

**\*\*Check your RVC student e-mail account regularly for information from the Financial Aid Office and other offices at Rock Valley College\*\***

***This form must be filled out in ink.*** Complete and answer **ALL** sections on this form. Priority consideration will be given to students completing all requested forms prior to May 1, 2016. An award letter will be sent after all required documents are received and your file has been reviewed. Please note that all financial aid documents are mailed to the address on record in the school database, **not** the address on the FAFSA application.

**SECTION A: Demographic Information**

1. Name: \_\_\_\_\_ Student ID: \_\_\_\_\_
2. Social Security Number: \_\_\_\_\_ Birth Date: \_\_\_\_\_
3. List any previous names you have had: \_\_\_\_\_
4. Address while attending RVC: \_\_\_\_\_  
(address) (city) (state) (zip code)
5. Home phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_
6. Will you live with your parents while attending RVC? Yes ☐ No ☐
7. Will you pay for daycare while attending RVC? Yes ☐ No ☐
- If yes, amount YOU pay monthly for day care \$ \_\_\_\_\_
  - Monthly amount paid by an agency \$ \_\_\_\_\_

**SECTION B: Educational Information**

8.

Do you have a High School Diploma?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
High School Name:	City and State:	
Month and Year of Graduation:		

OR

Do you currently have a GED	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Month and Year GED was received:		

9. If you answered No to the above questions:

Will you have a High School diploma or GED by August 20, 2016? Yes ☐ No ☐  
If yes, complete appropriate box above using anticipated date for diploma or GED.

10. Do you currently or will you receive additional assistance other than Federal Pell grant, state MAP grant, or Student loans? Yes ☐ No ☐
- If yes, what type: Rock River Training ☐ Dislocated Workers ☐ Private Scholarships ☐  
Veteran's Benefits ☐ Americorps ☐ Other: \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Print or save a copy of this form for your records.**

**APPLICANT'S RIGHTS AND RESPONSIBILITIES**

1. I affirm to the best of my knowledge that information submitted is complete and correct.
2. I agree to give documentation of all requested information. Once received and reviewed I will be sent an award letter. To check the status of your award(s) go online to: [www.rockvalleycollege.edu/onlineservices](http://www.rockvalleycollege.edu/onlineservices).
3. I understand that **I may not receive financial aid from two schools at the same time.**
4. I will inform the Financial Aid Office of changes in any information submitted for financial aid.
5. I understand that Rock Valley College has the responsibility to cancel all financial aid if conflicting information or errors are verified.
6. Financial aid is not automatically renewable and must be applied for each academic year.
7. Students applying for other forms of financial assistance must first apply for the Pell Grant.
8. I am required to make satisfactory progress in the course of study in which I am enrolled, according to the Rock Valley College Academic Progress Policy.
9. I understand that the number of credits I enroll in affects the amount of aid I am eligible to receive.
10. I understand that financial aid is subject to change and may be revised if estimated dollars are not received from the Department of Education or ISAC, if errors have been made in the calculation of the awards, if the student enrolls in or drops below 12 credits (full-time enrollment) per term, or if the funding levels of these programs change. The award letter is based on full-time enrollment.
11. I must read my rights and responsibilities concerning financial aid found in the current Education Department Student Guide or by going on-line to <https://studentaid.ed.gov>.
12. I am aware that the deadline for the Illinois MAP Grant is the date ISAC forecasts that funds are used up.
13. I affirm that to the best of my knowledge I do not owe repayment on a Pell Grant or Supplemental Educational Opportunities Grant (SEOG) previously received for study at any post-secondary educational institution.
14. I am not in default on a Federal Family Educational Loan and/or a Federal Direct Stafford Loan and/or a Federal Perkins Loan.
15. I affirm that I will be enrolled in either a curriculum leading to a degree/certificate, or transfer program applicable to a baccalaureate degree.
16. I understand that only courses registered for prior to the census date will count toward Title IV eligibility.
17. I authorize Rock Valley College to credit and apply Financial Aid to my account unless I notify the Financial Aid Office in writing.
18. I understand that all financial obligations I incur at RVC for the 2016-2017 academic year will be deducted from my financial aid awards. In addition, up to \$200 for previous years unpaid obligations will be deducted unless I notify the Financial Aid Office in writing.
19. I understand that all financial aid is awarded based upon availability of funds.
20. I understand that I am responsible for charges incurred even if grants/loans do not come through.
21. I understand that I must report any private scholarships and/or employer reimbursements that I receive to the Financial Aid Office.
22. I understand it is my responsibility to drop courses I will not attend prior to the last day for a tuition refund.
23. I certify that I will use Federal Student Financial Aid only to pay for my educational costs.

For additional information go to [www.rockvalleycollege.edu](http://www.rockvalleycollege.edu).

In compliance with federal regulations, the RVC Financial Aid Office reserves the right to request additional information to clarify conflicting application data. Photocopies of information requested will not be returned.

I have read the information and responsibilities outlined in this brochure and understand my obligation.

Signature \_\_\_\_\_ ID#: \_\_\_\_\_ Date: \_\_\_\_\_

ANY PERSON WHO KNOWINGLY MAKES A FALSE STATEMENT OR MISREPRESENTATION ON THIS FORM SHALL BE SUBJECT TO A FINE OF NOT MORE THAN \$20,000, SENT TO PRISON, OR BOTH.

**Print or save a copy of this form for your records.**

**2016 – 2017 Satisfactory Academic Progress Policy (SAP)**

**Minimum Standards for ALL Financial Aid Students - This includes all Grants, some scholarships, Loans, ALL Veteran Programs and ALL Work Study Programs**

**\*\* Check your RVC student e-mail regularly. Students will be notified via RVC student e-mail if they are on Probation, are Unsatisfactory or if they regain eligibility. \*\***

**All students receiving financial aid (whether or not they have received financial aid in the past) must make Satisfactory Academic Progress (SAP) toward the completion of course requirements in an approved certificate or degree program. The Financial Aid Office will consider students to be making satisfactory academic progress if they meet all of the following criteria:**

**Completion Rate Requirement**

- Students must complete 67% of all attempted credits each fall and spring semester.
- In addition, students must maintain an overall completion rate of 67% of all semesters attended. (See examples at end of policy).
- Attempted credits hours include: classes with a grade of 'D' or higher, withdrawn courses, failures and incompletes.
- Remedial and repeated courses are counted toward credit hour completion.
- Audits, proficiency tests, and non-credit courses are not included in attempted credits.

**Grade Point Average (GPA) Requirement**

Students must maintain a Probation or Satisfactory GPA in order to continue receiving financial aid. Undergraduate **AND** Remedial credits are counted toward hours attempted and GPA.

GPA	0 – 1.49	1.5 – 1.99	2.0 – 4.0
Hours attempted 1-12	Probation	Probation	Satisfactory
Hours attempted 13-24	Unsatisfactory	Probation	Satisfactory
Hours attempted 25 +	Unsatisfactory	Unsatisfactory	Satisfactory

- **NOTE:** Even if classes are not eligible for financial aid, or you paid for the classes, they are included in financial aid hours attempted and GPA. For example: NAD 101 (Certified Nursing Assistant) classes are not covered by financial aid but are included in financial aid hours attempted and GPA.

**Maximum Time Frame Requirement**

Students may receive financial aid for the first 96 credit hours attempted at Rock Valley College even if financial aid was not received for these courses. Attempted hours include:

- Developmental courses (less than 100 level – ie: MTH 093)
- Repeated courses
- Withdrawn courses (after the tuition refund period)
- Non-completed courses (incompletes – grade of I)
- Transfer courses accepted for credit at RVC
- Courses with grades of A, B, C, D, F

**SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_**

**Print or save a copy of this form for your records.**

**Consequences**

Satisfactory progress is evaluated after grades are posted for the fall and spring semesters. Evaluations will be based on courses completed and attempted at Rock Valley College, as well as credits transferred into RVC.

- Probation – student may continue receiving financial aid, but is in jeopardy of losing their financial aid if improvement is not made.
- Unsatisfactory - student will be denied future financial aid at Rock Valley College until they obtain a satisfactory status by paying for their own classes (or see appeal process below).
  - This does not prohibit a student from attending and paying for classes on their own. Any financial aid the student is eligible to receive will be reinstated once the student is again making satisfactory academic progress and if the student has a completed financial aid file.

**Students will be notified via RVC student e-mail if they are on Probation, are Unsatisfactory or if they regain eligibility.**

**Appeal Process**

- Students who have extenuating circumstances, such as, military activation, death of immediate family member or serious medical condition, may submit an appeal. The appeal and supporting documentation must be submitted by the deadline, stated on the appeal form, to be considered.
- Appeal forms are available on the RVC website. Remember that documentation of the circumstance must be submitted before an appeal will be considered. You may submit your appeal form electronically at [www.rockvalleycollege.edu/financialaid](http://www.rockvalleycollege.edu/financialaid). Documentation may be delivered in person, via US mail, e-mail ([RVC-FIA@rockvalleycollege.edu](mailto:RVC-FIA@rockvalleycollege.edu)) or fax (815-921-4169). Include your name and RVC ID number on all documentation. Please call to confirm your fax was received. Current students will be notified via RVC student e-mail account as to the results of the appeal.

**Students should not assume that appeals will be approved.** All appeals are considered on a case by case basis and the decision is final. Student is responsible for charges on their RVC student account during the appeal process. If the appeal is approved, the student will be reimbursed up to the amount of aid they are eligible to receive according to the Accounts Receivable refund schedule.

- When an appeal is granted the student MUST maintain a minimum of a 67% completion rate and a minimum 2.0 GPA for the next semester they attend or a renewal appeal (if needed) WILL NOT be considered. Students may also have to follow an academic plan as determined by an academic advisor.
- An appeal must be filed for each semester the minimum progress is not met and the student wishes to be considered for financial aid.
- When an appeal is denied the student must pay for and satisfactorily complete with a minimum completion rate of 67% and a minimum GPA of 2.0 before a subsequent appeal will be considered.
- Students who have an appeal approved may be required to complete an Academic Plan. Students will be notified of this requirement if applicable.

**SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_**

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**Academic Forgiveness/Tuition Appeal/Enrollment Appeal**

Academic forgiveness (an undesirable grade is removed from your GPA), tuition appeals (refunds tuition) and enrollment appeals (a grade changed to a withdraw) are granted by the Registrar and do not automatically reinstate your financial aid. (Contact the Records Department for more information). If financial aid paid for the semester you are requesting a tuition appeal, a tuition appeal WILL NOT be approved. You must go through the financial aid appeal process as stated above for consideration of continued financial aid.

**Examples:**

- Student #1 enrolls in 12 credits for a semester, withdraws from a 3 credit class and passes the remaining credits. Student completed 9 credits,  $9/12=.75$  (75%), Student's progress is Satisfactory.
- Same as above (75%) completion rate, however the student has attempted a total of 20 hours overall and has a cumulative GPA of 1.3, the student's progress is Unsatisfactory based on cumulative GPA.

**REMINDER:** Student must meet BOTH criteria; completion rate AND minimum cumulative GPA.

- Student #2 enrolls in 12 credits for a semester, withdraws from a 3 credit class, fails a 3 credit class and passes the remaining credits. Student completed 6 credits,  $6/12=.5$  (50%), Student's progress is Unsatisfactory.
- Student #3 enrolls for 9 credits for a semester and passes all credits however has a GPA of 1.3. This is the student's first semester, so the attempted credits are 9. Student is on Probation – still eligible for Financial Aid, but must improve completion rate and/or cumulative GPA to continue receiving financial aid.
- Student #4 has attempted 30 hours and has a GPA of 1.5. The student did not receive financial aid for the 30 attempted hours. Then the student enrolls in 12 credits and passes all credits, but has an overall GPA of 1.75. Student's progress is Unsatisfactory. It does not matter if a student received financial aid in the past; all coursework is included in the calculation.
- Student #5 has attempted 90 hours and has a GPA of 3.8. Student enrolls in 6 credits for a semester. Student passes all classes and maintains a 3.8 GPA. Student has now attempted 96 or more than 96 credits, therefore is no longer eligible for financial aid at RVC.

**By signing this form I confirm that I have read and understand my responsibilities regarding RVC's Standards of Academic Progress Policy.**

**Signature**\_\_\_\_\_ **ID#:**\_\_\_\_\_ **Date:**\_\_\_\_\_

**Print or save a copy of this form (3 pages) for your records.**

RVC's SAP policy is subject to change without notice to comply with federal and/or state regulations, or RVC Board of Trustee policy or action. For the most current Satisfactory Academic Progress Policy, visit [www.rockvalleycollege.edu/financialaid](http://www.rockvalleycollege.edu/financialaid).

## 2016 - 2017 IMPORTANT INFORMATION

- You may be eligible to 'charge' your books against your anticipated Pell Grant or Loan funds. To be eligible you must have a **COMPLETED** Financial Aid file, be eligible for grants/loans and be enrolled. For further information, contact the Financial Aid Office or go to our website at [www.rockvalleycollege.edu/Admission/FinancialAid](http://www.rockvalleycollege.edu/Admission/FinancialAid).
- Students taking below 100 level classes (i.e. MTH 099) **MUST** also be enrolled and attending a Pell approved 100 level or above class for financial aid to pay. If you drop or are dropped from your 100 level or above class, you will be responsible for all charges incurred for your below 100 level classes including any books/supplies you may have charged.
- Students retaking a previously passed class may have the repeated class count toward financial aid enrollment once.
- NAD 101 (CNA course), Phlebotomy Technician, and Truck driving (CDL) programs are **NOT** eligible for financial aid. See the list of Pell eligible programs on the Curriculum Code list – Form #13.
- If you want financial aid to pay for late starting classes, you **MUST** be enrolled in those classes prior to the school's Financial Aid course registration deadline for that semester. You may view these dates under Course Eligibility in the Financial Handbook at <http://www.rockvalleycollege.edu/Admission/FinancialAid/index.cfm>.
- If you are enrolled in late starting classes, you will not receive aid for those classes until **AFTER** they have started.
- Award status can be checked by going online to: [www.rockvalleycollege.edu/lineservices](http://www.rockvalleycollege.edu/lineservices).
- Students receiving Title IV funds (Federal Pell Grant, Federal SEOG and Federal Family Education Loans) who withdraw from all classes and/or fail all classes (officially or unofficially) will be subject to Rock Valley College's refund policy and the federal policy regarding the possible return of Title IV funds awarded to the student. The student will be responsible for any tuition balance resulting from the refund(s). Before withdrawing from any classes the student should contact the Financial Aid Office to see what effect this will have on their financial aid.
- You cannot receive financial aid while attending high school. To be eligible for financial aid, a student must have already earned a high school diploma or GED.
- It is the students' responsibility to contact the financial aid office if he/she will no longer be attending Rock Valley College.
- It is the students' responsibility to read and understand the Satisfactory Academic Progress Policy.
- It is the students' responsibility to check their RVC student e-mail account regularly for information from the Financial Aid Office and other offices at Rock Valley College.
- Students may receive financial aid for a maximum of 30 attempted credit hours of developmental coursework (any courses numbered below 100).
- The lifetime limit for the amount of the Federal Pell Grant a student may receive is equivalent to 12 full-time semesters.
- Students cannot receive more than 100% of the Pell Grant for an academic year.
- MAP pays for up to 75 credits at Rock Valley College.
- If you are a first-time Federal Stafford Loan borrower on or after July 1, 2013, there is a limit on the maximum period of time (measured in academic years) that you can receive Direct Subsidized loans. You may not receive Direct Subsidized Loans for more than 150 percent of the published length of your program. This is called your "maximum eligibility period." Your maximum eligibility period is based on the published length of your current program.
- This information is subject to change without notice to comply with federal and/or state regulations, or RVC Board of Trustee policy or action.

By signing this form I attest that I understand the Important Information stated above and that I have read and understand my responsibility regarding the Standards of Academic Progress Policy.

Signature \_\_\_\_\_ ID#: \_\_\_\_\_ Date: \_\_\_\_\_

**Print or save a copy of this form for your records.**