Policy from 2005 Revision
Additions to Financial Aid Policies and Procedures
REVISED August 30, 2010
College Catalog 2010-2011

Note: Financial Aid Policies and Procedures will continue to be reviewed and changes noted to incorporate the Jenzabar processes.

Financial Aid Policies and Procedures will also change when FBCC is returned to Advance Payment from Heightened Cash Monitoring (HCM2).

Approved by FBCC Board of Directors ..............................

Fort Berthold Community College is accredited by the Higher Learning Commission. A Commission of the North Central Association of Colleges and Schools. For information contact:
www.ncahigherlearningcommission.org

“Fort Berthold Community College believes learning is a lifelong process that involves mental, social, physical and spiritual growth. Student learning is the reason the Fort Berthold Community College exists.”

Fort Berthold Community College is an equal opportunity and affirmative action institution that does not discriminate on the basis of race, age, color, national origin, sex or disability in its admissions, employment practice, educational programs or other related activities.
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Although the following references were used to revise the Financial Aid Policies and Procedures, Financial Aid Personnel must always refer to the current Federal Student Aid Handbook or ask questions of a Federal Student Aid School Participation Team member located in Denver, CO. Team member names are listed in CSECTION 2.0 – General.

References

  - Audit Program/Reviews
  - Code of Federal Regulations (CFR)
  - Dear Partner/Colleague Letters
- Denver FSA Participation Team Members
- FBCC Department Personnel
- FBCC Policies and Procedures – 2005 Revision
- Federal Student Aid Handbook 2008-2009
- Fundamentals of Title IV Administration Trainings
  - Some handouts/information from training may be used as appendices. Dates and location of training are writing on the top right hand corner of the document as a reference.
- Program and Site Reviews Reports
Academic Year Definition

An academic year at FBCC is two terms that are generally 14 to 17 weeks long (Fall and Spring semesters). Summer is considered to be the trailing semester and is part of the academic year but has its own budget for calculating financial aid.

FBCC has 30 weeks of instructional time for an academic year. Academic progress is measured in semester credit hours and full time is 12 semester credits.

A student will be required to complete a pre-established number of credit hours per semester toward a specific degree objective and will be evaluated at the conclusion of each semester according to his/her if in "good standing" or should be placed on "financial aid suspension."

Financial Aid Definition

Financial aid is money or some other form of financial help that is available to help the student pay for a college education. This help is awarded to the student to allow him/her to have a choice in deciding which school to attend and to make it possible to complete a stated program of study. Money may be awarded to the student in the form of scholarships, grants, loans or employment. Federal and state government, some local businesses, civic clubs, community agencies sponsor these programs.

Shall award all aid monies according to demonstrated financial need except where funds are designated for acknowledgment of special talents. Where aid is not based on need and represents a substantial portion of institutional assistance, every effort will be made to redirect overbalanced funds to help students with a demonstrated need.

Cost of Attendance

These figures will be used in the calculation of any financial aid awarded at Fort Berthold Community College towards educational costs.

The FBCC Financial Aid Office establishes standard institutional budgets, which reflect average costs for students during an academic year (9 months) or a twelve-month period, as appropriate. Budgets established by the FBCC Financial Aid Office includes "Direct Educational Expenses" such as tuition, fees,
The FBCC Financial Aid Office establishes standard institutional budgets, which reflect average costs for students during an academic year (9 months) or a twelve-month period, as appropriate. Budgets established by the FBCC Financial Aid Office include “Direct Educational Expenses” such as tuition, fees, books and supplies and also include “Indirect Educational Expenses” such as housing, food, transportation and some personal costs. Students need to request and document Child Care Expenses before their budgets will reflect those allowable costs.

**Budget Calculations**

Budget calculations are based upon student dependency status, martial status, and number of dependents, enrollment status, and total direct educational expenses. Budget allowances are designed to provide a modest but adequate lifestyle. Educational expenses are researched annually so that the budget calculations are up to date and realistic. Budget allowances are published and made available each year by the FBCC Financial Aid Office as soon as the direct educational expenses are announced for the year.

**Exceptions to the Normal Cost Allowances**

Less Than ½ Time student budgets do not include miscellaneous expenses. Budget expenses include tuition and fees, books and supplies, transportation and dependent care expenses may also be included as part of the cost of attendance.

Costs for periods other than 9 months will be prorated accordingly. Refer to FSA Handbook.

**Institutional Budgets**

The institutional student financial aid budget analysis represents the main document for demonstrating student financial need during a given registration period at FBCC. This document lists student expenses and resources based on incoming financial aid reports, student perceived need and institutional interpretations of all such information supplied to the Financial Aid Office at

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1 Appendix 1 FBCC Cost of Attendance Budgets
FBCC. The FBCC Financial Aid Office reserves the right to make any necessary budget adjustments on program monies administered through FBCC. Institutional budgets are reviewed and updated annually by the Financial Aid Director to reflect reasonable and allowable costs for attendance at FBCC.

Institutional budget adjustments were created to reflect students that are taking less than 12 credit hours. New budgets will be in effect with the turnover to the Jenzabar system. New budgets were calculated by tuition/credit amount and other costs at 100% for FT students, 75% for ¾ time students, 50% for ½ time students and 25% for Less than ½ Time students. NOTE: The Jenzabar system can be setup to do this calculation automatically.

*Tuition is $150.00 per credit hour.*

**FBCC Disability Service**

Fort Berthold Community College Disability Service is to empower and advocate for the student’s personal and educational development through short-term counseling and education outreach.

Fort Berthold Community College values all students and assists students with disabilities by providing information to students on how to apply for Vocational Rehabilitation Services.

Through a "dual client" approach, Voc Rehab assists individuals with permanent injuries, illness, or impairments to achieve competitive employment and increased independence. Many services are provided at no cost to the eligible individual.

If a student who is attending college would like to apply to VR or would like to see if they can assist them with training costs they must submit a Financial Aid Award letter to VR. A student may receive, if eligible, assistance for tuition and fees and/or assistance for book fees. A student must maintain a minimum CUM GPA of 2.0.

**Summer Semester Process**

The Summer Session is a trailing semester but has its own budget.

- Registration Fee will be $10.00 for all students
- Budget adjustments will be made to tuition based on amount of credit hours that the student is taking. (See budgets)
Students that didn’t complete a FAFSA will not be eligible to receive a tuition waiver.

All students will be billed. The student can submit the billing to their employer if the employer is going to pay for their class.

Books will be provided on a rental basis ONLY.

1. Programs/Grants
   a. Program Directors need to submit student names that will be covered under their program to Financial Aid after the last day to register.
   b. Financial Aid will print student billings and give to Program Directors.
   c. Program Directors need to create a spreadsheet with fund codes and amounts to be paid to Financial Aid after the last day to register.

2. Student Accounts will print all the bills for the semester

3. Financial Aid will review information in the COD system regarding Pell awards that the student may have already received and note this information on the student billing.

4. Financial Aid will verify that the student has a complete FAFSA on file.

5. Financial Aid will award students in the following order:
   a. Pell Grant dollars
   b. Program dollars
   c. Waive tuition only for students who used their Pell in Fall and Spring
   d. Waive tuition and registration fee for employees (See Personnel Manual for eligibility)

6. When disbursements/waivers are complete Financial Aid will distribute, to each Program Director, a spreadsheet of the dollars that were awarded to their specific program.

TUITION WAIVERS (Revised April 21, 2010)
Decisions for granting waivers will be based on each individual's ability to pay such as; Pell, current job status, scholarships and other resources.

**Tuition Waiver Process**

**GENERAL PRACTICE FOR ALL WAIVERS GRANTED:**

**Eligibility**

Applicant must meet one of the following definitions for eligibility under this program:

A. Be a member of a culturally diverse group which is defined as persons of different cultural, racial or ethnic heritage, age, persons with disabilities and/or life experiences.

B. Persons who are economically disadvantaged, defined as persons who have a total family contribution not to exceed 25% of North Dakota resident tuition of the previous year, based upon the federally prescribed needs analysis formula.

C. Non-degree seeking elders over the age of 60 taking enrichment classes.

D. FBCC full-time employees, employed for 9 months, are eligible for a Tuition Waiver. The registration fee will also be waived because employees do not participate in Student Senate, Student Activities, etc. Employees are responsible for all other fees and charges.

E. Dependents of a FBCC Full-time employee may be eligible for a waiver or partial waiver, if a high school or GED graduate, and must complete the FAFSA.

F. Applicants will not be eligible if they are on Academic/Financial Aid Probation or Suspension.

**PROCEDURE:**

1. All individuals seeking a tuition waiver must complete a FAFSA application.

2. A student applying for a tuition waiver must (1) submit a timely application for the waiver and (2) submit written certification of his/her eligibility from the appropriate eligibility office or official according to FBCC financial aid office's guidelines established.
3. Once application has been made and the student’s eligibility for the tuition waiver is confirmed by student services, the tuition waiver will be applied to tuition by the student accounts office due for the semester(s) in which the student is currently enrolled or approved for.

4. A screening of student financial record will be done by the financial aid officer and a meeting with the student will ensue in order to determine eligibility through documentation on both parts. In order to be eligible for assistance students must maintain a grade point average consistent with the Standards of Satisfactory Academic Progress.

5. If a currently enrolled student has been certified as eligible for a prior semester in which he/she was enrolled, but the semester is not part of the current academic year, approval to waive fees must be granted by the Student Services Tuition Waiver Committee.

6. If a student is not currently enrolled and has been certified as eligible for a prior semester in which he/she was enrolled, and the semester is not part of the current academic year, the waiver will not be granted.

7. Anyone over 150% according to what program they are in will not be waived.

Native American Waiver (Revised March 22, 2007)

Fort Berthold Community College has been established to provide post-secondary opportunities to tribal people. The college recognizes the need to increase and promote the preparation of tribal and community members through education. The college acknowledges the financial burden placed on college students. With this in mind, Fort Berthold Community College will provide tuition waivers for Native Americans who apply to FBCC and complete all required forms for financial aid and are not eligible for financial aid. (Waivers do not apply for summer school unless they are a dual-credit student).

Partial Waivers Revised on April 14, 2010

- A letter will be sent to the employee/student detailing if and how much of the tuition was waived.

- Employees/Students will be required to sign a tuition agreement within a two week timeframe or the waiver will be rescinded.
  - If the employee/student completes a waiver and does not make their payment or contact the Student Accounts Clerk, a letter will be sent out reminding them.
The second letter will indicate a deadline for response and the partial waiver may be rescinded if no contact is made by the student to the College.

All efforts will be made on the part of the College to accommodate students’ needs.

**Elder Waivers (60 years old)**

FBCC will applications available to:
- Non-Degree seeking elders taking enrichment classes will receive a tuition waiver.
- Degree-seeking elders must follow guidelines for General Practice.
- The Financial Aid Director will complete the letter to the elder explaining what was waived and attach the completed bill for the student’s reference.
- A $25.00 fee will be the responsibility of the elder.

**Employee Tuition Waiver**

FBCC full-time employees, employed for 9 months, are eligible for a Tuition Waiver. The registration fee will also be waived because employees do not participate in Student Senate, Student Activities, etc. Employees are responsible for all other fees and charges.

Employees should refer to the FBCC Personnel Manual for more information.

1. Each employee must have their supervisor’s approval demonstrated by a signature on the advisor’s section on the registration form.
2. An Employee Tuition Waiver will be given to employees with a Bachelor degree or to employees with higher degrees because they are not eligible for Pell.
3. All other employees must complete the Free Application for Federal Student Aid (FAFSA) application.
4. The amount received from the Federal Pell Grant will be applied to the employee’s current tuition. The remaining portion will be waived.
5. FBCC employees are not eligible for institutional scholarships.
Dependents of FBCC Full-time employees

Dependents of a FBCC Full-time employee may be eligible for a waiver or partial waiver, if a high school or GED graduate, and must complete the FAFSA.

If a family dependent receives full Pell they will not be eligible for the family/dependent waiver.

Dual Credit Students Revised April 21, 2010

Dual credit college courses allow students to receive both high school and college credit and are authorized according to the provisions of North Dakota Century Code 28-32-01. High school students can enroll in college or in high school courses and earn credits that count toward high school graduation as well as toward a college certification or degree.

Junior and Senior high school students are eligibility for a tuition waiver. They will be responsible for books and a ten dollar ($10) registration fee will be charged. General Practice guidelines and application procedures apply. Dual credit students are not eligible to receive Pell grants and/or scholarships.

Application Deadlines

Financial aid awards are processed according to the date that all necessary applications, forms and other documents are on file in the FBCC financial aid office. If the student file is complete by the suggested application deadline, then the student may receive the maximum available assistance based on program eligibility requests or preferences.

<table>
<thead>
<tr>
<th>Semester</th>
<th>Application Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Student Aid Pell Grant</td>
<td>March 15</td>
</tr>
<tr>
<td>ND State Student Incentive Grant</td>
<td>March 15</td>
</tr>
<tr>
<td>ND Indian Scholarship</td>
<td>July 15</td>
</tr>
<tr>
<td>FBCC Spring Waiver</td>
<td>April 15</td>
</tr>
<tr>
<td>FBCC Fall Waiver</td>
<td>October 1</td>
</tr>
</tbody>
</table>

Required Forms for Financial Aid Consideration

Before a student will be considered for financial aid, that student must complete the required forms. All forms are available from the FBCC Financial Aid Office.
Transfer Students

Admission of Transfer Students

A transfer student must meet the general admission requirements of Fort Berthold Community College

1. A transfer student must provide an official transcript of all previous college work.
2. If the student has been suspended in the previous semester at another institution, the student will not be allowed to register at FBCC.
3. A student may be admitted on Probation if his/her GPA does not meet Fort Berthold Community College Standards of Academic Progress.
4. Any coursework transferring must meet the same criteria as the courses listed in the Fort Berthold Community College catalog.
5. Only regular credit college courses with a “C” or better will be accepted in transfer.
6. All transfer credits with a “C” or better will be recorded with a “P” grade. Decisions about transfer credit may be appealed to the Academic Standards Committee.
7. A transfer student seeking to receive an Associate Degree from Fort Berthold Community College must take a minimum of 25 semester hours in residence. In order for a transfer student to receive a Certificate from Fort Berthold Community College must have a minimum of 30% of their semester hours must be taken in residence with a C or better average. (See graduation requirements)
8. The student will be required to complete all of the above admission requirements before registering. If any of the requirements are not satisfied a
missing requirement letter will be sent to the student. It is the responsibility of the student to ensure all documents are received before registering for classes. Students who have completed all admission requirements will receive a letter of acceptance.

**Awarding Campus Based Aid**

See CSECTION 2-7 – Campus Based Programs for awarding Campus Based Aid.

Also, included in CSECTION 2-7 Campus Based Programs includes a section on the coordination with Bureau of Indian Affairs Grants.

**Calculating Pell Grant Awards**

The Federal Pell Grant program provides grants to students enrolled in eligible undergraduate programs\(^2\) and certain eligible post-baccalaureate teacher certificate programs, and is intended to provide foundation of financial aid. The program is administered by ED and postsecondary education institutions. Maximum and minimum Pell grant awards are established by statute. ED provides funds to the institution based on actual and estimated Pell expenditures.

**Payment and Disbursement Schedules**

*As defined by the Federal Student Aid 2009-2010 Handbook – www.ifap.ed.gov*

Each year, based on the maximum Pell grant established by Congress, ED provides to institutions Payment and Disbursement Schedules for determining Pell awards. The Payment or Disbursement Schedule\(^3\) (Full-time and ¾ time worksheets, See IFAP Website for others) provides the maximum annual amount a student would receive for a full academic year for a given enrollment statues, EFC and COA. The Payment Schedule is used to determine the annual award for a full-time student. There are separate Disbursement Schedules for three-quarter time, half-time and less-than-half-time students and students with low assessed tuition. All of the Schedules, however, are based on the COA of a full-time student for a full academic year (see the reference to Pell grant in Volume 3, Calculating Awards & Packaging, of the SFA Handbook for the appropriate year for guidance on selecting formulas for calculating cost of attendance, prorating costs for programs less or greater than an academic year, and determining

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\(^{2}\) Appendix 2 FBCC Programs of Study

\(^{3}\) Appendix 3 Payment Schedule
payment periods). (See IFAP Website to print schedules) Pell grants are available to students who qualify for Fall Spring and Summer terms. Disbursements will be set according to Census dates.

**Scholarship Selection Criteria**

FBCC is a Tribally Controlled Institution; the majority of our students are Native American. A majority of scholarships disbursed by FBCC will be made available to that population. Other scholarships that have specific criteria set forth such as merit, need/non-need, male/female; GPA, class standing, etc. will be awarded and disbursed according to those criteria by the FBCC Financial Aid Committee. Preference will be given to students who are working on their first degree.

During mid-term week the Financial Aid Office will enter all the appropriate information on the Student Selection Worksheet and enter ratings for those categories.

- The Selection Criteria on the worksheet will also be completed for all currently enrolled students.

Items needed to complete the work sheet are:

- Enrolled Student Listing Report in Jenzabar Web System. That report includes, student name, student ID, credits enrolled in and Program
- GPA Listing for all students

The Friday, after mid-term week, The Financial Aid Committee, including all faculty, meet to determine the faculty ratings on the Scholarship Selection Worksheet.

The Financial Aid Office will complete the Scholarship Selection Worksheet and complete the award letters.

**Packaging Aid**

The recommended student financial aid package is the end result of counter balancing those anticipated educational expenses and those anticipated financial resources, including family and student contribution, which the student will legitimately experience while in attendance at FBCC. The recommended award package is the decision of the Financial Aid Office and based on institutional

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4 Appendix 4 Scholarship Selection Criteria Form
calculations, total fund availability and those fund management practices observed by FBCC.

The recommended award package may be contested or rejected by the individual student in which case it becomes the dual responsibility of the Financial Aid Office and the individual student to settle any differences and notify the award package with any feasible adjustments.

Unresolved differences surrounding the recommended award package become the decision-making responsibility of the FBCC Financial Aid Committee.

FBCC will always use Formula 1 when calculating Pell awards. Formula 1 includes schools that have standard terms programs with academic calendars of 30+ weeks. Refer to FSA Handbook Vol 3. Calculating Awards and Packaging
APPENDICES
Appendix 1 – FBCC Cost of Attendance Budgets

a. **ONE SEMESTER COMPUTED AT 12 CREDIT HOURS**

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<thead>
<tr>
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<th>INDEPENDENT</th>
<th>DEPENDENT</th>
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</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>1800</td>
<td>1800</td>
</tr>
<tr>
<td>Mandatory Fees</td>
<td>205</td>
<td>205</td>
</tr>
<tr>
<td>Laboratory Fees</td>
<td>100</td>
<td>100</td>
</tr>
<tr>
<td>Books &amp; Supplies</td>
<td>750</td>
<td>500</td>
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<tr>
<td>Housing</td>
<td>3500</td>
<td>1900</td>
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<tr>
<td>Personal</td>
<td>500</td>
<td>400</td>
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<tr>
<td>Transportation</td>
<td>800</td>
<td>800</td>
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<tr>
<td><strong>Totals</strong></td>
<td><strong>7,655</strong></td>
<td><strong>5,705</strong></td>
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</table>

b. **TWO SEMESTERS (NINE MONTHS)**
   
   **COMPUTED AT 24 CREDIT HOURS**

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<tr>
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<tr>
<td>Mandatory Fees</td>
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<td>410</td>
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<td>Laboratory Fees</td>
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<td>200</td>
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<tr>
<td>Books &amp; Supplies</td>
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<td>1000</td>
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<tr>
<td>Housing</td>
<td>7000</td>
<td>3800</td>
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<tr>
<td>Personal</td>
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<td>800</td>
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<tr>
<td>Transportation</td>
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<td>1600</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>15,310</strong></td>
<td><strong>11,410</strong></td>
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c. **SUMMER BUDGETS**

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<td>900</td>
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<tr>
<td>Registration Fee</td>
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<td>25</td>
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<tr>
<td>Laboratory Fees</td>
<td>50</td>
<td>50</td>
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<tr>
<td>Books and Supplies</td>
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<td>250</td>
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<tr>
<td>Housing</td>
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<td>450</td>
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<tr>
<td>Personal</td>
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<td>200</td>
</tr>
<tr>
<td>Transportation</td>
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<td>350</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>2,675</strong></td>
<td><strong>2,225</strong></td>
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Appendix 2 FBCC Programs of Study (Will Vary Year to Year)
Appendix 3 Payment Schedule

### Full Time

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<th>Cost of Attendance</th>
<th>Expected Family Contribution</th>
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</thead>
<tbody>
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### 3/4 Time

<table>
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<th>Cost of Attendance</th>
<th>Expected Family Contribution</th>
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<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>
Appendix 4 Scholarship Selection Criteria Form