

<b>TCOM Accreditation Operating Procedures</b>	<b>Approved: July 2017</b>
<b>COCA Element 9.7 Financial Aid and Debt Management Counseling</b>	<b>Effective: July 2017</b> <b>Revised: February 2024</b>

<p><b>Element 9.7:</b> A COM must provide financial aid counseling to all students to assist them with financial aid applications and debt management.</p> <p>A COM must publish annually a list of active scholarship opportunities made available by the institution to COM students.</p>
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**Procedure Statement:** TCOM shall work in cooperation and coordination with the HSC Division of Student Affairs to assure the provision of student services to include financial aid counseling to assist students with financial aid applications and debt management.

<b>Procedure</b>		<b>Responsible Party</b>
1.	HSC Financial Aid Office shall provide financial aid counseling to all students.	HSC Financial Aid Office
2.	HSC Financial Aid Office shall provide information to all students on how to apply for financial aid and eligibility requirements.	HSC Financial Aid Office
3.	HSC Financial Aid Office shall provide information to all students on the different types of aid to include scholarships, grants, work study, and loans.	HSC Financial Aid Office
4.	HSC Financial Aid Office shall create and maintain a list of active scholarship opportunities made available by HSC to TCOM students.	HSC Financial Aid Office
5.	A list of active scholarship opportunities made available by HSC to TCOM students shall be published and accessible on a public webpage.	TCOM Dean HSC Financial Aid Office
6.	HSC Financial Aid Office shall provide financial resources to all students to include, but not be limited to, budgeting/money management.	HSC Financial Aid Office
7.	HSC Financial Aid Office shall provide financial aid and debt counseling sessions through the academic year.	HSC Financial Aid Office
8.	HSC students who apply for Federal Direct Loans shall be required to complete online Entrance Counseling with the Department of Education before federal loan disbursement shall occur.	HSC Students
9.	HSC students who receive Federal Direct Loans shall be required to complete Exit Counseling before graduation.	HSC Students