

SOUTHWEST TENNESSEE COMMUNITY COLLEGE**SUBJECT: Financial Aid, Student Scholarships, and Student Grants****EFFECTIVE DATE: July 1, 2000; Revised February 19, 2013; April 28, 2023****Purpose**

The purpose of this policy is to provide information regarding the operations of the Financial Aid Office at Southwest Tennessee Community College (“Southwest” or “the College”) as well as the types of aid available to students.

Policy**I. Introduction**

The Southwest Financial Aid department is a service designed to maximize access and enrollment opportunities for eligible degree and certificate programs of the College. The opportunities are maximized through the administration of federal and state financial aid programs, as well as private and College scholarships.

The Financial Aid department seeks to personalize the process of providing assistance and ensure that all available resources are explained and made available to eligible applicants. Financial Aid application material and instructions are available during regular office hours and [online](#).

Degree and certificate-seeking students are encouraged to visit one (1) of the College’s Financial Aid offices, which are located on the following campuses: Union Avenue, Macon Cove, Whitehaven Center, and Maxine A. Smith Center. Virtual assistance is also available. The department can be reached via email at financialaid@southwest.tn.edu.

II. General Information**A. General Enrollment**

Financial Aid workshops are conducted periodically. Applicants for financial aid are encouraged to attend.

Only those students classified as regular students enrolled in a Financial Aid eligible program by the Southwest Admissions department will receive assistance. Award letters will be emailed to students who submit complete applications for financial assistance.

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.

* Spring of 2023, three (3) policies were combined into this one (1) policy. The three (3) policies were: Financial Aid, 3:04:01:00/14, General Operations: Financial Aid, 3:04:01:00/15, and Granting Student Scholarships, Grants, and Financial Aid Programs, 3:04:01:00/16. The combined policy is: Financial Aid, Student Scholarships, and Student Grants, 3:04:01:00/16.

Students may appeal their [satisfactory academic progress](#) (SAP) by submitting a SAP Appeal form to the Academic Advising department and SAP Appeal Committee for a decision.

Students financial aid can be reinstated if they meet reinstatement criteria.

B. Duration of Awards

The maximum duration of awarded funds include the fall, spring, and summer semesters of Southwest's academic aid year provided the student meets financial aid satisfactory progress standards.

C. Repayment

Students who withdraw from classes or reduce their class load prior to or during the refund period may be required to repay financial aid funds in accordance with [Southwest](#), TBR, State of Tennessee, and federal guidelines.

III. Priority Dates

Financial aid applicants must have all required high school and/or college transcripts on file in the Southwest Admissions Office before aid will be awarded. If an applicant attended another postsecondary institution during the fall term of an academic year, the applicant must submit an official transcript from the institution before aid will be awarded for the spring term of that academic year. Additional verification documents could be required prior to awarding federal Title IV funds.

Students must meet all advertised priority dates. If a student does not submit all required documents and information to the Southwest Financial Aid department by the priority deadline for awards, registration fees must be paid to the College using other funds. Students who pay fees using other funds but are later deemed eligible for financial aid funds will receive the award during the semester of enrollment, if funds are available.

IV. Parameters

- A. State appropriations will only be expended or applied to Access and Diversity grants.
- B. The College may employ students under local work programs but is not required to do so.
- C. Southwest may award scholarships and grants in the programs listed below to students who are full-time, part-time, out-of-state, or Tennessee residents. For students enrolled less than full-time, the amount of their award will be reduced on the census date according to federal guidelines.

- D. The maximum amount of an individual academic service scholarship awarded for any one (1) semester or summer session will be the amount of the maintenance fees (and/or out-of-state tuition) for the semester or summer session plus an allowance for books and supplies. The maximum books and supplies allowance shall be commensurate with the books and supplies allowance component of the standard student budget compiled by Southwest's Director of Financial Aid. The maximum amount that may be awarded to any individual during a single fiscal year will not exceed the total amount of combined fees and book allowances defined herein. For the purposes of this policy, maintenance fees (and/or out-of-state tuition) are defined as all mandatory fees payable by a student for continued enrollment at Southwest including, but not limited to, debt service fees, student activity fees, and registration fees. The maximum amount awarded to a part-time student will be prorated based on the number of hours for which the student is enrolled.

Refunds are handled in accordance with the [TBR refund policy](#) and the [Southwest refund policy](#). The provisions of this section do not apply to privately funded scholarships or grants.

- E. Information regarding implementation of this policy, eligibility, maintenance, and requirements for renewal are published in the Southwest catalog and on the College's website.

V. Funding Sources for Scholarships and Student Grants

1. Academic scholarships and Southwest grants may be funded by a maximum of 10% of total tuition and fees received by Southwest in any one (1) year. An exception to this limitation may be made upon approval of the Chancellor and subsequent approval of the budget by TBR.
2. Athletic and performance grants may be funded by private contributions, donations, endowment earnings designated for scholarships and grants, revenue derived from the activities in which a student participates, and student fees specifically programmed and approved for such assistance.
3. Access and Diversity grants are funded by state funds and may be supplemented by other campus revenue sources.

VI. Scholarship and Grant Programs Requiring Service to the College

1. Athletic Grants
 - a. Grants awarded by Southwest to athletes are subject to applicable limitations imposed by national, regional, and other conferences and associations of which Southwest is a member.
 - b. The requirement of service to the College is satisfied by the student's performance of athletic endeavors.

