



Barton Community College Financial Aid Office
2024-2025 PREPARATORY COURSEWORK POLICIES AND CONTRACT

Student Name (Last Name, First Name, Middle Initial)

BCC Student ID #

A Preparatory Coursework Contract is a written, formal contract between the student and the institution that allows the student who is not pursuing a degree or certificate to attend Barton Community College and receive a Federal Direct Loan for a maximum of one consecutive 12-month period to take pre-arranged program coursework required for admission to another college or university.

Federal Direct Loan limits for preparatory coursework per academic year

- Not to exceed 12 consecutive months
For undergraduate degree/certificate coursework: Direct Subsidized & Unsubsidized -- \$2,625
Up to \$6,000 additional unsubsidized for independent students and dependent undergraduates whose parents are denied a PLUS loan

Student Rights

- The student has the right to enroll at Barton Community College in courses not required for a degree or certificate and transfer those credits to meet eligibility requirements for admission to another college or university; however, such courses would not be eligible for federal student aid.
The student has the right to receive available Federal Direct Loan funds at from Barton Community College while enrolled in courses required for admission to another college or university. The prerequisite courses must also be part of an eligible program offered at BCC.

Student Responsibilities

- The student must not receive Title IV funds from more than one institution during the same period of enrollment.
The student must be enrolled in a minimum of 6 required credits at Barton Community College before being allowed to participate in the preparatory coursework contract.
The student must meet with an academic advisor at the future college or university to determine the classes to be taken at Barton Community College and receive certification that these courses are necessary and applicable to the student's future degree or certificate program.
The student needs to ensure that the courses required will be offered in a time frame that allows the student to complete within one consecutive 12-month period.
The student is required to follow and meet the requirements of Barton's Community College's Financial Aid Satisfactory Academic Policy.

Barton Community College Rights

- The Financial Aid Office has the right to cancel any preparatory coursework Federal Direct Loan and/or funds if the student is not registered for the required courses as listed in the contract or does not otherwise demonstrate eligibility for those funds.
The Financial Aid Office may adjust any loan funds according to enrollment status and/or cancellation of enrollment by the student.

Barton Community College Responsibilities

The Office of Financial Aid:

- Must notify the student of any changes or cancellations of Direct Loan funds.
Must monitor Satisfactory Academic Progress to determine continued eligibility for funding.
Will perform Refund/Repayment calculations if a student cancels enrollment.
Is responsible for retaining all financial aid records applicable to a participating student.

Student Signature

Date

BCC Financial Aid Representative Signature

Date

2024-2025 Preparatory Coursework Contract

Student Name (Last Name, First Name, Middle Initial) _____

BCC Student ID # _____

College/University to which student is seeking admission _____

Program to which student is seeking admission _____

Program Type: Undergraduate Graduate

Program Length: _____ (As reported by the school to NSLDS/COD)

Barton Community College and the student have entered into a preparatory coursework contract whereby the student enrolled at Barton Community College will take only the required courses needed for admission to the above-named program with your college or university. **The coursework must be required for admission.** Taking courses to raise GPA in order to be admitted does not qualify for federal financial aid under the preparatory coursework exception.

It is agreed by the undersigned that financial aid will be awarded through Barton Community College for Federal Direct Student Loans only specifically for the required courses listed below.

Fall 2024

Credit Hours	Names of Specific Courses Needed	Course Number

Spring 2025

Credit Hours	Names of Specific Courses Needed	Course Number

Summer 2025

Credit Hours	Names of Specific Courses Needed	Course Number

For Completion by Academic Advisor of the above Institution (All fields must be completed for contract to be approved)

The courses listed above are required for the student to be admitted to the aforementioned program of study.

Name and Title (printed) _____

Phone # _____ Email _____

Academic Advisor Signature _____ Date: _____

For Completion by the Financial Aid Office of the above Institution (All fields must be completed for contract to be approved)

The program that the student intends to enroll in is considered an eligible program for Federal Financial Aid.

The student will be able to complete the declared Program of Study within the allowable 150% limit for the program.

The student is not currently receiving Federal Financial aid from this college/university.

Name and Title (printed) _____

Phone # _____ Email _____

Financial Aid Office Signature _____ Date: _____

Student Signature _____

Date _____

Return to: BCC Financial Aid Office, 245 NE 30 Rd, Great Bend, KS 67530

Any questions should be directed to: financialaid@bartonccc.edu or call the following toll-free number: (866) 257-2574

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-123, 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.