

# Military Spouse/Domestic Partner Tuition Scholarship

## REGISTRATION INFORMATION SHEET

### IMPORTANT DATES – Mark Your Calendar:

**30 days prior to term start**

RCBC Checklist and Military Spouse Scholarship Information form is available for pick up from the Veterans Office area at the Pemberton Campus and the Education Office on base. Read and complete all steps listed on this and on the Checklist.

**1-4 days prior to start of course term only**

#### **Tuition Scholarship Registration**

Payment of all fees due at time of registration.

### ADMISSIONS

Submit an admissions application at [rcbc.edu](http://rcbc.edu). Participants must declare a major.

### COLLEGE ASSESSMENT

To schedule appointment and for testing information, call (609) 894-9311, ext. 1661. See RCBC's online college catalog for exemptions from taking test.

Take the college assessment at any RCBC Test Center.

Walk-in hours at **Pemberton and Mount Laurel campuses:**

Monday – Thursday, 9 am - 4 pm; Friday, 9 am – 3 pm; and Saturday, 9 am – 11:30 am.

By appointment only at **Mount Holly** on Fridays at 10 am.

### FIRST TIME PARTICIPANTS:

Participants are required to meet with the Military Education & Veteran Services (MEVS) Office during scheduled hours prior to registration. Once a year in the fall semester the student will need to process the Military Spouse/Domestic Partner Certification paperwork. All departments will sign off that the student meets the requirements for their respective areas. The MEVS Office is available on a walk-in basis. Please call (609) 894-9311, ext. 1299 should you have questions.

### RETURNING PARTICIPANTS:

The certification paperwork will be valid for one year, beginning in the fall semester. This means that after the completed certification paperwork is presented to the Business Office, no other paperwork will need to be completed. The students will only need to register on the designated days for each term and pay their fees on the same day that they register. However, students will not be allowed to participate in the program if they are officially notified of unsatisfactory academic progress issues, dismissal issues or payment issues.

### FINANCIAL AID

This process must be completed by **all** participants.

**IMMEDIATELY file a Free Application for Federal Student Aid (FAFSA) electronically at [fafsa.ed.gov](http://fafsa.ed.gov).**

- You must enter RCBC's Federal School Code: **007730** on the online FAFSA prior to submission.
- Student must provide the RCBC Financial Aid Office with all of the information necessary to determine possible financial aid eligibility.
- Student must verify with the RCBC Financial Aid Office (ext. 1575) that the FAFSA application has been received and processed by the Financial Aid dept. through RCBC's electronic systems.
- Student must be making cumulative satisfactory academic progress or will be ineligible for the scholarship.
- Student in default on a student loan is ineligible to use a scholarship.
- Student must have RCBC Financial Aid Office complete and sign/date the Tuition Scholarship Checklist on back of this form **PRIOR** to registering for classes and/or making payment at Business Office.
- Tuition scholarship will not be applied to tuition in place of financial aid.

**PAYMENTS at RCBC BUSINESS OFFICE ONLY** Students participating in the Unemployed Person's Tuition Scholarship program must submit all required documents and pay all fees to the RCBC Business Office by 8 pm on the same day that the registration is processed in order to avoid deletion from all classes.

### Fees and Charges: (Participant Responsibility)

- Application fee - \$20 due at time of application (waived if submitted online).
- All fees, including Online, Program, Course, Distance Learning, Lab, and Materials fees associated with courses, etc., must be paid by student at time of registration (refer to semester brochure online for fees).
- Payment for books and materials required for courses are the financial responsibility of the student.

For additional information, contact Military Education & Veteran Services at (609) 894-9311, ext. 1299 or email [vets@bcc.edu](mailto:vets@bcc.edu)



**Rowan College**  
at  
**BURLINGTON COUNTY**

# Military Spouse/Domestic Partner Tuition Scholarship RCBC CHECKLIST

NAME: \_\_\_\_\_

RCBC STUDENT IDENTIFICATION NUMBER: \_\_\_\_\_

Registration for students participating in the Military Spouse/Domestic Tuition Scholarship program will be held four business dates prior to the start of the term at the Pemberton Campus.

\*\*\*Online Registrations are NOT Permitted.\*\*\*

Non-credit and customized training courses are not eligible for a scholarship.

Registrations will be processed into open classes only (no exceptions for closed classes).

THIS CHECKLIST MUST BE COMPLETED AND SUBMITTED TO THE RCBC BUSINESS OFFICE ON THE DAY OF REGISTRATION (FOUR BUSINESS DATES PRIOR TO THE START OF THE TERM), WITH THE REQUIRED SIGNATURES AND OTHER FORMS INCLUDED IN YOUR **MILITARY SPOUSE/DOMESTIC PARTNER TUITION SCHOLARSHIP PROGRAM PACKET** (LISTED BELOW):

The completed form is then presented to the RCBC office listed below to verify, complete, sign and date the following:

To be completed by RCBC Employees Only:

Sign

Date

- |       |       |  |
|-------|-------|--|
| _____ | _____ | 1. An application for admission has been received and processed. <b>(RCBC Registration)</b>  |
| _____ | _____ | 2. The College Skills Assessment Test has been taken or exemption status has been satisfied.<br><b>(RCBC Registration or Academic Advising)</b>  |
| _____ | _____ | 3. The student does not have any flags on his/her account that would prevent registration for classes<br>(ie: dismissal, accounting flags, etc.). <b>(RCBC Registration or Academic Advising)</b>  |
| _____ | _____ | 4. The participant has verified with the RCBC Financial Aid Department that RCBC has received, entered and<br>verified through RCBC's electronic systems the participant's 2015-2016 FAFSA submitted online.<br><b>(RCBC Financial Aid Office)</b> |
| _____ | _____ | 5. Loan Default Status has been verified by the RCBC Financial Aid Office. <b>(RCBC Financial Aid Office)</b><br>Any student who has a loan default is ineligible to use this scholarship.   |
| _____ | _____ | 6. Cumulative satisfactory academic progress (SAP) status has been verified. <b>(RCBC Financial Aid Office)</b>  |

I, \_\_\_\_\_, (please print), UNDERSTAND THE FOLLOWING:

1. All applicable fees, including Online, Program, Course, Distance Learning, Lab, and Materials fees associated with courses, must be paid by the student at the time of registration. Fees are due and payable at the RCBC Business Office on the same day as the processed registration. If fees and required paperwork are not received by the RCBC Business Office by 8:00 pm that same night, the tuition scholarship will not be applied and the participant will be deleted from **ALL** classes for non-payment. **\*Refer to semester brochure online for applicable fees.**
2. All classes added after the submission and application of the Military Spouse/Domestic Partner Tuition Scholarship to the student's account are the financial responsibility of the student.
3. Students who do not complete the course(s) for which they enroll may jeopardize their eligibility for a future scholarship and for financial aid as a result of failing to maintain cumulative satisfactory academic progress.

I have read and understand the above:

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

# Military Spouse/Domestic Partner Tuition Scholarship RCBC CHECKLIST

TO REGISTER FOR CLASSES: THE FOLLOWING FORMS MUST BE SUBMITTED TO RCBC REGISTRATION:

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**TO ALL RCBC EMPLOYEES:**

If the student is not eligible to register and/or participate in the Tuition Scholarship program, then complete the Notice of Ineligibility letter (included in the RCBC Unemployed Person's Tuition Scholarship Packet), and explain to the student the reason of the denial to participate in the program. The original letter is to be given to the student. Send a copy of the Notice of Ineligibility letter to the MEVS Office and a copy to the Manager of the Business Office.

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To be completed by RCBC Registration: Please verify, sign and date the following:

- | Sign  | Date  |   |
|-------|-------|---|
| _____ | _____ | 1. Spouse/Domestic Partner eligibility <b>verified by Military Education &amp; Veteran Services Staff member.</b>   |
| _____ | _____ | 2. Military Spouse/Domestic Partner Tuition Scholarship Program RCBC Checklist <b>is complete with required signature and dates by RCBC Employees Only</b> in all of the blanks.  |
| _____ | _____ | 3. Military Spouse/Domestic Partner Tuition Scholarship Certification form is <b>for the current year of registration.</b>  |
| _____ | _____ | 4. The form titled, Notice of Ineligibility to Participate in the Tuition Scholarship Program, is attached to the packet and is <b>blank</b> . <ul style="list-style-type: none"><li>• If form is missing: instruct the student that you need him/her to produce the blank form; or</li><li>• If form is completed: inform the student to contact the Veterans Office.</li></ul>  |
| _____ | _____ | 5. If the student is <b>not eligible to register and/or participate in the Tuition Scholarship program, then complete the Notice of Ineligibility letter (attached)</b> , and explain to the student the reason of the denial to participate in the program. <ul style="list-style-type: none"><li>• The original letter is to be given to the student.</li><li>• Send a copy of the Notice of Ineligibility Director of Military Education and Veteran Services at the Pemberton Campus and a copy to the Manager of the Business Office, Pemberton.</li></ul> |

After completing the registration process, please **return the Tuition Scholarship Packet** to the Tuition Scholarship student, with a copy of RCBC Registration Statement and Bill.

**Direct student to the Business Office** to turn in the forms and payment, and indicate that otherwise he/she will be dropped from all classes after 8:00 pm the same evening.

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**NOTE:** Identify any form that is not completed in full, and direct the student to return to register when all forms have been completed in full.

THE FOLLOWING FORMS MUST BE SUBMITTED TO THE RCBC BUSINESS OFFICE WITH FULL PAYMENT OF FEES ON THE SAME DAY AS THE REGISTRATION IS PROCESSED BY REGISTRATION:

To be completed by the RCBC Business Office:

- | Sign  | Date  |   |
|-------|-------|---|
| _____ | _____ | 1. Military Spouse/Domestic Partner Tuition Scholarship Program RCBC Checklist <b>completed with required signatures and dates.</b> |
| _____ | _____ | 2. Printout/listing of the class(es) student registered for (RCBC Registration Statement and Bill).                                 |
| _____ | _____ | 3. The Notice of Ineligibility to Participate in the Tuition Scholarship Program is returned blank with packet.                     |

For additional information, contact **Military Education & Veteran Services** at (609) 894-9311, ext. 1299 or email [vets@bcc.edu](mailto:vets@bcc.edu)



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### Notice of Ineligibility to Participate in the Military Spouse/Domestic Partner Scholarship Program

Date: \_\_\_\_\_ College Policy, Procedure, Federal, State, or Military Regulation: \_\_\_\_\_  
*(Please print the name of the violation)*

Dear: \_\_\_\_\_, Student ID Number: \_\_\_\_\_  
*Scholarship Applicant's Name (Print)*

It has been determined that as in following the Military Spouse Scholarship written documents (Military Spouse/Domestic Partner Scholarship Procedures, College Policies and Procedures, General Guidelines, Satisfactory Academic Performance, Financial Aid Regulations, Payment Policies, Code of Conduct Expectations, or Military Status Change) received, Rowan College at Burlington County is not able to allow your admission/enrollment in a course(s) under the Military Spouse/Domestic Partner Scholarship Assistance Program for the following reason(s):

**RCBC Employee:** Provide a written explanation of the reason(s) and relevant factor(s) for the denial in the space below:

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\_\_\_\_\_  
RCBC Employee Name *(Print)*

\_\_\_\_\_  
Signature of RCBC Employee

\_\_\_\_\_  
RCBC Employee Name *(Print)*

\_\_\_\_\_  
Signature of RCBC Employee

Appeals by individuals of the scholarship program eligibility determinations shall follow the following procedures:

1. The appeal must be filed within 10 days of notice of the action, decision, or situation being appealed.
2. An appeal must be filed with the department denying the action, a copy of the appeal must be sent to the Veterans Services Office and a copy must be sent to the Business Office.
3. A written notice must be sent to student 5 business days from the date the appeal is received by the department with copies to the Veterans Services Department and the Business Office.