



ADDENDUM TO FINANCIAL AID AWARD LETTER

AWARD LETTER

The enclosed award letter lists your financial aid eligibility for the Fall 2007 and Spring 2008 semesters. This addendum lists important reminders and rules regarding your financial aid.

Your anticipated aid will hold your classes if the amount is sufficient to cover your tuition bill. If your aid is not enough to cover your tuition, you must immediately pay the difference from personal funds.

BALANCE (REFUND) CHECKS

A balance check represents the amount of your semester award (**grants and student loans**) minus any funds used to pay tuition and fees, or to purchase books and supplies. Balance checks are mailed to your address. We expect checks will go in the mail by the following dates:

Semester	Anticipated Mailing Date
Fall 2007	After October 12, 2007
Spring 2008	After February 29, 2008

Allow 7 – 10 days for mailing. If the college is closed due to bad weather, the mailing dates will be delayed by the same number of days.

ENROLLMENT DEFINITIONS AND POLICIES

These are minimum term enrollment requirements:

NAME OF PROGRAM	ENROLLMENT
COMA, CSAP, SEOG	At Least 6 Credits
FWS - Work-Study	At Least 6 Credits
PELL	Generally 1 Credit
PTAP GRANT	1-6 Credits
VGAP AWARD	At Least 12 Credits

Audited Classes: The College does not grant academic credit for audited classes. They are, therefore, not considered in determining your enrollment for financial aid purposes. Audited classes are not counted for financial aid satisfactory academic progress purposes either. You must pay for them from personal funds. If you change a class from credit to audit, your financial aid may be reduced or cancelled.

BOOKS AND SUPPLIES

Students are responsible for purchasing all books and supplies prior to the first day of classes. Most students typically plan ahead to have the resources to purchase books before the semester begins. This involves setting aside sufficient funds in the weeks/months ahead to purchase books from personal funds. The college financial aid office is not required nor is responsible for providing financial aid students with advance funding to purchase books. However, the College does offer a limited means for students to charge their books against their "anticipated" financial aid. It takes 24 hours from the point you are awarded aid and you have enrolled in classes to be able to spend some of the amount remaining from your financial aid in the bookstore.

To charge your books and supplies to financial aid, you must go to a campus bookstore. First, check with the bookstore to ensure

you have a balance to spend. Then select your books and supplies, take your selections to a cashier, and ask the cashier to charge them to your financial aid. You may charge books to your financial aid on the following dates:

Semester	Charging Dates Begin	Ending Dates
Fall 2007	August 16, 2007	September 7, 2007
Spring 2008	January 3, 2008	January 23, 2008

Please plan ahead. Because student enrollments vary, not all of your aid will be available at this time. Most four year colleges and universities do not allow students to use financial aid in the bookstore, so we encourage students who are planning to transfer to get used to setting aside funds prior to the start of the semester, or to have some other arrangement for purchasing all books.

SATISFACTORY ACADEMIC PROGRESS (SAP)

The U.S. Department of Education expects students on grants and loans to meet certain minimum standards. The standards used to judge satisfactory academic progress are cumulative and include all periods of student enrollment, even periods in which you did not receive financial aid. The Financial Aid Office will assess your progress at the end of each semester.

The basic satisfactory progress standards that you must meet to maintain eligibility for financial aid are:

Cumulative Grade Point Average (GPA): The table below describes the GPA requirements

Credit Hours Attempted	Minimum Expected GPA
17 - 23	1.00
24 - 35	1.50
36 - 47	1.75
48 +	2.00

Credit Hour Completion Rate: WITHDRAWALS can be just as harmful to your academic progress as an F or U. You must successfully complete two thirds (66.67%) of the semester hours you have attempted at the point in time that satisfactory progress is assessed. For students in associate degree and certificate programs, the completion rate is first assessed when you have attempted at least 17 semester hours. For students in career studies certificate programs, the first assessment of the completion rate is determined when you have attempted at least 12 credit hours. **By law, the College must count all developmental, ESL and college-level credit courses. "Completed" grades are A, B, C, D, P, S, or R. Grades of F, W, I, U or missing grades are considered non-completed courses.**

Maximum Time Frame: Program requirements must be completed within 150% of the length of your program as published in the College catalog. For example, students in the Accounting AAS program should complete their program within 99 credit hours attempted, based on a program length of 66 credit hours.

A full explanation of the SAP requirements can be found in a current schedule of classes, in printed format by contacting any campus Student Access Center or at the website address of http://www.jsr.vccs.edu/jsr_fin/FinAidSatProgress.htm

ABSOLUTE MAXIMUM NUMBER OF CREDITS

Once you attempt the equivalent of 135 college-level semester credit hours, your financial aid eligibility ends. No extension is allowed and no appeals are granted beyond this point.

Federal regulation requires the College to count all college-level credits attempted at JSRCC and curricular transfer credits.

DEVELOPMENTAL STUDIES

According to federal regulations, you may only receive financial aid for the first 30 credit hours of developmental studies attempted, regardless of whether or not you received any financial aid for any of the hours. You may only enroll in the same developmental studies class three times and receive financial aid.

CHANGE OF PROGRAM OR SECOND PROGRAM

If you plan to change your program or enroll in a second program, the College will award financial aid to you once you have been admitted into the “new” program and have been granted credit for all previously completed classes that fulfill the requirements of the new program. The maximum time frame for completion of the new program will be individually determined based upon the number of additional classes you must take.

GRADUATION OR PROGRAM REQUIREMENTS COMPLETED

Once you have graduated from a program or completed your program’s requirements, your financial aid eligibility ends.

ENGLISH AS A SECOND LANGUAGE (ESL)

Although federal regulations do not limit the number of ESL credit hours a financial aid recipient may take, College policy will only allow you to receive financial aid for the same ESL class three times.

LOAN CHECKS AND ENTRANCE COUNSELING

New borrowers at J. Sargeant Reynolds Community College must complete loan entrance counseling before the banks can wire the funds to the college.

The College adopted EFT (Electronic Funds Transfer) as the means for banks to send student loan disbursements. It will take approximately 3 – 5 business days for the loan disbursements to then be mailed to the student borrower.

FINANCIAL AID FOR SUMMER 2008

THESE AWARDS “EXPIRE” AT THE END OF Spring 2008. The College will begin to process Summer 2008 aid requests beginning March 1, 2008. We do NOT automatically forward your aid into the Summer Semester. A Summer Addendum/Application is required in order to receive summer financial aid. Visit the website at http://www.reynolds.edu/jsr_fin/Default.htm for the latest information.

RETURN OF TITLE IV FUNDS – WHAT HAPPENS IF YOU WITHDRAW FROM ALL OF YOUR CLASSES

If you withdraw from all of your classes in a given semester, you will likely lose your aid eligibility and you will owe back a portion of Federal Grants and Loans. Federal financial aid regulations state that if a student withdraws on or before the 60% point in time of the period of enrollment, calculated using calendar days, a portion of the total of Title IV funds awarded a student (Federal Pell Grant, Federal SEOG, Federal Stafford Loan, Federal PLUS Loan, Academic Competitiveness Grant but

not Federal Work-Study) must be returned according to the provisions of the Higher Education Amendments of 1998.

Financial Aid students receiving all W’s (withdrawals) in a given semester are deemed to have withdrawn for purposes of the Return of Title IV Funds calculation, unless the student can provide written documentation from an instructor stating that they attended up until a certain date that falls beyond the 60% point in time of the semester.

If the College has to return part of your tuition, you will also be responsible for repaying to JSRCC the amount it had to return.

The calculation of the return of these funds may result in the student owing a balance to the College and/or the federal government. For an example of how completely withdrawing from your classes may affect your financial aid, visit the financial aid website at

http://www.jsr.vccs.edu/jsr%5Ffin/finaid_withdrawal_rules.htm.

ADDITIONAL INFORMATION

If you need additional information, call or visit the appropriate Student Access Center listed below:

Downtown Campus
Room 125
700 East Jackson Street
Phone: (804) 523-5455

Parham Road Campus
Burnette Hall, Room 117, 118
1651 East Parham Road
Phone: (804) 523-5368
(temporary location)

Western Campus
Goochland Courthouse,
Route 6
Phone: (804) 523-5400

Please forward any financial aid mail to:
J. Sargeant Reynolds Community College
Central Financial Aid Office
P.O. Box 85622
Richmond, VA 23285-5622

J. Sargeant Reynolds
Community College

