

Student Success Services

Educational Support

The College offers services and activities that complement academic programs to support the development of each student. The College maintains a staff of trained counselors and advisors who provide services to facilitate the academic, career and personal development of students. These services help students acquire skills and access resources necessary for academic success.

New Student Orientation

New student orientation acquaints new students with the purposes and programs of the College, registration and curricular requirements and College services and personnel. New students planning to register for a program of study should participate in a new student orientation session where they will meet with an academic advisor, discuss future educational goals and register for classes.

Placement Testing

Full- and part-time students registering for classes requiring specific skill levels in writing, mathematics or reading must take appropriate placement tests or the identified prerequisite college course. If placement test scores indicate a need for developmental education, this course work must be satisfactorily completed before enrollment in the college-level course. A student who presents SAT scores of at least 500 verbal and 500 math, from testing within the last five years, is not required to take placement tests and may register for college-level courses. SAT scores must be forwarded to the College's testing center (173 Skirmisher Lane, Middletown, VA 22645 or 6480 College Street, Warrenton, VA 20187).

Academic Advising

LFCC believes that an appropriate and interactive academic advising process is essential to student success. The College is committed to provide students with the guidance necessary to make appropriate academic and career decisions.

At LFCC, academic advising is a comprehensive and interactive process that utilizes both educational counseling and program planning.

- Educational counseling is provided by a staff of trained counselors and academic advisors to assist students in clarifying their life, educational and career goals.
- Program planning is then provided by faculty advisors to assist students in the development and implementation of an educational plan and course of action.

Upon application to the College and selection to a curriculum, students are assigned an appropriate faculty advisor. Students who change their academic goals should meet with a student success counselor to ensure appropriate curricular placement and faculty advising assignment.

College Success Skills

All curricula placed students shall enroll in a College Success Skills class (SDV 100, 101, 108) within the first 15 credits of their program of study at the College. The course is designed to help students transition to college and introduce them to College resources and services. Effective study skills, career and academic planning and college transfer are among the topics offered to help students succeed in their course work.

Student Learning Services

The College offers individual and small group academic support to students. Tutoring services and learning laboratories are available to students at no cost.

Disability Services

The College supports the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. The College's policy is a commitment to provide reasonable accommodations to students who have a documented physical or mental disability as they seek educational or employment goals. Students with a physical or mental disability diagnosed and documented by a licensed professional are urged to identify themselves to the College so they may be served under the Section 504 program. Students should see the campus disabilities counselor to discuss the process of requesting reasonable accommodations. The earlier students initiate the process by notifying the College of their disability, the sooner accommodations can be identified to provide equal opportunities for achieving success in educational goals.

TRIO Student Support Services Program

TRIO provides academic and personal support services to eligible students to assist them in successfully completing their programs of study and achieving their personal and career goals. The program offers a wide variety of services and activities—including academic advising, career counseling, tutoring, mentoring, transfer assistance and social/cultural activities—designed to meet the individual needs of each student. Students may qualify by demonstrating an academic need and by meeting one or more of the following criteria:

- First generation students: Neither of the student's parents graduated from college with a bachelor's degree.
- Low-income students: Students who are eligible to receive financial aid or meet federal low-income guidelines.
- Students with disabilities: Any student with a physical, emotional or learning disability who requires academic assistance.

Contact the TRIO Program office at the Middletown Campus for further information.

Career Services

The College offers services and resources to assist students and graduates to carry out their career plans. Trained advisors offer career assessment, individual advising and classroom presentations in the area of transfer planning, resume development and job search skills.

Financial Assistance

LFCC is committed to using all available funds to help students gain access to a college education. Financial aid is usually awarded based on financial need, but can be awarded based on merit or a combination of factors. Assistance is available through a variety of federal, state and institutional programs. Lord Fairfax Community College does not discriminate on the basis of race, sex, color, national origin, religion, sexual orientation, age, veteran status, political affiliation or disability in its programs or activities. For a complete list of financial aid currently available, check online at <http://www.lfcc.edu>.

How to Apply for Federal and State Financial Assistance

Students applying for aid must complete the Free Application for Federal Student Aid (FAFSA). There are two ways this form can be submitted. This form can be mailed and takes four to six weeks to process. Electronically submitted, the application takes one to three weeks to process.

The Web address for electronic filing is <http://www.fafsa.gov>. Electronic processing is expedited by requesting a Personal Identification Number (PIN) at <http://www.pin.ed.gov>. The PIN number will serve as the electronic signature and should be requested by both the student and when applicable, the parent. The school code for LFCC is 008659. The student and the student's listed colleges receive a student aid report (SAR) from the Central Processing Service. No determination of eligibility can be made until the College receives a valid SAR and all requested documentation. Applicants may be required to provide additional information. Applications should be submitted as soon as possible after Jan. 1 of each year. The priority application deadline is June 15. Applications and information concerning financial assistance at LFCC are available in the Financial Aid Office or on the College's Web site at <http://www.lfcc.edu/finaid>.

Satisfactory Academic Progress for Financial Aid Recipients

Students are required to maintain satisfactory academic progress to continue receiving aid. The U.S. Department of Education has established a series of standards that define satisfactory academic progress, SAP. Requirements to maintain SAP:

1. Students must maintain a minimum cumulative grade point average (GPA) to qualify for federal and state financial aid programs. Students are reviewed after attempting 12 credits for GPA. The minimum GPA requirements are: 13-29 credits, a 1.5 GPA, 30-45 credits, a 1.75 GPA, 46 or more credits, a 2.0 GPA. Some scholarships have stricter GPA requirements. If placed on academic suspension or dismissal, students will be ineligible to receive financial aid.
2. Dropped classes will not appear on students' academic record. If students decide that they do not want to take a class after the add/drop period, their action is considered a withdrawal. The withdrawal stays on students' record and that can affect their financial aid status.
3. Students must complete 67 percent of the total credits attempted, on both a term and cumulative basis. During their academic career at LFCC, students may consider withdrawing from a class. Students should consider all options before withdrawing because it may have serious implications for their financial aid eligibility. Students are reviewed for this requirement after attempting 23 credits. Federal law requires LFCC to return part of students' financial aid if students withdraw from all classes and they will have to pay the amount deemed "unearned" by the Department of Education. If they don't repay that amount, students will not be eligible for future financial assistance until the debt is paid in full.
4. To receive financial aid, students must attend the classes for which they enroll. If students decide that they do not want to take a class, they must drop it during the add/drop period by completing the appropriate paperwork or online.
5. Students have a maximum of 150 percent of their program length to complete their associate degree/certificate program. Once they have exceeded 150 percent of course work for their degree/certificate program, their eligibility for aid at LFCC will be exhausted. Changes in curriculums do not constitute extended time limits for eligibility. Transferred credits will also be included in the calculation.

6. Students who register for developmental courses are limited to a maximum of 30 semester hours. The Financial Aid Office cannot provide assistance for classes that have been attempted more than twice or for a developmental course attempted more than three times.
7. LFCC requires a minimum 2.0 GPA to graduate from and Career Studies Certificate (CSC), Certificate, or Associate Degree. This overrides any GPA requirement for financial aid. For example, if your CSC requires 23 credits to graduate, you need a minimum 2.0 GPA, even through financial aid requires a minimum 1.5 GPA.

SAP Alert and Appeals

The Financial Aid Office evaluates students for SAP after grades are posted at the end of each semester at the attempted credits noted above. To be eligible to receive financial aid or scholarships at LFCC, students are required to make satisfactory progress towards successful completion of the program of study to which they have been admitted.

If students do not meet the SAP requirements and lose their financial aid eligibility, they may appeal the decision. Appeals need to be made, in writing or e-mail, to the Financial Aid Office within 10 business days from the date the denial was e-mailed. Only appeals that document mitigating circumstances will be considered. If SAP is not met because 150% status, contact the Financial Aid Office for more information.

All of the above conditions must be met each semester. The first time any of the above conditions is not met, financial aid will be discontinued until the student has completed enough credits to overcome the deficiency without the benefit of financial aid.

Refund and Repayment Policy

The Financial Aid Office at LFCC is required by federal and state regulations to have a written policy for the refund and repayment of federal and state aid received by students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60 percent of a payment period or term for which payment has been received. These policies are effective only if the student completely terminates enrollment or stops attending all their classes before completing more than 60 percent of the enrollment period. The Title IV financial aid and/or state award programs must be recalculated in these situations.

Disbursement Policy

The amount of a refund of fees for students who withdraw will be calculated as follows:

All students receiving Title IV (federal) and/or state financial aid may be required to repay all or part of any aid received to the appropriate federal and/or state program(s) if they withdraw from all classes.

The amount that the student may be required to return to the federal and/or state program(s) will be determined by the amount disbursed, the amount which could have been disbursed, and the percentage of the enrollment period the student has completed.

If a student withdraws on or before the 60 percent point time of the period of enrollment, calculated using calendar days, a portion of the total of federal and/or state funds awarded a student (excluding federal work-study) must be returned according to the provisions of the

Higher Education Amendments of 1998 and the State Council of Higher Education for Virginia. The calculation of the return of these funds may result in the student owing a balance to the College and/or the federal or state government.

Repayment Policy

The amount of aid that a student must repay is determined via the Federal Formula for Return of Title IV funds as specified in Section 484B of the Higher Education Act. This law also specifies the order of return of the Title IV funds to the programs from which they were awarded.

A repayment may be required when a refund has been disbursed to a student from financial aid funds in excess of the amount of aid the student earned during the term. The amount of aid earned is determined by multiplying the total aid, other than Federal Work Study, for which the student qualified by the percentage of time during the term that the student was enrolled.

If a student leaves the institution prior to completing 60 percent of a payment period or term, the Financial Aid Office recalculates eligibility for Title IV and/or state funds. Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:

Percentage of payment period or term completed = the number of days completed up to the withdrawal date divided by the total days in the payment period or term. (Any break of five days or more is not counted as part of the days in the term.) This percentage is also the percentage of earned aid.

Funds are returned to the appropriate federal and/or state program based on the percentage of unearned aid using the following formula:

Aid to be returned = (100 percent of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total amount of aid that could have been disbursed during the payment period or term.

If a student earned less aid than was disbursed, the College would be required to return a portion of the funds and the student would be required to return a portion of the funds. Keep in mind that when Title IV and/or state funds are returned, the student may owe a debt to the College.

If a student earned more aid than was disbursed to him/her, the College would owe the student a post-withdrawal disbursement which must be paid within 120 days of the student's withdrawal.

The College must return the amount of Title IV and/or state funds for which it is responsible no later than thirty (30) days after the date of the determination of the date of the student's withdrawal.

The responsibility for returning unearned aid is allocated between the College and the student according to the portion of disbursed aid that could have been used to cover College charges and the portion that could have been disbursed directly to the student once the College charges were covered. LFCC will distribute the unearned aid back to the Title IV and/or state programs as specified by law. The student will be billed for the amount the student owes to the Title IV and/or state programs and any amount due to the College resulting from the return of Title IV and/or state funds used to cover College charges.

Disbursements are allocated in the following order:

- Federal Pell Grants for which a return of funds is required
- Federal Academic Competitiveness Grant (ACG) for which a return of funds is required
- Federal Supplemental Opportunity Grants (SEOG) for which a return of funds is required
- Other assistance under this Title for which a return of funds is required (e.g., LEAP)
- Commonwealth Grant (COMA) for which a return of funds is required
- Virginia Guaranteed Assistance Program (VGAP) for which a return of funds is required

Students will be notified within 30 days via their student e-mail account of their overpayment and will be instructed to contact the LFCC Business Office to arrange a suitable repayment agreement.

Federal Financial Aid Programs

Federal Pell Grant

The Federal Pell grant program is the largest federal grant program. This grant provides a foundation to which aid from other sources may be added. To qualify you must be an eligible undergraduate student who has not earned a bachelor's or professional degree. You must be enrolled in an eligible program of study and not be in default on any federal aid program. In 2010-11, the Pell grant annual full-time awards range from \$1176 to \$5,550. Grants are available for full-time, three quarter-time, half-time and less than half-time students.

Federal Supplemental Educational Opportunity Grant (FSEOG)

The FSEOG is a program awarded to Pell eligible students with an out-of-state residency status demonstrating the most need and based on federal guidelines. Funds for FSEOG are limited and awarded on an annual basis.

Federal Academic Competitiveness Grant (ACG)

This is a Federal grant which provides funds to first-year students who have completed high school on or after Jan. 1, 2005. Second year students must have graduated from high school on or after Jan. 1, 2005. All ACG students must have completed a rigorous high school program of study as designated by their state and second-year students must have at least a 3.0 GPA from their first year in College. Students must be a U.S. Citizen or eligible non-citizen and be enrolled at least half-time (6 or more credits). All recipients must be receiving the Pell grant.

Federal Work-Study (FWS)

The College Work-Study program is a joint federal and College program that funds part-time jobs on campus. A separate LFCC work-study application, available from the Financial Aid Office, must be completed in order for a student to be considered for this program. The Financial Aid Office maintains a file of FWS applications and reviews these applications as vacancies occur. Students will be referred for interviews with job supervisors. Every effort is made to place the student in a job that relates to his or her program of study. If hired, the Financial Aid Office adds funds for this program to the student's financial aid award. You must have a complete financial aid package and a current work-study application on file to be considered for these jobs. Most jobs average 10-15 hours per week. Students must be enrolled in a minimum of six (6) credit hours to qualify for FWS.

State Financial Aid Programs

College Scholarship Assistance Program (CSAP)

CSAP is a State grant program that provides funds to legal residents of Virginia who are in need of financial assistance. Students must be enrolled for at least six credits to qualify. Funds are limited.

Commonwealth Award (COMA)

COMA is a State grant program that provides funds to legal residents of Virginia who are in need of financial assistance. Students must be enrolled for at least six credits to qualify. Funds are limited and awarded on an annual basis.

Virginia Guaranteed Assistance Program (VGAP)

VGAP is a State grant program that provides funds to graduates of a VA high school or a program of home school instruction in accordance with 22.1-254.1. Recipients must be classified as a dependent student for Federal financial aid purposes and have at least a 2.5 grade point average on a 4.0 scale or its equivalent. Recipients must be enrolled full-time (12 or more credits). Full-time Virginia domiciled dependent students who graduated from a Virginia high school with at least a 2.5 GPA may apply for this state grant program. If home schooled, must have SAT scores of at least a combined 900 verbal and math or ACT composite score of at least 19. Students must be first-time freshmen, must demonstrate financial need, and may qualify for renewal awards up to three additional years. VGAP provides financial assistance for tuition and books. Interested students should send their high school transcripts or SAT or ACT scores if home schooled to the Financial Aid Office with a note indicating their interest. GED students are not eligible.

Part-time Tuition Assistance Program (PTAP)

This state-funded tuition grant is for Virginia residents who enroll for one to eight credits who demonstrate financial need. Funding is limited and awarded early each year.

Merit Based Programs of Assistance

LFCC Local Board Scholarship Program

Scholarships are sufficient to cover tuition for up to 12 credit hours for the fall and spring semesters.

Principal's Scholarships

A scholarship named in honor of the high school principal is awarded at each public high school in the College's service region. This scholarship recognizes high academic achievers who will attend LFCC. Each high school selects the recipient and a scholarship application is required by the College. Scholarships are sufficient to cover tuition up to 12 credit hours for the fall and spring semesters.

College Board Scholarships

One scholarship per high school is awarded in honor of the local College Board. This scholarship is competitive based on academic achievement, leadership as demonstrated through extracurricular activities and citizenship. The selection of recipients is made by the Lord Fairfax Community College Scholarship Committee. Scholarships are sufficient to cover tuition up to 12 credit hours for the fall and spring semesters.

Tech Prep Consortium Scholarships

At least one scholarship per service area jurisdiction is awarded to recognize exemplary high school students enrolled in Tech Prep Programs. Scholarships are sufficient to cover tuition up to 12 credit hours for the fall and spring semesters.

Cultural Diversity Scholarships

Four scholarships are awarded that consider race or national origin as a factor in an applicant's favor in order to assist in assembling a student body with a variety of opinions, backgrounds, cultures and experiences. Scholarships are sufficient to cover tuition up to 12 credit hours for the fall and spring semesters.

LFCC Educational Foundation Inc. Scholarships

Scholarships are awarded on the basis of need and/or merit, as determined by the donor. Review the complete list of Foundation scholarships, requirements, application materials and deadline information at <http://www.lfcc.edu/scholarships>.

Veterans Educational Benefits

Veterans who have served in the military or children, wives or widows of veterans may be eligible for educational assistance through the U.S. Department Veterans' Affairs (VA). For information concerning the VA and educational assistance, contact the Financial Aid Office, <http://www.lfcc.edu/veterans> or <http://www.gibill.va.gov>. The Veteran Affairs Office at Lord Fairfax Community College provides information and application for VA educational benefits to veterans, reservists and eligible dependents. The Office also certifies students with confirmed VA eligibility who notifies LFCC of their registration for classes at LFCC.

Military Survivors and Dependents Program (MSDEP)

The Virginia Military Survivors and Dependents Education Program (MSDEP) provides education benefits to spouses and children of military service members killed, missing in action, taken prisoner or who became at least 90 percent disabled as a result of military service in an armed conflict. Military service includes service in the United States Armed Forces, United States Armed Forces Reserves, the Virginia National Guard or the Virginia National Guard Reserves. Armed conflict includes military operations against terrorism or as the result of a terrorist act, a peace-keeping mission or any armed conflict after Dec. 6, 1941. This program waives tuition, fees, room and board, and books at any state-supported college or university in Virginia. Benefits are available up to four years.

To be eligible, children and spouses of qualifying military service members must meet the following requirements:

- The child must be between ages 16 and 29; there are no age restrictions for spouses.
- The military service member must have been a Virginia citizen at the time he or she entered active duty or must have been a Virginia citizen for at least five years immediately prior to the date of the application for admission.
- In the case of a deceased military service member, the surviving spouse can meet the residency requirements if he or she lived in Virginia for at least five years prior to marrying the military service member or has been a citizen of Virginia for at least five years immediately prior to the date of application.