

Garden City Community College Financial Aid Office

PREPARATORY COURSEWORK CONTRACT

Student Name (First, Last, Middle Initial)

GCCC Student ID or last 4 digits of SSN Number

A Preparatory Coursework Contract is a written, formal contract between the student and the institution that allows the student who is not pursuing a degree or certificate to attend Garden City Community College and receive a Direct Loan for a maximum of one consecutive 12-month period to take pre-arranged program coursework required for admission to another college or university. A student may only have one 12-month preparatory coursework loan over the course of his/her college attendance.

Direct Loan limits for preparatory coursework per academic year

- Not to exceed 12 consecutive months
- For undergraduate degree/certificate coursework: Direct Subsidized & Unsubsidized -- \$2,625
- Up to \$6,000 additional unsubsidized for independent students and dependent undergraduates whose parents are denied a PLUS loan
- For students taking preparatory coursework for a graduate program the annual loan limit is \$5,500
- Up to \$7,000 additional unsubsidized for independent students and dependent undergraduates whose parents are denied a PLUS loan

Student Rights

- The student has the right to enroll at Garden City Community College in courses not required for a degree or certificate and transfer those credits to meet eligibility requirements for admission to another college or university; however such courses would not be eligible for federal student aid.
- The student has the right to receive available Direct Loan funds at from Garden City Community College while enrolled in courses required for admission to another college or university. The prerequisite courses must also be part of an eligible program offered at GCCC.

Student Responsibilities

- The student must not receive Title IV funds from more than one institution during the same period of enrollment.
- The student must be enrolled in a minimum of 6 required credits at Garden City Community College before being allowed to participate in the preparatory coursework contract.
- The student must meet with an academic advisor at the future college or university to determine the classes to be taken at Garden City Community College and receive certification that these courses are necessary and applicable to the student's future degree or certificate program. The list of courses needed cannot be changed once the contract has been approved and signed by the student and the advisor at the transfer institution.
- The student needs to ensure that the courses required will be offered in a time frame that allows the student to complete within one consecutive 12-month period.
- The student is required to follow and meet the requirements of Garden City Community College's Financial Aid Satisfactory Academic Policy.

Garden City Community College Rights

- The Financial Aid Office has the right to cancel any preparatory coursework Direct Loan and/or funds if the student is not registered for the required courses as listed in the contract or does not otherwise demonstrate eligibility for those funds.
- The Financial Aid Office may adjust any loan funds according to enrollment status and/or cancellation of enrollment by the student.

Garden City Community College Responsibilities

The Office of Financial Aid:

- Must notify the student of any changes or cancellations of Direct Loan funds.
- Must monitor Satisfactory Academic Progress to determine continued eligibility for funding.
- Will perform Refund/Repayment calculations if a student cancels enrollment.
- Is responsible for retaining all financial aid records applicable to a participating student.

Student Signature

Date

GCCC Financial Aid Officer Signature

Date

