

Blackhawk Technical College

Satisfactory Academic Progress (SAP)

Students receiving financial aid must make Satisfactory Academic Progress (SAP) toward the completion of course requirements in a certificate or degree program approved for aid. All applicable credits will be reviewed and included even if you did not receive financial aid for them. To be considered to be making satisfactory progress at BTC you must meet all of the following criteria.

1. Completion Rate Requirement

A. Semester Requirement

Each semester a student must successfully complete 67% of the credit hours attempted.

B. Overall Requirement

Overall you must successfully complete 67% of the credit hours attempted.

NOTE: Hours attempted is defined as the total credit hours you are enrolled in as of the last date for 80% tuition refund. All classes enrolled in including repeated courses, withdrawals, incompletes and transfer credits will be counted toward credits attempted. Hours attempted will not include Pre College (PC) or Basic Skills (BS) credits.

2. Grade Point Average Requirement

Students must maintain a 2.0 grade point average (GPA) each term. The GPA evaluation will not consider transfer, Pre College (PC) or Basic Skills (BS) grades. For course repeats only the highest grade is counted.

3. Maximum Time Frame Requirement

Students may receive financial aid until they attempt the following:

- 2 year Program – 102 credits
- 1 year program – 48 credits
- 1 Semester Program – 24 credits

Attempted credits are defined as those you were enrolled in at the end of the 80% refund period or credits transferred into BTC from another school. Pre College (PC) courses that are eligible for financial aid will be included in the maximum time frame.

4. Pre College Course Requirement

Up to a total of 30 attempted credits of Pre College (PC) non-program credits may be included in the evaluation of your SAP. It is required that while taking Pre College (PC) courses you also must be enrolled in at least ONE program credit course to receive financial aid.

Consequences

Financial aid recipient's satisfactory progress is evaluated after the completion of each semester of the academic year. (Fall, Spring and Summer) Evaluations will be based on courses completed at BTC and transfer credits. **Should the evaluations indicate the terms of the policy have not been met, the student will be placed on probation for the following term.**

Students who do not meet the SAP requirements while on probation will be denied Financial Aid until they have met the requirements stated in this policy.

Reinstatement

- The policy does not preclude a student from enrolling in subsequent self-funded semesters and reestablishing satisfactory progress. Financial Aid may be reinstated by the Financial Aid Office when a student is again making satisfactory academic progress as stated in number 1 or 2.
- You may be reinstated by successfully completing a self funded semester of at least half time (or more) status at BTC and maintain satisfactory academic progress during that semester. Half time is 6 credits. If this does not bring you into compliance with the overall requirements of this policy you may submit an appeal for review.

Appeals

You may appeal for reinstatement of aid to the Financial Aid Committee. An appeal letter, with a counselor's signature and documentation of any extenuating circumstances that may have caused non-progression, must be completed and returned to the Financial Aid Office before the committee can make a determination. A ruling on the appeal will be made within ten working days from the date the Financial Aid Committee convenes. All decisions made by the Committee are final.

Date _____

I understand and agree to comply with the SAP policy as stated above.

Signature _____

Student ID# or SS# _____

PLEASE READ AND SIGN THE BACK REGARDING THE BTC R2T4 POLICY & RETURN TO FIN. AID

Blackhawk Technical College

Federal Title IV Return of Funds Policy (R2T4)

1. The amount of federal financial aid assistance that a student earns is determined on a pro-rata basis. Once a student has completed **more than sixty percent (60%)** of the payment period, all financial aid assistance is considered to be earned. **Federal financial aid assistance** includes the Pell Grant, Supplemental Opportunity Grant (SEOG), Stafford Loans (subsidized and unsubsidized) and PLUS Loans for parents.
2. For students who completely withdraw from school **before** more than sixty percent (60%) of the term has been completed **or who do not officially withdraw and receive all failing grades for the term**, the Title IV Return Policy goes into affect.
3. The withdrawal date is defined as the actual date the student begins the institution's withdrawal process, the student's last date of an academically related activity, or the midpoint of the payment period for a student who leaves without notifying the institution.
4. When a student receives federal financial aid in excess of earned aid, the student's repayment obligation is determined after the school's share is calculated.
 - **The school returns the lesser of:**
 - the amount of Title IV funds that the student does not earn, or
 - the amount of institutional charges that the student incurred for the payment period or period of enrollment multiplied by the percentage of funds that was not earned.
 - **The student:**
 - is responsible for all unearned aid that the school is not required to return.
 - may not have to return the full initial amount because a student does not have to return the full amount of any grant repayment due
 - pays any loan funds in accordance with the terms of the promissory note, that is, scheduled payments to the holder of the loan over a period of time.
 - must make arrangements with the school to return the funds for any grant amount the student has to return which is considered to be a grant overpayment.
5. The student is billed for funds the college is required to repay. Accounts not paid within 45 days are turned over to a collection agency.

I understand and agree to comply with the R2T4 policy as stated above.

Signature _____ Date _____

Student ID# or SS# _____

**PLEASE READ AND SIGN THE BACK REGARDING THE BTC SAP POLICY AND
RETURN TO THE FINANCIAL AID OFFICE**