



**EMILY GRIFFITH**  
Technical College

Financial Aid Office  
1860 Lincoln Street  
6<sup>th</sup> Floor  
Denver, CO 80203  
Phone: 720-423-4744  
Financial.Aid@emilygriffith.edu  
EmilyGriffith.edu

## Financial Aid Terms and Conditions

Student Name (Print): \_\_\_\_\_ Student ID#: \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

This form explains the terms and conditions under which you are eligible for student financial aid at Emily Griffith Technical College (EGTC). As a recipient of federal, state, and institutional aid, you are certifying that you agree to the following Terms and Conditions and understand your rights and responsibilities herein. Please read this carefully and thoroughly. In each statement, the terms “I”, “me”, or “my” refer to you, the student.

- By accepting all or a part of the financial aid offer granted by EGTC, I agree to use all federal, state, and institutional financial aid received only for educational related expenses at EGTC. This includes tuition and fees, books and supplies, kit and tools, transportation, background check and exams fees, and living expenses.
- I understand that class attendance is mandatory for all types of financial aid. If I am unable to attend my courses for any reason, it is my responsibility to drop/withdraw from the courses and return all unearned financial aid.
- I understand that policies and procedures may change during the course of an academic year as the result of regulatory changes.
- I understand that all financial aid is contingent upon my continued eligibility. EGTC reserves the right to review and adjust or cancel any financial aid offer at any time due to changes in my status or the availability of funding.
- I agree to comply with policies, procedures, and other requirements in regard to Financial Aid Satisfactory Academic Progress and Return of Title IV Funds.
- I will promptly notify the Financial Aid Office of any changes in name, address, phone number, enrollment, and/or program of study.
- I will promptly notify the Financial Aid Office of any financial assistance received from sources outside of the EGTC Financial Aid Office, such as private scholarships and third party payments.
- I understand I cannot receive financial aid from more than one institution during a given payment period.
- I understand that there are federal annual limits on the Federal Pell Grant and Federal Supplemental Educational Opportunity Grant (FSEOG). If I attend more than one institution in any given academic year, my eligibility may be affected by aid received at those institutions. I agree to provide proof of aid used at my prior institution(s).
- I may have my financial aid application reviewed upon request if there has been a significant change in my family situation. I will be prepared to submit documentation with these changes. I understand that such requests will be reviewed on an individual basis and may not affect my financial aid eligibility.
- I must supply accurate information on all forms submitted to the Financial Aid Office. Funds obtained on the basis of false or misleading information must be repaid and could result in criminal prosecution, prison sentence, and/or a \$20,000 fine pursuant to U.S. Criminal Code and Colorado Criminal Code.
- I agree to regularly check my email account. I understand that email is the official means of communication with EGTC. I am responsible for all communications sent to me through this address.
- **Form 1098-T: Educational institutions are required to file a Form 1098-T, Tuition Statement, with the IRS and to provide a copy of the form to the student, for each enrolled student for whom there is a reportable transaction. A reportable transaction includes payments received, amounts billed or refunds made for tuition and related expenses.**

### Financial Aid Eligibility and Enrollment

- Financial aid eligibility will only be determined after I have submitted all required verification documents. Incomplete files will not be processed.
- I must be admitted into a financial aid eligible certificate program.
- EGTC Satisfactory Academic Progress Policy requires all financial aid recipients to maintain a 2.0 or higher GPA, a 67% or higher completion rate, and to graduate within 150% of program length. I understand that if I fail to comply with these standards, I may lose my financial aid eligibility.
- **Financial aid offers are determined based on full-time enrollment and most require at least half-time attendance to receive funds. Federal Pell Grants will be disbursed based on your actual enrollment. If my attendance status changes throughout the payment period, my financial aid may be adjusted accordingly and I am responsible for paying any remaining balance due in full.**

**Payment**

- Financial aid offered in the form of grants and scholarships will be applied toward my student bill first and pay outstanding tuition, fees, and authorized charges I owe to EGTC first.
- I understand financial aid will be disbursed to my EGTC student account approximately on the 15<sup>th</sup> of the month after I have been in classes for at least two (2) weeks.
- If I am scheduled to receive more financial aid (not including work-study) than the balance owed to EGTC, I understand I may be issued a refund in the form of a living expense check.
- **Should I decide to take any remaining financial aid funds after the tuition and fees are paid, and I have future classes, I will forfeit my payment plan status.**
- I am responsible for ensuring that my mailing address and contact information is valid.

**Authorization to Hold Federal Student Aid (FSA) Credit Balance**

Through this section, you will tell Emily Griffith Technical College (EGTC) how you would like the school to manage the Federal Student Aid (FSA) credit balance on your student account.

An FSA credit balance is created when the total of all FSA funds credited to a student’s account exceeds the total of tuition, fees, and other eligible educational charges on a student’s account. An FSA credit balance is created by funds from the Federal Pell Grant and Federal Supplemental Educational Opportunity Grant.

Unless a student authorizes a school to hold a credit balance, the credit balance must be paid to the student as soon as possible but not later than 14 calendar days after the balance is created.

This section, if signed by you, authorizes EGTC to retain an FSA credit balance and pay it to you in accordance with EGTC’s Refund Policy. EGTC will pay credit balances via a check from the Treasurer’s Office or other appropriate means.

A student has the right to withhold agreement from all or part of this authorization. If you elect not to authorize EGTC to hold your FSA credit balance, EGTC will notify you within the 14-day period noted above that your money is available. Note that if you elect not to sign this form or if you later cancel your authorization, you will be required to pay any outstanding charges to EGTC.

This authorization will remain in effect for each subsequent payment period unless you withdraw it. However, in no case will EGTC hold an FSA credit balance beyond the end of the last payment period in the academic year for which the funds were offered.

**This authorization may be withdrawn at any time by providing a written request to the following address:  
EGTC Financial Aid, 1860 Lincoln Street, Denver, CO 80203.**

If you withdraw your authorization, EGTC will notify you within the 14-day period noted above that your money is available. (Note that your cancellation is not retroactive.)

Authorization - I voluntarily authorize EGTC to hold and manage my FSA credit balance as described above, and I acknowledge that interest will not be earned on these balances.

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

**Financial Aid Eligibility Determination**

- Financial aid is intended, but not guaranteed, to help cover college expenses which cannot be paid by me or my family.
- When completing the Free Application for Federal Student Aid (FAFSA) or Renewal FAFSA, the federal processor uses the information provided to determine the family contribution and the results are forwarded to EGTC. This is the “Expected Family Contribution” (EFC) and determines the type of financial aid available to me if all other eligibility requirements are met.
- Federal Supplemental Educational Opportunity Grant (FSEOG), Colorado Student Grant (CSG), Colorado Work-Study, and Scholarships are offered to eligible students on a first-come, first-served basis.
- Financial aid offers are created on my eligibility criteria and availability of federal, state, and institutional funds and are offered according to federal, state, and institutional guidelines and regulations.
- My financial aid package may be a combination of several types of aid including grants, scholarships, and work-study.
- An estimated Cost of Attendance (COA) is used when determining my financial aid package. I understand my student financial aid offer cannot exceed COA and COA does not reflect the actual amount owed to EGTC. I understand I am not guaranteed to receive financial aid that meets my entire COA. COA includes: Tuition/Fees, Books/Supplies, Room/Board, Personal Expenses, and Transportation.

**By signing this form, I certify that all the information reported on this form is complete, true, and accurate. I understand that purposely providing false or misleading information could result in criminal prosecution, prison sentence, and/or a fine pursuant to U.S. Criminal Code and Colorado Criminal Code. I affirm that I have read, understand, and agree to this form in its entirety.**

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Student ID#**

\_\_\_\_\_  
**Date**