



# 2016-17

# Financial Aid Application Packet

**FOR RETURNING STUDENTS ONLY**

Please submit your completed application packet and proof of FAFSA submittal to the school's Business Manager, Financial Aid (FA) Liaison or LPN Program Clerk. Incomplete packets will be returned to the student. The school representative will forward your application packet to the CTHSS FA Director.

**Financial Aid Liaisons:**

**Bristol T. E. C.** – *Darlene Aresta-Dasilva*

**Bullard-Havens THS** – *Annette Segarra-Negron*

**Howell Cheney THS** – *Todd St. Louis*

**CT Aero Tech** – *Todd St. Louis*

**W. F. Kaynor THS** – *Zyretha Langs*

**Norwich THS** – *Judy Leonard*

**A. I. Prince THS** – *Lisa Higgins*

**SSAMT** – *Martha Compton & Mel Chop*

**Eli Whitney THS** – *Jeanne Willinsky & Patty Chanthinith*



For more information email [CTHSFinancialAid@ct.gov](mailto:CTHSFinancialAid@ct.gov).

**PLEASE DO NOT EMAIL THE APPLICATION PACKET**

## CTHSS Financial Aid Application Information

Completion of this application is required of all students applying for Financial Aid. The CTHSS ONLY participates with the Federal Pell Grant Program.

All students applying for a Pell Grant must complete a Free Application for Federal Student Aid (FAFSA). The FAFSA application form may be completed online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Applying online is faster and easier than using a paper FAFSA. You may request a paper FAFSA by calling (800) 433-3243. Remember to include your school's name and state, or the Title IV Code listed below:

**Bristol T. E. C.** – 015834

**Cheney THS** – 015835

**Goodwin THS** – 015834

**Norwich THS** – 011843

**SSAMT** – 025650

**Bullard-Havens THS** – 011496

**CT Aero Tech** – 015835

**Kaynor THS** – 014603

**Prince THS** – 009822

**Whitney THS** – 013514

Once you've completed the FAFSA, please submit a complete 2016-17 CTHSS Financial Aid Application Packet. Admitted applicants must complete all forms included in this packet and provide copies of other required documents. Submit all completed materials to the Financial Aid Liaison at the school. The Financial Aid Liaison will review the application to ensure the packet is complete before sending it to the CTHSS Financial Aid Director.

### Appendix A – CTHSS Application for Financial Aid

The application must include a response to all questions, signed and dated.

### Appendix B – Disclosures

The disclosure page of this application explains the verification and conflicting information process, satisfactory progress, student withdrawal, and the return of Title IV funds. The disclosures page must be read, signed and dated.

### Appendix C – Full-Time Student Information/Financial Obligation

This section includes full-time student information, such as, tuition, methods of payment, tuition waiver process and refund requests. This section must also be signed and dated.

### Other – Proof of Citizenship

If a student is not a U. S. citizen, but is an eligible non-citizen, he/she must submit a copy of the front and back of their Alien Registration Card to the Financial Aid Liaison. Also, if the U. S. Department of Education questions your citizenship status, you will be required to document your status. If a student's status cannot be confirmed as eligible, the student may not receive federal student aid.

## Appendix A – CTHSS Application for Financial Aid

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\_\_\_\_\_  
School Name

\_\_\_\_\_  
Program

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Address

\_\_\_\_\_  
Town/City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Start Date

\_\_\_\_\_  
Anticipated Graduation Date

\_\_\_\_\_  
Marital Status

(Single, Divorced, Widowed, Married/Remarried, Separated)

\_\_\_\_\_  
Number in Family

### **Respond to Each Questions by Circling YES or NO**

Are you a high school graduate or do you possess a GED?

YES

NO

Have you earned a bachelor's degree in the U. S. or some other country?

YES

NO

Are you currently in repayment on a student loan?

YES

NO

(Please attached a deferment request if applicable.)

Were you/will you be enrolled at another post-secondary institution after July 1, 2016:

YES

NO

Did you apply for or receive any financial aid this year from another institution?

YES

NO

Name of Institution: \_\_\_\_\_

Have you been in contact with any outside agency/employer to assist with your educational expenses?

YES

NO

Will an outside agency or employer be paying your tuition?

YES

NO

**I attest that all the above information is true and accurate:**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Name (Please Print)

## Appendix B – Disclosures

### VERIFICATION PROCESS & CONFLICTING INFORMATION

Verification is a quality control method used by the U. S. Department of Education to verify the accuracy of information submitted on the FAFSA. All schools that disburse federal Title IV funds are required to participate in the verification process. The Federal FAFSA Central Processing Service will select some financial aid applications for verification, and our financial aid office may also choose to verify students' files not selected for federal verification. If you are selected for verification, you will be provided with instructions on what additional information you must provide to our financial aid office, in accordance with 34 CFR Part 668.

Title IV funds will not be disbursed until the verification process is complete and any discrepancies are resolved.

### SUBMISSION OF DOCUMENTATION

Applicants selected for verification either by the U. S. Department of Education or the financial aid office must provide the requested information or documentation to the financial aid office no later than thirty (30) days from the date of the verification notification. Any extension of time will be on an individual basis and based on extenuating circumstances.

If the student is Pell eligible upon completion of the verification process, an award letter will be provided to the student. Students intentionally misreporting information and/or altering documentation for the purpose of increasing aid eligibility or fraudulently obtaining federal funds will be reported to the Office of the Inspector general or to local law enforcement officials. The student will be liable for any Pell grant overpayment made to him/her. A Pell grant overpayment is created whenever a student receives Pell funds that exceed his/her eligibility. Students cannot be certified as eligible for financial aid until the verification process has been completed and any errors outside the tolerance limits have been corrected.

### WITHDRAWN STUDENTS

Students who withdraw before completing the verification process have 14 calendar days after withdrawing to complete the verification process to be eligible for a post-withdrawal disbursement.

### APPLICANTS WITH CONFLICTING INFORMATION

If the Financial Aid Office has conflicting information for an applicant, or any reason to believe his/her application is in error, we must resolve all discrepancies prior to disbursing federal student aid to the student. The requirement to resolve conflicting information is separate and distinct from the verification requirements and procedures; it supersedes all verification rules. Resolving conflicting information and student repayment may be required if discrepancies are discovered **after** disbursing federal student aid.

### STATEMENT OF SATISFACTORY PROGRESS (SAP)

The CTHSS offers clock hour programs, which generally run an academic year (two semesters) in length. Programs lasting more than one academic year in length include the LPN and Aviation Maintenance Technician, HVAC/R programs. Students must gain competence in their program before receiving their certificate of completion. The academic year is split into two or three payment periods (based on program) which coincides with the semester enrollment periods. Students must complete 90% of the scheduled hours in each payment period to remain eligible for subsequent Title IV/Pell Grant disbursements. Failure to complete the 90% of the scheduled clock hours in any payment period may cause the student to become ineligible for their Federal student aid funds.

The maximum time frame for a full-time adult student to complete their one-year program of study to receive their financial aid award is 1.5 times the number of clock hours documented as program length. Students enrolled in programs longer than one academic year have a varied number of required clock hours and need to be in attendance for the required number of clock hours to complete their specific program.

At the time of the processing second and subsequent disbursement, a student must have a minimum numeric standard grade as outlined under the academic program grading requirement. Students not making SAP, will be placed on Financial Aid Warning or Financial Aid Probation status. The placement of a student "Warning or Probation" status lasts for one more payment during which a student may continue to receive financial student aid funds. Financial Aid Warning status can be assigned to a student who is failing to make satisfactory academic progress

without appeal or any other action by a student. A Financial Aid Probation may be assigned to a student who at the end of the Warning period fails to make satisfactory academic progress and *successfully appeals*. A student may be directly placed on probation status without the warning period. Financial Aid Probation status is based on student appeal and granting or approval will be based on academic program requirements and if determined the student should be able to meet the standards after the subsequent payment period or if the academic plan, when followed, will ensure that the student will meet the standards by a specific time. If necessary, a student must bring his/her average above the minimum standard grade before the end of the next payment period in order to receive a subsequent financial student aid funds.

If a student has outstanding tuition and fee charges and is deemed ineligible for their Pell grant disbursement(s), the student will be required to pay those outstanding charges within five class days.

### RETURN OF TITLE IV FUNDS

Students receiving Federal Title IV (federal student aid) funds are subject to the following withdrawal/refund process. The CTHSS and the student will be required to return to the federal student aid (Pell grant) program the amount of aid received that was in excess of the aid "earned" for the time period the student remained enrolled. Students who remain enrolled through at least 60% of the clock hours in the payment period (semester) are considered to have earned 100% of the aid received and will not owe a repayment of Federal Title IV grant funds. If the CTHSS returns funds to the Title IV aid program, it could result in the student owing tuition charges that were originally paid by the Pell grant at the time of disbursement. Students may also be required to return to the Title IV program any Pell grant funds that were released to them for any personal education-related expenses. The student should repay their portion of the "unearned" federal grant funds to the Title IV program immediately or make a satisfactory arrangement to repay.

### STUDENT WITHDRAWAL PROCESS

Students intending to withdraw from the CTHSS must notify the Guidance Office/Dept. Head at their school in writing using the withdrawal form found in the Adult Education Student Handbook. The official withdrawal date is the date the student initiates the withdrawal process. The Guidance Office/Dept. Head will notify Central Office of a student's official withdrawal date, numerical grade at time of withdrawal, and reason code.

For students who fail to "officially" withdraw from the CTHSS, the school will calculate the return of Title IV aid using the student's last date of attendance as the official withdrawal date.

### POST-WITHDRAWAL DISBURSEMENTS

Students who are eligible to receive Title IV aid, but who did not receive their aid prior to making a complete withdrawal, may be eligible to receive a disbursement of financial aid funds, even though they have withdrawn. This is referred to as a "post-withdrawal disbursement." To be eligible to receive a post-withdrawal disbursement, students must have a complete and accurate financial aid file in the Financial Aid Office and meet all eligibility requirements for the disbursement of Title IV funds (Federal Pell grant program).

If the total amount of the Federal Pell grant earned as of the withdrawal date is more than the amount that was disbursed to the student, the difference between the two amounts will be treated as a post-withdrawal disbursement. In the event that there are outstanding charges on the student's account, all or part of the amount of the post-withdrawal disbursement of Federal Pell grant funds will be used to credit a student's outstanding tuition and/or fee charges. If after the charges have been settled there are remaining earned Pell grant funds, a refund check of these funds will be within 45 days of the date of the financial aid office's notification that the student withdrew. The student will be notified by the school when to come to the school to receive the Pell refund check in the amount of their portion of the post-withdrawal disbursement.

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PLEASE PRINT NAME

## Appendix C – 2016-17 Full-time Adult Student Information/Financial Obligation

### Tuition and Fees

The tuition and fee schedule for academic year 2016-17 as approved by the Connecticut State Board of Education are as follows:

Program	Resident/Non-Resident	Tuition	Registration Fees (Nonrefundable)	Payment Due Dates
Bristol T. E. C. Programs – Automotive Technology; Culinary Arts; Electronics Technology; HVAC; Manufacturing Technology; Welding & Metal Fabrication; HVAC/R (2 years).	Not Applicable	\$3,710.00 Payable Over Two Semesters (\$1,855.00 per Semester); \$7,420.00 Payable Over Four Semesters (\$1,855.00 per Semester)	\$50.00 per Academic Year	Date of First Scheduled Class Each Semester
Returning Aviation	Resident	Total of \$6,576.00 Payable Over Two Years (\$2,192.00 per Installment)	\$50.00 per Program	August 2016 February 2017
Returning LPN	Resident	\$3,850.00	\$0.00	Please Follow the August 2015 Signed Payment Plan Due Dates  Next Installment is Due August 2016
Returning LPN	Non-resident	\$7,924.00	\$0.00	Please Follow the August 2015 Signed Payment Plan Due Dates  Next Installment is Due August 2016

## **Acceptable Methods of Payment**

Bank check or money order made payable to the Treasurer, State of Connecticut for the exact amount due. Cash will be accepted in the school business office during regular business hours between 8:30 a.m. to 4:30 p.m.

## **Unacceptable Methods of Payment**

Personal checks, debit/credit cards and/or cash (except during normal business hours).

## **Other Financing Options**

It is the responsibility of the student to initiate and follow-up on the methods listed below. The CTHSS offers financing options, including:

- Tuition Waivers are available for veterans, students age 62 and over (subject to seat availability), and ONLY to students enrolled in the Certified Nurse Assistant (CNA) program that are experiencing financial hardship;
- Financial Aid: Students enrolled in a full-time program may apply for a federal Pell Grant;
- Outside Agencies: Funding from other state agencies (i.e. Department of Labor, Office of the State Comptroller);
- G. I. Bill Veteran Education Benefits.

Any student failing to pay or be approved for an alternative financing option by the payment due date will be immediately dismissed from their program of study. As regular attendance is a critical aspect of the educational process, students with attendance problems may be dismissed from the program.

## **Applying for a Tuition Waiver**

Eligible students wishing to apply for a tuition waiver must complete a Tuition Waiver Request form (available at <http://www.cttech.org/AdultED/index.htm>) no later than four weeks prior to the first class session.

- Veterans requesting a tuition waiver must attach a copy of their Certificate of Release or Discharge (DD Form 214) (90 days of honorable active duty service in addition to that spent in active duty training and in attendance at military service academies for any war period after August 2, 1990 or engaged in combat or in combat support role in specific conflicts prior to August 2, 1990);
- Senior Citizens: Students age 62 and over requesting a waiver must attach a copy of their proof of age;
- Students receiving educational assistance benefits under the G. I. Bill from the Veterans Administration (VA) must submit enrollment verification or training agreement. The student should provide the school Certification Officer, VA Form 22-1999 for submission to the Veterans Administration to receive the education benefits payment from the VA;
- If a student is denied tuition waiver, all tuition and fees are due by the next class session.

## Applying for a Pell Grant

Applicants applying and accepted for a program after the specified deadlines can still apply for a Pell Grant, however, students will need to initiate tuition payments until determined eligible and Pell Grant has been awarded.

- Admitted students must complete the Free Application for Federal Student Aid (FAFSA). It is recommended that the student completes the FAFSA after completion and submission of their 2015 IRS Tax Return in order to avoid delay and having to go back to change information or making corrections. The completion and submission of a 2015 IRS Tax Return will allow the student and/or parent(s) to use the IRS Data Retrieval Tool when prompted during the FAFSA completion and will provide accurate financial information and therefore expedite the award process.
- Admitted students must submit a valid Student Aid Report (SAR) and complete a CTHSS Financial Aid Application Packet available from the school's Adult Education clerk.
- The CTHSS deadline for applying for a Pell Grant for the 2016-17 academic year is as follows:
  - Returning LPN – August 26, 2016;
  - Returning Aviation– After Official Acceptance into the Program by August 26, 2016.
- If a student is deemed ineligible for financial aid, outstanding tuition is due five (5) days following receipt of the denial notification.
- If a student is notified that their financial aid award will not cover the entire semester tuition cost, all tuition and fees are due five days following receipt of the award notice or by the regular tuition deadline, whichever is later.
- The federal government randomly selects Pell Grant applications for verification. If your application is selected for verification, you will be notified by the Financial Aid Administration and additional supporting documentation must be submitted by the specified deadline.

## Procedures for Withdrawal

In order to officially withdraw from an adult education program in the CTHSS and be considered for a tuition refund, candidates must complete and submit to the school's Guidance Office, the following two documents available from the district's Adult Education webpage [www.cttech.org/AdultED](http://www.cttech.org/AdultED):

- Student Withdrawal Form
- Request for Tuition Refund Form (Appendix IX)

Upon approval of the Student Withdrawal Form by a school administrator (principal or assistant principal), students may be eligible for a tuition refund.

## Eligibility for Tuition Refunds

- Except for withdrawal due to military action or serious illness, if the Student Withdrawal Form is received from the student prior to the first scheduled class session, the student is eligible for a 100% tuition refund;
- Except for withdrawal due to military action or serious illness, if the Student Withdrawal Form is received from the student after the first scheduled class session, but prior to the fourteenth (14<sup>th</sup>) calendar day from the first scheduled class session, the student is eligible for a 60% tuition refund;
- Except for withdrawal due to military action or serious illness, if a Student Withdrawal Form is received after the fourteenth (14<sup>th</sup>) calendar day from the first scheduled class session, the student is not eligible for a tuition refund;
- All requests for tuition refunds due to military action and supported by written documentation from the military are eligible for 100% tuition reimbursement;
- All requests for tuition refunds due to serious illness and supported by written documentation from a medical professional are also eligible for 100% tuition reimbursement;
- Except for military action or serious illness, no refunds will be provided to students who are dismissed from their program of study due to issues with attendance, unsatisfactory educational performance or violation of the district's discipline policy as detailed in the 2016-17 Full-time Adult Student Handbook.

## Processing of Tuition Refunds

Tuition refunds are only for student's tuition who had paid out-of-pocket. Pell Grant recipients will be processed through the Post-withdrawal calculation to determine earned funds and refundable funds to the federal government.

If the student meets the eligibility requirements for a tuition refund, the Request for Tuition Refund Form (Appendix IX) completed by the student will be forwarded from the school administrator to the school's business office and then to the Connecticut State Department of Education's (CSDE) Payment Unit.

The CSDE Payment Unit will then issue a state invoice utilizing the State's official accounting system (CORE-CT) and transmits the invoice to the State Comptroller for issuance of a refund check payable to the student within the state's payment timelines (currently net 45 days).

**I have read and understand the Full-time Student Information/Financial Obligation:**

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Student Name (Printed)**

\_\_\_\_\_  
**Date**