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Introduction

Now that you have received your financial aid offer letter from ICC, you need to know your rights and responsibilities as a financial aid recipient. You are also expected to know what is required of you to receive and keep this financial aid.

*It is critical that you read and understand the following information regarding your financial aid.

Rights & Responsibilities of Financial Aid Recipients

You have the right...

- To know that your financial aid is based on your calculated financial need.
- To receive your financial aid as long as you are eligible and meet your responsibilities.
- To be informed of the terms of any loan or work-study offers.
- To be exempt from garnishment of Federal Work Study wages for any debt other than the cost of attendance at ICC.
- To accept, reject or seek adjustments to your financial aid offers without prejudice.
- To privacy of information regarding your financial aid file.
- To access your financial aid file in consultation with the Financial Aid Director.
- To seek financial aid counseling.

You have the responsibility...

- To complete an application for financial aid annually to demonstrate continued need.
- To provide accurate and factual information on all financial aid forms.
- To notify the Student Services (Financial Aid) Office of changes in information including: Withdrawal from school, Reduction in number of credits, outside offers or private scholarships you receive, Changes in information provided on your application.
- To read and understand all financial aid forms and keep copies of them.
- To use financial aid only for education related expenses.
- To submit forms by the deadlines and to keep financial aid appointments.
Types and Conditions of Financial Aid

Each student has a cost of attendance (COA) which is the maximum amount of financial aid dollars a student can receive during the school year. Our office cannot offer you more funding than your cost of attendance. Your cost of attendance is listed on the first page of your offer letter.

COA is based on survey data from students and Itasca County. The COA is also based on your housing plans for the year. Students living off-campus away from their parents have a higher COA than those living on-campus or with their parents. See the ICC web-site for more specifics on COA calculations. Aid is calculated by taking the student’s COA minus the Expected Family Contribution (EFC) from the FAFSA. The difference is the amount of unmet need the student demonstrates. ICC attempts to package enough financial aid to cover the student’s COA and unmet need through a combination of grants/scholarships, loans, and work-study options.

*As a general rule, you cannot receive aid above and beyond your COA at ICC. This is why aid such as loans and work-study may be reduced when outside scholarship or third party payments are received after you have received your offer notification.

Grants and Scholarships

Grants and scholarships are gift aid you do not need to repay. Grants are generally based on need and scholarships are based on merit, ability, community involvement, need, or other criteria.

The following grants and scholarships may appear on your offer notice:

- **Federal Pell Grant**
  - The Federal Pell Grant Program provides need-based grants to low-income undergraduate students and certain post baccalaureate students to promote access to postsecondary education. Grant amounts are dependent on: the student’s expected family contribution (EFC); the cost of attendance (COA) (as determined by the institution); the student’s enrollment status (full-time or part-time); and whether the student attends for a full academic year or less.
  - The maximum Pell Grant for the 2020 – 21 academic year (July 1, 2020, to June 30, 2021) is $9,518, with a maximum per semester grant of $3,173. The grant is available for fall, spring, and summer semesters.
• You are eligible to receive the Pell Grant for 12 full-time semesters (6 full years) throughout your undergraduate career. Enrollment level is locked in at end of the add/drop period each semester.
• Grant is prorated for enrollment at three-quarter, half, or less than half-time and may be reduced if you drop classes.
• Students may not receive Federal Pell Grant funds from more than one school at a time.

• Federal Supplemental Educational Opportunity Grant (SEOG)
  • The Federal Supplemental Educational Opportunity Grant Program makes awards to exceptionally needy students and can add up to $600 in grant money to the offer package. The grant amount is set by the institutions financial aid office and depends on the availability of funds to your school and the other amount of aid that you are receiving.
  • Only undergraduate students are eligible.
  • Priority if given to students already receiving a Pell Grant.
  • Must be enrolled at least half-time time; grant is prorated for enrollment at three-quarter or half-time.

• Minnesota State Grant
  • The Minnesota State Grant Program is a state-funded and need-based program.
  • Grants vary depending on demonstrated financial need, number of credits taken per semester, and dependency status.
  • You are eligible to receive the Minnesota State Grant for 8 full-time semesters (4 full years) throughout your undergraduate career. Grant is prorated based on enrolled credits throughout the semester.

• Blandin Foundation Education Grant
  • Student must be enrolled full-time and under the age of 25.
  • Application is required and student must have graduated from one of the following high schools: Grand Rapids, Greenway, Deer River, Hill City, Northland-Remer, Bigfork, Bug-O-Nay-Ge-Shig, Northern Lights-Warba, Blackduck, Nashwauk-Keewatin, Northome, or home school graduates who lived in one of the listed districts at time of graduation.
  • Grant is based on need and is adjusted based on receipt of outside aid or changes in federal/state/institutional aid.

• Blandin Summer Grant
  • Student must be enrolled in at least one but less than 5 ICC credits (non-consortium) in summer session(s)
  • Available to students who have used up 100% or more of their annual Pell Grant during fall and spring semesters.
  • Application is required.

• ICC Foundation and Endowment Scholarships
  • May require full-time enrollment.

• Private Scholarships and Grants
Scholarships over $999 are paid in two disbursements, one each semester, unless indicated otherwise by the donor.

**Work-Study Programs**

Work-Study Programs allow you to earn money to help pay for your education by working at part-time jobs on or off campus through either the Federal Work-Study Program or the Minnesota State Work-Study Program. Once you show interest in obtaining a work-study position, the Financial Aid Office will determine if you are eligible and how much you are eligible to earn based on your demonstrated financial need. Students are paid $11.00 per hour and can work up to 20 hours per week depending on departmental needs/budget. Most students work 10 or less hours per week. Federal and State Work-study is offered to students who demonstrate financial need based on their FAFSA results and cost of attendance.

If you are interested in Work-Study you will need to following the steps below in the order presented:

1. Complete a “Work Study Interest” form found at [www.itascacc.edu/forms](http://www.itascacc.edu/forms)
2. Sign in to Brightspace (D2L) from the ICC website and complete the work-study training tutorial and quiz.
3. Print out a Work Authorization form from your Brightspace (will be available upon successfully completing quiz) and apply for available jobs. A jobs list will be available on the ICC website starting August 15th.
4. Once hired, bring the **signed** work authorization form back to the Financial Aid Office along with two forms of identification to complete required employment eligibility forms. Students typically show a Social Security card or a Certified copy of a Birth Certificate **AND** a government issued photo I.D. (Driver’s license, college ID card, etc.).

   *Note: Faxed copies are NOT acceptable.*

   **A.** Forms to be completed include:
   **B.** I-9 form (proves eligibility to work in the United States)
   **C.** W-4 form (tax withholding authorization)
   **D.** Confidentiality Form (to abide by college and FERPA privacy regulations)

5. Once all paperwork is completed, you will be given a Student Employee Eligibility Certificate to give to your supervisor. You and your supervisor can then plan out your work schedule and you may start work.
Loans

Loans are borrowed funds to help with your school costs that must be repaid with interest, usually after your schooling is done. Students typically apply for loans for the year rather than a semester at a time.

The following loans may appear on your offer notice and require at least half-time enrollment:

- **Subsidized Federal Direct Loan**- Subsidized loans are disbursed on a need-based assessment. The government pays the interest on the loan while you are in school.
- **Unsubsidized Federal Direct Loan**- Unsubsidized loans are not based on need, and you will pay interest while in school.

<table>
<thead>
<tr>
<th>Undergraduate Students</th>
<th>Maximum Annual Loan Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Grade Level 1</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Dependent Student</strong></td>
<td><strong>Independent Student</strong></td>
</tr>
<tr>
<td>Base Direct Loan eligibility (subsidized and unsubsidized)</td>
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</tr>
<tr>
<td>Additional unsubsidized Direct Loan eligibility</td>
<td>$2,000</td>
</tr>
<tr>
<td>Unsubsidized Direct Loan eligibility for independent student or dependent student due to parent ineligibility for PLUS loan.</td>
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</tr>
<tr>
<td><strong>Maximum Grade Level 1 Total</strong></td>
<td><strong>$5,500</strong></td>
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<table>
<thead>
<tr>
<th><strong>Grade Level 2</strong></th>
<th><strong>Dependent Student</strong></th>
<th><strong>Independent Student</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Base Direct Loan eligibility (subsidized and unsubsidized)</td>
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<td>$4,500</td>
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<tr>
<td>Additional unsubsidized Direct Loan eligibility</td>
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<td>$2,000</td>
</tr>
<tr>
<td>Unsubsidized Direct Loan eligibility for independent student or dependent student due to parent ineligibility for PLUS loan.</td>
<td></td>
<td>$4,000</td>
</tr>
<tr>
<td><strong>Maximum Grade Level 2 Total</strong></td>
<td><strong>$6,500</strong></td>
<td><strong>$10,500</strong></td>
</tr>
</tbody>
</table>

- Direct Loan eligibility is based in part on how many earned credits you have at ICC. Students with 30 or more earned credit hours that are applicable to their declared program(s) of study are eligible for 2nd year loan limits. One exception to this is for students enrolled in degree/diploma/certificate programs that are only 1 year in length
(Nursing, Wildland Firefighting, etc.). If the program is only 1 year in length, then 1st year loan limits apply regardless of earned/transfer credits.

- Current students who are first time, first year borrowers must wait 30 days from the start of the semester to receive Direct Loan funding. Additionally, loans taken out for one semester at a time are subject to multiple disbursements. This means that for a single semester (term) loan, a student would receive half of the loan at the beginning of the semester and the other half at the midpoint of the semester.

- A student must be making satisfactory academic progress to receive a loan disbursement. If progress is determined to be unsatisfactory, future student loan disbursements will be cancelled.

- To receive loans, students must complete both Entrance Counseling and a Promissory Note at studentaid.gov. Loan amounts must be accepted by the student on E-Services.

***NOTE: Fall/Spring semester loan funding may be reduced to keep you within your maximum budget (COA) if outside funding comes in after funds have been paid for fall/spring semester. Budget carefully!

There are other loans that will not appear on your offer notice but may be available to students regardless of family income. Loans must fit within your capped cost of attendance. These loans may include:

- Federal PLUS (parent) Loan
- Alternative or Private Loans
What Happens If You Add, Drop, Withdraw

Financial aid is disbursed to student accounts on the 11th business day of the semester. Aid overage funds (if applicable) are available on the 12th business day of the semester. Aid is then paid out every Wednesday and Friday thereafter throughout the semester as student offer letters are processed. Federal Aid is based on the number of credits you have at the end of the five day drop/add period. State aid can fluctuate based on your enrollment throughout the semester.

***NOTE: If you register for one or more classes and never attend, your financial aid must be recalculated and you could owe a repayment of some or all of your financial aid.

Adding courses

- If you decide to add a course (such as a late start class or block class) after the normal drop/add period, a Federal Pell Grant cannot be adjusted for the increase in credits.
- Other aid programs will adjust for your increased credits.
- Credits for determining Pell Grant are locked in at the end of the “add/drop” period each semester. This is called the Pell Census Date. Adding classes after the Census Date will not increase your credit load for Pell Grant purposes.
- You may substitute (swap) “aid eligible” courses after the Census Date (simultaneously dropping and adding a course) as long as the course load remains the same as what your Pell grant was originally paid at. The substitute (swap) of courses MUST take place and be documented in ICC’s computer system on the same day to be considered as a substitution (swap) of courses for Pell Grant purposes.
- Pell Grant funding will be offered to eligible students who enroll in ONLY 2nd block/late start classes. The Pell census date for a student in this situation is deemed as the date of the original Pell calculation instead of the end of the full semester “add/drop” period.
Dropping courses

- If you will not be attending ICC, you MUST drop all your classes prior to the end of the drop/add period to avoid financial penalty.
- Dropping classes at any point in the term WILL result in a downward adjustment of the Pell Grant IF your semester enrollment changes from full-time to less than full-time.
- If you drop a class (that has not yet started) after financial aid has been disbursed, your financial aid eligibility will be recalculated and you may owe a repayment.
- Classes that have been dropped do not appear on your academic transcript.

Withdrawing from courses

- You must contact the ICC Student Services (Records) Office or an Academic Counselor if you want to officially withdraw from one class or totally withdraw from all classes that have already started.
- For classes from which you officially withdraw, you will receive a grade of “W” on your transcript.
- The college refund policy will apply for students who totally withdraw from all classes during the refund period. In addition, students receiving federal student aid will be subject to the Return of Title IV Aid Policy if they withdraw in the first 60% of the term.
- Any student who stops attending or never attends one or more classes and does not officially withdraw will be considered an unofficial withdrawal. Unofficial withdrawals will receive no refund of tuition/fees paid. Students who unofficially withdraw and who received federal/state/institutional financial aid may have to return a portion of their aid. The Return of Title IV Aid Policy will apply.
- ICC instructors are asked to report students who have never attended and those that have attended at least once but have not been in class for two weeks or more. These students are given a grade of Failed-Withdrawing, “FW” if attended or “FN” if never attended. These grades are treated as an “F” in all GPA calculations. To avoid impact on your GPA, you need to officially withdraw from classes within the published timeframes.

***NOTE: Withdrawing from classes may impact your Satisfactory Academic Progress at ICC and could lead to academic and financial aid suspension. Visit www.itascacc.edu to view this policy.***
If Your Aid Exceeds Your Charges (Refunds)

If you have financial aid funds that exceed the charges on your student account at the time of disbursement, you will receive a refund. This refund may be used to pay other educational expenses you may incur. Your refund will be issued in the form of either a direct deposit or a paper check. We do recommend that students use Direct Deposit to ensure that funds are received in a timely manner. To set up Direct Deposit visit your E-Services account.

Annual Reaplication Process

Remember that Federal, State, and institutional need based aid is NOT automatically renewed. You MUST complete the FAFSA process for each academic year that you want to receive aid. Please submit your FAFSA application early to ensure adequate time for processing. FAFSA processing opens on October 1st of each year.