

**STATE  
TECH** MISSOURI



**Financial Aid Student Handbook**  
2026-2027

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## Introduction

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This handbook is designed to guide you through the programs, policies, and procedures related to financial aid at State Technical College of Missouri. The U.S. Department of Education requires postsecondary institutions to provide prospective and enrolled students with accurate and complete information on a variety of topics upon request.

As an education consumer, it is important that you have access to current information to make informed decisions about your educational future. We strongly encourage you to review this handbook carefully.

Complete details about enrollment, academic programs, facilities, and faculty are available in the college catalog, semester schedules, student handbook, or online at [www.statetechmo.edu](http://www.statetechmo.edu).

This handbook supplements the U.S. Department of Education publication **Funding Your Education**, which is available in the Financial Aid Office.

## Philosophy

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State Technical College of Missouri believes that the primary responsibility for financing a student's education rests with the student and their family. Financial aid programs are intended to supplement these contributions by helping cover educational costs that remain after the student and family have provided support.

The college prioritizes the use of financial aid to meet direct educational expenses, such as tuition, fees, and required materials. Assistance for living expenses may be provided if sufficient funds are available. This approach ensures that aid resources are allocated efficiently and equitably to support student success and access to higher education.

## Contact Information

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### State Technical College of Missouri

One Technology Drive

Linn, MO 65051

Phone: (573) 897-5000

Website: <https://statetechmo.edu/>

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### Financial Aid Office

**Location:** ITC Building

**Office Hours:** Monday – Friday, 8:00 AM – 5:00 PM

**Email:** [financialaid@statetechmo.edu](mailto:financialaid@statetechmo.edu)

### Heather Kleekamp

Director of Financial Aid

Phone: (573) 897-5000 ext. 5143

Email: [Heather.Kleekamp@statetechmo.edu](mailto:Heather.Kleekamp@statetechmo.edu)

### Barb Vaughan

Financial Aid Operations Assistant

Phone: (573) 897-5000 ext. 5185

Email: [Barbara.Vaughan@statetechmo.edu](mailto:Barbara.Vaughan@statetechmo.edu)

### Additional Student Resources

#### *Main Campus Offices & Locations:*

<b>Office</b>	<b>Building</b>
Registrar and Records Office.....	ITC Building
Counseling.....	ITC Building
Bookstore.....	ITC Building
Business Office.....	ITC Building
Career Services Office.....	OCCC Building
Vocational Resource Educator.....	ITC Building
Academic Instruction.....	Nilges Building
Academic Resource Center (ARC).....	ITC Building
Library.....	ITC Building
Dean of Student Affairs.....	ITC Building

## What is Financial Aid?

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Many students require financial assistance to attend college, and financial aid can help make that possible. Financial aid includes grants, loans, part-time employment, and scholarships designed to help cover the cost of college.

Financial aid programs benefit students in different ways. Most grants—which do not need to be repaid—are awarded based on financial need. The federal government provides grant funding through the **Federal Pell Grant Program** and the **Federal Supplemental Educational Opportunity Grant (FSEOG) Program**. U.S. citizens and eligible non-citizens who meet specific criteria may qualify for assistance through these federal programs. In addition to federal grants, grant funding may also be available through the state of Missouri.

Student loans are another option for helping to pay educational expenses. Unlike grants and scholarships, loans must be repaid after you leave school. Failure to repay federal student loans can result in serious consequences. In recent years, the federal government has increased enforcement efforts related to loan repayment. For this reason, students are strongly encouraged to explore all other funding options before borrowing. A student loan is a serious financial commitment and should be considered only when other resources are not sufficient.

The **Federal Work-Study Program** is a third form of financial aid that allows eligible students to work part-time while attending school. Additional information about work-study opportunities is available through the Financial Aid Office.

**Tuition waivers** are also available through the Financial Aid Office. Students should indicate which tuition waivers they may qualify for on the Internal Tuition Waiver Application and submit the completed form to the Financial Aid Office. A full list of available tuition waivers, eligibility requirements, and application instructions can be found on the State Tech website at [www.statetechmo.edu](http://www.statetechmo.edu).

**Scholarships** are offered through the Foundation for State Technical College of Missouri. For a complete list of available scholarships, eligibility criteria, and application information, visit the State Tech website under the Scholarships section at [www.statetechmo.edu](http://www.statetechmo.edu).

## Types of Financial Aid

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### Federal Aid Programs

#### **Federal Pell Grant**

The Federal Pell Grant is a federally funded program awarded to undergraduate students who demonstrate financial need. Less than full-time enrollment is adjusted by the federal

payment schedule. The maximum Pell grant award for a full-time student for the 2025-2026 academic year is \$7,395.

### **Federal Supplemental Educational Opportunity Grant (SEOG)**

This grant is a federal program for students who demonstrate exceptional financial need. Once Pell Grant has been processed, SEOG awards are provided to those students with greatest financial need and based upon the availability of funds. The maximum amount for SEOG at State Tech is \$1200.

### **Federal Work-Study**

Jobs at the college are available to students who have financial need and who wish to earn a monthly paycheck by working a part-time job on campus. The financial aid office sends out an email to all eligible students beginning of the semester. Interested students can also visit the Financial Aid Office to determine their eligibility. Students apply online at <https://statetechmo.edu/student-employment/>. Jobs include food service, clerical work, and maintenance, and are based on the availability of funds. Students can work a maximum of 8-10 hours per week and earn \$15.00.

### **Federal Loans (Subsidized and Unsubsidized)**

This loan program allows students to borrow loans in their name at low interest rates. Students must be enrolled in at least six credit hours, show financial need as defined by the federal government, and maintain satisfactory academic progress. First-time student loan borrowers must complete an on-line entrance counseling session and MPN when applying for a student loan. The federal maximum for a first-year degree seeking dependent student is \$5,500, of which no more than \$3,500 can be subsidized, and \$6,500 for degree seeking dependent second year students, of which no more than \$4,500 can be subsidized. Independent students and dependent students, whose parent is denied a PLUS loan due to credit, can receive up to an additional \$4,000 unsubsidized loan funds. Dependent students who are doing preparatory coursework are eligible for a maximum of \$2,625.

### **Federal Parent Loan for Undergraduate Students (PLUS)**

Parents may apply for a loan in their name called the PLUS loan. Repayment on a PLUS loan starts 60 days after the loan has been fully disbursed. Parents may discuss deferment options with their lender. Parents must pass a credit check to be accepted for a PLUS loan. The maximum a parent can borrow varies by student. Parents are eligible to borrow the cost of attendance minus any financial aid the student is receiving. See page 15 for more information on the cost of attendance.

## State Aid Programs

### A+ Scholarship

- ✓ The high school transcript must contain the required A+ designation before benefits are awarded.
- ✓ A+ applicants are required to have a completed federal financial aid file.
- ✓ A+ recipients must complete a FAFSA each year.
- ✓ A+ students must understand that A+ funding can change at any time without warning, due to changes made by MDHEWD or action of the Missouri General Assembly.
- ✓ Currently A+ pays for tuition and standard fees (fees which are applicable to all State Tech students) for classes that are required for the student's first degree. It will not cover retake classes, books, tools, supplies, uniforms, housing, or meal plan.
- ✓ A+ eligibility expires at the earliest of 48 months after high school completion, completion of 105% of credit hours required for the student's program, or receipt of an associate's degree.
- ✓ A+ will cover only completed coursework. Completed courses are those for which a grade is assigned. If a student does not complete coursework, the tuition and fees for that class(es) will be deducted from the next semester the student receives A+.

### State of Missouri Financial Aid Programs

The state of Missouri offers a variety of financial aid programs to help students and their families pay for postsecondary education. These programs include the Access Missouri Grant, Bright Flight, and the Fast Track Workforce Incentive Grant. State grant and scholarship programs are administered by the [Missouri Department of Higher Education and Workforce Development](#).

### Missouri Returning Heroes' Education Act

Students who served in armed combat after September 11, 2001 and was a Missouri resident at the time of entry into the military may qualify for reduced tuition rate. The student must have served in a combat zone designated by the U.S. Department of Defense and have been honorably discharged from active duty to receive the reduced tuition rate. The student must maintain a 2.500 cumulative GPA and be enrolled in classes required for their degree or certification to remain eligible for this waiver. Other financial aid will be considered to determine the student's eligibility. Students who believe they are eligible for this waiver must submit a Member Copy 4 of their DD214 to the Office of Financial Aid.

## Other Aid options

### **Institutional Tuition Waivers**

State Tech offers tuition waivers. All grade point averages must be calculated or converted to a 4.000 scale. Students will be given the highest single tuition waiver for which they qualify. All waivers will be divided equally over the fall and spring semesters of eligibility unless otherwise noted. Additional awards may be given on an individual basis at the discretion of the State Technical College of Missouri Scholarship Committee. It should be noted that all internal awards are waivers of tuition. Outside funding available to the student will take precedence over the college tuition waiver. Waivers may not exceed tuition in any semester and may be reduced at the discretion of State Technical College of Missouri. Awards are given to State Technical College of Missouri full-time, degree seeking students only. Unless otherwise noted, priority deadline for tuition waivers is May 1 for fall enrollment and December 1 for spring enrollment. However, applications will be accepted until 30 days prior to the start of the semester and will be based on the availability of funds. The application can be found at [www.statetechmo.edu](http://www.statetechmo.edu).

### **Corporate, Endowed and Privately Sponsored Scholarships**

These scholarships are managed by the Foundation for State Technical College of Missouri and available to full-time students enrolling at State Technical College of Missouri. Scholarship criteria are listed in the Scholarship Guidelines found at [www.statetechmo.edu](http://www.statetechmo.edu). State Technical College of Missouri is an equal opportunity organization and encourages applications from all individuals. Scholarship deadline is March 15 unless otherwise noted. For the most current scholarship information, please visit <https://www.statetechmo.edu/campus-services/financial-aid/types-of-aid/scholarship-guidelines/>.

### **Private/Alternative Loan**

This option will only be available if lenders continue to offer private loans. Interest rates are variable and determined by the lender based on the borrower's credit score. Most private loans start repayment six months after leaving college. Check with the lender regarding fees associated with the private loan.

### **Private Scholarship Programs**

Many students receive scholarships from private sources. Civic and professional organizations, businesses and corporations, unions, employers, and clubs frequently sponsor scholarship programs. Students interested in private scholarships should contact a representative of the sponsoring organization directly. In many cases, additional information is also available through a local library or high school counselor.

There are also several online scholarship search engines that can help students identify opportunities. Students are encouraged to use free resources and should never pay for scholarship assistance that is available at no cost through other organizations. One example of a free scholarship search engine is [myscholarshipcentral.org](http://myscholarshipcentral.org).

### **Student Employment Services**

State Technical College of Missouri's Career Services Office offers assistance to students who are interested in working part-time at a local business while attending school. Students may register with Career Services and be referred to jobs which are compatible with their schedules and work experience. This service is free and is available throughout the year. Contact Career Services for more information.

### **Missouri Vocational Rehabilitation Programs**

Vocational Rehabilitation funds assist students with a physical or mental impairment. Benefits can include tuition, a book allowance, and a room and board allowance. Vocational Rehabilitation offices are located throughout Missouri. Contact the Vocational Rehabilitation office nearest you. You may also meet with the Vocational Rehabilitation Educator on campus for information regarding the program.

### **Veteran's Benefits**

The college Certifying Official is located in the Financial Aid Office and is responsible for certification of all veteran's benefits and providing information concerning veteran's rights. Students may contact the U.S. Department of Veteran Affairs by calling 1-888-GI-BILL-1.

### **Educational Assistance**

The amount of assistance to which veterans are entitled depends upon the date, length, and type of their service as well as the nature of the discharge. The payment most veterans receive is determined by the number of degree-related credit hours they complete each semester.

### **Maintaining Eligibility for Veterans Benefits**

In order to be certified to receive veteran's benefits, students must meet the following requirements:

1. Students must declare and pursue an educational objective. Students must enroll in courses that contribute in the following ways to achieving their educational objective:
  - a. The courses are required in the program or are elective which meet specific requirements.
  - b. The courses are designated in the college catalog as prerequisites to courses required in the program.
  - c. The courses are remedial or developmental prescribed by a counselor to make up educational deficiencies of a student.
  - d. The courses are prerequisite courses which a student has previously passed but in which he or she has not made as high a grade as required to enter the next course.

- e. Courses taken on a pass/fail or audit basis are not considered eligible for veteran's benefits. Eligible courses are those for which a punitive grade can be assigned.
  2. Students must attend classes regularly and provide the Financial Aid Office with any changes in class schedules.
  3. The student will follow the college's satisfactory academic progress requirements.
  4. Exceptions – Please refer to the SAP appeal process on page 20 of this handbook.
- Veterans are urged to apply for education benefits and enroll in classes at least eight weeks before the beginning of their first semester at State Tech.

Specific information about the benefits for which a veteran is eligible may be found on-line at [www.gibill.va.gov](http://www.gibill.va.gov).

## General Eligibility Requirements

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To be eligible for aid provided by any of the college's federal financial aid programs, the student must meet the following criteria:

- ✓ Be a U.S. citizen, U.S. National, or U.S. permanent resident as determined by federal guidelines.
- ✓ Must have a valid Social Security Number.
- ✓ Must have a High School Diploma, or its equivalent.
- ✓ Be enrolled in a program leading to an approved certificate or degree. In most cases, enrollment must be at least half-time (6 credit hours).
- ✓ Courses taken on an audit basis are not considered eligible for financial aid. Eligible courses are those for which a punitive grade can be assigned (A, B, C, D, F, P, S, and U).
- ✓ Be making satisfactory academic progress toward completion of the program of study.
- ✓ Not be in default on a federal education loan.
- ✓ Not owe a refund on a federal grant.
- ✓ Is not enrolled in an elementary or secondary school.
- ✓ Not have borrowed in excess of the annual or aggregate loan limits from the student financial aid loan programs.
- ✓ **Transfer Students-** Financial aid does not transfer between institutions. All transfer students must meet financial aid requirements.

## Applying for Financial Aid

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Applying for financial aid is an important step in planning for college expenses. The process is straightforward, but it requires careful attention to deadlines and required documents. Follow the steps below to apply for financial aid.

### Step 1: Complete the FAFSA

All students seeking financial aid must complete the **Free Application for Federal Student Aid (FAFSA)**. The FAFSA determines eligibility for federal and state grants, loans, and work-study programs.

- Complete the FAFSA online at [www.studentaid.gov](http://www.studentaid.gov)
- The FAFSA should be completed as early as possible each year

### Step 2: Review Your FAFSA Submission

After submitting the FAFSA, you will receive a **FAFSA Submission Summary**. Review this document carefully for accuracy. Corrections can be made online if needed.

### Step 3: Submit Required Documentation

Some students are selected for a process called **verification**, which requires additional documentation such as tax transcripts or income information. If selected:

- Respond promptly to requests from the Financial Aid Office
- Submit all required documents by the priority deadlines

Financial aid cannot be awarded until your file is complete.

### Step 4: Apply for Additional Aid

In addition to the FAFSA, students should apply for other forms of financial aid, including:

- **Scholarships** (institutional, state, and private)
- **Tuition waivers**, if eligible
- **State of Missouri grants and scholarships**, if applicable

Application requirements and deadlines vary, so students are encouraged to review all options carefully.

### Step 5: Review Your Financial Aid Offer

Once your file is complete, the Financial Aid Office will review your eligibility and prepare a financial aid offer. The financial aid office will communicate this information to your email. This offer outlines the types and amounts of aid you may receive.

- Review your award carefully
- Follow instructions to accept, decline, or adjust your aid

## Priority Dates

The Financial Aid Office awards aid to students who submit all required documents—such as the FAFSA and any requested verification materials—by the priority dates listed below:

- **Fall Priority Date:** May 1
- **Spring Priority Date:** December 1
- **Summer Priority Date:** March 1
- **State Assistance Deadline:** February 1
- **Tuition Waiver Priority Date:**
  - Fall: May 1
  - Spring: December 1
- **Scholarship Deadline:** March 15, unless otherwise noted

Files completed after the semester priority date will be processed as soon as possible. Students who enroll and complete their financial aid file after the priority date should be prepared to pay tuition to the Business Office by the first day of the semester. Students using a payment plan must make all scheduled payments regardless of the status of their financial aid. Students should also plan to purchase their own textbooks and required tools, if applicable.

**Important Reminder:** Financial aid is available through a variety of programs. Some awards are based on financial need, while others are based on academic achievement or specific eligibility requirements. Funds are limited, so applying early increases your chances of receiving aid. Be sure to read the remainder of this handbook carefully—it provides step-by-step instructions for applying for financial aid and explains eligibility requirements in detail.

## What happens after you apply for Financial Aid?

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After the FAFSA is submitted, you will get confirmation page and an email from FSA. State Tech will receive the FAFSA in 3-5 days. The financial aid office will review the FAFSA and email you either communication that some additional documents are needed before offering an award or that your financial aid offer is available to view in your financial aid portal. You can access the financial aid portal by logging into MyTech.

## Verification (If Selected)

Federal Verification is a process which requires institutions to verify the accuracy of the information provided on the student's FAFSA. If your FAFSA is selected for verification by the U.S. Department of Education, you are required to provide documentation to State Tech verifying the information you entered on your FAFSA.

Federal student aid applications can be selected for Verification by the Department of Education or by State Tech. The required documentation varies depending on the reason(s) your application was selected. Typically, if your FAFSA is selected you and your parent(s) must

complete a Verification Worksheet, and submit IRS Tax Transcripts or signed Federal Income Tax Returns, including W-2 statements.

In some cases, after the Verification process has been completed, your federal aid eligibility may change, which may require State Tech to adjust the amount and sources of your financial aid. The Office of Financial Aid will notify you of any changes to your financial aid offer.

Students receiving federal financial aid such as the Federal Pell Grant, Federal SEOG Grant, or Federal Direct Loan funds cannot have these funds applied to their student account until verification is complete.

Students may need to provide documentation as part of verification that verifies the student's identity. The student will be notified by the Office of Financial Aid if this is the case. To satisfy this requirement, the applicant must appear in person, present acceptable government issued photo identification.

### Special Cases - Professional Judgement

State Tech recognizes sometimes families experience special and/or unusual circumstances. Federal regulations allow State Tech to review special cases on a case-by-case basis and adjust information reported on the FAFSA to recalculate the SAI.

#### **Special Circumstances**

A special circumstance is a financial situation that justifies State Tech adjusting elements in the COA or in the SAI calculation.

The following list includes common special circumstances in which professional judgment may apply:

- One-time reduction in income such as a one-time IRA withdrawal
- Loss or reduction of employment, wages, or unemployment compensation
- Exceptional medical and/or dental expenses
- Divorce or separation that occurred after taxes were filed
- Death of a parent or spouse which occurred after the FAFSA was filed
- Marriage (if married between the date the FAFSA was filed and December 31st of the same year)

Please note that the financial aid office is not limited to these circumstances, nor are we required to use professional judgment for these circumstances. We highly recommend coming in or contact our office to speaking to one of our financial aid staff.

#### **Dependency Status**

Should the student have unusual circumstances regarding his or her dependency status, the student may contact the Financial Aid Office. However, none of the circumstances below

either singly or in combination qualifies as unusual circumstances or merits a dependency override:

- Parent's refusal to contribute to the student's education;
- Parents are unwilling to provide information on the application or for verification;
- Parents do not claim the student as a dependent for income tax purposes;
- Student demonstrates total self-sufficiency.

Unusual circumstances do include (but are not limited to):

- Human trafficking;
- Refugee or asylee status;
- Parental abuse or abandonment;
- Student or Parent Incarceration.

Dependency overrides do not carry over from one school to another. Unusual circumstances may include an abusive family environment or abandonment by parents. These situations must be supported by documentation from multiple sources.

If you indicate on your FAFSA that you should be considered independent, the Financial Aid Office will require supporting documentation and review within a reasonable timeline.

## How Financial Aid Eligibility is Determined

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With the exception of two loan programs (Unsubsidized Federal and Federal PLUS), a student must demonstrate financial need to receive aid from the Federal and State Student Financial Aid Programs. Unlike scholarship programs, which may award funds based on academic merit or area of study, need-based aid is awarded to students based on their family's need for assistance. The formula used to calculate financial aid is:

**Cost of Attendance minus SAI = Financial Need**

### **Cost of Attendance (COA)**

The cost of attendance (COA) is a set of estimated budget categories, determined each academic year, for a typical student to attend State Tech. COA estimates are based on several factors, including average enrollment, living arrangements, and program requirements for books, supplies, and fees. You can view your estimated COA on your financial aid offer once it has been created for the academic year.

The COA budget categories are split into “Direct” and “Indirect” costs on the financial aid offer. Direct costs are expenses you can expect to pay directly to the school such as tuition and fees while Indirect costs may or may not be charges you will see reflected on the student account.

The COA serves two purposes:

- To provide students with an estimated cost to attend State Tech.
- To set a limit on the amount of financial aid students can receive during the academic year (which federal regulations require us to do).

Your total amount of aid—including scholarships, grants, loans, and work-study—cannot exceed your total cost of attendance.

**\*Please remember, the estimated COA is not the amount that you owe the college.\***

This means your actual expenses will be different from what's listed on your financial aid offer. Actual charges are available for enrolled students within the myTech student portal approximately 30 days prior to the start of each semester. Students will receive email notifications to their State Tech student email account as charges become available.

### **Student Aid Index (SAI)**

The Student Aid Index (SAI) is determined from the student and parent information submitted on the FAFSA. There is a single formula, as specified by law, called the Federal Needs Analysis Methodology which produces the (SAI). The SAI can be found on the student FAFSA submission Summary after FAFSA is processed. The SAI is used to award Federal Pell Grants, state grants, campus-based aid and Subsidized Federal Loans, and to determine eligibility for Unsubsidized Federal Loans.

## **Financial Aid Offer**

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The Financial Aid Office at State Tech will inform students of their eligibility as early as possible. However, **no offers will be made until all required documents have been received** and the student is admitted into a degree program. Awards are re-evaluated on a semester basis to adjust for less than full-time enrollment.

Offers are based on eligible hours of enrollment. No adjustment will be made after the last day to add classes at the beginning of the semester unless there is a reduction in eligible hours. If your financial aid is more than the charges on your State Tech account, you may expect a credit refund by check or direct deposit approximately 45 days after the start of each semester at the Financial Services’ Office. Picture ID is required at the Financial Aid Office and Financial Services Office each time you conduct business with them.

Any additional sources of assistance or changes in your current status must be reported to the Financial Aid Office and may affect your financial aid eligibility.

**The offer of financial assistance is not a legally binding contract. The offer is subject to adjustments if:**

- There is a change in government regulations.
- Funds are no longer available.
- There is a change in your financial aid, such as outside scholarships are received.
- An error was made by you in your application or by a financial aid officer in determining your eligibility.

Intentionally false statements or misrepresentation on your financial aid application materials may be punishable under provisions of the U.S. Criminal Code. Information is subject to verification (being able to prove your financial information).

Failure to submit all requested documentation may result in delay or cancellation of the award. State Technical College of Missouri gives priority consideration to early applicants with the greatest need.

## Understanding your Financial Aid Offer

Your financial aid offer outlines the types and amounts of financial aid you may receive for the academic year, along with estimated educational costs. For a detailed explanation of each section of your financial aid offer, please review the information at the link provided.

<https://statetechmo.edu/understanding-your-award-offer/>

## Is Your File Complete?

To be eligible for federal financial aid, the student must have a complete file consisting of the following:

- ✓ FAFSA - Complete the appropriate Free Application for Federal Student Aid (FAFSA). The FAFSA can be completed on the web at [www.studentaid.gov](http://www.studentaid.gov).
- ✓ Apply and be accepted for admission through the college's Admissions Office.
- ✓ Submit a copy of your high school diploma or equivalent to the Admissions Office.
- ✓ Submit any missing documents needed for financial aid. This can be found in the student financial aid portal under missing items.
- ✓ To receive financial aid, the student must be enrolled in a program leading to a degree or certificate.
- ✓ Request academic transcripts from all prior colleges and have them evaluated by the Registrar.
- ✓ If you are an eligible non-citizen, you must be able to provide proof of citizenship status.
- ✓ Awards cannot be made for more than one academic year. **The FAFSA and all other financial aid forms must be filed every year.**

## How and When Financial Aid will be Disbursed

Grants are credited to the student's account on the 31<sup>st</sup> day of the semester. All loans, if paperwork is complete, are credited to the student's account on the 31<sup>st</sup> day of the semester. After all aid has been applied, if the charges are covered, a refund will be issued to the student. Refunds are issued approximately forty-five days after the beginning of the semester.

## Federal Work-Study: What you need to know

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Federal Work-study Program is part of campus-based federal financial aid. FWS provides part-time employment for students who demonstrate financial "need", according to the Free Application for Federal Student Aid (FAFSA). Funding for the CWS programs is limited and positions are filled on a first-come, first-serve basis.

### Eligibility Requirements:

- Completed Free Application for Federal Student Aid (FAFSA) at [StudentAid.gov](https://studentaid.gov).
- Demonstrate financial need, determined by the FAFSA.
- Not be in default on a federal student loan or owe a refund on any federal grant.
- Be a degree seeking student at State Tech.
- Enrolled at least six credit hours (half-time).
- Be making Satisfactory Academic Progress.

### Types of FWS Jobs:

State Tech has several areas in which students can work. Some of the areas that employ CWS students are the Academic Resource Center, Activity Center, Cafeteria, Library, Maintenance, as well as other offices.

### Application Procedures:

- Financial Aid will send out information to the students that are eligible for work-study and how to apply in July.
- Students will apply for jobs interested on State Tech HR website listed as [Student Employment](#).
- The supervisor will reach out to student for Interview.
- HR will notify student that they are hired.
- Once hired, HR will send information to student regarding On-Boarding paperwork that will need to be filled out before working. This will include payroll forms, online FERPA and Workplace Harassment training, and Job Agreement form from the

financial aid office. Student will need to provide 2 types of identification such as Social Security Card or Birth Certificate.

### **Wages and Hours:**

While each student's schedule and eligibility will be different, the maximum number of hours students can work is 8- 10 hours per week. Exceptions to the 8-10 hour per week rule may be made on a case by case basis for special events on-campus such as SkillsUSA. Any exceptions must be cleared with Financial Aid prior to you working. Exceptions to the rule may limit your hours for the rest of the semester or the following semester. Your work schedule is determined between you and your supervisor. Please remember that it is your primary responsibility to be a student first and an employee second. Students will be paid for all hours worked. Pay rate is minimum wage, which is currently \$15.00 per hour. Pay day is the 7<sup>th</sup> of each month. If the 7<sup>th</sup> is on a weekend or holiday, the pay day will be on the week day preceding the weekend or holiday break. You will need to fill out a timesheet on Paycor for each pay period and have it to payroll by 9:00 a.m. the business day following the pay period end date. You and your supervisor will have to sign off on all timesheets. Students will set up direct deposit during HR on-boarding for payroll.

Work-study eligibility can be affected if a student receives any additional funding after a semester starts. Academic Probation or Financial Aid Warning can affect your work study funding. Students are ineligible for work-study if they are on academic suspension or financial aid denial.

## **Federal Direct Loans: What you need to know**

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### **Do you Qualify for a Student Loan?**

- ✓ Applicant must have a complete financial aid file.
- ✓ Applicant must meet satisfactory academic progress.
- ✓ Receipt of other forms of financial aid can affect loan eligibility.
- ✓ The loan period and hours left to graduation can affect the amount of loan eligibility.
- ✓ Applicant must be enrolled at least ½ time (6 credit hours) to be eligible for a loan. These hours must be required for the student's degree program.

### **General Loan Information**

- ✓ The Financial Aid Office will determine the loan type and amount that you are eligible to borrow. Students must have need calculated by COA minus SAI to be eligible for a Subsidized Loan. Students may borrow up to the Cost of Attendance (COA) minus any other aid received in an Unsubsidized Loan.

- ✓ The number of disbursements received is determined by the loan period listed. Students will receive at least one disbursement per semester. Please ask the Financial Aid Office if you have questions about your loan disbursements.
- ✓ State Tech processes one loan per grade level per year. If you have had previous student loans, your eligibility at State Tech may be affected. First year undergraduates (0 to 29 credit hours) may borrow at level 1. Second year undergraduates (30+ credit hours) may borrow at level 2, depending on their financial need.
- ✓ Borrower eligibility will be prorated if attending less than an academic year.
- ✓ Payment to Student- The lender sends the loan proceeds to State Tech. If State Tech has received all paperwork, the college will receive loan proceeds approximately 31 days after the first day of each semester. Loan funds will be credited directly to the student's account. Credit refund checks or direct deposit are disbursed through the Financial Services' Office approximately 45 days after the beginning of the semester. Valid picture identification is required for release of all checks.
- ✓ On-line entrance counseling is required for all first-time student loan borrowers. Students may complete Entrance Counseling online at [www.studentaid.gov](http://www.studentaid.gov).
- ✓ All first-time borrowers are also required to complete a Master Promissory Note (MPN) with the U.S. Department of Education. Students may complete the MPN on-line at [www.studentaid.gov](http://www.studentaid.gov).
- ✓ Each student that borrows a student loan must complete exit counseling either prior to or immediately following their departure from State Tech.

### Sample Repayment

Below is a chart showing estimated monthly repayments. All monthly repayment amounts are based on a ten-year repayment period using the standard repayment method with a 6.8% fixed interest rate.

<b>Total Amount Borrowed</b>	<b>Monthly Payment</b>	<b>Interest Cost</b>	<b>Total Repaid</b>
<b>\$3,500</b>	\$50	\$978	\$4,478
<b>\$5,000</b>	\$58	\$1,905	\$6,905
<b>\$7,500</b>	\$86	\$2,857	\$10,357
<b>\$10,500</b>	\$121	\$4,000	\$14,500
<b>\$15,000</b>	\$173	\$5,714	\$20,714

## Definition and Consequences of Default

Any of the following constitute a default on a student loan:

- ✓ Failure to pay the entire unpaid balance of the student loans.
- ✓ Failure to make installment payments when due, provided the failure has persisted for at least 270 days, for payments due monthly.
- ✓ Failure to comply with other terms of the loans, and the lender or guarantor reasonably concludes borrower no longer intends to honor the repayment obligation.

If a borrower defaults on a loan, the entire unpaid balance and any accrued collection fees on the applicable loans will become immediately due and payable. Failure to repay loans may result in any or all of the following:

- ✓ Loss of federal and state income tax refunds,
- ✓ Loss of other federal or state payments,
- ✓ Legal action against borrower,
- ✓ Collection charges (including attorney fees) being assessed against the borrower,
- ✓ Loss of professional license,
- ✓ An increase in the interest rate,
- ✓ Loss of eligibility of other student aid and assistance under most federal benefit programs,
- ✓ Loss of eligibility for loan deferments,
- ✓ Negative credit reports to credit bureaus, and/or
- ✓ Employers withholding part of wages to give them to the guarantor (administrative wage garnishment).

## Students' Rights and Responsibilities

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Financial aid applicants have the right to ask for information about the college. Applicants also have certain responsibilities. Listed below are some of the rights and responsibilities of a financial aid applicant.

### Students' Rights

**The student has the right to ask the college:**

- ✓ The names of its accrediting and licensing organizations and to see copies of the documents describing the accreditation or licensing.
- ✓ About programs, instructional, laboratory and other physical facilities and faculty.
- ✓ What the cost of attendance is and what the policy is on refunds to students who reduce hours or withdraw completely from classes.

- ✓ What types of financial assistance is available, including information on federal, state, and institutional aid programs.
- ✓ The names of financial aid personnel and where the personnel are located.
- ✓ What the policies and procedures are concerning deadlines for submitting applications.
- ✓ How financial aid recipients are selected for awards.
- ✓ How financial need is determined.
- ✓ How much financial need the college attempts to meet.
- ✓ For an explanation of each award shown on the award letter.
- ✓ What the interest rate is on any student loan(s), the total amount the student can expect to borrow, the length of time to repay, and approximately when repayment will begin.
- ✓ Regarding the Federal Work-Study Program what the job might be, what the hours will be, what the rate of pay will be, and how and when the student can expect to be paid.
- ✓ To reconsider the financial aid package, if the student believes a mistake was made or if enrollment changes prior to the first day of classes.
- ✓ How the college determines whether students are making satisfactory academic and continuous progress and what happens when financial aid recipients do not make satisfactory progress.
- ✓ What special facilities and services are available for the physically disabled or the learning disabled.

### **Student's Responsibilities**

#### **The student has the responsibility to:**

- ✓ Check their official State Tech e-mail account and MyTech on a regular basis for notices from the Financial Aid Office.
- ✓ Review and consider all information about the college's programs before enrolling.
- ✓ Pay special attention to applications for student financial aid. Complete applications thoroughly and accurately. Submit forms to the correct place and within specified deadlines.
- ✓ Respond promptly to the Financial Aid Office when requests are made for "additional information" and/or "documentation".
- ✓ Notify the college of any information that changes after the student has applied for aid.
- ✓ Know all deadlines for applying for aid.
- ✓ Provide corrected information or new information requested by the Financial Aid Office.
- ✓ Read and understand and keep copies of all forms that the student has signed.

- ✓ Make and maintain satisfactory academic and continuous progress toward the student's certificate or degree.
- ✓ Notify the Financial Aid Office of any changes in name, social security number, home address or enrollment status.
- ✓ Complete an on-line counseling session after applying for a federal loan.
- ✓ Complete an on-line exit counseling session after applying for graduation (or before leaving the college for any reason).
- ✓ Repay any student loans borrowed while attending State Tech.
- ✓ Understand the college's tuition and fee refund policy.
- ✓ Satisfactorily perform the work agreed upon in a college work study job, if offered one.
- ✓ Attend all classes for which you are enrolled in, on a regular basis.
- ✓ If you withdraw from State Tech, complete all necessary forms in a timely manner and be familiar with withdraw dates and policies.

## Confidentiality

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In keeping with the Family Educational Rights and Privacy Act of 1974, all information provided on the application and used in determination of financial aid eligibility will be kept in strict confidence. Information will be released only upon receipt of the student. The student must sign the Academic and Financial Information Release form in person at either the Records Office or the Financial Services Office.

## Financial Aid Policies

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### **Withdrawal from Classes**

Students who withdraw from classes must officially withdraw through the Records Office. Total withdrawal will result in the Financial Aid Office performing a return calculation to determine the amount of financial aid a student and the school may retain. Failure to attend does not constitute a withdrawal, however; if you receive F's in all courses attempted, your financial aid will have to be recalculated using your last date of attendance. This could also leave you owing the Department of Education and State Technical College of Missouri.

### **Overpayment**

The amount of Pell Grant is determined by the number of credit hours in which you enroll. If you do not attend one or more of your classes or if a class is cancelled but not replaced, you may be required to pay back some or the entire grant received.

## **Fraud and Abuse Policy**

Any student who intentionally makes false statements on any applications for federal student aid is violating the law and is subject to fine or imprisonment or both. Students suspected of fraud and/or abuse of federal aid programs may be reported to the U.S. Office of the Inspector General (OIG).

In the process of verifying information concerning students, the college may report to the OIG any student that is determined to have:

- ✓ Forged or falsified documents (such as citizenship papers, transcripts, signatures, etc.)
- ✓ Used false or fictitious names or aliases, addresses, Social Security numbers, or used multiple Social Security numbers.
- ✓ A pattern of misreported information from one year to the next.
- ✓ Submitted a counterfeit Student Aid Report.
- ✓ Made a false claim of independent status.
- ✓ Made a false claim of citizenship status.
- ✓ Ever stolen or fraudulently endorsed financial aid checks.
- ✓ Falsely claimed to be registered for Selective Service and refuses to register (if a male is under 26 years of age).
- ✓ Failed to report previous loans and/or receipt of federal financial aid at more than one college within the same semester.

If a student is suspected of any of the above offenses, the student may be reported to the U.S. Office of the Inspector General (OIG). A letter written on institutional letterhead will be sent to the OIG. The letter will contain the following information concerning that student: (1) full name, (2) Social Security number, (3) mailing address, (4) telephone number, and (5) nature of the allegation. As a result of OIG's findings, the student could be rendered ineligible to receive federal financial aid for life, or have to repay awards already received.

## **Drug and Alcohol Awareness**

The College strives to maintain a working and learning environment that is free from the effects of alcohol and illegal drugs.

**Alcohol-Free Campus.** The State of Missouri sets 21 as the minimum age to purchase or possess any alcoholic beverage. Specific ordinances regarding violations of alcohol laws, including driving while intoxicated, are available from the Office of Public Safety.

The College is by law an alcohol-free campus. Regardless of age – being over 21 or not – no student may possess, sell, trade, distribute, manufacture, or use alcohol on any property owned or leased by the College or at any activity sponsored by the College. Alcohol may not be possessed or used in any vehicle owned or leased by the College.

The possession, sale, consumption, or furnishing of alcohol on the College campus is governed by the College's Alcohol Policy and Missouri state laws. Laws regarding the

possession, sale, consumption, or furnishing of alcohol are controlled by the Missouri Department of Alcohol and Beverage Control. However, the enforcement of alcohol laws on campus is the primary responsibility of the Associate Dean of Student Affairs.

**Non-Alcoholic Beer or Associated Beverages.** In the best interest of the students and the College, non-alcoholic beer and other associated beverages are not permitted on campus or in College housing. If a student is found to be in possession of these beverages, he/she will be asked to dispose of or remove them from the campus.

**Drug-Free Campus.** The College is by law a drug-free campus. The unlawful manufacturing, distribution, dispensing, possession, or use of a controlled substance is prohibited while in a College vehicle, in the classroom, on the job while completing a program internship, as an employee of the college, on College property (whether owned, leased, and/or operated by the College) or at College-sponsored activities. The term “controlled substance” refers to any illegal substance, to the illegal use of alcohol, and/or to the illegal use of controlled prescription pharmaceutical products.

**Substance Abuse Violation Notice.** As a condition for admission to the College and continued enrollment every student shall:

- Abide by the terms of this substance abuse policy.
- Abide by the terms of all applicable state and federal regulations pertaining to drugs and alcohol while in a college vehicle, in the classroom, on the job while completing a program internship, as an employee of the College, on College property (whether owned, leased, and/or operated by the College), or at College-sponsored activities.
- Sign a statement, as follows: “I certify that, as a condition for admission to the College, I will not engage in unlawful manufacture, distribution, dispensation, possession, or use of any controlled substance during the period of my enrollment at the college.”

**Penalties for Substance Abuse Violations.** Violations of the College substance abuse policy will result in appropriate disciplinary action (consistent with local, state, and federal law) according to established procedures. Permanent expulsion from school attendance, termination of employment, and/or referral for prosecution may be the consequence of infractions of this policy. Loss of eligibility for financial aid may also result.

Violations of the many state and federal laws governing controlled substances carry varying penalties. Under Missouri law, punishment for possession of controlled substances can range up to 15 years imprisonment, depending on the quantity and type of controlled substance. Punishment for manufacture or distribution of controlled substances can range up to 30 years or life imprisonment, depending on the quantity and type of controlled substance. These statutory ranges of punishment are increased for prior or persistent offenders. Punishment for violations of federal drug laws is set by the Federal Sentencing Guidelines, which establish ranges of punishment after consideration of a variety of sentencing factors.

**Notice to Students Concerning Penalties for Drug Violations per HEOA section 488(g) section 485(k), effective date August 14, 2008.** The Higher Education Opportunity Act (HEOA) under new subsection (k) of section 485 of the HEA requires institutions to provide to every student upon enrollment a separate, clear and conspicuous written notice with information on the penalties associated with drug-related offenses under existing section 484(r) of the HEA. It also requires an institution to provide a timely notice to each student who has lost eligibility for any grant, loan, or work-study assistance. The Higher Education Opportunity Act requires a separate clear, and conspicuous written notice that notifies the student of the loss of eligibility and advises the student of the ways in which to regain eligibility under section 484(r)(2) of the HEA.

Regaining Eligibility after a Drug Conviction per HEOA sections 485(a)(7)(C) and (a)(9) HEA sections 484(r)(2)(B) and (t), effective date July 1, 2010. The Higher Education Opportunity Act (HEOA) adds a new provision at section 484(r)(2)(B) of the HEA that allows a student whose eligibility has been suspended due to a drug conviction to resume eligibility if the student successfully passes two unannounced drug tests conducted by a drug rehabilitation program that complies with criteria established by the Secretary. The HEOA adds a new section 484(t) of the HEA that now requires the Secretary, by August 14, 2009, to analyze data from the FAFSA for students denied Federal assistance based on a drug conviction while receiving Federal aid. The results from the analysis must be made available continuously on the Department's website and the Digest of Education Statistics. Each fiscal year, the results must also be provided to Congress.

**Drug/Alcohol Screening Procedures (“For Cause” basis).** The College reserves the right to remove a student from campus for suspicion of substance use or abuse (including alcohol). An incident report will be completed by both the reporter and the student. The student will be asked to consent to a “for cause” drug test at a vendor site identified by the college at the student's expense. Given the issue of safety and impairment, all reasonable attempts shall be made to contact someone to provide transportation to assist the student in safe exit from the campus. It is the College's intent to complete testing on the same day as the suspected drug or alcohol use/abuse was identified. In all instances of “for cause” testing, written documentation of the student's behavior(s) by a faculty/staff member, will be provided, and a referral made to the Associate Dean of Student Affairs for action in accordance with the college student code of conduct guidelines. Failure to comply with drug and/or alcohol screening procedures “for cause” will result in the student's immediate summary suspension from the College.

**Type of Test.** The urine analysis is done at the vendor's location with a secure restroom and complete supervision to prevent tampering of urine sample.

**Results.** The vendor will submit results to college according to established procedure. If student has a positive (non-negative) rapid screen, they may request a lab analyzed drug screen. If the lab analyzed screen is positive, the student may request to have the results reviewed by a certified Medical Review Officer prior to sending final results to the college.

The student is responsible for any costs related to this review or additional testing. An individual with a positive drug screen may be denied enrollment and participation for a minimum of 12 months. After 12 months, the student is eligible to reapply one time to the program and will again be subject to prescreening requirements.

Students who are found to be using alcohol or drugs on campus may be referred to mandatory treatment as an alternative to suspension from the College community. Note: Students under age 21 will be reported to local law enforcement for alcohol violations and parents/guardians will be notified.

**Allocation of Cost.** Each student must individually bear the cost of these requirements.

**Prevention & Treatment Programs.** The College has developed a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees. The program provides services related to drug use and abuse including dissemination of informational materials, educational programs, counseling services, referrals, and College disciplinary actions.

The College does not have a Health Services Office but is a “Zero Tolerance” institution and does provide services to students. Students needing assistance locating professional treatment, alcohol or drug counseling, and/or rehabilitation programs may request information from the Associate Dean of Student Affairs or Counseling Services. Such contacts will be handled with confidentiality. However, volunteering to participate in treatment programs will not, in and of itself, prevent disciplinary action for violation of the substance abuse policy.

Community resources that are available for counseling and assistance with alcohol and/or substance abuse problems include:

- Alcoholics Anonymous/ALANON and ALATEEN (573) 636-7851
- Cocaine Helpline (800) COCAINE
- NIDA Hotline (800) 662-HELP
- Family Counseling Center (573) 634-4591
- Narcotics Anonymous (800) 945-4673

Information about additional private counseling resources may also be accessed through [Counseling Services](#).

### **Campus Safety and Security**

State Tech’s campus and security information can be found on our [Clery Report](#).

Topics covered include:

- Campus Crime Policy
- Policy for Timely Warnings

- How to report a crime
- Campus Law Enforcement
- Campus Security
- Sexual Offenses
- Reporting Sexual Offenses
- Campus Disciplinary Procedures for Sexual Offenses
- Campus Counseling and Support Services
- Campus Crime Statistics
- Crime Prevention tips and programs
- Local Law Enforcement (Monitoring and reporting off-campus activity)
- On-Campus Housing fire safety report

Questions about this report can be directed to Becca Mehmert, Campus Security Survey Administrator, located in Room 122 of the ITC Building, or call at [\(573\) 897-5228](tel:5738975228).

### **Voter Registration Information**

State Tech encourages students who meet voter registration requirements to register to vote. Voter Registration Forms must be postmarked by the 4th Wednesday before the election. State Tech will make a good faith effort to distribute voter registration information to our students. Missouri residents can obtain a voter registration application on the [Missouri Secretary of State](#) website.

### **Graduation and Transfer Out Rates**

Graduation rate information is also displayed on the [College Navigator](#) website.

### **Licensure Rates**

The Pass Rates for State Tech's programs that require licensure can be found on the individual program's fact page.

- [Aviation Maintenance](#)
- [Dental Assisting Technology](#)
- [Medical Radiologic Technology](#)
- [Nursing](#)
- [Practical Nursing Technology](#)
- [Physical Therapist Assistant](#)

### **Complaint Policy**

State Tech's student complaint and grievance policy can be found [here](#).

You can find more detailed information regarding consumer information on our website <https://statetechmo.edu/consumer-information/>.

## Title IV Refund Policy

The Higher Education Amendments of 1998 Public Law 105-244 dictates the formula for calculating the amount of aid a student and school may retain when the student totally withdraws from all classes. If students withdraw up through the 60% point in each payment period or period of enrollment, the school must determine the amount of Title IV funds the student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV funds.

The college encourages students to read this procedure carefully. If the student is thinking about withdrawing from all classes PRIOR to completing 60% of the semester, he/she should contact Financial Aid to understand how withdrawing will affect financial aid.

This procedure shall apply to all students who withdraw from State Technical College of Missouri and receive financial aid from Title IV funds:

- a. The term "Title IV Funds" refers to the federal financial aid programs authorized under the Higher Education Act of 1965 (as amended) and includes the following programs:
  - ✓ Unsubsidized Direct Stafford Loan
  - ✓ Subsidized Direct Stafford Loan
  - ✓ Direct PLUS Loans
  - ✓ Federal Pell Grants
  - ✓ Iraq and Afghanistan Service Grant
  - ✓ Federal SEOG
  - ✓ TEACH Grant
  - ✓ Other assistance under Title IV for which a return of funds is required.
- b. A student's withdrawal date is the student's last date of attendance at a documented, academically-related activity. Attendance information is collected from faculty to verify financial aid eligibility. If the student is not attending classes, he/she is required to complete the official withdrawal process of the college. Students who do not attend classes for two weeks and do not officially complete the withdrawal process, will be administratively withdrawn. The student's last date of attendance will be used for administrative withdrawals.

Title IV aid is earned in a prorated manner on a per diem basis up to and including the 60% point in the semester. Title IV aid is viewed as 100% earned after that point in time.

- a. The percentage of Title IV aid earned shall be calculated as follows:  $\text{Number of days completed by student} \div \text{total number of days in the term (not counting breaks that include at least five consecutive days)} = \text{the percentage of aid earned}$ . For clock hour programs the percentage of Title IV aid earned is calculated by the number of clock hours scheduled to be completed  $\div$  total number of clock hours in the term (not counting breaks that include at least five consecutive days).
- b. The percentage of Title IV aid unearned shall be 100% minus the percentage earned.

- c. Unearned aid shall be returned first by State Technical College of Missouri from the student's account calculated as follows: Total institutional charges times the percentage of unearned aid equals the amount to be returned to the program(s). Unearned Title IV aid shall be returned in the following order:
1. Unsubsidized Direct Stafford Loan
  2. Subsidized Direct Stafford Loan
  3. Direct PLUS Loans
  4. Federal Pell Grant
  5. Federal SEOG
  6. Other assistance under Title IV for which a return of funds is required.
- d. When the total amount of unearned aid is greater than the amount returned by State Technical College of Missouri from the student's account, the student is responsible for returning unearned aid to the appropriate program(s) as follows:
1. Unsubsidized Direct Stafford Loan \*
  2. Subsidized Direct Stafford Loan \*
  3. Direct PLUS Loans
  4. Federal Pell Grant \*\*
  5. Federal SEOG \*\*
  6. Other Title IV Grant Students \*\*

\* Loan amount is to be repaid in accordance with the terms of the promissory note.

\*\* Amounts to be returned by the student to federal grant programs will be 50% of the amount owed.

Note: State Technical College of Missouri will return any grant money owed by the student to the grantor. The student will be responsible for reimbursing any grant money to the college that is returned on his/her behalf.

Unearned aid must be returned by State Technical College of Missouri as soon as possible, but no later than 45 days after State Technical College of Missouri has determined that the student withdrew.

If a student has not received all of the financial aid they have earned at the time of withdrawal, the student may be due a post-withdrawal disbursement. If a post-withdrawal disbursement includes a student loan(s), State Technical College of Missouri must obtain the borrower's permission before the loan can be disbursed. Students may choose to decline or reduce loan funds.

Refunds and adjusted bills will be sent to the student's accounts receivable address following withdrawal. The student is responsible for any portion of his/her institutional charges that are left outstanding after Title IV (Financial Aid) funds are returned. A student with a past due balance will have a business hold placed on his/her records. If payment is not made, the student's account may be turned over to a collection agency, which may affect his/her credit rating.

Refunds on all institutional charges, including tuition and fees, will be calculated using the refund policy published in this catalog.

Institutional and student responsibilities in regard to the return of Title IV funds.

- a. State Technical College of Missouri's responsibilities in regard to the return of Title IV funds include:
  - ✓ Providing each student with the information given in this policy.
  - ✓ Identifying students who are affected by this procedure and completing the Return of the Title IV Funds calculation for those students.
  - ✓ Returning any Title IV funds that are due to the Title IV programs within 45 days of the withdrawal.
  - ✓ Determining the withdrawal dates for students who withdraw without notification. If a student does not officially withdraw and fails to earn a passing grade in at least one class, for financial aid purposes, State Technical College of Missouri will assume the student has unofficially withdrawn. The student's last date of attendance will be used for the return calculation.
  - ✓ Notifying students of the result of withdrawal in regard to their financial aid.
- b. The student's responsibilities in regard to the return of the Title IV funds include:
  - ✓ Becoming familiar with the Return of Title IV funds procedure.
  - ✓ Understanding the college's official withdrawal process.
  - ✓ Repaying to the Title IV programs any funds that were disbursed directly to the student and which the student was determined to be ineligible based on the Return of Title IV Funds calculation.

State Technical College of Missouri will notify the student of the amount of any federal grant overpayment. The student must repay the amount in full to State Technical College of Missouri. The college will then repay the U.S. Department of Education. The student must complete these arrangements within 45 days of notification of the overpayment status or risk losing eligibility for future Title IV assistance.

## Case Examples

### #1 Jane Doe

Jane enrolled in fall classes. She received Title IV funds in the amount of \$2,775 from Pell Grant, \$750 from the Supplemental Grant, and \$1,732 from a Subsidized Loan (totals \$5,257). Jane's tuition and fee charges were \$2,936. On October 19, Jane withdrew from all her classes. She earned or completed 48.7% of the semester. This is what will happen:

1. State Tech is required to pay back to Jane's loan servicer \$1,506.17 (51.3% of \$2936), which is the percentage of tuition and fee charges that the Department of Education claims were unearned.
2. Jane is required to pay back the balance of her loan per the loan note agreement.
3. Jane will also need to pay State Tech for the Title IV money she received that belonged to State Tech, or \$1,506.17.

## #2 John Smith

John enrolled in fall classes. He received Title IV funds through Pell Grant totaling \$1,875. His tuition and fees were \$2,184. On Sept 9, he completely withdrew from all his classes. He earned or completed 13% of the semester. This is what will happen:

1. State Tech is required to return \$1,631.25, which is the amount of aid minus the amount of aid earned ( $\$1,875 - 243.75 = \$1,631.25$ ).
2. John will also owe State Tech \$1,631.25, which is the amount of unearned aid that had to be returned.

## #3 Jack Adams

Herbie enrolled in fall classes. He received Title IV funds from Pell Grant and Supplemental Grant totaling \$1,500. His tuition and fees total \$2,685. On November 2, Herbie completely withdrew from all his classes. He earned or completed 60% of the semester. **Herbie is not required to return any of the Title IV funds he received because he completed 60% of the semester.**

## Satisfactory Academic Progress Policy

According to federal regulations, students must make satisfactory academic progress to remain eligible for financial aid. To remain eligible for financial aid, students must maintain an overall semester Grade Point Average (GPA) of 2.000 or above on a 4.000 scale. Students must also satisfactorily earn a minimum number of credits applicable toward their degree each semester. Students are expected to complete at least 67% of all coursework attempted (including degree and remedial coursework). For example, a student who attempts 12 credit hours must complete at least 8 credit hours during that semester ( $12 \text{ credit hours attempted} \times .67 = 8 \text{ credit hours required to complete}$ ). For students who change majors completed coursework that does not count toward the new major will not be included in the satisfactory academic progress review.

Grades of withdrew (WD), audit (AU), and incomplete (I) are considered unsatisfactory. Non-credit remedial courses are graded on a Pass/Fail basis and passing meets Satisfactory Academic Progress standards. The College's policy is to allow up to six weeks after the last day of classes for a student to complete their coursework. At that time, their Incomplete grade will be changed to a final letter grade. The Financial Aid Office will re-evaluate the student's progress after the grade change has been processed.

Withdrawal and Incomplete grades do count as hours attempted for financial aid purposes. Repeat classes are considered as hours attempted and completed for financial aid. Non-credit remedial classes do not count as hours attempted or completed for financial aid purposes. Credit hours from another institution that are accepted as transfer credit towards the student's educational program count as both attempted and completed hours.

Academic progress of financial aid recipients will be reviewed at the end of each semester in credit hour programs. Clock hour program aid recipients will be reviewed after completion of 450 clock hours. Students who maintain satisfactory academic progress remain eligible for

financial aid. Students who do not meet the Satisfactory Academic Progress requirements will be mailed a notice to their address on file with the State Technical College of Missouri Academic Records Office.

Students who fail to meet one or more of the satisfactory academic progress requirements will be placed on financial aid warning for one semester. Students failing to meet the satisfactory academic progress requirements at the end of their warning semester will be denied financial aid. Students who lose their financial aid eligibility may regain eligibility once they complete a minimum of 6 credit hours at State Technical College of Missouri with an overall semester GPA of 2.000 on a 4.000 scale without financial aid assistance. When students regain financial aid eligibility after being denied financial aid, they will return on financial aid warning.

Students believing they have mitigating circumstances that prevented them from maintaining satisfactory academic progress may request an exception by explaining their circumstances in writing with supporting documentation to the Office of Financial Aid. Denied requests may be appealed by using the College's grievance procedure. If an appeal is granted, students will return on financial aid probation.

Students who attend State Technical College of Missouri without financial assistance, and then apply for assistance, will have to meet the satisfactory progress standards as if they had received assistance from the beginning of their attendance at State Technical College of Missouri.

Students who maintain the standard for academic progress are allowed to receive aid until the maximum credit hour or clock hour limit is reached or the requirements for a current declared major are reached. Students cannot receive financial aid if they have attempted more than 150% of the credit hours or clock hours required for their degree or certificate. A student is ineligible when it becomes mathematically impossible for the student to complete their program within 150% of the length of the program. For example, in a credit hour program, in successfully completing a 72-credit hour curriculum, the maximum credit hours for student aid utilization is 108 credit hours. For clock hour programs, students must complete their program within 150% of the time it normally takes to complete their certificate program, as measured in weeks. For example, if a student is enrolled in a 1,300-clock hour program scheduled to last 40 weeks, the maximum time frame for a student to complete the program is 60 weeks (40 x 150%). The student must complete 22 hours per week in order to complete 1,300 hours in 60 weeks.

State Technical College of Missouri is committed to nondiscrimination and equal opportunities in its admissions, educational programs, activities and employment regardless of race, color, sex, religion, gender, sexual orientation, national origin, ancestry, age, disability or status as a disabled Vietnam-era veteran and shall take action necessary to ensure nondiscrimination.

Any person having inquiries concerning State Technical College of Missouri compliance with regulations implementing Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 or the Americans Disabilities Act of 1990 is directed to contact the Dean of Students by telephone at (573) 897-5193 or by mail at State Technical College of Missouri, One Technology Drive, Linn, MO 65051. The Dean of Student Affairs is responsible for coordinating the institution's efforts to comply with the regulations implementing Title Vi, Title IX, Section 504 and the Americans with Disabilities Act.

## Glossary of Important Terms

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**Academic Transcript-** The student's academic history of classes attempted, classes completed, credit hours earned, and student's cumulative grade point average. This report is generated by the college's Records Office.

**Academic Year-** This is a measure of the academic work to be accomplished by the student. The college defines its own academic year, but the federal regulations set minimum standards for the purpose of determining federal financial aid awards. Unlike the award year, an academic year at State Technical College of Missouri is defined as 30 credit hours completed by the student. 1-29 credit hours is defined as the freshman year. 30+ is defined as the sophomore year.

**Award Year-** The award year begins on July 1<sup>st</sup> of one year, and extends to June 30<sup>th</sup> of the next year. Funding for the Federal Pell Grant and campus-based programs is provided on the basis of the award year- thus a student is paid out of funds designated for a particular award year. At State Technical College of Missouri, all federal loans (Federal and PLUS) are also awarded for a particular award year.

**Application for Federal Student Aid-** There is one core application that the student must use to apply for federal financial aid: The Free Application for Federal Student Aid (FAFSA), provided by the U.S. Department of Education.

**Budget-** A calculation of the student's cost of attendance at the college. The budget consists of an estimate of tuition, fees, books, tools, housing, food, transportation, and misc. expenses.

**Campus-Based Programs-** Federal Supplemental Educational Opportunity Grant, and Federal Work-Study Programs. These two programs are called "campus-based" because the funds are administered directly by the school's financial aid office, which awards these funds to students using federal guidelines.

**Cancellation-** Releases the borrower from obligation for repaying a loan. A borrower can only receive a loan cancellation under a few specific circumstances. For an explanation of these circumstances, additional information is available in the Financial Aid Office.

**Central Processing System (CPS) -** The U.S. Department of Education's processing facility for application data. The CPS receives student information from multiple data entry processors, calculates the student's official SAI, and returns the student's information to the multiple data entry sites.

**Cost of Attendance-** The student's cost of attendance includes tuition, fees, housing, food, books, supplies, tools, transportation, loan fees and miscellaneous expenses. The cost of attendance is estimated by the school, within guidelines established by federal regulation. Living expenses are not the student's actual living expenses, but a standard dollar amount used for all students within a specific category.

**Entrance Counseling-** On-line session that a first-time student loan borrower **must** complete before receiving a loan disbursement. This counseling is required by federal regulations.

**Exit Counseling-** On-line counseling sessions that the student is required to complete prior to leaving the college, if the student received loan assistance. If the student leaves the college before completing an exit counseling session, the college will mail the student the materials as required by federal regulation.

**Student Aid Index (SAI)** - Determined from all the student/parent information submitted on the Free Federal Financial Aid Application (FAFSA). There is a single formula, as specified by law, called the Federal Needs Analysis Methodology which produces the SAI. The SAI is used to award Federal Pell Grants, state grants, campus-based aid, and Subsidized Federal Loans, and to determine eligibility for Unsubsidized Federal Loans.

**Forbearance-** Forbearance may be requested if the borrower is willing but unable to meet the repayment schedule, and not eligible for a deferment. “Forbearance” means permitting payments to be stopped temporarily, allowing a longer time for making payments, or making smaller payments than were previously scheduled. A written request must be submitted to the organization that holds the loan. That organization does not have to grant a forbearance.

**Free Application for Federal Student Aid (FAFSA)** - An application, filled out by the student, which collects household and financial information to be used to calculate the student aid index. The student can complete this form at [www.studentaid.gov](http://www.studentaid.gov).

**Master Promissory Note-** A legal document that the borrower signs to get a loan in which the borrower promises to repay the loan, with interest, in specified installments. The promissory note will also include information about the grace period, deferment or cancellation provisions, and the student’s rights and responsibilities with respect to that loan.

**Official E-mail Account-** The student’s State Tech e-mail account will be considered their official account for all college notification.

**Over-award-** Generally, any amount of campus-based aid or a loan that exceeds the student’s financial need.

**Overpayment-** Any payment of a Federal Pell Grant or FSEOG that exceeds the amount for which the student was eligible, whether the overpayment is the result of an over-award, an error in the cost of attendance, the expected family contribution, or any other eligibility criterion, such as citizenship or enrollment in an eligible program.

**Resources-** Other student aid that must be considered to prevent an over-award in the campus-based and loan programs, as defined in the regulations for the campus-based programs.

**Special Cases/Professional Judgement-** Should the student’s and /or parent’s circumstances change because of loss of employment, separation, divorce, death, extended illness, etc., the student should submit to the Financial Aid Office for review, Special Circumstance Form and documentation explaining the circumstances. The student must complete the application process, apply and receive the FAFSA Submission Summary before any changes can be made.

**FAFSA Submission Summary** - The end result of the FAFSA form. After the FAFSA is submitted, an email with instructions on how to access an online copy of the FAFSA Submission Summary. The document contains the financial and other information reported

by the student on the FAFSA form, as entered into the processing system, the SAI, and an estimation of the amount of federal student aid that may be eligible for.

## Outside Agency Addresses and Telephone Numbers

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Missouri Department of Higher Education  
and Workforce Development  
301 W. High Street  
PO Box 1469  
800-473-6757  
[www.dhewd.mo.gov](http://www.dhewd.mo.gov)

Federal Student Aid Information Center  
1-800-433-3243  
7:00 a.m. to 7:00 p.m. CST  
(Monday – Friday)

Department of Veteran Affairs  
Regional Office  
P.O. Box 66830  
St. Louis, MO 63166-6830  
1-888-442-4551  
[www.gibill.va.gov](http://www.gibill.va.gov)

### Resources

State Technical College of Missouri

[www.statetechmo.edu](http://www.statetechmo.edu)

U.S. Department of Education

<http://studentaid.ed.gov>

Missouri Department for Higher Education  
and Workforce Development

[www.dhewd.mo.gov](http://www.dhewd.mo.gov)

Mapping Your Future

[www.mappingyourfuture.org](http://www.mappingyourfuture.org)

FAFSA

[www.studentaid.gov](http://www.studentaid.gov)

ACT Online Information

[www.ACT.org](http://www.ACT.org)

My Scholarship Central

[MyScholarshipCentral.org](http://MyScholarshipCentral.org)

Department of Veteran Affairs

[www.gibill.va.gov](http://www.gibill.va.gov)