

## **Conditions for Receiving Financial Aid Bradford – Union Technical Center**

1. Financial Aid funds are disbursed based upon payment periods. Aid may be credited to a student's account. A credit balance will be disbursed to the student after a disbursement is processed, if the student did not authorize BUTC to hold the credit balance.
2. Any award is contingent upon actual receipt of funds from the federal and/or state government by Bradford – Union Technical Center.
3. To continue receiving aid the student must remain enrolled in an eligible program 600 hours or more and must earn Satisfactory Academic Progress. You must also attend 20 hours or more each week and when classes are schedule.
4. Students are responsible for reporting to the Financial Aid office any other scholarships or financial assistance not reported previously. Students are responsible for reporting scholarships and other financial assistance to their sponsoring agencies.
5. Students are responsible for notifying the Financial Aid office immediately of any changes in name, address, or telephone number.
6. Students are responsible for notifying the Student Services office of changes in enrollment status including change of program, leave of absence, and completion or withdrawal dates. These changes may affect your financial aid award.
7. Students may be responsible for payment when repeating a program or any portion of a program. Student must verify their status with the Financial Aid office.
8. Upon withdrawal, a student's financial aid will be recalculated based upon the Return to Title IV (R2T4) calculation. **If it is determined the students has completed 60% or less then the scheduled hours for the payment period, he/she will be responsible for an overpayment. An overpayment of a financial aid award means that the payment exceeds the amount you are eligible to receive.**
9. **Students are responsible for any financial aid overpayment.** Overpayment may occur as a result of a change of enrollment status. Until complete repayment of the over award is made, a hold will be placed on the student records and the student will not be able to register for any program. A student overpayment of federal grant funds will be reported in the National Student Loan Data System (NSLDS)
10. Financial Aid awards are not renewed automatically. Students must re-apply each year. Applications become available at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) in October of 2016.

***Conditions are subject to change in compliance with new federal and state regulations.***