

TABLE OF CONTENTS

1. Tuition and Fees

- 1.1 Massachusetts Residents
- 1.2 New England Regional (CT, RI, VT, NH & ME)
- 1.3 All Other

2. NECC Financial Aid Programs

- 2.1 Federal Grants
- 2.2 State Grants and Tuition Waivers
- 2.3 Student Employment
- 2.4 Federal Student Loans
- 2.5 Federal PLUS Loans for Parents
- 2.6 Alternative Student Loans
- 2.7 NECC Scholarships
- 2.8 Third Party Billing and Payments
- 2.9 Veterans Benefits
- 2.10 Consortium Agreements

3. Applying for Financial Aid

- 3.1 Determine your Eligibility
- 3.2 Apply for a Federal Student Aid PIN
- 3.3 File the FAFSA (Free Application for Federal Student Aid)

4. Determining a Student's Financial Need

- 4.1 Cost of Attendance (COA)
- 4.2 Expected Family Contribution (EFC)
- 4.3 Financial Need

5. The Financial Aid Process

- 5.1 After your FAFSA is submitted
- 5.2 Receive and review your Student Aid Report (SAR)
- 5.3 NECC and the awarding of Financial Aid
- 5.4 How to read your Financial Aid Award
- 5.5 How to Accept or Reject your Financial Aid
- 5.6 How to Request a Federal Student Loan
- 5.7 Completing your Federal Student Loan Requirements
- 5.8 Disbursement of Financial Aid
- 5.9 Appeal of your Financial Aid Award
- 5.10 Book Store Credit
- 5.11 Credit Balance Refunds

6. Maintaining Financial Aid Eligibility

- 6.1 Satisfactory Academic Progress (SAP)
- 6.2 Enforcement of SAP
- 6.3 SAP Enrollment Requirements
- 6.4 Withdrawals and the Impact on Financial Aid
- 6.5 Return of Federal Loans and Grants (Title IV Funds) and State Aid

7. Students' Financial Responsibility

- 7.1 Paying your NECC Bill and Credit Policies

8. NECC Student ID

9. Glossary

10. Directory

1. Tuition and Fees 2011-2012

1.1 Massachusetts Residents

<i>Description</i>	<i>Cost</i>	<i>Notes</i>
Application/Matriculation Fee	\$25	
Tuition	\$25 per Credit	
NECC Fee	\$122 per Credit	
iHealth Program Fee	\$220 per Credit	
Student Activity Fee	\$1 or \$5 per Credit	Course Type E=\$1 B or D=\$5
High Cost Program Fee	\$5 - \$15 per Credit	Level 1=\$5 Level 2=\$10 Level 3=\$15
Malpractice Insurance	\$14.50 per Academic Year	Allied Health Programs only.
Allied Health Testing	Variable	Allied Health Programs only.
Health Insurance	\$928 Annually	Students in 9 or more in Fall or Spring who do not have comparable coverage.
Returned Check Fee	\$25	
Graduation Fee	\$50	

Source: <http://www.necc.mass.edu/getting-started/cost-of-attendance/>

NECC Financial Aid Handbook

1.2 New England Regional CT, RI, VT, NH & ME

<i>Description</i>	<i>Cost</i>	<i>Notes</i>
Application/Matriculation Fee	\$25	
Tuition	\$38 per Credit	
NECC Fee	\$122 per Credit	
iHealth Program Fee	\$220 per Credit	
Student Activity Fee	\$1 or \$5 per Credit	Course Type E=\$1 B or D=\$5
High Cost Program Fee	\$5 - \$15 per Credit	Level 1=\$5 Level 2=\$10 Level 3=\$15
Malpractice Insurance	\$14.50 per Academic Year	Allied Health Programs only.
Allied Health Testing	Variable	Allied Health Programs only.
Health Insurance	\$928 Annually	Students in 9 or more in Fall or Spring who do not have comparable coverage.
Returned Check Fee	\$25	
Graduation Fee	\$50	

Source: <http://www.necc.mass.edu/getting-started/cost-of-attendance/>

NECC Financial Aid Handbook

1.3 All Other

<i>Description</i>	<i>Cost</i>	<i>Notes</i>
Application/Matriculation Fee	\$25	
Tuition	\$226 per Credit	
NECC Fee	\$122 per Credit	
iHealth Program Fee	\$220 per Credit	
Student Activity Fee	\$1 or \$5 per Credit	Course Type E=\$1 B or D=\$5
High Cost Program Fee	\$5 - \$15 per Credit	Level 1=\$5 Level 2=\$10 Level 3=\$15
Malpractice Insurance	\$14.50 per Academic Year	Allied Health Programs only.
Allied Health Testing	Variable	Allied Health Programs only.
Health Insurance	\$928 Annually	Students in 9 or more in Fall or Spring who do not have comparable coverage.
Returned Check Fee	\$25	
Graduation Fee	\$50	

Source: <http://www.necc.mass.edu/getting-started/cost-of-attendance/>

2. NECC Financial Aid Programs

2.1 Federal Grants

Federal Pell Grant (Pell Grant)

The Federal Pell Grant ranges from \$555 to \$5550 per year for full-time students. Applicants must be enrolled in an eligible program and not already have obtained a Bachelor's Degree. Student eligibility and grant amounts are determined by the U.S. Department of Education based on the results of the FAFSA but may vary based on enrollment status (i.e., full time or part time).

Federal Supplemental Educational Opportunity Grant (FSEOG)

The FSEOG is a campus-based federal grant program with awards ranging from \$100 to \$1,000 per year, depending on demonstrated need and availability of funds. Grants are awarded to students with exceptional financial need, and typically to students receiving Federal Pell Grants.

2.2 State Grants and Tuition Waivers

Massachusetts State Grant (*MASS Grant*)

The *MASS Grant* program provides need-based financial assistance to undergraduate students who reside in Massachusetts and are enrolled in an eligible program at an approved college. To be eligible for a *MASS Grant* a student must:

- FAFSA processed by State deadline of May 1.
- Have an Expected Family Contribution (EFC) between 0-5273.
- Be a permanent legal resident of Massachusetts.
- Be a United States citizen or eligible noncitizen.
- Be enrolled full time (at least 12 credits or its equivalent).
- Be enrolled in a certificate, associate or bachelors degree program.
- Not have received a prior bachelor's degree or its equivalent.
- Be in compliance with Selective Service Registration requirements.
- Be eligible for Title IV financial aid
- Not be in default of any Federal or State loan or owe a refund on any previously received financial aid.
- Demonstrate financial aid need as determined by the Federal Methodology need analysis criteria.
- Be maintaining satisfactory academic progress in accordance with institutional and federal standards.

Need Based Tuition Waiver

A tuition waiver for a given term cannot exceed the actual tuition charge for the award period. To be eligible for a *Need Based Tuition Waiver*, a student must:

- Be a permanent legal resident of Massachusetts for at least one year prior to the opening of the academic year.
- Be a United States citizen or eligible noncitizen.
- Be in compliance with applicable Selective Service Registration laws.

- Not be in default of any federal or state loan or owe a refund on any previously received financial aid.
- Evidence documented financial need as measured by a federally approved system of needs analysis.
- Enroll in at least three undergraduate credits per semester in state-supported undergraduate degree or certificate program.
- Maintain satisfactory academic progress in accordance with federal and institutional standards.
- Not have earned a prior bachelors degree or its equivalent.

NECC Grant

The *NECC Grant* is designed to assist needy students in meeting institutional charges such as mandatory fees and non-state-supported tuition. It is a complementary program to the *Need-Based Tuition Waiver*. A NECC grant for a given term cannot exceed the combined institutional tuition and fees charged for the award period.

To be eligible for a *Northern Essex Community College (NECC) Grant*, a student must:

- Be a permanent legal resident of Massachusetts for one year prior to the start of the academic year for which the grant is awarded.
- Be a United States citizen or eligible non citizen.
- Be in compliance with applicable laws regarding Selective Service Registration.
- Evidence financial aid need as measured by a federally approved system of needs analysis.
- Be enrolled in at least three undergraduate credits per semester in an eligible program.
- Not be in default of any federal or state student loan or owe a refund on any previously received financial aid.
- Maintain satisfactory academic progress in accordance with the institution's academic standards policy.
- Not have earned a baccalaureate or professional degree or their equivalent.

Part-time Grant

The *Massachusetts Part-Time Grant Program* is designed to assist needy students attending college less than full-time at an eligible institution.

To be eligible for a *Massachusetts Part-Time Grant*, a student must:

- Be a permanent legal resident of Massachusetts for at least one year prior to the start of the academic year for which the grant is awarded.
- Be a United States citizen or an eligible non citizen.
- Be enrolled for at least six (or the equivalent) but fewer than twelve undergraduate credits per academic term in an eligible undergraduate degree program or eligible certificate program.
- Not have earned a baccalaureate or professional degree.
- Be eligible for Title IV aid and not in default of a Federal or State education loan or owe a refund on any previously received financial aid.
- Demonstrate financial aid need according to program guidelines and under Federal methodology need analysis criteria.

- Be maintaining satisfactory academic progress according to institutional and Federal standards.
- Be in compliance with applicable laws regarding Selective Service Registration.

GEAR UP Scholarship

The *GEAR UP Scholarship* program is a federally funded initiative focused on assisting exceptionally needy students in order to help them obtain a higher education. The Commonwealth of Massachusetts received a GEAR UP State Grant that is administered by the Massachusetts Department of Higher Education Office of Student Financial Assistance based on specific criteria from the U.S. Department of Education. Scholarship awards are equal to the amount of the *Federal Pell Grant* the student is eligible to receive during the academic year.

To be eligible for a *GEAR UP Scholarship*, a student must meet the following requirements:

- Less than 22 years old at the time of the first scholarship award
- Participated in the Early Intervention component of GEAR UP Massachusetts
- Has graduated from a Massachusetts public high school participating in GEAR UP Massachusetts beginning in 2005
- Is a permanent legal resident of Massachusetts for at least one year prior to the start of the academic year
- Is a U.S. citizen or eligible non-citizen under Federal Title IV guidelines
- Is enrolled at least part-time in an eligible program at an eligible institution
- Files a Free Application for Federal Student Aid (FAFSA)
- Maintains satisfactory academic progress (SAP) in accordance with institutional standards
- Is in compliance with applicable laws regarding Selective Service Registration
- Is not in default of any federal or state student loan or owes a refund for any previous financial aid received

Categorical Tuition Waiver

The *Categorical Tuition Waiver Program* provides financial support to individuals who might not have the opportunity to achieve a higher education without such assistance.

To be eligible for a *Categorical Tuition Waiver*, a student must:

- Be a permanent legal resident of Massachusetts for at least one year prior to the opening of the academic year.
- Be a United States citizen or eligible noncitizen.
- Be in compliance with applicable Selective Service Registration laws.
- Not be in default of any federal or state loan or owe a refund on any previously received financial aid.
- A member of an eligible category as defined below:
 - **Veteran:** As provided in M.G.L. Chapter 4, Section 7(43) including: Spanish War, World War I, World War II, Korean, Vietnam, Lebanese peace keeping force, Grenada rescue mission, the Panamanian intervention force, or the Persian Gulf.

For purposes of tuition waivers, the term "veteran" shall also include any individual who served in the army, navy, marine corps, coast guard or air force of the United States for not less than ninety days at least one of which was served in the theatre

- of operation for the Somalian mission known as "Operation Restore Hope" and whose last discharge or release was under honorable conditions.
- **Native American:** As certified by the Bureau of Indian Affairs.
- **Senior Citizen:** Persons over the age of 60.
- **Armed Forces:** An active member of the Armed Forces (Army, Navy, Marine, Air Force or Coast Guard) stationed and residing in Massachusetts.
- **Clients of the Massachusetts Rehabilitation Commission or Commission for the Blind:** As certified by the respective commission.
- In accordance with institutional requirements, each student must present documentation of categorical waiver eligibility to the appropriate college officials.
- Enroll in at least three undergraduate credits per semester in state supported undergraduate degree or certificate program.
- Maintain satisfactory academic progress in accordance with federal and institutional standards.

Additional State Grants and Tuition Waivers

- John and Abigail Adams Scholarship
- Career Advancement Program (CAP)
- Collaborative Teachers
- Commonwealth Hurricane Katrina Emergency Tuition Waiver
- Commonwealth September 11, 2001 Tragedy Tuition Waiver
- Cooperative Association of States for Scholarships (CASS Program)
- Department of Social Services Adopted Children Tuition Waiver
- Department of Social Services Foster Care Children Tuition Waiver
- Early Childhood Educators Scholarship
- Education Rewards Grant
- Incentive Program for Aspiring Teachers
- High Technology Scholar Intern Tuition Waiver Program
- Stanley Z. Koplik Certificate of Mastery Tuition Waiver
- Massachusetts Foster Child Grant
- Massachusetts National Guard Tuition Exemption Program
- One Family, Inc. Scholarship
- Paraprofessional Teacher Preparation Grant
- Paul Tsongas Scholarship Program
- Valedictorian Program
- Washington Center Program

More information can be found on the Massachusetts Department of Higher Education Office of Student Financial Assistance website.

2.3 Student Employment

Federal Work Study Program (FWS)

FWS positions are subsidized by the Federal Government and awarded by NECC based on financial need.

Federal Work Study

Students interested in a FWS job must have demonstrated financial need. If you are interested in participating in work study, you will not be placed in a position or be awarded it up front. Like any other job, you must research the position, apply for a job that interests you, be granted an interview with the hiring manager, and get hired.

Community Service Work Study

Community work study opportunities are also funded by the Federal Work Study program. Off-campus non-profit agencies and organizations that have community service jobs available will contact NECC. Check with the Work Study Coordinator in the Financial Aid Office if you are interested in a community service placement.

Working Papers:

After you are hired, you will need to complete working papers before you can start working. The following original and unexpired documents are needed to process working papers:

- Social Security Card or Birth Certificate AND a valid photo ID *or*
- a United States Passport

More information about Student Employment

- Students average 8-10 hours per week, the maximum is 20 hrs per week.
- Employers will schedule students around their course schedule
- The pay range: Minimum wage \$10 - \$12 per hour
- Students will receive a bi-weekly pay check and can sign up for direct deposit
- More information can be found at www.necc.mass.edu/work-study

2.4 Federal Student Loans

Federal Direct Student Loan

Federal Direct Student Loans are awarded to students based on their grade level and academic standing. There are two types of Direct Student Loans. A subsidized Direct Student Loan is based on financial need and has an interest rate of 3.4% that does not begin to accrue until 6 months after the student is no longer at least half-time enrolled. An unsubsidized Direct Student Loan is not based on financial need and has interest rate of 6.8% that begins accruing at disbursement. These are guaranteed student loans in the student's name and do not require credit approval.

Annual Dependent Loan Limits

	Total	Subsidized	Unsubsidized
First Year (0-30 credits)	\$5,500	\$3,500	\$2,000
Second Year (31-60 credits)	\$6,500	\$4,500	\$2,000

Annual Independent Loan Limits

	Total	Subsidized	Unsubsidized
First Year (0-30 credits)	\$9,500	\$3,500	\$6,000
Second Year (31-60 credits)	\$10,500	\$4,500	\$6,000

2.5. Federal PLUS Loans for Parents

The Federal PLUS Loan for parents is for parents to help pay for the cost of their son or daughters education after high school. To receive approved Parent PLUS Loan funds, an electronic Master Promissory Note must be submitted and approved by the Direct Loan Servicer, the Department of Education. The PLUS Loan Master Promissory Note is a multi-year note designed to cover the maximum loan amount your parent chooses to borrow for all years of your undergraduate enrollment at NECC. Your parent will receive a disclosure statement each year identifying the exact amount disbursed. If a parent is denied, students with credits up to 59 credits will be eligible for an additional \$4,000.00 in an unsubsidized Stafford Loan. Students with 59 credits and above would be eligible for an additional \$5,000.00

2.6 Alternative Student Loans

Alternative student loans are private education loans through a private lender to help finance the unmet cost of attendance at NECC. We recommend that you apply for financial aid by completing the FAFSA before applying for an alternative student loan. Approval and interest rates are based on the credit worthiness of the student borrower and cosigner and vary from lender to lender. You should exhaust all federal and state aid, including the PLUS Loan Program for Parents, before borrowing an alternative student loan. Alternative student loans are not federally guaranteed and have less favorable terms and conditions. Alternative loans also carry a variable interest rate with no cap. Alternative student loan processing, from applying with the lender to the time when funds credit to your account, can take 4-6 weeks. It is highly recommended that you apply for an entire year's worth of funding at one time; otherwise it will take 4-6 weeks every time you apply. You are responsible for applying for the alternative loan through the lender of your choice and notifying Financial Aid that you have done so.

2.7 NECC Scholarships

NECC has a number of scholarships available to students from private donors. These scholarships are offered through the Office of Institutional Advancement, the NECC Foundation and the Women of NECC. Applicants must complete one general application form to be considered for any of these awards. These forms are available on the NECC website. Completed application forms should be submitted by email to scholarships@necc.mass.edu on or before the published date as listed on the NECC website.

2.8 Third Party Billing

Third party billing is when a third party (e.g. your employer) after authorization, will be billed directly from NECC for your Tuition Expenses. Students eligible to participate in the third party direct billing, must submit a voucher/letter or military tuition assistance form to Veteran's Services in the Financial Aid Office. Payment is due within 30 days of the billing. Finance charges are waived upon confirmation of the approved authorization.

Tuition Reimbursement

Student reimbursement based upon satisfactory completion of the course and grades are not subject to third party billing. Tuition payments are your responsibility. You initiate the reimbursement process by submitting your grades to your employer. Company reimbursement to students is not exempt from finance charges. You will need to notify the financial aid office if you are receiving tuition reimbursement as it might change your Financial Aid Award.

2.9 Veterans Benefits

NECC is approved for the education of veterans and other eligible persons. A full-time academic load at NECC, 12 credits per term, qualifies you for full-time VA benefits. To maintain a full-time status, you

must take courses per your degree plan. If you are a new veteran student, you should select your degree program and matriculate as soon as possible. Per the VA's certification regulations, a non-matriculated student will not be certified for educational benefits. Complete an application online and submit the following documents to NECC:

- NECC Application
- Copy of high school transcripts or GED
- Copy of DD-214 and any service school data
- VA Certificate of Eligibility
- Completed Veteran's Action Form for each semester you wish to use your benefits

The VA application for benefits is available online at: www.gibill.va.gov. The Veteran's Action Form can be found on the 'Forms' section of www.necc.mass.edu/financial-aid.

If you are enrolling under the Montgomery GI Bill for the first time, it could take up to three months before you receive your first check. If you transfer from another institution where you had been using VA benefits, make sure the institution notifies the VA of your effective date of termination. If you were approved for the GI Bill and have not used your benefits, you need to complete a VA 22-1990 form (Application for Benefits) and send it to the VA with a copy of your DD-214. If you have used the GI Bill at another institution, you will also need to complete VA 22-1995.

The VA requires strict compliance with several regulations, including maintaining satisfactory academic progress and notification of any changes in status such as withdrawal from a course. It is your responsibility to be aware of all VA regulations that affect your educational program. For additional questions about veteran and military tuition benefits, please contact: NECC by phone at **866.860.0449** or by email at veterans_services@necc.mass.edu.

2.10 Consortium Agreements

If you have been approved to take courses at another institution that will apply to your NECC degree program, you will need to complete a consortium agreement in order to receive financial aid for those courses. Please contact your financial aid counselor so that they may go over this process with you in detail.

3. Applying for Financial Aid at NECC

If you are under 24, not married, don't have dependents of your own, and are not a veteran of the armed services, you are considered a dependent student for Financial Aid purposes (even if you don't live with your parents).

3.1 Financial Aid Eligibility Requirements

To be eligible for Financial Aid, you must:

- Be a U.S. citizen or eligible non-citizen
- Have a valid Social Security Number
- Be registered with Selective Service if required
- Not be in default of any federal student aid funds
- Be enrolled in a degree program
- Maintain satisfactory academic progress

3.2 Apply for a Federal Student Aid PIN

The Federal Student Aid PIN is used to e-sign the Free Application for Federal Student Aid (FAFSA) and in subsequent years, a Renewal FAFSA. You can also use the Federal Student Aid PIN to e-sign your Direct Loan Master Promissory Note, and access various federal educational sites (such as the National Student Loan Database your Direct Student Loan Account). Parents of dependent students must also obtain a Student Aid PIN in order to e-sign the FAFSA. You can apply for a PIN at: www.fafsa.ed.gov.

3.3 File the FAFSA

You should complete the FAFSA application each year after January 1 and prior to May 1. This will ensure that you receive the optimum consideration for limited financial aid resources. If you submit your application after May 1, you will still receive all federal funding for which you are eligible and you will be awarded State aid as funding permits.

Financial Aid Application Tips:

- Apply before the priority date of May 1 of every year
- Use your previous year Federal tax information (IRS)
- If you haven't filed your current year taxes by the priority date, estimate your current tax year tax information.
- After you file, you must correct the information on the processed FAFSA
- Apply online at www.fafsa.gov

NECC's School Code: 002174

Priority Filing Date: May 1

4. Determining a Student's Financial Need

4.1 Cost of Attendance (COA)

The COA is referred to as the “student budget,” and includes both the direct and indirect costs for your education. Direct costs consist of tuition and fees. Whereas indirect costs include expenses such as books, health insurance, room and board, personal expenses, and transportation. Indirect costs are determined by the Office of Financial Aid. Room and Board expenses are based on regional averages.

4.2 Expected Family Contribution (EFC)

The Expected Family contribution (EFC) is the minimum amount of money that your family is expected to be able to contribute to the student's education, as determined by the Federal Methodology need analysis formula approved by Congress. The EFC is calculated by results that are reported on the FAFSA.

4.3 Financial Need

The difference between the COA and the EFC is the student's financial need, and is used in determining the student's eligibility for need-based financial aid. NECC creates Financial Aid Awards based on a student's financial need. Need based financial aid consist of Federal Grants, State Grants and tuition waivers, Subsidized Direct Student Loans, and Federal Work Study.

5. The Financial Aid Process at NECC

5.1 After the FAFSA is submitted

When the FAFSA is submitted, you will receive an e-mail with a submission confirmation number from the federal processor along with a copy of your Student Aid Report (SAR). You will also receive an e-mail verifying that your application was processed and that it has been submitted to the schools you listed on your FAFSA. When your FAFSA application is submitted, it will be verified by a series of federally mandated data matches (Social Security Number, date of birth and name information, Selective Service Status, INS status, citizenship status and default information). If any information is flagged, known as Federal C-flags, NECC will be required to contact you to clear the C-flag. This process of clearing a C-flag must be completed before a financial aid award will be created.

5.2 Receive and review your Student Aid Report (SAR)

Your SAR summarizes the data from your FAFSA and indicates your official Expected Family Contribution (EFC). You'll receive one of the following within a few days (if you filed your FAFSA electronically) to four weeks (if you mailed a paper FAFSA):

- Student Aid Report (SAR), if you applied using the paper FAFSA and did not provide a valid e-mail address; or
- SAR Information Acknowledgment, if you applied using FAFSA on the Web but did not provide a valid e-mail address; or
- An e-mail with a secure link to access your SAR online, if you provided a valid e-mail address when you applied.

Review your SAR Carefully

After receiving your SAR, carefully check it for mistakes. Compare the information listed on the SAR to a copy of your FAFSA, since the Estimated Family Contribution (EFC) listed on your SAR will determine the amount of financial aid you may be eligible for. If you believe your information is incorrect, you can fix any mistakes by correcting them electronically on your FAFSA.

Selected for Verification

If your report has been selected for verification, page one of the SAR will have a message that states "you will be asked by your school(s) to provide copies of certain financial documents." This means that NECC is required by the U.S. Department of Education to request supporting financial documentation to verify that the information you reported on your FAFSA is accurate. Selection for Federal Verification is a random process. Thirty percent of all FAFSA applicants are selected for federal verification. NECC will not finalize financial aid awards until the federal verification process is completed. The federal verification process can take 2-4 weeks to complete once documents have been received by NECC. If you have been selected, please visit www.NECC.mass.edu/financialaid.

5.3 NECC and the Awarding of Financial Aid

Financial Aid awards are created for students after being officially accepted and matriculated into a degree program.

5.4 How to read your Financial Aid Award

You will receive a paper copy of your award letter.

- Review your award letter and view descriptions of your awarded financial aid by visiting Financial Aid Programs on the NECC website at www.NECC.mass.edu/financialaid

- A copy of your award letter can also be viewed on MyNECC Self-Service

5.5 How to Accept or Reject your Financial Aid

An initial award letter will be mailed to you. You will receive subsequent e-mail notifications if any changes are made to your award. Therefore, check your NECC e-mail regularly. In order to receive a student loan, you must complete the steps below. All other aid is considered “accepted” for the purposes of payment to your student account.

5.6 How to Request a Federal Student Loan

If a Federal Student Loan was not offered to you as part of your financial aid package, you may request one by completing the Loan Request Form available on the ‘Forms’ section of the Financial Aid website, or by picking one up at Welcome Express.

5.7 Completing your Federal Student Loan Requirements

Entrance Counseling and Master Promissory Note (MPN)

All NECC students who wish to receive Federal Direct Student loans must complete Entrance Counseling and sign a Direct Loan Master Promissory Note (MPN). Both requirements can be completed by visiting www.studentloans.gov.

To complete the Direct Student Loan MPN, you will need the following:

- Your Federal Student Aid PIN
- Your driver’s License Number
- Your social security number
- Your date of birth
- Addresses (no P.O. Boxes) of two references

5.8 Disbursement of Financial Aid

Once registered and attending classes, NECC will confirm your registered enrollment through the add/drop period. Once class registration is confirmed and the add/drop period has ended, NECC will:

- Release institutional funds such as Merit Based Scholarships and institutional need based grants to your account.
- Credit your account with eligible Federal Grants (Pell and SEOG)
- Request Direct Student Loan disbursements
- Obtain the State Grant Eligibility Roster and award eligible state grants.

To ensure a smooth and seamless awarding of your eligible Direct Loans, part of your responsibility is to make sure that:

- You sign your award letter authorizing NECC to credit your account with your eligible loans
- You have completed entrance loan counseling
- You have a valid Direct Loan MPN on file (you only have to sign this once!)

5.9 Appeal of your Financial Aid Award

The Office of Financial Aid awards its ‘best offer’ based on the information received from the Free Application for Federal Student Aid (FAFSA). Students and parents may request an appeal of the

student's financial aid award if there has been extenuating circumstances resulting in a significant change (10% or more) to the total family income since the previous year's income.

Students/families must meet one of the criteria for extenuation circumstances in order to be considered for a review:

- Unusual medical or dental expenses, not covered by insurance (Prescription and doctor's office co-pays, routine eye and dental exams will not be considered as unusual expenses for appeals).
- A parent, student or student's spouse has had a significant loss of income in 2010 or 2011 due to a period of unemployment, change of jobs, death in the family, non-reoccurring income (i.e., loss of IRA or other pension distributions), divorce or separation, or going from full-time to part-time employment).

Home repairs, car repairs, credit card debt, weddings, and/or other life expenses will not be considered as unusual expenses for an appeal.

To move forward with an appeal of your financial aid award, please submit a letter of circumstances explaining how your financial situation has changed from the previous year. NECC will decide to move forward with your appeal based on this statement. If NECC decides that your described financial situation warrants further investigation, the College will send you the financial aid appeal form and letter explaining the next steps that are required. Financial aid appeals will not be looked at until a completed FAFSA is on file and an initial financial aid award has been created.

5.10 Book Store Voucher

It is the policy of NECC to allow students to use excess financial aid, after tuition and fees, to purchase their textbooks and supplies at the Bookstore with proper authorization. If the student's estimated financial aid, after tuition and fees, will create a credit on their student account, the student will be allowed to charge the purchase of their books and other educational supplies against that credit. A standard amount of \$125 per course is allowed, but can be increased if the student confirms that books for his/her course are more and if the student has sufficient estimated credit. Any books purchased will be charged to their student account and deducted once financial aid disburses.

5.11 Credit Balance Refunds

NECC processes student account refunds through the Bursar's Office. If a credit balance exists after the awarded financial aid has been applied to your account, NECC will mail you a check to your address of record. All credit balance returns are subject to account review and federal eligibility and regulation requirements.

HELPFUL HINT: Update your mailing address with NECC as soon as possible if there are any changes. This can be done through MyNECC Self-service.

6. Maintaining Financial Aid Eligibility

6.1 Satisfactory Academic Progress

You must meet Satisfactory Academic Progress (SAP) on an annual basis in order to maintain Federal, State and Institutional Financial Aid eligibility. SAP requires you to meet three standards each semester. SAP is reviewed after each semester, including the summer term.

Qualitative:

Maintain a *minimum* cumulative GPA based on the number of credits attempted as follows:

	<u>Number of Credits Attempted</u>	<u>Minimum Cumulative GPA Required</u>
Associates Degree	1 – 12	1.7
	13 – 24	1.8
	24+	2.0
One-year Certificate Program	1 - 12	2.0
	12+	2.0

Quantitative:

Complete at least 67% of all credits attempted. Attempted credits include all credits in which a student is registered at the end of the add/drop period.

Maximum Time-frame

Students can receive financial aid for no more than 150% of the published length of the educational program. Part-time attendance counts in the maximum time frame calculation. Up to 30 developmental credits and all ESL courses are exempt from this requirement.

Transfer Credits: All attempted and earned transfer credits that can be applied, as well as those that could have been applied, to the student’s current program of study will be considered in calculating the maximum time frame requirements for the program.

Program changes: All attempted and earned credits (including transfer credits) that can be, or could have been, applied to the new program of study will be considered in calculating the maximum timeframe requirements for the new program. Students who do not complete their program within this time frame are no longer eligible to receive financial aid.

EXAMPLE: the Liberal Arts program is a 62-credit program. Students in this program can attempt up to a maximum 93 credits (150%) of college level courses. Please note: The 93 credits does not include the 30 credits of developmental coursework or any ESL courses that are taken prior to college level courses.

6.2 Enforcement of SAP Policy

Failure to meet the SAP standards will result in the student being placed on financial aid warning. The student still will be allowed to receive financial aid during the warning period. A student whose

academic record meets both standards at the end of the warning period will continue to be eligible to receive financial aid.

If at the end of the warning semester a student still does not meet the SAP standards, his or her eligibility for financial aid will be suspended. A student whose aid eligibility has been suspended can appeal the suspension in writing to the Financial Aid Appeals Committee by the date indicated on the suspension notification. The suspension may be appealed based on undue hardship, such as student illness or injury or the death of a relative.

6.3 Enrollment Requirements

Students must be enrolled full-time to remain eligible for Massachusetts state aid such as the Mass. Grant and the John & Abigail Adams Scholarship. However, students are eligible to receive federal, and some state, financial aid as long as they remain enrolled at least half-time. Additionally, a student enrolled less than half time may still be eligible to receive a portion of their Federal Pell Grant. Enrollment at NECC is defined as follows:

- Full time: 12 credits or more
- 3/4 time: 9 – 11 credits
- 1/2 time: 6 – 8 credits
- Less than half time: 1 – 5 credits

6.4 Withdrawals and the Impact on Financial Aid

Financial aid recipients at NECC who withdraw from a course or completely from the College are subject to proration of institutional charges and federal aid. Students who withdraw prior to the completion of 60% of the current term are subject to a Return of Financial Aid (Title IV) Funds recalculation. This might impact the amount of financial aid a student is able to retain. Financial Aid recipients are subject to the College's withdrawal policy as well as the Federal Return of Title IV Funds policy and procedures.

6.5 Return of Federal Loans and Grants (Title IV Funds) and State Aid

If you receive financial aid, and subsequently do not enroll at NECC, or enroll and then withdraw, you may be required to return financial aid funds received. The Financial Aid Office must calculate the amount of financial aid you have "earned" prior to withdrawing or canceling your registration. The calculation of earned federal funds is dictated by federal guidelines. Likewise, the calculation of earned state funds is dictated by state guidelines. Any aid received in excess of the earned amount is considered "unearned". This unearned financial aid must be returned to the programs from which they were disbursed. If you decide not to attend a semester or term, you must notify NECC of your change in enrollment. Failure to notify the appropriate offices may disqualify you from receiving a refund of tuition/fees, which will result in a greater liability as the "earned" amount of financial aid disbursed and/or applied to your student account may not cover the charges.

7. Students' Financial Responsibility

7.1 Paying your NECC Bill and Credit Policies

Tuition is due according to the billing statements sent to students each semester.

NECC Payment Plan Option:

Payments are made to Tuition Management Services (TMS located at www.afford.com/NECC). An enrollment fee is necessary to open a payment plan contract. Finance charges will not be assessed on your NECC account as long as you remain current with all payments to TMS. It is your responsibility to verify that your payment plan contract matches the amount owed to NECC. Contact the Bursar's Office at any time if you need a recalculation of the amount owed, due to changes in your financial award, new loan approvals, etc. You are responsible to settle any balance due to NECC immediately at the end of the contract.

Mandatory Health Insurance

Students enrolled in college more than half time (9 credits or more at NECC) are required by law to carry health insurance. If you have health insurance through your parents or job you may waive the mandatory health insurance charge on your semester bill. If the student fails to remit the completed health insurance waiver form by the payment due date, the student will be responsible for the cost of the insurance premium as indicated on their student account. See www.necc.mass.edu/getting-started/cost-of-attendance/health-insurance for more information.

8. Your NECC ID Card

Student ID cards are issued through the Student Life Office. Schedules are posted prior to the start of each semester. Also, you can check online at www.necc.mass.edu/student-life/activities/calendars or our Facebook page at www.facebook.com/NECC-Student-Engagement-Center. Locations for IDs are at the Student Engagement Center Office on the Lawrence Franklin Street Campus and the Sport & Fitness Center on the Haverhill Campus.

9. Glossary

Appeal: A formal request to have a financial aid administrator review your aid eligibility and possibly use Professional Judgment to adjust the figures.

Cost of Attendance (COA): The total amount it should cost the student to go to school, including tuition and fees, room and board, books and supplies, transportation, and personal expenses.

Default: A loan is in default when the borrower fails to pay several regular installments on time or otherwise fails to meet the terms and conditions of the loan.

Deferment: Occurs when a borrower is allowed to postpone repaying the loan. If you have a subsidized loan, the federal government pays the interest charges during the deferment period. If you have an unsubsidized loan, you are responsible for the interest that accrues during the deferment period.

Dependency Status: Determines to what degree a student has access to parent financial resources.

Entrance Loan Counseling (ELC): Students with educational loans are required to complete entrance loan counseling before they receive their first loan disbursement. Through entrance loan counseling, students will gain a better understanding of Federal Student loans and their rights and responsibilities for and to these loans.

Exit Loan Counseling: If a student graduates or is no longer enrolled at NECC, they are required to complete exit loan counseling. Students will be exposed again to the terms and conditions as well as repayment options.

Expected Family Contribution (EFC): The minimum amount of money that the family is expected to be able to contribute to the student's education, as determined by the Federal Methodology need analysis formula approved by Congress. The EFC is calculated by results that are reported on the FAFSA.

Free Application for Federal Student Aid (FAFSA): Form used to apply for Pell Grants and all other need-based aid. As the name suggests, no fee is charged to file a FAFSA.

Federal Methodology: The need analysis formula used to determine the EFC. The Federal Methodology takes family size, the number of family members in college, taxable and nontaxable income and assets into account.

Federal Processor: The organization that processes the information submitted on the Free Application for Federal Student Aid (FAFSA) and uses it to compute eligibility for federal student aid.

Federal Verification: A review process in which the FAO determines the accuracy of the information provided on the student's financial aid application.

Financial Aid Award: The complete collection of grants, scholarships, loans and work study employment from all sources (federal, state, institutional and private) offered to a student to enable them to attend NECC.

Financial Need: The difference between the COA and the EFC is the student's financial need, and is used in determining the student's eligibility for need-based financial aid

Grant: A type of financial aid based on financial need that the student does not have to repay.

Master Promissory Note (MPN): A binding legal document that must be signed by the student borrower before loan funds are disbursed by the lender. The promissory note states the terms and conditions of the loan, including repayment schedule (e.g., level monthly payments for a term of 10 years), interest rate, fees (e.g., origination fees, guarantee fees, late fees, and collection charges), deferments, forbearances and cancellations. It represents an agreement by the borrower to repay the debt according to specified terms and conditions. The student should keep this document until the loan has been repaid.

Scholarships: A form of financial aid given to students to help pay for their education. Awarded scholarships are considered gift aid and are not required to be paid back.

Selective Service Registration: Male students who are US citizens and have reached the age of 18 and were born after December 31, 1959 must be registered with Selective Service to be eligible for federal financial aid. If the student did not register and is past the age of doing so (18-25), and the school determines that the failure to register was knowing and willful, the student is ineligible for all federal student financial aid programs. The school's decision as to whether the failure to register was willful is not subject to appeal. Students needing help resolving problems concerning their Selective Service registration should call 1-847-688-6888.

Student Aid Report (SAR): Your SAR summarizes the data from your FAFSA and indicates your official Expected Family Contribution.

Student Aid PIN: The Federal Student Aid PIN is used to e-sign the Free Application for Federal Student Aid (FAFSA) and in subsequent years, a Renewal FAFSA. You can also use the Federal Student Aid PIN to e-sign your Direct Loan Master Promissory Note, and access various federal educational sites (such as the National Student Loan Database your Direct Student Loan Account) . Parents of dependent students must also obtain a Student Aid PIN in order to e-sign the FAFSA.

Satisfactory Academic Process (SAP): A student must make this in order to continue receiving federal aid. A student must complete 67% percent of his or her attempted coursework and a minimum GPA. (See [Maintaining Financial Aid Eligibility](#)).

Subsidized Loan: A Federal Direct Student Loan in which the federal government pays the interest on the loan while the student is in school, during the six-month grace period, and during any periods of deferment. Subsidized loans are awarded based on financial need

Unsubsidized Loan: A Federal Direct Student Loan in which the federal government does not pay the interest. The borrower is responsible for the interest on an unsubsidized loan from the date the loan is disbursed, even while the student is still in school. Students may avoid paying the interest while they are in school by capitalizing the interest, which increases the loan amount.

Veteran: For federal financial aid purposes such as determining dependency status, a veteran is a former member of the US Armed Forces (Army, Navy, Air Force, Marines or Coast Guard) who served on active

duty and was discharged other than dishonorably (i.e., received an honorable or medical discharge). You are a veteran even if you serve just one day on active duty - not active duty for training - before receiving your DD-214 and formal discharge papers. (Note that in order for a veteran to be eligible for VA educational benefits, they must have served for more than 180 consecutive days on active duty before receiving an honorable discharge).

10. Directory Telephone Numbers

Offices open Monday through Friday (hours vary by office).

Admissions	978-556-3721
Book Store – Haverhill Campus	978-556-3999
Bursar	978-556-3900
Financial Aid	978-556-3650
Fax	978-556-3160
Library	978-556-3400
Registrar	978-556-3700
Fax	978-556-3675
Student Life	978-556-3732
Switchboard	978-556-3700

Other Resources

Northern Essex Community College information: www.necc.mass.edu

Free Application for Federal Student Aid (FAFSA): www.fafsa.ed.gov

Federal Department of Education: 1-800-4-FEDAID