

## 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/financial-aid/financial-aid-handbook/>

# Financial Aid Handbook

## HANDBOOK [hand-boō'k] noun

1. A book of instruction or guidance.
2. A guidebook for travelers.
3. A reference book in a particular field.
4. In other words...really important stuff.



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**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.

## 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. Finally, the federal taxpayer is engaged to close the gap between the cost of the institution after family resources and scholarships are applied.

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.



## 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 FAFSA 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 FAFSA or by notifying the Office of Financial Aid that no FAFSA will be completed by the **April 1 priority deadline**.
2. Official award letters are sent to the working email address Southwestern College has on file. The Southwestern College address (@sckans.edu) will be used 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 a paper award letter is preferred.
3. Any change in a student's enrollment, financial status, residence, or marital status should be reported to the financial aid office.
4. The amount of an individual's financial aid is contingent upon the student's enrollment status as full or part-time for each semester. Reductions or increases in the number of hours enrolled within a semester may cause federally mandated changes to the original offer of financial aid.
5. The entire financial aid award may be voided if intentional false information is provided on the Free Application for Federal Student Aid (FAFSA).
6. Southwestern College attempts to meet financial need (defined below) but is under no obligation to do so. If federal, state and institutional scholarships and grants do not meet financial need, a Southwestern College need based grant or family assistance grant may be offered as funds are available. Students receiving federal or state grants and loans defined as "need-based" cannot receive scholarships or work study in excess of their financial need.
7. Changes may be made to financial aid offers based on special circumstances. Examples of applicable circumstances include loss of job, death of a parent or spouse, or an unusually large one-time source of income. Students who feel special circumstances apply should contact the Office of Financial Aid or complete the downloadable Financial Aid Appeal form on the website. Appeals are reviewed and processed by a member of the Financial Aid Team. Decisions are final.

### **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. Students who drop below a 2.0 GPA are placed on a warning period for one semester and suspended after two consecutive semesters. Suspensions for low GPA may be appealed. Students regain eligibility once a 2.0 cumulative GPA has been re-established.
3. Unless specifically indicated, scholarships and grants are renewable for up to 10 semesters. Students who miss the annual April 1 priority application deadline may experience a one-year only reduction in their institutional scholarships and grants.
4. Students choosing to move off-campus experience a reduction in their Southwestern scholarships and grants. The current rate is 40%. The reduction is reversed if the student moves back on campus.
5. Southwestern College students benefit from the generosity of alumni and friends of the college who have donated to the scholarship program. Occasionally, students are called upon to thank specific donors for the dollars they have contributed to the scholarship fund. The Office of Financial Aid will notify students if a thank you note is requested.

### **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 anticipated outside sources of assistance do not materialize.

### **Policies Governing Student Loans**

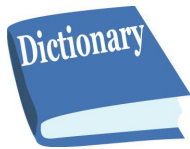
1. Southwestern College students have full control over the amount of student loans they wish to receive. Students wishing to reduce or decline the amount of loan they are offered may indicate a lesser amount on the award letter or contact the Office of Financial Aid by email ([finaid@sckans.edu](mailto:finaid@sckans.edu)).
2. All borrowers are strongly encouraged to read the information and instructions regarding the Federal Direct Loan programs located in the Loans section of the Financial Aid website: <http://www.sckans.edu/student-services/financial-aid/federal-loans/>
3. Federal Direct Loans and Federal PLUS Loans are assessed an origination fee by the Department of Education prior to being applied to the student account.
4. All borrowers have an obligation to complete entrance counseling prior to borrowing student loans for the first time. All borrowers must also complete exit counseling prior to leaving or graduating from Southwestern College. Information on completing these important steps is contained in the Financial Aid Handbook online.

### **Policies Regarding Employment**

1. The Federal Work Study and non-federal Campus Employment programs are merit based. Students should perform the work 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. Financial aid is electronically applied toward charges on accounts 10 days after the start of classes each semester or at the time the financial aid file is complete – whichever is later. Approximately one month prior to the beginning of each semester, financial aid ready to be applied appears on student accounts as “pending financial aid.”
2. Before financial aid can be applied to an account each semester, enrollment, class attendance, satisfactory academic progress and eligibility must be verified.
3. Financial aid is first used to pay for authorized charges on the student’s account. Excess funds after charges have been paid are directly refunded to the student or the parent (if applicable) via electronic deposit or paper check. Students are encouraged to read and understand the information on Paying Your Account in the Financial Aid Handbook.
4. 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 among 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.

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

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

Colleges subtract the EFC from the appropriate cost of attendance (defined below). The difference is the student’s 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.

A student’s EFC will be listed on the Student Aid Report accessed online at [www.fafsa.gov](http://www.fafsa.gov). The EFC will also be sent electronically to all colleges listed on the FAFSA. For more information on the EFC and how financial need is determined, visit the Department of Education’s website: [www.studentaid.ed.gov](http://www.studentaid.ed.gov).

### ***What about students who do not demonstrate “financial need”?***

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

**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 a financial aid award year (summer/fall/spring).

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

Cost of attendance is *only* used to determine financial need. It is not your bill. Full information regarding cost of attendance is located in the Financial Aid Handbook online.

**2016-2017 Main Campus Residential**

Item	Semester	Year
*Tuition	\$13,550.00	\$27,100.00
*Room & Board	3,625.00	7,250.00
Books & Supplies	500.00	1,000.00
Transportation	991.00	1,982.00
Personal Expenses	1,691.00	3,381.00
<b>TOTAL COA</b>	<b>\$20,357.00</b>	<b>\$40,713.00</b>

\* Year calculation is direct, billable cost based on two semesters. Double room cost, 17 meal plan.

**2016-2017 Professional Studies**

Item	Semester	Year
*Tuition	\$5,460.00	\$16,380.00
Room & Board	4,701.00	9,401.00
Books & Supplies	500.00	1,500.00
Transportation	1,480.00	2,960.00
Personal Expenses	2,524.00	5,049.00
<b>TOTAL COA</b>	<b>\$14,665.00</b>	<b>\$35,290.00</b>

\*Year calculation is direct, billable cost based on a per credit hour charge for 3 semesters.

**2017-2018 Main Campus Residential**

Item	Semester	Year
*Tuition	\$14,300.00	\$28,600.00
*Room & Board	3,760.00	7,520.00
Books & Supplies	500.00	1,000.00
Transportation	1063.00	2,126.00
Personal Expenses	1,712.00	3,425.00
<b>TOTAL COA</b>	<b>\$21,335.00</b>	<b>\$42,671.00</b>

\*Year calculation is direct, billable cost based on two semesters. Double room cost, 17 meal plan.

**2017-2018 Professional Studies**

Item	Semester	Year
*Tuition	\$5,736.00	\$17,208.00
Room & Board	4,757.00	9,515.00
Books & Supplies	500.00	1,500.00
Transportation	1,586.00	3,172.00
Personal Expenses	2,555.00	5,110.00
<b>TOTAL COA</b>	<b>\$15,134.00</b>	<b>\$36,505.00</b>

\*Year calculation is direct, billable cost based on a per credit hour charge for 3 semesters.