This is important information about your financial aid award notification. Please review the types and amounts of aid awarded. Students may contact Financial Aid with questions. It is your responsibility to read all materials carefully. Students should be prepared to pay for initial expenses, even if receiving financial aid.

Financial Aid Award Notification & the Student Financial Aid Portal

• Portal: www.shoreline.edu/FAportal; the user name is the Social Security #, and the password is the six-digit date of birth.

Quarterly aid amounts and annual totals are listed. Grants, waivers and Direct Loans automatically pay tuition and fees when registered for eligible classes (not ESLAB or ABE) and in the appropriate number of credits (not just on a waiting list). If students choose not to attend Shoreline after they have registered for classes, they must officially withdraw through Registration. Unless students indicate in writing that they will be part-time, aid is awarded at full-time. (Some types of aid are available for fewer than 12 credits.) The number of credits students requested on the Data Sheet is used to determine quarterly aid amounts. To receive aid on time, students must notify our office in writing five business days before the quarter starts if they will not enroll for the number of credits originally requested on the data sheet. If students drop credits after receiving aid but before the end of the fifth day of the quarter (fourth day for Summer), they may owe a repayment.

If aid has not disbursed for a quarter due to insufficient credits, the amount will automatically be adjusted for part-time registration status after the fifth day (fourth day for Summer). Aid will also be adjusted for ineligible credits (ESLAB and ABE).

Students should read all information, especially the financial aid policy for Satisfactory Academic Progress with requirements to receive aid and to maintain eligibility.

TYPES OF AID at Shoreline Community College

Grants and Tuition Waivers—do not have to be repaid
Shoreline offers: Federal Pell, SEOG; WA State Need Grant (SNG), Shoreline Grant and Tuition Waiver. Eligibility is established through the FAFSA and other requirements. SEOG is awarded by priority of greatest need and normally limited to Pell recipients. Students with a Baccalaureate or equivalent degree are not eligible for grants. Students whose tuition is paid by another agency or organization will not be eligible for the Tuition Waiver and it will be canceled. All Washington State Need Grant award amounts will be tentative until August 2016 (students will be notified of any changes).

Work Study (FWS and SWS)—must be earned
Federal and State Work Study are financial aid programs in which students work a part-time job. Students work either on or off campus with approved employers. Students awarded Work Study who want to earn the award need to select a job from those listed on a bulletin board outside Financial Aid, 2nd floor, 5000 Building. All work study forms should be returned to Financial Aid, or the work study might be canceled. Students cannot work more than 19 hours per week nor earn more than their quarterly award. Most employers pay at entry level rates. Students who do not use their work study in their first quarter will have the award canceled, unless they contact the office.
**Student Loans—all loans require a separate application**

Most loans have repayment deferred while students are enrolled in at least 6 credits, and must be repaid in five to ten years with interest varying from 5% for the Nursing Loan to 4.29% for the Federal Direct Loans. The Nursing and Subsidized Direct Loan are based on financial aid eligibility (“need”); the Unsubsidized Direct Loan and Parent Loan for Undergraduate Students (PLUS) are not based on need. Students may contact the office for information about the PLUS loan. **To request a Direct Loan**, students must complete the loan request and use their Federal Student Aid (FSA) ID to complete and sign the Master Promissory Note (MPN). Students request the FSA ID at [https://fsaid.ed.gov/npas/index.htm](https://fsaid.ed.gov/npas/index.htm) and complete the MPN at [www.STUDENTLOANS.gov](http://www.STUDENTLOANS.gov).

First-time borrowers must complete the Entrance Counseling at [www.STUDENTLOANS.gov](http://www.STUDENTLOANS.gov) (see disbursement information below). **All loan steps must be completed**. The annual maximum combined total of subsidized and unsubsidized loans is $5,500 for dependent students and $9,500 for independent students who have completed less than half of their program, about 45 credits for most programs. **Students must be enrolled in at least 6 credits to receive loan funds.**

Students in the Nursing program can request a Nursing Loan, requiring a Nursing Student Loan Promissory Note and an Agreement of Responsibilities. These loans are available only to students in Shoreline’s Nursing Program. Eligibility is based on the student’s financial need.

**DISBURSEMENT OF FINANCIAL AID**

Grant, Waiver and Direct Loan funds apply towards tuition and fees when students register in the correct number of eligible credits **(not on a waiting list)**. Remaining refunds are disbursed through HigherOne who will mail students the “My Shoreline Card” with instructions.

**Most communication from Financial Aid will be through the Shoreline student email account (@go.shoreline.edu). Students should also keep their postal mailing address current with the College (by logging in at [https://wts.shoreline.edu/stuaddr/waci203.html](https://wts.shoreline.edu/stuaddr/waci203.html)).**

All debts owed the college, such as parking tickets or library fines, must be paid before aid refunds will be disbursed. Registration for 12 credits is full-time for financial aid; 9-11 is ¾-time; 6-8 is ½-time; 5 or fewer is less-than-half-time.

Students awarded work study are paid for the hours worked. The number of hours that students may work is determined by dividing the work study award by the hourly rate of pay. If work study is not used in the first quarter of enrollment for the academic year, it will be canceled. Students are paid twice a month, on the 10th and the 25th.

Direct Loan eligibility is based on the number of quarters students attend. Loans may be adjusted or canceled if students do not complete at least six credits in any quarter of the loan period. **Students may cancel all or a portion of the loan by submitting a written request to the office before the funds have been disbursed.**

**AID FOR ONLY ONE SCHOOL AT A TIME**

Financial aid will be based on the number of credits for which students are enrolled at Shoreline. Students cannot receive financial aid from two schools at the same time.
SATISFACTORY ACADEMIC PROGRESS

Regulations require students to maintain academic progress for financial aid, which includes completing their program of study within the **maximum credit limit**. Students must complete the required credits to maintain the pace of completion at 67% and maintain at least a **2.0 cumulative g.p.a.** Aid is available for only 125% of the credits required for the program as printed on the program planning sheet. **Students should focus on required credits** and carefully read the policy for Satisfactory Academic Progress available at: [http://www.shoreline.edu/enrollment-services/financial-aid/sap.aspx](http://www.shoreline.edu/enrollment-services/financial-aid/sap.aspx). These requirements apply to all quarters at Shoreline Community College, even if financial aid was not received.

LOAN EXIT INTERVIEWS

Direct and Nursing Loan borrowers must complete exit counseling when they graduate or stop attending Shoreline.

APPLY FOR FINANCIAL AID EACH YEAR

Aid is awarded only for 2015-2016. The 2016-17 FAFSA will be available in January 2016. The FAFSA is at [www.fafsa.gov](http://www.fafsa.gov). Students and parents request an FSA ID to electronically “sign” the FAFSA at [https://fsaid.ed.gov/npas/index.htm](https://fsaid.ed.gov/npas/index.htm). **NOTE**: Students who will transfer to a four-year school should learn that school’s priority deadline, as many require the FAFSA to be submitted early.

RESPONSIBILITIES

**Learn the system to maintain aid eligibility, and ensure your tuition and other charges are paid.** Eligibility must be maintained by making satisfactory academic progress. Parking tickets, other fines and charges prevent aid refunds. Students are responsible for learning the details for registering and ensuring tuition is paid when due.

**Changes of Information and Enrollment Status**

Students are responsible for notifying Financial Aid of changes to the information initially submitted on their financial aid forms. This includes, but is not limited to, other scholarships or agency assistance (such as veteran’s benefits or DVR) that they will receive during the school year. Students are expected to notify Financial Aid in writing of any changes in enrollment status or program of study.

**Withdrawing; Stopping attendance; Repayment**

To withdraw from classes, students must follow the procedures listed in the Catalog or Class Schedule. Withdrawing from classes after the quarter starts can affect future eligibility and **students might owe a required repayment** if they drop a class or withdraw after receiving aid.

***Students who stop attending or do not complete any credits and for whom an instructor cannot verify attendance or participation AFTER these quarterly dates will owe a repayment of some tuition and aid:***

- Summer—07/23
- Fall—11/8
- Winter—02/17
- Spring—05/11
RIGHTS

Students have the right to review their files and ask questions about the information, including: what aid is available; deadlines; costs of attendance; school policies on refunds to students who withdraw; criteria used to award aid and how the office determines eligibility; an explanation of the financial aid programs; what portion of the aid must be repaid; what portion is grant aid; what portion is work study that must be earned; how satisfactory academic progress is determined; and the consequences of not making satisfactory academic progress.

Financial Aid staff are available to assist. Students with questions or problems are encouraged to contact the office to be referred to the appropriate staff person. Students may come in, email to finaid@shoreline.edu, or call (206) 546-4762.

CONFIDENTIALITY

Information and documents kept by the Financial Aid Office in student aid files are confidential information and protected in accordance with the Family Privacy Act.

This publication is available in alternate formats by contacting our office or through the Office for Special Services at (206) 546-4545. Shoreline Community College provides equal opportunity in education and employment and does not discriminate on the basis of race, color, religion, national origin, age, marital status, gender, sexual orientation or disability.