

What you must do now:

- Carefully review the financial aid offered and the terms and conditions detailed below.
- Sign and return one copy of this offer letter to the MCC Student Financial Services Office. If you wish to decline an award, check the box next to it.
- For Federal Direct Loans: First-time borrowers must complete the Master Promissory Note (MPN); with the Federal Direct Loan Program. Please go to <https://studentloans.gov/myDirectLoan/index.action> and complete the "Loan Agreement for a Subsidized/Unsubsidized Loan (MPN)" You will need to log on with your FSA ID and password.
- First-time borrowers must also complete loan entrance counseling. This can be completed on the internet at <https://studentloans.gov/myDirectLoan/counselingInstructions.action?counselingType=entrance>.
- **All federal aid recipients: Federal regulations require you to report any outside scholarships or other aid you will receive that is not included on this award letter to the MCC Student Financial Services Office.**

MANHATTAN CHRISTIAN COLLEGE Financial Aid Terms and Conditions

My signature on the reverse side of this document certifies that I have read, understand, and agree to abide by the following terms and conditions:

ACCEPTANCE

1. I understand I must sign and return this letter to accept the aid listed. If I wish to decline any aid offer, I must indicate this by checking the box adjacent to the award.
2. I understand that scholarship and grant awards will be credited to my account once I enroll.
3. I understand that I may have to fulfill additional requirements for any loan awards listed.
4. I understand that I must obtain employment to receive Federal Work-Study funds, and that any offer listed reflects only earnings eligibility.
5. I give permission to release my name, address, and other appropriate information to institutions which provide funds for the awards listed or assist in their collection.
6. I understand that I am responsible for charges to my account, that are not covered by financial aid, as well as any interest and collection costs.
7. I understand that this letter does not present a guarantee of assistance or a contract, but is a summary of assistance that may be available to me and subject to federal and state funding levels. I understand I will be notified of any changes in the awards.
8. I understand that these awards are governed by the policies detailed in the current MCC Academic Catalog. I understand that it is my responsibility to familiarize myself with these policies. The MCC Academic Catalog may be accessed at any time from the MCC web site at www.mccks.edu.

CHANGES

9. I understand that offers may be revised by the Student Financial Services (SFS) Office due to changes in federal, state, or institutional funding levels.
10. I understand that offers may increase or decrease in response to changes in my application information, or in my enrollment status.
11. I understand that outside scholarships may reduce my eligibility for need-based federal aid, and that it is my responsibility to report them to the SFS Office.
12. I understand that these offers are contingent upon full-time attendance (12 credit hours or more).
13. If I am a dual-degree student in connection with Kansas State University or enrolled dually with another institution, I understand I must abide by the policies for dual-degree students as published in the MCC Academic Catalog and I understand information will be shared between the two institutions.
14. I understand that I must notify the MCC SFS Office of any changes in my enrollment.
15. I understand that I may be obligated to repay all or a portion of financial aid I receive if: I change enrollment; I fail to enroll in the number of credit hours upon which my financial aid offer was calculated; I withdraw from the college, stop attending my scheduled classes or drop credit hours within the semester; and that if I do not begin attending classes, these awards are cancelled.
16. I am aware that I may request a review of my student financial assistance if a major change in my or my family's financial situation has occurred. I may request such a review by submitting an adjustment appeal in writing on the appropriate Special Circumstance Request form, which can be obtained from the SFS Office.
17. I understand that if my student aid application (FAFSA) is selected for verification, I must supply all requested verification documents to the MCC SFS Office in a timely manner. I also realize that I may not receive federal financial aid until this process is completed and that my offers may increase or decrease as a result of the verification process.
18. I understand that it is my responsibility to report any change in my name, address or student status immediately to the MCC Registrar.

SATISFACTORY ACADEMIC PROGRESS

19. I understand that I must maintain satisfactory academic progress as detailed in the MCC Academic Catalog within my course of study in order to receive my financial aid offers, and that I must attend all my classes on a regular basis.
20. I understand that if I am a dual-degree student, my financial and academic records will be shared between the two institutions and satisfactory academic progress will be based on the completion of courses at both institutions. My signature on the front of this letter gives MCC permission to receive my grades and enrollment information from the other institution.
21. I understand that if I attend another post-secondary institution, I must notify MCC's SFS Office as soon as possible of the affected semesters. I also understand that I may not receive federal financial aid at two separate institutions during the same semester.

AUTHORIZATIONS

22. I understand that by accepting these offers or modified offers I authorize MCC to apply my financial aid funds to charges on my account at MCC for tuition, fees, books and room and board charges as applicable. Including charges of up to \$200 incurred in a prior year at MCC. I also understand that I may authorize financial aid funds to apply toward any other current year charges (I.E. parking fines, library fines, dorm fines) with written request. Also, I may rescind this authorization at any time by written request. I understand that refunds of account balances will be available within two weeks of the latter of the first day of classes or the date of credit to my account.

CONTACT AND MAILING INFORMATION

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