

COURSE MAKE-UP GRANT REQUEST FORM

Student Name: _____ Williams ID: _____ Class: _____

Home Address: _____

Student Signature: _____ Date: _____

Name and address of the college/university where you will take your make-up course(s):

_____ Contact Person: _____

_____ Telephone Number: _____

_____ Fax Number: _____

_____ Email: _____

Period of Enrollment: _____ to _____

List title(s) of course(s):	Cost of tuition and fees:
_____	_____
_____	_____
_____	_____

Specify other required course related expenses associated with your make-up course (i.e., lab fees, books, supplies):

_____ \$ _____
_____ \$ _____

ATTACH TO THIS FORM:

1. Confirmation letter or email from the Registrar, and
2. Copy of course registration form or invoice from the college/university, listing course(s), cost(s), and payment mailing address.

Submit the form and attachments to the Office of Financial Aid via:

Email: finaid@williams.edu
In Person: Weston Hall – Third Floor
Postal Mail: 995 Main St Williamstown, MA 01267
Fax: 413-597-4181

Financial Aid signature: _____ Date: _____

FINANCIAL AID FOR MAKE-UP COURSES

Limited financial aid is available to qualified financial aid students **required** to take courses outside of Williams by the Committee on Academic Standing to remain in good standing.

WHO IS ELIGIBLE?

- Students currently receiving grant from the college who are required to make up a deficiency.

HOW DO I APPLY?

- Work with Registrar's Office for approval of the course(s) that you will take to make up your deficiency.
- Submit the *Course Make-up Grant Request Form* (on reverse side) to the Office of Financial Aid as soon as you have all of the required information.
- Attach to your form:
 - (1) a confirmation letter or email from the Registrar indicating that your course(s) has been approved for credit; and
 - (2) a copy of your course registration form or invoice from the college or university listing your course(s), cost(s), and payment mailing address.

HOW MUCH FUNDING IS AVAILABLE?

- The course make-up financial aid grant covers the tuition and fee cost for your course(s) and related books and supplies up to a maximum of \$1,500 per course.
- Transportation and food expense (if any) during this period of enrollment are not included.

WHEN WILL FUNDS BE AVAILABLE?

- Williams will mail a check to cover up to \$1,500 of your *billed* costs directly to the college or university. A check for the remaining portion of your grant (if any) will be direct deposited to your bank account (if set up through the Controller's Office), mailed to your campus mailbox, home address, or temporary residential address. We encourage you to sign up for direct deposit with the Controller's Office so that any remaining funds will be deposited in your bank account without relying on the mail for the check to arrive.
- Visit the Office of Student Accounts website for information about the direct deposit process - <https://www.williams.edu/studentaccounts/files/Direct-Deposit-Self-Serve-Documentation-9.8.17.pdf>

CAN I APPLY FOR MORE FINANCIAL AID IF SUMMER SCHOOL ENROLLMENT RESTRICTS MY ABILITY TO EARN MY STUDENT INCOME CONTRIBUTION?

- When you receive your financial aid award, you can request that this summer be counted as your "free" summer and your contribution replaced with grant. Additional information will be available at that time if you wish to request a waiver of your standard student income contribution if you will be unable to work.