TUITION AND FEES
Tuition and fees are subject to change through actions of the CLC Board of Trustees or changes in the calculation of out-of-district fees in accordance with the state formula. Regular tuition and fees effective for Fall 2021 are as follows:

<table>
<thead>
<tr>
<th></th>
<th>In-District per credit hour</th>
<th>Out-of-District per credit hour</th>
<th>Out-of-State &amp; International Resident per credit hour</th>
<th>Online Courses per credit hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$125.00</td>
<td>$322.00</td>
<td>$436.00</td>
<td>$8.00</td>
</tr>
<tr>
<td>Comprehensive Fees*</td>
<td>$22.00</td>
<td>$22.00</td>
<td>$22.00</td>
<td></td>
</tr>
<tr>
<td>Total In-District Tuition and Fees</td>
<td>$147.00</td>
<td>Total Out-of-District Tuition and Fees</td>
<td>$344.00</td>
<td></td>
</tr>
<tr>
<td>Total Out-of-State Tuition and Fees</td>
<td>$458.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Comprehensive Fees
- Technology Fee: $5.00
- Instructional Equipment Fee: $2.00
- Capital Fee: $5.95
- Student Activity Fee: $3.15
- Student Success Initiative Fee: $5.00
- JLC Theatre Fee: $.50
- Operating Fund Fee: $.40

Tuition and fees for non-credit courses (courses that do not lead to a state-approved degree or certificate) cover the cost of instruction. No state or local tax monies are used to support these courses. Out-of-district and out-of-state tuition is determined on a semesterly basis. Please refer to the current class schedule for this information.

The College of Lake County reserves the right to assign “variable tuition” for some high-cost programs. Variable tuition rates may vary by program and will generally include additional tuition costs for individual courses within selected career programs. Programs with variable tuition rates will be noted within the course schedule.
STUDENT RESIDENCY STATUS
Students are classified according to residency status at the time of admission to the college for purposes of tuition assessment and enrollment.

Proof of Residency
Evidence of district residency shall be based on ownership and/or occupancy of a dwelling in Community College District #532 and may be verified by displaying one of the following current/unexpired forms of identification:
- Illinois driver’s license or ID card issued by Illinois Secretary of State Office
- Illinois voter ID card

OR
By displaying two of the following, which must display the student’s name and current address:
- lease
- mortgage or home purchase contract
- auto registration
- tax bill
- paycheck stub
- official mail of current bill statements such as cell phone, utility, credit card, auto insurance

Residents of the College District
Students who are at least 18 years of age and who have occupied a dwelling within Community College District #532 for at least 30 days prior to the first day of the semester of enrollment at CLC are considered “in district.” There are some communities within Lake County that CLC only serves a portion of its residents. If you reside on a community college border, your property tax bill or voter registration card will identify your community college. See page 21 for Proof of Illinois Resident Status.

Residents of Illinois, Out-of-District Students
An out-of-district student is one who resides in Illinois but is not a resident of Community College District #532 as defined above. Lake County, Illinois residents living within the Barrington public high school district are classified as out-of-district Illinois resident students.

Out-of-State Residents
An out-of-state resident is one who has not lived within Illinois for at least 30 days prior to the beginning of the semester, or has declared his/her permanent residence to be outside the state of Illinois.

SPECIAL TUITION CATEGORIES
The following categories have special tuition rates based upon their particular status.

Senior Citizen Tuition
All in-district residents who are 60 years of age or older at the start of the semester may enroll in credit courses offered by the college at one-half the regular tuition rate with all other fees remaining unchanged. Vocational credit courses (1.6 vocational credit) offered by Professional Development also qualify for the one-half tuition discount with all other fees remaining unchanged. The senior citizen waiver does not apply to Personal Enrichment classes.

All residents of the college district who are 65 years of age or older at the time of registration who qualify financially according to Illinois Statute may enroll in credit courses (Professional Development and Personal Enrichment courses are not included) offered by the college without paying tuition or activity fees. Applications for the Senior Citizen Tuition Waiver are available in the Welcome and One Stop Center at (847) 543-2061.

Business Educational Service Agreement
Students who live outside of the CLC district and are currently employed full time (35 or more hours per week) by an entity located in the college’s district may enroll at CLC under the Business Educational Service Agreement and pay the current in-district tuition rate, including prevailing comprehensive fee, regardless of their place of residence. Completed agreement and company ID or payroll stub are required as proof of employment. For more information, contact the Welcome and One Stop Center at (847) 543-2061.

In-District Military Personnel Tuition
Military personnel who are citizens of the United States and who are on extended active duty in one of the uniformed services of the U.S. and who are stationed and present in Community College District #532 in connection with that service, will receive the current in-district tuition rate including the prevailing activity fee by displaying a valid U.S. uniformed services identification card. Spouses and children of such military personnel are also eligible for the in-district tuition rate.

In compliance with state and federal law, the following benefits qualify for In-district tuition rate:
- CH30 Montgomery GI Bill
- CH31 Veteran Readiness and Employment
- (VR&E) – Formerly Vocational Rehabilitation and Employment
- CH33 Post 9/11 GI Bill
- Illinois Veteran Grant (IVG)
- Illinois National Guard Grant (ING)
- Illinois MIA/POW Scholarship (IMP)

To utilize benefits, the individual must turn in a copy of their Certificate of Eligibility (CoE) to Veteran Student Services and submit a formal request for certification by completing the Veterans Request for Certification Form (electronic) in the student portal at the MyStudentCenter.

In addition to submitting the online Request for Certification form, if you are using federal benefits you must complete the application process directly with the Department of Veteran Affairs (VA) at www.va.gov to request the benefit and if you are using state benefits, you must complete the application process directly with the Illinois Student Assistance Commission at www.isac.org.

COST TO ATTEND CLC
Many full-time students want to know what it will cost to attend CLC for an entire year. To help answer that question, the college has developed two standardized budgets for the 2020-21 school year. There may be minor variations in these numbers due to tuition increases or changes in federal guidelines. For changes in these figures, visit the Budget for Attending CLC section on the CLC website.

Listed below are various fees and payment options for students.

Course Fees
Course fees are charged for some courses that incur extraordinary expenses for consumable supplies used by students or that have an unusual delivery system, e.g. private lessons.

Variable Tuition
Variable tuition is charged for some courses to offset the costs of these higher cost programs. Variable tuition is currently charged for courses in nursing, dental hygiene and massage therapy.

Additional Fees
Additional student expenses may be incurred for specific classes or specialized instruction as indicated in the current semester schedule of classes.
Commencement Fees
A commencement fee, which includes cap, gown and diploma cover purchase, is assessed to each student who registers to participate in the commencement exercises. The college issues the diploma free of charge, and it is mailed approximately six to eight weeks after the degree or certificate has been conferred.

Method of Payment/Installment Plan
Students may pay for tuition and fees online using e-Check (automated debit to a personal checking or savings account) or by using a credit card (Visa, MasterCard, Discover or American Express). Students may also pay at the Welcome and One Stop Center, Room B114, Grayslake Campus using cash, check, money order or credit card. Checks and money orders may also be mailed to the Student Accounting Office. CLC offers an Installment Payment Plan for scheduled payments during the semester. For details on the payment plan see “Paying for College” at www.ccillinois.edu/paying-for-college.

Approximate Student Budget for Students Living with Parents
Tuition and Fees $4,116.00
Books and Supplies $1,260.00
Room and Board $2,324.00
Personal Expenses $2,212.00
Transportation $2,072.00
$11,984.00

Approximate Student Budget for Students Not Living with Parents
Tuition and Fees $4,116.00
Books and Supplies $1,260.00
Room and Board $10,556.00
Personal Expenses $2,212.00
Transportation $2,072.00
$20,216.00

The costs listed above are based on attending two semesters (14 credit hours per semester) at in-district tuition rates. See also the out-of-district and out-of-state tuition rates to compute the tuition and fee components of your projected budget.

Use these budgets as a tool to calculate your educational expenses. Keep in mind that they are average costs. Your actual costs will vary according to your tuition rate, the number of credit hours you take, the books you will need to purchase/rent and your living arrangements.

Drop for Non-Payment
Students who do not make payment arrangements by their due date are subject to being dropped from all classes. Students who set up an installment payment plan, pay 40% or more of their balance due, or have a balance due of $500 or less will not be dropped for nonpayment. The dates for the “drop for non-payment” process are publicized in the Schedule of Classes and on the website. The college will attempt to notify students who are dropped for non-payment, but it remains the student’s responsibility to check enrollment status.

Students who are dropped by this process before the term starts are eligible to re-enroll if seats are available. They must make payment arrangements by the new due date assigned. Students may not attend classes if they are not officially enrolled.

Students who are dropped by this process after the class has started may be reinstated. In order to be reinstated in the same classes, a student must contact the course instructor or division to receive class permission to enroll. Students who receive class permissions are responsible for enrolling themselves.

Note: Students are not automatically dropped from non-credit classes. Continuing education students who do not officially withdraw from a class by the established drop date remain responsible for payment of all tuition and fees.

NEW! VA Federal Benefit recipients using Chapter 31 (VR&E) or Chapter 33
In accordance with Title 38 US Code 3679 subsection (e), College of Lake County adopts the following additional provisions for any students using U.S. Department of Veteran Affairs (VA) Post9/11 G.I. Bill® (Ch. 33) or Veteran Readiness and (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:
- Prevent the student’s enrollment;
- Assess a late penalty fee to;
- Require student secure alternative or additional funding;
- Deny their access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:
- Provide Chapter 33 Certificate of Eligibility (or its equivalent) or for Chapter 31, VA VR&E’s contract with the school with an eAuthorization/PO (Purchase Order) number through Tungsten by the first day of class.

Note: Chapter 33 students can register at the VA Regional Office to use E-Benefits to get the equivalent of a Chapter 33 Certificate of Eligibility. Chapter 31 student cannot get a completed eAuthorization/PO (or any equivalent) before the VA VR&E case-manager issues it to the school.
- Provide written or electronic request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies.

REFUND POLICY
Students are responsible for officially dropping classes they do not intend to complete. See pages 23-25 Withdrawal Policies. Tuition and fee refunds will be issued to eligible students who officially drop on or before the drop deadline for the class. The date of the drop is a student administration system assigned and recorded date and is determined by the successful completion of the drop transacton.

Note: Specific non-credit courses may require drops to be made up to 7 business days prior to the class date for a refund to be issued.

REFUND SCHEDULE
Multiple-day Classes
Drop on or before start of class 100% refund
Drop before 15% of class days pass No refund
Drop after 15% of class days pass

One-day Classes
Drop the day before class 100% refund
Drop on or after the day of class No refund

A full refund of tuition and fees is granted if the college cancels a class. When academically advisable, the administration may approve full or partial refunds of tuition or fees when students exchange one course for another. When a student is unable to attend class due to uncontrollable and unforeseen circumstances such as extended hospitalization, a prorated tuition and fee refund may be made based upon a documented appeal. The appeal form may be obtained from the Welcome and One Stop Center and must be received no later than 60 days after the end of the semester.

Financial Obligation
All unpaid tuition and fees at the final due date will be subject to the collection procedures of the college, including placing holds on future registration, withholding transcripts and lastly, referring the matter to a collection agency and the Illinois Debt Recovery Program.
FINANCIAL AID OFFICE
Grayslake Campus
Room B114 (Welcome and One Stop Center)
(847) 543-2062
Federal School Code: 007694
The Financial Aid Office works to provide financial assistance to qualified students through federal and state grant programs, federal loan, campus employment, and scholarships.

FINANCIAL AID AT-A-GLANCE
Federal student aid comprises of grants and loans that are offered through the US Department of Education and is available to students enrolled in an eligible program. School expenses, such as tuition and fees, room and board, books and supplies, and transportation are taken into consideration by financial aid. Most federal aid is need based. The most common types of aid are grants, loans, and federal work-study. For additional information, see www.clcillinois.edu/financialaid.

College of Lake County participates in a variety of federal aid programs which includes the following:
- Department of Defense Tuition Assistance
- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Work-Study Program (FWS)
- William D. Ford Federal Direct Loan (Direct Loan) Program
- Veterans Educational Benefits

College of Lake County also participates in several State grant programs:
- State of Illinois Monetary Award Program (MAP) Grant
- Grant Programs for Dependents of Police/Fire/Correctional Officers
- Minority Teachers of Illinois (MIT) Scholarship Program
- Illinois Veterans Grant (IVG)
- Illinois National Guard (ING) Grant
- MIA/POW Scholarship

Additional information on State programs is located at www.isac.org.

College of Lake County has numerous scholarship opportunities provided through the College of Lake County Foundation and other local providers. Scholarships may be need-based and/or based on areas of interest. Review and apply for scholarships at www.clcillinois.edu/scholarships.

FINANCIAL AID ELIGIBILITY REQUIREMENTS
Eligibility for most federal student aid programs is based on financial need. The information a student provides on their Free Application for Federal Student Aid (FAFSA) determines their eligibility for federal student aid.

Basic eligibility requirements indicate that students must:
- Demonstrate financial need (for most programs)
- Be a U.S. citizen or eligible noncitizen (for most programs)
- Have a valid Social Security number (SSN) with the exception of students from the Republic of the Marshall Islands, Federal States of Micronesia or the Republic of Palau.
- Register with the Selective Service if you are a male between the age of 18 and 25 (if you have not already), or obtain a status information letter from the Selective Services System. For more details visit www.sss.gov. Note: If you are a citizen of the Republic of the Marshall Islands, Federal States of Micronesia or the Republic of Palau, you are exempt from registering.
- Be enrolled and working toward a degree or certificate in an eligible program
- Maintain Satisfactory Academic Progress.
- Sign the certification statement on the Free Application for Federal Student Aid (FAFSA) form stating that
  - You are not in default on a federal student loan
  - You do not owe money on a federal student grant and
  - You will use the federal student aid only for educational purposes
- Show you’re qualified to obtain a college or career school education by
  - Having a high school diploma or recognized equivalent such as a General Educational Development (GED) certificate
  - Completing a high school education in a homeschool setting, approved under state law (or—if state law does not require a homeschooled student to obtain a completion credential-completing a high school education in a homeschool setting that qualifies as an exemption from compulsory attendance requirements under state law) or
- Enrolling in an eligible career pathway program and meeting one of the “ability-to-benefit” alternatives described below

- Be enrolled at least half-time in an eligible program for Direct Loan Program Funds.
- Some students without a high school diploma or equivalent may be eligible for financial aid through special “ability to benefit programs. Contact the Financial Aid office for more information.
- Many non-US citizens qualify for federal student aid, more information is available online at https://studentaid.gov/understand-aid/eligibility/requirements/non-us-citizens.

Application Procedures
Apply for Financial Aid by completing the Free Application for Federal Student Aid (FAFSA) directly with the Department of Education (DoE).

1. Gather all the documents needed to apply. This includes your Social Security number, your parent’s Social Security number, your driver’s license number if you have one, your Alien Registration number if you are not a U.S. citizen, federal income tax returns, W-2 forms, records of your untaxed income and information on cash, savings and checking balances, investments, etc. The full list is located at https://studentaid.gov/apply-for-aid/fafsa/filling-out-documents. You can find your tax transcript through the IRS’s Get Transcript service at jrs.gov/ transcript.

2. Complete the FAFSA between October 1, 2020 and June 30, 2021. There are NO exceptions to the deadline date! Apply as soon as possible to meet school and state aid deadlines. The fastest and easiest way to apply is through https://studentaid.ed.gov/sa/fafsa. If you used the Internal Revenue Service data Retrieval Tool (IRS (DRT) when filling out your FAFSA form, you may not have to verify that information.

3. Check your data. The Department of Education will send you your Student Aid Report (SAR), which will contain your Expected Family Contribution (EFC). This number is used to determine your federal student aid. Information on how and when you will get your SAR is online at https://studentaid.gov/apply-for-aid/fafsa/review-and-correct/review.
PROCEDURES AND GUIDELINES

Census Date and Financial Aid Awards
Students who are eligible for financial aid and enroll at CLC receive an award notification that lists each type of financial aid they might be able to receive. The award amount shown in the award notification is based on full-time enrollment in an eligible program. The actual amount of aid a student receives will be based on enrollment as of the financial aid census date. Please refer to the “Important Dates” web page www.clcillinois.edu/fadates for the 2020-2021 Aid Year census dates. At census, the financial aid office will “freeze” student enrollment and adjust awards to the correct amount, based on actual aid eligible hours enrolled as of that time. Late-starting classes that are added after the census date, will not be eligible for financial aid. If financial aid includes a class that has not yet started, the student will not be able to drop that class without contacting a financial aid specialist. The aid will be adjusted after the student is permitted to drop and they may be required to return a portion of the aid received.

Late applicants (awarded after the scheduled census date) will be processed during the remainder of the semester. The amount of the award will be based on enrollment in aid-eligible classes at the time the award is processed. Late awards will be disbursed during the next scheduled disbursement.

Bookstore Charges
Students with anticipated credit balances on their student account, based on anticipated financial aid (Pell Grant), will be allowed to charge books in advance of receiving financial aid in the CLC Bookstore. Check the Financial Aid website at www.clcillinois.edu/fadates to determine the dates when book charges are accepted. Items charged in the Bookstore are paid when a student’s aid is disbursed.

If for any reason, the student is not awarded enough Financial Aid to cover the amount of the book store charges, they are fully responsible for repayment of any charges incurred.

Important Note: Book charging for all students is based on the Federal Pell Grant Chart, please be aware that you may show book charging eligibility even through the Department of Education (DoE) notified you via your Student Aid Report (SA) that you have reached your life-time Pell eligibility.

Disbursements
The Financial Aid Office will credit funds to student accounts according to a disbursement schedule set up each semester. Check the Financial Aid website at www.clcillinois.edu/fadates for the dates on which funds will be applied to student accounts.

As a reminder, the Finance Office has up to 14 business days to issue student refunds. To sign up for direct deposit visit us online at www.clcillinois.edu/directdeposit.

Withdrawing and Return of the Title IV (Financial Aid) Funds
College of Lake County is required only to determine the amount of Title IV funds a student has earned as of the date he or she ceases enrollment. The amount of Title IV funds earned by the student is based on the amount of time the student was actually enrolled; it has no relationship to the student’s incurred institutional charges.

Federal Regulations define that a student is considered to have withdrawn when they do not complete all scheduled days required to complete the semester. Students enrolled in courses that do not span the entire semester are considered to have withdrawn if at the time of a withdrawn course(s) the student is not actively attending other courses. Students enrolled in courses that do not span the entire semester are not considered to have withdrawn if at the time of withdrawing from the course(s) a written confirmation of intent to attend a future course(s) within the current semester is provided. The written confirmation of intent must be provided at the time of withdrawal.

Title IV funds are awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of Title IV funds that the student was originally schedule to receive.

If a recipient of Title IV grant or loan funds withdraws from a school after beginning attendance, the amount of Title IV grant or loan assistance earned by the student must be determined. If the amount disbursed to the student is greater than the amount the student earned, unearned funds must be returned.

If the amount disbursed to the student is less than the amount the student earned, and for which the students is otherwise eligible, he or she is eligible to receive a post-withdrawal disbursement of the earned aid that was not received.

For more information on the college’s withdrawal policies, please refer to the withdrawing from a class section on pages 23-25.

Please feel free to contact the Financial Aid Office if you have any questions concerning this provision.
Is Student a Withdrawal?

1. Did the student cease to attend before completing or fail to begin attendance in a course scheduled to attend?
   - If yes, go to question 2
   - If no, student not a withdrawal

2. When the student ceased to attend or failed to begin attendance in a scheduled course, was the student attending other courses?
   - If yes, student not a withdrawal
   - If no, go to question 3

3. Did the student confirm attendance in a later course within the current semester? (Course must begin within 45 days of withdrawal)
   - If no, student is a withdrawal
   - If not a withdrawal, Pell recalculations may apply

Ineligible Programs and Courses

In order to be eligible to receive financial aid, a student must be enrolled in and actively pursuing a degree or certificate in an eligible program of study. The college offers a wide range of associate degrees and certificates in eligible programs. The Associate in Arts, Associate in Science, Associate in Engineering Science, Associate in Fine Arts, Associate in General Studies and most Associate in Applied Science degree programs are eligible. Most career certificate programs that require at least 16 credit hours to complete are eligible as well. (See a financial aid specialist for more information on eligibility.)

The college offers courses that meet a wide range of community need. Some courses are not eligible to be included in a financial aid award. Courses that do not meet these criteria, non-credit courses, adult education courses as well as audited courses and some career courses are not eligible for financial aid. Eligible courses are those that may be applied to completion of a degree or certificate, and/or developmental courses that are at a post high school level and prepare a student to take college-level classes. Only courses required to complete a student’s program of study are eligible for financial aid. Special circumstances exist for students taking courses as prerequisites for program admission.

Students may only receive financial aid for up to 30 hours of developmental courses.

Refund of Surplus Financial Aid Funds

The Finance Department will issue refunds by direct deposit (ACH) or by check to students based on credit balances within 14 days after their financial aid is credited to their student account. The Finance Department will deduct tuition, fees and book charges from the student’s account before refunding the remaining balance. Students can grant permission to use their aid refund to pay for other charges. Please check the Financial Aid website at www.clcillinois.edu/fadates for the dates on which the Finance Department generates student refunds.

Academic Standards for Financial Aid Recipients (SAP)

Federal and state regulations require that students make satisfactory and measurable academic progress in their academic work in order to continue to be eligible for federal and state financial aid. At CLC the effective date that begins to measure satisfactory academic progress is the last date to drop a class with no record. This date is specific to each class and is at a point when 15 percent of the class length has passed. Excluded from these standards are courses in Adult Basic Education (ABE), English as a Second Language (ESL), General Education Development (GED), Vocational Skills Technology, Contract Training, Continuing Education and General Studies.

Satisfactory academic progress is measured in three distinct ways:

1. Course Completion Rate - Students must successfully complete at least 67 percent of all cumulative credit hours attempted at CLC. A successful completion is defined as earning a grade of D or better. Withdrawals (official or unofficial), incompletes, repeated classes and remedial courses are included in hours attempted. Students who do not comply with the requirement will be put on a one-semester warning, but will still receive financial aid for that semester. If 67 percent completion rate is not achieved by the end of that semester, they will be restricted and will no longer be eligible for financial aid until good standing is restored.

2. Cumulative Grade Point Average (GPA) - Students must have a 2.00 cumulative GPA to graduate from the college, and therefore, must maintain a 2.00 cumulative GPA. The GPA calculation for SAP includes developmental courses that are not included in the college’s GPA calculation. Students who do not comply with the requirements will be put on a one-semester warning, but will still receive financial aid for that semester. If a 2.00 GPA is not achieved by the end of that semester, they will be restricted and will no longer be eligible for financial aid until good standing is restored.

3. Program Time Frame to Complete Degree - Students may pursue completion of a degree program on a full- or part-time basis, but the federal government requires that students make progress toward degree completion in a timely fashion. Progress toward completing a degree is measured not by calendar time, but by the total number of attempted hours allowed to complete a degree. Students must be able to complete their program of study within 150 percent of the hours required for the program.

Once a student’s attempted hours reach 100 percent of the hours required for the program, the student will be placed on warning status. When the student’s attempted hours reach 110 percent, the student is placed on restricted status and is not eligible for financial aid at the college until it is confirmed that the program can be completed within 150 percent of the hours required. Students who cannot complete their program of study within 150 percent of the hours required are placed on restricted status and are no longer eligible to receive aid at the college.

Note: A student with a program time frame calculation that moves from below 100 percent to 110 percent and greater within the same semester will be placed directly on restricted status and will not have a warning period.

For example, a student pursuing a 60 credit hour associate degree will need to complete the program within 90 attempted hours. The student will continue to be eligible for financial aid until he/she has attempted 66 credit hours (110 percent of the required number of hours for the degree), at which point confirmation is needed that the program can be completed within 150 percent of the required hours for continued eligibility. Degrees or certificates of varying lengths are prorated accordingly. Changes in majors and additional degrees include all attempted hours. Time frame calculation will be measured using the current catalog program requirements.

Included in the count of attempted hours is all attempted course work taken at CLC, transfer credit accepted from other institutions and any Advanced Placement or CLEP credit. All withdrawal grades, failing grades and incompletes, as well as repeated courses and remedial course work, are considered hours attempted and are included in the maximum time frame.
Satisfactory, Warning and Restriction Status

A student will be considered in a good satisfactory status as long as he/she meets the requirements described on page 26.

A student will be placed on warning status for failing to meet GPA and/or course completion rate requirements and/or program time frame falls between 100 percent and 110 percent as described above, but will be allowed to receive financial aid.

A student will be placed on restricted status for failing to meet requirements 1, 2 or 3 as described above and will not be eligible to receive financial aid.

Appeal Process

Any student placed on Satisfactory Academic Progress (SAP) restricted status has the right to appeal. All students requesting a SAP Appeal should complete the following steps:

1. Complete a financial aid workshop (see details at www.clcillinois.edu/faworkshops). Upon completing the workshop, the student will receive their SAP Appeal Form.

2. Provide a detailed statement explaining the circumstances resulting in your failure to meet Satisfactory Academic Progress standards (including third party documents as applicable).
   - All appeals must be complete and provide detailed information about extenuating circumstances. Extenuating circumstances include: personal illness/accident, serious illness or death within the immediate family, auto accident or other situation beyond the reasonable control of the student.
   - Third-party documentation is required when applicable with each appeal. Documentation may include, but is not limited to, copies of medical records, accident reports and/or letters from an Academic Success Advisor, work supervisor or other counselor. Appeals for additional degrees will be considered on a case-by-case basis.
   - Appeals must be submitted in the term for which the student is seeking financial aid. Appeal forms will not be accepted unless all documentation is included with the form.
   - Appeals must include a statement explaining the reason for not meeting the SAP standards and what changes have been made to ensure future success.
   - All appeal decisions are final.

3. Meet with an Academic Success Advisor and complete an SAP Planning Form.

Students with approved appeals will be placed on a probation status for one term. At the end of the probation period, students who meet the terms of the probation will remain eligible for aid for the subsequent semester.

Students who do not meet the terms of their probation are returned to restricted status.

Verification

Verification is used to confirm that the data reported on your FAFSA form is accurate. If you’re selected for verification, we will request additional documentation that supports the information you reported. If a student’s application is selected for verification, and he/she does not submit the required documentation requested by the school, the student is not eligible to receive federal student aid. The student also might not receive aid from other nonfederal sources. Students should submit all requested documentation by deadlines published by the Financial Aid Office. Any discrepancies found between information provided on the FAFSA and the data provided on verification documents will have to be resolved. The Financial Aid Office will make necessary corrections to your FAFSA and, if necessary, adjust your financial aid awards.

Any discrepancies found between the information provided on the FAFSA and the data provided on verification documents will have to be resolved. The Financial Aid Office will make necessary corrections to your FAFSA and, if necessary, adjust your financial aid awards.

Verification Items may include:
- Number in household
- Number in college
- Certain Federal Income Tax information (you may find your tax transcripts through the IRS’s get transcript service at www.irs.gov/individuals/get-transcript)
- Certain untaxed income and benefits
- High school completion status
- Identity/statement of educational purpose

Applicants are strongly encouraged to utilize the IRS Data Retrieval Tool during the application process. This tool allows tax information to be electronically transferred from the IRS website onto the FAFSA application. If the retrieval tool is not utilized, and 2017 federal taxes were required to be filed, a copy of a 2017 Federal Tax Transcript, along with parent’s transcripts for dependent students, may be required. Visit www.clcillinois.edu/financialaid for more information.

Repeated Courses

A student may receive financial aid one time for a repeated credit course. Third attempts will not be counted in the calculation for federal or state student aid.

Financial Aid Online

For news, updates and additional information about applying, receiving and maintaining your financial aid awards, please visit the Financial Aid Office website at www.clcillinois.edu/financialaid.

Students can access financial aid status information via myStudentCenter. Log in to myStudentCenter at www.clcillinois.edu and click “View Financial Aid” in the Finances section on the main page. Next, select the aid year from the list of available years. If there are no awards pending, the application may still be under review.