

**OFFICE OF STUDENT FINANCIAL AID**

**MANUAL OF FINANCIAL AID**

***POLICIES AND PROCEDURES***  
***2011-2012***

## 1.0 INTRODUCTION

### 1.1 Statement of Purpose

The purpose of the Federal Student Financial Aid Policy and Procedures Manual is to record policies and procedures regulating the delivery of financial aid at SOLEX College/SOLEX Medical Academy. If no policy or procedure addresses a given issue, the Financial Aid Office staff is expected to use professional judgment based upon the intent of all financial aid programs and office practices.

## 2.0 PHILOSOPHY AND POLICIES OF STUDENT FINANCIAL AID

### 2.1 Mission of SOLEX College/SOLEX Medical Academy

is, “to provide innovative career training and English language programs based on current information, technology, and best practices in a supportive environment to encourage students’ personal growth and success..”

### 2.2 Philosophy of Student Financial Aid at SOLEX College/SOLEX Medical Academy

The philosophy of Student Financial Aid is to provide access and choice to students, who without such assistance would not be able to attend an institution of higher learning. Financial assistance is offered in the form of grants and federally funded programs. Financial assistance is viewed only as supplementary. The student and the family of a student, when applicable, are expected to make a maximum effort to assist with educational expenses.

It is the policy of SOLEX College/SOLEX Medical Academy to award federal financial aid in accordance with federal regulations and guidelines pertaining to the type of assistance requested.

## 3.0 ADMINISTRATIVE AND FINANCIAL AID ORGANIZATION AND OFFICE MANAGEMENT

### 3.1 Purpose of the Financial Aid Office

The purpose of the Financial Aid Office is:

- (1) to provide professional financial advising to students and parents concerning meeting the costs of education;
- (2) to administer Title IV Aid programs competently according to the institution’s philosophy and policies as stated in federal regulations; and
- (3) to maintain institutional records of assistance programs and students assisted.

### 3.2 Responsibilities of the Financial Aid Officer

#### 3.2-1 Primary Responsibilities

The primary responsibilities of the Financial Aid Officer are to assemble and maintain student aid records, assess eligibility of applicants for aid, authorize aid, and complete federally mandated reports and design and implement systems to accomplish these tasks. This position requires knowledge of federal regulations, institutional policies and procedures, ability to deal with clients about sensitive issues and the ability to deal with continually changing program regulations.

#### 3.2-2 Specific Responsibilities

- Maintaining student financial aid records/files
- Authorizing and processing Pell awards and payments
- Verifying application data on selected applicants
- Calculating student Pell Grant awards
- Collecting progress reports for satisfactory progress
- Calculating return of funds or overpayments when student withdraws
- Maintaining up-to-date knowledge of relevant federal regulations
- Coordinating fiscal matters with the accounting department, including cash requests, cash accountability and cash disbursements
- Revising Financial Aid Manual

- Preparing Federal Title IV Reports
- Processing incoming mail
- Other general office duties

### **3.3 Financial Aid Records Management**

#### **3.3-1 Location of Records**

Financial aid records are located in the main Financial Aid office in Wheeling. The Financial Aid Officer has the responsibility for maintaining these files and records. SOLEX College/SOLEX Medical Academy retains all financial aid records and files as required by law for 3 years from the end of the award year for which the aid was awarded.

#### **3.3-2 Confidentiality and Inspection of Student Records**

All information (written or oral) that a student and/or family reveals in the process of seeking assistance is confidential. Access to this information is restricted to the Financial Aid Officer. Application materials become the property of SOLEX College/SOLEX Medical Academy upon submission and are maintained in the student's file.

#### **3.3-3 Office Hours and Services**

Financial Aid Office hours are from 11:00 A.M. to 7:00 P.M. Monday through Friday.

## **4.0 TYPES OF AID**

### **4.1 Institutional and Program Eligibility**

SOLEX College/SOLEX Medical Academy is approved by the United States Department of Education to award Student Financial

Aid. Federal Title IV programs available to eligible students to help meet the cost of their education include:

- Federal PELL Grant Program
- Federal Family Education Loan Program
- Federal Direct Student Loan Program
- Federal Supplemental Educational Opportunity Grant Program
- Federal Perkins Loan Program

#### ***Eligible Programs***

Federal financial aid is available to qualifying students enrolled in the following programs:

- Associate of Applied Science in Accounting degree
- Computerized Accounting and Bookkeeping Certificate Program
- Medical Assistant
- Intensive English Program (IEP)

### **4.2 Financial Assistance Available at SOLEX College/SOLEX Medical Academy**

#### **Grants**

SOLEX College/SOLEX Medical Academy does not offer aid based on academic achievement, athletic ability or any other form of merit. Financial aid eligibility is determined solely on financial need. However, assistance from outside sources may be based on a variety of things including merit and/or financial need. Several sources exist for grants, such as:

- Federal Grants
  - Pell Grant
- State Grants
  - Workforce Investment Act (WIA)  
Workforce Investment act is a federal program which provides job search support and training to eligible person. SOLEX College/SOLEX Medical Academy is on the approved list of training providers in the state of Illinois.
  - Veteran's Educational Assistance Program

Any veteran who meets eligibility requirements may attend the VA approved classes at SOLEX College/SOLEX Medical Academy. Individuals who wish to attend SOLEX College/SOLEX Medical Academy must present a certified copy of VA Form DD214.

### **Student Loans**

- Subsidized Stafford Loan - Interest does not accrue while student is enrolled at least half-time. Fixed interest rate of 4.5% starting with the 2010-11 Academic year. Repayment begins 6 months after student graduates or ceases attending school at least half-time.
- Unsubsidized Stafford Loan - Interest does accrue while student is enrolled in school. Fixed interest rate of 6.8% starting with the 2010-11 Academic year. Repayment begins 6 months after student graduates or ceases attending school at least half-time.
- Federal Direct Parent PLUS Loan is available to assist parents and guardians in borrowing all or a portion of the cost of education for undergraduate students. The interest rate for the Direct PLUS loan is a fixed 7.90%. The PLUS loan offers several benefits available to borrowers including deferment of repayment until after the student graduates (or drops below half-time enrollment status).

### **Other Financing Options:**

SOLEX's Payment Plan enables students to make interest-free monthly installments to cover program's tuition and required fees.

## **5.0 APPLYING FOR FEDERAL STUDENT AID**

### **5.1 Student Application for Federal Student Aid**

Students must complete a "Free Application for Federal Student Aid" form. Application forms are free and may be obtained from the Financial Aid Officer or online at <http://www.fafsa.ed.gov>. Students are directed to read the instructions carefully when completing the FAFSA. All records and other materials used in completing the application should be saved. This information may be needed later to prove the information submitted is correct. This process is called verification.

After submitting the FAFSA, the student will receive a Student Aid Report (SAR) which includes a summary of application information and the determination of the expected family contribution (EFC). This EFC is the result of computations involving the financial and non-financial data submitted on the application. The method of computation is applied to all students uniformly.

Students should review all the information on the SAR. If any changes are necessary, the student can make corrections online using his/her PIN, or the Financial Aid Office can submit the corrections based on information provided.

If students meet all eligibility requirements, they will receive an award letter notifying them of the amount of their grant award and projected payment schedule.

Students who applied for financial aid the previous year may qualify to use a Renewal FAFSA. The student may access the Renewal Application online by using their PIN. On the renewal the student should correct his or her information and submit it to the processing center. The school will receive an institutional Student Information Record (ISIR). The student will receive a SAR Information Acknowledgement by mail in three to five working days for their inspection. This ISIR will be used to determine the student's award.

## **6.0 ADMINISTRATION OF FEDERAL FINANCIAL AID**

SOLEX College/SOLEX Medical Academy awards federal financial aid according to federal regulations and guidelines. Financial assistance is viewed only as supplementary. The student and the family of a student, when applicable, are expected to make every effort to assist with educational expenses.

**6.1 Purpose of the Federal Pell Grant Program**

The Pell Grant Program is a federally funded grant program, which provides up to \$5,550 to postsecondary students who are enrolled at least half time. The purpose of the program is to provide a foundation of aid to needy students.

The Federal Student Aid Year is defined as follows:

- Clock hour programs: 900 clock hrs; at least 26 weeks of instructional time
- Credit hour programs: 24 semester hours; at least 30 weeks of instructional time

The Program Academic Year at SOLEX College/SOLEX Medical Academy is one in which a student completes a minimum of:

IEP Program	36 weeks and 648 clock hours of instruction – nonterm
Massage Therapy (Evening)	45 weeks and 720 clock hours of instruction – nonterm
Massage Therapy (Morning)	30 weeks 720 clock hours of instruction – nonterm
Medical Assistant	45 weeks and 24 semester credit hrs of instruction – nonterm
Accounting Certificate	32 weeks and 24 semester credit hrs of instruction – standard term
AAS in Accounting	32 weeks and 24 semester credit hrs of instruction – standard term

**6.2 Eligibility for Pell Grant Program**

To be eligible to receive Federal assistance, a student must:

1. Be enrolled in an eligible program of study.
2. Be a U.S. citizen, U.S. national, or U.S. permanent resident or reside in the United States for other than a temporary purpose (supportive documentation may be required to verify residency or citizenship status).
3. Maintain satisfactory academic progress in their course of study.
4. Not be in default of any loan or owe a repayment on a Federal Pell Grant, FSEOG, or State Grant.
5. Demonstrate financial need.
6. Furthermore, students may not receive a Pell Grant from more than one institution concurrently.

**6.3 Determination of Need**

SOLEX

College employs the Federal Needs Analysis Methodology in assessing financial need and eligibility for Title IV Assistance. Federal aid is awarded based on the student Primary EFC (Estimated Family Contribution). The EFC is determined from the data provided on the Free Application for Federal Student Aid (FAFSA) and verified using data from federal tax returns and other supplemental documents.

The needs analysis formula is the starting point for determining eligibility for financial aid. Each component of the formula is made up of several factors:

Cost of Attendance (is set by the school)	-	EFC (will appear on the Student Aid Report that student receives after submitting FAFSA)	=	Financial Need
Tuition & Fees Room & Board Books & Supplies Misc. Expenses Travel		Parent Contribution Student Contribution from Assets Student Contribution from Earnings		Federal or State Grants Student Loans Payment Plans

SOLEX Financial Aid Office sets a budget, or Cost of Attendance, for the academic year. Upon subtracting the EFC from the budget, the Financial Aid Officer is able to determine the student's Financial Need.

### *Standard Adjustments to Need Analysis*

Standard Adjustments to Need Analysis are performed on a case by case basis by the Financial Aid Officer with sufficient documentation. Examples of Standard Adjustments are private school tuition or high medical expenses. Need is determined by a formula developed and updated annually by the Federal Government.

## **6.4 Amount of Pell Grant**

Grant amounts are based upon Cost of Attendance, the Expected Family Contribution and the hours a student will attend during an award year. The government provides a Payment Schedule annually to be used to determine the amount of a Pell Grant.

## **7.0 PROCESSING STUDENT FINANCIAL AID APPLICATIONS**

### **7.1 Information Required Prior to Awarding Pell Grant**

- Regular student in an eligible program/major
- Enrollment status (at least half time)
- Need as determined by a valid SAR/ISIR
- No refund owed to the U.S. Department of Education/Not in default on a student loan
- Verification worksheet: if selected for verification or if conflicting information is found
- Verification of amount of income tax returns, if selected for verification or if conflicting information is found
- No Bachelors degree
- Cost of attendance
- Enrollment period
- H.S. Diploma/GED/Affidavit
- For ESL Students Only: Pre-Existing Skills Classification

### **7.2-1 File Documents Required for Students Selected for Verification**

In addition to the documents listed in Section 8.1, students selected for verification [EFC on SAR/ISIR is followed by an asterisk (\*)], must also have the following in their file:

- A signed copy of the independent applicant's (and spouse's) Federal Income Tax Return for the base year (1040, 1040A, 1040EZ) identical to that filed with the IRS.
- Signed copy of applicant's parent's and student's Federal Income Tax Return for the base year (1040, 1040A, 1040EZ) identical to that filed with the IRS if applicant is dependent.
- Copies of all W-2 forms if applicable.
- Or, a signed statement attesting that no tax return was or will be filed for the base year and that all information on the application is correct. This statement must be signed by the applicant only if they are independent or by the applicant and a parent if they are dependent.

### **7.3 Procedure to Follow Concerning Missing Information**

If information is missing, the Financial Aid Officer requests the student to bring missing documents. Once documentation is submitted, it is filed in the student's financial aid file.

### **7.4 Procedure to Follow Concerning Conflicting Information**

The Financial Aid Officer reviews documents to make sure there is no conflicting information in file. If so, the student is contacted in an attempt to resolve any conflicts. If no conflicts exist, the Financial Aid Officer proceeds with processing.

### **7.5 Procedure for Handling Void Applications**

The Financial Aid Officer reviews comments on the letter explaining why the SAR/ISIR is void and assists the applicant in the interpretation of the letter and the corrective actions that may be required. The usual problem is failure of the student and/or others to sign the original application either with a "wet" signature, or by signing electronically with a pin number.

## 7.6 Procedure for Handling Rejected Applications

Comments will appear on the Student Aid Report (SAR) explaining the application rejection and indicating action the applicant may take to correct his/her information so that eligibility may be determined. The Financial Aid Officer's role is the same as with the void application stated above.

## 7.7 Procedure for Handling Ineligible SAR/ISIR

The applicant receives an Eligibility Letter and Information Review Form. The eligibility letter states that the EFC (Expected Family Contribution) is too high for a Pell Grant. The Financial Aid Officer checks information on the information Review Form for accuracy. If correct, the applicant is probably ineligible. If the information is not correct, the applicant should resubmit the information review form with corrections to the Pell Processor.

## 8.0 VERIFICATION

Verification is the process of checking the accuracy of information submitted by applicants when they apply for financial aid. Selected students will be required to verify the accuracy of family financial and other data before any Title IV funds are disbursed.

### 8.1 Selection of Applications to be Verified

If a Pell Grant application is selected by CPS for verification, an asterisk will appear by the EFC, and comments will appear on part one of the SAR and page one of the ISIR addressing the verification requirements. Although the school has the option of processing one Pell payment without verifying the application, this school does not take that option due to the risk of financial liability. Even though schools have the authority to verify any applicant, SOLEX College/SOLEX Medical Academy only verifies those applicants who are chosen by the federal processor or who have conflicting information comments. Students who are selected for verification by the processor or by the Financial Aid Office in cases of conflicting information must submit the signed and completed verification form along with the supporting documentation such as tax returns. The school also has the option of only verifying 30 percent of the applicants chosen for verification. It is the policy of this school to verify all selected applicants.

### 8.2 Items to be Verified/Acceptable Documentation

The Financial Aid Officer collects appropriate documentation from the applicant based on the guidelines published in The Federal Student Aid Handbook. Items that generally must be verified by comparing the data items on the SAR/ISIR with identical data items on the IRS tax return and/or other primary documentation are listed below.

**8.2-1 Household Size** - *Verification Worksheet* completed and signed by student and/or parent is acceptable documentation.

**8.2-2 Number Enrolled in College**-*Verification Worksheet* completed and signed by student and/or parent is acceptable documentation. If there is reason to doubt the information, the schools listed may be contacted to confirm enrollment. The student should always be included in this number. Others can be included only if they are counted in the household size and will be attending a postsecondary educational institution at least half-time (6 credit hours per semester for at least one term or 15 clock hours per week) in the current award year. These individuals must also be working toward a degree or certificate leading to a recognized educational credential at an eligible school. **Dependent students must exclude parents as number enrolled in college.**

**8.2-3 Adjusted Gross Income** - Acceptable documentation for independent students (and spouse) is a signed copy of U.S. Tax Return for the base year; for dependent students, a signed copy of parents and student's U.S. Tax Return for the base year is needed. For Non-filers: Verification worksheet completed and signed by the student (spouse, optional) and/or parent or a signed statement that tax return was not and will not be filed and a listing of sources and amounts of all income for the base year provides acceptable documentation.

**8.2-4 U.S. Income Tax Paid**-Acceptable documentation for independent students is a signed copy of U.S. Tax Return for the base year; for dependent students, a signed copy of parents and student's U.S. Tax Return for the base year is needed.

### 8.2-5 Certain Untaxed Income and Benefits

Child Support – Verification Worksheet completed and signed by student and/or parent is acceptable documentation.

IRA/Keogh deductions – Acceptable documentation is the tax return or alternative tax documents.

Foreign Income Exclusion – Acceptable documentation is the tax return or alternative tax documents

Interest on Tax-Free Bonds – Acceptable documentation is the tax return or alternative tax documents.

### 8.3 Location of Information on IRS Forms

Information needed for verification can be found in the tax return on the lines listed in the following table:

Verified items	1040	1040a	1040ez
Adjusted gross income	37	21	4
income tax paid	55	35	11
Tax exempt interest income	8b	8b	
Deductible IRA/KEOGH	28 + 32	17	
Foreign income exclusion	Form 2555, line 45	form 2555ez, line 18	
Untaxed portions of ira distributions	15a-15b	11a-11b	
Untaxed portions of pensions (excludes rollovers)	16a-16b	12a-12b	

### 8.4 Exemptions from Verification

A selected application may be exempt from some or all of the verification requirements due to unusual circumstances. Example: Student who has just arrived to the United States from another country.

### 8.5 Verification Checklist Procedures

When the Financial Aid Officer has received all necessary verification documents, he/she then completes the Verification Checklist, comparing verification documents to information originally reported on the application and the student's SAR/ISIR. If no corrections need to be made or there are no outstanding issues, aid may be awarded. If any adjustments need to be made the Financial Aid Officer makes the corrections or updates information. Aid will be disbursed when new ISIR resolving the issues is received. The Financial Aid Officer files the checklist and all related documents in the student's financial aid file folder.

### 8.6 Tolerance Option & Net Difference/Error

If the verification process shows minor errors that won't significantly affect the student's eligibility, the Financial Aid Officer may disregard these minor errors according to the Department of Education's tolerance option for verification. Tolerance options do not apply to errors in non-dollar items. The tolerance limit is \$400 and takes into account certain dollar items. If the net difference or error between the original and correct data is more than \$400, the information must be corrected. Financial Aid Officer refers to Federal Student Handbook for formula on calculating the difference.

### 8.7 Verification Status Codes

If the verification process shows no errors in non-dollar items used to calculate the EFC, but errors in dollar items and the sum of the absolute value of those errors is less than \$400, the information does not have to be reprocessed for Pell purposes. The Financial Aid Officer files the Verification Checklist along with all verification documents in the student's financial aid file folder.

If the verification process shows errors in non-dollar items, or errors in dollar items that exceed the \$400 tolerance limit, the student information must be reprocessed. The Financial Aid Officer may submit the corrections electronically through EDE. All corrections must have documentation signed by the student, spouse and/or parent. When the reprocessed SAR/ISIR is received, it is reviewed. If the SAR/ISIR is now accurate, the verification process is complete. The Verification Checklist and all verification documents are filed in the student's financial aid file folder.

### 8.8 Completion of Verification

For the Federal Pell grant program, a student has completed verification when he or she has corrected the data or has shown, as required, that the application data are correct. SOLEX College/SOLEX Medical Academy must also have on file the final and valid federal output document showing the official EFC.

## **8.10 Interim Disbursements**

SOLEX College/SOLEX Medical Academy withholds disbursement of any Title IV Federal Financial Aid until a student has completed the verification process.

## **9.0 OTHER ELIGIBILITY REQUIREMENTS**

### **9.1 Review of General Eligibility Requirements**

The Financial Aid Officer reviews the documents in the file and ascertains that the student meets general qualifications for financial assistance.

#### **9.1-1 Citizenship Status**

An applicant must be a citizen or eligible non-citizen. Unless the SAR/ISIR demands it, US citizens who answered yes to the citizenship question do not have to verify citizenship. Green Card holders also do not have to submit proof of their green card if the alien number was entered. All other eligible non-citizens must submit proof of status for file and the Financial Aid Officer will consult the Federal Student Financial Aid Handbook if necessary.

#### **9.1-2 Regular Student Status**

Students must be regular students to be eligible for financial assistance. A regular student is defined as a student who is enrolled or accepted for enrollment for the purpose of obtaining a certificate. The student must have completed high school diploma or obtained a GED.

#### **9.1-3 Admittance to an Eligible Program/Major**

The Financial Aid Officer ascertains from institutional records on enrollment and admission that student is enrolled in an eligible program/major. An eligible program/major for Pell purposes must be at least 600 clock hours in length.

#### **9.1-4 Enrollment Status**

Student must be enrolled at least half time to be eligible for Pell grants. The Financial Aid Officer documents the status on evaluation in the student's file after consulting institutional enrollment records.

#### **9.1-5 Need**

Need for the Pell grant program is documented by submission of a valid SAR/ISIR with an EFC of less than \$4618 by the student.

#### **9.1-6 Default Status**

If a student is in default, he/she is not eligible for further Title IV assistance. However, it is possible for the student to obtain satisfactory arrangements for repayment. Student must have a letter from the holder of the loan stating that the student has made satisfactory repayment arrangements and is eligible for Title IV funds before any funds may be disbursed.

#### **9.1-7 Educational History of Student**

If the student has attended other schools in the past, the Financial Aid Officer can assess the NSLDS information from SAR/ISIR concerning defaults and overpayments. If the student has attended another school and the Financial Aid Officer determines that it has been within the current award year, she will then access National Student Loan Data System (NSLDS) on the web at [www.nsls.ed.gov](http://www.nsls.ed.gov). If the student is a transfer student for Pell purposes the NSLDS will give the student's current year Pell disbursement and the current year scheduled award. This information should be used in award calculation.

#### **9.1-8 Veterans Benefits**

If the student receives veteran's benefits, the Financial Aid Officer is the designated person that knows if the student is receiving benefits. Documentation and amounts are placed in the student file and noted on contract/award letter.

#### **9.1-9 Undergraduate Status**

Student states on Pell application that he/she does not have a Bachelor's degree. Students who have undergraduate bachelor degrees are not eligible for the Pell grant.

## 10.0 STUDENT BUDGET

For purpose of awarding Title IV need-based assistance, SOLEX College/SOLEX Medical Academy estimates reasonable expenses for the following categories of students:

- Independent
- Dependent

### 10.1 Budget Allocations

These expenses are allocated as follows: Housing/Food – 58%; Transportation – 17% and Personal Expenses – 25%. The cost of tuition, books and fees are added to determine cost of attendance.

(NINE MONTH=36 weeks 2010-2011)

AAS in Accounting Program (per year) /Computerized Accounting & Bookkeeping Career Program	Independent	Dependent
Tuition Fee	\$8,600	\$8,600
Application and Comprehensive Fees	\$150	\$150
Textbooks (Averaged for Financial Aid purposes)	\$1359	\$1359
<b>TOTAL TUITION FEE</b>	<b>\$10,024</b>	<b>\$10,024</b>
Living Expenses (Room & Board, Travel, Meal)	\$10,830	\$7,120
<b>Average Cost of Attendance (Tuition Fees PLUS Living Expenses)</b>	<b>\$20,854</b>	<b>\$17,144</b>

Medical Assistant Career Program 38 semester credit hrs/900 clock hrs	Independent	Dependent
Tuition Fee	\$8,600	\$8,600
Application and Comprehensive Fees	\$150	\$150
Textbooks (Averaged for Financial Aid purposes)	\$1,100	\$1,100
<b>TOTAL TUITION FEE</b>	<b>\$9,850</b>	<b>\$9,850</b>
Living Expenses (Room & Board, Travel, Meal)	\$10,830	\$7,120
<b>Average Cost of Attendance (Tuition Fees PLUS Living Expenses)</b>	<b>\$20, 680</b>	<b>\$16,970</b>

Intensive English Program FULL TIME 3 levels = 24 semester hrs/ 648 clock hrs	Independent	Dependent
Tuition Fee	\$3,600	\$3,600
Application and Comprehensive Fees	\$150	\$150
Textbooks (Averaged for Financial Aid purposes)	\$225	\$225
<b>TOTAL TUITION FEE</b>	<b>\$3975</b>	<b>\$3975</b>
Living Expenses (Room & Board, Travel, Meal)	\$10,830	\$7,120
<b>Average Cost of Attendance (Tuition Fees PLUS Living Expenses)</b>	<b>\$14,805</b>	<b>\$11,095</b>

Medical Massage Therapy 33 semester credit hrs/720 clock hrs	Independent	Dependent
Tuition Fee	\$9,995	\$9,995
Application and Comprehensive Fees	\$150	\$150
Textbooks (Averaged for Financial Aid purposes)	\$350	\$350
<b>TOTAL TUITION FEE</b>	<b>\$10,495</b>	<b>\$10,495</b>
Living Expenses (Room & Board, Travel, Meal)	\$10,830	\$7,120
<b>Average Cost of Attendance (Tuition Fees PLUS Living Expenses)</b>	<b>\$21,325</b>	<b>\$17,615</b>

## 11.0 DETERMINING AWARDS

### 11.1 Steps in Computing the Pell Grant Award

There are five steps in computing a Pell Grant

- Determination of Cost of Attendance
- Determination of Scheduled Award
- Determination of Payment Periods
- Determination of Payment for each Payment Period
- Determination of Total Expected Disbursement

#### 11.1-1 Determination of Cost of Attendance

Pell grant cost of attendance is used to determine Pell grant payment to students. Cost of attendance for purposes of the Pell grant is the cost of tuition and fees for a full time student for a full academic year plus an allowance for room and board, books, supplies, transportation and personal expenses incurred by the student for a full academic year. Major fees are published in the SOLEX College/SOLEX Medical Academy Catalog, which is available online at [www.solex.edu](http://www.solex.edu)

#### 11.1-2 Determination of Scheduled Award

Once the Pell Cost of Attendance is determined, the Financial Aid Officer determines the scheduled award on the full time regular payment schedule for Pell grants for the award year.

#### 11.1-3 Determination of Pell Payment Periods

The Financial Aid Officer determines if disbursement is an initial (first ever received) Pell disbursement. Students are paid the first time based on their enrollment and good standing if ISIR/SAR is received prior to the end of student's first pay period. Disbursements thereafter are based on satisfactory progress and upon completion of the hours in the student's previous pay period. The Financial Aid Officer consults a calendar sheet and ascertains the beginning and ending dates of each payment period. She then determines in which award year each payment period belongs. An award year is defined as July 1 of one year to June 30 of the next year. If the majority of a payment period occurs entirely within an award year, it is part of that award year.

#### 11.1-4 Determination of Payment per Payment Period

For each payment period classified as being part of the current award year, the formula for determining payments are clock hours in the payment period multiplied by the scheduled award from full time payment chart and divided by hours in the academic year.

#### 11.1-5 Determination of Total Expected Disbursement

##### 11.1-5a For Regular Students

The total expected disbursement is the sum of expected disbursements for all payment periods classified as belonging to the current award year.

##### 11.1-5b For Transfer Students/Prior Credit

A student who has received a Pell grant from another school in the current award year is a transfer student. The Financial Aid Officer will consult the NSLDS and determine the scheduled award and disbursement.

Students enrolling at SOLEX College/SOLEX Medical Academy who have previous educational experiences will be asked to provide a transcript indicating both courses taken and grades received at previous institutions. The Academic Dean will meet with the student either prior to enrollment or at the beginning of his/her major to determine what, if any credit will be applicable to the major at SOLEX College/SOLEX Medical Academy. If prior, or advanced standing credit, is granted to a student for previous educational or training experiences, such credit will be documented in the student's file, and the student will not be charged tuition or fees for the advanced standing credit hours. For clock hour programs, the amount of financial aid the student is eligible for will be prorated accordingly.

If a student transfers from one program/major to another at SOLEX College/SOLEX Medical Academy, in order for that student to be considered in the same payment period, the program/major that the student is transferring out of must be accepted toward the new program/major.

After the Academic Dean determines that prior or advanced standing credit will be granted, transcripts from other schools and accredited institutions, if the student is a financial aid recipient, the transcript will be evaluated by the Financial Aid Officer credit may be given for appropriate units of instruction. Financial aid will be adjusted accordingly in approved majors.

### **11.2 Determination of Leave of Absence**

Any student may be granted a Leave of Absence (LOA) for legitimate emergencies. Generally, only one LOA shall be granted in a 12-month period, and for a maximum of 50 school days. More than 50 school days may be granted to allow a student to re-enter a class at the point at which the student left for the LOA.

SOLEX College/SOLEX Medical Academy, may grant a student multiple leaves of absence as long as the total number of days for all leaves does not exceed 180 days within a 12-month period.

A student must request the LOA in writing in advance of the beginning date of the leave of absence, unless unforeseen circumstances prevent advance notice. The anticipated date of return must be indicated on the request as well as the reason for a student's leave request. SOLEX's representative will meet with the student personally to discuss the request and determine whether the leave will be granted.

A student who misses 15 consecutive days of classes without an LOA will be terminated. If a student fails to attend school on the scheduled date of return from a leave of absence, that student will be terminated. Any refund due the student will be paid within 30 days from this documented drop date.

### **11.3 Financial Aid Estimated Award Letter**

If a student meets all eligibility requirements and all application materials required are received and the SAR/ISIR is verified, the Financial Aid Officer prepares an Estimated Award letter. This Estimated Award Letter becomes a permanent part of the student's file and serves to document exactly how and why a student received a particular award. It is also useful when completing the origination record, disbursement record and the student's award letter.

## **12.0 DISBURSEMENTS**

### **12.1 Initial/Subsequent Disbursements**

#### **12.1-1 Initial Disbursement**

The Financial Aid Officer determines if disbursement is an initial (first ever received) Pell disbursement. Students are paid the first time based on their enrollment and good standing if ISIR/SAR is received prior to the end of student's first pay period. Disbursements thereafter are based on satisfactory progress, and completion of hours in the first payment period.

#### **12.1-2 Subsequent Disbursements**

If this is a subsequent (not first ever received) Pell disbursement, student must have maintained satisfactory progress for previous pay period.

### **12.2 Disbursement Periods**

For the majority of the programs, Pell Grants will typically be disbursed twice a year, dependent upon when the student enrolled in the major, and on whether the majority of the hours in a payment period fall within that award year.

### **12.3 Monitoring Satisfactory Progress**

Satisfactory Progress is monitored upon completion of each pay period using progress reports. For example, a full time student enrolled in a 720 hour program will have a progress report upon completion of the first 360 hours. The second progress report will be made upon completion of the last 360 hours in that major. When an interval spans a period of non-enrollment, progress will be assessed at the point where attendance recommences.

### **12.3-1 Repetition, Withdrawals, Incompletes**

Course repetitions will be handled on the highest grade count. SOLEX College/SOLEX Medical Academy will exclude grades for prior attempts with unsatisfactory grades when calculating student's GPA, but will include the credits from all attempts when assessing if the student meets the quantitative SAP standard.

The only grades that meet satisfactory academic progress standards are A, B, C, D, and P. Withdrawal, incomplete, and failing grades are not passing grades.

### **12.3-2 Progress Reports**

For the regular programs, the Financial Aid Officer checks progress reports. If student is not making unsatisfactory progress, the student is notified in writing of the unsatisfactory status. The Financial Aid Officer can determine whether or not to let student keep financial aid. Students must complete all hours in the previous pay period before receiving additional disbursements.

### **12.4 Disbursement Procedures**

Student contracts serve as a requisition and are submitted to the Accounting Department indicating the names of the students that funds are to be disbursed to and the amount of disbursements. Once the Accounting Department receives disbursement paperwork confirmation, they request funds through G5. The funds are electronically deposited into the assigned bank account. Funds are drawn from G5 and disbursed to the student/student's account. SOLEX College/SOLEX Medical Academy never holds funds past 3 business days. The remaining funds are given to the student to be used for non-institutional, educationally related expenses.

## **13.0 REVISION OF FINANCIAL AID AWARDS**

There may be instances that warrant a change to the original award letter. The Financial Aid Officer may review a student's circumstances, make an adjustment to an award and revise the award letter. The student is notified of the change and is given a copy of the revised award letter.

## **14.0 OVERPAYMENT**

### **14.1 Common Types of Overpayment**

An overpayment occurs anytime a student receives a payment that is greater than the amount for which the student is eligible. Examples of the four most common types of overpayments are as follows:

- a. Student error, such as failing to report the spouse's income on the application.
- b. School error, for instance, when a student's award is taken incorrectly from the Payment Schedule, or when the school pays a student who is not making satisfactory progress.
- c. Required recalculations, when a student never begins attending class or withdraws from school after receiving a cash disbursement for living expenses.

### **14.2 Overpayment Due to Institutional Error**

If the Financial Aid Officer discovers an overpayment due to Aid Office error, she will adjust the student's total award to compensate for the error, if possible. If not possible, SOLEX College/SOLEX Medical Academy will make repayment to the Pell Program and try to recover repayment from the student.

### **14.3 Overpayment Due to Incorrect Data**

If the overpayment is due to incorrect data on the SAR/ISIR, the Financial Aid Officer will assist the student in correcting the SAR/ISIR. The Financial Aid Officer will withhold subsequent payments until the corrected SAR/ISIR is received. If possible, the Financial Aid Officer adjusts total award. If this is not possible, then the Financial Aid Officer will attempt to collect overpayment from the student. If the overpayment cannot be collected in this manner, the Financial Aid Officer will consult the Federal Student Financial Aid Handbook to determine if referral to the U.S. Department of Education is appropriate. If so, the student's case will be referred to the U.S. Dept. of Education Debt Collection Service (DCS) for collection.

#### **14.4 Receipt of Additional Resources**

Pell Grant is an entitlement program. Pell Grant is never to be adjusted downward because a student receives additional resources during the award year.

### **15.0 RETURN OF TITLE IV/REPAYMENTS**

SOLEX COLLEGE/SOLEX MEDICAL ACADEMY has designed the following policies and procedures to ensure proper accountability when a student leaves school.

#### **15.1 Calculating the Title IV Return of Unearned Funds**

Effective 10/7/00, all financial aid (Title IV) recipients who withdraw and have completed 60% or less of the payment period for which they have been charged, are subject to the new federal refund regulations per 34CFR 667, 682, 685, published November 1, 1999. Federal regulations state that the amount of a Title IV refund is based on the percentage of Title IV funds earned by the student at the time of withdrawal. In order to determine whether Title IV funds must be returned, the school will calculate the following:

1. To determine the percentage of the period of enrollment (clock hour or certificate programs) or pay period (degree programs) completed, the number of days\* attended in the payment period is divided by the total days\* in the payment period. \*Days = calendar days for purposes of this formula, and therefore include weekends and holidays. Only scheduled breaks of 5 days or more and approved leaves of absence are excluded.
2. The net amount of Title IV funds disbursed, and that could have been disbursed for the period of enrollment or payment period is multiplied by the percentage completed. The result is the amount of earned Title IV aid.
3. The earned aid is subtracted from the aid that was actually disbursed to, or on behalf of the student.
4. Unearned aid is allocated back to the Title IV programs in the following order as specified by law:
  - a. Unsubsidized Stafford Loan Program
  - b. Subsidized Stafford Loan Program
  - c. Stafford PLUS program

If excess funds remain after repaying all outstanding loan amounts, the remaining excess shall be credited in the following order:

- d. Federal Pell Grant Program
- e. Federal SEOG Program
- f. Other assistance awarded under this title for which return of funds is required.

This calculation may result in the student owing the school money based on the State of Illinois refund policy.

#### **15.1-1 Post-Withdrawal Disbursements**

If the student receives less Pell Grant money than the amount earned, SOLEX College/SOLEX Medical Academy will make a disbursement of the earned aid that was not disbursed if student has met all eligibility requirements. SOLEX College/SOLEX Medical Academy will credit a student's account with a postwithdrawal disbursement for current tuition and fees. Earned funds in excess of tuition/fees will be provided to the student. SOLEX College/SOLEX Medical Academy will send notification no later than 30 calendar days after the date the Financial Aid Office determines the student withdrew. The student will then be sent notification about the post-withdrawal disbursement. SOLEX College/SOLEX Medical Academy will disburse the funds to the student within 45 days of the date the school determines the student withdrew. If the student cannot be located, or refuses the funds as per a written and signed statement, the funds will then be returned to the Federal Pell Grant Program.

#### **15.1-2 Aid to be Returned**

If the student receives more Pell Grant money than the amount earned, SOLEX College/SOLEX Medical Academy or the student, or both must return the unearned funds. When a return of Pell Grant funds is due, SOLEX College/SOLEX Medical Academy and the student both have a responsibility for returning funds. Whatever funds are not returned by the school must be returned by the student. The student's repayment obligation is determined after the school's share is calculated. SOLEX College/SOLEX Medical Academy will return all unearned funds within 30 days from the date Financial Aid Officer determines student withdrew.

Necessary funds will be returned to the Federal Pell Grant Program by the business office by reducing the money drawn from G5, by electronic transfer payment through the G5 system, or by certified mail. If a student owes a repayment to the Pell Grant Program, SOLEX College/SOLEX Medical Academy will notify the student within 30 days that he/she must repay the overpayment. In the notification SOLEX College/SOLEX Medical Academy will inform the student that:

1. The student owes an overpayment of Pell Grant funds
2. The student's eligibility for additional Title IV funds will end if the student fails to take positive action (by the 45<sup>th</sup> day following the date the school sent or was required to send notification to the student.)
3. There are two positive actions a student can take to extend eligibility for Title IV funds:
  - a. The student may repay the overpayment in full to the school within 45 days.
  - b. The student may sign a repayment agreement with the Department of Education.

If the student fails to take one of the positive actions during the 45-day period, the student's overpayment will be reported to NSLDS and referred to the Department of Education for collection.

4. The student should contact the school to discuss his/her options.

## 16.0 SATISFACTORY PROGRESS

### 16.1 Requirements for Satisfactory Progress

Satisfactory progress means a student must be proceeding in a positive manner toward fulfilling certificate requirements in a specific length of time. Students must be in good standing and making satisfactory progress according to the institutional standards before receiving Title IV assistance. Good standing means that the student is capable of enrollment or continued enrollment. Initially this means that the student is admissible to an educational program as demonstrated by high school diploma or GED. Later this means that the student is performing well enough in terms of progress, grades, and the institutional attendance policy to continue enrollment.

To be making satisfactory academic progress, a student must attend at least 70% of the scheduled class hours on a cumulative basis during each payment period and to have a minimum 2.0 grade point average by graduation. If the student's grade point average is below a "C" (2.0), then the student will be placed on Financial Aid Probation. A grade of I is regarded as unsatisfactory academic progress for the purpose of Title IV aid administration.

The first disbursement of Title IV funds for first time entering students at SOLEX College/SOLEX Medical Academy requires no progress check provided the first disbursement is issued during the pay period of training for a new student. At the end of their first payment period students must be making satisfactory progress according to the standards stated below. Students **with** previous course work at SOLEX College/SOLEX Medical Academy must have maintained satisfactory progress for that previous course work in order to receive initial or further assistance.

Students may take up to 50% longer than the normal time of their program/major to complete that program/major and still be regarded as being in good standing. However, a student will NOT BE ELIGIBLE for Title IV federal financial aid once he/she has received aid for the number of hours in the program/major.

Example: A student is enrolled in a 720 hour program/major. The maximum time a student can attend SOLEX College/SOLEX Medical Academy in that 720 hour program/major is 1080 clock hours. An eligible student would receive Title IV aid for the 720 clock hours, but the student could take an extra 360 clock hours to complete the program/major if the student was not able to complete it in 720 clock hours (provided that space is available in the class); however, that student WILL NOT receive Federal Financial Aid for the addition 360 clock hours. **IN NO INSTANCE** can the student receive aid for more hours than those for which the program is accredited.

The maximum time frame for completing a program is no more than 150% of the program in accordance with the student's enrollment status (i.e. full-time or part time). The increment for measuring a student's progress will be

each payment period. Each student must be proceeding in a positive manner toward fulfilling certificate requirements in a normal length of time. If a student is not progressing at a pace which will fall within the 150% time frame, the student is NOT considered to be making satisfactory progress and will be placed on Financial Aid Probation.

### **16.2 Probationary Period and Suspension**

If a student receives an unfavorable progress report that is not in compliance with the SAP requirements as outlined above, the student has failed to maintain satisfactory academic progress. The student will be informed in writing about his/her failure to maintain SAP. The student will then be placed on financial aid probation for the next evaluation or pay period. During that time, the student is responsible for completing the required cumulative amount of curriculum with a grade point average of 2.0 or higher.

The student must also have met the required cumulative clock hours for the pay period. During this probationary period the student will continue to receive financial aid. Students who fail to meet the required grade, percentage of progress, and 70% attendance requirements at the end of their probationary pay period, will then be placed on financial aid suspension and will be suspended from further financial aid until completion of a pay period in which the student has met all SAP requirements. The student is responsible for tuition and fees charged during a period of suspension.

### **16.3 Course Repetitions**

Students wanting to repeat a specific program/major must have permission of the Academic Dean to do so. A repeated class is NOT eligible for federal financial aid.

### **16.4 Appeal Process**

Students who are denied aid on the grounds of unsatisfactory progress have the right to appeal the aid denial. To appeal, a student must file a written request within 5 days of receiving written notification by the Financial Aid Officer of making unsatisfactory progress. The appeal should include a written statement of the student's timetable for completing the program in which he/she is enrolled and an explanation of any mitigating circumstance which contributed to the unsatisfactory progress status. Mitigating circumstances may include but are not limited to serious illness experienced by the student, accident resulting in severe injury to the student, or death in the student's immediate family. Other circumstances may be classified as mitigating if they are serious in nature, prevent the student from attending classes, and are deemed to be so by the Financial Aid Officer. The written appeal will be reviewed by the Financial Aid Officer. If the Officer believes it necessary, he/she may require the student to provide further documentation (such as a letter from a doctor) to substantiate or explain the mitigating circumstance. The student will then either be denied aid on the grounds of unsatisfactory progress, or aid will be granted. If the student is allowed to retain aid, he/she must still complete all hours in the previous pay period before receiving additional aid.

## **17.0 WITHDRAWAL AND INSTITUTIONAL REFUND**

### **17.1 Withdrawal Requirements**

A student wishing to withdraw from SOLEX College/SOLEX Medical Academy prior to the end of a semester and/or financial aid disbursement period must provide notice to the school via regular mail or e-mail, in person, or by phone if circumstances prevent other delivery methods. The date of determination is based on the postmark date of the letter of cancellation, or the receipt date if the letter is hand delivered to the school, e-mailed, or made verbally.

After this process, the following will ensue:

1. The notice will be immediately forwarded to the financial aid office if the student is on financial aid.
2. The financial aid office will calculate any refunds due to the Title IV program and notify the student in writing within five days.
3. The student will be billed for any refunds due to the Federal Financial Aid programs.
4. If the student has not repaid the funds within 45 days, the repayment due will be posted to the National Student Loan Data Base showing the student is ineligible for further funding.

5. If the student has not repaid the funds within 45 days, the Collection Department of the U.S. Department of Education will be notified.

### 17.2 Institutional Refund Policy

For students accepted into SOLEX College/SOLEX Medical Academy, refunds are calculated as follows. When a written notice of cancellation is received:

- Before midnight of the fifth business day after the date of acceptance but prior to the close of business on the first day of scheduled classes, the student receives a 100% refund of all tuition and enrollment fees.
- After midnight of the fifth business day after the date of acceptance but prior to the close of business on the first day of scheduled classes, the school shall retain the enrollment fee of \$150. The student receives a 100% refund of all other charges paid to date.
- After completion of the first day of scheduled classes, but prior to completion of 5% of the coursevaries per length of program), the school shall retain the \$150 enrollment fee, 10% of the tuition amount and other instructional charges or \$300; whichever is less, plus the cost of any textbooks and materials\* that have been provided to the student by the school.
- After the completion of 5% of the course, the school shall retain the \$150 enrollment fee, cost of textbooks and materials\* provided to the student by the school, and a percentage of tuition as stated in the following table:

Percentage of days in class completed by the student at time of notice of cancellation:	Amount of Student Refund	Amount School May Retain
Prior to first day of classes	100% of tuition	<ul style="list-style-type: none"> <li>• \$50 Enrollment fee; \$100 Comprehensive Fee</li> </ul>
After first day to 5%:	Cost of tuition less \$300 or 10% of tuition, whichever is less	<ul style="list-style-type: none"> <li>• \$50 Enrollment fee; \$100 Comprehensive Fee</li> <li>• \$300 tuition or 10% of tuition, whichever is less</li> <li>• Book Fees*</li> </ul>
Over 5% during the first 4 weeks of classes:	80% of tuition	<ul style="list-style-type: none"> <li>• \$50 Enrollment fee; \$100 Comprehensive Fee</li> <li>• 20% tuition</li> <li>• Book Fees*</li> </ul>
After the first 4 weeks to 25%:	55%	<ul style="list-style-type: none"> <li>• \$50 Enrollment fee; \$100 Comprehensive Fee</li> <li>• 45% tuition</li> <li>• Book Fees*</li> </ul>
Over 25% to 50%:	30%	<ul style="list-style-type: none"> <li>• \$50 Enrollment fee; \$100 Comprehensive Fee</li> <li>• 70% tuition</li> <li>• Book Fees*</li> </ul>
Over 50%:	0%**	<ul style="list-style-type: none"> <li>• \$50 Enrollment fee; \$100 Comprehensive Fee</li> <li>• 100% tuition**</li> <li>• Book Fees*</li> </ul>

\*Unless the student can return all the textbooks and materials in unused and unmarked condition.

\*\*In accordance with Illinois Compiled Statue 425.15.1a, no refunds will be made after the student completes more than 50% of the instructional program. All refunds will be issued or paid to the student within 30 days of the date after receipt of the cancellation notice.

Institutional refunds based on students' voluntary cancellation or withdrawal from SOLEX will be made within thirty (30) calendar days from the date of determination as defined in SOLEX College/SOLEX Medical Academy's Refund Policy.

## 18.0 RECORDS AND ACCOUNTING

### 18.1 Student Records

Federal Regulations require that student files be maintained for three (3) years beyond closing of award by ED Payment Management System. A student's file ultimately includes the student's SAR/ISIR and all related documentation.

### 18.2 Electronic Statement of Account

The Financial Aid Officer maintains all Electronic Statements of Account by fiscal year in financial aid files. Initially this document transmits information about the school's Pell Grant authorization. As the authorization amount increases, a new Statement of Account will be sent to the school. Statements of Account summarize current and future payment data submitted via Origination Records and Disbursement Records. The Financial Aid Officer reconciles the statement.

### 18.3 Pell Processed Disbursement List/Financial Aid Excel Spreadsheet

The Financial Aid Officer uses the Pell Processed Disbursement list and a school developed Excel spreadsheet recording disbursements to students to reconcile total disbursements made. These two reports should equal. The total disbursed is then reconciled with G5 and the Electronic Statement of Account.

### 18.4 The Accounting Office/G5

The Business Office at SOLEX College/SOLEX Medical Academy maintains the records of the money ordered through G5. They use computer entry to track the receipt and disbursements of federal money.

### 18.5 Description of Accounts

Designated bank account: All receipts and disbursements of cash related to the Pell Grant Program are recorded in this account.

## 19.0 PROFESSIONAL JUDGMENT

It is the philosophy of SOLEX College/SOLEX Medical Academy that professional judgment is utilized at a minimum level. Student applications, whose financial and personal background truly reflects a unique circumstance which federal regulation does not address, will be assessed on an individual case-by-case basis.

### 19. Definition of Professional Judgment

Professional judgment is defined as a discretionary decision or opinion reached on the basis of the experience of a Financial Aid Officer to address unusual circumstances that affect student eligibility.

#### 19-1. Procedure to Follow for Professional Judgment

A student may request a review of special circumstances or Financial Aid Officer may determine after reviewing the student's application that the student may need special consideration. The Aid Director will request the student or parent file a written explanation describing situation or special circumstances. Official documents, such as court orders, or other evidence such as receipts, bills, tax forms and schedules will be required. Financial Aid Officer will review the request and decide whether professional judgment should be exercised. Financial Aid Officer will document the decision, how the decision was reached and the action to be taken. The student's request or written explanation, along with supporting documentation and the decision of the Financial Aid Officer will be filed in the student's financial aid file folder.

When Professional Judgment is used, the Financial Aid Officer completes the appropriate section(s) of the School Use box on the SAR/ISIR or the FAA adjustment box on EdExpress ISIR tab. This indicates to CPS that a data element has been changed.

#### 19.2 Appeal Procedure

Students who feel their request for review of special circumstances has not been processed properly have the right to appeal such decisions to the Director of SOLEX College/SOLEX Medical Academy.

## 20.0 LOAN POLICY

SOLEX College/SOLEX Medical Academy has been approved by the Secretary of Education to participate in the Federal Direct Student Loan Programs (FDSLP) and Federal Direct Parental Loan Program (FDPLP). SOLEX College/SOLEX Medical Academy does not participate in the Federal Family Educational Loan Program (FFELP).

The Federal Direct Loan programs allow students and parents to borrow directly from the Treasury of the United States, rather than from a lender such as a bank or credit union. Additionally, Direct Loans will not need to be "guaranteed" by an outside guarantee agency, as they are federally guaranteed.

### 20.1 Participation Requirements top

In order to participate in the FDSLP or FDPLP programs students must:

- Complete FAFSA.
- Meet general eligibility requirements.
- Fill out a Parent Loan Certification Form.
- Submit a Master Promissory Note (MPN).

### 20.2 Mandatory Entrance and Exit Loan Counseling

All first time borrowers must complete an entrance counseling session on the Department of Education web site before any loan funds can be disbursed.

All students nearing program completion, who leave the College, or drop below half time and who have borrowed (an) educational loan(s) must complete an exit loan counseling session on the Department of Education web site before the diploma will be released.

### 20.3 First-Time Borrowers, Loan Disbursement Delay

Federal regulations require that the disbursement of loan proceeds for first time borrowers be delayed until 30 days after the first day of classes. This federal requirement includes both disbursement and refund of loan proceeds.

### 20.4 Loan Cancellation

Student and/or student's parent may cancel a Federal Direct Subsidized/Unsubsidized Stafford Loan or a Federal Direct Parent Loan in accordance with current federal regulations. If a student and/or parent disbursement has already been made prior to the Financial Aid Office receipt of loan cancellation request, the student and/or parent remains responsible for the repayment of the amount.

### 20.5 Over-Awards

An overaward is aid that exceeds student's calculated need. If an over-award occurs, it must be addressed by reducing need-based aid according to current federal and state regulations until the over-award is eliminated. An over-award usually occurs when an additional resource becomes available to a student after other need-based aid, including a subsidized Stafford Loan, has been awarded. The additional resource could be a late arrival of a grant/scholarship. In any case, the need-based aid will be adjusted to eliminate such an over-award.

It is student's responsibility to inform the Financial Aid Office of additional resources as they become available.

### 20.6 Loan Disbursements

The Financial Aid Officer is responsible for loan disbursements. Student and parent loans must be multiple disbursed:

- Certificate programs: 2 payments per program
- Programs with standard terms: 2 payments in one academic year (one payment per term)

The disbursement of financial aid will comply with all current federal or other awarding agencies' regulations concerning these disbursements.

### **20.7 Late Disbursement**

A student or parent loan may be disbursed no later than ninety days after the end of the enrollment period for the period of the loan, provided that all other requirements have been met. All decisions must be in compliance with current federal late disbursement regulations.

### **20.8 Loan Denials**

Federal loans may be denied if a student is in loan default status, owes a Title IV refund, is not creditworthy, has already received the maximum grade-level loan amounts for the academic year, or has already received the total aggregate loan amount(s) permissible as an undergraduate and/or graduate student.

## **21.0 FRAUD**

There are difficult situations where students and/or parents purposefully misrepresent information in hopes of obtaining additional assistance. The Financial Aid Officer is required to have a policy of referral when confronted with actual or suspected cases of fraud and abuse.

### **21.1 Policy for Fraud**

Students and parents who willfully submit fraudulent information will be investigated to the furthest extent possible. All cases of fraud and abuse will be reported to the proper authorities.

### **21.2 Procedures for Fraud**

If, in the Financial Aid Officer's judgment, there has been intentional misrepresentation, false statements or alteration of documents which have resulted in the awarding or disbursement of funds for which the student is not eligible, the Financial Aid Officer will notify the student and schedule an appointment to discuss the situation with the student. If the student does not make an appointment, the Financial Aid Officer may:

- Not process a financial aid application until the situation is resolved satisfactorily.
- Not award financial aid.
- Cancel financial aid.
- Determine that financial aid will not be processed for future years.

Fraudulent situations will be forwarded to the Office of the Inspector General of the Department of Education, at 755-2270 or 1-800-MIS-USED.