
Pennsylvania College of Technology

PENNSTATE



Financial Aid Handbook updated Sept. 2016

degrees that work.





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This symbol indicates changes made since the last printing of the Financial Aid Handbook.

We are here to help you through the financial aid process. E-mail finaid@pct.edu with your questions.

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

www.pct.edu/finaid

Approximately nine out of ten 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.

You—and one parent, if you need parental information on your FAFSA—will need to sign your FAFSA with a Federal Student Aid (FSA) ID. Students should use only their FSA ID, and parents should only use their FSA ID. Students and parents must apply for their FSA IDs separately, using different e-mail accounts.

Apply in advance for your FSA ID at www.fafsa.gov. Do not share the ID with anyone!



Penn College's priority FAFSA submission deadline is March 1.

Federal and state government agencies regulate key financial aid applications.

Government 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, as long as they provide their student's full name and ID number. 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 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, many 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 sign using your FSA ID.
- 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 before March 1** for the best opportunities to receive financial aid.

Penn College's priority FAFSA submission deadline is March 1.



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 & 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 Specialist in the Financial Aid Office.

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

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.

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

- Agree to transfer your IRS income tax information onto your FAFSA via the **IRS Data Retrieval Tool**, 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 (student) in **family household size**.
- Count yourself and other siblings in your household who are **enrolled in college** (at least 6 credits in a degree, diploma, or certificate program). Do not count parents.
- Check your **Social Security** card to verify your number.
- Sign with both **student and parent FSA IDs** for dependent students.

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

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.

The IRS Data Retrieval Tool (DRT) allows students and parents who completed IRS tax returns to transfer key financial items from their IRS tax return to students' FAFSAs. Using the DRT is easy, saves time, and reduces the chance of error. Be sure not to change any of the transferred items. While the DRT will work for most taxpayers, there are some circumstances for which it cannot be used. Examples include married students or parents who file separate tax returns and those who file amended returns.

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 late winter.

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, with at least 50% of credits via classroom instruction each semester. PHEAA begins notifying students of PHEAA eligibility in May.

Visit www.pct.edu/finaid/grants.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 as early as possible after the application opens in early December. We begin awarding Penn College scholarships in early March. 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 for potential scholarship opportunities.

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 Specialist 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 2016 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, see page 3), 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.

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 (Subsidized/Unsubsidized) Loan and private loan status
- Direct Parent PLUS MPN 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 the Financial Aid Office processes your aid. Refer to award timelines for grants, loans, and scholarships at www.pct.edu/finaid to see when aid is awarded. The estimated cost becomes available in late winter once tuition and fees have been estimated for the coming year.

Loan amounts are not applied until after students are scheduled for at least six credits. Veterans benefits are not applied until after scheduling.

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 SUBSIDIZED/UNSUBSIDIZED (STAFFORD) LOAN

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

Many students are eligible to receive both subsidized and unsubsidized loan funds. If you are eligible for a subsidized loan, you do not pay interest on the loan while in college. If you are eligible for an unsubsidized 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 academic 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 Subsidized/Unsubsidized (Stafford) Loan funding or be used solely to cover the cost of education.

For creditworthy parent 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, most 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.

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

STUDENT JOB

FAMILY SPENDING

SCHOLARSHIPS

REDUCE EXPENSES

Start Now!

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

- Have a part-time job
- Save a portion of your earnings for college expenses
- Change your spending habits
- Improve your credit rating
- Pay off some consumer debt
- Put off some big purchases until after college
- Check for sources of scholarships including:
 - Penn College, www.pct.edu/scholarships (Penn College and external scholarship listings)
 - High school guidance office
 - Local social/civic organizations
 - Community foundations
- 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% tuition discount) or at a college closer to home (if credits will transfer into your major).

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

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 March 1 FAFSA priority deadline to have the best opportunity to receive financial aid.

- Apply for Penn College scholarships at www.pct.edu/scholarships after you receive your Penn College student ID number.**
 - WHEN:** Apply beginning December 1. Awarding begins in early March. Application closes 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.

- Complete, sign (student and parent), and submit your FAFSA at www.fafsa.gov. Use the IRS Data Retrieval Tool, if eligible (refer to page 4).**
 -  **WHEN:** Submit before March 1 to have the best opportunity to receive financial aid. Opportunities for some aid are significantly reduced after March 1.
 - **Penn College Federal School Code = 003395**
 - **FSA ID = Use this to sign your FAFSA. (See page 1.)**

- 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 message to ‘Start your state application’ and click on the link to begin. Follow the PHEAA instructions carefully.**
 - *All first-year students must complete and submit their State Grant Form online.*
 - *The signature page must be printed, signed, and mailed to PHEAA.*

Watch your e-mail account (that you included on your FAFSA) for messages from PHEAA.org.

 -  **WHEN:** As you submit your FAFSA by March 1.
 - **PHEAA = Pennsylvania Higher Education Assistance Agency**

- Students apply for a Federal Direct Subsidized/Unsubsidized (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 March–April 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:** No earlier than mid-June and by mid-July for fall semester. Use estimated costs to determine loan amount.
 - **PLUS = Federal Parent Loan 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. PHEAA information will not appear until after PHEAA notifies students, in mid-May. (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 to avoid a late fee. Failure to pay by the end of the first day of the semester 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). If you take summer classes, you will need a separate column for 'summer'.

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 Subsidized/ Unsubsidized (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**

Government regulations require your EFC be used to determine your eligibility for grants, work-study, 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).

Review award timelines on the Grants, Loans, and Scholarships pages at www.pct.edu/finaid.

► **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 and based on completed IRS tax returns, 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, the 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 each semester via distance learning

Review all information carefully, including all eligibility criteria, 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 'Start your state application' 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 and signed signature page.

➤ **PHEAA = Pennsylvania Higher Education Assistance Agency**
www.pheaa.org

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. A list of all state higher education agencies is available on our Financial Aid Grants page at www.pct.edu/finaid.



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 early March for the upcoming academic year. You will be notified via e-mail 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 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 four 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.** You are required to return your completed Verification Form and any documents we requested within 60 days of the date on the information we send. Please respond quickly to prevent delays in processing your federal aid.

Using the IRS Data Retrieval Tool (DRT), described on page 4, when completing your FAFSA and not changing any of the items transferred generally allows us to process Verifications more quickly. In many cases, students and parents who did not initially use the DRT will be able to 'make a correction' at www.fafsa.gov and use the DRT.

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

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. First-semester students are charged a new student enrollment fee.

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 Subsidized/Unsubsidized (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 six weeks prior to the start of classes, you will receive an e-mail stating that your eBill for the coming semester 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 under 'Financial Information'.

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 by a third-party partner. Students will be mailed an envelope that contains an activation code. Be sure to use your activation code to select a refund method:

- Direct deposit to a bank account of your choice, or
- Direct deposit to a free online bank account provided by our partner

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 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 a late fee. Additionally, not paying by the end of the first day of the semester will result in a loss of your class schedule.



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 suspended from, or stop attending the College during the billing period in which they are enrolled. The College's Federal Title IV Refund Policy is available at www.pct.edu/finaid/policies.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. Students who do not achieve SAP during their first academic year may not be eligible for aid in their second year. The College's SAP policy was developed in accordance with government regulations and is available at www.pct.edu/finaid/policies.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 new FAFSA and scholarship applications each academic 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 that of 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, 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).
 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 with your FSA ID 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 Subsidized/Unsubsidized (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 should complete a VA Change form (#22.1995) online. Contact the Veterans Affairs Specialist 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

**For Admissions, Financial Aid, Registrar, Academic Services,
Bursar, and Residence Life, call 800-367-9222 (toll-free)**

OTHER OFFICES

Academic Services	570-320-5228
Academic Success Center	570-320-5261
Admissions.....	570-327-4761
Bursar/Student Accounts.....	570-327-4762
The College Store.....	570-327-4508
Dining Services.....	570-327-4767
Residence Life	570-320-8023
Registrar.....	570-327-4772
Student Activities	570-327-4763
Penn College Veterans Affairs	570-320-5353
Federal Aid Questions (FAFSA).....	800-433-3243 www.fafsa.gov
Federal Direct Loans Questions.....	800-557-7394
PHEAA	800-692-7392 www.pheaa.org
U.S. Dept. of Veterans Affairs	888-442-4551

Federal Title IV School Code: 003395



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