



# PREPARATORY COURSEWORK CONTRACT

A Preparatory Coursework Contract is a written, formal contract between the student and the institution.

A Preparatory Coursework Contract allows the student who is not pursuing a degree or certificate to attend Clark College and receive a 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.

## **Student Rights**

- The student has the right to enroll at Clark College in courses not required for a degree or certificate at Clark College and transfer those credits to meet eligibility requirements for admission to another college or university.
- The student has the right to receive available Direct Loan funds at first year standing from Clark College while enrolled in courses required for admission to another college or university.

## **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 Clark 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 Clark 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 Clark College.
- 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 the Clark College Financial Aid Satisfactory Academic Policy.

## **Clark College Rights**

- The Financial Aid Office has the right to cancel any preparatory coursework 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.

## **Clark 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.

