

**C. Outstanding Debts**

Any debt or returned check may revoke a student's current enrollment and the student's right to register in subsequent semesters at all Maricopa Community Colleges. Delinquent debts may require penalties, late charges, collection costs, and/or legal fees to be paid before good standing is restored to the student.

The following procedure will be used for the collection of returned checks and other outstanding debts:

1. The college fiscal agent is responsible for:
  - a. verifying the student's districtwide debt,
  - b. notifying the student of the debt,
  - c. attempting to collect the debt, and
  - d. notifying credit reporting organizations of the debt.
2. All Maricopa Community College services will be withheld pending payment of debt at college fiscal office with cash, certified check or money order. Student may be withdrawn from classes.
3. If other attempts fail, the Maricopa Community Colleges District Office will either collect or use other means available, including:
  - a) collection agency, requiring payment of collection fees by the student;
  - b) the Tax Refund Setoff Programs as stated in A.R.S. §42-133;
  - c) litigation, requiring payment of court costs and legal fees by the student.

**D. Discounted Fees and Waivers**

1. Citizens 62 years of age and older shall be issued ID cards that allow them the privilege of attending events at no cost and that allow them to use the library facilities.
2. Employees, Dependents and Mandated Groups  
The Maricopa Community Colleges waives tuition and student activity fees for employees and their dependents, and for legislative mandated groups. Special fees and fees for Non-Credit/Special Interest Community Services courses are not waived.
3. Tuition and Registration Fee Waiver for Members of the Pima-Maricopa Indian Community  
Tuition and fee waivers shall be funded through Auxiliary Fund Monies for college credit courses for the enrolled members of the Pima-Maricopa Indian Community who live on the Pima-Maricopa Reservation.

All other guidelines and procedures established for the purpose of administering waivers, affidavits and exemptions are outlined in the Maricopa Community Colleges tuition waiver manual.

**REFUND POLICY (AR 2.2.10)**

**A. Refund Policy for Credit Classes**

Students who officially withdraw from credit classes (in fall, spring, or summer) within the withdrawal deadlines listed below will receive a 100% refund for tuition, class and registration processing fees. Deadlines that fall on a weekend or a college holiday will advance to the next college work-day except for classes 1-9 calendar days in length or as specified by the college. Calendar days include weekdays and weekends. Refer to individual colleges for withdrawal and appeal processes.

**Length of Class**

- 1-9 calendar days
- 10-19 calendar days
- 20-29 calendar days
- 30-39 calendar days
- 40-49 calendar days
- 50-59 calendar days
- 60-69 calendar days
- 70+ calendar days

**Official Withdrawal Deadlines for 100% Refund\***

- Prior to the class start date
- 1 calendar day including the class start date
- 2 calendar days including the class start date
- 3 calendar days including the class start date
- 4 calendar days including the class start date
- 5 calendar days including the class start date
- 6 calendar days including the class start date
- 7 calendar days including the class start date

\*Course fees and registration processing fees will be refunded only if the student qualifies for a 100% refund.

All refunds and deposits that may be due a student will first be applied to debts owed to the college.

Refunds for students receiving federal financial assistance are subject to federal guidelines.

**B. Refund Policy for Non-Credit Classes**

Unless otherwise specified, students must drop non-credit classes prior to the course start date to be eligible for a 100% refund.

**C. Canceled Classes**

When a class is canceled by the college, a 100% refund will be made.

**D. Other Refunds**

Students withdrawing from a college or from courses for one of the following reasons must submit a written request for a refund to the Office of Admissions and Records or designated college official:

- A student with a serious illness, verifiable by a doctor's written statement that the illness prevents the student from attending all classes for the semester. The doctor's statement must be on file with the college before a refund can be given.
- Serious illness or death of a family member that prevents the student from attending all classes for the semester. Appropriate documentation must be provided before a refund can be given.
- Death of a student. Appropriate documentation must be provided before a refund can be given.

Requests for a total withdrawal from a college or courses for one of the above reasons may result in a prorated refund of tuition, provided courses have not been completed.

A student in the Armed Forces or the Arizona National Guard who is called to active duty and assigned to a duty station, verifiable by a copy of the orders, will be allowed to withdraw and receive a 100% refund of tuition, provided courses have not been completed.

## STUDENT FINANCIAL ASSISTANCE (AR 2.2.11 & Appendix E)

The Maricopa Community Colleges provide students financial assistance to enable access to higher education. Student financial assistance shall be awarded on the basis of demonstrated financial need except where funds are specified for recognition of special talents and achievements.

### How to Apply for Federal Financial Aid

New students must complete the Free Application for Federal Student Aid (FAFSA) or FAFSA on the web at <http://www.fafsa.ed.gov>. Caution: Other web sites may charge a fee. Each academic year, continuing students must reapply by completing a FAFSA, Renewal FAFSA, or FAFSA on the web. Scholarships require separate applications. Specific information regarding financial assistance, including application deadlines or priority dates, may be obtained from the college Office of Student Financial Aid.

### Types of Aid

Grants, loans, student employment, and scholarship funds may be available from federal, state, and/or private sources.

### Distribution of Aid

Criteria by which aid is distributed among eligible financial aid applicants are available on request at the college Office of Student Financial Aid.

### Rights and Responsibilities

Students should read all information provided in the process of applying for federal financial aid in order to gain a greater knowledge of all the rights as well as responsibilities involved in receiving that assistance.

### Satisfactory Academic Progress

Specific requirements for academic progress for financial aid recipients are applied differently than scholastic standards. In addition to scholastic standards which are explained elsewhere in this catalog, financial aid recipients are also subject to the following Standards of Satisfactory Academic Progress. Specific information is available at the college Office of Student Financial Aid.

### Standards of Satisfactory Academic Progress (SAP) for Financial Aid Eligibility

Federal regulations (CFR 668.32(f) and 668.34) require a student to move toward the completion of a degree or certificate within an eligible program when receiving financial aid. Specific requirements for academic progress for financial aid recipients are applied differently than Scholastic Standards. Federal regulations state that Academic Progress Standards must include a review of all periods of enrollment, regardless of whether or not aid was received. The student must meet the following minimum standards in order to receive financial aid.

#### I. Evaluation of Financial Aid Eligibility

- A. Standards of Satisfactory Academic Progress (SAP) are applied once per year, beginning on or about June 1st to determine the eligibility for the following academic year.
- B. The evaluation period will be based on attendance in the immediate prior Spring, Fall, Summer term (example: for 2005-2006 academic year, academic progress will be evaluated on Spring 2005, Fall 2004, and Summer 2004).
- C. Credits evaluated will include credits attempted at the evaluating school and courses funded through consortium agreement.
- D. Students who do not meet the SAP will be notified. The student may follow the appeal process or the reinstatement procedures as outlined in V and VI.

#### II. Eligibility

- A. Students must meet the following criteria:
  1. Students who have attempted at least 6 credit hours in the last evaluation period must complete with a passing grade 2/3 of all credits attempted within that evaluation period, **OR**
  2. Students who have **NOT** attempted at least 6 credit hours in the last evaluation period must complete with passing grades 2/3 of **ALL** credits attempted.

#### **AND**

- B. All students must meet the following minimum credit hour/cumulative GPA requirement

<u>Credits Attempted*</u>	<u>Min GPA</u>
12-15	1.60
16-30	1.75
31-45	1.90
46 +	2.00

\*for which grade points are computed.

**Note:** Grades of F,I,N,W,X,Y,Z, and courses not yet graded are considered attempted but not meeting progress standards for the purposes of financial aid.