

2021-2022 Financial Aid Award Guide

You are responsible for reviewing this Award Guide. This information is essential to understanding the terms and conditions of your financial aid award. All Morton College policies are listed on www.morton.edu

Please note, if federal and state guidelines change, this information may be updated.

Financial Aid Self-Service

Financial Aid Self-Service is an interactive, online tool that guides you step-by-step through the financial aid process.

What is Financial Aid Self-Service?

Financial Aid Self-Service allows you to know where you are in the financial aid process, the next steps required, upload required financial aid documents, and other key details. It gives you real-time access to your financial aid record.

To access the Self-Service system, log into Panther Portal, then click:

- Under “Self-Service Menu” select “Students.”
- Select “Financial Aid” followed by “Financial Aid – Am I Complete?”

Quick Tips

- Review Financial Aid Self-Service and your Morton email regularly.
- Review all policies and important dates.
- Submit all required documents and via your Self-Service Portal.

Welcome to Financial Aid Self-Service!

Use Self-Service Financial Aid to assist in managing your Financial Aid package from submission to completion.

Select an Award Year: 2020/2021 Academic Year 

 [Contact Financial Aid Assistant](#)

 Your most recent Satisfactory Academic Progress (SAP) evaluation has a(n) Satisfactory status. Please contact your Financial Aid Counselor if you need further assistance.

 You have missing documents!

In order to complete your financial aid application some additional documentation is required before the Financial Aid office can evaluate your information.

[Complete required documents](#)

Average Aid Package

This chart represents the average financial aid award package that students receive at Morton College. Depending on a number of factors, your aid package may be different.



■	\$3,750.00 in Loans
■	\$500.00 in Scholarships
■	\$6,345.00 in Grants

Student Finance Account Summary

Amount Due	\$0.00
Amount Overdue	\$432.00
Total Amount Due	\$432.00

[Go to Account Summary](#)

Checklist	
	Completed Submit a Free Application for Federal Student Aid (FAFSA)
	Action Needed Complete required documents
	Not Available Your application is being reviewed by the Financial Aid Office
	Not Available Review and accept your Financial Aid Award Package
	Not Available Review and sign your Financial Aid Award Letter

Resources
Helpful Links
PROFILE Application
FAFSA Application
Entrance Counseling
Master Promissory Note
NSLDS Information
FAFSAidCenter

Pell Lifetime Eligibility Used	
Pell Lifetime Eligibility Used 	125.004%

My Financial Aid Counselor	
Mrs. Jennifer Klemencz	 (708) 656-8000  Contact Financial Aid Assistant

You can manage your Financial Aid package from one location.

With the Financial Aid Self-Service System, you can track your progress from start to finish. You can find answers to these questions 24 hours a day and 7 days a week:

- Do you need to fill out your FAFSA®?
- Do you have any required documents that need to be submitted?
- Would you like to view your Satisfactory Academic Progress?
- Have my financial aid documents been accepted?

Verification and Additional Information Process.

Verification is a process to confirm information you provided on the FAFSA. Verification selection can be random or due to incomplete, estimated, or inconsistent data reported on your FAFSA.

If your application was selected for verification, we will ask you to provide additional information to document the accuracy of your FAFSA, which may include 2019 tax information obtained directly from the IRS. A list of required documents can be found on Financial Aid Self-Service.

All requirements must be completed before a final award letter can be prepared.

Your financial aid awards will not be available for payment until verification is completed.

Please allow time for document review.

Reviewing Your Outstanding Requirements

Once you have logged in, click on **Checklist**. If you see Action Needed, please click on **Complete required documents**. (See image above.)

You will be directed to the page where you can download, and upload completed documents to the Financial Aid Office (See *image on page 3*). **Please note: Forms are not accepted in the financial aid office. You MUST upload them through your portal.**

Review and Accept Your Financial Aid Award Package on Financial Aid Self-Service

Available only to students and applicants with final award letters.

Awards such as MAP, PELL, SEOG, and some scholarships do not require formal acceptance.

You must apply separately for Federal Direct Loans and Federal Work-Study (FWS) awards. These awards will require additional steps to be completed as explained below and on our website.

Federal Direct Loan Program Requirements

New Borrowers

To apply for Federal Direct Loan Programs (Stafford Subsidized, Stafford Unsubsidized), you must:

- Complete the Free Application for Federal Student Aid (FAFSA®).
- Submit the required documentation requested by the Financial Aid Office.
- Be enrolled in 6 credit hours applicable to your eligible program.
- Submit a **Federal Direct Loan Request Form** with all required documentation (located under Financial Aid Forms).
- Complete Entrance Counseling and Master Promissory Note (MPN) online at studentloans.gov.
- Complete Online Loan Seminar

Repeat Borrowers

- Complete the Free Application for Federal Student Aid (FAFSA®).
- Submit the required documentation requested by the Financial Aid Office.
- Be enrolled in six credit hours applicable to your eligible program.
- Submit a **Federal Direct Loan Request Form** with all required documentation (located under Financial Aid Forms).

Federal Loan Entrance Counseling

Entrance loan counseling is required for all first-time federal loan borrowers at Morton College and must be completed before you can receive loan funds.

After your loan counseling session has been completed, we will receive notification within a few days. Check Financial Aid Self-Service for more information about these possible financial aid requirements.

Federal Master Promissory Note

All first-time borrowers at Morton College must sign and submit a Master Promissory Note online at www.studentloans.gov

Federal Work-Study Requirements

The Federal Work-Study program provides part-time jobs for students with financial need, allowing them to earn money to help pay education expenses. The program encourages community service work and work related to the recipient's course of study.

If you are interested in applying for open positions visit <https://www.morton.edu/about/employment/> for more information.

Review and Sign Award Letter

The last step on the Financial Aid checklist is to **Review and Sign** the Financial Aid Award letter. You are to sign the award letter before certain financial aid funds post to your student account. (See *image on page 4*)

Family Educational Rights and Privacy Act (FERPA)

FERPA is a federal law designed to protect the privacy of your educational records. Educational records are all records that contain personally identifiable student information, which includes student financial aid information. Once you are enrolled at Morton College, all FERPA rights transfer from your parents to you, regardless of parental information used to apply for financial aid. If you would like to authorize

DO YOU KNOW...

- Financial Aid Self-Service can be used to confirm the receipt of Entrance Counseling and Master Promissory Note.
- Links for frequently used websites can be found on Financial Aid Self-Service.
- Loan payments can be deferred while attending Morton College and taking 6 credit hours applicable toward your program of study.

release of financial aid and billing information, complete the FERPA Release Form, found in Office of Admissions and Records (OAR) in the B Building, 1st Floor.

SMART BORROWING

Federal student loans are not based on your credit. There are a variety of loan

repayment options as well. Therefore, we suggest federal direct loans as your first choice for borrowed funding. Visit <https://studentaid.ed.gov> for more information.

Award Revisions

Your award may be revised or cancelled:

- If aid was based on false or inaccurate information.
- If an error was made in determining your eligibility or in disbursement of aid.
- If the amount of aid you receive will exceed your financial need or budget. (This may occur if you receive additional aid or because of verification.)
- If you withdraw from one or more classes.
- If you do not submit all the required documents.
- If you fail to maintain **Satisfactory Academic Progress**.
- If additional funds become available.
- If extenuating circumstances warrant an adjustment in your eligibility for financial aid.
- If you do not achieve the proper grade level needed for student loans that were initially awarded.

If a revision is made, you will be contacted to review your updated award on Financial Aid Self-Service.

Keeping Your Award

Maintaining financial aid eligibility is an ongoing process. Not only must you reapply for financial aid every year, but the Financial Aid Office is required to continually monitor your eligibility.

You must make **Satisfactory Academic Progress** toward your degree or program. See Satisfactory Academic Progress section on the next page.

You must maintain **at least half-time enrollment (at least 6 credits)** to remain eligible for loans, SEOG, FWS. (For summer only: Federal work-study students need one credit hour.

You must complete courses. Withdrawing from one class or all classes can negatively affect your ability to retain the funds awarded

and/or disbursed to you. See **Consequences of Enrollment Changes.**

Satisfactory Academic Progress (SAP)

General **SAP** standards are measured both qualitatively and quantitatively at the end of each semester against the following standards:

- Cumulative GPA is a minimum of 2.00 or higher.
- Cumulative completion rate is a minimum 67 percent or higher.
- Completion of program within 150 percent maximum timeframe allowed.

What is Maximum Time Frame?

Students must complete their program of study **within** 150 percent of the average published length of the program measured in academic years, semesters or credit hours attempted.

What is Satisfactory?

“Satisfactory” is assigned to students who are meeting the following criteria:

- Have a cumulative GPA of 2.00 or higher and
- Have a cumulative completion rate that is a minimum of 67 percent or higher and
- Will complete their program within 150 percent maximum time frame allowed.

What is Warning?

When students do not meet the cumulative GPA and/or completion percentage requirement(s) portions of the SAP standards, they are placed on “**warning**” and are notified accordingly. Students remain eligible for federal financial aid.

Students remain on warning until the next time SAP is reviewed, which is the next payment period. During the warning status period, students remain eligible for federal financial aid for one payment period only.

What is Suspension/Termination?

The second term following a warning status that a student did not meet one/all the SAP standards, they are ineligible for federal financial aid, and are notified accordingly.

Mitigating Circumstances

You will have the opportunity to appeal your suspension/termination status. However, the circumstances to appeal your status are limited.

You may appeal a suspension/termination if you did not make SAP standards due to the death of a relative, illness or other extenuating circumstances. All circumstances must be documented (and may or may not be approved by the committee).

The outcome of the appeal will determine whether you will be granted financial aid probation be placed on a financial aid academic plan, or the suspension/termination will remain unchanged.

To access the SAP appeal form click [here](#).

Please check the form for the deadline dates as **LATE** appeals are not accepted.

You must meet with your Student Success Coach to complete and submit your appeal. Please make sure you schedule your appointment early to ensure you can complete the process timely.

Please see our website or catalog for more information on Satisfactory Academic Progress.

Quick Tips

- Renew your FAFSA® Annually.
- Always meet with your Student Success Coach to ensure your courses are needed for your program.
- Apply for external scholarships.

Required Financial Aid Documents

Be sure to submit ALL required documents before their due date to make sure your Financial Aid package is not delayed.

Document Upload Page



Colleague ID:
[Change User](#)

Select an Award Year: 2021/2022 Academic Year ▼

 [Contact Financial Aid A](#)

Document	Explanation	Due Date	Status	Attachments
21-22 Isir on File		09/13/2021	Received	
Verification Worksheet	Verification Worksheet	07/20/2021	Received	Manage 1
2019 Student Irs Transcripts		07/14/2021	Received	Manage 1
2019 Parent W-2		07/14/2021	Received	Manage 1
2019 Parents Irs Tax Trans.		07/14/2021	Received	Manage 1
Highlights/Assumptions		07/14/2021	Received	
MAP Residency (Parent)	MAP Residency (Parent)	07/08/2021	Received	Manage 2
Student Marital Status	Student Marital Status	06/22/2021	Received	Manage 1
Rights and Responsibilities	Rights and Responsibilities	06/22/2021	Received	Manage 1
Household Form	Household Form	06/22/2021	Received	Manage 1
21-22 Isir on File		06/09/2021	Received	

Award Revisions

Your award may be revised or cancelled:

- If aid was based on false or inaccurate information. For example, changes in enrollment.
- If an error was made in determining your eligibility or in disbursement of aid.
- If the amount of aid you receive will exceed your financial need or budget. (This may occur if you receive additional aid or because of verification.)
- If you withdraw from one or more classes.
- If you do not submit all the required documents.
- If you fail to maintain **Satisfactory Academic Progress**.
- If additional funds become available.
- If extenuating circumstances warrant an adjustment in your eligibility for financial aid.
- If you do not achieve the proper grade level needed for student loans that were initially awarded.

If a revision is made, you will be contacted to review your updated award on Financial Aid Self-Service.

Consequences of Enrollment Changes

The Financial Aid Office is required by federal statute to recalculate federal financial aid eligibility (Return of Funds) for students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60 percent of a payment period or term. The federal Title IV financial aid programs must be recalculated in these situations. For detailed information about the Dropping Courses and Withdrawals policy, refer to our FAQ page on our website on student portal.

Payment of Aid and Refunds

Financial aid for an academic year is applied in two payments: half for the fall semester and the other half for the spring semester.

Federal, state, and institutional aid for students will be released to your student account no sooner than four weeks after the start of each term.

Disbursement will only contain classes that you have begun attendance. Courses that start late in the semester will be disbursed later.

If you have a credit balance on your student account, a refund will be generated for use for other educational expense.

Financial aid refunds are released no later than the 30th of each month. Students can receive refunds via mail, direct deposit at a bank of their choosing, or via the Cashier's Office. To sign up for direct deposit, please complete the process on your student portal. Click Students, Financial Information, and Click on Bank Information to complete this process. Please note: Direct deposit takes two weeks to process. Therefore, you should complete the process by the end of the first week of school.

You have the right to cancel all or a portion of your student loans. Certain conditions apply. Please make an appointment with the loan representative to complete.



Morton College Financial Aid Office
3801 S. Central Ave.
Chicago, IL 60604
(708) 656-8000

Chicago, IL 60638

Dear

Congratulations! The Financial Aid Office has reviewed your file and it has been determined that you are eligible to receive financial aid at Morton College. Please be aware that all awards listed below represent what you are eligible for based upon full-time enrollment status (12 credit hours or more). If you have an estimated Illinois Monetary Award (MAP), it is based on fifteen credits. Changes in enrollment may change the amount of an award. If your enrollment is other than indicated above, award amounts can be viewed on your portal. NOTE: You must be meeting the Satisfactory Academic Progress requirements in order to be awarded any aid. Your financial aid will be applied to your current semester balance. If your award exceeds your semester charges, the excess will be given to you via direct deposit or mailed. Disbursements begin by the 6th week of the fall and spring semesters and by the 4th week of the summer semester. Students with balances will need to pay the outstanding amount at the Cashier's office.

By applying for financial aid and agreeing to share that information with the Illinois Student Assistance Commission (ISAC) you have been considered for the State of Illinois (IL) Monetary Award Program (MAP) Grant. All MAP approved institutions are required by the State of Illinois to announce MAP Grant awards to students who are enrolled or intending to enroll at their institution. An award amount is included in your financial aid package if you have met the eligibility criteria.

The MAP Grant award amount is an estimate made by the financial aid office and is identified as a "State of IL MAP Grant (Est.)" Please be aware that the number of available MAP Grants is limited by funding levels approved by the Illinois General Assembly and the Governor, and reductions to estimated or actual MAP Grants are possible.

Budget: \$18,558 [See Details](#)

EFC: \$2,235

Need: \$16,323

FA OFFER

Award Type	TOTAL	FALL	SPRING	SUMMER
GRANTS				
State of IL MAP Grant (EST)	\$1,050.00	\$525.00	\$525.00	
PELL GRANT	\$6,367.00	\$2,123.00	\$2,122.00	\$2,122.00
Total	\$7,417.00	\$2,648.00	\$2,647.00	\$2,122.00

SPECIAL CIRCUMSTANCES

We recognize that students may have extenuating circumstances that the FAFSA® does not consider. If a significant change occurs in your financial situation or dependency status (e.g., reduction in income, loss of income, loss of employment, divorce/ separation, death of a parent/spouse), you may submit a Reduction of Income or Dependency Override request that allows your financial aid eligibility to be reviewed. The forms are available [here](#).

Such requests are reviewed on a case-by-case basis and take a minimum of 3 weeks for review (**once ALL documents required are submitted**). Make sure you read all directions and submit all necessary documentation to avoid delays.

DO YOU HAVE A FINANCIAL AID PLAN?

A good financial aid plan includes understanding how much financial aid will be available to you to cover your educational expenses. If your aid is not enough to cover your entire balance, you may need to pursue additional options to satisfy your balance. Additional financial options could include:

- Installment Payment Plan
- 529 Plans
- Employer Tuition Assistance

Date: 10/9/2021
Student ID:
Award Year: 2021/2022 Academic Year

Classes Required for Your Program

Financial aid will only cover courses that are applicable to your program of study on file. Courses not needed or not applicable to your program will not be eligible for financial aid. You should meet with your Student Success Coach to ensure the courses you are taking are required for your program.

Enrollment Status

Enrollment status is the number of credits students take per semester. Most Financial Aid programs whether they be Federal, state, institutional, or private have policies regarding the minimum number of credits students must be enrolled in and/or maintain to be eligible for financial aid. The statuses are defined as follows:

- Full-time: 12 or more credit hours.
- 3/4 time: 9-11 credit hours.
- 1/2 time: 6-8 credit hours.
- Less than 1/2 time: 0-5 credit hours.

Summer Financial Aid

Morton College award students for maximum Pell grants for fall, spring, and summer (if applicable). Summer is a continuation of the current academic year. If you attend full-time (12 credit hours or more) for both fall and spring, summer funds do not "Unlock" for students unless you enroll in 6 credit hours or more to "Unlock" the additional grant funds.

Students enrolled in at least 6 credit hours (applicable to your program of study) will automatically be evaluated and considered for remaining aid eligibility

Students enrolled in less than 6 credit hours are **ONLY** eligible for a Pell grant if they did not receive a full-time grant in both fall and spring. If grant eligibility exists, students will automatically be considered should they meet ALL eligibility requirements.

Important Financial Deadlines—All Students

Oct. 1	Students may begin submitting their FAFSA® to the federal Processor at www.fafsa.ed.gov . Make sure to have your FSA ID available.
July 1	Morton College priority deadline to submit your FAFSA®.
July 15	FALL 2021 deadline for ALL requested documents must be submitted to be eligible for a book voucher should you have funds remaining.
Nov. 16	SPRING 2022 deadline for ALL requested documents must be submitted to be eligible for a book voucher should you have funds remaining.
May 10	SUMMER 2022 deadline for ALL requested documents must be submitted to be eligible for a book voucher should you have funds remaining.
30 days prior to end of term	Days to request a Direct Student Loan or request a loan adjustment.

Financial Aid Census Date

Financial aid payments will be disbursed based on the number of credits you are enrolled in on the census date. After this date, adjustments will not be made if you add/drop courses. Students should register for all courses for the semester prior to the census date. Any course(s) added after the census date will not be funded by financial aid. Your financial aid award will be recalculated for any courses recorded as "Dropped" (D), "Withdrawn" (W), "Administratively Withdrawn" (AW) (before the census date) or reported as "never attended" by your instructor. You may be required to repay the financial aid you received if you drop a course, you never attend a course and/or if you discontinue attending a course. Students are advised to confirm their attendance in each of their courses prior to the financial aid census date.

Book Vouchers

Financial aid book vouchers are available for students who have funds remaining after tuition and fees are paid. To learn how to use your voucher or see if you have funds available click [here](#).

Book vouchers are available the following dates:

Date	Fall 2021	Spring 2022	Summer 2022
First Day to Buy	Aug. 13, 2021	Jan. 7, 2022	May 20, 2022
Last Day to Buy	Sept. 6, 2021	Feb. 1, 2022	June 14, 2022

Financial Aid Office
Building B, Room 232
708.656.8000 Ext. 2428