



Dear Student:

Enclosed please find your 2016-2017 SC4 Financial Aid Award Letter. As a student financial aid recipient, it is your responsibility to read the following St. Clair County Community College Award Conditions carefully and contact the Financial Aid office with any questions you may have.

1. Enrollment status is determined by the number of total credit hours you are enrolled for as of the census date for each semester. The "census date" is the date that will be used by the Financial Aid Office in verifying the number of credit hours for which you are enrolled. Your Federal Pell Grant semester award amount will be determined based on the number of credit hours for which you are enrolled on the census date. After this date, no adjustments (as long as you are attending your classes) or increases will be made to your Federal Pell Grant.
2. Federal regulations require that students attend classes to receive financial aid. Federal Pell Grant funds will not be credited to a student's tuition account until the class actually starts. Enrollment status and attendance can affect the amount of aid you receive each semester.
3. Dropping classes may result in a balance owed to the college and/or the loss of financial aid eligibility. Students who need to withdraw from a class(es) should speak with a financial aid officer prior to doing so as this action could result in your financial aid being reduced. Students are required to pay balances owed to the college at the time they occur.
4. Report additional financial assistance to the Office of Financial Aid. Additional aid may affect financial aid eligibility.
5. Financial aid awards are contingent on the continuation of the current aid programs, sufficient appropriations, and student academic progress.
6. Your loan funds will come to SC4 in two separate disbursements each semester. The funds will be applied to any balance that you have at the college first (ex. tuition/fees, books).
7. Excess aid balances will be refunded back to the student via Higher One or a paper check after all tuition, fees, books and supplies have been paid.
8. Students who have authorized aid greater than tuition, fees and other institutional charges will be advanced a Financial Aid Book Voucher from SC4. Bookstore charges are limited to required books and necessary supplies for the courses the student is enrolled in each semester.
9. Your 2016-17 Award Letter is valid for the academic year only (Fall 2016, Winter 2017, Summer 2017). Students must apply annually for financial aid. Students wishing to apply for Summer 2017 financial aid will need to complete the 2017 Summer Financial Aid Application.
10. **SATISFACTORY ACADEMIC PROGRESS POLICY.** Students must meet the Satisfactory Academic Progress Policy to maintain eligibility for financial aid. Students who attend St. Clair County Community College must successfully complete 67% of all credit hours attempted/transferred in at a minimum of a 2.0 cumulative grade point average, and along with transfer credits, not have attempted more than 150% of the student's official SC4 academic program requirements.
11. Generally, grants and scholarships are tax free if they are used for qualifying tuition and course-related expenses. Course-related expenses, such as fees, books, supplies and equipment must be required of all students in your course of instruction to be used as a qualifying expense. Questions regarding tax issues should be directed to the IRS or your tax preparer.
12. A copy of the Return of Title IV Funds Refund Policy is on the back of this letter, please read. If you should have any questions, please feel free to contact the Financial Aid Office at 810.989.5530 or toll free at 1.800.553.2427.
13. After this award letter, you can view all subsequent changes to your financial aid by logging in to your portal at www.sc4.edu/portal.

We look forward to seeing you on campus,

A handwritten signature in cursive script that reads "Josephine R. Cassar".

Josephine R. Cassar
Director of Financial Assistance and Services