Effective Date: June 24, 2004

Date Approved by WVNCC Board of Governors: June 24, 2004

Authority Reference: WV Code 18C-5-7 and 18B-17-6(a); HEPC Title 133, Legislative Rule, Series 6, effective April 6, 2004

Replaces previous policy dated:

**Rule:** West Virginia Northern Community College through the Higher Education Adult Part-time Student Grant Program (HEAPS) will award funds to Adult Part-time students who meet the state and college guidelines. This program is an institutionally regulated program with minimal requirements and guidelines mandated by the state.

**Rationale:** Because West Virginia Northern Community College student population has its largest percentage of students in the category of Adult Part-time students, the following rule is implemented for the Higher Education Adult Part-time Student Grant Program (HEAPS) which is based on rules in accordance with the state guidelines, state law and this rule set forth by West Virginia Northern Community College.

**Eligibility Criteria:**

The following requirements are the updated guidelines (January 2004). To be eligible a student must, at minimum:

1. Demonstrate need by completing the Free Application for Federal Student Aid (FAFSA) and must meet all guidelines for Title IV aid
2. Be a WV resident for 12 continuous months prior to applying for the grant
3. Not be incarcerated in a correctional facility
4. Have a 2.00 or higher cumulative GPA
5. Be enrolled in not less than 3 and not more than 11 hours per semester
6. Not be in default on a higher education loan
7. Be in a financial aid eligible degree program at the institution
The above state guidelines could change at any time as determined by the Vice Chancellor for Administration of the Higher Education Policy Commission or the WV Legislature. West Virginia Northern Community College will adapt its rule as needed, to comply with any state guideline changes.

**Implementation:**

I. **Funding**

A. Funding for this program will be announced in the Spring prior to the award year for this grant. Grant funds will be contingent upon the prior year’s enrollment for students in this category. West Virginia Northern Community College will reserve 2% of the awarded funds for the Summer I term of the academic year. Of the remaining funds, West Virginia Northern Community College will award one half of the funds for the Fall semester and one half of the funds in the Spring.

B. Funds from the Higher Education Adult Part-Time Student Grant Program will be awarded in accordance with the specifications set forth in this rule at West Virginia Northern Community College realizing that each institution in the State of West Virginia awarded these funds has their own unique and specific policies and guidelines and is not transferable to another institution except by the Vice Chancellor for Administration of the Policy Commission.

II. **Awarding and Disbursing**

Students who qualify for this grant must complete the Free Application for Federal Student Aid (FAFSA) and be determined eligible for Title IV aid under federal guidelines. Additional guidelines for residency, etc, will follow the Higher Education Adult Part-Time Student Grant Program guidelines in place for the current academic year. The Higher Education Adult Part-Time Student Grant Program will be added with other current financial aid to determine an aid package. Students will receive funds according to the following guidelines:

A. Awards for students whose aid eligibility for that academic year begins in the Fall semester will be awarded a grant based on the credit hours of preregistration/registration for the Fall semester and will tentatively be awarded an equal grant for the upcoming Spring semester. Students whose award begins with the Spring semester will be awarded the grant with priority order given by preregistration/registration date for the upcoming semester. All Summer I awards will be made based on Summer I preregistration/registration as of April 1.
B. Students will be awarded up to 100% of the tuition for the courses they are enrolled in as of the end of the first week of classes. Classes must be Financial Aid eligible by general Financial Aid guidelines. Funds can be used for tuition only.

C. Awards will begin on or after July 1 for the Fall semester, Spring semester awards on or after December 1 for the Spring semester and April 1 for the Summer semester.

D. An additional application may be necessary for this grant. Eligible students will be determined by preregistration and completion of the Financial Aid process, including a valid FAFSA form.

III. Maintaining and Renewing the Grant

A. Higher Education Adult Part-Time Student Grant Program regulation requires students to maintain a 2.00 cumulative GPA. Higher Education Adult Part-Time Student Grant Program requires first time student to meet at minimum the requirements of acceptance at the institution.

B. West Virginia Northern Community College requires that students must meet the Standards of Progress requirements set forth by the college for federal grant aid. Renewal of the grant will also require maintaining standards of progress requirements.

C. The award is renewable for up to nine years beyond the first year of award or until the course of study is completed, whichever comes first.

IV. Monitoring and Tracking

A. The program is monitored at the institutional level with reporting requirements through the Vice Chancellor for Administration of the Higher Education Policy Commission.