[ SECTION 1 ]

[ ADDENDUM ]

ADMISSION AND ENROLLMENT
Military Tuition
To benefit from these provisions, a student must furnish satisfactory evidence that the taxes have been paid.

Change of resident status
In order to change resident status, students must submit a written request as well as sufficient evidence to substantiate the change to the Director of Admissions and Outreach. The Director of Admissions and Outreach will review the evidence and determine whether the request is justified. Students may appeal the director’s decision through the Student Grievance and Appellate Process as described in Regulation 2160. Tuition rates will not be changed mid-semester but will take effect for the next semester in which the student enrolls. Refunds will not be given for previous semesters.

It is the duty of the student to report the correct address on the application for admission and to inform the Academic Records and Registrar office of all address changes. Students shall observe the following guidelines:

1. It is the duty of each student to pay applicable tuition and fees based upon his/her resident status.
2. If there is any possibility that according to the resident classification the student should pay higher or lower tuition and fees, it is the duty of the student to raise the question at the time of enrollment.
3. A student must present a government-issued photo ID to make a change in his/her address.
4. Any student or graduate who wishes to make a change in his/her legal name must present appropriate legal documentation (i.e., a court order, a Social Security card, a government-issued photo ID).

A student who intentionally gives false or inaccurate information on a Certificate of Residency or who fails to inform the Academic Records and Registrar office of a change of address that alters his/her resident status will be subject to the following penalties:

1. The student may be dismissed from the college; and,
2. The student’s record will not be released or certified until he/she has paid the appropriate tuition and fees based on the change in residency. (Regulation 2220)

Tuition, Fees and Books

Three things determine the tuition and fees a student pays each semester: residency (permanent legal address), the number of credit hours enrolled and the courses selected. Tuition and fees are subject to change depending upon financial exigency; however, the college’s goal is to keep costs as affordable as possible.

Tuition and fees
Tuition is established by the college’s Board of Trustees and is charged per credit hour. A detailed current tuition and fees listing is available online at www.sfccmo.edu or from the college. Tuition and fees are subject to changes and additions.

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

- A participant using educational assistance under either chapter 30 (Montgomery G.I. Bill – Active Duty Program), chapter 31 (Vocational Rehabilitation and Employment), 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 GI 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 chapter 30, chapter 31, or chapter 33, of title 38, United States Code.

**Primetime Learner discount of tuition waiver**

Missouri residents age 65 or older may enroll in college credit classes with no tuition if space is available in that course. Students receiving the discount will not be given college credit and shall satisfy all course prerequisites. If college credit is desired, the student must enroll in the course and pay full tuition and fees. The student is responsible for any fees, supplies or books. An identification card may be obtained at the Sedalia campus in the Financial Aid office. *(Taken from Regulation 3361)*

**Book costs**

Most courses will require purchasing or renting textbooks. Also, workbooks, study guides, and other extras may need to be purchased.

**Refund of tuition, fees and laboratory fees**

Tuition and fees will be credited to the student’s account in full if the student officially withdraws before the published obligation date.

Students are able to drop all but their last class online through the student portal, mySTAR, throughout the semester until the designated last day to drop a class for its part of term. A complete withdrawal form located in mySTAR must be completed to drop the last class.

All requests for refunds or credits after the refund period has ended must be made in writing. If eligible for a refund, a check will be mailed to the student; however, deductions may be made from the refund for any financial obligation due to the college. Students may make refund appeals through the Student Grievance and Appellate Process as described in Regulation 2160.

**Financial Aid**

The college offers a comprehensive financial aid program funded by federal and state agencies and private organizations. The aid programs include scholarships, grants, loans, and part-time employment. All students receiving federal financial aid must enroll in courses that lead to the completion of the specific degree or major they are pursuing.

**Applying for financial aid**

For federal grants, student loans and the work-study program, the Free Application for Federal Student Aid (FAFSA) needs to be completed and all required documentation submitted by the following dates to ensure funds are in place before the student’s entry semester starts.

Fall – July 1
Spring – November 1
Summer – April 1

To be considered for most state programs, the FAFSA must be completed by the priority date of Feb. 1 for the upcoming fall semester. The SFCC online scholarship application needs to be completed by March 1 for the upcoming aid year.

For more information on applying for financial aid, refer to the SFCC website or visit the Financial Aid office or any extended campus location. *(Taken from Regulations 2710, 2720, 2730, 2740, and 2760)*

**Department of Veterans Affairs**

State Fair Community College programs are approved under Title 38 of the U.S. Code to be certified for the following VA Education Benefits through the Financial Aid office:

- Chapter 30 – Montgomery GI Bill-Active Duty
- Chapter 31 – VA Vocational Rehabilitation
- Chapter 33 – Post 9/11
- Chapter 35 – Dependent or Spouse
- 1606 – Montgomery GI Bill- National Guard/Reserves

All other programs are managed through the Business office. All persons seeking VA Education Benefits are required to comply with SFCC’s satisfactory academic progress standards. *(Taken from Regulation 2750)*

**Academic Forgiveness**

Academic forgiveness is designed to help students overcome previously earned poor grades in order to meet new career and/or educational goals and/or to meet graduation requirements. State Fair Community College permits students to petition for academic forgiveness of course work completed at least five years prior to the petition date. Approval of the petition permits a new start without the handicap of the prior academic record. Due to the calculation for academic standing it is recommended that a student submit a petition for academic forgiveness before the next term commences or after grades for the previous term have been posted.