

KENNEBEC VALLEY COMMUNITY COLLEGE

FINANCIAL AID OFFICE

OUTSIDE RESOURCES POLICY

EFFECTIVE: 07/02

Updated 3/09, 6/12

To coordinate total financial aid received from all sources, Kennebec Valley Community College (KVCC) requires all applicants to notify the Financial Aid Office, ***IN WRITING***, of all types and amounts of financial aid they will receive from outside sources.

Financial aid from outside sources includes all assistance (grants, loans, scholarships, direct payments, reimbursements, stipends), ***not provided by KVCC, that is intended to cover some part of the institutional or non-institutional cost of education for a student.*** Examples include, but are not limited to: awards from high schools, foundations, employers, medical institutions and organizations (i.e., Elks, Rotary, Barking Foundation, etc.); assistance from agencies (i.e., ASPIRE, Career Center, Workforce Development, TRA, TAA, Vocational Rehabilitation, etc.)

To collect and track outside resources, copies of all award/scholarship notices students give to other campus offices are forwarded to the Financial Aid Office. Outside resource information is also collected on the ***KVCC Financial Aid Information*** form, and a reminder of the requirement to report the "outside help" is issued in the student financial aid award packet.

The Financial Aid Office includes any outside assistance the applicant reasonably anticipates receiving when packaging Title IV funds for eligible applicants.

The Finance and Financial Aid Offices reconcile reports of student outside assistance periodically. Any discrepancies are resolved between the two offices.