

**Sauk Valley Community College**  
**February 28, 2022**

**Action Item 4.1**

**Topic:**                    **Board Policy 513.01 Financial Aid Tuition Hold Program – Second Reading**

**Strategic Direction:** **Goal 1, Objective 1 – Identify and remediate barriers to student access**

**Presented By:**        **Dr. David Hellmich and Dr. Lori Cortez**

**Presentation:**

The College is pursuing a \$7 million grant opportunity from the Economic Development Agency that would allow all career technical education students to enroll in courses at no cost to the student, with tuition and other expenses being paid to the College from grant funds.

There are approximately 1,000 former students dating back to 2001 with holds placed on their student account due to outstanding balances owed to the College. This hold prevents them from obtaining an official transcript or enrolling for classes. According to Board Policy 513.01e, “Any student financial obligation that is due to Sauk Valley Community College will result in a freeze being placed on the transmittal of any student records. Should the Chief Financial Assistance Officer and/or the Chief Financial Officer be unable to collect the amount due the College, the bad debt will be forwarded to a collection agency for disposition.” The recommended new language will allow students covered by any grants or donor agreements to be exempted from this policy so they may pursue their studies; such students will retain their financial obligation to SVCC.

**Recommendation:**

The administration recommends the Board approve revision to Board Policy *513.01 Financial Aid Tuition Hold Program* as presented for a second reading.

### *513.01 Financial Aid Tuition Hold Program*

1. Students at Sauk Valley Community College are responsible for payment of tuition at the time of registration. Students who are in the process of registering and who have applied for approved federal, state, and local financial aid programs, and who, because of time or processing factors have not yet received their financial aid award, may be eligible to participate. This eligibility will be determined by the Chief Financial Assistance Officer after evaluation and analysis of supporting data that anticipate a future financial aid award to the student.
2. Policy Guidelines
  - a. Student requests for the Financial Aid Tuition Hold Program must be made in person at the Financial Aid Office. Students must provide the required documentation.
  - b. All federal, state, and local financial aid applications must be completed, reviewed, and mailed from the Sauk Valley Community College Financial Aid Office.
  - c. A student must meet eligibility (federal, state, and local) requirements for participation in financial aid programs. Some of these requirements include approved programs, GED and/or high school diploma, enrolled as a part-time student, and satisfactory academic progress.
  - d. Students permitted to participate in the Financial Aid Tuition Hold Program are expected to have all tuition paid prior to the mid-term date of the semester in which they are enrolled.
  - e. Any student financial obligation that is due to Sauk Valley Community College will result in a freeze being placed on the transmittal of any student records. Students covered by any grants or donor agreements are exempted and may pursue their studies; their financial obligation will stand. Should the Chief Financial Assistance Officer and/or the Chief Financial Officer be unable to collect the amount due the College, the bad debt ~~will~~ may be forwarded to a collection agency for disposition.

**Revised:** 01-14-1980 03-23-1987 04-28-1997 07-24-2000