

FINANCIAL INFORMATION

ST. JOHNS RIVER COMMUNITY COLLEGE

Students who pay fees by student loans, scholarships, or through state or federal agency authorization must follow all procedures in the same manner as though they are paying by cash. In addition, these students must complete arrangements and receive approval of loans, scholarships, or agency payments by the Financial Aid office or Business office, prior to the deadline for fee payment listed in the academic calendar.

Students who fail to make prior arrangements or who do not complete fee payments as scheduled shall forfeit all course selections. State laws and regulations prohibit the extension of credit.

FEE ADJUSTMENTS DUE TO SCHEDULE CHANGE

Student fees are recalculated at the end of the period for schedule changes, as noted in the academic calendar, to determine if additional fees are due. If additional payment is required, the student will be notified. Payment must be received in the Business Office no later than one week after the date of notification.

REFUND POLICY - WITHDRAWAL FROM COLLEGE AND REDUCTION OF CLASS LOAD

A refund of registration fees will be made to any student enrolled in college credit courses who officially drops on or before the last day of the late registration period of any academic term. This policy applies also to the reduction of class load.

EXCEPTIONS

A full refund (100%) will be given to any student whose courses are canceled by the College or to any student who, because of serious circumstances beyond the student's control occurring prior to the mid-point of the term, is prevented from completing the term. These circumstances are limited to the following:

- death of the student or the death of an immediate family member upon whom the student is dependent for continuation of enrollment;
- prolonged physical disability of the student;
- involuntary recall or induction into the armed services; or
- other circumstances that may be approved by the President or designee with or without full 100% refund. In such cases, timely notification, along with appropriate documentation, should be made to the Vice President for Student Affairs.

Tuition for continuing workforce and community instructional service courses is not refundable.

REFUNDS/REPAYMENTS

A statutory refund is made to federal financial aid sources, excluding federal work study, if the student received financial aid funds and the student withdrew or was withdrawn prior to completing at least 60% of the term. This also applies to students who stopped at-

tendance prior to completing at least 60% of the term and received grades of F, I, and/or W only.

SJRCC's policy is to recalculate the amount of aid earned based on the last documented date the student participated in class or the mid-point of the semester, whichever is later. The College will bill the student any amount refunded to federal sources. A hold will be placed on the student's records until repayment is made. Repayment can be made by cash, check, or credit card to the cashier; or payment can be sent to the Business office.

Refunds will be distributed to aid sources from which the student received aid in the following order as prescribed by federal regulations:

1. unsubsidized Federal Stafford Loans
2. subsidized Federal Stafford Loans
3. federal PLUS Loans
4. federal Pell Grants for which a return of funds is required
5. federal Academic Competitiveness Grants
6. federal Supplemental Educational Opportunity Grants for which a return of funds is required
7. other applicable aid

STUDENT'S RESPONSIBILITY

It is the responsibility of the student to complete all requirements for dropping courses for a refund within the drop/add period. A refund will not be made unless all requirements are met. (See also academic calendar and the withdrawal section.)

DELINQUENT ACCOUNTS

A student may be suspended if all fees and other financial obligations to the College have not been paid by the due date. The College will not issue an official transcript unless all financial obligations to the College, including library fines, traffic fines, student loan repayments, veteran deferments, additional fees, inter-library loan obligations, etc., have been met.

If it becomes necessary for the College to turn over a student's account balance to a collection agency for collection, the collection cost (agency's fees) will be added to the student's account and must be paid by the student.

CHECKS RETURNED BY THE BANK

If a student or anyone on the student's behalf issues a check to meet an obligation to the College during the add/drop period and the check is not honored by the bank, the student will be voided from all classes within a 24-hour period.

If a check not honored by the bank is received after the add/drop period the student will be notified via SJRCC e-mail and given 10 business days to pay the obligation. If the obligation is not met, the student will be withdrawn from all classes and will still be responsible for the total amount due the College.

In all cases, a returned check fee of \$25.00 will be assessed to the student's account as authorized by Florida Statute 832.07. If a student habitually issues bad checks, even if the debt is cleared, disciplinary action may be taken.

If due to bank error the check is dishonored, the student must bring or fax a signed letter from the bank to the Business Office that states bank error. This should be done immediately after the student is notified by the College that the check has been returned. There will be no returned check fee assessed to the student's account.

***RESIDENCY REQUIREMENTS**

All applicants are required by law to execute the residency affidavit form. College fees and tuition assessments are based on the applicant's residence or the legal residence of their parent or legal guardian if the applicant is less than 18 years of age. Classification as a Florida resident shall be granted by Florida Statute Chapter 1009.21 listed below:

1009.21 Determination of resident status for tuition purposes. Students shall be classified as residents or nonresidents for the purpose of assessing tuition in community colleges and state universities.

(1) As used in this section:

(a) The term "dependent child" means any person, whether or not living with his or her parent, who is eligible to be claimed by his or her parent as a dependent under the federal income tax code.

(b) The term "institution of higher education" means any public community college or state university.

(c) A "legal resident" or "resident" is a person who has maintained his or her residence in this state for the preceding year, has purchased a home which is occupied by him or her as his or her residence, or has established a domicile in this state pursuant to s. 222.17.

(d) The term "parent" means the natural or adoptive parent or legal guardian of a dependent child.

(e) A "resident for tuition purposes" is a person who qualifies as provided in subsection (2) for the in-state tuition rate; a "non-resident for tuition purposes" is a person who does not qualify for the in-state tuition rate.

(2) (a) To qualify as a resident for tuition purposes:

1. A person or, if that person is a dependent child, his or her parent or parents must have established legal residence in this state and must have maintained legal residence in this state for at least 12 months immediately prior to his or her qualification.

2. Every applicant for admission to an institution of higher education shall be required to make a statement as to his or her length of residence in the state and, further, shall establish that his or her presence or, if the applicant is a dependent child, the presence of his or her parent or parents in the state currently is, and during the requisite 12-month qualifying period was, for the purpose of maintaining a bona fide domicile, rather than for the purpose of maintaining a mere temporary residence or abode incident to enrollment in an institution of higher education.

(b) However, with respect to a dependent child living with an adult relative other than the child's parent, such child may qualify as a resident for tuition purposes if the adult relative is a legal resi-

dent who has maintained legal residence in this state for at least 12 months immediately prior to the child's qualification, provided the child has resided continuously with such relative for the 5 years immediately prior to the child's qualification, during which time the adult relative has exercised day-to-day care, supervision, and control of the child.

(c) The legal residence of a dependent child whose parents are divorced, separated, or otherwise living apart will be deemed to be this state if either parent is a legal resident of this state, regardless of which parent is entitled to claim, and does in fact claim, the minor as a dependent pursuant to federal individual income tax provisions.

(3) An individual shall not be classified as a resident for tuition purposes and, thus, shall not be eligible to receive the in-state tuition rate until he or she has provided such evidence related to legal residence and its duration as may be required by officials of the institution of higher education from which he or she seeks the in-state tuition rate.

(4) With respect to a dependent child, the legal residence of such individual's parent or parents is prima facie evidence of the individual's legal residence, which evidence may be reinforced or rebutted, relative to the age and general circumstances of the individual, by the other evidence of legal residence required of or presented by the individual. However, the legal residence of an individual whose parent or parents are domiciled outside this state is not prima facie evidence of the individual's legal residence if that individual has lived in this state for 5 consecutive years prior to enrolling or reregistering at the institution of higher education at which resident status for tuition purposes is sought.

(5) In making a domiciliary determination related to the classification of a person as a resident or nonresident for tuition purposes, the domicile of a married person, irrespective of sex, shall be determined, as in the case of an unmarried person, by reference to all relevant evidence of domiciliary intent. For the purposes of this section:

(a) A person shall not be precluded from establishing or maintaining legal residence in this state and subsequently qualifying or continuing to qualify as a resident for tuition purposes solely by reason of marriage to a person domiciled outside this state, even when that person's spouse continues to be domiciled outside of this state, provided such person maintains his or her legal residence in this state.

(b) A person shall not be deemed to have established or maintained a legal residence in this state and subsequently to have qualified or continued to qualify as a resident for tuition purposes solely by reason of marriage to a person domiciled in this state.

(c) In determining the domicile of a married person, irrespective of sex, the fact of the marriage and the place of domicile of such person's spouse shall be deemed relevant evidence to be considered in ascertaining domiciliary intent.

(6) Any nonresident person, irrespective of sex, who marries a legal resident of this state or marries a person who later becomes a legal resident may, upon becoming a legal resident of this state, accede to the benefit of the spouse's immediately precedent duration as a legal resident for purposes of satisfying the 12-month durational requirement of this section.

(7) A person shall not lose his or her resident status for tuition purposes solely by reason of serving, or, if such person is a dependent child, by reason of his or her parent's or parents' serving, in the Armed Forces outside this state.

(8) A person who has been properly classified as a resident for tuition purposes but who, while enrolled in an institution of higher education in this state, loses his or her resident tuition status because the person or, if he or she is a dependent child, the person's parent or parents establish domicile or legal residence elsewhere shall continue to enjoy the in-state tuition rate for a statutory grace period, which period shall be measured from the date on which the circumstances arose that culminated in the loss of resident tuition status and shall continue for 12 months. However, if the 12-month grace period ends during a semester or academic term for which such former resident is enrolled, such grace period shall be extended to the end of that semester or academic term.

(9) Any person who ceases to be enrolled at or who graduates from an institution of higher education while classified as a resident for tuition purposes and who subsequently abandons his or her domicile in this state shall be permitted to reenroll at an institution of higher education in this state as a resident for tuition purposes without the necessity of meeting the 12-month durational requirement of this section if that person has reestablished his or her domicile in this state within 12 months of such abandonment and continuously maintains the reestablished domicile during the period of enrollment. The benefit of this subsection shall not be accorded more than once to any one person.

(10) The following persons shall be classified as residents for tuition purposes:

(a) Active duty members of the Armed Services of the United States residing or stationed in this state, their spouses, and dependent children, and active members of the Florida National Guard who qualify under s. 250.10(7) and (8) for the tuition assistance program.

(b) Active duty members of the Armed Services of the United States and their spouses and dependents attending a public community college or state university within 50 miles of the military establishment where they are stationed, if such military establishment is within a county contiguous to Florida.

(c) United States citizens living on the Isthmus of Panama, who have completed 12 consecutive months of college work at the Florida State University Panama Canal Branch, and their spouses and dependent children.

(d) Full-time instructional and administrative personnel employed by state public schools, community colleges, and institutions of higher education, as defined in s. 1000.04, and their spouses and dependent children.

(e) Students from Latin America and the Caribbean who receive scholarships from the federal or state government. Any student classified pursuant to this paragraph shall attend, on a full-time basis, a Florida institution of higher education.

(f) Southern Regional Education Board's Academic Common Market graduate students attending Florida's state universities.

(g) Full-time employees of state agencies or political subdivisions of the state when the student fees are paid by the state agency or

political subdivision for the purpose of job-related law enforcement or corrections training.

(h) McKnight Doctoral Fellows and Finalists who are United States citizens.

(i) United States citizens living outside the United States who are teaching at a Department of Defense Dependent School or in an American International School and who enroll in a graduate level education program which leads to a Florida teaching certificate.

(j) Active duty members of the Canadian military residing or stationed in this state under the North American Air Defense (NORAD) agreement, and their spouses and dependent children, attending a community college or state university within 50 miles of the military establishment where they are stationed.

(k) Active duty members of a foreign nation's military who are serving as liaison officers and are residing or stationed in this state, and their spouses and dependent children, attending a community college or state university within 50 miles of the military establishment where the foreign liaison officer is stationed.

(11) The State Board of Education shall by rule designate classifications of students as residents or nonresidents for tuition purposes at community colleges and state universities.

* Residency requirements are subject to change for 2009-2010. For current residency rules, check the College Web site at: www.sjccc.edu and Facts.org.

PROCEDURES FOR RECLASSIFICATION

Reclassification Application

The student who is classified as out-of-state and wants to request "reclassification" to in-state status must complete a Residency Statement at the higher education institution and submit to the appropriate office for consideration.

Documentary Evidence

The evidentiary requirement for reclassification goes beyond that for an initial classification, because these individuals have previously been determined to be out-of-state residents. An individual who is initially classified as a non-resident for tuition purposes may become eligible for reclassification as a resident for tuition purposes only if that individual, or his or her parent if that individual is a dependent child, supports permanent residency in this state for 12 consecutive months. The individual, or his or her parent if that individual is a dependent child, must present documentation that substantiates residency in this state for the purpose of maintaining a bona fide domicile, rather than for the purpose of maintaining a mere temporary residence or abode incident to enrollment in an institution of higher education.

Therefore, the burden of proof is on the student to show: (1) residency in Florida for the requisite 12-month period; and (2) residency in the state was not merely temporary or incident to enrolling in a college or university located in Florida. Documentation for meeting the first requirement of reclassification is the same as for initial classification. Additional evidence or documentation may be required for meeting the second requirement of reclassification.

Examples of evidence that may substantiate residency in this state for the purpose of maintaining a bona fide domicile may include:

- Student (or parent/legal guardian if dependent) is not enrolled full-time in a Florida higher education institution during the previous 12 months.
- Student (or parent/legal guardian if dependent) has maintained a full-time permanent job in Florida during the previous 12 months. Full-time employment is considered one or more permanent jobs for a minimum of 30 hours a week.
- Student (or parent/legal guardian if dependent) was transferred to a full-time permanent job in Florida prior to initial enrollment as confirmed on corporate or organizational letterhead.
- Student (or parent/legal guardian if dependent) has an immediate relative (i.e., parent or child) who is currently living in Florida and who has resided in this state for the previous 12 months.
- Student (or parent/legal guardian if dependent) has purchased a home in Florida as primary residence (evidenced by a homestead exemption) prior to initial enrollment.
- Student (or parent/legal guardian if dependent) has received a military discharge and established residency in Florida prior to initial enrollment.
- Student (or parent/legal guardian if dependent) received social service benefits (e.g., disability) from the State of Florida during the previous 12 months.
- Student (or parent/legal guardian if dependent) lost their house or other domicile in another state due to severe natural disaster or crisis resulting in a state of emergency (e.g., hurricane or earthquake) that occurred prior to initial enrollment.

Documents should be submitted 20 working days prior to registration.

To make false or fraudulent statements on the Residency Affidavit or the Application for Reclassification of Residency may result in disciplinary action, denial of admission, and invalidation of credits or degrees earned.

TUITION/FEES

ST. JOHNS RIVER COMMUNITY COLLEGE

TUITION/FEES

“(Advanced & Professional, Post Secondary Vocational College Preparatory, Educator Prep)”

	<u>Resident Credit</u>	<u>Non-Resident Credit</u>
Resident Tuition	\$67.60	\$67.60
Non-Resident Tuition		\$202.93
Financial Aid Fee	\$3.23	\$11.66
Student Activities Fee	\$6.76	\$6.76
Technology Fee	\$0.65	\$3.50
Capital Improvement Fee	\$6.76	\$27.05
TOTAL	\$85.00	\$319.50

POST SECONDARY ADULT VOCATIONAL

	<u>Resident</u>	<u>Non-Resident</u>
Resident Tuition	\$60.22	\$60.22
Non-Resident Tuition		\$180.65
Financial Aid Fee	\$3.43	\$11.84
Technology Fee	\$0.60	\$3.25
Capital Improvement Fee	\$3.00	\$12.04
TOTAL	\$67.25	\$268.00

ADULT BASIC & SECONDARY

	<u>Resident</u>	<u>Non-Resident</u>
Resident Tuition	\$29.60	\$29.60
Non-Resident Tuition		\$88.72
Capital Improvement Fee	\$0.55	\$2.18
TOTAL	\$30.15	\$120.50

CONTINUING WORKFORCE EDUCATION

Assessed fees must cover at least 50% of the total costs for course.
(Board approved - varies by course)

TESTING AND EXAMINATION FEES

Criminal Justice/Law Enforcement (Basic Abilities Test) (BAT)	\$35.00
Career Assessment (SELF Directed Search)(SDS)	\$9.95
Career Assessment (Myers-Briggs)	\$11.25
Career Assessment (Strong Interest Inventory)	\$14.00
Florida College Entry Level Placement Test (CPT)	\$10.00
CPT Retest Fee	\$20.00
College Level Examination Program (CLEP)	\$15.00
Institutional Exams (Per credit hour)	\$25.00
Proctored Exams	
Up to 2 hours.....	\$15.00*
Up to 3 hours.....	\$25.00*
Over 3 hours.....	\$35.00*
Test of Adult Basic Education (TABE test) Non-students.....	\$20.00
GED National Testing Center Fee.....	\$50.00

*This fee is in addition to the cost of specialized exams, including but not limited to the BAT, AutoCAD, etc.

OTHER FEES

Financial Aid/Veterans Deferment Late Fee.....	\$20.00
Late Registration Fee	\$20.00
Duplicate Copy of Student Schedule/Receipt.....	\$2.00
Replacement ID.....	\$5.00
Duplicate Diploma	\$40.00
College Credit Application for Admission (non-refundable).....	\$30.00
Returned Check Fee	\$25.00
FDLE - Fingerprint Card Fee	\$47.00
Transcript Fee	\$5.00

LABORATORY AND SPECIAL FEES

Online Course Fee	\$27.00
Insurance Fee	\$15.00
Applied Music Lessons (1 credit hour)	\$60.00
Applied Music Lessons (2 credit hours)	\$120.00

FINES

Parking and Traffic Fines	
*Unauthorized Handicapped Parking	\$25.00
*Fire Lane Violation	\$25.00
*Restricted Area	\$25.00
*Overnight Parking	\$25.00
*No Decal	\$30.00
Employee Lost Parking Pass	\$35.00
Library Lost Book Processing Fee.....	\$10.00

ARC 1171C.....	\$45.00	CHM 1046L.....	\$35.00	HCP 0120C.....	\$72.80	PHY 1053L.....	\$30.00
ARC 2172C.....	\$45.00	CHM 2120C.....	\$50.00	HCP 0750C.....	\$42.80	PHY 1054L.....	\$30.00
ART 1400C.....	\$28.00	CHM 2132C.....	\$50.00	HIM 1000.....	\$15.00	PHY 2048L.....	\$30.00
ART 1430C.....	\$28.00	CHM 2210L.....	\$40.00	HIM 1211C.....	\$35.00	PHY 2049L.....	\$30.00
ART 2205C.....	\$28.00	CHM 2211L.....	\$40.00	HIM 1260C.....	\$35.00	PSC 1341L.....	\$30.00
ART 2401C.....	\$28.00	CJD 0770.....	\$22.96	HIM 1282C.....	\$35.00	REA 0001.....	\$22.00
ART 2402C.....	\$28.00	CJK 0007.....	\$20.00	HIM 2234C.....	\$35.00	REA 1105.....	\$22.00
ART 2441C.....	\$28.00	CJK 0008.....	\$40.00	HIM 2255C.....	\$35.00	REA 0002.....	\$22.00
AST 1002L.....	\$30.00	CJK 0020.....	\$169.06	HIM 2800.....	\$15.00	RET 1024C.....	\$58.00
BCN 1250C.....	\$20.00	CJK 0031.....	\$25.52	HIM 2810.....	\$235.00	RET 1027C.....	\$48.00
BCN 1251C.....	\$45.00	CJK 0040.....	\$335.30	HIM 2820.....	\$45.00	RET 1264C.....	\$60.00
BCN 2253C.....	\$45.00	CJK 0051.....	\$70.28	HSC 1004.....	\$29.00	RET 1350C.....	\$35.00
BOT 2010L.....	\$15.00	CJK 0071.....	\$4.20	MCB 2010L.....	\$40.00	RET 1874.....	\$15.00
BSC 1005L.....	\$17.00	CJK 0086.....	\$10.12	MVK 1871.....	\$60.00	RET 2280C.....	\$30.00
BSC 1020L.....	\$28.00	CJK 0096.....	\$39.43	MVK 1871.....	\$120.00	RET 2714C.....	\$95.00
BSC 2010L.....	\$28.00	CJK 0280.....	\$26.29	MVK 2872.....	\$60.00	RET 2877.....	\$22.80
BSC 2011L.....	\$28.00	CJK 0422.....	\$60.66	MVK 2872.....	\$120.00	RET 2930C.....	\$240.00
BSC 2085L.....	\$25.00	CNT 2500.....	\$27.00	MVV 1871.....	\$60.00	RTE 1000C.....	\$83.00
BSC 2086L.....	\$30.00	COP 1000.....	\$27.00	MVV 1871.....	\$120.00	RTE 1418C.....	\$43.00
CET 1071.....	\$27.00	COP 2220.....	\$27.00	MVV 2872.....	\$60.00	RTE 1503C.....	\$43.00
CET 1178C.....	\$27.00	COP 2701.....	\$27.00	MVV 2872.....	\$120.00	RTE 1513C.....	\$43.00
CET 2174C.....	\$27.00	COP 2800.....	\$27.00	NUR 1004.....	\$157.80	RTE 1804.....	\$72.80
CET 2488C.....	\$27.00	COP 2802.....	\$27.00	NUR 1005.....	\$60.00	RTE 1814.....	\$35.00
CET 2556C.....	\$27.00	COP 2805.....	\$27.00	NUR 1020C.....	\$207.80	RTE 1824.....	\$35.00
CET 2605C.....	\$27.00	COP 2822.....	\$47.00	NUR 1221C.....	\$147.00	RTE 2061.....	\$55.00
CET 2660.....	\$27.00	COP 2830.....	\$47.00	NUR 1461C.....	\$10.00	RTE 2844.....	\$57.80
CET 2880C.....	\$27.00	COP 2837.....	\$27.00	NUR 1520C.....	\$110.00	RTE 2854.....	\$35.00
CET 2883C.....	\$27.00	COP 2838.....	\$27.00	NUR 2222C.....	\$147.80	SLS 1401.....	\$26.00
CGS 1060.....	\$27.00	CTS 2111C.....	\$27.00	NUR 2464C.....	\$10.00	ZOO 2010L.....	\$28.00
CGS 1100.....	\$27.00	EET 1033C.....	\$27.00	NUR 2753C.....	\$110.00		
CGS 1470C.....	\$45.00	EET 1084C.....	\$27.00	OST 1355.....	\$27.00		
CGS 1515.....	\$27.00	EME 2040.....	\$24.00	OST 1764.....	\$27.00		
CGS 1560.....	\$27.00	ETD 2395C.....	\$45.00	OST 2611.....	\$27.00		
CGS 2525.....	\$27.00	ETD 2541C.....	\$50.00	OST 2773.....	\$27.00		
CGS 2545.....	\$27.00	EVR 1001L.....	\$40.00	OST 2850.....	\$27.00		
CGS 2554.....	\$27.00	GRA 1157C.....	\$28.00	PGY 1401C.....	\$24.00		
CGS 2811C.....	\$27.00	GRA 1103C.....	\$28.00	PGY 1410C.....	\$24.00		
CGS 2820.....	\$47.00	GRA 2117C.....	\$28.00	PGY 1801C.....	\$28.00		
CGS 2871.....	\$47.00	GRA 2121C.....	\$28.00	PGY 2220C.....	\$24.00		
CGS 2930.....	\$27.00	GRA 2160C.....	\$28.00	PGY 2420C.....	\$24.00		
CHM 1020L.....	\$30.00	GRA 2190C.....	\$28.00	PGY 2440C.....	\$24.00		
CHM 1032L.....	\$35.00	GRA 2952C.....	\$28.00	PGY 2446C.....	\$24.00		
CHM 1045L.....	\$35.00	HCP 0001.....	\$30.00	PGY 2802C.....	\$28.00		

NOTE: Fees are subject to change, and other fees may be added at the discretion of the District Board of Trustees. Fees are also located on the College Web site at: sjrcc.edu.

FINANCIAL AID

ST. JOHNS RIVER COMMUNITY COLLEGE

Students who qualify for financial assistance may be able to obtain help through scholarships, loans, grants, and part-time work. Financial aid programs at SJRCC include Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Work/Study, Federal Stafford Loan, Federal PLUS Loan, Federal Unsubsidized Stafford Loan, Florida Student Assistance Grant, Florida Academic Scholars, Florida Medallion Scholars, Florida Gold Seal Scholars, "Chappie" James Most Promising Teachers Scholarship, and other state financial aid programs.

These programs are funded by state and federal funds. Awards are made on an academic year basis, and the amount of the assistance is determined by individual need, student eligibility, program regulations, and availability of funds.

The SJRCC Board of Trustees and SJRCC Foundation, Inc., provide a number of scholarships to outstanding students. Programs include academic scholarships to tri-county (Clay, Putnam, and St. Johns counties) area high school graduating classes, academic scholarships to currently enrolled SJRCC students, athletic scholarships, African-American leadership scholarships, Hispanic leadership scholarships, student ambassador scholarships, need-based scholarships, and performing and visual arts scholarships.

Students are encouraged to apply for financial aid by April 1 for the following academic year. Detailed information concerning financial aid applications and sources of aid are available in financial aid brochures and on the Web site.

You may obtain this information by contacting:

Palatka Campus (386) 312-4040

Orange Park Campus (904) 276-6749

St. Augustine Campus (904) 808-7407

or by writing the:

SJRCC Office of Financial Aid

5001 St. Johns Avenue

Palatka, FL 32177

Admission files must be cleared for receipt of financial aid and/or receipt of degree. Please see the check list on page 17.

STANDARDS OF ACADEMIC PROGRESS FOR FINANCIAL AID

Standards of Academic Progress for Financial Aid: The federal regulations governing the funds from which financial aid is provided state that students must maintain satisfactory academic progress toward the educational goal they are pursuing, according to the standards established by the institution. SJRCC has established the following procedures to measure satisfactory progress for students receiving federal financial aid. The financial aid standards of progress apply to all semesters or enrollment periods regardless of whether a student received financial aid during a given semester or enrollment period (see definition of semester below). Certain state and locally administered financial aid programs have a more stringent progress standard. In these cases, the more stringent progress standards will

be applied in addition to the College standard where applicable.

SATISFACTORY ACADEMIC PROGRESS (SAP)

This is not measured until after students have attempted a minimum of six credit hours. At the completion of each semester or enrollment period after the first six credit hours, and including a measure of progress made in the first six hours, students' progress toward an educational goal is measured in two ways:

1. **Successful Completion Ratio:** Students must maintain an overall successful completion ratio of at least 67 percent. This ratio is cumulative of all courses attempted, including transfer courses, and is calculated by dividing the total number of attempted credit hours into the number of credit hours successfully completed with a grade of "D" or higher. This successful completion ratio establishes measurement of the time frame requirement for students at a maximum of 1 1/2 times the normal length of time required for a student to complete a given program, regardless of enrollment status (full time, part time, or any combination of both).

2. **Grade Point Average (GPA):** Students must maintain a minimum cumulative grade point average of 2.0. In the event a student enrolls in a semester in courses where a grade point average is not applicable (e.g., all preparatory courses), the cumulative grade point average achieved by the end of the previous semester will be used. In the event there are only courses where a grade point average is not applicable, the successful completion ratio will be the only measurement applied until a GPA is applicable.

All students who otherwise qualify for financial aid and who enroll at or above the postsecondary level in an eligible program of study for the first time at SJRCC will be eligible to receive financial aid. First-time students with course history that does not meet the satisfactory progress standard will be placed in a financial aid probation status based on the applicable transfer history grades. Dual enrollment courses taken at SJRCC will be included in all satisfactory academic progress measurements.

A *semester* is defined as either of the major semesters/terms: fall and spring. The summer A and B terms are treated as one semester for financial aid purposes. An enrollment period is defined as the term or portion of a term for which a student enrolls. The words semester and term as used in this procedure also mean enrollment period where applicable. Satisfactory academic progress is measured at the end of each fall and spring semester. Courses taken during the summer terms will be included when the measurement is again taken after the following fall semester. Students placed in a financial aid suspension status at the end of the spring semester can request the Financial Aid Office review and revise their status at the end of the Summer term (after final grades are posted). If those students are found to be making satisfactory academic progress by including the summer grades, the students will be placed in an eligible status

(either satisfactory academic progress or continued probation as applicable).

Successful completion is defined as any course completed with a final grade of A, B, C, D, P, or S. Courses for which students receive grades of W, WF, I, IF, F, N, NR, U, or X, as well as the previous attempt(s) of repeated courses regardless of previous grade, are counted as courses attempted but not successfully completed.

Failure to meet the minimum standards of progress will result in one of the following actions:

1. **Financial Aid Probation:** This occurs at the end of the semester for which satisfactory progress is measured and the students failed to meet either one or both of the measurements outlined above. Students in this status continue to receive financial aid without penalty.

2. **Financial Aid Continued Probation:** This occurs only when students who are in a financial aid probation status enroll in a subsequent semester, successfully complete 100% of all courses attempted in that semester, achieve or maintain the minimum cumulative grade point average of 2.0, but do not reach the 67% cumulative successful completion ratio. Students in this status continue to receive financial aid without penalty in a financial aid probation status, as long as they have not yet reached the maximum hours limit.

3. **Maximum Hours:** This occurs at the end of the semester when students enrolled at the college credit level reach a total of 90 attempted credit hours, or when students enrolled at the postsecondary adult vocational level (PSAV) reach a total of 45 attempted credit hours (1350 clock hours). All federal financial aid is terminated.

4. **Financial Aid Suspension:** This occurs at the end of the semester for which satisfactory progress is measured and students failed to maintain either one or both of the measurements outlined above, with the exception of the financial aid continued probation status. All federal financial aid is terminated until the students again meet the minimum standards for receipt of aid. Students can regain eligibility by enrolling for a minimum of six credit hours (half time) in a single semester and achieving at least the equivalent of the financial aid continued probation status.

APPEALS

Students placed on financial aid suspension or reaching the maximum hours may file an appeal for reinstatement based on mitigating circumstances. These might include death in the immediate family, accidents, personal tragedy, medical emergencies, or other circumstances such as changes in degree goal(s). Students must submit a written letter of appeal along with supporting documentation to the Director of Financial Aid (the Director). The appeal will then be forwarded to the Financial Aid Appeals Committee (the Committee) for their consideration. The Committee reviews the appeal, determines whether there are sufficient reasons to allow additional financial aid, and notifies the Director. The Director informs the student of the Committee's decision. Students allowed to receive aid for an additional semester will be considered to be in a financial

aid probation status for the additional semester and must again meet the satisfactory progress requirements by the end of the additional semester or be placed back on suspension. The decision of the Financial Aid Committee is final. If an appeal is denied, students may submit another appeal, but only after enrolling in and receiving a passing grade in each attempted course in an additional semester.

EXCEPTIONS TO THE APPEAL PROCESS

The Financial Aid Director can waive the appeal process for students reaching the 90 or 45 credit hour limits, but having less than one academic year to complete their current (final) program of study. Students must be meeting all other standards of progress measurements and must contact the Director and request the waiver. The Director may decide to refer these students to the Financial Aid Appeals Committee for their review and decision.

REPAYMENT OF FEDERAL FUNDS

Federal regulations require repayment of a portion of federal funds received by students, unless certain conditions are met. A student who withdraws from or stops attending all courses prior to completion of at least 60 percent of an enrollment period (i.e., a semester/term), **WILL BE REQUIRED TO REPAY** the "unearned portion" of the funds received.

This applies to all federal grant and loan funds received as a disbursement by a student. For example, a student receiving a Pell Grant disbursement check in the amount of \$800 could be required to repay the federal financial aid programs as much as \$400, unless the student attends school for more than 60 percent of the enrollment period. PLUS a portion of the award that could have been used to pay for tuition, fees, books, and/or supplies may also be required as repayment to the school. The latter requirement is because schools will also be required to refund the federal financial aid programs the "unearned portion" of the tuition, etc.

The rule applies only to those students who withdraw from all classes. The rule does not apply to students who successfully complete at least one course in an enrollment period; therefore, if a student finds he/she is unable to complete all courses, every effort to successfully complete at least one course should be made. In so doing, the student will preserve the funds received. After that, the student should work closely with an academic advisor to work out a course load that can be successfully completed each term. A student must also meet satisfactory academic progress guidelines in order to continue to receive financial aid.

SPECIAL ASSISTANCE

Vocational Rehabilitation Assistance

The Vocational Rehabilitation Section of the Florida State Department of Labor and Employment Services provides limited assistance to students with disabilities. An applicant must be at least 16 years of age, have a permanent major physical disability, possess a good scholastic record, and take courses that will prepare him/her for a vocation. Application should be made to the Director of Vocational Rehabilitation of the area in which the applicant resides.

SCHOLARSHIPS FOR CHILDREN OF DECEASED OR DISABLED FLORIDA VETERANS

Eligibility is limited to children of deceased or 100% disabled veterans, and to children of POWs and MIAs attending a post-secondary institution in Florida. The parent must have entered service from Florida. The surviving parent or veteran must have resided in Florida for five years before application. The amount will be for tuition and fees for the academic year. Applications may be obtained by writing the Office of Student Financial Assistance, Department of Education, Florida Education Center, Tallahassee, Florida 32399-0400.

VETERANS' EDUCATION ASSISTANCE

Students entitled to benefits should complete the necessary forms and applications well in advance of the term they plan to attend.

Requirements and Policies:

1. The student must be seeking an Associate in Arts degree, an Associate in Science degree, or a certificate.

2. The student will be certified and receive benefits only for those courses needed for their degree. The number of elective hours needed for each degree program is limited. Students should take required courses first.

3. No benefits will be paid to a student for repeating a course in which they have already earned a satisfactory grade. A satisfactory grade is defined as "D" or better, unless a higher grade is required to meet a specific program or degree requirement.

4. The status of a student as full time, three-quarter, or half-time determines the percentage of educational benefits to be received. Status is determined as follows:

- a. Full-time. The student is taking 12 or more credit hours (5 or more in Summer A or Summer B terms).
- b. Three-quarter time. The student is taking 9, 10, or 11 credit hours (4 hours in Summer A or B terms).
- c. Half-time. The student is taking 6, 7, or 8 credit hours (3 hours in Summer A or Summer B terms).
- d. Less than half-time. The student is paid no monthly benefit but receives the amount of course fees.
- e. For purposes of registration and satisfactory progress status, college preparatory courses are considered as three semester hours. (See standards of progress for veterans). These courses, however, are not used for certification purposes unless required by placement test scores.
- f. The DVA will not pay educational benefits for enrollment in MAN 1943, Work Experience I or MAN 2944, Work Experience II.

- g. A student should visit the college's VA counselor each term when registering. The student must submit a completed "SJRC Request for Certification" form to the VA counselor. The student must ensure that the courses for which he or she registers will meet degree requirements. An audit conducted at the end of the schedule change period determines whether courses are acceptable for certification. The DVA will be notified of unacceptable courses and a reduction of benefits may result.

5. All students receiving DVA education benefits including certificate and other non-college degree programs are required to comply with the attendance policy as written in the student handbook. This policy states that students will receive an attendance warning after missing three or more instructional hours. Any additional absence after a warning will result in the student being withdrawn from the class.

STANDARDS OF PROGRESS FOR VETERANS

A student receiving veterans' educational benefits is required to make satisfactory academic progress. Students receiving DVA education benefits will be required to meet or exceed the same minimum standards of progress required of other students by SJRC academic regulations. Students will be considered to have failed to meet minimum standards if they are:

1. placed on academic or disciplinary suspension; or
2. withdrawn from the college for disciplinary reasons; or
3. placed on academic probation for more than two consecutive terms. (Summer A and Summer B Terms constitute the equivalent of one term.)

If these standards are not met, the College will request the veterans administration to suspend educational benefits. Reinstatement for benefits will be made only if evidence indicates that improvement in academic performance may be expected.

Courses for which a grade of "W" is given are not included in determination of satisfactory progress, but such grades may result in an overpayment of benefits. The DVA will recalculate benefits from the beginning of the term when the "W" creates a change in benefit status. In such cases, the DVA requests a refund or adjustment unless the student can show mitigating circumstances which the DVA finds satisfactory.

VETERANS' DEFERRED PAYMENT

Students eligible for veterans' educational benefits may defer payment of fees for sixty days (or 10 days before the end of the Summer A or Summer B Terms) once during the academic year, if they are not then receiving benefit checks. Failure to pay fees by the deadline will result in administrative withdrawal from classes.