

This handbook is designed to provide you with information on the financial aid application process, the types of aid available, the terms and conditions of the aid, policy and procedures for receiving financial aid along with helpful tips to assist students at different stages of the financial aid process. More information can be found on the CWC website ([www.cwc.edu/pay-for-college/](http://www.cwc.edu/pay-for-college/)) or by contacting the CWC Rustler Central Office.

## FAFSA (Free Application for Federal Student Aid)

All current and prospective students are encouraged to apply for financial aid by completing a FAFSA each year. The FAFSA is required for many forms of financial aid, including some grants, work study, and student loans. A completed FAFSA must be on file to qualify for any CWC private donor and institutional scholarships. General eligibility requirements for financial aid are listed below. Not all of these requirements apply to all forms of financial aid.

For help go to: <https://studentaid.ed.gov/sa/fafsa/filling-out/help> To complete the FAFSA go to: [www.fafsa.gov](http://www.fafsa.gov)

- Complete all CWC admissions requirements.
- Enroll, or plan to enroll, in a eligible Certificate 1, AAS, or transfer degree program.
- Have a high school diploma or GED certificate.
- Submit all college and trade school transcripts
- Be a U.S. citizen or an eligible non-citizen as defined by the Department of Education.
- Demonstrate financial need for certain types of aid.
- Not owe a refund on or be in default on any Title IV or HEA grant or loan.
- Be making satisfactory academic progress toward a eligible program of study.
- Be registered with the Selective Service, if required to do so by law.
- For many types of aid, students must be enrolled full-time (12 credits) or part-time (6-11); some forms of aid are available to students enrolled less than part-time.

Each October, the FAFSA is available for the next school year. It's important to fill it out as soon as possible to meet school, state and scholarship deadlines.

## Expected Family Contribution (EFC)

The Expected Family Contribution (EFC) is the number used to determine your eligibility for need-based financial aid. This is determined based on the information you provide on the FAFSA. The EFC is calculated using the federal methodology formula which is approved by Congress. The formula takes several factors into consideration, including:

- Dependency status
- Family size
- Number of family members in college
- Student and parent/spouse income
- Student and parent/spouse assets

The EFC is not the amount of money that you or your family must provide. Rather, the EFC is an index that

schools use to determine your eligibility for federal, state, and institutional aid.

Financial need is determined by the following formula:

$$\begin{array}{r} \text{Cost of Attendance (COA)} \\ - \text{(minus) Estimated Family Contribution (EFC)} \\ - \text{(minus) Other resources (e.g. scholarships, DVR)} \\ \hline = \text{Your Financial Need} \end{array}$$

The CWC Financial Aid office will use the results of this formula to create a financial aid offer for you with the different types of available aid, including grants, scholarships, federal work-study, and/or loans.

## Enrollment Level

Your enrollment level is determined at the time your application is processed. It is based on all courses you are enrolled in which apply toward your active degree program(s). If you are not enrolled at the time your application is processed, funding amounts are estimated at full-time status. Once enrolled, your financial aid offer will be adjusted accordingly. If you make changes to your enrollment, please contact Rustler Central right away, to update your financial aid offer.

- ✓ Full Time: 12+ credits
- ✓ 3/4 Time: 9-11 credits
- ✓ 1/2 Time: 6-8 credits
- ✓ Less than 1/2 Time: 1-5 credits

NOTE: Be cautious when enrolling in courses that do not meet your degree requirements or repeating courses as you may not receive funding for these credits. (see page 11 for more details)

## Communication with students

For new students who do not have access to the CWC student portal or given a CWC e-mail account, the Rustler Central office staff communicates via the email listed on the FAFSA (when available) or provided on the admissions application.

For students who have CWC student portal access and a CWC e-mail account, the office communicates via the CWC e-mail on file. It is important for students to check their CWC e-mail account regularly—even over breaks—to be sure they receive correspondence from staff at Rustler Central.

It is important for you to update your mailing and email addresses with the Rustler Central Office to ensure correspondence is sent to the correct address.

Correspondence from CWC Rustler Central staff will be sent/emailed to the student only. If the student wishes to share information about his/her financial aid package with parents or spouse, it is the student's responsibility to complete a release of information form and submit the form to Rustler Central

([https://www.cwc.edu/media/academics/student-records-pdfs/ReleaseInfo-\(1\).pdf](https://www.cwc.edu/media/academics/student-records-pdfs/ReleaseInfo-(1).pdf)).

It is your responsibility to monitor your CWC student email and student account information.

## Processing Time

It can take two to six weeks to process your financial aid application. The timeline for processing applications can be faster or slower depending on the time of year and whether or not requested documents have been received. The Financial Aid staff will attempt to process as many applications as possible to assist students in receiving their financial aid offer prior to the beginning of any academic semester, but cannot guarantee when funds will be received. If financial aid funds of any kind have not been received and credited to a student's account for any reason, the student must work with the CWC Business Office to determine available options, pay the balance in full or set up a payment plan. This must be completed prior to the start of the semester. Failure to set up payment arrangements with the CWC Business Office may result in being dropped from classes for non-payment.

## Online Resources

### Federal Student Aid & ID Theft

<https://studentaid.ed.gov/sa/sites/default/files/student-aid-and-identity-theft.pdf>

### Federal Trade Commission Consumer Information-Keep Your Personal Information Secure

<https://www.consumer.ftc.gov/articles/0272-how-keep-your-personal-information-secure>

### Free money courses

<https://www.smartaboutmoney.org/Courses>

<https://www.cashcourse.org/>

## Incomplete File Notice / Verification

The U.S. Department of Education randomly selects applications to be verified during the FAFSA processing cycle. Students selected for verification must submit all requested documentation.

Example of documents that may be requested:

- Verification Worksheet(s)
- Student (and spouse, if applicable) tax documentation – fulfilled by either returning to the FAFSA and completing the IRS Data Retrieval Process or by submitting a copy of your signed tax return or your IRS tax transcript.
- Parent (if applicable) tax documentation – fulfilled by either returning to the FAFSA and completing the IRS Data Retrieval Process or by submitting a copy of your parent’s signed tax return or IRS tax transcript.
- IRS Verification of Non-Filing
- Student, spouse and/or parent W-2’s
- Additional documents, as necessary

If you have questions concerning the documents required to verify your file, please contact the Rustler Central staff .

**NOTE:** All required documents must be submitted before you will be placed in line for processing. Upon review of your file, you may be required to provide ADDITIONAL documents, clarification of information or finish incomplete forms before your financial aid file is marked complete and a financial aid offer letter issued.

Federal Pell Grants, Federal SEOG, TRiO and Federal Direct Subsidized/ Unsubsidized Loans and Parent PLUS loans cannot be disbursed to the student’s account until verification is completed. If changes need to be made

to your FAFSA information, the Financial Aid Office will make those corrections based on the information submitted. If this new information changes your eligibility for federal aid, your financial aid offer will reflect the corrections.

You WILL NOT be permitted to use your “anticipated” financial aid toward your account charges if you have not submitted the required documents or completed the verification process. Failure to complete the verification process could also create a HOLD on your account and potential administrative withdrawal.

Currently enrolled CWC students can log into their online student account (MyCentral), click the Rustler Central icon and click the Financial Aid box. The current list of documents needed for verification along with other valuable information is located on these account pages. Be sure to review your account information regularly.

New students will not have access to MyCentral until he/she is enrolled in CWC courses.

It is your responsibility to monitor your CWC student email and student account information.

## Special Circumstances/Expenses

We recognize that the FAFSA may not always portray an accurate picture of your financial situation. Although considerations for specific situations are limited, we may be able to give additional consideration as described below. If you believe you have a special circumstance you must submit a letter requesting consideration to the Rustler Central Office.

### EXAMPLES OF CIRCUMSTANCES CONSIDERED

- Catastrophic medical/dental care expenses
- Loss or reduction of income (layoff, illness, forced reduction of hours, temporary employment, etc.) or benefits (unemployment, disability, social security, child support, alimony, etc.)
- Loss of re-occurring payments received
- Death, divorce, separation

All files requesting special circumstance consideration will be verified, tax documents and other documents pertaining to the circumstance are required. Decisions are final and will be communicated directly to the student. Any additional funding offered is only available for the academic year for which the special circumstance is approved.

### **Request for special circumstances must be reviewed annually.**

Please do not submit documents unless instructed by the CWC Financial Aid staff. The Special Circumstance process has several phases and can take several weeks to complete. You will be notified of all changes made throughout the process. Aid may be increased, remain the same, or be decreased as a result of this process. Additional aid is not guaranteed.

## The Financial Aid Offer

Your financial aid offer is a conditional offer of the financial aid you are eligible to receive. Federal regulations require that funds received be used for educational expenses related to your program of study while attending. Educational expenses can include tuition, fees, books, supplies, room, board, transportation and other essential personal expenses. The amount of aid offered to you is based on:

- Cost of Attendance
- Expected Family Contribution (EFC)
- Student need
- Availability of funds
- Enrollment level

Your financial aid offer will be emailed to your CWC email with the subject "CWC Award Letter

Notification..." (For new students who do not have access to the CWC student portal or to a CWC e-mail account, the financial aid offer will be sent via the email listed on the FAFSA or provided on the admissions application)

Read and review your funding package carefully. Accept or decline the funds presented, sign and return the financial aid offer to Rustler Central. Students wishing to borrow student loan funds must complete additional steps (see page 9)

**MODIFICATIONS** to your financial aid offer may occur during the academic year if your enrollment changes, you change your program of study, you receive additional educational funding, you do not maintain Satisfactory Academic Progress (see the SAP Section on page 10) or there are regulatory changes to aid programs.

The college may adjust or void your offer at any time as a result of a change in status, false or outdated information, the availability of federal, state, or institutional funding, and/or errors.

## Types of Aid

Financial aid includes any scholarship, grant, loan, or employment that helps students cover the cost of attending college. Aid can be need based (offered because of your financial need) or it can be merit-based (offered because of your unique talents or academic ability). Some require completion of a FAFSA (marked with asterisk \*)

### Grants:

If you are offered grants, these do not need repaid

#### Federal PELL Grant \*

- Need based aid
- May be available at all enrollment levels
- Amount varies based on EFC (Expected Family Contribution)
- Funding may be reduced based on your actual enrollment level at the time of census date or date file processed
- Lifetime limit of six full time years (600%)
- Must maintain Satisfactory Academic Progress to remain eligible for funding

#### FSEOG Grant (Federal Supplemental Education Grant) \*

- Be a Federal Pell Grant recipient
- Demonstrate financial need
- Must be enrolled at least ½ time
- Available to early applicants

#### TRiO Grant \*

- Be a Federal Pell Grant recipient
- Need based aid
- Must be enrolled at least ½ time
- Must complete TRiO application
- Available to early applicants
- Must be first generation college student
- Spring only funding
- Need based aid
- Must be enrolled at least 1/2 time

### Work Study \* :

A great opportunity to supplement your educational funds as well as gain work experience. (see page 12)

- Employment opportunities are available both on and off campus
- All additional employment steps must be satisfied
- Earnings are paid on the last business day of each month

### Scholarships:

Funds that do not need repaid

- Scholarships are disbursed according to the donor's criteria, may require completion of the FAFSA
- CWC Private donor scholarships require a thank you letter
- Must maintain enrollment and GPA requirements of scholarship each semester
- CWC Scholarship application is open October 1 through March 1st

### Outside scholarships/resources:

Funds to be paid toward student's account

- May require enrollment/registration verification or other documents to be completed.
- Funding whether EFT or check must be received at CWC before funds will be posted to student's account

## Types of Aid (continued)

### Loans:

The amount borrowed will need repaid with interest. You may decline or reduce your loan offer.

To receive a student loan while attending CWC, you must submit a Student Loan Application Request Form to CWC Rustler Central. Entrance Counseling and Master Promissory Note must be completed also (to complete these steps, see page 9)

### Federal Direct Subsidized Loan \*

- Additional steps are required to receive the loan
- Must demonstrate need
- Must be enrolled at least 1/2 time
- Funding may be adjusted if less than full time
- Annual limits and lifetime aggregate limits apply
- Government subsidizes (i.e. pays) the interest while you are enrolled in school at least 1/2 time
- 1st time borrowers (on or after 7/1/13) have a timeframe limitation, which if exceeded will cause him/her to lose the interest subsidy on prior loans.
- CWC requires the completion of [Exit Counseling](#) each spring semester

### Federal Direct Unsubsidized Loan \*

- Additional steps are required to receive the loan
- Must be enrolled at least 1/2 time
- Funding may be adjusted if less than full time
- Annual limits and lifetime (aggregate) limits apply
- You are responsible for the interest while you are enrolled in school
- Interest accrues
- CWC requires the completion of [Exit Counseling](#) each spring semester

### Federal Plus Loan \*

- Additional steps are required to receive the loan (entrance counseling, MPN, loan amount request form)
- Parent takes loan on behalf of dependent student
- Student must be enrolled at least 1/2 time
- Parent responsible for payment of loan

Carefully consider the amount of loan funding you borrow - it adds up quickly! Defaulting on student loan debt has serious consequences.

## Disbursement Schedule 2019/2020

Scholarships, Non-Federal funds and Federal Grants (Pell, SEOG and TRiO) will be disbursed one month into the semester. Federal Direct Loans will be disbursed in two equal payments each semester, based on the schedule to the right. In order for any Federal Financial Aid disbursements to be available, you must have a complete file and received your financial aid offer letter at least two weeks prior to disbursement dates. If you filed your FAFSA late (after August 1st for Fall or December 1st for Spring), your disbursements may not be available on the dates listed for disbursement. If this should happen, you must plan to have sufficient funds to cover your tuition, fees, book and supplies, as well as living expenses for the first two months of the term. Charges incurred by students for tuition, fees, on-campus room and board, books and emergency student loans are deducted from their financial aid funding prior to the release of funds to the students.

**NOTE:** If your institutional charges exceed 'one-half (50%) of your loan amounts, plus all other available funding', you may not receive an 'overage disbursement' until the 2nd disbursement (assuming the sum of all your funding will create an overage on your student account.)

**ENGAGEMENT IN CLASS:** You must be actively engaged and in attendance at the time of disbursement.

### SPRING 2020 – 1st Disbursement

Scholarships, Pell, SEOG, TRIO, Tribal, WIA, DVR  
Non-Federal, 1st half of Direct Subsidized, 1st half Direct  
Unsubsidized Loans, 1st half of Direct Parent PLUS Loan

February 12th, Wednesday, Last name: A – G  
February 13th, Thursday, Last name: H – M  
February 14th, Friday, Last name: N – Z

### SPRING 2020 – 2nd Disbursement

2nd half of Direct Subsidized, 2nd half of Unsubsidized Loans,  
2nd half of Direct Parent PLUS Loan

March 11th, Wednesday, Last name: A – G  
March 12th, Thursday, Last name: H – M  
March 13th, Friday, Last name: N – Z

### SUMMER 2020 – Disbursement Dates

GRANTS/SCHOLARSHIPS/LOANS:	Disbursement
First Summer Session Only (5/26 – 6/26/20)	6/12/2020
10 Week Summer Session (5/26 – 7/31/20)	6/12/2020
Second Summer Session Only (6/29 – 7/31/20)	7/17/2020
Combined Summer Session (5/26 – 7/31/20)	7/17/2020

**IMPORTANT:** If your Program of Study begins later than the semester published start date; your disbursements will be delayed until after the 12% date of your program

## Cost of Attendance Budget 2019/2020

A cost of attendance (COA) is a budget of reasonable expenses a student may incur and represents the maximum amount of federal and institutional funding a student may receive while attending CWC. It is not the actual bill from the school for a student's education.

The Financial Aid Office develops the budgets for each academic year. The inflation rate and expected increases in all categories of included expenses are taken into consideration. In addition, the Department of Education has established guidelines that are followed in calculating allowable educational expenses. The COA includes tuition and fees, room and board, books and supplies, transportation, and miscellaneous personal expenses. The following budget amounts are based on 15 credits per semester for a full school year (Fall and Spring). The amount a student actually spends may vary depending on enrollment, academic program and living arrangements.

Adjustments to the total cost of attendance (tuition/fees, room/board, books/supplies, transportation, personal expenses) may be requested for additional expenses related to attendance to college, such as childcare, medical, disability, or program of study expenses. The student must submit a request in writing, identifying and itemizing the appropriate expenses for the current academic year (see page 3, Special Circumstances).

The information on this COA page was accurate at the time of publication, but is subject to change without notice.

<b>WYOMING RESIDENT</b>	<b>Living on / off campus</b>	<b>Living with parents / family</b>
Tuition/Fees:	\$ 4,200	\$ 4,200
Books/Supplies:	\$ 1,200	\$ 1,200
Room/Board:	\$ 6,681	\$ 4,005
Transportation:	\$ 1,000	\$ 1,000
Personal Expenses:	\$ 1,500	\$ 1,500
<b>TOTAL:</b>	<b>\$ 14,581</b>	<b>\$ 11,905</b>

### WESTERN UNDERGRADUATE EXCHANGE (WUE)

Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, Washington, Commonwealth of Northern Marianas Islands

<b>WUE</b>	<b>Living on / off campus</b>
Tuition/Fees:	\$ 5,670
Books/Supplies:	\$ 1,200
Room/Board:	\$ 6,681
Transportation:	\$ 1,000
Personal Expenses:	\$ 1,500
<b>TOTAL:</b>	<b>\$16,051</b>

<b>OUT OF STATE</b>	<b>Living on / off campus</b>
Tuition/Fees:	\$ 10,140
Books/Supplies:	\$ 1,200
Room/Board:	\$ 6,681
Transportation:	\$ 1,000
Personal Expenses:	\$ 1,500
<b>TOTAL:</b>	<b>\$ 20,521</b>

## Direct Institutional Charges

Currently enrolled students: You can access your account to view current charges, available financial aid, balances and/or make a payment online through your MyCentral Account.

Log into your MyCentral account. Click on the Rustler Central icon (graduation cap). Select the Student Finance from the Colleague Self Service menu. This will take you to your account summary page. On your account summary page, click the "Student Finance" link at the top and a drop down menu will appear (see photo). Click on the Account Activity link.



## Charging Books & Supplies

Our new CWC bookstore allows students to order books online. Options available to purchase new, used or rent your books! To get started go to <https://cwc.textbookbrokers.com/>. You can search for your books by class or use your student ID number to find all course books at one time. Once you have selected your books and purchase option, you can purchase the books using a credit or debit card or choose to use financial aid.

## Selecting a Refund Preference

If you receive financial aid that exceeds your direct institutional costs, CWC must refund the excess funds to you. CWC has partnered with BankMobile to deliver financial aid refunds. You will receive correspondence via parcel post (green envelope) and an email from BankMobile. You will be given a personal code to set up your account.

To set up your account and select your refund preference go to: [www.refundselection.com](http://www.refundselection.com)

Read the information and follow the instructions on the website. Additional information along with FAQ's available at: <https://bankmobiledisbursements.com/refundchoices/>

There are two ways you may receive your financial aid refund:

1. **DEPOSIT TO AN EXISTING ACCOUNT** – Money is transferred to an existing account the same business day BankMobile receives funds from your school. Typically, it takes 1 – 2 business days for the receiving bank to credit the money to your account.
2. **DEPOSIT TO A BANKMOBILE VIBE CHECKING ACCOUNT** – If you open a BankMobile Vibe checking account (upon identity verification), money is deposited the same business day BankMobile receives funds from your school.

## Consortium Agreements

If you are planning to enroll in courses at another institution and wish to receive Title IV funding, you must complete a CWC Consortium Agreement. Completing a consortium agreement allows your eligibility for financial aid to be based on the total credit hours attempted at both institutions for the term. For a course to be eligible it must be offered by an accredited host institution eligible to participate in Title IV federal aid programs and accepted by the home institution towards satisfying the student's degree requirements. Remedial courses do not fulfill degree requirements and are ineligible. The student must also be enrolled for a minimum of 3 eligible credits from Central Wyoming College during the term the consortium agreement is in effect. A new Consortium Agreement must be completed each term. More information can be found <https://www.cwc.edu/media/pdf/financial-aid-forms/Consortium-Agreement.pdf>

## PELL Grant Lifetime Eligibility Limits

**Why this is important??** The maximum Pell Grant LEU of 6 years is the length of time a full-time student (or its equivalent if attending less than full-time) has available to obtain a Bachelor's Degree (4 year degree). Students wishing to obtain a 4 year bachelor's degree should not use more than 300% of their Pell Grant LEU eligibility at the community college Associate Degree level (the first 2 years of their program) or they will be utilizing funding needed to complete the last 2 years of their program.

**Scheduled award:** The maximum amount of Federal Pell Grant funding a student is eligible to receive is calculated per award year at CWC (an award year period is July 1 through June 30 of the next calendar year). This calculation is determined by the student's expected family contribution (EFC) and full-time enrollment status for the award year. The student's PELL award amount represents 100% of the PELL Grant eligibility for that award year (Since the amount of a scheduled Pell Grant award a student can receive each award year is equal to 100%, the six-year equivalent is 600%.)

**Percent used:** The U.S. Department of Education (ED) compares the actual amount a student received for the award year with their scheduled award amount for that award year. If a student received the full amount of their scheduled award, the student has used 100% for that award year. It is possible to not receive the full scheduled award; perhaps a student was enrolled part-time or enrolled for only one semester.

**Lifetime Eligibility Used (LEU):** ED keeps track of each student's LEU by adding together the percentages of their Pell Grant scheduled awards received for each award year. If a student's LEU equals or exceeds 600%, the student may no longer receive Pell Grant funding. Similarly, if the student's LEU is greater than 500% but less than 600%, the student will be eligible for a Pell Grant for the next award year, the student will not be able to receive a full scheduled award.

### NOTE:

If a student continuously drops courses or fails courses each term it will slow down their progression to degree completion and the student could possibly run out of PELL funding prior to earning a bachelor's degree. This leaves the student with no PELL grant funding to help them pay for the additional terms needed to complete their degree requirements. The only option for the student to complete their degree would be to borrow money through student loans.

You can log on to the National Student loan data system ([NSLDS.ed.gov](https://nslds.ed.gov)) using you FSA ID and view your Pell Grant LEU. For more information concerning PELL grant limits go to <https://studentaid.ed.gov/sa/types/grants-scholarships/pell/calculate-eligibility>

## Direct Loan Annual Loan Limits

Direct Student Loans have both annual and lifetime (aggregate) limits which are based on your year in college and your dependency status. Annual maximum loan limits are listed below. Keep in mind that-- you may not qualify for the maximum amount. Always borrow the least amount you can, especially in unsubsidized loans. NOTE: All loans are subject to origination fees. Additional information about student loan limits and interests rates is available at: <https://studentaid.ed.gov/sa/types/loans/interest-rates>

### ANNUAL LIMITS

Year in College	Dependent Student	Independent Student
1 <sup>st</sup> year (0-29 credits)	\$5,500 (of which a maximum of \$3,500 can be subsidized loan)	\$9,500 (of which a maximum of \$3,500 can be subsidized loan)
2 <sup>nd</sup> year (30+ credits)	\$6,500 (of which a maximum of \$4,500 can be subsidized loan)	\$10,500 (of which a maximum of \$4,500 can be subsidized loan)

**NOTE:** if additional aid becomes available to you at a later date, your Direct Loan eligibility may be decreased by the total amount of the additional aid offered. Total Cost of Attendance represents your maximum aid eligibility from all sources.

## Maximum Eligibility Period –Direct Subsidized Loans

There is a limit on the maximum period of time (measured in academic years) that you can receive Direct Subsidized Loans.

In general, you may not receive Direct Subsidized Loans for more than 150% of the published length of your program. This is called your “maximum eligibility period”. You can usually find the published length of any program of study in your school’s catalog.

**Example:** You are enrolled in a 4-year bachelor’s degree program, the maximum period for which you can receive Direct Subsidized Loans is 6 years (150% of 4 years = 6 years). If you are enrolled in a 2-year associate degree program, the maximum period for which you can receive Direct Subsidized Loans is 3 years (150% of 2 years = 3 years).

#### Length of time for eligible programs of study

- Certificate program = 1 year
- Associate program = 2 years
- Bachelor program = 4 years

Your maximum eligibility period is based on the published length of your current program. This means that your maximum eligibility period can change if you change programs. Also, if you receive Direct Subsidized Loans for one program and then change to another program, the Direct Subsidized Loans you received for the earlier program will generally count against your new maximum

eligibility period. Changing from one program to another program does not refer to “changing your major”.

**Program** refers to Associate, Bachelor, or Graduate level. Changing your program major without changing your program level does not change the length of your maximum eligibility period.

After you have received Direct Subsidized Loans for your maximum eligibility period, you are no longer eligible to receive additional Direct Subsidized Loans. However, you may continue to receive Direct Unsubsidized Loans. In addition, if you continue to be enrolled in any undergraduate program after you have received Direct Subsidized Loans for your maximum eligibility period, U.S. Department of Education will no longer (with certain exceptions) pay the interest that accrues on your Direct Subsidized Loans for periods when they would normally would have done so.

**IMPORTANT:** You will become responsible for the interest that accrues on your Direct Subsidized Loans, from the date of your enrollment after meeting the 150% limit, during periods when we would have normally paid the interest for you. Below is a chart that summarizes the periods when U.S. Department of Education normally pay the interest on your Direct Subsidized Loans, and an explanation and what happens after you become responsible for the interest.

For more information: <https://studentaid.ed.gov/sa/types/loans/subsidized-unsubsidized#eligibility-time-limit>



## Student Loan Process

If you are accepting and requesting a student loan – the following steps need to be completed:

### STEP 1: COMPLETE THE 2019-2020 STUDENT LOAN

**APPLICATION REQUEST FORM** (This form is available at Rustler Central)

Indicate on this form which loan type (Direct Subsidized/Direct Unsubsidized), which term(s), and how much you want to borrow for the 2019-2020 school year.

### STEP 2: COMPLETE ON-LINE STUDENT LOAN ENTRANCE COUNSELING

The following steps will assist you in completing the on-line student loan entrance counseling requirement. Depending on your browser, the website layout may appear different than these instructions describe.

1. From any computer with internet access, log-on to: <https://studentaid.gov/app/launchMpn.action>
2. Log in using your FSA ID and password (this is the same log in and password for completing your FAFSA application). If you do not remember your FSA ID and or password - click 'Forgot my Username' or 'Forgot my Password' links to retrieve them.
3. Once you are logged in, click on 'Complete Entrance Counseling', then click the Start button.
4. Under Add School to Notify (on the left side – choose Wyoming and Central Wyoming College), it will populate our address, click on the NOTIFY THIS SCHOOL button.

5. Select "I am completing the entrance counseling to receive Direct Loans as an undergraduate student." Read and follow the prompts to get through all 5 sections (Understand Your Loans, Manage Your Spending, Plan to Repay, Avoid Default, Finances: A Priority).

Once you have completed all five sections, you will have completed the Entrance Counseling requirement.

### STEP 3: COMPLETE YOUR MASTER PROMISSORY NOTE

1. If you are still logged into your student aid account, click the 'Complete Aid Process' button on the top of the screen. Choose "Complete Master Promissory Note". <https://studentaid.gov/>
2. Under the option, 'Select the type of Direct Loan MPN you would like to preview or complete', choose: MPN for Subsidized / Unsubsidized Loans, then click the START button (on the right).
3. You must complete all information under the four sections (Information, References, Review & Edit, Sign & Submit).
4. Your MPN will be electronically sent to CWC Rustler Central within 24 to 48 hours, so we recommend that you print page 1 of the MPN and submit or email the document to CWC's Rustler Central. Be sure to print a copy of your MPN for your records.

### LOAN CANCELLATION INFORMATION

Any time prior to disbursement of the loan, you may cancel all or part of the loan by notifying CWC Rustler Central. No origination fee, guarantee fee, or interest will be charged on the amount of the loan that is cancelled. Any time within 120 days of disbursement, you may pay back all or part of the loan. The loan fees will be reduced or eliminated in proportion to the amount returned.

## Parent Plus Loan

The Parent PLUS Loan is an unsubsidized loan for the parents of dependent students. PLUS loans help pay for education expenses up to the estimated cost of attendance (COA) minus all other financial assistance.

The borrower must be the student's biological, adoptive, or stepparent. The child must be a dependent student enrolled at least half-time. Plus loan borrowers cannot have adverse credit history (a credit check will be done). In addition, parents and their dependents must be U.S. citizens or eligible noncitizens, must not be in default on any federal education loans or owe an overpayment on a federal education grant.

- **To apply for a Parent PLUS Loan go to** <https://studentaid.gov/>

- Select "Parent PLUS MPN" from the drop down menu under 'Complete Aid Process'
- Parent must log in using his/her FSA id to complete the PLUS loan application.

If the parent receives a loan approval from the Department of Education and would like the CWC Financial Aid office to originate a PLUS Loan; the parent must complete the PLUS loan Master Promissory Note (on the studentloans website) and submit a Parent PLUS loan amount request form to the CWC Rustler Central Office.

If the parent receives a denial from the Department of Education, the student may request additional unsubsidized loan money up to the annual loan limit. Written requests must be made by the student to Rustler Central. Student must include copy of parent's loan denial.

## Return of Title IV funds

Students who are receiving Title IV aid assistance (Pell Grant, SEOG Grant and Direct Loans) and stop attending or officially withdraw from all classes during the semester, may be required to repay a portion of the federal aid they received.

During the first 60 percent of the semester, a student is entitled to retain a percentage of their grant or loan assistance directly proportional to the percentage of the semester completed by the student. If a student stops attending or officially withdraws from all classes during the semester, the financial aid office must calculate the percent of the term the student completed AND adjust the student's aid to match that same percentage.

The Return of Title IV funds calculation determines the percentage of "earned" and "unearned" federal aid.

This percentage is determined by dividing the number of days completed by the number of days in the payment period.

If less than 60 percent of charges were "earned," the formula determines the amount of aid which student is responsible to repay/returned to the federal programs.

If the student has completed more than 60 percent of the period, all funds have been "earned," and there is no return of federal funds; HOWEVER, dropping classes, can affect a student's federal aid eligibility for a future term. Please see the Financial Aid Office or the CWC Catalog for more additional information.

## Satisfactory Academic Progress (SAP)

Title IV Federal regulations require an institution establish a Satisfactory Academic Progress (SAP) policy for all students receiving federal and state funding, such as Federal Pell Grant, SEOG, TRiO, College Work Study, Direct Subsidized & Direct Unsubsidized Loans, Parent PLUS Loan and Veterans benefits. Students must maintain satisfactory academic progress both prior to and while receiving federal student aid (this includes dual / concurrent credits). SAP is checked at both the beginning and the end of each semester.

SAP progress is based on your entire academic record of courses attempted at CWC. If transfer equivalency (TE) credits have been accepted, only the TE credits which apply toward the student's program of study will be counted in both attempted and completed credits. Each semester after grades post, the following components are measured and you must satisfactorily maintain each to remain eligible for financial aid.

- ✓ 2.0 cumulative GPA (grade point average)
- ✓ 66.67% (2/3rds) cumulative credit completion rate
- ✓ Be under the maximum timeframe

**Grade Point Average (GPA):** Students must maintain a minimum cumulative GPA of a 2.0. Student grades of A, B, C, D, F are included in the GPA calculation. Grades of I (incomplete), Z (audit), W (withdrawal), or WI (withdrawal by instructor), X (incomplete), U (unsatisfactory), S (satisfactory) are not counted in the GPA.

**Completion Rate:** Students are expected to complete two-thirds (66.67%) of all attempted credits. To calculate completion, take the cumulative number of credits attempted times 2/3. Example: student attempted 15 credits yet completed 9 credits ( $15 \times 2/3 = 10$ ) this student did not meet SAP.

**Maximum Time Frame:** Students must be able to complete their program of study within 150% of the published program length. For example: if a student's published program length is 60 credits, then  $60 \times 150\% = 90$  total credits (this includes TE credits that apply to the student's program). All CWC credits are included whether or not the student received aid when the credit hours were attempted / completed. A student is ineligible for Federal Aid when it becomes 'mathematically impossible' to complete their program within 150% of their published program length. This may affect students who have changed their program of study or are pursuing more than one program.

### Credits that count as attempted:

Any credit course in which you were registered for after the enrollment deadline (census date)

### Grades counted in attempted and completed credits:

A, B, C, D, F, U, S

Any transfer courses that meet degree requirements

### Grades counted in attempted but not completed credits:

F, U, and W

### Grades NOT counted as attempted nor completed

Audit (Z)

## Failure to maintain Satisfactory Progress (SAP)

**Warning Status:** If a student fails to maintain SAP and it is 'reasonably expected' the student can successfully reinstate by the end of the next term, then the student is placed on **warning status** and will be allowed one additional semester of funding to get back into good standing. If the student does not get back into good standing, all federal financial aid funding and Veterans benefits will be cancelled.

**Cancelled Status:** If a student fails to maintain SAP and it is 'mathematically impossible' for the student to successfully reinstate by the end of the next term, then the student's eligibility is **cancelled**. All federal financial aid funding and Veterans benefits will be revoked since the student did not maintain SAP.

**Petition to Regain Eligibility:** If a student fails to meet SAP (cancelled or maximum time frame) and they have extenuating circumstances 'beyond the student's control', they may submit a written petition to regain eligibility. The petition and supporting documentation must be submitted to Rustler Central according to the deadline on the petition form.

## Repeat Courses

Repeated courses may impact a student's eligibility and awards for Federal Title IV financial aid, including Pell Grant, SEOG Grant, Federal Work-Study, Direct Loans and Veteran's benefits.

**Repeated courses will not be included in the student's enrollment level if the student received a passing grade:**

Central Wyoming College's financial aid policy prevents the Financial Aid Office from paying for a second attempt on a course that has been passed with a grade of C or better.

**Repeated courses may be included in the student's enrollment level if the student received a failing grade or withdrew:** A student may be eligible to receive federal aid for a previously attempted course in which the student received a grade of D, F, U, Z, W, WI. Students may only repeat a previously attempted course once (a total of two attempts.)

## Calculating GPA

The GPA is a representation of how a student performed in college, and essentially how much he or she learned. A good GPA is important when it comes to maintaining academic standing in college, getting scholarships or financial aid, transferring to another college, and getting a job.

Each course has an assigned credit value (i.e. 3 credits). When the course is completed by a student, a letter grade is issued which reflects the course result for the student. Each letter grade has a corresponding point value (A=4.0, B=3.0, C=2.0, D= 1.0, F = 0). Course grade points are a total of the assigned credit value multiplied by the letter grade point value. The GPA is calculated by taking the number of grade points a student earned in a given period of time divided by the total number of credits taken (attempted).

Example: ENGL-1010 - 3 credit course The student received an 'A' grade (4 point value) 3 (credits) X 4 (point value) = 12 course grade points. GPA = 12 course grade points divided by 3 credit course = 4.0

### Semester example of grades:

TERM	DEPT	NO	TITLE	GR	ATT	EARN	HRS	PTS	GPA
2019FA	ENGL	1020	English Comp II	A	3.0	3.0	3.0	12.0	
	FCSC	1140	Nutrition	A	2.0	2.0	2.0	8.0	
	HLTK	1200	Medical Terminology	A	3.0	3.0	3.0	12.0	
	ZOO	2015	Human Anatomy	B	4.0	4.0	4.0	12.0	
	SEM				12.0	12.0	12.0	44.0	3.67
	CUM				12.0	12.0	12.0	44.0	3.67
	HONOR ROLL: DEAN								

A Cumulative Grade Point Average is a calculation of the average of all of a student's grades for all courses attempted and completed so far. A combination of courses for a term will be have a corresponding term GPA calculated, and all terms combined calculate the student's cumulative GPA.

Because the GPA is an average of all course points, the more courses you have, the harder it will be to reverse a GPA 'trend'. If you have good grades and receive one bad grade, it probably won't affect your GPA too significantly. However, if you have a number of poor grades, it may take more time than you realize to get your GPA back up to an acceptable level.

## Federal Work Study Program

The Federal Work-Study program is a federally subsidized financial aid program that offers part-time jobs on campus for eligible undergraduate students. This program allows students to earn money to help pay educational expenses. Federal Work Study funding is awarded on a first-come, first-serve basis to students who have indicated on the FAFSA an interest in Federal Work Study employment.

Eligibility for this program requires students to demonstrate financial need, be enrolled at least half-time in an eligible program, complete all employment requirements and be meeting Satisfactory Academic Progress (SAP). Not all students with financial need are guaranteed to receive work-study due to limited funding.

Although the majority of Work-Study positions are located on-campus, this program also offers a growing number of off-campus, community service and reading tutor positions. Regardless of the location, the ultimate advantage of a Work-Study position is that it affords students invaluable experience when preparing to enter the job market after graduation.

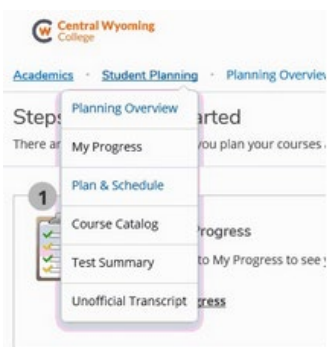
The length of a student's employment under FWS funding is based on the student's FWS award, pay rate and hours worked per week. A work study award does not guarantee the student has a job or that they will actually earn the amount listed. Students are allowed to work up to 19 hours per week. NOTE: Students hired in more than one position cannot work more than 19 hours per week. Working hours are arranged with your supervisor around your classes. The current pay rate for work study students is \$8.75/hr for the first 450 hours and \$9.25 there after. Paychecks are directly deposited into student's bank account on the last working day of the month.

### To complete an online student employment application

1. Go to [www.cwc.edu](http://www.cwc.edu) – scroll down to the very bottom of the home page and click on the link titled Jobs @ Central. (direct link: <https://jobs.silkroad.com/CentralWyomingCollege/Careers/>)
2. This will direct you to an HR page of current employment listings. On the left hand side of the page you will see "Student Employment (Fall or Spring) Semester (Pool). Click the link.
3. The next page displays the general job summary for student campus employment (you will receive a complete summary of the position when hired) read through the general position details. At the bottom of this page you will see a box with the word Apply.
4. On the next page read the statement and click on "Accept".
5. The next step displays a page to enter your information. Below these fields you must upload your resume and cover letter (file type must be doc.htm, html, odt, df, rtf or text)
6. Once you have completed these steps, click the NEXT button. Answer the Work Authorization Status statement then click NEXT. Answer the questions on the next page "Equal Employment Opportunity." When this is complete click SUBMIT. Once submitted you will get a confirmation page "Thank you for Applying."
7. Job applications/resumes are reviewed by area supervisors in need of student workers. Supervisors will contact you to set up an interview.

## Academic Evaluation

An Academic Evaluation (also referred to as a degree or program evaluation) shows the student an illustration of all of the requirements for his/her chosen program of study. It displays which course requirements have been met, the courses in which the student is currently enrolled, the courses the student is registered for in the next term, and which course requirements are outstanding. Each degree, certificate or credential has specific course requirements, which must be met for graduation. These may include General Education requirements, Program requirements, Program Electives, and General Electives, depending upon the program of study. Available programs are listed in the CWC Catalog ([www.cwc.edu/schedules-catalogs/](http://www.cwc.edu/schedules-catalogs/))



**NOTE:** You can view your current academic evaluation by logging into MyCentral, select the Rustler Central icon (graduation cap), choose Student Planning from the menu. In the student planning module click on "My Progress" from the

drop down menu. This tool provides an overview of completed courses and required courses left to complete your degree. The feature also allows you to load a sample course plan to see where you would stand if you were to change your major.

The evaluation will show CWC courses as well as those courses the student has transferred to his or her student record. All courses must be college-level courses as indicated by a number of 1000 or above. Associate degrees generally require successful completion of 60 credits in a prescribed curriculum. This is higher for the Associate Degree in Nursing. A grade of "F" or "U" does not constitute successful completion of a class. A grade of "D" in CWC classes is considered successful completion only for general elective courses.

Only grades of a 2.0 'C' or above may be used to fulfill General Education requirements, Program requirements, and Program Electives. A 'D' grade may be used to fulfill a General Elective requirement. Additionally, a GPA of 2.0 or above is required for graduation.

### TRANSFER CREDIT

Transfer credit includes college courses accepted from other regionally accredited colleges or universities, including all Wyoming community colleges and the University of Wyoming. The Registrar will complete an evaluation of each official transcript received from a regionally accredited institution of higher education for students who have been admitted to the college. All transferred courses will be identified on the student's Academic Evaluation with a 'TE' designation. The granting of transfer credit does not automatically imply acceptance of those credits to specific degrees since requirements vary from program to program. Those courses which were transferred, but do not fulfill a program requirement, will be identified under the 'Other Courses:' category at the bottom of the Academic Evaluation. Students are limited to earning a maximum of 75% of the credits in their declared program through Credit for Prior Learning and Transfer credits. In addition to specific program requirements, a minimum of 25% of all certificates and degrees must be earned through Central Wyoming College. It is strongly recommended that the student follow up with his or her academic advisor with any questions or concerns regarding the academic evaluation and the status of the student's program.

Each course on a student's transcript will be evaluated with regard to the course description, content, and credit hours. Only freshman and sophomore level courses, with grades of 'C' or above will be transferred. Additionally, developmental or remedial (pre-college level) courses may be transferred if they are needed to fulfill a pre-requisite requirement. If the evaluator is unable to locate an adequate description for a course, the student may be required to provide a course description and/or syllabus in order to properly evaluate the course.

For more specific information regarding transcript evaluations and transfer of credit from another institution, please contact the Students Records Office in Rustler Central.

## Rights & Responsibilities of need based financial aid

- ✓ You must meet the SATISFACTORY ACADEMIC PROGRESS. For award purposes and determination of successful academic progress, need-based financial aid status (full-time, three-quarter time, half-time, or less than half-time) will be based on the number of credit hours in which you are enrolled and applicable to your degree requirements on the first day of classes for the academic term.
- ✓ Need-based Financial Aid Award status is based only on credit hours that apply toward your program at CWC. The only exception is when an “approved Consortium Agreement” between CWC and another post-secondary institution in which you are concurrently enrolled has been submitted to the Financial Aid Office.
- ✓ You must have a declared program and be enrolled in an eligible degree, diploma or certificate program.
- ✓ In the event of an overpayment, regardless of the cause, you must repay the overpaid funds.
- ✓ At CWC, all aid including scholarships, non federal funds, federal aid (Pell, SEOG, TRIO, Subsidized and Unsubsidized loans, and PLUS loans) will be disbursed to students one month into the semester. Federal student aid awarded for the summer session is disbursed in full on the seventh week for enrollment over a 10-week term or in the third week for enrollment over a 5-week term. Federal College Work Study monies are disbursed as they are earned and paid on the last working day of each month.
- ✓ Charges incurred by students for tuition, fees, on-campus room and board, books, supplies, and emergency student loans are deducted from financial aid awards prior to the release of excess funds to students.
- ✓ Recalculation of financial aid eligibility can be made only in cases where a significant change of circumstances has been documented. Students must provide a written request for recalculation explaining the extenuating circumstances with an estimation of expected income for the current academic year.
- ✓ Adjustments to the total cost of attendance (tuition/fees, room/board, books/supplies, transportation, personal expenses) may be requested for additional expenses related to attendance to college, such as childcare, medical, disability, or program of study expenses. The student must submit a request in writing, identifying and itemizing the appropriate expenses for the current academic year.
- ✓ All Title IV federal aid offered is contingent upon institutional receipt of funds from the appropriate agencies and the laws and regulations which govern these programs and, thus, is subject to change.
- ✓ Central Wyoming College is required to follow federal, state, and institutional regulations in the awarding of financial aid. Therefore, any changes in determination of need-based eligibility or aid amounts will be made in compliance with those regulations.
- ✓ Students who officially withdraw or cease to attend classes at CWC may be entitled to a refund of charges or may be required to repay a portion of the federal aid they received. Please see the current academic year CWC catalog for the Return of Title IV Funds Policy.
- ✓ Students must use any funds received under the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal College Work Study, or Federal Direct Student Loan Programs for expenses connected with attendance at Central Wyoming College. Students must not owe a repayment on a Federal Pell Grant, Leveraging Educational Assistance Partnership or Federal Supplemental Educational Opportunity Grant previously received for study. They must not be in default on a Federal Perkins Student Loan or any Federal Stafford/Direct Student Loan.

**Central Wyoming College – Notice of Non-discrimination:** Consistent with its mission to value diversity and to treat all individuals with dignity and respect, Central Wyoming College does not discriminate on the basis of race, color, national origin, ancestry, sex, age, religion, or disability in admission or access to, or treatment or employment in its educational program services or activities. The college makes reasonable accommodations to serve students with special needs and offers services to students who have the ability to benefit. Inquiries concerning Title VII and Title IX may be referred to Scott Miller and inquiries concerning Section 504 may be referred to Emily Cosner at Central Wyoming College, 2660 Peck Avenue, Riverton, WY 82501 (307) 855-2112 or 1-800-735-8418 (instate) or the Office of Civil Rights for Wyoming at Denver Office, Office of Civil Rights, U.S. Department of Education, Federal Building, 1244 Speer Blvd, Suite 310, Denver, CO 80204-3582, 303-844-5695, Fax 303-844-4303, TDD 303-844-3417, email OCR\_Denver@ed.gov.