

CPTC Procedure: Financial Aid Awarding

To be eligible for federal and state financial aid, students must meet the following criteria:

- Be enrolled in an eligible degree, diploma, or certificate-seeking program.
- Have earned a high school diploma or equivalent (to be awarded federal aid).
- Not have earned a Bachelor degree.
- Not be in default on a student loan or owe a repayment of a previously received grant.
- Have a valid Social Security number (except dual enrollment students).
- Be a U.S. citizen or an eligible non-citizen (except dual enrollment students).
- Be registered with the Selective Service if required (to be awarded state aid).
- Maintain Satisfactory Academic Progress (SAP) in accordance with CPTC procedure.
- Have a complete financial aid file for the corresponding academic year with required documentation.

Federal Title IV regulations require all students to complete a Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov to apply for federal financial aid funds. After receiving a submitted FAFSA, the federal processor for the Department of Education will return an Institutional Student Information Record (ISIR) to the applicant and to the colleges listed by the applicant on the FAFSA. The processed ISIR includes the submitted responses provided on the FAFSA and calculates an Expected Family Contribution (EFC). The student EFC is used when awarding federal financial aid and state scholarship and grant funds. The student EFC is required in most instances when awarding CPTC Foundation scholarships.

Students who are only interested in receiving state funds (such as HOPE scholarship/grant), may complete the State Application at www.ga futures.org, instead of completing the FAFSA.

The receipt of an ISIR from the federal processor or the receipt of a State Application from Georgia Student Finance Commission (GSFC) is the starting point in the process of awarding financial aid. Students may be required to submit additional documentation and may be selected for verification which will require proof of some of the responses listed on the FAFSA. A completed file is needed to accurately make financial aid awards.

Once a student is registered for classes and a review of their completed financial aid file is performed, financial aid awards can be made. Initial awards will be made for three semesters of full-time attendance (Fall/Spring/Summer). Financial aid awards may be viewed by registered students through their Banner Web account.

A financial aid award is based on the following information (this is not all-inclusive):

- Enrollment Status directly affects a student's eligibility for certain types of aid. Although the Federal Pell Grant award (if eligible) will be for full-time enrollment, the Federal Pell Grant payment will be based on actual enrollment of full-time, three-quarter time, half-time or less than half-time enrollment. Full-time is 12 or more credit hours. Three-quarter time is 9 -- 11 credit hours. Half-time is 6 – 8 credit hours. Less than half-time is 1 – 5 credit hours. For financial aid purposes, twelve (12) hours is always the minimum number of credit hours for a student to be considered full-time.
- The HOPE/Zell Miller Scholarship or Grant award (if eligible) will be for 15 hours of enrollment, but the payment amount will be based on the number of hours for which a

student is enrolled. For full-time students, the HOPE Career Grant (if eligible) is awarded \$500 per semester for programs other than Commercial Truck Driving. Eligible Commercial Truck Driving students are awarded \$1100. The payment amount is pro-rated for students taking less than 9 hours.

- Federal Direct Student Loans are not available to students enrolled with CPTC. Students may apply for the Georgia Student Access Loan (Georgia residents only), or apply for a private student loan. Students must be enrolled in at least six (6) credit hours to be awarded a student loan. After a loan is approved and certified, it will be reflected on their financial aid award.
- State funds are only awarded to Georgia residents.
- Maintaining Satisfactory Academic Progress (SAP) is a federal and state requirement to receive financial aid. A change in a student's SAP status can impact their eligibility.
- Federal and state regulations require the Financial Aid Office to consider outside sources of financial assistance when awarding aid. Outside aid can be scholarships (CPTC or private), tuition waivers, Veterans benefits, etc. The addition of outside aid later may cause a reduction to be made to an existing financial aid award.

Responsibility:

The Vice President for Student Affairs has the overall responsibility of ensuring this procedure is implemented.

Adopted: December 12, 2023

Effective: December 12, 2023