Easy Steps to Accepting Your Summer Award Online

Please be aware that "estimated aid" does not guarantee payment of tuition and fees.

Follow the steps listed below to go online to accept or decline your financial aid award. Following these steps will ensure receipt of Financial Aid funds.

1. Go to **www.delmar.edu/webdmc.**
2. Log on to WEBDMC.
3. Under My Bridge, click on Financial Aid
4. Click on "Accept/Reject My Financial Aid Awards."
5. Choose "Year 2011" and Submit
6. Confirm Financial Aid awards – either accept or reject awards and click OK
7. Done.
8. Read Award Policies/Procedures and Terms and Conditions online.
9. All loan borrowers go to **http://www.delmar.edu/WorkArea/DownloadAsset.aspx?id=7195** for specific loan requirements.

Financial Aid recipients are strongly encouraged to register during the early registration periods to ensure disbursements in a timely manner.

Financial Aid Award Policies and Procedures

To better understand Del Mar College's policies and procedures for awarding and disbursing student financial aid, read the following information.

Accepting/Rejecting Award

To accept or reject your award, follow the "Easy Steps to Accepting Your Award Online" listed above.

Awards

Pell Grant Award is based on a half-time enrollment level and will be adjusted based on actual enrollment hours. All other awards are based on minimum enrollment as stated in the Glossary section.

Some funds require specific enrollment levels to maintain that award.

Be cautious in selecting your classes, failure to enroll for the proper hours may result in cancellation or reduction of funds awarded.

Repeated courses

Changes to Financial Aid regulations will prohibit, in some cases, payment of previously repeated courses. Rules will permit payment for retaking a course under the following conditions.

- If student earns/receives **non-passing grade (I, R, W, F)** in a course; the student may retake the course and can be included for payment.
- If the student passes the course ("D" is considered passing), the student may retake the course one more time to improve the grade and can be included for payment.
- Any subsequent repetition of a passed course may not be counted for payment.
- Retaking courses will be counted in evaluating the student's record for Satisfactory Academic Progress (SAP) and maximum time frame eligibility. For detailed information regarding DMC's SAP Policy refer to **http://www.delmar.edu/protect_your_financial_aid.aspx#sap**.

These changes will be effective beginning with the Summer 2012 term.

Federal Work-Study Program

Renewal work-study students must come to Financial Aid Services to get placement information.

Work-Study students will be able to select a position on or off campus (off-campus positions are limited) by registering on the DMC Student Job Bank. This generally takes place during the mandatory Work-Study Orientation sessions.

Time reports are submitted electronically to Payroll on the first and 16th days of each month. Each report must be approved by your supervisor. Earnings are paid on an every two week period. Your earnings are deposited to your HigherOne account or personal bank accounts by direct deposit. Please go to **http://www.delmar.edu/WorkArea/DownloadAsset.aspx?id=5885** to see the pay periods .

Work-study award is the maximum you can earn for the summer term. The current rate of pay is $7.25 per hour for up to 19 hours per week. (Actual hours will be determined by the amount of the award.)

New work-study students must attend one of the following orientation sessions:

May 15, 2012 @ 10:00 a.m., Student Success Center, Technology Resource Center Room 120

May 16, 2012 @ 2:00 p.m., Student Success Center, Technology Resource Center Room 120

Disbursement Process/Payment of Tuition and Fees

ALL disbursements require an accepted award on file (on the Web). Financial aid awards must be accepted by census date in order to cover tuition and fees. The student will be dropped if the award is not accepted or payment is not made.

If you have received an award email and have accepted the awards prior to or during registration, grants, loans (see below for loans) and scholarships may be used to cover your tuition and fees up to the amount of your eligibility. If you receive an award email after registration, contact Financial Aid Services for the expected disbursement date of your refund.

Loans have very specific requirements before being disbursed. Instructions and detailed information can be found at http://www.delmar.edu/WorkArea/DownloadAsset.aspx?id=7195. Should you not comply with specific requirements, the loan will be canceled and you may owe money to the College.

NEW: Effective Summer 2012

Del Mar College has changed how funds are disbursed to financial aid recipients. Accepted awards may be used to cover tuition/fee charges and will allow you to buy (charge) your books/supplies at the DMC Bookstore on campus.

Charge Periods:

Summer I, 9 Week and 12 Week Terms:	May 23, 2012 – June 8, 2012
Summer II Term:	July 3, 2012 – July 13, 2012

Should you choose not to use this option, your remaining funds, after tuition and fees charges have been deducted, will be deposited to your HigherOne account.

Please refer to this link (http://www.delmar.edu/WorkArea/DownloadAsset.aspx?id=7197) for additional information regarding DMC's new disbursement process.

Refunds will be issued bi-monthly to students who receive and accept an award after the initial disbursement for the respective Summer Term.

Change in Enrollment/Complete Withdrawal

If changes in enrollment occur before the 4th class day, Pell Grant is recalculated in accordance with the scheduled eligibility for that enrollment status and you may owe funds back to the program or to Del Mar College. This includes classes that are dropped due to the class being canceled or classes that cannot be covered due to being repeated courses.

Loan Recipients: If you drop below three semester hours during the summer term, you must complete an exit interview. A hold will be placed on your records until this requirement is met.

WARNING: Students who completely withdraw during the first 60% of the semester or who fail to earn a passing grade in all classes enrolled will

have a Return of Title IV Funds formula applied to their account. This formula shows what you have earned for the time period you were enrolled. Any unearned portion must be returned to the Federal Financial Aid Programs.

What Does This Mean? Should a student withdraw from Del Mar College at anytime within the first 60% of the semester or fail to earn a passing grade in all courses enrolled for while receiving federal funds, the student will owe money back to the federal programs and to Del Mar College. This can result in owing up to 50% of financial aid disbursements!

Before beginning the withdrawal process or decide to no longer attend classes, talk to a financial aid representative.

NOTE: If you fail to earn a passing grade in at least one course, a determination will be made to see if you earned all the funds disbursed to you.

Your instructor will report a Last Date of Attendance. Talk to your instructor before dropping a class.

Should you stop attending classes without notifying anyone, your instructor will report the last date you attended class. That date will be used to determine if you owe funds.

Glossary

A brief explanation of each program can be found in the DMC Financial Aid Web page, College Catalog, and Student Handbook.

Award will be adjusted based on actual enrollment level:

PELL	**Federal PELL Grant**

Minimum enrollment per Summer Term: 3 semester hours (1/2 time):

DMSG	**Del Mar Student Grant – TX resident**
DMSGN	**Del Mar Student Grant – Non resident**
DLSUB	**Federal Direct Subsidized Student Loan**
UNSUB	**Federal Direct Unsubsidized Student Loan**
FWSP	**Federal Work-Study Program**

Satisfactory Academic Progress – http://www.delmar.edu/protect_your_financial_aid.aspx

Federal Regulations require institutions to review the progress of all students applying for student financial assistance. Satisfactory Academic Progress must be maintained in order to receive aid. Be advised that these standards apply to ALL financial assistance programs, unless the terms of a particular grant provide otherwise (Texas Grant Programs have a different policy.) For complete details on the DMC Satisfactory Academic Progress policy, please refer to the above link.

Additional Information

Students who receive the maximum student loan for the fall and spring semesters may **not** be eligible for loans during the summer sessions.

For a complete guide to Policies and Procedures concerning ALL processes of student financial aid, visit our Web site at **http://www.delmar.edu/Paying_for_College.aspx .**

The provisions and information set forth in this statement are intended to be informational and not contractual in nature and are subject to modification without notice, by the Administration or the Board of Regents. For additional explanation refer to the Disclaimer in the College Catalog.

Del Mar College does not discriminate on the basis of race, color, sex, age, national origin, religion, disability, or any other constitutionally or statutorily impermissible reason.

Revised 5/2012