

# TECHNICAL COLLEGE OF THE LOWCOUNTRY

## PROCEDURE

**PROCEDURE NUMBER:** 4-1-406.1

**PAGE:** 1 OF 3

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**PROCEDURE TITLE:** FEDERAL PELL GRANT PROGRAM

**BASED ON POLICY:**

**REVISION NUMBER:** 2

**OFFICE OF  
RESPONSIBILITY:** FINANCIAL AID

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**PRESIDENT**

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September 28, 2012

**DATE**

## PURPOSE

The Federal Pell Grant program provides grant assistance to students who are:

- (1) undergraduates enrolled in a degree, diploma, or certificate program, and
- (2) eligible for assistance as set forth by the Title IV Federal Pell Grant program regulations.

This procedure outlines the application process, award, and refund for a Pell Grant.

## PROCEDURE

### 1. Application Guidelines:

- a. The student completes a Free Application for Federal Student Aid (FAFSA), which provides Title IV Federal Financial Assistance. This form is available at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The student is responsible for submitting the FAFSA by the prescribed college deadlines to ensure processing prior to the start of class. Also, students submitting the FAFSA later in the year must meet the US Department of Education's deadline of June 30 to ensure processing for the academic year.

b. .

# TECHNICAL COLLEGE OF THE LOWCOUNTRY

## PROCEDURE

**PROCEDURE NUMBER:** 4-1-406.1

**PAGE:** 2 OF 3

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- c. The student receives eligibility notices (Student Aid Report or SAR) directly from the United States Department of Education's processor, and the college receives an electronically processed application (ISIR). The student is responsible for reviewing the accuracy of the SAR to determine if any changes or errors have been made during submission.
  - d. A checklist of required documents and a verification form are forwarded by the Financial Aid Office to the student for completion and signature. The student must return the documents by the prescribed semester deadlines to ensure processing prior to the payment deadline for the semester. Submission deadlines and payment deadlines are posted on [www.tcl.edu](http://www.tcl.edu)
  - e. The student completes and returns all requested documents to the TCL Financial Aid Office.
  - f. Students are awarded an annual amount, which is allocated each term according to the College's semester schedule.
2. Awarding Procedures:
- a. An award letter is created from the Datatel System which lists the awards students may be eligible to receive.
  - b. Students are awarded based on their actual enrollment. (i.e. Full-time,  $\frac{3}{4}$ ,  $\frac{1}{2}$  or less than half time enrollment)
  - c. Students are responsible to ensure that their class schedules are for courses in their approved academic programs. Students are not eligible for Pell funding for classes outside of their majors, and financial aid will make adjustments as appropriate.
  - d. Upon posting the awarded amount to the student's account, the student is responsible for any balance due to the Business Office (cashier's) for payment processing by prescribed deadlines.
  - e. Students may elect to have the balance after payment of tuition and fees placed in their bookstore account. Students must complete the Title IV authorization form with the Business office to use Pell funds at the Bookstore.
3. Disbursement of Funds:

# TECHNICAL COLLEGE OF THE LOWCOUNTRY

## PROCEDURE

**PROCEDURE NUMBER:** 4-1-406.1

**PAGE:** 3 OF 3

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- a. The Business Office is responsible for disbursing funds to students in accordance with published schedules.
- b. The Financial Aid Office will verify amount of awards and submit a report to the Business Office. Pell funds are not verified to the student's account until the 17<sup>th</sup> day of class. In addition, students who have documents outstanding to complete their financial aid processing are not eligible to receive funds until the verification process is complete.
- c. The Business Office will disburse a student's credit balance after Financial Aid has certified the student's aid with 17 days of all classes starting -- upon verification, but within 14 calendar days of the Financial Aid Office's verification of aid (17<sup>th</sup> day of all classes starting)