



1057 W. College Ave.
Independence, KS 67301
Phone (620) 332-5460
financialaid@indycc.edu

Fax (620) 332-5660
www.indycc.edu/finaid

Office of Student Financial Aid STATEMENT OF EXPECTATIONS AND RESPONSIBILITIES

Student Name _____ ICC Student ID # _____

- initial I understand the Office of Student Financial Aid office will communicate primarily using your ICC email address and secondly to the email address listed on the FAFSA. **It is my responsibility to establish and check my ICC email for IMPORTANT information about my financial aid. Not checking my ICC email is not an excuse.
- initial I understand I am responsible for checking my Student Information Systems (SIS) account about detailed information on my financial aid files. If there is a discrepancy I will contact the Office of Student Financial Aid to have it resolved.
- initial I understand that I must update my address information in SIS. All returned mail due to an outdated address will result in a \$10 bad address return fee on my student account.
- initial I understand that a copy of my final high school transcript/GED, with a graduation date prior to the first day of classes, must be on file with Admissions in order to be eligible for ANY federal financial aid.
- initial I understand that official copies of college transcripts, for any college I have ever enrolled in or attended, must be on file with the Registrar's office. By failing to inform financial aid of colleges will be treated as a form of academic dishonesty and may result in denial of financial aid or enrollment.
- initial I understand that Academic Plan and Financial Aid Denial notices will be sent via certified mail. This will result in a \$20 certified mail fee being charged to my student account. These notices are first sent by email with a deadline for response. If no response is received by email the certified letter will be mailed.
- initial The satisfactory academic progress (SAP) policy is available online and a paper copy is available upon request. I understand, I am responsible for reading and understanding the SAP policy.
- initial I understand I must be **ENROLLED** and **ATTENDING** classes in order to receive Financial Aid disbursement(s) from the Business Office. I am aware that if I cease to attend all my classes during a fall, spring, or summer term that I must make an official notice of withdrawal in the Office of the Registrar. My failure to do so may result in me receiving less refund, if any is due, or repaying disbursed financial aid.
- initial Federal Grant and Loan funds will be disbursed approximately two and three weeks after certification day each semester. If you are enrolled in late starting (or mid-semester) classes, you may receive multiple disbursements.
- initial Federal Grant and Loan funds that are disbursed to students via paper check or EFT and are returned to ICC, due to bad address, closed checking/savings accounts, or other reasons, may be forfeited and returned to the Department of Education. These funds will not be reissued by ICC.
- initial Withdrawing, dropping, or failing classes may result in partial or full repayment of my financial aid awards to Independence Community College and/or the Department of Education.
- initial I certify that ALL signatures were provided by the designated individual on all forms submitted to ICC's Office of Student Financial Aid on paper and by electronic means. **I understand that forgery is a form of academic dishonesty which can result in DENIAL of financial aid and DENIAL of enrollment at ICC.**

Student's Signature _____

Date _____

5/13/2014