

**POLICIES AND PROCEDURES  
OUACHITA TECHNICAL COLLEGE**

**SUBJECT AREA: Student Affairs**

**POLICY/PROCEDURE: Student Financial Aid**

**DATE: March 1, 1993**

**NUMBER: 5.62**

**REVISION(s): 12/19/94, 8/24/96, 04/30/02, 12/01/09**

**Philosophy**

The fundamental purpose of the financial aid program at the College is to make it possible for students who would normally be deprived of a college education, because of inadequate funds, to attend college. Based on the belief that higher education should not be a privilege reserved only for those who can afford to purchase it and that educational opportunities should not be limited by the financial resources of the student and/or his/her family, and based on the fact that the total resources available for financial assistance to students are limited, the College is dedicated to explore all avenues possible for the financial benefit of the student.

**General Definition**

The College subscribes to the principle that the amount of financial aid granted to a student is based on financial need. The College also uses the Uniform Methodology approved by the U.S. Office of Education for federal student aid programs to provide a standardized, objective analysis of student financial need.

Financial need is the difference between the reasonable cost of a student's education (including books, personal expenses and transportation costs) and the amount the applicant and his/her family can reasonably be expected to contribute from their income and assets to meet the expenses of that education.

The administration of student financial aid is coordinated by the College Financial Aid Officer. The chief responsibilities of the officer and staff are:

1. The collection, evaluation, and processing of data from students about financial need.
2. The counseling of students regarding individual financial needs.
3. The determination of student eligibility for various types of financial aid and the determination of the extent of that aid.
4. The adherence to all program regulations of any donors of financial aid, be they institutional, governmental, or private sources.

## **Principles**

1. The primary purpose of the College's financial aid program is to provide financial assistance to students who, without such aid, would be unable to attend.
2. Financial assistance consists of grants, scholarships, loans, and employment that may be offered to students singularly or in various combinations.
3. Financial assistance from the College and other sources is viewed only as supplementary to the efforts of the student and/or the student's family.
4. The total amount of financial assistance offered to a student by the College and other sources will not exceed the student's demonstrated need.
5. In determining the extent of a student's financial need, the College will consider the financial support expected from the income, assets, and other resources of the student or the student and his/her family.
6. In estimating the amount that a student or the student's family can provide for college expenses, the College will consider factors that affect a family's financial strength: current base year income, assets, number of dependents, other educational expenses, debts, and retirement needs.
7. A student who needs financial aid should provide a reasonable part of the total amount required to meet College cost by accepting employment, or a loan, or both. Acceptance of a loan or job will not be considered as a prerequisite to the award of a grant or scholarship.
8. Because the amount of financial assistance awarded usually reflects the financial situation of the student or student's family, release of information to outside agencies will require written consent by the student.
9. Consultation between colleges on the kind and amount of financial assistance to be offered a mutual candidate will be encouraged, since this assures relatively equal aid offers to the student, making it possible for him/her to choose a college on educational grounds rather than financial grounds. This benefits both the student and the College.
10. The College will clearly state the total yearly cost of attendance and will outline for each student seeking assistance an estimate of his/her financial need.
11. The College will review its financial assistance awards periodically and where appropriate adjust them in type and amount to reflect changes in the demonstrated financial need of students and the cost of attendance.
12. The College will cooperate with many area high schools and other institutions to encourage college attendance by all able students.

13. The College will strive through its publications to provide schools, parents, and students with factual information about its aid opportunities, programs, and practices.

### **Waiver of Tuition**

#### **President's Scholarship**

The College is authorized to waive tuition only for any student determined to be deserving, either on academic or financial grounds.

The Financial Aid Officer will verify that a student is deserving by obtaining proper documentation.

The Financial Aid Officer will administer the scholarship. No more than ten (10) scholarships per year will be granted and then only with special permission of the President.

All associated fees are the responsibility of the student.

#### **Staff Tuition**

All permanent full-time employees of the College, as well as part-time employees with at least five years of continuous service and associate faculty with at least five years of continuous service, may enroll in credit courses for up to nine hours credit each semester and the tuition and fees are waived (such enrollment must not interfere with working hours). Special fees and cost of books are not waived. If a supervisor deems it necessary for an employee to take a job-related course that is scheduled during working hours in order to better his/her skills, approval of the President is required. All employee enrollment waivers are applied on a "seat available" basis only, except with special permission of the instructor. Therefore, waived enrollment is not counted as a component of any required minimum class enrollment.

All permanent employees working up to 39 hours per week and part-time employees and associate faculty with five years of continuous service may enroll in credit courses for up to six hours credit each semester and the tuition and fees are waived for a total of 18 hours per year (such enrollment must not interfere with working hours). The cost of books is not waived. If a supervisor deems it necessary for an employee to take a job-related course that is scheduled during working hours in order to better his/her skills, approval of the President is required. All employee enrollment waivers are applied on a "seat available" basis only, except with special permission of the instructor. Therefore, waived enrollment is not counted as a component of any required minimum class enrollment.

#### **Dependents of Full-Time College Employees**

Tuition and fee waivers for registration in all College credit classes may be granted to the permanent full-time employee's immediate family and the immediate family of part-time and associate faculty with five years of continuous service. Immediate family, for this purpose, is

defined as spouse and dependent children. Dependency is defined as "meets the definition of dependency according to Internal Revenue Service regulations."

**Senior Citizens**

The Arkansas General Assembly in 1975 established Act 678 "to provide that the Board of Trustees of the respective state-supported institutions of higher learning shall waive tuition charges and fees for students who are sixty (60) years of age or older."

The Office of Student Services will verify that a student is over sixty (60) years of age through the "Application for Admission."

The policy adopted by the General Assembly did not stipulate minimal academic requirements in terms of College performance or indicate the duration of eligibility. Therefore, once certification is obtained by the Office of Student Services documenting that the applicant is sixty (60) years of age or older, he/she may attend the College indefinitely on a **tuition and fee** scholarship.

AUTHENTICATION (Signature):		COPP
_____	12/01/09	
President	(Date)	5.62