

SOUTHWEST TENNESSEE COMMUNITY COLLEGE

SUBJECT: Financial Aid Policy

EFFECTIVE DATE: July 1, 2000; Revised: February 19, 2013

Southwest Tennessee Community College adheres to the following comprehensive Financial Aid Policy.

1. Awards and Appeals

Student financial aid award guidelines are in compliance with existing institutional, state, and federal regulations governing each program of assistance. Department Committees will also authorize the Financial Aid staff to make awards to students according to established guidelines.

Award letters will be emailed to all students who submit complete applications for financial assistance. Any student has the right to appeal a financial aid decision by making a written request for a hearing and submitting it to the Director of Financial Aid. Appeal will be heard first by the Director of Financial Aid and then, if not resolved, by the Vice President of Finance and Administrative Services, and the President respectively.

2. Academic and Admission Requirements

A student must be eligible to enroll in classes by the College's academic standing policy and financial aid satisfactory progress standards in order to receive financial assistance.

Only those students classified as regular students enrolled in a financial aid eligible program by the Admissions Office will receive assistance.

3. Enrollment – Hours of Credit

For each financial aid recipient, awards will be determined on a full-time basis; however, if the student enrolls part-time, the amount of the award will be reduced on the census date according to federal guidelines. Students may be reinstated if the student meets the reinstatement criteria.

4. Duration of Awards

The maximum duration of awarded funds will be the maximum permitted by institutional, state, and federal guidelines provided that the student meets the financial aid satisfactory progress standards.

5. Repayments

Students who withdraw from classes or reduce their class load prior to or during the refund policy may be required to repay financial aid funds in accordance with institutional, state and federal guidelines.

Source: Vice President for Financial and Administrative Services: 7-1-00; Rev. 2-19-13