



## Student Financial Aid Rights & Responsibilities

### Rights for Students with Financial Aid

Every student has the right to:

- o [Apply for financial aid](#) and receive eligibility determination.
- o Receive an Individual Award Notice, listing the types of aid for which the student qualifies.
- o Have access to [Consumer Information](#).
- o [Appeal](#) their financial aid status. [SAP Handbook](#)
- o Inspect their own record (requires a formal written request to the Student Records Department).

### Drug Abuse and Financial Aid

All students completing the FAFSA are required to answer a drug abuse question. A worksheet is available for students not sure how to answer the drug question. Eligibility can be affected by a student's response to the drug question. The worksheet has instructions for a student who has had drug charges but still wishes to receive financial aid.

### Academic Progress

How a student performs in class during the current year will affect their financial aid for the following year. Students must make progress toward the completion of a program/degree. [SAP Handbook](#)

For the State Grant Programs, a student must complete a minimum of half the credits they attempt each quarter a state grant is received.

For federal programs, students must successfully complete 67 percent of the credits attempted of their program of study. The Financial Aid Office counts all withdrawals "W" and incompletes "IC" as non-completed course work, which will affect the student's grade point average (GPA) and completion rate.

The Financial Aid Office may make exceptions to the determination of ineligibility based on lack of progress if the student completes the appeal process as outlined on the Process for Filing a Financial Aid Appeal for Academic Progress. If a student wishes to appeal, complete the [Financial Aid Appeal Form](#). If the appeal is approved, the Financial Aid Office will waive the ineligibility status for that quarter. Only one appeal is accepted per semester.

If students do not complete the recommended credits during the exception semester, they may have to pay for courses on their own for future semesters to regain eligibility for Title IV financial aid.

### Attendance

A student must begin attendance in ALL of their classes in order to receive financial aid. Professors submit attendance for all students who have not attended class or who have stopped attending. Students reported for non-attendance will have their financial aid reduced or eliminated unless they can provide attendance confirmation from all professors of the courses for which they are registered. It is the student's responsibility to request attendance confirmation from all professors.

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**Mail:** Financial Aid, 1101 S. Yakima Ave, Tacoma, WA 98405

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## Financial Aid Office

### Program Completion

The U.S. Department of Education requires that schools establish a maximum time frame for completion of a program of study that does not exceed 150 percent of the published length of the program. If a student's program of study requires 90 credits for graduation, the student will not receive financial aid when they are no longer able to complete their program within 135 attempted credits.

The review is conducted after grades are posted for each quarter. If a quarter begins before grades are available, the academic review will still be effective prior to the quarter in progress. Therefore, should financial aid be revoked, the student is still responsible for the bill. It is the student's responsibility to maintain the acceptable level of academic achievement.

### Enrollment Status/Audits

A student's basic eligibility and award amount is based on full-time enrollment status. A change in enrollment status may cause a revision in an award or ineligibility. Some programs require full-time enrollment while others require at least three credits of enrollment.

### Financial Aid Quarterly Credit Load Eligibility

Full Time	Three-quarter time	Half-time	Less than Half Time
12+ credits	9-11 credits	9-6 credits	1-5 credits

### Census Date/PELL Date

Financial Aid will be credited based on the enrollment status at the end of the drop/add period (census/Pell date). If a student receives a grade for the class they are dropping, they will receive aid for that class. NOTE: Student loans will be returned to the lender if the student is not enrolled at the time we receive the funds.

### Financial Aid Policy and Guidelines for ADA

Bates Technical College provides financial assistance to all eligible students. Students with disabilities will be provided financial assistance in the same manner as a non-disabled student. Students with disabilities are encouraged to work directly with the Disability Support Service coordinator from the start of a program to provide a smooth and positive support system for the student while in school. The Financial Aid Office recognizes that there may be special needs of additional cost for students with disabilities. Additional budget allowances will be reviewed for documented expenses not provide for by an outside agency. The Financial Aid Office will work with your instructor and the Disability Support Service Coordinator in monitoring satisfactory academic progress while the student is in school. All information is held in the strictest of confidence.

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