

# Financial Aid Communication (FAC) Supplemental Guidance

## Instructions for Completing Part B

This supplement provides section-specific instructions and a sample completed FAC Part B to aid in completion of the FAC. When completing Part B of the Financial Aid Communication Form, please provide information only for the academic term reported. **Full academic year figures and data will not be accepted**. Contact the VR counselor with any questions you have regarding this form. **Please return the completed Part B no later than one month from the beginning of the term.**

### Section A. Student Enrollment Status

Mark the box (Full-time or Part-time) that best corresponds to the student's enrollment status and indicate the number of credit hours the student is scheduled to take during the academic term reported. **Please inform the VR counselor if the school uses an unconventional credit hour structure.**

### Section B. Student Housing Status

Mark the box that best matches the student's housing situation for the academic term reported.

### Section C. Academic Term

Indicate the beginning and ending dates for the academic term reported and mark the correct term structure. **Please inform the VR counselor if the school uses an unconventional term structure.**

### Section D. Actual Costs of Attendance

Indicate the student's actual costs for each of the identified categories for the academic term reported. Please provide costs matching the student's enrollment and housing status rather than estimated costs of attendance. Use the "Fee Breakdown" box to provide details about all fees to help VR determine which costs are eligible for VR funding.

### Section E. Last Term Date for Refund

Indicate the last date during the academic term reported that a student is eligible for a tuition refund or adjustment due to changes in course enrollment. VR will use this date when authorizing for funding.

### Section F. Financial Resources

Indicate the student's Student Aid Index (SAI), financial resources (Pell Grant, State Aid, and SEOG Grant), and Grant and Scholarship Awards for the academic term reported only. If a student's SAI is a negative number, that is how it should be reported on this form.

**When completing the Grant and Scholarship Awards section, please mark only the expense restrictions that match the terms and conditions or required use for each award.** For instance, if a scholarship can only be applied to tuition costs, only the "Tuition/fees" box should be marked. If the award may be spent by a student in any way, including non-school expenses, please mark the "No Restrictions" box. **When returning Part B to the VR counselor, please attach official documentation (e.g. Financial Aid Award Letter, Itemized invoice from Financial Aid or Bursar's Office; Scholarship/Award Requirements) that clearly indicates the terms and conditions or required use for each restricted award identified in the Grant and Scholarship Awards section.**

### Section G. Date FAFSA Filed by student

Indicate the date the student filed the FAFSA. **If your institution does not have the student's FAFSA on file, please contact the student and VR counselor immediately to address this issue.**

PART B - To be Completed by Financial Aid Officer and Returned to VR									
A.	Student Enrollment Status (complete one)	<input checked="" type="checkbox"/> Full-time: <u>15</u> (enter current term credit hours)				<input type="checkbox"/> Part-time: _____ (enter current term credit hours)			
B.	Student Housing Status (check one)	<input type="checkbox"/> Student is a commuter		<input checked="" type="checkbox"/> Student resides in on-campus housing		<input type="checkbox"/> Student resides in off-campus housing			
Financial Aid Information									
C.	All Figures are for the Academic Term:	Beginning (month, day, year) 08/11/2025	Ending (month, day, year) 12/19/2025	Academic Term Reported:		<input checked="" type="checkbox"/> Semester <input type="checkbox"/> Quarter <input type="checkbox"/> Trimester <input type="checkbox"/> Summer			
D.	Actual Costs of Attendance (for academic term reported)			Financial Resources (for academic term reported only)			F.		
Tuition		\$ 5,859.00	SAI	\$ 500.00	<b>G.</b> Date FAFSA filed by student (month, day, year) 01/12/2025				
Fees (specify below)		\$ 340.00	Pell Grant	\$ 3,000.00					
Books / Materials		\$ 535.00	State Aid	\$ 0					
On-Campus Room / Board		\$ 6,410.00	SEOG Grant	\$ 0					
Other:		\$	Grant and Scholarship Awards			Award is restricted to the following expenses (check all that apply):			
Fee Breakdown (specify fees listed above): \$120.00 - Student Wellness fee \$ 20.00 - Student Activity fee \$200.00 - Program specific fee			Award Name	Amount	Tuition/Fees	Room/Board	Books	Personal/Other	No Restrictions
			Dean's Award	\$ 2,000.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			Community Sch.	\$ 500.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E.	Last Term Date for Refund: (month, day, year) 09/04/2025			\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>