

## **Financial Aid Process & Programs**

### **Policies and important timelines**

Applicants needing financial assistance are encouraged to inquire about the financial aid programs available and administered by the Training Centers. In addition, applicants are encouraged to explore other sources about any grants or scholarships available. Employers and civic organizations with which the students or their parents are affiliated may be another source of financial assistance and should be explored.

While applicants are encouraged to seek grants and scholarships, students should not rely upon them as the sole means of financing their education.

### **Application Procedure**

Students are responsible to ensure that processing of the financial aid package is complete before starting class. It is the Training Centers' responsibility to administer assistance programs in such a manner as to insure strict compliance with regulations governing financial aid.

### **To Be Considered**

To be considered for financial aid, students must express their intent to apply for financial assistance. It is the student's responsibility to complete and return all documents requested by the Financial Aid Office. Applicants should check the status of their application to insure proper processing. Federal aid programs are awarded on a fiscal year basis, beginning July 1 and ending June 30. Thus, an applicant may need to apply for aid more than once during an academic or calendar year.

### **General Guidelines**

Students receiving any type of financial aid must make satisfactory progress toward the completion of a specific educational program. Failure to do so may result in the termination or reduction of financial aid. Proof of attendance on a daily basis is required before any aid may be disbursed. Federal financial aid is available for only one repeat of a module in which a grade of C- or better was received. Some aid types are given on a first-come first-served basis. All financial aid must be awarded before the student may register for classes.