

# Terms and Conditions of Your Award

## Awards

The packaging policy is the basis for institutional scholarship and grant aid. All financial assistance is awarded on an annual basis, using costs for a full-time student. If you are in attendance for less than an entire academic year, you will receive a proportional amount of the original award.

## Full Time Status

Your financial aid award has been computed on the basis of full-time enrollment. At SOTC, full-time status is defined 12 or more hours. If, at any time during a term, you consider dropping to a course load of less than 12 hours, contact the Office of Financial Aid to determine the changes that might be made to your financial aid award.

## Outside Scholarship Policy

Often, students receive grants and scholarships. Federal and state regulations require the incorporation of any outside aid into your total financial aid award. Please inform our office of all grants and scholarships you expect to receive that do not appear on your financial aid award. The college policy regarding the incorporation of outside aid is as follows: Outside scholarships will be used to reduce self-help in the following order – reductions will be made evenly in the Student Employment and Student Access Loan programs.

## Changes in Financial Situation

We assume your family's financial situation will remain as reflected in your application for financial aid. However, your family does experience a financial reversal or crisis, be sure to let us know so that we may reconsider your award.

## Student Satisfactory Academic Progress (SAP)

Students receiving financial assistance through a federal program or Georgia HOPE Scholarship program must be making satisfactory progress toward a degree, diploma or certificate at Atlanta Metropolitan State College. The financial aid office monitors the progress of all students to ensure that they are making satisfactory progress (SAP) toward completion of their program in a reasonable period of time. The cumulative SAP review determines the student's eligibility for financial assistance based on their complete academic history. **Students determined not making SAP are appeal.**