



## ***ADMISSIONS & FINANCIAL INFORMATION***

**ADMISSIONS  
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FINANCIAL INFORMATION**

## ADMISSIONS

Any student interested in attending Dallas Christian College is encouraged to visit the college. While on campus prospective students may meet with an admissions counselor, tour the facilities, and explore the many opportunities available to students of Dallas Christian College. Appointments may be made prior to the campus visit to meet with faculty and staff of the college while visiting DCC. Many students will want to meet with a representative from the Office of Community while on campus to discuss local ministry and job opportunities in the Dallas area. Campus visit requests can be made through the DCC website at [www.dallas.edu](http://www.dallas.edu).

Prospective students who wish to apply are encouraged to do so online at [www.dallas.edu](http://www.dallas.edu). Those who prefer to submit a written application may request an application packet by contacting the Office of Admissions. Early application is strongly recommended. Applicants are welcome to contact the Office of Admissions for any assistance with questions concerning the application process.

Dallas Christian College offers a distinctly Christian curriculum and environment. DCC does not discriminate on the basis of race, color, sex, age, national origin, handicap, or veteran status in educational policies, admission policies, scholarship and loan programs, or in other school-administered programs.

### TRADITIONAL, QUEST, AND ONLINE ADMISSIONS

The Office of Admissions uses a holistic process when evaluating an application for admission. Each component to the application is carefully considered. Applicants who do not meet some of the admissions criteria are encouraged to continue with the admissions process. Adult students are encouraged to apply for the Quest or Online program. Please contact an admissions representative if there is any question about the admissions process or eligibility for admissions.

#### Traditional Program—Freshman Application Requirements

Applicants to the traditional undergraduate program must have graduated from an accredited secondary institution or satisfactorily completed the General Education Development (GED) examination. Students educated at home are encouraged to apply and are subject to the same requirements.

A complete application consists of the following items:

- A fully completed DCC Application for Admissions

- A non-refundable \$25 application fee

- A 250 word essay

- The essay should describe your academic and spiritual goals and how you believe DCC can help you achieve them.

- An official high school transcript with a stamp and administrator's signature, which must arrive in a sealed envelope bearing the school's logo

- Official scores of either the ACT or SAT (waived for applicants age 25 and over)

- AP, IB, or dual credit college transcript (if applicable)

- Two (2) letters of recommendation

- One recommendation must come from a church pastor or leader; the second must come from an educator.

### **Traditional Program—Freshman Admissions Criteria**

High school students are encouraged to complete the application process as soon as possible as scholarship opportunities and campus housing are limited. Once an applicant submits all final official high school transcripts reflecting graduation status, the applicant is eligible for unconditional acceptance. Applicants who submit official high school transcripts prior to graduation may be eligible for conditional acceptance. After graduation a final official high school transcript must be submitted.

Traditional freshman admissions criteria includes the following specifications:

2.5 overall high school grade point average on a 4.0 scale

SAT or ACT – Minimum SAT Combined Critical Reading and Math Scores of 900 or minimum ACT Composite Score of 19

An admissions essay indicating the student's goals are a good fit with the mission of the College

References indicating the student has the academic ability, character, motivation, and maturity to succeed at DCC

\*The following high school academic units are recommended for freshman admissions consideration:

English	-	4 credits
Foreign Language	-	2 credits
History/Social Studies	-	3 credits
Mathematics	-	3 credits
Science	-	2 credits

### **Traditional Program—Transfer Application Requirements**

Applicants to DCC who qualify as transfer students have been out of high school at least one full semester and have earned a minimum of 12 semester hours of transferable credit.

A complete application consists of the following items:

A fully completed DCC Application for Admissions

A non-refundable \$25 application fee

A 250 word essay

The essay should describe your academic and spiritual goals and how you believe DCC can help you achieve them.

Official college transcript(s) from each institution attended or enrolled, with a stamp and administrator's signature, which must arrive in a sealed envelope bearing the school's logo

Military transcript (if applicable)

Two (2) letters of recommendation

One recommendation must come from a church pastor or leader; the second must come from an employer or previous educator.

### **Traditional Program—Transfer Admissions Criteria**

Admissions criteria for transfer students include a minimum of 12 hours of transferable credit. As a result, transcripts of grades and credits from all previous colleges and universities, including military transcripts must be sent to the Office of Admissions. It is highly recommended that transcripts be sent as early as possible for evaluation and classification to ensure entrance into the desired courses.

Transfer student admissions criteria includes the following specifications:

12 transferable hours of previous college coursework with a cumulative GPA of 2.6 or higher, OR  
30 transferable hours of previous college coursework with a cumulative GPA of 2.0 or higher  
Student must be in good financial and social standing with each college or university previously and/or currently attending  
An admissions essay indicating the student's goals are a good fit with the mission of the College  
References indicating the student has the academic ability, character, motivation, and maturity to succeed at DCC

Applicants with less than 12 transferable hours or with a cumulative GPA below the required minimum of 2.6 must also observe the Freshman Admissions Requirements.

### **Quest and Online Program—Application Requirements**

Adult students who prefer a non-traditional format program are encouraged to apply to the Quest or Online programs.

A complete application consists of the following items:

A fully completed DCC Application for Admissions

A non-refundable \$25 application fee

A 250-500 word essay

The essay should address two points:

A. Describe your academic and spiritual goals and how you believe DCC can help you achieve them.

B. Tell why you believe the Quest or Online program fits your current life situation.

Official college transcript(s) from each institution attended or enrolled, with a stamp and administrator's signature, which must arrive in a sealed envelope bearing the school's logo

If no previous college coursework, an official high school transcript with a stamp and administrator's signature, which must arrive in a sealed envelope bearing the school's logo

Military transcript (if applicable)

Two (2) letters of recommendation

One recommendation must come from a church pastor or leader; the second must come from an employer or previous educator

### **Quest and Online Program—Admissions Criteria**

Dallas Christian College recognizes the benefits of multiple course delivery options. Quest and Online programs offer courses in the evening and online formats to benefit the adult learner.

The following criteria have been established for applicants to the Quest or Online programs:

Applicant must have graduated from an accredited secondary institution or

satisfactorily completed the General Education Development (GED) examination

The admissions committee considers any previous college coursework.

Student must be in good financial standing with each college or university previously and/or currently attending

An admissions essay that satisfactorily addresses points A and B

References indicating the student has the academic ability, character, motivation, and maturity to succeed at DCC

## **ACCESS Program—Application Requirements**

Admission to the ACCESS Program is a two-step process. First, the applicant must meet the criteria for general admissions to the College. Second, the student must meet all the specific requirements for admissions to the ACCESS Program.

A complete application to Dallas Christian College consists of the following items:

- A fully completed DCC ACCESS Application for Admissions
- A non-refundable \$50 application fee (includes ACCESS application fee)
- A 250 word essay  
The essay should describe your academic and spiritual goals and how you believe DCC can help you achieve them.
- Official college transcript(s) from each institution attended or enrolled, with a stamp and administrator's signature, which must arrive in a sealed envelope bearing the school's logo
- Military transcript (if applicable)
- Two (2) letters of recommendation  
One recommendation must come from a church pastor or leader; the second must come from an employer or previous educator

## **ACCESS Program—Admissions Criteria**

The applicant must meet all the criteria listed in the ACCESS section of the DCC Catalog in addition to the criteria listed below.

The following criteria have been established for applicants to the ACCESS program:

- Student must be in good financial standing with each college or university previously and/or currently attending
- A satisfactory admissions essay
- References indicating the student has the academic ability, character, motivation, and maturity to succeed at DCC

Please refer to the ACCESS section of the DCC Catalog for the more information.

## **APPEAL FOR ADMISSION**

Applicants who do not meet the admissions criteria are encouraged to continue with the application process. At the applicant's request, application credentials that do not meet the criteria for admission will be submitted to the DCC Community Admissions Committee. Additional information may be required for the appeal process.

## **CONDITIONAL ACCEPTANCE**

Conditional acceptance to Dallas Christian College is granted to all high school students based on unofficial transcripts until the successful completion of high school. Official transcripts are required in order for the student to move to unconditional acceptance.

## **ACCEPTANCE ON ACADEMIC PROBATION**

Students on academic probation will be limited to 13 credit hours per semester and will be required to participate in academic mentoring. Quest and Online students on academic probation are limited to taking one class at a time. Applicants accepted on academic probation will be notified by the DCC Community Admissions Committee if they are eligible to participate in extra-curricular activities.

At the end of the first semester, students must attain a minimum semester GPA of 2.0. Students who entered DCC on academic probation and fail to attain the minimum required GPA after their first semester will be placed on Academic Suspension. For a discussion of Academic Suspension see the Academic section of the catalog.

### **RETURNING STUDENTS (TRADITIONAL, QUEST, AND ONLINE PROGRAMS)**

Returning students who have attended DCC within the previous 12 months must submit the following requirements:

- A fully completed DCC Update Application
- Official transcripts from all institutions attended since leaving DCC

Returning students who have not attended DCC within the last 12 months must submit the following requirements:

- A fully completed DCC Application for Admissions
- Official transcripts from all institutions attended since leaving DCC
- A 250 word essay  
The essay should describe your academic and spiritual goals and how you believe DCC can help you achieve them.
- One letter of recommendation  
Recommendation must come from a church pastor or leader, an employer, or previous educator.

Returning students who have not attended DCC within the previous five years must follow the admissions process for new students.

### **NON-DEGREE-SEEKING STUDENTS**

Non-degree-seeking students are those who are not seeking a degree at Dallas Christian College or who are not eligible for degree-seeking status. These students may be in one of the following categories:

**Transient Students:** These are students who are not seeking a degree at Dallas Christian College, but wish to take courses for personal enrichment and growth, or who are seeking certification or a degree at another institution. Transient students who earn 24 hours with DCC must declare a major with the Academic Office. In some instances, a student may be required to show academic verification or capability in order to register for certain courses. Transient students must submit the following requirements:

- A fully completed DCC Application for Admissions
- Transcripts from the institutions the applicant is currently attending (if any)

**Audit Students:** These are students who wish to take a college class for no credit. Tuition cost will be one half of the normal tuition.

## INTERNATIONAL STUDENTS

Prospective international students must complete the following admissions requirements to the Office of Admissions a minimum of 60 days prior to consideration for admittance to Dallas Christian College:

International Application Form (including Application Essay)

Application Fee

A Recommendation Form from a church or missionary\*

A Recommendation Form from a teacher or employer\*

A recommendation letter from a church or Christian agency\*

\* *All Recommendation Forms or letters must be in English.*

Official transcripts of all educational credits received above the eighth grade level

All transcripts that are not in English or that do not correspond with U.S. standard educational credit system will need to be translated and evaluated by DCC or a previously approved agency. If an approved agency is necessary, the student will be

advised and must pay the cost for translation (fee varies) and a \$75 Foreign Transcript Evaluation Fee for each transcript evaluated prior to having the transcripts processed. Translation and evaluation may take up to 12 weeks to complete.

Translation and evaluation must be completed prior to acceptance to DCC.

ACT or SAT score (if you are transferring fewer than 12 hours of college-level credit)

For ACT information, go to [www.act.org](http://www.act.org). For SAT information, go to [www.sat.org](http://www.sat.org).

Test of English as a Foreign Language (TOEFL) with a score of 80 or above and a minimum of 17 for each section (internet-based test), score of 550 or above (paper-based test), or score of 213 (computer-based test)

Scores more than 2 years old will not be accepted. For TOEFL information, go to [www.ets.org](http://www.ets.org).

Financial Arrangement Agreement Form

An Affidavit of Support from all financial supporters

A recent picture of the prospective student

A Transfer of Eligibility Form from the U.S. institution which you are transferring (if applicable)

An I-20 form will be filled out and issued to the student for their admission into the U.S. only after all admissions materials have been submitted and processed and the student has been fully accepted to the institution. In addition, the student must have paid a \$2,000 deposit toward his/her balance. Should the prospective student's plans to attend Dallas Christian College change, or if he/she is denied an F-1 Visa, this deposit will be fully refunded upon the prospective student's written request. All tuition and fees must be paid in full at the beginning of each semester. All forms and admissions requirements must be completed 60 days prior to the beginning of the semester. Applicants must abide by the regulations of the Immigration and Naturalization Service, in every respect, or be subject to dismissal from Dallas Christian College.

Other items to consider submitting along with the International Application forms listed above:

Housing Application (if prospective students plans to live on campus)

\$150 Housing Deposit (non-refundable after July 1 for the fall semester or December 1 for the spring semester)

DCC Scholarship Application

## FINANCIAL AID

The primary use of financial aid is to assist students who, without such aid, would be unable to attend DCC. Financial aid may include scholarships, grants, participation awards, loans, and part-time employment, any of which may be awarded singly or in various combinations but the total of which does not exceed the cost of education.

DCC assumes that the student is the primary and responsible source for meeting educational costs. Students are expected to defray part of their expenses by contributing their savings or summer earnings or both. Parents are expected to contribute toward the cost of education unless the student is determined to be totally independent of family. The actual amount of contribution expected from parents is determined by such circumstances as family income, total assets, and number of dependents.

All new and continuing students must establish financial need annually in order to receive financial aid. Requests for information and awards should be directed as follows:

Financial Aid Office  
Dallas Christian College  
2700 Christian Parkway  
Dallas, TX 75234-7299

(972) 241-3371, Ext. 105  
financialaid@dallas.edu

## FEDERAL PROGRAMS

To qualify for any of the federal programs, the student must demonstrate financial need by completing the Free Application for Federal Student Aid (FAFSA). The student must be accepted to DCC and enrolled as a regular student in an eligible degree or diploma program. The student is also expected to make satisfactory academic progress toward completion of the program of study and to comply with other requirements of the federal program. The amount of aid cannot exceed the cost of education. DCC participates in the following:

**Federal Pell Grant.** Pell eligibility is determined by the completion of the Free Application for Federal Student Aid (FAFSA).

**Federal Supplemental Education Opportunity Grant (SEOG).** SEOG is a grant for students demonstrating exceptional need. Funds are limited, with high Pell Grant recipients given first consideration on a priority-date basis.

**Federal Work-Study (FWS).** FWS is a federally-funded program which enables students to work part time. Eligibility is determined by the Free Application for Federal Student Aid (FAFSA). Pay is minimum wage. The deadline for application for federal work-study is on a priority-date basis. Jobs are limited and are not guaranteed.

**Federal Direct Loans (subsidized or unsubsidized).**

<b>Year</b>	<b>Dependent Undergraduate Student (except students whose parents are unable to obtain <u>PLUS Loans</u>)</b>	<b>Independent Undergraduate Student (and dependent students whose parents are unable to obtain <u>PLUS Loans</u>)</b>
<b>First Year</b>	\$5,500—No more than \$3,500 of this amount may be in subsidized loans.	\$9,500—No more than \$3,500 of this amount may be in subsidized loans.
<b>Second Year</b>	\$6,500—No more than \$4,500 of this amount may be in subsidized loans.	\$10,500—No more than \$4,500 of this amount may be in subsidized loans.
<b>Third and Beyond (each year)</b>	\$7,500—No more than \$5,500 of this amount may be in subsidized loans.	\$12,500—No more than \$5,500 of this amount may be in subsidized loans.

Note: These annual loan limit amounts are the maximum yearly amounts you can borrow in both subsidized and unsubsidized loans. You can have one type of loan or a combination of both. Because you can't borrow more than your cost of attendance minus any other financial aid you'll get, you may receive less than the annual maximum amounts. Also, the annual loan limits assume that your program of study is at least a full academic year.

The maximum annual and total loan limits include any Stafford Loans you may have received under the FFEL Program.

**Undergraduate students**—If the first disbursement of your subsidized loan is between July 1, 2010 and June 30, 2011, the interest rate on your loan is fixed at 4.5%. The interest rate on subsidized loans first disbursed to undergraduate students between July 1, 2011 and June 30, 2012 will be fixed at 3.4%.

**Direct Unsubsidized Loans**—The interest rate is fixed at 6.8% for all borrowers (undergraduate and graduate).

Loan repayment begins six months after the student graduates, leaves school, or drops below half-time status. Students may qualify for a “subsidized” loan (interest paid while in school) based on financial need, or an “unsubsidized” loan (student responsible for interest while in school) not based on need, or a combination.

**Parent Loans (PLUS).** The PLUS loan is available to parents to finance their dependent's educational costs. Parents of independent students are not eligible. Payment on PLUS loans begins within 60 days after the final disbursement of the loan. You may postpone

repayment while the beneficiary student remains enrolled at least half time and for an additional six months afterward.

## **SCHOLARSHIPS**

### **FRESHMAN SCHOLARSHIP APPLICATION PROCESS**

#### **GENERAL REQUIREMENTS**

The Dallas Christian College Scholarship Committee considers academics, character, and spiritual development when making a determination on awarding scholarships.

A completed scholarship application consists of the DCC Scholarship Application along with the Free Application for Federal Student Aid (FAFSA). To receive priority status, the applicant must be accepted for admission to Dallas Christian College and have all necessary materials to the Financial Aid Office by **April 1**.

All Dallas Christian College academic scholarships, grants, and participation awards are for **tuition only**. Excess funding may not be carried over to the next academic year. Grants and participation awards may be added to academic scholarships as long as they do not exceed tuition costs for each semester.

Any student not enrolled in consecutive semesters must submit a new scholarship application. Students with scholarships and enrolled in consecutive semesters must reapply yearly using a returning student scholarship application.

All scholarship recipients will:

- Maintain full-time status (12 hours or more per semester)
- Maintain the minimum required GPA as specified by the scholarship awarded
- Fulfill all Christian Service participation requirements
- Receive only one academic scholarship

Note: Priority is given to applicants who will be living on campus. Students who move off campus will result in reassessment of applied scholarships and grants.

#### **ACADEMIC SCHOLARSHIPS**

**President's Scholarship.** The President's Scholarship is a \$12,000 to \$16,000 scholarship awarded over eight consecutive semesters. Awards range from \$3,000 to \$4,000 per year for up to four years and are based on the following:

- Grade-point average (minimum of 3.5 on a 4.0 scale)
- College entrance scores (minimum ACT 28 or SAT 1860)
- Personal references from the admissions application
- Essay from Dallas Christian College Financial Aid/Scholarship Application

Recipients must maintain a 3.5 cumulative GPA and remain in good social standing with the College. A limited number of President's Scholarships are available each year.

**Trustees' Scholarship.** The Trustees' Scholarship is an \$8,000 to \$12,000 scholarship awarded over eight consecutive semesters. Awards range from \$2,000 to \$3,000 per year for up to four years and are based on the following:

Grade point average (minimum of 3.0 on a 4.0 scale)  
College entrance scores (minimum ACT 24 or SAT 1650)  
Personal references from the admissions application  
Essay from Dallas Christian College Financial Aid/Scholarship Application

Recipients must maintain a 3.0 cumulative GPA and remain in good social standing with the College. A limited number of Trustees' Scholarships are available each year.

**Dean's Scholarship.** The Dean's Scholarship is a \$4,000 to \$8,000 scholarship awarded over eight consecutive semesters. Scholarships range from \$1,000 to \$2,000 per year for up to four years and are based on the following:

Grade-point average (minimum of 2.5 on a 4.0 scale)  
Personal references from the admissions application  
Essay from Dallas Christian College Financial Aid/Scholarship Application

Recipients must maintain a 2.5 cumulative GPA and remain in good social standing with the College. A limited number of Dean's Scholarships are available each year.

## **TRANSFER SCHOLARSHIP APPLICATION PROCESS**

### **GENERAL REQUIREMENTS**

The Dallas Christian College Scholarship Committee considers academics, character, and spiritual development when making a determination on awarding scholarships.

To be eligible for the Transfer Scholarship, Transfer Scholarship applicants must have a minimum of 24 transferable college credits and have been out of High School for a minimum period of two semesters (one academic year). Transfer students with less than 24 transferable college credits may apply for Freshman Scholarships. A completed scholarship application consists of the DCC Scholarship Application along with the Free Application for Federal Student Aid (FAFSA). To receive priority status, the applicant must be accepted for admission to Dallas Christian College and have all necessary materials to the Financial Aid Office by **April 1**.

All Dallas Christian College academic scholarships, grants, and participation awards are for **tuition only**. Excess funding may not be carried over to the next academic year. Grants, additional scholarships, and participation awards may not exceed tuition costs for each semester.

Any student not enrolled in consecutive semesters must submit a new scholarship application. Students with scholarships and enrolled in consecutive semesters must reapply yearly using a returning student scholarship application.

All scholarship recipients will:

Maintain full-time status (12 hours or more per semester)  
Maintain the minimum required GPA as specified by the scholarship awarded  
Fulfill all Christian Service participation requirements  
Receive only one academic scholarship

Note: Priority is given to applicants who will be living on campus. Students who move off campus will result in reassessment of applied scholarships and grants.

### **TRANSFER ACADEMIC SCHOLARSHIPS**

Transfer Scholarship applicants must have a minimum of 24 transferable college credits and have been out of High School for a minimum period of two semesters (one academic year). Transfer students are eligible for Transfer Academic Scholarships only. Students who transfer to Dallas Christian College may be eligible for one of the following three scholarships.

**Transfer Honors Scholarship.** The Transfer Honors Scholarship is a \$2,500 to \$3,000 per year scholarship awarded each consecutive semester up to the anticipated graduation date as determined upon acceptance to the College and are based on the following:

- Cumulative grade-point average (minimum of 3.5 on a 4.0 scale)
- Personal references from the admissions application
- Essay from Dallas Christian College Financial Aid/Scholarship Application

Recipients must maintain a 3.5 cumulative GPA and remain in good social standing with the College. A limited number of Transfer Honors Scholarships are available each year.

**Transfer Merit Scholarship.** The Transfer Merit Scholarship is a \$1,500 to \$2,000 per year scholarship awarded each consecutive semester up to the anticipated graduation date as determined upon acceptance to the College and are based on the following:

- Grade point average (minimum of 3.0 on a 4.0 scale)
- Personal references from the admissions application
- Essay from Dallas Christian College Financial Aid/Scholarship Application

Recipients must maintain a 3.0 cumulative GPA and remain in good social standing with the College. A limited number of Transfer Merit Scholarships are available each year.

**Transfer Scholarship.** The Transfer Scholarship is a \$500 to \$1,000 per year scholarship awarded each consecutive semester up to the anticipated graduation date as determined upon acceptance to the College and are based on the following:

- Grade-point average (minimum of 2.5 on a 4.0 scale)
- Personal references from the admissions application
- Essay from Dallas Christian College Financial Aid/Scholarship Application

Recipients must maintain a 2.5 cumulative GPA and remain in good social standing with the College. A limited number of Transfer Scholarships are available each year.

### **ADDITIONAL SCHOLARSHIPS**

**Bible Bowl Scholarship.** Students who qualify for any of the following Bible Bowl categories will be eligible for scholarships. Copies of Bible Bowl certificates must be presented to the Financial Aid Office to receive this award. Students who receive multiple Bible Bowl awards may only apply for one scholarship per year.

National Level: For students on any of the top five teams nationally or scoring among the top ten on the national Individual Achievement Test, awards range from \$8,000 to \$ 16,000 over four years, \$2,000 to \$4,000 per year for four years. This award is also based on high-school GPA and the general scholarship requirements of Dallas Christian College. A minimum of \$8,000 over four years is awarded, based on all of the criteria.

Regional Level: For students who are All-Stars or who take first place on a regional Individual Achievement Test, this is an award of \$6,000 over four years, \$1,500 per year for four years.

Local Level: For students who have the highest cumulative score for the year on their local Individual Achievement Tests, this is an award of \$4,000 over four years, \$1,000 per year for four years.

**Bible Bowl Participation.** Students who have participated in at least three years of Bible Bowl will receive \$400 a year for four years. Certificates must be presented to the Financial Aid Office for verification. Maximum award is \$400 per academic year per award.

**Minister/Missionary Dependent.** Students who are dependent children of a vocational minister or missionary will receive \$1,000 a year for four years. Applicants are required to provide proof of minister or missionary employment on church or agency stationery signed by an elder or administrator of the church or agency to the Financial Aid Office for verification each year.

**SALTeens.** Students will receive \$400 a year for each year they have attended SALTeens. Certificates must be presented to the Financial Aid Office for verification. Maximum award is \$400 per academic year per award.

## **HONOR SCHOLARSHIPS\***

**Area Women's Retreat Scholarship.** For female students who have attended Dallas Christian College at least one semester, this is awarded by the Area Women's Retreat. Applications and awards are made in the spring. Applicants are required to attend the spring Area Women's Retreat. Contact the Financial Aid Office for separate application.

**Brintnall Scholarship.** Awarded to a student who demonstrates Christian character and leadership consistent with the Dallas Christian College mission. Student must be at least a rising sophomore who has completed one full semester at DCC. Student must possess and maintain a 2.5 cumulative GPA.

**Chapel Hills Christian Church Scholarship.** The Chapel Hills Christian Church Scholarship is awarded in the spring semester for the upcoming school year to a student who has completed at least 12 semester hours with a 2.5 GPA. The award is for one year, one half applied each semester. The student must complete the fall semester having taken at least 12 semester hours with a 2.5 semester GPA to receive the scholarship for the spring semester. Any funds not used will be retained in the scholarship fund to be awarded at a later time.

**Christian Education Scholarship.** This scholarship is awarded to students who demonstrate strong potential in the field of education. The award is for one year, with one half received each semester.

**Christian Ministry Scholarship.** This scholarship was established in the spirit of II Timothy 4:2, "Preach the Word; be prepared in season and out of season; correct, rebuke, and encourage—with great patience and careful instruction." It is awarded to a full-time male student

who is at least a rising junior who has completed one full semester at DCC. He must have expressed a career goal of full-time Christian ministry (preaching, youth and family, or intercultural studies), and must possess and maintain a cumulative GPA of 2.0 or higher.

**Marilyn Foggin Scholarship.** Recipient must have a 2.5 GPA, be a female, have attended Dallas Christian College at least one year, be planning to enter vocational Christian service, and show Christian leadership. Not based on financial need, this scholarship is in memory of Marilyn Foggin.

**Kory Ford Memorial Scholarship.** Students must apply for this scholarship specifically including a 500-word essay on the topic, "How can my life be an influence like that of Mordecai or Esther." Student must be in good standing and have a GPA of 2.5 or better.

**William O. Gaslin Scholarship.** This scholarship is awarded to a full-time male student seeking a degree in preaching ministry. Student must be an active member of an Independent Christian Church or Church of Christ. Student must be at least a rising Junior and must have completed one full semester at Dallas Christian College. Student must possess and maintain a minimum cumulative GPA of 2.5. This award is for one year and is disbursed one-half each semester.

**Henry Halff Scholarship.** For a male or female sophomore majoring in cross-cultural missions. The student must maintain a 2.5 GPA. This scholarship was established by Central Christian Church, Richardson, Texas, in memory of Henry Halff.

**Les Hoyt Scholarship.** Presented to a student who will be at least a sophomore and who demonstrates Christian leadership in the school, church, and community. A minimum GPA of 2.5 is required. This scholarship is designated in memory of Les Hoyt by Evie Rubeck.

**Dennis James Morgan Scholarship.** For male students entering a vocational Christian ministry, this scholarship is based on need. The student must maintain a 2.5 GPA. In memory of their son, Mr. and Mrs. William J. Morgan have designated this scholarship for a male student who displays potential for success in Christian ministry.

**Daniel L. Pinney Scholarship.** For students planning to enter the mission field or full-time Christian ministry, this scholarship is based on financial need. The student must be at least a sophomore and demonstrate Christian leadership. In memory of Daniel L. Pinney, beloved husband and father, Mrs. Dawn O'Banion has designated that this scholarship be awarded annually.

**Myron and Eleanor Reichardt Memorial Scholarship.** For a rising sophomore who has completed a minimum of one full semester at Dallas Christian College. The student must possess and maintain a 2.5 cumulative GPA and be in good social and academic standing. This award is for one year and is disbursed one-half each semester.

**Edward Schorstein Scholarship.** For a student who has a history of mentoring others. Must be at least a rising Sophomore with a Christian character consisted with the Dallas Christian College education purpose. Student must have a cumulative GPA of 2.5 or higher. This award is for one year and is disbursed one-half each semester.

**Bob and Carol Smith Memorial Scholarship.** For a male or female sophomore planning to enter the Christian ministry. Recipients must maintain a 2.5 GPA. Awarded each spring semester to qualified students, this scholarship is in memory of Bob and Carol Smith.

**Roy Wheeler Scholarship.** For a student who is majoring in pastoral ministry. Must have Christian character consisted with the Dallas Christian College education purpose. Student must have a cumulative GPA of 3.0 or higher and be in good social standing. Priority is given to

Texas residents. This award is for one year and is disbursed one-half each semester. Criteria must be maintained to receive the scholarship.

\* Honor scholarships are awarded each spring.

## **FINANCIAL INFORMATION**

### **VETERANS ASSISTANCE**

Veterans and veteran dependents may be eligible for educational benefits through the Veterans Administration. Veterans should contact their area Veterans Administration Office for eligibility requirements.

### **ON-CAMPUS EMPLOYMENT**

DCC offers on-campus employment. However, the number of jobs is limited. In order to be considered for these positions, the student must complete the Free Application for Federal Student Aid (FAFSA), along with a DCC job application. These forms are available through the Financial Aid Office. This application will also accompany the student's Financial Aid Award Notification Letter.

### **OFF-CAMPUS EMPLOYMENT**

Job opportunities in the area are plentiful for students who desire to work. Assistance in job availability is obtained through the Office of Community at DCC. A student must be careful to arrange the job to fit with the college schedule; i.e., academic preparation has priority over work.

### **FINANCIAL AID POLICIES AND REGULATIONS**

The student's family is expected to make a reasonable effort to assist the student with college expenses. Aid should be considered only as a supplement to the family contribution.

Granted financial aid is to be used only for legitimate educational purposes.

Applicants for financial aid must be accepted for admission, be enrolled at least half time in a degree or diploma program, and be making progress on that program. All financial aid applications for institutional assistance and for federal grants, loans, or work study must be completed in a timely manner.

### **REFUND POLICIES**

A student who withdraws during a semester must notify the Financial Aid Office and the Business Office.

Student eligibility for refund depends on the student recipient's enrollment status, cost of attendance, dates of attendance, and the type of aid received.

Changes in any of these factors, such as dropping courses or withdrawing from the college, could result in the reduction of the student's financial aid package, thereby removing a potential credit balance. A student who withdraws from the College will receive only the remaining credit balance, if any, after costs are calculated and financial aid is restored to the financial aid accounts, including the possible return of Title IV funds.

All scholarships are awarded for direct costs only (unless otherwise specified by the donor). If scholarship money exceeds direct costs (tuition, fees, books, room and board), the excess funds will be refunded to the scholarship funds as follows:

1. Dallas Christian College institutional scholarships
2. Private institutional scholarships
3. Church scholarships
4. Private scholarships

A credit balance exists whenever the Title IV Aid (Direct Unsub, Direct Sub, Direct Plus, Pell, or SEOG) applied to the student's account exceeds the current charges for tuition, fees, room and board (if contracted with the institution). Credit balances are given to students as stipends within 14 days of the creation date on the student's account.

The student will complete the credit balance waiver form and credit balance will be returned as requested by the student.

DCC returns unearned funds received from Federal student assistance programs to the proper program accounts or lenders in accordance with Federal Title IV student assistance regulations, as amended, under 34 CFR, section 668.22(d) of the Reauthorization of the Higher Education Act of 1965, with rules of the Texas Higher Education Coordinating Board, and with district board policies.

The student receiving assistance from Federal Title IV programs is required to complete a minimum number of hours for which assistance was received. If the student completely withdraws from school during the semester, or quits attending, but fails to officially withdraw, the student may be required to return the unearned part of the funds which were received to help pay educational expenses for the semester. Liability for return of Federal Title IV funds will be determined according to the following guidelines:

1. If the student remains enrolled and attends class beyond the 60% mark of the semester in which aid is received, all federal aid is considered earned and not subject to this policy.
2. If the student completely withdraws from all classes before completing 60% of the semester, a *pro-rated* portion of the federal aid received must be returned to the federal aid programs equal to the percentage of the semester remaining.
3. If the student does not officially withdraw from classes, and stops attending all classes, a *pro-rated* portion of the federal aid received, based on the documented last date of attendance, must be returned to the federal aid programs. If the college is unable to document the last date of attendance, one-half of all federal aid received during the semester must be returned to the federal aid programs.

Below is the institutional tuition refund policy (fees are not refundable):

**Traditional 16-Week Courses**

Before the end of the FIRST week of school	90%
Before the end of the FOURTH week of school	60%
Before the end of the EIGHTH week of school	30%
After EIGHTH week of the semester	NONE

An exception to the above policy would be an approved leave of absence. (Please see "Student Leave of Absence Policy" in the Academic Regulations section.) No adjustments to tuition charges are granted to those who are involved in disciplinary dismissal.

**Seven-Week Courses**

Before beginning of the SECOND week	60%
Before beginning of the FOURTH week	30%
After FOURTH week	NONE

**Six-Week Courses**

Before SECOND class meeting	60%
Before THIRD class meeting	30%
After THIRD class meeting	NONE

A \$100 drop fee will be assessed for classes not dropped two weeks prior to the class start date for DCC Online and Quest classes.

For evening classes that do not meet during the week of registration, the official first week is the week in which the class meets for the first time.

NO REFUNDS will be given after the first class day for special terms such as Maymester, Summer I, and Summer II.

At the discretion of the College, students who leave the residence halls before the end of any semester may receive a reduction on room and board charges. There is NO REFUND on fees.

For veterans under subsidy, the College conforms to the Veterans Administration regulations regarding refunds.

Any military personnel called to active duty during a college semester will have his/her tuition reimbursed for that semester, if they have not completed enough work for their professors to administer a grade for work completed. In addition, lenders will automatically postpone student loan payments, upon notification in writing, during the period of the borrower's active duty service. Letters of active duty status must be provided to the College Administration Offices (Registrar, Business Office, and the Financial Aid Office).

The college reserves the right to prorate charges incurred for room and board usage before active duty activation. Contact the Business Office for further information, if needed.

Students who simultaneously add and drop classes within the first week of a semester without resulting in a change in the total credit hours enrolled are not subject to the above refund policies.

One is not officially withdrawn from the college until withdrawal procedures have been completed through the Academic Office, the Business Office, and the Financial Aid Office, if applicable. All refunds are based on this date. The student is solely responsible for initiating and completing the withdrawal process. Students who do not initiate or complete the withdrawal process and never attend the course will be administratively withdrawn and will be charged a \$250 Administrative Withdrawal fee.

**RETURN OF TITLE IV FUNDS**

Return of Federal Title IV funds will be distributed according to statutory regulations. Worksheets provided by the U.S. Department of Education or calculations produced through the Return of Title IV Funds (R2T4) subroutine will be used to determine the amounts and order of return. If a student's share of the return amount exists, the student will be notified and allowed 45 days from the date of determination to return the funds to the business office of the college for deposit into the federal programs accounts. If the student does not return the amount owed within the 45-day period, the amount of overpayment will be reported to the U.S. Department of

Education (DOE) via the National Student Loan Database (NSLDS) and the student will be referred to the DOE for resolution of the debt.

Funds are returned in the following order:

1. Direct Unsubsidized Loan
2. Direct Subsidized Loan
3. Direct Plus Loan
4. Federal Pell Grant
5. FSEOG

Financial aid recipients who enroll and receive aid for a particular semester, then fail to complete more than 60% of that semester will have to repay part or all of the aid received for that semester. Additionally, any tuition, fees and room and/or board payments refunded by DCC as a result of a student's withdrawal must be returned to the financial aid programs in accordance with Federal law. Students who fail to complete the official withdrawal process but stop attending classes prior to the end of the semester and receive grades of "F" in all classes for that semester will also have to repay part or all of the aid received for that semester. Up through the 60% point in each semester, a *pro-rata* schedule is used to determine the amount of aid to be repaid by a student who withdraws. No adjustments in financial aid are required for students who withdraw after the 60% point in a semester.

#### **STANDARDS OF ACADEMIC PROGRESS FOR FINANCIAL AID**

DCC requires students who receive financial aid to maintain the following standards of satisfactory academic progress (SAP). These measurements shall be used to determine your eligibility for all Federal Title IV aid and for other need-based financial assistance, unless the terms of a particular grant or funding source state otherwise.

**Qualitative Progress Measurement: Minimum Cumulative Grade Point Average:** To continue receiving financial aid payments, you are expected to successfully complete all your classes with good grades. You must have at least a 2.00 **cumulative GPA** at the end of the spring semester each year, or you will be placed on Financial Aid Suspension at the start of the following fall semester.

**Quantitative Progress Measurement No. 1: Number of Credit Hours Required to Complete:** When you enroll in classes and receive financial aid to pay for them, you are expected to complete those classes. If you do not complete at least 67 percent of the credit hours that you started during the year, you will be placed on Financial Aid Suspension at the start of the following fall semester.

You must complete a minimum number of hours each year based on the number of hours that you attempted. In simple terms, if you are going at least half time (six hours or more) you must complete at least 67 percent of your enrollment successfully. If you are just taking a course or two which are less than six hours, you must complete 100 percent of your enrollment successfully.

To use the chart below, add the hours for which you enrolled in the fall and spring semesters. You must complete no fewer than the corresponding number of hours listed in the right column with a grade of "A," "B," "C," "D," or "P" in order to meet this requirement for continuing your financial aid eligibility.

## QUANTATIVE MEASURE 1 PROGRESS CHART

Hours Attempted	Hours Required to Complete
24	17
23	16
22	15
21	15
20	14
19	13
18	13
17	12
16	11
15	11
14	10
13	9
12	9
11	8
10	7
9	7
8	6
7	5
6	5
1-5	All

### **Quantitative Progress Measurement No. 2: Maximum Time to Complete a Degree:**

When you receive financial aid to help pay for a program of study, you are expected to complete that program without wasting money and time. You must be a degree-seeking student before you can receive financial aid.

To make sure that you complete your program in a reasonable amount of time, a limit set by law has been placed on the number of hours that you can attempt in order to complete your program. The limit is 150 percent of the minimum number of hours required to complete your program. For example, if you are in a degree program that takes 66 hours to complete, you must finish your program within 99 attempted hours.

Once you reach the 150 percent limit, you will no longer be able to receive additional financial aid payments. For example, if you enroll in 12 hours but you only have three hours left before reaching the 150 percent limit, you will only be paid for the three hours you have left.

There are many variables that go into calculating that limit, including, but not limited to:

- All attempted credit hours are counted regardless of whether or not you received aid to pay for them.
- Any transfer hours that are accepted from other colleges toward completion of your program are counted. If you are a transfer student, you must submit transcripts from all previous colleges before the end of your first semester or second semester aid will be canceled.
- If you repeat a course, both attempts are counted.
- If you withdraw from a course, it is still counted as an attempt.

**Note:** If you cannot complete your program within the 150 percent limit, you will be placed on Financial Aid Suspension.

**Financial Aid Suspension:** If you fail to meet any one of the SAP measurements described above, you will be placed on Financial Aid Suspension for at least one award year. Once you exceed the 150 percent limit, you cannot regain satisfactory progress. However, in

extreme circumstances you may appeal to extend your eligibility to complete a program. During the period of suspension, you will not be eligible to receive financial aid.

To regain financial aid eligibility, you must pay the expenses related to at least half-time enrollment (six hours at a time) and satisfy all SAP requirements. After meeting all SAP requirements, you must request reinstatement of eligibility in writing to the Financial Aid Office.

**Appeal Process;** If you are placed on Financial Aid Suspension, you may petition the Financial Aid Office to consider mitigating (special) circumstances that resulted in your inability to meet the SAP requirements. The appeal must be typed and must include supporting documentation regarding the circumstances (i.e., medical statements, divorce documents, letters of unemployment, etc.).

You will be notified by the Financial Aid Office within five days after a decision has been made regarding the appeal. If the Financial Aid Office denies the petition, you may follow the same written procedure to appeal to the college administrator who oversees the Financial Aid Office.

**Financial aid will not pay for:**

- Any credit hours in excess of the 150 percent maximum program limit (see discussion of Quantitative Measurement No. 2 above)
- Courses taken by audit
- Credit hours earned by placement tests
- Courses taken by transfer (transient) students attending for summer only

**The William D. Ford Federal Direct Loan Program;** In accordance with federal regulations, a school must verify that a loan recipient is meeting SAP each time funds are released to the student. If you have been awarded money under the Federal Direct Loan Program, all or part of your loan will be canceled if you are not meeting SAP at the time loan funds are available for disbursement (distribution).

You then will not be considered for future loans until the SAP requirements have been met. Other restrictions related to DCC's default management plan may limit how much you may borrow and when you will receive your loan payments.

**Summer Enrollment and the SAP:** When calculating the SAP status, summer hours attempted will be counted toward the 150 percent maximum, and summer grade points earned will be calculated as part of the cumulative grade point average. The rule pertaining to completion of a minimum number of attempted credit hours will not be calculated for summer enrollment.

Note: The Return of Title IV Funds regulation does not dictate the institutional refund policy. The calculation of Title IV funds earned by the student has no relationship to the student's incurred institutional charges.

## SCHOOL COSTS

School costs for the 2010-2011 school year are:

### UNDERGRADUATE TUITION:

Credit Hour	\$389
Audit Hour	\$195

### POST-BACCALAUREATE TUITION PACKAGE:

ACCESS	\$4,995
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### FEES:

ACCESS Mentor	\$500
Administrative Withdrawal	\$250
Application	\$25
Credit by Demonstrated Competency	\$100 (per hour)
Challenge Exam	\$100 (per hour)
Choir Tour	\$100
Critical Thinking Test	\$18
DANTES	\$100
Deferred Payment	\$50
Residence Hall Reservation/Deposit	\$150
E-Portfolio (LiveText)	\$99
Graduation	\$150
Incomplete	\$50
Late Registration	\$50
Life Science Lab	\$30
Non-Sufficient Funds/Returned Check	\$30
Orientation	\$75
Online Class	\$75 (per class)
Private Instrumental Lesson	\$250
Private Voice Lesson	\$250
Quest Withdrawal	\$100 (per class)
Quest Class	\$75 (per class)
Recital Fee	\$100
Student Services	\$300 (Traditional students enrolled in 9 or more hours)
Student Services	\$150 (Traditional students enrolled in less than 9 hours)
Student Technology	\$50 (Traditional students only)
Student Parking	\$25 (Quest and Traditional students only)
Student Government	\$25 (Traditional students only)
Student Teaching	\$250

### ROOM AND BOARD:

Double Occupancy & Meal Plan	\$3,350 (per semester)
Single Occupancy & Meal Plan	\$3,755 (per semester)

### EDUCATIONAL MATERIALS:

Estimated Textbooks	\$300-\$500 (per semester)
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## PAYMENT OF SCHOOL COSTS

All tuition, fees, room and board charges are due and payable in full at the time of registration. Payment is to be made in the Business Office by cash, check, or credit card (VISA, MasterCard, Discover, and American Express are accepted). Online credit card payments are also accepted via the student portal on the DCC website.

Student account statements showing all charges and payments to date, including payments from all financial aid sources, are available on the student portal on the DCC web site. Paper copies will be provided to all students with an outstanding balance on the 15<sup>th</sup> of each month. For those students who have a documented commitment of funds through the Financial Aid Office, any school costs not covered by said financial aid are due and payable one week before the first day of classes.

If students have not paid their charges in full or made satisfactory arrangements with the Business Office one week prior to the first day of classes, the students will be administratively withdrawn from their class schedules and they will be charged the Administrative Withdrawal Fee.

## **PAYMENT PLANS**

Students whose financial aid, if any, is not sufficient to cover a given semester's school costs and who do not have sufficient private sources to cover all school costs, and who have paid all previous semesters' costs may request a payment plan through the Business Office. Payment plans are subject to the criteria and discretion of the Business Office. The payment plan will vary depending on the length of the semester (Traditional 16-week long semester, Quest six week-long session, Online six or seven week-long session, or ACCESS nine months including course work and student teaching or internship). Payment plans are not available for Maymester.

**Traditional:** Fall Semester – Three payments are required: 1/3 of the amount is due one week before the first day of classes; 1/3 is due by October 1; 1/3 is due by November 15. Spring Semester – Three payments are required: 1/3 of the amount is due one week before the first day of classes; 1/3 is due by March 1; 1/3 is due by April 15.

**DCC Online:** Two payments are required: ½ of the amount is due one week before the first day of classes; ½ is due within 30 days of the start of class.

**Quest:** Two payments are required: ½ of the amount is due two weeks before the first day of classes; ½ is due within 30 days of the start of class.

**ACCESS:** Two payments are required: ½ of the amount is due one week before the first day of classes; ½ is due on July 31<sup>st</sup>.

## **PROMISSORY NOTES**

Students desiring a payment plan with the Business Office will be required to sign a promissory note detailing the payment arrangements agreed to, and will be charged a one-time Deferred Payment Fee for each semester in which a payment plan is entered into. Dependent students desiring a payment plan will need to have a parent cosign the promissory note. Failure to make scheduled payments on time will result in the students being administratively withdrawn from their class schedule and they will be charged the Administrative Withdrawal Fee. Any unpaid balances at that time will accrue interest at the rate of one percent (1%) per month until the balance is fully paid.

Students who are eligible for educational reimbursement from their employer must pay in full at the beginning of the term or apply for a payment plan and provide appropriate documentation to the Business Office from the employer, including a copy of the employer policy. If employer educational assistance payments are made to DCC directly, any credit balance that results will be refunded to the student.

Any student exiting the College with an outstanding balance will be required to sign a promissory note indicating the terms of payment. Exited students with outstanding balances will

be charged a one-time Deferred Payment Fee and interest on the unpaid balance will accrue at the rate of one percent (1%) per month until the balance is fully paid.

## **PAST DUE AND DELINQUENT ACCOUNTS**

Students will not be permitted to register for the current or future semesters until all past due balances are paid in full. Transcripts and diplomas are not issued until the financial obligation is met. In addition, graduating students who do not have their student accounts paid in full will not be permitted to participate in the graduation ceremony. Transcripts will not be issued to individuals who are in default on any Student Loans.

### **Student Account Classifications:**

**CURRENT:** All payments made according to the payment schedule.  
**ON-HOLD:** Financial Aid or methods of payment in process.  
**PAST DUE:** Payment not made within the specified payment dates.  
**DELINQUENT:** Account is past due with no satisfactory arrangements made with the Business Office.

Dallas Christian College reserves the right to deny enrollment, class attendance, grades, or extension of credit to any student who does not meet past-due obligations or fulfill financial obligations to the College.

On occasion, legitimate financial circumstances may warrant special consideration. Should this occur, the student is encouraged to contact the Business Office immediately to make appropriate arrangements.

If satisfactory arrangements are not made with the Business Office concerning the account, the student may also face action from a third-party collection agency. If this occurs, the student will be subject to additional interest and collection charges.

## **RETURNED CHECKS**

Checks returned for Non-Sufficient Funds or credit card transactions that are denied will result in a NSF Fee assessed to the student's account.