



Financial Information





Tuition and Fees

Tuition and fees at Williamsburg Technical College are comparable to the other 16 technical colleges in South Carolina. Tuition and fees are subject to change at any time by action of the State Board for Technical and Comprehensive Education or the WTC Area Commission. *For the most up-to-date tuition and fee schedule, please go to www.wiltech.edu.*

No student may reenroll, graduate, receive grades, or receive a transcript of academic record until all indebtedness to the college has been settled.

The registration process is not complete until tuition and fees are paid to the Business Office and the student receives a copy of his/her scheduled classes stamped "Paid."

Tuition for Senior Citizens

Williamsburg Technical College, as a state-supported college under the State Board for Technical and Comprehensive Education, is authorized to permit legal residents of South Carolina who have attained the age of 60 to attend classes for credit or non-credit on a space available basis without the required payment of tuition, provided that they meet all admission requirements and are not receiving compensation as full-time employees.

Tuition for Auditing a Course

Tuition and fees for auditing a course shall be the same as for taking the course for credit.

Deferred Tuition Payment Plan Terms and Conditions

1. The \$30 nonrefundable processing fee must be paid by cash, check, debit card that can be run as a credit card, or credit card and cannot be charged to any type of scholarship, sponsorship or financial aid.
2. The plan cannot be used for balances of less than \$100.
3. The payment plan is for tuition and fees only.
4. Any type of assistance such as financial aid, scholarship, or sponsorship must be used before any balance of tuition can be charged to the payment plan.
5. The deferred payments may be used by students who have not completed the financial aid process or other authorizations for payment of tuition. Any unpaid classes not covered by the payment plan will be dropped.
6. The tuition can be paid anytime but at least two payments for the amount due must be paid by dates specified by the Business Office.
7. A late fee of \$25 will be charged for each late payment, including students who have not finalized their financial aid, scholarship or sponsorship.
8. Payments will be accelerated for any student who enters into the payment agreement and subsequently receives financial aid, scholarship or sponsorship. All outstanding balances owed, including any late fees, will be deducted before any balance check will be issued to the student.
9. If an account becomes delinquent, it will be placed on a hold status. Registration will not be allowed; future classes already registered will be purged; transcripts and diplomas will not be issued and the student will not be allowed to participate in graduation activities until the account is paid.
10. Once an account becomes delinquent, it will be placed in our regular billing cycle. A student will receive three bills. The third bill informs the student that the account will be turned over to the South Carolina Tax Commission for collection and to a Collection Agency. Collection Agency charges will be added to the bill at this point.
11. After notification of a financial aid award, students should contact the Business Office to verify their account is paid in full before discontinuing payments.
12. Refunds of tuition and fees are per College policy. Refunds and applicable financial aid will first be used to repay any outstanding balance due.



13. A new Deferred Tuition Payment Plan must be signed if additional classes are added.

Late Registration Fees

Those students who do not complete the registration process during the specified registration period of each semester will pay a \$20 late-registration charge.

Returned Check Fee

A \$30 service charge will be made on each returned check.

Financial Aid Process

The costs of postsecondary education can be a significant burden to a family's budget. The goal of the Financial Aid office is to assist students in meeting their educational costs by providing streamlined access for students choosing a course of study at Williamsburg Technical College. This goal is met by providing the following services:

1. Providing financial program information to prospective students and their families.
2. Assisting students and their families with financial aid application and process.
3. Analyzing eligibility for aid and making financial aid awards.
4. Making every effort to deliver financial aid in a timely manner.

Eligibility to Apply for Financial Aid

Under Ability-to-Benefit Regulations if you do not have a high school diploma, General Educational Development (GED) certificate, or its recognized equivalent, you may become eligible for Federal student aid programs (Title IV funds) by taking the College's Computeradaptive Placement Assessment and Support System (COMPASS) and achieving the scores as approved by the United States Department of Education in reading comprehension, sentence skills and arithmetic. The test is administered through the Student Services office in Building A.

Ability to benefit may also be established by satisfactory completion of six credits that are applicable toward a degree or certificate at the college. Students may not receive Title IV aid for these six hours.

A student must be enrolled in a certificate, diploma, or degree program to be eligible for financial aid. Transient students must seek financial aid at their home institutions. Students in continuing education programs or career development are not eligible for assistance.

How to Apply for Financial Aid

The following applications must be completed before eligibility for financial aid can be determined:

1. Apply for admission to the College through the Admissions Office.
2. Complete a *Free Application for Federal Student Aid* (FAFSA) at www.FAFSA.ed.gov after January 1 to establish eligibility for the entire academic year beginning with the fall semester.) The Williamsburg Technical College code -- **009322** -- and electronic signatures are required. Personal Identification Numbers (PIN) for these signatures may be obtained at www.pin.ed.gov. A *Student Aid Report* (SAR) will be sent to the student, who must check it for accuracy. Completion of the FAFSA is mandatory in order to be considered for SC Lottery Tuition Assistance monies.
3. Register and submit an interview at the Williamsburg Technical College Virtual Financial Aid Office (VFAO) at www.williamsburgtech.vfao.com. You must know your Expected Family Contribution (EFC) found on your SAR to complete the VFAO application. You will be contacted by the VFAO with either an award letter or a request



for more information. Use the VFAO to submit questions you may have or to review the status of your application. Students MUST have an email address to use the VFAO.

4. If a student wishes to be considered for any Williamsburg Technical College scholarship, the *Williamsburg Technical College Scholarship Application* must be submitted to the Office of Student Services. Applications may be obtained there or at www.wiltech.edu under "Financial Information."
5. Once all requirements are met, eligibility is established and the student's file is complete, financial assistance will be awarded.

Title IV Financial Aid requires the following:

1. Acceptance by the College into a curriculum.
2. The student has received a high school diploma, or a General Educational Development (GED) certificate, or its recognized equivalent.
3. The student is not in default on any Perkins, Stafford, Plus, Stafford/Ford, Federal Direct Subsidized and unsubsidized loan.
4. No overpayment is owed on any Title IV program funds.
5. The student maintains satisfactory academic progress as defined by the College for financial aid programs.
6. The Financial Aid office has been informed of all awards made to a student by a source outside the college.

Failure to comply with these requirements may significantly alter or eliminate eligibility for aid.

Types of Financial Aid Assistance

Federal Grants

The Federal Pell Grant is a federal program of direct grants to undergraduate students. Analysis of the Free Application for Federal Student Aid (FAFSA) will be used to determine eligibility for all grant programs. Applications are available at www.fafsa.ed.gov and more information may be obtained online or in the Financial Aid Office. You should apply for the Federal Pell Grant a minimum of six weeks prior to the term for which you plan to request financial aid. Federal Supplemental Educational Opportunity Grants (FSEOG) are grants that are awarded to students with exceptional financial needs.

Federal Work-Study

The Federal Work-Study Program (FWS) is a federal program designed to expand part-time employment opportunities for students, particularly those from low-income families who are in need of earnings in order to pursue a course of study. The awards are made to eligible students who have demonstrated need and who meet all eligibility criteria per Williamsburg Technical College policy. Every effort is made to find suitable FWS employment for as many eligible students as possible.

South Carolina Need-Based Grants Program

The South Carolina Need Based Grants (SCNBG) program is a state grant to the undergraduate students who are residents of South Carolina. The grants are available to full- and part-time students, and the award depends upon action by the General Assembly and amounts contingent upon the availability of funds to be appropriated for



the program. Eligibility requirements are available at www.wiltech.edu or from the Financial Aid office. FSEOG or SCNBG are awarded per institutional policy on a first-come, first-served basis.

South Carolina Education Lottery Tuition Assistance

In accordance with legislation passed in June 2002, students may qualify for South Carolina Education Lottery Tuition Assistance (SLTAP). Eligibility requirements are available at www.wiltech.edu or from the Financial Aid office. For current amounts of award, go to <http://www.sctechsystem.com/lottery/lotteryinfo.htm> on the Internet or visit the WTC Financial Aid office in Room 214, Building A. A student may not receive SLTAP funds for more than one certificate, diploma, or degree earned within a five-year period unless the additional certificate, diploma, or degree constitutes progress in the same field of study.

Community Programs for Financial Assistance

Community programs likely to be sources of financial aid are parent-teacher associations, community scholarship programs, employers of both students and parents, unions, churches and church groups, civic and fraternal groups, and progressive organizations. To locate these sources, visit a high school guidance counselor or search "scholarships" on the Internet.

Williamsburg Technical College Scholarships

Scholarships are available from industries, businesses, professional organizations, civic clubs and individuals. Determination of recipients is made by the donor and/or Williamsburg Technical College's scholarship committee for those scholarships awarded through the College. Scholarships usually are awarded for the fall and spring semesters. Applications are available at www.wiltech.edu or in the Student Services office. Applications should be submitted through the Student Services Office at the college.

J.P. Askins Jr. Memorial Scholarship*

Award Amount: \$1000 (\$400 fall, \$400 spring, \$200 summer)

Available Awards: 1

Specific Course of Study: Any degree, diploma or certificate program

Required Academic Standing: 3.25 GPA on a 4.0 scale – B+ average

Enrollment Status: Full-time

Financial Constraints: None

Other Criteria: The recipient is to be a senior who has applied, been accepted, and intends to enroll at Williamsburg Technical College. The student must enroll the same calendar year he/she graduates (summer or fall semester). The scholarship will be applied to the student's account upon enrolling and subsequent semesters as long as the recipient maintains at least a 3.00 GPA. Continuous enrollment is required.

Additional Application Requirements: Official high school and college transcripts must be on file with registrar.

Eligible Expenses: Tuition, fees, books, student living expenses

Background Information: The scholarship will be awarded based on the recommendation of counselors/administration of Hemingway High School. Selection will be made prior to the HHS Awards Day beginning 2009 so recognition of the award can be made at that time.

ASSIST Book Scholarship

Award Amount: Up to a maximum of \$1,000 per year (\$500 per semester); prorated for part-time enrollment

Available Awards: 4

Specific Course of Study: Any degree, diploma or certificate program

Required Academic Standing: 2.0 GPA on a 4.0 scale – C average

Enrollment Status: Full-time or part-time

Financial Constraints: Awardable after any state or federal grant awards have been deducted from tuition, fees and book charges



Other Criteria: The student must maintain a 2.0 GPA and make satisfactory progress to maintain the scholarship.

Additional Application Requirements: Applicant must complete the WTC financial aid application process. All admission application paperwork must be complete and on file in Student Services. The student will agree to acknowledge appreciation of the scholarship to the donor and will sign a Williamsburg Technical College Information Release Form.

Eligible Expenses: Textbooks and instructional supplies, such as nursing kits or automotive tools.

Background Information: This award is part of the SC Technical College System Foundation's ASSIST Fund established through a donation by the Bank of America Foundation to provide assistance with instructional supplies for low-income students who are enrolled in credit programs. The Book Bag will be reimbursed for covered charges; no funds will be distributed directly to students.

Walter C. and Elizabeth D. Cottingham Endowed Scholarship*

Award Amount: Up to a maximum of \$500 per year (\$200 fall, \$200 spring, \$100 summer; prorated for part-time enrollment)

Available Awards: 1

Specific Course of Study: Any degree, diploma or certificate program

Required Academic Standing: 2.0 GPA on a 4.0 scale – C average

Enrollment Status: Full-time or part-time

Financial Constraints: Awardable after any state or federal grant awards have been deducted from tuition, fees and book charges

Other Criteria: Preference will be given to residents of Williamsburg County. The student must maintain a 2.0 GPA and make satisfactory progress to maintain the scholarship.

Additional Application Requirements: Applicant must complete the WTC financial aid application process. All admission application paperwork must be complete and on file in Student Services. The student will agree to acknowledge appreciation of the scholarship to the donor and will sign a Williamsburg Technical College Information Release Form.

Eligible Expenses: Tuition, fees and book charges

Anne C. Ellis Endowed Scholarship*

Award Amount: Up to a maximum of \$500 per year (\$200 fall, \$200 spring, \$100 summer; prorated for part-time enrollment)

Available Awards: 1

Specific Course of Study: Any degree, diploma or certificate program

Required Academic Standing: 3.0 GPA on a 4.0 scale – B average

Enrollment Status: Full-time or part-time

Financial Constraints: Awardable after any state or federal grant awards have been deducted from tuition, fees and book charges

Other Criteria: Preference will be given to residents of Williamsburg County. The student must maintain a 3.0 GPA and make satisfactory progress to maintain the scholarship.

Additional Application Requirements: Applicant must complete the WTC financial aid application process. All admission application paperwork must be complete and on file in Student Services. The student will agree to acknowledge appreciation of the scholarship to the donor and will sign a Williamsburg Technical College Information Release Form.

Eligible Expenses: Tuition, fees and book charges

Background Information: Mrs. Anne Cauthen Ellis retired from Williamsburg Technical College in 1989 as vice president of business affairs having work at the college since its inception in 1969. She also served on the Williamsburg Technical College Foundation board for several years prior to her death.

R. Cleo Fennell Endowed Scholarship*

Award Amount: Up to a maximum of \$500 per year (\$200 fall, \$200 spring, \$100 summer; prorated for part-time enrollment)

Available Awards: 1



Specific Course of Study: Any degree, diploma or certificate program
 Required Academic Standing: 3.0 GPA on a 4.0 scale – B average
 Enrollment Status: Full-time or part-time
 Financial Constraints: Awardable after any state or federal grant awards have been deducted from tuition, fees and book charges
 Other Criteria: Preference will be given to residents of Williamsburg County. The student must maintain a 3.0 GPA and make satisfactory progress to maintain the scholarship.
 Additional Application Requirements: Applicant must complete the WTC financial aid application process. All admission application paperwork must be complete and on file in Student Services. The student will agree to acknowledge appreciation of the scholarship to the donor and will sign a Williamsburg Technical College Information Release Form.
 Eligible Expenses: Tuition, fees and book charges
 Background Information: Mr. R. Cleo Fennell, a founding father of Williamsburg Regional Manpower Training Center, later Williamsburg Technical College, was a charter member and served as the first chairman of the College's area commission from April 1969 until December 1982 and as area commission vice chairman from January 1983 until September 1990.

Firestone Endowed Scholarship*

Award Amount: Up to a maximum of \$500 per year (\$250 fall, \$250 spring; prorated for part-time enrollment)
 Available Awards: 1
 Specific Course of Study: Any degree, diploma or certificate program
 Required Academic Standing: 2.0 GPA on a 4.0 scale – C average
 Enrollment Status: Full-time or part-time
 Financial Constraints: Awardable after any state or federal grant awards have been deducted from tuition, fees and book charges
 Other Criteria: Preference will be given to a member of a Firestone employee's immediate family. The student must maintain a 2.0 GPA and make satisfactory progress to maintain the scholarship.
 Additional Application Requirements: Applicant must complete the WTC financial aid application process. All admission application paperwork must be complete and on file in Student Services, including official high school and college transcripts. The student will agree to acknowledge appreciation of the scholarship to the donor and will sign a WTC Information Release Form for publicity purposes.
 Eligible Expenses: Tuition, fees and book charges
 Background Information: Established by Firestone Building Products (Kingstree) to provide scholarships to deserving students.

M. Oneal Kirby Endowed Scholarship*

Award Amount: Up to a maximum of \$500 per year (\$200 fall, \$200 spring, \$100 summer; prorated for part-time enrollment)
 Available Awards: 1
 Specific Course of Study: Any degree, diploma or certificate program
 Required Academic Standing: 3.0 GPA on a 4.0 scale – B average
 Enrollment Status: Full-time or part-time
 Financial Constraints: Awardable after any state or federal grant awards have been deducted from tuition, fees and book charges
 Other Criteria: Preference will be given to residents of Williamsburg County. The student must maintain a 3.0 GPA and make satisfactory progress to maintain the scholarship.
 Additional Application Requirements: Applicant must complete the WTC financial aid application process. All admission application paperwork must be complete and on file in Student Services. The student will agree to acknowledge appreciation of the scholarship to the donor and will sign a Williamsburg Technical College Information Release Form.
 Eligible Expenses: Tuition, fees and book charges
 Background Information: Mr. M. Oneal ("Mack") Kirby, a charter member of the Williamsburg Technical College Area Commission, served as Commission vice



chairman from March 1981 until December 1982 and as chairman from January 1983 until March 2006, and as a member until his death in 2007.

Mr. and Mrs. Thomas English McCutchen and Jane Perry McCutchen Scholarship

Award Amount: Up to a maximum of \$1000 per year

Available Awards: 1

Specific Course of Study: Associate in Arts or Associate in Science degree programs

Required Academic Standing: 3.0 GPA on a 4.0 scale – B average

Enrollment Status: Full-time

Financial Constraints: Awardable after any state or federal grant awards have been deducted from tuition, fees and book charges

Other Criteria: The student must have earned no less than 24 semester hours with no grade less than a C. Preference will be given to residents of Williamsburg County.

Additional Application Requirements: Applicant must complete the WTC financial aid application process. All admission application paperwork must be complete and on file in Student Services. Applicant must provide two letters of support for this scholarship by friends or counselors. The student will agree to have a copy of the application, grades and other relevant information provided to the donor and to acknowledge appreciation of the scholarship to the donor.

Eligible Expenses: Tuition, fees and book charges

Ednamaye Reese Meriwether Endowed Scholarship*

Award Amount: Up to a maximum of \$500 per year (\$200 fall, \$200 spring, \$100 summer; prorated for part-time enrollment)

Available Awards: 1

Specific Course of Study: Any degree, diploma or certificate program

Required Academic Standing: 3.0 GPA on a 4.0 scale – B average

Enrollment Status: Full-time or part-time

Financial Constraints: Awardable after any state or federal grant awards have been deducted from tuition, fees and book charges

Other Criteria: Preference will be given to residents of Williamsburg County. The student must maintain a 3.0 GPA and make satisfactory progress to maintain the scholarship.

Additional Application Requirements: Applicant must complete the WTC financial aid application process. All admission application paperwork must be complete and on file in Student Services. The student will agree to acknowledge appreciation of the scholarship to the donor and will sign a Williamsburg Technical College Information Release Form.

Eligible Expenses: Tuition, fees and book charges

Background Information: Mrs. Ednamaye Reese Meriwether of Egypt, Texas, established a \$25,000 endowed scholarship at Williamsburg Technical College in 1985 in memory of her late husband, Will Northington Meriwether. At the time it was established it was the only one of its kind in the technical college system. Williamsburg Technical College also has a building on campus named in honor of Mr. and Mrs. Meriwether.

Will Northington Meriwether Endowed Scholarship*

Award Amount: Up to a maximum of \$500 per year (\$200 fall, \$200 spring, \$100 summer; prorated for part-time enrollment)

Available Awards: 1

Specific Course of Study: Any degree, diploma or certificate program

Required Academic Standing: 3.0 GPA on a 4.0 scale – B average

Enrollment Status: Full-time or part-time

Financial Constraints: Awardable after any state or federal grant awards have been deducted from tuition, fees and book charges

Other Criteria: Preference will be given to residents of Williamsburg County. The student must maintain a 3.0 GPA and make satisfactory progress to maintain the scholarship.

Additional Application Requirements: Applicant must complete the WTC financial aid application process. All admission application paperwork must be complete and on file in Student Services. The student will agree to acknowledge appreciation of the scholarship to the donor and will sign a Williamsburg Technical College Information Release Form.



Eligible Expenses: Tuition, fees and book charges
 Background Information: Mr. Will Northington Meriwether, a rancher from Egypt, Texas, and the deceased husband of the late Ednamaye Reese Meriwether, believed in and supported education—an effort which now survives through this scholarship. Williamsburg Technical College also has a building on campus named in honor of Mr. and Mrs. Meriwether.

Henry and Jackie Poston Scholarship

Award Amount: Up to a maximum of \$1000 per year (\$400 fall, \$400 spring, \$200 summer; prorated for part-time enrollment)

Available Awards: 1

Specific Course of Study: Any degree, diploma or certificate program

Required Academic Standing: 2.0 GPA on a 4.0 scale – C average

Enrollment Status: Full-time or part-time

Financial Constraints: Awardable after any state or federal grant awards have been deducted from tuition, fees and book charges

Other Criteria: Preference will be given to residents of Williamsburg County. The student must maintain a 2.0 GPA and make satisfactory progress to maintain the scholarship.

Additional Application Requirements: Applicant must complete the WTC financial aid application process. All admission application paperwork must be complete and on file in Student Services. The student will agree to acknowledge appreciation of the scholarship to the donor and will sign a Williamsburg Technical College Information Release Form.

Eligible Expenses: Tuition, fees and book charges

Progress Energy Scholarship

Award Amount: \$1000 (\$500 fall, \$500 spring; prorated for part-time enrollment)

Available Awards: 1

Specific Course of Study: Electrical Technology degree or certificate program or a related field

Required Academic Standing: 3.0 GPA on a 4.0 scale – B average

Enrollment Status: Full-time

Financial Constraints: Need-based

Other Criteria: Preference will be given to a customer of Progress Energy

Additional Application Requirements: Applicant must complete the WTC financial aid application process. Official high school and college transcripts must be on file with registrar.

Eligible Expenses: Tuition, fees, books, student living expenses

Background Information: The recipient shall be selected and the scholarship awarded without regard to race, sex, color, creed, religious preference, age, national origin or handicap of each candidate. *For other Progress Energy scholarship opportunities, go to www.progress-energy.com.*

Rotary Club of Kingstree Book Scholarship

Award Amount: Up to a maximum of \$500 per year (\$200 fall, \$200 spring, \$100 summer)

Available Awards: 1

Specific Course of Study: Any degree, diploma or certificate program

Required Academic Standing: 3.0 GPA on a 4.0 scale – B average

Enrollment Status: Full-time

Financial Constraints: Need-based; awardable after any state or federal grant awards have been deducted from tuition, fees and book charges

Other Criteria: The recipient must be a graduate of a Williamsburg County high school and must maintain a 3.0 grade point average.

Additional Application Requirements: Applicant must complete the WTC financial aid application process. All admission application paperwork must be complete and on file in Student Services. Official high school and college transcripts must be on file with registrar.

Eligible Expenses: Exclusively for textbook purchases



Background Information: Established by The Rotary Club of Kingstree to provide book scholarships to deserving students.

Santee Electric Cooperative Scholarship

Award Amount: Up to a maximum of \$1000 per year (\$400 fall, \$400 spring, \$200 summer; prorated for part-time enrollment)

Available Awards: 1

Specific Course of Study: Any degree, diploma or certificate program

Required Academic Standing: 2.0 GPA on a 4.0 scale – C average

Enrollment Status: Full-time or part-time

Financial Constraints: Awardable after any state or federal grant awards have been deducted from tuition, fees and book charges

Other Criteria: The student must maintain a 2.0 GPA and make satisfactory progress to maintain the scholarship.

Additional Application Requirements: Applicant must complete the WTC financial aid application process. All admission application paperwork must be complete and on file in Student Services. Official high school and college transcripts must be on file with registrar. The student will agree to acknowledge appreciation of the scholarship to the donor and will sign a Williamsburg Technical College Information Release Form.

Eligible Expenses: Tuition, fees and book charges

Background Information: For information on SEC, visit www.santee.org .

The Exchange Bank of South Carolina Scholarship

Award Amount: Up to a maximum of \$850 per year (\$425 fall, \$425 spring)

Available Awards: 1

Specific Course of Study: Associate in Arts or Associate in Science degree programs

Required Academic Standing: 3.0 GPA on a 4.0 scale – B average

Enrollment Status: Full-time

Financial Constraints: Awardable after any state or federal grant awards have been deducted from tuition, fees and book charge total

Other Criteria: The student must have earned no less than 24 semester hours with no grade less than a C. Preference will be given to residents of Williamsburg County.

Additional Application Requirements: Applicant must complete the WTC financial aid application process. All admission application paperwork must be complete and on file in Student Services. Applicant must provide two letters of support for this scholarship by friends or counselors. The student will agree to have a copy of the application, grades and other relevant information provided to the president of The Exchange Bank of South Carolina on request.

Eligible Expenses: Tuition, fees and book charges

Background Information: For information on the bank, visit www.exchangebanksc.com .

Williamsburg Technical College Foundation Endowed Scholarship*

Award Amount: Up to a maximum of \$500 per year (\$200 fall, \$200 spring, \$100 summer; prorated for part-time enrollment)

Available Awards: 1

Specific Course of Study: Any degree, diploma or certificate program

Required Academic Standing: 3.0 GPA on a 4.0 scale – B average

Enrollment Status: Full-time or part-time

Financial Constraints: Awardable after any state or federal grant awards have been deducted from tuition, fees and book charges. The applicant must not be eligible for federal financial aid but may be eligible for Lottery Tuition Assistance.

Other Criteria: Preference will be given to residents of Williamsburg County. The student must maintain a 3.0 GPA and make satisfactory progress to maintain the scholarship.

Additional Application Requirements: Applicant must complete the WTC financial aid application process. All admission application paperwork must be complete and on file in Student Services. The student will agree to acknowledge appreciation of the scholarship to the donor and will sign a Williamsburg Technical College Information Release Form.

Eligible Expenses: Tuition, fees and book charges



Dr. John Thomas Wynn, President Emeritus, Endowed Scholarship*

Award Amount: Up to a maximum of \$500 per year (\$200 fall, \$200 spring, \$100 summer; prorated for part-time enrollment)

Available Awards: 1

Specific Course of Study: Any degree, diploma or certificate program

Required Academic Standing: 3.0 GPA on a 4.0 scale – B average

Enrollment Status: Full-time or part-time

Financial Constraints: Awardable after any state or federal grant awards have been deducted from tuition, fees and book charges

Other Criteria: Preference will be given to residents of Williamsburg County. The student must maintain a 3.0 GPA and make satisfactory progress to maintain the scholarship.

Additional Application Requirements: Applicant must complete the WTC financial aid application process. All admission application paperwork must be complete and on file in Student Services. The student will agree to acknowledge appreciation of the scholarship to the donor and will sign a Williamsburg Technical College Information Release Form.

Eligible Expenses: Tuition, fees and book charges

Background Information: Dr. John Thomas Wynn served as president of Williamsburg Technical College from June 1978 until his retirement in January 1994. Upon his retirement he was conferred the honor of president emeritus by the College's area commission and was awarded the "Order of the Palmetto" by the governor of South Carolina.

Williamsburg First National Bank Scholarship

Award Amount: Up to a maximum of \$1000 per year

Available Awards: 1

Specific Course of Study: Any degree, diploma or certificate program

Required Academic Standing: 3.0 GPA on a 4.0 scale – B average

Enrollment Status: Full-time or part-time

Financial Constraints: Awardable after any state or federal grant awards have been deducted from tuition, fees and book charges

Other Criteria: Applicant must be a legal resident of South Carolina. Preference will be given to residents of Williamsburg County.

Additional Application Requirements: Applicant must complete the WTC financial aid application process. All admission application paperwork must be complete and on file in Student Services. The student will agree to acknowledge appreciation of the scholarship to the donor.

Eligible Expenses: Tuition, fees, book charges, student living expenses

Virginia W. and J. Braxton Lovett Scholarship*

Award Amount: Up to a maximum of \$500 per year (\$200 fall, \$200 spring, \$100 summer; prorated for part-time enrollment)

Available Awards: 1

Specific Course of Study: Practical Nursing

Required Academic Standing: 3.0 GPA on a 4.0 scale – B average

Enrollment Status: Full-time or part-time

Financial Constraints: Awardable after any state or federal grant awards have been deducted from tuition, fees and book charges

Other Criteria: Preference will be given to residents of Williamsburg County. The student must maintain a 3.0 GPA and make satisfactory progress to maintain the scholarship.

Additional Application Requirements: Applicant must complete the WTC financial aid application process. All admission application paperwork must be complete and on file in Student Services. The student will agree to acknowledge appreciation of the scholarship to the donor and will sign a Williamsburg Technical College Information Release Form.

Eligible Expenses: Tuition, fees and book charges

Background Information: Braxton Lovett, a veteran, farmer and hunting preserve overseer, is a charter member of the WTC Area Commission since the College's inception and his wife, Virginia, a graduate of McLeod Hospital nursing school, was in the cadet



nurse corps during World War II and later worked in Johnson Memorial Hospital in Hemingway and as a school nurse with the Williamsburg County School District. This scholarship was named to honor their service to the community, the college, and the medical needs of the area.

**This scholarship will be awarded only when sufficient interest gain on the endowment is realized.*

Standards of Academic Progress for Financial Aid

Satisfactory Progress

Financial aid payments under any federal- or state-sponsored financial aid program will be made only if a student is maintaining satisfactory progress in the course of study being pursued. Progress is defined according to the standards and practices of the institution. The institution will withhold payments if the student is not making measurable progress until the student reestablishes eligibility by meeting or exceeding the standards. Copies of the policy are available in the Financial Aid office.

Appeals Process

Students who wish to appeal the withholding of payments due to unsatisfactory progress may submit a letter stating reason(s) for delay in progress to the Student Services office. The Appeals Committee (consisting of the Dean of Student Services, the Dean of Instruction, and the Chief Business Officer) will review the appeal and contact the student as soon as possible concerning their decision.

Refund Policy

It is the policy of Williamsburg Technical College that students receive a fair and equitable refund of tuition and other institutional charges upon withdrawal or reduction of course load below 12 credit hours.

Written withdrawal notification and request for refund *must be submitted* to the Student Services Office *during the drop/add period*. Failure to attend class or notifying the instructor does not constitute withdrawal. *One hundred percent refunds for class withdrawal are made only within the first seven calendar days after the start of the semester. No refunds will be made thereafter.*

Full refunds will be made for classes cancelled by the College.

The policy applies even if the student does not attend class, and the number of school days applies regardless of the student's class schedule.

Refunds for veterans and other eligible persons enrolled in non-degree programs will be made subject to limitations set forth in Code of Federal Regulations 21.4255(c)(13).

Title IV Refunds

If you are receiving financial aid from Title IV federal funds and you withdraw from school under any circumstances before completing 60% of the term, Williamsburg Technical College will determine whether a refund or repayment is owed to the Title IV account. If a refund or repayment to the account is required, the College will return funds according to the federal refund policy.

Veteran Student Refunds

The College has and maintains a policy for the refund of the unused portion of tuition, fees, and other charges in the event the veteran or eligible person fails to enter the course or withdraws or is discontinued there from at any time prior to completion. Refunds will be made promptly (within 40 days). Veterans are not required to file an application for refund.

Veterans' Benefits

The following policies and procedures for enrollment certification, attendance, and vocational rehabilitation are of primary concern to veterans, service persons, reservists



and other eligible persons who receive VA Educational Assistance payments while enrolled at the college.

Enrollment Certification

Certification for benefits by the financial aid director is necessary in order for eligible veterans, service persons, reservists and dependents to receive educational assistance checks from the Veterans Administration. The Financial Aid office is located in Room 214, Building A.

Eligible VA students must have completed formal College admission requirements and must be fully admitted into a program before they request certification for VA payment. Students should contact the College's financial aid director for specific information about requesting VA payments for their admission status. *The Veterans Administration will make the final decision regarding approval of payments for students.* Applications for Veterans Education Benefits must be submitted online at www.gibill.va.gov.

To ensure receipt of benefits, eligible VA students must inform the financial aid director of their intention to register for classes and supply the number of credit hours for which they are enrolled each semester. The financial aid director will then certify enrollment to the Veterans Administration regional office for processing and payment, if eligible.

Specific procedures and forms for application and enrollment certification may be obtained from the College's financial aid director. Each student's request will be handled individually according to the type of VA education assistance program for which the student is eligible and the student's enrollment status at the College.

All students receiving VA educational assistance payments from the Veterans Administration are responsible for immediately notifying the Veterans Administration and the College's financial aid director of any changes in their program and/or credit hour load during a semester, to include changing programs, dropping or adding a course, withdrawing from school, or auditing a course. Veterans must file a change of program form 1995 with the Veterans Administration if changing curriculum. The VA will not allow payment for courses not computed in a student's GPA or not counted toward graduation requirements for a student's program.

Attendance Policy

Veterans enrolled in non-degree programs will be interrupted for unsatisfactory attendance when accumulated absences, tardies, and class cuts exceed twenty (20) percent of class contact hours.* The interruption will be reported to the Veterans Administration within 30 days of the last date of attendance. A veteran may be reenrolled for benefits at the beginning of the term following interruption because of unsatisfactory attendance only when the cause of unsatisfactory attendance has been removed. Students interrupted a second time for unsatisfactory attendance will not be allowed to reenroll for benefits in the absence of mitigating circumstances.

Mitigating Circumstances—Mitigating circumstances are those which directly hinder pursuit of a course and which are judged to be beyond the student's control. The following are some general categories of mitigating circumstances:

1. Serious illness of the veteran;
 2. Serious illness or death in the veteran's immediate family;
 3. Emergency financial obligations or change of place of employment or work schedule which preclude pursuit of the course;
 4. Active duty military service, including active duty for training.
- This list is not all-inclusive.



For institutions that have a published "leave of absence" policy, students receiving VA education benefits will have their benefits discontinued while on an "official leave of absence."

**NOTE: If the institutions's existing policy is more restrictive, that policy will be used.*

Vocational Rehabilitation

The South Carolina Vocational Rehabilitation Department and the Vocational Rehabilitation and Education Division of the Veterans Administration have programs available to assist students with physical disabilities. For information concerning these programs, contact the local office of the South Carolina Department of Vocational Rehabilitation. Financial Aid office personnel will assist any person needing additional information.

More information concerning financial aid can be obtained by contacting the Financial Aid Office.

