Disbursement Policies and Procedures

**Freeze Dates**

<table>
<thead>
<tr>
<th></th>
<th>Fall 2015</th>
<th>Intersession 2015</th>
<th>Spring 2016</th>
<th>Summer 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early Freeze Date</td>
<td>09/10/2015</td>
<td>12/21/2015</td>
<td>02/11/16</td>
<td>06/13/16</td>
</tr>
<tr>
<td>Late Freeze Date</td>
<td>10/29/2015</td>
<td></td>
<td>04/07/16</td>
<td></td>
</tr>
</tbody>
</table>

**Estimating Federal Pell Grant Disbursement Amounts**

Federal Pell is not recalculated for hours added or dropped after the freeze date.

<table>
<thead>
<tr>
<th>Enrollment Status</th>
<th>Approximate Portion of Term Pell</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 + hours</td>
<td>Full-time</td>
</tr>
<tr>
<td>9 – 11 hours</td>
<td>Three Quarter</td>
</tr>
<tr>
<td>6 – 8 hours</td>
<td>Half-time</td>
</tr>
<tr>
<td>1 – 5 hours</td>
<td>Less Than Half Time</td>
</tr>
</tbody>
</table>

**Refund Dates**

- Make sure your enrollment is correct by the financial aid freeze date to ensure you will receive all your aid. You can check your enrollment by logging into your MyBarton Portal.
- Federal Pell grants are calculated based upon credit hours/classes enrolled in as of the “freeze date”. Federal Pell is not paid for classes withdrawn from prior to the class start date. Federal Pell is not recalculated for classes added after the freeze date or for classes withdrawn from after Federal Pell is paid.
- Up until the first published freeze date, students may opt for the late freeze date. After the first published freeze date has passed, all Federal Pell calculations will be based on the last freeze date.

**Eligible Programs and Courses**

- Students must be seeking an eligible degree or certificate at Barton to receive federal financial aid.
- Link to list of Barton’s Programs of Study--[http://www.bartonccc.edu/instruction/programs/index.html](http://www.bartonccc.edu/instruction/programs/index.html). Programs not eligible for federal aid are identified.
- Make sure to work with your advisor. Federal aid cannot be paid for classes that do not count towards your Barton degree/certificate even if they would transfer for a degree or certificate at another school.
- You may only receive federal aid for 150% of your program length.
- Courses that are self-paced (where students can work at their own pace) are not eligible for federal financial aid.
- Courses that begin and end in different academic terms are not eligible for Federal Financial Aid.

**Fall 2015**

<table>
<thead>
<tr>
<th></th>
<th>Intersemion 2015</th>
<th>Spring 2016</th>
<th>Summer 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 6, 2015</td>
<td>March 15, 2016</td>
<td>July 12, 2016</td>
<td></td>
</tr>
<tr>
<td>November 10, 2015 (Late Freeze Date Refund)</td>
<td>April 5, 2016</td>
<td>August 9, 2016</td>
<td></td>
</tr>
<tr>
<td>November 24, 2015 (Late Freeze Date Refund)</td>
<td>April 19, 2016</td>
<td></td>
<td></td>
</tr>
<tr>
<td>December 8, 2015</td>
<td>April 26, 2016</td>
<td>May 10, 2016</td>
<td></td>
</tr>
</tbody>
</table>
Financial Aid Refunds

If your financial aid exceeds your Barton account balance, the difference will be issued to you as a refund for you to use for educational expenses.

Barton Choice Card—If you will be receiving a financial aid refund, you will receive a Barton Choice Card in the mail. The card allows you to indicate your refund preference -- debit card, direct deposit, or paper check mailed directly to you. If you have a card already, you will continue to use the same one while at Barton. If you don’t have a card, look for the lime green envelope in the mail! It will be mailed to you in early August or right before payout.

*If you wish to receive an Opt-Out Book Refund, please contact the Financial Aid Office at financialaid@bartonccc.edu. http://www.bartoncougars.com/financialaid/textbooks

Refunds—What can Federal Funds be Used For??
(Per your agreement with the Department of ED when you signed your FAFSA.)

Your Federal funds refund can be used for the following educational expenses:

- Tuition and fees,
- Books and supplies,
- Housing, utilities, food,
- Transportation (gas, public transportation, etc.)
- Computer and internet,
- Educationally-related Insurance,
- Clinical expenses,
- Tool expense,
- Child care expenses while attending class.

What your Federal funds refund cannot be used for:

- Car purchase, repair, lease, or payments,
- Vacation,
- Electronics other than PC (TV, stereo, cell phone, camera, MP3 player, etc.),
- Pet expenses,
- Tattoos, piercings, or any other body enhancement
- Plastic surgery,
- Wedding expenses,
- Gifts for others,
- Home repairs or improvement,
- Credit card debts,
- Financial support of spouse or dependents.
- Gambling

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Ways to Use Federal Financial Aid to Purchase Books

- Main campus students may go to the Business Office to see if they are eligible to pick up a book promissory note for the Campus Bookstore.
- EduKan students should contact Linda Haberman at habermanl@bartonccc.edu.
- BartOnline students will receive a book voucher to purchase books with via their bartoncougars.org email account.
- Textbook Information and Book Voucher Dates http://www.bartononline.org/textbooks.html
- Vouchers are automatically sent once your financial aid has been awarded and you have fulfilled all requirements listed on your PAWS account. Please note, for BartOnline books to be charged to your financial aid, Enrollment Services must have your official high school or GED transcript.
- Opt-out refunds are available the 7th day of the enrollment period for students who are eligible for a Federal Pell Grant, have completed an Opt-Out Form, and meet all of the eligibility requirements. More information is available at this link: http://www.bartoncougars.com/financialaid/textbooks

Non-Discrimination Notice: To provide equal employment, advancement and learning opportunities to all individuals, employment and student admission decisions at Barton will be based on merit, qualifications, and abilities. Barton County Community College does not discriminate on the basis of race, color, national origin, sex, disability, age or any characteristic protected by law in all aspects of employment and admission in its education programs or activities. Any person having inquiries concerning Barton County Community College’s non-discrimination compliance policy, including the application of Equal Opportunity Employment, Titles IV, VI, VII, IX, Section 504 and the implementing regulations, is directed to contact the College’s Compliance Officer, Barton County Community College, Room A-105, Great Bend, Kansas 67530 (620) 792-2701. Any person may also contact the Director, Office of Civil Rights, U.S. Department of Education, Washington, DC 20201.