



Financial Aid Award Terms and Conditions

The Award Notice

This Award Terms and Conditions document includes information associated with award sources offered. By accepting the financial aid awarded, the student certifies that they will maintain the minimum [*standard of academic progress*](#) to maintain general eligibility for financial aid and understands, agrees with, and will abide by these conditions.

The standard practice of the Office of Financial Assistance & Veterans Affairs (OFA & VA):

1. Assumes students will be attending full-time (12 hours undergraduate, 6 hours graduate) during both the fall and spring semester.
2. Provides students and parents with ALL aid eligibility based on the FAFSA results and other awards received.
3. Once minimum degree requirements are completed, students are no longer eligible to receive grant or scholarship funding as an undergraduate student.

Email Communication

It is extremely important that you maintain your CofC Gmail email account via [MyPortal](#). **It is your responsibility to frequently check your CofC email and retrieve official CofC Financial Aid communication.**

Emails sent to students include "missing or incomplete financial documents," and "information concerning financial aid award packages." In the email, you will be instructed to log into [MyPortal](#) to review your current financial aid status. In some circumstances, there may be additional information needed to complete your financial aid file.

CofC Financial Aid Website

We are constantly updating our [CofC Financial Aid website](#) with additional information, eligibility changes, and possible outside resources. Periodic review is recommended.

Federal Consumer Information

The Higher Education Opportunity Act of 2008 (HEOA), as amended, requires that postsecondary institutions participating in federal student aid programs make certain disclosures to enrolled and prospective students, parents, employees, and the public. Please visit the [CofC Financial Aid Federal Consumer Information website](#) for additional information on the reports and information disclosed to you in compliance with federal law.

Deadlines for Applying

Although the Office of Financial Assistance & Veterans Affairs accepts [FAFSA](#) applications throughout the academic year, priority consideration will be given to students who have completed the [FAFSA](#) by February 1, before the start of the academic year. For all application deadlines please refer to <https://charleston.edu/cost-aid/fafsa>

Accept, Reduce, or Decline Awards in MYPORTAL

ALL STUDENTS must take action on their financial aid offer. See [Accepting Financial Aid in MyPortal](#) for information on accepting, reducing, or declining your aid offers. If you reduce your awards, note the reduced amount will be automatically split between the fall and spring semesters.

Please email financialaid@charleston.edu if any of the following occur:

- The student does not plan to enroll on a full-time basis (12 hours undergraduate, and 6 hours graduate) per semester
- The student is receiving Outside Awards

If you made a mistake or are having problems accepting, reducing and/or declining your aid offer, please email us with your request at financialaid@charleston.edu. Please be specific about the type of aid involved, indicate the amount(s) student wishes to accept for each semester, and include the total amount you wish to receive. All communication to OFA & VA should contain your full name and CofC Student ID #.

Student Certification Statement

By accepting the financial aid awarded, the student gives permission to the College of Charleston (CofC) to use financial aid funds to pay the current term bill, any charges already in arrears for the current academic year and up to \$200 in prior year charges. However, College of Charleston policy states that students that have any prior year balance must satisfy the balance prior to being able to receive the current year's financial aid.

If the student chooses not to have financial aid funds disbursed until all outstanding charges are paid in full from their own funds, [the student must notify the Office of the Treasurer in writing \(treasurer@charleston.edu\)](mailto:treasurer@charleston.edu). There is no penalty for exercising this option.

Statement on Citizenship and Immigration Status

I understand that a person who is unlawfully present in the United States is not eligible on the basis of South Carolina residency for a South Carolina public higher education benefit including, but not limited to, scholarships, financial aid, grants, or the payment of the lower South Carolina resident tuition (each a "South Carolina Education Benefit").

I further understand that if I make a false statement regarding my lawful presence in the United States, the College of Charleston will have the right to terminate immediately my eligibility for all South Carolina Education Benefits I have applied for, or have received, based in total or partial reliance on such a false statement. I also realize that this right of termination by the College will include a rescission of any such Benefit improperly extended to me and, therefore, will require that I make repayment to the College of that benefit including any loan, scholarship, differential between in-state and out-of-state tuition and fees, or any other South Carolina Education Benefit improperly extended to me.

I hereby warrant and represent that as of the date I accept any aid offer, I am a citizen of the United States or an alien who is lawfully present in the United States. I further warrant, represent that I have read the statement above on Citizenship and Immigration Status and that I fully understand that statement, and agree to be bound thereby. Further, I understand that I must continue to meet all federal requirements for federal financial aid.

Drop for Non-Payment

Failure to pay the entire balance due *by the due date indicated on the billing statements sent by the Treasurer* will result in the cancellation of a student's schedule. Therefore, it is critical that you prepare early for the academic year.

For more information on payment options and deadlines, visit the [Treasurer's website](#). You may also call the Treasurer's Office at 843.953.5572 or email at treasurer@charleston.edu with any questions you may have.

Withdrawal and Changes in Enrollment Information

If students enroll in classes and find that they are unable to attend or cannot continue to attend, they should protect themselves both academically and financially by officially withdrawing from school through the [Academic Success and Retention Office](#) or the Office of Graduate Studies. *Students who simply stop going to classes risk receiving a grade of "F" in these classes, charged for the classes, and having to repay all or a portion of financial aid funds received. Students identified as never attending a class will have their aid sources reduced and/or canceled.* Official withdrawal from classes by specified dates each term will allow the institution to refund part of the tuition, fees, room, and meals. Contact the Treasurer's Office for questions about the [CofC Refund Policy](#).

Students receiving financial aid must attend classes for the hours they are being awarded. Financial aid and/or scholarships will be adjusted or cancelled if the student's attendance verification indicates the student never attended a class or classes. These adjustments may result in a balance due to the College.

In general, students receiving financial aid are assumed to be attending classes full time each semester (12 hours for undergraduate; 6 hours for graduate). If a student is enrolled less than full time at the end of the published drop/add period, certain forms of aid such as grants and scholarships are subject to reduction and/or cancellation. Students that are planning to be enrolled less than full time in a semester should send an email to financialaid@charleston.edu confirming enrollment hours for that term. All communications sent to OFAVA should include your CWID.

Institutional And State Scholarship Recipients: Students that are in their last term of enrollment may be eligible to have their scholarship funds prorated in that final term if they will be enrolled less than full time. An email confirming your hours of enrollment and CWID must be sent to meritscholarships@charleston.edu to initiate the proration process.

Return of Title IV Funds and Repayment

Review [Return of Title IV Funds \(R2T4\) website for additional details](#). The R2T4 policy applies only if the student completely terminates enrollment (i.e., cancels his/her registration, withdraws, or is dismissed) or stops attending classes before completing more than 60 percent of the enrollment period. The R2T4 policy applies to federal student financial aid programs. The Treasurer's Office will calculate the amount of a refund of fees for students who withdraw. Contact the Treasurer's Office for specifics (843) 953-5572.

The amount of Title IV aid that a student must repay is determined via the R2T4 Formula specified in Section 484B of the Higher Education Act. This law also specifies the order of return of the Title IV funds. The amount of Title IV aid earned is determined by multiplying the total Title IV aid (other than Federal Work Study) for which the student is qualified by the percentage of time during the term that the student was enrolled. A repayment may be required when aid credited to a student's account from financial aid funds in excess of the amount of aid the student earned during the term.

If less aid is disbursed than earned, the student may receive a late disbursement for the difference. If more aid was disbursed than was earned, the amount of Title IV aid that must be returned (i.e., that was unearned) is determined by subtracting the earned amount from the amount actually disbursed.

Federal Direct Loans

Federal Loans offered to students and/or parents through <https://studentaid.gov>.

Additional information on types of loans, student eligibility, and repayment, may be found in the Student Guide published by the Department of Education <https://studentaid.gov>.

Student Loan Borrowers

If you are a first-time federal student loan borrower at CofC, you must complete Entrance Counseling and a Federal Direct Loan Electronic Master Promissory Note (E-MPN) via <https://studentaid.gov>.

CONSUMER DISCLOSURE NOTICE

In compliance with federal regulations under HEOA Sec. 489 amended Sec. 485B (d) (4) (20 U.S.C. 1092b) the College is required to notify you that approved loans will be submitted to the National Student Loan Data System (NSLDS) by the U. S. Department of Education. In addition, will be accessible by guaranty agencies, lenders, and institutions determined to be authorized users of the data system as determined by the U. S. Department of Education.

Grad PLUS Loan Borrowers

Graduate PLUS Loan may be available to Graduate Students through <https://studentaid.gov>.

Additional information, student eligibility, and repayment, may be found on <https://studentaid.gov>.

Parent PLUS Borrowers

Parent PLUS Loan may be available to Parent of Undergraduate students though <https://studentaid.gov>.

Additional information, student eligibility, and repayment, may be found on <https://studentaid.gov>.

Federal Direct Loan Disbursement

Federal regulations require that loans for the academic year be equally disbursed during the beginning of the fall and spring semester.

Without exception, the Federal PLUS Loan is credited to the student's account first to pay their tuition and fees, room and board, and any other outstanding charges. Any excess funds from the PLUS loan will be issued to the student unless the parent borrower has requested that these funds be mailed directly to the parent. All other aid, including student loans, will be credited to the student's account and any excess funds will be issued to the student.

EBill, Estimated Aid, and Refunds

The [Treasurer's Office](#) generates [EBills](#) to students and is available to view online after students have registered for classes.

Estimated financial aid appears on the bill and should be deducted from the total costs. Estimated financial aid appears on the bill through add/drop period OR until the aid officially credits to the bill; whichever is earlier. (NOTE: Aid will never credit to the account any earlier than 10 business days prior to the first day of classes.)

Expecting a student refund check? Excess financial aid monies are returned to the student in the form of an excess aid deposit after the student's CofC balance due has been paid. Once your financial aid has fed to your CofC EBill account, the Treasurer's Office is responsible for generating your refund check. The Treasurer's Office should deposit excess financial aid to the student's direct deposit account set up in [CofC EBill Account](#) by the first day of class. To receive your refund, you must:

1. Review the estimated financial aid listed on your EBill statement to ensure that the aid exceeds tuition, fees, housing cost, meal plans and any other charges
2. [Check your Financial Aid eligibility](#) status in [MyPortal](#) to ensure that you have submitted all required documents to the Office of Financial Assistance & Veterans Affairs
3. For more information see [How do I set-up a refund direct deposit account?](#) Automatic deposit accounts may take up to 10 days to establish, so complete this long before school starts

Federal Pell Grant

First-degree seeking undergraduates that complete a FAFSA are considered for Federal Pell Grant. The amount of Federal Pell Grant funds a student may receive over his or her lifetime is limited to the equivalent of six years of Pell Grant funding. Pell Grant will be reduced, or canceled, for a student who is near, at, or over the aggregate limit.

Federal TEACH Grant

In exchange for receiving a TEACH Grant, you must agree to serve as a full-time teacher in a high-need field in a public or private elementary or secondary school that serves low-income students. As a recipient of a TEACH Grant, you must teach for at least four academic years within eight calendar years of completing the program of study for which you received a TEACH Grant.

IMPORTANT: If you fail to complete this service obligation, all amounts of TEACH Grants that you received will be converted to a Federal Direct Unsubsidized Stafford Loan. You must then repay this loan to the U.S. Department of Education. You will be charged interest from the date the grant(s) was disbursed.

Each year you receive a TEACH Grant, you must sign a TEACH Grant Agreement to Serve and complete TEACH Grant Counseling. To complete these requirements, see <https://studentaid.gov/teach-agreement>.

CofC Colonial Scholarship & Cynthia Graham Hurd Memorial Colonial Scholarship

CofC Colonial Scholars and Hurd Memorial Scholars must read and understand the [Colonial and Hurd Memorial Colonial Scholarship Affidavit](#)

CofC Merit Scholarships/Named Scholarships

CofC Merit scholars must read and understand the [Merit/Institutional/ Named Scholarship Affidavit](#)

CofC Access to Excellence Scholarship

CofC Access to Excellence scholars must read and understand the [Access to Excellence Affidavit](#)

S.C. Palmetto Fellows Scholarship

Palmetto Fellows must read and understand the [Palmetto Fellows affidavit](#)

S.C. LIFE Scholarship

LIFE Scholarship recipients must read and understand the [LIFE affidavit](#)

S.C. HOPE Scholarship

HOPE Scholarship recipients must read and understand the [HOPE affidavit](#)

S.C. Need Based Grant

S.C. Need Based Grant recipients must read and understand the [SC Need Based Grant Certification and Affidavit](#)

S.C. Teachers Loan

South Carolina Teachers Loan funds are sent via Electronic Funds Transfer (EFT) from the [SCSLC](#) to the CofC Office of the Treasurer. Funds are usually credited to student accounts prior to the first day of classes.

S.C. National Guard College Assistance Program (SCNG CAP)

The South Carolina National Guard College Assistance Program (SCNG CAP) established in 2007, offers financial assistance to members of the South Carolina Army and Air National Guard by providing incentives for enlisting or remaining for a specified time in either the South Carolina Army National Guard or South Carolina Air National Guard (SCNG). SCNG CAP is administered by the Commission on Higher Education along with the South Carolina National Guard. SCNG CAP recipients may receive up to a maximum of five thousand five hundred dollars (\$5,500) for the Army National Guard and up to a maximum of eleven thousand dollars (\$11,000) for the Air National Guard per academic year. The cumulative total of all College Assistance Program benefits received may not exceed twenty-two thousand dollars (\$22,000). For more information, please visit [CHE National Guard College Assistance Program website](#).

Federal Work Study and Community Service Federal Work Study

Federal Work Study (FWS) application process may be found on the [CofC Work Study Website](#). Also refer to the [Career Center](#) for additional information about students seeking on-campus employment.

While most FWS employment is on-campus, students have an opportunity to use FWS funds for employment in an approved Community Service position. Programs such as “America Reads” and “America Counts” allow students to work as reading or mathematics tutors in local elementary schools or family literacy programs.

If you accept FWS offer you **MUST** secure employment in an approved FWS position within 30 days of the first day of fall semester. Failure to do so will subject the award to cancellation.

There are a variety of on-campus job opportunities available. To view available positions, log into [Handshake](#). Additionally, jobs may be found on department websites or by contacting departments directly. If you need assistance finding or applying for a position, please contact Career Center during our drop-in hours.

Students receive a paycheck on a semi-monthly basis. It is the student’s responsibility to utilize student employment earnings for their own educational expenses. Awarded amount for FWS indicates the maximum amount that the student may earn during the school year through the FWS program. Actual earnings may differ based on the pay rate and actual hours worked.

Summer School

The preceding academic year’s FAFSA and a separate summer school application is required for potential summer financial aid eligibility. Please refer to [Summer School Financial Aid Application](#) for additional information about summer school.

Changes in summer enrollment: If your course schedule has changed resulting in fewer hours or if you change hours from one session to another, the student must notify the Office of Financial Assistance and Veterans Affairs of those changes. Such changes may affect the amount of aid that you are eligible to receive and when funds are disbursed to your account. Furthermore, your enrollment will be audited at the end of summer to verify your actual enrollment in all terms. Failure to maintain enrollment in the proper number of hours noted on your Summer School Financial Aid Application will result in your having to immediately repay the over-paid funds.