

SOUTHWEST TENNESSEE COMMUNITY COLLEGE

SUBJECT: General Operations – Financial Aid

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

INTRODUCTION

The Financial Aid Department at Southwest Tennessee Community College 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, private, as well as institutional scholarships.

POLICY

Financial Aid counseling should personalize the process of providing assistance and ensure that all available resources are explained and made available to each eligible applicant for financial assistance.

Students must meet all advertised priority dates.

Students who fail to submit all required documentation to the Financial Aid Department in time for awards to be processed must be prepared to pay registration fees from other sources. Students who pay fees and are later deemed to be eligible for financial aid funds will receive the award during the semester of enrollment if funds are available.

Each financial aid applicant must have all required high school and/or college transcripts on file in the Admissions Office before aid will be awarded. If the applicant has attended other postsecondary institutions during the fall term, he/she must submit an official transcript from those institutions before aid will be awarded in the Spring Term. Other documents of verification may be required prior to awarding Federal Title IV Funds.

PROCEDURES

Application materials and instructions are available during regular office hours from the Financial Aid Department.

Financial Aid staff is located at the Union Avenue and Macon Cove campus. Degree and certificate-seeking students are encouraged to visit the Financial Aid Office. Financial Aid workshops are conducted periodically during the academic year. Applicants for financial aid are encouraged to attend workshops during the academic year.

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