

SOUTHWESTERN COMMUNITY COLLEGE	STUDENT SERVICES FINANCIAL AID SERVICES	Policy 6.01.03
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The purpose of the College's financial aid programs is to provide financial assistance, based on need, to students who normally could not attend college without aid. Financial aid is awarded without regard to age, race, creed, sex, gender, national origin or disability. The programs are based on the guiding principle that the student or student's family has the primary responsibility for educational costs and the purpose of financial aid programs is to supplement the student or family contributions.

The College participates in federal financial aid programs authorized under Title IV of the most recent United States Higher Education Act as amended, and participate in state financial aid programs authorized by the North Carolina Legislature.

The College's Financial Aid Office operates its financial aid programs in compliance with federal and state regulations and maintains a set of operating procedures, commonly known as the Financial Aid Office Operations Manual ("Manual"), which is updated annually. The Manual shall:

1. Provide the financial aid staff with current policies and procedures pertaining to eligibility assessment for federal, State and College programs.
2. Provide each staff member with general and specific responsibilities of the total staff, their individual responsibilities and the Office's relationship to the College's other departments/divisions.
3. Provide each staff member with general office procedures in order that a systematic and consistent approach may be taken in the operation of all programs; ensuring that similar operations will be handled in a uniform manner.
4. Provide a quick reference to various practices.
5. Facilitate the orientation and training of personnel when changes occur.
6. Submitted annually to the Executive Vice President of Instruction and Student Services for review and approval.

The College's Financial Aid Office communicates information to students about available aid programs and eligibility requirements via the College's catalog, website and student handbook, and assists students in obtaining financial aid services.

Adopted: October 2012

Revised: October 28, 2014