

WAUKESHA COUNTY TECHNICAL COLLEGE

Financial Aid Department
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money@wctc.edu

Financial Aid 101

Please become familiar with the important financial aid information listed below. By applying for and receiving financial aid at Waukesha County Technical College (WCTC), you confirm that you understand this information.

Navigating Your Financial Aid

Students can access their financial aid and student account information online. From your myWCTC, click on your myWCTCaccount, click on Student Services, and choose Financial Aid. Please click on either of these topics to find detailed instructions on how to [view your financial aid offer](#) or to [view your outstanding requirements](#). WCTC has provided all admitted students with an email address to communicate in a safe and secure environment. The WCTC financial aid office cannot respond to a private email address with specific account information. Please communicate to the financial aid office with your WCTC email address.

Financial Aid Disbursements

Financial aid offers are based on enrollment levels. Up-to-date offer information may be viewed on your myWCTCaccount. Please check the [important dates calendar](#) for disbursement date information. WCTC makes multiple disbursements of student loans each semester. Students must be enrolled in and attending at least 6 credits for each loan disbursement to be made. First time loan borrowers at WCTC must complete [Entrance Loan Counseling](#) and sign a [Master Promissory Note \(MPN\)](#).

Once you have a financial aid offer available to you, your tuition is deferred. You are still responsible for full payment of tuition and fees that are not covered by financial aid. Please contact the WCTC Billing Office at billing@wctc.edu for payment plans or questions regarding your statement.

Book Vouchers

Students with accepted aid offers may use their WCTC ID card to purchase books and supplies in the WCTC Bookstore. Your accepted aid offer must exceed your semester tuition and fees to have available funding. Visit the WCTC Library to get your WCTC ID card. Book vouchers are available prior to the start of the semester. Book voucher dates can be found on our [important dates calendar](#). When financial aid is disbursed, the funds will apply toward your WCTC Bookstore bill and unpaid tuition.

Schedule Changes

Students who receive federal financial aid earn the aid they receive by staying enrolled and participating in college. The amount of federal financial aid the student earns is determined on a pro-rated basis. Students who withdraw or do not complete all registered classes during the semester may be required to return some of the financial aid they were awarded. Consult with the Financial Aid Office prior to any withdrawal to discuss your situation or if you have any questions regarding your financial aid. Please see our [Return of Title IV \(R2T4\) policy](#).

Financial Aid Census Date

Pell grant payments are based on the number of credits enrolled in as of the financial aid census date. You are encouraged to register for all courses prior to the census date because **no Pell grant adjustments will be made for credits added on or after this date**. If you received financial aid for classes never attended, those funds must be repaid. Census dates can be found on our [important dates calendar](#).

Enrollment Status

Most financial aid programs require half-time enrollment of at least 6 credits. **Financial aid is available only for courses required in your program of study. Contact your advisor or the Financial Aid office if you are taking courses not required for graduation. Audited courses are not eligible for financial aid purposes.**

| Enrollment Status | |
|---------------------|---------------------|
| Full Time | 12+ credits |
| Three Quarter | 9-11 credits |
| Half Time | 6-8 credits |
| Less than Half Time | Less than 6 credits |



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Work Study and Student Employment

Federal work study is designed to employ students pursuing an eligible degree at WCTC. Work study is paid in bi-monthly paychecks. Earnings are not automatically subtracted from what you owe WCTC. Students interested in using federal work study funds can find available work study positions online [WCTC On-Campus Student Employment](#) or by contacting Career Connections at careers@wctc.edu.

Satisfactory Academic Progress (SAP)

The Federal Student Aid program requires that schools maintain a Satisfactory Academic Progress (SAP) policy to ensure that students are progressing successfully through their program(s) as a condition of receiving financial aid. You can view the entire WCTC SAP policy [here](#).

Consortium Agreement

A Consortium Agreement is an agreement between two institutions' financial aid offices which enables you to receive financial aid from your home school (school that you expect to graduate from) while temporarily attending a visiting school. You may be eligible for funding through Waukesha County Technical College (your home school) to take a course at another institution (the visiting school) while you are enrolled at Waukesha County Technical College. We encourage students to complete the consortium agreement prior to WCTC's financial aid census date to ensure maximum offer eligibility. The consortium agreement forms can be found [here](#).

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) of 1974 is a federal law designed to protect the privacy of a student's educational record. Without written consent, WCTC is prohibited from releasing student information to anyone but the student. Students are required to fill out an [Authorization to Release Information form](#) to release their educational record to a third party such as your parent, an employer, a scholarship donor, etc. This form is fillable and must be returned by the student to the Enrollment Center or via their WCTC email to studentreg@wctc.edu.

Rights and Responsibilities

You may review your [Financial Aid Rights and Responsibilities](#) on the WCTC website.

