

Kalamazoo Valley Community College

Terms and Conditions — 2023-2024

I understand any financial aid that was offered to me in the form of grants (including the Pell Grant), scholarships, work-study, and/or loans, will not be authorized or disbursed to my account until I have read and accepted Kalamazoo Valley's Financial Aid Terms and Conditions located on My Valley account.

I understand the Student Financial Services Office at Kalamazoo Valley will communicate my financial aid information, including outstanding requirements, award notices, and required disclosures through email. Your initial financial aid offer will be mailed to the address on file at Kalamazoo Valley. Summer financial aid notification will be sent through email. I realize I can also view this information by accessing My Valley account. I understand that a paper copy of required authorizations and disclosures can be made available upon written request. (Student Consumer Information).

I authorize Kalamazoo Valley to apply any financial aid I receive, including Federal Title IV grant or loan aid, state aid, institutional aid, or other grant or loan, to my student account to pay for any tuition and fee charges that I incur. This authorization may be cancelled at any time. Requests to cancel must be in writing and submitted to the Student Financial Services Office.

I understand, if there is a change to these Terms and Conditions, the Student Financial Services Office at Kalamazoo Valley will notify me via email through my Kalamazoo Valley email account.

My Financial Aid Offer could be revised if any of the following conditions occur:

- I am enrolled for courses that are not required for my program of study.
- I have not completed verification requirements.
- Changes were made to my application information.
- An error was inadvertently made in determining my eligibility for financial aid.
- Federal/State funding authorizations change.
- There was incorrect or incomplete information provided to the Student Financial Services Office or on my FAFSA.
- I received additional financial resources that must be reported to the Student Financial Services Office.
- I am not maintaining Financial Aid Satisfactory Academic Progress.
- My enrollment status changes.
- I am receiving financial aid at more than one institution during the same enrollment period.
- I did not accept my student loan or work-study award.
- I am not pursuing an eligible certificate or associate degree program, as required for Title IV financial aid and state financial aid assistance. Post Associate Certificate, Certificate of Achievement and Unclassified Programs are **not** considered eligible programs for financial aid.
- I understand that financial aid is awarded and disbursed with the expectation that I will attend through the entire semester. If I withdraw or cease academic activity (unofficial withdraw) from my courses, I may owe the college for aid I already received.

General Information:

- Federal/State regulations mandate that only courses in a student's declared program of study are eligible for Federal/State financial aid. I will check my program of study to make sure I am enrolled in eligible courses.
- I am not eligible for financial aid if I am still in high school and/or dual enrolled or in early/middle college at Kalamazoo Valley.
- I am not eligible for financial aid if I indicated "guest" student status on my admissions application at Kalamazoo Valley.
- Once I have earned a bachelor's degree, I am no longer eligible for federal grants, which includes the Pell Grant.
- If I am first enrolling in a program of study on or after July 1, 2012, I must have a high school diploma, GED certificate, or a home school completion credential to receive Federal Title IV funds. I may be asked to submit documentation verifying receipt of high school diploma, GED certificate, or home school completion credential.
- I must inform the Kalamazoo Valley Student Financial Services Office if I will attend and receive financial aid at another college or university while also attending Kalamazoo Valley, this may affect my award offer.
- I must notify the Student Financial Services Office if I become incarcerated during the 2023-2024 academic year.
- If I fail to report any outside funding I receive, such as funding from Michigan Works, my loan award may be reduced, which means I may owe a financial obligation to Kalamazoo Valley.
- I must complete a Kalamazoo Valley Summer Intent Form (in addition to the FAFSA) if I wish to be considered for financial aid other than the Pell Grant for the summer semester. Summer Intent Forms will be available in March.
- To receive state scholarships or grants I must have a FAFSA on file.

- Futures for Frontliners and Reconnect only covers in-district tuition and mandatory fees and not cover books.

Paying for Tuition, Fees and Books and Refund Information:

- The Student Financial Services Office is authorized to pay my tuition and fees and any book and supply charges from my financial aid, unless I notify the office otherwise.
- I am required to pay balances owed to the College at the time they occur, and I am responsible for any remaining balance that financial aid does not cover.
- If I have a credit balance on my account, a book and supply authorization for the amount in excess of my charges will be available the week before the semester starts and continuing midway through the third week of the semester. Bookstore vouchers may be available upon request for later starting courses by contacting the Student Financial Services Office.
- My book and supply authorization or voucher can only be used for books and supplies needed for my coursework. This does not include the purchase of food, clothing, cards, etc.

Federal Work-Study

- If I am interested in being employed through the Federal Work-Study program, I must complete the Kalamazoo Valley Financial Aid Adjustment Form requesting work study funds.
- If I was awarded Work-Study funds, I must access the My Valley account to accept or decline my Work-Study award.

Pell Grant Payments:

- Federal Pell Grant awards are calculated based on full-time attendance (**credit hours, not contact hours**) and will be adjusted based on my actual enrollment status.
- I realize my Pell Grant may be affected if I add/drop/withdraw from classes on or before the following dates:
 - Fall 2023 September 22, 2023
 - Winter 2024 January 26, 2024
 - Summer 2024 May 24, 2024
- If I am registered in classes, then choose to add an additional class(es) after the dates listed above, my Pell Grant will not be adjusted to pay for this course(s).
- If I need to withdraw from a course(s), I should speak with a financial aid advisor prior to doing so, because this action could reduce my Pell Grant and may create an owing balance.
- Lifetime Eligibility Used (LEU) is tracked by the U.S. Department of Education and is based on full-time enrollment. If I received the equivalent of 100% of my award for 12 semesters, I will not have any remaining Federal Pell eligibility for the 2023-2024 award year.

Student Loan:

- I may be offered a Federal Direct Subsidized and/or Unsubsidized Loan, and if I choose to accept this loan, I realize I am responsible for paying back this loan, and should only borrow if no other options are available to me to assist with my educational costs.
- I must read and accept Pre-Loan Certification through the My Valley account once any loan has been awarded.
- If I am offered a student loan, I must complete Entrance Loan Counseling and a Master Promissory Note at <https://studentaid.gov>.
- I understand that I must be enrolled in at least 6 credit hours in my program of study.
- My cost of attendance budget will decrease if my enrollment status is less than full-time (12 or more eligible credit hours). This may decrease my loan eligibility.
- I understand I must complete Exit Counseling if I borrow a federal direct student loan.
- Kalamazoo Valley has partnered with Inceptia ([Inceptia.org/FAQ](https://www.inceptia.org/FAQ)) to provide borrowers with FREE assistance regarding their Federal student loan obligations.

Financial Aid Standards of Satisfactory Academic Progress, Attendance, Auditing, and Withdrawing from Classes:

- I must meet established Financial Aid Standards of Satisfactory Academic Progress to maintain eligibility for financial aid. Go to www.kvcc.edu/financial, then Financial Aid Satisfactory Academic Progress Standards.
- Auditing courses do not count toward Financial Aid or VA benefits.
- If I am repeating a course and I have earned a lower grade than the prior attempt, it will not count as a passed course for financial aid.
- Federal regulations require me to meet class attendance standards. To comply with this Federal requirement, instructors will be monitoring and reporting if I met their class attendance standards. If I am reported as not meeting attendance standards, I will be administratively dropped from those classes. In turn, my financial aid will be reviewed to determine if the reduced number of credit hours will impact my financial aid eligibility. If an adjustment is required, the Student Financial Services Office will revise my award and notify me of this action via email. Additional information regarding Class Attendance is on the Financial Aid website at www.kvcc.edu/financial
- Dropping courses may result in a loss or reduction of my financial aid eligibility, which could result in a balance owed to the college.

Welcome notification:

- I understand that I am congratulated. Congratulations, welcome to Kalamazoo Valley!