York Technical College would like to see every student begin classes with tuition, books, and fees paid and ready to learn. Many of the questions you may have about the Financial Aid process—how to get started, what to expect, and how York Tech can help you—are answered here. Please read through the information in this guide carefully.

The Financial Aid Office is available to help current and future students get the resources they need to pursue their educational and career goals.

Financial Aid Office/Enrollment Services
Student Services Building, Building J
Monday – Thursday: 8 am – 7 pm
Friday: 8 am – 5 pm (8 am – 3 pm May through August)
803.327.8008

It is important you begin the process early, starting with your Free Application for Federal Student Aid (FAFSA), which you’ll learn more about later. Remember, the process can take 4 to 6 weeks to complete. York Tech cannot allow students who have not paid their tuition (or made arrangements to do so through a Tuition Payment Plan) to attend class.

A late start could mean an award will not be ready by the tuition payment deadline, which is typically two to three weeks before classes begin.

**General Financial Aid Requirements for All Students**

To be eligible to receive Financial Aid students must:
- Demonstrate financial need
- Be accepted by York Tech as a regular student
- Be enrolled in an eligible program of study
- Have a high school diploma or GED
- Be a U.S. citizen or an eligible non-citizen
- Males must be registered with the Selective Service
- Not be in default on a Title IV loan
- Not owe a repayment to a Title IV program
- Maintain satisfactory academic progress
- Provide a valid social security number

**What Kinds of Financial Aid are Available?**

York Tech is approved to participate in a variety of Federal, State and Institutional student assistance programs. These programs can be separated into categories of Grants, Loans, Scholarships, or Self-Help programs. Grants are awards that student earn by successful completion of classes. Loans are funds which must be paid back, often with interest added. Scholarships may be gift aid, or have specific requirements. Self-help programs require certain actions from the student to receive funds, such as the Federal Work Study program.
Grants

These include Federal Pell Grants, Federal Supplemental Educational Opportunity Grants (FSEOG), and South Carolina Need-Based Grants (SCNBG).

Student Loans

Low-interest Federal Direct Stafford Loans are available to students enrolled in at least 6 credit hours. These loans are made by the United States Department of Education to students and must be paid back. These loans may be either Subsidized or Unsubsidized depending upon the student's need and eligibility.

Alternative (Private) Student Loans

York Technical College offers alternative student loans for our students. You may stop by Enrollment Services to obtain the information about these programs and instructions on how to apply. This option should only be used if you've exhausted all other means of financial assistance, including Direct Loans.

Work Study

Students may earn money while working a part-time job on and off campus. Students must apply by completing the Work-Study Application on the York Technical College Human resources Web site, http://yorktech.edu/hr/YTC%20State%20Application%202013.pdf. The student must print the application and deliver the signed application to the HR Department on campus. Jobs are designed to work around your class schedule, and pay rates start at minimum wage. Jobs are listed at http://yorktech-csm.symplicity.com.

Scholarships

These include LIFE Scholarships and York Technical College Foundation Scholarships. A number of scholarships are available to qualified students through the Foundation and local citizens, civic clubs, and businesses. They are awarded on a competitive basis, based on financial need, academic excellence, and leadership. Learn more at: www.yorktech.edu/foundation/scholarships.php.

Veterans’ Benefits

York Tech is approved by the South Carolina Commission on Higher Education (CHE) for training of eligible veterans and children and spouses of deceased or disabled veterans. This includes benefits under a wide variety of programs. Eligibility for benefits is determined by the Department of Veteran Affairs. Please call 888-442-4551 if you have eligibility questions.
South Carolina National Guard College Assistance Program

The SCNG CAP is a newer program of financial assistance to members of the South Carolina Army and Air National Guard. Benefits cover the cost of attendance up to a maximum of $4,500 each award year. This assistance in combination with all other gift aid, including Federal, State, private and institutional funds, shall not exceed the cost of attendance as defined in Title IV regulations for any academic year. Students should apply through their unit. The Commission on Higher Education (CHE) will notify institutions of eligible members.

Lottery Tuition Assistance

In order to qualify for Lottery Tuition Assistance (LTA) you must be a South Carolina resident for the past 12 months, complete the FAFSA and enroll in at least 6 credit hours. The purpose of LTA is to provide resources to the extent that funds are available that supplement existing resources for educational purposes. All federal and state aid must be applied towards a student’s tuition and fees before LTA will be awarded.

APPLICATION POLICIES AND PROCEDURES

Priority Deadlines

The Financial Aid Office recommends specific deadlines in order to process Financial Aid applications in a timely manner. Students are strongly encouraged to abide by these deadlines in order to avoid delays in processing. Late applications take longer to process and may result in reduced Financial Aid awards, since some funds are awarded on a first-come, first-served basis:

Fall – June 1
Spring – November 1
Summer – March 1

Get your Federal PIN

The PIN is the four-digit number issued to you by the Department of Education that serves a number of important purposes. It allows you to complete and sign the FAFSA electronically and check the results of your FAFSA and make corrections to your application online. You can create your PIN at www.pin.ed.gov. Parents must request their own separate PIN to use as an electronic signature on the FAFSA.

Once an electronic PIN number is assigned, it may be used in future years. The electronic PIN number enables a student to access personal financial aid information and the National Student Loan Data System to review grant and loan history. PIN numbers may also be used to make corrections, if necessary, to the student's application data.
Collect the Information You’ll Need

To complete the FAFSA you will need several pieces of information. If you are currently married, you will need these items for both you and your spouse. If you are not married and below the age of 24, you will need your parents’ information as well. For further details, see either the Financial Aid Office or review the FAFSA instructions on line at https://fafsa.ed.gov. The necessary information may include these items:

- Income tax returns for the year prior to the academic year for which you are applying
- W-2 forms and other income records
- Social Security number
- Your parents’ Social Security numbers, their dates of birth, and date of marriage
- Information about savings, investments, and business assets
- The York Tech Title IV Code, 003996

Complete Your FAFSA Online

The Free Application for Federal Student Aid (FAFSA) is available online from the U.S. Department of Education beginning January 1 of each year. The FAFSA website can be found at https://fafsa.ed.gov. As there are several copycat websites that will charge you a fee to process your application, be sure to use only the official Department of Education website! Remember your login, password and PIN! The website will assist you in completing the application by guiding you through the application and has built in help screens to assist you in the correct data entry. York Tech highly recommends that if you have filed taxes to use the IRS Data Retrieval Tool on the FAFSA to report that information. After completing the data entry, be sure to save the confirmation number for future reference.

Receive Your Student Aid Report (SAR)

Once you have submitted your information on the FAFSA, the government will review the information and calculate an Expected Family Contribution (EFC). This is the number used to calculate your award eligibility. If you entered an email address on the FAFSA, you will receive an email detailing your results. If you did not include an email address, you will be mailed a hardcopy SAR. This will also detail if there are any further questions that must be resolved before your award package can be made. Unless specifically instructed, you do not have to submit this document to the Financial Aid Office. York Tech will receive an electronic copy of your SAR as long as you entered the school code on your FAFSA.

Transfer Students

Students transferring to York Technical College must request a duplicate Student Aid Report (SAR) if the results of the FAFSA have not been released to the College. To request a duplicate SAR or request that York Technical College school code (003996) be added to your SAR, log on to the FAFSA web site at https://fafsa.ed.gov. You may also call 800-4-FED-AID.

Financial aid awards cannot be automatically transferred from one college to another. Students must have the results of the FAFSA released to the new college. All documents in the student's financial aid file are the property of York Technical College and cannot be released. Financial aid cannot be utilized simultaneously at two or more colleges.
Verification

As part of the government's processing of FAFSA information, a number of applications are selected for a process called “Verification.” Students selected for the Verification process are required to submit documentation supporting the information reported on the FAFSA. York Tech may also select applications for verification. To complete the Verification process, students must submit all required documentation to the FA office and have it reviewed. No disbursements of aid will be made until Verification is complete.

Special Circumstances

If unusual or extenuating circumstances exist with the student or student's family, and are not reflected on the FAFSA, please contact the Financial Aid Office. These circumstances could include a family’s unusual medical or dental expenses; tuition expenses for children attending private elementary or secondary school; or if the student, spouse, or either parent (if applicable) has recently been unemployed, deceased, divorced or separated.

Calculating Student Financial Aid Awards.

The first step in awarding financial aid is to determine a student's NEED according to the required regulations and guidelines. Need is calculated by the Financial Aid office by establishing a budgeted Cost of Attendance and subtracting the student's EFC. The remaining amount is the student's Need. Based upon the student’s need amount, a Financial Aid Award Package will be calculated according to guidelines and made available to the student via WebAdvisor.

Review and Accept Your Financial Aid

You must accept your awards in WebAdvisor on or before the payment deadline for the amounts to be posted to your account toward payment of tuition and fees. You must pay any balance due in the Cashier's Office before the payment deadline to hold your class schedule.

To accept your financial aid awards:

Go to the York Tech home page at: www.yorktech.edu

Click on the WebAdvisor link in the menu on the right side of the screen.

Log in with your username and password. [Your WebAdvisor username is the first letter of your first name, full last name, plus the last four digits of your student ID number. For example, a student named Jane Harris and a student ID number of 0249985 would have this username: jharris9985. If you are logging in for the first time, your WebAdvisor password is your birthday in this format: MMDDYY. For example, November 9, 1996, would be: 110996. After this first log in, you will be prompted to change your password to something more secure. For additional help with WebAdvisor, contact the York Tech Helpdesk at (803) 981-7111.]

Click on the Students menu. Under the Financial Aid category (on the left side of the screen), click Accept or Reject my Financial Aid Awards.
From Choose a Financial Aid Year, select the current academic year, then click Submit.

Any aid you have been found eligible for will be listed in this window. Click on the drop-down menu (a downward arrow) beside a box labeled “Action to Take on All”. There you can select Accept All Awards.

If no funds are listed, go to My Documents (above Accept or Reject award) and check for missing documents. Missing documents will require a two to three week delay to process the paperwork once it has been submitted.

To finish, scroll to the bottom of the page and click Submit. All awards that were labeled “estimated” should now be labeled “accepted” for all terms. Click OK to exit.

Your awards have now been accepted and will be automatically applied toward your tuition.

*Awards labeled “pending” require a paper certification, a form that can be printed from the student forms section of WebAdvisor. Certifications can also be requested from the Financial Aid Office. South Carolina Need-Based Grants and LIFE Scholarships require a paper certification in order to be accepted and will be labeled “pending” until the certification is received.

Student loans will be marked as Pending until all required items such as Entrance Interview Counseling and Master Promissory Notes are completed and received by York Tech. Please see the Financial Aid office for more details on requirements.

FINANCING OPTIONS

Leroy Springs Student Loan Program

The Leroy Springs Student Loan Program is sponsored by the Springs Foundation, Inc. to aid students in need of financial assistance to attend York Technical College. Preference will be given to applicants who are residents of Lancaster County, Fort Mill Township, and Chester Township. This loan must be applied directly to tuition expenses.

Each applicant must complete a Leroy Springs Student Loan application form. Applications for the Fall Semester are available April 1 and must be submitted no later than May 1. Applications for the Spring and Summer terms are available November 1 and must be submitted by December 1. Application forms and general information concerning the Student Loan Program may be secured from the Office of the Springs Foundation, Inc. (201 West Gay Street, Lancaster, SC 29720), or one of the Springs recreational complexes.

Tuition Payment Plan

York Technical College offers its students a Tuition Payment Plan through Nelnet that offers flexible monthly payment options. Tuition payments are drafted directly from your bank or credit card account. To learn more, visit www.yorktech.edu/tuition_plan.php. Students who have not completed the application and awarding process will need to establish a payment plan until their financial aid is finalized.
Financing Options for Summer Term Enrollment

Some financial aid programs are not available for the Summer term; therefore, students who plan to take classes in the Summer need to plan ahead by reserving or securing funds to pay for their expenses.

Textbook Costs

Once tuition/fees are deducted, if a credit balance is available, it may be used for purchasing textbooks and supplies from the campus bookstore. York Tech also offers a textbook assistance program. Applications are available every semester with the deadline at least six weeks prior to the start of classes. Application forms can be found online in the Scholarship section of the York Tech website.

OTHER IMPORTANT INFORMATION

Financial Aid Payment Amounts

Although the award amounts in the student Financial Aid package are based upon full-time enrollment (12 credit hours for the term), actual disbursement amounts will be adjusted based upon the student's enrollment status. Enrollment status is based upon the total number of credits being attempted during the term. Full-time is defined as 12 credits; three-quarter time as 9 - 11 credits; half-time as 6 - 8 credits; and less than half-time at 5 credits or below. Some programs require a minimum enrollment status for eligibility. Federal loan eligibility requires a minimum of half-time enrollment. Awards will be divided into two payments allocated to Fall and Spring.

York Technical College’s Financial Aid Office adjusts student payment amounts after the last day of the drop period within the various enrollment periods in the term (census date). After each census date, payment amounts are adjusted based on the number of credit hours in which you are enrolled. Dropping or withdrawing from classes will reduce the amount of financial aid amounts the student is eligible for. Withdrawing from classes may result in the student needing to repay amounts paid in the term. Any changes in enrollment status must be reported to Enrollment Services.

A student who applies in time and is eligible will have their direct educational expenses of tuition, books, and supplies deducted from the financial assistance (unless the student notifies the Financial Aid Office otherwise) that has been awarded (excluding Federal Work-Study awards). Only required textbooks and supplies can be purchased at the bookstore. The Accounting Office (after these expenses have been paid) will disburse funds within four weeks after the start date of the semester. Students who are enrolled in mini-term classes may not receive their refund until they have established attendance in those future terms. For questions about your status, please contact Enrollment Services at 803-327-8008. For questions about disbursement, please contact the Cashier’s Office at 803-327-8027.
KEEPPING YOUR FINANCIAL AID

Satisfactory Academic Progress (SAP)

To remain eligible for Financial Aid, all recipients must be monitored each semester for Satisfactory Academic Progress (SAP). SAP, as defined by federal regulations, is measured in both a Qualitative and Quantitative manner. The qualitative portion is measured by the cumulative GPA and the minimum standard is 2.0. The quantitative portion is measured by a rate of completion, calculated by comparing the number of credits attempted to the number completed successfully. The minimum standard is 70%. This standard is used to ensure that students will not exceed the maximum time frame of their program. Maximum Time Frame requirements are that a student may attempt no more than total of 150% of the required credits in their program. At any time a student cannot complete their program in maximum time frame, their eligibility for Federal assistance is suspended.

If you are placed on Financial Aid Warning, Probation, or Suspension, you should meet with your Financial Aid Office to discuss your options and corrective action plan. You may be able to submit an appeal for possible reinstatement.

Direct Loan Entrance Counseling

Federal Direct Entrance Counseling is required for all first-time borrowers. The Counseling Session informs you of your rights and responsibilities as a borrower. In order to complete the Entrance requirement please go online to www.studentloans.gov.

Direct Loan Exit Counseling

Federal Direct Exit Counseling is required prior to graduating, after dropping below half-time enrollment or withdrawing from York Technical College; borrowers are required to complete an exit counseling session. In order to complete the Exit Counseling requirement please go online to www.studentloans.gov.

Developmental Studies (Remedial coursework)

Students enrolled in eligible programs of study may receive financial aid (except for the LIFE Scholarship) while taking required developmental studies. Such students are considered to be making satisfactory academic progress while taking up to 30 semester hours, or one year of developmental studies, provided they receive a passing grade. These courses do NOT count in the GPA calculation, but do count as attempted and completed credit hours for Satisfactory Academic Progress.
Financial Aid Refunds

If your financial aid award is greater than the amount needed to cover your tuition and fees, you may be eligible for a refund. York Tech has partnered with Higher One, a financial services company, to process refunds. All students will receive a debit MasterCard® issued by Higher One that will serve as their student ID and is used to select how you want to use your refund. Your options include:

- Same business day deposit to a Higher One checking account. This account is tied to the MasterCard you received from Higher One.
- You can have the money sent to another checking or savings account and will receive it two to three days after it is processed by York Tech.
- If you prefer a paper check, expect to receive a check five to seven days after your refund is processed. Be aware that your financial institution may put a hold on the funds so you may not have immediate access to them.

Students may access their funds using the Higher One ATM located in the Student Center. For more information, visit [www.ytcconnectcard.com](http://www.ytcconnectcard.com).

Return of Federal (Title IV) Funds (withdrawal from school)

As required by the Higher Education Act, if a student withdraws (or enrollment is terminated for any other reason) from York Tech the student's federal award package must be reviewed to determine what funds the student may be entitled, and if any need to be returned. Federal financial aid includes Federal Pell Grants, Federal Supplemental Educational Opportunity Grants, and Direct Loans.

The portion of federal student aid the student is entitled to receive is calculated based on the percentage of the total number of days in a session that were completed. For example, students completing 30 percent of a session earn 30 percent of the assistance they were originally scheduled to receive (70 percent of the award remains unearned and must be returned to the Department of Education). Once a student has completed 60 percent of a session, all (100 percent) of the assistance is earned.

Should the calculation results indicate a return is necessary, the federally mandated calculation will determine the amount of funds to be returned by both the school and the student. Should the calculation indicate the student has remaining funds to be paid, the student will be notified of the amounts and options.

For students withdrawing from York Tech, a separate calculation of tuition and fees adjustments will be calculated.
Student Responsibilities

As part of receiving Financial Aid funds, students are agreeing to several areas of responsibility. These items include:
• Reading, understanding, signing, and accepting responsibility for all forms they are asked to provide
• Completing all application forms accurately and submitting them on time to the appropriate office
• Returning in a timely manner additional documentation, verification, corrections, and all other information requested by the Financial Aid Office
• Informing the Financial Aid Office of any additional assistance received for educational expense
• Informing the Financial Aid Office of changes in enrollment status including withdrawal from York Tech
• Informing the Financial Aid Office of changes in address, phone numbers, or other contact information
• Informing the Financial Aid Office in changes in financial status, such as loss of employment
• Informing the Financial Aid Office in changes in marital status or other domestic change
• Knowing and complying with the college’s refund policy and the return of Title IV funds
• Covering any costs not covered by financial aid

Student Rights

As part of receiving Financial Aid funds, students have several rights. These items include:
• What financial assistance is available
• Information on all federal, state, and institutional financial aid programs
• The deadline for submitting applications for each program
• How financial aid will be distributed and the criteria used by the college to select financial aid recipients
• How financial need is determined
• How budget components such as room and board, travel, personal and miscellaneous expenses are calculated
• Actual tuition and fee costs
• Budgeted estimated Book charges
• The amount of financial need that has been met
• The Return of Title IV Funds calculation
• The school refund policy
• What portion of the financial aid package received must be repaid, including expected interest rates
• What resources such as parental contribution, other financial aid, and assets are in the calculation of need
• The York Tech SAP Policy and SAP calculations and effects, including appeal procedures
• Other student disclosures found on the York Tech web site
Students With Disabilities

The Special Resources Office disseminates information concerning accessible facilities and special accommodations for students with disabilities on campus. Please contact the Special Resources Office if you need assistance in this area.

Additional Resources

More information is available through the Financial Aid Office or from one of these Department of Education online resources:

www.fafsa.gov
www.studentaid.gov
www.studentloans.gov

Disclaimers

The Financial Aid Office reserves the right to adjust a financial aid package when an over-award is made, and will void any award if it is determined that the student provided incorrect or false information.

All information, including actual student awards is based upon existing laws, regulations and guidelines governing the Financial Assistance Programs. York Tech reserves the right to adjust or cancel any student award based upon changes to regulatory requirements, and the availability of funds.

The information in this booklet is current as of November 2014. This booklet is a guideline, and you should see your financial aid counselor for any changes or modifications since the date of this publication.