

**THREE RIVERS COLLEGE
STUDENTS REGULATION**

Section: 2000 Students	
Sub Section: 2700 Financial Aid	
Title: SR 2740 Student Rights and Responsibilities	Page 1 of 8
Primary Policy: SP 2610 Student Code of Conduct	
Associated Policies: SP 2710 Financial Aid Programs; IP 6102 Transfer Credit; GAP 1101 Debts to the College; GAP 1130 Request for College Documents; SP 2215 Student Residency; GAP 1200 Equal Opportunity	
Associated Regulations: SR 2610 Student Conduct; ITR 8100 Acceptable Use; SR 2310 Drop/Withdrawal Procedures; HSR 5110 Communicable Diseases; IR 6310 Classroom Attendance; FR 3107 College Store Learning Materials; GAR 1206 Alcohol/Drug-free Work/Learning Place; SR 2415 Confidentiality of Student Records; SR 2750 Return of Title IV Information; FR 3109 Student Refunds; SR 2760 Financial Aid Satisfactory Academic Progress	
References: Federal Title IV; Title IV Financial Aid Programs; MO HB 1606 (2018)	
Supersedes: NA	
Responsible Administrator: Chief Student Services Officer	
Initial Approval: 02-15-2017	Last Revision: 08-19-2020

Three Rivers College offers a variety of services to help our students benefit from their college experiences. We believe that no student should be denied a college education due to lack of funds. The college makes available to students a variety of scholarships, grants, work opportunities, and loans. Awards vary depending on the cost of attendance and financial circumstances of students and their families.

Current federal law requires that eligible institutions participating in Title IV Financial Aid Programs disclose information to potential and currently enrolled students and prospective and current employees. The TRC web portal is a single point access for [Consumer Information](#) including (but not limited to) general information regarding the institution, financial assistance, campus security, and the Family Educational Rights and Privacy Act (FERPA). Consumer information will be distributed to the student or employee's college email account per federal regulations. Paper copies are available upon request from the office listed. For additional information visit the TRC website [Consumer Information Webpage](#).

As a Three Rivers College student, you have the right to know:

- **Academic Programs:** The academic programs of Three Rivers College, the facilities available, faculty, and instructional personnel and any plans for improving academic programs.
- **Accreditation, Approval, and/or Licensure:** The names of bodies that accredit, approve, or license the institution and its programs and how their documents may be reviewed.
- **Annual Security Report:** Campus security, including but not limited to crime statistics, fire safety report, crime and fire logs, and missing person process.

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- **Career and Placement Services:** Career and placement services offered to students during and after enrollment.
- **Cash Management Contracts:** Contracts between Three Rivers College and a third-party servicer or financial institution.
- **Complaint Process:** Information regarding Three Rivers College’s student complaint process.
- **Completion/Graduation and Transfer-Out Rates:** Completion, graduation, retention, and transfer-out rates of our students.
- **Contact Information Regarding Institutional or Financial Aid Assistance:** Who to contact for general college information and how to contact financial aid personnel regarding student financial assistance.
- **Copyright Infringement Polices and Sanctions:** Copyright and infringement procedures and sanctions, as referred to in college policy ITP 8100 Acceptable Use.
- **Cost of Attendance:** Cost of attending Three Rivers College, how those costs are determined, and how your estimated expenses are developed.
- **Disability Services and Facilities:** What facilities and services are available to students with disabilities.
- **Drug and Alcohol Abuse Prevention Materials and Prevention Program Review:** Information on prevention of drug and alcohol abuse and information regarding the biennial review of the institution’s drug and alcohol abuse program.
- **EADA Report:** Athletic participants by gender for each team, operating expenses, revenue, coaches’ salaries, and athletically related student aid.

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- **Federal Student Financial Aid Penalties for Drug Law Violations:** Information regarding conviction of drug offenses while receiving Title IV aid. (<https://studentaid.gov/help-center/answers/article/do-drug-convictions-affect-ability-to-get-federal-student-aid>)
- **Information for Crime Victims:** Available upon request to alleged victim.
- **Loan Disclosures:** Information on loans, including publications, fact sheets, online tools, and other resources including entrance and exit counseling to help you prepare and pay for college.
- **Net Price Calculator:** Access to the net price calculator that factors your financial aid to calculate your final cost of college. Estimates are subject to change and do not represent final determination or actual award of financial aid.
- **Privacy of Student Records Family Educational Rights and Privacy Act (FERPA):**
 - Policies and procedures used to maintain confidentiality of financial aid records. Only those individuals who directly handle the application have a right to know or access the information. Three Rivers College complies with the Family Educational Rights and Privacy Act of 1974.
 - The disclosure of your financial aid information may be made to federal and state agencies, scholarship donors, as well as other school officials, including teachers, within the school who the school has determined to have legitimate educational interests and to officials of another postsecondary school or school system, where you receive services or seek to enroll.
- **Program Length/Cost and Career Information (HB 1606):** Pursuant of MO HB 1606 (2018), information regarding the number of credit hours, program length, employment rate, wage data, and number of graduates employed in careers related to their program of study at Three Rivers College, can be found at the following URL:

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<https://scorecard.mo.gov/scorecard/>. Search using School/Program “Three Rivers College” and choose the degree or credential type of interest.

- **Refund Process:** How and when disbursement of financial aid is made, Three Rivers College’s refund process for costs paid to the College, and any refund due to Title IV student assistance programs.
- **Withdrawal and Return of Title IV Financial Aid:** How to withdraw from college and Return of Title IV information.
- **Retention Rates:** Retention rates for first-time, full-time, degree- and certificate-seeking students.
- **Satisfactory Academic Progress:** The standards required for maintaining satisfactory academic progress for financial aid eligibility.
- **State Grant Assistance:** Information on state programs.
- **Student Activities:** Student activities at Three Rivers College.
- **Student Body Diversity:** Information regarding (but not limited to) percentage of enrolled full-time students who are male, female, Federal Pell Grant recipients, and self-identified members of major racial or ethnic group. These items are collected through the IPEDS collection system.
- **Student Financial Aid Information:**
 - Financial assistance available, including federal, state, and institutional programs. The procedures, forms, deadlines, and eligibility requirements to apply for assistance; the criteria for selecting aid recipients and determining the amount of aid awarded.

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- What resources we have considered in calculating a student’s financial need, how the Expected Family Contribution (EFC) was determined, and how much of a student’s financial need has been met.
- Terms and conditions of any loans, including interest rate, total amount student can expect to borrow, the length of time to repay, and when repayment will begin.
- Terms and conditions of federal work-study employment (if hired), including job description, hours, rate of pay, and how and when you will be paid.
- Terms and conditions of scholarships or grant aid a student receives.
- **Textbook Information:** ISBN and retail price information of required and recommended textbooks and supplemental materials required for each course.
- **Tuition and Fees:** Information on tuition and fees.
- **Transfer of Credit Policies:** Established criteria the institution uses regarding the transfer of credit earned at another institution and a list of institutions with which it has established an articulation agreement, as referred to in college policy IP 6102 Transfer Credit.
- **Vaccinations Policy:** Information regarding vaccinations, as referred to in college regulation HSR 5110 Communicable Diseases.
- **Voter Registration Forms:** Information regarding voter registration and where to register in Missouri.
- **Written Arrangements:** Portion of educational programs that the school that grants the degree or certificate is providing, name and location of the other schools or organizations that are providing that portion of the educational program, the method of delivery that part of the educational program and estimated additional costs students may incur by enrolling in an educational program provided under the written arrangement.

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It is every Three Rivers College student's responsibility to:

- Read and consider all information about Three Rivers College before enrolling.
- Complete all Three Rivers College application forms thoroughly and accurately and submit them to the appropriate office(s) by required deadlines.
- Accurately and honestly complete a Free Application for Federal Student Aid (FAFSA). Errors can result in delays. False or misleading information is a criminal offense and is subject to a \$20,000 fine, imprisonment, or both.
- Pay any remaining account balance that is not covered by financial aid. Charges may include tuition, fees, bookstore charges, and/or other miscellaneous charges.
- Attend all classes and continue to maintain satisfactory academic progress. Students who stop attending all classes before completing 60% of the semester will owe money back to the federal aid programs.
- Check school email account and electronic award notifications on a regular basis.
- Use any federal, state-appropriated, or institutional financial aid received during the award year solely for expenses related to attendance at Three Rivers College.
- Comply with all requests to provide information as requested by Three Rivers College and submit corrections or new information as appropriate.
- Read, understand, and accept responsibility for all forms or agreements signed by the student. It is recommended that students keep copies for their records.
- Notify the Office of Financial Aid if the student is attending two schools at the same time. Federal law prohibits students from receiving Federal Pell Grants at more than one college at the same time.

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- Report to the Office of Financial Aid if they are in default on student loans or owe a refund or repayment on any educational grant received from any school.
- Notify the student loan lender of changes in name, address, and school status.
- Knowing the sources of financial aid they are receiving and whether the aid is a student loan, grant, or scholarship. If the aid is a student loan, the student must know to whom repayment is to be made and the terms of repayment.
- Perform the work agreed upon when accepting a work-study award.
- Know and comply with the following Three Rivers College policies and regulations as they relate to financial aid: enrollment status for aid disbursement, satisfactory academic progress, withdrawal, refund/repayment, and debt management.
- Keep address and phone number current with the Registrar.
- Complete student loan exit counseling online at <https://studentaid.gov/> prior to separation from Three Rivers College (graduation, withdrawal, or dropping below half-time status).

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DOCUMENT HISTORY:

- 02-15-2017:** Initial approval of regulation SR 2740 Student Rights and Responsibilities.
- 08-19-2020:** Addition of Title IV compliance items, as well as associated regulations and references for clarification.