6/21/2019

From: The Talladega College Office of Financial Aid
To: All Talladega College Students
Subject: Policy and Procedure Updates for Student Financial Responsibilities

Greetings Returning Students:

We hope that your summer break has been enjoyable and restful thus far. Although the normal bustle of students around the campus has become a bit relaxed, the TC administrative staff has been hard at work preparing for your return during the 2019-2020 academic year. We want to congratulate you on advancing to a new academic year and reaching new heights in your future.

The purpose of this letter is to inform you of the new policies and procedures for our College concerning student financial responsibilities. **These changes will be required 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.]
   b. The student must agree to the terms of the Talladega College Payment Plan Agreement.
   c. The student must pay 60% of tuition and fees for the outstanding semester, **plus a $50 processing fee at the time of enrollment.**
   d. The student must continue making timely payments on the remaining 40% of their tuition. The remaining tuition will be divided into four 10% payments that will be due on the 1st of each month. *(Example: Student enrolls in the Payment Plan on August 23 and makes the first (1st) 10% payment; the second (2nd) 10% is due September 1st; the third (3rd) 10% payment due October 1st; and the last 10% payment due December 1st). *Due to the length of the term, all summer terms have a maximum of 2 payments permissible to complete the agreement.
   e. The student must agree that all outstanding agreement balances will be paid in full by the established due dates. There will be a late fee in the amount of $50 added to the student’s outstanding balance for any payments not received by the 1st of the month.

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 their meals terminated until the required documents are submitted to the Financial Aid Office or the student’s balance is paid in full.

      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.

      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.

5. Effective academic year 2019-2020 and forward, scholarship stacking will not be allowed. 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,

A. Headen

Amanda Headen
Director of Financial Aid
Talladega College

Cc: Sama Mondeh, Vice President of Business & Administration
    Dr. Billy C. Hawkins, President