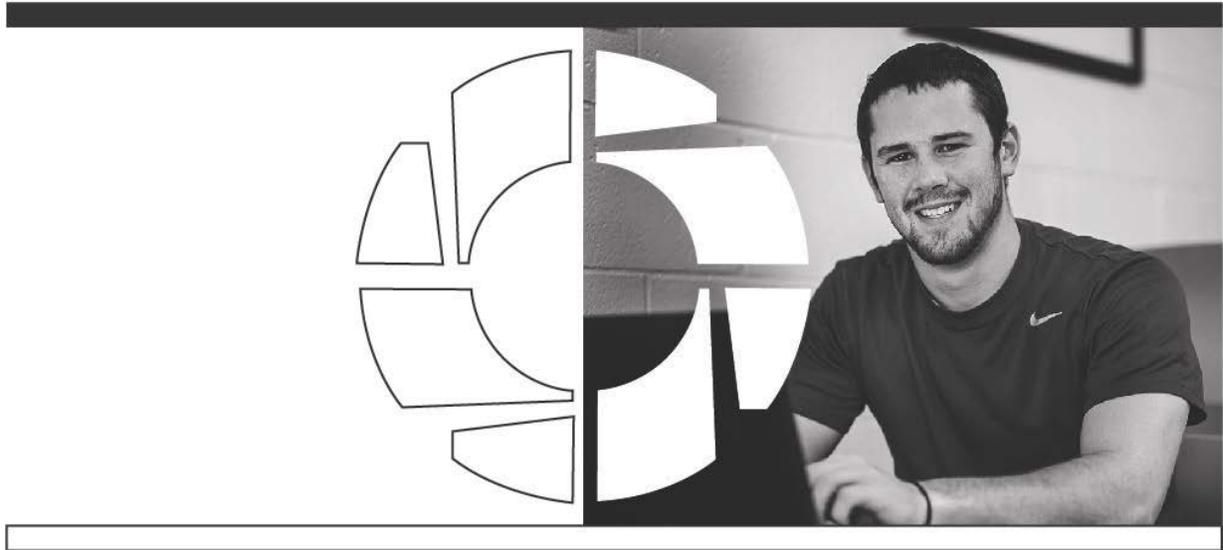# FINANCIAL AID GUIDE

WELCOME TO YORK TECHNICAL COLLEGE!

This booklet is a reference guide that includes the details you need to know about financial aid. While everything may not apply to you right now, it may in the future. Keep this document handy.

York Technical College

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York Technical College would like to see every student begin classes with tuition, books, and fees paid and ready to learn. Many of the questions you may have about the financial aid process—how to get started, what to expect, and how York Tech can help you—are answered here. Please read through the information in this guide carefully.

The Financial Aid Office is available to help current and future students get the resources they need to pursue their educational and career goals.

Financial Aid Office/Enrollment Services
Student Services Building, Building J
Monday – Thursday: 8 am – 6 pm
Friday: 8 am – 5 pm (8 am – 3 pm May through August) 803.327.8008

It's important to start the process early by completing your Free Application for Federal Student Aid (FAFSA), which you'll learn more about later. Remember, the process can take 4 to 6 weeks to complete. York Tech cannot allow students who have not paid their tuition (or made arrangements to do so through a Tuition Payment Plan) to attend class.

A late start could mean your award will not be ready by the tuition payment deadline.

General Financial Aid Requirements for All Students

To be eligible to receive financial aid students must:

- Be accepted by York Tech as a regular student
- Be enrolled in an eligible program of study
- Have a high school diploma or GED
- Be a U.S. citizen or an eligible non-citizen
- Males must be registered with the Selective Service
- Not be in default on a Title IV loan
- Not owe a repayment to a Title IV program
- Maintain satisfactory academic progress
- Provide a valid social security number

What Kinds of Financial Aid are Available?

York Tech participates in a variety of Federal, State, and Institutional student assistance programs. Grants are awards that student earn by successful completion of classes. Loans are funds which must be paid back, often with interest added. Scholarships may be gift aid, or have specific requirements. Federal Work Study programs require certain actions from the student to receive funds.

Grants

Students may be eligible for Federal Pell Grants, Federal Supplemental Educational Opportunity Grants (FSEOG), and South Carolina Need-Based Grants (SCNBG).

Student Loans

Low-interest Federal Direct Stafford Loans are available to students enrolled in at least 6 credit hours. Alternative student loans are also available. The Leroy Springs Student Loan is available to those who meet the requirements in order to defray tuition costs. The Financial Aid Office has information on eligibility requirements and how to apply.

Work Study

Students may earn money while working a part-time job on and off campus. Students must apply by completing an interview request form located in the Financial Aid Office. Jobs are designed to work around your class schedule, and pay rates start at minimum wage. Jobs are listed at http://yorktech-csm.symplicity.com.

Scholarships

These include LIFE Scholarships and York Technical College Foundation Scholarships. A number of scholarships are available to qualified students through the Foundation and local citizens, civic clubs, and businesses. They are awarded on a competitive basis, based on financial need, academic excellence, and leadership. Learn more at: www.yorktech.edu/foundation/scholarships.php.

Veterans' Benefits

York Tech is approved by the South Carolina Commission on Higher Education (CHE) for training of eligible veterans and children and spouses of deceased or disabled veterans. This includes benefits under a wide variety of programs. Eligibility for benefits is determined by the Department of Veteran Affairs. Please call 1-888-442-4551 if you have eligibility questions.

Lottery Tuition Assistance

In order to qualify for Lottery Tuition Assistance (LTA) you must be a South Carolina resident for the past twelve months, have completed the FAFSA, and enrolled in at least 6 credit hours. The purpose of LTA is to provide resources to the extent that funds are available that supplement existing resources for educational purposes. All federal and state aid must be applied towards a student's tuition and fees before LTA will be awarded.

APPLYING FOR STUDENT FINANCIAL AID

Priority Deadlines

The Financial Aid Office recommends specific deadlines in order to process financial aid applications in a timely manner. Students are strongly encouraged to abide by these deadlines in order to avoid delays in processing. Late applications take longer to process and may result in reduced financial aid awards, since some funds are awarded on a first-come, first-served basis:

Fall – July 31
Spring – November 1
Summer – March 1

Get your FSA ID

As of May 10, 2015, all FAFSA applicants must have an FSA ID, a username and password that will be used for future applications. This username and password allows you to electronically sign the FAFSA, check results, and make online corrections. You can create your FSA ID at https://fsaid.ed.gov/npas/index.htm. *Parents must create a separate ID to electronically sign the FAFSA.*

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Collect the information you'll need

To complete the FAFSA you will need several pieces of information:

- Income tax returns for the year prior to the academic year for which you are applying
- W-2 forms and other income records
- Social Security number
- Your parents' Social Security numbers, their dates of birth, and date of marriage
- Information about savings, investments, and business assets
- York Tech School Code, 003996

If you are currently married, you will need these items for both you and your spouse. If you are not married and below the age of 24, parent information is required. Tax information is available to be linked directly into FAFSA via the Link to IRS option. For further details, review the FASFA instructions on line at https://fafsa.ed.gov.

Complete Your FAFSA Online

The Free Application for Federal Student Aid (FAFSA) is available online from the U.S. Department of Education beginning January 1 of each year. The FAFSA website can be found at https://fafsa.ed.gov. As there are several copycat websites that will charge you a fee to process your application, be sure to use only the official Department of Education website! Remember your FSA ID in order to login and electronically sign your application. The web site has built in help screens to assist you in completing the application. York Tech highly recommends that if you have filed taxes, you use the IRS Data Retrieval Tool on the FASFA to report that information. After submitting your application, be sure to save the confirmation number for future reference.

Receive Your Student Aid Report (SAR)

Once you have submitted your information on the FASFA, the government will review the information and calculate an Expected Family Contribution (EFC). This is the number used to calculate your award eligibility. If you entered an email address on the FAFSA, you will receive an email detailing your results. If you did not include an email address, you will be mailed a hardcopy SAR. York Tech will receive an electronic copy of your SAR as long as you entered the school code on your FASFA. This process will take several days. Please keep the hardcopy, or email version, for your records.

Verification

As part of the government's processing of FASFA information, a number of applications are selected for a process called "verification." Students selected for the verification process are required to submit documentation supporting the information reported on the FASFA. York Tech may also select applications for verification. To clear the verification process, students must submit all required documentation to the Financial Aid Office for review. Once complete, financial aid will be awarded to the student.

Calculating Student Financial Aid Awards

A financial aid award package will be calculated once a student's FAFSA has been received by the institution. By completing a FAFSA, students are applying for all Federal and State funding available. Institutional scholarships require separate applications. Some funds require additional documentation before they can be awarded. Missing documentation must be submitted before awards can be processed. Once complete, financial aid will be posted to WebAdvisor for the student to accept or reject as necessary.

Review and Accept Your Financial Aid

You must accept or reject your awards in WebAdvisor on, or before, the payment deadline for the amounts to be posted to your account toward payment of tuition and fees. You must pay any balance due in the Cashier's Office before the payment deadline to hold your class schedule.

To accept your financial aid awards:

- Go to the York Tech home page at: www.yorktech.edu.

- Click on the WebAdvisor link in the menu on the right side of the screen.

- Log in with your username and password.

- Click on the Students menu. Under the Financial Aid category (on the left side of the screen), click Accept or Reject my Financial Aid Awards.

- From Choose a Financial Aid Year, select the current academic year, then click Submit

- Be sure to review your financial aid awards for all grants, scholarships, and student loans that you are eligible to receive.

- If you intend to accept all funding for which you qualify. Click on the drop-down menu (a downward arrow) beside a box labeled "Action to Take on All". There you can select Accept All Awards.

- If you are not intending to take a student loan or other funding, please reject that fund individually.

- If no funds are listed, go to My Documents (above Accept or Reject award) and check for missing documents. Missing documents will require a two to three week delay to process the paperwork once it has been submitted.

- To finish, scroll to the bottom of the page and click Submit. All awards that were labeled "estimated" should now be labeled "accepted" or "rejected" for all terms. Click OK to exit.

- For additional help with WebAdvisor, contact the York Tech Helpdesk at (803) 981-7111.

Your awards have now been accepted and will be automatically applied toward your tuition.

Awards labeled "pending" require a paper certification, a form that can be printed from the student forms section of WebAdvisor. Certifications can also be requested from the Financial Aid Office. South Carolina Need Based Grants and Life Scholarships require a paper certification in order to be accepted and will be labeled "pending" until the certification is received.

Student loans will be marked as Pending until all required items such as Entrance Counseling and Master Promissory Notes are completed and received by York Tech. Please see the Financial Aid Office for more details on requirements.

OTHER IMPORTANT INFORMATION YOU NEED TO KNOW

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Tuition Payment Plan

York Technical College offers its students a Tuition Payment Plan through Nelnet that offers flexible monthly payment options. Tuition payments are drafted directly from your bank account, MasterCard®, Discover®, or American Express®. Visa® credit or debit cards are accepted at the cashier's office in the Student Services Building, Building J. To learn more, visit www.yorktech.edu/tuition_plan.php. Students who have not completed their application and awarding process will need to establish a payment plan until their financial aid is finalized.

Textbook Costs

Once tuition/fees are deducted, if a credit balance is available, it may be used for purchasing textbooks and supplies from the campus bookstore. York Tech also offers a textbook assistance program. Applications are available every semester with the deadline at least six weeks prior to the start of classes. Application forms can be found online at in the Scholarship section of the York Tech website.

Financial Aid Payment Amounts

Although the award amounts in the student financial aid package are based upon full time enrollment (12 credit hours for the term), actual disbursement amounts will be adjusted based upon the student's enrollment status. Enrollment status is based upon the total number of credit hours being attended during the term. Full time is defined as 12 credit hours; Three quarter time as 9-11 credit hours; Half time as 6-8 credit hours; and Less Than Half time at 5 credit hours or less. Federal loan eligibility requires a student be registered for at least 6 credit hours.

Keeping your Financial Aid

To remain eligible for financial aid, all recipients must be monitored each semester for Satisfactory Academic Progress (SAP). SAP, as defined by federal regulations, is measured in both a qualitative and quantitative manner. The qualitative portion measures a student's cumulative GPA at a minimum of a 2.0. The quantitative portion measures the student's completion rate, calculated by comparing the number of credits attempted to the number successfully completed, at a minimum of 67%. This standard is used to ensure that students will not exceed the maximum time frame of their program. Maximum time frame requirements are that a student may not attempt more than 150% of the required credits in their program. Federal assistance is suspended any time in which a student cannot complete their program in the maximum time frame.

If students fail to meet these standards, they will be placed on a financial aid warning with one semester to regain their standing. At the end of this time, if criteria are still not met, students will be placed on financial aid suspension and ineligible for Federal assistance. Appeals may be submitted to the Financial Aid Office. Appeals are reviewed on a case by case basis and hold no guarantee of approval.

Financial Aid Refunds

If your financial aid award is greater than the amount needed to cover your tuition and fees, you may be eligible for a refund. York Tech has partnered with Higher One, a financial services company, to process refunds. All students will receive a debit MasterCard® issued by Higher One that will serve as their student ID and is used to select how you want to use your refund.

Your Higher One options include:

- Same business day deposit to a Higher One checking account. This account is tied to the MasterCard you received from Higher One.
- You can have the money sent to another checking or savings account and will receive it two to three days after it is processed by York Tech.
- If you prefer a paper check, expect to receive a check five to seven days after your refund is processed. Be aware that your financial institution may put a hold on the funds so you may not have immediate access to them.

Students may access their funds using the Higher One ATM located in the Student Center. For more information, visit www.ytcconnectcard.com.

Return of Federal (Title IV) Funds (Withdrawal from school)

If a student withdraws (or enrollment is terminated for any other reason) from York Tech, the student's federal award package must be reviewed to determine what funds the student may be entitled and, if any, need to be returned. Federal financial aid includes Federal Pell Grants, Federal Supplemental Educational Opportunity Grants, and Direct Loans.

The portion of federal student aid the student is entitled to receive is calculated based on the percentage of the total number of days in a session that were completed. This calculation will determine if funds must be returned by the student and the school, or if there are any remaining funds to be paid, the student will be notified.

Returned funding may result in a balance due to the school. Students should be in contact with the Cashier's Office during the withdrawal process to be aware of any balance owed.

Programs Ineligible for Financial Assistance

Federal requirements may restrict the eligibility of some diploma and certificate programs for financial assistance (this does not apply to degree programs). While the Financial Aid Office makes every effort to monitor these programs, it is the responsibility of the student to ensure acceptance into a program that is eligible for federal aid. These are the ineligible programs:

Advanced Telecommunications	Basic Welding	HVAC Service Technician
Automotive Electrical	Biomedical Equipment	Industrial Electronics
Automotive Brakes, Steering & Suspension	Career Development	MIG, TIG, and Pipe Welding
Automotive Electrical & Air Conditioning	Central Service	Motors and Controls
	Engine and Repair	Network Operations
Automotive Fuel Systems	General Studies	Pre-Physical Therapy
Automotive Power Trains	General Studies - High School	Programmable Controls
Basic Electricity	Health Sciences Certificate	Residential/Commercial Plumbing
Basic Telecommunications	HVAC Installer	University Studies
	HVAC Systems Design	

Additional Resources

More information is available through the Financial Aid Office or from one of these Department of Education on line resources:

www.fafsa.gov
www.studentaid.gov
www.studentloans.gov

Disclaimers

The Financial Aid Office reserves the right to adjust a financial aid package when an over-award is made, and will void any award if it is determined that the student provided incorrect or false information.

All information, including actual student awards is based upon existing laws, regulations and guidelines governing the Financial Assistance Programs. York Tech reserves the right to adjust or cancel any student award based upon changes to regulatory requirements, and the availability of funds.

The information in this booklet is current as of July 2015. This booklet is a guideline, and you should see your financial aid counselor for any changes or modifications since the date of this publication.

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Notes