

2023-2024 Financial Aid Information Form

This form must be filled out in blue or black ink. Complete and answer **ALL** sections on this form. Priority consideration will be given to students who have completed all requested forms prior to **May 1, 2023**. A status of eligibility letter will be emailed after all required documents are received and your file has been completed.

****Check your RVC student e-mail and Self Service for information from the Financial Aid Office****

SECTION A: Demographic Information

1. Name: _____ Student ID: _____

2. Preferred name: _____ Date of Birth: _____

3. Social Security Number: _____ Email: _____

4. List any previous names you have had: _____

5. Address while attending RVC: _____ Phone: _____

6. Will you live with your parents while attending RVC? Yes No

7. Will you pay for daycare while attending RVC? Yes No

- If yes, amount YOU pay monthly for day care \$ _____

8. Do you or will you receive additional assistance other than the Pell/MAP Grants or Loans? Yes No

- If YES, what type: The Workforce Connection WIOA programs Private Scholarships
Veteran's Benefits AmeriCorps Other: _____

SECTION B: Educational Information

9. Please complete the below information pertaining to your High School completion credential:

<u>High School Diploma</u>	
High School Name:	_____
Location (City and State):	_____
Graduation Date:	Month: _____ Year: _____
<i>*List anticipated grad date if you are currently a High School Student*</i>	

OR

<u>GED</u>	
Completion Date:	Month: _____ Year: _____

SIGNATURE _____ **ID#:** _____ **DATE:** _____

I certify that all of the information reported on this form is complete and correct. The student must sign this form. **WARNING:** If you purposely give false or misleading information on this worksheet, you may be fined, sentenced to jail, or both.

2023-2024 APPLICANT'S RIGHTS AND RESPONSIBILITIES

1. I affirm to the best of my knowledge that information submitted is complete and correct.
2. I agree to give documentation of all requested information. Once received and reviewed I will be sent a status of eligibility email. (To check the status of your awards, access your award letter online at: www.rockvalleycollege.edu/onlineservices.)
3. I understand that I may not receive financial aid from two schools at the same time.
4. I will inform the Financial Aid Office of changes in any information submitted for financial aid.
5. I understand that Rock Valley College has the responsibility to cancel all financial aid if conflicting information or errors are verified.
6. Financial aid is not automatically renewable and must be applied for each academic year.
7. Students applying for other forms of financial assistance must first apply for the Pell Grant.
8. I am required to make satisfactory academic progress in the course of study in which I am enrolled, according to the Rock Valley College Satisfactory Academic Progress Policy.
9. I understand that the number of credits I enroll in affects the amount of aid I am eligible to receive.
10. I understand that financial aid is subject to change and may be revised if estimated dollars are not received from the Department of Education or ISAC (ie. errors made in calculation, withdrawals or drops, dropping below full-time status) All award letters are based on full-time enrollment.
11. I must read my rights and responsibilities concerning financial aid found in the current Education Department Student Guide or by going on-line to <https://studentaid.ed.gov>.
12. I am aware that the deadline for the Illinois MAP Grant is the date ISAC forecasts that funds are expended.
13. I affirm that to the best of my knowledge I do not owe repayment on a Pell Grant or Supplemental Educational Opportunities Grant (SEOG) previously received for study at any post-secondary educational institution.
14. I am not in default on a Federal Family Educational Loan and/or a Federal Direct Stafford Loan and/or a Federal Perkins Loan.
15. I affirm that I will be enrolled in either a curriculum leading to a degree/certificate, or transfer program applicable to a baccalaureate degree.
16. I understand that only courses registered for prior to the Financial Aid Registration Deadline date will count toward Title IV eligibility.
17. I authorize Rock Valley College to credit and apply Financial Aid to my account unless I notify the Financial Aid Office in writing.
18. I understand that all financial obligations I incur at RVC for the 2023-2024 academic year will be deducted from my financial aid awards. In addition, up to \$200 for previous years unpaid obligations will be deducted unless I notify the Financial Aid Office in writing.
19. I understand that all financial aid is awarded based upon availability of funds.
20. I understand that I am responsible for charges incurred even if grants/loans do not come through.
21. I understand that I must report any private scholarships and/or employer reimbursements that I receive to the Financial Aid Office.
22. I understand it is my responsibility to drop courses I will not attend prior to the last day for a tuition refund.
23. I certify that I will use Federal Student Financial Aid only to pay for my educational costs.
24. AUTHORIZATION: I hereby authorize Rock Valley College and its respective agents to contact me regarding my financial aid and/or student account, including but not limited to any balances that are becoming due or for delinquencies that are owed the College, at the current or any future number that I provide for my cellular phone or other wireless device, using automated telephone dialing equipment or artificial or pre-recorded voice or text messages, or otherwise.

For additional information go to www.rockvalleycollege.edu.

In compliance with federal regulations, the RVC Financial Aid Office reserves the right to request additional information to clarify conflicting application data. Photocopies of information requested will not be returned.

I have read the information and responsibilities outlined in this form and understand my obligation.

SIGNATURE _____ **ID#:** _____ **DATE:** _____

2023-2024 Satisfactory Academic Progress Policy (SAP)

Minimum Standards for ALL Financial Aid Students - This includes all Grants, some Scholarships, Loans, ALL Veteran Programs and ALL Work Study Programs

All students receiving financial aid (whether or not they have received financial aid in the past) must make Satisfactory Academic Progress (SAP) toward the completion of course requirements in an approved certificate or degree program. The Financial Aid Office will consider students to be making satisfactory academic progress if they meet all of the following criteria:

Completion Rate Requirement

- Students must complete 67% of all attempted credits each fall and spring semester.
- In addition, students must maintain an overall completion rate of 67% of all semesters attended. (See examples at end of policy).
- Attempted credit hours include: classes with a grade of 'D' or higher, withdrawn courses, failures and incompletes.
- Remedial and repeated courses are counted toward credit hour completion.
- Audits, proficiency tests, and non-credit courses are not included in attempted credits.

Grade Point Average (GPA) Requirement

Students must maintain a minimum GPA requirement in order to continue receiving financial aid. Undergraduate AND Remedial credits are counted toward GPA.

GPA	0 – 1.49	1.5 – 1.99	2.0 – 4.0
Hours attempted 1-12	Financial Aid Warning	Financial Aid Warning	Satisfactory
Hours attempted 13-24	Financial Aid Suspension	Financial Aid Warning	Satisfactory
Hours attempted 25 +	Financial Aid Suspension	Financial Aid Suspension	Satisfactory

- **NOTE: Even if classes are not eligible for financial aid, or you paid for the classes, they are included in financial aid hours attempted and GPA. For example: NAD 101 (Certified Nursing Assistant) classes are not covered by financial aid but are included in financial aid hours attempted and GPA.**

Maximum Time Frame Requirement

Students are expected to complete their program of study in a reasonable time period. Students may receive financial aid for 150% of the published length of their program at Rock Valley College, even if financial aid was not received for all attempted courses. For example, if a student is attempting an Associates of Arts Degree, the published length of the program is 64 credits. Applying the 150% maximum timeframe rule to this program would limit a student to 96 attempted credits (64 credits X 150% = 96 maximum credits). Please note that this maximum timeframe is specific to the student's chosen program, and in some cases may be more or less than 96 attempted credit hours. Attempted hours include:

- Any Remedial courses (less than 100 level – i.e.: MTH 093) beyond 30 attempted credits
- Repeated courses
 - When a student repeats a course, the total attempted hours will increase with each repeat, but the student may only earn hours for a successfully completed course once. Therefore, repeating courses will affect the student's ability to satisfy maximum timeframe measures.
- Withdrawn courses
 - If the student withdraws from a course (after the tuition refund period) for any given semester (e.g., student receives a grade of W for the course), the course credits are included in the count of attempted credit hours. Thus, withdrawn courses are calculated in the maximum timeframe measures.
- Non-completed courses (incompletes – grade of I)
 - Credits for an incomplete course (e.g., student receives a grade of "I" for the course) are counted as credits attempted for maximum timeframe measures; but only included in the credits completed when the

SIGNATURE _____ **ID#:** _____ **DATE:** _____

“I” grade is replaced with a passing grade. The “I” grade is treated as an “F” in the qualitative measure (i.e., cumulative GPA calculation) until the incomplete grade is replaced with a passing grade.

- Transfer courses accepted for credit at RVC are included in the maximum timeframe calculation, both as attempted and completed credits
Courses with grades of A, B, C, D, F
- **Note:** If a student changes majors, the credits the student earns at Rock Valley College will be included in the calculation of qualitative, quantitative and maximum time frame measures. If a student successfully completes a degree and enrolls in a subsequent degree program at the college, the student's SAP eligibility remains the same as it was when the student finished the first degree. All of the credits taken during the first degree will be counted to determine if there is any remaining eligibility for the second degree. In many cases, the student may not have remaining eligibility because of the maximum timeframe. *These limits apply regardless of whether or not the student has received financial assistance during prior semesters.*

Consequences

Satisfactory progress is evaluated after grades are posted for the spring and fall semesters (summer semester is calculated with fall, winter semester is calculated with spring). Evaluations will be based on courses completed and attempted at Rock Valley College, as well as credits transferred into RVC.

- Financial Aid Warning Status– Financial Aid Warning status does not require action (such as an appeal) by the student. Students may continue to receive financial aid while on Financial Aid Warning status. At the end of the warning semester, students must be meeting academic standards and have a 67% or higher completion rate to continue to receive financial aid. If after that ‘warning’ semester the student is not back in good standing, they may appeal (see Appeal Section for details later in this policy).
- Financial Aid Suspension Status – If a student does not meet the SAP standards at the end of the Financial Aid Warning period, that student is placed on Financial Aid Suspension. The student will be denied future financial aid at Rock Valley College until they obtain a satisfactory status by paying for their own classes (or see appeal process below)
 - This does not prohibit a student from attending and paying for classes on their own. Any financial aid the student is eligible to receive will be reinstated once the student is again making satisfactory academic progress and if the student has a completed financial aid file.
- Financial Aid Appeal – An institution that permits appeals may allow students to appeal the Financial Aid Suspension decision. Students may appeal their eligibility for financial aid to the SAP Appeals Committee based on extenuating circumstances. Pay close attention to the deadline for submitting an appeal.
- Financial Aid Probation - A student who fails SAP must successfully appeal to be placed on Financial Aid Probation. At the end of one payment period on Financial Aid Probation, the student must make SAP for that current semester and must be meeting the requirements of the academic plan.

Students will be notified via RVC student email, shortly after the conclusion of the Fall and Spring Semesters if they are on Financial Aid Warning, Financial Aid Suspension or if they regain eligibility.

Appeal Process

- Students who have extenuating circumstances, such as, military activation, death of immediate family member or serious medical condition, may submit an appeal. The appeal and supporting documentation must be submitted by the deadline stated on the appeal form to be considered.
- Appeal forms are available on the RVC website. Remember that documentation of the circumstance must be submitted before an appeal will be considered. You may submit your appeal form electronically at www.rockvalleycollege.edu/financialaid. Documentation may be delivered in person, via US mail, e-mail (RVC-FIA@rockvalleycollege.edu) or fax (815-921-4169). Include your name and RVC ID number on all documentation. Please call to confirm your fax was received. Current students will be notified via RVC student e-mail account as to the results of the appeal.

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Students should not assume that appeals will be approved. All appeals are considered on a case by case basis and the decision is final. The student is responsible for charges on their RVC student account during the appeal process. If the appeal is approved, the student will be reimbursed up to the amount of aid they are eligible to receive according to the Accounts Receivable refund schedule.

- When an appeal is granted the student **MUST** maintain a minimum of a 67% completion rate and a minimum 2.0 GPA for the next semester they attend or a renewal appeal (if needed) **WILL NOT** be considered. Students may also have to follow an academic plan as determined by an academic advisor.
- An appeal must be filed for each semester the minimum progress is not met and the student wishes to be considered for financial aid.
- Students who have an appeal approved may be required to complete an Academic Success Plan. Students will be notified of this requirement if applicable.

Regaining Financial Aid Eligibility if your Appeal is denied

If an appeal is denied, the student will be responsible for making Satisfactory Academic Progress on their own before Financial Aid can be reinstated. This means a student will need to pay for their classes on their own until their GPA is at or above a cumulative 2.0 average and is meeting the 67% minimum completion rate.

Academic Forgiveness/Tuition Appeal/Enrollment Appeal

Academic forgiveness (an undesirable grade is removed from your GPA), tuition appeals (tuition refunds), and enrollment appeals (a grade changed to a withdraw) are granted by the Registrar and do not automatically reinstate your financial aid. Contact the Records Department for more information on Tuition and Enrollment Appeals. If financial aid paid for the semester you are requesting a tuition appeal, a tuition appeal **WILL NOT** be approved. You must go through the financial aid appeal process as stated above for consideration of continued financial aid.

(SAP Policy Continued)

Examples:

- Student #1 enrolls in 12 credits for a semester, withdraws from a 3 credit class and passes the remaining credits. Student completed 9 credits, $9/12=.75$ (75%), student's progress is Satisfactory.

REMINDER: Student must meet BOTH criteria: completion rate AND minimum cumulative GPA.

- Student #2 enrolls for 9 credits for a semester and passes all credits however, has a GPA of 1.3. This is the student's first semester, so the attempted credits are 9. Student is on Financial Aid Warning – still eligible for Financial Aid, but must improve completion rate and/or cumulative GPA to continue receiving financial aid.
- Student #3 has attempted 30 hours and has a GPA of 1.5. The student did not receive financial aid for the 30 attempted hours. Then the student enrolls in 12 credits and passes all credits, but has an overall GPA of 1.75. Student's status is Financial Aid Suspension. It does not matter if a student received financial aid in the past, all coursework is included in the calculation.
- Student #4 has attempted 90 hours and has a GPA of 3.8. Student enrolls in 6 credits for a semester. Student passes all classes and maintains a 3.8 GPA. Student has now attempted 96 or more than 96 credits, therefore is no longer eligible for financial aid at RVC as the student has surpassed the Maximum Timeframe allowed.
- Student #5 is enrolled in a certificate program with a published length of 40 credit hours. The student has attempted 60 credit hours at Rock Valley. The maximum timeframe for the certificate program is 60 credits (40 credits X 150%), therefore the student would be on Permanent Standards, and would need to appeal their status to have their Financial Aid reinstated.

RVC's SAP policy is subject to change without notice to comply with federal and/or state regulations, or RVC Board of Trustees policy or action. For the most current Satisfactory Academic Progress Policy, visit www.rockvalleycollege.edu/financialaid.

SIGNATURE _____ **ID#:** _____ **DATE:** _____

2023-2024 IMPORTANT INFORMATION

- You may be eligible to ‘charge’ your books against your anticipated Pell Grant or Loan funds. To be eligible you must have a COMPLETED Financial Aid file, be eligible for grants/loans and be enrolled. For further information, contact the Financial Aid Office or go to our website at www.rockvalleycollege.edu/Admission/FinancialAid.
- Students taking below 100 level classes (i.e. MTH 099) MUST also be enrolled and attending a Pell approved 100 level or above class for financial aid to pay. If you drop or are dropped from your 100 level or above class, you will be responsible for all charges incurred for your below 100 level classes including any books/supplies you may have charged.
- Students may receive financial aid for a maximum of 30 attempted credit hours of developmental coursework (any courses numbered below 100).
- Students retaking a previously passed class may have the repeated class count toward financial aid enrollment once.
- NAD 101 (CNA course), Phlebotomy Technician, and Truck driving (CDL) programs are NOT eligible for financial aid. See the list of Pell eligible programs on the Curriculum Code list – Form #9.
- If you want financial aid to pay for late starting classes, you MUST be enrolled in those classes prior to the school’s Financial Aid course registration deadline for that semester. You may view these dates under Course Eligibility in the Financial Handbook at <http://www.rockvalleycollege.edu/Admission/FinancialAid/index.cfm>.
- If you are enrolled in late starting classes, you MAY not receive aid for those classes until AFTER they have started.
- Award status can be checked by going online to: www.rockvalleycollege.edu/onlineservices in the Financial Aid section.
- Students receiving Title IV funds (Federal Pell Grant, Federal SEOG and Federal Family Education Loans) who withdraw from all classes and/or fail all classes (officially or unofficially) will be subject to Rock Valley College’s refund policy and the federal policy regarding the possible return of Title IV funds awarded to the student. The student will be responsible for any tuition balance resulting from the refund(s). Before withdrawing from any classes the student should contact the Financial Aid Office to see what effect this will have on their financial aid.
- You cannot receive financial aid while attending high school. To be eligible for financial aid, a student must have already earned a High School Diploma or recognized equivalent such as a General Educational Development certificate (GED).
- It is the students’ responsibility to contact the financial aid office if he/she will no longer be attending Rock Valley College.
- It is the students’ responsibility to read and understand the Satisfactory Academic Progress Policy.
- It is the students’ responsibility to check their RVC student e-mail account regularly for information from the Financial Aid Office and other offices at Rock Valley College.
- The lifetime limit for the amount of the Federal Pell Grant a student may receive is equivalent to 12 full-time semesters.
- Once a student has received 100% of their yearly Pell eligibility, they may be eligible to receive an additional 50%, provided they enroll at least half time in the subsequent semester and meet required eligibility criteria.
- As a result of the Retention of Illinois Students and Equity (RISE) Act, the cap of 75 MAP Paid Credit Hours for freshman and sophomore students was eliminated effective January 1, 2020.
- This information is subject to change without notice to comply with federal and/or state regulations, or RVC Board of Trustee policy or action.

By signing this form I attest that I understand the Important Information stated above.

SIGNATURE: _____ **ID#:** _____ **DATE:** _____

Print or save a copy of this form for your records.