

## 2025-26 Preparatory Coursework Policies and Contract

Name:

BCC Student ID:

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

### Federal Direct Loan limits for preparatory coursework per academic year

- Not to exceed 12 consecutive months
- For undergraduate degree/certificate coursework: Direct Subsidized & Unsubsidized -- \$2,625
- Up to \$6,000 additional unsubsidized for independent students and dependent undergraduates whose parents are denied a PLUS loan

### Student Rights

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

### Student Responsibilities

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

### Barton Community College Rights

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

### Barton Community College Responsibilities

The Office of Financial Aid:

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

Student Signature

Date

BCC Financial Aid Representative Signature

Date

Please continue to next page.

## 2025-2026 Preparatory Coursework Contract

Student Name (Last Name, First Name, Middle Initial) \_\_\_\_\_

BCC Student ID # \_\_\_\_\_

College/University to which student is seeking admission \_\_\_\_\_

Program to which student is seeking admission \_\_\_\_\_

Program Type: ☐ Undergraduate ☐ Graduate

Program Length: \_\_\_\_\_ (As reported by the school to NSLDS/COD)

Barton Community College and the student have entered into a preparatory coursework contract whereby the student enrolled at Barton Community College will take only the required courses needed for admission to the above-named program with your college or university. **The coursework must be required for admission.** Taking courses to raise GPA in order to be admitted does not qualify for federal financial aid under the preparatory coursework exception.

It is agreed by the undersigned that financial aid will be awarded through Barton Community College for Federal Direct Student Loans only specifically for the required courses listed below.

### Fall 2025

Credit Hours	Names of Specific Courses Needed	Course Number

### Spring 2026

Credit Hours	Names of Specific Courses Needed	Course Number

### Summer 2026

Credit Hours	Names of Specific Courses Needed	Course Number

#### For Completion by Academic Advisor of the above Institution (All fields must be completed for contract to be approved)

- The courses listed above are required for the student to be admitted to the aforementioned program of study.

Name and Title (printed) \_\_\_\_\_

Phone # \_\_\_\_\_ Email \_\_\_\_\_

Academic Advisor Signature \_\_\_\_\_ Date: \_\_\_\_\_

#### For Completion by the Financial Aid Office of the above Institution (All fields must be completed for contract to be approved)

- The program that the student intends to enroll in is considered an eligible program for Federal Financial Aid.
- The student will be able to complete the declared Program of Study within the allowable 150% limit for the program.
- The student is not currently receiving Federal Financial aid from this college/university.

Name and Title (printed) \_\_\_\_\_

Phone # \_\_\_\_\_ Email \_\_\_\_\_

Financial Aid Office Signature \_\_\_\_\_ Date: \_\_\_\_\_

Each person signing this worksheet certifies that all the information reported on it is complete and correct. **WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Barton Financial Aid Office**  
(866) 257-2574 | [financialaid@bartonccc.edu](mailto:financialaid@bartonccc.edu)

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