FINANCIAL AID
POLICY AND PROCEDURES

Labette Community College
Revised August 2023

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Section 1: Overview

Mission

The mission of the Labette Community College (LCC) Financial Aid office is to provide federal, state, institutional, and all other sources of financial aid services accurately and timely in a respectful and welcoming manner that will assist students in completing their educational goals.

Statement of Good Practices

In order to accomplish the mission stated above, the LCC Financial Aid office adheres to the following practices:

➢ Every effort shall be made to meet the demonstrated need of all applicants in an ethical manner to the extent that funding will permit.

➢ 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.

➢ Information regarding financial charges can be found at http://www.labette.edu/businessoffice/index.html

➢ 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.

➢ All FSA programs including Pell Grant, Direct Loans, FSEOG and FWS are reconciled monthly.

➢ G5 is reconciled by the Business Office monthly.

➢ If a check is returned the bank sends a notification with the check information. The student is contacted to provide another form of payment. Once payment is made the original check information is destroyed.

➢ The E-App is updated on an annual basis or when program changes are made.

➢ FISAP is completed on an annual basis.

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> ➢ Open and effective communication will be maintained between the Financial Aid office, Business office, Registrar's office, Admission's office, and the Counseling and Advisement center.

Section 2: Administration

Administrative Organization and Office Management

To provide students with ample opportunity for financial aid assistance, the Financial Aid office is open during the academic year Monday through Thursday from 8:00am to 4:30pm, while summer hours are Monday through Thursday from 7:00am to 4:30pm. Financial aid information and detailed instructions are also on the LCC website. Students can also access their financial aid account information via the REDZONE under the *Student* tab and *Financial Aid and Account Information*.

The Financial Aid office designates one employee to visit area high schools to recruit and provide financial aid information and assistance. In addition, the financial aid staff is available to assist in informational sessions such as "financial aid nights" or other activities to offer financial aid information.

Master Calendar

The following functions are considered ongoing in the Financial Aid office:

> ➢ Auto loading ISIRS – tracking for documents and notification of awards

> ➢ Processing Federal Direct Loans

> ➢ Monitoring federal and institutional work-study earnings

> ➢ Monitoring federal fund accounts

> ➢ Visiting with prospective students

> ➢ Counseling current students regarding cost, application procedures, and awards

> ➢ Processing and monitoring scholarships

Note: Veteran certifications are processed and monitored by the LCC Student Success Center. Default management services are provided by Wright International Student Services (WISS).

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Section 3: Participation in Student Financial Aid Programs

LCC 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 LCC are addressed below.

➢ Students must have graduated from high school or received a GED

➢ Be a U.S. citizen or an eligible non-citizen

➢ Students must be enrolled in a minimum of six credit hours to receive Federal Direct Loan

➢ The student receiving federal assistance must meet minimum satisfactory academic progress requirements. A copy of these requirements are included in Section 9: Satisfactory Academic Progress Policy.

➢ The student must be enrolled in an eligible program at LCC. An eligible program at LCC must either be an approved certificate program or an approved Associate degree program. This excludes such classes as EMT and other short-term certificate classes. If the student indicates that they are pursuing an approved Associate degree program 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 is eligible. If the student indicates that they are pursuing an approved certificate in a program listed in the LCC catalog, and is enrolled in courses required for that program, a payment from Pell may be disbursed considering the certificate program hours. Students with a major listed of 'non-degree seeking' will not be considered for federal financial aid.

Section 4: Application for Aid and Requirements

Application Process for Federal Financial Aid
The following is a step-by-step description of the application process at LCC:

1. Student completes the FAFSA

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2. Student receives an email confirming the process and the Student Aid Report (SAR)

3. The Financial Aid office receives the ISIR through EDConnect, which indicates that the student has completed the application and listed LCC as a school of choice. The ISIR is auto-loaded into the PowerFAIDS system and "tracking" begins

4. The tracking system requests appropriate documents from the student. For applicants not selected for verification, a Transcript Form is requested. All students must submit official transcripts from all prior colleges or universities that the student has attended, and an official high school transcript or GED according to the LCC admissions policy

5. Additional documents are requested from those students selected for verification. These documents may include the following, but are not limited to:

   a. Household Form

   b. Student and/or Parent Income Form

   c. Standard Verification Form (V1)

   d. Custom Verification Form (V4)

   e. Aggregate Verification Form (V5)

   f. IRS Verification of Non-Filing

   g. Asset Information Form

   h. IRS Tax Return Transcript

   i. W2s

   j. IRS Tax Return and/or Amended Return

   k. Identification documentation such as SSN card, Driver's License, Birth Certificates, etc.

   l. Documentation confirming marital status, orphan/ward of court, legal guardianship, homelessness or at risk of homelessness, etc.

   m. Unusual enrollment history documentation

6. Once a file is complete, the Financial Aid office reviews the student's enrollment status and awards all eligible awards, such as Pell grant, Direct loans, FSEOG and FWS.

7. An award letter is sent to the student. If enrollment changes, awards may be adjusted accordingly to match the current enrollment status.

Direct Loans are not auto packaged. Students may request loans by completing the Direct Loan Process. The Direct Loan Process may be found online by going to Direct Loan Process. Information on the Direct Loan Process will also be sent in the first informational letter sent to the student upon receipt of the FAFSA.

The LCC Financial Aid office strongly urges applicants to apply early because 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 enroll in the payment plan for their account charges through Nelnet by the end of the second week of classes to keep from receiving a $50.00 service fee.

Attendance Requirement

For face-to-face courses, certification will be completed via the Redzone's attendance feature. Attendance will be taken using the Redzone each class period until cert rosters are completed.

For online courses, students are required to take an online attendance quiz via the Redzone, where students certify themselves as attending via a yes/no quiz question. Once the student has marked themselves as attending the course, they are considered certified.

Section 5: Federal Programs of Financial Assistance at LCC

Labette Community College participates in the following federal financial aid programs: Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Work-Study, Federal Direct Subsidized, Federal Direct Unsubsidized Loan, and Federal Direct PLUS Loan for Parents.

The student's financial aid package begins with their Cost of Attendance (COA). Cost of Attendance is an estimation made by the college that includes tuition and fees, living expenses/housing/food, transportation, books/course materials/supplies and equipment, and miscellaneous. Dependency status, residency and enrollment status also affect the budget. The Expected Family Contribution (EFC) is subtracted from the Cost of Attendance, leaving the student's need-based aid eligibility (also known as Unmet Need). If a student is enrolled in less than half time, the budget consists of

tuition and fees, books/course materials/supplies, and transportation; costs associated with living expenses/housing/food and miscellaneous are not considered when enrollment is less than half time.

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 LCC and be degree-seeking with a declared major. An eligible program at LCC must either be an approved certificate program or an approved Associate degree program. This excludes such classes as EMT and other short-term certificate classes. If the student indicates that they are pursuing a degree program or eligible certificate program and is enrolled in credit hours that go towards the student's major requirements, a payment from Pell may be made. Only classes that go toward the declared major or certificate are eligible for a payment from Pell.

➢ The student must file a FAFSA and the institution must receive a valid electronic Institutional Student Information Record (ISIR) by the last date of attendance. The student must be enrolled and eligible for payment. Institutional policy requires that the ISIR is valid, and all other documents including those necessary for verification must 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 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 and a valid ISIR is on file. A student selected for verification by the institution or by the U. S. Department of Education must have their file complete no later than 45 days after the last date of attendance. The following deadlines are suggested for students to complete verification to ensure a payment for the designated term: Fall semester: Dec. 1st; Spring semester: May 1st; Summer semester: June 15th.

➢ 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 30th following the end of an award year.

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- The amount of Pell grant funds a student may receive over their lifetime is limited by a federal law to be the equivalent of six years of full-time Pell grant funding. Since the maximum amount of Pell grant funding that students can receive each semester is equal to 50%, the 600% equivalent is equal to 12 fulltime semesters.

- Grant payments are calculated at the end of the certification period each term, after the registrar's office has recorded information from the instructor's certification 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 file. The Pell grant status (full time is 12 or more credit hours, ¾ time is 9 to 11 credit hours, ½ time is 6 to 8 credit hours, and less than ½ time is 5 credit hours or less) is determined by the number of hours in which a student is actively enrolled in classes going toward declared major, 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. An authorization to apply or not to apply federal financial aid to non-institutional charges and ineligible courses has been completed by the student.

- Students who enroll in additional classes or withdraw from 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 a student's enrollment 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:

   o If a student is reported as roster-dropped for non-attendance from all classes on the certification day roster, the last day of attendance will be determined and post withdraw will be calculated and offered to eligible students. Students must have an award in place before dropping or withdrawing in order to be considered for a post withdrawal disbursement.

   o Return of Title IV Funds calculation will be performed for students who totally withdraw, as well as students who withdraw and/or fail all classes.

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- o Post withdraw disbursements will be calculated and offered to eligible students with completed files.

The amount of Title IV financial aid that can be used to pay prior academic year institutional charges is limited to no greater than $200.

Summer Pell Grant

As of 2017-2018, year-round Pell will be available to eligible students.

Summer enrollment will be reviewed after certification rosters are completed at the Registrar's Office to determine all students' eligibility for summer federal financial aid. However, students are recommended to complete the LCC Application for Summer Financial Aid online, which is available on April 1st on the LCC website, or the student should notify the LCC Financial Aid office of their summer enrollment. This is recommended so that the student can be made aware of their eligibility before classes begin. This is also required in order to have potential book vouchers ready in time.

Students enrolled less than half-time in the summer are eligible for the Pell grant in the summer term if they have not yet received 100% of their Pell grant eligibility for the academic year.

Grant payments are calculated at the end of the certification period each term, after the registrar's office has recorded information from the instructor's certification roster.

The payments are made approximately four (4) weeks following the beginning of the summer term. The Pell grant status is determined by the number of hours in which a student is actively enrolled in classes going toward declared major, as of this date. (Full time is 12 or more credit hours, ¾ time is 9 to 11 credit hours, ½ time is 6 to 8 credit hours, and less than ½ time is 5 credit hours or less)

The award is processed 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.

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

- ➢ Living expenses, housing, food

- ➢ Transportation

- ➢ Books, course materials, supplies & equipment

- ➢ Miscellaneous

Less than ½ time Pell Grant calculation uses the following budget:

- ➢ Tuition and fees

- ➢ Books, course materials, supplies & equipment

- ➢ Transportation

Students in Default

Students who have defaulted on a Federal Direct or Stafford Loan, Perkins Loan, or who owe a refund on a federal grant will not be eligible for federal funding. The student's record must reflect that they are in good standing when the information is viewed through NSLDS online or a letter from the servicer indicating the student is in good standing.

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 only the current term will be considered.

Default management student services are contracted with LCC by Wright International Student Services (WISS). WISS attempts to assist students in bringing their student loan account current and/or preventing loan default.

Federal Supplemental Educational Opportunity Grant (FSEOG)

Awards from FSEOG are limited as funds depend on the allocation received from the Department of Education designated for LCC. Undergraduate students who are eligible for Pell Grant may be considered, awarding those with a 0 EFC first. FSEOG funds are credited to the student account, and then any remaining funds are allocated to the student. FSEOG awards may range from $200 - $500 per semester per student with federal funds providing 75% of the grant and LCC providing the remaining 25% from its own resources. LCC will award students with the highest unmet need on a first-come-first-serve basis until the FSEOG funds are depleted. If a student is granted an award through this program, it is not a guarantee that the student will receive it every

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semester or academic year. Funds may be transferred between FSEOG and FWS as needed.

Federal Work-Study

Federal work-study will be offered to students with completed files who have also completed proper work-study paperwork and provided the required copies of identification. Work-study recipients must qualify according to demonstrated need. Students must apply for job openings and interview with supervisors. Supervisors will choose their work-study students from those interviewed. All students are paid the same amount and the students receive a job description when they are hired. The supervisor keeps the student timesheet and turns it in to the Financial Aid office. The Financial Aid office will process the timesheets in Jenzabar and PowerFAIDS. All payroll records are kept in the payroll department. 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 their duties. FWS is matched 25% with institutional funds.

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 complete a student work-study application.
3. Students must correctly complete all required payroll forms and provide proper forms of identification, which are accepted by the payroll office.
4. Students must complete the required paperwork with their supervisors.
5. Only after completing steps 1, 2, 3 and 4 will a student be allowed to begin working.

Work-Study Procedure for Processing Time-Sheets

Every timesheet will have to be turned in and signed by supervisor on the 10th of each month or the Thursday before the 10th, if the 10th is on a weekend. Timesheets turned in after the due date will be paid for in the following month.

Federal Direct Loan

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

LCC has adopted the following policies:

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- All students borrowing from the Federal Direct Loan Program at LCC will receive counseling before loan eligibility is determined. Students must complete entrance counseling from the U.S. Department of Education.

- All Students must complete the master promissory note annually from the U. S. Department of Education.

- Students must complete the LCC Federal Direct Loan Request Form, confirming the amount of the student loan for the academic school year.

- In keeping LCC's minimum academic progress requirements and default management plan, a student will be strongly advised to borrow minimal amounts while a student at LCC. These guidelines are based on principals of sound financial planning and take into consideration repayment obligations and projected income of community college graduates.

- All borrowers at LCC must be in school for 30 days during the loan period before proceeds will be disbursed.

- Loan payments are calculated at the end of the certification period each term, after the registrar's office has recorded information from the instructor's certification roster. The payments are made approximately six (6) weeks following the beginning of each term.

- If a student drops to less than half-time enrollment during a loan period, remaining loan amounts for the loan period will be cancelled as students must be enrolled in a minimum of 6 credit hours that have certified the date the loan is disbursed.

- The Financial Aid office will send the student an award letter showing the processed loan amount and tentative disbursement date as long as the student is enrolled in at least 6 credit hours at the time of the disbursement.

- Loans must be originated by the student's last date of attendance, and the student's financial aid file must be complete before the origination deadline.

- Shortly before the student loan borrower ceases at least half-time study at the institution and does not plan to enroll at least half time, exit counseling must be done on-line at studentaid.gov. Students must complete exit counseling upon exit of the institution. Exit counseling information will be mailed at the end of each semester.

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➢ Labette Community College does not actively recommend, promote, or endorse alternative loan programs or lenders as the cost associated with attending LCC do not warrant the need for alternative loans.

Direct Loan Quality Assurance Program

Reporting loan records, disbursements, and adjustments to disbursements correctly to the Common Origination and Disbursement (COD) System:

- Determine the students that need to be on the disbursement (Create a selection set. The selection set will only reflect that student population that should be on the disbursement. This will ensure only eligible student will receive a disbursement)
- Print roster of students to be on disbursement (check enrollment status/dates to report to COD)
- Determine who is eligible to be paid. Remove any student from selection set that does not meet requirements for disbursement.
- Send Originations to COD with selection set (Not all student will need to be originated just the new awards).
- Receive Response from COD for Originations (look for errors, fix any errors).
- Send Disbursements with Selection set (Update and Disburse).
- Receive Response from COD for Disbursements (look for errors, fix any errors)
- Run Simulation Disbursement Authorization from Data Integration in PowerFaids to ensure there were no errors with the disbursement files from COD.
- Review COD to ensure the funds are matching the simulation disbursement Authorization for Loans.
- On the day the disbursement is reported to COD send disbursement authorization file to the Business office to be posted to the students account. The Business Office will post the funds the students account.
- Authorize funds to be ordered by the Business Office (this should be the amount available in COD).
- After this process is complete both the Financial Aid Office and Business Office complete reconciliation.

Disbursing the correct Loan Amount to the correct student:

The student is awarded based on their eligibility. Along with completing the Direct Loan Process. Which consists of the Master Promissory Note, Entrance Counseling, and Loan Acknowledgement that will need to be completed on the Federal Student Aid website.

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The student will also need to complete Federal Direct Loan Request Form to confirm their award.

The student's cost of attendance, year in school, annual loan limits, aggregate loan limits, loan status, and Subsidized Usage Limit Applies (SULA) (Repeal of SULA EA ID: DL-21-04) will be reviewed to determine the amount of funds a student is eligible to receive. Once eligible funds are determined the student will be sent an award letter by USPS.

Disbursing and returning loan funds in accordance with regulatory requirements:

The return of funds is based upon the concept that students earn their financial aid in proportion to the amount of time in which they are enrolled. Under this reasoning, a student who withdraws in the second week of classes has earned less of his/her financial aid than a student who withdraws in the seventh week. Once 60% of the semester is completed, a student is considered to have earned 100% of their financial aid and will not be required to return any funds. The financial aid office will still complete an R2T4 calculation.

An R2T4 calculation will be completed for all students that have withdrawn from all courses, received all UF's or a combination of withdrawals, UF's and F's. The R2T4 calculation will determine the amount of funds that need to be returned to the Department of Education. Once the amount is determined the funds will be returned within 45 days of the date the school determines the withdrawal.

Reconciliation will be completed after every R2T4 has been processed.

Completing monthly reconciliation and Program Year Closeout: Reconciliation is completed monthly or when any changes are made to COD which results in in a draw down or return to G5.

Close out is completed at the end of the academic school year. The Financial Aid Office reconciles the amount of loan funds disbursed through PowerFaids with the amount of funds disbursed through COD.

LCC Direct Loan Process
1. Complete the Master Promissory Note (MPN) at studentaid.gov

2. Complete the entrance counseling at studentaid.gov

3. Complete and submit the federal direct loan request form (an LCC form)

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Summer Loan

- ➤ Awards for all students who have received a Direct Loan during the award year are not automatically calculated. Students should complete the Federal Application for Summer Financial Aid which is available on April 1st on the LCC website or the student should notify the LCC Financial Aid office of their summer enrollment.

- ➤ Enrollment will be verified and the student will be advised of their remaining eligibility for the summer semester.

- ➤ Student's enrollment status is determined by the number of hours in which a student is actively enrolled in classes going toward declared major.

- ➤ Less than half time students are not eligible for summer Direct Loans.

- ➤ Loan payments are calculated at the end of the certification period each term, after the registrar's office has recorded information from the instructor's certification roster. The payments are made approximately four (4) weeks following the beginning of each term.

- ➤ If a student drops to less than half-time enrollment during a loan period, remaining loan amounts for the loan period will be cancelled as students must be enrolled in a minimum of 6 credit hours that have certified the date the loan is disbursed.

- ➤ The Financial Aid office will send the student an award letter showing processed loan amount and tentative disbursement date as long as the student is enrolled in at least 6 credit hours at the time of the disbursement.

- ➤ Loans must be originated by the student's last date of attendance and the student's financial aid file must be complete before the origination deadline.

Shortly before the student loan borrower ceases at least half-time study at the institution and does not plan to enroll at least half time, exit counseling must be done online at studentaid.gov. Students must complete exit counseling upon exit of the institution. Exit counseling information will be mailed at the end of each semester.

For more detailed information, please refer to the Direct Loan Quality Assurance Program.

Federal Direct PLUS Loan for Parents

To receive a Direct PLUS Loan, eligible parents must complete the PLUS Loan process. Parents wishing to process a PLUS Loan must have the student file the FAFSA to verify

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citizenship. If an application for a PLUS Loan is denied, there are 3 options: the parent may obtain an endorser, appeal the decision with the U.S. Department of Education, or seek a parent loan with a private lender. If the parent has been denied a PLUS Loan, the dependent student may be eligible for an additional unsubsidized loan at the independent student level.

LCC DIRECT PLUS LOAN PROCEDURES FOR PARENTS:

1. Complete a Direct PLUS Loan Application online at studentaid.gov

2. Complete a Direct PLUS Loan Master Promissory Note (MPN) online at studentaid.gov

3. Complete Entrance Counseling online at studentaid.gov

4. Complete LCC Federal Direct PLUS Loan Request Form (LCC form)

Federal Direct Loan Consumer Information

If LCC enters into an agreement with a potential student, student, or parent of a student regarding a Direct Loan please be advised that the loan will be submitted to the National Student Loan Data System (NSLDS), and will be accessible by guarantee agencies, lenders, and schools determined to be authorized users of NSLDS.

Minimum Record Retention Periods

Pell and Campus-Based Program Records

➢ Three years from the end of the award year for which the aid was awarded.

Except:

➢ Fiscal Operations Report (FISAP) and supporting records—3 years from the end of the award year in which the report was submitted.

Direct Loans and FFEL:

➢ Records related to borrower's eligibility and participation – 3 years from the end of the award in which the student last attended

➢ All other records, including any other reports or forms—3 years from the end of the award year in which the report was submitted.

includes original repayment schedule, though manner of retention remains same as promissory note.

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Section 6: R2T4

Return of Title IV (R2T4) Policy

Federal Title IV funds are awarded to a student under the assumption that they will attend school for the entire period for which the assistance is awarded. When a student withdraws from all of their courses, for any reason including medical withdrawals, they may no longer be eligible for the full amount of Title IV funds that they were originally scheduled to receive.

If the student withdraws from all courses prior to completing over 60% of a semester, they may be required to repay a portion of the federal financial aid that they received for that term. An R2T4 calculation from the U.S. Department of Education is used to determine the amount of federal student aid funds they will have earned at the time of the withdrawal.

The return of funds is based upon the concept that students earn their financial aid in proportion to the amount of time in which they are enrolled. Under this reasoning, a student who withdraws in the second week of classes has earned less of their financial aid than a student who withdraws in the seventh week. Once 60% of the semester is completed, a student is considered to have earned all of his financial aid and will not be required to return any funds. The Financial Aid office will still complete an R2T4 calculation.

The Office of Student Financial Aid in accordance with 34CFR Sec. 668.22 calculates the Return of Title IV Funds for any student receiving Title IV Aid and subsequently withdraws and/or fails before or at the end of the enrollment period. Therefore, it is the student's responsibility to remit payment to LCC for any amount owed based on the R2T4 calculation.

As stated in Volume 5, Chapter 2, FSA Handbook, "A school may not make a post-withdrawal disbursement of Title IV funds to the account or estate of a student who has died. If a school determines that a student has died during a period, it must perform an R2T4 calculation. If the calculation indicates that an institution is required to return Title IV funds, *the school must return the Title IV funds for which it is responsible."* The student's estate is not required to return any Title IV funds disbursed to the student. The Direct Loan regulations provide for a discharge of a borrower's obligation to repay a Federal Direct Loan if the borrower dies; this also includes a parent's obligation to repay a Direct PLUS Loan If the student on whose behalf of the parent borrowed dies.

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Process to complete R2T4
A copy of all Add/Drop forms will be given to the Financial Aid office. Add/Drop forms
will be reviewed weekly to determine if a student has completely withdrawn or dropped
from all courses. A quality control has also been put in place as a double check with
report from Jenzebar to ensure all withdraws and drops are reviewed throughout the
semester. Once the Financial Aid office has determined a student has completely
withdrawn, an R2T4 calculation will be done.

When completing an R2T4 calculation, a checklist of required documents are compiled.
Each R2T4 calculation will have the following documentation:

- A/R Statement to show all charges
- Packaging Screen to show the aid that was or could have been disbursed
- Date for the school determination of the student withdraw.
- Transcript with last date of attendance
- Schedule with last date of attendance
- Add/Drop Form with attachment such as email if available, stating the student's
  intent to withdraw or drop.
- Copy of the R2T4 letter stating the amount of funds to be returned (if applicable)
- Copy of the R2T4 calculation

Once the R2T4 calculation is completed, all documents will be reviewed and signed by
both the person completing the R2T4 and the person that reviewed the R2T4
calculation.

Section 7: Consortium Agreement

Consortium agreements are an agreement between two colleges or universities to
recognize registration at both locations for financial aid purposes. It certifies that only
one of the two colleges can administer federal and state financial aid. The Home
institution is where the degree will be earned, while the Host institution is not the
paying nor the degree-granting institution.

Labette 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 three hours and must be degree-seeking at Labette Community College, if LCC is
the Home institution. As the Home institution, LCC must receive consortium agreements
by the end of the second week of classes.

If LCC is the Host institution, requests for consortium agreements will be completed after cert rosters have been received so that LCC may accurately verify attendance to the Home institution.

Section 8: Verification Procedure

During verification, the college financial aid administrator will ask the applicant to supply copies of documentation to verify the data that was submitted on the Free Application for Federal Student Aid (FAFSA). Verification is intended to improve the accuracy of the information submitted on the FAFSA. It is not intended to function like a forensic audit, but the Financial Aid office may not process requests for professional judgment or disburse federal student aid until the verification process is complete.

Financial aid administrators have the right to ask for any documentation they feel is necessary to complete verification. If the family refuses to supply this documentation, the college is prohibited from disbursing federal student aid to the student.

If the Financial aid administrators see unusual FAFSA and/or enrollment patterns that may indicate fraud, they have the right to require identity verification and any other identity verification deemed necessary. If fraud is suspected, the Financial aid administrators will immediately report suspected fraud to the OIG hotline at Department of Education Office of Inspector General at 1-800-647-8733.

The following documents will be verified from students that are selected for verification by the Department of Education for the 23-24 academic school year for the Verification Tracking Flags: V1, V4, and V5

According to DCL ID: GEN-21-05 verification may be waived for students selected with the V1 verification tracking flag. Student's that have verification waived will have a 2022-2023 Verification/DCL: Gen-22-06 Form in their file. Files will be reviewed for conflicting information before the waiver is put in place. All required V1 verification documents will be waived and marked as Selected Not Verified when reporting to COD.

Verification Tracking Flag	Verification Tracking Group Name	FAFSA Information Required to be Verified	LCC's Acceptable Documents
V1	Standard Verification Group	Tax Filers • Adjusted Gross Income • U.S. Income Tax Paid	2021 IRS Tax Return Transcript

Verification Tracking Flag	Verification Tracking Group Name	FAFSA Information Required to be Verified	LCC's Acceptable Documents
		• Untaxed Portions of Individual Retirement Account (IRA) Distributions • Untaxed Portions of Pensions • IRA Deductions and Payments • Tax Exempt Interest Income • Education Tax Credits Nontax Filers • Income Earned from Work	Or Signed copy of 2021 1040 Tax Return 2021 IRS Verification of Non-Filing Letter OR Reject letter from IRS stating IRS Non-Filing Letter cannot be processed along with the 23-24 Parent Verification of Non-Filing From or 23-24 Student Verification of Non-Filing Form 23-24 Standard Verification Form (V1)
V4	Custom Verification Group	Tax Filers and Nontax Filers • Number of Household Members • Number in College • High School Completion Status • Identity/Statement of Educational Purpose	Official High School Transcript with Graduation Date/Copy of Passing GED/High school Equivalence 23-24 Custom Verification Form (V4)
V5	Aggregate Verification Group	Tax Filers • Adjusted Gross Income	2021 IRS Tax Return Transcript

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Verification Tracking Flag	Verification Tracking Group Name	FAFSA Information Required to be Verified	LCC's Acceptable Documents
		• U.S. Income Tax Paid • Untaxed Portions of IRA Distributions • Untaxed Portions of Pensions • IRA Deductions and Payments • Tax Exempt Interest Income • Education Tax Credits Nontax Filers • Income earned from work • Tax Filers and Nontax Filers • Number of Household Members • Number in College • Identity/Statement of Educational Purpose • High School Completion Status	Or Signed copy of 2021 1040 Tax Return 2021 IRS Verification of Non-Filing Letter OR Reject letter from IRS stating IRS Non-Filing Letter cannot be processed along with the 23-24 Parent Verification of Non-Filing From or 23-24 Student Verification of Non-Filing Form 23-24 Aggregate Verification Form (V5) Official High School Transcript with Graduation Date/Copy of Passing GED/High school Equivalence

After reviewing the documents required by the U. S. Department of Education for verification tracking flags: V1, V4, or V5, if there is any conflicting information, more documentation will be requested until the conflicting information is resolved.

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Documents that may be requested include but are not limited to the 23-24 Household Form, 23-24 Student Income Form, or 23-24 Parent Income Form.

Students may also be selected for verification by the institution. Students are selected for verification when there is conflicting information. Examples of such conflicting information include but are not limited to the marital status not matching the tax filing status, a missing parent on the FAFSA, or after talking to the student and the information is conflicting on the FAFSA. Documents that may be requested include but are not limited to the 2021 IRS Tax Return Transcripts, W2's, Marriage License, Divorce Decree, 23-24 Household Form, 23-24 Student Income Form, and 23-24 Parent Income Form. Students selected for verification will go through the verification process and will be reviewed twice before an award is determined.

LCC requires documentation from all students who would be considered a dependent who answer yes to a dependency question. Some documentation that may be requested include but are not limited to the marriage license, DD-214, copy of newest dependents birth certificate, proof of orphan/ward of court, parent's death certificate, emancipated minor paperwork, legal guardianship paperwork or 23-24 Unaccompanied Homeless Youth Form.

A student selected for verification by the institution or by the U. S. Department of Education must have their file complete no later than 45 days after the last date of attendance. The following deadlines are suggested to ensure a payment for the designated term:

- Fall semester: Dec. 1st
- Spring semester: May 1st
- Summer semester: June 15th

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 30th following the end of an award year.

Files selected for verification by the Department of Education for the 23-24 academic school year with the Verification Tracking Flags: V1, V4, and V5 will go through a double verification process within the financial aid department. All students with a Verification Tracking Flag: V1, V4, and V5 will have verification checklist that includes any document that are required to be verified by the Department of Education. The Verification Checklist will be signed off by two staff members from the financial aid department.

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Section 9: Satisfactory Academic Progress Policy

There are two criteria for Satisfactory Academic Progress (SAP):

- Quantitative, which is the Pace of Completion, and

- Qualitative, which is GPA.

Pace of Completion

Students must complete 67% of credit hours attempted in their cumulative academic history. The number of credit hours completed will be monitored at the end of each academic semester. Students who do not complete 67% are required to appeal. Students must complete the appeal process, then the Financial Aid Appeal Committee will determine if the appeal is accepted and the stipulations of the appeal. If approved by appeal committee, students must complete 67% each term until their overall completion is at least 67%. Students will be placed on probation and must adhere to the stipulations of the appeal or aid will be suspended. If the appeal stipulation is not met, students must attend without federal financial aid until the overall completion rate is at least 67%.

Students who have attempted 12 credit hours less than 150% length of the program they are enrolled in will receive a notification informing them they will have to appeal for maximum semesters when they reach 150% length of the program they are currently enrolled in. Once they reach 150%, the student must complete the appeal process and the Financial Aid Appeal Committee will determine if the appeal is accepted as well as the stipulations of the appeal. Students will be placed on probation and must adhere to the stipulations of the appeal or aid will be suspended.

Grade Point Average (GPA)

Students whose cumulative GPA is below 2.0 must complete the appeal process for low GPA. Students must complete the appeal process and the Financial Aid Appeal Committee will determine if the appeal is accepted and whether the stipulations of the 2.0 cumulative GPA or higher per term has been met. Students who do not maintain a 2.0 cumulative GPA or higher per term will have their aid suspended. These students must bring their cumulative GPA up to 2.0 or better without aid. Once the student has a GPA of 2.0 or higher they are able to apply for federal financial aid.

A student's cumulative GPA is used to evaluate academic progress. Students are considered to be making satisfactory progress toward an Associate Degree, or approved certificate program, if they maintain a minimum cumulative GPA of 2.0. Also, LCC requires students have at least a cumulative GPA of 2.5 to graduate.

Incomplete grades must be completed before aid for that semester is disbursed so GPA may be determined.

Eligibility and Enrollment Status for Retaking Coursework

The regulatory definition for full-time students has been revised to allow a student to retake any previously passed course (one time only per previously passed course). For this purpose, passed means any grade higher than an F, regardless of any school or program policy requiring a higher qualitative grade or measure to have been considered to have passed the course. This retaken class may be counted toward a student's enrollment status, and the student may be awarded Title IV aid for the enrollment status based on inclusion of the class.

Normal SAP policy allows for a student to receive Title IV funds for retaking a course he or she failed, and if a student withdraws before completing the course that he or she is being paid Title IV funds for retaking, that is not counted as his or her one allowed retake for that course. However, if a student passed a class once, then is repaid for retaking it, and fails the second time, that failure counts as their paid retake, and the student may not be paid for retaking the class a third time.

Kansas Promise Act SAP Policy

Labette Community College will follow the same institutional SAP policy as stated above for Kansas Promise Act. Appeals will be allowed following the same guidelines as institutional appeals. *Subject to change based on regulations from Kansas Board of Regents.

Section 10: Campus-Based Aid

In addition to Federal Financial Aid, LCC has other types of aid available to our students.

Institutional Work-Study

Labette Community College awards institutional 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 unmet 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 $9.00 per hour to students in the work-study program. Students receive a job description when they are hired and all payroll records are kept in the payroll department.

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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's timesheet and turns it in to the Financial Aid office. The Financial Aid office will process the timesheets in Jenzabar and PowerFAIDS. 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.

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 complete a student work-study application.
3. Students must correctly complete all required payroll forms and provide proper forms of identification, which are accepted by the payroll office.
4. Students must complete the required paperwork with their supervisors.
5. Only after completing steps 1, 2, 3 and 4 will a student be allowed to begin working.

Work-Study Procedure for Processing Time-Sheets
Every timesheet will have to be turned in and signed by supervisor on the 10th of each month or the Friday before the 10th, if the 10th is on a weekend. Timesheets turned in after the due date will be paid for the following month.

Scholarship Policy

Scholarship Application Procedure
1. Students must submit the online 2023-24 Financial Aid Assistance/Scholarship Application to the Financial Aid office. The application is available on the LCC website. The priority deadline is March 1st for the coming academic year and November 15th for Spring-only preference. Scholarship applications are due by the end of the second week of classes for fall and spring semesters. The summer scholarship application is due by the end of the first week of class. Debbie Groff deadlines may be found on our LCC website.
2. For activity assistance, the coach and/or instructor provides the Financial Aid office with the scholarship recipient's name and scholarship amount.
3. The Financial Aid office will forward the award letter to the student indicating approval and a denial letter will be sent to students with applications not approved.

Labette Community College offers scholarships on a competitive basis for academics, activities, and athletics to high school students and high school graduates, individuals

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who have successfully completed the General Education Development Examination, and/or students who can prove the ability to benefit from college-level instruction.

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

> ➢ All students are responsible for the payment of institutional fees.
> ➢ Scholarships may be effective for up to two academic years, as determined by sponsors and in accordance with NJCAA regulations.
> ➢ Activity/athletic sponsors may submit a written appeal to the Vice President of Student Affairs for exceptions to the scholarship policy.
> ➢ The LCC scholarship application is found online on our LCC website. Applications are due by the end of the second week of classes for fall and spring semesters. The summer scholarship application is due by the end of the first week of class. Priority deadlines also apply and may be found on our website.

Availability of Funds
Students are encouraged to apply early for scholarships. Online applications are available on the LCC website. Preference will be given to applications received prior to March 1st for the upcoming school year. Grade point average (GPA) and the number of hours enrolled are considerations but not always deciding factors.

All scholarship awards are subject to availability of funds. (Although some students may qualify for a specific type of assistance, funds may not be available.) Some courses may qualify for financial assistance. Students are encouraged to apply by March 1st for the coming academic year and November 15th for Spring-only preference as most scholarships are first come first serve.

Note: Institutional fees and technology fees are not covered by institutional scholarships - which are $59.00 per credit hour and $8.00 per credit hour, respectively. (Subject to change)

Types of Scholarships
Academic Scholarships
High school seniors may apply for an academic scholarship to be used for the first academic year following high school graduation, with renewal pending performance and availability of funds. High school students must provide an official six-semester high school transcript directly to the LCC Financial Aid office, along with completing the scholarship application online, in order to be considered for academic scholarships.

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Award	Grade Point Average* (Based on six semesters)	AMOUNT (up to 16 credit hours)
Presidential Award	3.75-4.00	**Tuition/plus $200 books per semester
Vice Presidential Award	3.50-3.74	**Tuition/plus $100 books per semester
Merit Award	3.00-3.49	**Tuition/plus $50 books per semester

*GPA is based on six semester transcript. High school students must provide their official six-semester transcript to the Financial Aid office in order to be considered for an academic scholarship.

**Tuition amount will cover up to 16 credit hours per semester

Student must be enrolled in 12 or more credit hours by June 15 prior to fall semester and December 15th for spring semester to validate acceptance. Healthcare students should check with their appropriate Director. Students who withdraw to less than 12 credit hours will be ineligible the next renewal period. Students must maintain the required cumulative GPA.

Reapplication: (scholarships may be renewed as long as funds are available.)

Cardinal Academic Scholarship
The following are the requirements for the Cardinal Academic Scholarship:

- In-state resident (outside of Labette County)
- Incoming student from high school
- 3.0 Minimum Cumulative High School GPA from 6 semester transcript, unweighted
- Official transcript must be on file
- Tuition paid up to 16 credit hours per semester (Fall & Spring only)
- Renewable for 2nd year if enrolled by June 15th
- Student must maintain cumulative 3.0 GPA each semester to continue to receive the scholarship. We will check GPA's at the end of each semester.
- Scholarships are still first come, first serve
- Student must fill out the 2023-2024 Financial Aid Assistance/Scholarship application

Cardinal Pathway Scholarship
The following are the requirements for the Cardinal Pathway Scholarship:

- Border State Resident
- Incoming student from high school
- 3.5 Minimum Cumulative High School GPA from 6 semester transcript, unweighted
- Official transcript must be on file
- Tuition paid up to 16 credit hours per semester (Fall & Spring only)
- Renewable for 2nd year if enrolled by June 15th
- Student must maintain cumulative 3.0 GPA each semester to continue to receive the scholarship. We will check GPA's at the end of each semester.
- Scholarships are still first come, first serve
- Student must fill out the 2023-2024 Financial Aid Assistance/Scholarship application

General Assistance
Students must meet the following characteristics to be considered for aid, if funds are available: enrolled and have at least an LCC grade point average of 2.5.

Activity Assistance
Assistance is awarded per semester or academic year for performance (i.e. baseball, basketball, wrestling, volleyball, softball, graphic design, etc). Criteria and length of scholarship are established by the coaches and/or instructors of each activity.

International Assistance
Awarded to international students (funds permitting) who have maintained a cumulative LCC GPA of 2.5. The scholarship shall not exceed the in-state rate of tuition for 16 hours per semester.

Labette County Assistance
Labette County residents must complete the scholarship application by stated deadline to be eligible to receive full tuition up to 16 credit hours per semester at LCC, regardless of previous GPA. Reapplication and 2.5 cumulative GPA are necessary for renewal. Some exceptions may apply. Fall, spring, and summer scholarship applications are due by the end of the semester or the student's last day of attendance. If an application is submitted after the student stops attending, then an appeal may be submitted in order to be considered for the scholarship. The appeal should be requested from and submitted to the Vice President of Finance and Operations.

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Foundation Scholarships

Many Foundation scholarships from private and corporate donors are available and awarded according to applicant qualifications and funding availability. Students who are awarded Foundation scholarships must submit a completed scholarship acceptance form in order to validate their award. Written thank you letters may also be required before award is validated. Early application is encouraged. Maintaining enrollment of at least six credit hours and a GPA of at least 2.5 is required unless otherwise stated in the award criteria.

BOOK SCHOLARSHIPS

Book Scholarships are available for students to apply for sponsored by campus organizations and employee groups.

DEBBIE GROFF MEMORIAL BOOK SCHOLARSHIP

The Debbie Groff Memorial Book Scholarship is sponsored by faculty, professional staff, and educational support staff and requires the completion of a separate scholarship application which may be found on our LCC website. Students who are not already receiving textbook aid will be given first priority. Debbie Groff Memorial Book Scholarship application and deadline dates do apply for fall, spring, and summer semesters and may be found on our LCC website.

Kansas Promise Scholarship

Labette Community College is offering the Kansas Promise Scholarship (HB 2064), part of a $10 million program passed by the Kansas Legislature and signed by Governor Kelly in April 2021. The Kansas Promise Scholarship was created during the 2021 Kansas Legislative Session to assist students attending Kansas community colleges, technical colleges, Washburn Institute of Technology and certain private postsecondary educational institutions and enrolled in specified programs of study, generally in the fields of (1) information technology and security, (2) mental and physical health care, (3) advanced manufacturing and building trades, or (4) early childhood education and development. This scholarship may be used toward tuition, required fees, books and required program materials (KBOR, 2021).

➢ Called the "Last Dollar" Scholarship – when other scholarships and grants are not sufficient to cover your tuition, fees, books and required course materials - the Kansas Promise Act will make up the difference. Recipients must meet qualifications and follow the application process to be eligible.

- Specific academic programs eligible for the Kansas Promise Scholarship are subject to change at the discretion of KBOR. Transfer programs are subject to further eligibility requirements.
- Complete the Kansas Promise Scholarship application and enter into a Kansas Promise Scholarship agreement. Recipients are required to live and work in KS for two years upon completion of degree/certificate.
- Sign a Kansas Promise Scholarship Agreement to live and work in Kansas for a minimum of two consecutive years following successful completion of your program. Failure to do so will result in your having to repay the amount of the scholarship you received plus interest. The interest is at the current rate of interest for the federal PLUS loan (Parent Loan) at the time you are awarded the scholarship. The PLUS interest rate is 8.05% beginning July 1, 2023 through June 30, 2024.

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