



Financial Aid Guide

Title IV Institution Code: 004711

College Address and Phone Numbers

Linn State Technical College
One Technology Drive
Linn, MO 65051
(573) 897-5000

Financial Aid Offices

Becky Whithaus
Director of Financial Aid
(573) 897-5000 ext. 5145
Becky.Whithaus@linnstate.edu

Amy Mitchell
Financial Aid Specialist
(573) 897-5000 ext. 5241
Amy.Mitchell@linnstate.edu

Gwen Schwartz
Financial Aid Clerk
(573) 897-5000 ext. 5143
Gwen.schwartz@linnstate.edu

Additional Student Resources Located on the Main Campus

Admissions Office- ITC Building
Registrar and Records Office-
Nilges Building
Counseling- Nilges Building
Bookstore- ITC Building
Business Office- Nilges Building
Career Services and Placement-
Nilges Building
Vocational Resource Educator-
ITC Building
Academic Instruction- Nilges
Academic Resource Center (ARC)-
ITC Building
Library- ITC Building
Dean of Students- Nilges Building

Linn State Technical College 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 Linn State Technical College 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 Linn State Technical College, One Technology Drive, Linn, MO 65051. The Dean of Students 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.



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Financial Aid Guide

Introduction

This handbook has been prepared to help you understand the programs, policies, and procedures pertaining to financial aid at Linn State Technical College. The U.S. Department of Education requires postsecondary educational institutions to disseminate (upon request) relevant, candid information on a variety of topics to prospective and enrolled students. Students, as education consumers, should have full and up-to-date information available to them in order to make wise decisions about their educational futures. It is in your best interest to review this handbook carefully. Complete information on enrollment, academic programs, facilities, and faculty are available through the catalog, semester schedules, student handbook, or from our web address at www.linnstate.edu. This handbook references procedures at LSTC and is a supplement to the U.S. Department of Education publication *Funding Education Beyond High School*, which is available in the Financial Aid Office.

Philosophy

Linn State Technical College believes that the primary responsibility for financing a student's education rests with the student and the family. Financial aid programs are intended to help meet educational costs which remain after student and parental contributions have been taken into consideration. The college first attempts to assist you in meeting direct educational costs to the extent funds are available. Assistance with living may be available if financial aid funds are sufficient.

Priority Dates

The Financial Aid Office packages awards for aid beginning with students who submit *all* required forms, such as the FAFSA form and any required verification information, by the following priority dates.

Fall Priority Date:	July 1
Spring Priority Date:	Nov 30
Summer Priority Date:	April 1
State Assistance Deadline:	April 1
Tuition Waiver Priority Date:	May 1 for Fall and Dec 1 for Spring
Scholarship Deadline:	Feb 15 unless otherwise noted



Files completed after the semester priority date will be processed as soon as possible. Students who enroll and complete their file after the priority date should expect to make tuition payment to the business office by the first day of each semester. Financial Aid students using the payment plan must make all scheduled payments regardless of the status of their aid file. Students should also expect to purchase their own college textbooks and tools, if applicable.

REMEMBER: Several types of financial aid are available based on financial need. Others are based on achievement, or have more specific requirements. Apply Early! Funds are limited. The earlier the application is made, the better the chances are of receiving student aid. Read the remainder of this handbook carefully! It will explain, step-by-step, how to apply for any type of financial aid, as well as information about eligibility.

Types of Aid

Many students need financial assistance to attend college. Financial aid could be the answer. Financial aid includes grants, loans, part-time employment, and scholarships to help students meet college costs.

Financial aid benefits people in different ways. Most grants (grants do not have to be repaid) are awarded on the basis of financial need. The federal government gives money to students through the Federal Pell Grant Program, and the Federal Supplemental Educational Opportunity Grant (FSEOG) Program. If you are a U.S. citizen, or an eligible non-citizen, and you meet certain criteria you may be eligible for assistance from the federal grant programs. In addition to federal grants, grants are available from the state of Missouri.



Student loans are also available to help students meet educational expenses. Unlike grants and scholarships, loans must be repaid after you leave school. Failure to repay federal educational loans can lead to serious consequences. In recent years, the federal government has made a concerted effort to “crack down” on students who do not repay loan money. It is always wise to explore all possible sources of money to pay for your education before considering a student loan. Taking a student loan is a serious financial obligation, and should only be done if no other avenue remains for funding education.

A third type of financial aid available to a student is the Federal Work-Study Program. An eligible student can work part-time. Additional information pertaining to the Federal Work-Study Program can be obtained from the Financial Aid Office.

Tuition Waivers are available through the Financial Aid Office. You will need to mark which tuition waivers you might qualify for on the Internal Tuition Waiver Application and send to the Scholarship Committee for review. Please visit the LSTC website at www.linnstate.edu for a full list of tuition waivers, eligibility criteria, and the application.

Scholarships are made available through the Foundation for Linn State Technical College. Please visit the LSTC website under prospective students at www.linnstate.edu for a complete listing, eligibility criteria, and the application.





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Federal Aid Programs

Federal Pell Grant. The Federal Pell Grant is a federally funded program awarded to students who demonstrate financial need according to the Pell Grant criteria. Less than full-time enrollment is adjusted by the federal payment schedule. The maximum Pell grant award for a full-time student for the 2011-12 academic year is \$5,550.

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 the lowest family contribution based upon the availability of funds. The maximum amount for SEOG at LSTC is \$750 and is typically disbursed only one time per year.

Federal College 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. Interested students should visit the Financial Aid Office at the beginning of the semester to determine their eligibility. Jobs include food service, clerical work, and plant maintenance, and are based on the availability of funds. Students can work a maximum of 10 hours per week and earn minimum wage.

Federal Stafford 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. Students must complete an on-line entrance counseling session when applying for a student loan. The federal maximum for at 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 student and dependent student, whose parent is denied a PLUS loan due to credit, can receive up to an additional \$4,000 unsubsidized loan funds. Students that are doing pre-requisite course work are eligible for \$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 10 for more information on the cost of attendance.

Grants are credited to the student's account after the refund period is over, approximately three to four weeks after the beginning of the semester. All loans, if paperwork is complete, are credited to the student's account on the 31st 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.

Veterans 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 21 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 LSTC.

Specific information about the benefits for which a veteran is eligible may be found on-line at www.gibill.va.gov.



Other Aid Programs

A+ Applicants

- ✘ 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 MDHE or action of the Missouri General Assembly.
- ✘ Currently A+ pays for tuition and common fees (fees which are applicable to all LSTC students) for classes that are required for the student's first degree. It will not cover retake classes, books, tools, supplies, uniforms, or housing.
- ✘ 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 Student Assistance

The state of Missouri offers a variety of student financial aid programs to assist students and their parents with paying for postsecondary education. The Missouri Department of Higher Education (MDHE) administers the state grant and scholarship programs. To apply for all types of state funding you must complete your FAFSA by April 1st each year.

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 of \$50 per credit hour. 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.



Institutional Tuition Waivers. LSTC 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 Linn State Technical College Scholarship Committee. It should be noted that all internal awards are waivers of tuition. Should outside funding become available, it will take precedence over the college tuition waiver. Waivers may not exceed tuition in any semester and may be reduced at the discretion of Linn State Technical College. Awards are given to Linn State Technical College full-time students only. Unless otherwise noted, priority



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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. Scholarship consideration is also based on the availability of funds. Applications may be found at www.linnstate.edu.

Corporate, Endowed and Privately Sponsored Scholarships. These scholarships are managed by the Foundation for Linn State Technical College and available to full-time students enrolling at Linn State Technical College for the fall semester. Program specific scholarships list the eligible programs at the end of the scholarship description. Non-program specific scholarships are also indicated. Linn State Technical College is an equal opportunity organization and encourages applications from all individuals. Scholarship deadline is February 15 unless otherwise noted. For the most current scholarship information, please visit www.linnstate.edu/admissions/scholarships/default.asp.

Private/Alternative Loan. This option will only be available if lenders continue to offer private loans. Students must apply for all federal financial aid prior to applying for a private loan. Students must apply with a lender to have a credit check run. Students who have little or no credit may need a credit worthy co-signer. Students must be enrolled full-time and must be a student in good standing. 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 often sponsor scholarship programs. Students investigating the possibility of receiving a scholarship from a private source should contact a representative of the organization. The local library or high school counselor can also provide information in most cases. Also the web has several search engines for scholarships. *Please remember not to pay for any help that is offered free by another organization.* An example of a scholarship search engine is www.fastWeb.com.

Student Employment Services

Linn State Technical College maintains a placement and career services office to assist students in locating jobs in the community. Students may register with the job placement office 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 the Career Services Office for more information.

Missouri Vocational Rehabilitation Programs

Vocational rehabilitation funds assist students with physical or emotional limitations. Benefits can include tuition, a book allowance, and a room and board allowance. Vocational rehabilitation offices are located throughout Missouri. Contact the vocational rehabilitation



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office nearest

you. You may also meet with the Vocational Rehabilitation Educator on campus for information regarding the program.

General Eligibility Requirements

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.
- ▶ Must be registered with Selective Service, if required.

- ▶ **Transfer Students-** Financial aid does not transfer between institutions. All transfer students must meet financial aid requirements.

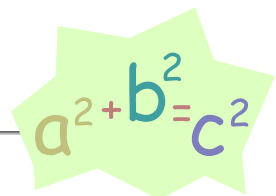
How Financial Aid Eligibility is Determined

With the exception of two loan programs (Unsubsidized Federal Stafford and Federal PLUS), a student must demonstrate financial need to receive aid from the Federal and State Student Financial Aid (SFA) 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 Expected Family Contribution = Financial Need



Cost of Attendance (COA) - The cost of attendance is always based on the estimated cost of standard tuition and fees for a full-time student for a full academic year. Also included in the cost of attendance is an estimate for books, supplies, living expenses, uniforms (if required), and tools, if applicable. The cost of attendance is based on specific requirements for each program; therefore, the cost of attendance varies by program.



Expected

Family Contribution (EFC) – The Expected Family Contribution (EFC) is determined from all 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 (EFC). The EFC is printed on the Student Aid Report (SAR), which is received by the student and the institution. The EFC is used to award Federal Pell Grants, state grants, campus-based aid and Subsidized Federal Stafford Loans, and to determine eligibility for Unsubsidized Federal Stafford Loans.

Special Circumstances- Should the student and/or the parents' circumstances change because of loss of employment, separation, divorce, death, extended illness etc., the student should submit to the Financial Aid Office for review an income reduction form and documentation explaining the circumstances. The student must request the income reduction form from the Financial Aid Office.

Dependency Status- Should the student have unusual mitigating 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:

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



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

Is Your File Complete?

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

- Student Aid Reports (SAR)- Complete the appropriate Free Application for Federal Student Aid (FAFSA). Paper forms must be requested by calling the Department of Education at 1-800-433-3243. FAFSA forms become available in January of each year. For faster service, the FAFSA can be completed on the web at www.fafsa.ed.gov. Two to four weeks after the FAFSA has been sent to the central processor, the student will receive a Student Aid Report (SAR). The student should confirm the information on the form is correct and then keep it for their records.
- Apply and be accepted for admission through the college's Admissions Office.
- Submit a copy of your high school or GED certificate to the Admissions Office.
- If selected for verification**, submit proof of income to the Financial Aid Office.



- If a dependent student (required to include parent's income on the FAFSA), turn in a signed copy of the student's and parent's federal 1040 income tax return for the latest tax year. Do not include the state tax return.
 - If an independent student (not required to include parent's income on the FAFSA), turn in a signed copy of student's and spouse's (if applicable) federal 1040 income tax return for the latest year. Do Not include the state tax return.
 - ☑ **If selected for verification**, complete a verification worksheet listing any untaxed income or benefits the student and/or parents may have received during the past year and provide the names of all family members in the household. The verification information must be received within 30 days of the start of the semester or your financial aid will not be processed. If any discrepancies are found between your financial information and the FAFSA form, LSTC will make the corrections for you via the web, directly to the U.S. Department of Education. If you have previously received an award letter and this correction changes your awards, you will be notified within 2 weeks to your Eagle Mail (student e-mail) account.
 - ☑ 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 status.
 - ☑ Awards cannot be made for more than one academic year.
- FAFSA and all other financial aid forms must be every year.**



**The
filed**

Award Notification

The Financial Aid Office at LSTC will inform students, by e-mail, of their eligibility as early as possible. However, **no awards 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.

Awards are based on eligible hours of enrollment. No adjustment will be made after the first day of class unless there is a reduction in eligible hours. If your financial aid is more than the charges on your LSTC account, you may expect a credit refund check approximately 45 days after the start of each semester at the Cashier's Office. Picture ID is required at the Cashier's 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.



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- 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. Linn State Technical College gives priority consideration to early applicants with the greatest need.

The Financial Aid Office processes aid beginning with students who submit **all** required forms, such as the award offer and required loan paperwork, by the following priority dates.

Fall Priority Date:	July 1
Spring Priority Date:	Nov 30
Summer Priority Date:	April 1
State Assistance Deadline:	April 1
Tuition Waiver Priority Date:	May 1 for Fall and Dec 1 for Spring
Scholarship Deadline:	Feb 15 unless otherwise noted

Files completed after the semester priority date will be processed as soon as possible. Students who enroll and complete their file after the priority date should expect to make tuition payment to the business office by the first day of each semester. Financial Aid students using the payment plan must make all scheduled payments regardless of the status of their aid file. Students should also expect to purchase their own college textbooks and tools, if applicable.



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Federal Work Study

Eligibility is determined by a student's financial need. COA minus EFC minus all other financial aid equals financial need. To check your eligibility, please see the Financial Aid Office.

All work study is assigned on a first come first serve basis based on a student's schedule and the positions available. Assignments will be made no earlier than the first day of the semester. You are expected to be at your job every day. If you cannot work, please contact your supervisor as soon as possible. You can quit a work study position at any time, by letting your supervisor or the financial aid office know your intentions. You can also be fired from a work study position if your supervisor feels that you cannot complete the expected tasks.

Each student will be given a work study assignment sheet when you first sign up that lists the tasks that are expected along with restriction(s), if any, on number of hours you can work. Typically students can work a maximum of 10 hours per week at the current minimum wage rate. The hourly minimum wage rate is currently \$7.25; however, the pay rate changes as the minimum wage changes. For the most current pay rate, check with the Financial Aid Office. Paychecks are distributed on a monthly basis provided all documentation is complete. Pay checks can be picked up from the Cashier's Office every month, except December and May checks will be mailed unless you request to pick them up. All work study students are required to attend a FERPA training session and complete proper paperwork with the Human Resources department before beginning work.

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

Stafford Loans

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 EFC 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. Students can borrow no more than the loan limit allowable by their grade level as shown on page 5.

- 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.
- LSTC processes one loan per grade level per year. If you have had previous student loans, your eligibility at LSTC 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 LSTC. If LSTC has received all paperwork, the college will receive loan proceeds approximately 31 days after the first day of each semester. Loan monies will be credited directly to the student's account. Credit refund checks are disbursed through the Cashier's 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 student loan applicants. Entrance counseling is required each academic year. The Financial Aid Office will not certify your loan until counseling is completed.
- Students are required to complete a Master Promissory Note (MPN) with the U.S. Department of Education. Students may complete the MPN on-line at www.studentloans.gov. The Financial Aid Office will not certify your loan until the MPN is completed.
- Each student that borrows a student loan must complete exit counseling either prior to or immediately following their departure from LSTC.

Sample Repayment

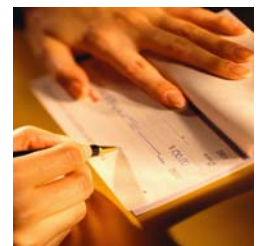
Below is a chart showing estimated monthly repayments. All monthly repayment amounts are based on a ten year repayment period using the standard repayment method with a 6.8% fixed interest rate.

Total Amount Borrowed	Monthly Payment	Total Repaid
\$3,500	\$50	\$4,471
\$5,000	\$58	\$6,905
\$7,500	\$83	\$10,357
\$10,500	\$121	\$14,500
\$15,000	\$173	\$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.





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- 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).

Confidentiality

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 written permission form the student. The student must sign the form in person at either the Financial Aid Office or the Cashier's Office.



Students' Rights and Responsibilities

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 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 LSTC e-mail account 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 student 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 federally insured 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 LSTC.
- 🌈 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 LSTC, complete all necessary forms in a timely manner and be familiar with withdraw dates.

Financial Aid Policies

Delinquent Indebtedness

Students must be clear of all delinquent indebtedness to the college before diplomas or transcripts can be issued or before financial aid can be disbursed.

Withdrawal from Classes

Students who withdraw from classes must officially withdraw through the Records Office. Total withdrawal will result in termination of eligibility for financial aid and may cause a repayment due to the Department of Education, as well as Linn State Technical College. Lack of attendance 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 Linn State Technical College.

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 or any application 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.



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- 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.

Title IV Refund Policy

The Higher Education Amendments of 1998 Public Law 105-244 changed the formula for calculating the amount of aid a student and school may retain when the student totally withdraws from all classes. If the student withdraws up through the 60% point in each payment period of 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 LSTC and receive financial aid from Title IV funds:

- The term "Title IV funds" refers to the federal financial aid programs authorized under the Higher Education Act of 1965 (as amended) and include the following programs:
 - Unsubsidized Loans
 - Subsidized Loans
 - PLUS loans
 - Federal Pell Grants
 - Federal SEOG
 - Other assistance under Title IV for which a return of funds is required.
- A student's withdrawal date for financial aid purposes is:
The student's late date of attendance at a documented, academically related activity.
- How does the college determine the last date of attendance? Attendance information is collected from faculty through Moodle 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. A student may be administratively withdrawn due to non-attendance and no contact.



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Refunds on all institutional charges, including tuition and fees, will be calculated using the refund policy in the following section.

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. For the Heavy Equipment Operations Program, actual clock hours completed are used to calculate the percentage of Title IV aid earned.

- ▶ The percentage of Title IV aid earned shall be calculated as follows: Numbers of days completed by student divided by total number of days in the term (not counting breaks that include more than five days) = the percentage of aid earned.
- ▶ The percentage of Title IV aid unearned (i.e., to be returned to the appropriate programs) shall be 100% minus the percentage earned.
- ▶ Unearned aid shall be returned first by Linn State Technical College 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 Stafford Loan
 2. Subsidized Stafford Loan
 3. Parent Loans to Undergraduate Students (PLUS)
 4. Federal Pell Grant
 5. Federal SEOG
 6. Other assistance under Title IV for which a return of funds is required.
- ▶ When the total amount of unearned aid is greater than the amount returned by Linn State Technical College from the student's account, the student is responsible for returning unearned aid to the appropriate program(s) as follows:
 1. Unsubsidized Stafford Loan*
 2. Subsidized Stafford Loan*
 3. Parent Loans to Undergraduate Students (PLUS)
 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: Linn State Technical College will return any grant money owed by the student. The student will be responsible for reimbursing the college for any grant money returned.



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Case Examples

#1 Jane Doe

Jane enrolled in fall classes. She received Title IV funds in the amount of \$2,366 from Pell Grant, \$750 from the Supplemental Grant, and \$1,732.50 from a Subsidized Loan (totals \$4,848.50). Jane’s tuition and fee charges were \$2,685. On October 12, Jane withdrew from all her classes. She earned or completed 41.7% of the semester. This is what will happen:

- LSTC is required to pay back to Jane’s loan servicer \$1,565.36 (58.3% of \$2685), which is the percentage of tuition and fee charges that the Department of Education claims were unearned.
- Jane is required to pay back the balance of her loan per the loan note agreement.
- Jane will also need to pay LSTC for the Title IV money she received that belonged to LSTC, or \$1,565.36.

#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:

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

#4 Herbie Hancock

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 and Continuous 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:

Enrollment Status	Number of Hours Attempted	Number of Hours Required to Complete
Full-time	12 or more	9 hours
Three-Quarters (3/4)	9-11 hours	6 hours



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Half-Time (1/2)	6-8 hours	6 hours
Less than half-time	1-5 hours	100%

Grades of WD, Audit, and Incomplete are considered unsatisfactory.

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.

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 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 with an overall semester GPA of 2.00 on a 4.00 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 he/she has 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 Financial Aid Office. 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 LSTC 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 LSTC.

Students who maintain the standard for academic progress are allowed to receive aid until the maximum credit hour limit is reached or the requirements for the current declared major are reached. Students cannot receive financial aid if they have attempted more than 150% of the credit hours required for their degree or certificate. For example, in successfully completing a 72 credit hour curriculum, the maximum credit hours for student aid utilization is 108 credit hours.



Glossary of Important Terms

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 Linn State Technical College is defined as 30 credit hours completed by the student. 1-30 credit hours is defined as the freshman year. 31+ is defined as the sophomore year.

Award Year- The award year begins on July 1st of one year, and extends to June 30th 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 paid out of funds designated for a particular award year, such as the 2009-2010 year. At Linn State Technical College, all federal loans (Federal Stafford and PLUS) are also awarded for a particular award year.

Applications 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.

Base Year- For need analysis purposes, the base year is the calendar year preceding the award year. For example, 2010 is the base year for the 2011-2012 award year.

Budget- A calculation of the student's cost of attendance at the college. The budget consists of an estimate of tuition and fees and living 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, currently located in Iowa. The CPS receives student information from multiple data entry processors, calculates the student's official Expected Family Contribution, and returns the student's information to the multiple data entry sites, which prints the Student Aid Report.



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Cost of Attendance- The student's cost of attendance includes not only the fees, but the living expenses while attending school. 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 student **must** complete before receiving a loan disbursement. This counseling is required by federal regulations. Students will not receive loan assistance until they have completed an on-line entrance counseling session for each requested loan.

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

Expected Family Contribution (EFC)- 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 Expected Family Contribution. The EFC is the amount the student's family is expected to contribute towards the cost of attendance. The EFC is used to award Federal Pell Grants, state grants, campus-based aid, and Subsidized Federal Stafford Loans, and to determine eligibility for Unsubsidized Federal Stafford Loans.

Federal Family Education Loan Program (FFELP)- The Federal Stafford Loan Programs and the Federal PLUS Loan Program. Funds for these programs are provided by private lenders and the loans are guaranteed by the federal government.

Federal Needs Analysis Methodology- The process of analyzing the household and financial information on the student's FAFSA form, and calculating an expected family contribution.

Forbearance- Forbearance may be requested if the FFELP 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, that collects household and financial information to be used to calculate the expected family contribution. The student can complete this form at www.fafsa.ed.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.



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Official E-mail Account- The student's LSTC e-mail account will be considered their official account for all college notification.

Overaward- Generally, any amount of campus-based aid or a FFELP 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 overaward, and error in the cost of attendance, the expected family contribution, or any other eligibility criterion, such as citizenship or enrollment in an eligible program.

Personal Identification of Student- A driver's license or state identification card with student's picture. A copy of student's picture from a college or high school yearbook would be acceptable in certain circumstances, as well as the student's birth certificate.

Resources- Other student aid that must be taken into account to prevent an overaward in the campus-based and FFELP programs, as defined in the regulations for the campus-based programs.

Special Circumstances- 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, the income reduction from and documentation explaining the circumstances. The student must complete the application process, apply and receive the Federal Student Aid Report (SAR) before any changes can be made.

Student Aid Report- The end result of the FAFSA form. The SAR is sent to the student's home address, or the e-mail account reported on the FAFSA form. The document contains the financial and other information reported by the student on the FAFSA form, as entered into the processing system. The printed SAR contains the official EFC.





Financial Aid Guide

Outside Agency Addresses and Telephone Numbers

Missouri Department of
Higher Education
205 Jefferson Street
PO Box 1469
Jefferson City, MO 65102
800-473-6757
www.mdhe.mo.gov

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

Resources on the World Wide Web



Linn State Technical College
U.S. Department of Education
Missouri Department for Higher Education
Mapping Your Future
FAFSA on the Web
ACT Online Information
fastWEB Scholarship Search
Department of Veteran Affairs

www.linnstate.edu
www.ed.gov/offices/OSFAP/DCS/Index
www.mdhe.mo.gov
www.mappingyourfuture.org
www.fafsa.ed.gov
www.ACT.org
www.fastWEB.com
www.gibill.va.gov