

# FINANCIAL AID INFORMATION



**FLINT HILLS  
TECHNICAL  
COLLEGE**

» FHTC is committed to providing you with the information you need to make your education more affordable.

### **General Requirements**

Students receiving financial aid must be admitted to the college, must be degree-seeking, must be enrolled in classes that will count toward the degree or certificate, and must be in good standing (eligible to re-enroll). In addition, students must have a GED, High School Diploma, or been home-schooled. Previous College transcripts required. Students may not receive aid if they fail to make Satisfactory Academic Progress in previous semesters.

### **Enrollment Requirements**

Your award is based on full-time enrollment, which is a minimum of 12 credit hours per semester. Enrollment is verified each semester prior to disbursement of all funds. If you are enrolled less than full-time, Pell Grant awards will be prorated and other awards may have to be adjusted. You must be enrolled at least half-time (6 credit hours or more) to receive student loans.

### **The Process**

Using a formula established by Congress, the federal government will determine how much you, or you and your spouse or parents are expected to provide toward the cost of your education. The amount is called your Expected Family Contribution (EFC). Your EFC is based on the income and asset information you provide on your Free Application for Federal Student Aid (FAFSA). The same formula is used at every college so your EFC will be the same no matter which college you attend.

The cost of attendance used for determining your eligibility for financial aid is an estimate. It will include: a typical amount for tuition and fees, room and board, books and supplies, personal expenses and transportation for a student in your program.

When awarding financial aid, the EFC is subtracted from the cost of education. The remainder is the amount of need-based financial aid you may receive.

## Satisfactory Academic Progress Requirements

Students must make Satisfactory Academic Progress (SAP) toward a degree or certificate to receive financial aid. To meet the minimum standards of the FHTC Satisfactory Academic Progress Policy, students must meet all three of the following criteria:

1. **GPA** – Minimum 2.0 cumulative GPA.
2. **PACE** – Students must successfully complete 66.66% of all hours attempted. This includes courses attempted even if financial aid was not received.
3. **Maximum Time Frame** – Students must be able to complete their program of study within 150 percent of the credit hours required for their degree. In most cases an Associate Degree must be completed within 96 credit hours and a certificate must be completed within 48 credit hours.

The Financial Aid Office will evaluate satisfactory academic progress at the end of each semester.

If a student fails to meet the requirements of Satisfactory Academic Progress, the student will be placed on Financial Aid Warning for one semester. If the student fails to come into compliance at the end of that semester; the student is then placed on Financial Aid Ineligibility for the following semester. Students failing to meet SAP may complete a Satisfactory Academic Progress Appeal Form and submit it to the Financial Aid Office explaining mitigating circumstances that impacted their academic performance with supporting documentation as well as changes that will permit the student to be successful in future semesters.

## Understanding Your Award Letter

Your financial aid award letter identifies the aid available to you based on program eligibility requirements, including grants, loans, and scholarships. Private or outside scholarships are estimated and contingent upon actual receipt of funds from the appropriate agencies.

### Awards Are Subject To Change

A financial aid award may be reduced or canceled. The most common reasons for an award adjustment include changes in enrollment and over-awards due to the receipt of aid from other sources. An award may also be adjusted due to changes or inaccuracies in the information on which the award was based.

## **Direct Student Loans**

To receive Federal direct Student Loans, you will need to complete and return the Award Letter. You may request a lower amount than is indicated on your Award Letter but not a greater amount.

If accepting a loan for the first time, you must complete Entrance Loan Counseling and a Direct Loan Master Promissory Note (MPN). These can be completed at **[www.studentloans.gov](http://www.studentloans.gov)**. Parents of dependent students may complete a PLUS MPN (Complete PLUS Request Process) at the site indicated above if they wish to receive a Parent PLUS loan.

At the time of disbursement, you must be enrolled and attending at least half-time (6 credit hours) to receive a student or PLUS loan. If your enrollment has dropped to less than half-time before the disbursement of loan proceeds, the funds will be returned to the lender and any future disbursements will be canceled. You will still be responsible for all college charges that have not been paid.

You must complete Exit Loan Counseling any time you cease to be enrolled in at least 6 hours or before leaving FHTC for withdrawal or graduation. The Exit Loan Counseling can be completed at **[www.fhtc.edu](http://www.fhtc.edu)**>**Students**>**Financial Aid/Scholarships**>**Exit Loan Counseling**. For your loan information go to **[www.nslds.ed.gov](http://www.nslds.ed.gov)**.

## **Disbursing Financial Aid**

Funds are generally credited to your account on the 30th day from the start of the semester, provided you have submitted all required documents and your file has been processed. Tuition and all other allowable charges will be deducted from your financial aid. Following the initial disbursement, funds are disbursed weekly. Students may authorize direct disbursement to their checking or savings account (first disbursement only), or receive a paper check. Students must ensure their address is correct to avoid delays in receiving disbursements.

## **Additional Financial Resources**

You are required to notify the Financial Aid Office of any additional financial resources (loans, scholarships, grants, waivers, vocational rehabilitation, etc.) you receive which are not listed on your Award Letter. These resources may cause adjustments and/or a reduction of the financial aid originally offered.

## Keep Records

You should keep your account statements, receipts, financial records, award letters and enclosures until you graduate. These records constitute proof of payment and aid received. Student loan promissory notes and disclosure statements should be kept in a safe place until all loans are paid in full.

## Your Address

It is critical that you have your correct permanent and local address on file with the FHTC Student Services Office. An incorrect address may cause delays and missed deadlines.

## Withdrawing

Financial aid recipients who withdraw or cease attending all of their classes prior to 60% of the term being completed are subject to the federal rules for the Return of Title IV Funds for any federal aid not earned. The percentage of unearned aid is equal to the total number of calendar days remaining in the term divided by the total number of calendar days in the term. The repayment amount is considered unearned aid that a student was not eligible to receive due to not completing the term, necessitating the repayment of funds. The college may have an obligation to repay funds that were paid directly to the student. **If the college returns funds that were applied to the student's account, a balance due the college by the student will result.** Financial aid may not cover all unpaid institutional charges due to the college upon withdrawal. Failure to repay will prevent future enrollment at the college and release of transcripts.

## Student Employment

Work-study awards may be made to students with remaining unmet need after all scholarships and grants have been considered. Late outside scholarships and monetary awards will reduce loan eligibility before affecting work-study. Students should contact the Financial Aid Office if they are interested in applying for a work-study position. Work-study earnings are paid to the student on the 1st and 15th of each month.

## Renewal of Financial Aid

Financial aid awards are not automatically renewed. You must complete a new FAFSA for each award year. Apply as soon after January 1st as possible for the next school year at **[www.fafsa.ed.gov](http://www.fafsa.ed.gov)**.

# FLINT HILLS TECHNICAL COLLEGE

**3301 West 18<sup>th</sup> Avenue • Emporia, Kansas 66801**

620-343-4600 | Fax 620-343-4610 | TF 1-800-711-6947

askus@fhct.edu | my.fhct.edu | **www.fhct.edu**

## EXTENSION CAMPUSES:

620 Constitution • Emporia, Kansas 66801  
3021 Eaglecrest Drive • Emporia, Kansas 66801  
220 Weaver Street • Emporia, Kansas 66801  
215 West 6th Avenue • Emporia, Kansas 66801  
3701 West 6th Avenue • Emporia, Kansas 66801  
2920 Haskell Avenue • Lawrence, Kansas 66046  
6565 State Avenue • Kansas City, Kansas 66102  
801 NE Highway 24 • Topeka, Kansas 66608

Flint Hills Technical College does not discriminate on the basis of sex including pregnant and parenting students, sexual orientation, handicap, race, color, age, religion, marital status, or national or ethnic origin in educational programs, admissions policies, employment policies, financial aid or other College-administered programs. For questions or concerns regarding non-discrimination contact the Director of Human Resources at 620-343-4600.

Students can get information about FHTC related to enrollment, retention, graduation rates, job placement rates, student body diversity and Federal Pell Grant Recipients at <http://nces.ed.gov/collegenavigator/>. Graduation and placement rates can also be obtained through Gainful Employment information on the FHTC website under each specific program of study at [www.fhct.edu](http://www.fhct.edu) and through the Job Placement Report in hard-copy in the Student Services Office.

## MISSION

The mission of Flint Hills Technical College is to provide a diverse community of learners with life-long educational opportunities for personal growth and preparation for professional and civic responsibilities that meet the needs of society.

## VISION

Advancing personal and economic growth through excellence and innovation in education.

## ACCREDITATION AND AFFILIATIONS

Flint Hills Technical College is coordinated by the Kansas Board of Regents and accredited through the Higher Learning Commission. Program accreditations and affiliations include the American Association of General Contractors; the Commission on Accreditation of Allied Health Education Programs; the American Dental Association; Kansas Board of Emergency Services; Automotive Service Excellence (ASE); National Automotive Technicians Education Foundation (NATEF); the Kansas State Board of Nursing; Kansas Adult Education Association and the American Dental Hygiene Association.

## INFORMATION DISCLOSURE

The Family Education Rights and Privacy Act (FERPA) of 1974 exists to protect your right to confidentiality and limits our ability to release information about your financial aid application. Any documentation submitted by you and/or your parents and details of your award package are considered confidential and will not be released to anyone without your written consent. The Release of Information form is available in the FHTC Student Services Office. The Financial Aid Office will not release any information to anyone not listed on the form and authorized by you to have access to your information. For more information about FERPA, please refer to the federal website [www.ed.gov/policy/gen/guid/fpco/ferpa/index.html](http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html).

