

CVTC FINANCIAL AID GUIDE

Your Financial Aid Award Letter reflects your eligibility for financial aid at Chippewa Valley Technical College (CVTC) based on the information you provided on your Free Application for Federal Student Aid (FAFSA). **This Financial Aid Guide is intended to help you understand your award letter and the steps you need to take to receive your financial aid funds.** If you continue to have questions after reviewing the guide, please feel free to contact CVTC Student Central.

Accept or Decline Your Financial Aid Awards

Log in to SIS (Student Information System) to view your financial aid award. Once you are in SIS, click the Financial Aid tab, My Award Information, Award for Aid Year, Select appropriate school year and then Accept or Decline Award Offer.

Your Financial Aid Awards may include the following:

- **Grants (federal and/or state)** are gift-aid that do not need to be repaid and are accepted on your behalf
- **Direct Loans** are self-help aid, and it's important to understand that these will require repayment. Your aid package is likely to include Federal Direct loan, and you should carefully consider the amount of loan you wish to accept. It is important you take action in either accepting, reducing, or rejecting the loan award.
 - First time federal loan borrowers must complete a Master Promissory Note (MPN) and Loan Entrance Counseling at <https://studentloans.gov> before funds can be disbursed. These requisites should be completed immediately.
- **Work-Study** is also self-help aid, as it allows qualifying students the opportunity to *earn* up to the award amount listed. Work-Study Students are paid on a bi-weekly basis based on the number of hours worked. Money is earned and paid directly to the student in a bi-weekly paycheck. Information and instructions for applying for a work-study job are located on the "Pay for College" page.
- **Scholarships** are not awarded by your Financial Aid Office, but are required to be considered as a financial resource for your academic year.

How and when will I receive my financial aid?

Most Financial Aid funds are credited weekly to student accounts (as received), but no earlier than 10 days prior to the term.

- Students may charge their tuition, fees, books and tools purchased at the bookstore or Auto Value using financial aid *if funding permits*. Information on charging fees can be found on [Cashier Connection](#).

Pell funds will be applied to student accounts for the summer term on July 1 and the fifth week of the fall and spring terms.

If your financial aid exceeds your CVTC charges for the given term, you will receive a refund for the remaining balance. Availability of funds will vary, depending on your refund method. You can set up Direct Deposit via [Cashier Connection](#).

To avoid delays in receiving your excess funds, keep your bank account information and address current on [Cashier Connection](#).

Your enrollment status can affect the amount of your financial aid award. The Financial Aid Office will review your enrollment prior to disbursing funds to your account. Your award may increase, decrease, or be canceled depending on your credit load. You can find more information under “Financial Aid Policies” on the [Financial Aid page](#).

What factors could affect my financial aid?

Classes dropped before the begin date are not eligible for financial aid and have no impact on the academic standards. If you receive aid before dropping a class, your enrollment status will be reevaluated to determine if you are still eligible to receive the funds.

Audited classes are not eligible for financial aid or included in your enrollment status.

If you withdraw from CVTC before 60 percent of the payment period is complete, you will be required to repay “unearned” federal financial aid. The policy is located at [Title IV Return of Funds Policy](#).

If you stop attending your classes and receive all “F”s, you are considered an “unofficial withdrawal” and will be required to pay back a portion of the financial aid you received.

If a student receives all “F”s for a term, but attended at least one 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:

- Requests a Verification of Attendance Form from the Financial Aid Office.
- Has an instructor from one of the classes he/she attended the entire term complete and sign the form; and
- Returns the form to the Financial Aid Office within one week after the term ends.

Class attendance is critical to your success at CVTC: If you never attend a class, your instructor will report you as a “no show”. The “no show” policy is located at [No Show Policy](#). If you are reported as a “no show,” you will have to pay for 20 percent of the class (es), and you will not be eligible for financial aid for those credits.

Satisfactory Academic Progress (SAP) in order to receive and continue to receive financial aid, students must meet the following three components of academic progress:

- Maintain a minimum cumulative 2.0 grade point average
- Successfully complete 67% of total enrolled credits. Failing a class or maintaining an incomplete in a class is not considered successfully completing the class
- Complete a degree within 150% of the published length of the degree program

For a copy of the complete Satisfactory Academic Policy (SAP), go to “Policies” on the [Financial Aid page](#).

Some courses offered at CVTC are not eligible for financial aid. A list of courses not eligible is available on the [Financial Aid page](#).