



Important Financial Aid Information

Please carefully read the following information. Students will be held responsible for understanding and adhering to the following. For any questions regarding these policies, contact our office.

1. APPLICATION PROCESS

The first step in applying for financial aid is to complete the Free Application for Federal Student Aid (FAFSA). All students must complete the Financial Aid Data form, sign the Rights and Responsibility Form and submit an official copy of high school/GED transcripts to the Office of Admissions and Records. Next step is for students to find out what other forms or documentation is needed. Once it is determined a file is complete, the award notifications will be sent.

2. VERIFICATION PROCESS

Sometimes a student is selected for verification because of unusual or discrepant information on the FAFSA. Once selected, the student will be notified of additional documents needed. Additional documents can include: tax return transcripts, verification of household size, and copy of W-2 forms. When selected for verification, student must be aware that it can be a longer processing time.

3. AWARD NOTIFICATION

When a file is complete, the student will be mailed an award letter. The award letter will indicate the assistance for which a student qualifies for based off full-time enrollment. The amount of financial aid will vary based on a student's need and the number of credit hours the student is registered for. Students will also be notified if they do not qualify for any need-based assistance.

4. TUITION PAYMENT

Since awards are applied against a student's tuition at the 5th week of the semester, all students who have a valid FAFSA and it is linked to our system, will have a tuition hold placed on their account. This hold will prevent student's classes from being dropped for nonpayment. Once financial aid is applied, it is the student's responsibility to pay any remaining balance. It is the student's responsibility to make sure file is complete and award is applied. If a student does not qualify for any assistance, the student must make arrangements with the Cashier's Office to pay the outstanding balance.

5. BOOKSTORE

Only students with grant funds in excess of their tuition and fees can purchase books and supplies in the Morton College Bookstore with a book voucher. Bookstore vouchers are available in the Financial Aid Office during a four-week period every semester; beginning two weeks before classes start and ending at the end of the 2nd week of the semester. Students may stop by the Financial Aid Office during this period to check on their eligibility for a book voucher. Should a student change or drop any classes or verification was completed and a change in their eligibility occurred, a student may have to reimburse the Business Office for all charges that were previously covered by the grant funds.

6. FINANCIAL AID DISBURSEMENT POLICY

After financial aid awards are applied to students' tuition, fees, and bookstore charges, the credit balances are released to students in one disbursement—at the end of the 6th week of the semester. The disbursement date is subject to change and notification will be sent. Check refund notification and pick-up dates and times by last name will be sent via mail and email.

7. RETURN FEDERAL FUNDS POLICY

The amount of federal financial assistance that a student receives is based on the completion of all registered coursework. Any student who withdraws completely from a semester may be required to return a portion of the federal funds that have been previously applied to his/her account. The final amount of financial aid earned will be based on the length of time that a student was attending courses during the term. A student who withdraws from all registered coursework should make an appointment with a financial aid assistant to determine if a portion of unearned federal funds will need to be returned to the federal aid program(s).

8. ATTENDANCE

Students who receive financial aid must be actively pursuing their coursework throughout the semester. A student authorizes Morton College to monitor their academic progress in order to receive financial assistance at Morton College. All funds received under Title IV programs must be used only for expenses related to attending Morton College. Financial Aid cannot be used at two schools during the same payment period.