 Admission

Three Rivers Admission Policy

Three Rivers College subscribes to an open admissions concept in order to provide full educational opportunities and establishes the following regulations for admissions which encourage the enrollment of all persons able to benefit from the education programs of the college.

The college may restrict or deny admission to any applicant whose record of behavior indicates that his or her admission would disrupt the orderly process of the college’s programs, would interfere with the rights and privileges of other students, creates a threat or potential danger to the college community, is statutorily barred from the college, or if such denial of access is considered to be in the best interest of the college.

Procedures for Admission to the College

1. All students must submit a completed application www.trcc.edu.admissions/applicationsform.php
2. Proof of successful completion of High School or GED is required for Admissions to Three Rivers College unless otherwise specified.
3. Request ACT scores to be sent to Three Rivers or make an appointment to take the ACCUPLACER test.
4. Schedule ROCS online at www.trcc.edu/admissions/rocs.php or contact the location nearest you.

Pursuant to Missouri State Statute 174.130, Three Rivers will not knowingly admit any aliens unlawfully present in the United States. Proof of legal residency may be required at the time of application.

Denial of Access to Three Rivers

The President or designee may deny admission to a prospective student, or continued attendance to an enrolled student, if it reasonably appears that the student would not be competent to profit from the curriculum offerings of the college, or would, by the student’s presence or conduct, create a threat or a potential danger to the college community, or if such denial of access is considered to be in the best interest of the college. Denial of access decisions may be appealed, contact the Dean of Student Services at 573-840-9669 for more information concerning appeals.

Admission to Specific Programs

Because of the necessity to limit the number of students who enroll in Nursing and Medical Laboratory Technology, students applying to these programs will be accepted according to the approved selection process as outlined in each program’s section. For further information, contact the Department Chair of Nursing and Allied Health. Applications for Nursing and Allied Health Programs are found on the college website: www.trcc.edu/admissions/application.php.

Admission to Courses

Students may enroll in courses only when prerequisites for the courses are met and providing space is available in the courses. Note: Prerequisites are noted in the Course Description section and on myTRCC.

Dual Enrollment

The Dual Enrollment plan allows high school juniors and seniors to take one or more courses at Three Rivers during the fall and spring semesters. They may also enroll for three to six credits hours in each of the four-week summer sessions before entering their senior year. The student will be responsible for college tuition and fees.

Dual Credit

The Dual Credit program permits high school students to enroll in daytime college courses on either the high school or the college campus. The student will receive credit from the high school toward graduation and college credit for the course. The student will be responsible for college tuition and fees.

The form for Dual Credit is completed at the high school with the recommended course work to be taken with Three Rivers. Questions about Dual Credit or Dual Enrollment should be directed to the high school counselor and/or the Coordinator of Academic & Career Outreach Services at 573-840-9619.

Course Placement Testing

Three Rivers requires that all credential-seeking students provide ACT scores or take the ACCUPLACER test prior to advisement and registration. Test scores must be within the last two years prior to enrollment. The college administers the ACCUPLACER test on designated dates throughout the year. For more information about placement testing, contact the Enrollment Services Office.
ACT and ACCUPLACER Placement Chart
Scores from the ACT or ACCUPLACER test are used to place students in the English or math courses in which they will be successful. The following chart identifies the ACT and ACCUPLACER subtest scores used for placement in these courses.

<table>
<thead>
<tr>
<th>Course</th>
<th>ACT</th>
<th>ACCUPLACER</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 01–Transitional Math[1][2]</td>
<td>0 to 17</td>
<td>0 to 75 (EA)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>0 to 34 (CLM)</td>
</tr>
<tr>
<td>CIVL 106–Technical Math I</td>
<td>9 to 17</td>
<td>45 to 75 (EA)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>21 to 34 (CLM)</td>
</tr>
<tr>
<td>MATH 153–Intermediate Algebra</td>
<td>18 to 21</td>
<td>76 to 110 (EA)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>35 to 45 (CLM)</td>
</tr>
<tr>
<td>MATH 162–Math for the Elem Teacher MATH 163–College Algebra</td>
<td>22 or above</td>
<td>111 to 120 (EA)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>46 to 58 (CLM)</td>
</tr>
<tr>
<td>MATH 164–Trigonometry</td>
<td>26 or above</td>
<td>59 to 90 (CLM)</td>
</tr>
<tr>
<td>MATH 171–Analytic Geometry &amp; Calculus</td>
<td>28 or above</td>
<td>91 to 120 (CLM)</td>
</tr>
<tr>
<td>ENGL 02–Transitional College Writing[1][2]</td>
<td>17 or below (ENGL)</td>
<td>4 or below (WP)</td>
</tr>
<tr>
<td>READ 01–Transitional College Reading[1][2]</td>
<td>14 or below (READ)</td>
<td>60 or below (RS)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>15 to 17 (READ)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>61 to 84 (RS)</td>
</tr>
<tr>
<td>ENGL 111–College Writing[2]</td>
<td>18 or above (ENGL)</td>
<td>7 or above (WP)</td>
</tr>
<tr>
<td></td>
<td>18 or above (READ)</td>
<td>85 or above (RS)</td>
</tr>
</tbody>
</table>

1 Beginning courses are not counted for transfer or degree credit. However, beginning courses are counted for the total number of hours in the semester.
2 Students must score into ENGL 111 with their Reading and Writing scores before they are allowed to register for ENGL 111.
* ACAD 101 is required for all students who place into a Transitional course (ENGL 02, READ 01, READ 02, MATH 01).

ACT placement scores are based on subscores in the applicable subject area, not the composite score.

ACCUPLACER Testing Codes:
(A) = Arithmetic, (CLM) = College Level Math, (WP) = WritePlacer (essay), (EA) = Elementary Algebra, (T) = Trigonometry, (RS) = Reading Skills Test

Honors Program
An invitation to join the Honors Program is given to students who show academic aptitude with:
- an ACT score of 26 or higher in Math, Writing or Reading.
- an ACCUPLACER WritePlacer score of 7 or higher or Reading score of 93 or higher.
- An ACCUPLACER College Level Math score of 110 or higher.

Curricular Students
Curricular students are degree or certificate seeking students who have been admitted to the college and are enrolled in college-level or transitional studies courses

Non-Curricular Students
Non-curricular students are those who have been admitted to the College, but are not seeking a degree or certificate. Non-curricular students are not eligible for federal financial aid. Non-curricular students are classified according to the following student goals or conditions:
- Upgrading employment skills for present job.
- Developing skills for new job.
- Career exploration - The College will provide counseling to help students make decisions concerning career goals. Students are expected to declare other educational goals prior to completing 30 credit hours of course work.
- Personal satisfaction and general knowledge.
- Visiting - Visiting students are those who, while enrolled at the College, maintain primary enrollment with other post-secondary institutions.
- Non-degree transfer – Non-degree transfer students are those who are enrolled at the College with the intent to transfer to other post-secondary institutions prior to completing community college graduation requirements.
- High school - High school students who are dual enrolled and home schooled students under the age of 18.
- General or curricular requirement pending (with college approval only) -This classification includes students who have not met all general or specific admission requirements as stated in the college catalog. Students should be enrolled in this category for one semester only.

Student Classification
Students are classified according to the number of semester hours they have earned.

Full-Time Student
A full-time student is one who is carrying 12 or more credits of course work.

Part-Time Student
A part-time student is one who is carrying fewer than 12 credits of course work.

Unclassified Students
Students with advanced degrees may register for Three Rivers’ classes and will be unclassified students. Three Rivers...
graduates enrolling in transfer courses will be unclassified students.

Transfer Students
An official transcript from each college attended is expected to be on file in Three Rivers’ Registrar’s Office. If a student plans to register for a course that requires a pre-requisite, they must show evidence of successfully completing the pre-requisite before enrolling in the course. Prerequisite and transfer credit is not guaranteed until all official transcripts are available for review. Students who wish to receive financial aid must submit official transcripts from all accredited institutions attended to demonstrate Satisfactory Academic Progress.

International Students
In addition to meeting all admission requirements listed in this catalog, the following items are required for all non-immigrant international students seeking I-20 admission (An international student checklist may be obtained in the Enrollment Services Office):

1. Be eligible for an F-1 visa.
2. Submit Affidavit of Support.
3. Submit acceptable results of the TOEFL (Test of English as a Foreign Language) to establish the fact of proficiency in the English language*.
4. Submit Admissions Application.
5. Proof of insurance.

International students who wish to transfer to Three Rivers from other institutions of higher education must be students in good standing with a grade point average of at least 2.0 at the time of transfer. All international students will be charged out-of-state tuition.

*A test score of at least 500 on the paper-based test or 173 on the computer-based test is considered acceptable. Further information regarding international students can be obtained from the Enrollment Services Office.

Pursuant to Missouri State Statute 174.130, Three Rivers will not knowingly admit any aliens unlawfully present in the United States. Proof of legal residency may be required at the time of application.

Registration for Classes
The course schedule is available via myTRCC located on Three Rivers’ Web site at www.trcc.edu. All visitors, including students and nonstudents, may view the schedule of classes with no login or password. Information on testing and registration for new students is available from the Welcome Center.

New Students
New Three Rivers’ students must register in person on campus, or at one of the college external locations. New Three Rivers’ students gain access to myTRCC approximately two weeks after registration.

First time users should follow the steps below to login:
- All student functions, except Search for Classes, require a username and password. Your username is the first initial of your first name and your entire last name followed by the last 4 digits of your Three Rivers student ID. It must be entered in all lower case letters with no spaces.
- Your initial password is the last 6 digits of your Social Security number. After you enter your username and password click the login button.
- You will be instructed to choose a new password. Your new password must have 6 to 9 characters and included both letters and numbers.
- Once you are logged onto myTRCC, you may select options from the student menu.
- Remember to logout when you are finished.

Current and Returning Students
Federal financial regulations will affect the way student aid will pay. All courses must directly apply to the student’s degree plan in order for financial aid to pay. Any courses taken outside of the degree plan will be the student’s financial responsibility. To avoid complications with financial aid, all students MUST meet with their faculty advisor to select the correct courses that apply to their degree plan. The faculty advisors will assist students in planning courses to be taken in current and future semesters. All planned courses must be approved by the faculty advisor before student is allowed to register each semester.

Civil Rights/Equality
All persons who meet the general admission requirements will be treated in identical fashion regardless of race, color, sex, religion, age, handicap, national origin, or legal political affiliation or membership. This right also applies to participation on an equal basis in respect to all the curricular or non-curricular activities of the college.

Residence of Students
Since persons residing within the public school districts of Clearwater R-1, Doniphan R-1, East Carter R-II, Greenville R-II, Naylor R-II, Neelyville R-IV, Poplar Bluff R-I, Ripley County R-III, Ripley County R-IV, Twin Rivers R-X, and Van Buren R-I are also residents of the Three Rivers Junior College District, they pay local property taxes to help support the college. As a result, they and their children receive in-district tuition status.
and are charged lower tuition than those persons residing outside of the district.

In determining the residence of an individual, there should be sufficient proof of domicile within the college district for a period of 12 months. There must be sufficient proof of intent to make the college district a permanent home for an indefinite period with continuous residence in the college district during periods not enrolled as a student.

If a question arises concerning the residency status of the student, it shall be the responsibility of the student to prove residency within the college district. The student can petition the Registrar’s office for a change of residency. The student needs to submit a completed “Residency Evaluation” form with the supporting evidence to the Registrar’s office. Any change in the student’s residency status will not be retroactive.

The following documents can be used as supporting evidence:

- Ownership of home within the college district
- Payment of personal/property taxes within the college district
- Reside within the college district upon marriage to a resident and maintenance of common domicile within the college district
- Proof of address within the college district for 12 months
  - Driver’s license showing current address within the college district
  - Voter Registration within the college district
  - Lease/Rental agreement
  - Utility bills

The Residency Evaluation form along with all supporting documentation must be submitted to the Registrar’s office no later than the following deadlines:

- Fall semester – September 1st
- Spring semester – February 1st
- Summer Semester – June 1st

**Student Financial Aid**

Three Rivers College participates in many types of federal and state student financial aid programs. Financial assistance may be available through grants, scholarships, college work-study, outsourced agencies and loans for qualified students. All questions regarding Financial Aid should be directed to the Financial Aid Office at 573-840-9606 or financialaid@trcc.edu. The Financial Aid Office is located in the Westover Administration Building, 1st Floor, Room 108.

Students who wish to be considered for federal aid, A+ and Missouri Access must submit a Free Application for Federal Student Aid (FAFSA) each award year.

**Complete the FAFSA Online:**

2. Complete the Free Application for Federal Student Aid (FAFSA) [www.fafsa.gov](http://www.fafsa.gov). Remember no fee is charged to apply.
3. Make sure to select the correct FAFSA year. Summer semester at Three Rivers College is treated as a trailer semester to the academic year. Students who attended in fall and spring full time will not have Pell eligibility for summer. Students starting in summer will need to submit a FAFSA for the current year as well as the next year.
4. Be sure to add Three Rivers College school code 004713.
6. Please contact the Financial Aid Office or external locations for assistance with completion of the FAFSA.

**Financial Aid Programs**

- **Grants**-awarded to students on the basis of financial need and generally do not have to be repaid as long as the student remains in school and completes the semester satisfactorily.
- **Federal Work-Study** awarded to students on the basis of financial need and does not have to be repaid.
- **Direct Subsidized, Unsubsidized Loans and Parent Plus Loans** - must be repaid with interest.
- **State Aid**-awarded based on financial need or merit and generally does not have to be repaid.
- **Scholarships**-awarded to the students on the basis of financial need, merit or on selective process and generally do not have to repaid as long as the student remains in school and completes the semester satisfactorily.
- **Veteran’s Benefits** -eligibility is determined by the U.S. Department of Veteran’s Administration and generally does not have to be repaid.
- **Vocational Rehabilitation**-eligibility is determined by Vocational Rehabilitation and generally does not have to be repaid.
- **Outsourced Agencies**-eligibility is determined by agency and generally does not have to be repaid.

Please contact the Financial Aid Office or external locations for assistance with completion of the FAFSA.
Federal Pell Grants
Completion of the FAFSA is necessary to determine eligibility. Federal Pell Grants are for undergraduates with demonstrated need who have not earned a bachelor’s or professional degree. The Department of Education determines the student’s eligibility for a Pell Grant by reviewing their FAFSA information, which produces an Expected Family Contribution (EFC), as indicated on the Student Aid Report (SAR).

The amount of Pell Grant the student receives is based on the current year’s EFC, whether the student is attending full-time or part-time, and whether the student attends school for a full academic year or less. Please note that students may not receive Pell Grant funds from more than one school at the same time. Effective July 2, 2013, Lifetime Pell Limit is restricted to 600 percent (for example 12 semesters of full time attendance). This lifetime limit includes Pell received at all colleges attended. More information on Pell Grants may be located on the Federal Student Aid Website https://studentaid.ed.gov/sa/types/grants-scholarships/pell

Federal Supplemental Educational Opportunity Grants (FSEOG)
SEOG grants are for undergraduates with the greatest financial need (students with the lowest Expected Family Contribution). Due to limited funding, not every eligible student will receive SEOG. The annual award typically ranges from $200-$600 at Three Rivers. Completion of the FAFSA is necessary to determine eligibility. More information on SEOG grants may be located on the Federal Student Aid Website https://studentaid.ed.gov/sa/types/grants-scholarships/fseog

Federal Work-Study Program (FWS)
The Federal Work-Study (FWS) Program provides minimum wage campus employment for qualified students. Due to limited funding, not every eligible student can participate in the work-study program. College work-study award amounts will vary based on department need and student eligibility. Federal Work-Study payroll is processed bi-monthly. In order to be eligible for work study employment, a student must have financial need, be enrolled in the current semester, and be in good academic standing. Completion of the FAFSA is necessary to determine eligibility.

For a list of current open positions visit the Federal Work Study http://www.trcc.edu/financialaid/workstudy.php. Applications and available positions are available at the Financial Aid Office. Additional information regarding the Federal Work-Study program may be located on the Federal Student aid Website https://studentaid.ed.gov/sa/types/work-study

Student Loans
Three Rivers College is approved to participate in the Federal Direct Student Loan program which includes Subsidized Student Loans, Unsubsidized Student Loans and Parent Plus Loans. Student loans must be repaid. Completion of the FAFSA is necessary to determine eligibility.

To apply for Student Loans, contact the financial aid office to request the Student Loan Data Sheet. Instructions on how to apply for a student loan may be reviewed on the Three Rivers College Website http://www.trcc.edu/financialaid/loan.php

Additional information on Student Loans may be located on the Federal Student Aid Website https://studentaid.ed.gov/sa/types/loans. Remember student loans must be repaid and information regarding repayment may be located on Federal Student Aid Website https://studentaid.ed.gov/sa/repay-loans

State Aid
A+ Scholarship Program
Students who successfully complete Missouri’s A+ Schools Program in high school become eligible to use the A+ Scholarship Program. The A+ program covers the cost of tuition and common fees for eligible classes; however, the award is reduced by the amount of available, non-loan, federal financial assistance, such as the federal Pell Grant and FSEOG. A+ amount may result in zero if the Pell Grant is sufficient to cover tuition and common fees. Completion of the FAFSA is required.

Additional information on the A+ Scholarship program may be located on the Missouri Department of Higher Education website http://dhe.mo.gov/ppc/grants/aplusscholarship.php or the Three Rivers College Website http://www.trcc.edu/financialaid/aplus.php.

Access Missouri Financial Assistance
Access Missouri Financial Assistance is a need based program for Missouri residents who meet the application deadline. Eligibility is determined by the student’s expected family contribution (EFC) as calculated through the Free Application for Federal Student Aid (FAFSA). Award amounts are determined by the state. If students are eligible for the A+ Scholarship Program, the Access Missouri Award will be reduced by the amount of the reimbursement. Additional information and criteria may be located on the Missouri Department of Higher Education website http://dhe.mo.gov/ppc/grants/accessmo.php.

Bright Flight Scholarship
Missouri Bright Flight Scholarship is a merit based program that encourages top-ranked seniors to attend approved Missouri post-secondary schools. Current information and criteria may be located on the Missouri Department of Higher Education website https://studentaid.ed.gov/sa/types/scholarships/fseog

https://studentaid.ed.gov/sa/types/loans. Remember student loans must be repaid and information regarding repayment may be located on Federal Student Aid Website https://studentaid.ed.gov/sa/repay-loans

Education website

A complete listing of state programs is available on the Missouri Department of Higher Education website
http://dhe.mo.gov/ppc/grants/.

Scholarships
Through the generosity of the college community, many scholarships are available to assist deserving students. Scholarships are funding that generally do not require repayment and may be awarded based on merit, exceptional performance, financial need or specific criteria.

To be considered for a Three Rivers College Scholarship, new students simply apply for admission. For returning students, information regarding specific scholarship interest may be updated using the Three Rivers Scholarship Update form

Institutional Scholarships
Institutional scholarships are offered based on academic, service and performance. Specific eligibility criteria and enrollment stipulations may apply based on the scholarship award. For more information on scholarships contact financial aid or the Three Rivers College Website
For students who are A+ eligible and receive institutional scholarships, the scholarship may be converted to cover remaining fees and required books.

Private/Endowment Scholarships
Scholarships may be awarded to students based on the criteria established by the donor. Specific criteria and enrollment stipulations may apply based on the scholarship award. Further information regarding scholarships may be obtained by contacting financial aid or the Three Rivers College website
http://www.trcc.edu/forms/financialaid/scholarships.php.

Outside Aid Reporting Requirement
Students who receive funding while attending college including but not limited to scholarships or grants must report the source and amount of such outside assistance. Federal regulations require the college to adjust a student’s aid award so as not to exceed the student’s need. Students who knowingly withhold such information are subject to termination of their financial aid award and could be subject to repayment of any excess award.

Veterans Information and Services
The Financial Aid Office is responsible to certify all veteran’s benefits and provides services to students who are eligible to receive education assistance as administered through the U.S. Department of Veteran’s Affairs. Veterans, dependents and spouses of veterans or members of National Guard should contact the Financial Aid Office to initiate their GI Bill benefits. Monthly benefit rates are set by Congress and the DVA and vary according to the student’s benefits categories and enrollment.

Students receiving VA Educational Benefits are required to meet the same standard of progress as all students. In addition, Veteran’s and their dependents are required to:

- Declare an approved educational program of study.
- Submit all high school transcripts, previous college transcripts, and military transcripts to the Registrar’s Office.
- Veterans and members of the National Guard should present a copy of their DD-214 (member 4 copies) or NOBE.
- Notify financial aid of any changes to enrollment or program of study.

In keeping with the College’s dedication to our veterans, the Three Rivers College Board of Trustees approved a tuition policy which allows veterans, their spouses or children to be charged in-district tuition without regard to their residency.

For additional information on education programs and to apply for Veterans’ Benefits visit the U.S. Department of Veterans Affairs Website
http://www.benefits.va.gov/gibill/index.asp or the Three Rivers College website

Vocational Rehabilitation
In cooperation with the Division of Vocational Rehabilitation of the State Department of Education, Three Rivers provides educational experiences that assist individuals who have disabilities in living and working in a contemporary society. Counseling and academic support services are provided to vocational rehabilitation students during their enrollment at Three Rivers through the Financial Aid Office and ACHIEVE
http://www.trcc.edu/achieve.php. Specific information concerning eligibility and application procedures may be obtained from Vocational Rehabilitation Website
https://dese.mo.gov/adult-learning-rehabilitation-services/vocational-rehabilitation.

Outsourced Agency Services
The Trade Adjustment Allowance Program (TAA) benefits for individuals who were laid off or had hours reduced because their employer was adversely affected by increased imports from other countries.

The Workforce Innovation Opportunity Act (WIOA)
Workforce Innovation and Opportunity Act (WIOA) came into effect July 22, 2014, replacing WIA (Workforce Investment Act of 1998). It is designed to help job seekers access
employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy programs. WIA replaced the Job Training Partnership Act (JTPA), enacted October 13, 1982.

There are three types of WIOA students:

- Dislocated Worker: Individuals 18 years and older who have lost their employment due to a permanent layoff, plant closure, dismissal or displacement as a homemaker.
- Youth: Ages 14 through 21 who are a member of a household that receives public assistance, or who meet income eligibility criteria and who have a barrier to employment that need additional assistance to complete an educational program or to secure or retain employment.
- Adults: Individuals, age 18 or older, who are members of a household receiving public assistance or who meet income eligibility criteria.

Verification
Approximately 30% of students who complete the FAFSA are selected to complete an audit process called verification. Students are randomly selected for this process which is designed to ensure that the FAFSA is completed correctly and is free of errors. If students are selected, financial aid will notify the student via student college email account with links to the Verification Forms on our website (paper copies also available at the Financial Aid Office or any external location). Complete and return the Verification form or other requested information and make sure taxes have been linked on the FAFSA using the IRS Data Retrieval Tool (DRT). For additional questions about the verification process contact the Financial Aid Office for assistance or visit the Three Rivers College Website http://www.trcc.edu/financialaid/fafsaverification.php

Award Letters
Award letters are available to view electronically through the student’s myTRCC account under the financial aid section. Unless the student notifies the college in writing to decline financial aid awards, financial aid will consider the student as having accepted the financial aid awards. Paper copies are available upon request.

Satisfactory Academic Progress (SAP) for Financial Aid Purposes
Students must make satisfactory progress in order to continue to receive federal funding. Failure to complete the semester in good standing could result in loss of financial aid funding.

To maintain academic eligibility for financial aid:
- Complete an eligible program in no more than 150% of the number of hours to finish the program.
- Successfully complete 67% of attempted credit hours each semester.
- Maintain the required cumulative grade point average (GPA) listed below based on total hours attempted:

<table>
<thead>
<tr>
<th>Total Hours</th>
<th>GPA Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 - 15</td>
<td>1.50</td>
</tr>
<tr>
<td>16 - 30</td>
<td>1.70</td>
</tr>
<tr>
<td>31 - 44</td>
<td>1.90</td>
</tr>
<tr>
<td>45+</td>
<td>2.00</td>
</tr>
</tbody>
</table>

The Three Rivers College Satisfactory Academic Progress Information is available on the website http://www.trcc.edu/financialaid/progress.php

Repeating Coursework
Students may receive federal funding for ONE repetition of a previously passed course. For example, if a student passes a course once and then is repaid for retaking the course, the student cannot be paid to take the course a third time. Students may be paid repeatedly for a failed or withdrawn course.

Dropping Classes
Dropping classes can affect the student’s financial aid eligibility for specific programs, prevent student’s from meeting the satisfactory academic progress requirements as well as student’s being responsible to owe a portion or all of the student’s financial aid funding. Before dropping courses, it is strongly recommended to contact the Financial Aid Office.

Financial Aid Warning
The first time students do not meet satisfactory academic progress, they are placed in a warning status. During the Warning status, a student may continue to receive federal financial aid. If students fail to complete satisfactory progress during the warning semester or any subsequent semesters, federal aid will be suspended. Students will be notified of the warning status via their college student email account.

Suspension
Financial Aid Suspension is a status assigned to a student who fails to make satisfactory academic progress for any subsequent semesters following the warning status. Students who are on suspension are not eligible for federal funding. The student will be notified of the suspension status via college student email account. A student may submit a Suspension Override Request for review to determine if financial aid may be reinstated.
Financial Aid Probation
Status assigned to student when the Suspension Override Request has been approved. Students on probation may continue to receive aid; however, if they fail to meet satisfactory progress in subsequent terms, federal aid will be suspended. A student may submit another Suspension Override Request for review to determine if federal financial aid eligibility may be reinstated; however, generally will be considered for extenuating circumstances only.

Return of Title IV (Owing Money Back)
The Return of Title IV calculation must be performed according to the Department of Education’s regulations. Return of Title IV calculation is performed when a student completely withdraws, drops, or otherwise fails to complete the period of enrollment.

Three Rivers students are expected to earn federal financial aid by attending classes through at least 60 percent of enrollment. Students who fail to meet this guideline will be required to repay all or a portion of their financial aid. This policy, established by the Department of Education through the Higher Education Act of 1965, affects students who have received assistance through the following federal financial aid programs at Three Rivers College:

- Pell Grants
- Federal Supplemental Educational Opportunity Grants (FSEOG)
- Direct Unsubsidized Loans
- Direct Subsidized Loans
- Direct Parent PLUS Loans
- Iraq & Afghanistan Service Grant

Remember class attendance is important to succeed. Federal aid is earned by attending classes and making satisfactory grades. The Return of Title IV Information may be obtained on the Three Rivers Website http://www.trcc.edu/forms/financialaid/returnoftitleivfunds.pdf

FERPA
This program is designed to set standards for developing, implementing and maintaining reasonable administrative, technical and physical safeguards to protect the security, confidentiality and integrity of student and/or parent information.

Purposes:
- to ensure the security and confidentiality of customer information.
- to protect against anticipated threats to the security and/or integrity of customer information.

- to guard against unauthorized access to, or use of, customer information that could result in harm or inconvenience to any customer.
- to comply with the Gramm-Leach-Bliley Act and the related rules put forth by the Federal Trade Commission.

Student Disclosure Information
The financial aid applicant is responsible for obtaining, completing, and filing each year the proper financial aid application (i.e., FAFSA) on a timely basis. The applicant has the right to seek and receive full information and counsel from the Director of Financial Aid in regard to any financial aid matter. The applicant must, without exception, report any of the following changes to the Registrar’s Office:

- withdrawal from college.
- transfer to another college.
- name change.
- address change or parent’s address change.

If student loans have been received, Exit Counseling must be arranged with the Financial Aid Office when graduating or withdrawing from Three Rivers College, or dropping below the half-time enrollment status. Failure by the aid recipient to complete Exit Counseling will result in a hold placed on the student’s record.

Financial Aid Code of Conduct
The Higher Education Opportunity Act requires institutions of higher education participating in the administration of educational loan programs to develop and publish a Code of Conduct. Any Three Rivers College officer, employee, or agent who has responsibilities with respect to student educational loans is required to comply with this Code of Conduct as outlined in this link.

http://trcc.edu/forms/financialaid/codeofconduct.pdf

Consumer Information
The Higher Education Act of 1965 (HEA), as amended by the Higher Education Opportunity Act of 2008 (HEOA), requires Three Rivers College to disclose information to potential and currently enrolled students and prospective and current employees. This site provides a single access point for required disclosures regarding (but not limited to) general statistics about the institution, financial assistance (including loans), athletic participation, annual security and fire safety report, student rights and responsibilities, gainful employment, financial aid code of conduct, and the Family Educational Rights and Privacy Act at Three Rivers College. This site is located on the Three Rivers College website http://www.trcc.edu/forms/consumerdisclosures.pdf. Paper copies may be available upon request.