

2011

SUMMER FINANCIAL AID GUIDE BOOK

The purpose of this booklet is to guide Daytona State College students on the eligibility and availability of financial aid and how it affects the summer term.

HOW TO APPLY FOR SUMMER FINANCIAL AID

1. Students **must** complete the Free Application for Federal Student Aid (FAFSA) for either the 2010-2011 year and/or the 2011-2012 year.
2. Make sure that all required documents to complete your financial aid file have been submitted to the Financial Aid Office. (for example: tax returns, verification worksheets, etc.)
3. Financial aid applications will not be processed unless the student has registered for the 2011 summer term **and** items 1 and 2 above are completed.
4. Complete and submit the appropriate request for summer financial aid: Request for Summer Pell Grant form, Request for Summer Direct Student Loan form (or both) to the Financial Aid Office. The forms are available on our web site or at any of the Financial Aid Services Offices.

Please note that if, after the end of the spring term you are not meeting the requirements for Satisfactory Academic Progress, your summer financial aid will be canceled.

Note: Bridge Loans will not be available for students who register for summer coursework prior to the end of the spring term as Satisfactory Academic Progress has not been reviewed.

Pending changes in federal regulations may eliminate or reduce your eligibility for the Pell Grant for the 2011 summer term.

GENERAL ELIGIBILITY REQUIREMENTS FOR FINANCIAL AID

- Students must be enrolled in an eligible degree or certificate program and must be enrolled in courses required by that degree or certificate program.
- Students must be meeting Satisfactory Academic Progress.

SUMMER ELIGIBILITY REQUIREMENTS FOR FINANCIAL AID

Federal Pell Grant:

- Summer Pell Grant funding is based upon your enrollment status and your hours completed during the prior fall and spring semesters.
- The amount of Pell Grant funds available for each enrollment status is based on the

payment approved for each EFC (estimated family contribution) according to the federal payment chart. For example:

<u>Fall Enrollment</u>	<u>Spring Enrollment</u>	<u>Remaining Eligibility for Summer</u>
Full time	Half time	Half time
Half time	Half time	Full time
Full time	Three-quarter time	One-quarter time (less than half time)
Three-quarter time	Three-quarter time	Half time

- Students cannot receive a Federal Pell Grant if they are repeating a vocational course.
- **New for Summer 2011:** Students attending a summer term must complete both the 2010-2011 and the 2011-2012 FAFSA. Schools will be required to assign the summer 2011 Pell Grant to the award year that results in the higher Pell Grant payment (based on either the 2010-2011 FAFSA or the 2011-2012 FAFSA, if processed and verified, if required).
- If you have used your entire first scheduled Pell Grant (you received a full-time Pell Grant for both the fall and spring semesters), you may be eligible for a “second” scheduled Pell Grant award if you show progression.
- Progression for a second scheduled Pell Grant award is determined by earning 24 credits during the 2010-2011 academic year (fall and spring semesters), and enrolling in at least 6 credits during the 2011 summer term. If you earn less than 24 credits during the 2010-2011 academic year (fall and spring semesters), you must have 25 or more credits by combining your fall and spring earned credits with your 2011 summer term enrolled credits. (Daytona State College considers 24 completed credits as an academic year for financial aid purposes.)

For example:

Student A	Fall 2010	Spring 2011	Summer 2011	Total
Credits registered	12	12	12	36
Credits earned	12	12	12	36
% of Pell Grant Award	50% of 1 st scheduled award	50% of 1 st scheduled award	50% of 2 nd scheduled award	100% from 1 st scheduled award and 50% from 2 nd scheduled award

Student A was eligible for a second scheduled Pell Grant award for summer since he/she completed 24 credits during the fall and spring semesters, and was enrolled at least half time for the 2011 summer term.

Student B	Fall 2010	Spring 2011	Summer 2011	Total
Credits registered	12	12	06	30
Credits earned	09	09	06	24
% of Pell Grant Award	50% of 1 st scheduled award	50% of 1 st scheduled award	Not eligible	100% from 1 st scheduled award

Student B was not eligible for a second scheduled Pell Grant award for summer since he/she completed only 18 credits during the fall and spring semesters, and by combining the 6 credits for the 2011 summer term with the earned credits, he/she still did not have at least 25 credits.

Student C	Fall 2010	Spring 2011	Summer 2011	Total
Credits registered	12	12	08	32
Credits earned	09	09	08	26
% of Pell Grant Award	50% of 1 st scheduled award	50% of 1 st scheduled award	25% of 2 nd scheduled award	100% from 1 st scheduled award and 25% from 2 nd scheduled award

Student C was eligible for a second scheduled Pell Grant award for summer since he/she completed only 18 credits during the fall and spring semesters, and by combining the 6 credits for the 2011 summer term with the earned credits, he/she still had at least 25 credits.

- **To receive a second scheduled Pell Grant award, a student must be enrolled for at least 6 credits during the summer term. If, for any reason, including class cancellation, you do not take at least 6 credits during the summer, you would not be eligible for a second scheduled Pell Grant award and you will be responsible for paying any tuition and fees incurred.**
- Students who have remaining Pell Grant eligibility from their first scheduled Pell Grant award do may not have to be enrolled for at least 6 credits.
- A student's eligibility for financial aid is partially based on enrollment status as well as the start date of classes. **Students should be aware that certain courses have staggered or irregular start dates (A and B terms) that are not the same as the beginning of the standard semester.** Students enrolled in these courses are not eligible to receive the financial aid funds until the classes are in progress and enrollment can be verified. [This means that funds will be held until enrollment is verified for B term or late start course(s)]. For example: If you are eligible for the federal Pell Grant and you are enrolled for 3 credits in Term A and 3 credits for Term B, you will only receive half of your Pell Grant amount after your enrollment has been verified for Term A; you will receive the other half of your Pell Grant amount after Term B begins and your enrollment has been verified. If you are enrolled for 6 credits for Term B only, your Pell Grant funds will not be disbursed until after Term B begins and your enrollment is verified. If you are registered for late start or staggered start classes, the Pell Grant for these classes will be coded as a Late Start Pell.]
- **Pending federal legislation may affect the amount of the Federal Grant, or it may reduce or eliminate the “year-round” or “second scheduled” Pell Grant for the 2011 summer term.**

Federal Direct Loan:

- Borrowing on a loan is a serious undertaking, and can be a major contributor to excessive student debt. Be a smart borrower and avoid overwhelming loan obligations by understanding your options and keeping your debt to a minimum. You are encouraged to borrow only the amount necessary to pay for tuition, fees, and books. *Caution:* Please remember, at the start of the semester, loans are being processed by every college in the country, resulting in a possible slowdown in the system due to the high volume. You should never write checks or make payment promises when waiting for a loan disbursement.
- First-year students who are also first-time loan borrowers will not receive their loan funds until at least 30 days after classes begin in their program.

- Students who did not borrow the maximum amounts available to them per their grade level in their program of study and dependency status during the 2010-2011 academic year may have remaining eligibility for a Direct Loan for the summer 2011 term.
- Students must be enrolled at least half time to be eligible for a Federal Direct Loan.
- **If for any reason, including class cancellation, you do not take at least 6 credits, no loans can be awarded or disbursed** and you will be responsible for paying any tuition and fees incurred.
- **Summer loans will be disbursed in two disbursements during the summer term.**
- The first source of funds posted to your student account will be used to pay your charges to the College. This means that if your loan funds are posted to your student account prior to grant funds, the funds will be used to pay your charges with the college.
- **Federal Direct Loan Entrance Counseling:** All first-time borrowers at Daytona State must complete Federal Direct Loan Entrance Counseling. The purpose of entrance counseling is to inform you of your rights and responsibilities as a borrower. **The loan will not be processed until the Loan Entrance Counseling is completed.**
 - Loan Entrance Counseling may be completed on the web at <http://studentloans.gov>.
 - Click Sign-In in the Manage My Direct Loans box on the left
 - Sign in using your PIN (this is the same PIN used to sign your FAFSA)
 - Select Complete Entrance Counseling (on the menu on the left)
 - Complete entrance counseling for students in an undergraduate program

The Financial Aid office will be notified when this requirement is met.
- Federal Direct Loan Request Form for Summer 2011: If you have not already done so, please complete and return the Federal Direct Loan Request Form for Summer 2011 and indicate the amount requested.
- Federal Direct Loan Master Promissory Note (MPN): Complete the Direct Loan MPN on the web at www.studentloans.gov. (Please note: If you have previously completed a Federal Direct Loan (MPN), **you are not required to complete another Direct Loan MPN.**)
 - Click Sign-In in the Manage My Direct Loans box on the left
 - Sign in using your PIN (this is the same PIN used to sign your FAFSA)
 - Select Complete MPN (on the menu on the left)

FINANCIAL AID DISBURSEMENT INFORMATION

- **Note: Disbursement is when the funds are expected to be posted to your student account to pay any outstanding fees at the time. Disbursement is not your refund. Please see the Student Accounts Office for estimated refund dates and questions regarding refunds.**
- Disbursement of student loans, grants and scholarships will not occur until each instructor has verified attendance.
- Students should be aware that certain courses have staggered or irregular start dates (A and B term) that are not the same as the beginning of the standard semester. Students enrolled in these courses are not eligible to receive the funds until the classes are in progress and enrollment has been verified.
- Enrollment Status: Your financial aid award is based on your enrollment status as indicated on your award letter or on the web. Your financial aid award will be adjusted after the end of the tuition refund date based on your actual enrollment status. If you are receiving Pell Grant from a second scheduled year disbursement, these funds will not be disbursed until you meet the eligibility requirements. (Note: You must be enrolled at least half time in order to be eligible for a second scheduled year Pell Grant.)

Full-time enrollment:	12 or more credits
Three-quarter-time enrollment:	9-11 credits
Half-time enrollment:	6-8 credits
Less than half time enrollment:	1-5 credits

OTHER IMPORTANT INFORMATION

- If the College receives information indicating that you have exceeded your annual maximum financial aid because of the aid you received at another institution, you will be required to return all or a portion of the aid received from Daytona State College.
- Federal regulations require you to be enrolled in an eligible program of study that leads to a degree or certificate, and be enrolled in courses required for that degree or certificate.
- Students enrolled in vocational programs for summer are awarded based on a different set of federal regulations; information about credit course enrolment may not apply. Please check your specific situation with the Financial Aid Office.
- Deadline Dates for submission of Financial Aid Pell and Direct Loan Request Forms:
 - May 17, 2011: For student registered for Summer A/10 week session beginning May 18, 2011
 - July 15, 2011: For students registered for Summer B beginning July 5, 2011
- Please be sure to read the Financial Aid Award and Disbursement Guide that was included with your original award letter and is available on the web at <http://www.daytonastate.edu/finaid/disbursement.html>.

STUDENT WITHDRAWAL AND FEDERAL REQUIREMENTS

This policy applies to students who receive Federal student financial assistance under Title IV of the Higher Education Act. Types of assistance are the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Teacher Education Assistance for College and Higher Education Grant, Federal Direct Loan (subsidized and unsubsidized) and Federal Direct Parent PLUS Loan. A student who withdraws from or stops attending **all courses** prior to completion of more than 60 percent of the semester will be required to repay all or a percentage of the federal aid received. This may result in the student owing a balance to the College and/or the federal government. Unpaid balances will result in a hold on the student's records, diplomas, transcripts, and future registration activity. Furthermore, these debts may be referred to an outside collection agency and to appropriate credit bureaus. Resulting collection costs will be added to the original debt and the student must pay these costs, as well as attorney's fees, if applicable. More detailed information is available upon request from the Financial Aid Services Office.

New regulations effective for 2011-2012: If a student is attending both the A term and the B term, and withdraws from all classes in the A term or withdraws from all classes in the B term, he/she may be required to repay all or a percentage of the federal aid received. For example: A student who withdraws from all A term classes prior to completion of more than 60 percent of that term, and is registered for B term classes, must confirm in writing that he/she does intend to

enroll in the B term classes. If the student does not submit this written confirmation of the intent to enroll in the B term classes, the student will be considered withdrawn for financial aid purposes, and the student may be required to repay all or a percentage of the federal aid received. (Also, if the student completes all classes from the A term, but withdraws from all classes from the B term, the student will also be considered withdrawn for financial aid purposes, and the student may be required to repay all or a percentage of the federal aid received.)

OFFICE HOURS:

Daytona Campus: Monday-Thursday 8 a.m.-6:30 p.m.; Friday 8 a.m.-5 p.m.

Deland Campus: Monday, Wednesday and Friday 8 a.m.-5:30 p.m.; and Tuesday, Thursday 9:30 a.m.-6:30 p.m.

Deltona Campus: Monday 9:30 a.m.-6:30 p.m.; Wednesday and Thursday 8 a.m.-5 p.m.; and Closed on Tuesday and Fridays.

Edgewater/New Smyrna Beach Campus: Monday 9:30 a.m.-6:30 p.m.; Tuesday and Friday 8 a.m.-5 p.m.; and Closed on Wednesday and Thursday.

Flagler/Palm Coast Campus: Tuesday 9:30 a.m.-6:30 p.m.; Wednesday-Friday 8 a.m.-5 p.m.; and Closed on Mondays.

SUMMER HOURS: Beginning May 23, 2011-July 29, 2011, Daytona State College will be closed on noon on Fridays. All Financial Aid Services offices will be closed from 12 p.m.-5 p.m. on Fridays during that time period.

Financial Aid Services Office
1200 W. International Speedway Blvd
Daytona Beach, FL 32114
386-506-3015 Office
386-506-4442 FAX
Email: financialaid@daytonastate.edu



FINANCIAL AID SERVICES
 1200 W. Int'l Speedway Blvd.
 Daytona Beach, FL 32114
 (386) 506-3015
 FaxⓈ(386) 506-4442

PELL GRANT REQUEST FOR SUMMER 2011

This form will not be accepted if you have any outstanding documents, the verification process has not been completed, if required, and you are not registered for the summer term.

Please complete this form and return to the Financial Aid Services Office.

Student's Name (Printed) _____ Student's ID/SSN _____

 Please state the number of credit hours you are registered for below:

Summer A/10 week: The deadline for submission of this request is **May 27, 2011** for summer A and the 10 week summer session, both of which start May 18th,

(May-June)

_____ 12 credits or more _____ 6-8 credits
 _____ 9-11 credits _____ 1-5 credits*

Summer B semester: The deadline for submission of this request is **July 15th** for summer B classes that start July 6th. Please note ** below.

(June-August)

_____ 12 credits or more _____ 6-8 credits
 _____ 9-11 credits _____ 1-5 credits*

Please note the following:

- **Pending changes in Federal regulations may eliminate or reduce your eligibility for the Pell Grant for the summer term.**
- **Students enrolled for less than 6 credit hours for all of the summer sessions and have been paid a full time Pell Grant for the fall and spring semester will not be eligible for a summer payment (second scheduled).**
- **In order to be eligible for a second Pell Grant payment, you must progress to a second year. A second year at Daytona State College for financial aid purposes begins at 25 earned credit hours.**
- **Satisfactory Academic Progress (SAP) may not have been reviewed at the time your summer award is made. If you do not meet the requirements for SAP your award will be canceled.**
- **If your payments for the 2010-2011 academic year was less than full time you may have remaining eligibility and will not be required to register for 6 hours for the summer term.**
- **The amount of funds available for each enrollment status is based on the payment approved for each EFC according to the federal payment chart.**

- **Students who are repeating vocational credit coursework are not eligible for the Pell Grant for those courses.**
- **Summer 2011 is considered a crossover term at Daytona State College. If a student has a completed and verified 2010-2011 and 2011-2012 FAFSA ,the school will assign summer 2011 to the award year that results in the higher Pell Grant payment for the summer.**
- **If you received your first Pell Grant payment in the 2008-2009 award year or after, you will be limited to 18 semesters of full time payments or its equivalent for part time. You may track your remaining Pell Grant eligibility at www.nslids.ed.gov or through your Student Aid Report (SAR)**
- **If you are receiving a Pell Grant, the disbursement of funds will not occur until after the start dates of your classes.**
- **If you are eligible for a second scheduled Pell Grant payment for the summer term, the funds will not be posted to your account until your enrollment for at least 6 credit hours has been verified.**
- **The second scheduled Pell Grant disbursement may affect your eligibility for Pell in the spring term 2012 if awarded for the 2011-2012 academic year and progression is not made.**
- **A student's eligibility for financial aid is partially based on enrollment status as well as the start date of classes. Students should be aware that certain courses have staggered or irregular start dates (A and B terms) that are not the same as the beginning of the standard semester. Students enrolled in these courses are not eligible to receive the financial aid funds until the classes are in progress and enrollment can be verified. [This means that funds will be held until enrollment is verified for B term or late start course(s)].**

I certify that the above information I have supplied is true and correct. **I understand that any changes to my enrollment status may result in the reduction or elimination of my eligibility for financial aid and that due to pending changes in Federal Regulations the Pell Grant may not be available for the summer term. *I have also read and understand the 2011 Summer Financial Aid Guide.***

Student's Signature

Date

OFFICE USE ONLY:

Purge hold placed on account until _____

by _____

Pell Awarded _____



FINANCIAL AID SERVICES
 1200 W. Int'l Speedway Blvd.
 Daytona Beach, FL 32114
 (386) 506-3015
 Fax (386) 506-4442

DIRECT LOAN REQUEST FOR SUMMER 2011

Please complete this form and return it to the Financial Aid Services Office no later than May 27, 2011 for the summer term beginning May 18th and no later than July 15, 2011 for the summer term beginning July 5, 2011.

Student's Name _____ Student's ID/SSN _____
 Expected graduation date: _____ Email address: _____
 Home Phone # () _____ Cellular Phone # () _____

Important: Satisfactory Academic Progress may not have been reviewed at the time your summer award is made. If you do not meet the requirements for SAP, your award will be canceled.

Students who did not borrow the maximum amounts available to them per their grade level in their program of study and dependency status during the 2010-2011 academic year may have remaining eligibility for a Direct Loan for the 2011 summer term.

Please check the Loan Maximums section below to see if you qualify for a loan for the summer. If you have received the maximum amounts, you may not be eligible for a loan for the summer term.

Loan Maximums:

- For all certificate students and for AA, AS or AAS who have completed up to 29 credits or less: Maximum grade level amount of \$3,500 per academic year (\$1,750 per term) on the subsidized/unsubsidized Direct Loan.
- For AA, AS or AAS students who have completed 30 or more credits: Maximum grade level amount of \$4,500 per academic year (\$2,250 per term) on the subsidized/unsubsidized Direct Loan.
- For Bachelors degree students who have completed 60 or more credits: Maximum grade level amount of \$5,500 per academic year (\$2,750 per term) on the subsidized/unsubsidized Direct Loan.
- All students (regardless of dependency status) can borrow up to \$2,000 on the unsubsidized Direct Loan per year even if they have borrowed their maximum grade level amount. Students in the AA, AS, AAS or certificate programs who are independent as determined by the FAFSA (and dependent students whose parent has applied for a Federal Direct Parent PLUS Loan and been denied) are eligible to borrow an additional \$4,000 per academic year (\$2,000 per term) on the unsubsidized Direct Loan (\$5,000 per academic year for bachelor degree students who are independent).
- In order to borrow for this 2011 summer term you must be enrolled in at least 6 credit hours for the summer session. For example, you may be registered for 6 credits for Summer A, or you may be registered for 3 credits for Summer A and 3 credits for Summer B in order to be eligible for a loan.
- The Financial Aid Services Office will make the final determination on the loan type and amount based on your prior borrowing this year, the aggregate and grade level limitations, cost of attendance, and loan pro-ration requirements.
- Aid for students registered for Summer B only or who will not be enrolled in 6 hours until the Summer B term begins will not be processed until enrollment is verified.
- Please be aware that your summer loan will be disbursed in two disbursements during the term, one-half of the loan proceeds each time. The second disbursement cannot be received until at least half way through the loan period. Please see Student Accounts information for anticipated disbursement dates and refunds.
- All new students submitting a request for loan must complete a Direct Loan Master Promissory Note. New loan borrowers must complete entrance counseling. See loan section on reverse for instructions
- First-year students who are also first-time loan borrowers will not receive their loan funds until at least 30 days after classes begin in their program. Please see Student Accounts information for anticipated disbursement dates.
- Students should be aware that certain courses have staggered or irregular start dates (A and B terms) that are not the same as the beginning of the standard semester. Students enrolled in these courses are not eligible to receive the funds until the classes are in progress and enrollment has been verified.

I would like to request a Subsidized and/or Unsubsidized Direct Loan for the total amount of \$_____ for the summer.**

** Your loan will be processed for the loan program for which you are eligible. For example, if you have received the maximum amount for the subsidized Direct Loan, but have eligibility for an unsubsidized Direct Loan, the unsubsidized Direct Loan will be awarded to you.

Please note the following: The interest on the **Subsidized Direct** Loan is paid by the federal government while the student is enrolled for at least 6 credit hours. Students who demonstrate need through the FAFSA are eligible for this type of loan. The interest on the **Unsubsidized Direct** Loan is

not paid by the federal government while the student is enrolled, the interest is accruing. You have the option to have the interest added to the principal balance of the loan or you may make the interest payments.

I certify that the above information I have supplied is correct and request that the Financial Aid Services Office proceed in processing a Direct Loan. I also understand that any changes to my enrollment and Satisfactory Academic Progress status may result in the reduction or elimination of my eligibility for financial aid. I have read and understand the 2011 Summer Financial Aid Guide.

Student's Signature

Date

LOAN SECTION

- Next Steps: Complete the Direct Loan Master Promissory Note (MPN) on line. If you have completed the Direct Loan MPN for the 2010-2011 academic year, you do not have to complete it again.
 1. Go to www.studentloans.gov,
 2. Go to "**Manage My Direct Loans**" box on left and sign in. You will need your PIN (this is the same PIN used to sign your FAFSA) to log in.
 3. Go to **Master Promissory Notes** (on the menu on the left); click on **Complete MPN**
 4. **All students must complete a Direct Loan Promissory note (unless you completed one for the 2010 summer session)**
- New loan borrowers must also complete entrance counseling.
 1. Go to www.studentloans.gov,
 2. Go to "**Manage My Direct Loans**" box on the left and sign in. You will need your PIN (this is the same PIN used to sign your FAFSA) to log in.
 3. Go to **Counseling** (on the menu on the left); click on **Complete Entrance Counseling**.
 4. **Select Direct Loan Entrance Counseling for students in an undergraduate program.**

FINANCIAL AID OFFICE USE ONLY

SUMMER 2011 LOAN WORKSHEET

CARS-FA Entry (Need: Need Form)

CARS-Contact Entry

Previous Loan: Yes No

Entrance Interview Completed: Yes No

Subsidized \$ _____

(if no, add DLENTTRAN contact _____)

Unsubsidized \$ _____

date

Total Previous Borrowing \$ _____

CARS MENU-OPTION F STUDENT SCHEDULE

Summer: SI (A) 6 week ____ S4-10 week ____ S5 (B) 6 week ____ Total ____

K-SCOPE FINANCIAL AID ONE- STOP

Program Code: _____ Class: Freshman Sophomore Junior Senior

Completed hours _____ Transfer hours _____ Total hours _____ DEP/IND

Loan certification date: _____ Loan certified by _____