

**Martin Community College
Rights & Responsibilities
2025-2026**

BY UTILIZING MY AWARD OFFER ON THE FRONT OF THIS LETTER, I ACKNOWLEDGE THAT I HAVE READ
AND UNDERSTAND THE FOLLOWING:

- The refund policy as stated in the Martin Community College Career Catalog.
- The financial aid standard as it relates specifically to Satisfactory Academic Progress. I am aware that if I fail to maintain satisfactory progress requirements my financial aid will be terminated (e.g., minimum grade-point average of 2.0, 150%-time frame to complete program of study, and passing 67% of all credit hours attempted).
- Return of Title IV Funds policy as stated in the Martin Community College Career Catalog. I acknowledge that if I owe funds due to my withdrawal from classes as stated in the Return of Title IV Funds policy, or any overpayment of funds, that I must repay those funds owed in full before any further services will be rendered from the College.
- The Attendance Policy and Administrative Withdrawal Policy in the Martin Community College Career Catalog.
- The drop/add and withdrawal policies in the Martin Community College Career Catalog. **I also understand that I may be held responsible to pay back funds for not completing classes for which I am enrolled.**
- I understand that financial aid is contingent upon eligibility requirements and that my enrollment status each semester is based on the number of credit hours in which I am enrolled. The amount of my Pell Grant depends on the number of credit hours for which I am enrolled: 12 or more hours - full grant; 9 to 11 hours - three-quarters grant; 6 to 8 hours - one-half grant; and 1 to 5 hours - one-quarter grant.
- For a repeated course to be counted toward your enrollment status for financial aid purposes, you may only repeat a previously passed course once (a total of two attempts). If you enroll in a previously repeated and passed course for a third time, this course will not count towards your enrollment for financial aid purposes. Repeated courses may be included if the student received an unsatisfactory or failing grade. There is no limit on the number of attempts allowable if the student does not receive a passing grade.
- Payment will not be made for classes taken that are outside of my primary Program of Study. Also, classes that are not needed to fulfill graduation requirements (extra classes), will not receive payment.
- I have informed financial aid personnel of any outside financial assistance I expect to receive. If, at a later date, I am informed of any outside financial assistance to be received, I will notify the Financial Aid Office.
- I will come to the Financial Aid Office and sign a release of information form, if I need my financial aid information sent to any outside agency or individual or discussed with anyone other than myself.
- I authorize Martin Community College to deduct any tuition, fees, bookstore charges, short-term loan payments, or other charges from proceeds of my financial aid (includes all types of funding).
- I will let the Financial Aid Office know if I plan to attend any other college or technical school during the 2024-2025 academic year. Financial Aid can only be awarded at one college attended at a time.
- I am aware that all financial aid awards will be disbursed contingent upon the availability of funds.
- I am aware that my class attendance will be checked by the financial aid office by means of instructor rosters. Payment will not be made for classes that I do not attend. **Payment will also not be made for blocked classes until the class starts and my attendance has been verified by my instructor and the financial aid office.**