

## **Kilgore College Recalculation of Pell Process**

Recalculation of Pell can occur as follows:

1. A student who has been awarded as a full time student (12 or more hours) drops below the 12 hour fulltime standard, prior to the official census day. When this happens,
  - a. Pell grant amounts follow the number of credit hours the student shows for enrollment, and adjust automatically by the FAM system.
  - b. Therefore, if a student goes from 12 hours (fulltime) down to 9 (3/4 time) or a lower number of hours, the Pell amount adjusts as well.
2. A student who has been awarded on a fulltime basis, but once the attendance verification process has been conducted, has been reported by his/her instructor as a non-attender in one or more classes shown on their schedule. In this case:
  - a. The hours for the class or classes which have been reported as non-attended are adjusted in the Pell award.
  - b. The Pell awards are manually changed in the student account, and the student is sent an email and letter informing him that his Pell award has been changed due to the non-attendance reports.
  - c. The student is advised to drop the class with the Registrar, or to make personal payment immediately with the Cashier's office.
3. Students reported as never having attended ALL classes by the instructors are considered to be ineligible for federal student aid. All Title IV aid funds are cancelled on the student account, and the student then owes a percentage of the tuition and fees to the Business Office.
  - a. Students are sent an email and letter informing them that the above action has been taken, and they will need to pay the Business Office with personal funds, as a hold will be placed on their student SBR account for the amount owed.
  - b. The class schedule of classes is sent to the Registrar, who drops the classes for non-payment, and informs the Business office of this action.
  - c. The Cashier then applies the appropriate charges to the student account, after all aid funds have been cancelled and returned to the DOE.
4. The funds are returned to the Dept of Education through the Origination and Disbursement system, as soon as the systems coordinator is made aware of the new amounts showing in the student accounts, and the amounts needed to be returned for non-attendance.