

Example: SWTJC Associate's Degree = 62 Hours X 150% = 93 hours. 93 hours is the maximum that can be attempted for this program and receive financial aid.

TRANSFER STUDENTS

Transfer students entering SWTJC must be enrolled in a program of study which leads to a degree or certificate at SWTJC. All previous grade transcripts must be submitted to the SWTJC Office of Admissions and evaluated before financial aid may be awarded. All transfer credits evaluated will be counted towards the maximum timeframe (150% of published program) at Southwest Texas Junior College.

How are my grades evaluated under the Standards of Academic Progress?

- The students cumulative Grade Point Average (GPA) must be a 2.0 or higher to satisfy the requirements of the Qualitative Standards of the Financial Aid Satisfactory Academic Progress.
- Grades of A, B, C, D, and P earned are considered attempted and earned credit hours.
- Grades of F, W, Q, I, EW, NR, CIP, or Z will not be considered as credit hours earned for the 67 percent rule and Maximum Time Frame rule, but will be considered as hours attempted for the semester.
- Students who withdraw from the college must still maintain satisfactory academic progress regarding the 67 percent rule and Maximum Time Frame rule.

APPEAL PROCESS

Students who do not meet the standards of Southwest Texas Junior College financial aid satisfactory academic progress policy because of unusual circumstances (illness, death in the family, accidents, etc.) have the right to appeal. During the appeal process the student must be prepared to pay his/her own expenses, such as tuition, fees, books, supplies, etc. Please follow the procedure below to appeal a financial aid suspension.

- A Financial Aid Appeal form must be obtained and submitted to any SWTJC campus locations.
- Documentation supporting the extenuating circumstances must be provided to the committee with the appeal form for the committee to review.
- Appeals will either be approved or disapproved by the Financial Aid Committee. All decisions made by the committee will be considered final. The committee meets at least once a month and reviews all appeals in the order of the date that they are received.
- It is the student's responsibility to follow up with the Financial Aid Office two weeks after submitting a complete appeal form with all of the required documentation to determine the status of the appeal.

ADDITIONAL INFORMATION

Complete withdrawals and the Financial Aid Satisfactory Academic Progress Policy

A complete withdrawal from any program of study will have a negative impact on a student's financial aid academic progress. If a student withdraws from school during the semester, his or her grades for the semester will be all Ws. These grades are not passing; therefore the student did not meet the 67% completion rate requirement and will be placed either on financial aid probation or suspension.

Notification of status under the FAO Satisfactory Academic Progress Policy

Students placed on FA Probation or FA Suspension will be notified via the SWTJC portal of their status after grades are submitted by instructors.

The Effect of Developmental Course Work on the MTF Calculation

Thirty credit hours of developmental course work will be eliminated from the Maximum Time Frame calculation. After the student attempts more than 30 credit hours of developmental coursework, any additional developmental credit hours attempted will count in the Maximum Time Frame calculation.

The Effect of Dropping a Course

Students who reduce their course load by dropping a course after the semester has begun risk non-compliance under the 67 percent completion rate requirements.

Transfer Hours and Maximum Time Frame

Transfer hours which have an SWTJC equivalent are counted in the Maximum Time Frame calculation.

The Effect of Financial Aid Suspension on Financial Aid Awards

Title IV Aid consists of grants and work study; therefore, all grants and work study awards will be cancelled if the student is on Financial Aid Suspension.

Consortium Agreements and the Satisfactory Academic Progress Policy

When Southwest Texas Junior College has a consortium agreement with a participating institution, the student must meet the Satisfactory Academic Progress Policy of the institution that is awarding aid.

FEDERAL RETURN OF TITLE IV FUNDS POLICY

Withdrawals

When a student who is a Title IV recipient withdraws, there are two policies related to finance that the student should be familiar with. The first is SWTJC's Tuition Refund Policy, which is located in the *Finances* section of this catalog. The second policy is the U.S. Department of Education's Return of Title IV Funds policy, which is described below. These two processes are managed by different offices and have different requirements and deadlines and can be a little confusing. If you have questions after reviewing the Financial Information section of this catalog and the Return of Title IV Funds information please contact the office that is responsible for administering the process that you have questions about. The Financial Aid Office may be reached at 830-591-7343, and the Business's Office may be reached at 830-591-7368.

Policy Summary

There are four types of Title IV funds that are affected by the return of Title IV funds policy at SWTJC. They are the Federal Pell Grant, Federal SEOG Grant, and the Federal Loan Program. The Higher Education Amendments of 1998, Public Law 105-244 (the Amendments of 1998) substantially changed the way funds paid toward a student's education are handled when a recipient of Title IV funds withdraws from school. If a Title IV recipient withdraws from school after beginning attendance, the amount of aid earned by the student must be determined. If the amount disbursed to the student is greater than the amount the student earned, unearned funds must be returned. If the amount disbursed to the student is less than the amount the student earned, and for which the student is otherwise eligible, he or she is eligible to receive a post withdrawal disbursement of the earned aid that was not received.

When a student stops attending or quits attending courses

As per the Department of Education, students who do not earn at least one passing grade per semester are considered to have withdrawn from school. At Southwest Texas Junior College, if an instructor reports a student as not attending, stopped attending, irregular attendance or quit attending, student may fall into one of these categories of not completing courses.

For Example: if a student attempts three courses, withdraws from one course with a “W” and earns “Q’s” for the other two courses, the SFA office would determine that this student did not complete their courses. The SFA office would be required to recalculate their eligibility and remove some of the financial aid funds that were disbursed on their student account. In most cases, students will end up owing both Southwest Texas Junior College and the U.S. Department of Education hundreds of dollars.

For students in this situation, the only relief available is related to the date when they stopped coming to school. If the student participated in a verifiable, academically-related activity past the 60 percent point of the semester (check with the Financial Aid Office for dates) and proof of this can be collected, then the Financial Aid Office does not have to perform the calculation. The Department of Education has defined acceptable academically-related activities as class attendance, examinations or quizzes, tutorials, computer-assisted instruction, academic advising or counseling, academic conferences, completing an academic assignment, paper, or project, or attending a school-assigned study group. Students may not provide documentation of these activities, it must come from either an instructor or in the case of academic advising, the Admissions Office.

Process for students who withdraw themselves

For students who go through the process of officially withdrawing themselves from school, a simple calculation is used to determine the amount of Title IV funds a student has earned as of the date he or she withdraws. The percentage of the period completed is determined by dividing the number of calendar days completed in the semester as of the day the student withdrew, by the total number of calendar days in the semester. The total number of calendar days in a semester includes all days within the term, except for institutionally scheduled breaks of five or more consecutive days. The day the student withdrew is counted as a completed day. This percentage is multiplied by the amount of Title IV Federal Student Aid that was disbursed to the student for the semester. The result is the amount of aid that the student earned. Once the student reaches the 60 percent point in a semester, they have earned 100 percent of their Federal aid and no adjustment is required.

The process for students who are withdrawn or dropped by SWTJC

The Return of Title IV funds process is different for students who do not follow the process to officially withdraw and are withdrawn or dropped by the school. The following scenarios will warrant an enforced withdrawal and in most cases require a return of funds:

If a student does not attend class within the first three weeks of class, instructors will report this attendance and the admissions office will automatically withdraw the student.

If the student stops attending classes within the eight week of class, instructors will report this attendance and the admissions office may withdraw the student from classes.

The withdrawal date for students who have withdrawn after beginning attendance is the date that the student was withdrawn up to the 60 percent point of the semester. The percentage of aid earned by the student is determined by the withdrawal date up to the 60 percent point of the semester. If the student is withdrawn on or after the 60 percent point of the semester, the percentage used to calculate the amount of aid that the student has earned will always be 60 percent.

Return of Title IV Funds calculation resulting in money owed to Southwest Texas Junior College

If students withdraw or are enforced withdrawn from all of their classes after the 12th class day of a regular semester, SWTJC will not adjust the cost of tuition and fee. When a return of Title IV funds calculation is performed and aid that was used by the student to pay for tuition, fees, or other institutional charges is returned, the

student is responsible to repay those funds to SWTJC. If the student does not pay SWTJC within 45 days, SWTJC will turn the student's account over to an outside collection agency. Students may call Collections Unlimited directly at 1-800-723-2331, or email them at collections.unlimited@pdq.net. The debt must be repaid before the student will be allowed to register for a future semester.

Return of Title IV Funds calculation resulting in money owed to the U.S. Department of Education

Students who receive Title IV funds in excess of the costs of tuition and fees, accept the excess funds, and then withdraw or are withdrawn, may be responsible to repay some of those funds. This is a debt that is separate from any amount that a student may owe SWTJC as a result of their withdrawal from the semester. When a student owes money to the Department of Education, he or she has 45 days from the date SWTJC notifies them of the debt to pay the Department of Education. Students who want to repay the Department of Education through SWTJC should contact the Student Financial Aid Office. If the student does not pay SWTJC within 45 days, SWTJC will turn the student's account over to the Department of Education for collections. Students who have been turned over for collections may call ED Collections at 1-800-621- 3115, email them at dcshelp@pearson.com, or write them at U.S. Department of Education Student Financial Assistance Programs P.O. Box 4222 Iowa City, IA 52245.

ACADEMIC SCHOLARSHIPS AWARDED THROUGH THE SCHOLARSHIP COMMITTEE

Scholarships have been provided by civic-minded individuals and organizations. A faculty committee examines all applications and submits its recommendations to the President of the college who considers them for approval. Awards are made primarily on the basis of demonstrated academic achievement and standing (high school grades and ACT or SAT scores); however, extracurricular activities, letters of recommendation, communicating and reasoning skills, financial need and educational objective may influence selection.

All students who receive academic scholarships at SWTJC must maintain “satisfactory grades” in order to continue receiving the scholarships. The term “satisfactory grades” is defined as having a 2.50 cumulative GPA (on a four point scale) and completing at least twelve semester hours each fall and spring semester. “Satisfactory grades” are defined differently for the following scholarships and a recipient should refer to the scholarship description for the correct definition: Rose Kohel Memorial, Pioneer, Pioneer for Distinguished SWTJC Students, and Vic Leon Tucker Memorial.

A student who receives an academic scholarship must enroll as a full-time student (12 semester hours or more) in order to use the academic scholarship. Students who receive the academic scholarship as entering freshmen are in effect receiving a two-year scholarship for four consecutive long semesters, if they maintain “satisfactory grades.” Students who receive the scholarship as first semester freshmen can expect to receive the scholarship for three consecutive long semesters, if they maintain “satisfactory grades.” Students who receive the scholarship as sophomores can expect to receive the scholarship for two consecutive long semesters if they maintain “satisfactory grades.”

Scholarship applications may be secured from the high school principal or by writing to the Registrar, Southwest Texas Junior College, 2401 Garner Field Road, Uvalde, Texas 78801-6297. All scholarship applications for the fall semester are due by April 1 of each year. Mail applications to the attention of the Scholarship Committee. Students applying for scholarships through the Scholarship Committee can use only one awarded scholarship; multiple awards are not allowed. The available scholarships are listed below. Some of these scholarships carry more than one student.

FRESHMEN AND SOPHOMORE SWTJC STUDENTS

Del Rio SWTJC Freshmen and Sophomore students who meet the criteria of the scholarships may apply for the following scholarships:

Academic Scholarship Committee:

C. and P. Chandler
Pioneer Scholarships for Distinguished SWTJC Students
Pioneer Discretionary Scholarship (Less than 3.5 GPA)

Del Rio Scholarship Committee:

S.D. Lindsey Memorial Scholarship
International Good Neighbor Council Scholarship

Eagle Pass SWTJC Freshmen and Sophomore students who meet the criteria of the scholarships may apply for the following scholarships:

Academic Scholarship Committee:

G.C. Bermea Scholarship
Pioneer Scholarships for Distinguished SWTJC Students
Pioneer Discretionary Scholarship (Less than 3.5 GPA)