RESPONSIBILITIES OF SOUTHWESTERN COLLEGE FINANCIAL AID RECIPIENTS

(updated 05/02/2014)

Purpose of Financial Aid Office

The primary purpose of the Southwestern College Financial Aid Office is to connect financial resources to students who, without such assistance, would be unable to attend Southwestern College. Consistent with the philosophy of the Federal financial aid program, Southwestern College assumes parents (of dependent students) have the first obligation to provide for the education of their son or daughter. The second obligation falls upon the student to contribute from personal assets and earnings, including appropriate borrowing against future earnings.

As a participant in Federal and State financial aid programs, the Office of Financial Aid recognizes the important role of the federal and state taxpayer in the support of students and seeks to ensure that taxpayer dollars are spent wisely and according to federal regulation.

NOTE TO ALL FINANCIAL AID RECIPIENTS

All students who receive financial aid are strongly encouraged to read and understand this entire document as well as all the information contained within all links located in the financial aid handbook located on the Financial Aid website: http://www.sckans.edu/student-services/the-award-letter/

WARNING: Any person who knowingly makes a false statement or misrepresentation on any financial aid form is subject to penalties which may include fines or imprisonment under the United States Criminal Code and 10 U.S.C. 1097.

Basic Responsibilities of Student Financial Aid Recipients

1. Complete financial aid applications accurately, truthfully and on time. Unintentional errors result in processing delays. Intentional false statements or misinformation on any financial aid application or supporting materials may subject the filer to a fine or imprisonment, or both, under provisions of the United States Criminal Code.
2. Accept responsibility for all formal agreements by reading and understanding them prior to signing. Keep copies of forms and agreements in a safe and well-marked location.
3. Know and comply with deadlines for application or reapplication for financial aid.
4. Remain eligible for all financial aid by reading and understanding the standards for satisfactory academic progress.
5. Do not consider your financial aid paperwork obligations complete until your financial aid appears on your student account. If your bill or account on Self Service does not show financial aid that you feel should be there, check with the Office of Financial aid either by email or phone to determine if there is something holding up the process.

Policies Governing Financial Aid Offers

1. All financial assistance must be renewed annually by completing the appropriate applications.
2. Within available resources, Southwestern College attempts to meet the financial need (defined below) of its students, but is under no obligation to do so. If federal, state and institutional scholarships and grants do not cover the cost of attendance for students with high financial need (as defined by the U.S. Department of Education), a Southwestern need based grant or family assistance grant may be offered as funds are available.
3. Students receiving federal or state grants and loans defined as “need-based” cannot receive scholarships or work study in excess of their financial need.
4. With the exception of the Federal Pell Grant Program, the amount of an individual’s financial aid is contingent upon the student's enrollment status as full or part-time for each semester.
5. Any change in a student's enrollment, financial status, residence, or marital status must be immediately reported to the financial aid office.

6. Southwestern College is federally obligated to adjust financial aid awards of students who withdraw prior to the end of the semester. If the student withdraws from school, federal, state and institutional aid awarded based on full-time enrollment will be prorated according to federal guidelines.
7. Individual's enrolled in the professional studies or graduate programs are subject to a change in their financial aid if they reduce or increase the number of hours they are enrolled within a semester. Financial aid in those programs is completely dependent upon current enrollment. As enrollment changes within a semester, so will financial aid.
8. If the Office of Financial Aid has access to a working email address, every attempt will be made to send your official award letter to you via the Internet. Unless we are told otherwise, we will use a Southwestern College address first, followed by any address listed on the student's FAFSA. Contact the Office of Financial aid if an alternative address should be used or if you would like an award letter mailed to you.
9. The entire financial aid award may be voided if incorrect or false information is provided on the Free Application for Federal Student Aid (FAFSA).
10. Changes can be made to your financial aid offer based on circumstances that affect your overall financial picture. Some examples of circumstances that are more common are: loss of job, death of a parent or spouse, or an unusually large one-time source of income. If you have questions about or are unhappy with your financial aid package, please feel free to visit with a financial aid counselor in the Office of Financial Aid. A financial aid appeal document is available on the Forms page of the financial aid website to assist you. If your questions are still unresolved, you may write a formal letter or e-mail of appeal to the Director of Financial Aid. The letter should explain your situation using as much detail as possible. The Director of Financial Aid will review the appeal in consultation with the Vice President of Finance and you will be contacted concerning the outcome.

Policies Governing State and Federal Financial Aid

1. All federal and state financial aid is subject to federal and state program regulations. Federal and state funding is necessarily tentative at the time many financial aid offers are made. Southwestern College cannot guarantee substitute awards if any anticipated outside sources of assistance do not materialize.

Policies Governing Student Loans

1. Southwestern College is federally obligated to offer each student the maximum amount of federal eligibility they may received under cost of attendance limits. Students have full control over the amount of the student loan they wish to receive. Students wishing to reduce or decline the amount of loan they are offered may indicate a lesser amount on the award letter or contact the Office of Financial Aid. Please be reminded that reducing or declining loans that you have been offered may result in a balance on your student account that you will need to pay out of your own pocket.

2. All borrowers are strongly encouraged to read and follow the information and instructions regarding the Federal Stafford loan programs located on the Southwestern College website as well as on the Department of Education's Student Aid on the Web portal: www.studentaid.ed.gov.

3. All borrowers have an obligation to complete entrance counseling prior to borrowing student loans for the first time and exit counseling prior to leaving or graduating from Southwestern College. Information on completing these important steps is contained in the Financial Aid Handbook on the Financial Aid website: http://www.sckans.edu/student-services/the-award-letter/

4. Federal Direct Stafford and PLUS loan funds are assessed an origination fee by the Department of Education prior to being applied to your student account. Federal Perkins loans are not assessed origination fees.

5. Borrowers should always notify their servicer of any change in name, address or school status. Information on which company is servicing your loan can be found at www.nslds.ed.gov.

Policies Governing Southwestern College Grants and Scholarships

1. Southwestern College scholarships and grants are awarded on the basis of accomplishment and participation, with the exception of the Southwestern Grant and Family Assistance funds which are based on financial need. The PS Learner Scholarship is based on application and financial need.
2. Southwestern scholarships and grants are available to full-time students whose cumulative GPA is 2.0 or higher. Student's who drop below this GPA are placed on a probationary period for one semester. Students who lose institutional scholarships or grants as a result of their cumulative grade point average remaining below a 2.0 will regain their eligibility once their cumulative grade point average has improved to a satisfactory level.
3. Unless specifically indicated, scholarships and grants are renewable for up to 10 semesters.
4. Southwestern scholarships and grants for returning students are subject to an April 1 financial aid priority deadline. The Free Application for Federal Student Aid (FAFSA) or a waiver of the FAFSA must be submitted by this date. Students who miss this deadline may experience a one-year only reduction in their institutional scholarships and grants.
5. With a very few exceptions, one-half of any financial aid awarded is credited to the student's account each regular semester.
6. Students who choose to move off campus after living on campus will experience a reduction in their Southwestern scholarships and grants. The current rate is 40%. If student's who's aid has been reduced choose to move back on campus, their scholarship and grant aid will be re-established to its original amount.
7. Southwestern College students benefit from the generosity of alumni and friends of the college. Their donations assist us in providing our existing scholarship program. Occasionally, students are called upon to thank specific donors for the dollars they have contributed to the scholarship fund. Students will be notified by the Office of Institutional Advancement if a thank you is required of them.

Policies Regarding Employment

1. The Federal Work Study and non-federal Campus Employment programs are merit based. Students should perform the work that is agreed upon in a satisfactory manner. Students who do not complete work satisfactorily risk losing their employment.

Policies Regarding the Application of Financial Aid to your Student Account

1. One-half of your accepted financial aid offer is electronically applied toward the charges on your account approximately two weeks after the start of classes each semester or at the time that it is ready to disburse – whichever comes later. Approximately one month prior to the beginning of each semester, financial aid that is ready to be applied appears on your student account as "pending financial aid."
2. The pending aid amount for Federal Stafford and PLUS loans is the loan's "gross" amount – prior to the origination fee that is subtracted by the Department of Education. The balance you will need to pay may be slightly different from the estimate after pending aid due to the reduction of the loan by this fee prior to disbursement.
3. Before financial aid can be applied to an account, enrollment, class attendance, satisfactory academic progress and eligibility must be verified.
4. All financial aid is first used to pay for authorized charges on the student's account. Excess of funds after charges have been paid are directly refunded to the student or the parent (if applicable) via paper check. All students are encouraged to read and understand the refund policies of the Student Accounts Office.

5. For professional studies students, changes to enrollment within the course of a semester may affect the amount of Pell grant that the student may be receiving. When a professional studies student's enrollment changes within the course of a semester, the Pell grant will be adjusted to match the student's enrollment status. Adjustments may also be necessary to student loans to keep the student within federal Cost of Attendance and Need regulations. (Full Time Pell = 12 or more credit hours each semester; Three Quarter Time Pell = 9 to 11 credit hours each semester; Half Time Pell = 6 to 8 credit hours each semester; Less Than Half Time Pell = 5 or less credit hours each semester.)
6. Scholarship funds from outside entities are applied to a student's account when the check is received by the Office of Financial Aid. Unless otherwise specified by the donor, the scholarship will be split between the number of semesters in which the student plans on enrolling.

How Financial Need is Determined

What is "financial need"?

Financial need can best be described as the difference between the student's financial aid budget and the family's resources available to meet that budget.

$$\begin{array}{r} \text{Cost of Attendance} \\ - \quad \text{EFC} \\ \hline \text{Financial Need} \end{array}$$

When students complete the FAFSA, the information provided is processed using a mathematical formula called Federal Methodology. The result (or answer) is called the Estimated Family Contribution (EFC). The EFC is a combination of both a parent contribution (if applicable) and a student contribution.

Your family's EFC will be listed on the Student Aid Report that you may access online at www.fafsa.gov. Your family's EFC will also be sent electronically to all colleges listed on your FAFSA. For more information on the EFC and how financial need is determined, please go to the Department of Education's Student Aid on the Web portal at www.studentaid.ed.gov.

Colleges subtract the student's EFC from the appropriate cost of attendance (defined below). The difference is the student's amount of financial need at the college. Southwestern College attempts to meet this need or the direct cost of the college (whichever is lower) through a combination of grants, scholarships, loans and other resources.

What about students who do not demonstrate "financial need"?

Scholarships based on merit and non-federal campus employment are available to students without financial need. Federal Direct Stafford loans, the Federal TEACH grant and United Methodist Loans for students are also available.

Students who do not demonstrate need may find employment in on-campus jobs as well as in the Winfield community. Be aware that priority for on-campus jobs is given to those students who demonstrate financial need and are therefore eligible for the Federal Work Study program.

Cost of Attendance

To develop the Cost of Attendance (COA), the Office of Financial Aid uses the actual tuition, required fees, typical room and board charges, allowances for books and supplies, and regional averages for travel and personal expenses. The intent is to consider all the expenses that each family will incur during the year of education.

Listed below are the two most common cost of attendance tables. These tables exist to give you an *idea* of what costs to expect. Actual costs vary by enrollment and by individual choice regarding living

arrangements and meal choice. Please be reminded that the cost of attendance is only used to determine your financial need. It is not an indication of what you will be charged. A downloadable sheet of the most recent updated, actual cost is located within the Financial Aid Handbook on the financial aid website: http://www.sckans.edu/student-services/the-award-letter/.

2013-2014 Main Campus Residential

Item	Semester	Year
*Tuition	$11,868.00	$23,736.00
*Room & Board	3,318.00	6,636.00
Books & Supplies	500.00	1,000.00
Transportation	940.00	1,880.00
Personal Expenses	2,115.00	4,230.00
TOTAL COA	$18,741.00	$37,482.00

*Direct, billable cost

2013-2014 Professional Studies

Item	Semester	Year
*Tuition	$4,932.00	$9,864.00
Room & Board	4,206.00	8,412.00
Books & Supplies	500.00	1,000.00
Transportation	1,402.00	2,804.00
Personal Expenses	3,155.00	6,310.00
TOTAL COA	$14,195.00	$28,390.00

*Direct, billable cost based on a per credit hour charge.

2014-2015 Main Campus Residential

Item	Semester	Year
*Tuition	$12,343.00	$24,685.00
*Room & Board	3,423.00	6,846.00
Books & Supplies	500.00	1,000.00
Transportation	994.00	1,988.00
Personal Expenses	1,637.00	3,274.00
TOTAL COA	$18,897.00	$37,482.00

*Direct, billable cost

2014-2015 Professional Studies

Item	Semester	Year
*Tuition	$5,124.00	$15,372.00
Room & Board	4,796.00	9,592.00
Books & Supplies	500.00	1,500.00
Transportation	1,482.00	4,446.00
Personal Expenses	2,442.00	7,326.00
TOTAL COA	$14,344.00	$38,236.00

*Direct, billable cost based on a per credit hour charge. Costs based on 3 semesters.