

ADMISSION AND FINANCIAL AID

ADMISSION TO THE COLLEGE

GENERAL POLICY

Cotley College encourages applications from students who are serious about enrolling in a women's liberal arts and science college and who are well-prepared through college preparatory, honor and advanced placement high school courses. All candidates for admission must be graduates of accredited high schools, or have satisfied high school graduation requirements through the G.E.D. or by special official arrangements. Admission is based on prior performance and ability to succeed at Cotley. Cotley College is committed to equal educational opportunity and does not unlawfully discriminate in its educational policies and practices on the bases of race, religion, color, national origin, age, disability, veteran status, sexual orientation, or any other factor protected by law.

Campus visits and interviews are important in assisting the prospective student and her parents in choosing a college. Cotley College encourages these visits. A campus visit should be arranged through the Office of Enrollment Management at least one week in advance. This allows sufficient time to arrange tours, faculty interviews, housing and meals.

Application for admission from each candidate should be on file in the Office of Enrollment Management as early as possible; the College accepts students for admission only until it reaches a maximum enrollment of 350 residential students. Early application is, therefore, recommended.

THE APPLICATION PROCESS

An application for admission may be requested by writing, phoning, or e-mailing the Office of Enrollment Management, Cotley College, 1000 W. Austin, Nevada, MO 64772, phone toll-free: 1-888-5-COTTEY, or e-mail enrollmgt@cotley.edu. Students may also apply online through the Cotley College Web site, www.cotley.edu.

All applicants for admission to Cotley College should take a college preparatory course sequence. The required high school curriculum includes four years of study in English composition and literature, at least two years in history and government, three years in mathematics (Algebra I, Algebra II and Geometry), two years in laboratory science and two years of study in one foreign language.

A student applying for admission needs to submit: (1) the application for admission; (2) cumulative high school transcript (including at least 6 semesters of course work in 9th, 10th and 11th grades); (3) the \$20 nonrefundable application fee; and (4) results from the test battery of either the ACT Assessment Test (ACT) or the Scholastic Assessment Test (SAT) of the College Entrance Examination Board. A personal statement at least one typed page in length may be required if the admission committee feels additional personal information is warranted.

It is recommended that candidates take either the ACT or SAT in the spring semester of the junior year or the fall semester of the senior year. Multiple test results are accepted. When taking the test, request that an official copy of the scores be sent to Cottey. (The scores may also be sent through the high school counselor by request.) **The ACT code for Cottey is 2286 and the SAT code is 6120.** Arrangements for these tests may be made with the student's guidance counselor. The admission committee will consider the highest test result for admission and scholarship purposes.

ADMISSION GUIDELINES

If a student has: (1) the required high school curriculum, (2) a high school grade point average of at least 2.6, AND (3) standardized test results that meet our current eligibility requirements (ACT composite of 21 or better, SAT total of 970 or better), she will be notified of an admission decision shortly after receipt of her completed application.

Students whose academic credentials fall below these guidelines may be asked to provide additional information.

Students who are accepted will receive notification that an advance deposit is due (see Application Fee and Advance Tuition Deposit).

Students accepted for admission also receive a health form (requiring a doctor's examination), which must be completed before enrollment at Cottey College. Health information is confidential.

SPECIAL ADMISSION

Cottey College will accept the **General Educational Development test (G.E.D.)** with the following stipulations: (1) the G.E.D. scores as well as an official copy of the certificate are required; (2) the applicant must also submit either the ACT or SAT scores or an official college transcript showing at least one full-time semester successfully completed with a minimum GPA of 2.00. Based on the above requirements, each applicant will be individually evaluated for admission by the admission committee.

HOME SCHOOL POLICY

Students who have been home schooled and have completed high school graduation requirements under a home-school program may be considered for admission. Cottey has accepted and enrolled home-schooled students. Home-schooled students follow the same application guidelines and procedures as all other applicants. In addition to these requirements, home-schooled students must submit a home-schooled student form and a home school credit evaluation form. Students can obtain these forms from the Office of Enrollment Management. These forms are to be completed and signed by a parent/guardian of the home-schooled applicant.

In order to be considered for admission, home schooled students will need to submit:

1. Application form and \$20 application fee.
2. ACT or SAT standardized test scores.
3. Home school credit evaluation form (including at least 6 semesters of course work in 9th, 10th and 11th grades) prepared and signed by home-schooling parent/guardian.

4. Home-schooled student form signed by the home-schooling parent/guardian.
5. Two letters of recommendation—one from the applicant’s parent/guardian and one from another source who can speak to the student’s potential for success in a rigorous college program.

The Office of Enrollment Management may also ask for a portfolio detailing all high school work completed (including courses studied, textbooks, assignments, extracurricular activities and writing samples). Evidence must show completion of courses in English, social studies, mathematics, science and foreign language. The student may also be required to furnish proof that home schooling requirements within their state of residence have been satisfied.

Home-schooled students who have received a General Educational Development test (G.E.D.) may also be admitted to Cottey. In this situation, copies of the G.E.D. scores as well as an official copy of the certificate will be required.

READMISSION OF FORMER STUDENTS

Former Cottey College students who have not been enrolled for at least one semester (not to include the summer) and who do not have an approved leave of absence must complete a special application for readmission. This application form may be requested from the Office of Enrollment Management. In addition to submitting an application for readmission, students who were dismissed from Cottey College for any reason must apply by letter to the vice president for academic affairs.

EARLY ADMISSION FOR HIGH SCHOOL JUNIORS

Exceptionally mature and academically able students who have completed all but one year of high school and have the endorsement of their high school officials for early entrance to college may be considered for admission to Cottey. Recommendations will be requested. With the approval of the high school, courses successfully completed at Cottey may be counted toward a student’s high school graduation. Students interested in applying for early admission should contact the Office of Enrollment Management as early as possible.

ADMISSION OF INTERNATIONAL STUDENTS

Cottey College welcomes applications from qualified international students and advises prospective students to communicate with the Office of Enrollment Management at least six months in advance of their proposed entrance. There is a limited amount of financial aid available for international students, so if financial aid is needed, this fact should be made clear in initial correspondence.

International applicants need to submit a completed Cottey College International Student Application, certification of finances, secondary school transcripts and certified records of external examinations, when applicable.

Students whose first language is not English must furnish Cottey College with official scores from the Test of English as a Foreign Language (TOEFL). Students whose first

language is English may be required to furnish Cottey College with official scores from either the ACT or SAT. The decision to admit international students is based on a thorough review of the application and supporting materials.

ADMISSION OF AUDITING STUDENTS

A student who wants to audit a course at Cottey (and is not a currently enrolled student) needs to fill out an application form in the Office of Enrollment Management. Once the student is admitted to the College, she needs to obtain permission from the instructor to audit and return the completed Audit Form to the Office of Academic Records. See page 71 in the catalog for details. The fee for auditing a course is listed under “Incidental Fees.”

ADVANCED PLACEMENT (AP)

Cottey College accepts credit completed through the Advanced Placement Program administered by the College Entrance Examination Board. Credit hours granted are entered on the student’s transcript. See chart on the following page for minimum scores required, credits granted and special conditions (if any).

Requests for credit based on the College-Level Examination Program (CLEP) or other examination programs will be considered on a case-by-case basis.

INTERNATIONAL BACCALAUREATE (IB)

Students who have earned an IB diploma and have earned a score of 5 or higher on the IB Higher Level examination will receive transfer credit for one course in each of the appropriate disciplines. Additional credit may be granted with faculty approval. No credit will be granted for subsidiary level courses. The maximum amount of IB credit is 30 semester hours.

TRANSFER APPLICANTS

Students who have attended a postsecondary institution will be responsible for submitting the same information as high school graduates in addition to transcripts of all work completed at all other institutions of higher education.

APPLICATION FEE AND ADVANCE TUITION DEPOSIT

A nonrefundable application fee of \$20 must accompany each application for admission to Cottey College. If the fee presents a financial hardship to the family, the fee may be waived with a written request from the student’s high school counselor.

An advance tuition deposit of \$100 is due after the candidate has been notified of her acceptance for admission. Payment of this fee ensures a student’s place in the student body and housing assignment. The advance tuition deposit is credited to the student’s bill for the first semester. The advance tuition deposit will be refunded only to students who withdraw before May 1.

ADVANCED PLACEMENT

<u>AP Test</u>	<u>Minimum Score</u>	<u>Credit Granted</u>	<u>Cottey Equivalent</u>	<u>Special Conditions</u>
3-D Design	3	3	ART212	Pending portfolio review
American Govt/Pol	4	3	POL101	
American History	4	6	HIS111, 112	
Art: Studio Drawing	3	3	ART131	Pending portfolio review
Art: Studio General	3	3	ART131	Pending portfolio review
Art History	4	3	ART202	
Biology	3	4	BIO101	
Calculus AB	3	4	MAT201	
Calculus BC	3	8	MAT201, 202	
Chemistry	3	4	CHE103	
	3	5	CHE103, 103L	review AP lab work
	4	9	CHE103, 103L, 104	
	4	10	CHE103, 103L, 104, 104L	review AP lab work
Comp Govt/Politics	4	3	POL121	
Computer Science A	4	3	CSC111	must successfully write/execute CSC111 final
Computer Science AB	4	3	CSC111	
Eng Lang & Comp	3	3	elective	
	4	3	ENG101	
Eng Lit & Comp	3	3	elective	
	4	3	ENG101	
Environmental Science	3	4	elective	
European History	4	3	HIS102	
French Language	4	3	FRE202	*see note
German Language	4	3	GER202	*see note
Human Geography	4	3	elective	
Macroeconomics	4	3	ECO201	
Microeconomics	4	3	ECO202	
Music Theory	3	5	MUS111, 111L	
	4	10	MUS111, 111L, 112, 112L	
Physics B	3	4	—	
Physics C-Elec/Magnetism	3	5	PHY202, 202L	
Physics C-Mechanics	3	5	PHY201, 201L	
Psychology	3	3	PSY101	
Spanish Language	4	3	SPA202	*see note
Statistics	3	3	MAT112	

*must complete >202 at Cottey to receive credit

FINANCIAL AID

Financial aid programs at Cottey include federal, state, institutional and external resources. Eligibility for aid is determined on the basis of financial need, academic ability and/or special abilities. The four types of financial assistance are grants, scholarships, loans and work programs. Approximately 97% of the student body receives assistance from at least one of these sources.

Students seeking need-based financial aid must complete the Free Application for Federal Student Aid (FAFSA). Students and their families are encouraged to complete and submit the FAFSA as soon as possible after January 1. Priority for all need-based financial aid is given to students who are accepted for admission and whose FAFSA results are received by March 1.

Financial need is the difference between the cost of attendance and the expected family contribution (EFC). The cost of attendance includes tuition, fees, room, board, books and supplies, personal expenses, and transportation expenses. The EFC is a measure of your family's financial strength and is calculated from the information reported on the FAFSA.

TYPES OF FINANCIAL AID AVAILABLE

Grants do not have to be repaid. The types of grants available are Federal Pell Grants, Federal Supplemental Educational Opportunity Grants, Federal Academic Competitiveness Grants, Cottey Grants, and grants from the state of Missouri.

Scholarships do not have to be repaid. A variety of scholarships are available to qualified students. Some scholarships may require applications, auditions, etc. More information on scholarships can be found in the next section.

Loans must be repaid with interest. The types of loans available are Federal Subsidized and Unsubsidized Stafford Loans and Federal Parent Loans for Undergraduate Students (PLUS).

Work programs are provided through Federal Work Study and Campus Employment.

SCHOLARSHIPS

Academic Scholarships

Academic Scholarships are awarded to qualified students when they are accepted for admission. Awards are made on the basis of high school GPA and ACT/SAT scores. There are four levels of academic scholarships:

Trustees' Scholarship	\$12,000 total (\$6,000/year)
President's Scholarship	\$10,000 total (\$5,000/year)
Founder's Scholarship	\$6,000 total (\$3,000/year)
Achievement Award	\$2,000 total (\$1,000/year)

Fine Arts Scholarships

Fine Arts Scholarships are available in art and art history, dance, music, and theatre and speech. Applicants must be accepted for admission prior to the March 1 scholarship deadline. The application is available from the Office of Enrollment Management. Recipients must make satisfactory academic progress and meet departmental requirements for renewal of the scholarship.

Alumnae Scholarships

Alumnae Scholarships are awarded to relatives of alumnae who are accepted for admission by March 1. Awards are \$500 per academic year and are awarded to daughters, granddaughters, sisters, great-granddaughters, and nieces, as funding allows.

Athletic Scholarships

Athletic Scholarships are awarded for basketball and volleyball based on demonstrated ability. Awards can range from \$500 up to the amount of tuition and books.

Honors and Awards

Several scholarships are awarded each year at the Honors and Awards Convocation in May. These scholarships are awarded primarily to students for use during their second year at Cottey. Recipients are selected on the basis of outstanding achievement in various academic areas and/or campus activities.

P.E.O. Scholarships

Many Cottey students receive scholarships from state, provincial, and local chapters of the P.E.O. Sisterhood. A student does not need a P.E.O. affiliation to qualify. Application deadlines and procedures vary by chapter, so early application for admission is encouraged.

Girl Scout Leadership Award

Cottey College offers a \$1,000 award to Girl Scout Gold Award recipients. This award is renewable for the second year at Cottey with completion of at least 24 credit hours and a 3.0 cumulative GPA at the end of the first year.

When a student has no demonstrated financial need and institutional scholarships are awarded, the total amount of scholarships may not exceed the total fee amount.

SATISFACTORY ACADEMIC PROGRESS

Students receiving financial aid must make Satisfactory Academic Progress (SAP) in their program of study leading to a degree. A student's cumulative grade point average (GPA) and the number of hours earned are used to evaluate academic progress.

Students must maintain a 2.0 cumulative GPA to receive financial aid. The cumulative GPA will be monitored once a year at the conclusion of the spring semester.

Full-time students (enrolled in 12 or more credit hours per semester) must earn at least 24 credit hours per academic year, three-quarter time students (enrolled in 9-11 credit hours per semester) must earn 18 credit hours per academic year, and half-time students (enrolled in 6-8 credit hours per semester) must earn 12 credit hours per academic year. Students who enter for the spring semester must earn one-half of the hours shown for each category of enrollment status to maintain financial aid eligibility.

In calculating the amount of hours completed per year, the following will not be counted; incompletes, “F” grades, repeated courses, audited courses, and withdrawals. Students who fail to complete the minimum number of required hours may take summer courses at other institutions and have those hours transferred to Cottey, with permission from the registrar.

Full-time students have a maximum of 4 semesters of aid eligibility, three-quarter time students have a maximum of 6 semesters of aid eligibility, and half-time students have a maximum of 8 semesters of aid eligibility.

A student whose GPA or number of credit hours earned falls below the guidelines shown above will be placed on financial aid probation for the following semester. While a student is on financial aid probation she may continue to receive financial aid. Failure to make up deficiencies by the end of the probationary semester will result in financial aid suspension. A student on financial aid suspension is no longer eligible to receive financial aid. A student may appeal the suspension of aid to the coordinator of financial aid. Written appeals must include documentation of special circumstances.

FINANCIAL AID REFUND POLICY (RETURN OF TITLE IV FUNDS)

Title IV funds are awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws prior to completing 60% of the semester, the student may no longer be eligible for the full amount of Title IV funds that were originally awarded. Title IV assistance at Cottey includes Federal Pell Grants, Federal Supplemental Educational Opportunity Grants, Federal Stafford Loans (Subsidized and Unsubsidized), and Federal PLUS Loans.

The amount of Title IV aid earned by the student must be determined as of the date of withdrawal. If the amount disbursed to the student is greater than the amount earned, unearned funds must be returned to the funding agency. The percent earned equals the number of days completed up to the withdrawal date divided by the total days in the semester.

The school has 30 days from the date the institution determines that the student withdrew to return all unearned funds. The order of the return of Title IV funds by the school is as follows: Unsubsidized Stafford Loan, Subsidized Stafford Loan, PLUS Loan, Federal Pell Grant, Federal Supplemental Educational Opportunity Grant. When aid is returned, the student may owe a balance to the College.