

**PATRICK HENRY COMMUNITY COLLEGE  
2017-2018 FINANCIAL AID COMPLIANCE FORM**

In reference to the following award(s), I understand:

I must contact the Financial Aid Office before withdrawing from classes to 1) determine if I owe a refund to the College; 2) determine future eligibility for my financial aid. **Failure to have attended scheduled classes will result in cancellation or reduction of award.**

**FPELL and FSEOG GRANTS**

1. I can charge my books and tuition up to the amount of my award each semester.
2. Class attendance will be confirmed electronically by your instructor(s) as attendance is required.
3. I must maintain Standards of Satisfactory Progress (SAP) each semester to remain eligible for aid. (SAP below).
4. My balance check will be mailed to me provided my attendance has been confirmed by my instructor(s).
5. Only courses in my curriculum will be counted toward my grant award. Special permission may be granted for related courses as reviewed by the Coordinator of Financial Aid on a case-by-case basis.
6. FPELL and FSEOG awards are prorated based on my enrollment status.

**COMA, VGAP, PTAP GRANTS**

1. I can charge my tuition up to the amount of my award each semester.
2. Class attendance will be confirmed electronically by your instructor(s) as attendance is required.
3. I must enroll for a minimum of one (1) credit hours to a maximum of eight (8) credit hours each semester for PTAP; at least six (6) credit hours for COMA; and at least twelve (12) credit hours for VGAP each semester to be an eligible recipient. I must be a resident of Virginia.
4. COMA award is prorated based on the number of credits for which I am enrolled per semester.
5. As a VGAP recipient I must successfully **complete** at least 12 credits per semester to remain eligible. This grant may be renewed for an additional year if I **complete** 12 credit hours per semester and maintain at least a 2.0 cgpa and meet all other eligibility requirements, contingent upon funding.
6. I must maintain Standards of Satisfactory Academic Progress (SAP) each semester to remain eligible for aid (SAP is below).
7. My balance check will be mailed to me provided my attendance has been confirmed by my instructor(s).
8. Receipt of my COMA/PTAP/VGAP award is contingent on the availability of funds.
9. Any changes in the data filed on my application for assistance or in the amount and types of other aid received by me may result in a reduction or cancellation of my COMA/PTAP/VGAP award.
10. Only courses in my curriculum will be counted toward my grant award.

**FEDERAL WORK-STUDY (FWS) PROGRAM**

1. My FWS is contingent upon the availability of positions and funds.
2. I must have and maintain at least a 2.0 cumulative grade point average and meet SAP to be eligible.
3. I must be enrolled in at least six credit hours.
4. It is my responsibility to electronically submit my hours worked and provide my supervisor's signature each pay period on time to the Financial Aid Office to avoid a delay in receiving my paycheck. (Dates are available from the Human Resources Office).
5. Average hours of work per week for Work-Study students will be 15-20 hours per week at \$7.25 per hour (on campus) and \$8.00 per hour (off campus).

**SCHOLARSHIPS**

Scholarship check payments are disbursed in accordance with the provisions of the said scholarship.

I understand I can charge my tuition and books (based upon the donors' stipulations) up to the amount of my scholarship providing the college has received (prior to my registration) a check or letter of authorization from the scholarship donor.

**PLEASE NOTE: YOU, THE STUDENT, ARE RESPONSIBLE FOR ENSURING THAT ALL TUITION AND BOOK CHARGES HAVE BEEN SATISFIED EACH TERM. UPON RECEIPT OF GRANT/SCHOLARSHIP CHECK(S), YOU ARE ALSO RESPONSIBLE FOR PAYMENT OF ANY EXCESS FUNDS YOU MAY RECEIVE REGARDLESS OF FAULT. NON-PAYMENT OF EXCESS FUNDS WILL PREVENT YOU FROM RECEIVING ADDITIONAL FINANCIAL ASSISTANCE.**

**UNUSED BALANCES WILL BE MAILED IN THE MANNER YOU HAVE CHOSEN (DIRECT DEPOSIT/ DEBIT CARD).  
IF NEITHER ARE CHOSEN, YOU WILL HAVE A CHECK MAILED TO YOUR HOME ADDRESS –  
BE SURE YOUR ADDRESS IS CORRECT WITH PHCC ADMISSIONS**

For questions, call the Financial Aid Office at (855) 874-6692 or go to <http://mysupport.patrickhenry.edu> .