

Calculating Your Refund Check

To calculate you're the amount of your refund check, you must first calculate your status as a student.

Step 1-Begin by calculating the total number of credit hours for which you have registered.

If you are in Dental Assisting or Carpentry, you must calculate using credit clock conversion hours.

Credit Clock Conversion

* Contact Hours X 16 divided by 37.5

* 6-12 hrs= less than half time

13-19 hrs = half time

20-26 hrs = $\frac{3}{4}$ time

27 or more = full time

For all other programs and degrees, calculate your credit hours for all of your classes using the following guide.

4hrs or less = less than half time

6-8hrs = half time

9-11hrs = $\frac{3}{4}$ time

12hrs or more= full time

Once you have calculated your credit hours, use that amount to calculate your award.

*When calculating your credit hours, DO NOT include the following: classes not in your program, credit by exam courses, or remedial classes (ENG 075,085,095 and MAT 060,070,080) if you have exceeded your 30 allotted hours

Step 2- Look at your award letter, on your WebAdvisor to determine what type of award you have.

There are several types of financial aid and they do not all work the same way.

Federal Grants (pell) State Grants (NCELS, NCCG) Scholarships Work-study

If you have awarded a pell grant:

Pell Grants are available for 2 full time semesters. If you are not a full time student, the amount of your award will be reduced to match the amount of credit hours you are taking.

Example:

Full time = 100% of award

$\frac{3}{4}$ time = 75% of award

$\frac{1}{2}$ time = 50% of award

Less than $\frac{1}{2}$ = 25% of award

If you are awarded a state grant:

State Grants are also prorated based on your number of credit hours; however, they are only available during Fall and Spring Semesters. NOT SUMMER! You must be enrolled a minimum of 6 credit hours to qualify for these grants.

Example:

full time= 100% of award

$\frac{3}{4}$ time = 75% of award

$\frac{1}{2}$ time = 50% of award

If you are awarded a scholarship:

Scholarships may cover all or partial tuition, OR books, OR both. You will be sent a letter from the financial aid office providing you with details of your scholarship and what it covers. Please let the financial aid office know of any outside scholarships you may have received. You will not be sent the remaining balance of your scholarship. Any money leftover will be turned into new scholarships for other students.

If you are participating in the Work-Study program:

Work-study is a type of self-help financial aid. Though it is listed on your award letter, it is an amount of money you have the potential to EARN, not money you are guaranteed to RECEIVE. Work-Study is not prorated based on your hours of enrollment. The financial aid office will keep up with your total earned each month and for the year. At the end of the month, you will be sent your paycheck for what you have earned.

Remember!

Pell Grants and State Grants DO NOT break down after a certain number of hours.

Based on your EFC (expected family contribution), your award may be too small to distribute.

Using WebAdvisor is the simplest way to calculate your refund check!!!

Time to Calculate Your Refund!

Now you should be able to figure out what your enrollment status is. Look at your class schedule and calculate how many hours you are enrolled to determine your status. Subtract your tuition amount from your award amount.

Ex. My award 2775.00

My tuition - 693.00 = 2082.00 remains after tuition is paid

Next, you will subtract the amount of money you charged at the bookstore. Save ALL of the receipts from the book store. Even if you return an item! Calculate the total amount SPENT at the bookstore. Subtract this from the remaining total of your award.

Ex. My award 2775.00

My tuition - 693.00

2082.00

Book Costs - 500.00

1582.00 Amount of refund

Remember!

The following things can change the amount of your refund check.

* Adding/dropping classes. This can change the # of hrs. You are enrolled thereby changing your status.

* Returns/ additional purchases at the bookstore. When you buy supplies, the amount is SUBTRACTED from your award, when you return materials; the amount is ADDED back into your award.

* Additional program fees. Some programs have additional fees on top of your tuition. (Ex. cosmetology kits, uniforms, liability insurance, nursing tests...) Check with your advisor for these additional costs. Refer to pgs. 21-24 in the course catalog for additional costs as well. Keep in mind, not all of these can be paid by your financial aid.