

Financial Aid Communication Supplement

Instructions for Completing Part B

This supplement provides section-specific instructions and a sample completed Part B to aid in completion of the FAC. When completing Part B of the Financial Aid Communication Form, please provide information only for the academic term reported. **Full academic year figures and data will not be accepted**. Contact the VR counselor with any questions you may have regarding this form. **Please return the completed Part B no later than one month from the beginning of the term.**

Section A. Student Enrollment Status

Select the box (Full-time or Part-time) that best corresponds to the student’s enrollment status and indicate the number of credit hours the student is scheduled to take during the academic term reported. **Please inform the VR counselor if the school uses an unconventional credit hour structure.**

Section B. Student Housing Status

Mark the box that best matches the student’s housing situation for the academic term reported.

Section C. Figures and Academic Term

Indicate the beginning and ending dates for the academic term reported and mark the correct term structure. **Please inform the VR counselor if the school uses an unconventional term structure.**

Section D. School Budget

Indicate the student’s expected costs for each of the identified categories for the academic term reported. To the extent possible, please provide costs matching the student’s particular enrollment and housing status rather than general cost of attendance information. Please use the “Specify Fees:” box to provide more detail on different fee types; this information helps VR determine which costs are eligible for VR funding.

Section E. Last Term Date for Refund

Indicate the last date for the academic term reported that a student is eligible for a tuition refund or adjustment due to changes in course enrollment. VR will use this date when authorizing for funding.

Section F. Financial Resources

Indicate the student’s financial resources (Pell Grants, State Aid, and SEOG Grant) and Grant and Scholarship Awards for the academic term reported. **When completing the Grant and Scholarship Awards section, please mark only the expense restrictions that match the terms and conditions or required use for each award.** For instance, if a scholarship can only be applied to tuition costs, only the “Tuition/fees” box should be marked. If the award may be spent by a student in any way, including non-school expenses, please mark the “No Restrictions” box. **When returning Part B to the VR counselor, please attach official documentation (e.g. Financial Aid Award Letter, Itemized invoice from Financial Aid or Bursar’s Office; Scholarship/Award Requirements) that clearly indicates the terms and conditions or required use for each restricted award identified in the Grant and Scholarship Awards section.**

Section G. Date FAFSA Filed By Student

Indicate the date the student filed the FAFSA with your institution. **If your institution does not have the student’s FAFSA on file, please contact the student and VR counselor immediately to address this issue.**

PART B - To be Completed by Financial Aid Officer and Returned to VR							
A. Student Enrollment Status (complete one)	Full-time: <u>16</u> (number of credit hours required)			Part-time: _____ (number of credit hours required)			
B. Student Housing Status (check one)	<input type="checkbox"/> Student is a commuter		<input checked="" type="checkbox"/> Student resides in on-campus housing		<input type="checkbox"/> Student resides in off-campus housing		
Financial Aid Information							
C. All Figures are for the Academic Term:	Beginning (month, day, year) <u>8/19/24</u>	Ending (month, day, year) <u>12/13/24</u>	Academic Term Reported:	<input checked="" type="checkbox"/> Semester <input type="checkbox"/> Quarter <input type="checkbox"/> Trimester <input type="checkbox"/> Summer			
D. School Budget (for academic term reported)	Tuition	\$ <u>8,500</u>	Financial Resources (for academic term reported)		G. Date FAFSA filed by student (month, day, year) <u>3/15/24</u>		
	Fees (Please specify below.)	\$ <u>450</u>					
	Books / Materials	\$ <u>600</u>					
	On-Campus Room / Board	\$ <u>6,200</u>					
	Other:	\$ _____					
Specify Fees: <u>\$250 for general student fees</u> <u>\$200 for program-specific fees</u>		EFC- Not Applicable for 2024-25 academic year Pell Grant \$ <u>2,250</u> State Aid \$ <u>1,000</u> SEOG Grant \$ _____					
E. Last Term Date for Refund: (month, day, year) <u>9/10/24</u>	Grant and Scholarship Awards		Award is restricted to the following expenses (check all that apply):				
	Award Name	Amount	Tuition/Fees	Room/Board	Books	Personal/Other	No Restrictions
	<u>Dean's Award</u>	\$ <u>2,500</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<u>Kiwanis Scholar</u>	\$ <u>200</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<u>Academic Excellence</u>	\$ <u>1,500</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
		\$ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>