for calculating the completion rate (quantitative standard) of Satisfactory Academic Progress until such a time that a final grade is issued. *Note: Incompletes do not contribute toward GPA and will impact the qualitative standard of satisfactory academic progress and should be completed as soon as possible.
- **Audited Courses:** Audited credits are not financial aid-eligible and are excluded from academic progress calculations.
- **Consortium Credits:** Consortium credits are included in financial aid academic progress calculations.
- **Remedial Credits:** Students may receive financial aid for up to 30 remedial credits. These credits are included in academic progress calculations. A maximum of 30 remedial credits can be excluded from the maximum timeframe calculation.
- **Repeated Credits:** Students may repeat a class once to review course material or improve a grade. Repeated credits are included

in the completion rate and maximum timeframe calculations. All grades remain on the transcript. Only the most recent grade recorded is included in the GPA calculation.

- **Transfer Credits:** Transfer credits (earned at another college and accepted by NTC) are excluded from the GPA calculation but included in the completion rate and maximum timeframe calculations.
- **Withdrawals:** A W is assigned when a student withdraws from a class after the drop period for the semester has ended. W grades are considered attempted but not successfully completed credits. Grades of W do not impact the GPA calculation but do negatively impact the completion rate and the maximum timeframe calculations.

Program Changes

- **Change in Program:** Students who are in compliance with NTC's Satisfactory Academic Progress policy may change their program of study and remain eligible for financial aid. The maximum timeframe for financial aid will include all credits the student has attempted including those not applicable to the new program.
- **Additional Program of Study:** A student that has completed a degree or diploma program may be eligible for additional financial aid to complete another program of study. The maximum timeframe will still apply and students may need to submit an appeal to the Financial Aid Office.

RETURN OF TITLE IV FUNDS

Review this policy before withdrawing from courses or discontinuing attendance.

A student may find it necessary to withdraw from all classes during a semester. We recommend that before you withdraw, drop, or stop attending classes, you speak with a Student Success Advisor or a Financial Aid staff member to discuss what resources and options are available.

If a student withdraws from Northcentral Technical College, then the school, the student, or both may be required to return some, or all of the federal funds offered to the student for that semester. The federal government requires a return of Title IV federal aid that was received if the student withdrew on or before completing 60% of the semester.

Federal funds include Pell Grant, Supplemental Educational Opportunity Grant (SEOG), Unsubsidized Direct Student Loans, Subsidized Direct Student Loans, and Parent PLUS Loans. The formula used in the federal return of funds calculation divides the aid received into earned and unearned aid.

A student "earns" financial aid in proportion to the time s/he is enrolled up to the 60% point. The percentage of federal aid to be returned (unearned aid) is equal to the number of calendar days remaining in the semester when the withdrawal takes place divided by the total number of calendar days in the semester. If a student was enrolled for 20% of the semester before completely withdrawing, 80% of federal financial aid must be returned to the aid programs. If a student stays through 50% of the semester, 50% of federal financial aid must be returned.

The Financial Aid Office calculates the amount of financial aid you have earned prior to your withdrawal date. Any aid received more than the earned amount is considered unearned. The unearned financial aid must be returned to the respective federal programs no later than 45 days from when the student withdrew from or ceased attending classes at Northcentral Technical College. The Federal Funds Return Policy applies to students who have received federal financial aid assistance and have officially or unofficially withdrawn from NTC. The official withdrawal date is defined as the actual date the student begins the college's withdrawal process or the student's last date of academically related activity. In compliance with federal regulations, the Financial Aid Office will perform the calculation within 30 days of the student's withdrawal and funds will be returned to the appropriate federal aid program within 45 days.

If a student withdraws from school before 60% of the term has been completed, drops a class before the start date or within the first 10% of the class, or does not officially withdraw and receives all failing grades for the term, the Financial Aid Office will calculate the amount of unearned financial aid and return financial aid funds (in refund distribution order). For a student who withdraws after the 60% point-in-time, there is no unearned aid. However, a school must still complete a Return calculation to determine whether the student is eligible for a post-withdrawal disbursement.

Exemptions: If a student withdraws after successfully completing at least 6 credits in modular classes (First 8-week class) that makeup 49% or more of the enrollment period, a calculation is not required. If a student completes all graduation requirements from his or her program before completing all scheduled classes, the student is not considered to have withdrawn.

If a student received all F's for a term, confirmation of attendance from appropriate instructors may be requested at the discretion of the Financial Aid Office. If attendance cannot be documented or certified by the faculty, the Financial Aid Office will complete a Return

of Title IV Funds calculation using a 50% rate as prescribed by federal regulation. The student is notified of any financial liability resulting from this calculation. Any funds that are to be returned by the College will be returned in the following priority order:

- Unsubsidized Loan
- Subsidized Loan
- PLUS Loan
- Pell
- SEOG

Note: *Students must drop classes online or through the Records or Registration Offices. Students are NOT automatically dropped from classes by simply not attending. Students are liable for charges for classes not started unless they are dropped prior to the first day of the semester.*

Student's Responsibility / Notification to Student

Once the Return to Title IV Funds calculation has occurred, the Office of Financial Aid will notify the student of the results of the calculation and the aid that was returned. The Financial Aid Office will notify the student of any outstanding balance now due Northcentral Technical College as a result of the adjustment. The student is billed for funds that NTC is required to repay. The NTC Business Office invoices the student. Account balances not paid within 30 days are turned over to a collection agency.

Any time you withdraw, drop, or stop attending one or more of your classes it may impact your Satisfactory Academic Progress status. This may affect your ability to receive financial aid in the future. If your loans should go into repayment once you withdraw from school, it is important to make your payments on time to prevent default. If you default on a loan, you could lose your eligibility for any future financial aid.

Post-Withdrawal Disbursements

If you have completely withdrawn, dropped, or stopped attending classes before you receive financial aid, the Financial Aid Office must determine if you were eligible to receive any funding and the amount (if applicable). This is known as Post-Withdrawal disbursement.

If a student withdraws and receives less federal student aid than the amount earned, then the student is entitled to a post-withdrawal disbursement. The student must have met all the conditions for a late disbursement prior to the date the student became ineligible (date of withdrawal). If the student is eligible for a post-withdrawal of grant funds, NTC will apply the funds without the student's permission to tuition, fees, and book charges up to the amount of the outstanding charges.

If the student or parent is eligible for a post-withdrawal refund from Title IV loans funds, the Financial Aid Office will notify the student (or parent in the case of a PLUS loan) by providing written notification to the student (or parent in the case of PLUS loan funds).

The written notification will:

- Identify the type and amount of the Title IV funds that make up the post-withdrawal disbursement.
- Explain that the student or parent may accept or decline some or all the post-withdrawal disbursement.
- Advise the student or parent that no post-withdrawal disbursement will be made to the student or parent if the student or parent does not respond within 14 days of the date the Financial Aid Office sent the notification unless a decision is made by the Financial Aid Office to make a post-withdrawal disbursement.

If the student or parent submits a timely response that instructs the Financial Aid Office to make all or a portion of the post-withdrawal disbursement, the College will disburse the funds within 180 days of the determination that the student withdrew.

If the student or parent does not respond to the Financial Aid Office's notice, no portion of the post-withdrawal disbursement may be disbursed. If a student or parent submits a late response, the Financial Aid Office may make the post-withdrawal disbursement as instructed by the student or decline to do so. If a student or parent submits a late response to the Financial Aid Office and a post-withdrawal disbursement is not made, the Financial Aid Office will inform the student or parent electronically or in writing concerning the outcome of the post-withdrawal request.

A post-withdrawal disbursement must be made from available grant funds before available loan funds.

APPENDIX A: Summary of Next Steps Chart

- ❖ This chart provides a summary of what you need to know after aid has been offered. Additional details may be found within this guide and at www.ntc.edu > Student Portal > Financial Aid.

Next steps after accepting aid	<p>How do I let you know that I want to accept my financial aid? Once you are accepted into an eligible program, enrolled in classes, and offered financial aid, an e-mail notification will be sent to your NTC e-mail account. The e-mail explains how to view and accept your aid in your myNTC account as well as other important details.</p> <p>When does financial aid disburse? See the Financial Aid Important Dates & Announcements web page for dates. Disbursement takes place no sooner than 14 days after your first class has started.</p> <p>How do I receive my refund? Log into your myNTC account, click on the Billing & Financial Aid menu option on the left, and select the BankMobile Sign-On link to choose how you would like to receive your money.</p> <p>Will financial aid pay for my tuition first? Tuition, fees, book vouchers, and meal plans are paid first from your financial aid. Any refund due will be issued according to the refund preference that you choose via your myNTC account.</p> <p>How do I order books with my financial aid? If you are eligible for a book voucher, you will receive an e-mail indicating the amount available based on your anticipated financial aid and other changes. For more information, click here.</p>
Loans	<p>Students must be enrolled in a minimum of 6 credits to be eligible for loans and must complete online Entrance Counseling and a Master Promissory Note at https://studentaid.gov for loans to disburse. All student loans will be split between two equal disbursements each semester, with the second disbursement occurring at the midpoint of the semester.</p>
SAP Policy	<p>Federal regulations require that financial aid recipients make Satisfactory Academic Progress (SAP). To remain eligible for aid at NTC, you must meet the conditions below:</p> <ul style="list-style-type: none"> • Maintain a cumulative GPA of 2.0. • Successfully complete 67% of all credits attempted. • Complete your degree/diploma within a maximum timeframe of no more than 150% of the published credit requirement of your eligible program (this includes all transfer credits and all credits attempted). <p>For the full policy, refer to the Financial Aid Guide.</p>
Withdrawing	<p>If a student withdraws from class, ceases to attend, or does not attend a class, financial aid may need to be recalculated. This could mean a reduction of financial aid in some cases and/or owing financial aid back to the Department of Education. If a student intends to drop a course, they may do so by going into their myNTC account. Do not simply stop attending class.</p> <p>Before withdrawing from class(es), please discuss possible academic and financial aid implications with your Student Success Advisor and/or the Financial Aid Office.</p>
Other Aid	<p>Students must report any outside/private sources of assistance (non-NTC scholarships, DVR, non-federal Veteran's benefits, AmeriCorps, etc.) that are received. Please report this information by e-mailing financialaid@ntc.edu.</p>
Eligibility Factors	<p>Other factors can impact your financial aid eligibility. Listed below are some examples. For more information on your specific financial aid eligibility, please refer to your Student Aid Report (SAR), which you received upon submitting your Free Application for Federal Student Aid (FAFSA).</p> <ul style="list-style-type: none"> • Defaulted loans and over-payments • Bachelor's Degree • Incarceration • Pell and/or loan maximum limits

Appendix B: FINANCIAL AID INFORMATION – REFERENCE CHART

2023-2024 PELL Grant Amounts per Semester Based on Student’s EFC and Enrollment Status

To read the chart below, find your EFC # from your Student Aid Report (SAR) and your enrollment status. The numbers below the EFC column represent an approximate dollar amount that a student would be offered for **one** semester.

(Example: A student with an EFC of 0 for a 1/2-time enrollment would receive approximately \$1,849 for that semester)

*If you have questions regarding your actual eligibility, please contact the Financial Aid Office (include your Name and NTC Student ID) by email at financialaid@ntc.edu

EFC	0 To 0	1 To 100	101 To 200	201 To 300	301 To 400	401 To 500	501 To 600	601 To 700	701 To 800	801 To 900	901 To 1000	1001 To 1100	1101 To 1200	1201 To 1300	1301 To 1400	1401 To 1500	1501 To 1600
FT	3697	3672	3622	3572	3522	3472	3422	3372	3322	3272	3222	3172	3122	3072	3022	2972	2922
3/4	2773	2754	2717	2679	2642	2604	2567	2529	2492	2454	2417	2379	2342	2304	2267	2229	2192
1/2	1849	1836	1811	1786	1761	1736	1711	1686	1661	1636	1611	1586	1561	1536	1511	1486	1461
<1/2	924	918	905	893	880	868	855	843	830	818	805	793	780	768	755	743	730

EFC	1601 To 1700	1701 To 1800	1801 To 1900	1901 To 2000	2001 To 2100	2101 To 2200	2201 To 2300	2301 To 2400	2401 To 2500	2501 To 2600	2601 To 2700	2701 To 2800	2801 To 2900	2901 To 3000	3001 To 3100	3101 To 3200	3201 To 3300
FT	2872	2822	2772	2722	2672	2622	2572	2522	2472	2422	2372	2322	2272	2222	2172	2122	2072
3/4	2154	2117	2079	2042	2004	1967	1929	1892	1854	1817	1779	1742	1704	1667	1629	1592	1554
1/2	1436	1411	1386	1361	1336	1311	1286	1261	1236	1211	1186	1161	1136	1111	1086	1061	1036
<1/2	718	705	693	680	668	655	643	630	618	605	593	580	568	555	543	530	518

EFC	3301 To 3400	3401 To 3500	3501 To 3600	3601 To 3700	3701 To 3800	3801 To 3900	3901 To 4000	4001 To 4100	4101 To 4200	4201 To 4300	4301 To 4400	4401 To 4500	4501 To 4600	4601 To 4700	4701 To 4800	4801 To 4900	4901 To 5000
FT	2022	1972	1922	1872	1822	1772	1722	1672	1622	1572	1522	1472	1422	1372	1322	1272	1222
3/4	1517	1479	1442	1404	1367	1329	1292	1254	1217	1179	1142	1104	1067	1029	992	954	917
1/2	1011	986	961	936	911	886	861	836	811	786	761	736	711	686	661	636	611
<1/2	505	493	480	468	455	443	430	418	405	393	380	0	0	0	0	0	0

EFC	5001 To 5100	5101 To 5200	5201 To 5300	5301 To 5400	5401 To 5500	5501 To 5600	5601 To 5700	5701 To 5800	5801 To 5900	5901 To 6000	6001 To 6100	6101 To 6200	6201 To 6300	6301 To 6400	6401 To 6500	6501 To 6600	6601 To 6656
FT	1172	1122	172	1022	972	922	872	822	772	722	672	622	572	522	472	422	383
3/4	879	842	804	767	729	692	654	617	579	542	504	467	429	392	0	0	0
1/2	586	561	536	511	486	461	436	411	386	0	0	0	0	0	0	0	0
<1/2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

FT = 12 or more credits 3/4 = 9-11 credits 1/2 = 6-8 credits <1/2 = 5 or fewer credits

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