



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

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FINANCIAL INFORMATION**



## **ADMISSIONS**

Dallas Christian College (DCC) seeks students looking for a college educational experience that will prepare them for a career, that will enable them to make a difference by serving others, and that will equip them to be influencers for God's Kingdom. The College mission statement is the foundation: DCC educates and mentors students to be people of influence, engaging in their calling to the work of Christ in the Church and in the world. To accomplish that mission, DCC teaches all classes from a Christian worldview and mentors students through relationships and experiences that promote the growth of each student beyond mere academics.

Prospective students who wish to apply are encouraged to do so online at [www.dallas.edu/admissions](http://www.dallas.edu/admissions). Contact the Office of Admissions at [admissions@dallas.edu](mailto:admissions@dallas.edu) (or call 214-453-8155) for more information about the application process, to schedule a time to meet with your admission counselor, a faculty representative from the major of interest, and to tour the campus. Prospective students are encouraged to visit the campus any day, but especially on Thursdays during chapel and will be provided lunch following the chapel service.

DCC does not discriminate on the basis of race, color, gender, age, national origin, disability, socio-economic background, or veteran status in educational policies, admission policies, scholarship and loan programs, or in other school-administered programs.

### **TRADITIONAL AND *DCC Online* ADMISSIONS**

The Office of Admissions holistically evaluates each application for admission. Adult students are encouraged to apply to *DCC Online*. Please contact an admissions representative if there are any questions about the admissions process or eligibility for admissions.

#### **Traditional Program—Freshman Application Requirements**

Applicants to the traditional undergraduate programs must have graduated from an accredited secondary institution or satisfactorily passed 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 Admission
- An official high school transcript with a stamp and administrator's signature, which must arrive in a sealed envelope bearing the school's logo or through a secured online transcript company (i.e., Parchment, E Scrip-safe)
- AP, IB, or dual credit college transcript (if applicable)

#### **Traditional Program—Freshman Admission Criteria**

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 admission criteria includes the following specifications:

- 2.5 or higher overall high school grade point average on a 4.0 scale
- The Admissions Office will also determine the student's fit in line with our mission and their potential success as a member of the DCC Community. Lack of fit with DCC's mission can be grounds for denial.

### **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 college credit.

A complete application consists of the following items:

- A fully completed DCC Application for Admission
- 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 or through a secured online transcript company (i.e., Parchment, E Scrip-safe)
- DD 214 and Military transcript (if applicable)

### **Traditional Program—Transfer Admission Criteria**

Admission 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.

Transfer student admissions criteria includes the following specifications:

- 12 or more transferable hours of previous college coursework with a cumulative GPA of 2.25 or higher
- Student must be in good financial and social standing with each college or university previously and/or currently attending
- The Admissions Office will also determine the student's fit in line with our mission and their potential success as a member of the DCC Community. Lack of fit with DCC's mission can be grounds for denial.

Applicants with less than 12 transferable hours or with a cumulative GPA below the required minimum of 2.5 may be admitted on Probationary Status and may be required to observe the Freshman Admissions Requirements.

### **DCC Online—Application Requirements**

Adult students who prefer a non-traditional, online, asynchronous format program are encouraged to apply to *DCC Online*.

A complete application consists of the following items:

- A fully completed DCC Application for Admission
- A non-refundable \$30 application fee
- 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 or through a secured online transcript company (i.e., Parchment, E Scrip-safe)
- If no previous college coursework or under 12 transferable college credit hours, an official high school transcript with a stamp and administrator's signature, which must arrive in a sealed envelope bearing the school's logo or through a secured online transcript company (i.e., Parchment, E Scrip-safe) or the attainment of a GED
- DD 214 and Military transcript (if applicable)

### **DCC Online—Admission Criteria**

Dallas Christian College recognizes the benefits of multiple course delivery options. *DCC Online* offers courses in the online format to benefit the adult learner.

The following criteria have been established for applicants to *DCC Online*:

- Applicant must have graduated from an accredited secondary institution or satisfactorily completed the General Education Development (GED) examination
- The admissions committee considers all previous college coursework. The student must have 12 or more transferable and a cumulative GPA of 2.25 or higher.
- Student must be in good financial standing with each college or university previously and/or currently attending
- The Admissions Office will also determine the student's fit in line with our mission and their potential success as a member of the DCC Community

## **DEGREE COMPLETION (TRADITIONAL AND *DCC Online*) ADMISSIONS**

The Office of Admissions holistically evaluates each application for admission. Applicants who do not meet some of the admissions criteria are encouraged to continue with the admissions process. Please contact an admissions representative if there are any questions about the admissions process or eligibility for admissions.

### **Admission Criteria**

Adult students who meet the following criteria are encouraged to apply for the Degree Completion Program:

- Must have earned a minimum of 45 semester hours of transferable college credit (30 hours since graduating high school),
- A cumulative GPA of 2.25 or higher on all college work.
- Student must be in good financial standing with each college or university previously and/or currently attending, and
- Must meet all other criteria for admissions as a transfer student.

### **Application Requirements**

A complete application consists of the following items:

- A fully completed DCC Application for Admission
- A non-refundable \$30 application fee
- 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 or through a secured online transcript company (i.e., Parchment, E Scrip-safe)
- DD 214 and Military transcript (if applicable)

### **Admission Standards**

The following standards are considered for applicants to DCC's Degree Completion Program:

- Applicant must have graduated from an accredited secondary institution or satisfactorily completed the General Education Development (GED) examination,
- The admissions committee considers all previous college coursework,
- Student must be in good financial standing with each college or university previously and/or currently attending,
- The Admissions Office will also determine the student's fit in line with our mission and their potential success as a member of the DCC Community. Lack of fit with DCC's mission can be grounds for denial.

For more information, contact Dallas Christian College's Office of Admissions at [admissions@dallas.edu](mailto:admissions@dallas.edu) or (214) 453-8155.

## **ALTERNATIVE (TEACHER) CERTIFICATION PROGRAM ADMISSIONS**

***Cohort system accepting applications upon availability.***

Alternative Certification and post-baccalaureate applicants must meet the requirements for both the E.L. and Sue Derr Teacher Education program and DCC admissions.

### **DCC Admission Application Requirements**

A complete application consists of the following items:

- A fully completed DCC Application for Admission
- A non-refundable \$30 application fee
- A 250-400 word essay (directions are noted in the application)
- 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 or through a secured online transcript company
- DD 214 and Military transcript (if applicable)
- A completed Spiritual Reference form

### **E.L. and Sue Derr Teacher Education Application Requirements**

A complete education program applications consists of the following items:

- Completed DCC Teacher/ACP application
- Statement of Teaching Philosophy (typed, 12-point font, double-spaced)
- Bachelor's degree or above from an accredited college or university approved by the U.S. Department of Education (including official transcripts from all colleges and university attended)
- Completed Program Sheet for advisement with the Department Chair
- Three completed candidate evaluations
- Scheduled interview with the Department Chair and admissions representative

### **Admission Standards**

The following standards apply to applicants to DCC's Alternative Certification Program:

- Applicant must have graduated with a bachelor's degree from an accredited college or university,
- The admissions committee considers all previous college coursework,
- Student must be in good financial standing with each college or university previously and/or currently attending,
- The admissions essay must satisfactorily address the essay instructions,
- Minimum cumulative GPA of 2.75 on a 4.0 scale,
- 3.00 content GPA
- Minimum grade of "B" (3.0) or better in ENGL-1310 Composition I, ENGL-1320 Composition II, and SPCH-2310 Speech,
- Evaluations indicating the student has the academic ability, character, motivation, and maturity to succeed in DCC's Alternative Certification Program, and
- Pre-Admittance Content Test (PACT).\*

*\*Must be taken and passed prior to admission.*

For more information, contact Dallas Christian College's Office of Admissions at [admissions@dallas.edu](mailto:admissions@dallas.edu).

### **APPEAL FOR ADMISSION**

Application credentials that do not meet the criteria for admission will be reviewed by the DCC Admission Committee. Additional information may be requested for the appeal process.

### **CONDITIONAL ACCEPTANCE**

Conditional acceptance to Dallas Christian College is granted to all qualifying students based on unofficial transcripts until the successful completion of the most recent term along with all transcripts from each institution attended, whether or not credit was earned. Official final transcripts are required in order for the student to move to unconditional acceptance.

### **ACCEPTANCE ON ACADEMIC PROBATION**

Students accepted on academic probation will be required to participate in academic mentoring. Traditional students on academic probation will be limited to 13 credit hours per semester. *DCC Online* students on academic probation are limited to taking one class at a time. Students on academic probation must receive permission from the Academic Office to participate in extra-curricular activities such as intercollegiate sports practice, leadership roles with ministry teams, and other travel representing the College. Kingdom Week travel is allowed. Additional information may be requested of applicants who are candidates for probationary admission (such as recommendation letters, appeal letter, etc.).

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 AND *DCC Online*)**

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

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

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

### **DUAL-CREDIT STUDENTS**

Dual-credit students are high school and home school students who meet admission requirements to concurrently enroll in Dallas Christian College's Dual Enrollment Program.

#### **Admission Criteria**

High school students who meet the following criteria are encouraged to apply for the Dual Enrollment Program:

- Must be a high school sophomore, junior, or senior,

- A cumulative GPA of 2.75 or higher on all high school work.

### **Application Requirements**

A complete application consists of the following items:

- A fully-completed DCC Dual Enrollment Application
- Permission from parents (signature on application)
- A letter of recommendation from a high school official (not required for home school)

All tuition and fees must be paid in full at the beginning of the semester. Dual-credit students are not eligible for financial aid.

### **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. Non-degree-seeking students are not eligible for Financial Aid. These students may be in one of the following categories:

**Non-Degree-Seeking 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. Non-degree-seeking 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. Non-degree-seeking students must submit the following requirements:

- A fully completed DCC Application for Admission
- 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. The student must have the permission of the instructor to audit the course, pay the audit fee for the course, and purchase the required textbooks.

### **INTERNATIONAL STUDENTS**

International students should begin the application process **no later than 90 days prior to the beginning of the semester (180 days is recommended)**. International students who have questions regarding the application process should contact the Office of Admissions at (214) 453-8155 or e-mail [admissions@dallas.edu](mailto:admissions@dallas.edu). The following documents will be needed in order to complete an international student application packet:

- International Application Form (including Application Essay)
- Application Fee of \$30.00 (U.S. currency)
- Official Education/School Records, including:
  - A. 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 a previously approved agency. Translation and evaluation is the student's responsibility. Please contact the Admissions Office for a list of acceptable translation and evaluation services. Translation and evaluation must be completed prior to acceptance to DCC.



- B. ACT or SAT score if fewer than 12 hours of college-level credit is being transferred. (To register for the ACT examination, please visit [www.act.org](http://www.act.org). For SAT information, please visit <http://sat.collegeboard.org/home>.)
- C. Scores from the Test of English as a Foreign Language (TOEFL)
  - Minimum internet-based score of 80 (minimum of 17 for each section)
  - Minimum computer-based score of 213
  - Minimum paper-based score of 550
  - Please be advised that scores more than 2 years old will not be accepted. For TOEFL information, please visit <http://www.ets.org/toefl>.
- A completed Spiritual Reference form
- Financial Arrangement Agreement Form
- An Affidavit of Support from all financial supporters
- A recent picture of the prospective student
- A copy of the student's passport
- A Principle Designated School Official/Designated School Official (PDSO/DSO) Release Form from the U.S. institution which you are transferring (if applicable)
- DCC Residence Hall Application with the \$150 Housing Deposit (which is non-refundable after July 1 for the fall semester or December 1 for the spring semester)

An I-20 form will be completed and issued to the student for his/her admission into the U.S. only after 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, then 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 the first semester. After the first semester, an international student is not required to pay in full at the beginning of the semester and may get into an approved payment plan.

**All forms and admission 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.

## FINANCIAL AID

Dallas Christian College operates an Office of Financial Aid to assist students seeking a degree or certificate by making their educational goals possible financially. The primary purpose of financial aid is to assist students who, without such aid, would be unable to attend college. The financial aid office administers various types of financial aid programs including grants, loans, scholarships, 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.

No person shall be excluded from participation in, denied the benefits of, subject to discrimination under any federal aid program administered by DCC on any basis prohibited by applicable law.

Most financial aid is awarded on the basis of need. In addition, most financial aid programs require annual applications. The Office of Financial Aid will make every effort to assist students in meeting his/her need utilizing all available resources. Each student has certain rights and responsibilities in the financial aid application process. Therefore, it is important to read all information carefully to ensure compliance with regulations governing receipt and maintenance of financial aid funds. Failure to comply with the regulations may result in loss of funding and/or eligibility.

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

(214) 453-8101  
[fa@dallas.edu](mailto:fa@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 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 programs listed below.

**Federal Pell Grant.** Pell eligibility is determined by the completion of the Free Application for Federal Student Aid (FAFSA). Pell Grants are awarded to undergraduates students who have not earned a bachelor's or professional degree. For many students, Pell Grants provide a foundation of financial aid to which other aid may be added. Eligibility requirements include enrollment for at least one credit hour during an eligible enrollment period. For the 2022-2023 school year, the maximum Pell Grant award is \$6,895. This award is based on full-time enrollment and split between two terms (typically the fall and spring term although Pell funds may also be used during the summer terms). Pell awards are based on enrollment level as defined by the institution.

**Lifetime Pell Eligibility.** As part of the Consolidation Appropriations Act of 2012 that was signed by President Obama, the new limits sets the maximum number of semesters a student can receive Pell Grant over their lifetime. Students have a limit of up to 12 semesters or equivalent to 600% of Pell Grant eligibility. Once the maximum has been reached, students can no longer receive a Pell Grant from any institution.

The new provision applies to all students and takes into consideration all the Pell Grant funds previously received. Because of this, some of the students who would have been eligible for Pell Grant funds may no longer qualify for those funds. Some students who are close to their eligibility limit may be eligible for less Pell Grant funding than they would have been previously.

The Pell Grant Lifetime Eligibility Used (LEU) is calculated by adding together each of the annual percentages of a student's scheduled award that was actually disbursed to the student. Visit [www.nsls.ed.gov](http://www.nsls.ed.gov) for more information.

**Federal Supplemental Education Opportunity Grant (SEOG).** The Federal SEOG program is for undergraduates with exceptional financial need. These are the students with the lowest Expected Family Contributions (EFC) as calculated from the information students provide on the FAFSA. Federal regulations give priority to students who are receiving federal Pell Grant and whose EFC is 0. Maximum awards are based on the availability of funds. Eligibility requirements include enrollment for at least 3 credit hours.

**Federal Work-Study (FWS).** The FWS Program provides part-time employment to students attending institutions of higher education who need the earnings to help meet the costs of postsecondary education and encourages students' receiving FWS assistance to participate in community service activities.

**FWS Award Amount.** A Federal Work-Study award is determined by a student's financial need (must have a minimum of \$2000 unmet need), based on his or her financial aid budget, and FAFSA information. Financial Need is defined as the difference between the total Cost of Attendance (COA) and the Expected Family Contribution (EFC) which is calculated by the FAFSA form.

**FWS Job Placement.** Federal Work-study jobs may be on or off campus. Most of Dallas Christian College FWS jobs are on campus. Off campus FWS jobs with federal, state or local public agencies, or non-profit organizations must be in the public interest. Off-campus FWS jobs with private, for-profit organizations must be academically relevant to the maximum extent possible.

**FWS Timesheets.** Student workers and supervisors must keep track of actual hours worked on a daily basis. This is to ensure that when timesheets are completed it will reflect the true data. Timesheets are completed online and must be filled out completely and approved by the supervisor before they can be processed. Falsification of timesheets will result in immediate student termination without grounds for appeal.

**FWS Pay Rate/Hours.** For the 2022-2023 school year, the pay rate is a minimum of \$7.25 per hour up to a maximum of 20 hours per week.

Students may earn up to their awarded amount or up to the departmental allocated amount. Since total earnings are based upon a school-wide Federal allocation, students should be aware the amount they are allowed to earn could be less than the amount awarded to them. They will need to work with their employing department to determine the maximum amount they will be able to earn for the award year.

**FWS Termination.** Student employees must notify their employer and the Financial Aid Office if they voluntarily decide to withdraw from the program. If student employees do not perform their duties satisfactorily and are terminated, supervisors are required to notify the Financial Aid Office in writing. FWS employees who are terminated are responsible for writing an appeal letter to the Financial Aid Office before applying for another position in the same semester. The Director of Financial Aid will evaluate the appeal and contact them in writing regarding probation or suspension of any future Federal Work Study awards. This process must be completed before moving into any new position.

**FWS Criminal Background Check.** Under the authority of the Texas Education Code and the Fair Credit Reporting Act, DCC shall require a criminal history check on its employees, applicants for employment, authorized volunteers, and employees of independent contractors that do business with DCC if the employment or relationship will require the individual to be classified as having regular contact with minor children, handling currency, access to debit/credit card information, or if the employees position allows access to security sensitive information.

DCC will not employ a person or contract with an independent contractor who has been convicted of any felony or misdemeanor involving any type of sexual offense of a minor, theft, burglary, or robbery as defined in the Texas Penal Code, as amended, unless the misdemeanor is minor in nature and the individual has a background that is otherwise clear of criminal convictions. A conviction includes adjudication.

**FWS Eligibility Requirements.**

- Student must have a completed Financial Aid file.
- Student must meet the Satisfactory Academic Progress as set by DCC
- Student must be enrolled and certified in at least 6 hours (half time) for fall and spring
- Student must be a U.S. citizen or eligible U.S. non-citizen

**Federal Direct Loans (subsidized or unsubsidized).** Federal Stafford loans to students are either subsidized or unsubsidized. A subsidized loan is awarded on the basis of financial need. The borrower is not charged any interest before beginning repayment or during authorized periods of deferment. The federal government “subsidizes” the interest during these periods.

An unsubsidized loan is not awarded on the basis of need. The borrower is charged interest from the time the loan is disbursed until it is paid in full. If the borrower allows interest to accumulate, it will be capitalized, that is, the interest will be added to the principal amount of the loan and additional interest will be based upon the higher amount. The borrower can receive a subsidized loan and an unsubsidized loan for the same enrollment period. A student must be enrolled in at least six credit hours per term to be eligible to borrow from the Stafford Loan Program.

**Loan Entrance/Exit Counseling.** Federal regulations require that every first-time borrower successfully complete loan entrance counseling before he or she can receive the first loan disbursement of a federal direct loan. As part of an overall plan to help students avoid delinquency and default, DCC requires loan entrance counseling for all federal loan student borrowers in the year in which the student applies for a loan.

- **Loan Entrance Counseling/ Master Promissory Note**
  - Students will complete Entrance counseling and a signed master promissory note online at <https://studentaid.gov> using the FSA user ID and password.
  - Loan funds will not be disbursed to students until after they have completed both the entrance counseling and master promissory note. This information is verified through the [www.studentloans.gov](http://www.studentloans.gov) website as well.
  
- **Exit Counseling Procedures**
  - Students who graduate, drop below half-time enrollment, or are not returning to DCC must complete loan exit counseling.
  - Borrowers are contacted through email to complete loan exit counseling session during the last semester before transferring or graduating. Students complete the loan exit counseling online at the U.S. Department of Education’s website at <https://studentaid.gov>.
  - A copy of the email notification is placed in the student file for documentation that contact has been made alerting student of the required exit counseling.
  - Federal regulations require the college to ensure that each borrower has been provided information about repayment benefits and obligations.

Students planning to become teachers may be interested in the Federal Loan cancellation benefits for teachers. Borrowers may be able to cancel a portion of their loans if they are teaching in a low-income school. To qualify, the borrower must work as a full-time teacher for five consecutive years in an elementary or secondary school that has been designated as a “low-income” school. The U.S. Department of Education each year designates low income elementary and secondary schools, and a list of these schools, by year, is posted on the department’s website. A full list of qualifying conditions and other information concerning repayment of loans may be found at the federal Student Aid website at <http://www.studentaid.ed.gov>.

**Loan Interest Rates for Federal Student Loans**

*The interest rate varies depending on the loan type and (for most types of federal student loans) the first disbursement date of the loan. The following are interest rates for Direct Loans first disbursed on or after July 1, 2022.*

<b>Loan Type</b>	<b>Borrower Type</b>	<b>Loans first disbursed on or after 7/1/2022 and before 7/1/2023</b>
Direct Subsidized Loans	Undergraduate	4.99%
Direct Unsubsidized Loans	Undergraduate	4.99%
Direct Unsubsidized Loans	Graduate or Professional	6.54%
Direct PLUS Loans	Parents and Graduate or Professional Students	7.54%

Notes:

- All interest rates shown in the chart above are fixed rates for the life of the loan.
- The interest rates for federal student loans are determined by federal law. If there are future changes to federal law that affect federal student loan interest rates, the college will notify students of those changes.
- View the interest rates on federal student loans first disbursed before July 1, 2022 in the previous year's publication of the DCC Catalog.

<b>Annual and Aggregate Limits for Subsidized and Unsubsidized Loans</b>		
<b>Year</b>	<b>Dependent Students (except students whose parents are unable to obtain PLUS Loans)</b>	<b>Independent Students (and dependent undergraduate students whose parents are unable to obtain PLUS Loans)</b>
First-Year Undergraduate Annual Loan Limit	\$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.
Second-Year Undergraduate Annual Loan Limit	\$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.
Third-Year and Beyond Undergraduate Annual Loan Limit	\$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.
Graduate or Professional Students Annual Loan Limit	Not Applicable (all graduate and professional students are considered independent)	\$20,500 (unsubsidized only)
Subsidized and Unsubsidized Aggregate Loan Limit	\$31,000—No more than \$23,000 of this amount may be in subsidized loans.	\$57,500 for undergraduates—No more than \$23,000 of this amount may be in subsidized loans. \$138,500 for graduate or professional students—No more than \$65,500 of this amount may be in subsidized loans. The graduate aggregate limit includes all federal loans received for undergraduate study.

Notes:

- The aggregate loan limits include any Subsidized Federal Stafford Loans or Unsubsidized Federal Stafford Loans you may have previously received under the **Federal Family Education Loan (FFEL) Program**. As a result of legislation that took effect July 1, 2010, no further loans are being made under the **FFEL Program**.
- Effective for periods of enrollment beginning on or after July 1, 2012, graduate and professional students are no longer eligible to receive Direct Subsidized Loans. The \$65,500 subsidized aggregate loan limit for graduate or professional students includes subsidized loans that a graduate or professional student may have received for periods of enrollment that began before July 1, 2012, or for prior undergraduate study.
- If the total loan amount you receive over the course of your education reaches the aggregate loan limit, you are not eligible to receive additional loans. However, if you repay some of your loans to bring your outstanding loan debt below the aggregate loan limit, you could then borrow again, up to the amount of your remaining eligibility under the aggregate loan limit.

## **SCHOLARSHIPS**

### **GENERAL REQUIREMENTS**

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. Scholarships and grants are divided in half each year and applied to each regular (fall and spring) term attended unless otherwise specified. All eligible students **must** complete the Free Application for Federal Student Aid (FAFSA) in order to qualify for Dallas Christian College scholarships.

### **ACADEMIC SCHOLARSHIPS**

All academic scholarships are guaranteed for four years (two years for transfer students) provided the students remains in good standing with the College and maintains the required GPA for scholarship renewal.

### **HONORS SCHOLARSHIP**

The Honors Scholarship was designed to recognize students for their academic achievement, service in the church, Christ-like character, and commitment to fulfilling the mission of Dallas Christian College. Our mission: *Dallas Christian College educates and mentors students to be people of influence, engaging in their calling to the work of Christ in the Church and in the world.* DCC desires to attract the best and brightest students who wish to prepare to be workers for the harvest (Matthew 9:36-38) and we believe that substantial scholarships will help us to that end.

Each academic department may award honors scholarships ranging up to \$15,000. The Honors Scholarship are for new incoming traditional students. Recipients are expected to maintain good academic and social standing, maintain a cumulative 2.5 GPA, participate in community/church service, and be involved in leadership roles in the department from which the scholarship was awarded. The total scholarship awarded is all inclusive, meaning it will include all forms of institutional aid. It does not include federal loans or grants or outside scholarships from churches and other organizations. Any student receiving more than \$10,000 in scholarship assistance must live on campus.

### **SCHOLARSHIP REQUIREMENTS**

- Maintain a cumulative minimum GPA of 2.5
- Provide a reference from a pastor of the church currently attended
- Prepare an essay on the selected topics
- Complete a personal interview (in person or by live web conference) with a DCC faculty member
- Commit to abide by DCC community standards and to participate as a campus leader in the area from which the scholarship is awarded
- Live on campus and take a minimum of 30 credit hours per year

### **DCC MISSION STATEMENT ESSAY (200-250 words on each of the following topics)**

- Please provide a brief biographical background about yourself.
- In light of the DCC Missions Statement above, how do you believe you will benefit from and contribute to community life at DCC?
- In what ways have you served others in your school, church, and community?

- Share your career aspirations and how you intend to impact the world for Christ.

Include any additional information you think may be relevant to the DCC Scholarship Committee.

### **PRESIDENT'S SCHOLARSHIP**

The President's Scholarship is awarded to incoming freshman students who demonstrate academic excellence. Award amounts are determined based on GPA and college entrance exam scores:

- 4.0 GPA (On Campus) = \$8,000 maximum award
- 4.0 GPA (Off Campus) = \$5,500 maximum award

Students who receive the President's Scholarship are not eligible for additional academic scholarships. Recipients must maintain a 2.5 cumulative GPA and remain in good standing with the College. Award amounts are based on full-time enrollment (12 hours minimum). Part-time (9-11 hours) students are awarded at 50% of the full-time rate. Please see "Requirements to Maintain Scholarships" below for more information.

### **DCC ACADEMIC SCHOLARSHIPS – FRESHMEN**

The DCC Academic Scholarship is awarded to incoming traditional undergraduate students who demonstrate strong academic performance. Award amounts are determined by GPA. Students may be eligible for one of the following academic scholarship amounts (GPA is based on a 4.0 scale):

- 3.8-3.99 GPA (On Campus) = \$7,000 maximum award
- 3.8-3.99 GPA (Off Campus) = \$5,000 maximum award
- 3.5-3.79 GPA (On Campus) = \$6,000 maximum award
- 3.5-3.79 GPA (Off Campus) = \$4,000 maximum award
- 3.0-3.49 GPA (On Campus) = \$5,000 maximum award
- 3.0-3.49 GPA (Off Campus) = \$3,000 maximum award
- 2.5-2.99 GPA (On Campus) = \$4,000 maximum award
- 2.5-2.99 GPA (Off Campus) = \$2,000 maximum award

Recipients must maintain a 2.0 cumulative GPA and remain in good standing with the College in addition to any other requirements to maintain scholarships outlined in the catalog. Award amounts are based on full-time enrollment (12 hours minimum). Part-time (9-11 hours) students are awarded at 50% of the full-time rate.

### **DCC ACADEMIC SCHOLARSHIPS – TRANSFERS**

The DCC Academic Scholarship is awarded to incoming traditional transfer students who demonstrate strong academic performance. Award amounts are determined by GPA. Students may be eligible for one of the following academic scholarship amounts (GPA is based on a 4.0 scale):

- 3.8-3.99 GPA (On Campus) = \$6,000 maximum award
- 3.8-3.99 GPA (Off Campus) = \$4,000 maximum award
- 3.5-3.79 GPA (On Campus) = \$5,000 maximum award
- 3.5-3.79 GPA (Off Campus) = \$3,000 maximum award
- 3.0-3.49 GPA (On Campus) = \$4,000 maximum award



- 3.0-3.49 GPA (Off Campus) = \$2,500 maximum award
- 2.5-2.99 GPA (On Campus) = \$3,000 maximum award
- 2.5-2.99 GPA (Off Campus) = \$1,500 maximum award

Recipients must maintain a 2.0 cumulative GPA and remain in good standing with the College in addition to any other requirements to maintain scholarships outlined in the catalog. Award amounts are based on full-time enrollment (12 hours minimum). Part-time (9-11 hours) students are awarded at 50% of the full-time rate.

### **DCC D-1 ATHLETIC SCHOLARSHIP**

Dallas Christian College offers NCCAA Division I Athletic Scholarships for some of its sports. The intent behind athletic scholarships is the same as all of DCC's scholarships: to attract, support, and graduate as many students as possible, with as little debt as possible, who are devoted to Kingdom service.

The maximum all-inclusive institutional aid a student in the athletic program may receive is \$15,000. The total scholarship awarded will include all forms of institutional aid. It does not include federal loans or grants or outside scholarships from churches and other organizations. Any student receiving more than \$10,000 in scholarship assistance must live on campus.

### **DEVELOPING CHRISTIAN INFLUENCE SCHOLARSHIP**

The Developing Christian Influence Scholarship (DCIS) may be awarded to students who have demonstrated a strong mission fit with the DCC mission and have stated a commitment to living out their Christian faith through exemplary service in their schools, churches, and communities. They may have shown leadership potential through church and community involvement.

It is a selective award, based on materials contained in the application for admission, and a limited number of recipients are chosen from the total pool of applicants. The Scholarship Committee reviews each application for evidence of the following: church involvement, leadership, missions support and activity, community service projects, participation in civic affairs, and others.

For those who qualify, award amounts range from \$500 to \$2,000 annually.

If they wish, applications may submit additional documentation such as:

- Completed DCC General Scholarship Application
- An essay summarizing the applicant's ministry experience and goals
- A letter of personal recommendation from a church official attesting to the applicant's faith and activities
- Video essay (Two minutes in length, maximum)
- Résumé or Curriculum Vitae
- Copy of sermon or speech
- Meet with an admission counselor for an interview

Award amounts are based on full-time enrollment (12 hours minimum). Part-time (9-11 hours) students are awarded at 50% of the full-time rate. Recipients must maintain a 2.0 GPA and remain in good standing with the College.

### **INTERNATIONAL STUDENT SCHOLARSHIP**

The Dallas Christian College International scholarship is available to all full-time traditional students that are ineligible for Title IV financial aid based on citizenship or residency.

Eligible on-campus students will be awarded an \$8,000 annual scholarship (\$5,000 for those living off-campus). Total institutional scholarships awarded to international students cannot exceed the designated tuition scholarship award amount.

## **ADDITIONAL SCHOLARSHIPS**

Students may be eligible for one or more of the following scholarships; however, students must choose one only.

**Church Matching.** Dallas Christian College will match up to \$1,500 per year for any scholarship that a student receives from a church that is applied directly to their student bill.

**Minister/Missionary Dependent.** Students who are dependent children of a vocational minister or missionary will receive \$1,500 a year for four years. Applicants are required to provide proof of minister or missionary employment on church or agency stationary signed by an elder or administrator of the church or agency to the Financial Aid Office for verification each year.

**Pastor-Referred Ministry Student Award.** This scholarship is awarded to students who have been referred by a pastor in their home church and are entering Bible and Practical Ministry degree programs. A formal letter of recommendation from the pastor is required. Students may be eligible for up to \$10,000 a year for four years (\$40,000 maximum all-inclusive award). Student must maintain satisfactory academic progress toward graduation.

## **REQUIREMENTS TO MAINTAIN SCHOLARSHIPS**

Each scholarship recipient will be evaluated following the spring semester of each academic year for renewal for the next academic year. All DCC scholarships recipients must observe the following requirements:

- Must be enrolled consecutive semesters, making satisfactory academic progress towards degree certification.
- Maintain the grade point average as specified by the scholarship
- Remain in good standing with the College, complying with the DCC Student Handbook

Students who move off campus after the first semester is complete will have a 30% reduction in their scholarships. Institutional scholarships cannot be applied toward any repeat courses regardless of course grade or status.

## **ENDOWED AND NAMED SCHOLARSHIPS\***

Endowed and Named Scholarships are awarded each spring. Any scholarships received in this category are in addition to Academic or other scholarships listed above.

**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 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.** In memory of Marilyn Foggin. 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.

**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.

**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.

**Ronald and Doris Rife Life of Service Scholarship.** Presented to a full- or part-time student who desires to fulfill a life of service in fulltime ministry, missions, or education, based on financial need. This scholarship is given in honor of Ronald and Doris Rife, who lived lives of ministry and service in private and public education, as well as missions.

**J.W. and Evie Rubeck Scholarship.** Presented to a student 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 J.W. and Evie Rubeck.

**Edward Schorstein Scholarship.** For a student who has a history of mentoring others. Must be at least a rising Sophomore with a Christian character consistent with the Dallas Christian College education purpose. Student must have a cumulative GPA of 2.5 or higher.

**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.

**Wallace and Marjory Worley 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.

\* Honor scholarships are awarded each spring for the following academic year.

## **FINANCIAL INFORMATION**

### **VETERANS ASSISTANCE**

Veterans and veteran dependents may be eligible for educational benefits through the Veterans Administration (VA). Veterans should contact DCC's Veteran Certifying Officer at (214) 453-8101, for more information or visit the Department of Veteran Affairs website at <http://www.va.gov/>. Students who qualify for VA benefits will be certified based on eligibility determined by VA and enrollment level. Funds will then be disbursed to DCC to be processed and posted to their account ledger for payment of classes. Any overage of VA funds will be credited to the student in the form of a check, within 14 days of posting. Please contact the Office of Student Accounts for more information. VA pays tuition and fees directly to the College only for Chapter's 31 and 33 benefit recipients.

### **SECTION 103 OF PUBLIC LAW (PL) 115-407: PENDING VA PAYMENT COMPLIANCE**

In accordance with Title 38 US Code 3679(e), Dallas Christian College adopts the following policy for students using U.S. Department of Veterans Affairs (VA) Post-9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, in the case of a delayed payment from VA. As long as the student has a Certificate of Eligibility on file, Dallas Christian College will not

- Prevent the student from registering for classes;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to institutional resources available to other students who have satisfied their financial responsibilities to the College

*GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA).*

### **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 Career Services in the Student Development Office.

## **OFF-CAMPUS EMPLOYMENT**

Job opportunities in the area are plentiful for students who desire to work. Assistance in job availability is obtained through Career Services in the Office of Student Development 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**

Applicants for financial aid must be accepted for admission, be enrolled in an eligible degree program, and be making academic progress in that program. All financial aid applications for institutional assistance, federal grants, loans, or work study must be completed in a timely manner.

## **STUDENT CREDIT BALANCES (STIPEND) RELEASE PROCEDURE**

- Students receive notification of financial disbursement via email from the Office of Financial Aid. Any aid that produces a credit balance due to the student is processed for release within 14 calendar days by the institution's business office.
- Student may elect to have the credit balance held on their student account until the end of the financial aid award year, only if DCC obtains authorization to hold or apply to other charges outside of the normal cost of tuition and fees, room and board, and/or other authorized charges for a program with the school. Student can obtain this authorization form by contacting the Office of Student Accounts.
- In the event the credit balance is due from the awarding of a Parent Plus Loan (PLUS), DCC will review the PLUS loan application to determine the origin to whom the credit balance can be released. If the application designates the release of excess funds to the student, the student will be issued the check or direct deposit within the 14 calendar day limitation or complete the authorization to hold request. If the application designates the parent, the parent will be issued the refund within the 14 calendar day limitation or complete the authorization to hold request.
- Checks that are returned as undelivered will be credited back to the student's account. (Assuming the institution is unable to locate the student for a valid address.) Failure to obtain a valid address will result in the funds being returned to the Title IV program in which the aid was funded.

## **STUDENT RIGHT TO CANCEL FINANCIAL AID**

The student has the right to cancel any Title IV aid awarded within 14 days of receipt. Once this time has elapsed, in the event that a credit disbursement is due to the student, the institution will not hold on their account unless a request to hold excess credit has been submitted.

## **REFUND POLICIES**

A student who withdraws during a semester must notify the Financial Aid Office and the Office of Student Accounts.

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

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 \$115 per class drop fee will be assessed for classes not dropped two weeks prior to the class start date for DCC Online classes.** Classes dropped after the start date will be subject to the refund policy above.

For *DCC Online* classes that do not begin 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, Office of Student Accounts, 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 Office of Student Accounts 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 Office of Student Accounts, 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.

## **RETURN OF TITLE IV FUNDS**

DCC returns unearned funds received from Federal student assistance program accounts or lenders in accordance with the Federal Title IV student assistance regulations, as amended, under 34 CFR, section 688.22(d) of the Reauthorization of the Higher Education Act of 1965, with rules of the Texas Higher Education Coordinating Board (THECB), and with DCC 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 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 all eligible aid was not already disbursed to the student before the student withdrew, the earned portion of aid will be paid to the student as a post-withdrawal disbursement.
4. 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.

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.

## **TUITION ASSISTANCE RETURN POLICY**

Dallas Christian College has a policy to return unearned tuition assistance (TA) funds on a proportional basis for any tuition assistance recipient who withdraws from a course before completing at least 60 percent of the course. When a service member has to suspend attendance due to a military obligations, the college will work with the student to identify solutions that will not result in student debt for the returned portion.

### **Traditional 16-Week Course Withdraw Submitted**

Before or during weeks 1-2	100% return
During weeks 3-4	75% return
During weeks 5-8	50% return
During weeks 9-10	40% return (60% of course is completed)
During weeks 11-16	0% return

Note: The institution's week of instruction is counted as seven days.

### **DCC Online Six-Week Course Withdraw Submitted**

Before or during week 1	100% return
During week 2	80% return
During weeks 3	70% return (60% of course is completed)
During weeks 4	40% return (60% of course is completed)
During weeks 5-6	0% return

Note: There are 42 days of instruction in a six-week course.

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

The Higher Education Act of 1965, as amended by Congress, mandates that institutions of higher education monitor the academic progress of students who receive Federal Financial Aid. Dallas Christian College has established the following minimum standards and practices for Federal Financial Aid Satisfactory Academic Progress (SAP) for students to be eligible for and continue to receive federal financial aid. Please note that some state and institutional aid programs may have higher academic requirements, and eligibility for those financial aid programs is subject to the requirements of each program.

To be in compliance with federal, state, or institutional student aid programs, DCC must apply qualitative and quantitative measurements to academic work.

The qualitative and quantitative standards for SAP are defined as:

1. **Qualitative Standard – Cumulative Grade Point Average (Cum GPA)**  
Undergraduate students must maintain a minimum Cumulative Grade Point Average (Cum GPA) of 2.0 for all course work completed.
2. **Quantitative Standard – Pace of Progression**  
Pace of progression is determined by dividing the cumulative number of credit hours successfully completed by the cumulative number of credit hours attempted, including transfer hours that have been accepted. Undergraduate students must maintain a pace of progression of 66.67% for all course work attempted, including transfer credits.
3. **Program Completion Time Frame:**



Students may receive financial aid, if they otherwise qualify, if they have not yet attempted 150% of the hours required for their degree program. Attempted hours include all transferred credits and all DCC courses passed, failed, repeated, or withdrawn.

If a student meets ALL of the above standards, the student will receive a SAP status of SATISFACTORY and will be able to continue receiving federal and institutional aid at DCC.

If a student fails to meet one or more of the above standards, the student will be placed on one of two Financial Aid SAP statuses, as described below:

- Warning Status: If the student was previously under a Satisfactory SAP status, the student's status will be moved to a Warning Status for one semester, meaning that the student is being warned that he/she is not meeting SAP eligibility and has one semester to correct his/her eligibility before being placed on financial aid suspension. During this semester, the student will continue to be able to receive financial aid. A Warning Status cannot be appealed since students are still eligible to receive financial assistance.
- Probation Status: If a student is placed on financial aid suspension, he/she has the option of appealing this suspension through the SAP appeal process. If the appeal is granted, the student will be placed on financial aid probation for the next semester, and he/she must bring his/her SAP eligibility to Satisfactory during that semester or be placed on financial aid suspension. While on Probation Status, the student may continue to receive federal, state, and institutional aid if he/she is otherwise eligible.
- Suspension Status: If the student was previously under a Warning Status or Probation Status and fails to meet SAP eligibility requirements during the next semester, the student's status will be moved to a Suspension Status and he/she will not be able to receive federal, state, or institutional financial aid during the next semester he/she attends. Students who are placed on financial aid suspension may appeal this decision by completing the Satisfactory Academic Progress Appeal Process (see below).

Please note: Financial Aid Satisfactory Academic Progress eligibility is different from Academic Probation or Academic Suspension. Students who are on financial aid suspension may be allowed to register for and attend classes in future semesters at their own expense if they are not also on Academic Suspension.

#### **REGAINING FINANCIAL AID SAP ELIGIBILITY**

- Students who are placed on financial aid suspension for not maintaining the required SAP eligibility standards for cumulative GPA must complete courses at DCC at their own expense to regain their eligibility for financial aid. Students who are placed on financial aid suspension for not maintaining the required SAP eligibility standards for pace of progression must complete, at their own expense, courses at DCC, or courses that transfer from an accredited institution.
- Students who are placed on financial aid suspension because they have not met the program completion time frame requirements and have reached the maximum number of hours or time frame allowed to complete their degree program may not regain eligibility to receive financial aid. In order to complete a degree program and graduate from DCC, the student will have to complete those courses without receiving federal financial assistance. If the student feels that these calculations are incorrect, they may contact the Financial Aid Office and ask for a formal review of eligibility.
- After the student has completed sufficient coursework to remove the Suspension Status, his/her SAP status will be reevaluated at the end of the following semester, and his/her

status will be updated based on current SAP standards. If a student wants an evaluation before that time, he/she must submit the Suspension Evaluation or Appeal Request Form to the Office of Financial Aid to formally request a review of his/her status. Forms are available in the Financial Aid Office.

### **SAP ELIGIBILITY APPEAL PROCESS**

A student who has been placed on financial aid suspension for not meeting the required SAP guidelines may appeal his/her suspension if there were unusual or extenuating circumstances that contributed to the student's failure to meet these guidelines. If the appeal is granted, the student will be placed on a SAP Probation Status and will be allowed to receive financial aid for the next semester only (see "Probation Status" above). All individuals granted an appeal are normally placed on a one-semester Probation Status or placed on a financial aid academic plan (see below). All appeal decisions are final. Students will be notified in writing as to the decision regarding their financial aid appeal. The appeal request must include a statement from the student regarding what has changed or what they will do differently that will allow them to meet SAP guidelines in the future. If a student makes more than one appeal request, each appeal must be for a different reason.

### **FINANCIAL AID ACADEMIC PLAN**

If a student is placed on suspension, and successfully appeals the decision, but the student's academic situation is such that it would be mathematically impossible for him/her to regain SAP eligibility during the next semester as required by federal SAP guidelines, DCC may, at its sole discretion, place the student on a financial aid academic plan. This plan will be designed to outline steps of progress that, if followed by the student each semester, will lead to SAP eligibility being regained at a specific time in the future. If a student does not meet these progressive steps each semester, he/she will immediately be placed on financial aid suspension.

### **OTHER FINANCIAL AID SAP GUIDELINES**

- **Dual Enrollment:** A student may not receive federal aid from more than one institution at the same time. A student transferring to DCC from another institution must have their aid canceled at the former institution.
- **Repeat Courses:** Students may receive federal financial aid for repeat courses in which a course was complete but previous grade of "F" was received. For courses in which a grade of "D" or higher is received, federal financial aid will pay for these courses once only.

If a student registers for a course in which he/she has previously received a grade of "D" or higher, an evaluation of the student's history taking that course will be made and aid will be paid accordingly. Institutional scholarships cannot be applied toward any repeat courses regardless of course grade or status.

- **Incomplete grades:** Courses in which a grade of "I" is received will affect a student's pace of progression and may lead to the student being placed on financial aid warning or suspension. Once the student has completed the course(s), he/she may request an evaluation to re-assess his/her SAP status using the Suspension Evaluation or Appeal Request Form.

**Second Bachelor's Degree:** Not all financial aid programs are available to students seeking a second bachelor's degree, including accredited and non-accredited degrees. Students should see their financial aid counselor for more information.

## SCHOOL COSTS 2022-2023 ACADEMIC YEAR

### UNDERGRADUATE TUITION:

Traditional (per credit hour)	\$610
<i>DCC Online</i> Degree (per credit hour)	\$395
<i>DCC Online</i> Ministry Degree (per credit hour)	\$295
Active Duty Military (per credit hour)	\$250

### ACP TUITION PACKAGE:

Alternative Certification Program	\$3,500
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### FEES:

Application	\$30
Athletic Equipment	Varies by sport
Audit	\$110 (per class)
Credit by Demonstrated Competency	\$100 (per hour)
Challenge Exam	\$110 (per hour)
Choir Tour	\$100
Critical Thinking Test	\$20
DANTES	\$110
Deferred Payment	\$60
<i>DCC Online</i> Class Fee	\$100 (per class)
<i>DCC Online</i> Withdrawal	\$115 (per class)
Dual Credit	\$100 (per hour)
Enrollment Deposit	\$200
Graduation	\$200
Incomplete	\$60
Independent Study	\$50 (per hour)
Internship Continuation	\$600
Late Registration	\$285
Life Science Lab	\$30
Logos™ Bible Software	\$80 (per specified courses)
Non-Sufficient Funds/Returned Check	\$30
Orientation	\$125
Private Instrumental Lesson	\$285
Private Room Fee	\$430 (per semester, based on availability)
Private Voice Lesson	\$285
Recital	\$115
Residence Hall Reservation/Deposit	\$150
Senior Interdisciplinary Seminar	\$255
Spiritual Transformation Inventory	\$40
Student Government	\$25 (Traditional students only)
Student Parking	\$25 (Traditional students only)
Student Services	\$530 (Traditional students in 9 or more hours)
Student Services	\$360 (Traditional students in less than 9 hours)
Student Teaching	\$300
Student Technology	\$60 (Traditional students only)

### ROOM AND BOARD:

Double Occupancy & Meal Plan	\$4,810 (per semester)
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### EDUCATIONAL MATERIALS:

Estimated Textbooks	\$450-\$550 (per semester)
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Effective 7/1/2022

## **PAYMENT OF SCHOOL COSTS**

Payment is to be made to the Office of Student Accounts online through the student portal. Cash or check payments can be made in the office.

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 at the beginning of each semester, and payment reminders will be sent to the DCC Crusader Mail (email) 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 on the 15th of the month for the current semester. For students planning to reside in campus residence halls, the first payment must be made prior to moving in.

If students have not paid their charges in full or made satisfactory arrangements with the Office of Student Accounts by the designated payment deadline, the students will be administratively withdrawn from their class schedules. Student accounts must be paid in full each semester in order to attend subsequent terms.

## **PAYMENT DEFERMENT PLAN**

Dallas Christian College is pleased to offer a payment deferment option to help alleviate the financial burden of financing a college education. The Interest-Free Monthly Payment Option allows for spreading educational expenses over smaller monthly installments for a small enrollment fee. This is a popular option with many families because it reduces the need to borrow and it gives families more control over their savings. Payment deferment plans are offered on a semester basis.

Payment deferment plans are required of all students whose financial aid, if any, is not sufficient to cover a given semester's school costs and who do not have sufficient private resources to cover their institutional costs. The cost for the plan is a \$60 per semester enrollment fee. Students can check their account charges and balance by logging into the DCC Student Portal. Payments towards the deferment plans can be made online through the DCC Student Portal, in office, or over the phone using a debit or credit card.

Five monthly payments are due on the 15th of each month. All accounts must be paid in full by the end of the semester regardless of enrollment date. For example, if a student enrolls on August 15<sup>th</sup>, the first payment (including the \$60 enrollment fee) will be due immediately and 4 monthly payments will be remaining. If a student enrolls on September 15<sup>th</sup>, the first payment will be due immediately and there will only be 3 monthly payments remaining.

For more information on the Interest-Free Monthly Payment Deferment Plan contact the Office of Student Accounts at (214) 453-8135. Please note if a student does not wish to utilize the payment plan the remaining out of pocket balance will be due in full to avoid administrative withdrawal for non-payment. Students with past due accounts desiring to set up a monthly payment plan must also contact the Office of Student Accounts for assistance.

## **STUDENTS RECEIVING TUITION REIMBURSEMENT BENEFITS**

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 Office of Student Accounts 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.

## **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. Payment plans are available to students with past due and delinquent accounts. Please contact the Office of Student Accounts for more information.

### **Student Account Classifications:**

**CURRENT:** All payments made according to the payment schedule.  
**ON-HOLD:** Payment arrangements not currently satisfied.  
**PAST DUE:** Multiple payments not made within the specified payment dates.  
**DELINQUENT:** Account is past due with no satisfactory arrangements made with the Office of Student Accounts.

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 Office of Student Accounts immediately to make appropriate arrangements.

If satisfactory arrangements are not made with the Office of Student Accounts concerning the account, the account will be placed with a third-party collection agency. If this occurs, the student may be subject to additional interest and collection charges.

## **RETURNED CHECKS**

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

