



**Standard HealthCare Services Inc.
College of Nursing
7704 Leesburg Pike, Suite 1000, Falls Church VA 22043
Telephone: (703) 891-1787 Fax: (703)891-1789
www.standardcollege.edu**

2016-2017

FINANCIAL AID STUDENT HANDBOOK



FINANCIAL AID POLICIES

The Standard College Financial Aid Booklet contains a wealth of information about the financial aid process, and should be the first source you consult with any questions about financial aid. The Financial Aid Office reserves the right to periodically update or change the policies and information contained in the handbook.

Among other topics, the booklet provides information about how to apply for aid, the amount and types of aid students may qualify for, tuition payments and budgets. If, after reading the booklet, you have any remaining questions, please do not hesitate to contact the Financial Aid Office at 703-891-1787

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TYPES OF FINANCIAL AID OFFERED AT STANDARD COLLEGE

Federal Pell Grant - The Federal Pell Grant is awarded to eligible undergraduate students seeking their first degree. The maximum Pell Grant award for the 2016-17 award year (July 1, 2016 to June 30, 2017) is \$5,815. The amount you receive will depend not only on your financial need, but also on your Cost of Attendance, your status as a full-time or part-time student, and your plans to attend school for a full academic year or less.

The Subsidized Federal Direct Loan is based on financial need, which is determined by using a federal formula. A loan is subsidized when the government pays the interest for the student during the following periods: while the student is enrolled in school at least half-time, during the six month grace period after the student stops attending school at least half-time, and during periods of authorized deferment.

The Unsubsidized Federal Direct Loan is not subsidized by the government; the student is responsible for all interest which accrues during in-school, grace, and deferment periods. Students may choose to make interest payments while in school or they may defer the interest until repayment when the interest will be added (capitalized) to their principal balance.

Student loans are required to disburse in equal installments for the loan. The school will verify that the student is still enrolled at least half-time, attending classes and making satisfactory academic progress before disbursing the funds to the student's account.

PLUS loans are federal loans that graduate or professional degree students and parents of dependent undergraduate students can use to help pay education expenses. The U.S. Department of Education makes Direct PLUS Loans to eligible borrowers through schools participating in the Direct Loan Program.

Interest rates for federal student loans

The following table provides interest rates for each type of federal student loan.

Loan Interest Rates by Disbursement Dates	
Loan Type	First Disbursed between July 1, 2016 and June 30, 2017
Direct Subsidized Loans (Undergraduate Students)	3.76%
Direct Unsubsidized Loans (Undergraduate Students)	3.76%
Direct PLUS Loans (Parents)	6.31%

APPLYING FOR FINANCIAL AID

Applying for federal student aid is quicker and easier than ever. You can complete the *Free Application for Federal Student Aid* (FAFSA) at www.fafsa.ed.gov. Even if you think you're not likely to qualify for need-based aid, it's still a good idea to apply. Applying is free and many students are pleasantly surprised when they discover the aid they are eligible to receive.

Follow these easy steps to simplify the process of applying for federal student aid.

General Eligibility Requirements

To be eligible for Federal Financial Aid, a student must:

- Be enrolled as a regular student in an eligible program of study on at least a part-time basis (With the exception of Pell and FSEOG);
- Have a high school diploma or the equivalent;
- Be a U.S. citizen or national, or an eligible non-citizen. Verification of eligible non-citizen status may be required;
- Have financial need (except for some loan programs) as determined by a need analysis system approved by the Department of Education;
- Maintain satisfactory academic progress;
- Provide required documentation for the verification process and determination of dependency status;
- Have a valid Social Security Number;

- Not have borrowed in excess of the annual aggregate loan limits for the Title IV financial aid programs;
- Be registered for the Selective Service, if required;
- Sign an updated Statement of Educational Purpose\Certification Statement on refunds and default.
- Sign statements on the Free Application for Federal Student Aid (FAFSASM) stating that
 - You are not in default on a federal student loan and do not owe money on a federal student grant and
 - You will use federal student aid only for educational purposes, and
- Show you're qualified to obtain a college or career school education by
 - Having a high school diploma or a recognized equivalent such as a General Educational Development (GED) certificate or
 - Completing a high school education in a homeschool setting approved under state law.

Drug and Fraud Conviction Ineligibility

Drug Offenses

In general, if you are convicted of a drug-related felony or misdemeanor that took place **while you were receiving Federal student aid**, you will become ineligible to receive further aid for a specified period of time upon conviction. You can shorten this period of ineligibility by:

- Successfully completing an approved drug rehabilitation program that includes passing two unannounced drug tests, **or**
- Passing two unannounced drug tests administered by an approved drug rehabilitation program, **or**
- Having the conviction reversed, set aside, or otherwise rendered invalid.

The length of time you are ineligible depends on the type and number of convictions you have had for drug-related offenses committed **while you were receiving aid**. The law recognizes two broad categories of drug offense: "possession of illegal drugs" and "sale of illegal drugs." The table below lists the period of ineligibility by type and number of offenses.

Offense	Possession of Illegal Drugs	Sale of Illegal Drugs
First	1 year of ineligibility from date of conviction	2 years of ineligibility from date of conviction
Second	2 years of ineligibility from date of conviction	Indefinite period of ineligibility*
Third or more	Indefinite period of ineligibility*	Indefinite period of ineligibility*

**Under the law, an indefinite period of ineligibility continues unless your conviction is overturned or otherwise rendered invalid or you meet one of the two early reinstatement requirements specified above.*

If you do not wish to pursue early reinstatement of your eligibility for Federal student aid, you can calculate the date at which you would regain eligibility for Federal student assistance by completing the Student Aid Eligibility Worksheet, available at:

<http://www.ifap.ed.gov/drugworksheets/attachments/StudentAidEligibilityWorksheetEng1314.pdf>

If you have been convicted of a drug offense while receiving Title IV federal financial aid, you **must** report it on the FAFSA. For additional information on this requirement call a federal representative at 1-800-433-3243.

Find more information on this topic in a fact sheet called "[FAFSA Facts for Students with Drug-related Convictions](#)."

Title IV Fraud

Students who have been convicted of or who have pled *nolo contendere* or guilty to a crime involving fraud in obtaining Title IV federal financial aid are not eligible for additional federal aid until they have repaid the fraudulently obtained funds.

Documents needed to apply

- Your Social Security card. It is important that you enter your Social Security Number correctly!

- Your drivers' license (if any)
- Your W-2 forms and other records of money earned
- Your (and your spouse's, if you are married) Federal Income Tax Return
- Your Parents' Federal Income Tax Return (if you are a dependent student)
- Your Parents' W-2 forms
- Your untaxed income records
- Your current bank statements
- Your current business and investment mortgage information, business and farm records, stock, bond and other investment records

To organize your information, you can print and complete a *FAFSA on the Web Worksheet* before you begin entering your information online. However, you are not required to do so. *FAFSA on the Web* will guide you through the questions that you must answer, and you can save your application and return to it later if you don't have the information you need to answer any of the questions.

Apply online at <http://www.fafsa.ed.gov>

The FAFSA is used to apply for federal financial aid (grants, work-study, and loans). The process is free, and you should never pay to apply for federal financial aid. You'll need a PIN to "sign" your online FAFSA, make corrections to the application, and more. If you are a dependent student, your parent will need one too. You can get your PIN before you begin or as you complete the FAFSA – it's up to you. Get a PIN now by going to <http://www.pin.ed.gov/PINWebApp/pinindex.jsp>

Standard College Federal School Code: 042210

- **After you Submit the FAFSA** – The results of your FAFSA are sent electronically to the schools you listed on your application and you will receive a Student Aid Report (SAR).
- **The Student Aid Report (SAR)** – Your SAR summarizes all the information you provided on your FAFSA. It must be correct before you can receive federal aid.
- **How and when you will receive your SAR** - If you provided a valid e-mail address, you'll get your SAR e-mail in 3 to 5 days. The email contains a secure link to your SAR online. If you don't provide a valid e-mail address, it takes about 7 to 10 days before you'll receive your SAR by postal mail.
- **What to do with your SAR** – When you get your SAR, review it for accuracy. If you need to make corrections to your SAR, you can make them online using your PIN at www.fafsa.ed.gov.
- **Information Standard College may request from you and your parents** – Sometimes students and parents are surprised or dismayed when they are asked to furnish personal financial information to obtain financial aid. Please understand that most or all of the data is sought from you to meet requirements of the federal government and to insure that the financial aid programs are administered fairly for all students. You may be asked to provide federal tax forms, W2 forms, and other documents used to complete the FAFSA for yourself and/or your parents.
- **To prevent delays** in processing your financial aid package, promptly provide any documentation that the financial aid office may request.
- **Financial Aid Award Letter** – Once your FAFSA has been reviewed and your financial need/financial aid eligibility has been determined; you will receive an award letter listing the type(s) and amount(s) of aid you qualify for. If there are any changes made to your financial aid package at any time — i.e., a new scholarship is added, or a loan is cancelled — a new award letter will be given to you.

Deadline for submitting Financial Aid Application

Financial aid application must be submitted at least 30 days before the start of the program for which you are enrolling. Student applying for financial aid after the deadline will be required to pay out of pocket until their financial aid is processed.

Common Mistakes to Avoid

- Forgetting to sign the application. If you are a dependent student, be sure both you and a parent sign the FAFSA using your PIN numbers

- For income reporting, parents often use their W-2 forms. They should take the Adjusted Gross Income directly from their 1040 federal tax return, not from the W-2.
- When reporting taxes paid, parents often use the taxes **withheld** on their W-2 form and not their actual tax liability. The FAFSA is specific about which line of the 1040 should be reported for taxes paid.
- Not reporting all required sources of untaxed income. Be sure to include Social Security, child support paid, payments from Department of Human Services (DHS) and payments to tax-deferred pension and savings plans reported on your W-2 forms.
- Divorced parents sometimes include their ex-spouse's income. They should report only their income and that of their current spouse.
- Not following instructions.

CAUTION: When you complete an application for financial aid, you are applying for government funds. Providing false or intentionally misleading information is a felony punishable by up to five (5) years in prison and a \$10,000 fine. It is the obligation of the Office of Financial Aid Services to submit the files of students suspected of committing fraud or attempted fraud to the Inspector General's Office. Students who commit, or attempt to commit fraud, may also be subject to institutional disciplinary action.

How Eligibility for Need-Based is Determined and Awarded

Financial need is the difference between the cost of attendance (COA) and the expected family contribution (EFC). The cost of attendance (COA) refers to the total amount of education expenses (tuition, books and supplies, room and board, personal expenses, transportation expenses, etc.).

The EFC is the number used to determine your eligibility for federal, state and institutional need-based aid programs. This number results from the financial information provided in your Free Application for Federal Student Aid (FAFSA)

APPLYING FOR SCHOLARSHIPS

Private scholarships may be obtained through a wide variety of outside sources. Numerous companies and organizations offer scholarships based on varying criteria. We encourage all students to research and apply for scholarships. Private scholarships are available throughout the year.

Generally, you must apply for scholarships and these applications can require documentation, interviews and essay-writing. It can be a lot of work, so it is important to identify and follow the requirements of each scholarship. Also, pay close attention to deadlines: They can sneak up on you.

The following is a limited list of private outside scholarships. Standard College does not guarantee the availability of scholarships on these sites nor are we involved in the selection of recipients for these scholarships. Questions about an individual scholarship should be directed to the individual private scholarship foundation

External Scholarship Opportunities

1. The Ladies Board <http://www.ladiesboard.org/nursingscholarships.cfm>
2. Health Occupations Students of America <http://www.hosa.org/>
3. Virginia Health Care Association <http://www.vhca.org/>
4. The Mary Marshall Nursing Scholarship Program
http://www.vdh.virginia.gov/OMHHE/primarycare/incentives/nursing/rn_guidelines.htm
5. Mildred A. Mason Memorial Scholarship Foundation
http://hs.odu.edu/nursing/pdf/mmm_packet.pdf

Institutional Assistance

- Standard college offer an interest free payment plan.

STUDENT EXPENSE BUDGET

Cost of Attendance

Each institution determines its own cost of attendance or budget. This includes both direct educational costs (such as tuition, fees, books and supplies) as well as indirect educational costs (room and board, transportation and personal expenses). Financial aid can be applied toward direct educational costs as well as indirect educational costs. The student's total financial aid awards cannot exceed his or her cost of attendance.

There are limits to the amount of financial aid students can receive. When a student's financial aid exceeds those limits, it's referred to as an over-award. There are two limits in particular: the student's cost of attendance and the student's financial need.

The amounts listed below are standard figures used for budgeting purposes and eligibility for need-based financial aid for the academic year. **YOUR ACTUAL TUITION BILL WILL BE LOWER THAN THESE ESTIMATES** - they are provided for planning purposes. Please note that tuition and fees are the only costs which are paid directly to Standard College. Books and supplies, transportation and personal costs will vary for each student and are estimates only.

2016-2017 Cost of Attendance

LPN to RN Transition Program (Associate of Applied Science in Nursing)

DEPENDENT STUDENT	
Tuition	\$20,163.00
Fees	\$ 2,974.00
Books/Supplies	\$ 1,150.00
Total Direct Institutional Cost	\$24,287.00
Other Personal Expenses (Optional)	
Loan Fees	\$124.00
Room & Board	\$ 11,368.00
Transportation	\$ 10,108.00
Personal/Miscellaneous	\$ 10,388.00
Total cost of attendance including tuition and other expenses	\$56,275.00

INDEPENDENT STUDENT	
Tuition	\$20,163.00
Fees	\$ 2,974.00
Books/Supplies	\$ 1,150.00
Total Direct Institutional Cost	\$24,287.00
Other Personal Expenses (Optional)	
Loan Fees	\$212.00
Room & Board	\$ 16,492.00
Transportation	\$ 7,700.00
Personal/Miscellaneous	\$ 5,992.00
Total cost of attendance including tuition and other expenses	\$54,683.00

Practical Nursing Education Program

DEPENDENT STUDENT	
Tuition	\$15,284.00
Fees	\$2,610.00
Books	\$ 1,105.00
Total Direct Institutional Cost	\$18,999.00
Other Personal Expenses (Optional)	
Loan Fees	\$86.00
Room & Board	\$ 10,556.00
Transportation	\$ 9,386.00
Personal/Miscellaneous	\$ 6,946.00
Total cost of attendance including tuition and other expenses	\$48,673.50

INDEPENDENT STUDENT	
Tuition	\$15,284.00
Fees	\$2,610.00
Books	\$ 1,105.00
Total Direct Institutional Cost	\$18,999.00
Other Personal Expenses (Optional)	
Loan Fees	\$150.00
Room & Board	\$ 15,314.00
Transportation	\$ 7,150.00
Personal/Miscellaneous	\$ 5,564.00
Total cost of attendance including tuition and other expenses	\$47,177.50

Other Expenses

- **Loan Fees:** Most federal student loans have loan fees that are a percentage of the total loan amount. The loan fee is deducted proportionately from each loan disbursement you receive. This means the money you receive will be less than the amount you actually borrow. You're responsible for repaying the entire amount you borrowed and not just the amount you received.
- **Room and Board:** Typically includes rent & meals. Actual costs may vary by individual choices related to location and circumstances.
- **Tuition:** Tuition and fees are based on the cost of the entire program.
- **Books and Supplies:** The average cost of books and supplies for a typical student for an entire academic year. Typically includes books, and educational supplies.
- **Transportation:** Represents transportation costs to and from class and your co-op employer (e.g., gasoline, tolls, parking, maintenance, etc.)
- **Personal Expenses and Miscellaneous:** Estimate of costs for clothing, haircuts, entertainment and other miscellaneous expenses. What you actually spend on these types of items may be higher or lower depending on your own lifestyle.

YOUR FINANCIAL AID AWARD

Award Letters/Eligibility Notices

The Award Letter is used to select loan types, and loan amounts that students are accepting, declining, or modifying.

Verification Policy

What is verification?

The U. S. Department of Education selects some FAFSA (Free Application for Federal Student Aid) applicants for a process called verification. FAFSAs selected for verification may include those with inaccurate or incomplete information, although many are selected at random. Standard College may also select students for verification. If you are selected, you will be asked to complete a verification worksheet and provide income documentation to Standard College of your spouse's or parents' information may also be required.

It is to the student's benefit to respond to and complete the verification process as quickly as possible because no packaging, awarding, and disbursement of aid will occur until verification is completed.

Participation in the verification process is not optional; it is a federal requirement. **Failure to comply with and complete the verification process may result in loss of financial aid eligibility.** If there are any differences found between information reported in the FAFSA and actual figures in your documentation, adjustments may be made to your eligibility.

For verification purposes, Standard College defines a financial aid applicant as an **enrolled student** who is **eligible** to receive federal financial aid.

Aid will not be disbursed from any of the need-based aid programs until the verification process has been completed.

Verification Procedures

For enrolled students who submit the required documents, the Financial Aid Administrator (FAA) will verify the following items:

1. Household Size
2. Number Enrolled in College
3. Adjusted Gross Income
4. U.S. Income Tax Paid
5. Untaxed Income and Benefits to include (a) Social Security benefits, (b) Child support, (c) IRA / Keogh deductions, (d) Foreign income exclusions, (e) Earned income credit, and (f) Interest on tax free bonds.

In the verification process, the school will be comparing the information on the student's FAFSA with the information on the following documents:

1. Signed copies of the students and/or parents previous year, Federal tax forms (1040, 1040A, etc.) and worksheets.
1. Completed Verification Forms
2. Completed Institutional Application

The FAA will resolve all discrepancies between FAFSA data and its corresponding documentation. Additional supporting documentation may be required. If the

verification process identifies errors or inconsistencies, one of the following actions will be taken:

1. The FAA will submit a correction for a student using FAA Access, providing the discrepancy is clearly identified and the correct information is available on the signed verification documents.
2. The student will be notified of the discrepancy and will be asked to submit additional supporting documentation and to either make the correction using FAFSA on the Web, or designate the FAA to make the corrections upon the receipt of the requested documentation.

Verification Deadline

Applicants selected for verification will be required to submit documentation to the Standard College Financial Aid Office in support of the data supplied on the Free Application for Federal Student Aid. The financial aid office will notify selected applicants of the documentation needed to complete the verification process. All information required to complete the verification process or to resolve conflicting data must be submitted within 72 hours from notification date. If all information is not received by this deadline, the applicant forfeits all rights to any aid for which the applicant would be otherwise eligible for the award year. The student may request an extension in writing if the document requested requires longer than 72 hours for the student to obtain. The extension to provide requested documents shall not exceed 14 days.

Award Change Notification

Standard College's Financial Aid Office will notify a student of the results of verification if, as a result of verification, the student's expected family contribution (EFC) changes and results in a change in the student's financial aid. If changes are made prior to the student receiving an Award Letter Notification, the student will be notified of any corrections from verification by receiving a new Student Aid Report (SAR) from ED. If changes are made after the student has received an Award Letter Notification and those changes affect financial aid, in addition to receiving an updated SAR, Standard College will notify the student by email no later than 30 days after verification is complete.

Overpayments, Fraud and Abuse

The Standard College Financial Aid Office will report to the Office of Inspector General all instances of suspected fraud where a financial aid applicant, employee or other individual has misreported information and/or altered documentation for the purpose of increasing aid eligibility or fraudulently obtaining Federal aid funds.

Satisfactory Academic Progress

Federal regulations require that Standard College of Nursing review the academic progress of students who apply for and/or receive Federal Title IV Financial Aid funds. Satisfactory academic progress is comprised of three areas as required by federal regulations.

1. Student must meet semester/term based and cumulative Grade Point Average (GPA)
2. Student maintains a certain percentage of completion or attendance
3. Student completes requirements of program of within a maximum time frame.

Federal regulations require consideration of the entire academic history of each student. This consideration also includes award semesters or terms during which the student did not receive financial aid.

Minimum Standards

- 1) GPA Requirement:
 - Students must maintain a minimum semester/term GPA of 2.5 and score a 79.5% or better in each course.
 - Students must maintain a minimum cumulative GPA of 2.5 and score a 79.5% or better in each course.
- 2) Pace (Rate) of Completion Requirement:
 - Students must successfully complete 67% of their attempted credits/clock hours for each SAP assessment period.

Practical Nursing Program

SAP will be Evaluated at a Minimum	Minimum % successful completion of credits attempted	Minimum GPA
450-472 Clock Hours	67%	2.5
900 -912 Clock Hour s	67%	2.5
1350 Clock Hour s	67%	2.5

RN Transition Program (Associate of Applied Science in Nursing)

SAP will be Evaluated at a Minimum	Minimum % successful completion of credits attempted	Minimum GPA
End of Semester I	67%	2.5
End of Medical Surgical II and Clinical Practicum II	67%	2.5
End of Maternal Child Nursing and Maternal Child Clinical	67%	2.5

Maximum Time Frame Requirement

Students must complete their program of study within 150% of the stated length of the program. Students must not exceed 150% of their attempted credits/clock hours at each SAP evaluation period which is calculated each SAP evaluation period based on attempted credits/clock hours.

For Example LPN to RN Transition Program:

Credit hours required for program completion at Standard College 70 credits

Maximum Credit Hours allowed to attempt is 105
 Program length 56 weeks/14months
 Maximum time frame to complete program is 56 weeks X 150%= 84 weeks/21 months

For Example Practical Nursing (Day/Evening-Full Time):

For Example Practical Nursing (Day/Evening-Full Time):

Clock hours required for program completion 1350.
 Maximum Clock Hours Allowed to attempt is 2025

Program length 54 weeks/13months
 Maximum time frame to complete program is 54 weeks X 150%= 81 weeks/20 months

For Example Practical Nursing (Weekend-3/4 time):

Clock hours required for program completion 1350.
 Maximum Clock Hours Allowed to attempt is 2025.
 Program length 68 weeks/17 months
 Maximum time frame to complete program is 68 weeks X 150%= 102 weeks/25 months
 Students must not exceed 150% of their attempted credits/clock hours at each SAP evaluation period (calculated each assessment period based on attempted credits/clock hours)

Important: If at any time during the determination calculation it becomes mathematically impossible for a student to complete their program on time, they will be academically dismissed

Transfer Credits

- Transfer credits/clock hours are not considered in calculating semester/term or cumulative GPAs
- Transfer credits/hours are not considered in determining term/semester *Percentage of Completion* requirements
- The *Maximum Time Frame* requirement of the SAP policy will be adjusted for each transfer credit/clock hour accepted within a student's program by:
 1. subtracting the total transferred credits/hours from the assessment term/semester or the program, and
 2. recalculating the Maximum Time Frame

Satisfactory (S)

- Courses taken that count for credit that do not count toward semester/term or cumulative GPA calculations are denoted as follows: (S)
- (S) credits/hours are not considered in calculating semester/term or cumulative GPAs
- The *Maximum Time Frame* requirement of the SAP policy will be adjusted for each (S) credit/hour accepted within a student's program by:
 1. subtracting the total (S) credits/hours from the assessment term/semester or the program, and
 2. recalculating the Maximum Time Frame

Incomplete Courses

- Incomplete courses count as credits/clock hours attempted but not earned
- Incomplete credits/clock hours are considered when calculating the *Percentage of Completion Rate* portion of the SAP policy
- All required SAP assessment portions are calculated for a student when the final grade replacing an (I) is issued

Repeated Courses

- Repeated courses will count toward term/semester and cumulative *Grade Point Average* SAP policy requirements
- Repeated courses will count toward *Percentage of Completion* SAP policy requirements
- Repeated courses will count toward *Maximum Time Frame* SAP policy requirements

Course Withdrawals/Drop Date

The "withdrawal deadline" for each course is by the 4th schedule course day. A Student withdrawing from a course by the 4th day of the course scheduled attendance shall receive a "W". Student withdrawing from a course after the 4th day of the course scheduled attendance shall receive a "WP" if they had a passing grade or a "WF" if they had a failing grade. A student withdrawing from a course after the "withdrawal deadline" shall be responsible for entire cost the course.

- (W) Denotes a *Withdrawal* that occurred before the "withdrawal deadline" of the course.
 Does not affect term/semester GPA
 Does not affect cumulative GPA
 Is not calculated in any portion of the SAP policy
- (WP) denotes a *Withdrawal* that occurred after the "withdrawal deadline" of the course and the student had a grade that met criteria for passing the course
 Does not affect term/semester GPA
 Does not affect cumulative GPA
 Is used when determining the *Maximum Time Frame* portion of the SAP policy
- (WF) denotes a *Withdrawal* that occurred after the "withdrawal deadline" of the course and the student had a grade that did not meet criteria for passing the course
 Does affect term/semester GPA
 Does affect cumulative GPA
 Is used when determining all portions of the SAP policy

Audits

1. Audit courses are not used in calculating *Grade Point Average* requirements of the SAP policy
2. Audit courses are not used in calculating *Percentage of Completion* requirements of the SAP policy
3. The *Maximum Time Frame* requirement of the SAP policy will be adjusted for each course for which a student audits by:
 1. subtracting the total audit credits/hours from the assessment term/semester or the program, and
 2. recalculating the Maximum Time Frame

Consequence of Failing to Maintain Satisfactory Academic Progress

Students who fails to meet the minimum **satisfactory academic progress** standards for the first time shall be placed on Financial Aid and Academic Warning. Students will continue to receive Financial Aid during the warning period. A Student who fails to meet the minimum **satisfactory academic progress** standards after the warning period will be placed on probation and would then be ineligible for Title IV aid until the student regains Satisfactory Academic Progression. The school **does not** offer an appeal for students who failed to maintain SAP after the financial aid and academic warning period. If the student becomes ineligible for Title IV aid; the student shall be responsible to make tuition payment out of pocket to the school.

Regaining Satisfactory Academic Progress

Students can re-establish SAP by enrolling in the subsequent course scoring a 79.5% or better and maintaining a minimum cumulative GPA of 2.5 at the end of the course

Regaining Financial Aid Eligibility

Financial aid eligibility can be re-established after the student improves their academic record to meet the minimum standards required by the SAP Policy without the assistance of financial aid funds

Federal Student Aid (FSA) Approved Leave Of Absence

In accordance with applicable financial aid regulations, under certain conditions, such as personal, military service, illness or health, employment, humanitarian or church service, family responsibilities, and financial obligations, students may request an approved FSA leave of absence (LOA) from the College. An approved FSA LOA will allow the

student's status to remain as "in school," making the student eligible for a deferment on student loans during the approved time while not actively registered with the college. An approved FSA leave of absence (LOA) is a temporary interruption in a student's program of study. Approved LOA refers to the specific time period during a program when a student is not in attendance. An FSA approved LOA, together with any additional leave of absence, must not exceed a total of 180 days in a 12 month period. The 12 month period begins on the first day of the student's initial FSA approved LOA. All student requests for a LOA must be submitted in writing, be signed and dated. Standard College will approve the student's request for FSA approved LOA in accordance with the college policy and federal regulations for Title IV.

Standard College must determine before it grants an FSA approved LOA, that there is a reasonable expectation that the student will return from the LOA. For Standard College to make this determination, the school must know the reason for requesting the LOA. Students must apply in advance for an FSA approved LOA unless unforeseen circumstances prevent the student from doing so. For example, if a student were injured in a car accident and needed a few weeks to recover, before returning to school, the student would not have been able to request the LOA in advance. According to federal law, except in a clock-hour or non-term credit-hour program, a student returning from an FSA approved LOA must resume training at the same point in the academic program that he or she began the LOA. Therefore, FSA approved LOA does not apply to the LPN to RN transition Program.

FSA Approved Leave Of Absence and Return of Title IV

A student granted an FSA approved LOA is not considered to have withdrawn, and no Return of Title IV calculation is required. If a student does not meet the conditions of the FSA approved LOA, the student is considered to have ceased attendance and will be considered withdrawn for Financial Aid/Title IV purposes. Standard College is then required, by Federal regulations, to perform a Return of Title IV calculation.

How is the student financial aid/title IV funds handled during an FSA approved Leave of Absence

Standard College will not assess any additional institutional charges to a student and will not award any additional Title IV aid while the student is on an FSA approved LOA. A student who is granted an FSA approved LOA remains in an in-school status for Title IV loan repayment purposes. A student, who has

exhausted his or her grace period and is unable to begin repayment of a loan, may apply for a deferment or forbearance of payment.

Consequences of failing to return from an FSA approved Leave of Absence

If a student on an FSA approved LOA fails to return, Standard College must report to the holders of the loan the change in enrollment status as of the withdrawal date. Another possible consequence of not returning from an FSA approved LOA is that a student's grace period for a Title IV program loan might be exhausted. Also, if a student does not return at the expiration of an FSA approved LOA (or the student takes an Academic LOA), the student will be considered to have withdrawn, and a return calculation will be performed using the withdrawal date. The withdrawal date is the last date of academic attendance prior to leave of absence

Approved Leave Of Absence Process

Students can initiate a request for an FSA approved leave of absence from the registrar's office at Standard College or my sending an email to registrar@standardcollege.edu. Students should follow these steps in order to complete the process:

1. Students in good academic standing, who may need to interrupt their enrollment, due to extenuating circumstances, may pick up the FSA Approved Leave of Absence application form from the front desk or from the school's website.
2. The student must read and adhere to steps indicated in the application form.
3. The student will complete the form with the required information including the reason for the request and when they expect to return.
4. The student will sign and date the form and return it to the Office of the Registrar to complete the approval process.
5. The student will be notified, via email, if FSA approved LOA application was approved or denied.

Standard College may grant a student an Academic Leave of Absence that does not meet the conditions to be an FSA approved LOA for Title IV purposes. However, any LOA that does not meet all of the conditions for an FSA approved LOA is considered a withdrawal for Student Financial Aid/Title IV purposes.

Withdrawal from the Program

- a. A student choosing to withdraw from the school after the commencement of classes is to provide a written notice to the Director of the school. The notice must include the expected last date of attendance and be signed and dated by the student.
- b. If special circumstances arise, a student may request, in writing, a leave of absence, which should include the date the student anticipates the leave beginning and ending. The withdrawal date will be the date the student is scheduled to return to from the leave of absence, but fails to do so.
- c. A student will be determined to be withdrawn from the program if the student misses (7) seven or more consecutive instructional days and/or not completing all requirements for graduation within the maximum time frame.
- d. The determined date of withdrawal is determined by the date of the certified letter sent to the student identifying that the student has requested to be withdrawn from the Program or the date that the student has been withdrawn from the Program based on a review by the Academic / Behavior Review Panel.

For the student who does not officially withdraw from the program, the withdrawal date shall be the date the School became aware the student ceased attendance. The School reserves the option of using the student's last date of documented attendance at an academically/clinically oriented activity as the student's official withdrawal date.

Unofficially withdrawing from the program affects the student's academic standing and may jeopardize the student's eligibility to re-enter the program.

Student withdrawn from the program will not graduate with the current class enrolled in. Student may apply for re-admission to the program. (See re-admission policy)

Rights and Responsibilities of Students Receiving Aid

You have the right to know:

- Which financial aid programs are available.
- Deadlines for submitting applications for aid.
- How your financial aid will be distributed.
- How your financial need was determined.
- The College's refund policy.
- What portion of your aid package is "gift aid" and what must be repaid.
- The effect outside scholarships may have on your financial aid award.
- If the aid is a loan, you have the right to know the interest rate, repayment amount and procedures, length of time to repay and when repayment begins.
- How the college determines if you are making satisfactory academic progress, and what happens when you are not.
- You have the right to accept, decline or seek adjustment to your financial aid award(s).
- Information you give to the Office of Financial Aid will be treated confidentially.
- You may contact the Office of Financial Aid if you believe that special conditions exist affecting your financial need that warrants an adjustment to your financial aid package. If you experience a change in family circumstances, such as loss of employment, death, separation or divorce, extremely high medical expenses that affect your ability to pay your educational costs, an appeal may be appropriate.

It is your responsibility to:

- Apply for financial aid every year.
- Complete the FAFSA application form accurately and submit it on time.
- Provide correct information. Information found to be knowingly falsified may be referred to the U.S. Department of Education, Office of Inspector General.
- Provide all additional documentation requested by the Financial Aid Office
- Read all forms you sign.
- Keep copies of all your financial aid records.
- If required, you must register with the Selective Service System.
- Complete the required entrance and exit loan counseling sessions.
- Repay all loans in accordance with the terms of your promissory notes.
- Notify your lender if any of the following occurs before your loan is repaid: change of name, change of address
- Notify the Financial Aid Office if you change your enrollment status (i.e. full-time to below full-time)

Actions that May Reduce Your Financial Aid Package

Reduction in credit/Clock hour load: If you drop below full time status your Financial Aid will be adjusted accordingly. This includes Federal and State Aid. Please contact the Financial Aid office for details as to how your financial aid will be reduced.

Withdrawing from Standard College: If you withdraw from Standard College, a portion of your financial aid may have to be refunded to the source (i.e. the Federal or State Government, the lender, etc.). Standard College uses a formula provided by the U.S. Department of Education to determine the exact refund and its distribution. If you do not return to school (either Standard College or another institution), you will be required to begin repayment on your Direct Loans and alternative loans after a six month grace period.

Not completing your financial aid file. If your financial aid file is not completed by the time you cease to be enrolled at least half-time you will forfeit your eligibility. If you fail to complete verification by the end of the academic year you will forfeit your eligibility. All required documents must be submitted and the process of verification completed before loans can be processed and need based grants released to your account.

Receipt of additional awards such as scholarships, vouchers, fee waivers, or other benefits

The student's total financial aid awards cannot exceed his or her cost of attendance. If you receive additional awards that put you over your cost of attendance we will need to revise your financial aid package. We will reduce loans and work study first, but may also need to adjust other forms of gift aid (including State, Institutional, and Federal sources)

Disbursement of Financial Aid

Financial aid and scholarships funds will be disbursed **only if:**

- You have signed and returned all requested documents promptly.

- Your file has been reviewed and finalized. Your Federal Direct Loan has been certified (and if you are borrowing for the first time, you have completed your Master Promissory Note (MPN) and completed Loan Entrance Counseling).
- You are enrolled at least half-time.
- Outside awards (Private scholarships etc.) will be credited once funds have been received by the financial aid office.
- Private loans are credited upon receipt of funds.

Disbursements are made as follow:

Practical Nursing program: usually by the second week of the start of the program; at 450 completed clock hours; at 900 completed clock hours. A receipt will be email to the student via POPULI each time funds are received by the school on behalf of the student.

LPN to RN Transition Program: usually by the second week of the start of the program; after 12 completed credit hours; at 24 completed credit hours; and after 36 completed credit hours. A receipt will be email to the student via POPULI each time funds are received by the school on behalf of the student.

Notice of Right to Cancel Loans Disbursed

You have the right as borrower to cancel all or part of the loans within 14 days of receiving notice of disbursement. If you do wish to cancel any part of the loan, please submit a written request to the Financial Aid Office and pay any outstanding balance to the School immediately.

Federal Student Aid (FSA) Credit Balance

An FSA credit balance is created when the total of all FSA funds credited to a student's account exceeds the total of tuition, fees, and other eligible educational charges on a student's account.

Unless a student or parent (in the case of a Parent PLUS loan) authorizes the school to hold a credit balance, the credit balance must be paid to the student or parent as soon as possible, but no later than 14 calendar days after the balance is created (or 14 calendar days after the first day of class if the credit balance was created before the first day of class).

The student may sign an authorization to hold credit balance which authorizes Standard Healthcare Services College of Nursing (Standard College) to retain an FSA credit balance for upcoming tuition invoices instead of paying it to the student. If you elect not to authorize Standard College to hold your FSA credit balance for upcoming tuition invoices, the funds will be paid to you within the 14-day period noted above. Standard College will pay credit balances by a paper check made payable to the student or parent.

Standard College will not hold an FSA credit balance of loan funds beyond the end of the loan period, nor an FSA credit balance of other funds beyond the end of the last payment period in the award year for which the funds were awarded.

Financial aid packages are awarded as follows in this order:

1. **Pell Grant** - The Pell Grant is awarded to students who meet the federal criteria as determined by EFC levels.
2. **Federal Loans** - Federal loans are awarded last. Students are offered subsidized or unsubsidized loans in amounts based on need, dependency status (dependent or independent) and by year in college.

If you receive any outside scholarships keep in mind that federal regulations stipulate that an outside scholarship cannot be used to reduce your family's expected contribution. When you receive an outside scholarship, our office is required to reevaluate your financial aid package and account for the additional resource. This may result in the reduction of other aid. It is Standard College policy to reduce federal loans and grant aid last.

LOAN OPTIONS

Annual Loan Limit for Direct Loan Subsidized and Unsubsidized

Your school determines the loan type(s), if any, and the actual loan amount you are eligible to receive each *academic year*. However, there are limits on the amount in subsidized and unsubsidized loans that you may be eligible to receive each academic year (annual loan limits) and the total amounts that you may borrow for undergraduate and graduate study (aggregate loan limits). The actual loan amount you are eligible to receive each academic year may be less than the annual loan limit. These limits vary depending on

- what year you are in school and
- whether you are a dependent or *independent student*.

If you are a *dependent student* whose parents are ineligible for a [Direct PLUS Loan](#), you may be able to receive additional Direct Unsubsidized Loan funds.

The following chart shows the annual and aggregate limits for subsidized and unsubsidized loans.

Year	Dependent Students (except students whose parents are unable to obtain PLUS Loans)	Independent Students (and dependent undergraduate students whose parents are unable to obtain PLUS Loans)
First-Year Undergraduate Annual Loan Limit	\$5,500—No more than \$3,500 of this amount may be in subsidized loans.	\$9,500—No more than \$3,500 of this amount may be in subsidized loans.
Second-Year Undergraduate Annual Loan Limit	\$6,500—No more than \$4,500 of this amount may be in subsidized loans.	\$10,500—No more than \$4,500 of this amount may be in subsidized loans.
Third-Year and Beyond Undergraduate Annual Loan Limit	\$7,500—No more than \$5,500 of this amount may be in subsidized loans.	\$12,500—No more than \$5,500 of this amount may be in subsidized loans.
Graduate or Professional Students Annual Loan Limit	Not Applicable (all graduate and professional students are considered independent)	\$20,500 (unsubsidized only)
Subsidized and Unsubsidized Aggregate Loan Limit	\$31,000—No more than \$23,000 of this amount may be in subsidized loans.	\$57,500 for undergraduates—No more than \$23,000 of this amount may be in subsidized loans. \$138,500 for graduate or professional students—No more than \$65,500 of this amount may be in subsidized loans. The graduate aggregate limit includes all federal loans received for undergraduate study.

Entrance and Exit Loan Counseling

Federal regulations require that students who borrow Federal Direct Loans complete an online entrance loan counseling session. This counseling informs students of their rights and responsibilities with regard to borrowing under various loan programs. Even if you have received federal loans prior to matriculating to Standard College, you must still complete the entrance loan counseling session again before loans can be disbursed. Entrance counseling can be completed by going to **StudentLoans.gov**

Graduating students or students who withdraw from the program must complete the exit loan counseling session online. Direct Loan Exit Counseling can be completed by going to **StudentLoans.gov**.

Master Promissory Note (MPN)

Students participating in the Direct Loan Program must complete a Master Promissory Note (MPN) before loans can be disbursed.

It takes approximately 30 minutes to complete

MPN must be completed in a single session signing in at **www.studentloans.gov**

Student Loan History Information

You can locate your prior and current federal loan history by visiting the National Student Loan Data Systems (NSLDS) at: www.nsls.ed.gov. To access your records at this site, you will need to provide the last two letters of your last name, your social security number, your date of birth, and your FAFSA PIN number.

Loan Repayment

Students preparing for graduation should also prepare to begin repayment on their loans. The first step is to review the student copies of the loan applications and promissory notes to ascertain the beginning payment dates and amounts. Most loans are scheduled for a 10 year repayment period.

The student is responsible for notifying lenders of their current address. Failure to do could lead to confusion and even default. The burden is on the borrower to notify the lender of any changes in your name, address or ability to repay. Keep contact during the grace period.

For students who have not begun working or are pursuing a residency and find the beginning monthly repayment amount too high, you can utilize the different repayment options such as an extended (25 years), consolidation (30 years) or an income based repayment plan. Most loan servicers are interested and willing to work out different payment schedules with borrowers, but can only do so if they know the your circumstances. As always, the Financial Aid office is available to provide guidance to its students and alumni.

TUITION & REFUNDS

Tuition Payments

Students are responsible for paying any student tuition balance that will not been covered by financial aid funds. Payments must be submitted to the college by its established deadline to avoid the 5% late payment fee.

Federal Return of Title IV Funds Policy

Practical Nursing Program

If a student cancels his/her contract, the cancellation date will be determined by the postmark on written notification or the date said information is delivered to the school's Financial Aid Office in person. Should any aid be disbursed prior to the start of class, all funds will be returned in full to the appropriate agency.

The Financial Aid Department administers the Return to Title IV Funds Calculation (R2T4). A student withdrawal can include those students who officially or unofficially withdraw. Examples would be 1) a student who did not return from an approved or unapproved Leave of Absence, 2) those who were terminated from enrollment. 3) those who withdrew from the program and notified the school, 4) the school was notified by a second party due to circumstances beyond the student's control. All R2T4 calculations are based on the students last date of attendance as provided by the students attendance records. The R2T4 determines the amount of aid that was earned. The R2T4 is based on the payment period. After the student has completed 60% of the payment period, no refund is due. The R2T4 is completed for all withdrawals to determine if the student is approved for a post withdrawal disbursement.

The calculation for the percent of completion of the payment period is as follows:

School will determine the actual date the student started the payment period and the last date of attendance and will figure the scheduled clock hours within that period of time. The number of clock hours the student was schedule to complete within that payment period is divided by the total number of clock hours in that payment period to determine percent completed. Days a student was on a Leave of Absence are not included in this calculation. Students who owe an overpayment of Pell grants as a result of withdrawal from the program, initially will retain their eligibility for Title IV funding for forty five (45) days of the earlier of 1) date the school sends the student notification of the over award 2) the date the school was required to notify the student of overpayment. Within thirty (30) days of determining that the student's withdrawal created a repayment of all or part of the Pell Grant, the school must notify the student that she/he must repay the overpayment or make satisfactory arrangements to repay. The student will be notified of overpayment of Title IV funds and that the students eligibility for additional Title IV aid will cease if the student fails to take a positive action by the forty fifth (45th) day following notification from the school. The student will have the options of paying the overpayment in full or arranging a repayment agreement with the Department of Education. If the student fails to take action to repay during the forty five (45) days allotted, the school will report this to NSLDS.

Any student who withdraws officially or unofficially will be made aware of the possible consequences of withdrawing. For financial aid students, repayment on Federal Loans begins 6 months from their last date of attendance. Students who took a full 180 day Leave of Absence (LOA) and who did not return from the LOA will go into immediate repayment.

The R2T4 does not dictate the schools refund policy and is not based on the student's education charges, only the scheduled time within the payment period in which the student drops. This policy is separate from the schools Institutional Refund Policy. All students who utilize Title IV funding will have the R2T4 calculation completed prior to calculating the Institutional Refund Policy. A student may owe funds for unpaid charges to the school to cover education charges. If the school is required to return federal funds, the school will return Federal Aid disbursed that was credited to the student's account for the payment period in which the student withdrew. The school will refund any unearned Title IV aid due within forty five (45) days of the date of determination, which is no later than fourteen (14) days from the last date of attendance.

Title IV Refunds are allocated in the following order:

1. Unsubsidized Direct Stafford Loans
2. Subsidized Direct Stafford Loans
3. Direct PLUS Loans
4. Federal Pell Grants for which a return of funds is required

If the school is allowed a post withdrawal disbursement, the school will advise the student or parent they have fourteen (14) calendar days from the date the school sent notification to accept a post withdrawal disbursement. A student who qualifies for a post withdrawal disbursement must meet the current award year requirements and time frames for late disbursements. A post withdrawal for Pell Grants of which the student is awarded will be disbursed within forty five (45) days of the date the school determined the student withdrew. Post withdrawal loan funds a student accepts will be made within one-hundred and eighty (180) days from the date the school determined the student withdrew.

If the schools Institutional Refund Calculation indicates the student still owes the school, the debt to the school must be paid in full before the release of transcripts (unless your state law indicated otherwise).

The schools responsibility in regard to the Return to Title IV funds are as follows:

- To provide students with the information contained in the R2T4 Policy.
- Identifying student who have withdrawn and will be affected by the R2T4 Policy.
- Return all unearned Title IV Funds in compliance with The Department of Education requirements.

The student's responsibilities in regard to the Return to Title IV funds are as follows:

- Return unearned Title IV Funds that were disbursed to the student where in the student was deemed ineligible, based on the R2T4 calculation.
- When possible, the student should notify the school in writing of official withdrawal.
- If the student cancels their decision to withdraw, the student must notify the school in writing within three business days of the date of the original withdrawal.
- All requests to withdraw or cancel a request to withdraw must be delivered to the schools financial aid office.

- Student borrowers of the Direct Stafford Loans are required to attend or complete online an Exit Interview before leaving school.

Federal Return of Title IV Funds Policy

LPN to RN Transition Program (Credit –Hour Program)

Students receiving financial aid have the responsibility to follow the Standard Healthcare Services, Inc., College of Nursing (Standard College) withdrawal procedures as outlined in the student handbook. The Higher Education Act requires Standard College to calculate a Return of Title IV funds on all federal financial aid students who withdraw (officially or unofficially) from the Program.

A schedule is used to determine the percentage of the semester/term the student attended based on the withdrawal date/last date of attendance. The percentage of the semester/term the student attended is calculated as follows:

$$\frac{\text{Number of days in attendance}}{\text{Number of days in semester/term}}$$

The number of days counted includes all calendar days in the semester including weekends and holidays, but excludes college breaks of five or more days. The percentage of the semester the student attended is used to calculate the amount of the student's earned versus unearned federal aid funds. The unearned portion of federal aid funds received must be returned to the appropriate aid program in accordance with the order of return as mandated by law. The order of return is: Federal Unsubsidized Stafford Student Loan, Federal Subsidized Stafford Student Loan, Federal PLUS Loan, Federal Pell Grant, Federal ACG Grant, Federal SEOG Grant, other Title IV aid.

Standard College is responsible for returning the lesser of unearned Title IV aid or unearned institutional charges. Unearned institutional charges are based on the percentage of the semester the student **did not** attend. Standard College is responsible for its return of funds first, followed by the student's return of funds.

The student is responsible for returning:

$$\frac{\text{Amount of unearned Title IV Aid} - \text{Amount of aid school returns}}{\text{Amount Student Returns}}$$

Standard College must return its portion of unearned Title IV aid (loan and grant) to the appropriate federal program within 45 days from the date the school determines that the student has withdrawn. If the amount the student returns includes a federal loan program, the student is responsible for repayment of the loan in accordance with the terms of the loan program. If the amount the student returns includes grant aid, the student must repay 50% of the grant money received, rather than 100%.

The student must return unearned grant aid to the college within 45 days from the date of notification. Failure by the student to return or make arrangements to return unearned grant aid to the college within 45 days will result in the student being reported to the U.S. Department of Education (USDOE). The student will be considered in an overpayment status, and will not be eligible for additional aid at any post-secondary institution participating in Title IV Aid programs. Students who are reported to USDOE in an Overpayment Status should contact the USDOE to make payment arrangements to repay the necessary grant funds.

Students who stop attending Standard College may not receive further financial aid disbursements, may lose some or all of the aid that has already been disbursed to their account, may be responsible for repayment of unpaid charges, and may be considered in overpayment status with USDOE. Students who stop attending all classes without officially withdrawing from Standard College will be subject to a Return of Title IV Funds calculation at the end of the semester, based on their last date of attendance determined by Financial Aid Services.

The student shall be considered withdrawn if the student fails to return from leave of absence and the Federal Return of Title IV funds policy shall take effect. Withdrawal date is the last date of academic attendance prior to leave of absence.

The Return of Title IV Funds policy is separate from Standard College's refund policy.

A student who withdraws from the program may be required to return unearned Title IV financial aid funds and may still owe Standard College for institutional charges. Please refer to your program's student handbook for Standard College's refund policy.

MISCELLANEOUS INFORMATION

Financial Aid Code of Conduct

This policy is applicable to Standard Colleges' officers, employees, and agents, and it prohibits a conflict of interest with their responsibilities with respect to Title IV loans. The policy is part of Standard Colleges' commitment to the highest ethical standards and conduct by its employees. It supplements the Code of Conduct stated in the Employee Handbook and the Standard Healthcare Services, Inc. Code of Business Conduct, and applies specifically to conduct related to financial aid.

Standard College expects the highest levels of professionalism and ethical behavior from all officers, employees, and agents whose responsibilities include student financial aid matters. These individuals must avoid even the appearance or perception of any conflict of interest regarding their student aid responsibilities. They must refrain from taking any action they believe is contrary to law, regulation, or the best interest of the students they are serving, and must disclose all conflicts identified in this policy.

Standard College Responsibilities

As part of its commitment to the highest ethical standards in connection with its responsibilities regarding Federal financial aid, Standard College will not:

- Receive anything of value from any lender in exchange for any advantage sought by the lender in making educational loans available to enrolled or prospective students of Standard College.
- Assign, through award packaging or other methods, a first-time borrower's loan to a particular lender, or refuse to certify or delay certification of any loan based on the borrower's selection of a particular lender or guaranty agency.
- Enter into any revenue-sharing arrangement with any lender under which Standard College recommends a lender or its products in exchange for a fee or other material benefits from the lender, and the lender provides or issues a loan that is made, insured, or guaranteed under Title IV to students attending Standard College (or their families).
- Request or accept from any lender any offer of funds to be used for private education loans, including funds for an opportunity pool loan, to students in exchange for concessions or promises to provide the lender with a specified number of loans made, insured, or guaranteed under Title IV; a specified loan volume of such loans; or a preferred lender arrangement for such loans.
- Request or accept from any lender any assistance with call center staffing or financial aid office staffing.
- Use Federal funds received under Federal financial aid programs to hire a registered lobbyist or pay any person or entity for securing an earmark to any legislation. Standard College will not use such funds to pay any person for influencing or attempting to influence an officer or employee of any Agency, Member of Congress, officer or employee of Congress, or employee of a Member of Congress in connection with the awarding of any Federal contract, making of any Federal grant or loan, entering into any Federal cooperative agreement, or the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan or cooperative agreement.

Responsibilities of Standard College Officers, Employees and Agents

Any officer or employee, or agent of Standard College who is employed in the financial aid office of Standard College, or who otherwise has responsibilities with respect to educational loans or other financial aid of Standard College, is prohibited from:

- Soliciting or accepting any gift from a lender, guarantor, or servicer of educational loans for any item or service having more than a minimum monetary value, other than standard materials (brochures, training aids) related to topics such as default prevention or financial literacy. Upon prior approval of the Chief Executive Officer, exceptions may be made with for reasonable expenses for professional development that will improve the efficiency and effectiveness of Standard Colleges' financial aid programs.

- Accepting from a lender or its affiliate any fee, payment, or other financial benefit as compensation for any type of consulting arrangement or other contract to provide services to a lender relating to education loans.
- Receiving anything of value from a lender, guarantor or group of lenders or guarantors if the employee serves on an advisory board, commission, or group established by a lender or group of lenders. An employee may be reimbursed for reasonable expenses incurred in serving on such advisory board, commission or group.

Reporting Violations of This Policy

Standard College expects officers and employees covered by this policy to report violations of this policy to the Chief Executive Officer. Failure to comply with this policy will result in disciplinary action, which may include termination of employment.

Questions regarding this policy should be addressed to the Chief Executive Officer

Financial Aid Important Links

FAFSA on the Web <http://www.fafsa.ed.gov/>

Personal Identification Number Request (PIN) <http://www.pin.ed.gov/PINWebApp/pinindex.jsp>

Entrance Loan Counseling <https://studentloans.gov/myDirectLoan/index.action>

Exit Loan Counseling <https://studentloans.gov/myDirectLoan/index.action>

Direct PLUS Loan <https://studentloans.gov/myDirectLoan/index.action>

Signing MPN for Federal Direct Loans <https://studentloans.gov/myDirectLoan/index.action>

Financial Aid Information/Resources

Financial Aid for Students <http://studentaid.ed.gov/>

National Student Loan Data System http://www.nslds.ed.gov/nslds_SA/

Selective Service Administration <http://www.sss.gov/default.htm>

Financial Aid Forms

What information is requested from you and your parents?

Sometimes students and parents are surprised or dismayed when they are asked to furnish personal financial information to obtain financial aid. Please understand that most or all of the data is sought from you to meet requirements of the federal government and to insure that the financial aid programs are administered fairly for all students. In addition to the FAFSA, you may be required to provide federal tax returns, tax transcripts, and W2 forms for yourself and/or your parents.

Forms required for Verification:**2016-2017**

- 1617 Dependent V1
- 1617 Dependent V4
- 1617 Dependent V5
- 1617 Dependent V6
- 1617 Independent V1
- 1617 Independent V4
- 1617 Independent V5
- 1617 Independent V6
- 1617 ISIR Correction Sheet- Form 9
- 1617 Low Income Form (Dependent)
- 1617 Low Income Form (Independent)
- 1617 Missing ISIR Info Form (Parent)
- 1617 Missing ISIR Info Form (Student)
- 1617 Additional Financial Info and Untaxed Income Form

These forms are available at the school or may be requested by sending an email to financialiad@standardcollege.edu.