



2023-2024

NWKTC Catalog and Student Handbook

SECTION THREE
Tuition, Fees, and Financial Information

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The NWKTC Business Office includes the Office of Student Financial Aid. For information about student accounts, tuition, fees, or financial aid, please visit or contact our staff:

1209 Harrison
Business Office
785.890.1503

Tuition and Fees

NWKTC offers full-time students a flat-rate tuition that accommodates up to 30 credit hours per semester. This means that students will be charged additional tuition and fees for credit hours beyond 30 per semester.

Students enrolling in certificate programs (C.N.A.; C.M.A.; CDL; EMT) or Community Academy courses will be charged tuition and fees as indicated on the NWKTC webpage.

Tuition and fees for each program of study, as well as costs for food and housing, are indicated on the "estimated cost sheet," which is available on the Northwest Tech website:

<https://www.nwktc.edu/academics/estimated-cost-sheet>

Differential tuition may be charged for high-cost programs or specialized training classes.

Books, course materials, supplies, and equipment

Tool kits.

Tools are used in the classroom and shop/labs when classes start. Students are encouraged to make arrangements to purchase tool kits as soon as possible. Tool kits will be available after full payment or a payment plan has been arranged. A list of tools included in the tool kit and estimated cost of the kit will be supplied. Tools are not sold individually. An estimated cost for the proposed tools is provided on the estimated cost sheet.

NOTICE: If students purchase tool kits from sources other than our bookstore, instructor approval must be obtained.

Students in the three transportation programs (Automotive Technology, Auto Body/Collision Repair, and Kansas Institute of Diesel Technology) are responsible for providing their own tools. Their respective tool lists are available on the webpages listed below:

Auto Body

<https://app.box.com/s/klqc3knpgl00b1iqc0yjxw8us0aqipbl>

Automotive Technology

<https://app.box.com/s/yq3xyq8u5a7boizm9osbc29d9kuamwt7>

Diesel Technology

https://www.nwktc.edu/document_center/download/toolists/Diesel-Tool-List2019---2020.pdf

Other programs of study will be given the option to purchase the requisite tool kit (if applicable) from the college bookstore.

All safety kits are required to be purchased through the bookstore.

Clothing (Uniform) Requirements.

Any special clothing (uniform) that is required for the program is not included in the flat rate tuition and must be ordered through the bookstore.

Payment Plan

Students may use federal financial aid, or set up an approved payment plan for college costs.

Account Hold

Accounts with unpaid balances will be placed on HOLD. Balances must be paid in full before the following events can occur:

- Students may enroll in the next semester
- Transcripts will be released
- Diplomas or certificates will be released

Refunds

The refund policy will apply to students who pay their institutional fees with or without the use of Title IV financial aid **prior to completing 60%** of an enrollment term. No refunds after 60% of scheduled days of attendance have passed.

For refunds to students paying fees without Title IV financial aid, the refund will be payable directly to the student.

For refunds to students paying fees with Title IV financial aid, the refund be payable to the student. Refunds resulting from Parent PLUS loans will be refunded according to the parent borrower's preference.

The refund schedule varies according to the length of the course, as the following chart demonstrates.

For 8-16+ Week Credit Courses:	
Prior to and including the first five (5) days of class	100% refund of tuition & refundable fees
Six (6) or more calendar days after 1st day of Class	Based on prorated refund calculation
For 2-7 Week Courses Week Credit Courses:	
Prior to and including 1st day of class	100% refund of tuition & refundable fees
After 1st day from the beginning of the course	Based on prorated refund calculation
For Courses less than Two (2) Weeks:	
Prior to 1st day of class	100% refund of tuition & refundable fees
After classes have begun	Based on prorated refund calculation

NOTE: The Academic Calendar indicates the start dates, add/drop periods, and the Withdraw date for each semester.

<https://www.nwktc.edu/students/academic-calendar>

Course cancellation.

Northwest Tech reserves the right to cancel a class due to low enrollment or other reasons. In such cases, the determination will be made within two weeks of the course start date, and notification will be sent to students.

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In the event that Northwest Tech cancels the course, students who have paid some or all of their account balance will be eligible for a 100% refund of tuition and refundable fees paid. The refund will be made within forty-five (45) days of the planned start date.

Dropping classes.

Students who drop a class within the first five days of the start date may be eligible for a 100% refund.

Students must complete the Add/Drop/Withdraw form in the Academic Affairs Office to officially drop* the class or program. Refunds, when due, will be made within forty-five (45) days of the last date indicated on the Add/Drop/Withdraw form.

Withdrawing voluntarily from classes.

Students who voluntarily withdraw from classes/programs within the first 60% of the semester/start date may be eligible for a refund.

Students must complete the Add/Drop/Withdraw form in the Academic Affairs Office to officially withdraw* from a class or program. Refunds, when due, will be made within forty-five (45) days of the last date indicated on the Add/Drop/Withdraw form.

*Failure to complete the Add/Drop/Withdraw form prior to the designated due date results in continued enrollment in the course/program; the student will not be eligible for a refund.

Administrative Withdrawal from classes or college.

Students who are administratively withdrawn from classes or from college may be eligible for refunds, if the withdrawal occurs in the first 60% of the semester.

Prorated Refund Calculation

To determine the amount of the prorated refund, the percentage of course completion is calculated as follows:

Days Attended / Total Number Days in Term, excluding any scheduled breaks of more than five days

Bookstore Refunds

If the student drops a course within the first five days from the start date, a bookstore refund may be possible for returned items. After the fifth day from start date, bookstore refunds are not issued.

The following conditions apply to refunds for returned items:

- no marks or writing in books
- no name or initials engraved on tools
- no used tools
- no opened packages

Federal Financial Aid

Financial aid advising is provided by the staff in the Northwest Tech Financial Aid office to clearly and comprehensively review students' eligibility for financial assistance and to assist students in understanding their available options.

The financial aid process starts by completing the FAFSA (Free Application for Federal Financial Aid) online at:
www.studentaid.gov

NOTE:
Students should complete the FAFSA every year!

In order for the financial aid package to be prepared and ready for students on the first day of the semester, students should complete the FAFSA by December 1, and check on their status regularly to comply with requests for information in the Empower student portal.

Students applying for Federal Financial Aid (FFA) must provide Northwest Tech with an official high school transcript (accredited high school or GED).

Credit hours shall be frozen on the census day of each semester to determine financial aid eligibility or continued eligibility.

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The FAFSA is required to determine the student's eligibility for money that comes from the federal government (i.e. Pell Grants, SEOG Grants, Federal Work Study, Direct Loans, etc.)

A student may receive aid for a maximum of three full programs within five years of enrollment in those three programs. Students taking more than one program will be eligible for financial aid on a program-by-program basis.

To receive federal financial assistance, a student must:

- (1) be a U.S. citizen, eligible non-citizen, not in default or have an overpayment,
- (2) be enrolled as a student in an eligible program of study,
- (3) be in satisfactory standing in that program if already attending classes, and
- (4) continue to make satisfactory progress.

Financial Aid Recipients – Note about Refunds

Special withdrawal requirements apply to students who receive federal aid classified as "Title IV" funds.

Title IV funds include awards such as Federal Pell grants, Federal Supplemental Educational Opportunity Grants (SEOG), Federal Direct Loans, PLUS loans, and other Federal awards.

A federal formula dictates the amount of Title IV aid that must be returned to the federal government by the college and the student. This formula applies to a student who is receiving Title IV funds, if that student withdraws from the college or stops participating from class on or before the 60% point of time in the term.

Students who withdraw from all classes prior to completing more than 60% of an enrollment term will have their eligibility for federal aid recalculated based on the percentage of the term completed.

The calculation for refunds is as follows:

Number Of Days Completed by the Student
divided by Total Number of Days in the Term

(The total number of calendar days in a term excludes any scheduled breaks of more than five days.)

Unearned federal aid (the amount that must be returned to the appropriate financial aid program) will be returned as specified in the federal regulations.

Students withdrawing from classes prior to completing 60% of an enrollment term may be required to return a portion of their federal aid.

Federal regulations regarding repayment of Federal Financial Aid is the formula for calculating the amount of aid a student and the college may retain when a student withdraws.

Federal Pell Grants

The Pell Grant is a federally funded program assisting students who have not earned a bachelor's or professional degree.

This grant money is to be used toward education-related expenses.

Grant amounts range between \$767 and \$7,395 per year and are income-dependent. The maximum award is determined every year by the student's EFC (Estimated Family Contribution) and enrollment status (full-time or part-time) for each semester they attend.

Students are eligible to receive a Pell Grant for up to 12 semesters or the equivalent. If the student has exceeded the (12) semester maximum, or has received the Bachelor's degree, they will lose eligibility for additional Pell Grants.

Federal Supplemental Educational Opportunity Grant (SEOG)

This grant is for undergraduate students who have not earned a bachelor's or professional degree and demonstrate a high need. The amount is determined by available funds and number of high-need students.

Federal Work-Study Program (FWS)

The Federal Work-Study Program provides on and off-

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campus jobs for students who qualify through the financial aid process. Priority is given to Pell recipients.

Through this program, students may work for Northwest Tech. Students have an opportunity to gain experience, work with other students, and earn money for college.

Students must apply for employment. The FWS program is a competitive process; not all applicants will be accepted into the program.

Federal Direct PLUS Loan (Parent Loan for Undergraduate Students)

The Federal Direct PLUS loan program is a fixed interest rate loan to help parents pay for their dependent students' educational expenses. A parent may be able to borrow up to the cost of attendance for their dependent student less the amount of financial aid that has been awarded to their student.

The Parent PLUS loan application is available at www.studentaid.gov.

Required loan counseling and repayment estimates are also available at www.studentaid.gov.

Subsidized Loan

Depending upon eligibility, a student may obtain a subsidized loan of up to \$3,500 for first-year students and \$4,500 for second-year students.

Interest accrues at the beginning of the grace period. Standard repayment period is 10 years.

Loans are disbursed to Northwest Tech by the U.S. Department of Education. Repayment is made through an assigned servicer.

Unsubsidized Loan

Dependent students may borrow up to \$2,000 whereas

independent students (or dependent students whose parents are unable to obtain a PLUS loan) may borrow up to \$4,000 per year based on determined need. Funds are disbursed in two payments.

Interest does accrue on the principal of the loan from the time funds are disbursed to the school. Interest payments may be made while in school or deferred until repayment begins.

Alternative Loan

Alternative student loans are specialized college student loans designed to provide supplemental funding to cover unmet need. Alternative student loans can be used for any education-related expenses including tuition, books, transportation and room and board.

Approval is generally based on applicant and cosigner's credit and should be considered after all federal student loans, grants and scholarships have been exhausted.

Aid Disbursement

All aid will be applied to charges on the student's account in the order in which it is received.

Excess aid over and above the student's Northwest Tech charges will be refunded in accordance with federal regulations. Excess aid may be retained on the student's account against future expenses with the student's written authorization.

Overpayment

In the event a student has received a refund and an overpayment occurs, Northwest Tech will notify the student of the overpayment. It is the student's responsibility to return the overpayment to the proper financial aid program.

Students who fail to repay overpayment may not be eligible for additional financial aid funds at any institution until the overpayment has been satisfied.

Satisfactory Academic Progress (SAP)

Section 668.16 (e) of the HEA 34CFR 668.16(c) Standards of Administrative Capabilities mandates postsecondary institutions establish minimum standards of "satisfactory progress" for students receiving Federal Financial Aid.

At Northwest Kansas Technical College these standards apply to Title IV – Pell, SEOG, subsidized loans, unsubsidized loans, and Parent PLUS loans.

A student will be eligible to continue to receive financial aid as long as he or she maintains enrolled status and is making satisfactory progress.

A student must maintain satisfactory progress according to the college point-value grade system. The eligibility standards pertaining to Satisfactory Academic Progress are as follows:

- A student must maintain a cumulative GPA (Grade Point Average) of a 1.75 by the mid-point of their first year.
- A student must maintain a cumulative GPA (Grade Point Average) of a 2.0 by the end of their first year of a two-year program.
- A student must maintain a cumulative GPA (Grade Point Average) of 2.0 during the entire period of their second year.
- A student referred to a developmental course must be attending and in good standing in their progress.

Students who do not maintain Satisfactory Academic Progress will be suspended from receiving Financial Aid until the eligibility standards are met. A payment plan or alternative loan will be required to continue attendance if there is no appeal, or if an appeal is not approved.

Students will be notified in writing of the suspension of financial aid.

Any student receiving an "I" (Incomplete) rating for a progress reporting period will be ineligible to receive further financial assistance until the incomplete rating

has been changed to another rating and a review of the rating is made.

Suspension of Financial Aid

For students who do not maintain satisfactory academic progress, eligibility for financial aid will be suspended.

Students may appeal financial aid suspensions to the Financial Aid Appeals Committee. The procedure for appealing financial aid suspension includes the following:

- The student is required to submit his/her appeal to the Financial Aid Office in writing within five days of receipt of the written notification of suspension of financial aid.
- The appeal committee will meet within two days after receipt of the submission of the student appeal to review the request.
 - The hearing committee consisting of three members will review any appeal.
 - The hearing members will not be the instructors in the program of study in which the student requesting the appeal is enrolled.
- All decisions made by the committee will be final.

Mitigating Circumstances

Satisfactory Academic Progress may be reviewed and evaluated on a case-by-case basis due to mitigating or extenuating circumstances.

Examples of mitigating or extenuating circumstances may include:

- serious illness of the student or immediate family member
- an accident seriously injuring the student or an immediate family member
- death within the student's immediate family
- student pregnancy and/or childbirth

Requests for consideration of mitigating or extenuating circumstances must be submitted in writing and will be

reviewed by the Appeals Committee at Northwest Tech.

Scholarships

Northwest Tech offers many scholarships through the Endowment and other associations.

To be considered for any of these scholarships, a student must submit a complete scholarship application.

The form may be obtained from the college website: <https://www.nwktc.edu/students/scholarships-more>

Priority deadline is March 1.

Foster Care Tuition Waiver

The Kansas Board of Regents coordinates a program for students who have been in foster care to enroll in Kansas educational institutions without payment of tuition.

The student will be responsible for fees, food & housing, books, supplies, course materials and equipment associated with the academic program. However, the applicant may be eligible for assistance for other costs of higher education through the Kansas Department of Children & Families.

The Kansas Department of Children & Families must verify the applicant's eligibility status.

An applicant must meet the following eligibility requirements:

- The applicant was in custody of the Secretary of the Kansas Department of Children & Families and in a foster care placement on the date such applicant reached 18 years of age; or
- Released from custody of the Secretary prior to age 18, after having graduated from high school or fulfilled the requirements for a GED while in foster care placement and in the custody of the Secretary or
- Adopted from a foster care placement on or after applicant's 16th birthday; or

- Left a foster care placement subject to a guardianship under chapter 38 or 59 of the K.S.A. on or after applicant's 16th birthday.

Requirements of Eligible Students:

- Students who have been granted tuition waiver shall remain in good academic standing at the Kansas educational institution where the eligible applicant is enrolled
- and shall make satisfactory progress toward completion of the requirements of the educational program in which the eligible applicant is enrolled.

Max Jones Loan

Max Jones (1910-1963) was an attorney in Goodland, KS. He served in the Army Air Corps during WWII; served as the Goodland city attorney; and served three terms in the Kansas Legislature. He was a great supporter of education and sports, working to raise funds for the high school field house (which now bears his name). Jones also worked to bring a vocational school to Goodland, which is now Northwest Tech. (taken from the Goodland Star-News, Volume 81, Number 95, Tuesday, Nov 26. 2013).

Loan funds are to be used for student emergencies.

- Maximum to borrow is \$50. Not every student will be granted a \$50 loan.
- The loan will be posted to the student account
- Maximum number of Max Jones loans for each year is three per student.
- No Max Jones loans will be granted to students who are 30 days from completion of their program.
- No Max Jones loans will be granted to students who have exceeded 50% of their allowable time missed in each program.

SER Corporation

SER Corporation (Service, Education, Re-training) of Kansas is the direct grantee for the National Farmworker Jobs Program (NFJP) and is a private non-profit organization providing assistance to individuals working in agriculture.

<https://sercorporation.com/scholarship>

Visit Roberta Pianalto in the SER Office in the Northwest Tech Resource Center (library) for more information.

Phone: 785.890.3300

Email: rpianalto@sercorp.com.

Veteran's Education Benefits

Veterans and eligible dependents may use educational benefits through the Department of Veterans' Affairs at Northwest Tech. Contact your VA representative for appropriate application forms.

Vocational Rehabilitation

Payment of tuition fees, books, supplies and housing may be available for students who qualify for Vocational Rehabilitation services. Students must be accepted as a client and approved for services prior to the first day of class. Interested students should contact the local SRS/DHHS office to meet with a Vocational Rehabilitation representative.

Workforce Innovation and Opportunity Act

The Workforce Innovation and Opportunity Act (WIOA) is federal legislation designed to strengthen and improve the nation's public workforce system and help get Americans, including youth and those with significant barriers to employment, into high-quality jobs and careers, and help employers hire and retain skilled workers.

WIOA provides assistance for U.S. Citizens who are authorized to work without restriction, and who are eligible due to status such as:

- low-income veterans;
- adults receiving public assistance;
- homeless adults;
- adults with disabilities or basic skills deficiencies;
- dislocated workers who have been terminated or laid off;

- youth who are school dropouts or within the age of compulsory attendance but have not attended school for most of the year;
- youth who are English Language Learner or basic skills deficient;
- youth who are pregnant or parenting.

Students must be accepted as a client and approved for services prior to the first day of class. Students may be eligible for assistance with tuition, books, and supplies. Applicants must apply for assistance before enrolling and meet financial guidelines established by WIOA.

<https://workforce-ks.com/programs/workforceinnovationandopportunityact/>

Contact the Financial Aid Office for further information.