

Financial aid is available for students through a variety of sources including grants, loans, scholarships, and the work-study program. These sources are described in more detail later in this chapter.

Students who wish to receive financial aid for the academic year should apply as soon as possible after January 1st of each year. State, and some federal aid, sources are awarded on a first-come, first-served basis. Students wishing to maximize their aid eligibility are encouraged to complete the Free Application for Federal Student Aid, FAFSA (<http://www.fafsa.ed.gov/>), by April 1st, preceding their enrollment in the fall semester. Students who complete the FAFSA after April 1st may still be awarded aid, but may not receive as much aid as those who meet the priority deadline. To apply for financial aid, please follow the steps detailed under the heading “Financial Aid Steps.” Financial aid advisors are available at each campus to assist students with any financial aid related matter.

FINANCIAL AID ELIGIBILITY

In order to qualify for financial aid sources, a student must meet the following criteria:

- Be a U.S. citizen or national or an eligible non-citizen as defined by the U.S. Department of Education.
- Be enrolled in an eligible curriculum for financial aid purposes.
- Have a high school diploma or general education development (GED) certificate or have passed an ability to benefit test approved by the U. S. Department of Education. Students who have completed home schooling at the secondary level may also be eligible.
- Be meeting the Standards of Satisfactory Academic Progress at Tidewater Community College.
- Have not defaulted on a federal student loan or owe an overpayment on a federal aid program.

Other factors such as a conviction for the possession or sale of drugs, a current incarceration, or being a registered sex offender subject to an involuntary civil commitment may affect eligibility for financial aid. Financial aid advisors are available at each campus to answer questions related to eligibility.

FINANCIAL AID STEPS

1. Complete the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov.

If you prefer to complete a paper application, please contact the U.S. Department of Education at 1-800-433-3243.

- a. Apply for a Personal Identification Number (PIN) prior to completing the online FAFSA and use it to sign the application electronically. If you are a dependent student, your parents should also apply for a PIN. You may do so at the following website: www.fafsa.ed.gov.
- b. Be sure to list Tidewater Community College (TCC) as a school choice on your FAFSA. TCC's school code is 003712.
- c. If you prefer to sign your application manually, instead of electronically with your PIN, please print the FAFSA signature page and mail it to the Federal Processor immediately upon completing the online application.

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2. You will receive a Student Aid Report (SAR) after submitting your FAFSA application. If you file the FAFSA electronically and provide an email address, you will receive the results at your email address approximately five business days from the date you filed. If you complete the paper application, please allow two to four weeks for processing and the results will be mailed to your home.

Review your SAR for accuracy. If you need to make corrections, please do so at the FAFSA (fasfa.gov) website.

If your SAR states that you have been selected for verification, you will receive a separate official request from TCC to provide certain financial documents.

Comply with all requests for additional information and take the documents to your campus financial aid office as soon as possible.

3. You will receive an official Financial Aid Award Notice from TCC detailing your estimated expenses for the enrollment period and your eligibility for financial aid.

- a. Review this document carefully and follow any additional directions that it provides. Some sources of aid, such as student loans, require an additional application.
- b. Determine if your aid will cover your charges. If not, please pay any charges not covered by aid prior to the tuition payment deadline published on the TCC website.
- c. Allow for adjustments if you are less than full-time. All financial aid awards are based on projected full-time enrollment.

4. Register for classes, and note that students are not eligible to receive financial aid for audited courses.

- a. Follow the directions to register as listed in the current semester schedule.
- b. Be sure that you are enrolled in an eligible curriculum for financial aid purposes. All of TCC's degree programs and most of the certificate programs are considered eligible curricula for financial aid purposes. Please see your counselor or financial advisor if you have questions.

5. Pay your tuition by the published deadline.

- a. If your aid does not cover all of your tuition expenses, please be prepared to pay the balance by the tuition deadline. If you do not pay by the deadline, the classes that are not covered will be dropped.
- b. Remember that aid is based on projected full-time status. It may be adjusted if you are less than full-time, which could create an outstanding balance that you must pay.

6. Purchase your books.

You are expected to purchase your books prior to the beginning of the semester.

If you have a remaining aid balance after tuition and fees are deducted, you may use the remaining aid at the college bookstore. The dates that you may use remaining financial aid each semester are published at the bookstore.

If you apply late for financial aid, you may experience a 24-hour delay from the time that your award is applied to when you may use the remaining balance at the bookstore.

Take your picture ID (driver's license or student ID) with you to the bookstore to facilitate using financial aid for your purchases.

DEVELOPMENTAL COURSES

Students may only receive financial aid for a maximum of 30 credit hours of developmental course work, per federal guidelines. Students who wish to take developmental courses beyond the 30 credit hour maximum will not receive aid for those additional developmental courses.

TRANSFER CREDITS

Transfer credits, as well as the total number of credits the student has attempted at TCC, will be included in determining the percentage of program completed as it relates to the 150% maximum criteria of SAP.

CHANGES IN ENROLLMENT

Changes in enrollment may impact a student's eligibility for financial aid. Students who enroll in class(es) and then drop class(es) by the college's last day to drop for a tuition refund will receive a full refund of tuition and fees. Any financial aid awarded for the semester will be cancelled. Students who use financial aid for bookstore purchases but then drop classes and have aid cancelled must return their books to the bookstore for a full refund to the original financial aid source or pay for their charges personally.

Students who enroll in classes and then withdraw before the Last Day to Withdraw without Academic penalty (60% of semester) are subject to a Return of Title IV Funds calculation. This calculation is mandated by the U.S. Department of Education and is meant to determine the amount of federal financial aid that a student has earned based on the number of days attended. If it is determined that a student has not earned all of the aid he/she received, the student will be responsible for repayment of funds.

REPEATED COURSES

For the purpose of determining compliance with SAP, repeated courses will follow the general college policy. This policy states that when a course is repeated, only the most recent attempt will be used in the calculation of a student's cumulative grade point average. While only the most recent attempt is used in the calculation of the cumulative GPA, all previous attempts remain on the academic record and cannot be removed.

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STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP)

Students are required to maintain certain academic standards when receiving financial aid. These measurements are called the Standards of Satisfactory Academic Progress and are required by the U. S. Department of Education.

At Tidewater Community College, the Standards of Satisfactory Academic Progress are as follows:

1. A student must satisfactorily complete 67% of all TCC units (credits) beginning with and continually forward from the halfway point of his/her current academic plan (curriculum).
 - a. This applies regardless of whether or not the student previously received financial aid at TCC.
 - b. Courses with a grade of A, B, C, D, P, S or R are considered satisfactory for financial aid purposes and are included in the calculation.
 - c. Courses with a grade of F, W, U, I, or X are considered unsatisfactory for financial aid purposes and included in this calculation.
 - d. Developmental and English as a Second Language (ESL) courses are not included in this calculation.
2. A student must complete his/her current academic plan (curriculum) by the end of 150% of the academic plan (curriculum) length, regardless of whether or not he/she previously received any financial aid.
 - a. Transfer credits are included in this calculation.
 - b. If the student changes his/her academic plan, he/she will not necessarily be granted additional time to receive financial aid.
 - c. Developmental and English as a Second Language (ESL) courses are not included in this calculation.
3. A student must maintain the minimum cumulative grade point average (GPA) in accordance with the following schedule.

Units (credits) Attempted	Cumulative Grade Point Average (GPA)
9 to 24	1.00
25 to 47	1.50
48 or more	2.0

Compliance with the Standards of Satisfactory Academic Progress (SAP)

All financial aid recipients must meet the Standards of Satisfactory Academic Progress for Tidewater Community College as listed above. Failure to meet these criteria will result in the loss of the student's

financial aid eligibility. Financial aid recipients will be evaluated at least once each academic year in order to determine compliance with SAP.

If academic progress improves, students should contact their financial aid advisor to inquire about reinstatement of aid.

Requesting Probationary Status for the Standards of Satisfactory Academic Progress (SAP)

The campus Financial Aid Officer may exercise his/her professional judgment and certify a student for SAP probationary status. This allows the student to continue receiving aid, while detailing specific criteria that he/she must meet in order to continue aid eligibility.

A student may appeal the loss of financial aid eligibility by completing the following steps:

1. All appeals for probationary status related to SAP must normally be submitted in writing at the student's campus of record, but will be accepted at any campus Financial Aid Office. If an appeal is received at the college's Central Financial Aid Office, the appeal will be forwarded to the student's campus of record for processing.
2. The student will submit a written request for probationary status with appropriate supporting documentation (see Criteria for Determining Probationary Status below).
3. The student will receive written notification of the approval or denial of the request within four to six weeks from the campus Financial Aid Officer.
4. Requests that do not represent, in the professional judgment of the campus Financial Aid Officer, a sound basis for granting probationary status will be denied.
5. The decision of the campus Financial Aid Officer is final unless the student provides additional supporting documentation as requested by the campus Financial Aid Officer.
6. If the student is denied Probationary Status at the first level, then the student may appeal to the college-wide Financial Aid Management Team (FAMT) at a second level of appeal. Dissatisfaction or disagreement with the initial decision will not be justification, in and of itself, for further review. Additional supporting documentation is required for consideration at the second level.

Criteria for Determining SAP Probationary Status

Appeals for a probationary status generally will be approved for the following reasons if the student provides appropriate written supporting documentation.

- Evidence of substantial academic improvement based on official posted grades at the college and including a plan for future improvement.
- Extended incapacitation/hospitalization of the student (which caused the student to miss 20 percent of scheduled instruction) that is documented by a physician's statement on the doctor's official letterhead

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(copies of the student's medical records will not be accepted). This must be an unscheduled medical emergency diagnosed after the last day to drop for tuition refund. The physician's letter (on his/her letterhead) must include the date the student was first seen for the medical condition, as well as the beginning and ending date the student was incapacitated/hospitalized and must state that the student was physically unable to attend classes during this period of time. A letter that does not specifically state, "the student was physically unable to attend classes" will not be grounds to approve an appeal. Pre-existing conditions are not justifiable.

- Extended incapacitation/hospitalization or death of a student's immediate family member (which caused the student to miss 20 percent or more of scheduled instruction)-verified with appropriate documentation. Immediate family is defined as: father, mother, spouse, child, sibling, stepfather, stepmother, stepchild, stepbrother or stepsister.
- Involuntary job transfers outside The Greater Hampton Roads Metropolitan Area, documented by his/her employer (includes dependent(s) enrolled at Tidewater Community College, if other than the student).
- Involuntary changes in military deployment outside The Greater Hampton Roads Metropolitan Area, documented by the commanding officer (includes dependent(s) enrolled at Tidewater Community College, if other than the student).
- Error in academic advising by TCC personnel resulting in inappropriate course enrollment. Requests must be initiated through the TCC office where the student was advised.
- Late notification of denial to a specific degree program—with supporting documents.
- Institutional errors by TCC that cause the delay of administrative processes relative to registration or the delivery of financial aid funds.
- Administrative difficulties with internships, placements or practicum's involving the single enrollment of a student—with supporting material from placement official.
- Students recalled in support of a national emergency or mobilization declared by the President of the United States in accordance with Section 23-9.6; 2 of the Code of Virginia.

Appeals for a probationary status will not be approved for the following reasons:

- Personal errors in judgment or irresponsibility involving transportation, availability of finances, academic ability, time management, etc.
- Misinterpretation or lack of knowledge of college policies and procedures as published in the TCC Catalog, TCC Student Handbook, or TCC Schedule of Classes.

- Dissatisfaction with course content. Issues concerning academic instruction must be addressed with the appropriate Academic Dean.
- Dissatisfaction with academic progress in course.
- Non-attendance or minimal attendance of class.
- Inadequate investigation of course requirements prior to registration and attendance.
- Non-qualification, late application, or loss of eligibility for financial aid or scholarship.
- Non-receipt of mail due to obsolete address on file with the Enrollment Services/Records Office.
- Notification of change in domicile status after the refund period.
- Changes of, or personal conflicts with, the instructor of record.
- Student error resulting in the delay of administrative processes relative to registration or the delivery of financial aid funds.
- Voluntary/involuntary acceptance of employment or other activity impacting ability to attend class. (i.e., work schedule/hours changed, lack of child care, vacation).
- Incarceration in a civilian or military facility.
- Other reasons not already specified.

SAP Probationary Status

If an appeal for probationary status is approved, the student and Financial Aid Officer will develop a plan outlining the actions that the student will take in order to complete his/her degree requirements at Tidewater Community College. In addition to this plan, the student must complete the following criteria:

- Attend at least one semester.
- Enroll in at least two college-level courses for a total of six credits.
- Successfully complete all the courses he/she is enrolled in.
- Achieve a minimum 2.50 GPA for the semester.

Upon completion of his/her courses, and once grades have been posted, the student must meet with the Financial Aid Officer to evaluate his/her eligibility for financial aid.

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A student will be eligible to be placed in a probationary status one semester at a time until the student either meets all of the college's Standards of Academic Progress or completes all of the degree requirements or 150% of the program length.

RETURN OF TITLE IV (FEDERAL) FUNDS CALCULATION

The college is required by federal statute to recalculate federal financial aid eligibility for students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a payment period or term. The federal Title IV financial aid programs must be recalculated in these situations.

If a student leaves the institution prior to completing 60% of a payment period or term, the financial aid office recalculates eligibility for Title IV funds. Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula.

- Percentage of payment period or term completed = the number of days completed up to the withdrawal date divided by the total days in the payment period or term. Any break of five days or more is not counted as part of the days in the term. This percentage is also the percentage of earned aid.

Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula:

Aid to be returned = (100% of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total amount of aid that could have been disbursed during the payment period or term.

If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student would be required to return a portion of the funds. Keep in mind that when Title IV funds are returned, the student borrower may owe a debit balance to the institution.

If a student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement which must be paid within 120 days of the student's withdrawal.

The institution must return the amount of Title IV funds for which it is responsible no later than 45 days after the date of the determination of the student's withdrawal.

Refunds are allocated in the following order:

1. Unsubsidized Direct Loans
2. Subsidized Direct Loans
3. Federal Perkins Loans
4. Direct Parent (PLUS) Loans
5. Federal Pell Grants for which a return of funds is required

6. Federal Supplemental Opportunity Grants for which a return of funds is required
7. Other assistance under this Title for which a return of funds is required (e.g., LEAP)

RETURN OF STATE FUNDS CALCULATION

The college is required to recalculate eligibility for students receiving funds from the Virginia Guaranteed Assistance Program (VGAP), Commonwealth Grant (COMA), and the Virginia Foster Care Tuition Grant if they withdraw from or leave the institution prior to completing 60% of the semester. This non-completion includes grades of W, F, or U, in all courses. The calculation of eligibility will follow the same procedure as described in the Return of Title IV (Federal) Funds Calculation.

NON-ATTENDANCE

Students who enroll in classes, but are reported by faculty as never attending, will have aid awards cancelled for the semester. Students who use financial aid for bookstore purchases, but never attend and have aid cancelled, must return their books to the bookstore for a full refund to the original financial aid source. Students must personally pay for all bookstore charges if books are not returned.

AUDITED COURSES

Students are not eligible to receive financial aid for audited courses. Students who begin in a graded course and then change that course to audited status will lose financial aid eligibility for that course. The student may then be required to return the financial aid funds received for that course.

UNDERSTANDING AID ADJUSTMENTS

Financial aid awards are made based on anticipated full time enrollment. If the student does not enroll full time, aid is adjusted accordingly after the Last Day to Drop for a Tuition Refund (see Academic Calendar for sixteen week courses).

After financial aid adjustments are made based on actual enrollment, students will be notified if they owe an outstanding balance to the College. This notification will be sent via email to the student's college email address. Students will have fourteen days to pay the outstanding balance to the Business Office. If payment is not received by the deadline stated in the email, the student's classes will begin to drop until payment is received or when their financial aid is sufficient to cover charges.

Students who are receiving a Federal Pell Grant must be enrolled in all intended courses by the Last Day to Drop for a Tuition Refund for the sixteen week semester. No adjustments (increase or decrease) will be made to the Pell Grant award if the student changes enrollment after this date. If the student adds courses late in the semester (dynamic or second-eight week), he or she may be eligible for state aid or student loans, but there will be no adjustment to the Pell Grant award. This also applies to students who drop a course and then decide to re-enroll after the Last Day to Drop for a Tuition Refund. The only exception to this regulation will be in the case of administrative error. Students who are reported for never attending a class will have the aid canceled for that class and their Pell Grant award finalized.

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If the student gains permission from the faculty member to re-enroll after the Last Day to Drop for a Tuition Refund, the Pell Grant award will not be increased. This procedure adheres to federal regulations as defined by the U.S. Department of Education.

TYPES OF FINANCIAL AID

Employment

Federal Work-Study Program (FWS). The Federal Work-Study Program provides part-time employment opportunities for students who are in need of financial assistance in order to attend college. Employment may be on or off campus, and hourly wages comply with minimum wage laws. Students are paid on a bi-weekly basis. Students average fifteen hours of work per week. Students may inquire about eligibility and employment opportunities through the Federal Work-Study Program at any of the campus financial aid offices.

Grants

Federal Pell Grant (PELL). The federal Pell grant program is designed to assist students with the cost of attending college. Awards are gift aid and do not have to be repaid. Funds must be used for education-related expenses including tuition, books, supplies, transportation, and miscellaneous expenses. Awards are pro-rated based on enrollment. Eligibility for this grant is determined by the U.S. Department of Education upon completion of the Free Application for Federal Student Aid (FAFSA).

Federal Supplemental Educational Opportunity Grant (FSEOG). This is a state financial aid program for students who are domiciled Virginia residents and who demonstrate financial need. Awards are gift aid and do not have to be repaid. Eligibility for this grant is determined by Tidewater Community College and awards are made on a first-come, first-served basis.

College Scholarship Assistance Program (CSAP). This program is a state financial aid program for students who are domiciled Virginia residents who demonstrate financial need. Awards are gift aid and do not have to be repaid. Eligibility for this grant is determined by Tidewater Community College and awards are made on a first-come, first-served basis. Students must be enrolled at least half-time in order to receive this grant. Students cannot be enrolled in a program leading to a second associate degree or a bachelor's degree.

Commonwealth Award (COMA). This is a state financial aid program for students who are domiciled Virginia residents who demonstrate financial need. Awards are gift aid and do not have to be repaid. Eligibility for this grant is determined by Tidewater Community College and awards are made on a first-come, first-served basis. Awards cannot exceed the cost of tuition and fees.

VCCS Grant: A state financial aid program for students who are domiciled Virginia residents who demonstrate financial need. Awards are gift aid and do not have to be repaid. Eligibility for this grant is determined by Tidewater Community College, and awards are made on a first-come, first-served basis.

Academic Competitiveness Grant (ACG). ACG is a federal grant program available to first year students who graduated from high school after January 1, 2006, and for second year students who graduated from high school after January 1, 2005. Students must be a Federal Pell Grant recipient and have completed a rigorous high school curriculum. In Virginia, this is recognized by receiving the Advanced Studies Diploma. Students may also qualify by completing a required set of courses while in high school. Other eligibility criteria exist for this program.

Higher Education Teacher Assistance Program (HTAP). HTAP is a state financial aid program for students who are domiciled Virginia residents and who are enrolled in a K-12 teacher preparation program. Eligibility for this grant is determined by Tidewater Community College and awards are made on a first-come, first-served basis. Students are nominated by a faculty member and must be enrolled full-time. A minimum cumulative grade point average of 2.5 is required in order to receive this grant.

Part-Time Tuition Assistance Program (PTAP). This is a state financial aid program for students who are domiciled Virginia residents who demonstrate financial need. Awards are gift aid and do not have to be repaid. Eligibility for this grant is determined by Tidewater Community College and awards are made on a first-come, first-served basis. Students must be enrolled in six or less credit hours in order to receive this grant.

Virginia Guaranteed Assistance Program (VGAP). VGAP is a state financial aid program for students who are domiciled Virginia residents, first-time freshman in college, a graduate of any Virginia high school with a minimum 2.5 grade point average, enrolled full-time in an eligible program, and demonstrate financial need as determined from the Free Application for Federal Student Aid (FAFSA). Students must submit a final high school transcript for consideration. Eligibility for this grant is determined by Tidewater Community College, and awards are made on a first-come, first-served basis. Awards may be renewed for a second academic year if the student has maintained continuous, full-time enrollment.

Loans

Federal Direct Loan Program: Student loans are available after all other funding sources have been exhausted. This program provides low interest federal student loans to students who are enrolled at least half-time and meet other eligibility requirements. Payments are deferred during periods of enrollment, and students receive a grace period after leaving school before payments begin. Loans may also be available to the parents of dependent students who meet certain eligibility requirements. Application information is available at any of the campus financial aid offices or on the college's website at www.tcc.edu/students/finaid.

Scholarships

Institution and Foundation Scholarships. Tidewater Community College provides a variety of scholarship opportunities through both the TCC Educational Foundation and from institutional funds. These scholarships are listed on the college's website and published at the financial aid office on each campus. For a full list of available scholarship opportunities and application requirements, visit www.tcc.edu, search keyword: "scholarships."

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Private Scholarships. Scholarships provided by private sources external to the College. Information on private scholarships is available from a variety of sources including the financial aid office, local library, high school guidance counselor, community organizations, etc.

Nursing Scholarships. Students in the nursing curriculum are eligible to apply for state nursing scholarships. Applications and information are available at the financial aid offices on the Portsmouth and Virginia Beach campuses.

Special Programs

Rehabilitative Services. The college cooperates with the State Department of Rehabilitative Services in providing education and training for persons with special disabilities.

Virginia National Guard Tuition Assistance. Based on available funds, members of the National Guard may be considered for additional grants. Inquiries should be made to the Unit Commander.

Virginia Program for Children and Spouses of Deceased Law Enforcement,

Firefighting and Rescue Squad Personnel. The Commonwealth of Virginia provides financial assistance for attendance at public higher education institutions to children or spouses of law enforcement officers; firefighters or rescue squad members; a sworn law enforcement officer; a special agent of the Department of Alcohol Beverage Control; a State Correctional, regional or local jail officer; a Sheriff; a Deputy Sheriff or a member of the Virginia National Guard while serving in the Virginia National Guard or as a member of the United States Armed Forces who was killed in the line of duty. This assistance covers the cost of tuition and required fees. For more information, contact your campus Business Manager.

To be eligible, the applicant must meet the following criteria:

- The child must be between 16 and 25 years of age.
- The deceased parent was domiciled in Virginia at the time of death.
- The chief administrator of the law enforcement agency, the State Fire Marshall, or appropriate agency must certify that the deceased parent was employed or serving as a law enforcement officer, firefighter, or member of a rescue squad and was killed in the line of duty.
- The applicant shall be offered admission to a public institution of higher education according to the normal admission policies and procedures.
- The institution shall determine the eligibility of the applicant for these benefits and shall ascertain that the recipients are in attendance and making satisfactory progress. While enrolled, the recipient must make satisfactory progress as determined by the standards of progress of the public higher education institution.

Military Spouse Career Advancement Accounts (MyCAA)

MyCAA was established with Congressional authorization set forth in Public Law 110-417. The Department of Defense expanded the Military Spouse Career Advancement Accounts (MyCAA) program and is providing \$6,000 of Financial Assistance for military spouses who are interested in pursuing degree programs, licenses, certifications and education leading to careers in high growth, high demand portable career fields. The Office of the Deputy Under Secretary of Defense for Military Community and Family Policy (DUSD/MC&FP) is the program sponsor. Tidewater Community College is one of the schools approved to provide education and training through MyCAA.

Spouses of active duty and activated National Guard and Reserve service members are eligible for funding. The period of eligibility for spouses of Guard and Reserve members is from the date of the Alert or Warning Order for Military Recall or Mobilization, through activation and deployment, until 180 days following De-Mobilization. Military spouses who are military members themselves are not eligible. Military members have education benefits provided through the Military Voluntary Education Tuition Assistance (TA) Program. Military spouses who are legally separated by state law or court order are also not eligible.

Portable careers are those that are likely to provide job opportunities in most locations where military service members are stationed. These include, but are not limited to:

- a. Business/management
- b. Construction trades
- d. Education
- e. Financial services
- f. Health services
- g. Homeland Security
- h. Hospitality management
- i. Human Resources
- j. Information Technology
- k. Real Estate

This is only a partial list of possible portable careers. The Department of Labor Career One Stop Centers have a full list of targeted industries and occupations. Eligible spouses who are ready to explore portable career options and develop a career goal and plan should establish a MyCAA Account by visiting the MyCAA website: <https://aiportal.acc.af.mil/mycaa/default.aspx>.

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This is an easy, self-help process. Once the spouse's profile information is provided, the Department of Defense (DoD) will verify MyCAA eligibility through the Defense Enrollment Eligibility Reporting System (DEERS). If eligible, the spouse's MyCAA account will be credited with \$6,000. MyCAA Financial Assistance (FA) pays for expenses such as secondary and post-secondary education and training programs, tuition, licensing and credentialing fees. This includes degree programs; continuing education classes; national certification exams (i.e., Bar, CPA); and state certifications for teachers, medical professionals, and similar licensed professionals.

For additional information visit the TCC MyCAA website: <http://www.tcc.edu/students/military/documents/MyCAA.htm> or call Military Programs at 757-822-1195

Virginia Military Survivors and Dependents Education Program. This program provides education benefits to spouses and children of military service members killed, missing in action, taken prisoner, or who became at least 90 percent disabled as a result of military service in an armed conflict. Military service includes service in the United States Armed Forces, United States Armed Forces Reserves, the Virginia National Guard, or the Virginia National Guard Reserves. Armed conflict includes military operations against terrorism or as the result of a terrorist act, a peace-keeping mission, or any armed conflict after December 6, 1941. This program may waive tuition and fees at any state-supported college or university in Virginia. Benefits are available for up to four years. Applications are available in the Veterans Affairs office on each campus. The application should be submitted at least four months before the expected date of enrollment.

DEPARTMENT OF VETERANS AFFAIRS

Information, Policies, and Procedures

The Veterans Affairs Office assists students in applying for VA benefits, in furthering the process of certifying eligibility, and in maintaining accurate enrollment and student status records. The Veterans Affairs Office is operated by the college, not the Department of Veterans Affairs. The Department of Veterans Affairs determines the student's eligibility for benefits.

Individuals applying for veterans benefits under Chapter 30 (Montgomery G.I. Bill), Chapter 31 (Veterans Vocational Rehabilitation Program), Chapter 32 (Veterans Educational Assistance Program), Chapter 33 (Post 9/11 Montgomery G.I. Bill), Chapter 35 (Dependents Educational Benefits), Chapter 1606 (Montgomery G.I. Bill- Selected Reserves), and Chapter 1607 Montgomery G.I. Bill -Selected Reserves Recalled to Active Duty) are responsible for submitting copies of required documentation.

To receive education benefits:

Students must be enrolled in an approved curriculum/plan leading to a certificate or degree. Students must also contact all other prior college credit sources (including CLEP, DSST/DANTES, Excelsior/ UEXCEL, military DD214, Advancement/Promotion/Educational Record, Army/A.C.E. Registry Transcript System, Coast Guard Institute Military Education Transcript, SMART Transcript, or any other documented military educational experiences), and have the official transcript/document record sent to:

Tidewater Community College
Central Records/Office of the College Registrar
P.O. Box 9000
Norfolk, VA 23509-9000

Submit an on-line Request for Evaluation of Previous Educational Experiences form found at: <https://www.tcc.edu/secure/forms/evaluationrequest.php>. Students cannot receive benefits to repeat any course for which prior credit has been awarded or for any course that is not applicable to one's selected program of study. Further, students cannot receive benefits for a course if any prior credit can be used to fulfill the same requirement.

Students should present their class schedule and paid tuition receipt in person to the Veterans Affairs Office on their campus of record each semester to be certified for benefits. If a change is made to a course schedule, the student must submit a new class schedule and paid receipt to their campus Veterans Affairs Office. Students receiving financial aid or delayed tuition payment may submit their paid receipt after their financial aid or delayed tuition payment has been applied. Students should also submit proof of anticipated financial aid or delayed tuition payment.

When students receive VA benefits, they must report class enrollments, changes in course load (such as add/drop, cancellations, change to audit status—for which the VA does not grant benefits—and discontinuance of attendance), withdrawals from classes, changes of academic program, and enrollment in developmental studies courses to the Veterans Affairs Office on their campus of record because these changes may affect continuation of their educational benefits. Additionally, only those courses applying to the graduation requirements of a student's curriculum will be certified to the Department of Veterans Affairs Regional Office for payment of educational benefits.

Educational benefits are suspended when the student fails to maintain minimum standards of academic progress as listed below. Consult the campus Veterans Affairs Office to determine necessary procedures for having educational benefits reinstated.

Change in Approved Plan for Veterans

Students should contact the campus Veterans Affairs Office to change a program of study. Changes can affect a student's benefits. The Veterans Affairs Office will help students complete and file all necessary forms.

Standards of Progress Policy for Veterans

Tidewater Community College follows the academic policy on course progress that was developed by the Virginia Community College System. It is educationally sound and serves the needs and purposes of the college and its constituents. This policy applies equally to veterans. However, in order to make explicit a few guidelines specifically applicable to students certified for benefits from the Department of Veterans Affairs, the following procedures are in effect:

- A record of course progress for all students will be maintained by instructors. This record may include class attendance; dates of examinations; term papers and class projects completed, along with their

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respective dates of submission; grade level of performance; and any other appropriate index of student achievement. The data must be sufficiently complete to determine the termination date of course pursuit.

- A student receiving VA benefits who adds or drops courses or withdraws from the college will be reported to the campus Veterans Affairs Office by the Enrollment Services Office within one week of the course adjustment or withdrawal.
- Any change in the status of a student receiving VA benefits, whether it is a change of curriculum/plan, reduction or increase in course load, withdrawal, suspension, dismissal, or other type of change, will be reported to the Department of Veterans Affairs as soon as possible, but not more than thirty calendar days after the effective date of the curriculum/plan, reduction or increase in course load, withdrawal, suspension, dismissal, or other type of change.
- The campus Veterans Affairs Office will use the Academic Advisement Transcript and Veterans Intake Form to verify authorized courses in programs of study and to monitor the progress toward graduation of students receiving VA benefits.
- The Central Records Office will ensure that previous collegiate, civilian, or military training and experience of students receiving VA benefits are evaluated in a timely manner. However, please note that transfer credit will not officially post until a student is in active attendance at the college. It is the student's responsibility to ensure that acceptable records are sent to the Central Records Office no later than the first semester of enrollment. The campus Veterans Affairs Office will report the results of these evaluations to the Department of Veterans Affairs as soon as possible.
- Each recipient of Department of Veterans Affairs educational benefits is required to execute a certificate of understanding enumerating obligations between the campus Veterans Affairs Office and the student.

Note: Veterans who experience problems in a credit course may request special tutoring, the cost of which may be reimbursed by the Department of Veterans Affairs.