

This handbook is designed to provide you with information on the financial aid application process, the types of aid available, the terms and conditions of the aid, policy and procedures for receiving financial aid along with helpful tips to assist students at different stages of the financial aid process. More information can be found on the CWC website ([www.cwc.edu/pay-for-college/](http://www.cwc.edu/pay-for-college/)) or by contacting the CWC Rustler Central Office.

## **FAFSA (Free Application for Federal Student Aid)**

All current and prospective students are encouraged to apply for financial aid by completing a FAFSA each academic year. The FAFSA is required to be considered for many forms of financial aid, including some grants, work study, and student loans. A completed FAFSA must be on file to qualify for any CWC private donor and institutional scholarships. General eligibility requirements for financial aid are listed below. These requirements may not apply to all types of financial aid.

To complete the FAFSA go to: <https://studentaid.gov/h/apply-for-aid/fafsa>

For help go to: <https://studentaid.gov/apply-for-aid/fafsa/filling-out/help>

- Complete all CWC admissions requirements.
- Enroll, or plan to enroll, in an eligible Certificate I, AAS, ADN, BAS, AS or AA.
- Submit official high school transcript or GED/HiSET certificate.
- Submit all official college and trade school transcripts.
- Be a U.S. citizen or an eligible non-citizen as defined by the Department of Education.
- Demonstrate financial need for certain types of aid.
- Not owe a refund on or be in default on any Title IV or HEA grant or loan.
- Be making satisfactory academic progress toward a eligible program of study.
- For many types of aid, students must be enrolled full-time (12 credits) or part-time (6-11); some types of aid are available to students enrolled less than part-time.

**Each Year, the FAFSA is available for the next school year. It's important to fill it out as soon as possible to meet school, state and scholarship deadlines.**

## **Expected Family Contribution (EFC)**

The Expected Family Contribution (EFC) is the number used to determine your eligibility for need-based financial aid. This is determined based on the information you provide on the FAFSA. The EFC is calculated using the federal methodology formula which is approved by Congress. The formula takes several factors into consideration, including:

- Dependency status
- Family size
- Number of family members in college
- Student and parent/spouse income
- Student and parent/spouse assets

The EFC is not the amount of money that you or your family must provide. Rather, the EFC is a value that schools

use to determine your eligibility for federal, state, and institutional aid.

Financial need is determined by the following formula:

$$\begin{array}{r} \text{Cost of Attendance (COA)} \\ - \quad (\text{minus}) \text{ Estimated Family Contribution (EFC)} \\ - \quad (\text{minus}) \text{ Other resources (e.g. scholarships, DVR, etc.)} \\ \hline = \text{Your Financial Need} \end{array}$$

The CWC Financial Aid office will use the results of this formula to create a financial aid offer for you with the different types of available aid, including grants, scholarships, federal work-study, and/or loans.

**You may not receive aid that exceeds the cost of attendance**

## Enrollment Level

Your enrollment level is determined at the time your financial aid application is processed. It is based on all courses you are enrolled in which apply toward your active degree program(s). If you are not enrolled at the time your application is processed, funding amounts are estimated at full-time status. Once enrolled, your financial aid offer will be adjusted accordingly. If you make changes to your enrollment, please contact Rustler Central right away, to update your financial aid offer.

- ✓ Full Time: 12+ credits
- ✓ 3/4 Time: 9-11 credits
- ✓ 1/2 Time: 6-8 credits
- ✓ Less than 1/2 Time: 1-5 credits

NOTE: Be cautious when enrolling in courses that do not meet your degree requirements or repeating courses as you may not receive funding for these credits. (see page 11 for more details)

## Communication with students

For new students who do not have access to the CWC student portal or provided a CWC e-mail account, the Rustler Central office staff communicates via the email listed on the FAFSA (when available) or provided on the admissions application.

For students who have CWC student portal access and a CWC e-mail account, the office communicates via the CWC e-mail on file. It is important for students to check their CWC e-mail account regularly—even over breaks—to be sure they receive correspondence from staff at Rustler Central.

It is important for you to update your mailing and email addresses with the Rustler Central Office to ensure correspondence is sent to the correct address.

Correspondence from CWC Rustler Central staff will be sent/emailed to the student only. If the student wishes to share information about his/her financial aid package with parents or spouse, it is the student's responsibility to complete a release of information form and submit the form to Rustler Central.

[https://www.cwc.edu/media/academics/student-records-pdfs/ReleaseInfo-\(1\).pdf](https://www.cwc.edu/media/academics/student-records-pdfs/ReleaseInfo-(1).pdf)

**Upon receiving a CWC email all future correspondence will only be sent to this email address**

## Processing Time

It can take two to six weeks to process your financial aid application. The timeline for processing applications can be faster or slower depending on the time of year and whether or not requested documents have been received. The Financial Aid staff will attempt to process as many applications as possible to assist students in receiving their financial aid offer prior to the beginning of any academic semester, but cannot guarantee when funds will be received. If financial aid funds of any kind have not been received and credited to a student's account for any reason, the student must work with the CWC Business Office to determine available options, pay the balance in full or set up a payment plan. This must be completed prior to the start of the semester. Failure to set up payment arrangements with the CWC Business Office may result in being dropped from classes for non-payment.

**All Title IV federal aid offered is contingent upon institutional receipt of funds from the appropriate agencies and the laws and regulations which govern these programs and, thus, is subject to change.**

**Central Wyoming College is required to follow federal, state, and institutional regulations in the awarding of financial aid. Therefore, any changes in determination of need-based eligibility or aid amounts will be made in compliance with those regulations.**

## Incomplete File Notice / Verification

The U.S. Department of Education randomly selects applications to be verified during the FAFSA processing cycle. Students selected for verification must submit all requested documentation.

Example of documents that may be requested:

- Verification Worksheet(s)
- Student (and spouse, if applicable) tax documentation – fulfilled by either returning to the FAFSA and completing the IRS Data Retrieval Process or by submitting a copy of your signed tax return or your IRS tax transcript.
- Parent (if applicable) tax documentation – may be fulfilled by either returning to the FAFSA and completing the IRS Data Retrieval Process or by submitting a copy of your parent's signed tax return, including all schedules, or IRS tax transcript.
- IRS Verification of Non-Filing
- Student, spouse and/or parent W-2's
- Additional documents, as necessary

If you have questions concerning the documents required to verify your file, please contact the Rustler Central staff.

**NOTE:** All required documents must be submitted before you will be placed in line for processing and can accept your awards online. Upon review of your file, you may be required to provide ADDITIONAL documents, clarification of information or finish incomplete forms before your

financial aid file is ready to be accepted through MyCentral.

Federal Pell Grants, Federal SEOG, TRiO and Federal Direct Subsidized/ Unsubsidized Loans and Parent PLUS loans cannot be disbursed to the student's account until verification is completed. If changes need to be made to your FAFSA information, the Financial Aid Office will make those corrections based on the information submitted. If this new information changes your eligibility for federal aid, your financial aid awards will be modified to reflect the corrections.

Currently enrolled CWC students can log into their online student account MyCentral, click the Rustler Central icon and click the Financial Aid box. The current list of documents needed for verification along with other valuable information is located on these account pages. Be sure to review your account information regularly.

New students will not have access to MyCentral until he/she is enrolled in CWC courses.

**Your financial aid package will not be processed until all required documents have been received. This includes all transcripts.**

## Special Circumstances

We recognize that the FAFSA may not always portray an accurate picture of your financial situation. Although considerations for specific situations are limited, we may be able to give additional consideration as described below. If you believe you have a special/unusual circumstance, you must contact Rustler Central staff and complete the Special/Unusual Circumstances form.

### EXAMPLES OF SPECIAL CIRCUMSTANCES CONSIDERED

- Catastrophic medical/dental care expenses
- Loss or reduction of income (layoff, illness, forced reduction of hours, temporary employment, etc.) or benefits (unemployment, disability, social security, child support, alimony, etc.)
- Loss of re-occurring payments received
- Death, divorce, separation

All files requesting special circumstance consideration will be verified, tax documents and other documents pertaining to the circumstance are required. Decisions are final and will be communicated directly to the student. Any additional funding offered is only available for the academic year for which the special circumstance is approved.

## Unusual Circumstances

Students are required to provide parental data on their FAFSA until age 24, they get married or have dependents (children) they support more than 51% of the year unless the student has an unusual circumstance that prevents them from providing parental data.

### EXAMPLES OF UNUSUAL CIRCUMSTANCES CONSIDERED

- Legal Guardianship
- Unaccompanied Homeless Youth
- Foster Care Youth
- Document provided by an attorney, a guardian ad litem, court appointed special advocate or TRiO/Gear-UP program that can confirm circumstances.
- Document provided from State, county or Tribal Welfare Agency.

**Please do not submit documents unless instructed by the CWC Financial Aid staff. The Special/Unusual Circumstance process has several phases and may take several weeks to complete. You will be notified of all changes made throughout the process. Aid may be increased, remain the same, or be decreased as a result of this process. Additional aid is not guaranteed.**

## The Financial Aid Offer

Your financial aid offer is a conditional offer of the financial aid you are eligible to receive. Federal regulations require that funds received be used for educational expenses related to your program of study while attending. Educational expenses can include tuition, fees, books, course materials, supplies, living expenses (food and housing), transportation and other essential personal expenses. The amount of aid offered to you is based on:

- Cost of Attendance
- Expected Family Contribution (EFC)
- Student need
- Availability of funds
- Enrollment level

Your financial aid offer will be viewable on the MyCentral portal. Login to your student account (MyCentral), click the Rustler Central icon and click the Financial Aid box.

**NOTE:** You will receive an email when your aid is ready to review online. Accept or decline the funds presented online through MyCentral. Students wishing to borrow student loan funds must complete additional steps (see page 9)

MODIFICATIONS to your financial aid offer may occur during the academic year if your enrollment changes, you change your program of study, you receive additional educational funding, you do not maintain Satisfactory Academic Progress (see the SAP Section on page 10) or there are regulatory changes to aid programs.

CWC may adjust or void your offer at any time as a result of a change in status, false or outdated information, the availability of federal, state, or institutional funding, and/or errors.

## Types of Aid

Financial aid includes any scholarship, grant, loan, or employment that helps students cover the cost of attending college. Aid can be need based (offered because of your financial need) or it can be merit-based (offered because of your unique talents or academic ability). Some require completion of a FAFSA (marked with asterisk \*)

### Grants:

If you are offered grants, these do not need repaid

#### Federal PELL Grant \*

- Need based aid
- May be available at all enrollment levels
- Amount varies based on EFC (Expected Family Contribution)
- Funding may be reduced based on your actual enrollment level at the time of census date transmittal
- Lifetime limit of six full time years (600%)
- Must maintain Satisfactory Academic Progress to remain eligible for funding

#### FSEOG Grant (Federal Supplemental Education Opportunity Grant) \*

- Be a Federal Pell Grant recipient
- Demonstrate financial need
- Must be enrolled at least ½ time
- Available to early applicants

#### TRiO Grant \*

- Be a Federal Pell Grant recipient
- Need based aid
- Must be enrolled at least ½ time
- Must complete TRiO application
- Available to early applicants
- Must be first generation college student
- Spring only funding

### Work Study \* (see pg 12):

A great opportunity to supplement your income as well as gain work experience that do not need repaid

- Employment opportunities are available both on and off campus
- All additional employment steps must be satisfied
- Earnings are paid on the last business day of each month

### Scholarships:

Funds that do not need repaid

- Scholarships are disbursed according to the donor's criteria, may require completion of the FAFSA
- CWC Private donor scholarships require a thank you letter
- Must maintain enrollment and GPA requirements of scholarship each semester
- CWC Scholarship application is open October 1 through March 1st

### Outside scholarships/resources:

Funds to be paid toward student's account

- May require enrollment/registration verification or other documents to be completed.
- Funding whether EFT or check must be received at CWC before amounts will be applied to student's account

## Types of Aid continued

### Loans:

The amount borrowed will need repaid with interest. You may decline or reduce your loan offer.

To receive a student loan while attending CWC, you must accept the loan through MyCentral. Online Entrance Counseling and Master Promissory Note must be completed also (to complete these steps, see page 9)

### Federal Direct Subsidized Loan \*

- Additional steps are required to receive the loan
- Must demonstrate need
- Must be enrolled at least 1/2 time
- Funding may be adjusted to not exceed cost of attendance (COA)
- Annual limits and lifetime aggregate limits apply
- Government subsidizes (i.e. pays) the interest while you are enrolled in school at least 1/2 time

### Federal Direct Unsubsidized Loan \*

- Additional steps are required to receive the loan
- Must be enrolled at least 1/2 time
- Funding may be adjusted to not exceed COA
- Annual limits and lifetime (aggregate) limits apply
- You are responsible for the interest while you are enrolled in school
- Interest accrues and compounds

### Federal Parent Plus Loan \*

- Additional steps are required to receive the loan (Parent Entrance Counseling, MPN, loan amount request form)
- Parent takes loan on behalf of dependent student
- Student must be enrolled at least 1/2 time
- Parent responsible for payment of loan

Students who have received a subsidized, unsubsidized or PLUS loan(s) under the Direct Loan Program, must complete [Exit Loan Counseling](#) within 30 days of graduation or drops below half time (6 credits).

## Disbursement Schedule 2023/2024

All financial aid accepted by the student will be disbursed one month into the semester. In order for any Federal Financial Aid disbursements to be available, you must have a complete file and received your financial aid offer at least two weeks prior to disbursement dates. If you filed your FAFSA late (after August 1st for Fall or December 1st for Spring), your disbursements may not be available on the dates listed for disbursement. If this should happen, you must plan to have sufficient funds to cover all your expenses for the first two months of the term. Charges incurred by students for tuition, fees, on-campus room and board, and/or books are deducted from their financial aid funding prior to the release of funds to the students.

**ENGAGEMENT IN CLASS:** You must be actively engaged and in attendance to receive federal aid. Students who never attend will have all federal aid returned to the Department of Ed.

**IMPORTANT:** If your Program of Study begins later than the semester published start date; your disbursement will be delayed until the first day courses begin. If 6 credits begin on the published start date and 6 credits begin a month later; you will only be paid for the first 6 credits and then receive the remaining 6 credits the following month when courses begin.

### FALL 2023 – Disbursement Dates

September 20th, Wednesday, Last name: A – G  
September 21st, Thursday, Last name: H – M  
September 22nd, Friday, Last name: N – Z

### SPRING 2024 – Disbursement Dates

February 14th, Wednesday, Last name: A – G  
February 15th, Thursday, Last name: H – M  
February 16th, Friday, Last name: N – Z

### SUMMER 2024 – Disbursement Dates

GRANTS/SCHOLARSHIPS/LOANS	Disbursement
First Summer Session Only (5/30 – 6/30/23)	6/14/2024
10 Week Summer Session (5/30 – 8/4/23)	6/14/2024
Second Summer Session Only (7/5 -- 8/4/23)	7/19/2024
Combined Summer Session (5/31 – 8/4/23)	7/19/2024

## Cost of Attendance Budget 2023/2024

A cost of attendance (COA) is a budget of reasonable expenses a student may incur and represents the maximum amount of federal and institutional funding a student may receive while attending CWC. It is not the actual bill from the school for a student's education. The Financial Aid Office develops the budgets for each academic year. The inflation rate and expected increases in all categories of included expenses are taken into consideration. In addition, the Department of Education has established guidelines that are followed in calculating allowable educational expenses. The COA includes tuition and fees, living expenses (housing and meals), books, course materials, supplies and equipment, transportation, and miscellaneous personal expenses.

Adjustments to the total cost of attendance (tuition/fees, housing/meals, books/course materials/supplies/equipment, transportation, and personal expenses) may be requested for additional expenses related to attendance to college, such as childcare, medical, disability, or program of study expenses. The student must submit a request in writing, identifying and itemizing the appropriate expenses for the current academic year (see page 3, Special Circumstances).

## Direct Institutional Charges

Currently enrolled students: You can access your account to accept or decline awards, view current charges, available financial aid, balances and/or make a payment online through your MyCentral Account.

Log into your MyCentral account. Click on the Rustler Central icon (graduation cap). Select the Student Finance from the Colleague Self Service menu. This will take you to your account summary page. On your account summary page, click the "Student Finance" link at the top and a drop down menu will appear (see photo). Click on the Account Activity link.



## Charging Books & Supplies

The CWC bookstore allows students to order books online. Options available to purchase new, used or rent your books. To get started go to <https://cwc.textbookbrokers.com/>. You can search for your books by class or use your student ID number to find all course books at one time. Once you have selected your books and purchase option, you can purchase the books using a credit or debit card or choose to use financial aid.

## Select a Refund Preference

If you receive financial aid that exceeds your direct institutional costs, CWC must refund the excess funds to you. CWC delivers your refund with BankMobile Disbursements, a technology solution powered by BMTX, Inc. Visit this link for more information: <https://bankmobiledisbursements.com/refundchoices/>



## Consortium Agreements

You may receive federal aid from only one institution in any given term or semester. So what happens if you are planning to enroll in courses at another institution and wish to receive Title IV funding? You must complete a CWC Consortium Agreement. Completing a consortium agreement allows your eligibility for financial aid to be based on the total credit hours attempted at both institutions for the term. For a course to be eligible it must be offered by an accredited host institution eligible to participate in Title IV federal aid programs and accepted by the home institution towards satisfying the student's degree requirements. Remedial courses do not fulfill degree requirements and are ineligible. The student must also be enrolled for a minimum of 3 eligible credits from Central Wyoming College during the term the consortium agreement is in effect. A new Consortium Agreement must be completed each term. More information can be found <https://www.cwc.edu/media/pdf/financial-aid-forms/Consortium-Agreement.pdf>

## PELL Grant Lifetime Eligibility Limits (PLEU)

**Why this is important??** The maximum amount of federal Pell Grant funds you may receive over your lifetime is limited by federal law. The Lifetime Eligibility Limit is the equivalent of six (6) years of Pell Grant (or its equivalent if you attend less than full-time). Students wishing to obtain a 4 year bachelor's degree is recommended not use more than 300% of their Pell Grant LEU eligibility towards their associate degree level (the first 2 years of their program). If more than 300% is utilized towards the associate's level, the remaining funds will be limited and may not be available to complete a bachelor's degree.

- **Scheduled award:** The maximum amount of Federal Pell Grant funding a student is eligible to receive is calculated per award year at CWC (an award year period is July 1 through June 30 of the next calendar year). This calculation is determined by the student's expected family contribution (EFC) and full-time enrollment status for the award year. The student's PELL offer amount represents 100% of the PELL Grant eligibility for that award year (The amount of a scheduled Pell Grant award a student can receive each award year is equal to 100%, the six-year equivalent is 600%.)

- **Percent used:** The U.S. Department of Education (ED) compares the actual amount a student received for the award year with their allocated award amount for that award year. If a student received the full amount of their allocated award, the student has used 100% for that award year. It is possible to not receive the full allocation; perhaps a student was enrolled part-time or enrolled for only one semester; in those instances the allocation is prorated accordingly.
- **Lifetime Eligibility Used (LEU):** the Department of Education keeps track of each student's LEU by adding together the percentages of their Pell Grant allocations received for each award year. If a student's LEU equals or exceeds 600%, the student may no longer receive Pell Grant funding.

### NOTE:

If a student continuously drops courses or fails courses each term the student will become ineligible due to not meeting progression rates or pace of progression. The only option for the student to complete their degree would be to borrow money through student loans.

For more information concerning PELL grant limits go to <https://studentaid.gov/understand-aid/types/grants/pell/calculate-eligibility>  
To view your PELL grant usage log into [Studentaid.gov](https://studentaid.gov)

## Direct Loan Annual Loan Limits

Direct Student Loans have both annual and lifetime (aggregate) limits which are based on your year in college and your dependency status. Annual maximum loan limits are listed below. Keep in mind, you may not qualify for the maximum amount. Always borrow the least amount you can, especially when eligible for unsubsidized loans. NOTE: All loans are subject to origination fees. Additional information about student loan limits and interests rates is available at:

<https://studentaid.ed.gov/sa/types/loans/interest-rates>

### ANNUAL LIMITS

Year in College	Dependent Student	Independent Student
1 <sup>st</sup> year (0-30 credits)	\$5,500 (of which a maximum of \$3,500 can be subsidized loan)	\$9,500 (of which a maximum of \$3,500 can be subsidized loan)
2 <sup>nd</sup> year (31-60 credits)	\$6,500 (of which a maximum of \$4,500 can be subsidized loan)	\$10,500 (of which a maximum of \$4,500 can be subsidized loan)
3 <sup>rd</sup> & 4 <sup>th</sup> year (61+ credits) MUST HAVE BAS DECLARED	\$7,500 (of which a maximum of \$5,500 can be subsidized loan)	\$12,500 (of which a maximum of \$5,500 can be subsidized loan)

**NOTE:** if additional aid becomes available to you at a later date, your Direct Loan eligibility may be decreased by the total amount of the additional aid offered. Total Cost of Attendance represents your maximum aid eligibility from all sources.

## Parent Plus Loan

The Parent PLUS Loan is an unsubsidized loan for the parents of dependent students. PLUS loans help pay for education expenses up to the estimated cost of attendance (COA) minus all other financial assistance. The borrower must be the student's biological, adoptive, or stepparent. The child must be a dependent student enrolled at least half-time. Plus loan borrowers cannot have adverse credit history (a credit check will be done). In addition, parents and their dependents must be U.S. citizens or eligible noncitizens, must not be in default on any federal education loans or owe an overpayment on a federal education grant.

- To apply for a Parent PLUS Loan go to <https://studentaid.gov>
- Select "I'm a Parent of an Undergraduate Student" from the choices on the screen.
- Parent must log in using his/her FSA ID to complete the PLUS loan application.

If the parent receives a loan approval from the Department of Education and would like the CWC Financial Aid office to originate a PLUS Loan; the parent must complete the Parent PLUS Entrance Counseling, Parent PLUS loan Master Promissory Note (on the studentloans website) and submit a Parent PLUS loan request form.

If the parent receives a denial from the Department of Education, the student may request additional unsubsidized loan money up to the annual loan limit. Written requests must be made by the student to Rustler Central. Student must submit a copy of parent's loan denial.

## Online Resources

### Federal Student Aid & ID Theft

<https://studentaid.gov/sites/default/files/student-aid-and-identity-theft.pdf>

### Federal Trade Commission Consumer Information-Keep Your Personal Information Secure

<https://www.consumer.ftc.gov/articles/0272-how-keep-your-personal-information-secure>

### Free money course

<https://www.fdic.gov/resources/consumers/money-smart/index.html>

## Student Loan Process

If you are accepting and requesting a student loan – the following steps need to be completed:

Before you receive student loan funds, you are required to complete the steps listed below. Read through each item carefully. Depending on your loan history, you may not need to complete the task listed.

### 1. ACCEPT YOUR STUDENT LOANS ONLINE THROUGH MYCENTRAL:

Your Financial Aid Offer can be seen in MyCentral once your file has been processed by the Financial Aid Office. You will be sent an email notice once awards are available to accept or decline. Processed awards are the maximum dollar amount of student loan funding you are eligible to borrow for the academic year at full time. If you wish to use student loans to help pay your educational expenses, you accept your student loans online through MyCentral (loan funds will be split equally between semesters), the type of loan (Direct Subsidized/Direct Unsubsidized).

*NOTE: The information provided below may be slightly different than the information displayed on your computer screen due to your unique federal aid history and individual web browser settings.*

### 2. LOG INTO: <https://studentaid.gov/>

Use your FSA ID username, email or phone number. If you do not remember your log in information, you may click one of the “forgot my username” or forgot my password” links.

✓ **COMPLETE ENTRANCE COUNSELING:** If you have not previously received a Direct Loan or Federal Family Education Loan (FFEL), the Federal Government requires you to complete entrance counseling to ensure that you understand the responsibilities and obligations you are assuming. If you are a transfer student, you must log into studentaid.gov and add CWC to your account and complete a new entrance counseling session.

- You should see this item on your dashboard homepage to complete. If you do not see it click the COMPLETE AID PROCESS link at the top. A drop down menu will display, select Complete Entrance Counseling.
- Be sure to add Central Wyoming College as the school to notify.
- Select ‘I am completing the entrance counseling to receive Direct loans as an undergraduate student.’
- Read through and complete all steps. Once all five sections have been completed, you will be notified Entrance is done. CWC will receive notice you have completed the task.

✓ **COMPLETE MASTER PROMISSORY NOTE:** If you have received federal student loans in the last ten years, you do not need to complete this step. If you are a transfer student, you must log into studentaid.gov and add CWC to your account and complete a new MPN. First time borrowers must complete a MPN which is a legal document in which you promise to repay your loans, plus interest & fees, to the U.S. Department of Education. The terms and conditions of your loan are explained.

- You should see this item on your dashboard homepage to complete. If you do not see the option, click the COMPLETE AID PROCESS link at the top. A drop down menu will display, select Complete Master Promissory Note.
- If prompted, choose the option, ‘Select the type of Direct Loan MPN you would like to preview or complete’, choose: MPN for Subsidized / Unsubsidized Loans.
- You must complete all information under the four sections (Information, References, Review & Edit, Sign & Submit).
- Your MPN will be sent electronically to CWC Rustler Central within 24 to 48 hours. We recommend that you save/print your MPN for your records.

### LOAN CANCELLATION INFORMATION:

Any time prior to disbursement of the loan, you may cancel all or part of the loan by notifying CWC Rustler Central. No origination fee, guarantee fee, or interest will be charged on the amount of the loan that is cancelled. Any time within 120 days of disbursement, you may pay back all or part of the loan. The loan fees will be reduced or eliminated in proportion to the amount returned.

Students who have received a subsidized, unsubsidized or PLUS loan(s) under the Direct Loan Program, must complete [Exit Loan Counseling](#) within 30 days of graduation or drop below half time (6 credits). You will receive exit counseling information via your CWC email regarding your rights, responsibilities and obligations to the Federal Student Loan Program.

## Satisfactory Academic Progress (SAP)

Title IV Federal regulations require an institution establish a Satisfactory Academic Progress (SAP) policy for all students receiving federal and state funding, such as Federal Pell Grant, SEOG, TRiO, College Work Study, Direct Subsidized & Direct Unsubsidized Loans, Parent PLUS Loan and Veterans benefits. Students must maintain satisfactory academic progress both prior to and while receiving federal student aid (this includes dual / concurrent credits). Review of SAP process will take place at the end of each payment period for all degree seeking students who receive financial aid. (The institution abides by the SAP process for all degree seeking students, regardless of whether the student receives Title IV or not.)

**Grade Point Average (GPA):** Students must maintain a minimum cumulative GPA of a 2.0. Student grades of A, B, C, D, F are included in the GPA calculation. Grades of I (incomplete), Z (audit), W (withdrawal), or WI (withdrawal by instructor), X (incomplete), U (unsatisfactory), S (satisfactory) are not counted in the GPA.

**Completion Rate:** Students are expected to complete two-thirds (66.67%) of all attempted credits. Student grades of A, B, C, D, F, U, S, are counted in attempted credits. Student grades of A, B, C, D, and S are counted in completed credits. Grades of F, U, and W are counted in attempted credits but 0 credits are completed. Grade of Z (audit) is not counted in attempted or completed credits. If a student has transfer equivalency (TE) credits, all TE credits completed will be counted in both attempted and completed.

**Maximum Time Frame:** Students must be able to complete their program of study within 150% of the published program length. For example: if a student's published program length is 60 credits, then  $60 \times 150\% = 90$  total credits (this includes ALL TE credits that transfer in). All credits are included whether or not the student received aid when the credit hours were attempted / completed. A student is ineligible for Federal Aid when it becomes 'mathematically impossible' to complete their program within 150% of their published program length. This may affect students who have changed their program of study or are pursuing more than one program. Students are highly encouraged to not change their program of study more than three times while at CWC due to the negative impact it can have on their financial aid eligibility.

<u>Cumulative Credit hours Attempted</u>	<u>Cumulative Credit hours Completed</u>	<u>Calculation of 66.67%</u>
35	24	$24/35 = 68.5\%$
20	14	$14/20 = 70\%$
12	8	$8/12 = 66.67\%$
9	6	$6/9 = 66.67\%$
6	4	$4/6 = 66.67\%$

- **Warning Status:** If a student fails to maintain SAP (paragraphs 1 or 2 above) AND the student can successfully make progress towards reaching satisfactory standing by the end of the next term, then the student is placed on **warning** SAP status. If the student does not rehabilitate back into satisfactory standing the student will be placed in an unsatisfactory SAP status. The student is ineligible to receive all federal financial aid funding including Veterans benefits at that time. The student may petition/appeal if there were documentable mitigating circumstances that contributed to the student's inability to make satisfactory progress while in the warning status.
- **Unsatisfactory Status:** If a student does not meet GPA and pace of progression (or also referred to as completion rate), they are placed in an **unsatisfactory** SAP status. Students are no longer eligible to receive federal aid or Veterans benefits. The student may appeal/petition if there were documentable mitigating circumstances that contributed to the student's inability to make satisfactory progress while in the warning SAP status.
- **Appeals/Petition to Regain Eligibility:** If a student fails to meet SAP (unsatisfactory or maximum time frame) and they have extenuating circumstances 'beyond the student's control', and are able to provide documentation, they may submit a written appeal/petition to regain eligibility. The appeal/petition along with supporting documentation must be submitted to Rustler Central according to the deadline on the appeal/petition form for consideration.

- **Changes in Degrees/Programs:** Changing degrees or programs **does not** restart the 150% maximum time frame. The SAP calculation will calculate based on the largest active program when determining their Satisfactory Academic Progress at the end of each term. Students are highly encouraged not to change their program more than three times while at CWC, due to the negative impacts this can have on their federal financial aid.
- **Appeals/Petitions:** Students may appeal/petition to the Financial Aid office if the student experienced 'Extenuating Circumstances' that prevented the student from meeting standards. Common 'Extenuating circumstances include illness to the student, death in the family, or other significant extenuating circumstances. Appeal/Petition forms can be obtained from the Financial Aid Office and are due no later than two weeks prior to the start of the semester for which the student is appealing/petitioning to receive continued Federal Aid. Appeals/Petitions received by the deadline will be reviewed by the Director of Financial Aid, as well as the Vice President of Student Affairs, and a determination will be made. The determination is final, and cannot be re-appealed/petitioned. Students who received denied appeal/petitions will be unable to receive Federal Funding at CWC, until (and unless) they are able to bring their GPA and/or completion rate back into satisfactory standards. This means the student would need to pay out-of-pocket or through other means than Federal Financial Aid after receipt of a denied appeal/petition. Separate of financial aid, the student may fall under the Academic Probation policy at this time as well, and should discuss with their success coach if they are able to re-enroll the following semester (see Academic Probation Policy).
- **Approved Appeals/Petitions:** Students who received Approved Appeals/Petitions will be notified via phone and email by the Financial Aid Office. Students will be placed on **Student Education Plan (SEP)** which is a probationary term of funding. If a student meets the requirements sent forth they may remain on the SEP until such time as they are back in satisfactory SAP status or have completed the program(s) as outlined, whichever occurs first. The notification will provide full guidance, next steps and expectations, as well as requirements that the student must meet while on the SEP. Failure to maintain the agreement established in the Student Education Plan will result in suspension of Federal funding for all subsequent semesters. This suspension is final and may not be re-petitioned/appealed.

## Return of Title IV funds

Students who are receiving Title IV aid assistance (Pell Grant, SEOG Grant and Direct Loans) and cease attending or officially withdraw from all classes at CWC during the semester, may be required to repay a portion of the federal aid they received.

During the first 60 percent of the semester, a student is entitled to retain a percentage of their grant or loan assistance directly proportional to the percentage of the semester completed by the student. If a student stops attending or officially withdraws from all classes during the semester, the financial aid office must calculate the percent of the term the student completed AND adjust the student's aid to match that same percentage.

The Return of Title IV funds calculation determines the percentage of "earned" and "unearned" federal aid.

This percentage is determined by dividing the number of days completed by the number of days in the payment period.

If the student has completed 60 percent or more of the enrollment period, all funds have been "earned," and there is no return of federal funds; HOWEVER, dropping classes, can affect a student's federal aid eligibility for a future term. Please see the Financial Aid Office, CWC Catalog or refer to SAP on page 10 of this handbook for additional information.

Additional information pertaining to Return of Title IV funds can be found in the 2022/2023 CWC Catalog at <https://www.cwc.edu/schedules-catalogs/>

## Federal Work Study Program

The Federal Work-Study program is a federally subsidized financial aid program that offers part-time jobs on campus for eligible undergraduate students. This program allows students to earn money to help pay educational expenses. Federal Work Study funding is awarded on a first-come, first-serve basis to students who have indicated on the FAFSA an interest in Federal Work Study employment.

Eligibility for this program requires students to demonstrate financial need, be enrolled at least half-time in an eligible program, complete all employment requirements and be meeting Satisfactory Academic Progress (SAP). Not all students with financial need are guaranteed to receive work-study due to limited funding.

The majority of Work-Study positions are located on-campus, this program also offers a growing number of off-campus, community service and reading tutor positions. Regardless of the location, the ultimate advantage of a Work-Study position is that it affords students invaluable experience when preparing to enter the job market after graduation.

The length of a student's employment under FWS funding is based on the student's FWS award, pay rate and hours worked per week. Federal work study funding does not guarantee the student has a job or that they will actually earn the amount listed. Students are allowed to work up to 19 hours per week. NOTE: Students hired in more than one position may not work more than 19 hours total, per week, combined. Working hours are arranged with the supervisor around the student's class schedule. The current pay rate for work study students is \$8.75/hr for the first 450 hours and \$9.25 thereafter. Paychecks are directly deposited into student's bank account on the last working day of the month.

### To complete an online student employment application

1. Go to [www.cwc.edu](http://www.cwc.edu) – scroll down to the very bottom of the home page and click on the link titled Jobs @ Central. (direct link: <https://jobs.silkroad.com/CentralWyomingCollege/Careers/>)
2. This will direct you to an HR page of current employment listings. On the left hand side of the page you will see "Student Employment (Fall or Spring) Semester (Pool)". Click the link.
3. The next page displays the general job summary for student campus employment (you will receive a complete summary of the position when hired) read through the general position details. At the bottom of this page you will see a box with the word Apply.
4. On the next page read the statement and click on "Accept".
5. The next step displays a page to enter your information. Below these fields you must upload your resume and cover letter (file type must be doc.htm, html, odt, df, rtf or text)
6. Once you have completed these steps, click the NEXT button. Answer the Work Authorization Status statement then click NEXT. Answer the questions on the next page "Equal Employment Opportunity." When this is complete click SUBMIT. Once submitted you will get a confirmation page "Thank you for Applying."
7. Job applications/resumes are reviewed by area supervisors in need of student workers. Supervisors will contact you to set up an interview.

**Central Wyoming College – Notice of Non-discrimination:** Consistent with its mission to value diversity and to treat all individuals with dignity and respect, Central Wyoming College does not discriminate on the basis of race, color, national origin, ancestry, sex, age, religion, or disability in admission or access to, or treatment or employment in its educational program services or activities. The college makes reasonable accommodations to serve students with special needs and offers services to students who have the ability to benefit. Inquiries concerning Title VII and Title IX may be referred to the CWC HR director and inquiries concerning Section 504 may be referred to the Disabilities Coordinator at Central Wyoming College, 2660 Peck Avenue, Riverton, WY 82501 (307) 855-2112 or 1-800-735-8418 (instate) or the Office of Civil Rights for Wyoming at Denver Office, Office of Civil Rights, U.S. Department of Education, Federal Building, 1244 Speer Blvd, Suite 310, Denver, CO 80204-3582, 303-844-5695, Fax 303-844-4303, TDD 303-844-3417, email [OCR\\_Denver@ed.gov](mailto:OCR_Denver@ed.gov).

The spirit of free inquiry, which characterizes the educational environment, must be allowed to flourish within the context of mutual respect and civil discourse. Discriminatory, threatening, or harassing behavior against any group or individual based on, but not limited to, gender, color, disability, sexual orientation, religious preference, national origin, ancestry, or age will not be tolerated.