WEB SELF-SERVICE and E-mail Updates
The FAO will use email to notify you of updates and other information regarding your financial aid. It is your responsibility to keep your e-mail address current and to check WEB SELF-SERVICE and your e-mail regularly for updates. You may update your personal email on WEB SELF-SERVICE.

Next Steps
1. Read and understand your financial aid awards. Some of the terms used are explained in the sections that follow. Additional information is available at www.newriver.edu. Sign and return one copy of your award letter to the FAO to continue processing of your aid. Financial aid awards may also be accepted or declined on WEB SELF-SERVICE.
2. Register for classes. If you are enrolling at New River CTC for the first time, you will be contacted about registration times.
3. Registered students will be billed prior to the start of the semester and available financial aid will appear on your bill.
4. A bill will be sent to your local mailing address. Review your bill. Contact the Business Office if you have questions about your bill.

Estimated Cost of Attendance
This is an estimated amount for tuition, fees, books, supplies, living expenses, transportation allowance, loan fees and personal expenses. If you have special needs that affect your costs while in school, write a letter to the Financial Aid Office requesting a cost of attendance increase. Documentation will be required.

Expected Family Contribution (EFC)
The EFC is derived from the information you reported on the Free Application for Federal Student Aid (FAFSA). The figure is based on your family’s income, assets, family members in household, number in college, etc. This is the Department of Education’s formula to calculate need and not the amount you owe New River CTC. If there are special circumstances, such as loss of income or a death in the family, you will need to document them on a Special Circumstances form, available from the Financial Aid Office.

Calculated Financial Need
This figure is calculated by subtracting your EFC from your estimated cost of attendance. This is the amount of need-based assistance for which you are eligible. You may also be eligible for non-need-based aid, such as unsubsidized and parent loans.

Scholarships
All institutional scholarships, vocational rehabilitation awards, and other outside awards will be added to your package. Any over awards of need-based aid will be adjusted based on Federal regulations. If you receive any money from sources other than New River CTC or state agencies, you must notify the FAO immediately.

Federal Pell Grant
All Pell awards are based initially on full-time (12-credit hours) status and are adjusted after your enrollment status is confirmed.

West Virginia Higher Education Grants
You will receive a separate award letter from the WV Grant Program. The grant amount varies according to your Expected Family Contribution and final eligibility is determined by New River FAO, based on grades and satisfactory academic progress for financial aid.

Promise
You will receive a separate award letter from the Promise Scholarship Program, a merit-based award for WV students. This award counts as part of your financial aid and may be paid together with WV Grant and other financial aid.

Federal Work-Study
If you have been awarded FWS, please contact the Human Resources Office about finding a job on campus or doing community service.

Direct Loans
New River CTC processes all student and parent loans under the William D. Ford Direct Loan Program. If you need more financial assistance than this program provides, you may apply for an alternative loan.

Entrance Counseling
If you are borrowing under the Direct Loan program for the first time, you are required by the federal government to participate in an entrance counseling session. The counseling may be done online at www.dl.ed.gov.

Master Promissory Notes
If this is your first Direct Loan, your Master Promissory Note (MPN) will be available at www.dlnote.ed.gov within a week after you accept the loan. Results will be sent electronically to New River CTC. If you want to sign a paper version of your master promissory note, contact our office. A valid MPN with references and valid signature must be completed before any loan funds will be disbursed to your account.
Parent Loan for Undergraduate Students (PLUS)
Applications for PLUS loans may be obtained from the Financial Aid Office. The master promissory note will be available at www.dlnote.ed.gov after the loan has been approved and processed by the Direct Loan Servicer.

Refund Checks
After all charges at New River CTC are paid, any excess financial aid funds will be refunded by check. The first refunds will be available at the Business Office the week before the semester begins and on a weekly basis thereafter.

Student Status
Any changes in your enrollment, residency or receipt of outside awards must be reported to the FAO. If the changes in status cause you to become ineligible for an award, the award package will be adjusted according to Federal and State guidelines. The FAO will make the final decision on award adjustments and the Business Office will bill you if a balance is due on your account.

Satisfactory Academic Progress
All students are required to maintain satisfactory academic progress in order to receive student financial aid. A copy of the policy can be found on the New River course catalog and website.

Enrollment
A minimum enrollment of six credit hours is required for Federal Direct Student and Parent Loans and Federal Work-Study. Most scholarships and State Grant programs require full-time (12 or more credit hours) enrollment. Federal Pell Grants, Supplemental Educational Opportunity Grants, (SEOG) and West Virginia HEAPS Grants may be paid for halftime and less than half-time attendance.

Withdrawal from New River CTC
Students receiving financial aid funds, who totally withdraw during the semester, are subject to institutional, federal and state return of funds policies. No funds will be refunded to withdrawing students until institutional federal and state return requirements are met. In most cases, funds will be returned to aid programs. Any type of tuition waiver that a student has received will be adjusted to reflect actual tuition and fees charged before any other calculation is made. Refunds to students for living expenses may also have to be returned. The federal return of funds policy is in effect for 60% of the semester. (See full policy online in the current New River CTC Catalog.)

Aid Renewal
You must apply each year for financial aid and scholarships by completing the FAFSA. Funds are not guaranteed from year to year, but are awarded based on need, renewal criteria for the individual awards, priority filing deadlines and availability of funds.

Information about your Financial Aid Award

Terms and Conditions

Financial Aid Office
158 Dye Drive  Beckley, WV 25801
Phone: 304-929-5473  Fax: 304-929-5484
www.newriver.edu

Federal School Code
039603

07.21.09