

Financial Aid Information

Financial Aid Procedures

It is recommended that anyone desiring financial aid apply six to eight weeks prior to the time the aid will be needed. Applications and information, including assistance in completion of forms, are available in the Financial Aid Office on the Waycross, Jesup, Golden Isles or Baxley campus and by appointment at all locations. The Financial Aid Office phone numbers for the following locations are: Waycross (912) 287-6584; Jesup (912) 427-5800; Baxley (912) 367-1700; Alma (912) 632-0951; Hazlehurst (912) 379-0041, Golden Isles (912) 262-4999; Camden (912) 522-4510.

Coastal Pines has several types of financial assistance to help qualifying applicants pay for their education. Funds are available through Federal and State aid as well as other scholarship and grant programs. Grant and scholarship programs operate on an award year basis beginning July 1 and ending June 30. Students must apply or re-apply each year in order to receive or continue receiving financial aid.

Basic eligibility requirements include but are not limited to the following:

- be enrolled as a regular or provisional student in an eligible certificate, diploma, or associate degree program
- be a U.S. citizen or eligible non-citizen
- have earned a high school diploma or equivalent
- be registered with Selective Service, if required
- not be in default on a Federal Title IV or State of Georgia educational loan or owe a refund due to over-award on a previously received grant
- agree to use any funds received only for educationally related purposes
- maintain satisfactory academic progress in accordance with Coastal Pines Technical College procedure
- certify that they will not engage in the unlawful manufacture, distribution, possession, or use of a controlled substance while receiving financial aid
- must not be recently convicted on felony drug related charges
- meet other program requirements

Eligibility Requirements

Basic eligibility requirements may include but are not limited to the following:

- be enrolled as a regular or provisional student in an eligible certificate, diploma, or associate degree program
- be a U.S. citizen or eligible non-citizen
- have earned a high school diploma or equivalent, or demonstrated the ability to benefit from the course of study
- be registered with Selective Service, if required
- not be in default on a Federal Title IV or State of GA educational loan or owe a refund due to an over-award on any previously received grant
- agree to use any funds received only for educationally related purposes
- maintain satisfactory academic progress in accordance with Coastal Pines Technical College procedure
- certify that they will not engage in the unlawful manufacture, distribution, possession, or use of a controlled substance while receiving financial aid
- must not be recently convicted on felony drug related charges
- meet other program requirements

Application Procedures for Pell Eligible Programs

Students who will be enrolled in a Federal Pell eligible program must complete the Free Application for Federal Student Aid (FAFSA). All students must use their legal name as it appears on their social security card. Using anything other than their legal name will result in major delays during processing. **Coastal Pines Technical College's Title IV Institution Code is 005511.** Students can electronically access FAFSA on the Web at www.studentaid.gov or complete either the paper application (requests for paper application must be made by calling (800) 4-FEDAID) and mail the paper application in the envelope provided to the Department of Education for processing. Either of these methods will allow the Financial Aid Office to receive your application information electronically. Other Coastal Pines Technical College forms need to be completed and returned to the Financial Aid Office.

If the FAFSA application is mailed, the student can expect to receive a Student Aid Report (SAR) from the processing center in four to six weeks. All pages of the SAR must be submitted to the Financial Aid Office.

If the FAFSA application is processed on-line, the student must either mail their signed signature page to the address provided or electronically sign the application as instructed. The Central Processing System will then determine eligibility for financial aid within 72 hours. A SAR will be mailed to the student.

If a FAFSA has been submitted and processed, there is no need to submit a separate application for the HOPE Grant or Scholarship. This is due to the Federal and State processing centers sharing information. Determination of eligibility will be made once all required forms and documents are received and processed.

Please check BannerWeb account weekly in order to check the status of your application process.

Application Procedure for Non-Pell Eligible Programs

Students who will be enrolled in a non-Pell eligible program must complete either a FAFSA or the HOPE Application. This form, as well as any other forms, must be completed, submitted, and processed before the determination of any eligibility can be made by the Financial Aid Office. If a student's schedule or major changes after registration, the financial aid award is subject to change.

Financial Aid Programs

Federal Pell Grant Program

The Federal Pell Grant Program — <http://www.studentaid.ed.gov> - is a federally funded award to help persons who have not earned a bachelor's degree pay for their education after high school. The amount a student receives will depend on the EFC (Expected Family Contribution) shown on the SAR (Student Aid Report) or ISIR (Institutional Student Information Record), how many registered course credit hours, the cost of attendance, program eligibility and the size of the federal appropriations. Lifetime Pell eligibility is limited 600% or 18 semesters.

Federal Supplemental Educational Opportunity Grant (FSEOG)

The Federal Supplemental Educational Opportunity Grant (SEOG) -<http://www.studentaid.ed.gov> - is a federal program that provides assistance for students with exceptional need. Need is determined by the EFC (Expected Family Contribution) shown on the SAR or ISIR. Awards range from \$400 to \$1000 per term. Priority is given to students who have maximum eligibility and have a higher cumulative grade point average. Students must not be receiving assistance from any other service or form of Financial Aid other than the Federal Pell Grant and HOPE to get FSEOG. Students must be receiving a Federal Pell Grant to be considered.

Federal Work Study (FWS)

The Federal Work Study Program — <http://www.studentaid.ed.gov> - is a federal program that provides jobs for students with financial need, allowing them to earn money to help pay educational expenses. Students must be enrolled in a Title IV eligible program to be eligible.

1. Once registered for class(es), interested students should come by the Financial Aid Office to complete an application and notify Financial Aid they are interested in Work-Study.
2. The Financial Aid Office calculates the student applicant's need according to the Federal regulations to determine eligibility for Federal Work-Study and forwards eligibility to Career Services.
3. The Career Services Office instructs eligible students to apply on the College's website and forwards eligible student's applications to hiring department.
4. Work-Study candidates will be contacted for an interview by the department hiring.
5. Departments will select those to be employed and notify the Career Services Office.
6. The Career Services Office will submit a completed background check form to Human Resources for processing. Work Study contract information will be submitted to the departmental payroll person upon clearance and approval of the background check.
7. The newly hired student will complete all required payroll paperwork and return it to the departmental payroll person.
8. Student employees will be assigned an employee ID number to clock in and out on either a biometric clock or Coastal Pines Technical College's web-based time card system. At the end of each work-week, student employees will need to verify their time on the web-based time card system. Their weekly time will then be verified by their direct supervisor and the director of the assigned department.
9. The Career Services Office receives hours worked and salary information on student employees on a monthly basis.

HOPE Grant (Helping Outstanding Pupils Educationally)

The HOPE Grant - <http://www.GAfutures.org> - is a state funded award which will pay a percentage of tuition based on a factor rate set by the Georgia Legislature each year for all eligible students enrolled in diploma and technical certificate of credit programs. Continuing Education courses are not covered by the HOPE Grant. Georgia residency documents are required as proof to be considered for eligibility of this grant. There are two eligibility checkpoints: first when a student reaches 30 semester hours and second after 60 semester hours, based on HOPE Grant Paid Hours. To continue receiving HOPE, a student must have a 2.0 HOPE GPA at the 30th hour. Students who lose eligibility at the 30th hour can regain eligibility once at the 60th hour with a 2.0 GPA. Learning support coursework and dual enrollment coursework are excluded from the HOPE GPA calculation and checkpoints. HOPE Paid Hours prior to the implementation of the HOPE cap (prior to July 2003) do not

count in HOPE Grant GPA or checkpoint calculations. Students with baccalaureate degrees cannot receive HOPE. HOPE Grant awards are limited to paying for a total of 63 semester credit hours beginning with courses taken in July 2003.

Zell Miller Grant

The Zell Miller Grant – <http://www.GAfutures.org> – is a state funded award that will pay 100% of the approved standard tuition rate for eligible students seeking a diploma or technical certificate of credit. Students must have a Cumulative HOPE Grant GPA of 3.5. A student must be eligible for HOPE Grant. Students may receive 63 semester credits combined HOPE Grant and Zell Miller Grant Paid Hours.

HOPE Scholarship (Helping Outstanding Pupils Educationally)

The HOPE Scholarship - <http://www.GAfutures.org> - is a state funded award that will pay a percentage of tuition based on a factor rate set by the Georgia Legislature each year for all eligible students seeking an associate degree. Georgia residency documents are required as proof to be considered for eligibility of this grant. To be eligible as a first-year student, a student must be a 1993 or later graduate of an eligible high school and earn a "B" average as determined by Georgia Student Finance Commission. A "B" average is a 3.00 cumulative grade point average on a 4.00 scale. If ineligible as a first-year student, a student may gain eligibility by maintaining a 3.00 HOPE scholarship cumulative grade point average after the school term in which 30 or 60 transferable semester hours of degree credit has been attempted. A student must not have exceeded his or her expiration of eligibility limits as describe by Georgia Student Finance Commission HOPE Scholarship Regulations found on the [GAfutures.org](http://www.GAfutures.org) website. Student may log into his or her GAfutures account to check their expiration date.

A student must not have already earned a baccalaureate degree or have attempted more than 127 semester hours of college credit.

Students must maintain a HOPE scholarship cumulative grade point average of 3.0 or better at the end of spring term (unless they are a less-than-full-time student who has taken less than 30 credits) and in the terms in which they have attempted 30, 60, and 90 credit hours. Failure to meet the cumulative GPA requirements at these check points will result in the loss of the HOPE Scholarship. A HOPE Scholarship recipient who has lost HOPE Scholarship Eligibility at two Checkpoints since Fall term 2011 cannot regain Eligibility. A student must have been receiving HOPE to be considered as having lost HOPE. More detailed information on eligibility and how a HOPE scholarship cumulative grade point average is calculated may be obtained from the Financial Aid Office.

Zell Miller Scholarship

The Zell Miller Scholarship is a state funded award that will pay 100% of the standard tuition rate for eligible students seeking an associate degree. Students must have a Georgia High School GPA of 3.7, as determined by O.C.G.A 20-2-157, and receive a score of at least 1200 combined critical reading score and math score on a single administration of the SAT or an ACT composite scale score of at least 26, or graduated as a valedictorian or salutatorian from an eligible high school. Students must have 3.3 GPA at all checkpoints (30, 60, 90, 3-term, and End of Spring). Students who lose eligibility at a checkpoint may regain eligibility once. Students who lose eligibility for Zell Miller Scholarship but still have at least a 3.00 GPA at a 60 or 90 checkpoint may continue to receive HOPE Scholarship.

HOPE GED Grant Program

The HOPE GED Voucher program— <http://www.GAfutures.org> - is a state grant for \$500 that is awarded to Georgia GED® test takers who pass the GED® exam after July 30, 1993. After passing the GED® Test, graduates will receive a voucher for \$500 in the mail. Graduates wishing to use their voucher need to sign it and bring it to the Financial Aid Office. Residents must enroll and attend classes in order to use their voucher.

HOPE Career Grant (formerly Strategic Industries Workforce Development Grant (SIWDG))

The HOPE Career Grant is a state funded award for students enrolled in a Commission approved, designated diploma or certificate program of study who meets all eligibility requirements for the HOPE Grant and is receiving a HOPE Grant award for a term is also eligible for a HOPE Career Grant award for that term. High school students participating in dual credit enrollment are not eligible for the HOPE Career Grant award. HOPE Career Grant awards are based on the student's program of study and the number of hours of enrollment.

Student Access Loans (SAL)

Student Access Loan (SAL) - <http://www.GAfutures.org> - is a state funded, low-interest student Loan program for eligible Georgia students. Applicants must complete a FAFSA application and it must be electronically received by GSFC prior to completion of the SAL application. SAL applicants will be processed on a first come, first served basis. Selections of applications will continue based on availability of funds.

Private (Alternative) Educational Loans

Sallie Mae - <http://www.salliemae.com> - is a private loan and should be used as a last resort to pay for tuition and fees only. Applicants must complete a FAFSA application and submit any necessary verification documentation, if selected for verification. This will ensure that the student has been awarded all applicable Federal and State Aid before applying for a Private Student Educational Loan. CPTC will only certify a private educational loan for up to the amount of tuition and fees.

Please remember that private student loans have much more in common with credit card debt than Federal Student Loans and should be handled responsibly. They are NOT guaranteed by the Federal Government and have different requirements and regulations.

Veterans Assistance

Credit programs at Coastal Pines Technical College are approved for Veterans Affairs Educational Benefits. Students eligible for Veterans Affairs Educational Benefits should contact the Financial Aid Office. Application forms and assistance in filing for education benefits are available online at www.va.gov.

- Veterans must attend scheduled classes and continue to show satisfactory progress. Benefit payments will not be made for courses from which the student does not continue to attend.

- Receiving Veterans Affairs Education Benefits does not prevent a student from applying or receiving other forms of financial aid

Students utilizing Chapter 31 (Vocational Rehabilitation and Employment) and Chapter 33 (Post-9/11 GI Bill):

1. Veterans using Chapter 31, Vocational Rehabilitation and Employment, or Chapter 33, Post-9/11 GI Bill benefits can attend Coastal Pines Technical College (CPTC) for a term provided the student submits a certificate of eligibility for entitlement to educational assistance under Chapter 31 or 33 (a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website – eBenefits, or a VAF 28-1905 form for Chapter 31 authorization purposes) and ending on the earlier of the following dates:

- a. The date on which payment from VA is made to CPTC;
- b. 90 days after the date CPTC certifies tuition and fees following the receipt of the certificate of eligibility.

2. CPTC will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, and will not require eligible veteran students to borrow additional funds because of the individual's inability to meet his or her financial obligations to CPTC due to the delayed disbursement funding from VA under Chapter 31 or 33.

3. Coastal Pines Technical College requires the following information in order to process Veterans Benefits under Chapter 31, Vocational Rehabilitation and Employment, or Chapter 33, Post-9/11 GI Bill:

- a. Submit a certificate of eligibility for entitlement to educational assistance no later than the first day of the term for which benefits are being requested;

- b. Submit a written request to the CPTC School Certifying Official (SCO) to use such entitlement;

- c. Provide additional information necessary for proper certification of enrollment by the CPTC School Certifying Official (SCO).

4. Students are required to pay any balance due for the amount that is the difference between the amount of the student's financial obligation and the amount of the VA education benefit disbursement by the established payment deadline for the term. Balances not paid by the stated deadline may be imposed additional fees.

Books and supplies for individuals covered under chapter 33 are an out-of-pocket expense. The covered student will receive a stipend from the VA and this may or may not arrive before the first of the semester. Other forms of financial aid may be used in the Bookstore at the beginning of the term.

Students covered under chapter 31 will be allowed to purchase books and supplies per the terms of their contract.

For specific questions regarding individual eligibility, call the VA Atlanta Regional Processing Office at 1-800-827-1000 or visit <http://www.gibill.va.gov>.

Georgia HERO Scholarship (Helping Educate Reservists and their Offspring)

Georgia HERO program was created to provide educational grant assistance to members of the Georgia National Guard and U.S. Military Reservists who served in combat zones or the children of such members of the Georgia National Guard and U.S. Military Reserves. Recipients may receive up to \$2,000 per academic year. For eligibility criteria and official program regulations, please visit www.GAfutures.org.

Scholarship Opportunities



A priority of the CPTC Foundation is scholarship and grant opportunities for students. Since its inception, the Foundation has awarded thousands of dollars in scholarships and grants to assist students in pursuit of higher education. CPTC graduates contribute to a pool of highly qualified workers that attract new industry and sustain existing workforce needs. Upon employment, CPTC graduates strengthen the economy of Southeast Georgia in that most live and work near their alma mater. For this reason, students and student success are and will remain a priority for the CPTC Foundation. For more information about the CPTC Foundation and the Board of Trustees – please visit our website <http://cptcfoundation.com/>

The Foundation Board of Trustees raise funds through various ways including fundraisers such as the Annual John P. Pike Golf Tournament, Annual Sporting Clays Shoot and others. We have tremendous support from our community partners in our service are who donate to the Foundation annually to help the College train their future workers. Many people and business set up scholarships and endowments in honor and memory of loved ones in our area by donating money to the Foundation to help students as well. We also have wonderful support from the CPTC staff who donate through an internal campaign right back to the College to help their own students with their own education.

The Foundation offers around 50 different scholarship opportunities for students to apply for eligibility. The scholarship application eligibility deadlines are announced prior to the upcoming semesters but generally are available for the prior 5 weeks or so before the semester begins. To see if a student qualifies for any one or more of these scholarship opportunities, the student needs to:

- Go to our website and fill out one standard application - <http://cptcfoundation.com/apply/>

(student must use their college log in and password in order to apply)

- The student must be already accepted to the College and registered for classes to the upcoming semester in order to apply for a CPTC scholarship.
- The student must fill out all financial aid paperwork in advance before filling out his or her CPTC scholarship.

Please contact Stephanie Roberts, Director of Institutional Advancement, sroberts@coastalpines.edu if you have any questions.

Other Financial Aid Options

WIOA: The Workforce Innovation and Opportunity Act - the purpose of this act is to prepare economically disadvantaged youth and unskilled adults, or persons facing serious barriers to employment, with the training necessary for entry into the labor force. Contact the Financial Aid Office for more information, or click on the links below:

- Appling, Jeff Davis and Wayne - WorkSource Heart of Georgia (HOG)
- Bacon, Brantley, Clinch, Charlton, Pierce, and Ware - WorkSource Southern
- Camden, Glynn, Long, and McIntosh - WorkSource Coastal

Division of Rehabilitation Services: Assistance is available for qualifying handicapped students. Students should contact their local office of the Department of Human Resources, Division of Rehabilitation Services for details.

General Aid: Various civic, social, professional and other organizations provide scholarships for deserving students. In most cases, financial aid is awarded based upon academic performance, financial need and availability of funds. Contact the Financial Aid Office for more information.

Tuition Payment Plan (NelNet)

Tuition payment plans break down the student tuition and fees balance into monthly payments.

There is no interest, payment options are flexible, setup fees are affordable, and it's easy to enroll.

Payment Methods

Payments are processed on the 5th of each month and will continue until the balance is paid in full. If a credit/debit card is used, a convenience fee in addition to the enrollment fee will be assessed.

Cost to Participate

- \$40 non-refundable enrollment fee per semester (Fall, Spring, and Summer) to participate, depending on the enrollment date (ACH & credit/debit card)
- \$2 enrollment fee for immediate full payment (Note: Full payments can be made directly to CPTC through BannerWeb at no additional charge.)
- \$30 returned payment fee if a payment is returned
- A convenience fee of 2.75% will be added to every payment if a credit/debit card is used.

Steps to Enroll

- Determine total tuition and fees assessed and the approximate amount of bookstore credit needed for course materials
- Go to www.coastalpines.edu
- Under the **MYCPTC** tab click on **BannerWeb** and log in
- Once logged in click on the **Financial Aid and Student Records** tab
- Click on the **Student Records** link
- Click on the **Pay online** link
- Under **Select Term for Payment** choose the semester for the payment plan and click **Select Term**
- Enter the amount to be paid by the payment plan and click **Pay by Payment Plan with Nelnet** and follow the Nelnet instructions

Financial Aid Links

[HomeFinancial Aid](#)

[FEDERAL APPLICATION FOR FEDERAL STUDENT AID \(FAFSA\)](#) | The U.S. Department of Education's office of Federal Student Aid provides more than \$150 billion in grants, loans, and work-study funds for college or career school each year. It all begins with completing FAFSA - Federal Application for Federal Student Aid. Please remember that FAFSA must be completed **each year** after submitting income tax returns in order to continue receiving financial aid. [Click here for your FSA ID.](#)

[GAFUTURES](#) | Helping Students, Plan, Apply and Pay for College An online resource system to help students and their families select a college, apply for Admissions, and plan to finance higher education provided by the Georgia Student Finance Commission.

[**NSLDS – STUDENT ACCESS**](#) | The National Student Loan Data System (NSLDS) is the U.S. Department of Education's (ED's) central database for student aid. NSLDS Student Access provides a centralized, integrated view of Title IV loans and grants so that recipients of Title IV Aid can access and inquire about their Title IV loans and/or grant data.

[**SELECTIVE SERVICE SYSTEM**](#) | Link provides access for males to register or verify their registration status. Males born on 01/01/1960 and after must be registered with the Selective Service in order to be eligible for Federal and State Financial Aid (this includes Scholarships, Grants, and Student Loans).

[**SOCIAL SECURITY ADMINISTRATION**](#) | Application for a Replacement Social Security Card

[**DEPARTMENT OF VETERAN AFFAIRS EDUCATION BENEFITS**](#) | Coastal Pines Technical College is approved for veteran's training under various programs. Check with the Office of Financial Aid prior to enrolling in a course to assure that a particular course meets current approval for VA Benefits.

[**FASTWEB**](#) | FastWeb is the largest and most complete scholarship search on the Internet. It provides access to a searchable database of more than 400,000 private sector scholarships, fellowships, and grants available to students.

[**SCHOLARSHIP.COM**](#) | Scholarships.com offers free scholarship and college search, reliable information about scholarships, grants & other free money, along with hundreds of pages of other helpful contact, addressing all aspects of the financial aid process and college life.

[**FINAID! - THE SMARTSTUDENT GUIDE TO FINANCIAL AID**](#) | FinAid is the most comprehensive source of student financial aid information, advice and tools -- on or off the web.

[**GO BUILD GEORGIA HIGH DEMAND CAREER SCHOLARSHIPS**](#) | Go Build Georgia High Demand Career Scholarships will be awarded to graduating high school seniors entering a TCSG institution in a field of study leading to a high demand career in the skilled trades.

[**1098T FAQ**](#) | For more information on the 1098T form and how to get your student tuition payment statement, please follow the hyperlink.

Types of Financial Aid Forms

[Declaration of No Income Parent](#)

[Declaration of No Income Spouse](#)

[Declaration of No Income Student](#)

[Dependent Student Household Members Verification Worksheet](#)

[Dependent Student Tax and Income Verification Worksheet](#)

[FA Bachelor-Graduate Degree Form](#)

[Federal Workstudy Application Request](#)

[Financial Aid Information Form](#)

[Financial Aid Award Packet](#)

[High School Completion Verification Worksheet](#)

[HOPE Scholarship Evaluation Request Form](#)

[Identity Verification and Statement of Educational Purpose](#)

[Independent Student Household Members Verification Worksheet](#)

[Independent Student Tax and Income Verification Worksheet](#)

[Missing Signature Page](#)

[Private Educational Loan Entrance Counseling Form](#)

[Private Educational Loan Exit Counseling Form](#)

[Satisfactory Academic Progress Appeal Form](#)

[SAL Educational Loan Entrance Counseling Form](#)

[SAL Educational Loan Exit Counseling Form](#)

[Unusual Enrollment History Verification Form](#)

Veteran Services

Educational Benefits

Former service personnel, current military service members, and their dependents may be eligible for education benefits provided by Veterans Affairs. Coastal Pines Technical College has staff available in the Financial Aid Office to help you understand the process of receiving the benefits you've earned. For specific information about your GI Bill education benefits, visit www.benefits.va.gov/benefits or call 1-888-GI-Bill (1-888-442-4551).

Chapter 33 Post 9/11

Chapter 30 Montgomery GI Bill – Active Duty (MGIB-AD)

Chapter 1606 Montgomery GI Bill – Selected Reserve (MGIB-SR)

Chapter 1607 Reserve Educational Assistance Program (REAP)

Chapter 35 Survivor's and Dependent's Educational Assistance (DEA)

Apply

If this is your initial claim for educational benefits, you will need to complete an Application for Benefits (VA form 22-1990/VA Form 22-5490 for Chapter 35). The Department of Veteran Affairs has provided veterans and current military service members an online version of the application through *eBenefits*. Visit www.ebenefits.va.gov to register for a premium account and apply for your educational benefits. The website gives you the opportunity to track your eligibility for any benefits received from VA.

You are also able to print the Application for Benefits (VA form 22-1990/VA Form 22-5490 for Chapter 35) through www.benefits.va.gov/benefits or visit a local Georgia Department of Veterans Service for assistance with completing the VA form 22-1990/VA form 22-5490.

Once you have been approved by the VA Processing Center, you will receive a Certificate of Eligibility (COE). Please submit a copy of the COE to our office. We will use the certificate to certify your enrollment so you are able to begin receiving your benefits.

Change of Program/Place of Training

If you are changing your program major, you will need to complete a Request for Change of Program or Change of Place of Training form (VA Form 22-1995/VA Form 22-5495 for Chapter 35).

If you have already been approved for VA educational benefits and decide to transfer the benefits to our institution, you will need to complete a *Request for Change of Program or Change of Place of Training* form (VA Form 22-1995/VA Form 22-5495 for Chapter 35).

To obtain a copy of the *Request for Change of Program or Change of Place of Training* form visit www.benefits.va.gov/benefits to download the form. Once you have completed the form, drop it by the Financial Aid Office at CPTC.

Certification of Enrollment

Once our office has determined your eligibility for education benefits, our School Certifying Official (SCO) will verify your enrollment at Coastal Pines Technical College and submit a certification to the VA Regional Office.

Laura Walker Financial Aid Technician Primary VA School Certifying Official Phone: 912-338-5252 walker@coastalpin.es.edu	Tina Manning Financial Aid Director VA School Certifying Official Phone: 912-427-5814 tmanning@coastalpin.es.edu
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Enrollment Status Changes and Withdrawals

It is your responsibility, as a student, to notify CPTC School Certifying Official immediately of any changes in your enrollment status, program of study, place of training, etc. These changes may impact your eligibility for VA benefits.

Resources

Department of Veterans Affairs Monthly Enrollment Verification of Attendance	www.benefits.va.gov/benefits 877-823-2378
(WAVE) Veterans Crisis Line	www.gibill.va.gov/wave/index.do Phone: 800-273-8255 x1 Text: 838255
Available 24 hours a day, 7 days a week National Call Center for Homeless Veterans	Web: http://veteranscrisisline.net 877-4AID-VET Cathy Montgomery 912-427-6265 cmontgomery@coastalpin.es.edu
Counseling / Disability Services	912-287-4837 www.fafsa.gov
Registrar's Office	School Code: 005511
Free Application for Federal Student Aid (FAFSA)	

Learn More

We're here to help, and it's easy to get started. Call, email or stop by the Financial Aid Office with any questions or needs you may have.

Contact the CPTC Financial Aid Office at (912) 338-5252, (912) 427-5814 or fnaid@coastalpin.es.edu. Visit the Financial Aid Office at your local site.

[News Article: Coastal Pines Technical College named Military Friendly School](#)

Withdrawals and Title IV Aid

Return to Title IV Funds Policy

The Higher Education Amendments of 1998 changed the formula for calculating the amount of aid a student and school can retain when the student totally withdraws from all classes. Students who withdraw from all classes prior to completing more than 60% of an enrollment term will have their eligibility for aid recalculated based on the percent of the term completed. For example, a student who withdraws completing only 30% of the term will have "earned" only 30% of any Title IV aid received. The remaining 70% must be returned by the school and/or the student. The Office of Financial Aid encourages you to read this policy carefully. If you are thinking about withdrawing from all classes PRIOR to completing 60% of the semester, you should contact the Office of Financial Aid to see how your withdrawal will affect your financial aid.

1. This policy shall apply to all students who withdraw or drop out from Coastal Pines Technical College, and receive financial aid from Title IV funds:
 - The term "Title IV Funds" refers to the Federal financial aid programs authorized under the Higher Education Act of 1965 (as amended) and includes Federal Pell Grants and Federal Supplemental Educational Opportunity Grants (FSEOG).
 - A student's withdrawal date is the student's last date of attendance as reported by their instructor or the last date of documented academically related activity.² The percentage of Title IV aid earned shall be calculated as follows:
 - Number of days completed by student/Total number of days in term*
 - The percent of term completed shall be the percentage of Title IV aid earned by the student.
 - Students are responsible for any portion of their institutional charges that are left outstanding after Title IV funds are returned.
 - The total number of calendar days in a term of enrollment shall exclude any scheduled breaks of more than five days.

Satisfactory Academic Progress (SAP)

Coastal Pines Technical College has developed a local Satisfactory Academic Progress Procedure that is consistent with Title IV of the Higher Education Act.

Federal and state regulations require students meet minimum academic requirements to remain eligible for financial aid each semester. In order to maintain financial aid eligibility at Coastal Pines Technical College, students must meet minimum cumulative Grade Point Average (GPA) requirements as well as successfully complete, within a maximum timeframe, all coursework required for completion of the chosen program of study. CPTC requires that all financial aid recipients earn a cumulative GPA of 2.0 and successfully complete, with a grade of "C" or better, at least two-thirds or 66.67% of all credit hours attempted.

Satisfactory Academic Progress is evaluated after grades are issued each semester. Grades of "A", "B", "C", and "S" are considered successfully completed while grades of "D", "F", and "WF" will negatively affect the grade point average. Grades of "U", "W", "WP", "WF", "D", and "F" are not considered satisfactory grades and are included in the total credit hours attempted. Grades of "I", "TR", "IP", "EX", "AU", repeated courses, and Learning Support courses are included in the total hours attempted and applied towards the maximum timeframe when computing Satisfactory Academic Progress. Learning Support grades are not included in the GPA calculation for financial aid purposes.

Transfer credits from other schools accepted by CPTC will be counted toward completion as both hours attempted and hours successfully completed. A transfer student is considered to be making satisfactory academic progress during the first semester of enrollment at the institution. After the first semester, the student will be responsible for meeting all Satisfactory Academic Progress requirements.

Students are expected to know and understand the SAP procedure. The Financial Aid Office will notify students of their status via their student e-mail address or other means necessary. Students that do not receive notification because they did not check their student email are not excused from financial aid probation (suspension) nor are exempt from appealing in a timely manner. Students may log into BANNER Web at any time to check their academic status.

Maximum Time Frame (150% Standard):

Students must complete their program of study within 1.5 (150%) times the normal length of a program of study. This includes all credit hours attempted whether they are completed or passed. For example, if a program of study is 80 credit hours, the maximum timeframe to complete the program and receive financial aid is 120 attempted credit hours. The maximum timeframe will vary depending upon the length of the program of study. Students required to enroll in Learning Support courses may receive federal aid for up to a maximum of 30 attempted semester credits of Learning Support courses.