

# 2016-2017 Financial Aid Notification Packet

## About Your Financial Aid Notification Letter

Enclosed is your 2016-2017 Financial Aid Notification Letter. This letter tells you the amount of financial aid or scholarship that you have been awarded for the 2016-2017 academic year. The aid listed on your Notification Letter is organized by quarter, and each type of aid is listed separately. **If any quarter is not listed, this means you have not been awarded aid for that quarter.** (If you need aid for a quarter not listed contact the Financial Aid Office immediately.)

2016-2017 Academic Calendar	
Fall Quarter 2016	9/26/16 - 12/13/16
Winter Quarter 2017	1/3/17 – 3/21/17
Spring Quarter 2017	4/3/17 – 6/16/17
Summer Quarter 2017	TBD

### Conditions of Award

When you receive financial aid (applies to your bill or disburses to you Seattle Colleges Card), you agree to several conditions. See the enclosed “Conditions of Award” document.

### Canceling Aid Awarded

If you are not accepting some of the aid awarded, cross out each type or quarter offered that you are rejecting, sign, date and return the letter to the Financial Aid Office within two weeks.

## Are You Registered for the Right Number of Credits?

You must be registered for the appropriate number of credits each quarter in order to receive your financial aid or scholarship funds. What is the appropriate number of credits? All initial awards are based on full-time enrollment of 16 or more credits unless otherwise indicated on your Financial Aid Notification Letter.

If you do not plan to enroll for 16 or more credits, you should notify the Financial Aid Office in writing after you have completed your registration. In most cases, financial aid grants will be reduced proportionately to your credit load. However, some grants are not available to students taking fewer than 8 credits.

If you register for fewer than 16 credits and do not notify the Financial Aid Office in writing at least one week prior to the start of the quarter, you may experience delays in receiving your funds.

Full-time	16 or more credit hours
¾-time	12 - 15 credit hours
½-time	8 – 11 credit hours
Less than ½-time	2 – 7 credit hours

## Did you receive the Seattle Colleges Card Activation Kit?

The information is mailed to you in a green envelope. Contact the financial aid office 206 934-4977 if you have not received it.

## Courses Not Eligible for Financial Aid Funding

Adult Basic Education, Bright Future, GED Completion and Short Term Training Programs less than 33 credits and two quarter

# Will You Owe any Money Out-of-Pocket for your Tuition and Fees?

**If grants are less than tuition & fees**

If the total of your grants is less than your tuition and fees charges, you must pay the difference to the Cashier after your financial aid has applied to your account (2 days before the quarter starts). To avoid lines pay your balance on-line.

**If grants exceed tuition & fees**

If the total of your grants is greater than your tuition and fee charges, you will receive a refund for any funds that remain after your tuition and fees are paid. (See “Refund Disbursement” below).

**Important points to remember**

Work-study funds are not available at the beginning of the quarter. They must be earned (see Work-study description on the opposite page).

If you have an outside scholarship, or any type of outside aid that you are counting on to pay all or part of your tuition and fees, and the funds do not arrive by the tuition due date, please contact the Financial Aid Office for assistance.

## Financial Aid Refunds

Financial aid refunds will be released on the afternoon of the first class day each quarter.

**See “How to Avoid Problems And Delays” below**

1. You must have received the Seattle Colleges Card Activation Kit in the US mail at your home address.
2. You must have made a refund selection once you received the Kit (Mobile One Account, Your Own Checking Account, A paper check mailed to your home from Mobile One)

## Repayment of Financial Aid Grants

Students, who withdraw from all of their classes, stop attending their classes, or who complete zero credits, may be required to repay a portion of the financial aid grants they received for that quarter. Repayments are computed in accordance with federal regulations and the college’s refund policy. The Financial Aid Office will notify students who owe a repayment. 100% of the financial aid awarded will be owed back to the college for all students that attendance can not be verified. Copies of the complete repayment policy are available in the Financial Aid Office.

## Satisfactory Academic Progress

To be eligible to receive financial aid funding, you must make Satisfactory Academic Progress each quarter.

SVI’s Financial Aid Satisfactory Academic Progress policies are listed on the back page of this document.

## How to Avoid Problems and Delays in Receiving Your Financial Aid

- a) Complete all registration activity at least one week prior to the beginning of the quarter, and make no changes to your registration after that time.
- b) Either register for a full-time course load (16 or more credits), or notify the Financial Aid Office, in writing, at least one week prior to the beginning of the quarter that you have registered for fewer than 16 credits.
- c) Meet all Satisfactory Academic Progress requirements.
- d) Meet all Financial Aid Office deadlines.
- e) Read all materials provided by the Financial Aid Office and keep copies for your records.

# Description of Aid Programs

## Pell Grant and SEOG

SVI offers two types of Federal grants – the Federal Pell Grant, and the Federal Supplemental Educational Opportunity Grant (SEOG). These grants are considered a form of “gift aid” because they do not have to be repaid, provided students complete their courses. The Financial Aid Office determines eligibility for Federal grants, after students complete the financial aid application process.

## Washington State Need Grant

The Washington State Need Grant, like the Federal grants mentioned above, is a form of “gift aid” that does not have to be repaid, provided students complete their courses. This grant is available to Washington State residents with high financial need, the amount received can not exceed a students quarterly tuition charges and will be adjusted each quarter. The Financial Aid Office determines eligibility, after students have completed the financial aid application process.

## SVI Tuition Waiver

The SVI Tuition Waiver is granted by petition only to students that have completed the financial aid application process and are determined ineligible. Petitions are approved for one quarter only.

## Work-Study

Work-study programs offer students the opportunity to gain valuable work experience while earning money for college. Students are able to enhance their current course work as well as their future profession by integrating classroom learning with real-world work experience.

Students receive their work-study funds in the form of a paycheck from their employer based on their hourly wage and the number of hours they have worked in any given pay period. Please note that because work-study funds must be earned, they are not available at the beginning of the quarter to help students pay their tuition and fees. Work-study earnings can be used to meet current expenses, such as supplies, transportation, or living expenses, or they can be saved in a personal bank account to help pay expenses for an upcoming quarter.

The Financial Aid Office determines eligibility for work-study funding, after students have completed the financial aid application process. Students who are not awarded work-study, but who are interested in the work-study program, should contact the Financial Aid Office to be placed on the work-study wait list.

Declining an offer of work-study funds does not increase students' eligibility for grants.

## Loans

**Seattle Vocational Institute does NOT participate in Federal Student Loan Programs** (Stafford Loan, Plus Loan, and Perkins Loan).

## Scholarships

Both institutional and outside scholarships will be listed on this award notice. Scholarships are for full-time enrollment (16 or more credits per quarter) for the academic year (three quarters). Scholarship recipients must also meet SAP criteria listed on the next page. If you expect to use all of your scholarship in one quarter or for less than 16 credits you must contact your donor and have them notify the financial aid office before funds can be released.

## Other Grant Aid

Opportunity Grant, Worker Retraining, Veterans Educational Benefits, Work First Funds and Outside Agency Funding will also appear on this Award Notification. Eligibility for these programs is determined by the individual program

# Seattle Vocational Institute

## Financial Aid Satisfactory Academic Progress

*This document revised 07/01/2016*

Students receiving financial aid are required to make satisfactory academic progress in an eligible program of study. Satisfactory academic progress is reviewed prior to awarding aid, even if students previously attended without receiving aid. Satisfactory academic progress requirements are summarized below.

### #1. Satisfactory Academic Progress Requirements

- You must be enrolled in classes required for your program of study.
- You must be in good standing with the college\* and must maintain a minimum cumulative 2.00 grade point average (GPA).
- You must complete your program of study within the maximum time frame of 150% or your program length, 125% for state aid.
- You must progress in your program of study at a pace that will allow completion within the maximum time frame.
- You will be funded for one program of study. You must complete the appeal form available in the financial aid office to request a change of program or funding for a second program of study and the appeal must be approved.
- You must complete your courses on time.
- You must complete the appropriate number of credits based on your enrollment status.
- Cosmetology students must maintain a minimum of 300 clock hour's attendance per quarter.

**If you enroll**  
**Full-time (16 or more credits)**  
**¾-time (12 – 15 credits)**  
**½-time (8 - 11 credits)**  
**Less than ½-time (2 - 7 credits)**

**You must complete at least**  
**16 credits per quarter**  
**12 credits per quarter**  
**8 credits per quarter**  
**All credits**

### #2. Financial Aid Ineligibility Status

You will become ineligible for financial aid if:

- You complete less than 50% of the credits for which you were enrolled.
- You do not meet the satisfactory academic progress requirements listed above (#1) while on probation.
- You do not maintain a minimum cumulative grade point average of 2.00 after two (2) or more quarters.
- The maximum number of credits of attendance has been used or your pace of progress does not allow you to complete within the maximum time frame for your program of study.
- More than two consecutive quarters of unsatisfactory progress have occurred.
- You are enrolled in the Cosmetology program and attend less than 300 hours per quarter.

If you have already been offered financial aid and you are no longer eligible, your financial aid award will be canceled.

### #4. Academic Progress Review

Satisfactory Academic Progress is reviewed prior to offering any financial aid. In addition, Satisfactory Academic Progress is reviewed at the end of each quarter.

- Grades of 1.0 – 4.0 and “P” count as completed credits.
- Grades of “Y” count as completed credits only if assigned in accordance with district grading policy.
- Grades of less than 1.0 and letter grades of “I”, “N”, “NC,” “\*” and “W” do not count as completed credits.
- You may repeat a course in which you received an I, N, NC or W grade or a grade that does not allow you to progress in your program only once.

### #3. Warning or Probationary Status

If you do not meet the Satisfactory Academic Progress (SAP) requirements, nor the criteria for Financial Aid Ineligibility, you will be placed on Financial Aid Warning if:

- You attempt 16 or more credits but complete 8 – 15.
- You attempt 12 – 15 credits but complete 6 – 11.
- You attempt 8 – 11 credits but complete 4 – 7.
- Your cumulative Grade Point Average drops below 2.00. This is a warning, and therefore you are eligible for financial aid funding while on Warning or Probation Status.

**During your warning quarter you must meet ALL SAP CRITERIA as outlined under #1, above, or you will be placed on Financial Aid Ineligibility status.**

### #5. Reestablishing Financial Aid Eligibility

If you became ineligible for financial aid due to unsatisfactory academic progress, you may regain eligibility by:

- Registering at your own expense for a minimum of 8 credits at SVI; completing the appropriate number of credits based on your enrollment status (see chart, above); and having a 2.00 or greater cumulative GPA at the end of the quarter. Then submit a Reinstatement Petition for approval.  
**or**
- Submitting and securing approval of your written, documented appeal for reinstatement. The appeal should be based on unusual or extraordinary circumstances beyond your control and include a plan for future success in your program of study. You may also be asked to submit a Credit Review/Academic Plan if needed to assess pace of progress in your program of study.

**All petitions are submitted to the Financial Aid Office and reviewed by a committee of financial aid professionals.**