BATES TECHNICAL COLLEGE
EST. 1940

Student Financial Aid Rights & Responsibilities

Every student has the right to:

- Apply for financial aid and receive an eligibility determination.

  FAFSA: https://studentaid.gov/h/apply-for-aid/fafsa

- Receive an individual Award notice, listing types of aid for which the student qualifies.
- Have access to Public Disclosure and Consumer Information
- Appeal their financial aid status. Satisfactory Academic Programs (SAP) Handbook
- 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 progress toward the completion of a program/degree.

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% of the credits attempted of their program of study. The Financial Aid Office counts all withdrawals "W" and incompletes "IC" as non-completed coursework, which will affect the student's grade point average (GPA) and completion rate.

The Financial Aid Office may make exceptions to the determination based on lack of progress if the student completes the appeal process. If a student wishes to appeal, complete the Financial Aid SAP 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 quarter.

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

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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.

Program Completion

The US Department of Education requires that schools establish a maximum time frame for completion of a program of study that does not exceed 150% 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. A 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 charges. 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 may cause a revision in an award or ineligibility. Some programs require full-time enrollment while others may require a minimum of 3 credits of enrollment.

Financial Aid Quarterly Enrollment Intensity

Enrollment Levels	
Number of Enrolled Credits	Enrollment Level Percentage
12	100
11	.92
10	.83
9	.75
8	.67
7	.58
6	.50
5	.42
4	.33
3	.25

Census Date/Pell Date
Financial Aid will be credited based on the enrollment status at the end of the add/drop 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
BTC 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 Disabilities Support Services (DSS) 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 provided for by an outside agency. The Financial Aid Office will work with your Instructor and the DSS Coordinator in monitoring satisfactory academic progress while the student is in school. All information is held in the strictest of confidence.

Revised: August 7, 2025 - JV