

GUIDE TO FINANCIAL AID

Welcome to Pensacola State College!

Applying for financial aid is a multi-step process that can be confusing and a missed step can lead to frustration and stress. Following the steps in this guide will help you successfully apply for financial aid. Please access the Pensacola State College website at www.pensacolastate.edu for additional information. You may also email us at AskUs@pensacolastate.edu or meet with one of our Financial Aid Representatives. A directory of helpful numbers and websites is provided at the bottom of this page.

FINANCIAL AID CHECKLIST

Your aid eligibility will be determined for your enrollment at the college after you complete the following steps:

- Step One:** Apply for Admission to Pensacola State College, take all required placement testing, and be officially accepted to an approved program of study at the college. Or update your prior application to the college with your current address, phone number and program of study. Please note, not all programs are eligible for federal and state financial aid.
- Step Two:** Complete all applications for State of Florida financial assistance (if a legal resident of the state). Go to www.floridastudentfinancialaid.org for further information.
- Step Three:** Apply online for your federal PIN at www.pin.ed.gov. Your PIN will serve as your electronic signature when you file the Free Application for Federal Student Aid (FAFSA) on the internet at www.fafsa.ed.gov and if you apply for a Direct Loan at www.studentloans.gov. Lost your PIN? Reapply at the same site.

Students must complete the following steps each year to receive financial aid:

- Step Four:** File the Free Application for Federal Student Aid (FAFSA) as soon as the online form becomes available in January. You will receive notification from the Federal Central Processing Service via the email address you input on your FAFSA form within 3 to 5 days of submitting the form using your PIN. Be sure to carefully read what is sent to you and check the accuracy of your FAFSA answers. If you filed your FAFSA before filing your taxes and indicated "Will File", as soon as you do file your taxes, you must return to your FAFSA and use your PIN to correctly update the answers or use the IRS Data Retrieval Tool.

When additional documents are required by the College to complete your financial aid file to determine your eligibility for aid, you will be notified by the College and given 10 days to provide your documents.

- Important:** You must list Pensacola State College as one of your college choices on the FAFSA. Our college code is 001513. Applying early improves your opportunity for the limited available resources.

- Step Five:** Register for classes. Are you in a program with special registration requirements? (Such as registered Nursing, Pharmacy Technology, and others) If so, please contact the Financial Aid office (850-484-1680) and request that your financial aid eligibility be processed prior to enrollment. **NOTE: The Financial Aid office communicates with our students via Spyglass and Piratemail, so please check your pirate mail and Spyglass account regularly as timing is critical in processing your financial aid award.**

IMPORTANT WEB SITES

Financial Aid/Veteran Services/Scholarships

www.pensacolastate.edu/fava

Scholarship Searches

www.fastweb.com

www.collegeboard.com

www.finaid.org

U.S. Department of Education

www.studentaid.ed.gov

Florida Academic Counseling & Tracking For Students (FACTS)

www.facts.org

Florida Bright Futures Scholarship

www.floridastudentfinancialaid.org

IMPORTANT PHONE NUMBERS

Pensacola State College Financial Aid Offices

Pensacola Campus.....(850) 484-1680

Scholarships.....(850) 484-1634

Veteran Services.....(850) 484-1670

Warrington Campus.....(850) 484-2349

Milton Campus.....(850) 484-4412

Financial Aid Information

Federal Student Aid Information.....1-800-433-3243

IRS Customer Service.....1-800-829-1040

Selective Service.....1-888-655-1825

Social Security Office.....1-800-772-1213

State of Florida, OSFA

Office of Student Financial Assistance.....1-888-827-2004

AVAILABLE AID PROGRAMS

PELL Grant – Federal PELL funds are awarded to undergraduate students earning their first degree who have the greatest financial need. Initial award amounts change when criteria used to determine eligibility, such as major, degree status, satisfactory progress, and income or family information changes. Actual payment will not be determined until after the 100% refund deadline and class attendance has been confirmed. Students must begin attending all classes on the first day.

Federal Supplemental Educational Opportunity Grant (FSEOG) – A federal need-based grant, FSEOG is awarded to undergraduates seeking their first undergraduate degree in an eligible program who have exceptional financial need. The award amount is up to \$500 per term. Priority is given to students with an Estimated Family Contribution (EFC) of “0” who apply for financial aid early. Students must also enroll for a minimum of 6 credit hours to qualify. Funding is limited and awarded on a first eligible-first awarded basis.

Florida Student Assistance Grant (FSAG) – FSAG is a need-based program for students who meet Florida residency requirements plus additional criterion. To qualify, a student must be seeking his/her first undergraduate degree, have a minimum 2.5 cumulative grade point average, be enrolled in an AA, AS, or AAS degree program, qualify for a Federal PELL Grant and be enrolled for a minimum of 6 credit hours. The award amount varies each year based on Florida State funding. Priority is given to qualified renewal students and full-time students with high unmet financial need who apply for financial aid early. Funding is awarded on a first eligible-first awarded basis and available for fall and spring terms only. For additional details and regulations, visit www.floridastudentfinancialaid.org. Click on “Programs Offered.”

Florida Student Assistance Grant-Certificate Education (FSAG-CE) – FSAG-CE is a need-based program for students who meet Florida residency requirements. To qualify, a student must also be seeking his/her first undergraduate degree, have a minimum 2.5 cumulative grade point average, be enrolled in a work-force certificate, be enrolled in a minimum of 6 credits, have remaining need, have an eligible EFC and maintain satisfactory academic progress according to the guidelines established by the Florida Office of Student Financial Assistance. A limited number of FSAG-CE grants are awarded each year. For the other specific eligibility requirements, visit www.floridastudentfinancialaid.org. Click on “Programs Offered.”

Florida First Generation Grant (FFGG) – When funding is available from the State of Florida, need-based grants for undergraduate Florida citizens whose parents have not earned baccalaureate degrees are awarded until the limited funds are depleted. Students must have 1) filed the FAFSA, 2) a completed Pensacola State College financial aid file, 3) have a Pell eligible EFC and 4) have remaining need plus meet other eligibility criterion as determined by the State of Florida and the college. Priority is given to returning, renewing students. Funding is limited by the State of Florida.

Employment

Federal College Work Study (FCWS) – A federal work program is available for eligible students to work on campus at approved locations. The College makes every effort to place students in positions that relate to their program of study. Students must file the Free Application for Federal Student Aid (FAFSA) though they do not have to be eligible for the PELL grant. Students must enroll for a minimum of 6 credits required for their degree program and must maintain a 2.0 cumulative grade point average and maintain satisfactory academic progress. Funding is limited for this program. Jobs pay minimum wage and generally require 10 to 20 hours of

work per week arranged around the student’s class schedule. FCWS awards do not defer tuition and fees and funds are limited based on the federal allocation received by the College. Students are paid bi-weekly for hours worked.

Florida Work Experience Program (FWEP) – A Florida State need-based program is available for eligible Florida citizens who are students. This work experience is designed to complement and reinforce educational and career goals. Eligible students are paid current minimum wage rate. Students may work 15–20 hours per week. Students must file the Free Application for Federal Student Aid (FAFSA) though they do not have to be eligible for the PELL grant. Students must enroll for a minimum of 6 credits required for their degree program and must maintain a 2.0 cumulative grade point average and maintain satisfactory academic progress. Funding is limited for this program.

Loans

Federal Direct Loan Program (FDLP) – A student loan program created by the USDOE is available to assist students with no other means to help with their educational expenses. These loans MUST be repaid at a later date. Loans may be subsidized (no interest accrues on the loan while in school) or unsubsidized (interest accrues while in school). Factors that affect eligibility are enrollment, cost of attendance, remaining need, grade level and other aid awarded. Direct loans require an additional form available through the Financial Aid/Veteran Services/Scholarship Office and online as part of the “Guide to Federal Student Loans” form. The student must enroll at least halftime (6+ credit hours) for the entire semester limited to courses required for their declared program. Students must have a 2.0 cumulative grade point average and maintain financial aid satisfactory academic progress. Parent Direct loans are available for credit worthy parents of dependent students through the United States Department of Education. The aggregate loan limit for dependent and independent students attending this college, including loans received from prior schools is \$12,000 for a 2-year program of study and \$24,000 for a 4-year baccalaureate program of study. First, access www.studentloans.gov to complete the required Entrance Loan Counseling and Master Promissory Note. Second, go to http://www.pensacolastate.edu/docs/finAid/finAid_FedDirectLoanWrapApp.pdf to complete the Pensacola State College Federal Direct Student Loan Request form. Third, submit the completed and signed form to one of the Financial Aid/Scholarship offices by the deadline.

Deferment of Fees – Students who have completed the financial aid process and have a certified Direct loan may request a deferment of fees based upon their anticipated receipt of loan funds. Student must have a 2.0 cumulative grade point average and maintain financial aid satisfactory academic progress. Should the student, for any reason, become ineligible for the anticipated funds, the deferment of fees becomes a loan that must be repaid by the student to the College. In order to receive a deferment of fees, the student must complete an additional promissory note with the college before the semester deadline date each term after registering for classes. Deadline dates are published. Additional information on the Direct Loan Process is available online at http://www.pensacolastate.edu/docs/finAid/finAid_FedDirectLoanWrapApp.pdf.

Short-Term Loans – The College makes available a limited number of loans for a portion of tuition charges with the maximum not to exceed 75% of the cost of tuition up to \$700. Students must document a means to repay the loan,

other than with anticipated aid. Applications are available and processed at the Cashier Office. These loans are for a short period of time within a single semester and must be repaid by the due date. The student must pay the remaining balance in order to secure their course registrations.

TIP-Tuition Installment Plan – The College makes available a program that will allow students to pay their tuition in monthly payments. Students must be a college credit student to utilize TIP. For more details go to: http://www.pensacolastate.edu/financialAid/finAid_tip.asp.

Scholarships

Florida Bright Futures (FBF) – To be eligible for a Florida Bright Futures award, high school seniors must submit a completed Florida Financial Aid Application after December 1st and prior to high school graduation. The State of Florida determines the eligibility for Florida Academic, Florida Medallion, or Florida Gold Seal Vocational.

Effective July 1, 2009, Bright Futures awards do not cover 100% of the cost of tuition. Students must plan ahead to pay any balance due by fee payment day and thereafter at the time of registration. Students who withdraw from courses after the end of schedule adjustment must repay the Bright Futures award received for those hours and will bill the student by the college for those hours. Repayment prior to registering for any future term is required. For additional information and renewal details go to www.floridastudentfinancialaid.org.

Pensacola State College Scholarships – The College offers a limited variety of academic scholarships throughout the year. For information on scholarships including specific criteria and application procedures, please access the forms at www.pensacolastate.edu/fava. Deadline dates apply.

Gift Scholarships – Many clubs, individuals, businesses and civic organizations sponsor scholarships for college students. These scholarships are announced as they become available and students should read the college newspaper, scholarship newsletter, and access the Pensacola State College website

at www.pensacolastate.edu/fava for additional information. Deadline dates are published.

Pensacola State College Need-Based Assistance – Limited college funded grants are available for students for assistance with institutional costs including tuition and fees, plus required books and supplies. A limited number of the grants may be used for childcare to assist students with dependent care during scheduled class attendance. Eligible students are those who filed the FAFSA and have a completed financial aid file with the college, are degree seeking, and have a determined amount of need remaining. No funds are provided for non-institutional costs to attend college (transportation, room & board, miscellaneous costs). Applications are available in the FA Office on each campus.

Veteran Benefits

Most of the College programs of study are eligible for VA education benefits. A spouse and/or children of deceased or permanently and totally disabled veterans may be eligible for VA education benefits. Additional information is available at www.gibill.va.gov. Veterans and eligible dependents must apply for VA benefits online at www.gibill.va.gov. Students must also contact the Veteran Services staff in the college offices to process all required paperwork to assure that education benefits are received in a timely manner. For additional information and forms go to <http://www.pensacolastate.edu/financialAid/veterans.asp>.

Veteran Deferment of Fees – In support of all those who have served honorably in the military, the College allows a deferment of fees once each academic year for those with no other aid or insufficient aid. Chapter 33 Education Benefit recipients are allowed a deferment after registering for each semester of enrollment. Should the veteran, for any reason, fail to repay the deferment by the due date, the deferment becomes a loan that accrues interest until such time as it is repaid by the student. To process a deferment, the veteran must complete the required paperwork through the Veteran Services office at the College.

FREQUENTLY ASKED QUESTIONS

How much does it cost to attend? A typical budget for an in-state student, not living with parents, is currently around \$15,000. This budget estimate is used to determine a student's need and also to award all financial aid. This is an average budget. The five budget items included are tuition and fees, books and supplies, room and board, transportation, and miscellaneous/ personal expenses.

When should I apply? Early! The best time to apply for aid is during the January preceding the academic year of enrollment. For example: January for the upcoming academic year (fall, spring, summer). A student may file the FAFSA throughout the year, however aid is limited and financial aid files must be completed prior to stopping attendance but no later than June 30th. Students who file their FAFSA early and provide all required documents to the Financial Aid/Scholarship office by July 1st may expect to have their file completed and aid eligibility determined prior to fee pay day for the fall semester. Students receive tentative award letters as their files are completed. A new FAFSA must be filed and evaluated by both the federal processor and the college for each academic year for which the student is seeking assistance. Awards are not automatically renewed each year because student eligibility requirements and funding levels change from year to year.

Who is eligible? Generally, you must meet the following conditions to be eligible for aid:

- You must be a US citizen or eligible non-citizen.
- You have registered with the Selective Service Administration, if required.
- You can document financial need.
- You are an undergraduate student, officially enrolled in an eligible program.
- You are enrolled in courses required in your program.
- You are making Financial Aid Satisfactory Academic Progress.
- You are not in default on a federal student loan or institutional loan or owe a repayment of aid.
- You have a standard high school diploma or GED.

How is aid awarded? A student is awarded aid based on successful completion of the application steps. Federal, State and institutional funds are awarded to all eligible students, first eligible-first awarded, until all funds are depleted. A student who is eligible for PELL, SEOG, FCWS, FWEP or FSAG, FSAG-CE awards will receive a tentative award letter listing those awards. All tentative awards are based on full-time enrollment and subject to final approval and funding by the federal and/or state government. Student aid is lowered and/or increased based on eligibility and the number of credits enrollment after registration. Students must begin attendance on the first day of class for each course. Students enrolled

in courses that begin A, B, C, and /or D Sessions will initially receive only the portion of aid for which they are eligible based on their Session A and B enrollment. Students who begin enrollment in Session C and/or D will receive any aid for which they are eligible after beginning attendance in Session C and then D. Included in the tentative or amended award letter is additional information concerning the specific award(s) and the student's rights and responsibilities.

How will I receive my aid? Receipt of a tentative financial aid award letter from the college indicates that a student account has been established. If the student has sufficient PELL or certain other types of aid, the student may charge tuition, fees, including books and supplies at the college bookstore. Students may NOT use FSAG, FSAG-CE, SEOG, FCWS, and FWEP funds to charge fees or books. If aid is insufficient to cover all fees, the student must pay the difference by the published **FEE PAY DAY**. When a balance remains in the student's PELL grant award after all charges are paid the student will receive the balance via Higher One. Due to multiple start dates in a semester, PELL awards are prorated based on started courses. Funds are credited to the OneCard approximately 14 days after the student begins attendance in classes. Students who are awarded PELL grants after the first 15 days of class will receive their funds approximately 2 weeks after their award is made and they begin attendance in their courses. Students may view their awards online using their SpyGlass Logon and checking their Financial Aid Summary.

FSAG, FSAG-CE, SEOG, and FFGG funds are delivered via Higher One after the midpoint of the term usually about the 10th week of classes. Direct Loan funds are disbursed on a published schedule listed in each student's loan letter mailed after loan eligibility processing has been determined. Refer to the Financial Aid Disbursement Calendar at:

<http://www.pensacolastate.edu/docs/finaid/disbursementCalendar.pdf>

Federal Direct Loan funds are disbursed after the 30th day of each semester but never before the student has begun attending 6 credits of enrollment. Unlike other aid types, loan eligibility is limited to students who are enrolled from the first day of the semester through the last day of the semester for no less than 6 credits and registered in no more than 50% preparatory courses.

Why do I need a OneCard? All financial aid credit balances are transferred to a student Higher One account. NO EXCEPTIONS. It is important to activate the OneCard as soon as you receive it. For details and help, Go to the Pensacola State OneCard Website (www.PensacolaStateOneCard.com)

How will I receive my earnings from FCWS and FWEP? Payroll Checks for FCWS and FWEP earnings are paid by check or direct deposit every two weeks based on the number of hours the student has worked.

Contact the Cashier at (850) 484-1782 for information concerning your aid disbursements or refunds.

What happens if I withdraw from college or quit attending classes? Prior to withdrawing, a student must contact the Financial Aid office. All students receiving federal financial aid are required to repay all or part of any grant or loan received when withdrawing from or abandoning their attendance in all courses prior to completing more than 60% of the term. The amount required to be repaid is determined by the amount of aid disbursed, the amount that could have been disbursed, and the percentage of the enrollment period the student completed. Students who withdraw or are withdrawn from courses after the end of schedule adjustment will be billed by the college for those hours and will be unable to register for any future term until their debt to the college is paid. All costs of collection including reasonable attorney fees will be the responsibility of the student.

FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS

All students receiving federal and state financial aid must maintain Financial Aid Satisfactory Academic Progress (FASAP). After each semester of enrollment, students will be evaluated prior to awarding aid and at the end of each semester as grades are posted. Satisfactory progress will be measured on a qualitative and quantitative standard. Please note, a student must maintain a 2.0 GPA to be eligible for a federal student loan, regardless of credits attempted. A 2.0 GPA is the qualitative standard required of all loan recipients.

Quantitative Standard

Students must complete a minimum of 67 percent (67%) of ALL credit hours attempted including preparatory courses. In addition, financial aid will have a maximum time frame during which a student may receive federal and state aid. The maximum time for eligibility is limited to 150% of the student's program length. The following is an example of the maximum time frame:

| Program Type | Length Of Program | Maximum Attempted Hours |
|----------------------|-------------------|-------------------------|
| Two-Year Degree | 60 Credits | 90 |
| One Year Certificate | 45 Credits | 68 |

Students who fail to maintain financial aid satisfactory academic progress may appeal the loss of their eligibility based on documented unusual mitigating circumstances. Financial Aid Appeal Forms and instructions are available at each campus Financial Aid Office and at www.pensacolastate.edu/fava.

Transfer students must provide all transcripts for evaluation by Registrar/Admissions prior to receiving any financial aid and, like all students at the College, **must have a 2.0 GPA and minimum 67% completion rate to apply for a federal student loan. NO EXCEPTIONS. Effective for 2012-2013: Transfer students must sign and follow an Educational Plan (their degree audit), earn grades of C or better, no withdrawals, and no incomplete grades in order to continue to be eligible for federal financial aid when the sum of their transfer credits plus required credits will result in exceeding maximum timeframe prior to completing their program of study at Pensacola State College.**