

SECTION 1

PHILOSOPHY: CCC adheres to the philosophy of the U.S. Department of Education which states that the cost of higher education rightfully should be the responsibility of the student and his or her family, provided they can afford the expense; if the student and family are not financially capable of assuming total educational costs, the federal programs of financial aid are designed to assist the student with his or her unmet need. This philosophy not only provides students with access to higher education, but also gives them a choice of post-secondary institutions.

MISSION: It is the goal of the financial aid office to provide the effective delivery of financial assistance to qualified students, allowing them to pursue their educational goals. It is desired that students be provided adequate resources in order to complete a program of study at CCC and be prepared for employment or transfer to a four-year institution.

STATEMENT OF GOOD PRACTICES: In order to accomplish the mission of financial aid CCC adheres to the following practices:

- Every effort shall be made to meet the demonstrated need of all applicants; to the extent funding will permit in an ethical manner.
- All federal aid shall be awarded on the basis of demonstrated financial need as determined by the federal need analysis.
- Students will be counseled regarding the availability of aid, application procedures, fund delivery and general financial planning.
- A clear statement of actual cost of attendance, including both direct and indirect costs shall be provided to applicants.
- All information regarding individual student files will be kept in strict confidentiality.
- Practices of good ethical conduct shall be maintained by the financial aid office staff.
- Open and effective communication will be maintained between the financial aid office, business office, registration office, admission's office, and the counseling and advisement center.

SECTION 2

ADMINSINSTRATIVE ORGANIZATION AND OFFICE MANAGEMENT:

The financial aid office is open five days per week from 8:00 a.m. to 5:00 p.m. Financial aid office personnel will work these hours unless it is necessary to provide evening assistance, such as during enrollment and when conducting awareness activities, such as high school financial aid nights.

MASTER CALENDAR: The following functions are considered on going in the financial aid office.

- Auto load ISIRS – tracking for documents and notification of awards.
- Process FFELP applications.
- Monitor federal work-study earnings.
- Monitor federal fund accounts.
- Visit with prospective students
- Counsel current students regarding cost, application procedures and awards.

SECTION 3

PARTICIPATION IN STUDENT FINANCIAL AID PROGRAMS

CCC is defined as an eligible institution for participation in the federal programs of student financial aid. To be an eligible institution a school must meet a number of common elements defined by regulation. These elements consider the school's minimum program length, admission standards, degree or certificate programs, legal authorization and accreditation.

Student eligibility in general, is determined in accordance with section 668.32 of the General Provisions regulations. Eligibility requirements specific to CCC are addressed below.

- Students not having a high school diploma or it's equivalent (GED), may be admitted to the institution and receive federal assistance as having the "ability to benefit". Such students are required to demonstrate the ability to benefit and be administered a nationally recognized, standardized, or industry-developed test to ensure proper placement. The scores of the **COMPASS or ASSET** test will be used as the determiner at CCC. This test will be administered by the **Counseling/Advising Center** and the scores must meet the required standard. The **Counseling/Advising Center** must provide the financial aid office with the with a statement regarding the applicants scores and placement.
- Students must be enrolled in a minimum of six credit hours to receive assistance through the FFELP or SEOG.
- The student receiving federal assistance must meet minimum satisfactory academic progress requirements. A copy of these requirements is included in this section.
- The student must be enrolled in an eligible program at CCC. An eligible program at CCC must either be a one-year certificate program (9 months), or a two-year degree program. This excludes such classes as EMT, and other short-term certificate classes. If the student indicates that he/she is pursuing a two-year

degree and is enrolled in at least one class which advances them toward earning that degree, a payment from Pell may be made. If the student indicates that he/she is pursuing a one-year certificate in a program listed in the CCC catalog, and is enrolled at least ½ time in that program, a payment from Pell may be made considering the certificate program hours.

SECTION 4

FEDERAL PROGRAMS OF FINANCIAL ASSISTANCE AT CCC

Coffeyville Community College participates in the following federal financial aid programs: Pell Grant, Supplemental Grant (FSEOG), Federal Work-Study and the Federal Family Educational Loan Programs (FFELP). The following is a brief description and the institutional policies regarding the federal programs of aid:

FEDERAL PELL GRANT: The Federal Pell Grant is the foundation of financial aid packaging and is available to all students who show eligibility through the Free Application for Federal Student Aid (FAFSA). To receive a payment the following guidelines must be met:

- The student must be enrolled in an eligible program at CCC. An eligible program at CCC must either be a one-year certificate program (9 months), or a two-year degree program. This excludes such classes as EMT, and other short-term certificate classes. If the student indicates that he/she is pursuing a two-year degree and is enrolled in at least one class which advances them toward earning that degree, a payment from Pell may be made. If the student indicates that he/she is pursuing a one-year certificate in a program listed in the CCC catalog, and is enrolled at least ½ time in that program, a payment from Pell may be made considering the certificate program hours.
- A student wishing to be considered for full-financial aid must be enrolled in at least two degree required classes, along with other classes totaling at least 12 credit hours per semester, or attending certificate program classes full-time, (all day). Exceptions: all required classes have been satisfied, mini term classes are not counted as part of the two required classes per semester.
- The student must file a FAFSA and the institution must receive an electronic ISAR by the last date of attendance, or June 30, whichever comes first. The student must be enrolled and eligible for payment. Institutional policy requires that the ISIR and all other documents including those necessary for verification be in the student file before a payment is made. If the student does not complete the file before the end of the current semester, but enrolls for the subsequent term in the same academic year, a retroactive payment will be made for the completed term at the same time payment is made for the current term. If the student completes a file after the end of the term and does not enroll again a payment

cannot be made unless verification is in progress. The following deadlines are suggested to ensure a payment for the designated term: Fall semester: Dec. 1; Spring semester: May 1; Summer semester: June 15.

- If a student's ISIR is selected for verification and the verification results in corrections to the ISIR, a payment may be made up to 60 days following the completion of verification to allow time for the corrections and payments. A payment will be made no later than September 30 following the end of an award year.
- Pell Grant payments are calculated at the end of the refund period each term, after the registrar's office has recorded information from the instructor's 20-day roster. The payments are made approximately six (6) weeks following the beginning of each term. Awards will be calculated for all students having a completed (verified, if selected), file. The Pell Grant status, (full, $\frac{3}{4}$, $\frac{1}{2}$, or less-than-half time) is determined by the number of hours in which a student is actively enrolled as of this date. The award is transmitted by the financial aid office to the student's account in the business office. The business office pays institutional charges from the grant and disburses any remaining funds to the student.
- Pell Grant awards will not be recalculated for changes in enrollment after the initial calculation is made. Students who enroll in additional classes or drop classes after receiving their Pell disbursement, will not be recalculated and will not receive an additional payment, or (in the case of a drop in status), may be required to return a portion of their original payment.
- As previously stated, any funds remaining after institutional charges are paid, are refunded to the student. In accordance with federal guidelines, the following policies will be adhered to:
 - If a student is reported as roster-dropped for non-attendance from all classes on the 20th day roster, we will assume the student never attended and no Pell Grant funds will be paid to cover institutional charges and no refund will be disbursed based on a status including such enrollment.
 - Return of Title IV Funds calculation will be performed for enrollees at CCC who totally withdraw before 60% of the term has expired. A portion of the charges paid to the school is returned to the Pell Grant account.

SUMMER PELL GRANT POLICIES

- Beginning with the Summer of 1995, a student may be enrolled in six credit hours and receive a $\frac{1}{2}$ time Pell award.
- Students who attended full-time, 12 credit hours or more in both the Fall and Spring terms, will not have any Pell Grant award remaining for Summer. This includes attendance at any other institution during the award year.
- Students who did not attend full-time both Fall and Spring terms may have a portion of their scheduled award available for the Summer term.
- Awards for all students who have received a Pell Grant during the award year are not automatically calculated.

SUMMER PELL PROCEDURE

Before a student can be considered for a Summer Pell Grant, the student **MUST** complete a Summer FA application. The applications are available in the FA Office and may be picked up only after summer enrollment is confirmed by the FA rep.

Enrollment will be verified by the FA rep and students will be advised of his/her remaining eligibility.

Summer disbursements will be based on remaining eligibility and hours enrolled as of the add/drop date.

BUDGET COMPONENTS FOR PELL CALCULATION

Pell Grant awards are calculated using a full-time tuition and fee component based on 16 credit hours per semester, which is the number of credits necessary over a four-semester period to complete an Associate's Degree, or the number necessary over two semesters to complete a Certificate program. The same component is used for all students, regardless of enrollment status. The cost of attendance includes a budget for:

- Tuition and fees
- Room and board
- Books
- Personal expense
- Transportation
- Loan fees

STUDENTS IN DEFAULT

Students who have defaulted on a Stafford, Perkins or Guaranteed Student Loan, or who owe a refund on a federal grant, will not be eligible for federal funding. The student's record must reflect that he/she is in good standing when the information is viewed through NSLDS on-line. A written release IS acceptable.

If the institution has not received a valid ISIR and/or the NSLDS information does not reflect that the student is in good standing, on or before the last day of the period of enrollment, **NO** awards will be processed for the student.

Awards for defaulted students are not retroactive, awards for the current term only will be considered.

ACADEMIC COMPETITIVENESS GRANT

The Academic Competitiveness Grant provides up to \$750 for the first year of undergraduate study and up to \$1,300 for the second year of undergraduate study. The program became available for the first time for the 2006-07 school year for first year students who graduated from high school after January 1, 2006 and for second year students who graduated from high school after January 1, 2005. The Academic Competitiveness Grant award is in addition to the student's Pell Grant award.

To be eligible for an ACG each academic year, a student must:

Be a U.S. citizen;

Be Federal Pell Grant eligible;

Be enrolled full-time in a degree program;

Be enrolled in the first or second academic year of his or her program of study at a two-year or four-year degree-granting institution;

Have completed a rigorous secondary school program of study (after January 1, 2006, if a first-year student, and after January 1, 2005, if a second year student);

If a first-year student, not have been previously enrolled in an undergraduate program; and

If a second-year student, have at least a cumulative 3.0 grade point average on a 4.0 scale for the first academic year.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT

Awards from FSEOG are limited as funds depend on the allocation received from the U.S. Department of Education designated for CCC. Priority in awarding FSEOG is given to student with completed files by July 1st of each year preceding the award the award year. Students who are eligible for Pell Grant will be considered those with the greatest “need” and funds will be awarded to students who are enrolled half-time or more. FSEOG funds are credited to the student account and any remaining funds are allocated to the student. FSEOG awards are usually \$200 - \$600 per year per student. A larger award may be made by the Director in an unusual circumstance.

FEDERAL WORK-STUDY

Federal Work-Study will be offered in a package of aid to students with completed files, which have also completed proper Work-Study paperwork and provided the required copies of identification. Work-Study recipients must qualify according to demonstrated need and are usually awarded employment of 10 hours per week. The Director of Financial Aid reserves the right to award a lesser or greater number of hours based on individual circumstances. Students must apply for job openings and interview with supervisors. Supervisors will choose their work-study students from those interviewed. The supervisor keeps the student time card and turns it in to the Financial Aid office. The Financial Aid office will do a random audit of at least 10% of the timecards turned in each pay period. Late time cards will not be processed. Only current and the most previous pay period will be considered for payment. The Director of Financial Aid reserves the right to turn in late time cards in unusual circumstances. The Financial Aid office will turn time cards in to the Business office for processing. The Financial Aid office monitors the student’s hours and earnings with every payroll and sends reminders to supervisors when necessary. It is the responsibility of the supervisor to terminate a student who does not satisfactorily perform his/her duties. Beginning with the 1993-94 academic year, 5% of the FWS funds at CCC must be used for community

service jobs. Students will be placed at the resource centers, in special needs and other positions meeting the definition required by regulation.

FEDERAL STAFFORD LOAN

The Federal Stafford Loan has both a subsidized and unsubsidized component. A subsidized Stafford will be provided only to a student with need, as defined by the federal need analysis. An unsubsidized Stafford will be provided to all students not to exceed their cost of attendance combined with other student financial assistance. CCC has adopted the following policies:

- All students borrowing from the Federal Family Education Loan Program at CCC will receive counseling before loan eligibility is determined.
- In keeping CCC's Minimum Academic Progress Requirements and Default Management Plan, a student will be strongly advised to borrow minimal amounts while a student at CCC. These guidelines are based on principals of sound financial planning and take into consideration repayment obligations and projected income of community college graduates.
- CCC reserves the right to deny a loan to any student based on previous loan history, and indication of no repayment obligation or other valid circumstance.
- All first time borrowers at CCC are required to view and complete the loan counseling on-line.
- All first-time borrowers at CCC must be in school for 30 days during the loan period before proceeds will be disbursed.
- If a student drops to less than half-time enrollment during a loan period, subsequent loan disbursements will be cancelled.
- Exit interviews must be done on-line. Students must complete exit interviews upon exit of the institution.
- Parents wishing to process a PLUS loan must file the FAFSA to verify citizenship.

Students who wish to be considered for a loan for the summer semester, must complete all paper work required by the Financial Aid office on or before the last day of class of the summer semester.

Time Frames for Disbursing FFEL Funds

CCC adheres to Federal Cash Management Regulations concerning the time frames for disbursing FFEL funds received from a lender.

“When your school received FFEL Program funds from the lender by EFT or master check, you usually must credit the student’s account or issue a direct payment to the eligible student (or parent borrower) within three (3) business days. If the FFEL lender provided the loan funds through a check requiring the endorsement of the student

(or parent), the school must disburse those funds to eligible students (or, for PLUS Loan funds, to parents of eligible students) no later than 30 calendar days after your school receives the funds.”

Section 5

APPLICATION PROCESS

The following is a step-by-step description of the application process at CCC.

- Student completes the FAFSA on-line.
- Student receives the Student Aid Report (SAR).
- The FA office receives the ISAR through EDConnect indication the student has made application and listed CCC as a school of choice. The ISR is auto-loaded into the PowerFaid system and “tracking” begins.
- The tracking system requests appropriate documents from the student. For applicants not selected for verification, a Student Data Form must be completed.
- Additional documents are requested from those students selected for verification. These documents may include the following:
 - Federal income tax returns
 - Documentation of untaxed income (such as Soc. Sec, verification of ADC or AFDC)
 - The institutional verification form
 - Various other documents as deemed necessary to verify data on the SAR
- Once a file is completed, the FA office determines the student’s need and available forms of aid are packaged.
- An award letter is sent to the student
- Stafford loans are not packaged. Students must request the loan and receive entrance counseling before a loan will be certified.

CCC FA Office strongly urges applicants to apply early as the process can take up to six weeks to complete. Applicants who do not have completed files by the early payment date each term need to make deferment arrangements for their tuition charges with the business office. **The FA Office will not be responsible for classes, which are “dumped” for non-payment by students who are not completed by the deadline.**

The priority date for campus-based awards is August 1st, preceding the award year. Those students not completed by this date may not receive awards from FSEOG.

Students with unusual circumstances will be given consideration through professional judgment. Such applicants need to complete the FAFSA with information required and adjustments will be made on a case-by-case basis to the ISAR when the FA Office receives it. All students requesting adjustments must meet in person with one of the FA staff members. Staff members include the Director of Financial Aid, Financial Aid

Counselor and the Financial Aid Representative. Students must provide any additional documentation requested.

Students requesting a dependency over-ride

CCC follows the federal guidelines which state that aid administrators cannot use professional judgment to consider a student independent solely on the basis of the student's previous independent status, or because the student is "self-supporting". Also, a dependency over-ride may not be used in the case of parents who are unwilling to provide financial data or support.

Section 6

Return of Title IV Funds

The higher Education Amendments of 1998 include new regulations governing the return of federal financial assistance for financial aid recipients who completely withdraw from school in any semester. This policy governs all Federal loan and grant programs, including Federal Unsubsidized Stafford Loans, Federal Subsidized Stafford Loans, PLUS Loans, Federal Pell Grant, Federal SEOG, and other Title IV programs except Federal Work-Study.

These regulations govern the return of aid disbursed for a student who completely withdraws from a term or payment period. During the first 60% of the period/semester, a student "earns" aid in direct proportion to the length of time he or she remains enrolled. The percentage of time that the student remained enrolled determines the percentage of disburseable aid for that period that the student earned. If the student received more assistance than earned, the unearned excess funds must be returned to the federal program. A student who remains enrolled beyond the 60% point earns all aid for the period.

Student planning to withdraw need to start at the Registrar's Office to request a Withdrawal Form. Institutional charges and financial aid will be adjusted once the withdrawal date has been determined. It is possible that the student who withdraws will still have an outstanding balance due to the College.

The withdrawal date is determined as follows:

- Official withdrawals – the later date of when the student began the institution's official withdrawal process OR officially notified the institution of intent to withdraw;
- Unofficial withdrawal – the midpoint of the period for a student who leaves without notifying the institution.

The college takes the responsibility on behalf of the student to return unearned federal financial aid funds that were applied directly to the institutional charges. The student is responsible for return of unearned federal financial aid funds that were disbursed directly to him/her. If the student is directly responsible for repayments of unearned assistance to a federal grant program, only one-half (50%) of the calculated repayment is required. Federal grant money determined to be returned by the student is considered an overpayment. The student must repay that amount in full or make satisfactory repayment arrangements with the U.S. Department of Education. Repayment arrangements must be made by the student within 45 days of the date the College notifies the student of the overpayment status. The student is ineligible for future Federal financial assistance if a satisfactory repayment arrangement has not been met. Unearned federal financial aid must be returned to program funds up to the amount of assistance that the student has received from the program in the priority order established by regulation: Unsubsidized Stafford Loan; Subsidized Stafford Loan, PLUS Loan, Federal Pell Grant, Federal SEOG, and other Title IV programs.

CAMPUS BASED AID

Coffeyville Community College awards work-study to students who need and want to earn money for college expenses. After any scholarships and Pell are deducted from the student's need, work-study can be considered. In no case will a student be eligible to work more than 20 hours a week. The college pay will vary depending on the area of employment and rates begin at \$6.55 per hour, to students in the work-study program.

FSEOG is awarded after all other aid and goes to students who still show need and have completed their financial aid file on or before September 1st.

PROFESSIONAL JUDGEMENT

In accordance with the Department of Education regulations, there cannot be an outlined procedure to take care of unusual circumstances of a family or student, which would not be reflected by the information appearing on the federal application. The Financial Aid Administrator must treat each case individually.

Professional judgment should be used when there are special circumstances such as; very high medical expenses not paid by insurance, when a family member whose income is on the application loses his/her employment, when a family member whose income is on the application dies or is divorced, when a family member loses untaxed income they depended on.

To override dependency for a student who has not reached age 24, is not a veteran, is not married, is not a ward of the court or an orphan, and/or does not have a dependent other than a spouse, the Financial Aid Administrator must be convinced through documentation that the student has truly supported himself/herself and/or has no help from parents or any promise of said assistance for reasons not controlled by the student. The student's situation MUST show hardship.

CONSORTIUM AGREEMENT

Coffeyville Community College participates in consortium agreements on a case by case basis. Students wishing to participate in a consortium agreement must be enrolled in at least 6 hours at Coffeyville Community College, if CCC is the Home institution. Half time status (6 hours) is not required if CCC is the Host institution. (The Host institution is NOT the paying nor the degree granting institution).

VERIFICATION PROCEDURE

Coffeyville Community College will verify 30% of federal applications as prescribed by Department of Education regulations. We will also verify information from applications for which we have confliction information and applications that provide inconsistent data.

The items for verification are household size and number in college, which will be verified by the Verification Form. Adjusted gross income and tax paid are verified by the IRS form. Untaxed income is verified either by the agency, which provided such assistance, or, in the case of child support, by court documents, canceled checks, or affidavit.

Our office procedure is not to make a Pell payment until the process of verification is completed. The item necessary for verification will be notated in the PowerFaids system. Stafford Loans will not be considered for processing until those items are verified.

COFFEYVILLE COMMUNITY COLLEGE SATISFACTORY ACADEMIC PROGRESS POLICY

Individuals who fail to maintain reasonable academic progress may have their financial aid terminated. For full-time students, satisfactory academic progress for the Pell Grant, FSEOG, College Work-Study Program, Stafford Student Loan Programs, and Parent Plus Loan Programs is defined as successful completion of at least 12 credit hours or clock hour equivalent with a 2.0 or better grade point average per semester.

When individuals are provided assistance on the basis of three-quarter time enrollment, they must complete 9 credit hours or clock hour equivalent. Assistance based on half-time, 6 credit or clock hour equivalent must be completed.

Anyone who fails to complete the minimum number of credit hours or satisfactory grade point average will be placed on financial aid probation for the succeeding semester of enrollment. Failure to meet the required standards during the probationary semester will result in the student being placed on financial aid suspension, and denied all financial aid. Any student who fails all classes, or withdraws from all classes (as well as showing a combination of failing grades and withdraws) after receiving financial aid will be placed on immediate financial aid suspension. (If a student fails and/or withdraws all classes except for activity classes, the activity class will not be considered when determining Satisfactory Academic Progress.

A full time student may remove him/her self from probation by successfully completing 12 credit hours during the semester of probation. Part-time students must complete the prescribed number of hours to be removed from probation, full time, 12 hours or more, $\frac{3}{4}$ time, 9-11 hours, $\frac{1}{2}$ 6-8 hours, less than $\frac{1}{2}$, 3 hours or less

Students may remove him/her self from suspension by successfully completing the status for which they were paid during the semester of suspension. Full time, 12 hours or more, $\frac{3}{4}$ time, 9-11 hours, $\frac{1}{2}$ 6-8 hours, less than $\frac{1}{2}$, 3 hours or less. These hours must be completed successfully, GPA of at least 2.0, and completed with the students own funding.

A full-time student may only receive financial aid for eight semesters (not to exceed 96 credit hours) in pursuit of an Associate degree.

Should a student feel that his/her performance might not be satisfactory due to circumstances beyond his/her control, he/she may file a Suspension Appeal. The Director of Financial Aid and the Executive Vice President for College Affairs & Student Services will review Suspension Appeals. All students will be notified in writing of the final decision.

TRANSFER STUDENTS “SAP”

Any student, current CCC or transfer, who has attended college classes after High School graduation, who also fails to meet the academic standard for their enrollment status for the most previous semester, will at the very least be placed on Probation. In addition, other SAP policies will apply if warranted.

The Financial Aid Office will require all transfer students to supply a copy of their transcripts from other colleges. This may be a student copy and is necessary for Satisfactory Academic Progress. If a student has attended another school and their total GPA is below a 2.0, the student will be placed on Probation their first semester with Coffeyville Community College. If a student received Federal aid at another school for the most previously attended semester, and has completed 0 hours for that semester, excluding activity/performance classes, the student will not be eligible for Federal aid at CCC until they have completed hours on their own funding, enough to remove them from a suspension status.

SUSPENSION APPEAL PROCEDURE

Students who have been placed on financial Aid Suspension may file a Suspension Appeal. A student may file a Suspension Appeal only ONE time during their academic career at Coffeyville Community College. The Director of Financial Aid and the Executive Vice President for College Affairs & Student Services will review all Suspension Appeals. During the review process the Director of Financial Aid and the Executive Vice President for College Affairs & Student Services MUST agree before a student is reinstated and financial aid is awarded. If the Suspension Appeal is granted, a student will be awarded financial aid and placed on Probation. All students will be notified in writing of the decision made.

LOAN PROCEDURE

Upon Receipt of Student Loan Monies

- The Business Office will be notified by roster of student loan funds to be electronically transmitted.
- The Business office will check enrollment.
 - If the student is NOT enrolled, funds will be returned by paper check to the Financial Aid Office, who will then return the funds to the NDN.
- The Financial Aid Office retrieves the loan roster from the ELM web site.

- The Financial Aid Office will check the student's enrollment.
- The Financial Aid Office will check that all student loan awards are in agreement with the amount of the funds received then transmit funds through the Financial Aid interface to the Business Office.
- The Business Office will post the Financial Aid transmitted and process the student account refund checks. Checks will be issued to students after 1PM.

STUDENTS REQUESTING STUDENT LOANS PROCEDURE

- Students must file the FAFSA.
- Students must contact the Financial Aid Office and request Student Loan paperwork.
- The financial Aid Office will confirm that the student has filed the FAFSA and that required documentation has been received.
- Before the Fall semester, students may visit with a FA rep over the phone who will explain the student loan procedure, which is also located on the CCC website.
- Students MUST complete all 3 steps of the Student Loan Process as indicated under Student Loan Process in the Financial Aid section of the CCC website.
- All student must return the Student Loan Data Sheet to the Financial Aid Office.
- Students must indicate on the Student Loan Data Sheet the amount they wish to borrow, as well as the lender they have chosen and completed a Master Promissory Note with. (step 3 of the Student Loan Process).
- Student's eligibility will be determined by the Director of Financial Aid using the student's campus based budget, FAFSA results and any awards the student has already received.
- After the student's eligibility has been determined, the Director of Financial Aid will certify the loan and send paperwork for processing.
- The FA office will send the student an award letter showing processed loan amount and indicating a tentative loan disbursement date
- Coffeyville Community College does not actively promote Alternative Loan programs as CCC costs do not warrant the need for alternative loans.

PROCEDURE FOR PROCESSING WORK-STUDY

1. Before a student will be considered for work-study, they **MUST** have completed a FAFSA and have a complete file with the Financial Aid Office.
2. Students must correctly complete a W-4 form, K-4 form, an I-9 form and provide two forms of identification which are accepted by the Financial Aid Office.
3. Students must return the work-study contract within the time frame set by the Financial Aid Office. If contracts are turned in later, the work-study position which is being applied for may be under consideration for another student.
4. Only after completing steps 1, 2 and 3 will a student be issued a time card and be allowed to begin working.
5. Work-study will not be awarded until the second week of school each semester.

WORK-STUDY NO-SHOW POLICY

Students who have been awarded work study have been approved by a work-study supervisor and signed a contract which has expected work hours listed. Any student who fails to come to work, without prior contact with their supervisor, more than two consecutive work days will be suspended from the work-study program.

Students who repeatedly call in to be excused from scheduled work days are subject to be suspended from the work-study program. This will be up to supervisors discretion.

WORK-STUDY PROCEDURE FOR PROCESSING TIME-CARDS

Ten percent of all time-cards turned in will be subject to an audit. If there are schedule conflicts where the student is working while they are supposed to be in class, a warning will be issued to the supervisor for that student on the first incident. If the student's hours worked conflicts with class schedules a second time the student will be suspended from the Work-Study program. The job opening for that supervisor will then be closed. Supervisors will be contacted about conflicting hours worked via email.

Every time-card will have to be turned in on the due date. Students who turn in late time-cards, up to one week late, will have to file an appeal with the Financial Aid Director and the Dean of Student Services to have the time-card accepted. Time-cards denied in the appeal process and/or time-cards turned in late will not be processed. Time-cards approved in the appeal process will not be processed until the next payroll.

PRO RATA REFUNDS FOR FIRST TIME STUDENTS

Coffeyville Community College will refund under the Higher Education Act, Title IV, Part B, 1992 amendments.

The policy will apply only for students attending the institution for the first time and receiving any Title IV assistance including Federal PLUS loans received on the student's behalf.

The pro rata calculation does not apply to any student whose recorded withdrawal is after the 60 percent point in the semester or session for which the student has been charged. The unearned charges from tuition, fees, room and board less a 5% administration or \$100 whichever is smaller will be credited to the accounts in the following priority order.

1. Outstanding balance on Federal Family Educational Loans
2. Federal Pell Grants
3. Federal SEOG
4. The student

The refunds will be made to the highest priority account of the student until that account has been paid in full. Any refund money remaining will be applied to the next student account. As an example, a student with a \$500 Stafford Loan and \$600 Pell Grant withdraws so that the amount of unearned charges is \$550. \$500 would be refunded to the loan and \$50 to the Pell Grant account.

The portion of the enrollment for which the student has been charged is determined by dividing the total number of weeks that make up the session for which the student has been charged into the number of weeks that make up the session for which the student has been charged into the number of weeks remaining in that period as of the last recorded day of attendance by the student, rounded to the nearest 10% of that period. Withdrawals after 60 percent of the session had elapsed do not apply.

LATE STARTING STUDENTS IN A TECHNICAL PROGRAM

A student who cannot complete 60% of the semester cannot receive Federal Financial Aid for that semester. Students enrolling after 40% of the semester is complete are not eligible for Federal Aid.

Late enrollment prior to 40% of semester completed, a student may receive Federal Financial Aid for the semester. The student must be enrolled in the complete program.

FRESH START POLICY

The fresh start policy allows returning undergraduate students with poor or marginal academic records, who have also received federal aid, to resume work toward an associate degree or certificate without the burden created by poor past performance in an earlier college semester. This policy is designed for students who have gained maturity through extended experience outside of educational institutions and who have decided that a return to academic life would be beneficial. There are two requirements that a student must meet before being granted this option:

1. Has not been enrolled as a student at any institution of higher education and received federal aid for at least four (4) years.
2. Has made formal application to the Executive Vice President for College Affairs & Student Services. This application should describe the reasons for the request and outline an academic plan which includes the declaration of a major.

Fresh Start is granted once.

SCHOLARSHIP POLICY

Revised February, 2005

Coffeyville Community College offers scholarships on a competitive basis for academics, activities and athletics to high school graduates, individuals who have successfully completed the General Education Development Examination and/or students who can prove the ability to benefit from College level instruction. Students can prove the ability to benefit by completing 12 college credit hours or the clock hour equivalent with a 2.0 grade point average.

Scholarships for academic, technical, activity and athletic programs vary in dollar amounts.

1. All students are responsible for the payment of institutional fees. One exception to this policy is that individuals involved in the Honors Program will have fees paid for honor courses.
2. Scholarships may be effective for up to two academic years, as determined by sponsors and in accordance with NJCAA regulations.
3. Activity/Athletic Sponsors may submit a written appeal to the Scholarship Committee for exceptions to the scholarship policy.
4. The Scholarship Committee consists of the Vice President of Operations and Finance, the Executive Vice President for College Affairs & Student Services and the Executive Director of the Coffeyville Community College Foundation.

The minimum academic scholarship available is a Deans Scholarship which if awarded applies \$300 toward tuition cost.

The maximum academic scholarship award is the Presidential Scholarship Honors, which pays Kansas tuition, loan of books, all student fees and total cost of residence hall.

The minimum activity/athletic scholarship available which if awarded applies \$300 toward tuition cost. The maximum activity/athletic scholarship available pays Kansas tuition and loan of books, as well as \$500 dorm stipend if applicable.

A student who is involved in an activity/athletic program may be awarded an out-of-state tuition waiver. If a tuition waiver is granted, the student is responsible for paying the in-state tuition rate and will be subject to the reasonable progress parameters.

Waivers are not relevant and have no bearing on reaching the designated recruitment goals for specific programs.

Individuals receiving an employee scholarship must maintain a 2.0 GPA on the courses for which the scholarship was applied. Failure to meet the standard would require a Vice President's approval for a future award.

Students who receive loan of books as part of the scholarship must return textbooks by the deadline date at the end of the semester. A student's account will be charged for any textbook not returned.

Students may only receive one institutional scholarship.

Students who are in default on a federal student loan will not be eligible for any type of federal or institutional aid.

An Activity sponsor/Coach must receive approval from the Vice President of Academic Services or the Executive Vice President for College Affairs & Student Services to award a scholarship to a student who is entering a fifth semester and/or one who has in excess of 64 credit hours on a transcript.

Scholarship recipients must be a full-time student and be making reasonable progress toward a degree.

For Activity and Athletic scholarships, reasonable progress is defined by the following parameters:

1. Passing 12 credit hours or the clock hour equivalent per semester with a 2.0 grade point average.
2. Any student who fails to complete the minimum number of credit/clock hours or satisfactory grade point will be placed on probation for the following semester of enrollment.
3. A student who falls below a cumulative 2.0 GPA must enroll in and receive a passing grade for a study skills class.
4. Failure to meet the required standard during probation will result in the student being placed on financial aid suspension.
5. Students who participate in athletic programs which have an academic standard that is more stringent than the above standards must comply with the policies of the NJCAA or NIRA organization to receive athletic scholarships.

Students must meet all scholarship requirements as per the scholarship agreement to be eligible for the scholarship the following semester, i.e. minimum grade point average, attendance, activity participation, attitude/cooperativeness and/or meet NJCAA eligibility rules in athletics.

If a student does not meet the scholarship requirements (i.e. academic performance, disciplinary reasons, poor attitude/cooperativeness, lack of attendance, and/or missed performances) each semester, Coffeyville Community College reserves the right to revoke the scholarship award at the conclusion of the semester.

If a student is in violation of institutional policy, a scholarship can be revoke at any point during the semester. If the violation occurs before the mid-point of the semester a student may be responsible for all charges. If the violation occurred after the mid-point of the semester the scholarship would cover the expenses.

Students will remain on the original scholarship, unless special circumstances warrant a change. Activity sponsors/Coach must agree to scholarship transfers and the transfer must be pre-approved by either the Vice President of Academic Services or the Executive Vice President for College Affairs & Student Services.

Coffeyville Community College must receive the Scholarship Agreement for each student 30 days after the date of the scholarship offer or the scholarship offer will become null and void.

Activity sponsors/Coach must have written pre-approval by a Vice President or the President to offer a scholarship within two weeks of the start of a semester.

All endowed scholarships will be named/identified once activity sponsors, athletic coaches, Deans and the President have offered scholarships.

The Scholarship Committee will solicit input from the appropriate sources before identifying the named scholarship recipients.

The named scholarship recipients will be responsible for writing a “thank-you” letter.

The named scholarship recipients will be required to attend a luncheon during homecoming week.

Each activity and athletic program will be responsible for supplying one scholarship student to participate in the annual phone-a-thon.

Each activity and athletic program will be responsible for supplying one scholarship student to participate in the annual scholarship auction.

In-state recruitment numbers must be reached and maintained through the twenty day semester certification date.

Activity and athletic programs which are awarded out-of-state scholarships must reach the in-state recruitment numbers. Failure to reach the in-state numbers would result in out-of-state scholarships being reduced the following year.

If the out-of-state scholarship number is reduced the activity/athletic program must reach the Kansas number the following year before the out-of-state number would be reinstated.

Scholarship Satisfactory Academic Progress, will follow the same guidelines as Federal Financial Aid, unless an exception has been made by the Executive Vice President for College Affairs & Student Services.

TECHNICAL SCHOLARSHIP

1. Technical Scholarships are awarded by the Vice President for Innovation and Business Initiatives.
2. Maximum award of \$1000/ paid over 2 semesters.
3. Part-time award of \$1000/ paid over 4 semesters, \$250 per semester.
4. Can only receive one institutional scholarship.
5. Must file the FAFSA.
6. Scholarships are competitive and based on financial need.