

The Financial Aid Office (FAO)

New Student Orientation

Student Responsibilities

- Know the [HOPE Book and Pell Refund Check dates](#)
- All students comply with [SAP](#) (Satisfactory Academic Progress) Policy
****Differs from Academic Progress Policy, in most cases****
- [Return to Title IV Policy](#)
- Keep track of [HOPE paid hours](#)
- HOPE Grant and Pell Grant ONLY pay for courses in your accepted program of study
****The FAO will review your schedule week 2 of every term****
- Pell Grant recipients complete your Title IV Authorization
 1. Sign into your student **Banner Web** account
 2. Click **Student Services and Financial Aid**
 3. Click **Financial Aid**
 4. Click display **Financial Aid Authorization**
 5. Read and if you agree to the terms, click **Authorize Pell**
- Pay tuition and/or fees to the business office that financial aid does not cover by the payment deadline
- Repay any aid received that you are not entitled to receive
- Check Banner Web for up-to-date financial aid account information
- Regularly check your ATC email account
****all correspondence from the FAO will be sent to your ATC email account****

Satisfactory Academic Progress (SAP)

- Both students and schools are subject to laws and regulations requiring students who receive financial aid to be 'making progress' toward completing a degree or other credential.
- Must post a Quarterly GPA of at least 2.0
- Must have successfully completed two-thirds or 66.67% of the hours attempted (checked quarterly)
- Must complete program in at least 150% of the time as determined by catalog

Return to Title IV (R2TV) Policy

- Students who withdraw from all classes prior to completing more than 60% of an enrollment term will have their eligibility for the Pell Grant and SEOG recalculated based on the percent of the term completed.
- Students are responsible for any portion of their Pell Refund check or institutional charges that are left outstanding after Title IV funds are returned.

HOPE CAP

- Eligible recipients of Hope Grant will only be able to receive **95** paid quarter credit hours
- Eligible recipients of Hope Scholarship will only be able to receive **190** attempted quarter credit hours
- Combined Hope Grant and Hope Scholarship CAP, for those who use both programs, is a total of **190** Hope Paid quarter credit hours