Refunds of Registration Fees

During the 16-week semester, a student who officially drops a full-semester course PRIOR TO THE BEGINNING OF THE THIRD WEEK OF CLASSES WILL RECEIVE A 100 PERCENT REFUND OF FEES PAID. A written request must be made on official College forms or through MyJeffco online prior to the beginning of the third week to obtain a refund. Official forms are available online or upon request by contacting the Office of Enrollment Services at (636)/481-3209/7797-3000, ext. 3209, or may be obtained from the Office of Enrollment Services in the Student Center, at the appropriate dean or division chair’s office, or at the offices at Jefferson College Arnold or Jefferson College Imperial. The forms must be returned to the Office of Enrollment Services, the appropriate dean or division chair’s office, or at the offices at Jefferson College Arnold or Jefferson College Imperial prior to the beginning of the third week of classes. Deductions from refunds may be made for laboratory materials used and for other financial obligations.

Refunds for courses of shorter-term length will be made on a pro-rata basis. The official written requirement applies (i.e., refund expires after 12.5% of term length). For specific refund dates for all courses, visit the Jefferson College website at www.jeffco.edu.

Failure to attend classes does not constitute a drop or withdrawal and does not entitle the student to a refund. All drops/withdrawals must be initiated by the student on official forms or online via MyJeffco.

Tuition Refund Appeal

A student may drop classes and be entitled to a refund of tuition and lab fees paid or a removal of assessed tuition charges and lab fees during published refund period dates. After these dates, a tuition refund appeal will be considered for the following circumstances only:

• Death of an immediate family member
• Extended illness or critical injury of student or immediate family member
• Institutional error

The Tuition Refund Appeal form is available under the Student tab in MyJeffco, and it can also be obtained from the Office of the Associate Vice President of Student Services, the Office of Enrollment Services, or the offices at Jefferson College Arnold or Jefferson College Imperial. A student should officially withdraw from classes before submitting an appeal. If the student is a financial aid recipient, he or she should check with the Office of Student Financial Services before withdrawing or submitting a Tuition Refund Appeal to discuss how his or her financial aid status/eligibility may be affected. The student should then submit the completed Tuition Refund Appeal form with required documentation to the Office of the Associate Vice President of Student Services. Incomplete appeals will automatically be denied. Tuition Refund Appeals must be received prior to the end of the following semester.

Please note that this appeal process cannot be used for instructional complaints. A student should contact his or her instructor or the appropriate division chair regarding these issues. Refunds associated with military obligations are handled outside of this process. In these situations, a copy of a student’s military orders must be submitted to the Office of Enrollment Services along with a completed withdrawal request.

Residency

A student is charged in-district tuition rates if he or she is considered a resident of Jefferson County. A resident is described as a Jefferson County high school graduate, a dependent student whose parents have established residence within the District prior to the student’s enrollment, or an independent and self-supporting student who has established legal residence within the District prior to enrollment in the College.

A student who wishes to petition for a lower tuition rate due to a change in residency is advised to contact the Office of the Associate Vice President of Student Services. The student will be required to complete a form and provide proof of his/her legal residence prior to the start of the semester. Requests submitted after the start of a semester will be processed for the following term.
Financial Aid

Jefferson College participates in many types of federal and state student financial aid programs. The goal of the College’s financial aid program is to help individuals who meet a demonstrated financial need to acquire funds to enter and succeed in college.

The primary responsibility for meeting college costs is that of the student and the family; however, a student in need of financial assistance is urged to contact the Office of Student Financial Services.

Students who wish to be considered for financial assistance must apply for admission to Jefferson College. Students may submit their FAFSA (Free Application for Federal Student Aid) to the Federal Processing Center by mail or online at www.fafsa.gov. Paper copies of the FAFSA are only available by contacting the Federal Student Aid Information Center at (800)433-3243. Students without Internet access may submit their FAFSA online by using computers located in the Student Center at the Hillsboro campus. Students will need to indicate that Jefferson College is to receive the electronic report from the processing center. The Jefferson College Title IV School Code is 002468. FAFSA worksheets are available at the various Jefferson College locations.

Financial assistance is available at Jefferson College through scholarships, grants, loans, and part-time employment. A number of scholarships sponsored by area civic clubs, businesses, and individuals are available for qualified students. Some provide funds for only one year, while others are renewable for the second year. Eligibility for many scholarships is determined by information provided on the Jefferson College scholarship application. Applications are available online or in the Office of Student Financial Services at Hillsboro, or the offices at Jefferson College Arnold or Jefferson College Imperial. Applications are due each year by April 1 for graduating high school seniors and June 1 for continuing students, returning students, and non-traditional aged students.

Financial Aid Programs

Jefferson College is authorized to participate in the Federal Pell Grant program, the Federal Direct Loan program (Subsidized and Unsubsidized), the Federal PLUS Loan program, the Federal College Work-Study program, and the Federal SEOG programs.

Grants

Grants, which generally do not have to be repaid, are awarded to students on the basis of financial need. Jefferson College participates in three such programs.

1. Federal Pell Grant - The largest federally funded grant program, the Pell Grant, provides a foundation of financial aid to which other aid may be added and for which a student may apply for assistance. Current maximum Pell Grants are $5,775 for an academic year. Pell Grants are adjusted based on the number of credit hours in which a student enrolls. The award amount may be determined each year by the U.S. Congress. Students who have earned a bachelor’s or professional degree are not eligible to receive a Pell Grant. To be eligible for a Federal Pell Grant, one must:

   A. Be a U.S. citizen or an eligible non-citizen;
   B. Have a High School Diploma or Certificate of High School Equivalency (GED or HiSET);
   C. Be registered with Selective Service (if applicable);
   D. Be enrolled as a degree-seeking student;
   E. Be making satisfactory academic progress; and
   F. Not have defaulted on a student loan or owe a refund on any Title IV aid at any institution.
2. **Federal Supplemental Educational Opportunity Grant (SEOG)** - This grant provides aid for students with exceptional need and ranges in amounts depending on student need. Students must qualify for a Pell Grant to be eligible for SEOG.

3. **Access Missouri** - This is a need-based state program with eligibility determined by a student's Free Application for Federal Student Aid (FAFSA) results. This program requires full-time attendance. Specific information about the program may be found at [www.dhe.mo.gov](http://www.dhe.mo.gov).

**Loans**

Both need and non-need based loans are available to students enrolled in at least six credit hours. Due to the low cost of education at Jefferson College, students are encouraged to carefully review their need to borrow to finance their college education.

**Federal Direct Subsidized and Unsubsidized Loan**

Borrowing limits for student loans are determined by a student's credit hour accumulation and whether a student is dependent or independent. Entrance and Exit Loan Counseling are required of all loan applicants. Check with the Office of Student Financial Services for current information regarding the application process. A student should first complete a FAFSA before submitting a student loan data sheet. Visit the Jefferson College website at [www.jeffco.edu](http://www.jeffco.edu) for specific borrowing limits and other important loan information.

**Federal PLUS Loan**

Federal PLUS Loans allow parents with a good credit history to borrow to pay the educational expenses of each child who is a dependent undergraduate student enrolled at least half-time.

**College Work-Study**

**Federal College Work-Study Program**

This program provides on-campus jobs for qualified students. Students obtain jobs in various campus offices, which pay minimum wage.

**Missouri A+ Program**

Missouri A+ Program funds may be used at Jefferson College. A+ Program funds are awarded to graduating high school seniors who participated in and met all qualifications for the Missouri A+ Program during high school. Specific A+ regulations are available in the Office of Student Financial Services.

**Military Benefits**

**Missouri Returning Heroes Education Act**

This legislation provides a reduced tuition rate to combat veterans who meet the established criteria and provide Jefferson College with the required documentation. A "combat veteran" for the purposes of this act is defined as a person who served in armed combat after September 11, 2001; who was a Missouri resident when first entering the military; and who was discharged from military service under honorable conditions. For a more detailed description of the program requirements or for other questions, contact Betty Dye, VA Certifying Official, at (636)481-3210/797-3000, ext. 3210.

**Tuition Charges for Active Duty Military Personnel, Spouses, and Dependent Children**

The following individuals shall be charged the in-state rate, or otherwise considered a resident, for tuition purposes:

- A Veteran using educational assistance under either chapter 30 (Montgomery G.I. Bill – Active Duty Program) or chapter 33 (Post-9/11 G.I. Bill), of title 38, United States Code, who lives in the State of Missouri while attending a school located in the State of Missouri (regardless of his/her formal state of residence) and enrolls in the school within three years of discharge from a period of active duty service of 90 days or more.
• Anyone using transferred Post-9/11 G.I. Bill benefits (38 U.S.C. § 3319) who lives in the State of Missouri while attending a school located in the State of Missouri (regardless of his/her formal state of residence) and enrolls in the school within three years of the transferor's discharge from a period of active duty service of 90 days or more.

• A spouse or child using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. § 3311(b)(9)) who lives in the State of Missouri while attending a school located in the State of Missouri (regardless of his/her formal state of residence) and enrolls in the school within three years of the Service member's death in the line of duty following a period of active duty service of 90 days or more.

• Anyone described above while he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters, or terms) at the same school. The person so described must have enrolled in the school prior to the expiration of the three year period following discharge or death described above and must be using educational benefits under either chapter 30 or chapter 33, of title 38, United States Code.

A copy of the military member's active duty orders will be required to verify eligibility for in-state tuition rates. For additional information, students may contact the VA Certifying Official at (636)481-3210/797-3000, ext. 3210.

Federal Financial Aid - Verification of Attendance

Federal regulations require that students earn their financial aid funds by attending and actively participating in courses. Attendance information is collected from faculty to verify financial aid eligibility. If a student fails to begin attendance in a course, the institution is required to reduce the student's financial aid enrollment level and eligibility. **If a student is not attending classes, the student is expected to complete the official withdrawal process of the College.**

To complete the withdrawal process, contact the Office of Enrollment Services located in the Student Center at the Hillsboro campus, or contact the offices at Jefferson College Arnold or Jefferson College Imperial.

Federal Financial Aid - Overpayment Policy

Students who have been paid federal financial aid funds are required to earn these funds by attending classes through at least 60% of the period of enrollment. Students who quit attending or withdraw from all courses prior to the 60% point in the semester, but have already received their federal financial aid disbursement for the semester, may have been overpaid. If an overpayment occurs, the student is required to repay a portion of the funds to the school and to the U.S. Department of Education. This Overpayment Policy, established by the U.S. Department of Education, affects students who have received assistance through the following federal financial aid programs:

- Supplemental Educational Opportunity Grant (SEOG)
- Federal Direct Subsidized and Unsubsidized Loans
- Pell Grant
- Parent (PLUS) Loans

The repayment amount for an overpayment is based upon the number of days in the semester the student has completed and the student's last date of an academically-related activity. The more days the student has been in attendance and actively participating in classes, the less the overpayment. A federally mandated formula is used to calculate the amount of the overpayment.

When determining a last date of attendance and calculating the portion of funds earned by the student, the institution must always use the student's last date of an academically-related activity as indicated in official attendance records of the College and reported by faculty. In addition, a documented last date of attendance based on an academically-related activity must also be used to determine the portion of aid earned by those students who officially withdraw from courses. **Unless the student withdraws from courses on the same day as the student's last academic activity in his/her coursework, the withdrawal date listed on the student's withdrawal form will not be used as the student's last date of attendance.**
If an overpayment of federal financial aid occurs, the student may be required to return a portion of the overpayment to the school and to the U.S. Department of Education. The College will bill the student for the total overpayment and allow 45 days for repayment. Any unpaid balance of a required overpayment due to the U.S. Department of Education will be reported to them after 45 days. Any unpaid balance due to the school will be subject to collection action, which may include referral to a collections agency and/or interception of a tax return.

This policy only applies to students who withdraw from all classes prior to the 60% point of the semester and to students who fail all their classes and cease attendance prior to the 60% point of the semester. **This policy does not apply to a student who has withdrawn from selected courses.**

Financial aid awards count as an anticipated payment. **IF A STUDENT IS NOT PLANNING TO ATTEND THE COLLEGE, HE/SHE MUST OFFICIALLY DROP HIS/HER CLASSES.** If he/she does not drop within the refund period, financial aid may be applied to his/her account to pay for the courses, resulting in an eventual overpayment. Financial aid may be cancelled for students who fail to begin to attend classes. In this circumstance, the student would then be responsible for all charges.

### Minimum Academic Progress Standards For Financial Aid

Federal and state regulations require financial assistance recipients who receive funds from federal or state sources to maintain satisfactory academic progress. For further information, please see the brochure, *Minimum Standards of Academic Progress to Maintain Financial Aid Eligibility*, available at the Jefferson College Office of Student Financial Services at Hillsboro, or the offices at Jefferson College Arnold or Jefferson College Imperial.

Financial assistance is awarded on a one-year basis with renewal each semester dependent on satisfactory academic performance.

### Jefferson College Scholarship Application Process

Jefferson College awards a wide variety of scholarships for students each year. Steps to apply for scholarships are listed below.

**How to apply:**

1. Obtain a scholarship application from a high school counselor, the Jefferson College Office of Student Financial Services at Hillsboro, or the offices at Jefferson College Arnold or Jefferson College Imperial. The application is also available online. Applications each year are due by April 1 for graduating high school students, and June 1 for continuing, returning, and non-traditional aged students.

   A student does not need to apply for a specific scholarship, with the exception of those which specify direct application to the sponsor. Otherwise, a general application form will enable him/her to be considered for any scholarships for which he/she is eligible.

2. If not yet admitted, submit an Application for Admission to Jefferson College, along with the $25 application fee.

3. Mail the completed scholarship application to the Office of Student Financial Services, Jefferson College, 1000 Viking Drive, Hillsboro, MO 63050.