



# UNDERSTANDING YOUR FINANCIAL AID

## Understanding Your Award Letter

Financial Aid consists of grants, work-study and loans to help meet your educational expenses. You may accept or reject all or part of your financial aid award offered. However, if you reject an award, a substitute may not be available.

Financial assistance is considered supplemental to the family’s resources, student earnings, and aid received from other resources. Applicants are reminded that they should not depend on financial aid to meet basic living cost.

The Financial Aid Office reserves the right to modify aid commitments at any time because of changes in the student’s financial status, changes in availability of funds, or changes in Federal and State Laws, or Institutional regulations.

The amounts that appear on your Award Letter are based on full-time enrollment (12 credits or more) per quarter. Should you decide to enroll in fewer credits, you are required to notify the Financial Aid Office prior to the start of the quarter. Failing to do so may result in an overpayment of financial aid. If you notify us prior to the start of quarter, your refund will be adjusted accordingly.

## Sample Award Letter

### FINANCIAL AID NOTIFICATION

BATES TECHNICAL COLLEGE  
1101 SOUTH YAKIMA AVENUE  
ROOM M208  
TACOMA, WA 98405-4895

STUDENT NUMBER  
XXXXXXXXXX  
845-XX-XXXX



STUDENT’S NAME  
ADDRESS  
CITY, STATE, ZIP

Below is a **sample** of your financial aid award(s) for the 2018-2019 academic year (July 2018 through June 2019). The award(s) is/are based on the Conditions of Award and Satisfactory Academic Progress Policy that you agreed to when you applied for financial aid.

The awards are broken into quarterly blocks. Tuition and fees will automatically be deducted from your award(s). BankMobile will notify you when a remaining refund is made available. You must choose how you want to receive your financial aid funds using the BankMobile Refund Selection Kit. Financial aid is paid in advance. Therefore, if you withdraw or graduate, you may owe money back to the college and/or the U.S. Department of Education. If you have any questions, please call 253-680-7020.

AWARD	FALL2018	WINTER2019	SPRING2019	SUMMER2019	TOTAL
PELL	2,032.00	2,032.00	2,031.00	2,031.00	8,126.00
SEOG	150.00	150.00			300.00
WA SNG	1,231.00	1,231.00	1232.00		3,694.00
STAFFORD	875.00	875.00	875.00	875.00	3,500.00
UNSUB	1,500.00	1,500.00	1,500.00	1,500.00	6,000.00
<b>TOTALS</b>	<b>5,788.00</b>	<b>5,788.00</b>	<b>5,638.00</b>	<b>4,406.00</b>	<b>21,620.00</b>

Budget Classification is FOUR SESSIONS;AWAY

Your awards were based on data covering sessions SUMMER 2018 to SUMMER19.

FINANCIAL AID STAFF

## Refund/Disbursement Procedures for Grants and Loans

Bates Technical College does not issue paper financial aid refunds. Once your FAFSA is complete and processed by the Department of Education, you will receive a BankMobile Refund Selection Kit in the mail at your home address- it'll be in a bright green envelope from BankMobile. Please remember to keep your mailing address updated with the Registration Office, since the address that appears in your student records file is the address the BankMobile Refund Selection Kit will be mailed to.

If you are planning on having financial aid funds of any kind disbursed to you directly, you have a choice on how to receive them. All options require you to have the BankMobile Refund Selection Kit from Bank Mobile. Here are the three choices:

1. Electronic Deposit to another Account.
2. Electronic Deposit to a BankMobile Vibe Account.
3. Paper Check delivered by UPS.

BankMobile will notify students when a remaining disbursement/refund is made available. Students can expect a disbursement/refund within two weeks of receiving their award letter.

Students must be enrolled in an eligible program, awarded for the appropriate credit load, and making satisfactory academic progress. If you are in default on a loan or overpayment on a grant, you are not eligible to receive student financial aid.

First time loan borrowers will be subject to a 31 calendar day delay before receiving their first disbursement.

**Grant and Loan awards are based on the number of credits for which a student is enrolled as of the 5<sup>th</sup> day of each quarter. Adding or dropping classing during the first 5 days of the quarter, financial aid maybe adjusted. During this period, the student is responsible for reviewing their account to see if they owe a repayment of Title IV/State funds (when classes are dropped), or owe additional fees (when classes are added). (Please note – the 5<sup>th</sup> day policy does not apply to students who completely withdraw from the quarter.) In certain cases, financial aid funding is based on enrollment as of the day Bates receives the results of an application for financial aid.**

## Calculating Awards

The primary objective of financial aid is to assist students and their parents in meeting basic educational costs. All financial aid programs at Bates Technical College are administered in accordance with established state and federal regulations and policies. At the core of these policies is the belief that financing a student's education is the primary responsibility of the student and his/her family. If combined resources are not sufficient to cover expenses, a student may be eligible for financial aid. A student's financial aid award is based on a demonstrated financial need. That is calculated as follows:

$$\text{Cost of Attendance} - \text{Expected Family Contribution (EFC)} = \text{FINANCIAL AID NEEDED.}$$

## How is Cost of Attendance Established?

Standardized budgets have been established by each college. This means that all students with similar circumstances will receive the same allowance for tuition and fees, room and board, books, supplies, transportation, and miscellaneous expenses. Adjustments may be made on an exception basis to the budget for documented unusual expenses.

## **Determining Your Financial Need**

Most financial aid awards are based on demonstrated financial need, which is the difference between the Cost of Attendance (COA) and the Expected Family Contribution (EFC). Cost of Attendance minus Expected Family Contribution equals Need. (COA-EFC=Need) The EFC is determined from the information you reported on the Free Application for Federal Student Aid (FAFSA). The Cost of Attendance is based on the information listed below. Once your need is determined, your financial aid will be calculated based on eligibility and enrollment for the quarters you will be attending. All awards are subject to availability of funds.

## **Types of Financial Aid**

When you apply for financial aid at Bates Technical College, you are considered for all of the following federal and state financial aid programs:

### **Federal and State Grants**

Grants are considered gift aid and do not require repayment unless a student fails to maintain satisfactory progress or have completely withdrawn from all their classes before completing more than 60% of the period of enrollment.

#### **Federal Pell Grant:**

Federal Pell Grants are awarded to qualified undergraduate students who are enrolled in an approved program. Grants do not need to be repaid. Eligible students may receive Pell grants for the Fall, Winter, Spring and Summer quarters. Awards will be adjusted based on enrollment. The U.S. Congress has established a lifetime limit of 6 years or 18 quarters of Pell Grants. This includes all students, existing students, as well as students who attended in the past. Beginning in the 2013-14 financial aid year, the Pell Grant lifetime limit is 600%. The SARS and NSLDS will start letting colleges and students know limits and reduction in eligibility.

#### **Washington State Need Grant (SNG):**

Washington State Need Grants are awarded to eligible Washington residents enrolled in an approved program. Eligible students may receive three payments of SNG for the financial aid year, depending on eligibility and availability of funds.

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

Federal Supplemental Educational Opportunity Grant is for undergraduates with exceptional financial need. Awards are subject to funding availability and are determined by the Financial Aid Office. There is a six credit minimum enrollment requirement to be eligible for payment.

#### **Federal College Work-Study Program (CWS):**

Federal College Work-Study program provides employment opportunities on campus for eligible students. Students are required to be a Washington State resident to participate. The maximum a student can earn is determined by financial need and funds available. Eligible students can work part-time up to 19 hours per week.

## Washington State Work-Study Program (SWS):

Washington State Work-Study program provides employment opportunities both on and off campus for eligible students. Students are required to be a Washington state resident to participate. The maximum a student can earn is determined by financial need and funds available. Eligible students can work part-time up to 19 hours per week.

## **Scholarships**

Scholarships consist of Intuitional funding (3 ½% funds), Bates Technical College Foundation Scholarships, and outside agency scholarships. Once scholarships are received, they are posted to the students account. Check with the Financial Aid Office for more information.

## **William D. Ford Federal Direct Stafford Loan Program**

Financial literacy is a priority at Bates Technical College. Students must make an informed and educated decision when deciding to borrow for educational needs. To be awarded a student loan; you must complete a separate application, loan Entrance Counseling, Financial Awareness Counseling, and a Master Promissory note. To receive a student loan, you must be enrolled at least 1/2 time.

Federal Direct Loans are low-interest loans for students and parents to help pay for the cost of a student's education after high school. The lender is the US Department of Education rather than a bank or other financial institution. There are three types of loans available under this program:

### Direct Subsidized Loans:

Direct Subsidized Loans are need-based. A student's eligibility to borrow is based on financial need as determined by the federal government. The federal government pays the interest on the loan while the student is in school. Repayment begins six months after completion or withdrawal from the school. The 150% Direct Student Loan policy went into effect as of July 2013. The new provision limits first-time borrower's<sup>1</sup> eligibility for Direct Subsidized Loans. These students may not borrow more than 3 years of subsidized loans if they are pursuing a program at a community or technical college.

Under certain conditions, the provision also causes first-time borrowers who have exceeded the three year limit to lose the interest subsidy of their Direct Subsidized Loans. Interest subsidy means the Government will no longer pay the subsidized interest after a first time borrower has exceed the three year limit.

### Direct Unsubsidized Loans:

Direct Unsubsidized Loans do not require a student to show financial need; however the cost of the student's education must exceed any other financial aid offered. The student, not the federal government, is responsible to pay all the interest that accrues on this loan. It is recommended that you make interest payments for unsubsidized loans. Repayment on the principle loan amount (and including any capitalized interest, if payments were not made) begins six months after completion or withdrawal from school.

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<sup>1</sup> A first time borrower is a student who has never borrowed a direct subsidized loan or a student who as of July 1<sup>st</sup>, 2013 has no outstanding balance or interest on a Direct Loan or Federal Family Educational Loan.

## Direct PLUS Loans:

Direct PLUS Loans are loans a parent takes out in order to pay for their dependent student's educational expenses. A completed FAFSA is required to get a PLUS loan.

## **Refunds/Repayments Due to Title IV Programs**

The reimbursement to the Title IV programs will be made in the following order:

Federal Direct Student Loans  
Federal Pell Grant  
Supplemental Educational Opportunity Grant (SEOG)  
State Need Grant (SNG)  
Other programs providing aid  
The student

## **Tuition Refund Policy**

### **State Funded Instruction**

A student who has paid tuition before the quarter starts but is unable to attend the class may receive a full tuition refund. After the first day of class, Bates grants refunds as follows:

- From the 1st to the 5th calendar day of class – 80%
- From the 6th day to the 15th day calendar day – 40%
- After the 15th calendar day there is no refund

### **State-funded Instruction**

If the duration of a class is other than ten weeks, the refund is calculated based on the equivalent percentage of time. The general refund policy applies to all students in state-supported programs. It is the student's responsibility to complete a withdrawal form and submit it the registration office. The date the withdrawal is received will be used for calculating refunds.

- Refunds will not be granted for students withdrawn for disciplinary reasons.
- Students called for military active duty will be granted a refund of tuition and laboratory/supply/computer use fees paid for the current payment period, subject to the rules and regulations of their respective funding sources. Presentation of written confirmation is required.

The general refund policy applies to all Bates students, regardless of financial aid status. The refund for students registered in courses or programs with an enrollment period other than the standard quarter will be applied on a prorated basis consistent with the general refund policy. Refunds must be requested in writing by the student or the funding agency administrator. Refunds for special programs will be made directly to the funding agency administrator.

## **Return of Title IV Aid**

Students who are awarded Title IV Aid and withdraw from school are subject to the Return of Title IV regulations. The regulations require the college to evaluate the time the student was in school using the Return of Title IV calculation.

The calculation evaluates the number of calendar days the student has completed and the number of calendar days for which the aid was awarded. If the student completed more than 61 percent of the quarter, there is no return of funds due. If the student completes less than 61 percent, the number of calendar days completed will be divided by the total number of calendar days for which the student was paid. The earned and unearned portion will be calculated. Unearned tuition will be returned to the Department of Education. The college will bill the student for the tuition due based on the college refund policy. Unearned aid (cash in hand) will be calculated, and, if applicable, the student will owe funds to the Department of Education.

Students who are in Return of Title IV will receive an overpayment letter and they will be ineligible for further Title IV and state aid, until the funds due, are repaid. The calculation is based on the last recorded day of attendance for the student. (Sample calculations are available upon request).

It is extremely important to work with the financial aid office if a student must withdraw from school. A full refund will be given to all students who withdraw before the first day of class. In no case will the Title IV program receive more reimbursement than the aid provided to the student. A student overpayment is the amount of aid received in excess of days completed and aid awarded.

## **Financial Aid Policy and Guidelines for ADA**

Bates Technical College provides financial assistance to all eligible students. Students with disabilities will be provided financial assistance in the same manner as a non-disabled student. Students with disabilities are encouraged to work directly with the Disability Support Services coordinator from the start of a program to provide a smooth and positive support system for the student while in school. The Financial Aid Office recognizes that there may be special needs or additional costs for students with disabilities. Additional budget allowances will be reviewed for documented expenses not provided for by an outside agency. The Financial Aid Office will work with your instructor and the Disability Support Services Coordinator in monitoring satisfactory academic progress while the student is in school. All information is held in the strictest of confidence.

## **Changes in Financial Aid Status**

It is required by law that you report to the Financial Aid Office any financial status changes (\$200 or more) from what you reported in your original application. This includes the cash value of support provided as well as cash income.

## **Additional Funding**

If you are being sponsored or funded now or at any time during your enrollment, you **must** notify Financial Aid as soon as possible. This includes, but is not limited to, funding programs and benefits such as: JOBS, L & I, DVR, Veterans Benefits, Private Industry Council (PIC or JTPS), Timber Retraining, Work force Training, B.I.A., etc.

## Satisfactory Academic Progress Policy

Students must meet Financial Aid Satisfactory Academic Progress Policy requirements as outlined below to be eligible for federal, state and institutional financial aid.

**Requirements\*** There are two standards of Satisfactory Academic Progress Policy that are evaluated at the end of each quarter:

**1. Pace of Progression**—Measured to ensure students complete their program within 150 percent of the expected completion timeframe for federal financial aid, or within 125 percent for state financial aid.

**Under no circumstances will students receive state aid beyond 125 percent of published program lengths, or federal aid beyond 150 percent of published program lengths.** Bates Technical College may use professional judgment to exclude up to 45 remedial (90 level) credits for students required to take pre-college level coursework.

**2. A 2.0 quarterly Grade Point Average (GPA)**—Required to remain in good standing for continued financial aid funding. Students that do not meet Satisfactory Academic Progress will be placed on Financial Aid Warning or Suspension. Students will be notified in writing at the end of the quarter after grades have been posted.

**\*Please Note:** Washington State Need Grant (SNG) and State Work Study (SWS) recipients have different completion requirements to remain eligible for SNG/SWS. Please refer to the *Washington State Aid* section of this policy.

### Pace of Progression

Students must complete a minimum of 75 percent of the quarterly credits attempted and be on track to complete their degree within 150 percent of the expected completion timeframe. Transfer credits are included in the expected completion timeframe, as are attempted or completed credits for which you did not receive financial aid.

### GPA

Students must maintain a quarterly GPA of 2.0 (“C” grade) or better to remain eligible for financial aid. **Additionally, any student who has attended six or more quarters must maintain a cumulative college-level GPA (CLGPA) of 2.0 or higher**, or they will lose eligibility for aid until their CLGPA again reaches at least a 2.0. (This requirement may not be appealed.)

### Financial Aid Warning

Financial Aid Warning will be assigned when a student has not completed at least 75 percent of their quarterly credits attempted and/or their quarterly GPA is below 2.0. Students on Financial Aid Warning are eligible to receive financial aid for the next quarter of attendance.

### Academic Warning

Students placed on academic warning will be placed on Financial Aid Warning.

### Financial Aid Suspension

Students whose aid has been suspended are not eligible for future financial aid (grants, work study or loans). Financial Aid Suspension will occur when:

A student who is currently on Financial Aid Warning or Probation, and who still does not complete at least 75 percent of their quarterly credits attempted and/or does not achieve a minimum quarterly GPA of 2.0 in the consecutive quarter.

A student officially or unofficially withdraws from all classes. Students who withdraw before the 60 percent point in the quarter may have to repay a portion, or all, of their financial aid.

A student changes their program of study more than two times.

A student reaches 150 percent of the expected program completion timeframe.

It is determined that a student cannot reasonably complete their program within 150 percent of the expected completion timeframe. A student completes fewer than half of the credits for which their financial aid was received (if enrolled at full time,  $\frac{3}{4}$  time or  $\frac{1}{2}$  time), or if a student who is enrolled at less than  $\frac{1}{2}$  time does not complete all of the credits for which they registered.

## **Academic Suspension**

A student on Academic Suspension is also on Financial Aid Suspension and is not eligible to receive any type of financial aid. An Academic Suspension must be resolved before a Financial Aid Suspension appeal will be considered. Please review the Student Handbook for additional information regarding the college's Student Progress Policy. If a student has received an academic forgiveness for any coursework at Bates Technical College, this does not change the GPA for determining eligibility for financial aid.

## **Financial Aid Reinstatement**

Students whose aid has been terminated may be considered for reinstatement after repaying or making satisfactory arrangements to repay any financial aid debt owed, and after completing, at their own expense, the number of credits required to raise their pace of progression to 75 percent of their cumulative credits attempted. If it is mathematically impossible to meet progression requirements, consideration for reinstatement of financial aid will be denied. If a student's aid was suspended because of low GPA, they may be considered for reinstatement after successfully completing one quarter or at least six fundable financial aid credits with a GPA of 2.0 or higher. Repayment, pace of progression and GPA requirements must be met to be considered for reinstatement. Students are responsible for notifying financial aid once reinstatement criteria have been met. When the student reinstates eligibility in this manner he/she will be placed in warning status for one quarter and will be subject to satisfactory progress criteria.

## **Financial Aid Satisfactory Academic Progress Appeal**

If extraordinary circumstances beyond his/her control prevented a student from meeting the Satisfactory Academic Progress Policy requirements, he/she may submit an appeal requesting reinstatement of financial aid. The appeal must include a letter that explains what prevented the student from successfully completing the quarter and how circumstances have changed or would no longer be an obstacle to satisfactory progress. All appeal requests must include a delivery model from the instructor and/or advisor, and appropriate documentation of the mitigating circumstances. Appeals should be submitted to the financial aid office for consideration. The student should continue to attend their classes, until an appeal decision has been made. The decision of the Appeals Committee is final. Warnings may not be appealed. **Students are limited to no more than two Satisfactory Academic Progress Appeals per academic year.**



## Financial Aid Probation:

If a student's appeal is approved, his/her financial aid will be reinstated in a probationary status. Conditions may be imposed as part of the approval. If the student does not meet the conditions of the approved appeal by the end of the consecutive quarter, or if he/she fails to meet satisfactory academic progress in any way, his/her financial aid will be suspended.

## How is Pace of Progression measured?

The Financial Aid Office will set quarterly enrollment at the end of the fifth day (census) of each quarter. Enrollment is equal to the number of credits attempted for the quarter, as of the census date. At the end of each quarter, the Financial Aid Office will check the Pace of Progression toward degree completion. Quarterly credits completed will be divided by quarterly credits attempted to establish the percentage of completion. Students must complete at least 75 percent of their attempted credits to remain in good standing with the standards set by the Satisfactory Academic Progress Policy.

**Example 1:** Student is enrolled in 12 credits; completed 9 credits.  $9 \div 12 = 75\%$  completion. Student is in good standing for the next quarter.

**Example 2:** Student enrolled in 12 credits; completed 7 credits.  $7 \div 12 = 58\%$  completion. Student's aid will be offered with a "warning" for next quarter.

**Example 3:** Student enrolled in 12 credits; completed 5 credits.  $5 \div 12 = 41\%$ . Student completed  $<1/2$  of the credits for which financial aid was received. Student's aid is suspended.

**Example 4:** Student is enrolled in 5 credits (less than  $1/2$  time); completed 3. Student enrolled for  $<1/2$  time; did not complete all attempted credits. Student's aid is suspended.

Grades of IC (Incomplete Grade), NC (No credit) or 0 are not considered completed credits, but they *do* count as *attempted* credits. *Pace of Progression is based on 75 percent of all credits attempted versus credits earned. Extensions up to the 150 percent expected completion timeframe refers only to students receiving Pell Grants. (State Need Grant may only be extended up to 125 percent.) Loans are not allowed beyond 100 percent of the published program hours.*

## Washington State Financial Aid Requirements

### Qualitative Standards

At the end of each quarter, all students receiving state aid must be in good standing with the college and maintain a minimum cumulative GPA of 2.0 or higher. Students who fail to meet this standard may be placed on "warning" status for one quarter. Students are still eligible to receive financial aid while on warning.

### Quantitative Standards

At the end of each quarter, students must have completed at least half of the credits for which their financial aid was awarded. **Any student who does *not* complete at least half of the credits for which they received aid will be suspended.**

### Financial Aid Warning

The student will be placed on warning if they complete greater than half, but less than full credits for which they were awarded.

A student in warning status is eligible to receive aid the following quarter, but must successfully complete 100 percent of the credits required for his/her enrollment level. For example, if awarded at full time (12 or more credits per quarter), a student on warning must complete no fewer than 12 credits in the consecutive quarter. A student who fails to do this will be placed on suspension.

## Financial Aid Suspension

A student will be suspended if, while on warning, they again fail to complete the minimum number of credits for which their financial aid was received. A student will also be suspended any time they fail to complete at least half of the credits for which their financial aid was received. Students who are in suspended status are ineligible to receive SNG, SWS, CBS, and PPS for future quarters.

## Maximum Time Limit

Washington State aid (SNG/SWS/CBS/PPS) recipients may not exceed 125 percent of the published length of their program. All attempted credits are included in this count, as are transfer credits, whether or not you received financial aid for them. If a student is still completing degree requirements beyond 125 percent of their program requirements, they will not be eligible to receive SNG, SWS, CBS, or PPS. State Need Grant will not be awarded if a student has received five years of term usage.

## Class Attendance

**You are expected to attend all classes for which you receive aid. There are serious consequences if you do not attend.**

**If class attendance cannot be verified in each of your classes, you may be billed for the financial aid you received for that class.** Any debt will prevent you from registering for future quarters or from obtaining a copy of your official transcript.

## Fees

*Fees will be charged to the first available resources.* If you are receiving student loans and grants, fees will be withheld from financial aid funds (Pell, SEOG, SNG, and loans). Fees include tuition and associated cost. Associated costs not included are: Para Educator courses, Continuing Education courses, courses 80 level and below, library or parking fines.

## Financial Aid Quarterly Credit Load Eligibility

Full Time	Three-quarter time	Half-time	Less than Half Time
12+credits	9-11 credits	6-8 credits	1-5 credits

## Student's Financial Aid Rights and Responsibilities

### As a financial aid recipient, you have the following RIGHTS:

- Access to accurate and timely information on financial aid deadlines and procedures.
- Access to your personal financial aid records as defined by the Buckley amendment of 1974.
- The choice of accepting all or only part of the assistance offered.
- Access to a review of your award package should your financial situation change. Included in this right is the opportunity to appeal. To appeal your financial aid determination, you must provide a written statement and submit it, with any appropriate documentation, for further review.

## **Along with these RIGHTS you have the following RESPONSIBILITIES:**

- To provide accurate information to be used in the aid process. Misrepresenting information is a violation of the law and could result in indictment under the US Criminal Code.
- To inform the financial aid office of any significant changes in your financial situation (scholarships, gifts, earnings, funding, etc.) in excess of \$200 that were not listed on your application. Or any other changes in your circumstances, such as change in student status, or marital status, which may influence your award. Failure to report these changes can result in federal legal actions to recover aid funds.
- To understand your obligation. If you accept a loan as a part of your award package, you are pledging your future earning to pay your present school costs. Read the loan conditions carefully, and ask questions.
- To maintain satisfactory academic progress and progression towards the completion of a vocational training program.
- To repay any financial aid received you were not eligible for.
- **TO CONTINUE RECEIVING FINANCIAL AID, YOU MUST REAPPLY EACH ACADEMIC YEAR.**

## **Terms and Conditions of Financial Aid**

By accepting your aid, you have agreed to the following:

Students agree to use the Secure Financial Aid online and phone processes. If they do not agree, they will need to contact the Financial Aid Office regarding alternative methods of communication. If they do agree, they can rescind their permission at any time by contacting the Financial Aid Office.

The student understands that they may receive aid from only one school each quarter and by accepting their Bates Technical College aid means they are not receiving aid for attendance at any other school for that same time period.

The students should read and understand the requirements and the conditions applied to financial aid as stated on their award notice and in the Understanding Your Financial Aid Document.

The student understands that they must report any additional aid not shown on their award notice. The student understands that their aid may be adjusted if additional aid exceeds their demonstrated financial need or their cost of attendance.

If a student has been awarded and has accepted work study and works during breaks, they are certifying that they will enroll in the quarter following that break.

The student understands that once they enroll in classes they are responsible for canceling their registration if they choose not to attend Bates Technical College. The student understands that they will be responsible for any charges made to their account if they fail to cancel their registration. The student understands if they completely withdraw from the quarter, they may be required to repay all, or a portion, of the aid disbursed to their account. If a student drops below 5 credits during the refund period and have any Direct Loan funds, the student understands any refund may be applied to the Direct Loan and the Direct Loan Servicer will be notified of their less than half time student status.

The student understands that the Pell Grant and other grants and loans awards will be based on the number of credits for which they are enrolled as of the 5<sup>th</sup> day of each quarter. When a student adds or drops classes during the first 5 days of the quarters, there Title IV and State aid will be recalculated. During this period, the student has the responsibility of reviewing their account to see if they owe a repayment of financial aid funding (when classes are dropped), or owe additional fees (when classes are added). Allow up to 10 days for adjustments to appear on their account. (Please note - the 5th day policy does not apply to students who completely withdraw from the quarter.) In certain cases, financial aid awards are based on enrollment as of the day Bates receives the results of an application for financial aid.

## Washington State Aid-Conditions of Award

The State of Washington is offering you financial assistance to help support your education expenses. Please visit [www.opportunitypathways.wa.gov](http://www.opportunitypathways.wa.gov) to receive more information about financial aid, scholarships, work study, and student loans.

By accepting state financial aid, you agree to the conditions listed below. If you have questions or find that you cannot comply with these conditions, please contact your institution's financial aid office.

1. You must meet the requirements for Washington State residency.
2. You do not owe a repayment to any federal or state grant or scholarship nor are you in default on a state or federal student loan.
3. You must be enrolled in an eligible program and not pursuing a degree in theology.
4. If you hold a bachelor's degree or the foreign equivalent, or in some circumstances if you are pursuing a second associates degree within five years of earning an associate degree, you are not eligible to receive state grant funds.
5. If you do not attend or if you withdraw from your classes, you may owe a repayment of all or part of any state grant or scholarship you have received.
6. You must maintain the academic progress standards established by your institution in order to receive additional state aid.
7. There could be other circumstances that would require a repayment or reduction in your current award amounts.
8. You must meet all eligibility requirements for state aid program(s) awarded.
9. The offer of this financial assistance is subject to, and conditioned upon, the availability of funds. Washington Student Achievement Council (WSAC) and the institution through which the grant, scholarship, or work-study is awarded, reserve the right to withdraw, reduce, or modify the awards due to funding limitations or due to changes in circumstances which affect your eligibility for the program(s).

You may choose to voluntarily make financial contributions to Washington Student Achievement Council in recognition of the assistance that you received. All voluntary contributions will be used to provide financial assistance to other students. Please contact [finaid@wsac.wa.gov](mailto:finaid@wsac.wa.gov) for more information.