

# FINANCIAL INFORMATION

The Student Financial Services Department (SFS) serves as the contact for any student specific question related to charges, payments, financial aid, or billing. For general information regarding costs and payment options, contact Financial and Administrative Services (FAS), 1415 Anderson Avenue, Manhattan Kansas. The phone number is 785-539-3571. Fax submittals may be sent through 785-539-0832.

MCC abides by the Gramm-Leach-Bliley Act (GLBA) concerning the security, confidentiality and integrity of our customer's financial information. A customer's financial information will not be given to any person or third party vendor without the customer's written consent or legal notification. By completing all the steps of enrollment at MCC, a student is consenting to the release of information for the legal requirements of the institution's mandated audits for such purposes as federal Title IV funds, Veteran's Affairs programs, and accreditation purposes. For more information please see our Consumer Information link located on the MCC website.

## Charges – Traditional Program

**Tuition.** Tuition is charged at a flat rate for 12 through 18 hours per semester. If enrolled in less than 12 hours, tuition is charged at a per credit hour rate. Credit hours above 18 are also charged at a per credit hour rate. Students not seeking a degree at MCC who would like to take courses for credit may take up to six hours of coursework each semester at a reduced rate. There is a lifetime maximum of 18 hours that may be taken at this reduced non-degree rate.

**Mandatory Fees.** Degree seeking students are charged a Student Council Fee each semester. This fee underwrites student sponsored programming. A yearbook fee is assessed annually during the first semester of the academic year in which a student is enrolled. A technology fee of \$10 per credit hour, is also assessed each semester.

**Course Fees.** Some courses require an additional fee. See the line schedule for specific information.

**Parking Fees.** Permits are required if parking on the MCC campus. On campus parking is limited and permits are sold on a first come, first served basis. Permits may be purchased on line through the MCC website.

**Housing and Dining.** Meal plans are required for all students living in MCC residence halls. Students may choose between a 10 and 15 meal plan at pre-enrollment each semester. At closing of the official registration date for each semester, meal options may not be changed.

**Late Enrollment/Deferred Payment Fees.** A late enrollment fee is assessed when students have not completed all steps of the enrollment process by the end of the first day of class each semester. All enrollment steps are considered complete when a student has enrolled in classes and made payment arrangements for the balance of the semester charges. A late payment fee may be assessed if an arranged payment is delayed or not able to be processed. The student's academic advisor is available to assist with course enrollment. The Student Financial Services department is available to assist with payment arrangements.

**Kansas State University.** Students with dual enrollment at KSU and MCC will have student bills at both institutions and should expect to pay both institutions directly. MCC students may obtain a waiver, which holds the KSU late fee from being charged to their KSU account through one billing cycle, by contacting SFS with a copy of their KSU class enrollment. The request must be made no later than 10 days prior to classes beginning for the semester.

## Charges – Non-Traditional Degree Completion Program

**Tuition.** Tuition is calculated according to the number of credit hours in which a student enrolls.

**Mandatory Fees.** A technology fee of \$10 per credit hour is assessed each semester.

**Course Fees.** Some courses require an additional fee. See the line schedule for specific information.

## Charges - College Consortium Classes

MCC offers students the ability to take distance classes through a consortium of colleges for credit pertaining to their MCC degree. These classes are available for students seeking a degree from either our Traditional or Non-Traditional campuses. These charges are separate and will not be considered within the traditional 12 to 18 credit hour flat rate. There is a limit of 9 credit hours allowed through this consortium.

**Tuition.** Tuition is calculated according to the number of credit hours in which a student enrolls.

**Mandatory Fees.** A technology fee of \$10 per credit hour is assessed each semester.

**Course Fees.** Some courses require an additional fee. See the course description and/or line schedule for specific information.

## TUITION & FEE SCHEDULE FOR THE 2019-2020 ACADEMIC YEAR

Per Semester

### TRADITIONAL CAMPUS PROGRAM:

Full time Tuition (12-18 hours)	\$7,975
Part time/Degree seeking – 1-11 hours (per credit hour)	\$665
Over 18 hours (per credit hour)	\$665
Technology fee (per credit hour)	\$10
Yearbook (one semester charge for degree seeking students)	\$50
Student Council Fee	\$100
Audit (per course)	\$200
Part time/non-degree seeking (per credit hour)	\$325
Housing/Dining (10 meal)	\$4,167
Housing/Dining (15 meal)	\$4,636
Security Deposit	\$150
Intersession Courses (per credit hour)	\$665

### NON-TRADITIONAL CAMPUS PROGRAM:

Tuition (per credit hour)	\$495
Technology Fee (per credit hour)	\$10

### OPTIONAL & USER FEES:

Application Fee	\$25
Late Enrollment Fee	\$125
Deferred Payment Fee (per semester)	\$65
Transcript Request ( <i>Former Students only</i> . Additional fees will be charged when requesting a transcript using the National Student Clearinghouse)	\$15
Petition for Graduation	\$50
Parking (annual)	\$70
MUS 161 - Flint Hills Masterworks Chorale (per semester)	\$10
An additional fee will be assessed to cover the cost of must purchased for MUS 161)	
Individualized instruction for Non-Traditional Campus (per month in addition to regular tuition)	\$125
Credit for Prior Learning (ORN 020) fee (per credit hour requested)	\$125

The college reserves the right to adjust pricing at any time without prior notice.

## Charges – Miscellaneous

**Late Fee/Returned Checks/Denied electronic payments.** A charge of \$35 will be assessed to a late educational payment plan if payment is not received within 24 hours of payment date. A charge equal to the amount of the bank's NSF charge plus \$35 will be assessed for each transaction. Students with multiple returned checks or denied electronic payments may be required to make cash payments.

**Collection Costs.** Accounts with outstanding balances 60 days after the student is no longer enrolled may be assigned to a collection agency. A 15% charge will be added to the balance to cover charges associated with the collection of the overdue account and are the responsibility of the student.

## Terms of Payment

Full payment of a student account is due by the end of the first day of classes per semester. MCC accepts payment in the form of cash, check, money order, or credit/debit card. Online credit card payments may be made via the college's website. From the home page, look for the word "Campus Life" near the top of the page. Find the phrase "One Time Payment" under "Paying for College" in the drop down menu. Clicking on the phrase "One Time Payment" will forward you to a secure website where you may enter your payment information.

In lieu of full payment, enrollment in MCC's Education Payment Plan is acceptable. Enrollment in the payment plan is completed online via the college's website. From the home page, look for the phrase "Campus Life" near the top of the page. Find the phrase "Payment Plan" under "Paying for College" in the drop down menu. Clicking on the phrase "Payment Plan" will forward you to a secure website where you may set up your payment information. The cost of the plan (\$65) will be collected at the time of enrolling in the plan. A new payment plan is required every semester, which involves a new enrollment each semester.

Documentation showing that aid from outside sources, such as the Department of Education's Title IV programs or benefits through Veteran's Affairs, will cover the full cost of attendance is considered to be payment in full. For information regarding Title IV or Veteran's benefits, students are encouraged to visit with SFS.

Continuation of course work, including enrollment for future semesters, availability of official transcripts, and graduation are contingent upon full and timely payment of all monies due MCC.

The amount due on a student account may fluctuate throughout the course of a semester due to course additions or withdrawals, outside scholarships, and other student initiated adjustments. A student may always view a current account balance using the Empower link from the College's web site.

## Refund Policy

Various ongoing expenses such as employee salaries and the purchase of materials and equipment are incurred each year in response to a student's decision to attend Manhattan Christian College. Mandatory fees are non-refundable.

**Traditional Program.** Refunds of tuition and housing/dining charges are made based upon the following schedule in case of withdrawal from a specific course or from the institution:

On or before the first day of class:	100%
1-10% of the semester completed:	90%
11-25% of the semester completed:	75%
26-50% of the semester completed:	50%
51-60% of the semester completed:	25%

Note that due to the nature of block tuition, there will be no refund calculated if the student remains enrolled in 12 - 18 credit hours.

Refunds are not available after the first day of classes for short term programs, including but not limited to intersessions and directed studies. Books and other fees are non-refundable.

**Non-Traditional Distance Education course refund:** The typical Distance Education course duration is 8 weeks with each week is defined as Monday through Sunday. The course refund policy is:

On or before the first day of class:	100%
First week of the course (days 2-7):	75%
Second week of the course (days 8-14):	40%
15th day and beyond:	0%

Refund checks will not be issued if the refund is less than \$1.00 when the credit was a result of Title IV funds. Refund checks will not be issued for credit balances \$5.00 or less if the credit is a result of any other funds.

Any withdrawal from a course or from the institution may have an impact on a student's federal aid or institutional scholarships. Students should always communicate with SFS before initiating withdrawal paperwork. Students must request and complete the necessary paperwork to withdraw from a course prior to 5:00 p.m. central time of the deadline.

## Return of Federal Financial Aid (Title IV) Funds.

Students receiving federal financial aid (excluding Federal Work Study funds) who withdraw from the institution during the first 60% of a semester are subject to the federal "Return of Title IV Funds" calculations. Federal aid is earned on a percentage basis corresponding with the length of time students are enrolled in a semester. Students are considered to have earned 100% of their aid after completing 60% of the semester. Student accounts are credited with 100% of a semester's aid after enrolling in at least six hours of degree seeking course work. (For modular programs, 100% of aid is credited upon verification of attendance in at least six hours of degree seeking course work.) Upon withdrawal, aid must be recalculated and any unearned aid repaid to federal programs in the following order:

- Federal Direct Unsubsidized Loans
- Federal Direct Subsidized Loans
- Federal Direct Plus Loans
- Federal PELL Grant
- Federal SEOG Grant
- Other federal, state, private, or MCC assistance programs

PELL grants may also be adjusted when courses are dropped within a semester, resulting in a balance due to MCC.

The refund of tuition is calculated by the MCC refund policy and is a process separate from the federal "return of funds" calculation. It is possible that a student could owe money to MCC and/or the federal government once both processes are applied. Because of the personal financial obligation incurred by withdrawing from the institution, students are strongly advised to visit with Student Financial Services before initiating the withdrawal process. The date used to calculate a refund and any required return of funds will be the student's withdrawal date as described under Withdrawal Procedures in the Academic Information section of the MCC catalog. In the event of unofficial withdrawal, the date used will be the later of the midpoint of the semester or the student's last documented date of attendance.

## Financial Assistance Programs

Assistance in paying for College is available in a variety of forms.

## MCC Scholarships

Offered to students who have applied, been admitted, and are seeking a degree from Manhattan Christian College. The student's application for admission and acceptance to the college will initiate the scholarship awarding process. To receive an MCC scholarship, students must be seeking an MCC degree, making satisfactory progress toward an MCC degree, and be enrolled full time. MCC scholarships may be applied only to MCC tuition and MCC housing/dining charges. For additional information regarding MCC Scholarships, refer to the Consumer Information link on the college's website or contact SFS. For a list of endowed scholarships at MCC, visit the college's website.

## Other Aid Programs

**Kansas Comprehensive Grants.** Awards from this source are up to \$1750 per semester. To be considered for this need based grant, students must indicate Kansas as their state of residency on the Free Application for Federal Student Aid (FAFSA). Students must also file the FAFSA in sufficient time for the federal processor to receive it by April 1 of each year. Other criteria for this award include full time tuition charges at MCC and a minimum cumulative 2.0 grade point average. This award is limited to four years.

**Kansas State Scholar.** Kansas State Scholars must indicate on the FAFSA that it should be released to the State. A state aid application must also be completed and submitted with the required fee to the Kansas Board of Regents each year by the deadline for new and renewal scholars. High school counselors who work with Kansas State Scholars will be able to furnish instructions for this process to potential State Scholars. Renewal scholars may contact SFS for applications and instructions each year. The award is limited to four years.

**Veterans Administration.** Various forms of financial assistance for education are available under the new GI Bill and other VA programs. Veterans and, in certain circumstances, their dependents, should call 1-800-442-4551 or 1-888-GIBILL1 to initiate the process.

**Military Active Duty.** TA benefits may be available. The application process begins at the Learning Center that supports the student's unit.

**Vocational Rehabilitation.** State departments of Vocational Rehabilitation provide financial assistance for students seeking college degrees under certain circumstances. Contact SFS for details.

**Title IV Programs.** Most students are eligible for some type of federal financial aid. Manhattan Christian College participates in the Federal PELL Grant and Supplemental Educational Opportunities Grant (SEOG) Programs, the Federal Work Study Program, and the Federal Direct Loans (Subsidized, Unsubsidized, and Parent Loan) Program. To determine eligibility, students should complete the Free Application for Federal Student Aid (FAFSA).

**Policy on Satisfactory Academic Progress.** Federal regulations require that financial aid recipients achieve Satisfactory Academic Progress in order to be eligible for federal Title IV Program funds. MCC has established guidelines for evaluating a student's efforts to achieve a degree within a given period of time. This includes a quantitative measure (percentage of credit hours earned each semester) and a qualitative measure (grade points earned for hours completed each semester).

Students must earn at least 66% of their credit hours attempted and maintain a minimum 2.0 cumulative grade point average. Courses in which an "F," "Incomplete," "Withdrawn" or "Repeat" is recorded count as credit hours attempted but not earned for the 66% completion minimum.

Students receiving federal aid must complete their degree within a maximum time frame—150% of the normal time required to complete the degree. This allows approximately 180 total credit hours attempted for completion of a Bachelors degree. Courses in which an "F," "Incomplete," or "Withdrawn" is recorded count as credit hours attempted for the 150% maximum. For a traditional student attending full-time fall and spring semester each year, the maximum time frame is six school years.

Transfer students, if eligible, shall receive Title IV funds for their first semester at MCC and then follow the same standards for Satisfactory Academic Progress as all other students. Transfer grades are not included in the computation of the cumulative grade point average. However, transfer students have their transfer credits subtracted from the total needed for the degree and the maximum time frame is adjusted accordingly.

Student records for all recipients of Title IV funds are reviewed each semester. Students who are deficient in hours or cumulative grade points after initial review will be placed on Financial Aid Warning for one semester. At the end of the semester a student's progress will again be measured, and the student will either be reinstated or placed on Financial Aid Termination.

Students on Financial Aid Termination are denied financial assistance from any federal program until they can meet the qualifications for satisfactory academic progress. Students who fail to complete enough hours or grade points during one semester will be denied federal financial assistance until they complete the needed credits or grade points to maintain satisfactory academic progress.

Students subject to Financial Aid Warning or Financial Aid Termination are notified in writing.

Appeals are made in writing to the Title IV Appeals Committee. This committee is comprised of the Director of Student Financial Services, the Vice President for Academic Affairs, and the Vice President for Student Life. Students must submit an appeal in writing indicating the grounds for the appeal and reasoning for appeal approval. The student must meet with the Academic Dean to develop a plan that will achieve satisfactory academic progress. Deviation from the plan will result in financial aid termination with no further appeals. The Committee is empowered to review all appeals and a Financial Counselor shall inform appealing students of the action taken. The Committee may reject the appeal or may reinstate aid subject to its availability. The committee may stipulate special activities, which a student would be required to complete during the coming academic term. Decisions by the Title IV Appeals Committee are final and not subject to further review.

For additional information on Title IV programs, including an example of Satisfactory Academic Progress calculation, see the Consumer Information section on MCC's web site or contact SFS.