

## What you must do now:

- Carefully review the financial aid awards offered and the terms and conditions detailed below.
- Sign and return one copy of this award letter to the MCC Financial Aid Office. If you wish to decline an award, check the box next to it.
- For Federal Stafford Loans: First-time borrowers must complete the Master Promissory Note (MPN); with the Federal Direct Loan Program. Please use the MCC website to complete the MPN at <http://www.mccks.edu/paying-college/services>, and click on "Student Loan apply online" When you sign and return your award letter, we will certify your loan on your behalf with the lender you have indicated on your MPN.
- First-time borrowers must also complete loan entrance counseling. This can be completed on the internet at <http://www.mccks.edu/paying-college/services>. Select "Student Loan apply online".
- **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 Financial Aid Office.**

### MANHATTAN CHRISTIAN COLLEGE Financial Aid Award 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 awards listed. If I wish to decline an award, 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 when 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 award 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 fees.
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 Catalog and MCC Financial Aid Handbook. I understand that it is my responsibility to familiarize myself with these policies. The MCC Catalog and Financial Aid Handbook may be accessed at any time from the MCC web site at [www.mccks.edu](http://www.mccks.edu).

#### CHANGES

9. I understand that awards may be revised by the Financial Aid Office due to changes in federal, state, or institutional funding levels.
10. I understand that awards 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 Financial Aid Office.
12. I understand that these awards 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 in the LEAD program, I understand I must abide by the policies for dual-degree students as published in the MCC Financial Aid Handbook and I understand information will be shared between the two institutions.
14. I understand that I must notify the MCC Financial Aid 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 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 Professional Judgment Request form, which can be obtained from the Financial Aid Office.
17. I understand that if my student aid application is selected for verification, I must supply all requested verification documents to the MCC Financial Aid Office in a timely manner. I also realize that I may not receive federal financial aid until this process is completed and that my awards 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 Catalog and Financial Aid Handbook within my course of study in order to receive my financial aid awards, 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 Financial Aid 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 awards or modified awards I authorize MCC to apply my financial aid 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 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

Financial Aid Office  
Manhattan Christian College  
1415 Anderson Avenue  
Manhattan, KS 66502

Phone: (785) 539-3571  
Toll free: (877) 246-4622  
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