Refund Policy

Students who officially drop a class may be eligible to receive refunds of tuition. Refunds are based on the following scale:

**Day of Drop Refund**
- Through the last day of registration: 100%
- After the last day of registration: no refund

A refund schedule with actual dates is available each semester in the Student Services Office, the Business Office, and is published in the Curriculum Guide.

Fees

**Course Fees**
Fees will be assessed to students enrolled in certain studio, laboratory, and technical courses in order to cover costs of supplies and related materials.

**Payment of Fees**
All fees must be paid by the deadlines published for each registration period unless prior arrangements have been made with the Business Office.

**Registration Fee**
There is a $7 non-refundable fee charged to each student to offset the cost of registering for classes.

**Student Services Fee**
The student services fee is used to finance and promote cultural and intramural programs, to assist campus clubs and organizations, to provide accident insurance, and to carry out functions of the Recreation Center. Students are charged a fee each semester based upon their credit hour enrollment. 2015-16 fees are: $26 for 5 or less credits; $49 for 6 to 11 credits; $56 for 12 or more credits.

Technology Fee
Students are charged $7 per contact hour with a $98 maximum per semester (2015-16) to offset the cost of technology on campus. A portion of this fee covers the expense of all students receiving Internet access and electronic mail accounts.

Sponsor Authorization Forms
Area businesses wishing to sponsor employees in classes at the college can obtain a sponsor authorization form from the Cashier window or Student Services. This form authorizes the college to bill the employer for employee registrations. Sponsor forms must be received prior to payment deadline (payment deadline can be found on the website, catalog, and with billing statement).

Financial Aid

The West Shore Community College Financial Aid Office encourages all students to apply for financial aid and will assist all students with the process of applying for financial aid. Financial aid includes various types of assistance available to help meet the costs of attending college. Types of financial aid include grants, scholarships, waivers, student loans, and work study employment. The WSCC Financial Aid Office believes all students, regardless of the amount of financial aid resources available to them, should have the opportunity to pursue an education and will assist them with finding resources to pursue their education.
How to Apply for Federal Financial Aid Programs at WSCC

1. Complete the online Free Application for Federal Student Aid (FAFSA) on the web at www.fafsa.ed.gov. Students need to complete the FAFSA application each year after January 1.
2. Complete a WSCC Financial Aid Application available in the WSCC financial aid office.

Eligibility Requirements for Financial Aid
In order to be considered for federal financial aid, a student must:

1. Be a U.S. citizen or an eligible non-citizen.
2. Most males must be registered with Selective Service. Go to www.sss.gov to register.
3. Have a valid social security number.
4. Not be in default on a student loan or owe a refund on a federal grant.
5. Have demonstrated financial need except for some types of student loans.
6. Have earned a high school diploma or GED
7. Be pursuing a degree or certificate program at WSCC.
8. Maintain satisfactory academic progress.
9. Cannot have a criminal conviction for drug possession or sale while receiving financial aid.

How You Qualify for Federal Financial Aid

There is no set income level at which students qualify for federal financial aid. The FAFSA information is used in a formula to determine the amount the student may be able to contribute to their education. The result is called an EFC or Estimated Family Contribution.

Most of the funds awarded by the Financial Aid Office are based on financial need from the FAFSA results. Financial need is calculated by subtracting the student's EFC from their Cost of Attendance (COA) Budget. The COA is an estimated amount that it will cost you to go to school for a year. Your COA may include tuition, fees, books, housing, transportation, and miscellaneous costs.

Regardless of financial aid need a student will qualify for a student loan unless the student is in default on a previous student loan. Many scholarships are also awarded regardless of financial need.

Students experiencing unusual financial circumstances such as unemployment, reduction of pay, excessive medical expenses, etc. may appeal to the WSCC Financial Aid Director for a review of their circumstances. Adjustments may be made to the student's EFC that may result in the student receiving additional financial aid.

Return of Title IV Federal Financial Aid Funds

Federal legislation requires that unearned Title IV funds including Pell Grants, Supplemental Educational Opportunity Grants (SEOG), and Direct Stafford Loans be returned to the appropriate aid program if a financial aid recipient totally withdraws from classes prior to completing 60% of the semester. Students considering withdrawal from all classes prior to completing 60% of the semester are strongly encouraged to contact the WSCC Financial Aid Office to determine how withdrawal will affect current and future financial aid. The complete Return of Title IV Funds policy is available in the WSCC Financial Aid Office or on the WSCC website www.westshore.edu.

Financial Aid Satisfactory Academic Progress Policy

Federal and state regulations require that students receiving financial aid be making Satisfactory Academic Progress (SAP) toward the completion of their certificate program or associate
degree regardless of whether the student received financial aid in the past. The SAP policy applies to all students who receive assistance from all federal and most state financial aid programs including but not limited to Pell grants, student loans, work study, TIP, Veterans Education Benefits, and some scholarships.

Satisfactory Academic Progress Standards

1. Students must maintain a minimum semester and cumulative grade point average (GPA) of 2.0 that is calculated from all attempted classes that earn GPA points. Incompletes, withdrawals, forgiven repeats, transfer credits, and developmental classes are excluded from the GPA calculation.

2. Each semester students must complete attempted credits at a pace of at least 67%, including courses below the 100 level. Incompletes, withdrawals, and repeated classes are used to calculate the completion rate. Transfer students must complete 67% of attempted credits each semester and transfer credits are included in the overall pace of completion at WSCC.

3. Students must complete their degree program within 90 attempted credit hours or the 150% limit of their program of study. Attempted credit hours include transfer credits, credit hours for courses passed or failed, repeated courses, withdrawals, and incompletes. A student may earn no more than three degrees or certificates regardless of total accumulated credit hours.

4. Students that begin attendance at WSCC that already possess a bachelor’s degree may receive one additional degree or certificate if circumstances are warranted.

Satisfactory Academic Progress Procedures

1. Satisfactory academic progress is reviewed at the end of each semester.

2. Students will be placed on Financial Aid WARNING for one semester if they fail to meet the 2.0 overall GPA requirement and/or fail to complete 67% of credit hours attempted overall or for the semester. Students are eligible to receive financial aid for the Warning semester if they complete a SAP plan with an Academic Advisor. Students who fail to achieve satisfactory academic progress at the end of the Warning semester will be cancelled from financial aid.

3. Students will be cancelled from financial aid after the semester the student reaches 90 credits or 150% of the credits needed to complete their program of study.

4. Any student cancelled from financial aid, after two semesters of failing to meet the SAP policy, has the right to appeal that decision to the Financial Aid (FA) Director if there were circumstances that prevented the student from meeting the requirements of the SAP policy. Special circumstances can include but are not limited to medical, employment, transportation, or any other circumstances deemed extenuating by the FA Director.

5. All financial aid appeals must be made by completing the appropriate WSCC Appeal form and the student must meet with the FA Director. Supporting documentation may be required. After reviewing the appeal the FA Director will inform the student, in writing, of the decision.

6. If a FA appeal is approved for failure to meet the pace or GPA requirement the student will be placed on probation and is eligible to receive financial aid. To continue on probation a SAP plan must be created and followed that requires a minimum 2.0 GPA and 67% of the credits attempted to be completed each semester. The SAP plan may require additional conditions, established by the FA Director or Academic Advisor, which the student must follow. Students will
Financial Aid Awards

Federal financial aid awards are made after the student's FAFSA has been processed and finalized by the WSCC Financial Aid Office. Students should allow up to four weeks for their FAFSA to be finalized. Students will be notified by mail and/or email of all financial aid awards including grants, scholarships, waivers, student loans, and work study employment. Financial aid awards are subject to change based on the student's enrollment status before, during, and after the semester.

Disbursement of Financial Aid Awards

All financial aid funds, scholarships, grants, and student loans are credited to the student's account. If the student has any remaining funds after all tuition, fees, and bookstore charges are paid, a check will be mailed to the student for the balance remaining. It is the student's responsibility to verify the accuracy of all charges, credits, and financial aid awards. Refund checks for remaining financial aid are mailed approximately four to six weeks after the semester begins.

Federal Financial Aid Programs

Federal Pell Grant is awarded based on the results of the FAFSA. The amount of the grant also depends on the student's enrollment status. The amount of student Pell Grants is established by Congress each year and is subject to change. Go to www.studentaid.ed.gov for up-to-date information.

Federal Work Study Program offers students the opportunity to seek a part-time position of up to 20 hours per week usually on the WSCC campus. Contact the WSCC Financial Aid Office to determine if you qualify. Go to the WSCC employment webpage to review positions available.

Federal Supplemental Educational Opportunity Grant (SEOG) is awarded to students determined to have exceptional financial need. A FSEOG award amount is subject to availability of funds awarded to WSCC each year.

Federal Stafford Student Loans are available to all students regardless of financial need or credit history. Students must complete a FAFSA and complete the student loan application process at www.studentloans.gov. A student must be enrolled at...
WSCC at least half-time/6 credit hours to be eligible for a student loan. A student may qualify for subsidized loans based on their financial need. For a subsidized student loan the U.S. Department of Education pays the interest on behalf of the student while the student is in school. Students who do not have financial need may receive an unsubsidized student loan that the interest will begin to accumulate on once the funds are disbursed. Students do not go into repayment until a student is no longer enrolled at least half time at any school.

**Perkins Grants** are available for single parents, displaced homemakers, single pregnant women, students who are enrolled in degree or certificate programs considered non-traditional for their gender (such as males in nursing or females in criminal justice) or students receiving services from the Special Populations Program. Grants may be used for tuition and/or child care. Applicants must be enrolled in an occupational program.

**Veterans Educational Benefits** are available to veterans, service persons, and reservists. Eligible students can apply at https://vaonce.vba.va.gov. Eligible students also need to meet with the WSCC Financial Aid Director/VA Certifying Official. To maintain eligibility for benefits, students must meet the requirements of the WSCC SAP policy found at www.westshore.edu.

**State Financial Aid Programs**

**Michigan Competitive Scholarship** recognizes academic potential on the basis of students’ scores on the ACT test. Eligible students may receive awards based on financial need and the amount set by the Michigan Legislature each year. Awards are annually renewable for up to ten semesters of undergraduate study provided all eligibility requirements are met. Students must have the FAFSA submitted by March 1 each year for priority consideration and have financial need.

**Michigan Indian Tuition Waiver** is available to students certified by their tribal association as at least one-quarter Indian blood quantum. Contact the Michigan Department of Civil Rights at www.michigan.gov/mdcr or 231-439-5247 or your tribal office for information about the certification process.

**Michigan Tuition Incentive Program (TIP)** is available to students who graduate from high school, earn a certificate of completion, or obtain a GED before reaching the age of 20 and had Medicaid coverage for at least 24 months, as determined by the Department of Human Services (DHS). The program pays the credit hour tuition rate and mandatory registration fees for courses leading to degrees and certificates. Recipients must begin taking classes within four years of high school graduation, GED, or certificate of completion and then have 6 years of eligibility. Six (6) credit hour enrollment per semester is required for funding. More information is available at www.michigan.gov/ssp or 1-888-447-2687.

**Michigan Children of Veterans Tuition Grant** may be available to dependent children of deceased or disables Michigan resident veterans whose injuries were a result of military service. Children must be between the ages of 16 and 26. More information is available at www.michigan.gov/osg or 1-888-447-2687.

**Other Scholarships and Grants**

WSCC offers scholarships funded by the generosity of donors from our community. Applications are usually available in February and should be submitted to the WSCC Financial Aid Office by March 15 for priority consideration. Applications are available in the financial aid office or online at www.westshore.edu on the Financial Aid page. Student are also encouraged to seek out scholarships from other organizations.