



FIANANCIAL AID STANDARDS OF ACADEMIC PROGRESS

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The Financial Aid Standards of Academic Progress, as well as the Financial Aid Appeals Process, are separate and distinct policies and procedures from the school's policies on attendance and academic progress in order to remain in your program.

As per federal regulations any student receiving Title IV funds such as a Pell Grant and/or a Direct Student Loan must maintain requirements regarding attendance and academic progress. Failure to maintain these requirements will place the student in jeopardy of losing federal financial aid until action is taken to regain eligibility.

Satisfactory Academic Progress (SAP) is determined by both attendance/pace of progress criteria (90% or better) and academic average criteria (73% or higher). Students may be excused for up to 10% of their total program hours for absences due to unforeseen life events. To be considered eligible for Title IV funds, students must qualify for both quantitative (attendance) and qualitative (academic) standards.

For financial aid purposes, satisfactory progress for clock hour programs is evaluated at the point where the student's scheduled clock hours for the payment period have elapsed, regardless of whether the student attended them.

A student not meeting standard academic progress at the end of a payment period will be placed on Warning Status for one payment period. Students who fail to make satisfactory progress after the warning period lose their aid eligibility. A student whose financial aid eligibility is terminated may submit an appeal to the Financial Aid Office (see next section "Financial Aid Appeals Process"). A student whose appeal is approved will have financial aid eligibility reinstated on a Probationary basis for a maximum of one payment period. Determination of warning and/or probation is based upon a cumulative average of the academic and attendance status. Students will be sent written notification if their status changes as a result of the SAP evaluation. It is the student's responsibility to track both their attendance and grades within each payment period to ensure they are meeting FA-SAP requirements.

As per school policy, tuition and fees no longer funded due to loss of aid eligibility are the student's responsibility to pay.

Financial Aid Satisfactory Academic Progress Terms:

Warning: Status assigned to a student who fails to meet satisfactory academic progress requirements. A warning is issued at the end of a payment period. Warning status lasts for one payment period only. Students who fail to make satisfactory progress after the warning period lose their aid eligibility unless they successfully appeal and are placed on probation.

Appeal: Formal process by which a student requests a review of the circumstances that have resulted in the student not working toward successful completion of coursework and losing eligibility of Federal financial aid.

Probation: A status the school assigns to a student who is failing to make satisfactory academic progress and who successfully appeals and is working on an academic plan. Probation period cannot exceed one payment period.

FINANCIAL AID APPEALS PROCESS

When a student loses FSA eligibility based on failure to meet satisfactory progress, he or she may appeal that result on the basis of undue hardship or mitigating circumstances (see below). A financial aid appeal can be made by the student to the Financial Aid Administrator for a review of circumstances. Each case will be reviewed on an individual basis considering attendance, hours to complete, and grades.

Financial aid appeals must be written or typed and signed by the student and include supporting documentation. The appeal must explain why the student failed to make satisfactory progress and what about their situation has changed that will allow the student to demonstrate satisfactory academic progress at the end of the next payment period.

The financial aid appeal must be submitted to the Financial Aid Administrator within five (5) days of notification of ineligibility of aid. The Financial Aid Administrator will meet with the Lead Program Instructors, Adult Career Center Director, and other relevant individuals as necessary to discuss the circumstances of the appeal and develop an academic plan if the appeal will be approved. The academic plan will outline the process/timeframe/work assignments necessary for the student to regain SAP and financial aid eligibility. No more than (3) days can be made-up in the academic plan. The term "day" is relative to the number of hours a student would typically spend in class for 1 day in their specified program of study. (*I.e. 1 day is equivalent to 5 hours in a program that runs from 5pm-10pm*).

If a student's appeal is approved, the student must agree in writing to the academic plan. The student will be placed on financial aid probation status. The student will be permitted to make up assignments and tests as per the academic plan. These grades will be taken into consideration when calculating a student's academic grade average. The school will monitor the student's compliance with the plan. The student is considered eligible for Title IV funds while meeting the terms of the plan. If the student does not meet SAP (academic and attendance) requirements according to the timeframe and requirements of the academic plan, termination of aid eligibility will result and the student will be placed on "self-pay" status for their remaining tuition balance.

If the appeal is not granted or the student does not agree to the academic plan, termination of aid eligibility will result and the student will be placed on "self-pay" status for their remaining tuition balance.

If a student is granted a financial aid appeal, only one financial aid appeal will be granted during the program length.

GROUND FOR FINANCIAL AID APPEAL – MITIGATING CIRCUMSTANCES

A financial aid appeal must be based on an undue hardship or mitigating circumstances which make it impossible for the student to meet the satisfactory academic progress requirement. Mitigating circumstances are defined as and limited to: death in the immediate family, hospitalization of the student, documented medical problems or other special circumstances such as work-related transfers, natural disasters, weekend military service and family emergencies. Mitigating circumstances are events outside of the student's control and are unavoidable. The appeal must be supported with appropriate written documentation from legitimate sources. Students who accumulate excessive absences for life experiences such as transportation problems, child care problems, routine doctor's appointments, occasional illness, etc. will not be awarded an appeal. Students must anticipate these situations and be prepared for them before they occur.