

STUDENT FINANCIAL AID

Financial Aid Application

Students needing financial assistance are encouraged to examine every source of student aid. Assistance and counseling is available in the Financial Aid Office and literature is available in the library on scholarships, loans, and other financial aid.

Lee College is committed to assisting students who require financial assistance to attend college. The College also recognizes students who exhibit superior scholastic abilities by awarding academic scholarships.

The Financial Aid Office administers four broad program areas: grants, employment, scholarships, and loans. The Free Application for Federal Student Aid (FAFSA) is required for all needs-based financial aid programs; a separate institutional application is required for most scholarships. These forms are available from the Financial Aid Office. Most high school counselors also have the FAFSA.

Students requesting information about the financial aid programs should ask for an application packet and a list of financial aid opportunities. These packets are available in the Financial Aid Office and the Counseling Center.

When To Apply

Many financial aid programs are based upon a priority of need. In order to establish priority, completed applications must be received in the Financial Aid Office by the following deadlines: Fall semester June 1; Spring only November 1; Summer only April 1; Scholarships only March 1. Applications received after the deadlines will be awarded only if funds are available.

Loans

Lee College participates in the Federal Family Education Loan Programs (FFELP), which include the Stafford and PLUS loans. All students interested in applying for a student loan must complete the FAFSA to qualify. The Financial Aid Office provides workshops and individual help for students who must complete the FAFSA. Detailed information regarding student loans is available from the Financial Aid Office. Students who have received loans must notify the financial aid office each year to re-certify their loans.

Financial Aid Eligibility

To qualify for financial aid at Lee College, applicants must:

- Be accepted for admission to the College or be enrolled in a degree or certificate program.
- Not be in default on any loan.
- Not owe a refund on a loan, grant, or scholarship.
- Be in good academic standing.
- Maintain satisfactory academic progress (SAP).
- Transfer students must provide the Financial Aid Office with a list of other colleges or universities they attended, even if they did not receive aid while attending those institutions.

Federal Pell Grant

Pell Grants are federally funded grants based on students' financial needs as determined by government regulations and the cost of attending the college of their choice. Students seeking Pell Grants and/or other federal student aid must apply each year by completing the FAFSA. To be eligible to receive federal student aid, students must be pursuing certificates or degrees in approved programs. Students in new certificate programs (programs that have been offered for less than a year) and/or certificate programs which have low completion rates may not be eligible to receive federal aid. A list of certificate programs and their status regarding federal aid is available from the Financial Aid Office.

Federal Supplemental Education Opportunity Grant (SEOG)

The SEOG is a federally funded grant based upon financial need as determined by government regulations and cost of attendance. Students must apply each year for the grant by completing the FAFSA. The restrictions that apply to Pell Grants apply to SEOG (See Federal Pell Grant at left).

The Texas Public Education Grant (TPEG)

TPEG is based on financial need and is designed to assist students in enrolling and remaining in college. The FAFSA serves as the application for TPEGs and priority consideration is given to applicants who are at least half-time students.

Texas Public Student Incentive Grant/Leveraging Educational Assistance Partnership Program

TPSIG/ LEAP is a state/federal grant based on financial need as determined by government regulations and cost of attendance.

Toward Excellence, Access, And Success (TEXAS)

The Toward Excellence, Access, and Success (TEXAS) grant program makes funds available to Texas residents who have graduated from accredited Texas high schools no earlier than Fall 1998. Students must have completed the recommended or advanced high school curriculum and be able to demonstrate financial need.

Texas B-On Time Loans

This program, which was implemented in January 2004, allows students to borrow funds from the state and includes a provision whereby the loans may be forgiven. If the borrower completes his/her program (associate degree or certificate) with a 3.00 or better GPA and has not attempted more than 6 credit hours more than the program requires, the loan may be forgiven. More information regarding this program is available from the Financial Aid Office.

Lee College Foundation Scholarships

The Lee College Foundation was founded in 1968. The Foundation provides scholarships to over 300 Lee College students each year. Scholarship applications are available in the Financial Aid office and are due in March.

Institutional and Departmental Scholarships

Institutional/Departmental scholarships are available in various areas of the College including athletics, academic studies, technical and applied science, and fine arts. Students interested in such scholarships should contact their instructors. For further information or to apply, contact the Lee College Financial Aid Office.

Student Assistants and Work-Study Students

There are two categories of Lee College students who can be offered part time on-campus employment.

Student assistants must be enrolled in 6 credit hours or more; a minimum GPA is required of students who have been previously enrolled. Students interested in this type of work should see the Student Career & Employment Office to complete an application.

Work-study assistants are students who have filed a FAFSA and have been determined to have financial need. They may be full- or part-time students. Students interested in an assignment under the work study program should go to the Student Career & Employment Office to complete an application.

For either category, once an application is submitted, various offices of the college may contact these students and may offer employment. These assistants may only work during semester periods when the student is enrolled. These assistants may be authorized to work up to but not more than 19.5 hours per week.

Financial Aid Satisfactory Progress Statement

Colleges that administer federal student financial aid programs are required to develop Satisfactory Academic Progress (SAP) policies and monitor students who receive aid to see that they meet the provisions of their policies. Copies of the College's SAP policy are included in the packets provided to students who receive state and/or federal student aid. Additional copies are available in the Financial Aid Office. The policy is summarized below.

Financial Aid Probation

The records of all students who received state or federal financial aid are reviewed by the Financial Aid Office annually. Those students whose overall course completion rates and/or overall GPAs fell below the standards established in the SAP Policy are placed in Financial Aid Probation. Students who are on Financial Aid Probation and have not met the SAP standards at the end of the following year are placed on Financial Aid Suspension.

Financial Aid Suspension

Students who fail to meet the SAP standards after a year of Financial Aid Probation, as well as students who have dropped or failed all of the courses that they attempted in a semester/term, allowed their cumulative GPAs to drop below the level set in the SAP, and/or exceeded the maximum number of credits allowed for their programs are placed on Financial Aid Suspension. Students on Financial Aid Suspension are ineligible to receive state or federal financial aid. They may, however, use the Financial Aid appeal process to seek restoration of their financial aid eligibility.

Financial Aid Appeals

Students on Financial Aid Suspension may appeal for reinstatement of their financial aid eligibility. This process is meant for students whose grades and/or coursework suffered because of extenuating circumstances such as illness, injury, or death in the family and students who have exceeded the maximum number of credits allowed for their programs because they changed majors and/or pursued multiple degrees. The appeal process, including the number of appeals allowed, is included in the SAP Policy.

Financial Aid: Appeal Granted Status

Students whose financial aid appeals have been granted are placed on Appeal Granted status. Students in this status are eligible to receive state and federal financial aid provided that they comply with the restrictions outlined in the SAP Policy. Students are removed from this status when their overall course completion rates and GPAs meet the SAP standards.

Repayment of Federal Funds

Students receiving federal financial assistance (Pell Grants, FFELP Loans, and/or SEOG) who withdraw from classes prior to the completion of 60 percent of the semester or term, are required to repay a portion of the funds that they received that semester or term. Repayment of federal funds is determined on a pro-rata basis according to the number of days elapsed between the beginning of the semester and the date of withdrawal.

TUITION AND FEES

Tuition and other charges, along with related regulations and requirements are subject to change as necessitated by college and/or state legislative action. Students should refer to the class schedule to determine tuition and fees for the current semester.

Residency Requirements

The legal residence of students enrolling at Lee College will be determined by the Admissions and Records Office. The documentation required to establish residency is discussed under Documents Needed for Admission (see p. 9). For tuition purposes, the student will be classified as follows:

Out-of-District Residency

Students classified as Texas residents are entitled to out-of-district tuition rates unless they live in the college's tax district.

In-District Residency

In-state residents of the Lee College tax district qualify for in-district tuition. Geographically, the tax district is found in those portions of Harris and Chambers counties served by the Goose Creek Consolidated Independent School District.

Nonresident

Nonresident students are citizens, national or permanent residents of the United States, or citizens of another country, who have not met the state requirements for establishing residency for tuition purposes. International students on F visas are also nonresidents.

Texas Tuition Residency for Undocumented Students

Texas law makes Texas residency available to certain undocumented students for college tuition purposes. In order to qualify, students must meet the following criteria:

- Must have graduated from a Texas high school or have received a GED in Texas.
- Must have lived in Texas a minimum of three years immediately prior to receipt of the above credential.

Also, persons who have approved applications for permanent residency on file with the authorized federal immigration office may be able to claim Texas residency.

Students who feel that they meet these requirements are encouraged to see the registrar and complete the necessary affidavit. Students who are entitled to Texas residency under this law may also be eligible for in-district residency.

Citizens of countries other than the U.S. who do not meet all conditions for Texas residency under this law will need to seek admission as international students (see p. 8). They are subject to the nonresident rate for tuition unless or until they obtain legal permission to stay in the U. S. under an immigration status that allows them to establish Texas residency. See the registrar or the international student advisor for details.

Books and Other Materials/Services

Tuition and fees do not include the cost of books and other materials required by college instructors.

BUSINESS OFFICE POLICIES

Payments

All fees must be paid by cash, check, money order, MasterCard, Discover, or Visa to complete a registration. A valid driver's license is required ID for checks. Foreign students must pay cash, money order, or credit card.

Full payments can be made in the Business Office, or we also offer full payment and various payment plan options online through icampus with a third party company. These payment plans do not cover the cost of books. Payment plans are available during early, regular, and late registration.

For early and regular registration, a student must set up a payment plan through icampus, prior to the payment deadline. For late registration, the student must set up a payment plan through icampus on the day that the student registers.

The third party company will charge a \$25.00 payment plan enrollment fee per semester, or a \$2.00 fee for each full payment. Failure to make all payments on the payment plan may result in denial of credit for the work done that semester. **Any classes added or dropped after the initial payment plan is set up, will be added to or deleted from the payment plan automatically and the monthly payment amounts will be increased or decreased accordingly.**

Students Enrolled In Other Texas Colleges

Texas law permits an adjustment of fees for students who register at two or more public institutions of higher learning in the same semester. Students who plan to attend more than one institution should register first at the institution which charges the lowest minimum tuition and present their receipts when they register at the second. The tuition charged at the second institution will be adjusted downward so that the total will approximate what each student would have paid if they had taken all of their courses at one institution. The registration receipt from the first institution must be submitted no later than the time of registration to receive this waiver.

Returned Checks

Checks returned to the College for any reason will be assessed a \$30 return charge. Accounts not cleared within the specified time allowed will be turned over to the courts for collection. A student may be withdrawn from classes for failure to clear an account.

Accounts Not Paid and Clear

All forms of indebtedness to the College, including tuition, fees, fines, returned checks, property loss and property damage must be paid before a student may re-enroll or have a transcript request honored.

Failure to pay an outstanding account can result in a student being withdrawn from classes.

Outstanding balances from non-current students must be paid with cash, credit card or cashier's check only. Checks from non-current students will not be accepted to pay prior balances. Students who are administratively withdrawn from classes have 14 days from the date of their notification letter to pay all outstanding indebtedness to the College and be reinstated in their classes.

REFUND POLICY

Lee College is governed by the tuition and mandatory fee refund policy of the Texas Higher Education Coordinating Board. For purposes of the refund policy, a class day is defined as a day during which the college conducts classes. The count begins with the first day of classes each semester and includes each day thereafter. The count is not just of the days that a particular class meets.

The College will refund tuition and fees to students except in the case of a scholarship and other funds paid directly to the college which are returned to the original source. Credit card refunds are credited to the credit card holder. Refund amounts for other than semester length courses will depend on the particular course length.

Course reduction and/or resignation must originate with the student. The College will use the received date, stamped in the Admission and Records Office or the Counseling Center, to calculate the refund. With the exception of cancelled classes, all refunds are exclusive of the registration fee.

The College will mail refund checks after mid-semester to the address on the registration form. Students who paid their tuition and fees by credit card will have their account credited.

Students who drop a course or officially withdraw from the institution will have their tuition and mandatory fees refunded according to the schedule set forth below. Students who, for reasons beyond their control, fail to meet these deadlines for refunds may appeal in writing to the Dean of Student Development and Institutional Planning.

Fall and Spring Semesters (semester-length courses)
Last business day prior to the first class day 100%
During 1st-15th class days 70%
During 16th-20th class day 25%
Thereafter No Refund

Fourteen-Week Session
Last business day prior to the first class day 100%

During 1st-13th class days 70%
During 14th-17th class day 25%
Thereafter No Refund

Twelve-Week Session
Last business day prior to the first class day 100%
During 1st-12th class days 70%
During 13th-15th class day 25%
Thereafter No Refund

Eight-Week Session
Last business day prior to the first class day 100%
During 1st-8th class days 70%
During 9th-10th class day 25%
Thereafter No Refund

Six-Week Session
Last business day prior to the first class day 100%
During 1st-5th class days 70%
During 6th-7th class day 25%
Thereafter No Refund

Three-Week Session
Last business day prior to first class day 100%
During 1st-3rd class day 70%
During 4th class day 25%

REDUCTION IN SEMESTER CREDIT-HOUR LOAD

Fall and spring semester length course during 1st-12th class days:
Six-week course during 1st-4th class days:
Twelve-week course during 1st - 9th class days:
If dropping and adding the same number of classes (regardless of the number of hours) on one drop/add slip = 100% refund on dropped classes and full charge for added class.

Fall and spring semester length course during 13th-15th class days: Six-week course during 5th class day; Twelve-week course during 10th-12th class days: 70% refund on dropped credit hours

Fall and spring semester length course during 16th-20th class days: Six-week course during 6th-7th class days: Twelve-week course during 13th-15th class days: 25% refund on dropped credit hours. Thereafter no refund.

Military Veterans

A Lee College counselor has been designated as the campus Veterans Affairs (VA) counselor. The VA counselor may be reached through the Counseling Center at (281) 425-6384 or (800) 621-8724. Students who wish to apply for and receive veterans' benefits must observe the following college policies.

1. Clear all transactions through the campus VA counselor.
2. Enroll in courses listed in this catalog.
3. Meet with the VA counselor each semester to ensure proper course selection for the next semester.
4. Military veterans who have successfully completed credit hours at another college or university must submit a transcript from that college or university before making application for VA benefits.

Lee College does not determine students' eligibility to receive VA benefits. The College's role in the VA benefit process is to certify the enrollment status of students who have served in the US military forces.

Vocational Rehabilitation

The Department of Assistive and Rehabilitation Services (DARS) offers assistance to adults with disabilities with possible support for college training. Application for services should be made at the student's local DARS office. For services in the Baytown area, or for more information, contact the Baytown Field Office at 281-420-3690.