



# Bellingham Technical College

## Student Financial Aid Handbook

# 2022-2023

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Welcome to the BTC Financial Aid Handbook. The Student Financial Resources staff recognize that education is an investment that will last a lifetime. We are committed to working with you to secure all eligible funding so that you can achieve your educational goals.

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All information contained within this handbook is accurate as of the time of publication. However, the Student Financial Resources office may make changes at any time to comply with state, federal, or institutional policy changes. Students should note that some of the information contained in this handbook is specific to the 2022-2023 academic year, and are encouraged to review this publication annually.

## **Part 1 – BTC Student Financial Resources Office**

### **Mission Statement**

The Student Financial Resources Office provides access, aid, and advisory services for the BTC community to facilitate student enrollment, retention and completion at Bellingham Technical College.

### **Important Information**

Location - [3028 Lindbergh Ave](#), College Services Building (CS) Room 101

Phone - 360-752-8351

Fax - 360-752-7151

Email - [finaid@btc.edu](mailto:finaid@btc.edu)

School Code – 016227

### **Financial Aid Award Year Sessions**

The 2022-2023 financial aid award year begins in summer 2022 and runs through spring 2023. Students must complete a new application for each year that they intend to attend college. FAFSA and WASFA applications are available beginning on October 1 for the following year.

This handbook covers the 2022-2023 academic year which includes the following sessions:

Summer 2022

Fall 2022

Winter 2023

Spring 2023

Students attending during any of these quarters must complete a 2022-2023 FAFSA or WASFA and a 2022-2023 BTC Financial Aid [Data Sheet](#), as well as other possible required documents. The 2022-2023 FAFSA and WASFA will be available October 1, 2022.



## **Part 2 - What is Financial Aid?**

Financial aid helps students and their families pay for college expenses, which may include direct expenses (tuition and fees) and indirect expenses (books, supplies, living expenses, and transportation to/from college). There are several types of financial aid including grants, scholarships, loans and work study. Financial aid awards may include a combination of various types of aid.

- **Grants** – generally no repayment necessary; usually based on need
- **Scholarships** – no repayment necessary; based on merit and/or need
- **Loans** – repayment is required; some loans are based on need
- **Work Study** –work for an hourly rate; based on need

## **Part 3 - Aid Available at BTC**

In order to meet your educational needs, there are many programs offering student financial aid. Here are some offered at BTC:

- [Pell Grant](#)
- [Supplemental Educational Opportunity Grant](#)
- [Washington College Grant](#)
- [College Bound Scholarship](#)
- [BTC Foundation Scholarship](#)
- [Federal Work Study](#)
- [State Work Study](#)
- [Federal Direct Loans](#)
- [Opportunity Grant](#)
- [Passport to College](#)
- [Worker Retraining](#)
- [Basic Food Employment & Training](#)
- [Veteran's Benefits](#)

There are also many other need- and merit-based scholarship available from outside providers. See the [Financial Aid Websites and Resources](#) section of this handbook for more information. Be sure to carefully check for deadlines and eligibility requirements.

#### **Part 4 - Who is Eligible for Financial Aid?**

To receive federal, and/or state financial aid, students must meet the following eligibility requirements:

- Be admitted to the college and declared in an aid-eligible program.
- Be a U.S. citizen or an eligible non-citizen, or
- Have DACA status (Deferred Action for Childhood Arrivals) which is given to students who:
  - Graduated (or will graduate before beginning college) from a Washington state high school, or obtained a GED,
  - Lived in Washington for three years prior to, and continuously since earning the high school diploma or equivalent.
- For Pell Grant, attend a minimum of one program-required credit.
- For Washington College Grant (WCG), attend a minimum of three program-required credits.
- For federal loans, attend a minimum of six program-required credits, at the time of disbursement.
- Meet the requirements detailed in the Financial Aid Satisfactory Academic Progress (SAP) policy.
- Not be in default on a federal student loan (applicable to federal aid only).
- Not owe a refund on any federal or state aid due to a previous college withdrawal or overaward.
- Not have aid eligibility suspended or terminated due to a drug-related conviction that occurred while receiving Title IV assistance.
- Not be receiving federal or state financial aid from another institution for the same enrollment period.
- Students who previously earned a Bachelor's degree, are ineligible for some federal and state grants.
- Most awards have a need requirement, typically determined by completing the FAFSA.



**Part 5 - Aid Eligible Programs and Courses**

**Eligible Programs of Study** - Certain programs of study are eligible for federal and state financial aid.

**All Bachelor and Associate Degrees are eligible including:**

BAS	Bachelor of Applied Science
AAS	Associate of Arts and Sciences
AAS DTA	Associate of Arts and Sciences- Direct Transfer Agreement
AAS-T	Associate of Applied Science - Transfer

**The following certificates are eligible for aid** (this list is subject to change):

<p><b>Advanced Manufacturing</b></p> <p>CERT Industrial Maintenance and Mechatronics</p> <p>CERT Machining – Principles of Machining and CNC Operation</p> <p>CERT Process Technology</p> <p>CERT Water and Wastewater Treatment</p> <p>CERT Welding and Fabrication</p>	<p><b>Industrial Technology</b></p> <p>CERT Electrical Construction</p> <p>CERT Basic Welding Skills</p> <hr/> <p><b>Information Technology</b></p> <p>CERT Computer Network Support</p> <p>CERT Computer Support Specialist</p>
<p><b>Business</b></p> <p>CERT Accounting Assistant</p> <p>CERT Office Assistant</p>	<p><b>Nursing and Allied Health</b></p> <p>CERT Practical Nursing</p> <p>CERT Dental Assisting</p> <p>CERT Veterinary Assistant</p> <p>CERT Medical Office Support</p>
<p><b>Culinary &amp; Pastry Arts</b></p> <p>CERT Culinary Arts</p> <p>CERT Pastry Arts</p> <hr/> <p><b>Engineering Technology</b></p> <p>CERT Electronics Technician</p> <hr/> <p><b>Fisheries and Aquaculture Sciences</b></p> <p>CERT Fisheries &amp; Aquaculture Techniques</p>	<p><b>Transportation and Mechanical Technology</b></p> <p>CERT Automotive Collision - Non-Structural Repair</p> <p>CERT Automotive Technology - General Automotive Repair</p> <p>CERT Diesel Technology - Diesel Drive Train</p> <p>CERT Diesel Technology - Diesel Hydraulics Preventative Maintenance</p> <p>CERT Diesel Technology - Engines and Electronics Systems</p>

### **Eligible Courses**

Students who enroll in a financial aid eligible program, may receive financial aid for classes that are required for their program of study. Students who choose to enroll in a course that is not required for completion of their program will not have the credits included in their enrollment level for financial aid purposes.

### **Dual Program**

Financial aid is limited to assist with a student's primary program of study as indicated in the ctcLink system. The enrollment level associated with the student's primary program is utilized for determining financial aid eligibility. Courses associated with additional programs are not included in the enrollment level. See part 10 of this Handbook for the enrollment levels used for financial aid awarding purposes. Students are encouraged to consult with a College Navigator in the Admissions & Advising office if they wish to update their primary program of study.

### **Developmental Ed Classes**

Developmental education classes are courses often required as prerequisite to college-level (100 and higher) courses, but not college-level. Developmental education courses are numbered 85-99. A student is eligible for up to 45 credits of federal student aid in this category.

### **GED Courses**

Students may not receive aid for GED courses. Students who are taking a combination of GED and eligible courses should inform the Student Financial Resources Office to avoid delays or required repayment of aid.

### **Repeat Courses**

Federal regulations limit the number of times students may repeat coursework. Students may repeat a previously passed course one time and have the credits included in their enrollment level for financial aid eligibility. Any grade higher than an "F" is a passing grade for repeat coursework purposes. If a student passed a course once then receives financial aid for their second attempt and fails the second time, that failure counts as their paid retake, and the student may not be paid for retaking the course a third time.

### **Incomplete Courses**

If a student received an incomplete grade of an "I" in a prior quarter and is completing coursework to earn a passing grade in the subsequent quarter, that course does not count as part of the enrollment level for the subsequent quarter. The credits are included in the enrollment level for the quarter in which they originally enrolled for the course. See part 10 of this Handbook for the enrollment levels used for financial aid awarding purposes.

## **Part 6 - How and When to Apply**

Submit a financial aid application for each school year. There are two applications available, only one application is required for each student.

### **Free Application for Federal Student Aid (FAFSA)**

Students who are a U.S. Citizen or eligible noncitizen should complete a 2022-2023 FAFSA at <https://studentaid.gov>.

### **Washington Application for State Financial Aid (WASFA)**

Students who have HB1079 or DACA should complete the Washington Application for State Financial Aid (WASFA) at <https://wsac.wa.gov/wasfa>

Additional financial aid forms and scholarship information are available on the [BTC Student Financial Resources webpage](#)

### **Aid Application Checklist:**

- Apply for admission to BTC in an eligible certificate or degree program. <https://www.btc.edu/FutureStudents/AdmissionsSteps.html>
- Complete the FAFSA at <https://studentaid.gov/h/apply-for-aid/fafsa> or WASFA at <https://wsac.wa.gov/wasfa>
- Review your Student Aid Report (SAR) sent to you by the US Department of Education
- Complete the [BTC Financial Aid Data Sheet](#) and any other documentation the Student Financial Resources office asks for.
- Review your financial awards and status by using your [ctcLink student account](#) (use your complete SSN as your username and your six-digit date of birth as your password)
- Apply for student loans if desired. Complete [Student Loan Entrance Counseling](#) and sign your [Master Promissory Note](#), then request a loan application from the BTC Student Financial Resources office
- Register for approved classes. Ask your College Navigator for guidance on selecting courses.

### **When to Apply**

Apply for financial aid as soon as possible after October 1 of the year before you will begin college. Applications are accepted all year long, but since some aid is limited and awarded on a first-come, first-served basis, if you complete your application by May 1 you will receive priority for limited-funds.

Processing an application file takes time, so even if you do not wish to receive priority for limited-funds, be sure to apply by the quarterly priority deadline and respond to all email requests from the Student Financial Resources office in a timely manner to ensure your aid will be available at the start of the quarter.



**It is the student’s responsibility to check all correspondence and check requirements and messages posted in the ctclink student account.** Any requirements for receiving financial aid will be posted in the ctclink student account. A student’s financial aid file is not considered to have been completed until all required items are received.

### Priority Application Deadlines

We recommend you begin the process at least two months before the following deadlines:

- Summer Quarter: May 1
- Fall Quarter: July 1
- Winter Quarter: November 1
- Spring Quarter: February 1

Remember to check your email and your [ctclink student account](#) to ensure you have completed your application, or to determine what other steps might be needed.

### **Part 7 - Determining Your “Need” Amount**

The following equation is used in determining your financial aid eligibility, or “need”:

$$\text{Cost of Attendance (COA)} - \text{Expected Family Contribution (EFC)} = \text{Financial Need}$$

A student is eligible to receive aid for up to their calculated need amount. A student is not guaranteed to receive this entire amount; this is the maximum amount of need-based aid a student is eligible to receive. Should a student receive aid in excess of their need, the Student Financial Resources office is required to reduce the student’s awards (starting with loans, then work study, then other awards) until the student is receiving only their need amount. A student can request an increase to their need by requesting a [budget adjustment](#).



**Part 8 –Cost of Attendance (COA)**

The **COA** is an estimate of the cost of your attending college at BTC. Your COA includes tuition, fees, room and board, books and supplies, personal/miscellaneous expenses, and transportation. This amount is based on several factors including enrollment status, residency, and whether you are living on your own or with your parent(s).

**2022-2023 Cost of Attendance**

The amounts listed below are estimated for average for full-time enrollment (12+ credits). Amount may vary depending on program, credit load, and program fees.

	<b>Living with relatives</b>	<b>Not living with relatives</b>	<b>Non-Resident, Not living with relatives</b>
Tuition & Fees*	\$6,000	\$6,000	\$9,900
Books & Supplies	\$942	\$942	\$942
Rent/Food/Utilities	\$3,516	\$10,650	\$10,650
Transportation	\$1,260	\$1,260	\$1,260
Personal Expenses	\$3,020	\$3,020	\$3,020
<b>TOTAL</b>	<b>\$13,731</b>	<b>\$21,117</b>	<b>\$25,017</b>

If you have educationally-related expenses in excess of the amounts listed above or an item not listed above, you may request an adjustment by completing a Cost of Attendance adjustment form with applicable documentation. Please be aware that an increase in your COA does not always result in an increase in financial aid eligibility.

**Part 9 - Expected Family Contribution**

Your Expected Family Contribution (EFC) is an index number used to determine your eligibility for federal student financial aid. This number results from the financial information you provide in your Free Application for Federal Student Aid (FAFSA) or Washington Application for State Financial Aid (WASFA).

Your EFC is calculated according to a formula established by law and considers your family’s taxed and untaxed income, assets, and benefits (such as unemployment or Social Security). Your EFC is used to determine the types and amount of financial aid you qualify for. We understand that there may be gaps in the amount of aid you need. Students are encouraged to contact the Student Financial Resources office to discuss funding options and affordability.

## **Part 10 - Verification**

In some cases, a student's financial aid application may be selected for verification. This is a process in which we confirm that the information provided on the application is accurate. Students who are selected for verification can still receive financial aid after submitting the information requested. To complete verification, students may be required to submit one or more of the following. The requirements will be listed in the ctcLink student account:

- Dependent Verification Worksheet
- 2020 IRS Tax Return Transcript for the applicant (available at [www.irs.gov](http://www.irs.gov))
- 2020 IRS Tax Return Transcript for the applicant's parent, if the student is dependent
- All 2020 W2 forms
- Verification of Identity/Statement of Educational Purpose form
- Verification of untaxed income

Documents required for verification must be submitted within 30 days of request or by June 1 at the end of the academic year, whichever comes first. Failure to meet this deadline may result in the office putting a stop on the processing of your application. Applications received after June 1 will not be processed.

If the documentation verifies the information submitted on the original application, financial aid will be awarded and disbursed as soon as admission, registration, and class attendance can be confirmed. If the documentation indicates the need for corrections, the corrections will be submitted electronically to the Department of Education by the Student Financial Resources Office. The student will receive a revised Student Aid Report from the Department of Education.

### **Referring cases to the Department of Education**

If, after conducting the review of an application, any credible information indicating that an applicant for Title IV program assistance may have engaged in fraud or other criminal misconduct in connection with his or her application, the school must refer the student to the Office of Inspector General of the Department of Education for investigation. The type of information that an institution must refer is that which is relevant to the eligibility of the applicant for Title IV program assistance, or the amount of the assistance. Examples of this type of information are:

- False claims of independent student status
- False claims of citizenship
- Use of false identities
- Forgery of signatures or certifications
- False statements of income

## **Part 11 – Grants**

A financial aid application (FAFSA or WASFA) must be complete, and a student enrolled in an [eligible program](#) at the college, before the application can be reviewed. After the Student Financial Resources office has reviewed the application for eligibility requirements as determined by state or federal regulations, the student will receive an award notification. The award notification will disclose any aid amounts awarded.

A student has the right to accept or decline any portion of an offered financial aid award. If a student wishes to decline or cancel an offered award, they may submit a written statement to the Student Financial Resources office indicating the award(s) they wish to decline.

Financial aid is applied to outstanding tuition and fee costs first. If there is a credit balance remaining, a financial aid refund will be disbursed to the student. Aid cannot be disbursed until the first day of the quarter or after.

If the student is not eligible for any other types of aid except student loans, he/she will receive a notification of “loans only” financial aid status. A BTC Loan request form must be completed in order to receive a student loan.

Grant aid is typically awarded or pro-rated (reduced) according to the following enrollment levels:

Full Time:	12 credits or more	100%
Three-quarter time:	9 - 11 credits	75%
Half-time:	6 - 8 credits	50%
Less than half-time:	1 - 5 credits	25%

### **Pell Grant**

All students who complete a FAFSA are first considered for the **Federal Pell Grant**, which is available to students with significant financial need, and who meet all other eligibility requirements.

Pell Grant eligibility is established by the FAFSA. Actual payments of Pell Grants are based on eligibility (EFC) and enrollment.

Students enrolled in 12 credits or more (full-time) receive 100% of the full Pell Grant for that quarter, with these exceptions:

Lifetime Pell Grants are limited to a maximum of 18 full-time quarters, or the equivalent. This maximum applies to all colleges the student attends. For example, a student who uses 6 full-time quarters and 2 half-time quarters of Pell at any college will have received the equivalent of 7 full-time quarters of Pell, and will be eligible for only 11 total additional full-time quarters of eligibility at another college or colleges.

Students may receive 4 quarters of Pell grant in a year, provided the final (spring) quarter the student is attending at least half-time. Otherwise, a student may only receive three full-time quarters or an equivalent combination.

### **Federal Supplemental Educational Opportunity Grant (FSEOG).**

In addition to the Pell Grant, a student with significant financial need may be awarded another federal grant, the **Federal Supplemental Educational Opportunity Grant (FSEOG)**. Availability is dependent on limited federal funding to the college. FSEOG is awarded to students with a 0 EFC, who submit their FAFSA early and who meet all other eligibility requirements. Funds are limited and not all eligible students will receive FSEOG. If all students meeting these requirements have been awarded and funds remain, students an EFC of greater than zero will be considered. Award amount is typically \$333 per quarter or \$1,000 per academic year. This award is first-come, first-served, so applicants meeting the

May 1 priority deadline will have first consideration. FSEOG is awarded for the fall, winter, and spring quarters only.

### **Washington College Grant (WCG)**

Students who submit a FAFSA or WASFA are considered for WA College Grant. Grants are awarded to students with financial need who are residents of Washington State (for over 1 year) and meet all other eligibility requirements. Students may receive 4 quarters of WCG in a year.

Amounts vary based on income, family size and enrollment level. Students must be enrolled in at least 3 credits per quarter to be eligible. The maximum WCG award amount will cover full tuition at BTC. Students may use the Financial Aid Calculator for an estimate of their WCG award.

Lifetime Washington College Grants are limited to a maximum of 15 full-time quarters, or the equivalent. This maximum applies to all state colleges the student attends. For example, a student who uses 6 full-time quarters and 2 half-time quarters of WCG at any college will have received the equivalent of 7 full-time quarters of WCG, and will be eligible for only 8 additional full-time quarters of eligibility at another college or colleges.

A student may not continue to receive WCG funding if the student has earned a bachelor degree.

### **College Bound Scholarship (CBS)**

The College Bound Scholarship program provides financial assistance to low-income students who want to achieve the dream of a college education. This early promise of financial aid is intended to alleviate the financial barriers that prevent low-income students from considering higher education as a possibility.

Students enroll in the program while in 7th and 8th grade. Eligibility is for students who are eligible for the free and reduced price lunch (FRPL) program, are in foster care, or whose family's income meets the guidelines. The deadline to sign up is June 30 of student's 8th grade year.

Students who enroll in the program, complete high school with a 2.0 GPA, and meet all other BTC financial aid requirements and income parameters will be eligible for the maximum CBS and WCG combined award amount per quarter for full-time enrollment in an associate degree or certificate. Awards are prorated based on enrollment level. All eligible students are awarded CBS and WCG.

### **Part 12 – Work Study**

Students who meet eligibility requirements may pursue employment opportunities through the **Federal Work-Study (FWS) or State Work-Study (SWS) programs**. Work study allows a student to earn an hourly wage for part-time jobs on campus. Work Study is available to students enrolled at least half-time (6 or more credits per quarter) who meet all other eligibility requirements. Funds available are based on limited annual federal funding. A list of [open Work Study positions and an application](#) to apply is available on our website.

### **Part 13 – Student Loans**

After considering all other grant and scholarship funding programs, FAFSA-filers may wish to pursue loan options through the Federal Direct Loan program or a private lender. Loans are money that students can borrow, they accrue interest, some include fees and must be repaid.

#### **Federal Direct Loans**

Direct Loans are available to students enrolled at least half-time (6 or more credits per quarter) who meet all other eligibility requirements. Students with financial need may borrow a **Subsidized Direct Student Loan**. Students, regardless of financial need, may borrow an **Unsubsidized Direct Student Loan**. Direct Subsidized Loans begin to accrue interest once a student graduates or ceases to be enrolled at least half-time (6 credits). Unsubsidized Direct Loans begin to accrue interest upon the first day of disbursement.

To borrow, students must complete a loan request form, Master Promissory Note and Entrance Counseling on <https://studentaid.gov/h/manage-loans>. Loan applications (or changes) must be received no later than two weeks before the last day of the quarter for which the loan is being requested.

#### **Annual Direct Loan limits for 2022-2023**

Amounts listed below are for the entire academic year. Loans are generally divided evenly over the three quarters of the academic year. Students who borrow a Direct Loan for one quarter only will have their loan split in half. The first half is disbursed at the start of the quarter and the second half is disbursed at the midpoint of the quarter. First-time borrowers must wait 30 days from the first day of the quarter before receiving their first loan disbursement.

#### **Dependent Student:**

First Year	0 to 45 <i>college-level</i> credits earned	\$5,500 (no more than \$3,500 of this amount may be in subsidized loans)
Second Year	46 or more <i>college-level</i> credits earned	\$6,500 (no more than \$4,500 of this amount may be in subsidized loans)
Third or Fourth Year	BAS students with 91 or more <i>college-level</i> credits earned	\$7,500 (no more than \$5,500 of this amount may be in subsidized loans)

#### **Independent Student:**

First Year	0 to 45 <i>college-level</i> credits earned	\$9,500 (no more than \$3,500 of this amount may be in subsidized loans)
Second Year	46 or more <i>college-level</i> credits earned	\$10,500 (no more than \$4,500 of this amount may be in subsidized loans)
Third or Fourth Year	BAS students with 91 or more <i>college-level</i> credits earned	\$12,500 (no more than \$5,500 of this amount may be in subsidized loans)

**Aggregate Federal Student Loan Limits**

There are aggregate federal loan limits. This is the maximum amount of loan a student can borrow.

Dependent Students	Up to \$31,000 of which only \$23,000 can be subsidized
Independent Students	Up to \$57,500 of which only \$23,000 can be subsidized

**Federal Parent Loan for Undergraduate Students (PLUS)**

Parent Loans for Undergraduate Students (PLUS) are loans made to parents of dependent undergraduate students. Parents may borrow up to the student's cost of attendance less anticipated financial aid. Additional information is available through the Student Financial Resources office or at <https://studentaid.gov/h/manage-loans>.

**Tips for Borrowing Responsibly**

- Think about what your repayment obligation means before you take out a student loan.
- If you do not repay your student loan on time or according to the terms in your Master Promissory Note, you could default on this legal obligation, which has serious consequences and will adversely affect your credit rating.
- Contrary to popular belief, loans are not forgiven for declaration of bankruptcy.
- For assistance with managing your loan and your budget, visit <https://www.iontuition.com>, a loan and money-management service provided for free by Bellingham Technical College.

**Signing a Master Promissory Note (MPN) means you agree to repay the loan**

- When you sign an MPN, you are agreeing to repay your loan according to the terms of the note.
- The note states that, except in cases of loan discharge (cancellation), you must repay the loan, even if you do not complete your education.
- The U.S. Department of Education does not guarantee the quality of education you receive or that you will find a job in your field of study.

**Make payments regardless of receiving billing notices**

- You must make payments on your loan even if you do not receive a bill or repayment notice.
- Billing statements are sent to you as a convenience. You are obligated to make payments even if you do not receive any reminders.
- If you cannot make your full monthly payment, contact your lender. Often, lenders will work with the borrower if they are experiencing economic hardship.

**Continue to pay while waiting for deferment or forbearance approval**

- If you apply for a deferment or forbearance, you must continue to make payments until you have been notified that your request has been approved
- If you do not continue to make payment, you might end up in default
- Keep a copy of any request form you submit, and document all contact you have with the holder of your loan

**Inform your lender if you:**

- Change your name, address or Social Security number
- Transfer to another school

**Entrance and Exit Counseling**

- For Direct Loans, you must complete a [Loan Entrance Counseling](#) session before your loan will be originated at BTC. This tutorial session provides you with useful tips and tools to help you develop a budget for managing your educational expenses and helps you to understand your loan responsibilities.
- You must complete a [Loan Exit Counseling Session](#) when you leave school or drop below 1/2 time (6 credits) to make sure you understand your rights and responsibilities as a borrower. You will receive information about repayment and your loan provider will notify you of the date loan repayment begins (usually six months after you graduate, leave school or drop below half-time enrollment).

**Programs that Help with Loan Repayment**

- [AmeriCorps](#) is a national network of programs that engages more than 70,000 Americans each year in intensive service to meet critical needs in communities throughout the nation. AmeriCorps offers several ways to get involved, from part-time local service programs to full-time residential programs. Members receive guidance and training so they can make a contribution that suits their talents, interests, and availability.
- The [PeaceCorps](#) is a federal agency that provides volunteers to foreign countries. Peace Corps Volunteers work in the following areas: education, youth outreach, and community development; business development; agriculture and environment; health and HIV/AIDS; and information technology. Within these areas, the specific duties and responsibilities of each volunteer can vary widely. Volunteers may apply for deferment of and partial cancellation of certain types of student loans.
- There are other state and federal programs that help you repay your student loans after college if you agree to meet certain conditions, like teaching in a school district without enough qualified teachers, or becoming a nurse or doctor in an area without adequate medical services. Information on many of these programs can be found at [www.fedmoney.org](http://www.fedmoney.org)

**Part 14 - Special Circumstances**

After submitting a financial aid application (FAFSA or WASFA) and satisfying all requirements, students may request an adjustment to their application. Adjustments may be requested to more accurately reflect the student's ability to contribute toward their educational expenses. Students may appeal by completing a [Petition for Special Circumstance](#). Each appeal is reviewed on a case-by-case basis and is documented in the student's electronic file. Appeals are either approved, pended for additional information or denied. If a student is requesting a PJ based on a change in income, the student may only submit one appeal for the award year. Appeals apply to one academic year only and do not carry over to the next year. If the situation which caused a student to appeal persists into the next award year, it is the student's responsibility to file a new appeal.

Professional Judgments can NOT:

- Be used to circumvent the law or regulations



- Make an otherwise independent student dependent
- Be made without documentation
- Be processed if a student has outstanding requirements

#### Documents Required for Professional Judgment

All students must provide a written, signed statement stating the circumstances surrounding their wish to appeal. Students must also complete as thoroughly and accurately as possible the Petition for Special Circumstance.

A student requesting a PJ is required to provide reasonable documentation. This could include:

- Tax transcripts for most recent tax year
- Birth or death certificates
- Unemployment compensation information
- Parent taxes or financial information
- Any other documents requested

#### **Dependency Override**

If a student who does not meet the qualifications for “independent status” upon completing their financial aid application feels they qualify for a dependency override, the student may appeal by completing a Petition for Independent Status. Each appeal is reviewed on a case-by-case basis and is documented in the student’s electronic file. Appeals are either approved, pended for additional information or denied. The approval or denial of the appeal is at the sole discretion of the Executive Director of Student Financial Resources. Appeals apply to one award year only and decisions made in one award year will not carry over to the next year. If the situation which caused a student to appeal persists into the next award year, it is the student’s responsibility to file a new appeal.

Dependency Overrides can NOT be requested for the following reasons:

- Parents refuse to contribute to the student’s education
- Parents are unwilling to provide information required for the FAFSA or verification
- Parents do not claim the student as a dependent for income tax purposes
- Student demonstrates total self-sufficiency

#### **Unaccompanied Youth or Homeless (or self-supporting and at risk)**

Students who are homeless or at risk of homelessness are independent for financial aid purposes. Students in this situation should contact the Student Financial Resources office for an appointment for assistance with their financial aid application. If the student is able, they should provide documentation of homelessness or risk such as a signed testimony from the director or designee of a homeless youth center, a transitional living program, a high school counselor, or clergy.

#### **Deadlines for Special Circumstance requests**

Petitions for special circumstances will not be accepted after May 15 of the academic year (the last half of the final quarter of the year).

## **Part 15 - Satisfactory Academic Progress (SAP)**

The Satisfactory Academic Progress (SAP) policy intends to ensure students' progress toward completion of their degree or certificate program. To maintain eligibility for all aid programs, students must meet the Satisfactory Academic Progress (SAP) measures and fulfill reinstatement steps when required each quarter. All quarters of a student's enrollment in an aid-eligible program are considered including quarters in which a student did not receive financial aid. Attempted credits include repeated, failed, incomplete, and withdrawn credits after census. Students who do not meet the SAP measures are notified by email. Students who experience extenuating circumstances may regain eligibility by completing an appeal or by fulfilling the requirements listed below.

### **Satisfactory Academic Progress Measures**

1. **Grade Point Average:** Students must maintain a 2.0 cumulative grade point average (GPA).
2. **Credit Completion:** Students must complete the required number of credits based on their enrollment level as of the quarterly census date and complete a minimum of 66.67% of all attempted credits.
3. **Maximum Timeframe:** Eligibility is limited to 150% of the number of credits required for completion of a student's current program(s).

### **Satisfactory Academic Progress Statuses**

At the end of each quarter, SAP measures are reviewed and students are placed on Good, Warning or Suspension status for the following quarter. After successfully appealing, students are placed on Probation.

Good: Students who met both the qualitative and quantitative measures are placed on good status. Students in good status remain eligible for financial aid for the following quarter.

Warning: Students who were in good status but have not met the qualitative measure are placed on warning. Students who did not complete all credits attempted but successfully completed at least half of the minimum number of credits required for their enrollment level are placed on warning for one quarter. Students on warning remain eligible for financial aid for the following quarter.

Suspension: Students who do not meet both qualitative and quantitative standards while on warning or probation are placed in suspension. Students who do not complete at least half of the minimum number of credits required for their enrollment level are placed in suspension. Suspended students are not eligible for financial aid until they have been reinstated.

Probation: Students who were in suspension and gained reinstatement of aid eligibility are placed on probation for one quarter. Students on probation remain eligible for financial aid.

### **Reinstatement of Eligibility**

Students in suspension may regain eligibility by submitting an appeal to Student Financial Resources by the deadline provided. Appeals must include a written statement detailing the circumstances beyond the student's control that occurred and what actions the student has taken for academic success. Appeals are either approved, pended for additional information or denied and results are provided by

email. Students in suspension who choose not to appeal or have their appeal denied may regain eligibility by successfully completing a full-time quarter without the assistance of financial aid and must notify Student Financial Resources upon completion of the quarter.

### **Repeat Courses**

Financial aid will cover a repeated course previously passed once. For this purpose, passed means any grade higher than an “F”, regardless of any school or program policy requiring a higher grade. Students must submit a repeat form to the registration office at the beginning of the term. Only the highest grade for a course that has been repeated will count towards a student’s GPA. Therefore, grades from other attempts will be excluded from the student’s cumulative GPA. However, all attempts including the most current will be included in the calculation for the completion rate and maximum timeframe components.

### **Transfer Credits**

Credits that are transferred in from another institution and apply to the most current major will be excluded from the student’s cumulative GPA. However, they will be included in the calculation for the maximum timeframe and completion rate components and year in college loan amounts.

## **Part 16 - Receiving Your Money (Refund)**

Financial aid (grants and student loans) will be credited to outstanding tuition and fees first. If you have been awarded more financial aid than outstanding tuition and fees, the difference will be disbursed to you as a financial aid *refund*. Your financial aid offer as displayed in the [ctcLink student account](#) will give you an estimate of how much aid you have been awarded each quarter.

### **Receiving your financial aid refund**

BTC delivers your refund with BankMobile Disbursements, a technology solution, powered by BMTX, Inc. Visit this link for more information: <https://bankmobiledisbursements.com/how-it-works/>.

Make sure your mailing and email addresses are up to date with Registration.

- Students who drop from classes before or on the 10th business day of the quarter (census date), but after aid has been disbursed, may owe a repayment of financial aid.
- Students who registered for classes not required for their degree program may owe a repayment of financial aid.
- Students with questions about their financial aid refund should consult the Student Financial Resources office.

Students must attend classes to be eligible for financial aid. Students who do not attend a class, or withdraw early from classes, may owe a repayment of the aid that was awarded. **Students that owe a financial aid repayment may not be eligible to receive additional financial aid from any college, and may be subject to collection activity from federal, state or institutional sources.**

### **Tuition Refunds**

If a student drops within the timeframe allowable for a 100% refund or a 50% refund of tuition costs and the student received financial aid for the dropped classes, the difference between the financial aid allocated and the tuition refund due may take up to 30 days to process. Sometimes a student who drops classes will be eligible for a partial tuition refund, but sometimes the student will owe a complete or partial repayment of aid disbursed.

### **Part 17 - Returning Financial Aid Money (for non-completion of quarters)**

#### **Return of Title IV (Federal) Aid**

Title IV funds are awarded to a student under the assumption that the student will complete all courses he/she is scheduled to attend during the period financial aid assistance is awarded. When a student ceases attendance and/or does not complete all courses he/she was scheduled to attend, the student may no longer be eligible for the full amount of Title IV funds that the student originally received.

If a student ceases attendance prior to completing more than 60% of the payment period (quarter), the amount of Title IV grant or loan assistance earned by the student must be determined using a specific formula. This is known as the Return to Title IV Funds calculation. If the amount disbursed to the student is greater than the amount the student earned, unearned funds must be returned by the College and/or the student to the appropriate program. The exact amount to be returned by the College and/or repaid by the student will vary depending on the amount of financial aid earned and the date the student ceased attendance.

When a student fails to earn at least one grade in at least one course in a quarter, this calculation must also be performed. The repayment percentage is determined by the number of days remaining in the term from the student's last date of attendance (if known) or the midpoint of the term, whichever is later in the quarter. The amount of assistance earned is determined on a prorated basis. For example, if the student completed 30% of the payment period, he/she would earn 30% of the assistance he/she was originally scheduled to receive. If the student completes more than 60% of the payment, all of the assistance that he/she was scheduled to receive for that period is earned.

Any loan funds to be returned by the student (or student's parent for a PLUS Loan) are to be repaid in accordance with the terms of the promissory note.

Any amount of unearned grant funds that a student must return is called an **overpayment**. The student must arrange with the school to return the unearned grant funds, or the student's account may be sent to Federal collections.

The school will use the federal policy to determine the amount which must be returned by the student to Title IV programs. The procedure is:

1. Determine withdrawal date (for "W" grades) or last date of attendance (for "F" or "I" grades)
2. Determine Amount of Unearned Title IV Aid
3. Invoice Student for overaward

Students that fall into the Return of Title IV Funds obligation category will be notified with a letter explaining the results of the school's calculation process.

The College will return funds to the appropriate aid programs as prescribed by law and regulation in the following order:

1. Federal Direct Unsubsidized Stafford Loan
2. Federal Direct Subsidized Stafford Loan
3. Federal Direct PLUS Loan
4. Federal Pell Grant
5. Federal Supplemental Education Opportunity Grant (FSEOG)

If a student owes federal financial aid repayments or Return of Title IV Funds, the student will be denied federal aid eligibility at any institution and will not be able to enroll until full payment arrangements are made.

Satisfactory Academic Progress (SAP) requirements apply to all financial aid recipients regardless of the funding status due to a Return of Title IV Funds calculation. Repayment of part of a student's federal financial aid does not release the student from the SAP requirements.

### **Return of State Aid**

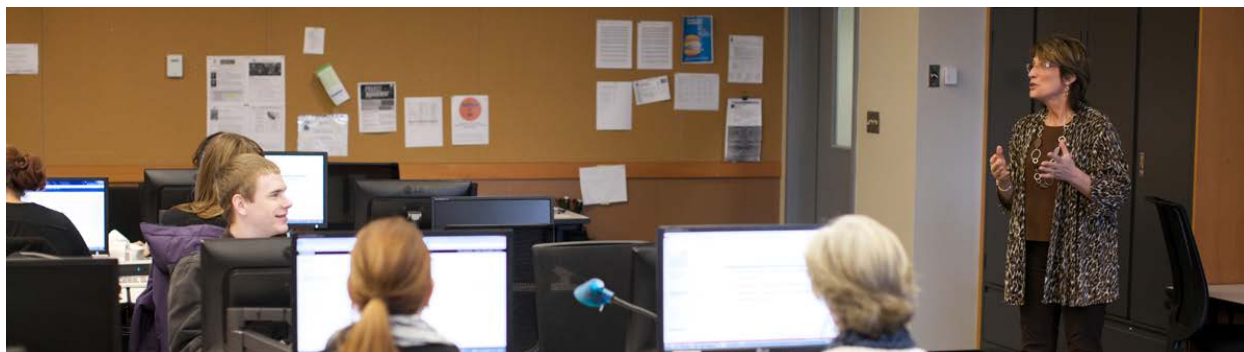
Recipients of a WA College Grant or College Bound Scholarship who fail to commence attendance in any one of their classes are subject to have their eligibility recalculated and may be required to repay all or a portion of the WA College Grants and/or College Bound Scholarship funds. Awards are based on a student's enrollment level and will be recalculated for students who do not begin attendance in all of the classes for which their enrollment level is calculated. The resulting award will be based on the number of credits a student attended. All monies, whether disbursed to the student account or directly to the student, shall be included in the repayment calculation.

The school will use the following procedure to determine the amount which must be returned by the student to the State.

1. Determine withdrawal date (for "W" grades) or last date of attendance (for "F" or "I" grades)
2. Determine Amount of Unearned State Aid
3. Invoice Student for overaward

### **Failure to repay overawards**

If students do not pay their overawards, their accounts will be sent to collections and the students will be responsible for any additional fees thereby incurred. They will be unable to receive any further aid at BTC or any other school until Federal repayment is made and they will be unable to receive any state aid at any Washington State college until state repayment is made.



## **Part 18 - Financial Aid and Taxes**

Any amount of grants and scholarships above and beyond the cost of tuition, fees, and required books and equipment is considered taxable income under the Tax Reform Act of 1986. It is the responsibility of the student to properly report this income to the Internal Revenue Service. Visit the [IRS Publication 970](#) site for more information on tax benefits for education.

### **Information on Tax Credits**

Many taxpayers are eligible to claim educational tax credits through the Lifetime Learning Credit or the American Opportunity Tax Credit. Eligibility for these tax credits is affected by family adjusted gross income, amounts of qualified educational charges paid and enrollment status. Only payments made for the appropriate tax year for qualified educational charges will be eligible for tax credits on your current year tax forms. Qualified educational charges include tuition, fees, and books (undergraduate only), but exclude room and board, and other nonacademic fees. In addition to the credits, taxpayers may be eligible to claim a student loan interest deduction and/or a tuition and fees deduction.

Please note, BTC does not provide personal tax advice. We suggest you contact a qualified tax professional for additional information. In late January, 1098-T forms are mailed to students. These forms show eligible charges billed, and grants and /or scholarships processed in the applicable year. Additional information is available at [www.irs.gov](http://www.irs.gov)

## **Part 19 - Glossary of Terms/Acronyms**

**CBS** College Bound Scholarship

**COA** Cost of Attendance

**Census Date** The date attendance is confirmed for each course and each student. Usually the 10<sup>th</sup> day of classes. After this date, changes to student schedule are not permitted.

**DL** Direct Student Loan – repayment is required

**EFC** Expected Family Contribution – determined by the FAFSA. The amount a student and/or family is expected to be able to contribute to the student’s education.

**FAFSA** Free Application for Federal Student Aid

**FSA** Federal Student Aid

**FSEOG** Federal Supplemental Educational Opportunity Grant – repayment is not required

**FWS** Federal Work Study Program

**GPA** Grade Point Average

**MPN** Master Promissory Note

**PELL** A Federal program where funds are awarded to students with the highest amount of financial need – repayment is not required.

**PJ** Professional Judgment. A determination made by the financial aid director based on documented extenuating circumstances

**PLUS** Federal Parent Loan for Undergraduate Students – repayment is required.

**SAP** Satisfactory Academic Progress

**SAR** Student Aid Report – received by the student and the school after the student completes the FAFSA

**SWS** State Work Study

**TITLE IV** Federal financial aid programs authorized under Title IV of the Higher Education Act of 1965 regulated and administered by the U.S. Department of Education.

**WASFA** Washington Application for Student Financial Aid- available for non-citizens to apply for State Aid eligibility

## **Part 20 - Financial Aid Websites and Resources**

- Visit the BTC Student Financial Resources page
- Manage your debt, find resources for budgeting, and take control of your finances at <https://www.iontuition.com> (Free to all BTC students)
- Complete your FAFSA at <https://studentaid.gov>
- Complete the WASFA (DREAMer students) at <https://wsac.wa.gov/wasfa>
- Learn more about BTC Foundation Scholarships.
- Find a variety of scholarships on <https://theWashBoard.org>, the Washington Scholarship Coalition’s website.
- Apply for need and merit-based scholarships for Washington State residents from the Washington Student Achievement Council (WSAC)
- Federal Student Aid - US Department of Education financial aid and scholarship information.
- College Board Scholarship Search - Locate scholarship and other information that matches your educational level, talents, and background.
- Plan your finances, education, and future at <https://wsac.wa.gov/#college/financial-aid-101>
- Check your financial aid status and awards in the ctcLink student account.
- Check your BTC schedule and verify your program or check that your classes are eligible.

