Admissions

General Admission to the College
Any person who has a high school diploma, its equivalent, or is 18 years of age, and is able to benefit from a program at the College may be admitted to LFCC as a curricular or noncurricular student. The College evaluates special cases for acceptance.

All students must submit a completed application to the Admissions and Records Office using the online application available at http://apply.vccs.edu or the printed application available at the Admissions and Records Offices of the College. The applicant’s Social Security number is required to receive select services from the College. High school and previous college/university transcripts are not required unless otherwise specified.

The College may require additional information for admission. Minors under the age of 18 are considered for admission with signed consent from a parent/legal guardian and approval from the minor’s public school. Home-schooled minors and their parents should contact the Admissions and Records Office for admission requirements.

The College reserves the right to evaluate and document special cases and to refuse or revoke admission if the College determines that the applicant poses a threat, is a potential danger, is significantly disruptive to the College community or if such refusal or revocation is considered to be in the best interest of the College. The College also reserves the right to refuse admission for applicants that have been expelled or suspended from, or determined to be a threat, potential danger or significantly disruptive, by another college. Students whose admission is revoked after enrollment must be given due process. Procedures for general admissions denials are located at http://www.lfcc.edu/college-policies.

Readmission
Students who have not been enrolled for a period of three years (nine consecutive terms) seeking readmission must submit a new “Application for Admission” prior to registration.

A student who applies for admission but does not enroll in classes within one year (three consecutive terms) must submit a new “Application for Admission” prior to registration.

Readmission to a Degree or Certificate Program
Students seeking readmission to a restricted program or with specific admission criteria in addition to general admission requirements including Associate Degree in Nursing, Dental Hygiene, Emergency Medical Services Enhanced, Emergency Medical Services Intermediate, Practical Nursing, Surgical Technology and Phlebotomy, Practical Nursing and Surgical Technology must consult with the specific program for detailed readmission requirements.

Students seeking readmission to non-restricted programs after one year of non-attendance will not need to reapply for admission to the program; however, students should check to see if the program requirements have changed since last attendance.

Residence Requirements
(for determining in-state or out-of-state tuition)
In order to determine in-state or out-of-state tuition rates, the following information must be submitted online with your admissions application or in person in the Office of Admissions and Records

1. A completed Application for In-State Tuition
2. Part A must be completed and signed by the student.
3. Students under 24 years of age who do not qualify as independent students in Part A of the Application for In-State must have their parent or legal guardian complete Part B of the form.
4. Students under 24 years of age who are no longer a dependent of their parent or legal guardian must provide documentation proving independent domicile. Forms for proving independent domicile are available in the Office of Admissions and Records.

Residence or domicile for students who are under the age of 24 is based on their parents’ or legal guardians’ domicile/residence. A Virginia In-State resident is one who has been domiciled in, and is and has been an actual bona fide legal resident of Virginia for a period of at least one year prior to the term for which enrollment is planned.
Admissions & Financial Aid

Please direct all inquiries concerning admission requirements to:
Admissions and Records Office
Lord Fairfax Community College
173 Skirmisher Lane
Middletown, VA 22645
540-868-7105
1-800-906-5322, Ext. 7105 (toll free)
540-868-7005 (fax)
Web site address: http://www.lfcc.edu

Address Corrections
The student is responsible for maintaining a correct address and telephone number with the Office of Admissions and Records. In all cases requiring student notification, the student will be considered notified if the College uses the most current information provided by the student to the Office of Admissions and Records.

Placement Testing Requirements
Students need to complete placement testing or submit SAT scores to the Testing Center. Unless meeting an exception all new students are required to take placement tests in English, reading and math. The results of these tests are used to help students and advisors determine appropriate course selection. Students whose scores indicate specific needs may be required to enroll and successfully complete skills improvement courses prior to college course work. Electronic study materials are available at www.act.org/compass/sample. Additional materials are available at www.testprepreview.com.

Placement testing at the Middletown and Fauquier Campuses is available on a first-come, first-serve basis when the College and library are open. Placement testing at the Luray-Pages County Center is available by appointment only. Photo identification is required. One of the following photo IDs must be provided:
- Valid driver’s license
- Passport
- Photo ID from D.M.V.
- U.S. military ID
- LFCC ID
- Green Card
*A student who has SAT scores or ACT scores from testing within the last five years may be exempt from particular placement tests and may qualify to register for college-level courses. Students may request scores to be forwarded to the College for prerequisite evaluation (ACT School Code: 4377 and SAT School Code: 5381), or may bring score reports to one of the College’s testing centers for prerequisite evaluation.

New Student Orientation
First-time students registering for classes are encouraged to attend a new student orientation (NSO) session. Those students wishing to pursue degrees at LFCC are required to attend an NSO which provides students the opportunity to:
- learn about College programs, services and resources
- meet with career and academic advisors
- discuss educational interests
- determine and plan curricular needs
- register for classes

Admission to Specific Degree or Certificate Program
A student must formally request admission to, and receive approval for, each program (curriculum) in which he or she plans to graduate. Advisors are available to assist students in selecting an appropriate curriculum for their academic or career interests. In addition to general admission requirements, specific requirements are prescribed for each curriculum of the College. These requirements are listed in the Instructional Programs Information section of the College catalog.

For admission to associate degree programs, a person must be a high school graduate, have a general education development (GED) certificate or complete an approved developmental studies program to satisfy prerequisites and be eligible. Students not initially meeting admission requirements for a specific program may qualify to be placed in another curriculum or be considered noncurricular until requirements are satisfied and they are granted admission to the curriculum of their choice.

Admission to Courses
Students may enroll in courses only when prerequisites for the courses are met. Note: Prerequisites are noted in the Course Description section and the semester schedule of classes.
Admission to Health Professions Programs
Students must apply for admission to health professions programs (practical nursing, nursing, surgical technology, dental hygiene, phlebotomy, emergency medical technician – enhanced and emergency medical technician – intermediate) in addition to applying for admission to the College. Admission requirements and application materials are available through the Division of Science and Health Professions. Specific requirements are in this catalog for each program.

Admission Priorities
When enrollment must be limited, first priority is given to all qualified applicants who are residents of the political subdivisions supporting the College and to Virginia residents not having access to a given program at their local community college. Such students must apply for admission to the program prior to registration or 120 days prior to the term. Selected programs may have specific earlier deadlines. In addition, residents of localities where the College has clinical-site or other agreements receive equal consideration.

Special Admission Enrollment

Dual Enrollment
Dual enrollment is restricted to high school juniors and seniors and home school students studying at the high school junior or senior levels. All students admitted under this section must demonstrate readiness for college, meet the applicable college placement requirements and address all other college admission criteria. Home school students must provide a copy of a home school agreement approved by the school district or a letter from the local school board or a copy of the letter filed by the parent/legal guardian declaring home school for religious exemption. Documentation of parental permission is required for all dual enrollment students. Because enrolling freshman and sophomore students is considered exceptional, the college ready status of each prospective freshman and sophomore student will be treated on a case-by-case basis. Formal approval by the college president is required. Students interested in dual enrollment should contact their high school guidance counselor. Please visit LFCC’s homepage and click on Future Students for the procedures to enroll. For more information, please contact the High School Outreach Office. LFCC works in cooperation with all area public high schools and some private high schools in the region to provide dual enrollment opportunities.

Admissions Requirements for International Students
LFCC is authorized under Federal Law to enroll non-immigrant alien students.
In addition to the general admission requirements of the college, all international applicants must submit documentation of eligibility to the Admissions and Records Office prior to registering for classes. Students in the United States on certain temporary visas may be denied admission or restricted to part-time study that is vocational or recreational, and does not lead to a professional or educational objective.
Non-immigrant students holding or seeking F1 status may obtain the necessary forms and instructions for applying for an F-20 from the Admissions and Records Office or the LFCC Web site. Non-immigrant students a visa status other than F1 must contact the Admissions and Records Office to determine admission eligibility and/or limitations. An international student holding a F1 visa that has attended another college may be eligible for admission to LFCC as a transfer student. For additional information regarding F1 transfer applications contact the Admissions and Records Office.
For specific information regarding application deadlines and requirements please visit the Admissions and Records Office or the LFCC Web site: http://www.lfcc.edu/future-students/future-international-students/index.html.

Senior Citizens Higher Education Program
Eligible Virginia senior citizens (residents 60 years of age or older who have had their legal domicile in Virginia for one year or more) may audit credit courses or enroll in noncredit courses. No tuition or fees apply except those for course materials, such as laboratory fees. Eligible Virginia senior citizens may enroll in courses for academic credit, full or part time, and pay no tuition if their Virginia taxable income for the preceding year did not exceed $15,000.
For professional development courses, a percentage of the tuition may be charged.

Senior citizens are required to complete an application for admission. They will be accepted in a course after all full- and part-time students paying regular tuition fees have been accommodated, on a space-available basis, unless they have completed 75 percent of the requirements necessary for a degree. At such time senior citizens can enroll in courses at the same time as other tuition-paying students. Interested persons should contact the Admissions and Records Office.

**Transfer Credit Policy**

**Transfer of Credit from Other Postsecondary Institutions**
Credit may be transferred only from colleges and universities that (a) are accredited by the Commission on Colleges or the Commission on Higher Education of the regional accreditation associations, such as the Southern Association of Colleges and Schools or (b) conform to the requirements published in the *Transfer of Credit Practices of Designated Educational Institutions* by the American Association of Collegiate Registrars and Admissions Officers (AACRAO). Credits earned at other postsecondary institutions either before or after admission to the College are reviewed and evaluated on a case-by-case basis. Transfer credit must be similar in content, credit, and learning outcomes to the counterpart courses at LFCC. The student must have been in good standing and only courses with a grade of C or better are considered for transfer credit. Transfer credit does not guarantee curricular substitution of specific course requirements. Requests for evaluation of transfer credit must be submitted to the Admissions and Records Office. Students are urged to meet with a counselor or faculty advisor to determine specific course requirements.

Transfer credit may be awarded for coursework completed at international colleges and universities that are accredited or approved by the appropriate Ministry of Education or other governmental agency. Students must have international transcripts translated and evaluated by a professional organization or agency. Fees for the evaluation are the responsibility of the student. Additional information regarding the process is available on the LFCC Web site at: http://www.lfcc.edu/future-students/future-international-students/international-transcript-evaluation-/index.html.

**Portfolio Course Credit (PLACE)**
It is the policy of Lord Fairfax Community College to maintain an organized, systematic method of evaluating portfolio credit (life experience). The method of evaluating portfolio credit will be consistent with standards established by the Southern Association of Colleges and Schools and the Virginia Community College System.

PLACE: (Prior Learning Activity for Credit Evaluation) allows students to develop portfolios based on their experiences to demonstrate learning equivalent to one or more college courses. If accepted by the faculty, the student is then awarded credit for the course or courses. PLACE is for adults who have gained college level learning through work, volunteer activities, participation in civic and community assignments, travel, independent study, and similar “life” experiences. Interested students should contact the Student Life Office to learn more about PLACE.

**Transfer Credit for Military Experience**
LFCC awards credit for military experience/schooling. Those interested should contact the Admissions and Records Office.

**Transfer Credit for Professional Legal Secretaries**
LFCC awards transfer credit to those who have successfully completed the professional legal secretary examination (PLS), upon certification of completion of the exam. Those interested should contact the Admissions and Records Office.

**Transfer Credit for Certified Administrative Professional**
LFCC awards transfer credit to persons who have successfully completed the certified administrative professional examination (CAP), upon certification of completion of the exam. Those interested should contact the Admissions and Records Office.
Alternative Forms of Credit

Advanced Placement (AP) Program
LFCC awards credit for completion of selected AP examinations on which a score of three, four or five is attained. To receive credit, students must:
• be admitted to the College
• be admitted to a program
• submit an official AP score report from the Educational Testing Service (ETS)
• submit a signed request to be awarded credit
Eligible students should contact the Admissions and Records Office. Credits awarded by LFCC may or may not be accepted at other institutions. Students are encouraged to contact the college or university to which transfer is anticipated to determine whether credit is granted for completion of AP courses.

College Level Examination Program (CLEP)
The College recognizes most CLEP general and subject examinations. College policy is periodically reviewed; therefore, students should request current information from counselors and faculty. Students should also consult colleges and universities where they plan to transfer. The College’s testing center is an open CLEP center, providing convenient test administration to students of LFCC and other colleges.

Service Members Opportunity College (SOC)
LFCC has been designated an institutional member of SOC, a group of colleges and universities providing voluntary postsecondary education to members of the military worldwide. LFCC recognizes the unique nature of the military lifestyle and eases the transfer of relevant course credits, providing flexible academic residency requirements and crediting learning from appropriate military training and experience as well as other nontraditional sources. Those interested should contact the Admissions and Records Office.

Credit by Examination (CBE)
The College provides a means to earn credit by examination for some courses. Students whose previous educational studies, training programs or work experience may entitle them to an adjustment in the course requirements for a particular curriculum should contact the course professor to determine whether a course is available for CBE.

Credits earned through the examination method may or may not be transferable to other institutions. Students should determine transferability of credits earned through CBE with the institution to which transfer is planned.

Expenses
The VCCS is dedicated to giving individuals an opportunity for the continuing development and extension of skills and knowledge, along with the prospect to increase an awareness of his or her role and responsibility to society.

In an effort not to exclude any Virginia resident from the opportunities offered by LFCC, the State Board for Community Colleges has consistently maintained tuition and fees at the lowest possible level. LFCC realizes that any tuition or fee may represent a barrier to those wishing to pursue further education. The College has funds available to help students needing financial assistance. (See the Financial Assistance section.) The College may be able to assist in providing funds for tuition, books and other expenses for students who qualify.

Additional Expenses
Payment of tuition and fees enables students to use the libraries, bookstores, parking lots, student centers and other facilities of the College. Students are required to pay charges for any College property they damage or lose (such as laboratory or shop equipment, supplies, library books and materials).

Eligibility for In-State Tuition
To be eligible for in-state tuition, a student (or in the case of an unemancipated minor or dependent student, the parent or legal guardian) must have been legally domiciled in Virginia for a period of at least one full year prior to the planned semester of enrollment at the College. Domicile is a legal concept which means “the present home of an individual where he or she returns from temporary absences and where he or she intends to stay indefinitely.” The student must establish eligibility by clear and convincing evidence.
Anyone not eligible through his or her own domicile or that of a parent or legal guardian, or spouse, may be eligible under the military exception, the military spouse or dependent exception, or a special arrangement contract. Those interested should contact the Admissions and Records Office for additional information.

**Domicile Appeal Process**
Any applicant denied in-state tuition has the right to appeal according to the following process:
1. A member of the admissions staff will make the initial determination.
2. Upon appeal, an intermediate review will be conducted by the Assistant Registrar.
3. Final administrative review will be made by a domicile appeals committee.
Additional information regarding the domicile appeal policy is available in the student handbook and from the Admissions and Records Office.

**Tuition and Fees**
Tuition and fees are set by the State Board for Community Colleges and are subject to change. Consult the College’s Web site for current fee information: [http://www.lfcc.edu](http://www.lfcc.edu).

Tuition may be paid with cash, personal checks, money orders, MasterCard, American Express or Visa credit cards or FACTS interest-free payment plan. Online credit card payment using MasterCard, American Express or Visa is available. Tuition paid by check or credit card must be for the exact amount. The College is not permitted to cash checks or give change for checks written for an amount greater than that due for tuition and fees. Students enrolling in two or more community colleges simultaneously pay tuition at each college based on their status at either college.

Separate payment is required for bookstore purchases; one payment cannot be accepted for both tuition and books.

**Books and Materials**
Students are expected to obtain their books, supplies and consumable materials needed for their studies.

**Parking Facilities Maintenance Fee**
The College charges a parking maintenance fee of $20 per semester to maintain and repair existing parking facilities and construct new parking facilities. Parking maintenance includes parking lot paving, painting, lighting repairs, security and other associated costs. A parking facilities maintenance fee will be charged to all on-campus students. The parking fee is subject to change.

**Student Activity Fee**
A student activity fee supports student events and programs. Funds in this account are spent only for student activities, subject to the review of the College administration. The College Board is responsible for the operation and control of these funds under the specific methods and procedures established by the State Board for Community Colleges and approved by the state auditor.

A student activity fee (per credit hour) is charged to all students taking on-campus classes. Student activity fees fund various student activities and events throughout the school year. This fee is subject to change.

**Technology Fee**
A technology fee of $6.50 per credit hour is charged to all students to support technology initiatives within the Commonwealth of Virginia. The technology fee is subject to change.

**Additional Fees**
Specific programs or courses may have additional fees. Students should consult specific program or course documents for details.

**Accounts**
Each student who enrolls at LFCC must meet his or her financial obligations to the College before transcripts, certificates, diplomas or degrees will be issued to the student. A student with delinquent accounts will be withdrawn, refused admittance to classes, precluded from registering for a course(s) or subject to civil court action. Students with special circumstances need to contact the financial aid officer or the budget and financial services officer regarding their situation.

**Administration and Collection Charges**
Past due accounts are charged a one percent per month, 12 percent per year, administrative and collection fee. The College utilizes a collection agency
to assist in the collection of past due amounts. Costs of all collection efforts are passed to the debtor. Past due accounts sent to a collection agency are assessed an additional collection charge, usually 25 percent. This charge is calculated to provide the normal collection fee to the collection agency and to provide the full amount due the College.

LFCC participates in the Set-Off Debt Collection Program. This program permits the College to collect past due amounts from its debtors’ by appropriating an individual’s Virginia tax refunds and lottery winnings.

**Dishonored or Insufficient Funds Checks**
A service charge of $20.00 is assessed for any check dishonored by a student’s bank. Student accounts must be cleared immediately in order for the College to continue to provide service.

**Refunds**

Students shall be eligible for a refund for those credit hours dropped by the “last date to qualify for a refund” date as noted in the Academic Calendar. To be eligible for a refund, a student must complete an LFCC Enrollment Request Form and turn it in to the Office of Admissions and Records or log into their My LFCC Enrollment Request Form and turn it in to their My LFCC account to drop a course by the refund deadline date. It is the student’s responsibility to be aware of all deadline dates listed in the Academic Calendar. After the drop period has passed, there shall be no refunds, unless due to highly unusual emergency or extenuating circumstance.

Under exceptional circumstances Lord Fairfax Community College (LFCC) can grant tuition refund/debt removals for students who withdraw after the final drop date. Refund/debt removals are guided by Virginia Community College System (VCCS) Policy 4.3.2.3 Exceptional Cases Caused by VCCS or College. These have been defined as the following:

- Administrative error
- Extreme financial hardship
- Major medical emergency of extraordinary circumstances
- National emergency or mobilization declared by the president of the United States
- Other highly unusual emergency or extenuating circumstance as determined by the College

A review panel is responsible for determining if a tuition refund/debt removal is justified. Tuition refund requests must be initiated no later than the end of the subsequent academic semester in which the refund request is requested. (Example: A fall refund request must be completed no later than the end of the subsequent spring semester). Requests outside of this deadline will not be accepted.

**Determination of Refund**
To be eligible for a refund under any of the above circumstances, a student must complete the drop procedure within the student information system. Eligibility for a refund is determined by the date the drop transaction is completed. The number of times a course has met is not used in determining eligibility for a refund. Questions regarding refunds should be directed to the Business Office.

The College has a military emergency refund policy that complies with state and federal regulations.

**Attendance**
Attendance regulations limit class absences. Students are expected to attend all of their regularly scheduled classes. Faculty are responsible for attendance records and all matters related to attendance in his/her classes. Attendance is defined as participating as required by the course syllabus (e.g., participation in a BlackBoard discussion board for an online course, being present at a designated work site for an internship, etc.).

**Attendance/Administrative Deletion Policy**
The VCCS policy states that in order to receive any letter grade, a student must have attended a minimum of one class meeting or the equivalent in the case of a distance learning course. In a distance learning course, initial student attendance is determined by course participation as measured by accessing and using course materials, completion of a class assignment, participation in a course discussion or other evidence of participation.

It is the policy of LFCC that any student who has enrolled in a course but does not attend a minimum of one class meeting or the distance learning equivalent by the last day to drop a class and qualify for a refund for the semester (as published by the Office of Admissions and Records in the academic calendar), shall be administratively deleted from the course.
This administrative deletion will not entitle the student to any refund in full or in portion. The Admissions and Records Office will issue notification letters to all students who are administratively deleted. It will be the student’s responsibility to notify the office of Admissions and Records if the deletions were done in error and/or if the student requests reinstatement in the class.

**Financial Assistance**

LFCC is committed to using all available funds to help students gain access to a college education. Financial aid is usually awarded based on financial need, but can be awarded based on merit or a combination of factors. Assistance is available through a variety of federal, state and institutional programs. Lord Fairfax Community College does not discriminate on the basis of race, sex, color, national origin, religion, age, veteran status, political affiliation or disability in its programs or activities. For a complete list of financial aid available, check online at http://www.lfcc.edu/finaid.

**How to Apply for Federal and State Financial Assistance**

Students applying for aid must complete the Free Application for Federal Student Aid (FAFSA). See http://www.lfcc.edu/finaid to apply. Applications should be submitted as soon as possible after Jan. 1 of each year. The priority application deadline is June 15. Applications and information concerning financial assistance at LFCC are available in the Financial Aid Office or on the College’s Web site at http://www.lfcc.edu/finaid.

**Ability to Benefit**

A student who does not have a high school diploma or a GED may establish eligibility for financial aid by demonstrating the “Ability to Benefit” from a post-secondary program by achieving a passing score on an ED-approved test. Please contact the Financial Aid Office for more information.

**Satisfactory Academic Progress for Financial Aid Recipients**

Students are required to maintain satisfactory academic progress to continue receiving aid. The U.S. Department of Education has established a series of standards that define satisfactory academic progress, SAP. Requirements to maintain SAP:

- Students must maintain a minimum cumulative grade point average (GPA) to qualify for federal and state financial aid programs. Students are reviewed after attempting 12 credits for GPA. The minimum GPA requirements are: 13-29 credits, a 1.5 GPA, 30-45 credits, a 1.75 GPA, 46 or more credits, a 2.0 GPA. Some scholarships have stricter GPA requirements. If placed on academic suspension or dismissal, students will be ineligible to receive financial aid.
- Dropped classes will not appear on students’ academic record. If students decide that they do not want to take a class after the add/drop period, their action is considered a withdrawal. The withdrawal stays on students’ record and can affect their financial aid status.
- Students must complete 67 percent of the total credits attempted, on both a term and cumulative basis. During their academic career at LFCC, students may consider withdrawing from a class. Students should consider all options before withdrawing because it may have serious implications for their financial aid eligibility. Students are reviewed for this requirement after attempting 23 credits. Federal law requires LFCC to return part of students’ financial aid if students withdraw from all classes and they will have to pay the amount deemed “unearned” by the Department of Education. If they don’t repay that amount, students will not be eligible for future financial assistance until the debt is paid in full.
- To receive financial aid, students must attend the classes for which they enroll. If students decide that they do not want to take a class, they must drop it during the add/drop period by completing the appropriate paperwork or online.
- Students have a maximum of 150 percent of their program length to complete their associate degree/certificate program. Once they have exceeded 150 percent of course work for their degree/certificate program, their eligibility for aid at LFCC will be exhausted. Changes in curriculums do not constitute extended time limits for eligibility. Transferred credits will also
be included in the calculation. Students attempting a second degree should contact the Financial Aid Office for aid eligibility.

- Students who register for developmental courses are limited to a maximum of 30 semester hours. The Financial Aid Office cannot provide assistance for classes that have been attempted more than twice or for a developmental course attempted more than three times.
- LFCC requires a minimum 2.0 GPA to graduate from a Career Studies Certificate (CSC), Certificate, or Associate Degree. This overrides any GPA requirement for financial aid. For example, if your CSC requires twenty-three (23) credits to graduate, you need a minimum 2.0 GPA, even though financial aid requires a minimum 1.5 GPA.

**SAP Alert and Appeals**
The Financial Aid Office evaluates students for SAP after grades are posted at the end of each semester at the attempted credits noted above. To be eligible to receive financial aid or scholarships at LFCC, students are required to make satisfactory progress towards successful completion of the program of study to which they have been admitted.

If students do not meet the SAP requirements and lose their financial aid eligibility, they may appeal the decision. Appeals need to be made, in writing or e-mail, to the Financial Aid Office within 10 business days from the date the denial was e-mailed. Only appeals that document mitigating circumstances will be considered. If SAP is not met because 150% status, contact the Financial Aid Office for more information.

All of the satisfactory academic progress conditions must be met each semester. The first time any of the conditions is not met, financial aid will be discontinued until the student has completed enough credits to overcome the deficiency without the benefit of financial aid.

**Financial Aid Refund**
The Financial Aid Office at LFCC is required by federal and state regulations to have a written policy for the refund and repayment of federal and state aid received by students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60 percent of a payment period or term for which payment has been received. These policies are effective only if the student completely terminates enrollment or stops attending all their classes before completing more than 60 percent of the enrollment period. The Title IV financial aid and/or state award programs must be recalculated in these situations.

**Disbursement Policy**
The amount of a refund of fees for students who withdraw will be calculated as follows:

- All students receiving Title IV (federal) and/or state financial aid may be required to repay all or part of any aid received to the appropriate federal and/or state program(s) if they withdraw from all classes.
- The amount that the student may be required to return to the federal and/or state program(s) will be determined by the amount disbursed, the amount which could have been disbursed, and the percentage of the enrollment period the student has completed.
- If a student withdraws on or before the 60 percent point time of the period of enrollment, calculated using calendar days, a portion of the total of federal and/or state funds awarded a student (excluding federal work-study) must be returned according to the provisions of the Higher Education Amendments of 1998 and the State Council of Higher Education for Virginia. The calculation of the return of these funds may result in the student owing a balance to the College and/or the federal or state government.

**Repayment Policy**
The amount of aid that a student must repay is determined via the Federal Formula for Return of Title IV funds as specified in Section 484B of the Higher Education Act. This law also specifies the order of return of the Title IV funds to the programs from which they were awarded.

A repayment may be required when a refund has been disbursed to a student from financial aid funds in excess of the amount of aid the student earned during the term. The amount of aid earned is determined by multiplying the total aid, other than Federal Work Study, for which the student qualified by the percentage of time during the term that the student was enrolled.

If a student leaves the institution prior to completing 60 percent of a payment period or term,
the Financial Aid Office recalculate the remaining eligibility for Title IV and/or state 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 percent 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 College 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 and/or state funds are returned, the student may owe a debt to the College.
- If a student earned more aid than was disbursed to him/her, the College would owe the student a post-withdrawal disbursement which must be paid within 120 days of the student's withdrawal.

The College must return the amount of Title IV and/or state funds for which it is responsible no later than thirty (30) days after the date of the determination of the date of the student’s withdrawal.

The responsibility for returning unearned aid is allocated between the College and the student according to the portion of disbursed aid that could have been used to cover College charges and the portion that could have been disbursed directly to the student once the College charges were covered. LFCC will distribute the unearned aid back to the Title IV and/or state programs as specified by law. The student will be billed for the amount the student owes to the Title IV and/or state programs and any amount due to the College resulting from the return of Title IV and/or state funds used to cover College charges. Disbursements are allocated in the following order:

- Federal Pell Grants for which a return of funds is required
- Federal Academic Competitiveness Grant (ACG) for which a return of funds is required
- Federal Supplemental Opportunity Grants (SEOG) for which a return of funds is required
- Other assistance under this Title for which a return of funds is required (e.g., LEAP)
- Commonwealth Grant (COMA) for which a return of funds is required
- Virginia Guaranteed Assistance Program (VGAP) for which a return of funds is required

Students will be notified within 30 days via their student e-mail account of their overpayment and will be instructed to contact the LFCC Business Office to arrange a suitable repayment agreement.

**Federal Financial Aid Programs**

**Federal Pell Grant**

The Federal Pell grant program is the largest federal grant program. This grant provides a foundation to which aid from other sources may be added. To qualify you must be an eligible undergraduate student who has not earned a bachelor’s or professional degree. You must be enrolled in an eligible program of study and not be in default on any federal aid program. In 2010-11, the Pell grant annual full-time awards range from $1176 to $5,550. Grants are available for full-time, three quarter-time, half-time and less than half-time students.

**Federal Supplemental Educational Opportunity Grant (FSEOG)**

The FSEOG is a program awarded to Pell eligible students with an out-of-state residency status demonstrating the most need and based on federal guidelines. Funds for FSEOG are limited and awarded on an annual basis.

**Federal Work-Study (FWS)**

The College Work-Study program is a joint federal and College program that funds part-time jobs on campus. A separate LFCC work-study application, available from the Financial Aid Office, must be completed in order for a student to be considered for this program. The Financial Aid Office maintains a file of FWS applications and reviews these applications as vacancies occur. Students will be referred for interviews with job supervisors. Every effort is made to place the student in a job that relates to his or her program of study. If hired, the Financial Aid Office
adds funds for this program to the student’s financial aid award. You must have a complete financial aid package and a current work-study application on file to be considered for these jobs. Most jobs average 10-15 hours per week. Students must be enrolled in a minimum of six (6) credit hours to qualify for FWS.

**State Financial Aid Programs**

**College Scholarship Assistance Program (CSAP)**
CSAP is a State grant program that provides funds to legal residents of Virginia who are in need of financial assistance. Students must be enrolled for at least six credits to qualify. Funds are limited.

**Commonwealth Award (COMA)**
COMA is a State grant program that provides funds to legal residents of Virginia who are in need of financial assistance. Students must be enrolled for at least six credits to qualify. Funds are limited and awarded on an annual basis.

**Virginia Guaranteed Assistance Program (VGAP)**
VGAP is a State grant program that provides funds to graduates of a VA high school or a program of home school instruction in accordance with 22.1-254.1. Recipients must be classified as a dependent student for Federal financial aid purposes and have at least a 2.5 grade point average on a 4.0 scale or its equivalent. Recipients must be enrolled full-time (12 or more credits). Full-time Virginia domiciled dependent students who graduated from a Virginia high school with at least a 2.5 GPA may apply for this state grant program. If home schooled, must have SAT scores of at least a combined 900 verbal and math or ACT composite score of at least 19. Students must be first-time freshmen, must demonstrate financial need, and may qualify for renewal awards up to three additional years. VGAP provides financial assistance for tuition and books. Interested students should send their high school transcripts or SAT or ACT scores if home schooled to the Financial Aid Office with a note indicating their interest. GED students are not eligible.

**Part-time Tuition Assistance Program (PTAP)**
This state-funded tuition grant is for Virginia residents who enroll for one to eight credits who demonstrate financial need. Funding is limited and awarded on a semester basis.

**Merit Based Programs of Assistance**

**LFCC Local Board Scholarship Program**
Scholarships are sufficient to cover tuition for up to 12 credit hours for the fall and spring semesters.

**Principal’s Scholarships**
A scholarship named in honor of the high school principal is awarded at each public high school in the College’s service region. This scholarship recognizes high academic achievers who will attend LFCC. Each high school selects the recipient and a scholarship application is required by the College. Scholarships are sufficient to cover tuition up to 12 credit hours for the fall and spring semesters.

**College Board Scholarships**
One scholarship per high school is awarded in honor of the local College Board. This scholarship is competitive based on academic achievement, leadership as demonstrated through extracurricular activities and citizenship. Scholarships are sufficient to cover tuition up to 12 credit hours for the fall and spring semesters.

**Tech Prep Consortium Scholarships**
At least one scholarship per service area jurisdiction is awarded to recognize exemplary high school students enrolled in Tech Prep Programs. Scholarships are sufficient to cover tuition up to 12 credit hours for the fall and spring semesters.

**Cultural Diversity Scholarships**
Four scholarships are awarded that consider race or national origin as a factor in an applicant’s favor in order to assist in assembling a student body with a variety of opinions, backgrounds, cultures and experiences. Scholarships are sufficient to cover tuition up to 12 credit hours for the fall and spring semesters.

**LFCC Educational Foundation Inc. Scholarships**
Scholarships are awarded on the basis of need and/or merit, as determined by the donor. Review the complete list of Foundation scholarships,
requirements, application materials and deadline
information at http://www.lfcc.edu/scholarships.

Veterans Educational Benefits
Veterans who have served in the military or children,
wives or widows of veterans may be eligible for
educational assistance through the U.S. Department
Veterans’ Affairs (VA). For information concerning
the VA and educational assistance, contact the
Financial Aid Office, http://www.lfcc.edu/veterans or
http://www.gibill.va.gov. The Veteran Affairs Office
at LFCC provides information and application for VA
educational benefits to veterans, reservists and
eligible dependents. The Office also certifies students
with confirmed VA eligibility who notifies LFCC of
their registration for classes at LFCC.

Military Survivors and Dependents Program
(MSDEP)
The Virginia Military Survivors and Dependents
Education Program (MSDEP) provides education
benefits to spouses and children of military service
members killed, missing in action, taken prisoner or
who became at least 90 percent disabled as a result of
military service in an armed conflict. Military service
includes service in the United States Armed Forces,
United States Armed Forces Reserves, the Virginia
National Guard or the Virginia National Guard
Reserves. Armed conflict includes military operations
against terrorism or as the result of a terrorist act, a
peace-keeping mission or any armed conflict after
Dec. 6, 1941. This program waives tuition, fees, room
and board, and books at any state-supported college
or university in Virginia. Benefits are available up to
four years.

To be eligible, children and spouses of qualifying
military service members must meet the following
requirements:
• The child must be between ages 16 and 29; there are
  no age restrictions for spouses.
• The military service member must have been a
  Virginia citizen at the time he or she entered active
duty or must have been a Virginia citizen for at least
five years immediately prior to the date of the
application for admission.
• In the case of a deceased military service member,
  the surviving spouse can meet the residency
  requirements if her or she lived in Virginia for at
least five years prior to marrying the military service
member or has been a citizen of Virginia for at least
five years immediately prior to date of application.

Loans
Direct Loans are low-interest loans for students and
parents to help pay for the cost of a student’s
education after high school. The lender is the U.S.
Department of Education (the Department) rather
than a bank or other financial institution. With Direct
Loans, you
• Borrow directly from the federal government and
  have a single contact – the Direct Loan Servicing
  Center — for everything related to the repayment
  of your loans, even if you receive Direct Loans at
different schools.
• Have online access to your Direct Loan account
  information 24 hours a day, 7 days a week at Direct
• Can choose from several payment plans that are
designed to meet the needs of almost any borrower,
and you can switch repayment plans if your needs
change.
Application information is available at
http://www.lfcc.edu/finaid.