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STANDARD COLLEGE

2023-2024

FINANCIAL AID ADMINISTRATION POLICIES AND PROCEDURES MANUAL

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FINANCIAL AID POLICIES

The Standard College Financial Aid Administration Handbook 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.

TYPES OF FINANCIAL AID OFFERED AT STANDARD COLLEGE

Federal Pell Grant - Federal Pell Grants usually are awarded to undergraduate students who display exceptional financial need and have not earned a bachelor's, graduate, or professional degree.

Presently, Standard College does not participate in the Second Chance Pell experiment, which means, a student is not eligible to receive a Federal Pell Grant if he/she has been incarcerated in a federal or state penal institution or subject to an involuntary civil commitment upon completion of a period of incarceration for a forcible or nonforcible sexual offense.

The Pell Grant amounts can change yearly. The amount you will receive depends on your Expected Family Contribution, the cost of attendance (determined by your school for your specific program), your status as a full-time or part-time

student, and your plans to attend school for a full academic year or less.

Direct Subsidized Loans are loans made to eligible undergraduate students who demonstrate financial need to help cover the costs of higher education at a college or career school.

Direct Unsubsidized Loans are loans made to eligible undergraduate, graduate, and professional students. Eligibility is not based on financial need.

Direct PLUS Loans are loans made to graduate or professional students and parents of dependent undergraduate students to help pay for education expenses not covered by other financial aid. Eligibility is not based on financial need, but a credit check is required. Borrowers who have an adverse credit history must meet additional requirements to qualify.

Interest rates for federal student loans

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

Interest Rates for Direct Loans First Disbursed on or After July 1, 2023, and Before July 1, 2024

Loan Type	Borrower Type	Fixed Interest Rate
Direct Subsidized Loans and Direct Unsubsidized Loans	Undergraduate	5.50%
Direct Unsubsidized Loans	Graduate or Professional	7.05%
Direct PLUS Loans	Parents and Graduate or Professional Students	8.05%

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.

Overawards

An overaward exists when a student's aid package exceeds their need or overall Cost Of Attendance. If you discover that a student who received Direct Loans has been overawarded and your school has already received and disbursed some or all of the Direct Loan funds, you have a couple of options:

- If the student's aid package includes a Direct Unsubsidized Loan, a Direct PLUS Loan, or a nonfederal education loan, and the aid package doesn't already apply these loans toward the student's EFC, you may choose to adjust the aid package so that all or some part of these loans replaces the EFC, thus reducing or eliminating the overaward.

- If you have not yet made the second or subsequent disbursement of a Direct Loan, you can reduce or cancel the second or subsequent disbursement.

If the overaward situation occurs after the full amount of a Direct Loan has been disbursed, you do not need to adjust the amount of the loan. However, you might have to adjust the aid package to prevent an overaward of Campus-Based funds or to prevent the total aid package from exceeding the student's need.

Although a school isn't required to return Direct Loan funds that were disbursed to the borrower (either directly or by applying them to the student's account) before the overaward situation occurred, the law doesn't prevent your school from returning funds that were applied to the student account if you choose to do so. A borrower who receives a direct payment of loan funds is not required to repay an overawarded amount, unless the overaward was caused by the borrower's misreporting or withholding of information.

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 <https://studentaid.gov/entrance-counseling/>

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](https://studentloans.gov).

Below is a summary of the information that is covered in entrance counseling for Direct Subsidized Loan and Direct Unsubsidized Loan borrowers.

- Explain the use of a Master Promissory Note (MPN);
- Emphasize the importance of the loan repayment obligation;
- Describe the likely consequences of default;
- Emphasize that the borrower must repay the full amount of the loan even if the borrower does not complete the program, does not complete the program within the regular time for program completion, is unable to obtain employment upon completion, or is otherwise dissatisfied with or does not receive the educational or other services that the student paid for with the loan;
- Inform the student borrower of sample monthly repayment amounts based on a range of student levels of indebtedness depending on the types of loans the borrower has received, or based on the average indebtedness of other borrowers in the same program at the same school;
- Explain how accepting the loan will affect the borrower's eligibility for other forms of student financial assistance;
- Provide information on how interest accrues and is capitalized during periods when the interest is not paid by either the borrower or the Department;
- Inform the borrower of the option to pay the interest on a Direct Unsubsidized Loan while the borrower is in school;
- Explain the definition of half-time enrollment at the school and the consequences of not maintaining half-time enrollment;
- Explain the importance of contacting the appropriate offices at the school if the borrower withdraws before completing their program of study so that the school can provide exit counseling;
- Provide information on how the borrower can access their records in the National Student Loan Data System (NSLDS);
- Provide the name of the individual the borrower may contact if the borrower has questions about the borrower's rights and responsibilities or the terms and conditions of the loan;

Exit Counseling

A Direct Subsidized Loan, Direct Unsubsidized Loan, or student Direct PLUS Loan borrower who is graduating, leaving school, or dropping below half-time enrollment is required to complete exit counseling. If the student drops out without notifying your school, Standard College will email the information to the student's email address. Standard College may also send the student a **direct link** to the exit counseling materials online within 30 days of learning that the borrower has withdrawn or failed to participate in an exit counseling session. to the exit counseling materials online. Exit counseling will:

- Inform the student borrower of the average anticipated monthly repayment amount based on the student borrower's indebtedness or on the average indebtedness of student borrowers who have received Direct Loans for attendance at the same school or in the same program of study at the same school;
- Review all available Direct Loan repayment plan options, including a description of the different features of each plan and sample information showing the average anticipated monthly payments, and the difference in interest paid and total payments under each plan;
- Explain the options to prepay each loan, to pay each loan on a shorter schedule, and to change repayment plans;
- Provide information on the effects of loan consolidation;
- Include debt management strategies that are designed to facilitate repayment;
- Explain to the borrower how to contact their loan servicer;
- Explain the use of an MPN;
- Emphasize the importance of the loan repayment obligation;
- Emphasize that the borrower must repay the full amount of the loan even if the borrower does not complete the program, does not complete the program within the regular time for program completion, is unable to obtain employment upon completion, or is otherwise dissatisfied with or does not receive the educational or other services that the student paid for with the loan;
- Describe the likely consequences of default;
- Provide a general description of the terms and conditions under which a borrower may obtain full or partial forgiveness or discharge of a loan, defer repayment of a loan, or be granted forbearance on a loan;
- Provide a copy, either in print or by electronic means, of the information the Department makes available in accordance with section 485(d) of the HEA (see below);
- Review information on the availability of the Department's Student Loan Ombudsman's office;
- Inform the borrower of the availability of Title IV loan information in the National Student Loan Data System (NSLDS) and how NSLDS can be used to obtain Title IV loan status information;
- Inform the borrower that (1) they may be contacted during the repayment period by third-party student debt relief companies; (2) the borrower should use caution when dealing with those companies; and (3) the services typically provided by those companies are already offered free of charge through the Department or the borrower's loan servicer;
- Provide a general description of the types of tax benefits that may be available to borrowers; and
- Require the borrower to provide current information concerning their name, address, Social Security number, references, and driver's license number and state of issuance, as well as the borrower's expected permanent address, the address of their next of kin, and the name and address of the borrower's expected employer, if known (see also "Providing borrower information at separation" below).

MASTER PROMISSORY NOTE (MPN)

Students participating in the Direct Loan Program must complete a Master Promissory Note (MPN) before loans can be disbursed. The MPN is a legal document in which you promise to repay your loan(s) and any accrued interest and fees to the U.S. Department of Education. It also explains the terms and conditions of your loan(s).

The MPN takes approximately 30 minutes to complete

MPN must be completed in a single session.

To complete the MPN, sign in at <https://studentaid.gov/mpn/>

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 so 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 your circumstances. As always, the Financial Aid office is available to provide guidance to its students and alumni.

Annual student loan acknowledgement

The Department recommends that borrowers complete an Annual Student Loan Acknowledgment each year they accept a new Direct Loan to help them understand their loans and how those loans will affect their financial future. Although it is not required, the [Annual Student Loan Acknowledgement process](#) remains available on StudentAid.gov, and schools will continue to receive information through the COD System about a borrower's optional completion of the Annual Student Loan Acknowledgment process. However, the COD System will not reject disbursement records submitted for a borrower who has not completed the Annual Student Loan Acknowledgment.

COVID-19 Relief Information

The U.S. Department of Education's COVID-19 relief for student loans has ended. The 0% interest rate ended Sept. 1, 2023, and payments restarted in October 2023.

- If you never made student loan payments before, to learn what's involved, go to <https://studentaid.gov/manage-loans/repayment/repaying-first-time>.
- If you've made student loan payments before, go to <https://studentaid.gov/manage-loans/repayment/prepare-payments-restart>.

FINANCIAL AID ADMINISTRATION CODE OF CONDUCT

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 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 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. They 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 at 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.

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.

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).

Ineligible borrowers

The Department may determine that a borrower was ineligible to receive a Direct Loan if, at the time the loan was made and without the knowledge of the Department or the school, the borrower (or the dependent student on whose behalf a parent received a Direct PLUS Loan) provided false information, was convicted of or pled no contest or guilty to a crime involving fraud in obtaining Title IV funds, or took actions that caused the borrower or student to receive loan funds for which they were wholly or partially ineligible, to receive interest benefits on a loan for which they were ineligible, or to receive loan funds for a period of enrollment for which they were ineligible.

If the Department determines that a Direct Loan borrower was ineligible, the Department sends the borrower a demand letter that requires the borrower to repay some or all of the loan the borrower received, as applicable, within 30 days. If the borrower fails to comply with the letter, the borrower is considered in default on the entire loan.

Direct Loans at multiple schools

A student who is concurrently enrolled and eligible at more than one school may receive Direct Loans at each school. If the student is receiving Direct Subsidized Loans or Direct Unsubsidized Loans, the schools that the student is attending are responsible for coordinating to make sure that the total amount of the loans the student receives does not exceed the applicable annual or aggregate loan limit. In addition, the schools must ensure that there is no duplication of non-institutional costs when determining the student's COA. (Note that in this case, loan funds awarded at one school are not to be included as estimated financial assistance (EFA) by any other school the student is attending when determining the student's loan eligibility for the same period.)

Direct Loan eligibility after inadvertent overborrowing

A student who has inadvertently received Direct Loan funds in excess of the annual or aggregate loan limits is ineligible to receive any Title IV funds until the overborrowing is resolved. As explained in more detail below, the student can regain eligibility for aid by repaying the amount that exceeded the annual or aggregate loan limits, or by making satisfactory arrangements with the loan servicer to repay the excess amount.

The school where the student is requesting additional Title IV funds is responsible for identifying the loan(s) that resulted in the overborrowing, determining that the overborrowing was inadvertent, discussing the overborrowing with the student, and resolving any discrepancies in the information that is obtained. If the loan(s) that caused the student to exceed the annual or aggregate loan limit were received for attendance at a different school, in some cases it may be necessary for the school the student is currently attending to contact the other school for additional information needed to determine that the excess borrowing was inadvertent.

Examples of circumstances that may have resulted in a student inadvertently exceeding an annual or aggregate loan limit include, but are not limited to—

- School processing errors;
- Missing or incorrect National Student Loan Data System (NSLDS) information; or
- Unintentional student error or omission.

Overborrowing is not considered inadvertent if there is any evidence that it was the result of deliberate action on the part of the school that determined the borrower's eligibility for the loan, or on the part of the borrower who received the loan. If a school determines that the overborrowing was the result of deliberate action on the part of another school or the borrower, it must notify the Department's Office of the Inspector General and provide evidence (see the contact number at the end of this section).

Once the school where the student is requesting Title IV funds has documented that the student has either repaid the excess loan amount or has made satisfactory arrangements to repay the excess amount, it may award additional aid. For Direct Loans, the student's eligibility is retroactive to the beginning of the academic year in which the overborrowing was resolved.

A student who regains eligibility after inadvertent overborrowing may or may not be eligible to receive additional loan funds, depending on the circumstances. For example, a dependent undergraduate who inadvertently exceeded the \$23,000 aggregate limit for subsidized loans could not receive any additional Direct Subsidized Loan funds as a dependent undergraduate unless the outstanding debt was paid down below the \$23,000 limit (see *Chapter 4* of this volume for information on aggregate loan limits). However, the student could potentially receive additional Direct Unsubsidized Loan funds, up to the \$31,000 aggregate loan limit, or non-loan aid. An independent undergraduate who inadvertently exceeded the \$23,000 subsidized limit (but who has not reached the \$57,500 combined aggregate loan limit for independent undergraduates) could borrow additional Direct Unsubsidized Loan funds once they make satisfactory arrangements to repay the subsidized amount that exceeds \$23,000.

A student who regains Title IV eligibility after having inadvertently exceeded an annual loan limit for an academic year is not eligible to receive additional Direct Loan funds for that same academic year, but could receive other types of Title IV aid. However, if the student exceeded only the annual subsidized limit and has regained eligibility, the student would be eligible to receive Direct Unsubsidized Loans up to the applicable annual maximum.

Note: A student who inadvertently exceeded an undergraduate annual or aggregate loan limit does not automatically become eligible to receive additional Direct Loans if they gain access to an increased annual loan limit as a result of progressing to a higher grade level, or gain access to an increased aggregate loan limit due to their dependency status changing from dependent to independent or by enrolling in a graduate or professional degree program. In either case, the inadvertent overborrowing must still be resolved before the student can receive additional Title IV aid.

Repayment of the excess loan amount

If a student who has inadvertently overborrowed wishes to regain Title IV eligibility by repaying the excess loan amount, the student must contact the applicable servicer and comply with the servicer's repayment instructions. The school may assist the student in identifying and contacting the servicer, but the student, not the school, must make the payment of the excess loan funds in accordance with the servicer's instructions. Once the student has repaid the excess loan amount in full, the servicer will send the student confirmation that the excess loan amount has been repaid. The student or servicer must provide a copy of the repayment confirmation to the school. The inadvertent overborrowing is considered to have been resolved as of the date the servicer received the borrower's full payment of the excess loan amount.

Satisfactory repayment arrangements ("reaffirmation")

A student who has inadvertently overborrowed may also regain Title IV eligibility by making satisfactory repayment arrangements to repay the excess loan amount. This requirement can be met if the student agrees in writing to repay the excess amount according to the terms and conditions of the promissory note that supported the loan. This is called "reaffirmation." The reaffirmation process includes the following five steps:

1. Either the student or the school where the student is requesting additional Title IV funds contacts the servicer of the loan that caused the overborrowing and explains that the student has inadvertently overborrowed and wishes to reaffirm the debt.
2. The servicer sends the student a reaffirmation agreement.
3. The student reads, signs, and returns the reaffirmation agreement to the servicer.
4. The servicer sends the student confirmation that the reaffirmation agreement has been accepted. The student or servicer must provide a copy of the confirmation to the school where the student is requesting Title IV funds.
5. The inadvertent overborrowing is considered to have been resolved as of the date the servicer receives the student's signed reaffirmation agreement.

Consolidation of loan amounts that exceed the annual or aggregate loan limit

If a borrower who inadvertently received more than the annual or aggregate loan limits has consolidated the loan(s) that caused the borrower to exceed the loan limit, the consolidation loan is considered to be a satisfactory arrangement to repay the excess amount that restores the borrower's eligibility for Title IV aid. If the school where the student is seeking aid confirms through NSLDS that the loan(s) have been consolidated, no further action is required. Note, however, that consolidation of an amount that exceeded the aggregate Direct Subsidized/Unsubsidized Loan limits does not automatically make a student eligible for additional Direct Loan funds.

SCHOOL FUNCTIONS AND PROCESSES

Phase I of the Process- Student Interview-

Once the student completes the FAFSA online and submits it electronically, the School will receive an Institutional Student Information Report (ISIR) within 24 hours via FAS' web application, called *FASline*, and the student will receive a Student Aid Report (SAR).

- The **ISIR report** is the result of the information student submitted on FAFSA and it contains the **Estimated Family Contribution (EFC)**. The EFC helps the FAA determine the amount of aid the student can receive. If any subsequent changes are made, a new ISIR is generated and this new ISIR (02 and above) must be acknowledged and signed and dated by the student and parent/spouse.

Financial Aid Administrator (FAA) Task

1. Schedule a financial aid appointment in person or by phone with students who have applied, met all admission requirements, and have been provisionally accepted to the nursing program
2. Explain the Title IV programs administered by the school, including the Title IV forms and web links.
3. Forward necessary forms and let student know what they will need for the counseling session.
4. Consider inviting parents/spouses/significant others to the interview.
5. During the financial aid appointment, counsel student on the TITLE IV grants and/or loans they are eligible to receive. Review the details in the Free Application for Federal Student Aid (FAFSA).

During the interview the FAA should collect or review the following:

- Copy of student's license,
- HS Diploma or GED Certificate or student certification,
- Verification worksheet and requested documents (if applicable)

At the interview, the FAA should give students information on completing Master Promissory Note (MPN) and Loan Counseling

Is student starting school as planned?

- If answer is "NO", FAA files ISIR in student file and is finished with student – and
- If answer is "YES", FAA begins PHASE II of Financial Aid

Phase II of the Process-Awarding & Packaging

FAA TASKS

1. FAA imports, prints and reviews ISIR to make Title IV and other aid eligibility determinations for packaging.
 - a. If there is a "C" next to EFC, (C-code) the school will submit C-code back up documents to FAS C-code department via ccode@fasinc.net or the Edge Portal for clearing and approval. C-code backup documents will be inserted into the student's file.
 - b. If there is an asterisk * next to the EFC, the file is selected for a process called verification and must be verified or reviewed by FAS. The FAA will use a check list provided by FAS and gather listed documents from the student to forward to FAS to complete mandatory review of specific data elements on students ISIR in order to validate ISIR.

The FAA may now begin the packaging and initial disbursement request with FAS.

2. Review student's EFC on ISIR for Pell Award eligibility. Pell award eligibility is dependent upon the EFC Minimum and Maximum for the specific Award Year. The student is not eligible for a Pell Award if EFC is 5847 or over (or Maximum EFC for current award year); if student received BA Degree; or if Lifetime Eligibility Used (LEU) is at or over 600%, however, the student can still apply for student loans.

Complete the School Award Letter on FASLine for appropriate Academic Year

In the Practical Nursing program, the FAA will complete the Award Letter two weeks before the start of the program; at 450 completed clock hours; at 900 completed clock hours. A receipt will be emailed to the student via POPULI each time funds are received by the school on behalf of the student.

In the LPN to RN Transition Program, the FAA will complete the Award Letter at least one week before the start of the program; at 13 completed credit hours; at 25.5 completed credit hours; at 38.5 completed credit hours; and at 46.5 completed credit hours.

*Please note:

- Payment periods/amounts could be affected by transfer hours/credits. A proration must be applied accordingly.

- Payment periods must be half of Academic Year (A/Y) hours and Academic Year weeks, i.e.: midpoint payment of 900 hour A/Y with 30 Week A/Y is at 450 hours and 15 weeks.
- School must have an Award Letter completed and signed by the student prior to disbursement of any Title IV Aid.
- Pell payment periods are Award Year specific whereas Loan payment periods are based on Academic Years or Loan periods.

***See FASLine Manual for detailed information on processing Award Letters**

The FAA will ensure that the student applying for a loan signs the MPN and completes loan counseling.

3. Complete the FAS Application for Disbursement (FAS APP) on FASLine
Initiate Origination and Disbursement of Title IV funds by completing the FAS application for Disbursement Online Form (FASAPP) on FASLine.

See FASLine Manual for detailed information on processing FASAPPs

- If student file/ ISIR does not contain, C-code, Verification Selection or Professional Judgment to be cleared, FAS will process FASAPP for disbursement directly upon submission.
- If student file DOES contain any or all of the above, the FASAPP will be processed immediately after clearing or completing a C-code validation, Verification Review or Professional Judgment.
- If FAA must clear C Code, Verification or do a professional judgment, the FAA will submit documents to FAS via FASLine and/or Edge Portal. After FAS reviews submitted documents and validates C code or verifies file or review professional judgment, the FAA will then process actual disbursements.
- If the School is also requesting Direct Loans for a student, the FAA will ensure the student submits signature on Master Promissory Note (MPN) electronically, or if school does not use electronic signatures, school will either submit a paper MPN with student signature to Lender or if under Direct Loan program, wait for printed/originated MPN and obtain signatures then and mail to LOC.

Phase III of the Process- FAS Disbursement Initiation

Financial Aid Services (FAS) and Business Office Tasks

In a 3-10 day period from time student documents arrive at FAS offices via server, the following will occur.

1. FAS reviews and verifies all applicable students. FAS calculates awards for all students and keys in and sends electronic origination and disbursement data as required by Federal Regulations.
2. FAS accesses the Department of Education's G5 web application to initiate electronic fund transfer (wire funds) into school's Pell/SEOG/Direct Loan *Federal* account.
3. FAS emails the school with notification directing the FAA and Business Office to retrieve an electronic voucher on FASLine showing student PELL/FWS/FSEOG disbursements and a detailed student report for the school. The voucher will tell the school the approximate time the funds will deposit into the school's federal account. The Voucher Information button in FASLine will show in red "Voucher Now Available", when a voucher is ready.

Note: see FASline Manual for detailed voucher instructions.

4. FAS will return any hard copies the school sent when applicable via mail.
5. If school forwarded any Direct Loans requests, along with Pell/SEOG disbursement request, on FASAPP, the student will be certified.

6. FAS returns to the school a Loan Certification Coversheet showing cost of attendance, loan period, anticipated disbursement dates and loan amounts expected. These certifications will be uploaded to the EDGE portal via Direct Loans/Certifications.
7. Later the school will receive a Disbursement Roster for Direct Loans to verify and return for revision. Rosters are uploaded to the EDGE portal via Direct Loans/Rosters/Pending.

Phase IV of the Process- Disbursing

FAA Tasks

1. FAA intercepts returned student hard copies from FAS and distributes to appropriate files.
2. FAA places all student hard copies of Title IV documents in appropriate student financial aid folders.
3. FAA timely notifies student of any disbursements made on student's behalf by sending student a receipt via email.

Business Office Tasks

1. The Business Office may expect Pell/Direct Loans disbursements to deposit into the school's federal account 1-2 business days after electronic voucher is received from FAS.
2. Funds are transferred into school business account within 3 business days.
3. The Business Office then credits student ledger accounts and sends a receipt to the student via email.

Registrar/FAA Tasks

1. Once student starts school, the registrar or FAA will monitor Satisfactory Academic Progress (SAP). The Registrar will notify FAA on student's satisfactory academic progress.
2. SAP must be evaluated at the end of each payment period for programs of study equal to or less than one academic year, or at least annually (coinciding with the end of a payment period) for programs greater than one academic year in length.

Phase V of the Process- Initiating Anticipated Disbursements

Registrar/FAA Tasks - for Releasing Scheduled Disbursements from Anticipated Report

1. FAA may log onto FASLine to check off or click on students who are listed on *Anticipated Disbursement Screen* as "ready to be disbursed subsequent disbursement" of Pell and/Direct Loans (FASLine will list all students on a report who are ready for disbursements. It is up to the FAA to ensure SAP and attendance before checking off student for disbursement to take place).
2. This form can be used to cancel disbursements due to student not being eligible during current award year or drop disbursements due to student withdrawals.
3. Monitor Anticipated Disbursements for disbursements not scheduled and for and adjustments needed for disbursement dates, amounts, award years and Pell/SEOG classification.

FAS Tasks

1. FAS once again completes process as stated in Phase III, for all pending disbursements due of PELL and Loans except it will not need to return any student documents for already scheduled 2nd disbursement requests. Electronic Vouchers will become available after email is sent.
2. Direct Loan 2nd disbursements will come in after school sends FAS authorization.

Phase VI of the Process-Disbursing 2nds

FAA/Business Office Tasks

- School once again follows Phase IV
- Remember to receipt the student
- This type of cycle will continue for each pay run or disbursement request

Return of Title IV

FAA/Business Office/Registrar Tasks

Student Withdrawals:

- School receives notification that student is withdrawing (or is terminated)
- Student has been absent 14 consecutive days without notifying the school.
- Student fails to return from Leave of Absence (LOA) or fails to enroll in scheduled classes.

REGISTRAR notifies FAA of withdrawal immediately.

FAA determines the following:

- School determined student withdrew date using either day student notified school of withdrawing or 14th day after the last day of attendance (LDA), or scheduled end date of LOA in which the student did not return.
- Withdrawal Date is student's actual LDA.
- (For Clock Hour Program only) Number of Scheduled Hours completed in Payment period or Period of enrollment.
- (For Credit program only) Payment period or period of enrollment start date and end date, as well as, scheduled breaks of 5 or more days

NOTES:

*REGISTRAR notifies FAA of a student taking a leave of absence. Registrar should submit to FAA a copy of student's authorization and proof of medical leave, if appropriate. Student may take more than one Leave of Absence not to exceed 180 days in a one year period. FAA would then just insert Leave of Absence documentation in student's Financial Aid Folder.

1. FAA immediately logs onto FASLine and completes the Return to Title IV initial worksheet electronically and submits it to FAS Server.
2. If school used FASLine to submit Return of Title IV data, FAS performs Return of Title IV calculation and emails result back to FAA. Please see FASLINE manual for details on how to complete an R2T4 on FASLine.
3. FAA must retain a copy of Return of Title IV data submittal and calculation for student file folder.
4. FAA receives return calculation from FAS and notifies Business Office of results.

Note: If refund is calculated, funds must be returned within 45 days of day school determined student withdrew date.

1. Business Office then deposits student's Pell/Direct loans return (if any) into school's Federal account.
2. FAA then logs onto FASLine and completes Pell/SEOG Form 6 *Deposit of Return*. (DO NOT enter Form 6 into FASLine until actual deposit has been completed). (School may utilize EDGE Portal if Student's name is not listed in FASLine)
3. If Direct Loan return exists; Direct Loan School notifies FAS of deposit into Federal account of Direct Loan funds. See Direct Loans Section.

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4. Once FAS receives notification of deposit of PELL or Direct Loan funds, FAS will return funds via Dept of Ed's G5 web application and include on electronic voucher to school the return of Pell/FSEOG or FWS.
5. School must be sure student completes EXIT counseling upon withdrawing if student received loan funds. Proof of counseling must be in student folder.

Phase VIII of the Process – Reporting

FAA, Business Office and FAS Tasks

1. Business Office sends FAS a copy of the school's Federal Pell Account/Direct Loan Account Bank statement each month so that FAS may reconcile. FAS will not reconcile if it does not receive your bank statement. FAS will send reconciled statements to school via email.
2. FAA/Business office should forward any notices, emails or documents it receives from the Department of Education to the appropriate department at FAS.
3. CEO will monitor financial and compliance audit deadlines by Independent Auditing Firm. Department of Education requires Independent Financial and Compliance annually and must be submitted six (6) months after fiscal year end. All audits must be submitted via EZ Audit ONLY.
4. FAA will complete ERR on *FASLine* and submit every two months and FAS will monitor. Please complete ERR immediately when *FASLine* menu shows ERR in RED!
5. (Please see *FASLine* Manual for details on completing ERR.)
6. FAA is responsible for every student's Title IV file folder. FAA should attach financial aid Checklist to front cover of folder and check off what is in folder and keep information in a consistent organized fashion. If an official performed a compliance audit for the school, they would consult mainly with FAA.

Campus Security and IPEDs reporting deadlines will be monitored by designated staff. See consumer information section of Student Federal Aid Handbook.

VERIFICATION

What Is Verification?

Once a student completes and submits the FAFSA to the FAFSA Processing System (FPS), there is a possibility that the application will be selected for a process called "Verification." The Verification process is the way in which a school must confirm the information listed on the FAFSA is accurate and ensures that eligible students received all the federal financial aid to which they are entitled. If the student is selected for Verification, the school must complete the process in its entirety before your FAFSA is considered complete.

If the student is selected for Verification by the Department of Education, there will be an asterisk next to the Student Aid Index (SAI) on the Student Aid Report (SAR). Additionally, Standard College will notify each student via email about the verification. Standard College will also provide the student a Verification Worksheet along with instructions for submitting required verification documents to the school. Standard College reserves the right to institutionally select any student, even those not selected by the Department of Education, for Verification based on discrepant or incomplete information reported on the FAFSA.

In order to complete the Verification process, the student must submit a completed Verification Worksheet along with all the required documents that are listed on the worksheet, as well as additional forms provided (if applicable). Verification will be considered incomplete until all required documents have been submitted.

Retrieval of Federal Tax Information

On Dec. 19, 2019, the President signed the FUTURE Act into law, which authorizes a direct data exchange (FA-DDX) between the Department and the Internal Revenue Service (IRS) to import most U.S income and tax information to

the FAFSA form. Implementation of the FA-DDX eliminates the need for most applicants to self-report their income and tax information reported to the IRS.

Also, when federal tax information (FTI) is transferred via the FA-DDX to the FAFSA, it is considered verified, while information not transferred from the IRS may be subject to verification. Students and Parents (if Dependent) will now be required, as a condition of eligibility for federal student aid, to provide consent and approval for the Department to attempt to obtain FTI via the FA-DDX.

Students, spouses, and parents, as appropriate, will be required to consent and approve to the new data transfer for federal student aid eligibility even if the applicant is aware that they did not file a federal tax return.

Time Period to Submit Verification Documents

All Financial Aid applicants selected for Verification must complete the process by the deadline published in the Federal Register. Students are notified, in a timely manner, of all required documents to submit to the school. The verification process cannot begin and/or be completed until all required documents are submitted. Generally, from the time the school sends the student the initial notice, students are given 48- 72 hours to submit required documents.

Consequences for Failing to Submit Documents in Time. Documents not submitted timely could result in:

- The student being responsible for paying his/her fees out of pocket.
- The student cannot be processed for a Financial Aid award.
- The student not being considered for a Financial Aid Deferment.
- The program- year ending with the student having an outstanding balance with the school. This could result in late fees and the student's account being turned over to a collection agency.

Corrections to the FAFSA data:

Once the student receives their SAR, they should review it for accuracy. If changes are needed, the student (and/or parents) should submit changes/corrections to the FAFSA online by using their PIN.

Once all verification documents are received by the Financial Aid Office, the file will be reviewed for accuracy and completeness. Often, corrections are required if the information indicated on the submitted documents does not match the FAFSA data. The Financial Aid Office will submit corrections on the student's behalf. The corrections will be sent to the FAFSA Processing System (FPS) via the Department of Education System. Generally, the corrected data is processed and received back in our office within 72 hours after corrected data is submitted.

An email is sent to the student informing him/her once the corrections have been returned. If no additional corrections are needed (pending the student have not also submitted corrections), and the student meets all necessary eligibility requirements, then an award will be processed.

If the Student SAI Changes and Student Aid Amounts Change

- In the event the SAI changes on an initial SAR, prior to the student being awarded, the award will be based on the last valid SAR transaction.
- If the SAI changes after the student have been awarded - the award must be cancelled. The file will be re-evaluated, and additional documentation may be requested from the student. Once that process is completed and pending the student meets all eligibility criteria, the student will be re-awarded based on the last valid SAR transaction and SAI.
- If the SAI changes occurred which caused a change to the Financial Aid award, the student will receive

a revised Award Notification

- If the student receives an overpayment based on inaccurate or conflicting information on any application and refuses to correct the information or repay the Federal funds after being counseled by the institution, the school will refer the case to ED for resolution. Unless required by ED, no Federal financial aid will be disbursed to the student.

Office of Inspector General (OIG):

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 including the Office of Inspector General <https://oig.hhs.gov/>.

Conflicting Information:

A school must verify any application information that it has reason to believe is incorrect. Students with these applications are considered to be selected for verification by the school even though it may not be verifying the same data as for CPS-selected applications.

In addition to reviewing the application and data match information from CPS, Standard College has an adequate internal system to identify conflicting information that would affect a student's eligibility. Regardless of the source, and regardless of whether the student is selected for verification, if Standard College has conflicting information concerning a student's eligibility or the school has reason to believe a student's application information is incorrect, Standard College will resolve the discrepancy before disbursing federal student aid funds.

What Is Verified?

For those applicants selected by CPS, schools are required to verify 5 major data elements on the FASFA. These elements are:

- Adjusted Gross Income
- US Income Tax Paid
- Certain Untaxed Income & Benefits
- Household size
- Number in college

Remember verification is used to confirm that certain data is correct on the FASFA. In addition to DOE required items, it is important to remember that a school may choose to verify any other items for those applicants selected by CPS or for any applicant select by the school. For any other application items, you can require any reasonable documentation in accordance with consistently applied institutional policies. Here at FAS we look at all aspects of the students ISIR and documents submitted to guarantee that in an audit you will have zero findings.

How Are Students Selected?

Applications are selected for verification either by the Central Processing Service (CPS) or by the school. CPS selects applications based on certain items and inconsistencies. The analysis of applications is ongoing, and the items that prompt students for verification are constantly changing.

As a result of this analysis, CPS selects applications based on their margin for the greatest error. CPS also selects students at random. Schools do have the ability to choose their own students for verification and can elect to verify the information that ED requires and/or verify items based on their own criteria. Remember that all deadlines and disbursement rules apply equally to all students, regardless of whether CPS or the school selects the student for verification.

What Documents Do I Need?

1. Departments of Educations Verification Worksheets:

These worksheets can be used to verify household size, number in college, and untaxed income. When using these forms you must provide the appropriate worksheet (Independent vs. Dependent) to the selected students. Once you receive the student submission you should make sure that the worksheet is signed and that all required sections are completed in full.

Household Size: as defined on the FAFSA, household size for an independent student includes the student and his or her spouse, the student's children, **if they will receive more than half of their support from the student**, and other persons who live with and receive more than half their support from the student. The household size for a dependent student includes the student and parents, the student's siblings and children, **if they will receive more than half their support from the student's parent or parents**, other persons who live with and receive more than half their support from the student's parent or parents. Basic data captured for household members are the name, age, and relationship to the student. This information must be updated at the time of verification.

Number Enrolled In College. As defined on the FAFSA, the household members enrolled in college for an independent student includes the applicant and all those in the household who are or will be enrolled at least half time during the award year in a degree or certificate program at a Title IV eligible school, and who can reasonably be expected to receive financial assistance from the family for their education. The household members enrolled in college for a dependent student includes the student and all others who count in the household that are or will be enrolled at least half time during the award year in an eligible degree or certificate program at a school eligible for any of the FSA programs. Note – do NOT include parents in the number in college. Basic data captured for those enrolled in college are the name, age, relationship, and the names of the schools they are attending. This information must be updated at the time of verification.

2. Base Year Federal Tax Returns:

This is the most common document used to verify taxable and some untaxed income. The base year is always the completed tax year prior to the start of the next award year. For example for the 10/11 award year the base federal tax year would be the 2009 tax returns. The tax documents needed for verification may depend on the following methods: Electronic or paper. Documents must have all the data required for verification, and the signatures or preparer's stamp or other official validation, unless the form is mailed directly to the school from the IRS.

If all necessary data is not present, then the student must provide additional documentation as described in this section. To verify AGI and taxes paid, you must first identify everyone whose financial data was reported on the FAFSA and which tax returns, if any, they filed. The type of form reported on the FAFSA should match what the student and parents actually file.

The AGI figures reported on the FAFSA should always match the AGI figures that appear on the tax return, unless the FAFSA amount has been adjusted from a joint return due to divorce, separation, or professional judgment.

As mentioned earlier, you can accept a copy of the original signed return filed with the IRS. If a copy was made of an unsigned return the filer, or at least one of the filers of a joint return, must sign the copy. You can also accept a tax form that has been completed to duplicate the filed return. And you can also accept an electronic copy of the return that has been electronically signed by the person to whom the document belongs, provided your school's process for accepting an electronic signature complies with the ESIGN Act.

Also, an important point to remember is that returns in the e-file provider's format might not contain every line item, showing instead only the data the tax filer provided. Please note that when an electronic tax return is filed, the filer also submits IRS Form 8453, which doesn't have enough information and can't be used for verification.

For non-filers, an AGI figure won't be available. A non-filer would instead report on the FAFSA income earned from work, which includes any income reported on the individual's W-2 forms plus any other earnings from work not reported on those forms. A properly-completed federal verification worksheet can sufficiently document income earned from work.

If any of the persons required to report income information on the FAFSA will file but hasn't filed a tax return at the time of submitting an application, they would have used an estimated AGI on the FAFSA. At the time of verification, the necessary tax returns should have been filed and must be used for verification.

If a return hasn't been filed by then and a filing extension was granted by the IRS, the school shall accept as an alternative, documentation such as copies of W-2 forms and proof that the IRS has granted a filing extension. Once filed, the student must submit a copy of the tax returns. When you receive the completed tax returns, you may use them to re-verify the required data

Now no one likes to deal with taxes. That's why you're a Financial Aid Administrator and not a tax preparer. However, though the Department does not expect you to be a tax expert, aid administrators must have a fundamental understanding of relevant tax issues that can considerably affect the need analysis process.

You are obligated to know, one, whether a person was required to file a tax return, two, what the correct filing status for a person should be and , three, that an individual cannot be claimed as an exemption by more than one person. Now, to assist you, Publication 17 of the IRS, "Your Federal Income Tax", is a useful resource that addresses these pertinent tax issues. You can view it on the Web at www.irs.gov or you can call the IRS at 1-800-829-3676 to order a copy. The pages most applicable to these areas are Pages 5 through 9 and 20 through 25.

Some examples of conflicting tax return data may include individuals that are married filing separately, but both claim themselves as head of household; a student claiming themselves as an exemption on their tax return, but also being claimed by their parents; a student indicated on the FAFSA that they were not required to file a tax return, but indicated that they earned \$30,000 from work.

Now, all conflicting information must be resolved. There could be a reasonable explanation of why there appears to be a conflict, but is none. Or the individual may have to submit a copy of an amended return.

3. Untaxed Income: (always report annual amounts)

The term untaxed income means any income excluded from federal income taxation under the IRS code. For an application selected for verification, you must verify three specific types of untaxed income and benefits: child support, IRA or Keogh deductions, and interest on tax-free bonds.

You must verify child support if the student, student's spouse, or student's parents report receiving it, or if you have reason to believe it was received. A completed verification worksheet is sufficient to verify child support received. If you don't use the verification worksheet, you must require a signed statement confirming the amount of child support received for all children in the household.

If child support is paid through a government agency, then a statement from that agency would also be acceptable. If you have reason to doubt the statement provided, you should request a copy of the divorce decree or separation agreement showing the child support to be provided, a signed statement from the parent who provided the support showing the amount provided, or copies of the cancelled checks or money order received.

Deductible payments to IRA and Keogh plans and interest on tax-free bonds can be verified using the
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tax return. Non-filers should submit a signed statement confirming that they did not file a tax return and list the amount and specific sources of untaxed income and benefits by name.

In addition to the three types of untaxed income specified, you must verify all other untaxed income reported on the US Individual Income Tax Return, excluding schedules. You will need to verify other untaxed items that do not appear on tax returns, such as housing allowances, workers compensation, veteran non-education benefits, and money received or paid on the student's behalf.

And as a final overview regarding verification documentation, this table outlines the acceptable documents that can be used to verify the required data elements.

Subsequent ISIR's

A student's application might be selected for verification after corrections are submitted and after the student has already been paid based on the previous unselected CPS transaction. There is a change flag on the ISIR to call attention to this situation.

The school must verify the student's application before making further disbursements.

If verification does not justify aid already disbursed, then the student is responsible for repaying all ineligible aid. However, the student may keep any Stafford loan money received and FWS wages earned.

STUDENT VERIFICATION

Acceptable Documentation

	<i>Verification Worksheet & Tax Return(s)</i>	<i>Other Documentation in lieu of Worksheet or Tax Return (see the text for details)</i>
<i>Household Size</i>		Signed statement
<i>Number Enrolled</i>		Signed statement or institutional certification
<i>AGI & Taxes Paid</i>		IRS tax transcript, other signed IRS forms with tax data, Form W-2, Form 4868, or a signed statement
<i>Untaxed Income & Benefits</i>		Signed statement or official agency documentation

Tips to speed up processing of student verification

1. Always complete the verification file checklist and enclose it as a coversheet to the student verification file.
2. Check the front ISIR codes and make sure there are not other issues that need to be resolved also such as C code issues.

3. Determine if the student is Independent or Dependent

NOTE.... If Dependent you will need information and signatures from a parent

4. Verification Worksheet (VWS) Tips

- Do you have the correct Verification Worksheet based on dependency status?
- Did you check the dependency at the top of both pages?
- Did you check if both pages of the Verification Worksheet is for the correct award year?
- Do you have both sides of the Verification Worksheet completed with correct signatures?
- If dependent, the parent MUST complete section D then sign and date.
- Be sure the Family size and number in college on the Verification Worksheet-section B matches the reported number in family on ISIR.

5. Gather students current FEDERAL tax returns

- Be sure the returns are NOT from the state-DO NOT enclose state returns for any reason.
- If student is dependent, you must also gather the parents' FEDERAL tax return
- If the student and/or parent is married, you must also be sure you have a copy of the spouses taxes if they did not file a joint return.
- If the parent or student is NOT filing Federal Returns, but did earn income, you must check the IRS Income guidelines and obtain w2's or a written statement on where the income was earned with the annual amount paid for that tax year. Be sure to indicate on Verification Worksheet.
- If a parent or student filed but does not have a copy you can request a TAX TRANSCRIPT from the IRS (not an Account Transcript) by calling 800-829-3676.
- Are all FEDERAL tax return copies signed and dated by appropriate filers? A preparer's typed information is not acceptable in place of a signature.
- Did the student and/or parent file their taxes Head of Household but are reporting that they are married?

6. If the student or parents indicated a business income on line 12 of the 1040, they must complete the Net Worth of Business Form

- Be sure to have a form for every schedule C their return contains

7. If the student or parents indicated an investment income on line 17 of the 1040, they must complete the Net Worth of Investment Form

- Make sure you have a form for every investment reported on the schedule E and have sent copies of the schedule.

8. If the student/parent report low or no income they must complete the appropriate award year Low Income Form

- If dependent did you make sure mom and/or dad completed the Low Income Form NOT the student?
- Did they answer the best option all the way across?
- Are all totals listed the annual amount and NOT monthly?

10. If the student/parent is showing low or no income and is also stating they support dependent, a Dependents Support Form must be included to show how they are currently providing more than 50% of the support.

- Did they answer all questions in full?

11. If the student or parents are reporting they paid out child support, make sure you have them complete the Child Support Paid form.

- Per DOE regulations do not include child support paid for a child included in the household size on the FASFA.

PROFESSIONAL JUDGMENT

When there are unusual situations or circumstances that impact a student's federal student aid eligibility, federal regulations give a financial aid administrator discretion or professional judgment on a case-by-case basis and with adequate document to make adjustment to the data elements on the FAFSA.

Standard College will consider all professional judgment requests. Students may pursue an adjustment based on special or unusual circumstances. Standard College may use a dependency override determination made by a financial aid administrator at another institution in the same **or a prior** award year.

- **Special Circumstances** refer to the financial situations (loss of a job, etc.) that justify the Standard College aid administrator to adjust data elements in the COA or in the EFC calculation.
- **Unusual Circumstances** refer to the conditions that justify the Standard College aid administrator making an adjustment to a student's dependency status based on a unique situation (e.g., human trafficking, refugee or asylee status, parental abandonment, incarceration), more commonly referred to as a dependency override.

A student may have both a special circumstance **and** an unusual circumstance. Financial aid administrators (FAAs) may make adjustments that are appropriate to each student's situation with appropriate documentation.

Standard College shall make and document professional judgment determinations on a case-by-case basis without regard to how broadly an event may affect its student population. In making case-by-case determinations, the FAA will substantiate the student's circumstance with supporting documentation. Reasons for exercising professional judgment (e.g., unemployment, dislocated worker, school tuition expenses) are allowable. A dependency override for unusual circumstances is considered unique from a determination of independence for homeless youth or at-risk homeless youth.

Standard College financial aid administrators will:

- Notify students of the school's process, requirements, and reasonable timeline to review adjustment requests after their FAFSA form is submitted;
- Provide students with a final determination of their dependency status and financial aid award as soon as practicable after reviewing all requested documentation;
- Retain all documentation, including documented interviews, related to the adjustment for at least 3 years after the student's last term of enrollment; and
- Presume that any student who has obtained an adjustment for unusual circumstances and a final determination of independence to be independent for **each** subsequent award year at the **same** institution unless the student informs the institution that their circumstances have changed or the institution has conflicting information about the student's independence.

If a student pursues an adjustment for unusual circumstances and the financial aid administrator does not determine that the student should be considered independent, the student will only be eligible for dependent-level Direct Unsubsidized Loans unless they subsequently complete the FAFSA form as a dependent student by providing parental information.

Timing of Determinations of Independence

Standard College will review all requests for a determination of independence as quickly as practicable, but no later than 60 days after the student enrolls.

Renewal applicants with an eligible homeless youth, foster care youth, orphan, ward of the court, emancipated minor, or legal guardianship flag on their 2022-23 FAFSA form will have their answers to these questions carried over and pre-populated into their 2023-24 FAFSA form. Other answers to dependency questions (e.g., age, dependent children, veteran status) continue to carry over to the 2023-24 FAFSA form.

Renewal applicants must still affirm that their previous answers to the dependency questions are correct and applicable prior to submitting their FAFSA form.

Acceptable Documentation

When determining a student's special or unusual circumstances, or in verifying homeless or foster youth statuses, Standard College will ensure that any supporting documentation they collect is adequate to substantiate the student's—and, as applicable, the parent's or spouse's— circumstances. Standard College does not limit the types of adequate documentation that a school may request from the student.

Special Circumstances

Acceptable documentation may include:

- A documented interview between the student and the financial aid administrator; or
- Supplementary information, as necessary, about the financial status or personal circumstances of eligible applicants as it relates to the special circumstances.

Unusual Circumstances

Acceptable documentation may include:

- A documented interview between the student and the financial aid administrator;
- Submission of a court order or official Federal or State documentation that the students' parents or legal guardian are incarcerated;
- A documented phone call or written statement from an attorney, a guardian ad litem, a court-appointed special advocate (or similar), or a representative of a TRIO or GEAR UP program that confirms the circumstances and the person's relationship to the student;
- A documented determination of independence made by a financial aid administrator at another institution in the same or a prior award year; or
- Utility bills, health insurance, or other documents that demonstrate a separation from parents or legal guardians.

Acceptable documentation may also include a documented phone call or written statement, which confirms the unusual circumstances with:

- A State, county, or Tribal welfare agency;
- An independent living case worker who supports current and former foster youth with the transition to adulthood; or
- A public or private agency, facility, or program servicing the victims of abuse, neglect, assault, or violence.

Unaccompanied Homeless Youth

In determining independence due to homelessness, FAAs will consider documentation from the following entities—provided through a documented phone call, written statement, or verifiable electronic data match—to be adequate:

- A local educational agency homeless liaison, as designated by the *McKinney-Vento Homeless Assistance Act* (42 U.S.C. 11432(g)(1)(J)(ii)), or a designee of the liaison;
- The director of an emergency or transitional shelter, street outreach program, homeless youth drop-in center, or other program serving individuals who are experiencing homelessness, or a designee of the director;
- The director of a Federal TRIO program or a Gaining Early Awareness and Readiness for Undergraduate program (GEAR UP) grant, or a designee of the director; or
- A financial aid administrator at another institution who documented the student's circumstance in the same or a prior award year.

In the absence of documentation from any of the individuals described above, FAAs will make a case-by-case determination:

- Based upon a written statement from, or a documented interview with, the student that confirms that they are an unaccompanied homeless youth, or unaccompanied, at risk of homelessness, and self-supporting; and
- Made without regard to the reasons that the student is unaccompanied and/or homeless.

Foster Care Youth

If Standard College requires that a student provide documentation that they were in foster care at age 13 or older, FAAs must consider any of the following documentation to be adequate in the absence of conflicting information:

- Submission of a court order or official State documentation that the student received Federal or State support in foster care;
- A documented phone call or a written statement from an attorney, guardian ad litem, or Court Appointed Special Advocate;
- Verification of the student's eligibility for an education and training voucher under the John H. Chafee Foster Care Program under section 477 of the *Social Security Act* (42 U.S.C. 677); or
- A documented phone call or written statement from a financial aid administrator who documented the student's circumstance in the same or a prior award year.

FAAs will also consider a phone call, written statement, or verifiable electronic data match from one of the following sources to be adequate documentation:

- A State, county, or Tribal agency administering a program under part B or E of title IV of the *Social Security Act* (42 U.S.C. 621 et seq. and 670 et seq.);
- A State Medicaid agency; or
- A public or private foster care placing agency or foster care facility or placement.

All supporting documentation, including documented interviews, used in the financial aid administrator's final determination will be maintained in the student's file for a minimum of 3 years after their last term of enrollment, in line with standard record keeping requirements outlined under [34 CFR 668.24](#).

Professional Judgment During a Disaster, Emergency, or Economic Downturn

Standard College will exercise professional judgment during a disaster, emergency, or economic downturn.

Financial aid administrators may, during a qualifying emergency:

- Determine that the income earned from work for an applicant is zero, if the applicant can provide paper or electronic documentation of receipt of unemployment benefits or confirmation that an application for unemployment benefits was submitted; and
- Make additional appropriate adjustments to the income earned from work for a student, parent, or spouse, as applicable, based on the totality of the family's situation, including consideration of unemployment benefits.

Acceptable documentation of unemployment should be submitted not more than 90 days from the date it was issued. However, Standard College may use discretion to accept documentation older than 90 days under an institution's general professional judgment authority if they do not have reason to believe there is conflicting information.

**REASON FOR USE
ITEMIZATION OF DOCUMENTATION**

School Name _____ **Pell ID #** _____

Student's Name _____

Social Security Number _____ - _____ - _____

I have used professional judgment to adjust this student's eligibility for federal financial aid. My reasons for using professional judgment are as follows:

- o Dependency Override
- o Change in Earnings / Untaxed Income / Benefits
- o Divorce / Separation / Death of a Spouse or Parent
- o Unusually High Medical or Dental Expenses NOT covered by insurance
- o Unemployment / Disability
- o Tuition Expenses at an Elementary or Secondary School
- o Nursing Home Expenses NOT covered by insurance
- o Unusually High Child Care or Dependent Care Costs
- o Dislocated Worker Status of a Family Member
- o Offer a dependent student financial assistance without requiring the parents to complete FAFSA
- o Parents enrolled at least half time in a degree, certificate, or other program leading to a recognized educational credential at an institution with a program participation agreement under Section 487
- o Received a one-time income distribution
- o Housing Status of Student has resulted in homelessness
- o Local Disaster (hurricane, earthquake, etc.)
- o Other: _____

Name & Title

Date

Please remember that as a financial aid officer you must make a "reasonable" decision that supports the professional judgment intent. Your school will be held accountable for all professional judgment decisions and for fully documenting each professional judgment decision.

10 EASY STEPS TO DIRECT LENDING

1. Complete a FASAPP via *FASLine* to submit your Pell (if applicable) and Loan Request. Be sure to indicate the **GROSS** Loan amounts, not the Net.
2. FAS will then certify and originate the loan request through COD.
3. Have the student complete their EMPN at www.studentloans.gov using the same PIN they used when completing their FAFSA. They will also complete their Entrance Counseling on this same website. *(For their Exit Counseling they will go to www.nsls.ed.gov)*
4. Once the MPN is accepted by COD you will receive a roster with a list of students ready for payment. Upon your approval of the roster, the loan funds will be drawn down from G-5 and deposited into your Institutions Federal Direct Loan Funds Account.
5. If a correction to an existing loan is necessary, fax or email a Form **DL3** (Revisions/Cancellations form) to FAS to make any changes to a student direct loan status. Use a **DL3** to cancel disbursements, cancel an entire loan, increase or decrease a loan amount, or to change a loan period.
6. Once a student reaches Midpoint, and they are at SAP, fill out a **DL2** (Second Disbursement Request form) to request the 2nd disbursements of the student's loans.

7. If for any reason a refund needs to be made to a Direct Loan, please calculate your refund based upon your school's refund policy and DOE regulations.
8. When funds need to be returned, complete and forward a **Direct Loan Refund Request Form** to FAS with confirmation that funds have been transferred into your Federal Direct Loan Funds Account. FAS will process the refund transaction with G-5.
9. Forward any COD Monitoring Letters to FAS when Received.
10. Send FAS a copy of your DL Bank Account Statements for reconciliation or reconcile them yourselves.

Call FAS if you have any questions regarding a Direct Loan.

STUDENT EXPENSE BUDGET

Cost of Attendance

Awards for most of the Federal Student Aid (FSA) programs are based on some form of financial need. Unlike scholarship programs that may award funds based on academic merit or the student's field of study, "need-based" grants, loans, and work-study are based on the student's demonstrated financial need for assistance. The cost of attendance (COA) is the cornerstone of establishing a student's financial need, as it sets a limit on the total aid that a student may receive for purposes of the Direct Loan programs, and is one of the basic components of the Pell Grant calculation.

The COA for a student is an estimate of that student's educational expenses for the period of enrollment. Standard College uses average expenses (for students with the same enrollment status) at the school, rather than actual expenses. Students are awarded on the basis of a COA comprised of allowable costs assessed all students carrying the same academic workload.

Standard College conducts periodic surveys of your student population, assessing local housing costs or other pertinent data, to arrive at average costs for the student.

A student's COA is the sum of allowances for expenses in the categories listed below.

- **Tuition and fees**
- **Books, course materials, supplies, and equipment**
- **Transportation**
- **Miscellaneous personal expenses (only for students enrolled at least half time)**

Fees for federal student loans

For students receiving Direct Loans or loans under any other federal student loan program, the COA includes fees required to receive the loans (for example, the loan fee for a Direct Loan). Fees for non-federal student loans may not be included. You may use either the actual loan fees charged to the student or an average of fees charged to borrowers of the same type of loan at your school.

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.

2023-2024 COST OF ATTENDANCE**2023-2024 Cost of Attendance****LPN to RN Transition Program (A.A.S. in Nursing)**

INDEPENDENT STUDENT		
Direct Educational Costs		
	Tuition	\$21,126.50
	Fees	\$ 7,571.00
	Books/Supplies	\$ 425.00
	Total Direct Institutional Cost	\$29,122.50
Indirect Educational Costs		
Other Personal Expenses (Variable)		
	Loan Fees	\$206.00
	Room & Board	\$ 32,344.34
	Transportation	\$ 4,149.74
	Personal/Miscellaneous	\$ 6,050.52
	Total Indirect Institutional Cost	\$42,750.60
	Total cost of attendance including tuition and other expenses	\$71,873.10

DEPENDENT STUDENT		
Direct Educational Costs		
	Tuition	\$21,126.50
	Fees	\$ 7,571.00
	Books/Supplies	\$ 425.00
	Total Direct Institutional Cost	\$29,122.50
Indirect Educational Costs		
Other Personal Expenses (Variable)		
	Loan Fees	\$122.00
	Room & Board	\$ 17,324.58
	Transportation	\$ 3,679.20
	Personal/Miscellaneous	\$ 4,062.24
	Total Indirect Institutional Cost	\$25,188.02
	Total cost of attendance including tuition and other expenses	\$54,310.52

Practical Nursing Education Program

INDEPENDENT STUDENT FT	
Direct Educational Costs	
Tuition	\$17,764.47
Fees	\$5,272.25
Books & Supplies	\$75.00
Total Direct Institutional Cost	\$23,111.72
Indirect Educational Costs	
Other Personal Expenses (Variable)	
Loan Fees	\$150.00
Room & Board	\$ 30,034.03
Transportation	\$ 3,853.33
Personal/Miscellaneous	\$ 5,618.34
Total Indirect Institutional Cost	\$39,655.70
Total cost of attendance including tuition and other expenses	\$62,767.42

DEPENDENT STUDENT FT	
Direct Educational Costs	
Tuition	\$17,764.47
Fees	\$5,272.25
Books & Supplies	\$75.00
Total Institutional Cost	\$23,111.72
Indirect Educational Costs	
Other Personal Expenses (Variable)	
Loan Fees	\$88.00
Room & Board	\$ 16,087.11
Transportation	\$ 3,416.40
Personal/Miscellaneous	\$ 3,772.08
Total Indirect Institutional Cost	\$23,363.59
Total cost of attendance including tuition and other expenses	\$46,475.31

INDEPENDENT STUDENT 3/4	
Direct Educational Costs	
Tuition	\$17,764.47
Fees	\$5,272.25
Books & Supplies	\$75.00
Total Direct Institutional Cost	\$23,111.72
Indirect Educational Costs	
Other Personal Expenses (Variable)	
Loan Fees	\$150.00
Room & Board	\$ 39,275.27
Transportation	\$ 5,038.97
Personal/Miscellaneous	\$ 7,347.06
Total Indirect Institutional Cost	\$51,811.30
Total cost of attendance including tuition and other expenses	\$74,923.02

DEPENDENT STUDENT 3/4	
Direct Educational Costs	
Tuition	\$17,764.47
Fees	\$5,272.25
Books & Supplies	\$75.00
Total Institutional Cost	\$23,111.72
Indirect Educational Costs	
Other Personal Expenses (Variable)	
Loan Fees	\$88.00
Room & Board	\$ 21,036.99
Transportation	\$ 4,467.60
Personal/Miscellaneous	\$ 4,932.72
Total Indirect Institutional Cost	\$30,525.31
Total cost of attendance including tuition and other expenses	\$53,637.03

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.

SATISFACTORY ACADEMIC PROGRESS

Standard College's Satisfactory Academic Progress (SAP) policy determines whether an eligible student is making academic progress in his or her educational program in order to receive Federal Student Aid (FSA) funds under the Title IV, HEA program. Standard College's SAP provides for consistent application of standards to all students within categories of students.

Standard College monitors the satisfactory academic progress of students with qualitative and quantitative criteria, as required by federal regulations.

1. Student must achieve a specified cumulative grade point average (GPA) at each semester/term evaluation point.
2. Student must progress through the education program within a maximum time frame.

While Standard College monitors Satisfactory Academic Progress at the end of each course, pursuant to the institution's Academic Progression policies, the official SAP review occurs at the end of a student's payment period, as required by the U.S. Department of Education. During the official academic review, the schools assesses the student's (1) cumulative GPA and (2) pace at which the student is progressing through the program to determine whether the student is maintaining eligibility for FSA funds.

Minimum Standards

❖ GPA Requirement:

- Students in the LPN to RN Transition program must maintain a minimum semester GPA of 2.5 and score 79.5% or better in each course.
- Students in the Practical Nursing program must maintain a minimum term cumulative GPA of 2.5 and score 79.5% or better in each course.

❖ Pace (Rate) of Completion Requirement:

- ❖ Students must successfully complete 67% of their attempted credits/clock hours for each SAP assessment period.

Practical Nursing Program

<u>SAP will be Evaluated at a</u> <u>Minimum</u>	<u>Minimum % successful completion</u> <u>of credits attempted</u>	<u>Minimum GPA</u>
After 450 Clock Hours	67%	2.5
After 900 Clock Hours	67%	2.5

LPN to RN Transition Program

<u>SAP will be Evaluated at a Minimum</u>	<u>Minimum % successful completion of credits attempted</u>	<u>Minimum GPA</u>
After 12 credits	67%	2.5
After 24 credits	67%	2.5
After 36 credits	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 60 weeks X 150%= 90 weeks/21 months

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/18 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 Rate of Completion requirements.

Pass/Fail Grades

- Courses taken that count for credit that do not count toward semester/term or cumulative GPA calculations are denoted as follows: (P)
- (P) 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 (P) credit/hour accepted within a student's program by:
 1. subtracting the total (P) 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

Withdrawals

The "withdrawal deadline" for each course is by the 4th scheduled 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.

WP does not affect term/semester GPA WP does not affect cumulative GPA

WP 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

WF does affect term/semester GPA

WF does affect cumulative GPA

WF is used when determining all portions of the SAP policy

Consequence of Failing to Maintain Satisfactory Academic Progress

An official review of the satisfactory academic progress occurs at the end of a payment period. Students who fail to meet the minimum satisfactory academic progress standards for the first time shall be placed on Financial Aid Warning, as defined by the U.S. Department of Education. During the Financial Aid Warning period, students will continue to receive Financial Aid for the entire payment period. Standard College will automatically use the Financial Aid Warning status without requiring any action taken by the student. Financial Aid Warning may only be provided to a student who was making SAP in the prior payment period for which they were enrolled or who was in the first payment period of the program.

A student who fails to make satisfactory progress after the warning period will lose his/her aid eligibility. If the student becomes ineligible for Title IV aid, the student shall be responsible to make tuition payments out of pocket to the school.

While the official review of SAP occurs at the end of a payment period, Standard College reviews the academic progression of students after each course, pursuant to the institution's Academic Progression Policy. At Standard College, students must satisfactorily complete each course by scoring an 79.5% or better in order to progress to the succeeding course. Students who do not score 79.5% or better shall retake the course in

order to remain in the program.

Academic Warning is a status defined by Standard College's Academic Progression Policy to a student in the Practical Nursing (PN) program. A student in the PN program who has not scored 79.5% or better in a completed course for the first time shall be placed on academic warning. A student in the Practical Nursing program who has not scored 79.5% or better on a second course shall be placed on academic probation. A student who scores less than 79.5% on the same course for the second time or fails three (3) courses shall be dismissed from the program for academic reasons. A student who has been dismissed from the program for the first time may reapply to the program after 180 days. A student dismissed from the program for the second time may reapply after three (3) years.

Academic Probation is also a status defined by Standard College's Academic Progression Policy to a student in the LPN to RN Transition program. A student in the LPN to RN program who has not scored 79.5% or better in a completed course for the first time shall be placed on academic probation. A student who has not scored 79.5% or better student on a second course shall be dismissed from the LPN to RN Transition Program. A student who has been dismissed from the program for the first time may reapply to the program after 180 days. A student dismissed from the program for the second time may reapply after three (3) years.

Appeal

The student may appeal a SAP, an Academic Warning, Academic Probation, or dismissal decision made by Standard College. There is no appeal for a Financial Aid Warning. The basis of the appeal shall state that the school made an error in calculating the student's course grade, and accordingly, the SAP, Academic Warning, Academic Probation, or dismissal decision made by the school was incorrect. It is the student's burden to demonstrate that he/she scored 79.5% or better in the course, and accordingly, has satisfied the satisfactory academic progress standard.

The student must submit a written appeal to the Registrar Office within 3 business days upon receiving notification from the school that he/she failed to score 79.5% or better in the completed course. A final decision will be made by Standard College's Admissions, Progression, Graduation (APG) Committee within 5 business days upon receiving the student's appeal.

Regaining Satisfactory Academic Progress

A student can re-establish SAP by retaking the course he/she did not pass, scoring an 79.5% or better in the course, and maintaining a minimum cumulative GPA of 2.5 at the end of the semester/term evaluation point.

Regaining Financial Aid Eligibility

Financial aid eligibility can be re-established after an eligible student improves his/her academic record to meet the minimum standards required by the SAP Policy without the assistance of financial aid funds.

BASIC PRINCIPLES OF FINANCIAL AID

Financial Aid, or Title IV funds, is awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may not be eligible for the full amount of Title IV funds the student was scheduled to receive.

Students earn Title IV aid through attendance. The percentage of aid earned is equal to the percentage of the payment period or period of enrollment completed. If a school has disbursed more aid than the student has earned, money is returned to the program. If a school has disbursed less aid than the student has earned, a post- withdrawal disbursement will be calculated and may, depending on the circumstances, be disbursed. If student never commences attendance for the period, the student is not an eligible Title IV recipient.

ACADEMIC/FEDERAL STUDENT AID APPROVED LEAVE OF ABSENCE 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 Federal Student Aid Leave of Absence (FSA LOA) from the College. Standard College processes an Academic Leave of Absence in the same manner as it does with a Federal Student Aid Leave of Absence, and accordingly, the two are grouped together throughout the catalog as Academic/ FSA Approved Leave of Absence.

An Academic/ FSA Approved Leave of Absence 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 Academic/ FSA Approved Leave of Absence is a temporary interruption in a student's program of study. An Academic/ FSA Approved Leave of Absence refers to the specific time period during a program when a student is not in attendance. An Academic/ FSA Approved Leave of Absence, 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 Academic/ FSA Approved Leave of Absence. All student requests for an Academic/ FSA Approved Leave of Absence must be submitted in writing, be signed, and dated. Standard College will approve the student's request for an Academic/ FSA Approved Leave of Absence in accordance with the college policy and federal regulations for Title IV administration.

Standard College must determine, before it grants an Academic/ FSA Approved Leave of Absence, 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 Academic/ FSA Approved Leave of Absence 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. In this example, the beginning date of the Academic/ FSA Approved Leave of Absence would be determined by the school to be the date the student was unable to attend school because of the accident.

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, the Academic/ FSA Approved Leave of Absence does not apply to the LPN to RN transition Program.

ACADEMIC/ FSA APPROVED LEAVE OF ABSENCE AND RETURN OF TITLE IV FUNDS

A student granted an Academic/ FSA Approved Leave of Absence is not considered to have withdrawn, and no Return of Title IV calculation is required. Upon the student's return from the leave, the student continues to earn the Title IV aid previously awarded for the period. If a student does not meet the conditions of the Academic/ FSA Approved Leave of Absence, 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 are the student financial aid/title IV funds handled during an FSA approved Leave of Absence?

A student who is granted an Academic/ FSA Approved Leave of Absence remains in an "in-school" status for Title IV loan repayment purposes. 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 Academic/ FSA Approved Leave of Absence. A student who is granted an Academic/ FSA Approved Leave of Absence 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

An Academic/ FSA Approved Leave of Absence is not considered a withdrawal unless the student fails to return from the leave of absence.

If a student on an Academic/ FSA Approved Leave of Absence fails to return, 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. Standard College will report the student's change in enrollment status to the Department of Education's National Student Loan Data Service (NSLDS) as of the withdrawal date.

Once a student is withdrawn, he/she no longer is considered "in-school status." The out-of-school status effective date determines when the grace period begins for loans received and how soon a student must begin repaying loan funds

Academic/ FSA Approved Leave of Absence Process

Students can initiate a request for an Academic/ FSA Approved Leave of Absence from the registrar's office at Standard College by sending an email to registrar@standardcollege.edu. The criteria the school will apply in determining whether to approve the application contain the following steps. Students should follow these steps 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 Academic/ FSA Approved Leave of Absence application form from the front desk, from the school's website, or by contacting the Registrar's Office at registrar@standardcollege.edu
2. The student must read and adhere to steps indicated in the application form.
3. The student must state the reason for the request and when they expect to return from the Academic/ FSA Approved Leave of Absence.
4. All requests for an Academic/ FSA Approved Leave of Absence must be submitted in writing, be signed, and be dated.
5. The student will return the form to the Office of the Registrar to complete the approval process.
6. The Academic/ FSA Approved Leave of Absence, together with any additional leaves of absence, must not exceed a total of 180 days in any 12-month period.
7. Except in a clock-hour or non-term credit-hour program, a student returning from a LOA must resume training at the same point in the academic program that he or she began the LOA.
8. The school will explain to the student, prior to granting the LOA, the effects that the student's failure to return from a LOA may have on the student's loan repayment terms, including the expiration of the student's grace period.
9. The school will not assess the student any additional institutional charges, the student's need may not increase, and therefore, the student is not eligible for any additional Title IV aid.
10. The student will be notified, via email, if the Academic/ FSA Approved Leave of Absence application was approved or denied.

WITHDRAWAL FROM THE PROGRAM (OFFICIAL)

Official notification to the school occurs when a student provides a written notice to the Registrar's Office of his or her intent to withdraw. The notice must include the expected last date of attendance and be signed and dated by the student.

The determined date of withdrawal is determined by the date of the email or 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.

WITHDRAWAL FROM THE PROGRAM (UNOFFICIAL)

When official notification is not provided by the student, Standard College will administratively withdraw a student from the program. Unofficial withdrawal from the program may include the following circumstances:

- a. If the student takes an approved leave of absence and fails to return to school by the scheduled date of return. The withdrawal date will be the last date of attendance as determined by the school from its attendance records.
- b. if the student has not completed all requirements for graduation within the maximum time frame.
- c. if the student has not met his/her financial obligations to the school.
- d. if the student has been subject to a disciplinary matter that led to termination from the program.

For the student who unofficially withdraws from the program, the withdrawal date shall be the last date of documented attendance at an academically/clinically oriented activity in which the student participated.

A special rule applies that defines a withdrawal date for a student who withdraws due to circumstances beyond his or her control. This applies when (1) a student who would have provided *official notification* to the school was prevented from doing so due to those circumstances; and (2) a student withdrew due to circumstances beyond the student's control and a second party provided notification of the student's withdrawal on the student's behalf. In this case, the withdrawal date is the date the school determines that the student ceased attendance because of the aforementioned applicable event.

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

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

CONSEQUENCES OF A LEAVE OF ABSENCE OR WITHDRAWAL ON REPAYMENT OF STUDENT LOAN

Students don't have to begin repaying most federal student loans until after they leave college or drop below half-time enrollment. Students do receive a grace period, or a set period of time after they graduate, leave school, or drop below half-time enrollment, before beginning repayment on the student loan. The grace period gives students time to get financially settled and to select a repayment plan. If a student resumes enrollment on at least a half-time basis before the end of the 6-month grace period or deferment, his/her federal student loan will return to an "in-school" status or deferment, and the student will be eligible for a full 6-month grace period or deferment when the student leaves school or drop below half-time enrollment again.

- Direct Subsidized Loans, Direct Unsubsidized Loans, Subsidized Federal Stafford Loans, and Unsubsidized Federal Stafford Loans have a six-month grace period before payments are due. ^{[[SEP]]}
- PLUS loans have no grace period. They enter repayment once they are fully disbursed but may be eligible for a deferment. Contact your loan servicer for more information. ^{[[SEP]]} Circumstances that may change a grace period include the following: ^{[[SEP]]}
 - Active duty military—If you are called to active military duty for more than 30 days before the end of your grace period, you will receive the full six-month grace period when you return from active duty. ^{[[SEP]]}
 - Returning to school before the end of your loan's grace period—If you reenroll in school at least half-time before the end of your grace period, you will receive the full six-month grace period when you stop attending school or drop below half-time enrollment (other conditions apply). ^{[[SEP]]}
 - Loan consolidation—If you consolidate your loans during your grace period, you will give up the remainder of your grace period and begin repayment after your Direct Consolidation Loan is disbursed

(paid out). Your first bill will be due approximately two months after the Direct Consolidation Loan is disbursed.

What should a student do if he/she is having trouble making the loan payment?

Contact your loan servicer as soon as possible. You may be able to change your repayment plan to one that will allow you to have a longer repayment period or to one that is based on your income. Also ask your loan servicer about your options for a deferment or forbearance or loan consolidation.

What happens if I don't make my student loan payment?

If you don't make your student loan payment or make your payment late, your loan may eventually go into default. If you default on your student loan, that status will be reported to credit bureaus, and your credit rating and future borrowing ability will be damaged. In addition, legal action can be taken to require payment through garnishment of wages and withholding of tax refunds.

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. ^[1]_[SEP] You can shorten this period of ineligibility by:

- Successfully completing an approved drug rehabilitation program that includes passing two unannounced drug tests, **or** ^[1]_[SEP]
- Passing two unannounced drug tests administered by an approved drug rehabilitation program, **or**
- Having the conviction reversed, set aside, or otherwise rendered invalid. ^[1]_[SEP] 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. ^[1]_[SEP]

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	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.

TUITION & REFUNDS

Tuition Payments

Students are responsible for paying any student tuition balance that will not be 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 student's last date of attendance as provided by the student's 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 scheduled 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 student's 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 College's 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.

GAINFUL EMPLOYMENT POLICY

Standard Healthcare Services College of Nursing is opting for early implementation of the rescission of the Gainful Employment Rule. Per the announcement, Standard College will not be required to report GE data from the 2018-2019 award year and forward or to comply with the current requirements in 34 CFR 668.412 (d) and (e) that require institutions to include the disclosure template, or a link thereto, in their GE program promotional materials and directly distribute the disclosure template to prospective students.

The actual announcement can be found at:

<https://ifap.ed.gov/eannouncements/062819GEAnnounce122EarlyImplofRescissionGERule.html>

CONSUMER INFORMATION POLICY

Standard College provides access to a comprehensive range of information students need to be an informed consumer of a Standard College education. The consumer information provided is in compliance with federal regulations, including the U.S. Higher Education Act of 1965, as amended, which require universities participating in federally funded financial aid programs to make certain information about the institution available to current and prospective students and other interested parties. Standard College provides a notice to students on an annual basis with a brief description of the required consumer information disclosures, and how students may obtain full disclosure to the information from a variety of sources. Because of the nature of federal, state, and institutional guidelines affecting financial aid programs, the information contained is subject to change.

Notice of Availability of Financial Aid Information

Each year Standard College distributes to all enrolled students by email a notice of the availability of the information it must provide in the following general categories:

- ◆ General Disclosures for enrolled or prospective students,
- ◆ Annual Security Report,
- ◆ FERPA information (Family Educational Rights and Privacy Act of 1974).

The notice lists and briefly describes the information and tells students how to obtain it. It is provided to each student on an individual basis through the student's campus mail account. The school also posts the information on the school website. In the annual notice, students will receive the exact electronic address of the information and a statement that the school will provide a paper copy of the information on request. The school distributes to employees notice on the security and safety report by October 1 of each year with a notice that includes a statement of the reports' availability, the exact electronic address at which it is posted, a brief description of its contents, and a statement that the school will provide a paper copy of the report upon request. The same information is included in a notice to prospective students and employees.

Availability of employees for information dissemination purposes

A school has designated the registrar to be available on a full-time basis to assist enrolled or prospective students in obtaining information on the school, financial assistance, graduation and completion rates, security policies, and crime statistics. The registrar shall be available upon reasonable notice to any enrolled or prospective student throughout the normal administrative working hours of the school.

Student Consumer Information

The College is obligated under the *1998 Amendments to the Higher Education Act of 1965* to disclose annually where the following student consumer information may be found.

Printed copies of publications referred to below are available as follows:

- *Student Handbook/Catalog, Student Handbook, Schedule of Classes*: Registrar Office
- *Student Services Financial Aid Handbook*: Registrar Office

- *Annual Security Report: Registrar Office*

Consumer Information	Where Available
Notice of Availability of Institutional and Financial Aid Information	Notice distributed to each enrolled student through the Student Catalog/Handbook and School Website
Contact Information for Assistance in Obtaining Institutional or Financial Aid Information Student Financial Aid Information	<ul style="list-style-type: none"> • Student Catalog/Handbook • School Website • Student Catalog/Handbook • School Website
Facilities and Services Available to Students with Disabilities	<ul style="list-style-type: none"> • Student Catalog/Handbook • School Website
Price of Attendance	<ul style="list-style-type: none"> • Student Catalog/Handbook • School Website
Refund Policy, Requirements for Withdrawal and Return of Title IV Financial Aid	<ul style="list-style-type: none"> • Student Catalog/Handbook • School Website
Academic Program (Educational Program, Instructional Facilities, and Faculty)	<ul style="list-style-type: none"> • Student Catalog/Handbook • School Website
Transfer of Credit Policies and Articulation Agreements	<ul style="list-style-type: none"> • Student Catalog/Handbook • School Website
Copyright Infringement Policies and Sanctions (Including Computer Use and File Sharing)	<ul style="list-style-type: none"> • Student Catalog/Handbook • School Website
School and Program Accreditation, Approval, or Licensure	<ul style="list-style-type: none"> • Student Catalog/Handbook • School Website
Notice of Federal Student Financial Aid Penalties for Drug Law Violations	Information provided to each student in a separate written notice
Vaccinations Policy	<ul style="list-style-type: none"> • Student Catalog/Handbook • School Website
Consumer Information on College Navigator Website	<ul style="list-style-type: none"> • Student Catalog/Handbook • School Website
Student Body Diversity	<ul style="list-style-type: none"> • Student Catalog/Handbook • School Website
Net Price Calculator	Made publicly available on the school's website by October 29, 2011
Textbook Information	Internet Course Schedule
Information for Students	Notice in written course schedule
Disbursement For Books and Supplies	Information provided to bookstores upon request <ul style="list-style-type: none"> • Student Catalog/Handbook • School Website
Voter registration Forms	Voter registration forms made widely available and provided to each enrolled student
Constitution Day	Educational Program held each year on September 17 for students served by the school
Drug and Alcohol Abuse Prevention Program	<ul style="list-style-type: none"> • Distributed in writing to each student and each employee through Student

Completion/ Graduation and Transfer-out Rates	Catalog/Handbook School Website Provided upon request to the public <ul style="list-style-type: none"> • Student Catalog/Handbook • School Website
Placement in Employment	<ul style="list-style-type: none"> • Student Catalog/Handbook • School Website
Job Placement Rates	Information made available to prospective students <ul style="list-style-type: none"> • Student Catalog/Handbook • School Website
Retention Rate	<ul style="list-style-type: none"> • Student Catalog/Handbook • School Website
Security Report (Including Crime Statistics, Timely Warnings and Emergency Notification, Crime Log, and Emergency response and Evacuation Procedures)	Report or notice of report mailed or delivered to each enrolled student and employee Prospective students and prospective employees receive notice of report and receive report upon request
Security Report- Programs to prevent dating violence, domestic violence, sexual assault, and stalking Policy	Information distributed in annual security report
Institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault or stalking	Information distributed in annual security report
Information for Crime Victims about Disciplinary Proceedings	Information provided to victim of crime
Privacy of Student Records – family Educational Rights and Privacy Act (FERPA)	Any means reasonably likely to inform students of their rights
State Grant Assistance	Information provided to each borrower
Student Loan Information Published by the U.S. Department of Education	Information provided to each borrower
National Student Loan Data System (NSLDS)	Information provided to each borrower
Entrance Counseling for Student Loan Borrowers	Information provided to each borrower
Exit Counseling for Student Loan Borrowers	Information provided to each borrower
Code of Conduct for Education Loans	Published on website

FINANCIAL AID RESOURCES

<https://studentaid.gov/>—Higher education portal that contains resources and information about paying for college. The site includes access to the FAFSA application loan information, counseling, repayment, and other tools to help future, current, and former students access financial aid.

<https://studentaid.gov/fafsa>—Submit a FAFSA or make corrections to a previously submitted application; get an online SAR; check status of an application

<https://studentaid.gov/aid-estimator>/The *Federal Student Aid Estimator* can help applicants understand their options to pay for college or career school by providing an early estimate of the Expected Family Contribution (EFC) and eligibility for federal student aid.

<https://studentaid.gov/fsa-id/create-account/launch>—Create an FSA ID and account, which allows students, parents, and other borrowers access to the StudentAid.gov portal.

Entrance Loan Counseling- <https://studentaid.gov/entrance-counseling/>

Exit Loan Counseling <https://studentaid.gov/exit-counseling/?counselingType=exit>

Direct PLUS Loan <https://studentaid.gov/plus-app/>

Signing MPN for Federal Direct Loans <https://studentaid.gov/mpn/>

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

National Student Loan Data System http://www.nsls.ed.gov/nsls_SA/

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