



BROOKDALE
COMMUNITY
COLLEGE

OFFICE HOURS
8:30am to 7pm Monday-Thursday
8:30am to 4:00pm-Friday
Summer hours- 8:30am to 6:30pm
Monday-Thursday
8:30am to 4:00pm-Friday
732-224-2361

OFFICE OF FINANCIAL AID
RIGHTS AND RESPONSIBILITIES

faoffice@brookdalecc.edu
<http://www.brookdalecc.edu/admissions/financial-aid>

All of the information below is important and will answer many of your questions!

WARNING! Should you decide not to attend Brookdale you must drop your classes before the 1st day of the term. Failure to drop your classes will result in your being billed for tuition and fees as stated in the College catalog.

Review your award letter carefully. Awards are based on your total number of registered credits. Your awards will be finalized at the end of the add/drop period. Your awards will be cancelled for any class that your instructor reported as never attended. Student loans and State awards will be adjusted to the number of registered credits as of the date of disbursement.

If you wish to decline an award, cross it out and write "decline" and your initials next to it. Return the letter to the Financial Aid Office. We will send you a revised award letter.

This award letter is for this academic year only. You must file a new FAFSA for each academic year. To be considered for all sources of financial aid, we recommend that you file by June 1st. When we are notified by the HESAA, the State of NJ grant agency, your award will include eligibility for TAG and/or EOF.

Disbursement of Awards

- **Tuition and Fees** – Your financial aid awards, except for Federal Work Study, will be applied directly toward your tuition and fees for each term. Your awards will be posted as pending financial aid in your student account until it is ready to be disbursed. Your Grant aid will not be disbursed to your student account until after the add/drop period. Your loans will not be posted to your account until you are in school for thirty days. If your financial aid award is large enough to cover your tuition and fees, you are not required to pay your bill.
- **Books** – If your financial aid awards exceed your tuition and fees, you may use up to \$750.00 to purchase your books in the College Bookstore. Purchases exceeding \$750.00 requires approval by the Financial Aid Office. You may purchase books two weeks before the first day of classes and no later than the end of the add/drop period of each term. If you do not use your remaining aid to purchase books, you will have opted out of bookstore purchases.
- **Refund of Remaining Aid** – If there is remaining aid after tuition and fees, and book charges have been paid and posted to your student account, a refund will be sent to you. Remember, your student account will not be posted with your awards until after the add/drop period. If you would like to have refunds directly deposited into your bank account, log onto Webadvisor and sign up for the E-Check or One Card process. It is the fastest and safest way for you to receive your refund. Students not using E-checks will have a check mailed to them.

Satisfactory Academic Progress

To be eligible for all sources of financial aid, you must meet Satisfactory Academic Progress as defined by the Office of Financial Aid. Your entire academic record is included whether or not you received financial aid. The Financial Aid Office will review your academic progress every term. Please visit our website at <http://financialaid.brookdalecc.edu> and read the Satisfactory Academic Progress policy or stop by the Financial Aid Office for a copy. **THIS POLICY IS NOT THE SAME AS THE ACADEMIC STANDING POLICY GOVERNED BY THE COLLEGE OFFICE OF RECORDS AND REGISTRATION.**

Official/Unofficial Withdrawals

You are required to officially drop your classes on-line or in person at the Registration Office. If you do not complete the official withdrawal process, you will be considered an unofficial withdrawal.

If you stop attending all of your classes, your federal financial aid will be recalculated according to Federal Regulations to determine the amount of aid you earned for the period of enrollment for which you attended. Refunds will be returned to Federal Government in the following priority order: Federal Direct Loans, Federal Pell Grant, Federal SEOG Grant.

Appeals for Refund of Tuition and Fees

If you feel that your reason for dropping your classes is due to extreme extenuating circumstances, you can apply for an appeal. All appeals are processed and decided through the Registration Office. You will need to obtain the Tuition and Fees Appeal form and submit it with appropriate documentation by stated deadlines. Students who have incurred book charges, and/or have received a refund, MUST repay those funds before the appeal can be processed and approved.

Private Scholarships

You must notify the Financial Aid Office immediately of any additional scholarships or tuition benefits you receive. All Outside Scholarship checks are processed through the Accounts Receivable (Cashier) Office.