Tuition and Fees

Tuition (Subject to Change)
Tuition is charged per credit hour or credit hour equivalent (CEU). The rate varies according to a student's legal residence.
- Prince George's County residents ............. $ 98.00
- Maryland residents, other counties .......... $172.00
- Out-of-state residents ...................... $265.00
These rates are subject to change without notice.

Note: Except as otherwise provided, students must pay or otherwise provide for all tuition and applicable fees on the day of registration. If payment in full is not received the student's registration will be canceled. Payment should be in the form of cash, personal check, certified check, money order or approved credit card (Visa, MasterCard, or Discover). Use of financial aid, scholarships, veterans benefits and any other sponsorship which provides payment directly to the college is equally acceptable.

Instructional Services Fee
The instructional services fee is a mandatory per-credit fee for all credit and developmental studies courses offered at the college. The college annually conducts a discipline cost analysis to determine the costs of the academic disciplines offered at the college and adjusts the fee accordingly. Currently, the Instructional Services Fee is $42.00 per credit.

Other Fees
Fees are charges assessed in addition to tuition. They may be per credit or they may be flat, per-semester or per-course fees.
As used in this section, the word “semester” includes intersession and the summer term as well as the traditional fall or spring semester. Like tuition, fees are subject to change.

Academic Transcript Fee
Students pay either $6.00 or $8.00 per copy for transcripts. Requests made in person or by mail cost $6.00. Those made over the Internet cost $8.00 per copy.

Application Fee
Any student who applies to the college, either for the first time or after an absence of two or more years, must pay a nonrefundable $25.00 application fee at the time the application is submitted. The college will not bill an employer or other third party for the application fee.

Applied Music Fee (per course)
Students pay a 15-clock-hours per semester fee of $250.00.

Challenge Exam Fee
Students pay a standard $35.00 fee. Some examinations requiring a lab component will cost an additional $15.00. Contact the college's Testing Center, 301-322-0147, for details.

Check Stop Payment and Reissue Fees
If a student loses a check or does not receive it due to an incorrect address on file, a $25.00 stop payment fee and a $10.00 check reissue fee will be assessed. If a check is not cashed within its 90-day validity period, a $10.00 check reissue fee will be assessed.

F-1 Visa Processing Fee
Applicants seeking enrollment at the college under an F-1 student visa will be charged a $25.00 F-1 visa processing fee as part of the admission process. This fee is in addition to the $25.00 application fee charged to all students.

NBS/FACTS Processing Fee
A student who participates in the college's deferred tuition payment plan (NBS/FACTS) will be charged a $35.00 processing fee each semester of participation.

Graduation Fee
A $25.00 graduation fee is payable by each student at the time of application for an associate degree or a certificate. A single graduation fee is payable by a student receiving more than one degree or certificate in the same academic year. A student receiving one or more degrees/certificates in different academic years is required to pay a graduation fee in each academic year in which one or more degrees/certificates is received.
Information Technology Certification Fee
Information Technology (INT) courses leading to CCNA certification, along with several advanced level courses taught through Information Technology (INT), assess a special fee of $32.00 per credit to cover costs associated with offering these specialized courses.

Portfolio Evaluation Fee
All students enrolled in CAP-1050 will be charged a $15.00 per credit hour fee for each course submitted for evaluation through the portfolio assessment process (PLAN).

Registration Fee
Students are charged a $25.00 registration fee for each semester of enrollment. This fee is refundable only if all of a student's classes are canceled by the college.

Returned Check Service Fee
A $25.00 service charge will be assessed on all checks returned unpaid by the bank. This includes payments stopped by student or account holder.

Domicile: Determination of Student Residency for Tuition Purposes
While tuition at Prince George's Community College is charged by the credit hour, the amount charged per credit is determined by a student's official place of residence, referred to as "domicile." A student's domicile must fall into one of three categories: Prince George's County resident; Maryland resident in a county other than Prince George's County; out-of-state (including out-of-country). In all instances, a student or the person upon whom the student is dependent must have been a resident of the state and the county for a minimum period of three months to qualify for in-county or out-of-state tuition rates.

The full residency policy is given in chapter 11 of this catalog, but several things are worth noting:

• Underage students and students who have graduated from high school in the past two years are automatically considered to be dependents of their parents/legal guardians. They will be considered residents of the county or state in which their parents reside, unless legal documentation dictates otherwise.

• Students in the above category who lived with one parent out of the county or state but who are now living with the noncustodial parent in Prince George's County or in Maryland may be considered residents of the county or state upon presentation of a birth certificate containing the appropriate information.

• Students claiming residency in Prince George's County but who graduated from a non-county high school in the past two years must provide proof of legal dependency on a Prince George's County resident during the most recently completed tax year. In addition, if the high school was in another country, proof of citizenship or visa status also must be provided.

• Undocumented students will be considered non-Maryland residents for tuition purposes.

• All students should be prepared to document living in the county or state for a minimum period of three months. The college will use the dates on documents presented as verification of the three-month requirement.

• International students must present their visas or other documents in order for a residency classification to be made. Not all visa holders are able to establish legal domicile in the United States and would therefore be ineligible for county or state residency status.

• It is the student's responsibility to report a change of address within 30 days of its occurrence. Failure to do so may result in a hold being placed on the student's record until satisfactory proof of legal residence is given.

• Post office boxes cannot be used as legal addresses. They may be used as mailing addresses if proof of a legal address has been provided.

• While the college will make every effort to fairly determine a student's place of legal residence, a lack of acceptable documentation on the part of the student will result in the student being classified as out-of-state for tuition purposes.

Appeals for change of residence status should be directed to the Office of Admissions and Records. Appeals must be submitted and resolved prior to the end of the third week of classes. Any changes processed after the third week of the semester will be effective the following semester.

Exceptions to the Residency/Tuition Policy
Health Manpower Shortage Programs
Maryland residents who do not live in Prince George's County but who enroll in one of the college's designated Health Manpower Shortage Programs (HMSP) are eligible for in-county tuition rates so long as they remain enrolled in that program. This is true regardless of whether the student's county of residence also offers the program. Residents from other states do not qualify for this lowered tuition rate.

The following programs currently have the HMSP designation:

• Emergency Medical Technician-Intermediate (Certificate)
• Emergency Medical Technician-Paramedic (A.A.S. and Certificate)
• Health Information Management (A.A.S.)
• Medical Coder/Billing Specialist (Certificate)
• Nuclear Medicine (A.A.S. and Certificate)
• Nursing (A.S. and Certificate)
• Radiography (A.A.S.)
• Respiratory Therapy (A.A.S.)

The state of Maryland will periodically review the needed manpower in these areas, so there is no guarantee that this special designation will continue to apply to these programs. However, students who have begun one of these programs during the time it is recognized as a HMSP will be allowed to continue at the reduced tuition rate so long as there is no interruption in enrollment.

To receive the lower rate, students must be admitted in an appropriate curriculum and must be enrolled in credit-bearing courses that count toward graduation in that program. In addition, students may be required to furnish proof of legal residency in the Maryland county that is listed on their application for admission. The director of Admissions and Records reserves the right to deny the tuition reduction upon discovery that courses being taken are irrelevant to the designated program of study.

While the college makes every effort to apply the discount to eligible students, it is ultimately the student's responsibility to contact the Office of Admissions and Records, 301-336-6000, upon enrollment in an HMSP program to verify eligibility for and receipt of the reduced tuition rate. Failure to do so by the end of the published refund deadline for any semester will forfeit the reduced rate for that semester.
Base Realignment and Closure (BRAC)
Any individual relocating to Prince George’s County or to the State as a result of a BRAC initiative will have the three-month residency requirement waived, provided that a copy of the official notice of reassignment or relocation is submitted to the Office of Admissions and Records, Bladen Hall, Room 126 prior to the start of their first semester.

Payment Methods
Full payment of tuition and fees is expected by the due date printed on the registration statement each semester. The college accepts cash, personal checks, money orders and credit cards (Visa, MasterCard or Discover) as methods of payment. Other payment options are described below.

Deferred Tuition Payment Plan through NelNet Business Solutions (FACTS)
The college offers a tuition payment plan for credit students for the fall, spring and summer semesters that allows tuition to be paid in either four, three or two installments, depending on the date the plan is activated. Payments are set up under an automatic payment system from a checking or savings account, Visa or MasterCard with payments being deducted according to the plan’s due dates for the semester. A $35.00 processing fee is charged each semester.

Arrangements to participate in NBS/FACTS must be made through the Internet by accessing the college’s website (www.pgcc.edu) and using the Quick Link to the deferred tuition payment plan. Students must be fully enrolled in the deferred payment plan prior to their tuition due date to avoid being dropped from their classes.

For more information, visit the college’s website or pick up a NBS/FACTS brochure from the Cashier’s Office or the Financial Aid Office. Both are located in Bladen Hall.

Employer-Paid Tuition
Many students receive assistance from their employers with the payment of tuition and fees. Certain procedures must be followed for this aid to be properly applied to the student’s tuition bill.

1. It is the responsibility of the student to present the purchase order, tuition assistance form or letter of intent at the time of tuition bill payment.

2. The purchase order, tuition assistance form or letter of intent must state the student’s name, social security number, amount to be paid, billing address and original signature of person(s) authorizing payment. The bookstore is an independent entity from the college and is paid directly by the employer. If a student is entitled to a reimbursement for books, he or she must obtain a separate purchase order, tuition assistance form or letter of intent addressed to Prince George’s Community College Bookstore.

3. The purchase order, tuition assistance form or letter of intent will not be accepted after payment has been made by the student. Students paying their own tuition must be reimbursed by the employer or agency. The college will not bill in order to reimburse the student.

4. In the event an employer refuses to pay after receipt of a bill, the student immediately becomes responsible for all tuition and fees.

Veterans Special Payment Exemptions
Veterans certified to be eligible for the Post 9/11 GI Bill are exempt from the immediate payment of tuition and fees. Those with 100% eligibility under this program will have all in-county and in-state tuition and fees paid by the Department of Veterans Affairs. Those eligible at less than 100% or those being charged as non-Maryland residents will be held in their classes and then billed for the amount not paid by the VA. It is important that veterans in this program drop classes they do not wish to take since they will not be dropped for nonpayment during the registration period as other students are. Failure to neither drop an unwanted course nor attend it will result in an overpayment situation with the VA and a negative impact on future benefits.

All veterans enrolling through the Post 9/11 GI Bill must provide the college’s Office of Veterans Services with a copy of their letter or certificate of eligibility by the end of their first semester of enrollment to continue the payment exemption.

Veterans participating in the VA Vocational Rehabilitation program also will have all tuition and fees paid by the Department of Veterans Affairs provided they have had the proper forms submitted to the college’s Veterans Affairs Office on their behalf. A tuition bill and a copy of the VA form authorizing payment must be presented in person to the Cashier’s Office for this benefit to be applied.

If there are any questions regarding this procedure, please contact the Veterans Affairs Office in Bladen Hall, Room 124 or call 301-583-5282.

Tuition Exemptions
College Employees
A full- or part-time regular employee who enrolls during his or her nonworking hours in any Prince George’s Community College class that has at least 10 regularly enrolled students is exempt from payment of tuition. However, all related fees are the responsibility of the employee, including the Instructional Services Fees.

Senior Citizens
Maryland residents who are age 60 or older at the start of the semester are exempt from the payment of tuition for courses for which state funding is received. In addition, they are exempt from payment of instructional services fees, but not application fees, registration fees and special instructional fees, e.g., applied music fees or telecredit fees.

Notwithstanding the provisions for exemption contained herein, the college reserves the right to cancel classes for reasonable cause, which may include insufficient enrollment of regularly enrolled (nonexempt) students.

NOTE: Textbooks, course supplies and materials are not covered by this exemption. For more information, contact the Office of Admissions and Records, 301-336-6000.

Maryland Disabled Persons
Any Maryland resident who is out of the Workforce because of a permanent disability as designated by the Social Security Act, the Railroad Retirement Act, or the Office of Personnel Management (in the case of former federal employees) may be eligible for a waiver of tuition, but not fees, upon enrollment in courses which normally have at least 10 regularly enrolled students. This waiver applies for up to 6 credits for non-degree seeking students in credit courses and up to 12 credits per semester for those enrolled in a degree program or a credit certificate program that leads to employment. It also covers tuition for continuing education instruction designed to lead to employment, including life skills instruction.
In order to qualify for the waiver, students must apply for financial aid for the appropriate academic year using the Free Application for Federal Student Aid (FAFSA) prior to requesting the waiver and must present confirmation of that fact with the waiver application. If awarded, the tuition waiver will be in effect for one academic year, commencing with the fall semester, regardless of when it was awarded. It will cover tuition charges remaining after all other forms of financial aid have been applied (excluding loans). Students must re-apply for the waiver every academic year.

Contact the Office of Admissions and Records, Bladen Hall, Room 126, to obtain the necessary forms to apply for this waiver and to get a full description of this benefit. Or e-mail your full name and address to enroll@pgcc.edu to have the forms mailed to you. Be sure to put “Tuition Waiver Forms” in the subject line of your e-mail.

For those who will need accommodations arranged through the college's Disability Services Office, all documentation supporting the application for this waiver must be on file 3 weeks prior to the start of the semester in question. Failure to meet this deadline may result in the college’s inability to provide the necessary services in time for the start of the semester.

Notwithstanding the provisions for exemption contained herein, the college reserves the right to cancel classes for reasonable cause, which may include insufficient enrollment of regularly enrolled (nonexempt) students.

NOTE: Textbooks, course supplies and materials are not covered by this exemption. For more information, contact the Office of Admissions and Records, 301-336-6000.

Delinquent Accounts
Delinquency in payment of any amount due from a student or former student to the college or under any loan program administered by the college or failure of financial aid recipients to complete an exit interview before leaving the college will result in denial of registration, exclusion from classes, withholding of grades, transcripts, degrees or certificates. The college employs the services of the State Central Collection Unit (SCCU). One of the SCCU measures is to refer delinquent accounts to the credit bureau. It will remain on the credit report for the next seven years. If the delinquent account is referred to a collection agency, the student will be held liable for all collection costs incurred, in addition to the delinquent amount due. These collection costs can add up to one-third additional expense to a student’s indebtedness to the college.

Tuition Payment Deadlines
Students are to settle the full amount of their tuition bills the same day they register, either by payment in full, enrollment in the Deferred Tuition Payment Plan, or through the application of approved financial aid. Failure to do so will result in all classes being dropped. Students should carefully consult each semester’s schedule of classes for information regarding deadlines for payment and drops for nonpayment. Students who register and pay for a set of courses and then later add other courses to their schedule for that term will only be dropped from the added courses if payment for them is not made the same day. Students who have a remaining balance of $150 or less after all payments and financial aid have been applied will not be dropped but will be held in their classes and billed for the remaining balance.

PGCC Owl Debit Card
All credit students will receive a PGCC Owl Debit Card issued through Higher One Bank. It will be mailed to the address of record at the college. This card is very important and must be activated in order to set up a preference for the way refunds from the college to the student will be delivered. This includes financial aid rebates and VA reimbursements.

Students may choose to have refunds and rebates processed as deposits to their PGCC Owl Debit Card or they may choose to have refunds electronically deposited in another bank account specified on the Higher One/PGCC Owl Debit Card activation site. The college no longer issues paper checks.

Refunds
The effective date for the calculation of a refund for a credit course shall be the date the drop/withdrawal form is filed in the Office of Admissions and Records, or the date the transaction is completed through Owl Link. In the event a course fails to meet the published number of days prior to the refund deadline, the deadline will be adjusted accordingly.

Effective with the fall, 2011 semester, the following schedule for refunds of tuition and fees will apply:
• No refund of registration and late registration fee unless all of a student's courses are canceled by the college.
• One hundred percent (100 percent) tuition and related fees (except registration fees) refunded if courses are dropped before classes begin.
• For courses longer than 5 weeks in length, a 100% refund of tuition and fees will be granted through midnight of the day after the first class meeting day, regardless of the day of the week that may fall on. A 75% refund will be granted if the class is officially dropped by midnight of the third through the ninth calendar day to include the first class day and weekends. Students who officially drop a class during calendar days 10 through 14 will receive a 50% refund of tuition and fees. No refunds will be granted after the 14th calendar day.
• For courses shorter than 5 weeks in length, a 100% refund of tuition and fees will be granted through the calendar day after the first class meeting day, regardless of the day of the week that may fall on. A 75% refund will be granted if the class is officially dropped by midnight of the third calendar day, to include the first day of class. No refunds will be granted after that time. Students are expected to use Owl Link to drop classes on days when college administrative offices are closed.
• No refunds after the refund deadlines outlined above.
• Refunds of payments made by credit card will be refunded to the card as a credit.

Note: This does not apply to credit card payments made against the deferred payment plan.
• All other refunds will be issued electronically according to the preference set by the student when activating their PGCC Owl Debit Card. No paper checks will be issued.
• Failure to receive reimbursement from an anticipated funding source will not be grounds for a refund after the deadlines.
Financial Aid

What Is Financial Aid?
Simply stated, financial aid is any grant, scholarship or loan offered for the express purpose of helping a student meet education-related expenses. Grants/scholarships are regarded as gift assistance and generally need not be repaid. Loans are borrowed money, offered at various interest rates, which must be repaid over an extended period after the student leaves college or drops to less than half-time enrollment. Funding for financial aid programs is provided by the Federal government, state government and private organizations and individuals. More detailed information is available at www.pgcc.edu/financial aid. The Financial Aid Office is located in Bladen Hall, Room 121 and is open between 8:30 a.m. and 8:00 p.m., Monday through Thursday and from 8:30 a.m. until 5:00 p.m. on Friday with staff available after 10:30 a.m. Students also may call 301-322-0822 during these hours. Extended hours are available during peak registration periods for the fall and spring semesters.

What Is Financial Need?
Many financial programs, most notably, federal student financial aid programs, are awarded to students based on their financial need. Financial need is the difference between the expected cost of attendance at Prince George’s Community College and the student’s or family’s expected ability to pay based on the FAFSA results. (Cost of attendance may include tuition, fees, books and supplies, transportation and miscellaneous expenses.) The information reported on the application for aid is used in a formula established by the United States Congress that calculates Expected Family Contribution, an amount the student or family is expected to pay toward the student’s education.

Who Is Eligible for Financial Aid?
To be potentially eligible, a student must:
- Be a U.S. citizen or eligible noncitizen.
- Have a valid Social Security Number (unless you’re from the Republic of the Marshall Islands, the Federated States of Micronesia or the Republic of Palau).
- Be registered with Selective Service if you are male and 18 to 25 years of age (go to www.sss.gov for more information).
- Have a high school diploma or a General Education Development (GED) Certificate or pass an exam approved by the U.S. Department of Education or have completed a high school program in an approved home school setting.
- Be enrolled or accepted for enrollment as a regular student working toward a degree or certificate in an eligible program.
- Not have a drug conviction for an offense that occurred while you were receiving federal student aid (such as grants, loans or work-study).
- Not owe a refund on a federal grant or be in default on a federal student loan.
- Demonstrate financial need (except for unsubsidized Stafford Loans).

Scholarships
A Prince George’s Community College student with a current e-mail address and password can apply for scholarships at the following website: https://cc.scholarshipamerica.org/pgcc

How to Apply for Financial Aid
The first step in applying for financial aid is to complete the Free Application for Federal Student Aid (FAFSA). The application may be completed electronically at www.fafsa.ed.gov. Follow the steps and instructions on the website. Be sure to secure your PIN number. This will provide you with the speediest processing of your application. Be sure to list Prince George’s Community College’s code (002089) on your FAFSA. New for the 2012–2013 academic year is the fact that the college can no longer accept copies of federal tax returns. You will have to select the IRS data retrieval option on your FAFSA. If you do not select this option, you will be required to obtain an official tax transcript from the IRS. No copies will be accepted.

The FAFSA must be completed once each academic year for which financial aid is requested. In addition to completing the FAFSA, the student (and his or her parents, if dependent) may be required to provide additional information to verify their eligibility to receive financial aid. The additional information can include official tax transcripts as well other documentation such as proof of citizenship, high school graduation or other proof to show that the student meets all eligibility requirements.

Financial Aid Application Deadlines
Students who want to be assured that their paperwork will be processed for timely use in a given semester must have all applications and required documents on file in the Financial Aid Office by the following priority deadlines:
- March 1—For Maryland State Scholarships (Maryland residents only)
- June 1—For aid beginning in the fall semester
- November 1—For aid beginning in the spring semester

To meet these priority deadlines, students should complete and file the FAFSA by March 1 for the fall semester and by November 1 for the spring semester. Students whose complete paperwork fails to reach the Financial Aid Office by the priority deadlines should be prepared to pay tuition and fees themselves. Such payments may later be reimbursed once eligibility for aid has been determined and aid has been authorized.

Financing Options

Federal Financial Aid Programs
Federal financial aid programs offered at Prince George’s Community College include the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Work-Study Program, and Federal Direct Student Loan Program.

More detailed information about the federal financial aid programs is available on the Student Aid on the Web, http://www.studentaid.ed.gov. Choose the “Funding Your Education” Option under “Applying for Financial Aid” to get current, comprehensive information on these Federal student financial aid programs.

Maryland State Scholarship/Grant Programs
Scholarship awards are made by the Maryland Higher Education Commission to eligible Maryland residents who show academic promise and demonstrate financial need. The postmark deadline for filing the FAFSA is March 1 for the upcoming academic year. Information and applications may be obtained from high schools, the college or the Maryland Higher Education Commission at 1-800-974-0203 or visit their website at www.mhec.state.md.us.
Maryland Part-Time grants may be awarded to part-time, degree seeking Maryland students who are enrolled in 6 to 11 credits during the fall or spring semester.

**Prince George's Community College/Foundation Scholarships**

Scholarships at Prince George's Community College are available for new and returning students. Many competitive scholarships are awarded annually to both full- and part-time students. Please contact the Financial Aid Office for a scholarship booklet and application forms in the spring semester for the upcoming academic year.

**District of Columbia Assistance Programs**

Students who are residents of the District of Columbia may qualify for financial assistance from the District Financial Assistance programs available. These include D.C. Tuition Assistance (TAG) and D.C. Leveraging Educational Assistance Partnership Program (LEAP). Students may apply for either program using the D.C. OneApp which is located at www.seo.dc.gov. The application is available on January 1 and must be filed by June 30 each year. Students must apply and meet the program specifications on an annual basis.

**AOBA Scholarship Program**

A number of full-tuition scholarships are available for Prince George's County high school seniors or high school graduates within the last three years, who have been accepted for admission or are enrolled in Prince George's Community College. Students must have a minimum 2.5 cumulative high school/college grade-point average and demonstrate financial need. Students should ask their guidance counselors for applications or request applications from the Financial Aid Office.

**Honors Academy Scholarships**

Students who are academically outstanding and are interested in a rigorous program of study, college and community service and leadership compete for admission to the Honors Academy. Students admitted to the Honors Academy and who maintain their eligibility receive full tuition and fees scholarships at Prince George's Community College and financial assistance when they transfer to one of the college's Honors Academy partnering four-year institutions.

For more information about the Honors Academy, see chapter 9.

**Legacy Scholarships**

The Prince George's Community College Board of Trustees annually awards a predetermined number of scholarships to Prince George's County high school graduates who demonstrate high academic ability. Beyond the minimum academic criteria of an outstanding student record, students must possess excellent leadership and service-oriented skills. A scholarship selection committee selects eligible students from among those graduates who meet the eligibility requirements and will be attending Prince George's Community College. For more information, graduating seniors should contact their high school guidance counselors or call the Office of Recruitment or the Financial Aid Office at the college.

**Health Manpower Shortage—Tuition Reduction for Nonresident Nursing Students**

Students from outside the state who are formally admitted and enrolled in an education program leading to licensure in nursing shall be considered residents for tuition purposes as established under Section 16-407 of the Education Article of the Maryland Annotated Code. There are detailed criteria and conditions for this tuition reduction. They are available from the Financial Aid Office, Bladen Hall, Room 121, as is the paperwork required for acceptance into this program.

**Hillman Entrepreneurs Program**

Students who have a passionate desire to start or run a business or nonprofit organization may apply for admission to the Hillman Entrepreneurs Program. Admission is competitive and students in any transferable major except pre-law can apply. The program, which is a collaboration with University of Maryland College Park (UMCP), develops students' entrepreneurial abilities while supporting academic success. Students who are admitted receive a full scholarship while at Prince George's Community College. Once they complete their associate degrees, students transfer to UMCP to earn their bachelor's degree. At UMCP, the Hillman Entrepreneurs will have up to 60 percent of their tuition paid and will receive a merit scholarship of $1,000. Applicants must be U.S. citizens or permanent residents and Maryland residents. For more information, call 301-322-0700.

**Veterans Benefits**

Veteran students who are eligible for educational benefits should contact Veterans Affairs (VA) Office located in Bladen Hall, Room 124, for more information. Students who are the spouses or children of deceased or disabled veterans should contact the Veterans Administration at 1-888-442-4551 for information concerning their eligibility and regulations governing their benefits. Benefit information also is available on the VA website: www.gibill.va.gov.

Students planning to use their VA benefits must be aware that the monthly benefits are paid retroactively at the end of each month of attendance in classes. Veterans in programs other than the Post 9/11 GI Bill or the VA Vocational Rehabilitation Program should therefore plan some other way to pay the tuition for their first semester in order to allow ample time (8–10 weeks) for the VA to authorize and award benefits.

**Temporary Employment for Students**

Contact the Career and Job Services Center, Marlboro Hall, Room 2102, 301-322-0109, to learn more about temporary employment available in the surrounding metropolitan area. Temporary employment is not guaranteed as the number of positions available varies depending on the needs of prospective employers.

**Satisfactory Academic Progress Requirements for Financial Aid**

Students who apply for or receive federal and state financial aid must make satisfactory academic progress toward the completion of course requirements in their degree or certificate programs. Federal and state aid includes grants, loans and scholarships. Satisfactory academic progress encompasses two measures of academic progress: completion rate and grade point average (GPA). “Satisfactory academic progress” means that a student must pass and earn the required percentage of all the credit hours, equivalent hours or combination of both, that he or she is registered for during any term in which aid is received.

**Satisfactory Academic Progress Standard for Financial Aid**

Students who do not meet the criteria below will be notified via e-mail through the Owl Mail system. Clear step-by-step instructions will be included in this e-mail. It is important that all students pay close attention to the deadlines in the e-mail.
Minimum Standards for All Financial Aid Students
Students who are receiving federal student financial aid are required to maintain satisfactory academic progress (SAP) in their program of study. To maintain SAP students must meet all three of the following standards:

1. Maintain a cumulative grade point average (GPA) as follows:

<table>
<thead>
<tr>
<th>Total Credits Attempted</th>
<th>Minimum Cumulative GPA</th>
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<tbody>
<tr>
<td>1 to 18</td>
<td>1.50</td>
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<tr>
<td>19 to 31</td>
<td>1.75</td>
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<tr>
<td>32 to 44</td>
<td>1.85</td>
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<td>45 or above</td>
<td>2.00</td>
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2. Complete two-thirds (67%) of all cumulative attempted credits with grades of A, B, C, D or P.

**Note:** Attempted credits include credits for withdrawn, repeated, transfer, audited, failed, incomplete courses, developmental and all courses taken at Prince George's Community College, regardless of year taken.

3. Complete their program of study within 150% of the published time frame.

   For example, if your program of study requires 60 credits in order to earn your degree, your maximum time frame is 90 attempted credits. Once you have attempted 90 credits, you will no longer be eligible to receive financial aid. See number 2, above, to see what counts as attempted credits.

Evaluation Process
1. SAP will be evaluated for all students at the conclusion of the spring semester with the exception of the Police Academy.

2. Students who do not meet the three standards described above will be placed on Financial Aid suspension. Students who are suspended from financial aid eligibility due to SAP issues may follow the SAP appeal process to request reconsideration.

Other Standards
1. Financial aid can only be received for a maximum of one year of developmental coursework (30 Equivalent Hours). Developmental course grades are considered in calculating students' cumulative GPA for SAP purposes.

2. ESL credit courses are considered in determining students' cumulative GPA, completion rate and program completion percentage.

3. Police Academy financial aid recipients must maintain continuous enrollment in each term to remain eligible for financial aid. Continued eligibility will be based on the number of clock hours completed.

4. Scholarship recipients must maintain the GPA required by the scholarship provider in order to receive the scholarship funds.

SAP Appeal Process
Students who wish to appeal their SAP suspension must meet with an academic advisor to complete an academic plan. The completed academic plan, along with a written appeal, is to be submitted to the Financial Aid Appeals Committee. The appeal must include a detailed explanation of the circumstances which led to the poor academic performance or additional time needed to complete the degree. It is recommended that students appealing suspension carefully review their academic transcript to ensure that the overall performance is explained in the written appeal.

All appeals must include:
1. a copy of the completed academic plan;
2. an explanation of why the student failed to meet SAP standards, accompanied by documentation;
3. an explanation of what has changed that will allow the student to meet SAP standards at the next evaluation period.

**Appeals must be received by July 1 for Fall enrollment.**

Approved Appeals
Students whose appeals are successful will be placed on financial aid probation and must adhere to the terms of their academic plan. The Office of Financial Aid will monitor progress. Students must alert their academic advisor if they feel that they cannot meet the terms of the academic plan as outlined.

Denied Appeals
Students whose appeals are denied will remain on financial aid suspension. Students who are on financial aid suspension are not eligible to receive federal student financial aid but are allowed to continue attending the college at their own expense if they are academically eligible to do so.

Reestablishing Eligibility
Reinstatement of aid eligibility after financial aid suspension is not automatic when students improve their GPA or completion rate. However, students who improve to the point of meeting SAP criteria at any point before the stated end of the academic plan will again be eligible.

Financial Aid Refund Policy
Federal regulations require that when students withdraw from the college or stop attending classes during a payment period (such as a semester) that the amount of the federal student financial assistance received be adjusted to the amount that has been "earned" up to the point the student withdraws or stops attending classes. The amount of assistance earned is determined based on the portion of the payment period that the student completed. For example, if a student withdraws from the college after attending 30 percent of the semester, they have "earned" 30 percent of their financial aid. If the student has received less than the aid "earned", the funds are released; if the student has received more than the aid "earned", the excess funds must be returned. Once the student has completed 60 percent or more of the payment period, they have "earned" all of the assistance awarded.

If the student must return funds, the funds are returned to the financial aid programs from which the student received them. Funds are returned in the following order: Federal Stafford, PLUS Loan Program, Federal Pell Grants, Federal ACG Grants, Federal SEOG awards and other Title IV student assistance.

Overawards
Students may not receive more federal student financial assistance than their "need." Students who receive federal financial aid awards in excess of their financial need will have their assistance adjusted or reduced until they are no longer receiving an overaward. The student is responsible for repayment to the college of the overawarded amount. Students also should be aware that they cannot receive federal financial aid at two institutions which they may be simultaneously attending during the same semester.