

and a student serving on an official College committee.

- A school official who has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility.
- Authorized representatives of the Comptroller General of the United States, the Secretary of Education, or state or local educational authorities.
- Appropriate authorities in connection with financial aid if the information is necessary to determine eligibility, amount of aid, conditions of aid, or to enforce the terms and conditions of the aid.
- State and local authorities if a state statute adopted before November 19, 1974, specifically requires disclosures to those officials.
- Organizations conducting studies, for, or on behalf of, the College for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction and student life provided that the studies will not permit the personal identification of the student and his/her parents by individuals other than representatives of the organization and provided that the personally identifiable information furnished will be destroyed when no longer needed for the purposes for which the study was conducted.
- Accrediting organizations to carry out their functions.
- Officials to comply with a judicial order or lawfully issued subpoena with the understanding that the student will be notified in advance insofar as possible.
- Appropriate parties to protect the health and safety of the student or another individual in emergencies with the understanding that only information essential to the emergency situation will be released.

No personal information about a student will be released without statements from the College to the parties receiving the information that no third parties are to have access to such information without the written consent of the student whose records are involved.

The Records Office will maintain records of all requests and disclosures of personally identifiable information from the educational records of a student except for information requested in writing by the student and directory information. The student may inspect the record of requests, disclosures and the legitimate interests of the parties requesting or obtaining information.

Any student who believes that his/her rights under the Privacy Act have been violated by the College may notify and request assistance from the Dean of Students and may file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 600

Independence Avenue, S.W., Washington, D.C. 20202-4605.

Lawson State Community College offers equal opportunity in its employment, admissions, and educational programs and activities in compliance with Section 504 of the Rehabilitation Act of 1973. *The 504 Coordinators for students are Mrs. Janice Williams (Birmingham Campus, Student Center Room 221; (205) 929-6383) and Ms. Renay Herndon (Bessemer Campus, Student Center Room 183; (205) 929-3419).*

## Cost to Attend

### Lawson State's Fees

**Returned Check Fee** \$25.00  
*Assessed to an individual or student whose check(s) is returned to Lawson State due to insufficient funds.*

**Nursing Liability Fee** \$75.50

*Assessed to all first and/or second-level nursing students for malpractice insurance coverage (\$60.00 for ERI Total Testing Program; \$15.50 for Liability Insurance).*

**Graduation Fee** \$40.00  
*Attire and associated expenses for those who plan to participate in the ceremony. There is a minimal charge for those graduates who wish to receive a diploma cover but do not wish to participate in the commencement exercises. The diploma, representing the certificate or degree, is provided at no cost to those who complete all requirements and are certified by the College as a graduate.*

**Late Registration Fee** \$25.00

**Replacement I.D. Card** \$25.00

### Other Punitive Fees

Traffic Fines

Library Fines

**\*\*All college fees are subject to change\*\***

## REFUND POLICY PARTIAL WITHDRAWAL

### **Refund for Complete Withdrawal**

Students who officially or unofficially withdraw from all classes before the first day of class will be refunded the total tuition and other institutional charges.

A student who officially or unofficially withdraws completely on or after the first day of class but prior to the end of the third week of class will be refunded according to the withdrawal date, as follows:

- Withdrawal **during** first week  
*75% of tuition and other institutional charges*
- Withdrawal **during** second week  
*50% of tuition and other institutional charges*
- Withdrawal **during** third week  
*25% of tuition and other institutional charges*
- Withdrawal **after** third week—**NO REFUND**

### **Administrative Fee**

Administrative fee not to exceed 5 percent of tuition and other institutional charges or \$100, whichever is smaller, shall be assessed for each withdrawal within the period beginning the first day of class ending at the third week of class.

### **Books and Supplies**

Students who withdraw and who have purchased returnable books, and/or supplies from the College and return the items in new/unused condition by the end of the third week of the semester will be refunded the full purchase price. Books and/or supplies returned in used condition by the end of the third week of the semester will be refunded fifty percent (50%) of purchase price.

### **Refund for Partial Withdrawal**

Students who do not completely withdraw from the College but drop a class during the regular drop/add period will be refunded the difference in tuition paid and the tuition rate applicable to the reduced number of hours, including fees appropriate to the classes dropped. There is no refund due to a student who partially withdraws after the official drop/add period.

### **Refund in Compliance with Federal Regulations**

All colleges shall comply with federal regulations relative to refund of tuition and other institutional charges for first-term Title IV recipients.

### **Refund for Alabama National Guard and Reservists Called to Active Duty**

Students who are active members of the Alabama National Guard or reservists or who are active duty military who are called to active duty in time of national crisis shall receive a full tuition refund at the time of withdrawal, if such student is unable to complete the term due to active duty orders or assignment to another location.

### **Additional Information**

- Pertinent dates affecting withdrawal and late registration are noted on the College calendar.
- When credit hours are added during the drop/add period, additional tuition and fees are charged.
- Drop/Add period for each semester is published in the College calendar.

## TEXTBOOK REFUND POLICY

Students may return textbooks to the bookstore within two weeks of the first day of class. In order to be refunded for returned textbooks, one must present a cash register receipt. Merchandise must be returned within five (5) business days from the date of purchase to receive a refund. Merchandise must be in resell condition. Exchanges of equal or greater value will be made if there is not a receipt.

If the textbook was purchased new and has not been damaged or written in, the bookstore will exchange or refund the full purchase price. If the textbook has been damaged or written in, the bookstore will refund half the purchase price. It is up to the bookstore personnel to determine the condition of the returned textbooks.

*Please also note the following:*

Optional textbooks are not returnable, and there will be no refunds on textbooks, general merchandise, supplies, and clothing during exam periods.

## STUDENT INSURANCE

A mandatory accidental protection plan is approved for all students enrolled at Lawson State Community College. This plan is a 24-hour coverage for accidental physical and medical protection up to \$1,000 and \$150 for dental. Accidental Insurance fee is \$10 per semester.



# FINANCIAL AID INFORMATION

**IN-STATE STUDENTS TUITION AND FEES SUMMARY**

- A per semester charge of \$10 will be added for student insurance.
- Out-of-state residents shall be charged two (2) times the above basic tuition rates.
- Fees will remain the same per credit hour.

*The tuition rate for online courses is \$90 per credit hour. Tuition rate for Out of State student is two times the normal tuition rate (doubled).*



Credit Hours	Basic Tuition*	Facility Fee	Tech. Fee	Bldg. Fee	Insurance Fee	Total
1	\$72.00	\$9.00	\$9.00	\$10.00	\$10.00	\$110.00
2	\$144.00	\$18.00	\$18.00	\$20.00	\$10.00	\$210.00
3	\$216.00	\$27.00	\$27.00	\$30.00	\$10.00	\$310.00
4	\$288.00	\$36.00	\$36.00	\$40.00	\$10.00	\$410.00
5	\$360.00	\$45.00	\$45.00	\$50.00	\$10.00	\$510.00
6	\$432.00	\$54.00	\$54.00	\$60.00	\$10.00	\$610.00
7	\$504.00	\$63.00	\$63.00	\$70.00	\$10.00	\$710.00
8	\$576.00	\$72.00	\$72.00	\$80.00	\$10.00	\$810.00
9	\$648.00	\$81.00	\$81.00	\$90.00	\$10.00	\$910.00
10	\$720.00	\$90.00	\$90.00	\$100.00	\$10.00	\$1,010.00
11	\$792.00	\$99.00	\$99.00	\$110.00	\$10.00	\$1,110.00
12	\$864.00	\$108.00	\$108.00	\$120.00	\$10.00	\$1,210.00
13	\$936.00	\$117.00	\$117.00	\$130.00	\$10.00	\$1,310.00
14	\$1,008.00	\$126.00	\$126.00	\$140.00	\$10.00	\$1,410.00
15	\$1,080.00	\$135.00	\$135.00	\$150.00	\$10.00	\$1,510.00
16	\$1,152.00	\$144.00	\$144.00	\$160.00	\$10.00	\$1,610.00
17	\$1,224.00	\$153.00	\$153.00	\$170.00	\$10.00	\$1,710.00
18	\$1,296.00	\$162.00	\$162.00	\$180.00	\$10.00	\$1,810.00
19	\$1,368.00	\$171.00	\$171.00	\$190.00	\$10.00	\$1,910.00
20	\$1,440.00	\$180.00	\$180.00	\$200.00	\$10.00	\$2,010.00
21	\$1,512.00	\$189.00	\$189.00	\$210.00	\$10.00	\$2,110.00
22	\$1,584.00	\$198.00	\$198.00	\$220.00	\$10.00	\$2,210.00
23	\$1,656.00	\$207.00	\$207.00	\$230.00	\$10.00	\$2,310.00
24	\$1,728.00	\$216.00	\$216.00	\$240.00	\$10.00	\$2,410.00
25	\$1,800.00	\$225.00	\$225.00	\$250.00	\$10.00	\$2,510.00

# STUDENT FINANCIAL SERVICES

**Mrs. Cassandra Matthews-Byrd, Director**  
Office of Student Financial Services  
Lawson State Community College  
3060 Wilson Road  
Birmingham, Alabama 35221

**Phone:** 205-929-6380  
**Fax:** 205-929-6436

**cmatthews@lawsonstate.edu**

**OFFICE OF STUDENT FINANCIAL SERVICES****Hours of Operation:**

**Monday –Thursday**  
8:00 a.m. – 7:00 p.m.  
**Friday**  
8:00 a.m. – 5:00 p.m.

**GENERAL INFORMATION**

Lawson State Community College offers financial assistance to students who are in need of help to pay the cost of their education. Financial aid is designed to supplement the family's ability to finance the student's educational expenses.

Lawson State is approved for the following:

- Federal Financial Assistance
- Veterans Benefits
- Vocational Rehabilitation Training
- Alabama Student Assistance Program
- Alabama Prepaid Affordable College Tuition (PACT)
- Institutional Scholarships
- Private Scholarship Programs
- Scholarship for Disadvantaged Students (SDS)

Title IV Federal Financial Aid Programs that are available include the following:

- Federal Pell Grant
- Federal Work-Study (FWS)
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Alabama Student Assistant Program (ASAP)

Lawson State Community College does not participate in any Federal and State Loan Programs. Lawson State is, however, approved for deferment of previous loans. Students attending Lawson State are eligible to participate in an affordable tuition payment plan offered through Tuition Management Systems. For additional information contact Tuition Management Systems at 1-800-722-4867 or visit the college's Office of Student Financial Services.

**APPLYING FOR FINANCIAL AID  
PRIORITY DATE**

Lawson State Community College awards financial assistance on a rolling basis for the entire year. Upon receipt of the original SAR (Student Aid Report) or electronic ISIR (Institutional Student Information Record), consideration for other financial aid can be made. Those students who submit documents by July 1, for the coming fall semester, who demonstrate the greatest need for assistance will receive priority consideration for other financial aid which is distributed on a first-come, first-served basis. These programs are the Federal Supplemental Educational Opportunity Grant, Federal Work-Study and Alabama Student Assistance Program.

Students applying for financial aid must first adhere to the following:

- Complete an Application for Federal Student Aid (FAFSA) for the current academic year. The FAFSA is available from high school guidance counselors, colleges, universities and libraries. You may also file a FAFSA through the Internet by accessing [www.fafsa.edu.gov](http://www.fafsa.edu.gov) and follow the instructions there.
- Apply for admission to the College. If currently not enrolled or accepted for admission, you should apply immediately. An application for Federal Financial Aid cannot be acted upon until you have been accepted for admission as a degree/certificate-seeking student.

#### QUALIFYING FOR FEDERAL FINANCIAL AID

Students applying for Federal Financial Assistance must:

- Generally have a financial need; the financial need is determined by the U. S. Department of Education, which will determine the student's **Expected Family Contribution** (EFC) from the application documents submitted.
- Have a high school diploma, GED or have passed an independently administered test approved by the U. S. Department of Education.
- Be an U. S. citizen or eligible non-citizen (must provide documentation to verify their eligibility).
- Submit signed copies of certain financial documents for the student and student's spouse or student's parent if dependent if they are selected for the process called verification. Contact the Office of Student Financial Services to find out which documents are required. Approximately 1/3 of all financial aid applications are selected by the federal government for a process called verification.
- Have a valid social security number.
- Not be in default on a federal loan or owe a refund on a Grant received for attendance at any postsecondary institution.
- Have certified Selective Service registration status (if appropriate).
- Have all official transcripts on file.
- Must be enrolled as a student in an eligible program, making satisfactory academic progress.

**\*\*Technical classes require clock-hour conversion to receive Title IV funds.**

- Not be convicted of drug possession or drug sale.

#### RENEWAL OF FINANCIAL AID

Financial assistance is awarded annually (August-May). Students who applied for financial aid in the prior year will receive a Renewal Application by mail from the Federal Processor in December of each year. **Awards are not automatically renewed from year to year.**

#### STUDENT RIGHTS AND RESPONSIBILITIES

A student attending Lawson State on financial aid has certain rights and responsibilities pertaining to his/her award.

##### The student has the right to ask the college:

- What financial assistance is available, including information on all federal, state, and institutional financial aid programs.
- What the deadlines are for submitting applications for each of the financial aid programs available.
- What the cost of attending the college is, and what the refund policy is.
- What criteria it uses to select financial aid recipients.
- How financial need is determined. This process includes how costs for tuition and fees, room and board, travel, books and supplies, personal and miscellaneous expenses, etc., are considered in the budget.
- What resources (such as family contribution, other financial aid, assets, etc.) are considered in the calculation of need.
- How much of the financial need, as determined by the institution, has been met.
- To explain the various programs in the student aid package. If a student believes he/she has been treated unfairly, he/she may request reconsideration of the award which was made.
- What portion of the financial aid received must be repaid, and what portion is grant aid.
- How the school determines whether a student is making satisfactory academic progress and what happens if he/she is not.

##### The student has the responsibility to:

- Review and consider all information about a school's program before enrolling.
- Pay special attention to the application for student financial aid. Complete it accurately and submit it on time to the appropriate place. Errors can result in delays in a student's receipt of financial aid. Intentional reporting of false information on application forms for federal financial aid is a violation of law and is considered a criminal offense, subject to penalties under the *Criminal Code of the United States*. The Inspector General's office will be notified in such cases.
- Return all additional documentation, corrections, and/or new information requested by either the Office of Student Financial Services or the agency to which the application is submitted.
- Read, understand, and keep copies of all forms that he/she is asked to sign.
- Accept responsibility for all agreements he/she signs.
- Notify the lender of changes in his/her name, address, or school status for each loan.
- Perform the work that is agreed upon in a satisfactory manner when accepting a Federal Work Study assignment.
- Know and comply with the deadlines for application and reapplication for aid.
- Know and comply with the school's refund procedure.
- Notify the Registrar's Office, in writing, whenever there is a change of name, address, or telephone number.
- Submit documents verifying the information submitted on the *Free Application for Federal Student Aid* if requested.

### FINANCIAL AID COURSE LOAD REQUIREMENT

To receive the amount of Federal Pell Grant as indicated on a Financial Aid Award notification, students must enroll for a full-time course load (**a minimum of 12 credit hours**).

Students who enroll (each semester) in fewer than 12 credit hours will have their Pell Grant Award adjusted according to their registration status. Students enrolling in 9 to 11 credit hours are considered **three-quarter (3/4) time**, 6 to 8 credit hours are **half (1/2) time**, and 1-5 credit hours are **less than half time**. Questions regarding the enrollment status of adjusted credit hours should be directed to the Office of Student Financial Services.

### DISBURSEMENT OF FINANCIAL AID FUNDS

The Business Affairs Office has the responsibility for disbursement of grants, scholarship checks, and FWS paychecks.

When students receive a Financial Aid Award Notification, it is his or her indication that the financial aid award has been established. The award notification contains data on students' budgets, expected family contribution, award categories and students' rights and responsibilities. The Financial Aid Awards are usually made on an annual basis. The annual award is divided into two equal installments, which are posted to the student's account (**WORK-STUDY IS EXCLUDED**). If the financial aid award and/or cash payments exceed college expenses/charges, the student is eligible to receive a refund. Refunds are processed by the Business Affairs Office and will be disbursed fourteen (14) days after the first day of class in the Business Affairs Office. Students who drop classes will have their financial aid adjusted accordingly.

### RETURN OF TITLE IV FUNDS WHEN A STUDENT WITHDRAWS

**Definitions:**

**Federal Financial Grant Recipient** – Students who receive one or more of the following: Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG). Federal Work-Study money received by the student is affected.

**Complete Withdrawal** – The withdrawal date is the date the student submits a completed schedule change form (dropping all classes) to the Records Office or the appropriate instructional site. In those cases where a student unofficially withdraws (stops attendance without completing withdrawal process), the withdrawal date is the mid-point (50%) of the term.

**Repayment** – This is money that the student must return to the U. S. Department of Education. The amount of repayment will be based upon a formula, prescribed by law, that considers the date of withdrawal and the amount of federal aid (excluding work-study) received. Students who fail to repay the U. S. Department of Education will not be eligible to receive federal aid at Lawson State Community College or any other institutions.

Return of Title IV Funds is a financial aid policy, which affects students receiving federal assistance.

Students completely withdrawing from college will have their financial aid adjusted; however, there are consequences for withdrawing from the college effective fall semester 2000. The U. S. Department of Education requires an institution to return all unearned Title IV funds to the appropriate Title IV program. When a student of Title IV aid withdraws on or before completing 60% of the period of enrollment, the College must calculate the amount of Title IV Aid the student did not earn and return it to the Title IV Programs. This action may require a student to repay funds issued directly to them. The non-payment of Title IV aid will also be reported to the U. S. Department of Education for collections and the overpayment of grants will be reported to the Student Loan Data System as required by federal law.

In addition, withdrawal from College affects the Satisfactory Academic Standard of progress and may affect the future receipt of Federal Financial Aid.

### MINIMUM STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

Federal and state regulations require that all students at Lawson State Community College meet minimum standards of satisfactory academic progress to receive financial aid. Each student must adhere to the following:

- **ENROLLMENT STATUS/TIME FRAME** – Eligible students may receive Title IV Federal Financial Aid for a period of time. The time allowed **MUST** not exceed 1.5 times the normal length of a specific program (the “normal length” of a specific program will vary depending upon the enrollment status of the student). A two-year program of study (six semesters) must be completed within three years (nine semesters) of attendance.
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- **QUALITATIVE MEASURES** – Each student on Title IV Federal Financial Aid must earn, each academic year, two-third (2/3) of the minimum number of hours required to complete a program and are expected to meet or exceed the following Grade Point Average (GPA) at the indicated points in their program of study:

Students enrolled in a certificate, diploma, or Associate degree program requiring more than 26 hours must achieve a cumulative grade point average of

- 12 – 21 Hours 1.50 GPA
- 22 – 32 Hours 1.75 GPA
- 33 Hours and Above – 2.0 GPA

Students enrolled in a short certificate program equal to 26 hours must achieve a cumulative grade point average of:

- 12 – 17 Hours 1.50 GPA
- 18 or more Hours 2.0 GPA

- **QUANTITATIVE MEASURES** – Although a student is maintaining a high GPA by withdrawing from every course they are attempting after the first year would meet

qualitative standard, the student is not progressing towards graduation. Each student must pass at least one-half (50%) of the hours attempted during the academic year. The student must complete their degree or certificate within 150% of the length of the program. For instance, if the length of the undergraduate program is 64 credit hours, the maximum time frame allowed to earn a degree/certificate will not exceed 96 attempted hours.

*Example:*

#### **Quantitative Standards Complete Percentage**

<b>Hours Attempted</b>	<b>Hours Earned Percentage</b>	<b>Completion</b>
12	06	50
25	12	55
57	34	60
72	48	67

The number of hours attempted will be counted as of the beginning day of record of each semester. All periods of enrollment at Lawson State Community College, including transfer hours accepted, will be counted in the completion percentage. Students who do not earn a degree/certificate within the specified time will not be eligible for federal aid.

- A Title IV Federal financial aid recipient enrolled in a developmental (remedial) course **MAY NOT** repeat the course more than three (3) times and continue to receive financial assistance. A Title IV financial aid recipient may not be paid for more than 30 credit hours of developmental work.
- The appeals process is provided in accordance with Federal regulations (Contact the Office of Student Financial Services). Students **cannot** drop courses for which they are registered simply by not attending class. An **official** withdrawal form **MUST** be submitted to the *Records Office*. If the student is receiving financial aid, a notification of the amount of aid **TO BE REPAYED** or **REFUNDED TO THE ACCOUNT** will be sent to the student.

## **FEDERAL FINANCIAL AID PROGRAMS**

### **FEDERAL PELL GRANT**

Federal Pell Grant is a part of a federal program that requires interested students to apply directly to the government for funds. A Federal Pell Grant, unlike a loan, does not have to be repaid. Pell Grants are only awarded to undergraduate students who have **not** earned a bachelor's or professional degree. Any full, three-quarter, or half time student, who is a U.S. Citizen and has not received a bachelor's degree, is eligible to apply. The amount of each Federal Pell Grant depends on the student's need, the cost of his or her education and enrollment status (full-time, 12 semester hours or more; three-fourth time, 9-11 semester hours; half-time, 6-8 semester hours; and less than half-time, 1-5 semester hours).

### **FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT**

Federal Supplemental Educational Opportunity Grant is designed to assist students who demonstrate an exceptional financial need—students with the lowest Expected Family Contributions (EFCs). Priority is given to Federal Pell Grant recipients who apply early (prior to June 1 for the coming fall semester).

### **FEDERAL WORK-STUDY**

Federal Work-Study provides on-campus work opportunities for students needing financial assistance to attend college. Students working under this program earn at least minimum wages and are paid monthly for work performed. To be eligible, a student must be enrolled, demonstrate a need, and be capable of maintaining satisfactory progress while employed part-time on campus.

### **ALABAMA STUDENT ASSISTANCE PROGRAM**

The Alabama Student Assistance Program (ASAP) is designed to assist exceptionally needy students. The program consists of the Federal State Student Incentive Grant funds and funds appropriated by the Alabama Legislature. ASAP funds are gifts that do not have to be repaid.

### **VOCATIONAL REHABILITATION**

The state of Alabama provides certain benefits for students through the Department of Rehabilitation Services (DRS). Please contact DRS for more information.

### **BENEFITS FOR VETERANS AND DEPENDENTS OF VETERANS**

Before a veteran can make application for educational benefits, he or she must complete the following procedure:

- Apply for admission to Lawson State and complete his or her admissions file.
- Provide a certified copy of DD-214 or Certificate of Eligibility (Doc# 2384, Chapter 106) to the Office of Veterans Affairs.

Documents pertaining to the Alabama Veterans program may be obtained by contacting the State Department of Veterans Affairs •• 809 Green Springs Highway, Suite 100 •• Birmingham, Alabama 35209.

### **Documentation of Veterans**

Documents required by the Veterans Administration and Lawson State are as follows:

- Certified copy of DD-214 (separation papers) or Certificate of Eligibility (Doc# 2384). *Dependents must have a copy of their Certificate of Eligibility and Entitlement.*
- Transcripts from all institutions previously attended.
- Certified copies of divorce papers from any previous marriage by either the veteran or spouse.

- Certified copy of the marriage certificate for current marriage.
- Certified copies of birth certificates of all children.
- Official document of dependency, Form 21-509, if parents are claimed as dependents.

### Certification of Veterans

The following criteria will be used for certifying veterans or eligible persons:

- Certification will be granted for only those courses that are applicable to the declared program of study (major). The appropriate instructional officer must approve any deviation in writing.
- Certification may be granted for basic institutional credit courses and developmental courses if such courses are necessary for the student to reach his or her objective. Developmental courses will be certified on a semester to semester basis.
- Certification will not be granted for audit courses.
- The veteran must be re-certified for educational benefits when he or she re-enters Lawson State after an interruption of his or her educational program.
- The veteran who has received college credit at other institutions will be certified for only those courses necessary to complete the declared program of study at Lawson State Community College.
- Payments for benefits will be based upon the following schedule:
  - Full-time payment (12 credit hours or more)
  - Three-fourths payment (9-11 credit hours)
  - One-half payment (6-8 credit hours)
  - Reimbursement for tuition and fees (5 or fewer credit hours)
- Should a veteran register for a course not in his or her program of study and not approved by the appropriate instructional officer, his or her benefits may be reduced at any time during the semester. **This action may occur without notification to the student.**
- Veterans may be certified for only one semester if he or she has prior credit that has not been received and evaluated. Re-certification is contingent upon the receiving of transfer credit information.
- Benefits may not be paid for courses previously passed unless a better grade is required in the degree objective, or for courses in which an "I" (Incomplete) was previously received.

*All veterans should contact the Veterans Assistant during registration in order to complete proper certification with the Veterans Administration.*

### CLASS ATTENDANCE OF VETERANS

**ALL** students attending Lawson State Community College are required to attend classes. For veterans, failure to attend class may result in a reduction or elimination of benefits. Should the veteran accumulate excessive unexcused absences, the reduction of benefits to the veteran will be made effective the first day of attendance in class.

### WITHDRAWAL FROM CLASS OR CLASSES BY VETERANS

Veterans may adjust their schedule, without penalty, only during the late registration period. A veteran who withdraws after this period, must demonstrate extenuating circumstances, or he or she will suffer loss of payments under the VA educational assistance program.

### JEFFERSON COUNTY WIA INDIVIDUAL REFERRAL PROGRAM

The Workforce Investment Act (WIA) Individual Referral Program is designed to train individuals eighteen years of age or older in a selected academic and career field. The student

may be placed in any selected program where there is available space. However, the applicant must first be certified WIA eligible by the Employment Service Intake Unit. Upon determination that the individual is eligible and that training is appropriate, the individual will be referred to the institution.

It is the purpose of the WIA to establish programs to prepare youths and unskilled adults for entry into the labor force. WIA affords job training to those economically disadvantaged individuals and other individuals facing serious barriers to employment who are in special need of such training to obtain productive employment.

The ultimate goals of WIA training programs are to:

- Increase employment and earnings of participants.
- Increase educational and occupational skills.
- Reduce welfare dependency.

### ALLOWABLE COSTS

Lawson State will determine the participants' expenses of attending school and whether he or she is eligible for a Pell Grant. All income sources such as the Pell Grant will be deducted from the participant's budget to determine remaining need.

WIA will pay the following expenses to the extent needed to supplant the shortfall as described below:

- The published tuition rate for the training to be provided as shown in the edition of the College catalog (in effect) during the semester being billed.
- Appropriate fees.
- Required books and training supplies purchased on account through Lawson State's bookstore up to various amounts as per program.
- Repeat courses will be the responsibility of the participant. WIA funds shall not be used, under any circumstance, to pay for a repeat course (i.e. a failing grade, a dropped course for which the SDA was billed for any portion of training, etc).
- A maximum of three (3) remedial courses may be reimbursed using WIA funds if deemed appropriate by Lawson State.