August 12, 2020

Greetings Students:

The purpose of this letter is to inform you of the financial policies and procedures for our College concerning student financial responsibilities. **These changes were effective as of July 1, 2019. This letter is your official notice of the changes listed here herein.**

1. **Effective academic year 2019-2020 and forward**, the Talladega College Payment Plan Option is only available when the following criteria is met:
   a. The student has exhausted all financial aid options that have been offered [this includes accepting student loans, applying for the Parent Plus Loan (PPL) and accepting PPL funds (if approved), or accepting the student loan increase if the PPL is denied.]

2. **Effective academic year 2019-2020 and forward**, collection efforts will ensue for students that:
   a. Decline to accept all available aid, decline to sign up for the payment plan, and/or neglect to make the agreed upon payments;
   b. Have a balance and do not receive clearance from the Administrative Committee.

3. **Effective academic year 2019-2020 and forward**, the institution will withhold the posting of ANY institutional scholarships that may have been awarded until the student submits all required documentation to the Office of Financial Aid.
   a. If supporting documentation is not completed/submitted by the first day of class, all institutional scholarships (awarded and future) will be forfeited.

4. **Effective academic year 2019-2020 and forward**, any student that is missing Financial Aid documentation, will be required to complete a Notice of Incomplete Financial Aid Status Agreement with the Financial Aid Office. **Upon the student signing this agreement, the student will be allowed a fourteen day (14) grace period beginning the first day of class to submit the missing documentation to the Financial Aid Office.** The Financial Aid Office will track the student’s progress up to the allotted grace period.
   a. If the student submits all required documentation and the Financial Aid Office (FAO) is able to process aid, no further action will be required, unless the student has a balance. At which time, the student will contact the Business Office.
   b. If the student does not submit/complete all required financial aid documents, the following actions will ensue:
      i. After expiration of fourteen (14) day grace period, students who have not completed all required financial aid documents will have a hold placed on their student account in Jenzebar. This hold will present a delay in registering for any future courses.
      ii. After expiration of the fourteen (14) day grace period, students who have not completed all required financial aid documents will be administratively dropped from their courses. There is no guarantee that the once course are dropped that they will remain available for readmission.
      iii. After expiration of the fourteen (14) day grace period, students who have not completed all required financial aid documents will be administratively removed from the residence halls. Students who fail to complete their financial aid will be referred to the Dean and Vice President of Students for removal from their dormitory.
5. Effective academic year 2019-2020 and forward, scholarship stacking is not permitted. Students are only allowed to receive one institutional scholarship per academic year.
   a. There is no limit on the amount of external scholarships a student can receive; however, the external scholarship(s) in combination with any other aid totals cannot exceed the total cost of attendance/total budget for each student.

We look forward to your return to campus and a wonderfully successful year. Please contact the Business Office if you have questions about the payment plan changes. Please contact the Financial Aid Office with any other questions.

Sincerely,

Lakecia Taylor
Interim Director of Financial Aid
Talladega College
(256)761-6237
finaid@talladega.edu

Cc: Bruce Smith, Senior Associate Vice President of Administration and Finance/Controller
Dr. Billy C. Hawkins, President