SECTION TWO: Admissions, Registration, and Student Financial Information

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Northwest Tech is an open enrollment, public college offering a variety of technical programs and community education courses. Besides offering full-time programs of study, we also offer programs for high school students and community members who wish to pursue courses or certifications on a part-time basis.

Prospective students should submit the following documentation as appropriate:

- The online Application for Admission ([https://www.nwktc.edu/apply#apply](https://www.nwktc.edu/apply#apply))
- High school transcripts showing date of graduation/awarding of diploma
  - OR Certificate of GED completion and GED examination results
  - OR Official transcript of home-schooling courses completed, grade levels, and grades earned.
- Transcripts from all colleges attended, even for dual-credit/CEP classes completed while in high school
- ACT, SAT or Accuplacer Next-Gen scores from the previous three years (if student does not have test scores, please contact the Admissions office to schedule an appointment to take the Accuplacer Next-Gen)
- Federal Application for Student Financial Aid- FAFSA (enter the corresponding school code --005267)

All full-time degree-seeking students are required by Kansas Statute 65-129e to complete TB screening prior to attending Northwest Tech. The TB screening is available at the Sherman County Health Department. All costs associated with the evaluation requirements of the prevention and control plan shall be the responsibility of the student.

To ensure a smooth transition to Northwest Tech, the required documents must be on file prior to the beginning of the semester. If the admissions requirements are not met, enrollment may be denied and an academic hold is placed on the student account so no transcript of completed work will be released.

- High school transcripts can be sent to: admissions@nwktc.edu
- College transcripts should be submitted through an e-script service such as Parchment.

Please note the address where all admissions documents should be sent:
NWKTC Admissions Office
1209 Harrison. PO Box 668
Goodland, KS 67735

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Program-Specific Additional Requirements for Admission

Certified Nurse Aide (CNA)
- Students must be at least 16 years of age upon entering the program.

Certified Medication Aide (CMA)
- Students must be at Certified Nurse Aide and at least 18 years of age upon entering the program.

Cosmetology
- A Cosmetology student must be a legal United States citizen and be at least 17 years of age by the completion of the program in order to challenge the Kansas State Board examination and become licensed to work as a cosmetologist in the state of Kansas.
- Crime Scene Investigation (CSI)
- Students must complete a background check and are responsible for the cost of the background check. Contact the Admissions Office for information on the background check procedure.

Emergency Medical Technical (EMT)
- Candidates must be 17 years old to be certified as an EMT in the state of Kansas.

Medical Assistant
- Medical Assistant students must be at least 18 years of age by the completion of the program of study.
- The Medical Assistant program requires additional immunizations in order to work in a medical facility. Contact the Admissions Office for a full list of the program immunization requirements.
- Students must complete a background check and are responsible for the cost of the background check. Contact the Admissions Office for information on the background check procedure.

Respiratory Therapy
- Respiratory Therapy students must be at least 18 years of age prior to admittance into the program.
- The Respiratory Therapy program requires additional immunizations in order to work in a medical facility. Contact the Admissions Office for a full list of the program immunization requirements.
- Students must complete a background check and are responsible for the cost of the background check. Contact the Admissions Office for information on the background check procedure.
Respiratory Therapy students are required to have completed the following coursework from an accredited college prior to admission:

- Anatomy & Physiology (5 credits including lab)
- Medical Terminology (3 credits).

These courses must be taken within the past 5 years and students must earn at least a C or better in order to satisfy the pre-requisite requirements. Courses in the subject area not meeting the minimum credit hour requirements will not be accepted.

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Transfer Students

Students transferring from other colleges to Northwest Tech must follow the admissions procedures listed above, and should request official transcripts from all previously attended post-secondary institutions. Post-secondary transcripts should be sent through an e-script service to NWKTC.

Transcripts will be evaluated in their entirety to determine the transfer of credit on the semester hour system. Transfer credits will be evaluated on a course-by-course basis. Credits will be converted to the semester credit hour system, if applicable.

Transfer students with academic sanctions from previous institutions may enroll at Northwest Tech under a probationary status.

Transfer students filing for federal financial aid must submit all college transcripts prior to packaging and awarding financial aid to ensure compliance with all regulations.

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International Students

Northwest Tech welcomes international students. Students outside the United States must contact the Director of Admissions and complete all admissions requirements at least six weeks prior to the semester start date.
International students applying for admission should complete the following steps:

1. Submit an online application for admission (https://www.nwktc.edu/students/international-students)
2. Submit a copy of the passport or birth certificate.
3. Transcripts/Credentials:
   - Submit an official credential evaluation
   - Submit an official translated (English) transcript. Do not submit the transcript yourself—it must be sent from the institution you attended.
   - If a 7th semester transcript (before graduation) is submitted, a final official translated transcript must be submitted after graduation.
   - Submit a copy of the official diploma.
4. Submit Official Test Scores/English Proficiency*
   - Students arriving from countries where English is not the official language must submit official test scores for English proficiency (test scores must have been obtained in the past 18 months):
     - TOEFL: iBT (internet-based test): minimum score of 61
     - TOEFL: CBT (computer-based test): minimum score of 173
     - IELTS: minimum score of 5.0
5. Financial Documents
   - Submit a statement of Financial Support (affidavit) signed by both a financial sponsor (typically the parent or legal guardian) and by the student.
   - Submit a certified bank statement dated within the past six months showing a minimum balance of $15,000 USD—the approximate cost of one year tuition, books, fees, housing, and living expenses—to verify the sponsor has sufficient funds for sponsoring one year of study at Northwest Tech (institutional scholarships and aid may be applied to this amount to reduce the minimum bank balance required).

*NOTE: Regardless of the student’s TOEFL scores, all new international students will be evaluated for English proficiency upon arrival via Accuplacer Next-Gen testing. This test determines course placement for English and math courses.

Upon receipt of the above documentation, a committee will review the information for an admission decision. If the committee decision is favorable, an I-20 form and official letter of admission will be electronically sent to the student at the email address provided on the application for admission. These documents allow the student to apply to the nearest United States Consulate office for an F-1 non-immigrant student visa. Once obtained, the visa will permit the student to enter the United States and begin full-time study at Northwest Tech.

International students are advised to start the application process one year prior to the semester start date to allow enough time to complete the process.
High School Students (Early College Programs)

The Kansas Board of Regents (KBOR) and Northwest Kansas Technical College encourage high school students to take advantage of postsecondary education opportunities by enrolling in postsecondary courses while still in high school or participating in home schooling. The state of Kansas has provided a financial incentive through the “Excel in CTE” program by providing the tuition for the technical courses. (The “Excel in CTE” program does not pay for general education courses.)

Different types of Early College Programs are available:

1. Junior/Senior Option. A high school student may enroll in an NWKTC technical program and attend classes on the NWKTC campus half-days (usually mornings) and then return to their high schools to complete the school day.

2. Concurrent Enrollment Program (CEP). A high school teacher teaches a college-level course to high school students at the high school during the regular high school day. The student earns both the high school credit toward the diploma and college credit from NWKTC.

3. Dual Credit. The high school student enrolls in an online course taught by an NWKTC instructor. These courses are general education courses (for example, English, Math, Speech) and are transferable to four-year colleges.

Programs available to high school students include:

- Auto Body
- Automotive Technology
- Childcare Specialist
- Cosmetology
- Cloud and Crypto Computing
- Engineering Technology
- Plumbing
- Welding

Requirements for admission into these programs are as follows:

- Be enrolled as a high school junior or senior and obtain written permission from the high school principal
- OR be enrolled as a high school freshman or sophomore in a recognized gifted program with an individual education plan (IEP) and written permission from the high school principal. (The IEP must be renewed annually.)
Students below the freshman grade level are not allowed to enroll in or audit college courses.

All courses use college syllabi and students are responsible for obtaining the appropriate textbooks. Students and parents may contact the high school counselor, high school concurrent credit coordinator, or Northwest Tech Director of Outreach for more information.

Special Student Status

Students who do not meet the above requirements may request admission as a special student. To request a special student status, contact the Dean of Student Advancement. Applicants with special student status are considered non-degree seeking students.

A student admitted under the special student status is not eligible for federal financial aid and must follow all college policies and regulations, pay all fees, attend class, and maintain satisfactory progress.

Military Service Policy - Currently Enrolled Students

Students who are currently enrolled and activated to military service (voluntary or otherwise) will be withdrawn from their program of study and granted credit for course work completed with performance of a “C” or higher (2.0 or above GPA). Students will be given a pro-rata refund for any course work that has not been attempted.

Upon return from military service, students will be re-enrolled at the earliest possible opportunity to continue work in their program of study. Advance standing will be given for any course work completed with a “C” or higher (2.0 or above GPA) in the program of study, and the student will not be required to repeat such course work.

Individuals on a Waiting List

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Individuals who are on a waiting list to enter a Northwest Tech program who are called to military service will not lose their status on the waiting list. Individuals will retain their original position on the waiting list and will have a position reserved for them. Individuals who are passed over will be placed at the earliest entry position on the waiting list for the next program start date.

Non-degree Seeking Students

Students may be admitted to Northwest Tech as a non-degree seeking student. Non-degree seeking students are not required to meet admissions requirements and are not eligible to receive federal financial aid.

Pre-requisite course and/or minimum test score requirements apply.

Students may change from non-degree seeking status to degree seeking status by meeting all admission requirements. These requirements must be complete before financial aid awards, including scholarships and grant aid, will be disbursed.

Re-Admission Process

Northwest Tech students returning after a break of at least one (1) semester should complete the following steps:

- Submit an online application for admission.
- Submit a written request for re-admittance explaining the conditions under which the student previously left Northwest Tech without graduating, and how the student intends to successfully complete the program
- Schedule an appointment with the Dean of Student Advancement to discuss the criteria for re-admission:
  o Student must be in good academic standing at Northwest Tech.
  o Student must not be in default of any student loans.
  o Student must be in good financial standing at Northwest Tech.

SECTION TWO: Admissions, Registration, and Student Financial Information
o Student must have left the previous program of study according to established withdraw procedures.
 o Student will not be allowed to take more than three different programs.

If a student is granted re-admission to Northwest Tech, the student must comply with the following conditions:
  • Student must follow the academic plan of study as outlined by the Northwest Tech academic advisor or Registrar
  • Student must maintain satisfactory academic progress in all enrolled classes
  • Student must adhere to all program attendance policies
  • Student will stay current with all financial charges incurred during his or her program of study

In a program that requires licensure or certification in order to practice in the technical field, the student may be required to test-out of courses or retake courses that were previously satisfactorily passed. The program faculty member and the Dean of Academic Advancement will evaluate the student file and determine which courses must be retaken, if any, in order to return to the technical program of study. Retaken coursework may not be eligible for federal financial aid.

If denied re-admission to Northwest Tech, the student may appeal the decision through the Appeals Policy procedure (refer to the Academic Policies section of this catalog for the Appeals Policy).

Northwest Tech reserves the right to deny admission or readmission to a student if it is determined to be in the best interest of the college to do so or if the college is unable to provide the services, courses, or program(s) needed to assist the student in meeting educational objectives.

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Placement Testing

Upon successful application for admission, students will receive information regarding registration for classes. Registration begins with evaluating the student’s readiness for English and math classes. If students have not already submitted ACT, SAT, or Accuplacer Next-Gen scores, they will be asked to take a placement test (the Accuplacer Next-Gen) on campus during a registration event.
To ensure the success of students in English and math classes, Northwest Tech evaluates student readiness through multiple measures and/or test scores on the ACT, SAT, or Accuplacer Next-Gen exam. Students must have taken these exams within the past 3 years; scores older than 3 years will not be accepted.

The Accuplacer Next-Gen test is available at Northwest Tech. To schedule a testing time, please contact the Admissions office.

Students are permitted to retake the test twice, but must wait a minimum 24-hour waiting period between tests. Students may retake the Accuplacer Next-Gen test at the cost of $5.00 per section for the following reasons:
- Students feel the placement results do not accurately reflect their abilities
- Students feel they have improved their skills through refresher work or previous developmental coursework
- Students feel the grade received does not reflect their abilities and/or they desire to advance in the course sequence.

Students who score below the minimum standards for college level courses will be required to take co-requisite course work.

The chart below indicates course recommendation based on test scores or multiple measures.

<table>
<thead>
<tr>
<th>ACT</th>
<th>SAT</th>
<th>Next-Gen</th>
<th>Multiple Measures</th>
<th>Course Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-16</td>
<td>0-460</td>
<td>0-262</td>
<td>N/A</td>
<td>MATH 107</td>
</tr>
<tr>
<td>17+</td>
<td>470+</td>
<td>263+</td>
<td>“B” in Algebra 1 and 3.0 cumulative high school GPA</td>
<td>MATH 105</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ACT</th>
<th>SAT</th>
<th>Next-Gen</th>
<th>Multiple Measures</th>
<th>Course Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-18</td>
<td>0-470</td>
<td>0-249</td>
<td>“B” in Algebra 1 and 3.0 cumulative high school GPA</td>
<td>MATH 112 OR MATH 120</td>
</tr>
<tr>
<td>19-20</td>
<td>510+</td>
<td>250-262</td>
<td>“C” in Algebra 2 and 3.0 cumulative high school GPA</td>
<td>MATH 110 or MATH 120</td>
</tr>
<tr>
<td>21+</td>
<td>530+</td>
<td>263+</td>
<td>“B” in Algebra 2 and 3.0 cumulative high school GPA</td>
<td>MATH 115</td>
</tr>
</tbody>
</table>

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Auto Body, Auto Tech, Carpentry, Cosmetology, Diesel Tech, Electrical, Plumbing, Welding

<table>
<thead>
<tr>
<th>ACT</th>
<th>SAT</th>
<th>Next-Gen</th>
<th>Multiple Measures</th>
<th>Course Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-36</td>
<td>200-800</td>
<td>200-300</td>
<td>High school diploma</td>
<td>ENGL 105</td>
</tr>
</tbody>
</table>

English Composition Pathway – for the following programs: Business, Childcare, CSI, Design/Digital Media, Engineering, Medical Assistant, Precision Ag, Respiratory Therapy

<table>
<thead>
<tr>
<th>ACT</th>
<th>SAT</th>
<th>Next-Gen</th>
<th>Multiple Measures</th>
<th>Course Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-17</td>
<td>0-420</td>
<td>0-254</td>
<td>N/A</td>
<td>ENGL 112</td>
</tr>
<tr>
<td>18+</td>
<td>430+</td>
<td>255+</td>
<td>“B” in English IV and 3.0 cumulative high school GPA</td>
<td>ENGL 110</td>
</tr>
</tbody>
</table>

Tech Writing: Code Documentation – for the following program: Cloud and Crypto Computing

<table>
<thead>
<tr>
<th>ACT</th>
<th>SAT</th>
<th>Next-Gen</th>
<th>Multiple Measures</th>
<th>Course Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-36</td>
<td>200-800</td>
<td>200-300</td>
<td>High School Diploma</td>
<td>ENGL 120</td>
</tr>
</tbody>
</table>

Students may be exempt from placement testing if one or more of the following criteria apply:

- Students who have already earned a Bachelor’s or Associate’s Degree
- Students who have successfully completed (“C” or higher) in a 100-level course in English or Algebra
- Students who have taken the Accuplacer Next-Gen, ACT or SAT test within three (3) years prior to enrollment

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Registration Events

Registration events are programs that bundle academic advising with registering for classes; checking on financial aid and billing; purchasing textbooks, tools and uniforms; and meeting with IT to confirm access and log-in information for technology.

(High School students participating in the Early College Program will register through the Director of Outreach in conjunction with high school officials.)

First-Time Enrollment (Maverick Enrollment Days)
The Admissions office will contact new students with the dates of on-campus Maverick Enrollment events.

Maverick Enrollment is available online (https://www.nwktc.edu/maverick-online-enrollment) or through an on-campus visit. The on-campus enrollment dates are listed on the webpage (https://www.nwktc.edu/registration-for-maverick-enrollment-days).

Re-enrollment for Continuing Students

In August, all students participate in registration during the first week of the fall semester. Program faculty bring students to the Academic Affairs office in small groups; students are given a checklist to ensure they visit all necessary offices to complete enrollment.

In November, all students will participate in pre-registration to sign up for spring semester classes. Program faculty bring students to the Academic Affairs office in small groups; students are given a checklist to ensure they visit all necessary offices to complete enrollment.

In April, all continuing first-year students will participate in Sophomore Survivor Days to pre-register for classes to be taken in the next fall semester. Non-refundable down payments and fees are required at this time. Program faculty bring students to the Academic Affairs office in small groups; students are given a checklist to ensure they visit all necessary offices to complete enrollment.

Tools and Safety 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.

SPECIAL 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/klqc3knpl00b1iqc0yjxw8us0aqipbl

**Automotive Technology**
https://app.box.com/s/yq3xyq8u5a7boizm9osbc29d9kuamwt7

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Diesel Technology

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.

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Adding, Dropping and Withdrawing from Courses

Students may add, drop or withdraw from course(s) according to the schedule outlined in the academic calendar (https://www.nwktc.edu/students/academic-calendar). Students must complete an Add/Drop/Withdraw Form in the Academic Affairs office prior to the close of business on the appropriate date. The designated Add/Drop period is typically the first few days of the course, while the Withdraw deadline is the day on which 60% of the course has been completed.

Because Northwest Tech maintains a flat-rate tuition for 30 credits per semester, there may be financial consequences for adding, dropping or withdrawing from classes as follows:

- If a student adds or drops classes and stays within 30 credits for the semester, there will be no adjustments to the student’s billing account

- If a student is enrolled in fewer than 30 credits, and then adds additional courses within the designated add/drop period resulting in more than 30 credits, the student’s account will be billed for additional credits above 30. If the added class also requires fees, the fees will also be added to the student’s account.

- If a student is enrolled in more than 30 credits, and then drops courses within the designated add/drop period resulting in fewer than 30 credits, the student’s account will be adjusted to remove the charges for the dropped course.

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• If a student withdraws from courses after the designated Add/Drop period, the amount of the refund will be prorated according to the number of days the student was enrolled in the course. Students cannot withdraw from courses once 60% of the course has been completed. (Refer to the Student Financial Information section of this catalog for information pertaining to refunds).

After the designated Add/Drop period, an official transcript record begins, which means the course will appear on the student’s transcript with a designated grade earned for the class. Students should be aware that discontinuing attendance in class without officially withdrawing may result in an “F” being recorded on the transcript. However, if the student completes the official withdraw procedure, the course grade will be recorded as a “W.” the “W” is preferable to the “F” because the “F” will negatively impact the student’s grade point average whereas the “W” does not enter into the grade point average calculations.

After the designated Add/Drop period has passed, the next available deadline for withdrawing from classes will be the date at which 60% of the course has been completed. (Note that this deadline follows the date for mid-terms, so that students can see mid-term grades before making a decision about withdrawing from a class).

(High school students in the Early College Program will complete add/drop procedures in conjunction with the Director of Outreach and their respective high schools.)

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**Withdrawing from School**

Students who cannot complete their program of study may choose to withdraw from school (not return to complete the program) either during the current semester or for the upcoming semester. There may be a number of reasons why a student decides to withdraw from school during a semester. The student is encouraged to speak with either the program instructor, Dean of Student Advancement, Dean of Academic Advancement, or Financial Aid office before making the decision to leave school.

Students who choose to withdraw from school must complete a withdrawal from in the Academic Affairs office, and complete a checklist to ensure that tools, books, equipment, and the billing account are all resolved satisfactorily. If a student is sponsored by an employer, there may be stipulations regarding reimbursement of tuition/fees paid on behalf of the student as well as ownership and possession of tools or equipment.

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Withdrawing from a Program (with Intent to Enroll in Another NWKTC Program)

*During the first week* of the fall semester, students who realize they want to change to a different program may drop out of one program and enter another program (space permitting). Students should contact the Academic Affairs office immediately to discuss options (such as the AAS in Applied Technologies), and if necessary, start the withdrawal and re-registration process.

- Permission from instructors in both programs is required.
- The tuition and fees shall transfer to the new program in full.
- The books, supplies, and tool costs are subject to the return policy at the bookstore if purchased from Northwest Tech.
- Personalized items and opened items are not eligible for a refund.

*After the first week* of the fall semester, a program change requires the student to formally withdraw from the original program and enroll in the desired program at the next available start date (i.e. usually the next fall semester).

- The student is responsible for all tuition and fees for the current semester subject to the refund policy found in this catalog.
- The books, supplies, and tool costs are subject to the return policy at the bookstore if purchased from Northwest Tech.
- Personalized items and opened items are not eligible for a refund.

Students may be able to create a program of study for an Associates of Applied Science (AAS) Degree in Applied Technologies if the two programs are closely related. Choosing this option will minimize the financial and academic loss that may occur when switching programs.

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Administrative Withdrawals

An administrative withdrawal is initiated by an instructor and/or administrator based on a student’s attendance, conduct, or other unique situation impacting the ability to complete the semester. In the case of an administrative withdrawal, the student does not complete the Add/Drop/Withdraw form; the process is completed by staff in the Academic Affairs office.

Reasons for the administrative withdrawal may include the following:

1. Online students failing to login to classes or respond to instructor/administrator emails, phone calls and other attempts to reach out to the online student
2. “Houring out” of the program (absent 35 or more hours in one semester)
3. Violations of the student code of conduct
4. Violations of the academic integrity policy
5. Violations of other campus policies
Students will be notified by email and U.S. mail of the administrative withdrawal and ensuing consequences.

Upon administrative withdrawal:
- The student’s transcript will record the “W” grade for all courses attempted during the current semester.
- The student will still be responsible for outstanding balances on the billing account.
- The student will be required to leave the campus (including student housing) without refund.

Students who have been administratively withdrawn may be eligible to apply for re-admission if they wish to return to NWKTC in a future semester.

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Transfer Credits

Transferring Credits to NWKTC from another institution

Northwest Tech adheres to an internal review process for ensuring all courses transferred and applied toward degree requirements demonstrate equivalence with its own courses required for that program or is of equivalent rigor. Northwest Tech refrains from transferring credit from other institutions that does not apply to the college’s program requirements.

General education course credits meeting the AAS degree requirements may be transferred from a regionally accredited college or university. All general education courses must be passed with a C grade or better to be transferred to Northwest Tech.

An official transcript from the credit-granting institution must be sent to the Registrar for review. Northwest Tech adheres to an internal review process for ensuring all courses applied toward degree requirements demonstrate equivalence with its own courses required for that degree or is of equivalent rigor. The purpose of defining course equivalents is to clarify the evaluation of transfer credits to allow students to plan their academic careers and minimize credit loss. An equivalent course may or may not apply toward a specific degree.

The registrar can review the transcript alongside program requirements to make this determination. For an official evaluation of transfer credits, students are encouraged to apply for admission at Northwest Tech and submit official high school and post-secondary transcripts.
Students who have completed college coursework at other post-secondary institutions may request official transcripts through an e-script service, or request transcripts to be sent to:
NWKTC Registrar
1209 Harrison PO Box 668
Goodland, KS 67735

Northwest Tech refrains from accepting transfer credit that does not apply to the college’s program requirements.

Most general education courses offered at Northwest Tech are eligible to transfer to and from a number of institutions. For specific course information please contact the Office of Academic Affairs at 785.890.1509.

**Kansas Seamless Systemwide Transfer**

Northwest Tech participates in the Kansas System-Wide Transfer agreement under auspices of the Kansas Board of Regents to facilitate seamless transfer amongst Kansas higher education institutions. The college also proactively pursues transfer equivalency agreements and articulation agreements to promote transfer opportunities.

There is a growing list of courses approved by the Kansas Board of Regents for guaranteed transfer among all Kansas public postsecondary institutions.

Visit: [http://www.kansasregents.org/transfer_articulation](http://www.kansasregents.org/transfer_articulation) for more information.

**Reverse Transfer**

Students who transfer to a Kansas public university from a Kansas public community college or technical college (or vice versa) are eligible for Reverse Transfer, which allows for the attainment of any associate degree for which one is eligible along the way to additional certificates and degrees.

Visit: [http://www.kansasregents.org/transfer_articulation](http://www.kansasregents.org/transfer_articulation) for more information.

**Transferring NWKTC credits to another institution**

The technical courses from Northwest Tech may or may not be transferable to a four-year college/university. The authority for determining whether credits are acceptable rests with the four-year college or university.

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Credit for Prior Learning

Credit for Prior Learning (CPL), also referred to as Prior Learning Assessment (PLA), may include Credit for Work Experience (CWE) or College Level Examination Program (CLEP) and consists of an evaluation of skills exhibited through work and life experiences such as employer and military training programs; industry certifications; non-credit postsecondary-level courses; civic or volunteer experiences; and/or satisfactory test results on a CLEP exam.

CLEP (College-Level Examination Program) is a testing program of The College Board designed to measure prior learning and mastery of introductory (lower division) college course material in particular subject areas. Students must arrange for an official report of CLEP examination scores to be sent to Northwest Tech from The College Board in order to receive credit. Northwest Tech will grant credit to students who earn a score of 50 or higher on CLEP examinations when a CLEP examination covers material that is deemed to be college level and is substantially similar to an existing course. Course credits may be applied to certificate, diploma, and/or degree programs as either a required course or as an elective course.

Military Credits including military training will be evaluated according to the ACE Guide. For Military training, credit will be evaluated from the student’s military documents using the “ACE Guide to the Evaluation of Experiences in the Armed Forces”. For Army veterans, the Joint Services Transcript (JST) will provide a transcript of ACE credit recommendations for all coursework completed while in service, the military occupational specialties (MOSs) held, and examinations passed.

CPL must be compatible with courses meeting certificate or AAS degree requirements. Work experience must be within the last 3 years in order to be considered. Northwest Tech does not accept credit awarded for work experience from other post-secondary institutions.

Prospective students who wish to initiate the Prior Learning Assessment process should contact the Registrar to determine what type of documentation will be necessary. No charges are assessed for evaluating or awarding prior learning credits. However, Credit for Prior Learning will be awarded only for degree seeking students who have enrolled.

Official test scores or transcripts of prior learning credit should be forwarded to:
Registrar’s Office
1209 Harrison
PO Box 668
Goodland, KS 67735

Northwest Tech will may award up to 75% of the total program hours for CPL.

SECTION TWO: Admissions, Registration, and Student Financial Information
Award of College Credits:
Students may receive a maximum of six (6) credit hours towards the completion of a Technical Certificate or a total of twelve (12) credit hours towards an Associate of Applied Science (AAS) degree.

All credit for prior learning is recorded on the students’ transcripts, denoted as CPL. This credit will not be calculated into the cumulative grade point average.

Test Out/Challenge Exams

Within the first week of the course, students enrolled in eligible general education courses have the option to attempt to test out of the course.

Instructors in the eligible classes will notify the entire class of the test-out option on the first official day of the semester. Students must notify the instructor of intention to test out by Day Two of the semester. Students must pay the Business Office a non-refundable $25 test out fee and should present the receipt for this fee to the instructor before taking the challenge exam. The test must be completed by Day Five of the semester.

Eligible courses:
- Business Math
- Computer Fundamentals
- Personal Finance*
- Technical Math

* This course requires the student to have completed a similar course in the secondary/post-secondary education level; student must produce a transcript as evidence.

The student must pass with a minimum score of 70% on the examination. If the student does not meet this minimum score, the student will continue to take the course as planned for the semester.

If student achieves the minimum score or higher, the student will pass the course with the corresponding letter grade earned from the test out exam. The student is not required to attend the course for the remainder of the semester. The student will be responsible for the tuition associated with the course.
Residency Requirement

To be eligible to earn a degree from Northwest Tech, students must earn a minimum of 25% of the degree requirements (approximately 15–18 credits) from Northwest Tech.

Graduation Requirements

To receive the technical certificate or degree, a student must have:

- Satisfied the residency requirement (completed at least 25% of coursework through Northwest Tech)
- An overall GPA of 2.0 or better for the entire program of study
- Completed all coursework and/or testing as required by the program of study
- Paid in full all account balances

Graduation (Commencement) Ceremony

Commencement exercises are designed to give the graduating students the recognition deserved for completing a technical certificate program and/or an AAS Degree at Northwest Kansas Technical College.

Students should note that participation in commencement ceremonies does not necessarily mean that the degree or certificate has been earned, as the Registrar and Bursar are still confirming eligibility.

Commencement exercises are held in May. Students who will have completed their education during the academic year (fall semester, spring semester, or upcoming summer semester) are encouraged to participate in the May ceremony.

All graduating students on occupational work experience (OWE) are expected to return to the college in May for graduation as designated by their program instructors.
The actual certificate or degree will be mailed to students upon confirmation of successful completion of academic and financial requirements.

**Graduation Follow-Up Report**

In order to comply with state and federal regulations and to assist with program evaluations, Northwest Tech Career Services performs an annual follow-up survey to ascertain the placement of recent graduates in their respective fields of study.

The Graduate Follow-up Reports for the three most recent surveys are available upon request. The study is done for those students who graduate in the fiscal year between July 1 and June 30. The results are gathered and compiled in the fall of the academic year following June 30.

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**Auditing a Course**

Auditing a course means that an individual may attend a course regularly without being required to take exams or complete assignments. The individual receives no credit for audited courses. Individuals wishing to audit a course must complete the enrollment process.

Each academic department determines if their courses are available for audit.

Tuition and fees for audited courses are the same as those for credit courses and payment is due in full on the day enrollment occurs. Financial aid does not pay for audited courses.

Credit enrollment cannot be converted to audit status at any time and audit enrollment cannot be changed to credit enrollment.

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**Community Education Classes**

Various adult community education classes are held on campus throughout the college year to give community members the opportunity to enroll in classes that may fulfill a lifelong learning interest. Classes will be offered if sufficient interest exists.

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Student Financial Information

Tuition and Fees

The tuition and fees for each program is indicated on the cost sheet. The current cost sheet is available on the Northwest Tech website: https://www.nwktc.edu/academics/estimated-cost-sheet

Tuition for each payment period (semester) is due and payable the first day of the semester. Students may use federal financial aid, or set up an approved payment plan for college costs.

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

Transcript Fee

Northwest Kansas Technical College has authorized Docufied by Parchment to manage the ordering, processing, and secure delivery of student transcripts.

Students may obtain their transcript on the college website: https://www.nwktc.edu/alumni/request-a-transcript

Student academic transcripts are official, permanent record of all the college courses you have taken while attending Northwest Kansas Technical College. In accordance with the Public Information Act and Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, student academic records are classified as confidential and may be released only with the student’s written authorization and signature. No one else (including family members, spouses, parents, etc.) can request transcript for you. [looks like someone else can order for you on the website for parc...]

Accounts with unpaid balances will be placed on HOLD. Balances must be paid in full before a transcript will be released.

Photo IDs

Students receive a photo identification card at the beginning of their program. Students should contact the Admissions Office for information on obtaining a replacement if the I.D. is lost, stolen, or destroyed. There is a $5.00 fee to replace the Student I.D. Card.

The student I.D. may be used for the following purposes:

SECTION TWO: Admissions, Registration, and Student Financial Information
• As identification when opening a bank account in Goodland
• As student identification at business locations that provide for student discounts,
• As photo identification if requested by law enforcement officials,
• For admittance into Northwest Tech student life and sporting events.

Refunds for Tuition/Fees

If Northwest Tech cancels a class, notification will be sent to students. 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.

Students who drop or withdraw from classes/programs 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 results in continued enrollment in the course/program; the student will not be eligible for a refund.

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.

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

Further details may be obtained from the Northwest Tech Financial Aid office.

No refunds after 60% of scheduled days of attendance have passed.

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

<table>
<thead>
<tr>
<th>For 8-16+ Week Credit Courses:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to and including the first five (5) days of class</td>
<td>100% refund of tuition &amp; refundable fees</td>
</tr>
<tr>
<td>Six (6) or more calendar days after 1st day of Class</td>
<td>Based on prorated refund calculation</td>
</tr>
</tbody>
</table>

For 2-7 Week Courses

SECTION TWO: Admissions, Registration, and Student Financial Information
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

**Prorated Refund Calculation**

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

\[
\frac{\text{the number of days the student attended the course}}{\text{the total number of days in the term}}
\]

**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 must attend classes to remain eligible for federal financial aid.

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 is as follows:

\[
\frac{\text{Number Of Days Completed by the Student}}{\text{Total Number of Days in the Term}}
\]

(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.

*SECTION TWO: Admissions, Registration, and Student Financial Information*
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 Financial Aid

The financial aid process starts by completing the FAFSA (Free Application for Federal Financial Aid) either on the web or by appointment with the Financial Aid Office. 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.)

Students applying for Federal Financial Aid (FFA) must provide Northwest Tech with an official high school transcript (accredited high school or GED) and official college transcripts from all higher education institutions attended.

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

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 debt and its consequences.

Federal Pell Grants

The Pell Grant is a federally funded program assisting students in meeting educational expenses that have not earned a bachelor’s or professional degree. Grant amounts range between $650 and $6,495 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. This grant money is to be used toward education-related expenses. 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 they will lose eligibility for additional Pell Grants beginning with the 2021-22 academic year.

Federal Supplemental Educational Opportunity Grant (SEOG)
This grant is for undergraduate students who have not earned a bachelor’s or professional degree and with a high need may be eligible for a SEOG grant. That amount is determined by available funds and number of high-need students.

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Federal Work-Study Program (FWS)

The Federal Work-Study Program provides on and off-campus jobs for students who qualify through the financial aid process. Through this program, students may work up to ten hours per week. Students have an opportunity to gain experience, work with other students, and earn money for college. Routine evaluations of work performance will be conducted. Students must apply for employment. The FWS program is a competitive process; not all applicants will be accepted into the program.

Federal District PLUS Loan (Parent Loan for Undergraduate Students)

The Federal Direct PLUS loan program is a variable interest rate installment 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.

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.

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

SECTION TWO: Admissions, Registration, and Student Financial Information
federal student loans, grants and scholarships have been exhausted. Contact Northwest Tech Financial Aid Office for more information.

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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.

Satisfactory Academic Progress (SAP) Rating System and Procedures

Section 668.16 (e) of the Student Assistance General Provisions mandates postsecondary institutions establish minimum standards of "satisfactory progress" for students receiving Federal Financial Aid.

At Northwest Kansas Technical College these standards apply to SEOG, Pell Grants, Federal Work-Study, Student Loans, PLUS Loans, and the Department of Veterans Affair Benefits.

To receive financial assistance from any of these aforementioned programs a student must (1) be enrolled as a student in a particular program of study, (2) be in satisfactory standing in that program if already attending classes, and (3) continue to make satisfactory progress.

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 may receive aid for a maximum of three full programs within five years of enrollment in those three programs. Remedial or repeated courses are not considered eligible programs. Students taking more than one program will be eligible for financial aid on a program-by-program basis.

A student must maintain satisfactory progress according to the college point-value grade system.

(See grading system in the Academic Information section.)

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Maintaining Satisfactory Progress

SECTION TWO: Admissions, Registration, and Student Financial Information
Once student eligibility has been determined, a student must meet the following criteria to be eligible for Federal Student Aid:

- 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 fulfill this obligation will be suspended from receiving Financial Aid until the eligibility standards are met. 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 from Financial Aid-Appeal Process**

A student not maintaining satisfactory academic progress will be suspended from receiving financial aid.

Students may appeal financial aid suspensions to the Financial Aid Appeals Committee. 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, pregnancy, and childbirth. Mitigating or extenuating circumstances must be requested in writing and will be reviewed by the Appeals Committee at Northwest Tech.

**Overpayment**
In the event a student has received funds for living expenses 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.

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Scholarships

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. Priority deadline is March 1. The form may be obtained from the college website: https://www.nwktc.edu/students/scholarships

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Other Financial Support Options

Bureau of Indian Affairs

Students may check the Bureau of Indian Affairs website for eligibility guidelines: http://www.doi.gov/bureau- indian-affairs.html

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 and required fees.

The student will be responsible for other charges associated with the academic program and living costs, such as books and room and board. However, the applicant may be eligible for assistance for other costs of higher education through Social and Rehabilitation Services. The

SECTION TWO: Admissions, Registration, and Student Financial Information
Kansas Department of Social and Rehabilitation Services Central Office must verify the applicant’s eligibility status prior to enrollment.

An applicant must meet the following eligibility requirements:
- The applicant was in custody of the Secretary of the Kansas Department of Social and Rehabilitation Services 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

Loan funds are to be used for student emergencies.
- Maximum to borrow is $50. Not every student will be granted a $50 loan.
- Maximum length for repayment is 30 days. Not every student will be allowed the maximum repayment period.
- If payment is late, $1 per day late fee will be charged. NO EXCEPTIONS!
- The loan will be posted to the student account as well as any late charges.
- If the student is delinquent in repayment, no future Max Jones loans will be granted.
- 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 is funded by the Department of Labor and there is no charge to the client for this service. To be eligible for funding you must have worked in farm related occupations within the past two years, be 19 years of age, and meet certain income guidelines. Visit the SER Office in the Resource Center for more information, or call 785.890.3300 or 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.

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Vocational Rehabilitation

Payment of tuition fees, books, supplies and housing may be available for students who qualify for Vocational Rehabilitation services. 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 deficient; 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 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.