

# INSTRUCTOR'S SIGN SHEET LAPTOP CHARGE FALL 2017

**MEMORANDUM**

TO: Financial Aid Recipients  
FROM: Joy Broyles  
DATE: Fall 2017  
SUBJECT: Verification for Laptop Charge

In order for you to receive a laptop from the bookstore, we must have verification of your class attendance. **Please complete the information for your class, obtain the instructor's signature, and then return this form to the bookstore, along with your schedule.**

**You must attend your class first before you can purchase a laptop using your financial aid.**

\_\_\_\_\_  
**Student Printed Name** **Student Signature**  
  
Student ID # (Empl ID) \_\_\_\_\_

**Instructor:** By signing below, you certify that the above named student has attended at least one class session for the indicated course.

COURSE SUBJECT/CATALOG#/SECTION # (ex. ENG 111 M1DC)	INSTRUCTOR'S SIGNATURE	DATE

- (1) General User Recommendation:  
 Dell Inspiron 5000, 13" screen, I-3, 4 GB RAM, Windows 10, 500 GB hard drive.  
 Base Cost: \$499  
 Safeware Protection Plan: \$79  
 Total: \$578
- (2) FOR / IST Recommendation:  
 Dell Inspiron 5000, 5K, 13" screen, I-7, 8 GB RAM, Windows 10, 1 T hard drive.  
 Base Cost: \$699  
 Safeware Protection Plan: \$109  
 Total \$808

**BOOKSTORE USE:**  
**AUTHORIZED AMOUNT:** \_\_\_\_\_  
**INITIALS AND DATE:** \_\_\_\_\_  
**COMMENTS:** \_\_\_\_\_

## Debt FAQs

How do I know how much Direct Loan debt I have accrued?-----Visit [nslds.ed.gov](http://nslds.ed.gov) or call 800-999-8219.

How can I modify my Direct Loan award(s)?-----Email [finaid@dslcc.edu](mailto:finaid@dslcc.edu).

How can I avoid having to borrow Direct Loans?

- Apply for scholarships through DSLCC's Educational Foundation.
- Complete FAFSAs early to try to obtain state grants. The first day to file is October 1, every year.
- Save money throughout the year and pay funds out-of-pocket.
- Apply for DSLCC's Payment Plan.
- Apply for local/private scholarships.

## Debt Management Tips and Best Practices

Be aware of how much your charges are totaling.

Do not borrow more Direct Loan funds than you can afford to repay.

Use a budget to plan your expenses and prioritize payments.

Limit your spending.

Build up emergency savings.

Try to minimize Direct Loan debt.

Work part-time to increase available funds.

Consider your major/goals. Will you be able to repay your Direct Loans with your predicted salary after graduation?

## Refund and Repayment Policy

### Title IV Returns

Title IV funding includes Federal Pell Grant, Federal SEOG Grant, Federal Direct Stafford Loan, State COMA and VGAP.

The Financial Aid Office is required by federal statute to recalculate federal financial aid eligibility for students who withdraw, drop out, are dismissed, or stop attending prior to completing 60% of a payment period or term. The federal and state Title IV financial aid programs must be recalculated in these situations.

If a student leaves the institution, or in some cases withdraws from at least one modular class, prior to completing 60% of a payment period or term, the financial aid office recalculates eligibility for Title IV funds. Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:

Percentage of payment period or term completed = the number of days completed up to the withdrawal date divided by the total days in the payment period or term. (Any break of five days or more is not counted as part of the days in the term.) This percentage is also the percentage of earned aid.

Funds are returned to the appropriate federal and/or state program based on the percentage of unearned aid using the following formula: Aid to be returned = (100% of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total amount of aid that could have been disbursed during the payment period or term.

If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student would be required to return a portion of the funds. Keep in mind that when Title IV funds are returned, the student borrower may owe a debit balance to the institution, for which they will be billed.

If a student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement which must be paid within 120 days of the student's withdrawal.

The institution must return the amount of Title IV funds for which it is responsible no later than 45 days after the date of the determination of the date of the student's withdrawal.

Refunds are allocated in the following order:

Unsubsidized Direct Stafford Loans, Subsidized Direct Stafford Loans, Direct PLUS (Parent), Pell Grant, FSEOG, COMA, VGAP.