

CONSUMER INFORMATION

PHILOSOPHY

The primary responsibility for financing a college education rests with parents, the student and the student's spouse. The purpose of student financial aid is to provide access to and a choice of institutions of higher learning and to insure persistency in the achievement of a student's academic goals.

Fort Scott Community College uses the Free Application for Federal Student Aid (FAFSA) as the primary instrument for the application for student financial aid. A Student Aid Report (SAR) will be utilized to determine a student's eligibility for federal aid. Need is determined as the remaining amount after the Expected Family Contribution, Pell grant, scholarships or other resources have been subtracted from the Cost of Attendance.

FINANCIAL AID OFFICE

The role of the financial aid office is to provide students with student financial aid information including directions for on-line applications, process need analysis documents, monitor funds, and comply with appropriate federal, state, and institutional regulations and policies.

In order to fulfill the responsibilities shown above, this financial aid office utilizes both electronic and manual procedures. The POISE administrative software is utilized for packaging, transmitting, and managing student accounts. The U.S. Department of Education software, EDConnect and EDExpress are used for receiving Student Aid Reports (SAR) and Originating and Disbursing federal aid.

The following is a list of documents which are used by the FA office to determine resources and guidelines to furnish assistance to the students at FSCC. The documents will be found in the financial aid office unless otherwise specified.

1. Kansas Jayhawk Community College Conference Handbook (Athletic Director's office).
2. Financial Aid Handbook
3. Computer Instruction Books
4. Workshop and Conference Manuals
5. Dear Colleague Letters and Federal Registers
6. Verification Handbook
7. Past year end reports
8. Current year student files
9. VA student files and records
10. Five year prior student files (basement of the Administration Building).
11. Department of Education electronic guides found on the web at IFAP.
12. FSCC Catalog at www.fortscott.edu.

GENERAL INFORMATION ABOUT FORT SCOTT COMMUNITY COLLEGE

ACCREDITATION

Fort Scott Community College (FSCC) is accredited by the Kansas Board of Regents and by the Higher Learning Commission of the North Central Association of Colleges and Schools. Confirmations of these accreditations are on record and available in the office of the President and also in the Financial Aid Director's office.

INSTITUTIONAL ELIGIBILITY

Fort Scott Community meets the requirements to participate in the Title IV programs because:

1. FSCC meets the standards for an eligible institution;
2. FSCC demonstrates that it is administratively and financially capable of participating in the Title IV programs;
3. Has entered into a written Program Participation Agreement with ED; and
4. Has been certified to participate in the Title IV programs.

DEGREE PROGRAMS AND TRAINING

Fort Scott Community College offers an Associate of Science, Associate of Arts, and an Associate of Applied Science Degree. FSCC also offers certificate programs in Cosmetology, Environmental Water Technology, Agri-Business, Masonry, Transportation, Emergency Medical Technician, Certified Nurses Aide, Certified Medication Aide, Criminal Justice and Secretarial Science. The criteria of credits and length of time to complete each one of these academic programs will be listed in the Fort Scott Community College Catalog. The Cosmetology, Environmental Water Technology, Secretarial Science, Masonry, and Criminal Justice certificates meet the eligibility requirements to receive Title IV funds.

GED PROGRAM

FSCC offers classes and testing procedures for completion of GED.

ADMINISTRATION, FACULTY, STAFF

A list of the administrative staff, faculty, coaching staff, and support staff is provided in the General Catalog of the college found at www.fortscott.edu.

CAMPUS PHYSICAL FACILITIES

FSCC holds lecture classes and laboratories on campus in Bailey Hall and the Financial Aid Office is located in this building. Other buildings on campus include the Dick Hedges Administration Building, Burris Hall, Arnold Area, and the Vocational Building. The

library is also located in Bailey Hall. Physical education locker rooms and facilities are located in Arnold Area. FSCC also provides dormitory housing for 222 students. Greyhound Hall is attached to the Dick Hedges Administration building and Boileau Hall is adjacent.

FSCC also has instructional off-campus sites located in Paola and Pittsburg Kansas and a Cosmetology program located in downtown Fort Scott, KS. EWT courses are taught in various locations within the Eastern third of the state of Kansas. Core classes are offered at a variety of locations in area high school buildings in the evenings. These sites are listed on the Participation Agreement with the Department of Education.

AUDITING PROCEDURES

Fort Scott Community College is subject to the provisions of the Single Audit Act.

Each year during the summer months FSCC has an outside auditing firm, Diehl, Banwart, Bolton, Jarred and Bledsoe Certified Accountants audit each area of the college, including the financial aid office and all offices which interface with each other. FSCC receives a written and an oral report of the findings of their review and notifies the Administration Cabinet and Board of Trustees. The school's fiscal year ends on June 30th which requires our compliance audit report to be into the Dept of Ed by December 31st of each year. The accountant firm sends a certified copy of their findings and audit information to the Department of Ed via the EZ Audit web based reporting. Starting with the fiscal year of 1995 it is also a requirement for the firm to send their "working papers" with their audit report.

STUDENTS RIGHT TO PRIVACY

Fort Scott Community College Office of Financial Aid complies with the federal regulations set forth in the Family Educational Rights and Privacy Act of 1974. Any disclosure of information must have prior consent from the student. This consent is given by means of a "Release of Information Form" that the student must sign either a paper form which can be downloaded from www.fortscott.edu, or submitted electronically through the student portal.

NO INFORMATION MAY BE RELEASED OVER THE PHONE TO ANYONE

WHO CANNOT ESTABLISH THEIR IDENTITY.

FINANCIAL AID CODE OF CONDUCT

An institutional financial aid professional is expected to always maintain exemplary standards of professional conduct in all aspects of carrying out his or her responsibilities, specifically including all dealings with any entities involved in any manner in student financial aid, regardless of whether such entities are involved in a government sponsored, subsidized, or regulated activity. In doing so, a financial aid professional should:

Refrain from taking any action for his or her personal benefit.

Refrain from taking any action he or she believes is contrary to law, regulation, or the best interests of the students and parents he or she serves.

Ensure that the information he or she provides is accurate, unbiased, and does not reflect any preference arising from actual or potential personal gain.

Be objective in making decisions and advising his or her institution regarding relationships with any entity involved in any aspect of student financial aid.

Refrain from soliciting or accepting anything of other than nominal value from any entity (other than an institution of higher education or a governmental entity such as the U.S. Department of Education) involved in the making, holding, consolidating or processing of any student loans, including anything of value (including reimbursement of expenses) for serving on an advisory body or as part of a training activity of or sponsored by any such entity.

Disclose to his or her institution, in such manner as his or her institution may prescribe, any involvement with or interest in any entity involved in any aspect of student financial aid.

ORGANIZATION AND POLICY

Fort Scott Community College, located in rural southeastern Kansas, is a comprehensive two-year public community College whose mission is to serve the post-secondary educational needs of people in a four-county rural, isolated, service region. The service area is included in a 10-county region classified as "economically disadvantaged" by the Economic Development Administration of the United States Department of Commerce. The College's enrollment is drawn primarily from these counties which provide a disproportionately high number of economically and educationally disadvantaged as well as non-traditional students. FSCC has served, not only as a transfer institution for those students who wish to have a four-year degree, but has also developed many one and two year occupational programs to assist individuals to obtain gainful employment.

The Financial Aid Office, in its Policy and Organizational Statement, has tried to reflect the personality of its student population. With the enrollment coming from basically a rural area, many of Fort Scott students rely on scholarships, grants, or jobs to meet their educational expenses.

The long range goal of the Financial Aid Office is to increase the funding levels of campus based aid to compensate for the inflationary trend. The short range goals would be to develop newer or revise existing electronic processes to serve the students. Since 2011 the FA office has implemented several new ways of electronic communication. Students are sent a postcard when their SAR has been received by the FA office. The postcard instructs the student to refer to his/her student portal for additional financial aid information. All forms can be printed through the student portal or can be printed from the financial aid webpage at www.fortscott.edu.

ORGANIZATIONAL STRUCTURE

The Financial Aid Office is staffed by three full-time employees and work-study students. The Financial Aid Director reports directly to the Dean of Student Services of the College. The Financial Aid Assistants report directly to the Director of Financial Aid. One to two work-study students are assigned to the Financial Aid office.

The financial aid office is staffed by the following individuals:

Dean of Students – Robert Goltra
Financial Aid Director – Lillie Grubb
Financial Aid Assistants – Amanda Snyder and Jordan Harding

STATEMENT OF GOOD PRACTICES

The primary purpose of student aid is to provide financial resources to students who would otherwise be unable to pursue postsecondary education. In order to accomplish this stated purpose, the following practices are recommended to all financial aid administrators.

The Financial Aid Administrator

1. Shall make every effort to meet the demonstrated needs of all students at his/her situation to the extent funding will permit in an ethical manner.
2. Shall award all aid on the basis of demonstrated financial need except where funds are specified for recognition of special talents. Where aid is not based on need and represents a significant portion the aid administrator should make every effort to redirect such funds to assist those students with demonstrated need.
3. The institution shall exercise adequate Controls to insure that need-based aid

awards do not exceed documented need.

4. Shall recognize that the primary responsibility for financial postsecondary education rests with the student and his/her family. Financial assistance from institutions and other sources is only intended as supplementary to the efforts of the family.
5. Shall help students seek, obtain, and make the best use of all financial resources available.
6. Shall provide in all appropriate literature a clear statement of the actual costs of attendance, which shall include both the direct and non-direct costs.
7. Shall inform the student of all conditions under which an award is granted at the time the offer is made.
8. Shall respect the confidentiality of student records. Information should be released only on the written consent of the student and/or his/her family and all policies and procedures should protect the student's rights of privacy.
9. Shall, when preparing budgeting requests, estimate needs honestly and fairly.

COORDINATION OF OTHER OFFICES

The various offices on campus which have a direct need to communicate with the Financial Aid Office are the Admissions, Registrar, and Business Offices. The Business Office will be responsible for collection, along with disbursing all refunds under the Title IV program. After the census date, each semester the Business office will Lock and Liquidate all aid. After all charges have been paid in full, the Business office will disburse refunds to either the students Hound card or to a designated personal bank account. The communication with that area will be on a daily basis to share informational items necessary for efficient management of the Financial Aid Office. The cashier in the business office is to inform the financial aid office of any third party funding a student receives and the FAO will apply/adjust all Federal aid accordingly to ensure that students do not exceed their financial need.

The Financial Aid office has weekly to bi-monthly meetings with the Dean of Students, Director of Admissions, Registrar, and the Counseling Director to discuss and coordinate business functions.

The Financial Aid office uses data from the Registrar's student files for computation of Cost of Attendance, class registration, satisfactory academic progress, etc.

Computer batches will be run to determine the status of academic progress.

STUDENT FINANCIAL AID

Student financial aid consists of grants, scholarships, direct loans, and work study. Student financial aid is normally provided through federal and state agencies, foundations, organizations, corporations, and the college.

The amounts and types of student financial aid that a student receives is determined according to eligibility and student need. Financial aid awards are packaged at the maximum eligibility and students have the option to accept, decline, or reduce. Grants and scholarships are considered “gift” aid, which is normally not intended to be repaid. Federal loans are offered at low interest rates with repayment options to accommodate students.

Work-study is awarded to students with an un-met need. The hourly rate is equivalent to the Federal minimum wage.

FINANCIAL AID ELIGIBILITY

To be eligible for financial aid at FSCC:

All students must be enrolled in an eligible program at Fort Scott Community College, have a High school diploma or GED, and be an eligible student within the guidelines of the Department of Education before they can receive any Title IV assistance. Students who are in default on a student loan will not be eligible for federal aid.

Regular students- must have a high school diploma or GED, be enrolled in an eligible program, and be attending classes on the 20th day. This day is determined each enrollment period by the Registrar. The FA office will do a computer interface to check each student's status before transmitting any federal aid.

Cosmetology students- must attend 30 calendar days for loan disbursements and have a minimum of 187.5 clock hours before Pell will be released*. The cosmetology instructor and the student will need to sign the attendance form and forward it to the FA office before the FA office will transmit aid.

*This time limit determines only when the student becomes eligible. It will take additional time to coordinate disbursement with the Business office.

STUDENT BUDGET COMPONENTS

Fort Scott Community college at the present time has budgets based on dependency status, program, and residency.

Budget amounts are computed by taking an average of 15 credit hours by the actual tuition and fees as adopted by the Board of Trustees along with the actual cost of room and board 19 meal plan. An average figure for books and supplies is used in all cases as obtained from the campus bookstore. The remaining item of personal expenses, which includes transportation, is based on an average cost per student.

BB County:	47	40	87
Kansas Resident:	50	40	90
Contiguous:	78	40	118
Out of State:	106	40	146