

FINANCIAL INFORMATION

BUSINESS OFFICE

The Business Office is responsible for the collection of tuition and fees, student refunds, disbursement of financial aid funds to student accounts, and the distribution of parking permits. The Business Office is open to students between 8 a.m. and 5 p.m. Monday through Thursday and 8 a.m. to 3 p.m. Friday.

The Business Office accepts cash, checks and money orders. MasterCard and VISA card payments are accepted on-line through WebAdvisor. Payment plans are offered for all terms through NelNet Business Solutions, visit our website for more information (<https://www.vgcc.edu/bo/payment-options>).

TUITION/FEES

Tuition rates and fees are set by the N.C. Legislature and are subject to change without notice. The tuition rates effective Fall Semester 2016 are shown below. The cost of textbooks and additional fees may vary according to the program of study. The payment of all tuition and fees are required at the time of registration, and no student is officially registered until all fees are paid. There are no additional fees for distance education courses. There is no fee charged to students enrolled in distance education courses for the verification of identity.

CURRICULUM TUITION:*

COSTS PER TERM

Certificate, Diploma & Degree Programs	In-State*	Out-of-State*
16 or more credit hours	\$1,216.00	\$4,288.00
1-15 hours (per credit hour)	\$76.00	\$268.00

Note: For financial aid and registration purposes, 12 credit hours or more is considered full time.

CURRICULUM STUDENT ACTIVITY FEE/ACCIDENT INSURANCE:**

	COSTS PER TERM	
Fall and Spring Terms	In-State	Out-of-State
12 or more credit hours	\$30.00	\$30.00
1-11 credit hours	\$30.00	\$30.00
Summer Term	\$15.00	\$15.00

TECHNOLOGY FEE:**

COSTS PER TERM

Fall, Spring & Summer Terms	In-State	Out-of-State
12 or more credit hours	\$12.00	\$12.00
1-11 credit hours	\$ 6.00	\$ 6.00

CAMPUS ACCESS/SECURITY FEE:**

COSTS PER TERM

Fall, Spring & Summer Terms	In-State	Out-of-State
Per credit hour	\$ 1.50	\$ 1.50

*Tuition rates effective Fall Semester 2016 are shown above.

*Subject to change by the N.C. Legislature

**Subject to change by the VGCC Board of Trustees; (Accident Insurance fee (\$1.25) is included in the activity fee.)

(Check for updates on the VGCC Business Office page at <https://www.vgcc.edu/bo/tuition-fees>)

BOOKSTORE

The College operates a Bookstore at each college location where students may purchase books, supplies, and gift items. The regular operating hours vary for each location. The operating hours can be found on the bookstore website at <https://www.vgccbookstore.com/bookstore-hours>.

The Bookstore accepts cash, checks, MasterCard, VISA, financial aid, and third party billings.

BOOKSTORE REFUND POLICY

Refunds on books are only allowed during designated time periods for each semester. These time periods and the complete refund policy are posted on the VGCC bookstore website and in the bookstore. To obtain a refund, the student must have the original cash register receipt and the return book(s) must be in the exact condition purchased and/or in the sealed shrink wrapped package. Please visit the bookstore refund policy online at <https://www.vgccbookstore.com/frequently-asked-questions>.

TEXTBOOKS AND SUPPLIES

The costs of textbooks and supplies are additional expenses for which students should plan. These expenses vary according to the program of study.

USED BOOK BUY-BACK

The Bookstore will buy most used books **if they will be used the following term and if additional books are needed to meet estimated course enrollment**. Fifty percent (50%) of the original book price may be paid for books meeting these and other criteria. If the book is not needed, a wholesale price from a private vendor (if available) will be quoted. Used study guides and workbooks are generally not purchased.

A buy-back will be held at the end of each term. Dates will be posted on the website at <https://www.vgccbookstore.com/buyback-page>.

STUDENT ACTIVITY FEES

The proceeds from student activity fees are used to cover extra-curricular costs, such as student I.D. cards, student accident insurance and student activities.

CAMPUS ACCESS/SECURITY FEE

These fees are used to support the cost of campus access activities, parking, and security. This fee is approved annually by the Vance-Granville Community College Board of Trustees.

TECHNOLOGY FEE

All curriculum students will be assessed a technology fee. Technology fees are approved annually by the VGCC Board of Trustees. The proceeds from technology fees are used to cover the costs that accompany the use of instructional and student related technology.

GRADUATION FEE

A graduation fee of \$20.00 per degree or diploma will be due and payable to the Business Office once a curriculum student applies for a degree or diploma and is approved by the Registrar's Office for graduation. The fee covers the cost of the diploma and other graduation expenses not paid for by the College or the State. If participating in the graduation ceremony, an additional fee is paid to the Bookstore for cap and gown and invitations. For more information please visit our website at <https://www.vgcc.edu/graduation/index>

CERTIFICATE FEE

A fee of \$5.00 per certificate will be due and payable to the Business Office if a curriculum student applies for and requests a printed certificate and is approved by the Program Head. The fee covers the cost of printing the certificate.

If a printed copy is not requested, an electronic copy will be emailed to the student's college email address once approved by the Program Head. The certificate completion will also appear on the student's official college transcript.

ACCIDENT INSURANCE

Students who register for curriculum classes and who pay student activity fees receive (at no additional cost) accident insurance covering the student while on campus. In addition, and depending on course requirements, some Occupational Extension students will be required to purchase student accident insurance. Accident insurance is secondary to the student's personal medical insurance.

STUDENT HEALTH INSURANCE

This coverage is required for certain Health Sciences programs in order to participate in clinical activities.

MALPRACTICE INSURANCE

Some curriculum programs and occupational extension courses require that students obtain liability (malpractice) insurance (e.g., Cosmetology, Radiography, Associate Degree Nursing, Practical Nursing, Pharmacy Technology, Medical Assisting, Emergency Medical Technician, Paramedic, Certified Nursing Assistant, etc.). The cost of this insurance may vary and is due at the time of registration.

INDEBTEDNESS TO COLLEGE

No student in any program will be permitted to register or remain enrolled in College-sponsored activities if he/she has an indebtedness to the College. Examples of indebtedness include unpaid tuition, fees, loans, parking fines, Childcare fees, and returned checks. Diplomas, certificates, and/or Academic transcripts will be withheld when financial obligations to the College are not met.

Exceptions Below can be found in 1E SBCC 200.2

A person or organization demonstrates to the satisfaction of the college the ability to pay the outstanding obligation and guarantees in writing to pay the balance if the student fails to do so;

A student is registered in a course section offered for the benefit of a company or agency. For the purpose of this rule, company or agency specific course sections are courses where the company pays the tuition or registration, and courses where attendance in the course section is limited to employees of the company or agency;

A student is registered in a course that is on a specialized course list approved by the State Board of Community Colleges and supports the organizational training needs for entities specified in G.S. 115D-5(b)(2)

Unless otherwise prohibited by law, colleges may withhold transcripts of grades and any other service pending resolution of outstanding monetary obligations. This statement shall not be construed to prohibit a college's board of trustees from adding more stringent provisions that are allowable under law regarding outstanding monetary balances.

TUITION REFUND POLICY

Eligibility for tuition refunds are determined by the state policy in effect during the specified term, which will be published prior to the beginning of each term. Currently, curriculum students who officially withdraw from the College prior to the first day of the semester are eligible for a 100-percent refund of tuition. Students who withdraw after the beginning of the term but by the 10-percent point are eligible for a 75-percent refund of tuition. The student activity fee, campus access/security fee, technology fee, and malpractice insurance fee (if applicable) will be 100% refunded when a student officially withdraws from all curriculum classes prior to the first day of the semester. These fees are not refundable once the semester begins. Official withdrawal forms may be obtained from the Main Campus Admissions/Records Office or from the Campus Dean.

Note: *The Refund policy is subject to change as directed by the N.C. Legislature and the N.C. Board of Community Colleges. Federal policy on Refund of Tuition for Title IV Funds will supersede the State policy on Refund of Tuition.*

STUDENT AID

Vance-Granville Community College makes every effort within the limitations of its available financial resources to assure that no qualified/eligible student will be denied the opportunity to attend the College because of the lack of adequate funds to meet expenses. Financial aid assistance is available in a variety of forms to help students who meet the financial need criteria for eligibility. Grants, work study, loans, and scholarships may be used singularly or in combination to meet a student's needs. In addition, most curriculum programs are approved for students who are eligible to receive veterans' benefits. Childcare funds may also be available if the student is eligible.

Inquiries regarding scholarships should be directed to the College's Endowment Fund Office, and questions concerning federal-and-state-funded financial aid programs should be directed to the Financial Aid Office.

Special billings, including sponsorships, employer payments, and third party billing agreements, should be directed to the Business Office.

Eligibility

Detailed information concerning financial aid policies, student Standards of Academic Progress, deadlines and eligibility requirements is available from the Financial Aid Office by request. The Financial Aid website <https://www.vgcc.edu/fao> provides additional information regarding financial aid at VGCC.

Return of Funds

Federal regulations for Title IV aid require that students must attend their classes in order to maintain eligibility for financial aid. Colleges must perform "return of funds" calculations for each student who receives federal financial aid and withdraws, or stops attending prior to completing sixty percent of a semester/term. This means that a student is required to repay a portion of the funds he/she received for the term, including tuition, fees and charges at the bookstore. The student's calculation is based on his/her last date of attendance.

Regulations for state aid also require that students must attend their classes in order to maintain eligibility for financial aid. Colleges must perform a "State Return of Funds" calculation for each student who receives state aid (North Carolina Community College Grant and North Carolina Education Lottery Scholarship programs) and withdraws or

stops attending courses during the first thirty-five (35) percent of the term. The amount of aid being returned depends on the student's last date of attendance, and the student is required to repay a portion of the funds he/she received for the term, including tuition, fees, and charges at the bookstore.

Students are encouraged to discuss the consequences of dropping or withdrawing from classes with their academic advisor and the Financial Aid Office before they stop attending. Additional information regarding the return of funds procedure is available at <https://www.vgcc.edu/fao/r2t4>.

CLOCK-TO-CREDIT HOUR CONVERSION

Federal regulation requires that the College use a special calculation to determine the enrollment status of students eligible for Title IV Financial Aid when enrolled in certain programs. The following diploma programs of study require the use of this formula when calculating enrollment status for Title IV Financial Aid:

- Air Conditioning, Heating & Refrigeration Technology
- Basic Law Enforcement Training
- Carpentry
- Cosmetology
- Electrical Systems Technology
- Practical Nursing
- Welding Technology

Full-time status:.....12 cr hrs and ≥ 29 contact hours

Three quarter time status:..... 9-11 cr hrs and 22-28 contact hours

Half-time status:..... 6-8 cr hrs and 15-21 contact hours

Less than half-time status:1-5 cr hrs and 03-14 contact hours

CLOCK HOUR PROGRAM

Federal regulation requires the College to administer Title IV funding to returning students in the *Cosmetology* program (prior to 2016-2017) solely by clock hour progression. For further information, please visit the Financial Aid website at <https://www.vgcc.edu/fao>.

FINANCIAL AID ASSISTANCE

Students may receive assistance with financial aid on an individual basis. Students requesting assistance should visit or call the Financial Aid Office at (252) 738-3280. Financial aid staff contact information is also available on the Financial Aid website at <https://www.vgcc.edu/fao/fa-contactinfo>. Assistance is also provided by the U.S. Department of Education at 1-800-443-3243. TTY users (hearing impaired) may call 1-800-730-8913.

Students may receive assistance in applying for financial aid from the Educational Opportunity Center. Representatives are located in the four counties served by the College. For information, students may call 1-800-682-1159.

HOW TO APPLY

To be considered for any type of financial aid handled by the Financial Aid Office, a student must complete the Free Application for Federal Student Aid (FAFSA).

Eligibility requirements include:

- A student must be a U.S. citizen or permanent resident.
- A student must have a valid Social Security card, and if the student is male, he must be registered with the Selective Service Administration.
- A student must be enrolled in an approved program of study at VGCC.
- A student must not be in default on a Guaranteed Student Loan or owe an overpayment on any Title IV grants at any educational institution.
- A student may not receive financial aid at VGCC until he/she has first been fully accepted for admission by the Admissions/Records Office.

Students must apply for financial aid each year. Students should complete the FAFSA online at <https://fafsa.ed.gov/>. Instructions and application worksheets are available on the FAFSA website. FAFSA on the Web Worksheets for the online application are also available in the Financial Aid Office in room 8212 and all of VGCC's campuses. In order to be considered for maximum need based grants, students should complete their FAFSA as soon as possible after October 1 each year.

AWARD PROCESS

The financial aid application process may take four weeks or longer during peak application periods prior to the beginning of the term. Once a student's FAFSA has been received, the Financial Aid Office will send a notification to his/her VGCC email account. Students may also view their financial aid information in WebAdvisor. Students who complete the application process and receive award notifications prior to registration may have their tuition and fees deducted from their grant award(s). Students should view VGCC's published tuition deadlines each semester online at <https://www.vgcc.edu/>. It is important to note that students cannot receive financial aid, including grants, at two schools for the same time period.

Book charges and credit balance disbursement will be described in information provided to students with their award notification. Attendance verification is required prior to the disbursement of federal and state aid. If grant awards are approved too late for the registration process, students will receive their grant(s) at a designated point in the term after acceptable attendance verification is collected by the Student Development division.

Federal and state aid award amounts are determined in part by a student's enrollment status. Awards are subject to be reduced if a student drops courses, fails to attend through the published census date(s), or is dropped from class for nonattendance. Refer to the financial aid award notification to determine the monetary implications of dropping, withdrawing, or not attending classes. Contact the Financial Aid Office at (252) 738-3280 for any questions about awards, census date(s) or dropping/withdrawing from classes.

FINANCIAL AID STANDARDS OF ACADEMIC PROGRESS

To receive financial aid, students must meet VGCC's Standards of Academic Progress (SAP). Each student is expected to maintain SAP toward completing the requirements of a degree, diploma or certificate. These standards are applied to a student's entire academic history at

VGCC, including transfer hours from other schools and periods when financial aid was not received. Keeping your financial aid involves making continued successful progress toward obtaining a degree.

Standards of Academic Progress include:

- Maintain a 2.0 cumulative grade point average
- Complete at least 67% of credit hours attempted with a passing grade
- Complete program of study in a time frame not to exceed 150% of the published length of the program

The Financial Aid Office will check students' grades and progress at the end of each semester. Credit hours for course incompletes, withdrawals and repetitions will be counted as hours attempted for SAP. After grades and progress are checked, students will be sent a SAP notification to their VGCC email account from the Financial Aid Office.

Students who are meeting SAP requirements are given a Financial Aid Satisfactory status and remain eligible for financial aid. Students who are not meeting SAP are placed on Financial Aid Academic Warning and remain eligible for financial aid for one payment period. Students who fail to meet all SAP requirements at the end of the academic warning period will be placed on Financial Aid Suspension and are not eligible for financial aid. Students who exceed their program of study time frame will be placed on Financial Aid Suspension and are not eligible for financial aid.

Students suspended from financial aid may submit a Financial Aid Academic Appeal Form to the Financial Aid Office for reinstatement of aid. An appeal should only be submitted if a student's failure to maintain the standards of academic progress is based upon extenuating circumstances. Circumstances may include, but are not limited to, medical issues, death, or illness. Submission of an appeal form does not guarantee reinstatement of financial aid. Appeal forms are reviewed by the Financial Aid Academic Appeals Committee and their decision is final.

If the appeal is denied, the student may not submit another Financial Aid Academic Appeal in the current or following years until he/she has successfully completed a minimum of 9 hours with a 2.5 GPA and 100% completion rate (no F/RF, failing grades, or withdrawals).

If the appeal is approved, the student will be placed on Continued Probation. Before aid is awarded for an approved appeal, the student must establish a Financial Aid Academic Plan for one or more semesters with the Financial Aid Office. The Academic Plan outlines the requirements a student must meet in order to remain eligible for financial aid and achieve Satisfactory SAP status. In addition to the academic plan, students with an approved appeal for maximum timeframe are required to provide a degree completion plan signed by their academic advisor.

Students with a Continued Probation status will be evaluated at the end of each payment period (term) to determine his/her SAP status. Until the student achieves a Satisfactory SAP status or graduates, the student is expected to meet the Academic Plan requirements to remain eligible for financial aid. Failure to meet the Academic Plan requirements will result in the termination of financial aid eligibility.

Information about VGCC's Financial Aid Standards of Academic Progress is available in the Financial Aid Office and online at <https://www.vgcc.edu/fao/fa-academicprogress>. Students may also visit or contact the Financial Aid Office with SAP related questions.

TYPES OF FINANCIAL AID HANDLED BY FINANCIAL AID OFFICE

GRANTS

Federal Pell Grant (Maximum Eligibility: 600%)

This federal program offers grants, which do not have to be repaid, to students who demonstrate financial need and meet eligibility requirements. To apply for a Federal Pell Grant, students must complete the FAFSA. The award amount is determined by cost of attendance, Expected Family Contribution (EFC) from student's FAFSA results, and enrollment status. The value of the grant is estimated to range from \$652 to \$6095 for the year for full-time enrollment.

A student's maximum lifetime eligibility for the Federal Pell Grant program is 600% or the equivalent of 12 full-time semesters. This includes courses taken at all institutions attended – past, present and future.

***Students who have earned a professional or bachelor's degree are not eligible for the Pell Grant.**

Federal Supplemental Educational Opportunity Grant (SEOG)

This federal program offers grants to Pell Grant recipients with exceptional financial need. No additional application is necessary to apply. All Pell recipients are automatically considered. However, early submission of the FAFSA is strongly encouraged. Full-time and part-time students are eligible to receive the grant. The value of the grant is estimated to range from \$100 to \$1,000 for the year depending on federal allocation.

***Students who have earned a professional or bachelor's degree are not eligible for the Federal SEOG award.**

North Carolina Community College Grant (Maximum Eligibility: 6 full-time semesters)

Grants are available to North Carolina residents who demonstrate financial need and are enrolled at a North Carolina community college. To apply, students must complete the FAFSA, which is also used to qualify for Federal Pell Grants.

Eligibility is determined by the same criteria as the Federal Pell Grant. In addition, students must be a North Carolina resident for tuition purposes and be enrolled for at least 6 credit hours per semester. Students not eligible for the Federal Pell Grant may be considered for the grant based on their demonstrated need. Award amounts are defined by the State each year. The value of the grant is estimated to range from \$100 to \$2800 for the year. The North Carolina General Assembly has authorized awarding additional NCCCG funds to students who meet the new "full-time PLUS" enrollment status (enrolled in 15 or more hours for a semester). If enrolled in less than 15 hours, the student's NCCCG award will be adjusted. State grants are not awarded during the summer semester.

A student's maximum lifetime eligibility for the NC Community College Grant is the equivalent of 6 full-time semesters.

***Students who have earned a professional or bachelor's degree are not eligible for the NC Community College Grant.**

Vance-Granville Departmental Grants

For the purpose of assisting full and part-time students with college tuition expenses, funds earned from Bookstore profits are made available in departmental grants each year. Recipients of these grants are selected by the Academic Dean, Campus Dean, Dean of Enrollment & Outreach, Student Learning & Success Center or Financial Aid Office. Grant amounts will vary depending on availability of funds and are non-refundable to students. Departmental Grants may be adjusted if additional financial aid or scholarship(s) is awarded.

SCHOLARSHIPS

North Carolina Education Lottery Scholarship (Maximum Eligibility: 10 full-time semesters)

The North Carolina Education Lottery Scholarship (ELS) was created by the 2005 General Assembly to provide financial assistance to needy North Carolina resident students attending eligible colleges and universities within the state of North Carolina. To apply, students must complete the FAFSA, which is also used to qualify for Federal Pell Grants.

Eligibility is determined by the same criteria as the Federal Pell Grant. In addition, students must be a North Carolina resident for tuition purposes and be enrolled for at least 6 credit hours per semester. Award amounts are defined by the State each year. The value of the Education Lottery Scholarship is estimated to range from \$152 to \$2852 for the year. The scholarship is not awarded during the summer semester.

A student's maximum lifetime eligibility for the NC Education Lottery Scholarship is the equivalent of 10 full-time semesters.

***Students who have earned a professional or bachelor's degree are not eligible for the NC Education Lottery Scholarship.**

Vance-Granville Scholarships

Vance-Granville Community College's scholarships are awarded individually to curriculum students based on criteria outlined for each award. Academic standing and need basis are factors in determining the recipients, but they are not the primary criteria in all cases. Students may apply online at <https://www.vgcc.edu/scholarships-info>.

Scholarship recipients are selected by a scholarship selection committee unless otherwise stipulated in the criteria of the scholarship.

The priority deadline date for full consideration to receive scholarships relating to the 2018-2019 academic year is June 30, 2018. Scholarship applications may be accepted after the priority deadline.

The VGCC Endowment Fund awards three levels of scholarships made possible by the contributions of various individuals, businesses, industries, civic clubs, churches and organizations.

Presidential Scholar Awards

The Presidential Scholar Award recognizes students who are currently or newly enrolled in at least nine credit hours with exemplary scholastic records. Currently, the scholarship award may be up to \$1,250 depending on the investment income earned the prior year.

Presidential Merit Awards

Candidates for these awards may be either currently or newly enrolled students who are enrolled in at least nine credit hours with excellent scholastic records. Currently the scholarship award may be up to \$750 depending on the investment income earned the prior year.

Academic Achievement Scholarships

Recipients of Academic Achievement Scholarships may be either currently or newly enrolled students who are enrolled in at least nine credit hours at VGCC with high scholastic ability, or graduating high school seniors selected by their counselors or principals. Currently the scholarship award may be up to \$500 depending on the investment income earned the prior year.

Annual Scholarships

In addition, a number of businesses, industries, and individuals fund annual scholarships for our students. To learn more about these scholarships and other scholarships, call the Endowment Office at (252) 738-3409 or (252) 738-3264. You may also visit our website at <https://www.vgcc.edu/fao/vanguardtee>.

VanGuarantee Scholarship Program

The VanGuarantee program, funded by the Wilbert A. Edwards Estate Gift, guarantees student financial need, unmet by federal financial aid and other support, will be covered. Scholarship aid under this program is available for tuition, books or other college fees.

Recipients must meet eligibility criteria which include:

- The recipient must qualify for in-state tuition, based on qualifications defined by the State of North Carolina for community college admissions, and must have established and maintained legal, permanent residency within Vance, Granville, Franklin, or Warren county for at least twelve (12) consecutive months before the beginning of the term;
- The recipient must not possess a post-secondary degree from any degree-granting institution (including associate, baccalaureate, or graduate/professional degree credentials);
- The recipient must be enrolled in 9 or more credit hours in any curriculum program;
- The recipient must apply and meet eligibility requirements for both endowment scholarships and federal/state financial aid, and have financial need as reported in their Free Application for Student Assistance (FAFSA);
- The recipient must first utilize any federal/state aid, scholarships, voucher, waiver or third party sponsorship;
- The recipient must not owe any outstanding debts, be in default on any student loans, or owe an overpayment on any Title IV grants to the college or any other educational institution;
- The recipient must have a minimum cumulative GPA of 2.5 or higher and remain aid eligible.

For scholarship information and program updates, visit <https://www.cfn.org>.

OTHER FINANCIAL AID

High School Equivalency/Adult High School Diploma Completion Tuition Certificate

Recipients of this certificate are students who have successfully completed the High School Equivalency or Adult High School Diploma program at Vance-Granville Community College. The certificate, which has no cash value, provides a waiver of in-state tuition and fees for one semester of curriculum education at VGCC. Recipients are required to apply

for financial aid by completing the FAFSA. If the recipient qualifies for aid, the certificate may not be combined with financial aid awards and/or scholarships. The certificate may only be redeemed during the recipient's first semester of curriculum enrollment.

College Foundation, Inc.

College Foundation, Inc., (CFI), is a nonprofit corporation that offers students and parents financial assistance. To learn more about career related scholarships and other scholarships, visit the College Foundation of North Carolina website at <https://www.cfnc.org>.

Veterans Educational Assistance

The Department of Veterans Affairs offers educational assistance to veterans who contributed towards their education while on active duty; to those who were discharged from active duty for a service-connected disability; to dependents of deceased or totally and permanently disabled veterans whose death or disability occurred while in military service; to eligible members of the Selective Reserves and the National Guard; and to members of the Armed Forces who entered active duty on or after July 1, 1985.

VGCC is an eligible institution for Department of Veterans Affairs education benefits. The Financial Aid Office will assist all who have questions concerning eligibility.

Veterans and eligible recipients enrolling in approved courses must pursue the exact curriculum listed in the College catalog and maintain satisfactory academic progress, attendance, and conduct for continuing eligibility of payments. Veterans and eligible recipients, once dropped or withdrawn from class(es), normally are not eligible for VA education assistance for that entire term.

Benefits are based on the number of credit hours per term in which an individual is enrolled:

- Full Time.....12 or more credit hours
- 3/4 Time.....9-11 credit hours
- 1/2 Time.....6-8 credit hours

Student records are kept by the College on veteran and non-veteran students alike. Official records are kept in the Admissions/Records Office. Please refer to Student Records and/or Transcript Request in the *Admissions, Registration and Records* section of the catalog.

Note: *Summer term is considered an accelerated term; therefore, the enrollment status is calculated by the Department of Veterans Affairs.*

Federal Direct Loan Program

Vance-Granville Community College does not participate in the William D. Ford Federal Direct Loan Program. However, students with prior Stafford or Direct Loans are eligible for enrollment deferments while attending VGCC. Students wishing to have new student loans may pursue alternative education loans available from one of many private lenders. Information is available in the Financial Aid Office or online at <https://www.vgcc.edu/fa/fa-loans>.

Federal Work-Study Program

Vance-Granville Community College participates in the federally-supported Work-Study Program. Work-Study employment provides job opportunities for students with financial need and is available on a part-time basis while classes are in session (usually 12 to 15 hours per week).

To apply, students must complete the FAFSA and meet eligibility requirements.

Interested and eligible students must complete the VGCC Federal Work-Study Application. Submitting an application does not guarantee the student a work-study position. Placement into a position is contingent on job availability, student's qualifications, and program funding.

Priority is given to students who are enrolled in 9 or more credit hours for the fall and spring semesters and 6 or more credit hours for the summer semester. Information is available in the Financial Aid Office and online at <https://www.vgcc.edu/fao/types-aid>. Contact the Work-Study Coordinator at (252) 738-3280 with any questions related to the program.

Childcare Grant Program

For the purpose of assisting student-parents with childcare expenses, the North Carolina General Assembly appropriates funding each academic year for childcare grants. The intent of this grant is to assist need-based students with the financial responsibilities of childcare so they may enroll and complete their educational goals. To apply, students must complete the FAFSA and meet eligibility requirements. In addition, students must complete the childcare grant application which is available online and in the Financial Aid Office. Students should apply as early as possible; however, submitting an application does not guarantee a childcare grant will be awarded.

The selection process for this award includes many factors such as availability of funds, grades and academic progress, program of study, enrollment status, financial need and other criteria as deemed necessary. The award amount is determined by the student's cost of attendance and available funding. If selected, assistance begins September 1 of each school year and ends April 30 of the following year.

WORKFORCE INNOVATION AND OPPORTUNITY ACT

The Workforce Innovation and Opportunity Act (WIOA) is funded through the U.S. Department of Labor, which allocates funds to states, who then allocates funds to local Workforce Development Boards. WIOA provides training and employment opportunities through one-stop delivery systems. Vance-Granville Community College serves as a key partner and contractor with NCWorks Career Centers, the local one-stop delivery system that is administered by the Kerr-Tar Workforce Development Board through the Kerr-Tar Council of Governments. Through this system, a variety of educational and occupational skills training opportunities are provided to eligible persons who are unemployed, underemployed or economically disadvantaged.

Core services provided include eligibility determination, outreach, recruitment, initial assessment, job search, job placement, and labor market information. Intensive services provided include comprehensive assessments, individual employment plans, group counseling, case management, and short-term prevocational services. Training services provided include occupational skills, combined workplace/classroom training, private sector training, skills upgrading and retraining, entrepreneurial training, job readiness training, adult education and literacy, and customized training for employers.

As a training provider, Vance-Granville will offer curriculum-based training for eligible persons where possible. Also, participants may receive financial assistance, counseling, tutoring and job placement services depending upon the availability of funds.