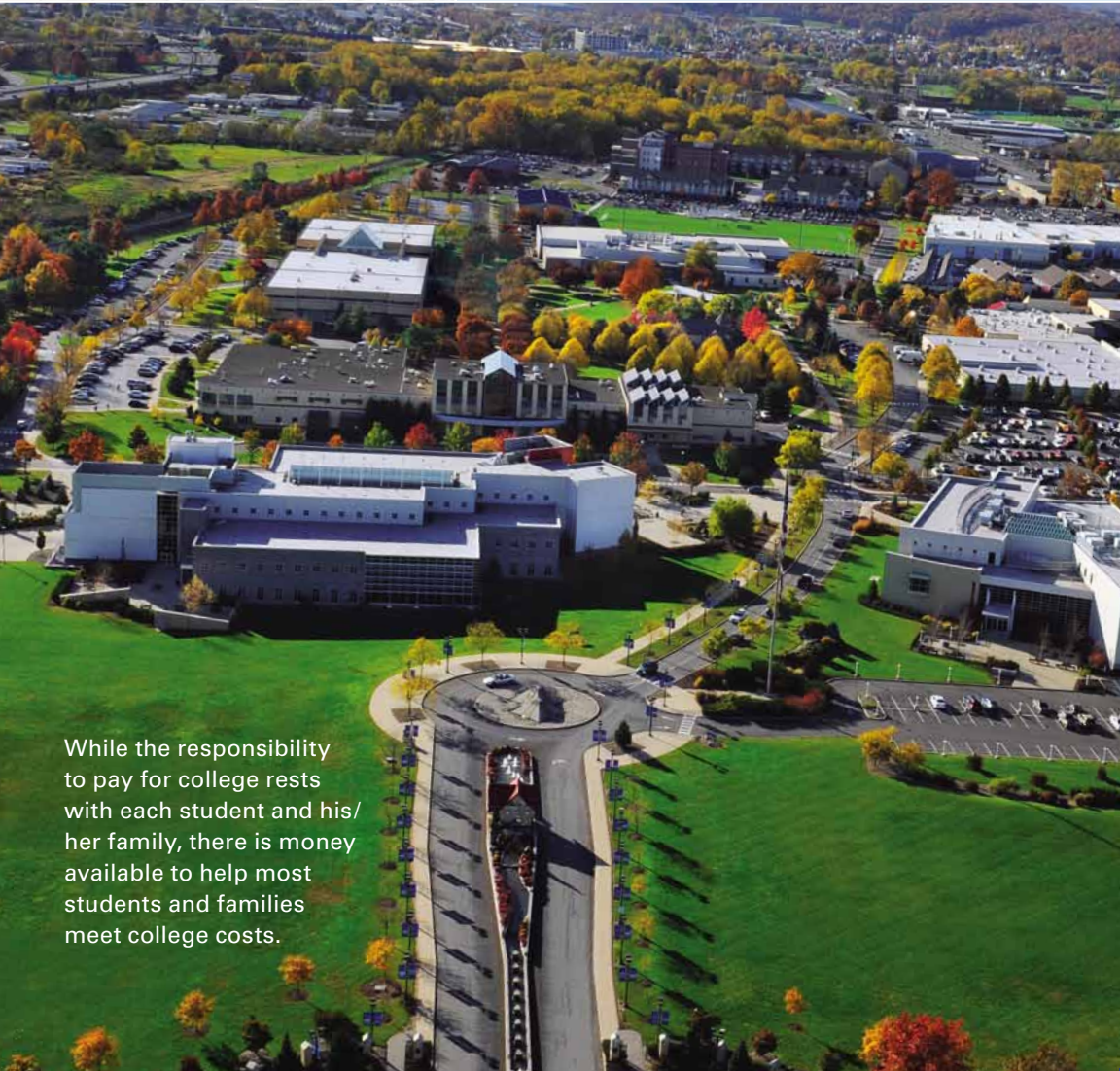


Financial Aid



Pennsylvania College of Technology

PENNSSTATE



While the responsibility to pay for college rests with each student and his/her family, there is money available to help most students and families meet college costs.

Do not pay a consultant or planner!

Use this free information and consult with the Financial Aid Office for assistance.

For the latest information on financial aid, including grants, loans, and scholarships, visit our website.

www.pct.edu/finaid



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Approximately four out of five students at Pennsylvania College of Technology receive some type of financial aid.

We recommend that all students apply for financial aid using the Free Application for Federal Student Aid (FAFSA).

Do not assume that your family income is too low or too high for you to be eligible for financial aid.

Most students use a combination of sources of aid (such as federal and state grants, student and parent loans) plus a part-time job to help meet college expenses.

The initial process of applying for financial aid is conducted online at www.fafsa.gov.

If you do not have access to a computer and the Internet in your home, school, or public library, please contact the Penn College Financial Aid Office for assistance in completing the online FAFSA.

Penn College's priority FAFSA completion deadline is April 15.

Federal and state government agencies process applications for financial aid.

The same formulas are used to determine eligibility for all students. Eligibility for educational loans is not based on family income and assets.

No matter what your family income, explore all your options and apply for all types of aid.

Confidentiality

The Financial Aid Office honors your confidentiality. Students must provide their full name and Penn College student ID number when asking questions about their specific aid. Parents whose information is on their dependent student's FAFSA are welcome to ask questions about their son or daughter's aid, provided they provide their student's full name and ID number. In some cases, we may ask for additional identifying information, such as addresses, etc. We will not disclose confidential information to spouses, siblings, other relatives not on a student's FAFSA, etc. unless a Release of Information form is completed by a student in our office.

Cost to Attend Penn College

Penn College does not charge a flat tuition rate (as some colleges do). Therefore, all full-time students at Penn College are not charged the same amount.

At Penn College, tuition and fees are assessed on a per-credit basis. Your actual cost will depend upon the number of credits associated with the courses you schedule.

Cost information is provided at www.pct.edu/finaid/cost.htm and on the Estimated Cost of Attendance page on the Student Information System (SIS) at www.pct.edu/sis to help you estimate your costs.

The estimated costs are based on current year fees for a full-time student with 30 credits a year. Estimated costs are offered for planning purposes only. Actual costs will vary, and tuition rates typically increase each year. Courses with labs have an additional fee based on lab hours per week.

Please keep in mind that college costs involve more than tuition and fees. You also must consider your needs for housing, food, books, tools, travel, and personal expenses.

In addition, students in some Penn College majors must purchase special tools, laptops, uniforms, protective clothing, or other materials. In some cases, such as in the School of Health Sciences, these costs may be significant.

Apply for Financial Aid

GRANTS, LOANS, SCHOLARSHIPS

See pages 4-6 for more details on various forms of aid.

See the **CHECKLIST** on pages 8-9 to help you successfully complete the financial aid process and to meet **important deadlines**.

FREE ONLINE FAFSA

To be considered for any federal/state grants, federal work-study, federal loans, Penn College scholarships, or other types of assistance, you must complete the online Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov.

- Read all instructions carefully and use the 'Help and Hints' provided
- Give full, complete responses and provide required signatures (using Federal PINs)
- Complete every question (unless instructions are to leave an item blank)
- Complete the assets section, if required
- Round amounts to the nearest dollar (do not include cents or commas)
- Re-check all answers before you submit your FAFSA
- Include the Penn College Federal School Code: 003395

Apply early January 1 - April 15 (after completing your federal tax return) for the best opportunities to receive financial aid. Penn College's priority FAFSA completion deadline is April 15.



PENNSYLVANIA COLLEGE OF TECHNOLOGY
Federal School Code: 003395

✓ Many Penn College students also find **employment** in the local area. For assistance in finding a part-time job, contact the **EARN AND LEARN PROGRAM** at 570-327-4502 or careerservices@pct.edu. *You may seek assistance even if you do not receive financial aid.*

✓ You may be eligible for veterans benefits if you served on active duty, are in the National Guard or Reserves, or are a dependent of a veteran with a service-connected death or 100-percent disability. Visit **www.gibill.va.gov** for details or contact the Veterans Affairs Coordinator in the Financial Aid Office.

✓ If you have **special needs due to a physical or learning disability**, you may be eligible for sponsorship through the Office of Vocational Rehabilitation (OVR), a government agency. Contact your local OVR office.

✓ If you are a **displaced worker**, you may be eligible for job training and assistance. Contact your local CareerLink.

If you are a dependent student, **the federal government requires that you provide parental information on your FAFSA**, even if your parents are unable or unwilling to provide funds for college, or if you do not live with your parent(s).

Without parental information, your FAFSA may not be processed.

A dependent student is:

- under the age of 24
- not married
- not a veteran, orphan, or ward of the court
- not a parent with dependent children
- not working on a master's or doctorate program

There are other special circumstances that may affect your filing status. Contact the Financial Aid Office if you want to verify your status before submitting your FAFSA.

Parents: Supplying information on the FAFSA does not require you to pay costs associated with college. But if you fail to provide the information, your dependent student will be denied access to most forms of federal or state government financial assistance.

Use this checklist to avoid common mistakes when completing your FAFSA:

- Agree to transfer your IRS income tax information onto your FAFSA, if given the IRS Data Retrieval option, and do not change any items that transfer.
- Include workers' compensation, child support received, tax-deferred payments, etc. in **untaxed income questions**.
- Include investments when reporting **assets**.
- Count yourself in **family household size**.
- Count yourself and other siblings in your household who are **enrolled in college** (at least 6 credits in a degree or certificate program). Do not count parents.
- Check your **Social Security** card to verify your number.
- Include **student and parent signatures** for dependent students. Student and one parent **both must apply** for a Federal PIN to "sign" the FAFSA online.

If you are unsure how to answer FAFSA questions, contact the Financial Aid Office.

Grants are awarded by state and federal governments based on a student's financial need, as determined by FAFSA results.

You do not repay grants, including:

Federal **Pell** grants – funding for eligible degree- or certificate-seeking students. The Financial Aid office begins awarding Pell grants in the spring.

Federal Supplemental Educational Opportunity Grants (**FSEOG**) – limited funding made available in addition to Pell for exceptionally needy students. FSEOG is awarded by the Financial Aid Office.

Pennsylvania Higher Education Assistance Agency (**PHEAA**) grants – funding for eligible Pennsylvania residents enrolled in a 2-year or 4-year program, taking at least 6 credits per semester.

Visit www.pct.edu/finaid/programs.htm for information on maximum grant awards and state grant information for out-of-state students.

Continuing your studies after your B.S.?

After you complete your bachelor's degree, you will no longer qualify for "free" grant money, but you may qualify for loans, work-study, and/or scholarships.

Federal Work-Study Awards allow eligible students (based on financial need) to work on campus. Your hours can be arranged around class schedules. Supervisors understand that student workers have education as their priority.

If you accept a work-study position, you will be paid every two weeks. The College requires that your work-study wages are deposited directly into your checking or savings account. Work-study requires that you work a part-time job in order to be paid. This is not a grant like Pell or PHEAA awards.

NOTE: The number of work-study positions is very limited.

Scholarships recognize student achievement and are awarded by Penn College, the Penn College Foundation, and many private sources.

The online Penn College scholarship application and a listing of Penn College and Penn College Foundation scholarships are available at www.pct.edu/scholarships. Apply between December 1 and April 15. Be sure to also submit your FAFSA for the coming academic year by April 15. The site also provides a listing of external (non-Penn College) scholarships and scholarship search engines.

Students should also check high school guidance offices, social and civic organizations to which they or their parents belong, and community foundations.

Veterans Benefits may be available to eligible students who served on active duty or currently are members of the National Guard or Reserves. If you are a dependent of a veteran with a service-connected death or 100-percent disability, you also could be eligible. Apply at www.gibill.va.gov or contact the Veterans Affairs Coordinator in the Financial Aid Office.

Penn College is an approved institution for veterans/military education and a member of the Servicemembers Opportunity Colleges Consortium.

Penn College was named a 2012 Military Friendly School by G.I. Jobs.

Agency Sponsorship is available to students who have specific needs, such as a physical or learning disability (Office of Vocational Rehabilitation – OVR), job loss as displaced workers (Workforce Investment Act – WIA) or trade-affected workers (Trade Adjustment Assistance – TRA/TAA), or employment by a sponsoring company/organization. Check your phone directory for local numbers.

What the Student Information System Can Tell You About Your Financial Aid

You can track the status of your financial aid and estimate your cost of attendance quickly by using the Student Information System (SIS).

Note: SIS accounts are created after you apply to Penn College.

To access your financial aid information, follow these steps:

1. Browse to www.pct.edu/sis and log in
2. Click on 'Financial Information'
3. Click on 'View Financial Aid Information'
4. Select the correct academic year and click on 'Continue' to access your Financial Aid Award Summary

The Financial Aid Award Summary page provides you access to the following*:

- FAFSA and Federal Verification status
- Direct Stafford Loan and private loan status
- Direct Parent PLUS MPNs and credit check status
- Grants, loans, scholarships, and veterans benefits award amounts
- Estimated cost of attendance

Remember to check SIS before contacting the Financial Aid Office.

*Information is posted to the summary page after Financial Aid processes your aid. Refer to www.pct.edu/finaid/timeline.htm to see when aid is awarded. The estimated cost becomes available in early spring once tuition and fees have been estimated for the coming year.

Educational Loan Options

Grants, scholarships, and student employment may not be sufficient to cover necessary educational-related expenses. You may want to consider a student loan to supplement these amounts. Loans that help meet college expenses must be repaid. Carefully budget your expenses to avoid relying too heavily on loans. Remember, whether you complete your degree program or not, you must pay back loans.

There are three types of Educational Loans available to students and parents.

FEDERAL DIRECT STAFFORD LOAN

The Federal Direct Stafford Loan is used by many students to help finance their education. The Direct Stafford Loan is a federally backed program for degree and certificate seeking students (enrolled in at least six credits).

If you are eligible for a subsidized loan, you do not pay interest on the loan while in college. If you are not eligible for a subsidized loan, you may make interest payments while you are in college or have additional interest costs added to your total payment after you leave college.

The amount borrowed is determined by the number of credits you have earned toward your program.

FEDERAL DIRECT PARENT PLUS LOAN

Many families use the Federal Direct Parent Loan for Undergraduate Students (PLUS) program as a means of covering college expenses. The Federal Direct PLUS Loan can either supplement Federal Direct Stafford Loan funding or be used solely to cover the cost of education.

For creditworthy borrowers there are no income requirements, nor collateral or endorsers required. Parents may choose to pay their loan while their student is in college or defer payments until their student leaves college.

The amount borrowed is limited to the cost of attendance minus any financial aid their student receives.

➤ PLUS = Parent Loan for Undergraduate Students

PRIVATE ALTERNATIVE LOANS

In addition to the Federal Loans, a private alternative loan may be an option for financing your education. A private alternative loan is a nonfederal educational loan, through a private lending institution, typically issued in the student's name and requiring a creditworthy cosigner.

Each alternative lender has different eligibility requirements, loan rates, repayment terms, and conditions. For instance, some lenders require students to be enrolled at least half-time in a degree-granting program, while others also lend to students who are non-degree or enrolled in less than six credits. Neither Penn College nor the Financial Aid Office promotes, endorses, or recommends any specific loan product or lender.

The amount borrowed is limited to the cost of attendance minus any financial aid you receive.

We encourage you to always apply for all Federal Aid before applying for a private alternative loan.

For information on these loan programs and how to apply, visit www.pct.edu/finaid/loans.htm.

Start Now!

In addition to seeking financial aid, we recommend that you:

JOB

- Have a part-time job
- Save a portion of your earnings for college expenses

FAMILY SPENDING

- Change your spending habits
- Improve your credit rating
- Pay off some consumer debt
- Put off some big purchases until after college

SCHOLARSHIPS

- Check for sources of scholarships including:
 - Penn College scholarships
 - High school guidance office
 - Local social/civic organizations
 - Community foundations
 - External scholarship listing at www.pct.edu/scholarships

REDUCE EXPENSES

- Contact the Admissions Office to find out if you are eligible for **advanced placement, credit by exam, transfer of credits, CLEP (College Level Examination Program), or military credits** that can save you time and money.
- Work closely with your academic adviser in subsequent semesters to ensure that you only schedule courses you need to graduate.
- After you confirm what **books and tools** you will need (you can find the cost of books via your schedule in SIS after you are scheduled), look for used books – often available at a fraction of the price – and for tools at sale prices.
- If you live within driving distance, **commute** to classes to save housing expenses.
- Consider taking **summer classes** at Penn College (select courses offered at a 25% discount) or at a college closer to home (if credits will transfer into your major).

➤ **SIS** = Student Information System www.pct.edu/sis

Checklist

To guide you throughout the financial aid process, check items when you complete.

- Submit Penn College Application for Admission, including Financial Aid Application (FAA).**

WHEN: Submit before April 15 priority deadline (for fall semester) to have the best opportunity to receive financial aid.

- Apply for Penn College scholarships at www.pct.edu/scholarships. You must have received your Penn College student ID number and paid your tuition deposit to apply.**

WHEN: For fall semester, apply beginning December 1. Deadline April 15. For spring semester, apply beginning August 1. Deadline October 1. You only submit one application. It's quick and easy!

- Apply for scholarships from private sources.**

WHEN: Deadlines vary and are determined by sponsor – some are as early as the autumn of the year BEFORE you start college. Begin as early as possible for the best opportunities.

- Apply online at www.fafsa.gov for a Federal PIN that will allow you to apply for financial aid. Both student and a parent should apply for their own Federal PIN.**

WHEN: Before or during submission of your FAFSA (below). Please note that the process of applying for financial aid is conducted online. If you do not have access to a computer / Internet in your home, school, or public library, contact the Penn College Financial Aid Office.

➤ **PIN = Personal Identification Number**

- Complete your federal income tax return – both student and parent(s). Consult with the IRS or a tax preparer if you are not sure what you need to do for this step.**

WHEN: As early as possible, preferably one to two weeks prior to submitting your FAFSA (below) if you e-file.

- Complete, sign (student and parent), and submit your FAFSA at www.fafsa.gov. If the IRS has processed your tax return, you (and your parent) should be given the option to download tax return information onto your FAFSA via 'IRS Data Retrieval'. (The download option is available much earlier for electronically filed returns.)**

WHEN: Submit January 1 – April 15 to have the best opportunity to receive financial aid. Opportunities for some aid are significantly reduced after April 15.

➤ **FAFSA = Free Application for Federal Student Aid**

➤ **Penn College Federal School Code = 003395**

- Pennsylvania residents – First-year students should apply for a PHEAA State Grant immediately after submitting their FAFSA online. On your FAFSA Confirmation page, look for the ‘Optional Feature’ message and click on the link to begin. Follow the PHEAA instructions carefully on PHEAA’s ‘Account Access.’ Watch your e-mail account (that you included on your FAFSA) for messages from PHEAA.org. *All first-year students must complete, print, sign, and mail PHEAA’s State Grant Form to apply.***

WHEN: As you submit your FAFSA by April 15, and no later than May 1.

➤ **PHEAA** = Pennsylvania Higher Education Assistance Agency

- Students apply for a Federal Direct Stafford Loan. Submit a Master Promissory Note (MPN) and complete Entrance Counseling at www.pct.edu/finaid/loans.htm to be eligible to borrow through the federal loan program for students.**

WHEN: As early as possible. We recommend April – June for fall semester.

➤ **MPN** = Master Promissory Note

- Parent(s) apply for a Federal Direct PLUS Loan. Complete the application process at www.pct.edu/finaid/loans.htm to be eligible to borrow through the federal loan program for parents.**

WHEN: We recommend mid June – mid July for fall semester. Use estimated costs to determine loan amount.

➤ **PLUS** = Federal Parent Loans for Undergraduate Students

- Regularly check your financial aid status on www.pct.edu/sis.**

WHEN: Check throughout the process. Loan amounts will not appear on SIS until after you are scheduled. See page 5 for SIS details.

➤ **SIS** = Student Information System

- Check your student eBill for your semester’s tuition and fees.**

WHEN: For fall semester, early to mid July; for spring semester, mid-November. You must be prepared to pay the amount owed by the date shown on the bill. Check www.pct.edu/sis.

- Pay your student eBill if there is a balance due.**

WHEN: You must pay by the due date shown on the bill. Failure to pay will result in the loss of your seat in scheduled classes.

- Repeat the process each year that you are enrolled.**

WHEN: All returning students must complete the process each year to continue to be eligible for financial aid. **You are not automatically eligible for aid throughout your education.**

Personal Budget Worksheet

Use this worksheet to calculate your actual cost of attendance and to list each type and amount of financial aid you receive. (Most financial aid will be calculated on an annual basis, so use one-half of the annual amount for each semester.)

YOUR GOAL: To receive enough financial aid to meet your expenses. If you are not able to do so, you have the option of reducing your costs (if possible), requesting additional loan assistance (if possible), or seeking off-campus employment to help with your expenses.

As your financial aid is processed, it will be detailed in the Financial Aid Information section of your Student Information System account (see page 5). Be sure to check online at www.pct.edu/sis before calling the Financial Aid Office.

EXPENSES (cost of attendance)	FALL		SPRING		ANNUAL TOTAL
Tuition and Fees	\$ _____	+	\$ _____	=	\$ _____
Room and Board	\$ _____	+	\$ _____	=	\$ _____
Books and Supplies	\$ _____	+	\$ _____	=	\$ _____
Tools, etc.	\$ _____	+	\$ _____	=	\$ _____
Transportation	\$ _____	+	\$ _____	=	\$ _____
Personal Expenses	\$ _____	+	\$ _____	=	\$ _____
Total Expenses	\$ _____	+	\$ _____	=	\$ _____

FINANCIAL AID RECEIVED	FALL		SPRING		ANNUAL TOTAL
Federal Pell Grant	\$ _____	+	\$ _____	=	\$ _____
PHEAA or other State Grant	\$ _____	+	\$ _____	=	\$ _____
Federal SEOG Grant	\$ _____	+	\$ _____	=	\$ _____
Federal Direct Stafford Student Loan	\$ _____	+	\$ _____	=	\$ _____
Federal Direct PLUS Loan	\$ _____	+	\$ _____	=	\$ _____
Private Alternative Loans	\$ _____	+	\$ _____	=	\$ _____
Agency Sponsorship	\$ _____	+	\$ _____	=	\$ _____
VA Benefits	\$ _____	+	\$ _____	=	\$ _____
Scholarships	\$ _____	+	\$ _____	=	\$ _____
Federal Work-Study	\$ _____	+	\$ _____	=	\$ _____
Other	\$ _____	+	\$ _____	=	\$ _____
Other	\$ _____	+	\$ _____	=	\$ _____
Total Financial Aid	\$ _____	+	\$ _____	=	\$ _____
Expenses Minus Aid	\$ _____	+	\$ _____	=	\$ _____



After You Apply

From the information you provide on your FAFSA, the federal government will calculate your Expected Family Contribution (EFC).

- ▶ **FAFSA** = Free Application for Federal Student Aid
- ▶ **EFC** = Expected Family Contribution

Your EFC will be used to determine your eligibility for grants, work-study funds, etc. **You do not owe this amount. Do not send a payment.**

After you apply for financial aid, watch your mail and e-mail for messages from Penn College, state or federal government aid organizations, or lenders. **It is important that you read all messages carefully and respond promptly.**



REMEMBER to check your financial aid status at www.pct.edu/sis.

You can learn if your FAFSA has been received and if it is incomplete and/or selected for Verification (see page 13).

- ▶ **SIS** = Student Information System
- ▶ **SAR** = Student Aid Report

The federal government processes your FAFSA and notifies you of your **Student Aid Report (SAR)**, which you access at www.fafsa.gov.

- Review carefully to ensure all information is correct.
- If your FAFSA is complete, **DO NOT** submit any corrections for income, income tax, assets, household size, or number in college. Contact the Financial Aid Office if you believe you made a mistake, or there has been a correction to your or your parents' federal tax return.

If you are eligible for a Federal Pell Grant, FSEOG, or Federal Work-Study, the Financial Aid Office will notify you of the amount of your award via letter, e-mail, or SIS. You will not receive notification until after your FAFSA information is finalized and complete. If your FAFSA is selected for a process called Federal Verification, this process must also be completed. (Refer to page 13.)

If you are eligible for a Pennsylvania state grant, Pennsylvania Higher Education Assistance Agency (PHEAA) will notify you and the College of the preliminary amount of your award, typically via e-mail. PHEAA begins processing awards in May.

To be considered for a PHEAA grant you must be:

- a Pennsylvania resident for one or more years before submitting your first FAFSA
- enrolled in a major that requires at least two years to complete
- enrolled in at least six credits per semester
- not taking only developmental classes in a semester
- not in an online program or taking the majority of your credits via distance learning

Review all information carefully, including qualifications, such as academic progress, necessary to receive any award. Read more about Satisfactory Academic Progress policies on page 16.

PHEAA requires additional information that the FAFSA does not collect. First-year students should complete their “State Grant Form” immediately after submitting their FAFSA. On your FAFSA Confirmation page, look for the ‘Optional Feature’ message and click the link to begin. Watch your e-mail throughout the year for any messages from PHEAA. Eligibility cannot be determined if PHEAA does not receive your completed State Grant Form.

► **PHEAA = Pennsylvania Higher Education Assistance Agency**

If you reside in a state other than Pennsylvania, that state’s higher education agency should notify you about state grant eligibility after you submit your FAFSA. Not all states provide state grants for students to attend out-of-state colleges. If you are awarded a grant from a state other than Pennsylvania, we will not credit your account until the state agency pays the College.



REMEMBER: You do not repay grants or scholarships.

The Financial Aid Office begins processing student and parent loan requests in June.

You will receive disclosure statements and notification of your loan amounts from the Department of Education or your lender.

All loan funds are paid to the College directly from the Department of Education or your lender.

Check the Financial Aid Information page on SIS a few business days after completing Federal Loan applications to learn if you completed all the steps. (See page 5.)



REMEMBER: All loans must be repaid. Read all loan documents carefully and keep copies for future reference.

Penn College scholarships are awarded beginning in June for the upcoming academic year. You will receive a letter or e-mail notifying you if you have received one of these scholarships, which will be credited to your account.

Other (non Penn College) scholarship funds are credited to your account by the Bursar's Office as soon as they are received from the scholarship provider.

If you need additional funds to cover expenses not met by your grant, loan, or scholarship awards, you may be eligible for **Private Alternative Loans** offered by private lenders. Refer to page 6. Contact the Financial Aid Office for more details or visit www.pct.edu/finaid/loans.htm.

Do not assume you have received a grant, loan, or scholarship if you do not receive notification of an award or confirmation via SIS.

Monitor the status of your account online
www.pct.edu/sis

VERIFICATION

Approximately one out of three students who submit a FAFSA are selected for an official review in a process called **Federal Verification**. Incomplete or conflicting information on your FAFSA may lead to Verification, or your FAFSA may be chosen at random.

If your FAFSA is selected for Federal Verification, the Financial Aid Office will send you information and also notify you via SIS (Financial Aid Information – see page 5). You (and your parents, if parental information is required on your FAFSA) will need to complete and return a Verification Form, and *may* also need to provide us with signed copies of federal tax return transcripts and/or other financial documents. We will then compare your documents to your FAFSA information and, if needed, we will adjust your FAFSA information. Until we complete Verification, we cannot award educational loans, Federal Work-Study, or any federal grants. Please respond quickly to prevent delays in processing your federal aid.

You can monitor the progress of Federal Verification via SIS. Due to the high volume of Verification materials in the spring and early summer, it may take several weeks for us to complete Verification after we receive your required documents.

Using the IRS Data Retrieval option when completing your FAFSA and not changing any of the items transferred can reduce the odds that your FAFSA is chosen for Verification.

PHEAA has a similar but separate review for Pennsylvania state grant recipients called **Validation**. If you receive an e-mail or letter from PHEAA describing the Validation process, you will need to submit to PHEAA the financial documents it requests, even if you have previously sent us documents for Federal Verification.

Your Total Cost of Attendance (per semester)

After you complete placement tests, you will be scheduled for classes. The amount of your tuition and fees is based on that schedule.

Additional charges are applied to your account if you have an on-campus housing contract, meal plan, and/or optional services.

Paid tuition and housing deposits are credited to your account.

If you are approved for grants, loans, scholarships, and agency sponsorships, Penn College credits your account. Scholarships from external sources are typically not credited until the College receives the funds.

No money is released directly to you or your parent(s) until all your Penn College expenses have been met and the semester has begun.

Annual awards are typically divided between the fall and spring semesters. You receive half of the aid in fall and the other half in spring.

Federal Regulations prohibit the use of Federal Funds (Pell or FSEOG grants, Direct Stafford Loan, and Direct PLUS Loan) until students attend the first day of class.

If you are concerned about whether or not financial aid will cover your bill, contact:

FINANCIAL AID OFFICE

800-367-9222 or 570-327-4766

finaid@pct.edu

MAKE THE MOST OF YOUR INVESTMENT!

Once you become a Penn College student, use all **free** resources and services available to you:

- academic advising
- career counseling
- computers / Internet access
- job skills workshops
- library
- résumé writing
- scholarships and application assistance
- student activities
- supplemental instruction
- tutoring and other academic assistance
- professors' office hours

Your Bill

Approximately four to six weeks prior to the start of classes, you will receive an e-mail stating that your eBill is ready to be viewed on SIS. Log in to SIS to check your account balance. (You can add additional e-mail addresses, allow parent and guest access, or opt to have a paper bill mailed to you by changing your student preferences in SIS.)

If financial aid and other credits do not cover your total cost:

You must pay the balance due (on your eBill) in full OR opt in to a payment plan, which will be indicated on your eBill. Use SIS to make payment online at www.pct.edu/sis.

If financial aid (received by the College) and other credits exceeds your total cost (tuition, fees, on-campus housing, and meal plans):

After all Penn College expenses are met, any remaining aid funds are refunded* directly to you (or your parent) to help meet your costs, including off-campus housing, groceries, books, tools, transportation, and supplies, etc. Students who receive refunds from grants will not receive their refund until well into the semester.

* Student refunds are processed by the Bursar's office and are disbursed through Higher One's PCT OneCard. Please be sure to activate your card once you receive it. During activation, you will be prompted to select a refund method (direct deposit to Higher One account or to another bank of your choice).

Refunds based on parent loans are refunded by paper check directly to your parent, unless your parent requested via the U.S. Department of Education that the refund go directly to you.

For more information on your eBill, PCT OneCard, and the refund process, contact:

BURSAR'S OFFICE / STUDENT ACCOUNTS

800-367-9222 or 570-327-4762

www.pct.edu/bursar

The Bursar's Office also processes tuition waivers, college savings plan credits, and external scholarships credits.

Meet your tuition payment deadline.

Failure to pay on time will result in late fees and the loss of your schedule. If you must reschedule during Late Registration, be prepared to pay at that time and you will be charged an additional late fee. You also will find fewer classes are available at Late Registration.



Federal Title IV Refund Policy

The College is required to implement this federal policy that applies to all students receiving Title IV financial aid who withdraw from, are dismissed from, or stop attending the College during the billing period in which he/she is enrolled. The College's Federal Title IV Refund Policy is available at www.pct.edu/finaid/titleFour.htm.

Satisfactory Academic Progress for Students Receiving Financial Aid

Financial Aid Satisfactory Academic Progress (SAP) is a measure of a student's successful progression toward the completion of his/her degree or certificate program. Review of SAP is required for federal and Pennsylvania state aid programs. The College's SAP policy was developed in accordance with government regulations and is available at www.pct.edu/finaid/acadProgress.htm along with PHEAA's SAP policy.

Continuing Financial Aid Throughout Your Enrollment

RETURNING STUDENTS:

You must reapply for financial aid every year that you are enrolled as a student.

- Submit your FAFSA renewal and scholarship applications each year.
- Review and confirm Penn College FAA each year via SIS.
- Pay attention to deadlines and complete your applications on time. You should not need to complete another Direct Loan Master Promissory Note (MPN).
- Parent PLUS borrowers will have to reapply each year.
- Maintain Financial Aid Satisfactory Academic Progress.

You must make Financial Aid Satisfactory Academic Progress to remain eligible for financial aid. It is **your** responsibility – not your parents, professors, or others – to maintain that eligibility.

Only those courses for which you receive a grade of A, B, C, D, or S will count as credits earned in the determination of satisfactory progress. Courses for which you receive a grade of F, W, I, SP, Z, R, T, or U will not count as credits earned in the determination of satisfactory academic progress.



Checklist for Transferring Aid From Another College

Have you attended another college in the fall semester and plan to transfer to Penn College for the spring semester? Use the checklist below to have your financial aid transferred to Penn College. Allow two to three weekdays for us to be notified of changes you make via the Internet.

- Add Penn College's Federal School Code to your Free Application for Federal Student Aid (FAFSA). You will need your Federal PIN to make the update.
 1. Add the school code for Pennsylvania College of Technology (003395) at www.fafsa.gov. You can delete other colleges at this time.
 2. Sign and submit your update.
- If you are a Pennsylvania resident, have your Pennsylvania Higher Education Assistance Agency (PHEAA) Grant information transferred to Penn College:
 1. Go to www.pheaa.org and sign in to your account via 'Account Access'.
 2. Change your college for the next semester to Pennsylvania College of Technology (003395).
 3. Select your correct housing status.
- If you received a Federal Direct Stafford or Direct PLUS Loan:
 1. Ask the other college to cancel the next disbursement of your loan.
 2. Contact Penn College's Financial Aid Office to transfer your loan application to Penn College.
- If you received a Private Alternative Loan:
 1. Ask the other college to cancel the next disbursement of your loan.
 2. Contact your private alternative loan lender about cancelling your next disbursement and completing a new loan application for Penn College.

Federal Supplemental Education Opportunity Grant and Federal Work-Study awards cannot be transferred to Penn College. Your financial eligibility will be determined upon completion of the financial aid process.

► **Veterans** = You will need to complete a VA Change form in order for Penn College to certify your enrollment. Contact the Veterans Affairs Coordinator in the Financial Aid Office for more information.

If you plan to transfer to Penn College in the fall semester, follow the general financial aid application process detailed starting on page 2.

Pennsylvania College of Technology
One College Avenue
Williamsport, PA 17701-5799

Frequent Contacts

FINANCIAL AID OFFICE

Student & Administrative Services Center, Room 1013

www.pct.edu/finaid

finaid@pct.edu

570-327-4766

Fax: 570.321.5552

TTY: 570-321-5528

**Toll-Free for Admissions, Financial Aid, Registrar,
Advisement Center, Bursar, and Residence Life
800-367-9222**

OTHER OFFICES

Academic Success Center 570-320-5261

Admissions 570-327-4761

Advisement Center 570-320-5228

Bursar/Student Accounts..... 570-327-4762

College Store 570-327-4508

Dining Services 570-327-4767

Residence Life 570-320-8023

Registrar..... 570-327-4772

Student Activities..... 570-327-4763

Veterans Affairs..... 570-327-4766

Federal Aid Questions

(FAFSA) 800-433-3243
www.fafsa.gov

Federal Direct Loans

(Stafford & PLUS) Questions 800-557-7394

PHEAA..... 800-692-7392

U.S. Dept. of Veterans Affairs 888-442-4551

Federal Title IV School Code: 003395

An affiliate of The Pennsylvania State University

Penn College operates on a nondiscriminatory basis.