GUIDELINES FOR RECIPIENTS

The purpose of these guidelines is to provide information to you regarding the disbursement procedure for financial aid at Georgia Military College.

**Award Letter**
This award letter lists the type and amount of aid you are tentatively scheduled to receive from Georgia Military College during the specified time. To receive aid, you must be in compliance with all applicable Federal, State, and college policies and regulations, including Satisfactory Academic Progress. Before aid is disbursed, student eligibility is reviewed. **Students must be eligible at the time of disbursement.**

**Revised Award Letters**
It may be necessary to issue a Revised Award Letter during the academic year. Subsequent Award letters will supersede any prior Award Letter.

**HOPE Scholarship**
HOPE Scholarship (Helping Outstanding Pupils Educationally) provides students with funds for tuition. HOPE does not provide for a book allowance, nor pay for remedial classes at Georgia Military College. HOPE Scholarship recipients who have taken coursework at other institutions should verify with the Financial Aid Office that all work has been counted. Transfer credits that are applied after HOPE awards are made could affect eligibility.

**Refund Policy for students receiving Title IV funds**
If a student is receiving Title IV funds and withdraws officially or unofficially (by not attending class) before completing 60% of a term, GMC must determine if funds must be returned to one or more Title IV aid programs.

**Georgia Tuition Equalization Grant (GTEG)**
The STEG program provides non-repayable grants to eligible Georgia residents who enroll on a full time basis at Georgia Military College. To be considered enrolled full time, a student must be registered and attending class through the institution’s drop/add period for each term. If a student officially or unofficially withdraws, drops out, or is expelled before the award date, the student is not eligible to receive the award. Attendance will be monitored to verify eligibility. **GTEG ELIGIBLE STUDENTS CAN RECEIVE PAYMENT FOR NO MORE THAN 3 QUARTERS IN AN ACADEMIC TERM, PLUS A PAYMENT OF $233 FOR SUMMER TERM, FOR A MAXIMUM AWARD NOT TO EXCEED $700, during the academic year.**

**Federal Direct Loan Disbursements**
If your award package includes funds from the Federal Direct Loan Program, you must contact our office within 14 days of the date of this letter, if you would like to decline or reduce the amount of these awards. Students must be enrolled at least half-time at the time of disbursement to be eligible for any loan funds.

Federal Direct Loan (Subsidized or Unsubsidized): Under federal law, students awarded this loan must return a completed promissory note to the lender before funds may be disbursed.

You will need to e-sign your Master Promissory Note at [www.studentloans.gov](http://www.studentloans.gov). The Business Office will issue a refund if you have money due back to you after the loan funds are credited to your account and after the drop/add period for each term.

**First time borrowers must complete Entrance Loan Counseling at [www.studentloans.gov](http://www.studentloans.gov).**

**Federal PLUS Loan**
The Federal PLUS Loan is a non-need based education loan for parents to assist them in meeting the expected family contribution for their dependent student. Remaining proceeds from the PLUS loan after the student’s bill is satisfied will be disbursed to the parent or the student.

**All Federal Loans (Direct & PLUS):** Students and parents will receive a Loan Disclosure statement for each loan Awarded. This disclosure statement will outline terms and conditions for each loan.