

FINANCIAL AID INFORMATION

The Financial Aid Office at NMC assists those students who can benefit from higher education but who may have difficulty attending NMC without financial help. All financial aid is administered in accordance with Federal and State policies and procedures. It is our belief that the family has the primary responsibility for assisting the student in meeting their educational costs, and financial assistance is available to fill the gap between the family and/or student's contribution and the student's costs of education.

Several types of financial aid are available to NMC students including grants, scholarships, and campus-based programs such as the Federal College Work Study Program. For information and assistance on how to apply for financial aid, visit the Financial Aid Office in Building N. room 1-1.

FEDERAL FINANCIAL AID

The following are types of financial aid from the United States Federal Government that are available to eligible NMC students.

Federal Pell Grant is a federally funded program providing \$574 – \$5,645 (2013-2014 award year) to students with financial need and is the first source of assistance to the students. Generally, Pell Grant awards are given to undergraduate students pursuing an associate or bachelor's degree. The amount of money you are awarded will depend on your Expected Family Contribution (EFC), cost of attendance, enrollment status and whether you attend school for a full academic year or less.

TEACH Grant is The Teacher Education Assistance for College and Higher Education (TEACH) Grant Program provides grants of up to \$4,000 per year to students who agree to teach for four years at an elementary school, secondary school, or educational service agency that serves students from low-income families and to meet other requirements. The terms and conditions of this teaching service obligation are explained in the TEACH Grant Agreement to Serve that you must sign before you receive a TEACH Grant. Students do not necessarily have to have a financial need to receive a TEACH grant.

Federal Supplemental Educational Opportunity Grant (FSEOG) is a federally funded program that provides grants to undergraduates who demonstrate exceptional financial need. This aid is intended to supplement the Pell Grant. Awards are made on a limited basis to students with exceptional financial need.

Federal College Work Study (FCWS) is a program designed for students enrolled at least half-time and who demonstrate financial need. Your total award depends on your cost of attendance, your level of need, and the funding level of the school. Job placement is done through the Financial Aid Office under the auspices of the Division of Student Services.

U.S. Army Reserve Tuition Assistance Numerous branches of the U.S. Armed Forces provide financial assistance to their personnel and their dependents, as well as to Reservists. One of these programs is the U.S. Army Reserve Tuition Assistance which pays up to 100% of the tuition and fee costs for an Associate, Bachelor's, or Master's degree. It also applies to vocational or technical certificate programs from an accredited educational institution. Not all military services provide the same benefits though. You must contact your Branch Educational Officer for more information.

Veterans Educational Assistance Benefits Program (i.e. GI Bill) The college is approved for veterans' benefits. A wide range of educational benefits is available to those who have served in the U.S. military, and some of these benefits may be extended to their dependents. Counseling regarding eligibility is available either at the Financial Aid Office or at the Veteran's Administration Office on Saipan. Veterans must comply with established Office of Admissions and Records and Financial Aid Office policies in order to receive benefits, and must meet established standards of academic progress. The Financial Aid Office has information about the application forms for specific benefits available to veterans and their dependents.

College Access Challenge Grant (CACG) Scholarship is a federally funded program that provides scholarships to students who demonstrate financial need based on their FAFSA information and is awarded to high school juniors, seniors and first-year college students who have been accepted into the CACG Program. The purpose of the CACG Scholarship is to assist recipients with the costs associated with college enrollment.

OTHER SCHOLARSHIPS

In addition to the Pell Grant, the Financial Aid Office announces scholarships that various governments (such as the CNMI), organizations, countries, and schools send to our office. To inquire about the most recent scholarship announcements, please call the FAO at 234-5498 ext. 1525/1526 or visit our office in Bldg. N. Scholarship announcements are posted in front of FAO as well as around campus, announced in the PROA (NMC newsletter), posted on the NMC website, and/or announced via email to NMC faculty, staff, and students.

CNMI Scholarship

The CNMI Scholarship is a state financial assistance made available to eligible students. For more information and to apply, contact the CNMI Scholarship Office at telephone (670) 664-4750/2, or you may visit their website at www.cnmischolarshipoffice.com.

Saipan Higher Education Financial Assistance (SHEFA) Scholarship

SHEFA is a local financial assistance offered by the Municipality of Saipan, Office of the Mayor. This assistance is available to qualified residents of Saipan (inclusive of the Northern Islands) through a supplementary financial assistance, upon availability of funds. For more information and to apply, contact the SHEFA office at (670) 233-5995, or you may visit their website at www.saipanshefa.com.

Micronesian Region of Different Island State's Scholarship

There are state scholarships available or offered through each of the various government entities of the Freely Associated States of Micronesia, Republic of Belau, and Republic of the Marshall Islands. However, the Financial Aid Office does not process these aids. Interested students from these areas

may pick up an application at the Financial Aid Office, but must mail their applications directly to the address indicated on the form.

Tan Siu Lin Scholarship

The Tan Siu Lin Scholarship is awarded to students to (1) promote higher education by providing financial assistance for college students in their pursuit of professional careers; (2) to help alleviate the critical current and future shortage of skilled and trained workforce for the CNMI; (3) to provide current public and private sector employees with opportunities to improve their knowledge and skills, and enhance their career and professional development. Interested students may pick up an application at the Financial Aid Office.

Businesswoman of the Year Scholarship

The Businesswoman of the Year Scholarship is intended to promote higher education by providing financial assistance for college students in their pursuit of professional careers. “The Businesswoman of the Year Scholarship Program” will award scholarships to deserving full-time or part-time University of Guam (UOG), Guam Community College (GCC), and Northern Marianas College (NMC) students each semester applied for and registered. The scholarships will be awarded based on merit, eligibility, the written essay, and financial need. Interested students may pick up an application at the Financial Aid Office.

Government Employees Professional Development Assistance Program (GEPDAP)

The GEPDAP program is geared to provide professional development for qualified government employees who could receive up to 50% off of their tuition. Fees, books, and supplies are not discounted. Program benefits are applicable to regular NMC courses only. Benefits do not apply to Community Programs courses, Outreach Programs, Specialized training, proposals, and Memorandum of Understanding/Agreements or other approved contracts. Qualified government employees are those who do not qualify for any grants or scholarships. Qualified candidates must bring a copy of their employment verification to show proof of employment in the government. All candidates must be admitted to NMC in an approved degree program. All payments must be made in accordance with Finance Office policies.

Tuition Waivers

The Tuition Waiver program is geared to provide professional development for qualified NMC employees who could receive up to 100% off of their tuition. Fees, books, and supplies are not discounted. Program benefits are applicable to regular NMC courses only. Benefits do not apply to Community Programs courses, Outreach Programs, Specialized training, proposals, and Memorandum of Understanding/Agreements or other approved contracts. Qualified NMC employees are those who do not qualify for any grants or scholarships. All candidates must be admitted to NMC in an approved degree program. All payments must be made in accordance with Finance Office policies.

APPLICATION PROCEDURES

Students are required to file the Free Application for Federal Student Aid (FAFSA) and submit all supporting documents to the NMC Financial Aid Office in order to determine eligibility for federal student aid. Students must apply and qualify annually on the basis of demonstrated need.

When to Apply

Filing the FAFSA on time is critical. Students should apply as early as January 1 for the next academic year. While early filing applicants are given priority-funding consideration, Northern Marianas College continues to accept and award funds to students all through the academic year. The Northern Marianas College Financial Aid Office has established deadlines for each semester. Please call or visit the Financial Aid Office to find out the deadlines for the each respective semesters.

Students may apply using one of the following methods

Complete and mail the Free Application for Federal Student Aid (FAFSA). Forms may be obtained from a high school guidance counselor or from the college Financial Aid Office for first-time applicants. Renewal applications will be either mailed or emailed directly from the U.S. Department of Education if the student applied before the calendar year ended. You may also file your FAFSA electronically on the internet at www.fafsa.gov. Or you may submit your FAFSA to the Financial Aid Office to be processed electronically for you. If you need further assistance, please call 1-800-433-3243 or visit the Financial Aid Office in Building N, Room 2.

General Documents & Forms (Initial Application to NMC)

- Free Application for Federal Student Aid (FAFSA)
- Copy of Birth Certificate, Passport and/or Permanent Residence Card (if applicable)
- Copy of High School Diploma, Transcript (stating graduation status), or GED Certificate
- Copy of Income Tax Forms
- Verification Forms
- Other forms as requested by the Financial Aid Office

Student Aid Report (SAR)

Your SAR is produced through a Federal Need Analysis Calculation Methodology by the U.S. Department of Education, for determining your Expected Family Contribution (EFC). Your EFC is the amount you and your family can reasonably be expected to pay towards your college education and also determines how much in the Pell Grant you are eligible for.

Financial Need Calculation

Financial Need = Cost of Attendance – Expected Family Contribution

Financial need is simply defined as the difference between the student's cost of attendance and the family's ability to pay those costs. The student's cost of attendance includes tuition and fees, books, living expenses, transportation, dependent care, and personal expenses. The cost is standard, but may be adjusted based on unusual circumstances. You must request in writing to have your cost adjusted by the Financial Aid Administrator at your institution.

AWARDS

Completed applications are generally processed within a three-month time period. Students who are eligible for financial aid will be notified by either mail or email of the type and amount of the awards as soon as possible after the College has received its federal allocations of financial aid funds. Normally financial aid checks are disbursed once per semester. The Pell Grant is awarded three times during each school year (Fall, Spring, and Summer [trailing award]). Please contact or visit the Financial Aid Office for more information.

SATISFACTORY ACADEMIC PROGRESS (SAP)

Students receiving financial aid are required to maintain satisfactory academic progress in their course of study. Academic progress is defined using both a qualitative and quantitative measure. The qualitative academic progress is assessed by the grade point average achieved at NMC; the quantitative academic progress is measured through the number of semester units satisfactorily completed. Financial aid progress standards are in addition to the college's Academic Standards, which apply to all students. All students applying for federal financial assistance are subject to SAP evaluation of their transcript regardless if they received aid or not for a particular term(s). This is in accordance with Federal rules and regulations. Academic progress for financial aid recipients is assessed according to the Satisfactory Academic Progress Policy Standard described below.

1. Maintain a term and cumulative Grade Point Average (GPA) of at least 2.0 on a 4.0 scale, and
2. Complete at least 75% of the number of credits taken each semester (Ws and UWs will be counted against the student).

Transfer credits from another institution will be included in the calculation of your cumulative GPA, which is used in determining your academic status for federal aid at NMC. If you fail to earn the minimum credit hours for the required term of enrollment, you will be given up to two semesters to make up the deficient credit hours.

FINANCIAL AID PROBATION AND SUSPENSION

Students who fail to meet any of the above criteria for any one semester will be placed on financial aid probation. A student on probation may continue to receive federal aid during the probationary period, but must give evidence of satisfactory academic progress by the end of the probation period. Two consecutive semesters of financial aid probation will subject the student to suspension from financial aid and thus will not be eligible for financial aid in subsequent semesters until they make up the deficient credits and/or term and/or cumulative GPA.

APPEAL PROCESS

Students who are denied aid due to lack of "Satisfactory Academic Progress" or have not completed their degree objectives in the maximum time frame must petition to the Financial Aid Administrator. The appeal should be in writing and must be submitted to the Financial Aid Office no later than 30 days from date posted on the denial notice explaining in detail the specific reasons which contributed to the lack of progress, documentation to substantiate the student's statement, and an outline of what steps the student plans to take to ensure academic progress if the student is reinstated. Students will be notified in writing of the decision no later than 30 working days after review of the documents submitted.

Students may appeal the Financial Aid Office's decision by submitting copies of their appeal and the Financial Aid Office's decision to the Dean of Student Services.

Appeals may be made based on one or several of the following reasons:

- A death in the immediate* family
- Serious injury or illness of the student or a member of the immediate* family.
- Improvement sufficient to meet required standards in hours and/or GPA while attending a subsequent semester at student's own expense.
- Special circumstances to be reviewed on a case-by-case basis. (Students on Financial Aid Probation who have not attended college for at least one calendar year may appeal based on change of circumstances).

*Immediate family members are father, mother, sister, brother, grandfather, grandmother, and child(ren).

A student whose appeal is granted will be reinstated on Financial Aid Probationary status.

A student on Financial Aid Suspension whose appeal is denied may attend NMC at his/her own expense.

REINSTATEMENT

To be reinstated, students must complete all credit deficiency within one academic year without financial aid. Credits earned will be applied to the student's credit deficiency. To qualify for reinstatement, a student must:

Complete all credit deficiencies (credits must apply to student's program of study)

Complete all credits attempted

Earn a semester and cumulative GPA of 2.0

At the end of this excluded semester(s), to be reinstated, the student must meet the Satisfactory Academic Progress Policy qualitative and quantitative measures. Students may only be reinstated twice. Students must apply in writing to be reinstated and that they will be notified in writing in a timely fashion that they have been reinstated.

TERMINATION OF ELIGIBILITY

Students who do not meet the Satisfactory Academic Progress Policy qualitative and quantitative measures at the end of the reinstatement semester(s) will be terminated from receiving federal financial aid indefinitely or until Satisfactory Academic Progress has been made.

MAXIMUM TIME FRAME

All students are expected to complete their program within an acceptable period of time. The maximum time frame for financial aid recipients is 150% of the published credit length of their program. Students are funded up to a maximum of 150% of units attempted of his/her degree or certificate objective including hours transferred in and withdrawals, whether or not financial aid was received.

Students who have only one active program or major at NMC may not receive financial aid if the total number of attempted credits in combination with accepted transfer credits is equal to or more than 150% of the credit length of their active program/major. Withdrawals are considered attempted credits.

Students who graduate from an NMC certificate or associate degree program and enroll in a new program may not receive financial aid if the total number of attempted credits in combination with accepted transfer credits is equal to or more than 150% of the credit length of their new program. Required credits listed on the IDP that do not transfer into their new program will not be considered as part of the 150% total attempted credits for the new program. Additional time will be given to a student who is pursuing a second and/or third degree. Financial aid will cover only the courses needed to fulfill the second and/or third degree. Students with more than one active program or major may not receive financial aid if the total number of attempted credits in combination with accepted transfer credits is equal to or more than 150% of the credit length of their first ranked program or major.

It is the student's responsibility to inform the FAO of any changes in his/her program of study.

While NMC does allow students to pursue as many degrees as he/she wishes, the Financial Aid Office will only award up to 3 degree programs either concurrently or separately and it could be a combination of 3 Associate's Degrees, or 2 Associate's and 1 Bachelor's Degrees. Once a student receives his/her Bachelor's Degree, he/she is not eligible for Pell Grant awards afterwards. Students must keep in mind the Lifetime Eligibility Used (LEU) in regards to their Pell Grant awards.

In terms of certificate programs, students are allowed up to two certificates in addition to the above provision. Up to 30 NDU credits will not be counted toward the 150% completion rate.

REMEDIAL OR NON-DEGREE UNIT (NDU) COURSES

34 CFR 668.20 – Remedial Coursework: A student enrolled in remedial or NDU courses (below 100 level) is eligible to receive financial aid only if the courses are required for the student to pursue the degree or certificate program. These courses will be applied toward the minimum number of credits the student must complete each semester. A maximum of 30 units of NDU classes will be eligible for funding. There is no exception to this rule.

REPEATED AND SUBSTITUTED COURSES

You may repeat a course only once and receive federal aid for that course. Federal aid (including the CNMI College Access Challenge Grant) is not awarded to repeated and/or substituted courses with grades above substandard level of C or above. The repeat course will be counted towards the maximum time frame and credit completion requirement.

The following grades will be considered as credits enrolled but not successfully completed:

UW, W, NP, I, TF. The I grade is calculated as no credit until the grade is changed by the Instructor and entered into the student's academic record by the Office of Admissions and Records.

SUMMER ENROLLMENT

Pell grants are awarded for summer sessions. Depending on the summer session enrolled, a student's remaining Pell award will be calculated at a certain percentage.

ENROLLMENT STATUS

The number of credits for which a student is registered determines his/her enrollment status. A student receiving financial aid may be required to complete hours in addition to those listed below. The exact requirement for financial aid purposes is stated in the student's financial aid award letter. Fall and Spring Semesters and Summer Sessions:

Full-time	12 or more credits
Three-quarter time	9 to 11 credits

Half-time	6 to 8 credits
Less than half-time	3 to 5 credits

DROPPING CLASS POLICY

Your final eligibility for aid will (including the CNMI College Access Challenge Grant) be based on the number of credits for which you are enrolled on the first class day after the Add/Drop period. If you register and then dropped class(es) within the Add/Drop period, your eligibility for aid will be recalculated on your remaining hours as of that period. Students who receive a financial aid payment based on more credits than those remaining after the Add/Drop week may be responsible for repaying a portion of any financial aid received. Dropping classes may affect your eligibility for future aid. You should consult the Satisfactory Academic Progress Policy to determine if dropping classes will affect your eligibility for aid.

VERIFICATION POLICY

Verification is the process used to check the accuracy of the information provided by the student applicant and family when applying for Federal Student Aid.

- The verification procedures are governed by the Higher Education Act of 1965, as amended, and Subpart E of 34 CFR Part 668 “Verification of Student Aid Applicant Information Regulations”, published in the Federal Registry in April 1994 and in November 1994.
- When verification is required for an application, that application is said to have been “selected” for verification. Verification of applications may be selected by either one of the following methods:
 - An applicant selected by the FAFSA Processor (Central Processing System or CPS) based on edits.
 - An applicant who NMC has reason to believe contains inaccurate information. If selected by the college, the student is subject to all the rules and requirements of verification.
 - If the Financial Aid Office finds conflicting information on an application, or any reason to believe that an application is in error, appropriate steps must be taken to 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.

Conflicting information and student repayment is required, if discrepancies are discovered after disbursing federal aid.

Students selected for verification of information by the U.S. Department of Education will be asked to submit additional forms.

Required Verification Items and Acceptable Documentation:

- Household Size
- Number Enrolled in College/University
- Adjusted Gross Income or income earned
- U.S. Income Tax Paid

Certain Untaxed Income and Benefits

- Social Security
- Military Educational Benefits
- Earned income credit
- Foreign income exclusion
- Child Support received
- Interest on tax-free bonds
- Untaxed payments to IRA
- Other untaxed income from U.S. income tax return

Verification Covers the Following Title IV Programs

- Federal Pell Grant Program
- TEACH Grant
- Federal Supplemental Educational Opportunity Grants (FSEOG)
- Federal Work-Study
- Direct Loan Program

Verification Exclusions:

Under any of the following circumstances a student is excluded from some or all of the verification requirements:

- Death
- In prison
- Certain Immigration Status
- Pacific Island Residency Status
- No Funds Disbursed.

The Northern Marianas College Financial Aid Office will use the same verification procedures for all other state and institutional funds, awarded or certified by this office.

Verification Procedure

When selected for verification, you will receive a notice listing the types of documents that must be submitted to the NMC Financial Aid Office. Upon gathering all necessary signed documents, submit them to the Financial Aid Office. The Office will review all required documents for signature and completion. The verification process must be completed or forfeit federal student aid eligibility.

Verification Deadline

A Federal Pell Grant applicant whose application is selected for verification must complete verification no later than 30 days after the last day of enrollment or June 30, whichever is earlier. The same deadline date applies by the College for ACG and Campus-Based Programs such as, the Federal Supplemental Educational Opportunity Grant (FSEOG) and Federal College Work Study (FCWS).

For the Pell Grant Program, you have completed verification when you have demonstrated that the application data are correct. In addition, the Financial Aid Office must also have on file the final and valid federal Institutional Student Information Report (ISIR). The same process is required for TEACH Grant, Campus-Based Programs, and Direct Loan Programs.

RETURN OF TITLE IV FUNDS POLICY

The Higher Education Amendments of 1998 require schools to implement the Return of Title IV Refund Funds policy when a Title IV funds recipient completely withdraws from school.

This policy applies to students who officially or unofficially withdraw from all courses for which they are enrolled for the term and who have received Title IV funds for the term.

Definitions

The term “Title IV recipient” refers to a student who has received Title IV funds or has met the conditions that entitle the student to a late disbursement.

The term “officially withdraw” refers to those students who complete the withdrawal process by withdrawing from one or all courses by completing the appropriate form.

The term “unofficially withdraw” refers to those students who did not attend any of their courses without properly withdrawing from all courses using the appropriate form.

Notifying the College of the Intent to Withdraw

The college is notified of a student’s intent to officially withdraw by the following method:

The student completes and submits the appropriate withdrawal form in person to the Office of Admissions and Records (OAR). The “received” date handwritten on the form is considered the date the student began the official withdrawal process.

A student’s withdrawal date is defined as:

- a. The date the student began the College official withdrawal process as specified above, or
- b. The midpoint of the term when a student unofficially withdraws without notifying the College, or
- c. The student’s last date of attendance at a documented academically-related activity if this date falls later than the date established in “a” or “b” above.

All Title IV funds will be refunded if the College cannot document that a student attended any classes within the term.

The Return of Title IV Funds

The return of Title IV funds for all charges including tuition and special fees will be prorated on a per diem basis based on the calendar days in the term up to and including the 60% point in the semester. After the 60% point, the student is deemed to have earned 100% of the Title IV funds.

In accordance with federal regulations, refunds are allocated in the following order:
Federal Pell Grant, FSEOG, Other SFA Program, Institutional Funds, Student.

In the event that funds must be returned, the College will reimburse the Title IV programs via the tuition revenue account. As a result, any tuition refunds due to the student will first be returned to reimburse the Title IV programs. Students will be billed for any unpaid institutional charges that result from the return of funds to the Title IV programs. Moreover, the student may be required to directly repay a portion of the Title IV funds that were received.

In such cases, the NMC Finance Office will send the student a repayment promissory note which details the amount that must be repaid, the federal aid program that must be repaid, and the date the repayment is due. Any repayment outstanding or unpaid will be referred to the U.S. Department of Education for collection and legal disposition. Furthermore, a financial obligation will be placed on the student's account by the College, which will prohibit the student from registering in the future terms, receiving academic transcripts, or receiving any additional federal aid funds.

In some cases, a student may be eligible to receive a "post-withdrawal" disbursement after the student completely withdraws from school when the amount of aid earned is less than the amount of aid disbursed. In such cases, the Financial Aid Office will notify the student of the "post-withdrawal" disbursement via an award letter.

In regards to the return of Title IV funds, Northern Marianas College responsibilities include:

- Providing each student with the information given in this policy;
- Identifying students who are affected by this policy and completing the Return to Title IV funds calculation for those students; and
- Returning to Title IV programs any Title IV funds that are due.

STUDENTS' RESPONSIBILITIES

Notification

Notifying the College of the student's intent to withdraw from all courses, and returning to Title IV programs any funds that were disbursed directly to the student and for which the student was determined to be ineligible through the Return of Title IV calculation.

Reporting of Other Financial Assistance

Your Award Notification should disclose all financial aid you are eligible to receive and scholarships you have been awarded. If you are receiving additional scholarships, grants, or private educational loan that do not appear on your Award Notification, you will need to inform our office of the missing information. Failure to do so may result in a federal financial aid over award that could terminate your future eligibility for federal student aid.

Terms and Conditions

With your Award Notification you will also receive a notice of the Terms and Conditions of Awards. This provides you with detailed information on your award determination, statement of educational purposes, and responsibilities as a financial aid recipient. Make sure you read this information carefully. Your acceptance of the Award Notification indicates you understand your responsibilities as a financial aid recipient.

Change of Address

Please let us know how to find you. Tell us in writing, calling, or visiting the Financial Aid Office of your new address and/or phone number in order for you to receive prompt notification.