

Money Matters That Could Affect You

ENROLLMENT STATUS

Enrollment status is based on the number of financial aid eligible credits in which you are enrolled.

Enrollment Status	8 or 16 Week Term
Full Time	12 credits or more
Three Quarter	9 to 11.9 credits
Half Time	6 to 8.9 credits
Less than Half Time	Less than 6 credits

HOW ENROLLMENT STATUS AFFECTS FINANCIAL AID

- **Your financial aid award is based on the assumption of full time enrollment status. Lowering your credit load can reduce your financial aid.**
- To be eligible for student loans and state grants your enrollment status must be at least half time. Enrollment status for loans and state grants is verified at the time these funds are credited to your account.
- To be eligible to receive the Academic Competitiveness Grant, your enrollment status must be full time.
- Enrollment status is determined on the third Friday of the term by verifying the number of financial aid eligible credits in which you are enrolled as of that date.
- A **“No Show”** is a student who registers for a class, never attends the class, and **does not “officially withdraw”**. Credits for “No Show” courses do not count in enrollment status for financial aid purposes.
- If you are a **“No Show” in some of your classes**, your enrollment status and your financial aid will be adjusted if necessary.
- If you are a **“No Show” in all classes, CVTC must immediately return one hundred percent (100%) of the Financial Aid** applied to your tuition and fees. You will be responsible to repay that amount since a space in the class was reserved for you. The tuition refund policy does not apply to No Shows.
- **Students must stay in class at least sixty percent (60%) of the scheduled class days in order to earn 100% of their Federal Financial Aid** including LOANS and GRANTS. A student who withdraws, drops out, or is dismissed before 60% is completed will be required to repay a portion of their financial aid under the Federal Return of Title IV Funds Policy.
- **Students who receive all F’s** for a term are considered unofficial withdrawals and will be **required to repay a portion** of their financial aid under the Federal Return of Title IV Funds Policy. If a student receives all Fs for a term, but attended at least one (1) class the entire term and “earned” the grade of F, the student will **not be** considered an unofficial withdrawal if he/she completes the following: (1) prints a Verification of Attendance form located at (http://www.cvtc.edu/PDFfiles/FinancialAid/ATTENDANCE_VERIFICATION.pdf); (2) has an instructor from one of the classes he/she attended the entire term complete and sign the form; and (3) returns the form to the Financial Aid Office within one (1) week after the term ends.

PAYMENT OF FEES

- Tuition and fee payment is due at the time of registration unless the student received a financial aid award letter or qualifies for a financial aid deferment. A deferment can be granted if CVTC has electronically received a valid FAFSA record from the federal processing center, the student has returned all requested documents to the CVTC Financial Aid Office, and is accepted into a financial aid eligible program.
- The Automatic Payment Plan (FACTS) is available for students. Payment Plan information is available at www.cvtc.edu/sis or contact the Business Office at (715) 858-1802.