

DCCC FINANCIAL AID DISBURSEMENT GUIDE

2010 - 2011

NOTE: PLEASE READ CAREFULLY FOR NEW GUIDELINES.

Students must complete the steps listed to receive an official award letter and ensure timely disbursement of funds:

- Students must complete the admission and financial aid process 6 - 8 weeks prior to their anticipated enrollment date.
- Students must register for classes during the open registration periods for each semester.
- Students must attend assigned classes and be acknowledged via class roster(s). After you register for your classes, *TUITION, FEES AND TEXTBOOK CHARGES* will be applied to your available award each semester and checks/refunds will be mailed by the Business Office.

The procedures listed below must be followed exactly:



REGISTER FOR CLASSES: When you register for classes you should receive a registration/schedule for the semester. If you received an official DCCC award letter and have registered for your classes, you may elect to charge your textbooks/supplies from the DCCC Bookstore on the dates listed below. If you elect to purchase your textbooks from an off-campus vendor, see page two for instructions.

DATES TO CHARGE AT BOOKSTORE

Fall Semester	August 9-20, 2010
Spring Semester	January 3-14, 2011
Summer Semester	May 25 - June 8, 2011

NOTE: Charge at bookstore for students who have second eight-week classes:

Fall Semester	October 11-22, 2010
Spring Semester	March 7-18, 2011

CLASS ATTENDANCE VERIFICATION: You must attend your semester classes to receive your check and/or refund. Your assigned instructor(s) will verify class attendance via class rosters. After instructors have returned their class roster(s) to the Registrar Office, we will process your semester aid. **If you have second eight-week classes, you must attend the class and be acknowledged via the class roster before we can process additional aid for those classes.** If you fail to attend class and/or complete the online orientation for curriculum courses this may delay and/or jeopardize your refund.



NOTE: Your aid will not reflect audit courses in your total credit hours of enrollment. You will be responsible for tuition, fees and textbook charges for audit courses.

CHECKS/ REFUNDS MAILED VIA POSTAL SERVICES:

Checks will be mailed via postal services on the dates listed below, provided the Financial Aid Office has finalized your award package. Refund checks will be delayed for students with incomplete financial aid or admission paperwork, please see page two for instructions. If you have a change of address, please notify the DCCC Admission Office. If you have outstanding charges on your account such as prior library fees, etc., this will be subtracted from your refund check.



CHECKS ARE MAILED FROM THE BUSINESS OFFICE

Fall Semester	September 17, 2010
Spring Semester	February 18, 2011
Summer Semester	July 8, 2011

NOTE: Refund checks for second eight-week classes:

Fall Semester	After November 1, 2010
Spring Semester	After April 1, 2011

WHAT CAN DELAY MY FINANCIAL AID CHECK/REFUND?

There are several things that may delay your refund check. The following are examples of what could delay processing:

- (1). An incomplete admission file - a missing transcript, no major listed, invalid mailing address, etc.
- (2). An incomplete financial aid file - missing document information.
- (3). Changing your program of study and/or class schedule after open registration for each term.
- (4). Failure to attend classes and/or failure to complete the online orientation for web-based classes.
- (5). Request for Professional Judgment consideration which requires recalculation by the Dept of Education.

TEXTBOOKS AND SUPPLIES:

Students may elect to purchase textbooks and/or supplies with personal funds; however students may elect to charge to their available financial aid. See instructions below to charge at the DCCC Bookstore.

To Charge at DCCC Bookstore:

- (1). Students must register for classes and receive a copy of their semester registration/schedule form.
- (2). Students report to the DCCC Bookstore with the semester registration/schedule form on the dates listed.
- (3). Students must have their DCCC Connect Card to charge at the bookstore.
- (4). Students may charge "required" textbooks/supplies (only) from the DCCC Bookstore.

To Charge at an off-campus vendor:

Students may purchase their textbooks at an off-campus vendor provided they follow the guidelines below:

- (1). Students must submit to the Business Office a written request to use an off-campus vendor for purchase of textbooks on the dates listed for charging. Students must submit a copy of their semester registration/schedule form and the cost of textbooks.
- (2). The Business Office contacts the off-campus vendor for textbook verification.

ONLINE ACCESS: Students may charge textbooks online at www.davidsonccc.edu. Click on "Bookstore", then "Textbooks". Follow the instructions for ordering online.

QUALIFYING LATE FOR FINANCIAL AID (INCOMPLETE/PENDING PAPERWORK):

If you are eligible for financial assistance at DCCC, upon completion of your paperwork, your aid will be awarded and tuition, fees, textbook charges and any miscellaneous charges you have on your account will be billed against your available funding. A refund for the remaining balance will be mailed to you. *The Business Office is responsible for mailing refund checks.* DCCC must verify class attendance for all aid recipients; therefore, if you fail to attend class this may affect your aid eligibility. The Financial Aid Office will continue to process incomplete/pending paperwork throughout the semester and upon finalizing your paperwork, the Business Office will continue processing refund checks throughout the semester. If you drop, withdraw, or you are dropped by an instructor for class attendance violation, you will still be responsible for tuition, fees and textbook expenses incurred at DCCC.

RETURN OF FUNDS POLICY:

You are responsible for attending all of your classes. In accordance with federal regulations, if you accept federal or state funds you also agree to the terms and conditions upon receipt of aid. DCCC must adhere to the return of Title IV aid policy for any aid disbursed to students who totally withdraw from school. Students who find they must withdraw from DCCC should do so by completing an official drop/withdrawal form from the Registrar Office. **Before you drop, withdraw, or audit any courses, you are encouraged to contact the Financial Aid Office.** If a student withdraws from school before the 60% point in the semester, the Financial Aid Office must calculate any "unearned" aid received by the student and return funds to the Department of Education. The Business Office will notify students required to repay any aid received for the semester.

Contact the Financial Aid Office at 336.249.8186 ext 6393 or finaid@davidsonccc.edu .