

# FINANCIAL AID

## School Code: 015130

Nunez Community College is dedicated to the philosophy that no student who desires a college education should be denied that opportunity because of a lack of funds. Various types of financial assistance programs are administered impartially through the Financial Aid Office, which counsels students on eligibility and application procedures to help students achieve their educational and professional goals.

Numerous financial resources such as grants, scholarships, and loans are available for students who attend Nunez Community College. Students who need financial assistance should start by completing the Free Application for Federal Student Aid (FAFSA) online at <http://www.fafsa.ed.gov>. The application explains which tax return students need for reference. No other documentation is necessary until the U.S. Department of Education processes the request. If it is necessary for the college to request more information from students, notifications will be sent to them by email and LoLA.

Applications for the next academic year (beginning in late August) are available October 1. The approval process may take several weeks, so students are encouraged to apply as soon as they make the decision to apply for admission to the College. Students must reapply for financial aid each aid year.

To learn more about financial aid programs, how aid is distributed, student rights and responsibilities, or policies and procedures, students may contact the Financial Aid Office in the Administration Building by emailing [financialaid@nunez.edu](mailto:financialaid@nunez.edu).

## Federal Financial Aid Eligibility Requirements

To be eligible for federal financial aid, a student must be enrolled in an eligible program of study. These include associate degrees, technical diplomas and certificates. Eligible programs must total at least 16 credit hours. Students enrolled in certificate of proficiency programs of 15 or fewer hours or who are non degree seeking are not eligible for federal financial aid programs. Transient, unclassified, provisional, post baccalaureate, and post-graduate students are also not eligible for federal or state financial aid. All applicants for financial aid should complete the Free Application for Federal Student Aid (FAFSA) form. An application is required annually for each aid year. The academic year for a Federal Pell grant is twenty-four (24) credit hours. Full-time enrollment is considered to be twelve or more credit hours per semester; three-quarter time enrollment is considered to be nine to eleven credit hours per semester; half-time enrollment is considered to be six to eight credit hours per semester; less-than-half-time enrollment is considered to be one to five credit hours per semester. Students must be enrolled in at least 6 hours to be eligible for student loans.

All financial aid funds are awarded to students without regard to race, color, religious or political affiliation, gender, sexual orientation or gender identity, citizenship, national origin, age, disability/handicap, marital status or veteran's status, pregnancy, childbirth, or medical conditions. Consistent with U.S. government requirements, Nunez Community College limits all financial assistance awards to the costs of attendance. Nunez Community College recommends filing for all state aid by April 15. Students can submit their completed FAFSA as early as October 1.

## Additional Eligibility Requirements

Federal financial aid is dependent on the availability of funds and resources. To be eligible, a student must:

- Be a United States citizen, a resident of a Trust Territory, or has permanent resident status approved by the U.S. Citizenship and Immigration Services;
- Possess a high school diploma or equivalent;
- Be admitted to an eligible program;
- Be in compliance with U.S. Selective Service registration requirements, if male and between the ages of 18 and 25 years old (see <http://www.sss.gov>);
- Not owe a refund on a previous federal Title IV grant and is not in default on federal student loans;
- Not have been convicted of sale/ possession of illegal drugs while receiving federal aid;
- Have maintained satisfactory academic progress (SAP) and is in good academic standing;
- Have a valid Free Application for Federal Student Aid (FAFSA) on file in the Financial Aid Office;
- Will use federal and/or state student financial aid only to pay the cost of attending an institution of higher education;
- Is not in default on a federal student loan and has made arrangements to repay it;
- Does not owe money on a federal student grant and has made arrangements to repay it;
- Will notify his/her school if he/she defaults on a federal student loan; and
- Will not receive a Federal Pell Grant from more than one school for the same period of time.

## How to Apply for Federal Financial Aid

The Free Application for Federal Student Aid (FAFSA) – commonly referred to as the FAFSA – is the document used to apply for federal student aid. The U.S. Department of Education uses the FAFSA to determine a student's eligibility for aid. The FAFSA is available at <http://www.fafsa.gov>. Applicants can complete their application online (processed in 7-14 days).

Nunez Community College School code, 015130, must be included on the FAFSA.

Students are notified of their eligibility online in LoLA. Students must complete the loan award offer notification process by either accepting or rejecting the funds offered. Unaccepted offers are subject to cancellation. The financial aid process depends on the accuracy of the student's completed financial aid forms. Prompt return of requested documents expedites the process. Students should contact the Financial Aid Office if they have any questions.

## Verification

Verification is a process to confirm the information the student/parent provided on the FAFSA.

Verification selection can be random or because a student's FAFSA data was incomplete, estimated, or inconsistent. The U.S. Department of Education selects 30% of students for the verification process.

As part of the verification process, taxable income for all tax filers from the previous year must be validated. To verify taxable income, the student must either:

1. Select the IRS data retrieval process link through the FAFSA online, or
2. Request Tax Return transcripts through the IRS. Students are required to submit a copy of their tax return transcript and their W-2s. Parent of a dependent student need to submit a copy of their IRS Tax transcript and W-2s in order to complete the Verification process. If the student can't locate these important documents they can easily be obtained, free of charge, from the IRS. The IRS can be reached at 800-908-9946.

Additionally, certain types of untaxed income and other items must be verified. For 2019-2020, verification tracking groups will place the student in one of the three verification tracking groups along with the required information:

Tracking Group	Required Information
Standard Verification Group (V1)	Tax Filers
	• Adjusted Gross Income
	• U.S. Income Tax Paid
	• Untaxed Portions of Individual Retirement Account (IRA) Distributions
	• Untaxed Portions of Pensions
	• IRA Deductions and Payments
	• Tax Exempt Interest Income
Non Tax Filers	• Education Tax Credits
	• Income Earned from Work
	Tax Filers and Non Tax Filers
Custom Verification Group (V4)	• Number of Household Members
	• Number in College
Aggregate Verification Group(V5)	• High School Completion Status
	• Identity/Statement of Educational Purpose
Aggregate Verification Group(V5)	Tax Filers
	• Adjusted Gross Income
	• U.S. Income Tax Paid
	• Untaxed Portions of IRA Distributions
	• Untaxed Portions of Pensions
	• IRA Deductions and Payments
	• Tax Exempt Interest Income

- Education Tax Credits

Non Tax Filers

- Income earned from work

Tax Filers and Non Tax Filers

- Number of Household Members

- Number in College

- High School Completion Status

- Identity/Statement of Educational Purpose

The verification process can take up to two weeks. Therefore, timely submission of required documents is required. Applications are considered complete only after all necessary parties (student, spouses, parents, etc.) have provided the required documentation containing complete and correct financial data.

### Financial Aid Award Notification

All award notifications will be emailed to students through LoLA.

The amount of federal financial aid awarded may vary, depending on a student's anticipated enrollment status (or in the case of late awards, the student's enrollment status at the time the award is given). A financial aid recipient must meet all eligibility requirements by the time the awards are processed and disbursed.

Students submitting completed applications by the priority date are usually processed first and receive their awards earlier. Students who apply after the priority date may receive financial aid, but could initially have to pay for tuition, fees, and books until all late applications are processed and awards distributed.

Tuition, fees, book purchases, and/or outstanding deferments are collected from financial aid offers once the award payments are made. If there is a credit balance, that amount is refunded to the student via his/her selected refund payment option. A student's contact information on file with the school, including addresses (with signatures, where applicable), should always be kept current. Outdated or invalid information may cause delays in receiving a refund.

### Aid Adjustments

Your financial aid award will be adjusted for the following reasons:

- Enrollment status is verified on the last day of the drop/add period for each semester/term. If a student drops or adds classes by this date, the Pell Grant/TOPS/GO Grant and student loans awards will be adjusted accordingly.
- Faculty reports non-attendance for classes. A student's financial aid, including student loans, will be adjusted if the student does not attend any one of their classes (assuming the credit hours adjustment actually changes a student's aid eligibility).
- Receiving Pell Grant or Loans at two different colleges during the same academic year, which exceeds the total maximum limit for that year.
- Any aid may be adjusted, if a student totally withdraws before the federal deadline to withdraw and the student may have to repay the

aid they did not earn. See more detailed information under "Title IV Policies."

- Direct Student loans and/or other student financial aid awards may be adjusted to prevent over award situations due to the receipt of either a fee discount, tuition aid, outside scholarship, change in residency classification, or similar assistance.
- Direct Student Loans will also be adjusted or cancelled based on a check of half-time status at the beginning of the loan period.

## Disbursement of Federal Financial Aid Funds

When financial aid is disbursed, the Bursar's Office first applies funds to tuition, fees, books and other amounts owed to the college, if applicable. Remaining award funds, if available are disbursed through the BankMobile refund system. Students will need to follow the directions received from BankMobile and choose how they want their refund delivered.

Each semester, disbursements are issued approximately 4 weeks after the start of classes. Disbursements for late applicants will occur each week thereafter through the end of the semester, depending upon the date of approval.

*First Time Loan Borrowers:* All first time loan borrowers are subject to a thirty (30) day delayed disbursement of loan funds for the semester.

*Loan Borrowers:* Single semester loans will be issued in two disbursements, the second being after midterms.

## Bookstore

Although financial aid funds are not disbursed until after the start of the term, students may charge books and class related supplies at the Nunez Community College Bookstore. To be eligible to charge expenses, students must:

- Be currently enrolled for at least 3 credit hours
- Be making satisfactory academic progress
- Have sufficient aid awarded to cover tuition, fees, and the amount of the bookstore charges
- Not have any past due charges on their Nunez Community College student account

Students who submit approved financial aid applications by the priority deadline may charge books and class-related supplies within the published "charge" period prior to the start of a term. Those who apply late, depending upon date of submission, should be prepared to pay for their books to avoid delays in getting them.

If financial aid does not cover all charges, any amount still owed becomes a student account debt that must be paid by the end of the semester.

## Attendance Policies

### Failure to Begin Attendance

Federal regulations require that students earn their financial aid funds by attending and actively participating in courses. Attendance information is collected from faculty to verify financial aid eligibility. **If a student fails to begin attendance in a course, the institution is required to reduce the student's financial aid, enrollment level and eligibility.**

### Last Date of Attendance Determination

Students who have been paid federal financial aid funds are required to earn these funds by participating in classes. Students who no longer

participate or withdraw from all their courses prior to the 60% point in the semester, but have already received their federal financial aid disbursement, may have been overpaid. The repayment amount for an overpayment is based upon the number of days in the semester the student has completed and the student's last date of an academically-related activity. A federally mandated formula is used to calculate the amount of the overpayment.

## Post Withdrawal Disbursements

If a student totally withdraws from a semester and receives less federal aid than the amount earned, then the student may be eligible for a post-withdrawal disbursement. The student must have met all of the conditions for a late disbursement prior to withdrawing. Grant funds will automatically be applied towards outstanding charges created by the withdrawal. Any amount of a post-withdrawal disbursement that is not credited to a student's account will be offered to the student within 30 days of the date that the institution determined that the student withdrew. Upon receipt of a timely response from the student, the College will disburse the funds within 90 days of the date of determination of the student's withdrawal date. Nunez Community College maintains the right to decide whether or not to make a post-withdrawal disbursement in the event that the student responds after 14 days of the date that the notification was sent.

## Return of Title IV Funds

Financial Aid recipients who resign/withdraw, officially or unofficially, before completing more than 60% of the semester will be required to pay back all or part of the aid received. Students who stop attending class will be considered unofficial withdrawals. A student meeting these conditions is billed for the amount of Title IV funds owed, and a hold is placed on his/her account until payment is made. Specific information and examples regarding the Return of Title IV Funds Policy are available in the Financial Aid Office.

## Satisfactory Academic Progress (SAP)

The United States Department of Education mandates that students must maintain Satisfactory Academic Progress (SAP) toward the completion of their degrees within a reasonable period of time to be eligible for Title IV financial aid programs including Federal Pell, Federal SEOG, Federal Work Study and Go Grants.

Satisfactory Academic Progress (SAP) is defined as:

- **Grade Point Average**—Achieving and maintaining a required 2.00 grade point average
- **Pace of Progression**—Passing a required number of hours (67% of all hours attempted) and
- **Maximum Time Frame**—Total attempted hours must not exceed 150% of the published length of the students' declared program of study. Refer to the Nunez Community College catalog at <http://www.nunez.edu> for program requirements.

## When is SAP Reviewed?

Students will be evaluated at the end of each payment period (semester). At the conclusion of each payment period, students must earn the minimum cumulative GPA, minimum number of credit hours, and be within the maximum time frame. At the time of each evaluation, a student who has not achieved the required GPA, or who is not successful in completing his or her educational program at the required pace, is no longer eligible to receive Title IV assistance. An appeal may be filed and

if approved, the student will receive financial aid but will be placed on financial aid probation.

Students who are on an academic plan will be monitored each semester. SAP will be reviewed and determined BEFORE aid is initially awarded and based on the official program of record.

## How is SAP Reviewed?

SAP is measured in three ways:

1. Qualitative/GPA,
2. Quantitative/Pace, and
3. Maximum Time Frame

## Qualitative Measure (GPA)

The qualitative standard is the student's cumulative grade point average (GPA). The qualitative standard requires that as the number of hours attempted increases, the student's cumulative GPA must also increase. Nunez students must achieve a cumulative GPA relative to the total number of hours attempted as outlined in the chart that follows:

All grades for attempted coursework will be considered. These include, but are not limited to, courses passed, courses failed, courses from which the student withdrew (officially or unofficially), repeated courses, transfer courses, and non-credit remedial/developmental coursework.

## Quantitative Measure (Pace of Progression)

In calculating the quantitative measure, Nunez Community College will measure the "pace" at which the student is progressing. This is calculated by dividing the cumulative course hours completed/passed by the cumulative/total course hours attempted. The College considers cumulative hours completed/earned and hours attempted to calculate "pace." Therefore, all courses passed, courses failed, courses from which the student withdrew (officially or unofficially), repeated courses, transfer courses, and non-credit remedial/developmental coursework are considered, even if the student did not receive financial aid.

## Maximum Time Frame

Students may receive federal financial aid if they have attempted no more than 150% of the hours required to complete their program. To determine the maximum allowable hours for a specific program or study, refer to the Nunez catalog at <http://www.nunez.edu> (<http://www.nunez.edu>). Determine the total number of hours required for the program and multiply that figure by 1.50. (Example: If 60 hours are required to complete the degree program, then multiply 60 hours x 1.50 = 90. The maximum allowable attempted hours for the degree program in this example = 90 hours.)

Hours attempted includes all hours pursued, earned, withdrawn, and failed. All of these hours are counted as attempted even if the student did not receive aid.

## How Other Factors Pertain to SAP

"I" (incomplete) GRADES- Any course in which an "I" grade is given counts in hours attempted and will be considered an "F" until a letter grade is assigned in its place.

## Developmental Education/Remedial Courses

The guidelines for the application of federal financial aid are outlined by the United States Department of Education in the Federal Student Aid Handbook. The limits to the application of federal financial aid to payment for developmental education or remedial courses are as

follows: the maximum number of hours that a student may receive Title IV federal aid for developmental education courses is 30 hours within 12 consecutive months or one academic year. For students taking developmental education courses at Nunez, the limit applies to repeat coursework as follows: a student may receive federal financial aid to take a remedial course a maximum of two times; any additional attempts to complete the course will not be covered by federal financial aid, and the credit hours for the course will not count toward the student's enrollment status (full-time or part-time). In other words, from that point forward, the credit hours for that specific developmental education course will not count in the enrollment status and the student will no longer be eligible to receive federal financial aid for developmental education courses.

## Withdrawals

Official Withdrawal (completely withdraw from all courses) - A student who totally withdraws (receives all Ws) is considered to have officially withdrawn from the College. Unofficial Withdrawal - Students receiving Title IV aid and stop attending all classes and receive all F grades will be treated as unofficial withdrawals. Both types of withdrawals affect satisfactory academic progress.

## Repeated Courses

Repeated courses will count in the cumulative attempted hours. Only one repeated course may be funded with Title IV federal aid if the student has previously passed the course.

## Change of Major

A student may change from one degree to another during attendance at the College. Students who change from one major to another are still expected to maintain satisfactory academic progress and complete the course work within the time frame or hours limitation stated unless an appeal is approved. All attempted hours from a prior major are included in the total attempted hours.

## Pass/Non-Pass Grades

Pass/Non-Pass grades will not impact the cumulative GPA component of a student's SAP status. However, they will be included in the calculation of the maximum time frame and the completion rate components.

## What Happens once SAP is Reviewed?

At the time of SAP review, students will be categorized as follows:

1. **New** - student is attending college for the first time, this includes students who received credit (1) before earning a high school diploma (or equivalent), (2) for completing tests or assessments, or (3) for life experience or military service;
2. **Trans** - student is enrolling in the college for the first time and has previously attended another postsecondary institution;
3. **Good** - student meets all three standards and is eligible to receive federal financial aid;
4. **Warn** - student failed to meet at least one of the standards at the end of the previous payment period and the student was in "good" or "new" standing during that previous payment period;
5. **Aplan** - student failed to meet SAP, was granted an appeal, is placed on an Academic Plan; or
6. **Bad** - student is not meeting SAP

## Notification

At the end of each payment period (where applicable), Satisfactory Academic Progress is reviewed. Students are notified via self-service, LoLA and via email with their updated status.

## Re-Establishing Financial Aid Eligibility

Should the student choose to "sit out" or attend another school for a period of time, he/she is still subject to meeting the SAP requirements for the semester in which she/he re-enrolls at Nunez Community College ("sitting out" has no bearing on regaining eligibility).

Students who do not meet SAP Standards have two options to receive Financial Aid in future semesters:

1. Attend and regain eligibility for financial aid without the benefit of financial aid; or
2. Submit an appeal to the Appeals Committee and receive approval from the Appeals Committee

To reestablish financial aid eligibility, a student must enroll and maintain regular attendance. Should a student choose not to enroll ("sit out") for a semester, the student must meet the conditions listed below for re-enrollment.

## Attend and regain without the benefit of Federal Financial Aid

Students may attend at their own expense without the benefit of federal financial aid, attempt and earn a cumulative 67% of hours attempted, and earn the required 2.00 GPA.

## Appeal (with an Academic Plan)

An Academic Plan is specifically designed for a student who does not meet at least one of the standards at the end of the previous payment period and for whom a Financial Aid Appeal has been granted. The requirements within the Academic Plan must be met to regain eligibility. Students will need to meet the standards of the Academic Plan each payment period until meeting the SAP standards. Not enrolling in college for a period of time then re-enrolling will not bring the student into compliance with the SAP policy, and may require readjustment of the student's academic plan.

If the appeal is approved (Academic Plan), the **Academic Plan** requires 100 percent successful completion of courses, no grades or marks of D, F, W or I, and the attainment of a 2.00 or higher semester/cumulative GPA.

## Other Types of Appeals

Students who have not attended a college or university for ten years or more must submit an appeal letter for automatic approval.

Effective Fall 2013, students failing to meet the quantitative standards by exceeding the federal 150% limit may appeal citing a change of major, change in degree (such as a change from a 4-year business degree to a 2-year science degree), a double major, or a second Associate's Degree. A completed "Satisfactory Academic Progress Appeal Form" Letter and a Degree Audit from Academic Affairs must be attached to the student's appeal form. These appeals are not automatically approved and are subject to approval by the Appeals Committee. If the Appeal is approved, the student will be placed on an Academic Plan.

## How to Submit an Appeal?

Students who do not meet Satisfactory Academic Progress (SAP) standards have the right to submit an appeal to the Financial Aid

Appeals Committee. These appeals are generally based on mitigating circumstances.

Examples of extenuating circumstances may be defined as a prolonged illness, accidents that require hospitalization of the student or a close family member, death of an immediate family member, or other extreme documented accidents or incidents. Only appeals documenting specific circumstances will be considered for approval.

All appeals must include an appeals statement, and additional documentation supporting the appeal may be requested from the appeals committee. The student must be able to meet Nunez Community College SAP requirements by the end of the semester in which the student is appealing.

The Financial Aid Appeal Form is available on our webpage.

## Academic Renewal

Academic Renewal does not apply towards federal student aid programs. When evaluating Satisfactory Academic Progress (SAP), all courses that apply toward the program of study must be counted no matter when the courses were taken. However, students may use the mitigating circumstances of academic renewal to support a financial aid appeal.

## Enrollment Certification

Nunez Community College will certify the student's enrollment at the official 14th (7th in summer if the student is receiving summer financial aid) class day for the purpose of determining financial aid awards. After a student has submitted all required documentation, has completed the verification process, and is certified eligible for financial aid, students' status is considered as being a financial aid recipient. Students whose financial aid awards satisfy the minimum amount due to the College will be considered officially registered. Students are responsible for any amount not covered by their financial aid awards.

## Types of Financial Aid

### Pell Grants

The Federal Pell Grant is a Federal grant which does not need to be repaid. The Pell Grant helps qualified students with financial need to meet their educational expenses. This grant is available only to undergraduate students who have not completed a bachelor's degree, or used more than 6 full-time equivalent years of the Pell Grant. In addition, a student must be enrolled full-time, (12 credit hours each semester), to receive the maximum award. Part-time awards are available to eligible students attending less than full time, as well.

### Go Grant

Louisiana resident students who are eligible for and receive the federal Pell Grant may also be eligible for a GO Grant. The award is based on the student's FAFSA, the availability of funds, and the student's unmet need(s) as calculated by the Department of Education.

### Federal Supplemental Educational Opportunity Grants (FSEOG)

The FSEOG is a federal grant program for undergraduate students with exceptional financial need. FSEOG funds are limited, and Pell Grant recipients are accorded priority; it is awarded from available funds.

### Federal Stafford Loans (Subsidized and Unsubsidized)

The Federal Direct Loan programs offer federally guaranteed educational loans for students whose cost of attendance cannot be met by other

financial aid programs. Unsubsidized loans are available to eligible students regardless of income level. Students must maintain at least half-time enrollment (six credit hours) to receive federal loans. Repayment on the principle of the loans is deferred while the student remains in school on at least a half-time basis. The Subsidized Federal Loan does not accrue interest during deferment periods. The loan limits of the program are:

Year	Dependent	Independent
First year (0 to 29 credits)	\$5,500	\$9,500
	No more than \$3,500 of this amount may be in subsidized loans.	No more than \$3,500 of this amount may be in subsidized loans.
Second year (30 or more credits)	\$6,500	\$10,500
	No more than \$4,500 of this amount may be in subsidized loans.	No more than \$4,500 of this amount may be in subsidized loans.
Lifetime Limits	\$31,000	\$57,500

These limits are subject to change by the U.S. Department of Education. Students receiving financial aid may have the amount of their loans limited to meet federal guidelines. An origination fee will be deducted from the loan. Students are limited by an aggregate limit based on their academic career.

## Loan Application Procedure

Log in to the Federal Student Aid Student Loans site at <http://www.studentloans.gov> with the Federal Student Aid ID and password. Students will need to complete the following:

- 1. Master Promissory Note (MPN)**  
Nunez Community College requires first-time borrowers to complete the MPN at <http://www.studentloans.gov>. Students must sign in using their own Federal Student Aid PIN to complete the Master Promissory Note. Students who do not have a Federal Student Aid PIN should visit <http://www.pin.ed.gov> to obtain one.
- 2. Loan Entrance Counseling** - First-time borrowers at Nunez Community College must complete the Direct Loan Entrance Interview online at <http://www.studentloans.gov>. First-time borrowers will receive the first disbursement no sooner than 30 calendar days after the first day of class for the semester in which they are enrolled and must have completed the Direct Loan Entrance Interview.

## Financial Literacy for Borrowers

Nunez Community College provides borrowers with the following information and services throughout the course of their enrollment using a variety of means such as video/in-person counseling, college courses, publications, electronic newsletters to email accounts, and insertion of information in award letters:

- Income potential of occupations relevant to their course of study
- Information on personal finance
- Interactive tools to manage debt
- Information on loan repayment options

Not all students who meet the Title IV requirements for a loan will be offered a loan at Nunez. The College reserves the right to refuse a loan

request based on the student's previous borrowing/repayment history as well as total student loan indebtedness.

If students are placed on financial aid suspension at the end of the spring semester, their remaining loan disbursements will be cancelled and their loan repayment amount will be reduced accordingly.

## Exit Counseling

Each loan recipient is required by federal regulations to participate in an exit interview at the time the student ceases to attend Nunez Community College at least half-time. Online Exit counseling should be completed at <http://www.studentloans.gov> before the student withdraws, graduates, drops to less than halftime, or completes his/her last semester at Nunez.

## Federal Work-Study Programs (FWS)

Students who have financial need and who wish to earn part of their educational expenses through salaried or hourly employment may qualify for the Federal Work-Study program. Salaries will be based on the availability of funds, FWS funds are limited. Federal Work Study is a financial aid award, as are Pell Grants and Loans. Students are eligible for FWS if the total amount of the financial aid awards that they accept plus work-study wages do not exceed their need.

The example below shows a student with an annual cost of attendance of \$10,000, an Estimated Family Contribution (EFC) of \$2,000, a Pell Grant of \$5,000, an SEOG of \$1,000 and a Loan of \$2,000. If the student accepts all aid offered, he/she will not be eligible for FWS because his/her remaining need is \$0.

Budget (Cost of Attendance) = \$10,000  
 Estimated Family Contribution = \$2,000  
 Pell Grant = \$5,000  
 Direct Loan = \$2,000  
 SEOG = \$1,000  
 Unmet Need = \$0

However, if the student declines the loan, he/she will be eligible for FWS because his/her remaining need will then be \$2,000, which can be earned through FWS. Thus, students often must choose between FWS and loans.

Budget (Cost of Attendance) = \$10,000  
 Estimated Family Contribution = \$2,000  
 Pell Grant = \$5,000  
 SEOG = \$1,000  
 Unmet Need = \$2,000  
 Maximum Earned under FWS = \$2,000

Students interested in work-study should obtain an application for student employment from the Financial Aid Office. The Financial Aid Office will determine eligibility for Title IV Federal Work Study (FWS). If it is determined that students are eligible, the FWS application will be submitted to the Human Resources. Campus personnel in need of work-study students will interview and may check references when considering an applicant for a student worker position. Upon selection, an appointment approval form must be completed by the student's Supervisor, the Financial Aid Office, and Human Resources. Supervisors will be contacted when the student is approved to begin work. Students are not to begin working until receiving such approval.

Each department shall be responsible for supervising its own student workers. This shall include ensuring that the student worker works the appropriate number of hours (usually no more than 20 hours per week) and ensuring that timesheets are submitted when due.

## TOPS (Tuition Opportunity Program for Students)

TOPS is available to graduates of Louisiana High Schools who meet the academic requirements set by the Louisiana Office of Student Financial Assistance (LOSFA). Students qualifying for the TOPS-Tech award must be enrolled in a technical program or LOSFA approved academic program. Additional information is available at <http://www.osfa.la.gov>, or by phoning (225) 219-1012 or toll-free by dialing 1-800-259-5626.

## U.S. Veteran and Military Student Assistance – Veterans

The Nunez Community College Financial Aid Office assists veterans, active duty military personnel, students who are in the United States Armed Services reserves, and eligible spouses and dependents with the process of identifying and receiving tuition benefits. Veterans of the armed forces have ten (10) years following the date of their active duty discharge to apply for educational benefits. Federal guidelines with regard to educational benefits are also obtainable through an education advisor at the appropriate military station branch or the Veterans Administration Regional Office.

Discharged servicemen, reservists, those currently serving in the Armed Forces, and eligible dependents who plan to apply for Veteran's Administration (VA) Educational Benefits must contact the VA at 1-888-442-4551 or <http://www.gibill.va.gov>. All forms for the VA are available through its website. Further information regarding regulations for veterans, dependents, or reservists may be obtained from the Veterans Affairs Representative or the Financial Aid Office.

Once deemed eligible by the VA to receive educational benefits, students must meet with the VA representative at the College so that their enrollment can be certified via VA-Once each semester. To receive continued certification for benefits, recipients must remain in good standing. If students' cumulative Grade Point Average (GPA) places them on academic probation, the student will be allowed to receive VA benefits for one additional semester. If, after one semester, students fail to achieve a cumulative GPA of at least 2.00, students will not be certified to receive any additional VA benefits until they are once again in good standing.

## 38 U.S.C. 3679(c). Veterans Access, Choice, and Accountability Act of Official School Catalog Addendum

The following individuals shall be charged the in-state rate, or otherwise considered a resident, for tuition and fees purposes:

- A Veteran using educational assistance under either chapter 30 (Montgomery G.I. Bill – Active Duty Program) or chapter 33 (Post-9/11 G.I. Bill), of title 38, United States Code, who lives in the State of Louisiana while attending a school located in the State of Louisiana (regardless of his/her formal State of residence) and enrolls in the school within three years of discharge or release from a period of active duty service of 90 days or more.
- Anyone using transferred Post-9/11 GI Bill benefits (38 U.S.C. § 3319) who lives in the State of Louisiana while attending a school located in the State of Louisiana (regardless of his/her formal State of residence) and enrolls in the school within three years of the transferor's discharge or release from a period of active duty service of 90 days or more.
- Anyone using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. § 3311(b)(9)) who lives in the State of Louisiana while attending a school located in the State of Louisiana (regardless of his/her formal State of residence) and enrolls in the school within three years of the Service member's death

in the line of duty following a period of active duty service of 90 days or more.

- Anyone described above while he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters, or terms) at the same school. The person so described must have enrolled in the school prior to the expiration of the three-year period following discharge, release, or death described above and must be using educational benefits under either chapter 30 or chapter 33 of title 38, United States Code.

## Internal Scholarships

All scholarship awards are considered resources in determining eligibility for most financial aid programs and must be reported to the Financial Aid Office.

Several generous outside agencies provide scholarship funds for students. They determine the eligibility requirements for their own scholarships and students must submit a NUNEZ Scholarship application prior to the deadline in order to apply. The deadline and application are found online on our website under scholarships. As part of the application, students are required to submit demographic, contact, academic, and financial information. Some scholarships require written responses or file uploads. This one application is used to identify the student's eligibility for all of the offered scholarships and includes all of the information required to determine eligibility.

For additional information on specific scholarship awards, please visit <http://www.nunez.edu/financial-aid/scholarship-opportunities> (<http://www.nunez.edu/financial-aid/scholarship-opportunities/>) or contact the Director of Admissions or the Office of Financial Aid.

## General Eligibility Requirements

1. High School Diploma or GED
2. Completed online scholarship application
3. Submitted all Admissions documents to Nunez Community College
4. Currently admitted to Nunez Community College
5. Must be in good academic standing
6. Must complete a FAFSA and indicate Nunez Community College as a recipient

## External Scholarships

All scholarship awards are considered resources in determining eligibility for most financial aid programs and must be reported to the Financial Aid Office.

Several generous outside agencies provide scholarship funds for students. They determine the eligibility requirements for their own scholarships and students must submit a NUNEZ Scholarship application prior to the deadline in order to apply. The deadline and application are found online on our website under scholarships. As part of the application, students are required to submit demographic, contact, academic, and financial information. Some scholarships require written responses or file uploads. This one application is used to identify the student's eligibility for all of the offered scholarships and includes all of the required information to determine that eligibility.

**External Scholarships** are awarded by third party individuals or companies. Students apply directly to those awarding the scholarship. Please read all of the eligibility requirements for each scholarship before applying.

Questions about scholarships can be sent to [admissions@nunez.edu](mailto:admissions@nunez.edu).

**1-800-730-8913**

## Louisiana Community & Technical Colleges System-wide Scholarships

See a Financial Aid counselor to apply.

- Louisiana Future Farmers of America Association Members
- SkillsUSA Louisiana, Inc.-Secondary Members
- Jobs for America's Graduates-Louisiana (JAG-LA) Program Graduates

Information is also available on Student Aid on the Web at <http://www.studentaid.ed.gov>.

***This policy is subject to change at any time, and without prior notice.***

## Financial Aid Contacts

### TOPS Grants

Financial Aid Office  
504-278-6465

### Federal Programs

(Pell Grant, Loan, Federal Work Study, FSEOG)

### Financial Aid Office

[financialaid@nunez.edu](mailto:financialaid@nunez.edu)  
504-278-6205

### Treasure Burtchaell

#### Financial Aid Director

[tburtchaell@nunez.edu](mailto:tburtchaell@nunez.edu)  
504-278-6465

### Kim Doty

#### Financial Aid Counselor

[kdoty@nunez.edu](mailto:kdoty@nunez.edu)  
504-278-6479

### Nadia James

#### Financial Aid Counselor

[njames@nunez.edu](mailto:njames@nunez.edu)  
504-278-6478

### LAMP Scholarship

Greg Bazin  
504-278-6299

### St. Bernard Career/Business Solutions

504-278-4261

### Louisiana Office of Student Financial Assistance (TOPS and GO Grants)

<http://www.osfa.la.gov>  
1-800-259-5626

### Louisiana Rehabilitation Services

1-800-737-2957

### Veterans Benefits

<http://www.gibill.va.gov>  
1-888-442-4551

or

### Michele Minor

#### Veterans Affairs Representative

[mminor@nunez.edu](mailto:mminor@nunez.edu)  
504-278-6422

**1-800-4-FEDAID (1-800-433-3243)**

TTY users may call: