By accepting the MCC Award Letter, I hereby certify that I have read and understand the following statements:

Conditions of Financial Aid Award

1. I am responsible for reading and understanding the MCC Financial Aid Handbook/Procedures, including the *Satisfactory Academic Progress Policy* available online at http://www.montgomery.edu/financial-aid#fa-handbook or in our office.
2. I understand my award is conditional upon my enrollment in an eligible degree, diploma or certificate program at Montgomery Community College. I must inform the Financial Aid Office of any changes in my enrollment status.
3. I understand I must submit all required transcripts (High School, GED, College, etc) to Admissions and have them evaluated in order to be eligible for financial assistance. At any point I attend another school I will submit an updated official transcript. A new admissions application is needed if a student has missed two consecutive semesters of attendance (other than summer). If this occurs, please update your application on our website at https://www.montgomery.edu/apply
4. I understand my award is contingent on adequate funds being made available to MCC from supporting agencies, including Federal, State, Institutional, VA, 3rd Party, etc. A reduction in the College's financial aid resources may result in an adjustment to your award. **In the event charges are not paid by the original funding source it is the student's sole responsibility to ensure those charges are paid immediately. ***If for any reason you cannot be certified through VA you are responsible for paying all charges at that time, or be purged from the system. I am expected to notify the Financial Aid Office of any additional resources which become available to me from other sources, including loans, scholarships, grants, and educational benefits.
5. Students cannot receive funding from more than one college for the same period of time.
6. I am expected to notify the Financial Aid Office of any change in my family's financial status or of any change in my place of residence (including change in phone number or email address).
7. **To remain eligible to receive aid, I must maintain satisfactory academic progress in my course work as outlined in the MCC Financial Aid SAP policy on the website. I understand that excessive withdrawals may adversely affect my satisfactory academic policy and my ability to receive financial aid funding.**
8. I understand if I register for classes and decide not to attend MCC, it is my responsibility to inform the Office of Financial Aid and Veterans Affairs and to officially drop or withdraw within published timeframes. If I fail to do so, the classes and respective charges may remain on my student record and be billed to my account.
9. I am responsible for payment of any developmental course hours in excess of 30 credit hours.
10. I am responsible for paying my tuition, fees, bookstore, and other outstanding charges if I am placed on Financial Aid Suspension or if charges exceed the amount of aid awarded by financial aid or I do not continue enrollment through the fa census date on any course(s). Aid may be transferred from another term to pay an outstanding balance to the college in the same academic year.
11. If my award includes a scholarship, loan or grant I hereby authorize MCC to release information that the sponsoring agency may request.
12. I understand students may not receive Pell Grant to repeat courses with the grade of incomplete, independent study, for auditing a course or credit by exam.
13. I understand the funds awarded to me are to be used solely for expenses related to attendance at MCC.
14. I understand all awards, except Federal Work-Study, are disbursed on a semester basis. Federal Work-Study salaries are paid on the 15th day of every month for the previous month's work.
15. I understand all students receiving Title IV Federal Financial Aid will be subject to the Federal Return of Funds Policy. This policy affects financial aid students who completely withdraw, or who are unofficially dropped from all courses on or before the sixty percent point of the term. If aid is disbursed on your behalf and you completely withdraw or are unofficially dropped from all courses at MCC, **You may be required to return certain financial aid funds.** For further clarification, please consult the *Return of Funds Policy* stated in the Montgomery Community College Financial Assistance Handbook on the website.
16. I understand there is a federal regulation requiring different payment procedures for students enrolled in the following clock-hour programs: Taxidermy, Dental Assisting, BLET, Health Science: Phlebotomy. Payments will be made on the cumulative total clock hour conversion for the semester, rounded down. **Please note: This conversion reduces the amount of aid you receive.**
17. I understand I can receive Title IV for a previously passed course only once. Aid will be paid repeatedly when the student fails to earn a passing grade. However, repeating a course counts as another attempt, which could negatively affect a student's SAP.
18. I understand certain drug convictions may affect your eligibility for Title IV Federal Financial Aid. Call 1-202-377-3889 for information.
19. I understand a student is only allowed to receive financial aid for 12 full time semesters. (600% Lifetime Eligibility Usage.)
20. **For a course to be eligible for financial aid, students must register for the course prior to the start of the regular semester, regardless of the start date of the course. No additional awards will be made for the term if a class is added after the first applicable census date. Student accounts will be frozen 10 days(summer)15 days(fall/spring) after the first applicable census date for the amount of hours they are enrolled in, attending, and actively participating in. The student's aid will be adjusted to the amount of current enrollment at this point. If a student has registered for a mini-mester course they will be paid for it after attendance has been verified the following month. Students who fail to complete the term may be subject to an overpayment.**

I hereby voluntarily authorize Montgomery Community College to credit my Pell award, other Federal Aid, State or Institutional Financial Aid funds to my student account to pay for current educational expenses such as tuition, fees, books, & supplies. I also authorize Montgomery Community College to hold any credit balance on my account until the College has verified my attendance, in order to make any adjustments necessary to obtain a correct and true credit balance owed to me. I understand this authorization allows me to charge to my student account, the purchase of textbooks, school supplies, and other miscellaneous items, at the MCC bookstore. I understand I am not required to make these or any other purchases at the College Bookstore, but I elect to make this authorization as a matter of convenience to myself. I further understand the cost of these purchases will be deducted from the amount of the Student Aid funds which have been credited to my account as a result of this authorization. In the event any purchase made by me exceeds the amount of funds available in my student account, those purchases become a personal liability to me. I also understand any tuition or bookstore charges become my personal liability if I become ineligible for financial aid or my award is reduced below the amount I have charged. I understand that any exception to this policy may be made to MCC in writing.

Montgomery Community College provides equal opportunities to all students, employees and applicants for admission and employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex (including pregnancy), national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.