



ONE STOP CENTER HOURS  
8:30am to 6:30pm Monday-Thursday  
8:30am to 4:00pm-Friday  
9:00am-Noon-Saturday  
732-224-2020

[faoffice@brookdalecc.edu](mailto:faoffice@brookdalecc.edu)

<https://www.brookdalecc.edu/financial-aid/>

## AWARD LETTER TERMS AND CONDITIONS

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### Award Letter

- Go to WebAdvisor/Financial Aid Self-Service and review your Award letter carefully. Your Award Letter is an official notice from Brookdale Community College. Your awards are based on Brookdale's review of your completed FAFSA and reflects what your eligibility is if you register for 12 or more eligible credits.
- Your **anticipated aid** found on your WebAdvisor/Financial Information/My Student Account will be adjusted to reflect your actual **eligible credits**.
- Check the box on the bottom of the award letter screen that indicates you have read your award letter.
- If you wish to decline an award, contact the Office of Financial aid.
- This award letter is for this academic year only. You must file a new FAFSA for each academic year.

### Anticipated Aid/Eligible Credits

- If you enroll less than full-time or are taking classes that are not required for your current Program, the financial aid you actually receive will be less than what is stated on your award letter.
- Your courses are evaluated 24 hours after registration activity to determine if your classes meet the **eligible credit** requirements which means they must be required for your degree. **After you register for classes, wait a day and review your Student Account Information on WebAdvisor under Financial Information. View your charges and anticipated financial aid. The anticipated aid is the amount you will actually receive based on current enrollment and eligibility.**
- Review your degree audit in WebAdvisor. The classes you are taking that are listed in the "Other" section will not be considered as eligible credits for Federal financial aid.
- Your awards will be finalized after the add/drop period and at the time of disbursement to your account.
- When we are notified by the State of NJ (HESAA) and if you qualify, your award will be adjusted to include eligibility for TAG and/or EOF.
- Your awards will be cancelled for any class that your instructor reported you as *Never Attending*.
- You will not qualify for more than 28 credits of remedial coursework.
- Student loans and State awards will be adjusted to the number of eligible registered credits as of the date of disbursement. You need a minimum of 6 credits to qualify.

### 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 on your student account until it is ready to be disbursed.
- Your aid will be disbursed to your student account after the add/drop period.
- Your Loans will be posted in two payments. Half of your loan will be disbursed for each term.
- Only, if your **anticipated aid** is 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 \$1000 to purchase your books in the College Bookstore. Purchases exceeding \$1000 requires approval by Financial Aid. You may purchase books two weeks before the first day of the term and no later than the end of the add/drop period of each term. Charges after this time period requires approval by Financial Aid.
- 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 (a minus (-) in front of your balance) after tuition, fees, and book charges have been paid, a refund will be sent to you by check to the address on file with the College, or log onto WebAdvisor and sign up for preferred credit balance disbursement method for direct deposit options! It is the fastest and safest way for you to receive your refund.

### **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. THIS POLICY IS NOT THE SAME AS THE ACADEMIC STANDING POLICY GOVERNED BY THE COLLEGE OFFICE OF RECORDS AND REGISTRATION AND COULD RESULT IN DIFFERENT STATUSES.

### **Official/Unofficial Withdrawals**

- You are required to officially drop your classes on-line or in person at the One Stop Center on the Lincroft campus or any Regional location. If you do not complete the official withdrawal process and stop attending all of your classes, you will be considered an unofficial withdrawal.
- If you stop attending all of your classes, your financial aid will be recalculated according to Federal and State 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 at the One Stop Center on the Lincroft campus 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. Outside scholarships must be counted as a resource.