

Student Success and Accountability (continued)

Inquiries regarding equal opportunity and affirmative action in student services, academic affairs, and employment issues are handled by the same office for all campuses and instructional sites within the community college district. Chief Student Services Officer Danielle Chambers by calling 618-235-2700, ext. 5566, sending an email to TitleIX@swic.edu or visiting the Office of the Chief Student Services Officer, Information Sciences Building Room 1145, 2500 Carlyle Avenue, Belleville, IL 62221.

Notice of Non-discrimination

SWIC ensures that equal educational opportunities are offered to students regardless of race, color, religion, sex (including pregnancy, gender identity and sexual orientation), national origin, age (40 or older), disability or genetic information, or veteran status. Questions in reference to equal educational opportunities may be directed to the Chief Student Services Officer, Southwestern Illinois College, Belleville Campus, Information Sciences Building, Room 1152, 2500 Carlyle Ave., Belleville, IL 62221, 618-235-2700, ext. 5120.

The Successful Student Core Competencies

When you graduate from SWIC, you will have practiced these skills in many of your classes

Reasoning Skills: Organize, evaluate, and apply information to express useful ideas.

Communication Skills: Convey clear and appropriate information that enhances audience understanding - either verbally, electronically, or in writing

Citizenship Skills: Recognize and assess the implications of behaviors to ourselves and the community, and adapt as needed

Tuition and Fees

Tuition - swic.edu/tuition-fees

Tuition and fees are subject to change at any time.

Fees

Fees are subject to change at any time by action of the Southwestern Illinois College Board of Trustees.

Course fees are charged to cover the cost of supplies or equipment usage in a classroom. Fees may be found in the class schedule online on eSTORM.

Physical and Financial Hardship Appeal

SWIC recognizes that students may face hardship or other extenuating circumstances that may hinder attendance and/or academic performance. These circumstances might lead students to consider withdrawing from classes. Students should discuss the impact of withdrawing from courses with their advisor before making any registration adjustments. Students who withdraw from courses because of hardship may request assistance by submitting the Physical and Financial Hardship Appeal Request along with supporting documentation. A hard copy or pdf of the Physical and Financial Hardship Appeal Request is available if students are unable to access the online form. The submission of this form does not automatically result in assistance. The Physical and Financial Hardship Committee will review all appeals. Students are notified of the decision through their SWIC student email.

Consumer Statement

swic.edu/consumer-information/

SWIC STUDENT HANDBOOK

swic.edu/student-handbook/

SWIC provides specific consumer, textbook and gainful employment information to current and prospective students through the college website and printed materials. For a printed copy of the catalog, visit the Enrollment Services office at the Belleville Campus, Information Sciences Building, Room 1115; Sam Wolf Granite City Campus, Center for Student Development, room 440; or the Red Bud Campus, Student Development Office, room 175. For a printed copy of the Student Handbook, visit the office of the vice president for Student Development, Belleville Campus, Main Complex, room 1246A. To find textbook information, visit the Barnes & Noble bookstores at the Belleville Campus, Liberal Arts Complex, room 1116; or Sam Wolf Granite City Campus, room 210, adjacent to The Commons.

Financial Responsibility

By registering for classes at Southwestern Illinois College, the student accepts full financial responsibility for payment of the term tuition and fees, as well as associated costs related to registration and/or other SWIC services, by the applicable deadlines. The student understands that should you default on your account, SWIC may use any and all means necessary to collect this debt in accordance with state and federal laws. This may result in the referral of your SWIC account to an external collection agency, legal action by the college to collect the debt, and other financial consequences that the student is further responsible, which may include but are not limited to attorney's fees, late fees, and litigation costs associated with the collection of the debt.

Tuition and Fees (continued)

Tuition Payment and Payment Plans

Payment may be made in person, online, by mail or by phone. Tuition payment plans are available online or in person. Contact the Student Accounts Office for details.

Chargebacks for In-District Residents

Residents of Community College District 522 desiring to enroll in a curriculum or program not available at SWIC may apply for tuition assistance (chargeback) to attend another community college in Illinois which offers that curriculum. For more information, refer to the *Interdistrict Cooperative Agreement* section of this catalog. Students who request this support must:

- Request support for enrollment in a degree or certificate program not offered by SWIC. Approval of enrollment in individual courses without enrollment in a degree or certificate program will not be considered.
- File a request for chargeback support with Enrollment Services at the Belleville campus, at least 30 days prior to the beginning of any semester.

Chargebacks/Joint Agreements for Out-of-District Residents

Out-of-district students who have received chargeback tuition authorization from the community college district in which they live will pay SWIC in-district tuition. Students must contact the community college district in which they live for chargeback authorization at least 30 days prior to the beginning of any semester. Out-of-district students attending SWIC without chargeback authorization will pay out-of-district tuition.

Out-of-district students who attend SWIC under the terms of a joint agreement between SWIC and another community college district will pay SWIC in-district tuition. Those students must contact the community college district in which they live for joint agreement authorization at least 30 days prior to the beginning of any semester. For more information, refer to the *Interdistrict Cooperative Agreement* section of this catalog.

Residency - swic.edu/residency

Proof of Residency

New students and those changing address and residency status will be required to provide proof of residency to the Enrollment Services office prior to or at the time of enrollment.

Residency status may be validated by evidence of occupancy of a dwelling in the college district for purposes other than education. Validation of residency can be provided in the form of a real estate tax bill, utility receipt, driver's license or pay stub verifying residency. Any student claiming residency in District 522 may be required at any time to furnish to college officials evidence supporting his or her claim.

Residency for students under age 18 shall be considered to be that of the parent or legal guardian, unless the student is self-supporting. A self-supporting student is one who was not claimed as a dependent on the most recent federal income tax form submitted by his or her parent or guardian.

In-District

A student is considered to be in-district if the student's legal residence is within the boundaries of Community College District 522. In-district residency must be established 30 days prior to the beginning date of the student's earliest class of the semester. New students and those changing from an out-of-district address will be required to provide proof of residency in order to enroll.

Out-of-District

A student living outside District 522, who is a resident of the state of Illinois and does not attend SWIC under the terms of a joint agreement or chargeback agreement, will be designated an out-of-district student and will be charged the appropriate tuition.

Out-of-State

Any student who is a resident of another state or country will be considered an out-of-state student and will be charged the appropriate tuition.

Employer In-District

Out-of-district and out-of-state students who receive training from, and are employed at least 30 hours per week or 130 hours of service per month, by one entity located within District 522 may qualify for in-district rates. Interested students may obtain the required form at the Enrollment Services office or through the SWIC website. The in-district employer must complete a new form each semester. This form must be submitted before the midterm date of the affected class(es). Students will be required to provide proof of residency upon enrollment for this benefit.

Refunds swic.edu/refund-policy

The refund policy is subject to change without notice. Refunds for classes officially dropped within the refund period will be issued to the student.

Return of Funds Policy for Financial Aid Recipients

The tuition and fees return of funds policy for financial aid recipients differs from the SWIC refund policy as listed above.

1. Return of Funds Policy

Students receiving Title IV financial aid (Federal Pell Grant, FSEOG, Direct Loans) and who withdraw completely on or before the 60 percent point in time of the enrollment period for which they were charged, will be subject to the return of funds policy. Students taking modular classes that do not span the entire term are also subject to the return of funds policy if the module represents less than 49 percent of the total semester. For further information, specifics regarding return of funds policy and/or examples of refunds, contact the Financial Aid and Student Employment office for more information.

2. Return of Funds Distribution Policy

The distribution of any return of funds is prescribed by law and regulation* and is as follows:

1. Unsubsidized Federal Direct Loan
2. Subsidized Federal Direct Loan
3. Federal Plus Loan
4. Federal Pell Grant
5. FSEOG
6. Other Title IV aid programs

*Federal programs that the institution does not participate in are not included in this distribution list.

Financial Aid and Scholarships

Financial Aid Student Handbook
swic.edu/financial-aid-handbook/

Financial Aid

swic.edu/financial-aid

To be considered for financial aid, a student must be in an eligible program. While most associate degree programs are financial aid eligible, there are a few exceptions.

The following associate degree programs are not eligible for financial aid:

- Construction Cement Mason (039A)
- Construction Sheetmetal (039B)
- Construction Bricklayer (039C)
- Construction Ironworker (039D)
- Construction Electrical Specialist (039E)
- Construction Painting & Decorating (039F)
- Construction Carpentry (039G)

In addition, not all certificates are financial aid eligible. Please check certificate eligibility at swic.edu/financial-aid.

Complete the FAFSA – for grants, loans and student employment – apply early to be considered for the best financial aid opportunities.

Apply online at studentaid.gov. Have your Federal Student Aid ID, Social Security card, driver's license, citizenship documentation, tax records and financial records available when you complete the FAFSA. You also will need your parents' information if you are a dependent student.

For help completing the FAFSA, visit the Financial Aid, Veterans Services and Student Employment office.

Tuition Scholarships

Tuition scholarships are available to:

- Entering freshmen graduating in the top 20 percent of their District 522 high school class
- Outstanding college sophomore students
- Home-schooled students who meet established criteria
- GED® (High School Equivalency) graduates who meet established criteria
- Students who excel in athletics and activities such as the performing arts, journalism and student activities

For information on academic tuition scholarships, students should contact their high school counselor, GED® (High School Equivalency) coordinator or the SWIC scholarship specialist.

For athletic and activity tuition scholarships, contact the appropriate dean in the area of interest, including directors of College Activities and Athletics, or the Financial Aid, Veterans Services and Student Employment office.

Transfer Scholarships

Community Scholarships

The Financial Aid and Student Employment office coordinates the award of community and governmental organization scholarships. For information about specific awards, contact your high school counselor or visit swic.edu/financial-aid-scholarships.

SWIC Foundation–Sponsored Scholarships

In addition, businesses, individuals and organizations in the region fund more than 300 scholarships each year for students. Specific criteria are designated by the donor. Applications are accepted from Dec. 1 through Nov 30th. Apply online at swic.edu/foundation/scholarships. Contact the Foundation for more details.

Student Employment and Federal Work-Study

Two student employment programs are available: the college-funded Student Employment program and the federally funded Federal Work-Study program. Demonstrated financial need is not required for the Student Employment program. However, all other Federal Work-Study program requirements do apply.

The Federal Work-Study program is primarily funded with federal funds. Students are eligible for this program on the basis of financial need and that they have met all other federal requirements. To determine eligibility, students must apply for federal student aid by completing the FAFSA. If you are interested in either program, information and applications are available at swic.edu/financial-aid-employment.

Veterans Services - swic.edu/veterans

SWIC maintains a Veterans Services office to assist eligible veterans and their dependents with their federal and state education benefits. Students working toward an approved program of study are provided a direct monetary payment of benefits through the Department of Veterans Affairs. Dependents of veterans also may be eligible for benefits if the veterans' total disability is permanent and service-related or death occurred while on active duty or as a result of a service-related condition.

The Illinois Veterans Grant/Illinois National Guard/MIA/POW scholarship pays in-district tuition for eligible students.

Students using veterans benefits must follow GPA requirements outlined in the Financial Aid Satisfactory Academic Progress Policy. Contact the SWIC Financial Aid, Veterans Services and Student Employment office for details.

Applications for all education benefits are available at the Financial Aid, Veterans Services and Student Employment offices and on the SWIC website. Federal and state benefits can be used simultaneously. All veterans and recipients of all benefits must register with the Veterans Services office each semester. For details, contact the office.

VA Pending Payment Compliance

In accordance with Title 38 US Code 3679(e), Southwestern Illinois College (SWIC) accepts the following provisions for any students using U.S. Department of Veterans Affairs (VA) Post-9/11 G.I. Bill® (Ch.33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while payment to the institution is pending from VA. SWIC will not prevent the student's enrollment, assess a late penalty fee to the student, require the student to secure alternative or additional funding, or deny the student access to any resource (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution. However, to qualify for this provision, such student may be required to produce the VA Certification of Eligibility (COE) by the first day of class, provide a written request to be certified, and provide additional information needed to properly certify the enrollment as described in other institutional policies.

Financial Aid and Scholarships (continued)

Federal Programs

Federal Pell Grant

Eligibility for the Federal Pell Grant is established by the Department of Education. Students must submit the Free Application for Federal Student Aid annually; applications are available in October for the following academic year at studentaid.gov. Visit the Financial Aid, Veterans Services and Student Employment office for more information. You may also contact your local high school counselor or the Educational Opportunity Center in your area.

Federal Supplemental Educational Opportunity Grant (FSEOG)

The FSEOG is a federal grant awarded by the Financial Aid and Student Employment office to the neediest Pell-eligible students. FSEOG funds are limited and awarded on a first come, first serve basis. Eligibility is also established by the Department of Education by means of the FAFSA.

Federal Direct Loan Program

To participate in educational loan programs, students must complete the FAFSA, meet federal eligibility requirements, be enrolled in a minimum of six eligible semester credits, meet Financial Aid Satisfactory Academic Progress requirements and be enrolled in an eligible program.

Students may borrow subsidized and/or unsubsidized Federal Stafford Loans, dependent upon financial need and borrowing history through the Department of Education. The federal government pays the interest on the subsidized Federal Direct Loans while the student is in college. Repayment, with a low interest rate, begins six months after the borrower ceases to be enrolled at least half time.

Non-need-based loans are the unsubsidized Federal Direct Loan and Federal Parental Loan for Undergraduate Students (PLUS). For more information on loan programs, visit swic.edu/student/services/loans.

Illinois State Programs

Illinois Student Assistance Commission

The Illinois Student Assistance Commission Monetary Award Program provides grants to eligible Illinois residents attending Illinois colleges. Awarded based on need determined by federal and state need analysis, these grants pay up to 100 percent of tuition costs for eligible students. To apply, students must annually submit the FAFSA.

Workforce Innovation and Opportunity Act

The Workforce Innovation and Opportunity Act provides funds and access to employment, education, training, and support services. If eligible for WIOA, you may receive funding for a certificate or Associate's Degree along with supplies and books. For more information, contact Career Services at 618-222-5562.

PALS (Personal Advocate Linking Services)

The PALS program supports each student's endeavors and encourages each student's success by linking students to educational and community resources.

PALS services include:

- Financial aid form, FAFSA assistance
- Referrals to campus and community services

- DHS link for information, updates and monthly reports
- PALS Page (newsletter)
- Support and encouragement necessary for success

Financial Aid Satisfactory Academic Progress Requirements

To be eligible for most financial assistance at SWIC, students must meet the Financial Aid Satisfactory Academic Progress requirements mandated by federal regulation. Students are evaluated once they have applied for financial aid and then at the end of each semester. The standards are cumulative; all prior academic work will be considered including transfer credits accepted at SWIC regardless of whether or not financial aid was previously received.

Each financial aid applicant/recipient must be enrolled in an eligible degree or certificate program, complete 67 percent of the cumulative hours attempted, and maintain at least a 2.0 cumulative grade point average (on a 4.0 scale). Students failing to meet one or both of these standards are allowed one Warning Semester. Failure to meet both of these standards at the end of the Warning Semester will result in Financial Aid Suspension.

A student on Financial Aid Suspension may re-establish financial aid eligibility after he/she has completed 67 percent of the cumulative hours attempted with a minimum cumulative GPA of 2.0.

In addition to the requirements stated above, every student applying for and receiving financial aid is required to complete his/her program of study within 150 percent of its published length. This is referred to as Maximum Timeframe. Maximum Timeframe is a projected calculation – a student's total hours remaining to complete a program is added to total hours already attempted. Students will receive a Timeframe Notice upon exceeding 130 percent of the program length and will be placed on Timeframe Suspension upon exceeding 150 percent of the program length. This calculation is unique to each student situation.

Students who have been suspended from financial aid, may, under certain circumstances, make a written appeal. See the Financial Aid office or the Satisfactory Academic Progress Policy at swic.edu/academic-progress for more information.

***NOTE:** Financial Aid applicants/recipients need to be aware that the Financial Aid Satisfactory Academic Progress requirements differ from the institution's academic standing policy. Recipients' of Veteran Educational benefits must follow GPA requirements outlined in above policy.*