



**ABC ADULT SCHOOL**  
**FEDERAL FINANCIAL AID**  
**CONSUMER INFORMATION GUIDE**  
**2018-2019**



**ABC Adult School  
Federal Financial Aid  
Consumer Information Guide**

**2018-19**

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Consumer Information Guide**

**2018-19**

### ❖ **Consumer Information**

All institution participating in federal financial aid programs are required to provide enrolled and potential students and current and prospective employees available consumer information. This guide provides you with important information and institutional policies. Where applicable, each section lists specific locations where additional information is available. To request and receive this information in writing, contact the Financial Aid Coordinator at ABC Adult School Cuesta campus (12254 Cuesta Drive, Cerritos, CA 90703 , (562) 229-7960, Ext. 25012) during regular business hours. A list of school's Accreditation, Licensures, Reviews and/or approved by federal and state agencies, classes locations is available at <http://www.abcadulthoodschool.edu>.

### ❖ **About ABC Adult School**

ABC Adult School has been approved by the Department of Education to participate in the Title IV Federal Pell Grant Program. ABC Adult School is accredited by the Council on Occupational Education (COE) and Western Association of Schools and Colleges (WASC). ABC Adult School obtained its 6-year COE Accreditation in 2015-16 and the most recent 6-year WASC Accreditation in 2016-17. The next Reaffirmation of COE Accreditation is scheduled for 2021–22 and WASC Accreditation is scheduled for 2022-23. For more information about ABC Adult School accreditations and licensures, please visit <http://www.abcadulthoodschool.edu>.

To obtain a copy of ABC Adult School accreditation and licensure documents, or information on how to contact any of the agencies that regulate the school, please contact the ABC Adult School at 12254 Cuesta Drive, Cerritos, CA 90703; (562) 229-7960 or visit <http://www.abcadulthoodschool.edu>.

### ❖ **Additional Information**

#### ➤ **Academic Programs, Facilities and Instructional Personnel Information**

Please refer to ABC Adult School catalog for further information on academic programs, facilities, and instructional personnel information.

- **Articulation Agreements:** Please refer to the School's catalog for further information on articulation agreements.
- **Credit Transfer:** Please refer to the School's catalog for further information on credit transfer.
- **Disability Services:** Please refer to the School's catalog for further information on disability services.

### ❖ **General Contact Information:**

Direct any questions regarding admissions, academics, financial options, facilities or general institutional issues to the following offices: ABC Adult School, Financial Aid Office: 12254

Cuesta Drive, Cerritos, CA 90703 (562) 229-7960 or visit <http://www.abcadulthood.edu>.  
Complete lists of faculty can be found under the Faculty Credentials section in the Catalog and 2018-19 Student Handbook.

## **ABC Adult School Financial Aid Consumer Information Guide 2018-19**

### **❖ Completion Rates**

In accordance with the Higher Education Act (HEA) of 1965, as amended, each postsecondary educational institution must publish information regarding completion rates as defined by the National Center for Education Statistics (NCES). This measure includes the cohort of full-time, first-time (FTFT) certificate-seeking post secondary students and tracks their completion status at 150% of the normal time to complete all requirements of their program of study. A first-time student is defined as a student who has no prior postsecondary experience attending any institution for the first time at the postsecondary level. Data are collected on the number of students entering the institution as FTFT certificate-seeking post-secondary students in a particular cohort year. Please call CTEC office at (562) 229-7960 ext. 25024 for the annual COE report for the graduation rates.

ABC Adult School is a nontraditional institution that caters to a wide variety of students, including many who have previously attended another institution of post-secondary education, and would not be classified as first-time students.

### **❖ Retention Rates**

In accordance with the Higher Education Act (HEA) of 1965, as amended, each postsecondary educational institution must make available information regarding retention rates of certificate-seeking first-time, full-time (FTFT) students entering the institution. Retention rate is a measure of the rate at which students persist in their educational program at an institution, expressed as a percentage. Please call CTEC office at (562) 229-7960 ext. 25024 for the annual COE report for the retention rates

### **❖ Student Diversity**

In accordance with the Higher Education Act (HEA) of 1965, as amended, each postsecondary educational institution must make available information regarding student diversity. Please visit ABC Adult School website for the annual Fact Sheet for enrolled ABC Adult School students.

### **❖ Types of Education in Which Graduates Enroll**

In accordance with the Higher Education Act (HEA) of 1965, as amended, each postsecondary educational institution must make available information regarding the types of graduate and professional education in which graduates of the institution's enrolled. Please call CTEC office at (562) 229-7960 ext. 25024 for the annual COE report for further information.

## **Federal Financial Aid Application Process**

To begin the federal financial aid process, students must complete the Free Application for Federal Student Aid (FAFSA), available at <http://www.fafsa.gov>. This is the first step in determining a student's eligibility for federal financial aid. Federal financial aid will be processed after submitting an application and registering for the CTEC courses in an eligible program.

### **➤ Statement of Educational Purpose:**

The parent or student signing a Free Application for Federal Student Aid (FAFSA) certifies the following: (1) use federal and/or state student financial aid only to pay the cost of attending an institution of post secondary education,(2) is not in default on a federal student loan or has made satisfactory arrangements to repay it, (3) does not owe money back on a federal student grant or has made satisfactory arrangements to repay it, and (4) will not receive a Federal Pell Grant from more than one school for the same period of time.

The parent or student signing the FAFSA agrees, if asked, to provide information that will verify the accuracy of the completed form. This information may include federal or state income tax forms filed or that are required to file. In addition, the parent or student certifies and understands that the Secretary of Education has the authority to verify information reported on this application with the IRS and other federal agencies. If the parent or student signs any document related to the federal student aid programs electronically using a personal identification number (PIN), username and password, and/or other credential, that person certifies that he or she is the person identified by the PIN, username and password, and/or other credential and has not disclosed that PIN, username and password, and/or other credential to anyone else.

If the parent or student purposely gives false or misleading information, he or she may be fined up to \$20,000, sent to prison or both. Federal aid funding is available only for those credits required to complete the student's primary program of study. Federal aid funding will cease once the maximum number of credits for the primary program have been completed. Federal financial aid may not be available for additional coursework in the pursuit of a concentration or otherwise, if not included within the requirements of the primary program of study.

### **➤ Referrals to the Office of Inspector General**

ABC Adult School is required by law to make referrals to the Office of Inspector General any time there is credible information or evidence that an applicant (student) may have engaged in fraud or other criminal misconduct in connection with the application involving federal financial aid programs. Federal, State and Institutional Financial Aid Programs Certificate-seeking students who are U.S. citizens or eligible noncitizens enrolled in an eligible academic program can apply for federal financial aid as a means of assisting with financing their education. Depending on the program, student eligibility may be need-based, non-need-based, credit-based or dependent on other specific conditions. Students may also be eligible to receive funding through state grant or scholarship programs in the state where available. Students should contact

the Financial Aid Office at (562) 229-7960 for additional information on the financial aid programs available at ABC Adult School.

➤ **General Eligibility Requirements**

General eligibility requirements for federal financial aid are as follows:

- Be a U.S. citizen or an eligible noncitizen.
- Have a valid Social Security number
- Be registered with Selective Service, if you're a male (you must register between the ages of 18 and 25).
- Be enrolled or accepted for enrollment as a regular student at ABC Adult School for a certificate program.
- Be enrolled at least half-time to be eligible for Direct Loan Program funds.
- Maintain Satisfactory Academic Progress (SAP) at ABC Adult School
- Sign statements on the Free Application for Federal Student Aid (FAFSA) 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.
- Show you are qualified to obtain a Career Technical Education Diploma by having a high school diploma or – Final high school transcript that shows the date a diploma was awarded – Recognized equivalent such as a General Educational Development (GED) certificate, High School Equivalency Test (HiSET); Test Assessing Secondary Completion (TASC) – Completed homeschooling and was conferred a diploma by the state For additional eligibility requirements, visit <http://studentaid.ed.gov/eligibility/basic-criteria> and review the Student/Parent Eligibility Policy in the Financial Aid Policies appendix.

Federal aid funding is available only for those credits required to complete the student's primary program of study. Federal aid funding will cease once the maximum number of credits for the primary program have been completed. Federal financial aid may not be available for additional coursework in the pursuit of a concentration or otherwise, if not included within the requirements of the primary program of study.

➤ **Grant Programs : Federal Pell Grant Program:**

ABC Adult School participates in the Federal Pell Grant Program. A Federal Pell Grant, unlike a loan, does not have to be repaid. Pell Grants may be awarded to post-secondary school students who have not earned a bachelor's or a professional degree. The amount of aid students can receive varies depending on their financial need, cost of attendance and other eligibility criteria.

Students can receive the Federal Pell Grant for no more than 12 semesters or the equivalent: <http://studentaid.ed.gov/types/grants-scholarships/pell/calculate-eligibility>. For more detailed information on eligibility and how to apply for the Federal Pell Grant, visit <http://studentaid.ed.gov/types/grants-scholarships/pell>



### ➤ **Financial Aid Awarding**

For students who have completed all required financial aid materials, ABC Adult School will evaluate student eligibility for federal, state and institutional aid programs. If a student is eligible, Student Financial Aid Office calculates an estimated financial aid award and provides notification to the student. The notification includes eligibility information for each financial aid program awarded, as well as the amount and anticipated disbursement dates. This notification may be electronic. Generally, financial aid awards are divided into two payment periods. Payment periods are based on individual course schedules and follow academic year requirements. Federal Pell Grant eligibility for a post-secondary student is estimated before originating a Direct Subsidized or Unsubsidized Loan. Awards are made beginning with the lowest EFC until program funds are obligated.

### ➤ **Verification**

A federal financial aid student may be chosen to participate in the verification process by the U.S. Department of Education Central Processing System. The Central Processing System prints an asterisk next to the expected family contribution (EFC) on the Student Aid Report (SAR) or SAR Acknowledgement to identify the student has been selected for verification. The purpose of verification is to maintain the integrity of federal financial aid programs by verifying the information provided by students and parents on financial aid applications. If a student is selected for verification, ABC Adult School will request the student provide all applicable documentation, which may include, but is not limited to, the following:

- IRS-issued federal tax return transcript(s) • IRS W-2 form for each source of employment income
- Verification worksheet
- Documentation of high school completion
- Government-issued photo identification – ABC Adult School is unable to make or accept photo copies of military identification cards. Copies of military identification cards will not be accepted.
- Statement of Educational Purpose.

Additional documents may be required by ABC Adult School to complete the verification process.

A student will receive written notification from ABC Adult School of verification requirements, required documentation and the timelines for completion of the process. The student must return any requested verification documents within 30 days of receiving written notification from the School. If verification documents are not received within this timeframe, the School will cease processing his or her financial aid request. Applicants selected for verification must complete the process by the federally published deadline, **Sept. 26, 2018**, or 120 days after the last day of the student's enrollment, whichever is earlier.

### ➤ **Cost of Attendance Policy Overview**

The Cost of Attendance Policy addresses the cost of attendance (COA) established for use in calculating a student's amount of federal financial aid eligibility and awarding financial aid for a specific period of enrollment. ABC Adult School uses the same COA when awarding Pell Grant. If the student is only receiving Pell, the Pell COA is used for awarding purposes. The COA consists of various components to determine eligibility for a period of enrollment. ABC Adult School reviews and, if necessary, updates each COA component annually, referencing the Consumer Expenditure Survey from the Bureau of Labor and Statistics website and reviewing actual institutional data. Amounts used in this year's cost of Tuition are as follows:

- Accounting Clerk: \$1,849
- Administrative Assistant: \$2,325
- Animated Media Design: \$1,770
- Cosmetology: \$5,999
- Graphic Media Design: \$1,860
- IT Technician: \$2,865
- Medical Assistant: \$3,174
- Medical Office and Billing Specialist: \$2,540
- Office Assistant: \$1,871
- Pharmacy Technician: \$3,320
- Web Design: \$2,177

Total amount used for 4 quarters of study in this year's cost are as follows:

- Accounting Clerk: \$24,928
- Administrative Assistant: \$26,832
- Animated Media Design: \$24,612
- Cosmetology: \$41,528
- Graphic Media Design: \$24,972
- IT Technician: \$28,992
- Medical Assistant: \$30,228
- Medical Office and Billing Specialist: \$27,692
- Office Assistant: \$25,016
- Pharmacy Technician: \$30,812
- Web Design: \$25,356

### ➤ **Policy**

ABC Adult School's COA is made up of the following components:

- Tuition
- Books and Supplies (Electronic Course Materials and Books) – fees encompass course textbooks and electronic materials, eBook collection, math labs, and programming software.

- Living Expense
  - Room and Board (housing and food)
  - Transportation
  - Miscellaneous (personal care expenses)

➤ **Tuition:**

ABC Adult School documents how tuition averages are calculated and makes this information available upon request. Exceptions include professional judgment decisions and elimination of an over awarded using a student’s actual tuition costs for the period of enrollment. If a student’s period of enrollment is less than a full academic year, costs are adjusted to match the period of enrollment.

➤ **Books and Supplies (Electronic Course Materials and Books):**

The books and supplies component is calculated based on the credential level for each enrolled course, for the period of enrollment.

➤ **Living Expense:**

The living expense component is a per-month allowance calculated using data provided in the most recent Consumer Expenditure Survey. ABC Adult School documents how living expense components are calculated and makes this information available upon request.

To determine the total living component for each student’s COA, ABC Adult School references its academic year definition for each credential level to establish the number of months to be used.

➤ **Programs Less than an Academic Year and End of Program Periods**

The COA for programs less than an academic year and the COA for end of programs (EOPs) is based on the hours required to complete the program and the weeks of instructional time, converted to months, needed to complete those hours. The months are rounded up and multiplied by the monthly living expense amount to determine the living expense component of the student’s COA.

The COA for an EOP will not increase if a remaining period needs to be extended due to the student failing or withdrawing from a course(s) in the prorated period.

❖ **Hour Level Determination**

Determination of grade level is an important part of calculating eligibility for federal and state financial aid. ABC Adult School determines the student’s grade level by calculating the total number of hours that were completed at the beginning of an academic year. The following illustrates the number of hours required to complete each career diploma.

- Accounting Clerk: 756 total hours

- Administrative Assistant: 900 total hours
- Animated Media Design: 810 total hours
- Cosmetology: 1600 total hours
- Graphic Media Design: 810 total hours
- IT Technician: 868 total hours
- Medical Assistant: 952 total hours
- Medical Office and Billing Specialist: 990 total hours
- Office Assistant: 720 total hours
- Pharmacy Technician: 874 total hours
- Web Design: 810 total hours

### ❖ **Conflicting Information**

If ABC Adult School has conflicting information concerning a student's eligibility or has any reason to believe a student's application information is incorrect, the School will resolve such discrepancies before disbursing student financial aid funds. If discrepancies are discovered after disbursing student financial aid funds, the School will reconcile the conflicting information and require the student to repay any funds for which he or she was ineligible.

Examples of conflicting information may include, but are not limited to, the following:

- Social Security Numbers
- Date of birth
- Legal name
- Discrepant tax data (including whether or not the student/parent was required to file a tax return)
- Household size or marital status
- Citizenship status

### ❖ **Other Resources**

Students are required to disclose financial assistance that will be paid by a third party on their behalf. When a portion of a student's cost of attendance is waived or paid by another source, other than federal financial aid, this is considered other resources.

Examples of other resources include, but are not limited to, the following:

- External grants and scholarships
- Scholarships
- Tuition assistance
- Military tuition benefits
- School tuition discounts and waivers

- Student account adjustments
- Income from insurance programs that pay for the student's education
- Private loans
- Private and state grants
- Tribal aid
- Other financial assistance paid directly to ABC Adult School

**Note:** Adjustments to tuition due to an approved leave of absence, early payment discounts and cash payments made by the student will not count as other resources. A student must have financial need to receive all federal financial aid funds. As such, a student's expected family contribution and other resources will be subtracted from the cost of attendance when determining eligibility for federal financial aid (Title IV). All awards, including need and non-need-based aid, cannot exceed a student's annual cost of attendance. If ABC Adult School receives additional other resources that cause the student to exceed the cost of attendance, it will adjust the awards appropriately to eliminate the over award. This may include reducing future disbursements for a second or subsequent payment period or returning awards to the funding source.

## **Satisfactory Academic Progress**

Information regarding ABC Adult School academic progress standards for individual programs and information regarding the School's Program and Cumulative Grade Point Average policy may be found under the Academic Policies section of the appropriate ABC Adult School Student Catalog and Handbook.

### *Satisfactory Academic Progress for Education Benefits*

To receive financial aid education benefits, a student must maintain satisfactory academic progress (SAP) and conduct. Accordingly, benefits will be terminated for individuals who are disqualified, suspended or expelled from ABC Adult School.

#### **❖ Academic Probation**

Academic probation (AP) shall occur when a grade point average (GPA) falls below acceptable levels for the program. Probation lasts for a period of two consecutive quarter program-applicable courses. Concurrent enrollment is prohibited during the two-course AP sequence. Financial aid students will continue to receive funds during the probationary period. Veteran students will continue to receive DVA education benefits during the probation period. The veteran will be informed of the probation, and a notation to the student DVA file will be recorded when the probationary period commenced.

#### **❖ Academic Disqualification**

Academic disqualification (AD) will result if a student fails to clear an academic probation status within two-quarter from the onset of probation. To reapply, a formal application for admission must be submitted in accordance with ABC Adult School admission procedures. In addition, applicants should explain the reasons for the scholastic deficiencies; the manner in which the intervening time has been spent; and why they should be given favorable consideration for readmission. The readmission file will be reviewed by the Transitional Counselor and a decision reached regarding readmission. If approved, the student would be required to complete all program requirements in effect at the time of readmission. If readmission to the School is approved, please contact Transitional Counselor to determine if your chosen program remains eligible for financial aid education benefits.

### *Federal Financial Aid Satisfactory Academic Progress Policy Overview*

#### **❖ Overview**

ABC Adult School Federal Financial Aid Satisfactory Academic Progress (SAP) policy determines whether an otherwise eligible student is meeting SAP in an educational program and may receive financial aid under the Title IV HEA programs. This federal financial aid SAP policy does not supersede the institution's academic SAP policy.

#### **❖ Policy**

Students must maintain SAP throughout the duration of their academic program to remain eligible for federal financial aid. SAP is assessed by qualitative and quantitative measures and is evaluated at the end of each completed payment period in the student's academic program.

❖ **Qualitative Measure**

**GRADE POINT AVERAGE:** Students must have a cumulative program grade point average (GPA) of 2.0 at the end of each completed payment period, unless otherwise defined by academic policy. A student's cumulative program GPA is calculated using only those grades earned at the School for the current program of study. The program GPA is computed by adding the program applicable cumulative grade quality points earned (calculated by multiplying the credit hours and the weight of the grade earned in the course) and dividing it by the program applicable cumulative total number of credit hours completed. Courses from which the student withdraws are not included in the program GPA calculation for the qualitative measurement.

❖ **Quantitative Measure**

Each academic program has a published hours for completion. Pace of completion is automatically evaluated for all periods of attendance at ABC Adult School, including periods the student did not receive federal financial aid.

➤ **MAXIMUM TIMEFRAME**

The maximum timeframe to complete the program cannot exceed 150% of the published length of the program measured in credit hours attempted for students. Progress is evaluated cumulatively at the completion of each payment period for a student's primary program of study to ensure completion of the program within the 150% maximum timeframe. If a student cannot complete the program of study within the maximum timeframe (as determined at the end of the payment period), the student will be placed on financial aid disqualification (FD) status without the ability to appeal.

➤ **PACE OF COMPLETION**

The quantitative measure for the pace of completion is calculated using the following formula:

$$\frac{\text{Cumulative number of credit hours the student successfully completed}}{\text{Cumulative number of credit hours the student attempted}}$$

At the end of each payment period, the student's pace of completion is evaluated. Students must earn at least 60% of the clock hours attempted toward completion of the primary program of study. Clock hours taken at other institutions and cannot accepted toward a student's primary program of study at ABC Adult School when measuring pace of completion. Courses from

which the student withdraws are counted as attempted clock hours when calculating the quantitative measurement or program pace.

➤ **INCLUDED IN PACE OF COMPLETION**

The following are included as attempted in the pace of completion calculation:

- Courses that are waived with clock hours (CR)
- Withdrawal/Drop (NS)
- Courses completed with the following grades: A, B, C, D and F (+/-)• No Clock Hours awarded (NC)

➤ **EVALUATION**

ABC Adult School evaluates SAP for the student's primary program of study, based on a completed payment period (generally, at least 50% of credit hours). As a result of the evaluation, a student is assigned a federal SAP status.

➤ **FINANCIAL AID WARNING**

Students with less than a cumulative 2.0 GPA, or the minimum as stated in policy, OR who do not earn 60% of their attempted clock hours (cumulatively) at the end of a completed payment period, are automatically placed on financial aid warning (FW) status. ABC Adult School can disburse federal financial aid funds to students on FW status for one payment period.

➤ **FINANCIAL AID DISQUALIFICATION**

If a student on FW status does not meet SAP at the end of the subsequent completed payment period, the student is not eligible for additional federal financial aid and will be placed on an FD status. Students who are placed on an FD status are ineligible for federal financial aid.

➤ **FINANCIAL AID PROBATION**

Students who are granted an appeal will be placed on financial aid probation (FP) status and will have their financial aid eligibility reinstated based on the appeal. ABC Adult School can disburse federal financial aid funds to students on FP status for one probationary payment period, provided all other eligibility requirements are met. The student must meet the School's SAP standards to maintain federal financial aid eligibility.

➤ **STUDENT NOTIFICATION**

ABC Adult School will notify students at any point during their enrollment if they are placed on financial warning, financial probation or financial disqualification statuses, as these affect student eligibility to receive federal financial aid.



## ➤ **STUDENT FINANCIAL AID APPEALS**

Students placed on FD status due to a violation of the qualitative and/or quantitative standards during the financial aid warning period may appeal the disqualification to regain eligibility for federal financial aid. Students may do so by submitting an appeal to the Student Financial Aid Coordinator Services. The Appeal form is located on the ABC Adult School financial aid website. If there are unusual circumstances that should be considered during the appeal process, federal financial aid reinstatement may be possible during a financial aid probation period. Approval and/or reinstatement of federal financial aid eligibility are not guaranteed. ABC Adult School reviews all appeals on a case-by-case basis. Approval is only granted when there are significant extenuating circumstances. All decisions made by the Financial Aid Coordinator Service team are final. The School allows a student to have a maximum of two approved appeals during his or her time at the ABC Adult School. These appeals cannot be consecutive and are only considered if unusual circumstances exist. Examples of unusual circumstances may include, but are not limited to, the following:

- Death of a relative.
- Serious injury or illness of the student; Doctor's note is required.
- Other special circumstances: Students must explain in the appeals process why the nature and timing of their unusual circumstance(s) directly prohibited them from maintaining SAP, and what has changed in their situation that would allow them to demonstrate SAP at the next evaluation. If students have more than 50% clock hours remaining in their program of study, they must demonstrate the ability to graduate within the maximum timeframe allowed and meet the GPA requirements. If students have 50% or less clock hours remaining, they must demonstrate the ability to complete the remaining credit hours successfully.
- Other documentation as needed.

## ➤ **REGAINING ELIGIBILITY AFTER PAYMENT PERIOD OF INELIGIBILITY**

A student who is not making SAP regains eligibility only when the student is in compliance with ABC Adult School SAP requirements. Therefore, if a student loses eligibility for federal financial aid as a result of not meeting SAP requirements, the student must pay for the ineligible payment period using nonfederal financial aid funds. If the ineligible payment period is the second payment period of an academic year already established, any federal financial aid awarded for the second payment period will be canceled and, if necessary, returned to the funding source.

## ➤ **MAXIMUM TIMEFRAME**

If at any time during the evaluation period it is determined a student is not going to complete the program of study within the maximum timeframe of 150% of the length of the educational

program, the student becomes ineligible for federal financial aid. This determination cannot be appealed.

➤ **TRANSFER CREDIT HOURS — QUALITATIVE**

A student's program GPA is calculated using only grades earned at ABC Adult School in courses that are applicable to the program. Therefore, transfer clock hours do not apply when calculating the student's GPA at the School. Transfer Clock Hours include hours for all courses not completed at ABC Adult School that are applied toward the completion of the student's diploma program.

➤ **TRANSFER CREDIT HOURS— QUANTITATIVE**

Clock hours taken at other institutions cannot applied toward the student's program at ABC Adult School when measuring the student's pace toward completion. Students who change program at ABC Adult School will be re-evaluated to determine which clock hours apply to the new program.

➤ **PROGRAM CHANGES**

Students who change programs at ABC Adult School are re-evaluated to determine which credit hours apply to the new program. If the program change conditions are met, the student will remain in his or her original academic year. The student's SAP status is not reset and the student will continue to be evaluated for SAP at the end of each completed payment period as originally established. If the program change conditions are NOT met, the student's SAP status will be reset with an effective date of the program change. The student's SAP status will be evaluated at the end of each completed payment period in the new academic year. If the student changes back to a program he or she was previously in, the student's SAP status will reflect the status of the original program. ABC Adult School will calculate the qualitative and quantitative SAP measures based on all courses applicable to the new program. This includes those courses taken in a previous program that the student successfully completed and that apply to the new program.

➤ **REPEAT COURSES**

Grades for prior attempts are excluded when calculating the qualitative component. However, credit hours from all attempts are included when assessing if the student meets the quantitative component. Although a student may successfully complete a course more than once, only the first passing grade is counted as a completion when calculating the quantitative component.

**Note:** Repeat courses taken in a program are counted in the SAP status for that program.

➤ **CONCURRENT ENROLLMENT**

ABC Adult School evaluates SAP for the primary program based on completed weeks and credit hours of a payment period, regardless of whether or not the student is enrolled concurrently. All credit hours completed at ABC Adult School applicable to the primary program will apply toward the primary program's GPA.

## *Professional Judgment*

ABC Adult School may exercise discretion to accommodate special circumstances, with respect to some aspects of eligibility, using professional judgment. Professional judgment allows the School to treat a student individually when the student has special circumstances not sufficiently addressed by standard procedures. ABC Adult School uses professional judgment on a case-by-case basis. Special circumstances will include conditions that differentiate an individual student from a whole class of students. The School will not accept professional judgments made for a student by another school, but will independently review the circumstances and, if appropriate, document the professional judgment decision. The decision of the School regarding professional judgment is final and cannot be appealed to the U.S. Department of Education. A student should contact the Financial Aid Coordinator if interested in submitting a professional judgment request.

**Note:** ABC Adult School will complete verification before exercising professional judgment for students who have been selected for verification.

## *Determining Enrollment at ABC Adult School*

Please refer to the School's catalog for further information on determining registration at ABC Adult School

## *Course Attendance Policy*

Please refer to ABC Adult School catalog for further information on the course attendance policy.

## **Leave of Absence**

### *Overview*

The Leave of Absence (LOA) Policy addresses the temporary interruption in a student's program of study, when the student is not in attendance at ABC Adult School. The LOA Policy is applicable to all students enrolled in certificate and Diploma programs at ABC Adult School. If a student is not actively enrolled in a program, the student is not eligible to apply for an LOA. During an approved LOA, the student is not considered withdrawn and no Return to Title IV (R2T4) calculation is required for federal financial aid recipients.

### *Policy*

Students may be approved by ABC Adult School for multiple LOAs in a 12-month period. The total of all approved LOAs may not exceed 180 calendar days in the 12-month period. During an approved LOA, the student is not considered withdrawn and no Return to Title IV (R2T4) calculation is required for financial aid recipients.

### *Required Documentation*

An LOA may be approved if ABC Adult School determines there is a reasonable expectation the student will return. Students must follow ABC Adult School's LOA Policy when requesting an LOA, by providing (on or before the start date of the LOA) a written, signed and dated request, including the reason for the LOA, to the Financial Aid Office. All requests will be forwarded to Student Financial Aid Coordinator.

If unforeseen circumstances prevent a student from providing a request to the campus on or before the start of the LOA, ABC Adult School may grant the LOA if the campus has documented the reason and decision. ABC Adult School must collect the signed LOA request form from the student at a later date and provide it to Financial Aid Coordinator's office within a reasonable amount of time from the student's last date of attendance.

Unforeseen circumstances may include, but are not limited to:

- Medical and family emergencies,
- Military,
- Jury duty,
- Business travel,
- School's course cancellation and/or facility closure, and

- Natural disasters.

If a student is out of attendance due to an unforeseen circumstance and considered an unofficial withdrawal and the campus can document the reason and decision for the LOA prior to the Return of Title IV (R2T4) calculation being performed, the student will be placed on an approved LOA and no calculation will be required. However, if the student is an unofficial withdrawal and the campus does not document the reason prior to the calculation being performed, the student will be considered an unofficial withdrawal. An LOA will NOT be approved if a student requests the LOA after 14 consecutive days of nonattendance, is in an unofficial withdrawal (UW) status and the request is not due to unforeseen circumstances that occurred prior to the UW status. If a student requests an LOA start date in the future and is officially withdrawn, unofficially withdrawn, or administratively withdrawn from ABC Adult School prior to the start date of the LOA, the LOA is not valid and will be negated.

### *Length*

In determining the length of the LOA, the LOA start date is the first day of the LOA, and the LOA end date is the day before the start date of the course the student is returning to at ABC Adult School. The first day of the student's initial LOA is used when determining the start date for the 12-month period. If a student is granted an LOA due to unforeseen circumstances, the beginning date of the approved LOA, as recorded by the student on the LOA form, is the date the student was unable to attend class because of the unforeseen circumstance. The course start date will cease the LOA day count; however, the School's academic system of record will use an active enrollment status effective date as determined by the date the student posts an academically related activity (ARA) in the course the student returns to at ABC Adult School. NSLDS Enrollment Reporting will use the standard effective date for an active enrollment (i.e., course start date). A new LOA request form will be required for any additional LOAs. Note: At the time of the LOA approval, ABC Adult School will review the LOA dates requested by the student and may adjust those dates based on ARAs, classes scheduled, etc.

### *Extending an LOA*

A student may request an LOA extension as long as the request is made before the scheduled end date. Students must follow ABC Adult School LOA Policy when requesting the LOA extension, by providing on or before the scheduled end date a written, signed and dated request, including the reason for the LOA extension to the Financial Aid Coordinator's Office.

### *School-wide Scheduled Breaks*

If a student submits an LOA request with a start date being the same day as the start of a School-wide scheduled break or a start date that falls within a School-wide scheduled break, ABC adult School will update the LOA start date to the first day after the scheduled break ends. If a student's LOA is scheduled to end on or within the scheduled break, the School will update the LOA return date to the start date of the course that is scheduled to begin after the School-wide scheduled break, as long as the student is registered for a course set to begin when the scheduled

break ends. If a student's LOA request completely overlaps the scheduled break, all days of the the scheduled break and the LOA days will count toward the length of the LOA and apply toward the maximum of 180 days in a 12-month period. ABC Adult School will not allow a student to take two consecutive LOAs separated by the School-wide scheduled break.

### *Disbursements During an LOA*

During an LOA, ABC Adult School may disburse Pell funds to a student on an LOA during certain times of the year. Federal financial aid funds that are part of a credit balance created before a student began an LOA may be paid to a student, since those funds were disbursed before the student went on the LOA.

### *Completion of Coursework Upon Return*

If a student takes an approved LOA in the middle of a course, ABC Adult School must ensure no additional charges are incurred when the student returns. To ensure no additional charges are incurred, ABC Adult School will issue the student a LOA Clock hours. This LOA Clock Hours will be applied to the course scheduled after the LOA end date.

### *Failure to Return*

ABC Adult School will advise the student, prior to granting the LOA, the effect that failure to return from an LOA may have on the grant repayment terms, including the expiration of the student's grace period. If a student does not return from an approved LOA, the withdrawal date and beginning of the grace period will be the student's last date of attendance. If the student re-enters, after withdrawing from ABC Adult School, the previously approved LOA days will count toward the student's LOA maximum of 180 days in a 12-month period.

### *Program Change During Approved LOA*

During Approved LOA If a student requests a program change while on an approved LOA, the student is not meeting the LOA requirement of returning to his or her program of study. Therefore, in these scenarios, ABC Adult School will perform a return to title IV (R2T4) calculation to withdraw the student from his or her initial program of study. The student's last date of attendance in these scenarios will be the last academically related activity (ARA) prior to taking the approved LOA. The School's date of determination will be the Program Change Effective Date/Program Begin Date. Once the School has withdrawn the student from the initial program, the student will be enrolled and packaged in the new program.

## **Financial Aid Disbursements**

### *Federal Funds*

A student is eligible to receive the first disbursement of federal financial aid when ABC Adult School confirms the student is enrolled in courses for the payment period and is eligible to receive the funds. The student becomes eligible to receive a disbursement of federal financial aid for the second payment period when the student successfully completes one-half the hours of instructional time and earns one-half the credit hours in the defined academic year (AY). Typically, ABC Adult School disburses funds once the student successfully completes half the credit hours and weeks of instruction in the current AY, which may consist of more credit hours and weeks of instruction than the defined AY.

### *Federal Financial Aid Credit Balance Policy*

The Federal Financial Aid Credit Balance Policy addresses federal financial aid credit balances and how ABC Adult School handles those credit balances when they occur on a student's account. Whenever the School credits federal financial aid funds to a student's account and those funds exceed the student's allowable charges, a federal financial aid credit balance occurs. The School will pay the excess federal financial aid funds directly to the student as soon as possible, but no later than 14 days after the balance occurred on the student's account unless an Authorization to Hold Funds form is on file. For more information, please review the Federal Financial Aid Credit Balance Policy in the Financial Aid Policies website.

### *Cancellation of Federal Financial Aid*

The student must inform ABC Adult School if all or a portion of federal financial aid funds are to be canceled. Once the grant is disbursed, ABC Adult School sends the student a Right to Cancel letter, which includes the time given to respond should the student wish to cancel their grant request(s). The payment period determines when funds are disbursed and the exact amount to be disbursed.

## **Federal Financial Aid Counseling**

### *Federal Financial Aid Entrance Counseling*

ABC Adult School ensures Financial Aid entrance counseling is conducted using an online counseling module for students applying Federal Financial Aid for the first time. A link to the entrance counseling module is displayed on ABC Adult School financial aid website.

Entrance counseling generally includes the following:

- An explanation of the use of the Federal Financial Aid
- Importance of repayment obligation
- Description of consequences of default
- Sample repayment schedules
- Information in reference to a grantee's rights and responsibilities
- Information on the National Student Loan Data System (NSLDS), [http://www.nsls.ed.gov/nsls\\_SA/](http://www.nsls.ed.gov/nsls_SA/)
- Information on possible loss of eligibility
- Information on how a grantee's maximum eligibility period, remaining eligibility period and subsidized usage period are determined
- Other terms and conditions

The goal of entrance counseling is to help the student understand what it means to apply for federal student aids.

### *Federal Financial Aid Exit Counseling*

ABC Adult School notifies students to complete the exit counseling online at the U.S. Department of Education website within 30 days of completion of a program, withdrawal from the School or when a student ceases to be enrolled at least half-time.

Exit counseling generally includes the following:

- An explanation of the use of the Federal Financial Aid
- Importance of repayment obligation
- Description of consequences of default
- Sample repayment schedules
- Information in reference to a grantee's rights and responsibilities
- Information on the National Student Loan Data System (NSLDS), [http://www.nsls.ed.gov/nsls\\_SA/](http://www.nsls.ed.gov/nsls_SA/)
- Information on possible loss of eligibility
- Information on how a grantee's maximum eligibility period, remaining eligibility period, and subsidized usage period are determined
- Other terms and conditions



A letter is sent to students advising them of the exit counseling requirement. This letter includes an attachment with all required exit information. The attachment can be found at <http://www.direct.ed.gov/pubs/exitcounselguide.pdf>

### *Readmission of Service Members*

Any student whose absence from ABC Adult School is necessitated by reason of service in the uniformed services is entitled to readmission if the following criteria are met:

- The student (or an appropriate officer of the Armed Forces or official of the Department of Defense) gives verbal or written notice to the Financial Aid Office verifying that the student's absence from ABC Adult School was necessitated by service in the uniformed services.
- The cumulative length of the absence and of all previous absences from ABC Adult School by reason of service in the uniformed services does not exceed five years. Note: A student who submits an application for readmission to the ABC Adult School must provide documentation to establish that the student has not exceeded the specified service limitations and that the student's eligibility for readmission has not been terminated. Examples of documentation to verify that the student is still within the acceptable service limitations include the student's deployment paperwork or a letter from the commanding officer that includes the student's dates of service. Exception: ABC Adult School may not delay or attempt to avoid readmission of a student under this section by demanding documentation that does not exist, or is not readily available, at the time of readmission.
- The student submits verbal or written notification of intent to re-enroll. Note: If the student's last date of attendance with ABC Adult School is more than 365 days in the past, the student must complete an updated admissions application. The Military Division should then submit these completed documents along with the service member's readmission form. The student may remain in the original program/version without appeal, provided the cumulative length of absence does not exceed five years and that the program has not been expired. A student's eligibility for readmission under this section by reason of such student's service in the armed services terminates upon the occurrence of any of the following events:
  - A separation of such person from the Armed Forces (including the National Guard and Reserves) with a dishonorable or bad conduct discharge, or
  - A dismissal of such person permitted under section 1161(a) of Title 10, USC, or
  - A dropping of such person from the roles pursuant to section 1161(b) of Title 10, USC

**Note:** If the student does not submit a notification of intent to re-enroll within the time limits, the student is subject to ABC Adult School-established leave of absence policy and general practices.

## **Student Financial Responsibilities**

### *Policies and Options*

Students are responsible for ensuring all tuition and electronic course materials fees are paid whether in attendance or not. When a student is considered administratively, officially or unofficially withdrawn from his or her program, ABC Adult School may cancel any federal financial aid in process. The student may receive a refund or may owe payment to ABC Adult School depending upon the student's account balance.

#### ➤ **Meeting Financial Plan Obligations**

Students who primarily attend a class are subject to financial approval by ABC Adult School prior to enrolling in a course. Tuition and all applicable fees for each course must be paid according to the terms of the financial aid information. Students will not be allowed to attend courses if a payment is due, or if paperwork is required. All necessary paperwork or payment arrangements must be resolved prior to the course deadline. Students are also required to be in compliance with ABC Adult School financial policies before grades and transcripts will be issued or the diploma awarded. A student may be administratively withdrawn for failure to make payment in a timely manner, preventing the student from attending future class sessions, until the amount owed is paid in full or satisfactory payment arrangements are made. All costs of collection, court costs and reasonable attorneys' fees will be added to delinquent accounts collected through third parties. ABC Adult School may obtain a current credit report as needed to support decisions to defer tuition payment or to assist in the collection of amounts owed.

#### ➤ **Electronic Course Materials and Books Fees**

Electronic course materials and books for each course must be paid at the time they are ordered or in accordance with a student's stated payment option. Electronic course materials fees are nonrefundable, unless prohibited by law. A student who drops a course will be granted access to the electronic course materials for that course without additional charge if the course is retaken within 180 days of the course's original start date.

### *Financial Policies*

#### ➤ **Multiple-Tuition Discount Policy**

For instances in which a student may qualify for multiple tuition discounts, the discount that provides the greatest benefit to the student will be applied to the tuition amount.

#### ➤ **General Refund Policy**

A tuition refund may be granted to those who qualify, based on the School's refund policy. A complete list of School's refund policies is located in the Student Catalog and Handbook. All other fees are nonrefundable, unless prohibited by law.

#### ➤ **Payment Policies**

Payments are accepted by check, credit card or debit card. Financial Aid Coordinator can also process credit card or debit card payments. If a credit card or a debit card is provided with a completed Authorization to Charge form, tuition and electronic course materials fees will be charged to that card. Automatic payments are set prior to each course upon request. ABC Adult School is not responsible for fees or penalties incurred as a result of payment with a debit card or other restrictive payment cards. The student should contact his or her financial institution for account balances, daily transaction limits and other restrictions.

➤ **Returned Check Fees**

Returned Check Fees: Returned checks will result in an additional processing fee of \$25, unless prohibited by law.

➤ **Late Payment Fees**

Payments must be made in accordance to the schedule. If tuition payment is not received within the terms and conditions of the selected finance schedule, fees up to \$25 will be assessed to the student account, unless otherwise restricted by law. Late fees are due immediately upon invoice.

➤ **Notice**

ABC Adult School may report information about student accounts to credit bureaus. Late payments, missed payments or other defaults on student accounts may be reflected in a credit report. If payment for tuition and electronic course materials fees is not received in accordance with the school's payment policies, the student may be withdrawn from the program and official transcripts withheld.

## **Withdrawing from ABC Adult School**

Circumstances may necessitate withdrawal from ABC Adult School. A student who received, or is eligible to receive federal financial aid funds provided certain criteria are met, and subsequently officially or unofficially withdraws is subject to a Return of Title IV (R2T4) calculation as required by federal regulations.

### *Official Withdrawals*

A student can provide official notification of the intent to withdraw from ABC Adult School to be considered an official withdrawal: Provide a written Notice to the Financial Aid Office.

#### ➤ **Withdrawal Date**

The withdrawal date for an official withdrawal is the last date of academic attendance or attendance of an academically related activity determined from ABC Adult School attendance records. This date is always earlier than or equal to the date the student notifies the School of his or her withdrawal.

#### ➤ **Date of Determination**

The date of determination (DOD) for students who officially withdraw from ABC Adult School is the latter of the student's withdrawal date or the date of notification. ABC Adult School will return the amount of federal financial aid for which it is responsible no later than 45 days after the date the School determines the student has withdrawn. (See Return of Title IV Policy for additional information.)

#### ➤ **Rescission of Official Withdrawal**

Students who rescind their intent to withdraw must provide an electronic or written statement to ABC Adult School stating their intent to participate in academically related activities (ARAs) and complete the payment period. Rescissions may be requested up until the time a Return of Title IV (R2T4) calculation has been completed. The student may also submit an electronic or written statement to ABC Adult School stating his or her intent to return to the School, remain in academic attendance and continue to participate in ARAs through the end of the payment period. If the student subsequently withdraws after rescinding the intent to withdraw, the withdrawal date is the last date of academic attendance or ARA determined from ABC Adult School's attendance records. The DOD for students who rescind their intent to withdraw and subsequently withdraw from the School, without official notification, is no greater than 15 days after the student's official last date of academic attendance or attendance at an ARA.

### *Unofficial Withdrawals*

Students who do not provide official notification to ABC Adult School of their intent to withdraw are considered unofficial withdrawals (UWs) after 14 days of consecutive non attendance in an ARA.

### ➤ **Exceptions**

ABC Adult School allows the following exceptions when counting the 14 days of consecutive nonattendance in an ARA:

- Grades — If a student is granted an extension of the course he or she is currently attending and the intent is to complete the course, the days in the extension period will not count toward the 14 days of consecutive nonattendance in an ARA. During this time, a student in an extension period will remain in active status.
- School-wide Scheduled Breaks — Students on scheduled breaks will not have the days of the break count toward the 14 days of consecutive nonattendance at an academically related activity.
- The following are different types of institutionally scheduled breaks at ABC Adult School: • Holidays • Inclement weather • Administrative

### ➤ **Withdrawal Date**

Withdrawal Date The withdrawal date for students who cease attendance at ABC Adult School, including a student who does not return from an approved leave of absence, is the last date of academic attendance or attendance in an ARA determined from ABC Adult School attendance records. For a student with an approved leave of absence, the School will review the student record on or after the original approved return date. The School review determines if the student re-entered as scheduled, or did not re-enter as scheduled and must be withdrawn for the purposes of the Return of Title IV (R2T4) calculation and deferment processing.

### ➤ **Date of Determination**

The DOD for students who unofficially withdraw from ABC Adult School is no greater than 14 days after the official last date of attendance; or when a student fails to return from an approved leave of absence. Students granted an extension have the period of the extension excluded when counting the 14 days of consecutive nonattendance. For example, if the student was out of attendance (OOA) for 5 days prior to the extension, once the extension is completed the days continue to count from day 6 until the next academically related activity (ARA) posts. If the student does not post an ARA, then at 14 days (excluding the extension period) the DOD will populate. ABC Adult School will return the amount of federal financial aid funds for which it is responsible no later than 45 days after the date the School determines the student has withdrawn. (See Return of Title IV Policy.)

## *Administrative Withdrawals*

Students who are withdrawn from ABC Adult School for failure to meet admission, academic, candidacy, financial or code of conduct policies are considered administrative withdrawals (AWs).

### ➤ **Withdrawal Date**

The withdrawal date for students who are AW is the last date of academic attendance or attendance in an ARA that occurred prior to the decision to administratively withdraw the student.

➤ **Date of Determination**

The DOD for students who are AW from ABC Adult School is the date the School determines the withdrawal. The School will return the amount of federal financial aid for which it is responsible no later than 45 days after the date of the administrative withdrawal. (See Return of Title IV Policy.)

*Academically Related Activities that Occur During an Intentionally Scheduled Break or Course Extension Period*

➤ **Withdrawal Date**

If a student posts an ARA during the School scheduled break, the School will look for the most recent ARA that occurred prior to the start of the School-wide scheduled break. This date will be used as the withdrawal date for Title IV purposes.

➤ **Date of Determination**

The DOD for students who post academically related activities during the School-wide scheduled break will be no greater than 15 days after the end date of the scheduled break. For example: A student attends class on December 19th. An institutionally scheduled break occurs December 20 – January 4. The student posts an ARA on December 29th, which is during the scheduled break. The DOD is January 19th (the 15th day after the end date of the scheduled break).

## **Return of Title IV Policy**

The Return of Title IV Policy addresses federal financial aid recipients who withdraw from ABC Adult School and are subject to a Return of Title IV (R2T4) calculation. For the purpose of R2T4 calculation requirements, a recipient is a student who has actually received federal financial aid funds or has met the conditions that entitled the student to a late disbursement of federal financial aid funds. ABC Adult School is required to review the amount of federal loan and grant aid a student received for the payment period, to determine what percentage of federal financial aid the student earned prior to withdrawal. The percentage of federal financial aid determined to be unearned for the payment period must be returned to the appropriate federal financial aid program(s). For more information on the Return of Title IV, refer to the Return of Title IV Policy in the Federal Financial Aid Policies website.

## **Tuition Refund Policy**

### *School-wide Policy*

The following provisions pertain to all refund policies applied by ABC Adult School unless specifically stated otherwise.

When a student begins a program under Registered (R) status, pending the completion of the student admission file, and is subsequently denied admission, the student is eligible for a full tuition refund. ABC Adult School does not refund tuition for any completed course. A tuition refund can be requested in writing. Students who withdraw from a course prior to the start date will receive a 100% refund minus \$10 for that course. Students who are eligible for the prorated refund, the pro-rated refund percentage will be calculated by dividing the number of weeks remaining by the total number of weeks in the course.

## **Unearned Tuition Assistance**

ABC Adult School has a policy that returns any unearned tuition assistance (TA) funds on a proportional basis through at least the 60% portion of the period for which the funds were provided. ABC Adult School will return unearned tuition as follows:

- If a student does not begin attendance at ABC Adult School, start a particular course, or the course is cancelled by the School, the School will return 100% of any funds received.
- If a student withdraws from a course, funds will be returned on a pro-rata basis based upon the student's last date of attendance, also known as LDA. The last date of attendance will be used to determine the number of weeks the student attended the course. Once the last date of attendance has been determined, ABC Adult School will calculate the pro-rated percentage by dividing the number of weeks remaining by the total number of weeks in the course.

➤ **State Policy**

California Students in the State of California will have the right to cancel the Enrollment Agreement and obtain a refund of charges paid through attendance at the first class session or the seventh day after enrollment, whichever is later. To cancel enrollment, the student must submit a written request postmarked on or before the applicable time period to the Financial Aid Office at the appropriate address listed below:

Financial Aid Office  
ABC Adult School  
12254 Cuesta Drive  
Cerritos, CA 90703



## **Consumer Policies and Codes of Conduct**

### *Family Educational Rights and Privacy Act*

ABC Adult School student records are confidential for all students receiving funding under programs administered by the U.S. Department of Education in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974. Generally, information pertaining to a student record is not to be released to a third party without written or authorized electronic consent via a FERPA release form, judicial order or lawfully issued subpoena. ABC Adult School is required to provide students a copy of its FERPA policy annually and upon written request from students. Current students can obtain a copy of the FERPA policy in the Financial Aid Office or an online Student Handbook.

Under FERPA, a student is defined as an individual who is or has attended an educational institution. Students with at least one academically related activity (or one positive attendance whichever happens sooner) in a course are considered students at ABC Adult School .

**Note:** Orientations are not considered ABC Adult School courses.

#### ➤ **Access to Education Records**

ABC Adult School student records are confidential for all students receiving funding under programs administered by the U.S. Department of Education in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA). Generally, information pertaining to students' records shall not be released to a third party without written or authorized electronic consent, via a FERPA Release form, judicial order or a lawfully issued subpoena. Education records are defined as all records, files, documents and materials that contain information directly related to a student, and maintained by an educational institution.

#### ➤ **Releasable Information-Directory**

In compliance with FERPA, a School-designated representative without prior written or authorized electronic consent of the student can release the following educational record information, provided the student does not have a FERPA Hold Request form on record.

- Student name • Home address • Email address • Home telephone number • Year of birth • Dates of attendance at ABC Adult School • Dates of admission to the School • School programs of study • School Diploma completion dates and type of diploma earned • Current enrollment status • Most recent previous institutions attended and diploma(s) earned • Study level • Photographs • Honors and awards received • Participation in officially recognized activities

**Exception:** If a student submits written or authorized electronic requests via a FERPA Hold Request form that directory information not be released to a third party, no information can be released, absent a judicial order or a lawfully issued subpoena. A FERPA Hold Request is valid throughout the student's enrollment. To add a FERPA Hold Request, the student must

complete and submit a FERPA Hold Request form to the Financial Aid Office. For a student to remove a FERPA Hold from their record, the student will need to fill out a FERPA Hold Release form. For a student to remove previously authorized parties from his or her record, the student would complete a FERPA Release Rescind form listing any/all parties to which that information should no longer be released.

➤ **Information Not Released-Non-Directory**

Information that must not be released: In compliance with FERPA, the following student information shall not be released by ABC Adult School without prior written or authorized electronic consent of the student, a judicial order or a lawfully issued subpoena. The student's signature on the written requests shall be verified before acting upon the request. • Place of birth\* • Month and day of birth • Social Security number (SSN), individual record number (IRN) or personal identification number (PIN)\*\* • Grades or grade point averages • Class schedules • Employment information including: employer, position held, work address or work telephone number • Academic performance information, such as academic suspension, probation disqualification or academic dishonesty charges • Admission information, including test scores or entry grade point averages • Financial and accounting information • Gender • Race • Ethnicity • Citizenship • Country of origin.

**Note:** Non-directory information can only be released to third parties via telephone or in person if the student has provided written or authorized electronic consent including a security word. If the student does not complete the release information, including security word, information is not released via telephone or in person.

**Note:** All third parties, including parents, with inquiries require a FERPA Release form on file unless the third party meets one of the definitions under FERPA allowing access without prior written or authorized electronic consent from the student.

**Exceptions**

ABC Adult School may release personally identifiable information (PII), directory and nondirectory information without the student's consent under the following conditions:

- School officials with legitimate educational interests, which include any ABC Adult School employee acting within the scope of her or his School employment, and any duly appointed agent or representative of the School acting within the scope of his or her appointment
- Person or company with whom he/she has contracted as its agent to provide a service instead of using School employees or officials.
- Other schools to which a student seeks or intends to enroll
- Specified officials for audit and evaluation purposes
- Appropriate parties in connection with financial aid to a student (The disclosure is in connection with financial aid for which the student has applied or received, if the information is necessary for such purposes as to determine the following: eligibility for aid, amount of aid, conditions for aid and/or enforcement of terms and conditions of the aid.)

- Organizations conducting studies for, or on behalf of, the school
- Accrediting organizations
- Authorized representatives of the Comptroller General of the United States, Secretary of Education, or state and local educational authorities
- To comply with a judicial order or lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies
- State and local authorities, pursuant to state law
- To appropriate officials to comply with federal law (e.g., the USA Patriot Act, Solomon Amendment, SEVIS program)
- Under the Campus Sex Crime Prevention Act, institutions are permitted to disclose information concerning registered sex offenders who are required to register under the Violent Crime Control & Law Enforcement Act.
- The institution may disclose the results of a disciplinary proceeding if the student is an alleged perpetrator of a crime of violence or nonforcible sex offense and he or she has been found to have violated the institution's policies and procedures with respect to the allegation. Disclosures may only be made if the institution determines the student did violate its policies and such disclosures must only include the name of the student, violation committed and any sanction imposed by the institution against the student.
- The institution must, upon written request, disclose to the alleged victim of a crime of violence, or a nonforcible sex offense, the results of any disciplinary hearing conducted by the institution against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, the institution must provide the results of the disciplinary hearing to the victim's next of kin, if so requested.
- The disclosure is to organizations conducting studies for, or on behalf of, educational agencies or institutions.
- If a student initiates legal action against an educational institution, the institution may disclose to the court, without a court order or subpoena, the student's education records that are relevant for the institution to defend itself.
- The disclosure is to parents of a dependent student as defined in Section 152 of the Internal Revenue Code or to parents of students under the age of 21 when laws or university policies regarding alcohol or drugs are violated. \* Although this information may be disclosed without prior written consent according to FERPA, the School policy is to maintain the confidentiality of this student information. \*\* Student IRN, SSN or PIN numbers generally should not be released to a third party, unless necessary to perform a required task (e.g., Student Financial Agreement, FBI request, etc.).

A school official is defined as:

- A person employed by ABC Adult school in an administrative, supervisory, academic, research or support staff position.

- A person employed by or under contract to the ABC Adult School to perform a task.
- A person serving on an institutional governing body or committee.

A school official has a legitimate educational interest if:

- Performing a task specified in his or her job description or contract.
- Performing a task related to a student's education.
- Providing a service or benefit related to a student or a student's family.
- Representing a school in which a student seeks to enroll.
- Disclosing information to federal and state authorities auditing compliance of federal or state support programs.
- Disclosing information in connection with financial aid, to determine financial aid eligibility, amount of aid, conditions for the aid, or to enforce the terms of conditions of the aid.
- Disclosing information to state and local officials to whom this information is specifically allowed to be disclosed pursuant to state laws if the allowed disclosure concerns the juvenile justice system and the system's ability to effectively serve the student whose records are released.
- Performing studies on behalf of educational institutions.
- Disclosing information to accrediting organizations carrying out their function.
- Complying with a judicial order or lawfully issued subpoena provided notification to the student is made before complying with the subpoena.

ABC Adult School can disclose personally identifiable information (PII), directory and non-directory, without student consent if the disclosure meets the District and State approved conditions

➤ **Student Right to Access**

Students wishing to review their educational records shall submit a written request to the Financial Aid Office specifying the records to be reviewed. Only records covered by FERPA will be made available. If necessary, the Financial Aid Office will work with a campus designee so that the student can review the record.

FERPA regulations require ABC Adult School to comply with the students' right to inspect and review their academic records by responding within 45 days from the time the School receives a written request to access their records. However, the Financial Aid Office will respond to students' requests to review their records within 14 days from receipt of the request. Students should submit their request to the Adult School Financial Aid Office and specify the record or records they wish to have a copy of or to inspect.

Students who wish to review their records at school location must present photo identification before access to educational records is allowed. For copies of records from a student's file, the student must fill out and submit the Student Request for Information form. Distance education students must submit a written request specifically outlining which record they would like to review.

A designated School official must be present when a student wishes to review his or her records at a school location. This includes documents on file or student history notes that do not reference other student information. Printed files requested by the student and mailed from the Financial aid Office will not include history notes from any record systems.

➤ **Procedure**

Students alleging that their School records are inaccurate or misleading, or who allege violations of FERPA, may present their challenges to ABC Adult School Administrators.

Students have the right to correct record-keeping errors, but not to seek to overturn administration decisions and assessments. The Financial Aid Office shall review students' challenges and, when appropriate, amend students' records accordingly. Students will be notified within 14 days of the Administration's actions and, based on the action, may request a formal hearing.

A student must submit a request for amendment in writing to the Financial Aid Office identifying the specific portion of his or her record he or she wants changed and why he or she believes it's inaccurate or in violation of his or her privacy. The Financial Aid Office will respond to the request within 14 days.

If the School denies the request to change the record, the Administrative Office will notify the student within 14 days of the decision and advise the student of his or her right to challenge the information.

A student's request for a formal hearing must be made in writing and submitted to the Office of Admissions. The Administrative Office will arrange for a hearing, and notify the student within 14 days from the receipt of the request of the date, place and time of the hearing. Students may present relevant evidence and may be assisted or represented at the hearings by one or more persons of their choice, including an attorney, at the student's expense.

The school shall be represented by a hearing panel appointed by the School principal. The panel will be comprised of individuals that do not have a direct interest in the outcome of the hearing. The panel shall consider all relevant evidence supporting students' allegations of inaccurate or misleading information in students' records. Decisions of the panel will be final.

The School will provide a written decision within 14 days of the hearing based on evidence presented at the hearing, and will include a summary of evidence presented and the rationale for the decision.

If the School decides that the challenged information is not misleading, inaccurate or in violation of the student's privacy rights, it will notify the student within 14 days of his or her right to place in the record a statement commenting on the challenged information or a statement of reasons for disagreeing with the decision.

The statement will be maintained as a part of the student's record as long as the contested portion is maintained. If the School discloses the contested portion of the record, it must also disclose the statement. If the School decides the information is inaccurate or in violation of the student's right of privacy, it will amend the record and notify the student within 14 days, in writing, that the record has been amended. Exception: Students may not inspect and review the following absent a judicial order or legally issued subpoena:

- Confidential letters and recommendations for which they have waived their rights of inspection
- Educational records containing information about more than one student (Access is permitted only to that part of the record concerning the inquiring student.)
- Records of instructional, supervisory, administrative and certain educational personnel, which are in the possession of the originator

### *Student Code of Conduct*

ABC Adult School has established a Student Code of Conduct. Students are expected to conduct themselves ethically, honestly and with integrity as responsible members of the ABC Adult School's academic community. This requires the demonstration of mutual respect and civility in all School related academic and professional discourse. Students are accountable for their actions and are required to work independently and collaboratively with teams in achieving learning goals and objectives. As a member of the School's academic community, students acknowledge and accept an obligation to abide by the Student Code of Conduct. Conduct on or off campus which is determined to impair, interfere with or obstruct the opportunities of others to learn, or which disrupts the mission, processes or orderly functions of the ABC Adult School, will be deemed misconduct. A violation of the Student Code of Conduct will be subject to appropriate disciplinary action. For additional information on the Student Code of Conduct, see the Student handbook catalog.

### *Consumer Privacy Policy*

Summarized below are key elements of ABC Adult School Privacy Policy:

#### ➤ **Scope of Privacy Policy**

This policy applies to website visitors, current and potential students, alumni and any other user of services offered through our Sites including any websites or mobile applications operated by or on our behalf. This policy applies to both online and offline collection, storage, processing and transfer of personal information

#### ➤ **Information Collected**

We collect various types of information through our Sites and other websites where you can express interest in our services, through our online applications, over the phone and in person where print materials and digital technology may be used to collect information from you. Some information is collected automatically through various web and Internet technologies,

including Social Networking tools used by ABC Adult School to foster communication and collaboration among members of our community. Other information is collected when you provide it in response to an advertisement, a survey or a request for information; apply for admission or financial aid; register for classes; order educational or other products and services; set up a social network or other site profile; or use one of our career resources, learning assessments, or other interactive tools. We may also obtain information from other sources and combine that with information we collect about you.

➤ **Information Uses**

ABC Adult School will not sell, rent or lease your personal information to others except as provided in this policy. We may collect, use and disclose personal information for the following purposes:

- To determine your admissibility and to register you for your selected educational programs
- To contact you regarding your status with the School
- To provide requested products and services
- To respond to your inquiries and provide customer support
- To administer promotions in which you have indicated an interest
- For our internal marketing purposes, which includes, but is not limited to, sending you material about products, services, updates, etc. that we think may be of interest to you
- For fostering communication and collaboration among members of your School community through social networks
- For sharing with our Educational Partners who may contact you with respect to their educational or other services
- For sharing with our Educational Partners or Business Associates who are performing services on our behalf
- To analyze how Sites and services are being accessed and used
- For investigation of information security and information asset protection-related incidents
- To test, correct and improve our content, applications and services
- To develop new applications, products and services
- For Online Behavioral Advertising purposes
- To improve student retention, site and service performance, user experience and delivery
- To prevent potentially illegal activities (including illegal downloading of copyrighted materials in accordance with our Student Use Of Information Policy)
- To investigate suspicious information that denotes illegal activity such as financial aid fraud
- To analyze academic and learning outcomes and preferences
- For external academic research and scholarship

- To analyze risk and business results
- To obtain payment for services that we provide to you
- To provide you with information concerning arrangements and other options for the repayment of funds loaned to you for your education
- To maintain business records for reasonable periods
- To provide to Educational Partners, Business Associates or Unrelated Entities in connection with the contemplated or actual reorganization, merger, acquisition, financing, securitization, insuring, sale or other disposal of all or part of our business or assets, including for the purposes of determining whether to proceed with such transaction or fulfilling any records or other reporting requirements to such parties. In the event of any actual reorganization, merger or acquisition, such information may be transferred as part of the transaction to the acquirer.
- And/or as may be required or permitted by legal, regulatory, industry self-regulatory, insurance, audit or security requirements.

## **Your Rights and Choices**

### ➤ **MARKETING COMMUNICATIONS**

If you do not wish to receive marketing email communications or direct mail communications from ABC Adult School, you may express your choice where indicated on the applicable email or other communication. If you do not wish to receive marketing telephone calls or mailings, you may express your choice to opt out by emailing to [www.abcadultschool.edu](http://www.abcadultschool.edu)

### ➤ **OTHER DISCLOSURE**

Note that if you opt out of certain uses of your personal information, we may no longer be able to provide certain products or services. For more information on your ability to opt out, email ABC Adult School Financial Aid Office.

### ➤ **OTHER IMPORTANT INFORMATION**

ABC Adult School will take commercially reasonable measures to secure and store your information to protect against the loss, misuse and alteration of the information under our control. We utilize industry standard security measures when accepting your credit card information during your registration or other transaction you have initiated with us, as well as whenever we ask you to log in to any of our sites. If you become a student, your educational records are subject to the U.S. federal Family Education Rights and Privacy Act (FERPA), state laws and ABC Adult School policies.

## ***Dispute Resolution Policy and Procedures***

The following policy and procedures are to be used to mutually resolve disputes by and between students and ABC Adult School. The policy and procedures as set forth herein are



effective for students currently enrolled in the School as of July 1, 2018, or who enroll in the School on or after July 1, 2018.

Students are encouraged to first bring the concerns outlined below to the attention of the appropriate individual/department, as set forth in the student handbook. None of these steps, however, precludes any student from seeking other forms of resolution, including in a court of law.

We agree that neither we nor anyone else will use this provision to stop you from bringing a lawsuit concerning our acts or omissions regarding the making of the Federal Financial Aid or the provision by us of educational services for which the Federal Financial Aid was obtained. We also agree that neither we nor anyone else will use this provision to stop you from being part of a class action lawsuit in court. You may file a class action lawsuit in court or you may be a member of a class action lawsuit even if you do not file it.

### **Register to Vote**

ABC Adult School makes the effort to educate students regarding the importance of exercising their right to vote and makes Voter Registration information available at Cuesta and Cabrillo Lane campuses. The National Mail Voter Registration Form can also be used to register U.S. citizens to vote, to update registration information due to a change of name, make a change of address or to register with a political party. You must follow the state-specific instructions listed for your state. After completing the form, you must sign your name where indicated and send it to your state or local election office for processing. The national form also contains voter registration rules and regulations for each state and territory. For more information about registering to vote, contact your state election office at [http://www.eac.gov/voter\\_resources/contact\\_your\\_state.aspx](http://www.eac.gov/voter_resources/contact_your_state.aspx).

Register to vote by following your state-specific instructions and using the National Mail Voter Registration form at [http://www.eac.gov/voter\\_resources/register\\_to\\_vote.aspx](http://www.eac.gov/voter_resources/register_to_vote.aspx)

## **Campus Safety and Security**

### *Annual Security Report*

ABC Adult School Annual Security Report is published annually by the School and is comprised of two parts, the Campus Safety Policies and Campus Crime Statistics. Annual report will be published and posted on our website.

### *Campus safety Policies*

ABC Adult School Safety Plans have been prepared to increase the School community's awareness of current programs that exist to protect its members' safety and well-being and to satisfy the requirements of the Drug-Free Schools. The information included relates to the following:

- Alcohol and other drugs prevention, health risks and counseling services
- Annual crime statistics
- Available counseling and assistance resources
- Crime prevention measures
- Reporting criminal activities
- Emergency mass notification
- Information related to campus safety programs
- Penalties and sanctions regarding the unlawful use, sale, possession or distribution of illegal drugs and alcohol
- Effects of alcohol and other drug use
- Prohibited use or distribution of alcohol and other drugs
- Safety and awareness
- Sex offender registry
- Sexual violence policy and prevention

The information is intended to provide a useful description of ABC Adult school campus safety policies; however, it is not intended to serve as a contractual agreement between the School and the recipient. Additionally, ABC Adult School will disseminate and publicize, for each of its campus locations, crime statistics from the most recent calendar year and two preceding calendar years. Visit <http://www.abcadulthoodschool.edu> to access a PDF file of the ABC Adult School Campus Safety Plan.

### *Campus Crime Statistics*

The Clery Act delineates the violations which need to be reported. ABC Adult School Annual Security Report includes all Clery Act crimes reported and local law enforcement (collected by the administrators through an information request) over the previous three years that occurred on campus, in certain off-campus buildings or property owned or controlled by the District, and on public property within or immediately adjacent to and accessible from the campus. If a crime has occurred but has not been reported, it cannot be

reflected in the following statistics. For this reason, ABC Adult School encourages everyone to report all crimes to their designated administrators and local law enforcement agency. The following Clery Act crimes meet definitions in the FBI's Uniform Crime Reporting (UCR) Program. For the categories of Domestic Violence, Dating Violence and Stalking, definitions are provided by the Violence Against Women Act of 1994 and repeated in the U.S. Department of Education's Clery Act regulations.

- **Criminal Offenses** – Murder and Non-Negligent Manslaughter, Manslaughter by Negligence, Rape, Fondling, Incest, Statutory Rape, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft and Arson.
- **Hate Crimes** – Any of the above-mentioned offenses (excluding Manslaughter by Negligence), and any incidents of Larceny-Theft, Simple Assault, Intimidation, or Destruction/Damage/Vandalism of Property that were motivated by bias.
- **VAWA Offenses** – Any incidents of Domestic Violence, Dating Violence and Stalking.
- **Arrests and Referrals for Disciplinary Action for Weapons** – Carrying, Possessing, etc. Law Violations, Drug Abuse Violations and Liquor Law Violations. In addition, the following Kentucky Minger Act offenses (non-Clery Act statistics) are separately provided for the Louisville Campus in the University of Phoenix Annual Security Report:
- **Menacing**; Reckless Homicide; Terroristic Threatening/Intimidation; and Wanton Endangerment. Specific campus location statistics are available electronically in the Annual Security Report on our website.

### *Statement of Policy on Sex Offender Registration*

The federal Campus Sex Crimes Prevention Act requires schools to issue a statement advising the campus community where state law enforcement agency information concerning registered sex offenders may be obtained. The Act also mandates that sex offenders who are already required to register in a state provide notice of each institution of Post-Secondary or higher education in that state at which the offender is employed or is a student. This notice should be directed to the campus security authority at their campus. To learn the identity of registered sex offenders on or near a campus, or anywhere in the United States, visit the Sex Offender databases at <http://www.sexoffender.com> and <http://nsopw.gov/>. You can search by city, county or ZIP code. This information is collected by other agencies, and this institution cannot guarantee this information is correct or complete. The information provided here is intended to be in compliance with the Clery Act and for campus safety purposes only. It should not be used to intimidate, threaten or harass. Misuse of this information may result in prosecution.

### **Alcohol and Other Drug Abuse Prevention**

Drug abuse affects all aspects of life. It threatens the workplace as well as our homes, our schools and our community. The U.S. Department of Education requires institutions of Post-Secondary or higher education to implement a drug prevention and awareness program for their students and employees. ABC Adult School abides by federal Drug-Free Workplace

and Drug-Free Schools and Communities Act regulations regardless of individual state legalization. Students are expected to conduct themselves ethically, honestly and with integrity as responsible members of the School's academic community.

## **Federal Financial Aid Penalties for Drug Violations**

According to the Higher Education Act (HEA), students convicted for a drug offense that occurred during a period of enrollment while they were receiving federal financial aid may lose eligibility for federal aid. Federal aid includes Federal Pell and FSEOG Grants, Federal Work Study, Federal Perkins Loans, Federal Stafford Loans, Federal PLUS Loans, Graduate PLUS Loans and other financial assistance. The Free Application for Federal Student Aid (FAFSA) asks students if they have been convicted of a drug-related offense. If the student answers "yes" to the question, then he or she will be sent a worksheet by the federal processing center in order to determine whether the conviction affects eligibility for aid. Should the financial aid office be notified that a student has been convicted of sale or possession of illegal drugs, financial assistance will be suspended immediately. If a conviction was reversed, set aside or otherwise rendered invalid, it does not count. Convictions occurring during periods of non-enrollment also do not count. In addition, any conviction received as a juvenile does not count, unless the student was tried as an adult. Failure to answer the question automatically disqualifies students from receiving federal financial aid. Answering this question falsely could result in fines, imprisonment or both. More information about federal penalties and sanctions is located at <http://www.justice.gov/dea/druginfo/ftp3.shtml>

### *Penalties for Drug Convictions*

A federal or state drug conviction can disqualify a student for Federal Student Aid (FSA) funds. Convictions only count against student eligibility if they were for an offense that occurred during a period of enrollment for which the student was receiving FSA and they do not count if the offense was not during such a period, unless the student was denied federal benefits for drug trafficking by a federal or state judge. Also, a conviction that was reversed, set aside or removed from the student's record does not count nor does any conviction received as a juvenile count unless the student was tried as an adult. ABC Adult School enforces all federal and state laws and local ordinances.

#### ➤ **Federal**

Federal Trafficking Penalties table, obtained from the U.S. Drug Enforcement Administration (<http://222.justice.gov/dea/druginfo/ftp3.shtml>), is provided below:

#### ➤ **State:**

In addition to the information listed above, a complete listing of California substances, how they are placed on the schedule and additional drug information, can be found at:

<http://www.leginfo.ca.gov/cgi-bin/displaycode?section=hsc&group=11001-12000&file=11350-11356.5>

## ➤ Health Risks

Alcohol and drugs are toxic to the human body. Substance abuse may result in a wide array of serious health and behavioral problems and has both long and short-term effects on the body and the mind. In addition to the problem of toxicity, contaminant poisonings often occur with illegal drug use. HIV infection with intravenous drug use is a prevalent hazard.

Acute health problems may include heart attack, stroke, and sudden death, which can occur for first-time cocaine users. Long lasting effects caused by drug and alcohol abuse can cause problems such as disruption of normal heart rhythm, high blood pressure, leaks of blood vessels in the brain, bleeding and destruction of brain cells, possible memory loss, infertility, impotency, immune system impairment, kidney failure, cirrhosis of the liver and pulmonary damage. Drug use during pregnancy may result in fetal damage and birth defects causing hyperactivity, neurological abnormalities, and developmental difficulties.

## Listed below are additional Health Risks due to Alcohol Abuse

- **Alcohol Abuse**

Known health risks include increased risk of injuries, violence, fetal damage (in pregnant women), depression, neurologic deficits, hypertension, liver and heart disease, addiction and fatal overdose.

Alcohol affects every organ in the drinker's body and can damage a developing fetus. Intoxication can impair brain function and motor skills; heavy use can increase risk of certain cancers, stroke, and liver disease. Alcoholism or alcohol dependence is a diagnosable disease characterized by a strong craving for alcohol, and/or continued use despite harm or personal injury. Alcohol abuse, which can lead to alcoholism, is a pattern of drinking that result in harm to one's health, interpersonal relationships, or ability to work.

## **Substance and Possible Long-Term Effects**

### **Alcohol**

Toxic psychosis, physical dependence, neurological and liver damage, fetal alcohol syndrome, impaired judgment

### **Amphetamines**

Uppers, speed, crank loss of appetite, delusions, hallucinations, heart problems, hypertension, irritability, insomnia, toxic psychosis, rebound depression

## **Barbiturates**

Barbs, bluebirds, blues severe withdrawal symptoms, possible convulsions, toxic psychosis, depression, physical dependence, impaired judgment

## **Benzodiazepines**

(Valium, Xanax, Ativan, Dalmane, Rohypnol) benzos, downers, sleepers, tranqs, roofies

Impaired judgment, sedation, panic reaction, seizures, psychological dependence, physical dependence

## **Cocaine**

Freebase coke, crack

Loss of appetite, depression, weight loss, seizure, heart attack, stroke, hypertension, psychosis, chronic cough, nasal passage injury, hallucinations

## **Codeine**

Physical dependence, constipation, loss of appetite, lethargy, respiratory depression

## **Heroin**

H, junk, smack

Physical dependence, constipation, loss of appetite, lethargy, respiratory depression

## **Inhalants**

Ames, gas, laughing gas, poppers, snappers

Psychological dependence, psychotic reactions, confusion, frozen airway, sudden death

## **LSD**

Acid

May intensify existing psychosis, panic reactions, can interfere with psychological adjustment and social functioning, insomnia, flashbacks

## **MDA, MDMA, MOMA**

Ecstasy, xtc

Same as LSD, sleeplessness, nausea, confusion, increased blood pressure, sweating, paranoia

## **Marijuana (cannabis)**

Pot, grass, dope, weed, joints

Bronchitis, conjunctivitis, mood swings, paranoia, lethargy, impaired concentration

## **Mescaline (peyote cactus)**

mesc, peyote

May intensify existing psychosis, hallucinations at high dose

### **Methamphetamine**

Meth, crystal, chalk, ice

Increased wakefulness, increased physical activity, decreased appetite, increased respiration, rapid heart rate, irregular heartbeat, increased blood pressure, and increased body temperature

### **Methaqualone**

Ludes

Coma, convulsions

### **Morphine**

M, morf

Physical dependence, constipation, loss of appetite, lethargy

### **PCP**

#### **Crystal, tea, angel dust**

Psychotic behavior, violent acts, psychosis, hallucinations at high dose

### **Psilocybin**

#### **Magic mushrooms, shrooms**

May intensify existing psychosis

### **Steroids**

Roids, juice

Cholesterol imbalance, acne, baldness, anger management problems, masculinization of women, breast enlargement in men, premature fusion of long bones preventing attainment of normal height, atrophy of reproductive organs, impotence, reduced fertility, stroke, hypertension, congestive heart failure, liver damage, depression

## *Drug and Alcohol Prevention Programs and Resources*

### **Students:**

ABC Adult School provides information on drug and alcohol treatment and prevention through a variety of means including seminars, courses, and Student Health Services Campus Based Programs and Resources: (Note: Not all programs and resources are available at both campuses)

Mental Health Counseling

Student Health Services Referrals

Crisis Counseling

Drug & Alcohol Abuse curriculum

Health Fairs (with the Arts and Crafts Fair in Fall)

Referrals to Community-Based Substance Abuse and Treatment Services

### **Community Based Programs and Resources:**

Outpatient and Community Based Substance Abuse Services

Resources for Drug and Alcohol Abuse and Recovery

### **Government Programs**

#### **Los Angeles Department of Behavioral Health**

<http://losangeles.networkofcare.org/mh/support/index.cfm?id=76>

#### **County of Los Angeles Public Health**

<http://www.lapublichealth.org/adpa/>

1-800-564-6600

#### **SAMHSA—Substance Abuse and Mental Health Service Administration**

Department of Health and Human Services

[http://www.samhsa.gov/treatment/treatment\\_public\\_i.aspx](http://www.samhsa.gov/treatment/treatment_public_i.aspx)

1-800-662-4357

#### **California Department of Drug and Alcohol Programs**

<http://www.adp.cahwnet.gov/>



## **National Institute of Health Training Guide**

<http://www.niaaa.nih.gov/Publications/EducationTrainingMaterials/guide.htm>

## **Private**

### **Sober Recovery Online Resources**

<http://www.soberrecovery.com/links/californiatreatmentcenters.html>

### **Matrix Institute**

<http://www.matrixinstitute.org/>

### **Roque <http://www.roquecenter.org/index.html>**

Garden Grove, Sliding Scale

## **Community Crisis Lines**

- Students who are experiencing a Behavioral Health emergency should call 9-1-1.
- Students who need information about handling a mental health crisis should speak to a trained counselor who can help with their specific situation. On campus, contact the counselor at (562) 229-7960
- LA County Mental Health Services PMRT: (818) 832-2410
- The toll-free call is available 24-hours a day, 7-days a week. 1 (800) 273-8255-6992

## **Crisis Line Resources:**

### **Los Angeles County Department of Mental Health**

<http://www.dmh.lacounty.gov>

**800-854-771 – 24 Hours Bilingual**

### **Los Angeles County Human Services Hotline**

<http://www.211la.org>

**Dial 211 – 24 Hours Bilingual**

### **Didi Hirsch – Suicide Prevention Hotline**

<http://www.didihirsch.org>

**877-7-CRISIS or 877-727-4747**

**The Soldiers Project**

**[www.thesoldiersproject.org](http://www.thesoldiersproject.org)**

**877-576-5343**

**The Trevor Project**

**<http://www.thetrevorproject.org>**

**866-488-7386**

**Asian Pacific Counseling and Treatment Centers**

**520 S. Lafayette Park, PL. #300**

**Los Angeles, CA 90057**

**(213) 252-2100**

**Community Drug and Alcohol Treatment**

Adult Alcohol Treatment Center

**[www.getrecovery.com](http://www.getrecovery.com)** (855) 337-2026

Anaheim Lighthouse (877) 959-5909

Tarzana Treatment Center (888) 919-8827

LA Addiction Treatment

**[www.hopebythesea.com/losangeles](http://www.hopebythesea.com/losangeles)** (855) 876-4077

**Substance Abuse Referral Resources**

Al-Anon Family Groups 818-760-7122

Alcoholics Anonymous 818-988-3001

323-936-4343

Alpha Recovery Center 818-502-2300

California Dept. of Alcohol & Drug

Program	800-879-2772
Casa de las Amigas	626-979-1124
Cocaine Anonymous	310-216-4444
Grandview Foundation	626-797-1124
Marijuana Anonymous	818-759-9194
	800-766-6779
Pasadena Alcohol Recovery Center	626-744-6001

## *Consequences for Violations*

### **POSSESSION OF ILLEGAL DRUGS**

- First offense: Loss of eligibility for federal financial aid for one year from the date of conviction.
- Second offense: Loss of eligibility for federal financial aid for two years from the date of conviction.
- Third offense and subsequent offenses: Indefinite ineligibility for federal financial aid from the date of conviction.

### **SALE OF ILLEGAL DRUGS**

- First offense: Loss of eligibility for federal financial aid for two years from the date of conviction.
- Second offense and subsequent offenses: Indefinite ineligibility from the date of conviction.

**Note:** If the student was convicted of both selling and possessing illegal drugs, and the periods of ineligibility are different, the student will be ineligible for the longer period.

**Suspension:** An interim suspension for good cause designed to prevent a student from endangering the health and safety of the campus community, destroying or damaging ABC Adult School premises or property, or disrupting or interfering with the orderly operation of the School. A summary suspension may be imposed pending for the purpose of investigation, or as a means of relieving the tension of the campus community or an individual class due to a serious infraction of the Standards of Student Conduct. A student who has been summarily suspended shall be denied access to an individual class or all ABC Adult School premises, and lose specified privileges for which he or may otherwise be eligible.

**Disciplinary Suspension:** A formal dismissal of a student for good cause. While under disciplinary suspension a student shall be denied access to an individual class or all ABC Adult School premises, and lose specified privileges for which he or she may otherwise be eligible.

**Expulsion:** A permanent dismissal or separation of the student from ABC Adult School for good cause when other means of correction fail to result in acceptable conduct, or when the presence of the student causes continuing danger to the health and safety of the campus community.

### *Notification of the Drug Abuse & Alcohol Prevention Program (DAAPP)*

ABC Unified School District will broadly distribute information about the Drug Abuse & Alcohol Prevention Program to all students and employees as follows:

**Students:**

Send initial email blast at ConnectEd to all current students w/ email address on file;

Bulk mailers will be sent to all current students w/invalid, or no email address on file;

Distribute brochures in Counseling Office at time of appointments;

Auto-emails will be sent to new and returning students at time of registration;

Auto-mailers will be sent to new and returning students w/invalid or no email address at time of registration;

Display notification on registration website with an acknowledgement check box that information has been read;

Distribute brochures in Counseling Office at time of appointment, or at Orientation Sessions.

Continuous notification to students who apply/register AFTER the ConnectEd notifications are released

Auto-email at time of mid-term registration

Auto-mailer at time of mid-term registration to students w/invalid, or no email address

### *How to Reduce the Period of Eligibility or Regain Eligibility*

The student may shorten the period of ineligibility by:

- Successfully completing an approved drug rehabilitation program that includes passing two unannounced drug tests;
- Passing two unannounced drug tests administered by an approved drug rehabilitation program;  
or
- Having the conviction reversed, set aside or otherwise rendered invalid. The student may regain eligibility the day after the period of ineligibility ends.

Students denied eligibility for an indefinite period can regain it after successfully completing a qualified rehabilitation program, passing two unannounced drug tests from such a program, or if a conviction is reversed, set aside or removed from the student's record so that fewer than two convictions for sale or three convictions for possession remain on the record (in such cases, the nature and dates of the remaining convictions will determine when the student regains eligibility).

Students who regain eligibility during the award year should notify the financial aid office immediately so that they might receive any eligible financial aid which they are entitled to receive. It is the student's responsibility to certify that a rehabilitation program was successfully completed. As with the conviction question on the FAFSA, ABC Adult School is not required to confirm the reported information unless conflicting information is determined.

### *Qualified Drug Rehabilitation Program*

A qualified drug rehabilitation program must include at least two unannounced drug tests and must satisfy at least one of the following requirements:

- Be qualified to receive funds directly or indirectly from a federal, state or local government program.
- Be qualified to receive payment directly or indirectly from a federally or state-licensed insurance company.
- Be administered or recognized by a federal, state or local government agency or court.

- Be administered or recognized by a federal or state-licensed hospital, health clinic or medical doctor.

### *Convictions for Offense That Occurred During Enrollment*

Federal regulations require an enrolled student convicted of a drug offense after receiving federal financial aid to notify ABC Adult School Student Financial Aid Office immediately. The student may be ineligible for further aid in that academic year and required to pay back all federal aid received after the date of the conviction. Student Financial Aid Office will work with the student regarding all of the available options.



# Appendix

## Financial Aid Policies

2018-19

## **Academic Year Definition Policy**

### *Overview*

The Academic Year Definition Policy provides the defined academic year for each program offered by ABC Adult School.

### *Policy*

A student's academic year begins with the first eligible course of a diploma program and ends when the student successfully completes **the hours of instructional time** requirements.

A week of instructional time is a week (a consecutive seven-day period) in which one day of instruction occurs. Instructional time does not include periods of vacation, orientation or homework.

## **Allowable Charges Policy**

### *Overview*

Federal regulations stipulate that when an institution disburses federal financial aid funds to a student by crediting the student's account, it may do so only for allowable charges. The Allowable Charges Policy defines what those allowable charges are at the ABC Adult School.

### *Policy*

#### **Allowable Charges**

ABC Adult School defines allowable charges as charges assessed by the Adult School for the current payment period for the following:

- Tuition (including tuition for directed study and state sales tax) and mandatory institutional fees
- Electronic course materials fees and books (only if the University has authorization from the student/parent.
- California Student Tuition Recovery Fund (CA STRF), if applicable Except as noted above, authorization is not required to apply federal financial aid funds to any invoiced allowable charges for the payment period.

#### **Future Charges**

ABC Adult School defines estimated future charges for the current payment period as follows:

- Allowable charges that have not been charged to the student's account. Authorization from the student (or parent for PLUS Loan) is required to apply federal financial aid funds to estimated future charges for the payment period. (Refer to the Federal Financial Aid Credit Balance Policy for additional information.)



## **Cost of Attendance Policy**

### ***Overview***

The Cost of Attendance Policy addresses the cost of attendance (COA) established for use in calculating a student's amount of federal financial aid eligibility and awarding financial aid for a specific period of enrollment. ABC Adult School uses the same COA when awarding Pell grant unless the student is a Pell or Iraq and Afghanistan Service Grant (IASG) only student. If the student is only receiving Pell or IASG, the Pell COA is used for awarding purposes. The COA consists of various components to determine eligibility for a period of enrollment. ABC Adult School reviews and, if necessary, updates each COA component annually, referencing the Consumer Expenditure Survey from the Bureau of Labor and Statistics website and reviewing actual institutional data.

### ***Policy***

ABC Adult School's COA is made up of the following components:

- Tuition and mandatory institutional fees
- Books and Supplies (Electronic Course Materials and Books — Esource Fees) – Esource fees encompass course textbooks and electronic materials, the University library, eBook collection, math labs, programming software, the Centers for Math and Writing Excellence, and Phoenix Career Guidance System™
- Living Expense – Room and Board (housing and food) – Transportation – Miscellaneous (personal care expenses)

If a student is attending less than half-time, the COA is limited to the following components:

- Tuition • Books and Supplies (Electronic Course Materials and Books — Esource Fees)

### ***Tuition***

ABC Adult School documents how tuition averages are calculated and makes this information available upon request. Exceptions include professional judgment decisions and elimination of an over award using a student's actual tuition costs for the period of enrollment. (Refer to the Professional Judgement Policy and the Over award & Overpayments Policy for further information.) If a student's period of enrollment is less than a full academic year, costs will be adjusted to match the period of enrollment.

### ***Books and Supplies (Electronic Course Materials and Books)***

The books and supplies component is calculated using a standard iTrain fee based on each enrolled course, for the period of enrollment.

### ***Living Expense***

The living expense component is a per-month allowance calculated using data provided in the most recent Consumer Expenditure Survey. ABC Adult School documents how living

expense components are calculated and makes this information available upon request. Students receiving military housing assistance (Basic Allowance for Housing or BAH) will have a reduction in living expenses in the amount of the room allowance (housing).

To determine the total living component for each student's COA, ABC Adult School references its academic year definition for each Career Pathway to establish the number of months to be used. (Refer to the Academic Year Definition Policy for further information.)

### ***Programs Less than an Academic Year and End of Program Periods***

The COA for programs less than an academic year and the COA for end of programs (EOPs) is based on the hours required to complete the program and the weeks of instructional time, converted to months, needed to complete those diploma. The months are rounded up and multiplied by the monthly living expense to determine the living expense component of the student's COA. The COA for an EOP will not increase if a remaining period needs to be extended due to the student failing or withdrawing from a course(s) in the prorated period.

## **Disbursements Policy**

### ***Overview***

The Disbursements Policy addresses a student's eligibility for standard, late and post-withdrawal disbursements from ABC Adult School. ABC Adult School may only disburse federal financial aid funds to eligible students.

### ***Policy***

#### **Standard Disbursement**

A student is eligible to receive the first disbursement of federal financial aid when ABC Adult School confirms the student is enrolled in courses for the payment period and is eligible to receive the funds. The student becomes eligible to receive a disbursement of federal financial aid for the second payment period when the student successfully completes one-half the hours of instructional time AND earns one-half the credit hours in the defined academic year (AY). Typically, the ABC Adult School disburses funds once the student successfully completes half the credits hours and weeks of instruction in the current AY, which may consist of more credit hours and weeks of instruction than the defined AY.

If the payment periods are not equal in credit hours and weeks of instructional time, the first payment period will consist of more credit hours and/or weeks of instructional time to ensure at least one-half the credit hours and one-half the weeks of instructional time in the AY are completed.

Occasionally, when a student's file is re-evaluated, the second payment period may consist of more credit hours and weeks of instructional time than the first payment period. If a

program is longer than one AY and consists of a remaining period that is more than one-half an AY, the second disbursement of the remaining period is made once the student successfully completes one-half of the weeks of instructional time AND earns one-half the credits in the remaining period.

If the remaining period is equal to or less than one-half an AY, the second disbursement of the remaining period may not be disbursed until the student successfully completes one-half the weeks of instructional time AND earns one-half the credit hours in the remaining payment period.

If ABC Adult School is unable to determine when a student has successfully completed one-half the credit hours in the remaining period of study, the second payment period will begin on the latter of the date the student successfully completes 1) one-half of the coursework in the remaining period; or 2) one-half the weeks of instructional time in the remaining period.

If the remaining period consists of only three credit hours and five weeks of instructional time, the second disbursement will be made once the student successfully completes 3 weeks of instructional time.

ABC Adult School will schedule disbursements according to procedures. Before disbursing federal financial aid funds, ABC Adult School determines and documents the student's eligibility to receive federal financial aid funds. ABC Adult School disburses federal financial aid funds by crediting the student's account no later than three business days after receiving the funds. Funds in excess of allowable charges are paid directly to the student unless otherwise authorized in writing by the student. (Refer to the Federal Financial Aid Credit Balance Policy for additional information.)

### ***RIGHT TO CANCEL***

Before the ABC Adult School disburses federal financial aid funds, the School will notify the student of the amount of funds that the student can expect to receive under each federal financial aid program and how and when those funds will be disbursed. ABC Adult School will notify the student of the amount of the federal aid disbursement, the student's right to cancel all or a portion. The notice will also include the procedures and time by which the student must notify the School that he or she wishes to cancel the grant disbursement. This notice will be sent to the student no earlier than 30 days before and no later than seven days after crediting the student's account at ABC Adult School.

### ***Late Disbursement***

Students become ineligible to receive federal financial aid funds on the date the student:

- For federal grants, is no longer enrolled at ABC Adult School for the award year.

If a student completes a payment period or period of enrollment, withdraws during a payment period or period of enrollment, or graduates, ABC Adult School must make or offer

the student a late disbursement of federal financial aid funds for which the student was eligible while in attendance at ABC Adult School.

### ***PAYING A LATE DISBURSEMENT OF FEDERAL FINANCIAL AID GRANT FUNDS***

Without the student's permission, ABC Adult School may credit a student's account with a late disbursement of federal financial aid grant funds for current allowable charges. If federal financial aid grant funds remain to be disbursed from a late disbursement after all outstanding charges on the student's account have been satisfied, ABC Adult School pays the grant funds directly to the student within 14 days. ABC Adult School will make a late disbursement to the student no later than 180 days after the date of the School's determination the student withdrew, or for a student who did not withdraw, 180 days after the date the student became ineligible.

### ***LATE DISBURSEMENT – AFTER 180 DAYS***

ABC Adult School will make a late disbursement of federal financial aid funds within 180 days of the date the student became ineligible. No disbursement of these funds is made after the 180-day timeframe.

### ***Post-withdrawal Disbursement***

Withdrawn students lose federal financial aid eligibility and cannot be paid additional federal financial aid funds for the payment period and/or AY. However, as a result of the student's Return to Title IV Funds (R2T4) calculation, the student may be eligible to receive federal financial aid funds that had not disbursed but could have been disbursed prior to the student's withdrawal date. If the total amount of federal financial aid grant and/or loan funds earned by the student on the R2T4 calculation is greater than the total amount of federal financial aid disbursed to the student, the student may be eligible to receive a post-withdrawal disbursement (PWD).

ABC Adult School does not include as a PWD any funds from a disbursement the University was prohibited from making on or before the date of the School's determination that the student withdrew, which would apply to the following:

- Disbursements of Federal Pell or IASG funds to a student for whom the School did not have a valid SAR/ISIR by the deadline established by ED A PWD is made from available grant funds

### ***POST-WITHDRAWAL DISBURSEMENT OF FEDERAL FINANCIAL AID GRANT FUNDS***

ABC Adult School may credit a student's account with a PWD of federal financial aid grant funds (Pell, IASG and FSEOG), without the student's permission, for outstanding current

(educationally related) charges. ABC Adult School will obtain a student's authorization to apply grant funds toward anything other than current charges. The School disburses any amount of federal financial aid grant funds as soon as possible, but no later than 45 days after the date of the School's determination that the student withdrew. If the student does not respond to the School's notice for authorization, federal financial aid grant funds are used for appropriate outstanding current (educationally related) charges. (See the Federal Financial Aid Credit Balance Policy for the definition of outstanding charges.)

## **Federal Financial Aid Credit Balance Policy**

### *Overview*

The Federal Financial Aid Credit Balance Policy addresses federal financial aid credit balances and how ABC Adult School handles those credit balances when they occur on a student's account. Whenever ABC Adult School credits federal financial aid funds to a student's account and those funds exceed the student's allowable charges, a federal financial aid credit balance occurs. ABC Adult School will pay the excess federal financial aid funds directly to the student as soon as possible, but no later than 14 days after the balance occurred on the student's account unless an Authorization to Hold Funds form is on file.

### *Policy*

Whenever ABC Adult School credits federal financial aid funds to a student's account and those funds exceed the student's allowable charges (refer to the Allowable Charges Policy for definition of allowable charges), a federal financial aid credit balance occurs. The order in which funds are credited does not matter, and the School does not require a student to take any actions to obtain the credit balance.

### *Attribution of Funds*

ABC Adult School will consider to have disbursed federal financial aid grants before direct loans to the student's account in the following order regardless of when the funds are credited:

1. Pell Grant
2. Iraq and Afghanistan Service Grant (IASG)
3. FSEOG

### *Authorization to Hold Funds*

ABC Adult School may obtain a student's written, voluntary authorization through the School's financial aid application process to hold a federal financial aid credit balance. This authorization may also be obtained through a paper process. The School does not require or coerce the authorization and notifies the student that the authorization may be canceled at any time. If the student chooses to cancel the authorization, the cancellation is not retroactive. Funds held for incurred allowable charges and prior-year charges prior to the School receiving the authorization cancellation will remain on account. At any time, the

School will accept a Financial Aid Authorization Change Form from a student, canceling or modifying the authorization initially provided. The Financial Aid Authorization Change Form is available to students at the Financial Aid Office. If a student cancels an authorization to apply a federal financial aid credit balance, the funds will be paid directly to the student as soon as possible, but no later than 14 days after Student Financial Services — Operations (SFS-O) receives the notice.

### *Application of Funds*

ABC Adult School applies funds received from a federal financial aid disbursement in the following order:

- Invoiced and unpaid tuition (including tuition, mandatory fees, sales tax, and directed study fees)
- If authorization has been obtained from the student, future tuition (including tuition, mandatory fees, sales tax and directed study fees) and California Student tuition Recovery Fund, if applicable for the future payment period of the loan period; and
- If authorization has been obtained from the student), invoiced and unpaid, and future not-yet-charged electronic course materials fees and books

### *Treatment of Unclaimed Federal Financial Aid Credit Balance*

If ABC Adult School is unable to locate a student to pay a federal financial aid credit balance and has exhausted all possible avenues to find the student, ABC Adult School will return the credit balance to the applicable federal financial aid programs. This process is accomplished by referencing the Attribution of Funds section in this policy. ABC Adult School returns any unclaimed federal financial aid credit balance issued by check to the applicable federal financial aid programs no later than 240 days after the check issue date. If the funds were issued via electronic funds transfer (EFT) and subsequently returned or rejected, ABC Adult School returns the funds to the applicable federal financial aid programs no later than 45 days after the funds were returned or rejected. Return of Title IV ABC Adult School will hold a federal financial aid credit balance until completion of the

### *Return of Title IV (R2T4) process.*

(Refer to the Return of Title IV Policy for additional information.) Once the R2T4 calculation is completed, if there is any federal financial aid credit balance remaining, the School allocates the credit balance as follows:

- First, ABC Adult School repays any grant overpayment owed by the student as a result of his or her withdrawal.
- Within 14 days of the date the R2T4 calculation is performed, ABC Adult School pays any remaining federal financial aid credit balance in one or more of the following ways: – Pay authorized charges at the School; or – Pay the student directly Refer to the Return of Title IV Policy for additional information.

## **Federal Pell Grant/IASG Policy**

### *Overview*

The Federal Pell Grant/Iraq and Afghanistan Service Grant (IASG) Policy illustrates how ABC Adult School calculates and awards Pell Grants and IASG to eligible students.

### *Policy*

ABC Adult School calculates the annual award for students in nonterm credit-hour programs using Federal Pell Grant Formula 4 in conjunction with the Federal Pell Grant full-time payment schedule. The maximum duration of Pell and IASG eligibility is limited to six full-time scheduled awards, as measured by the percentage of Lifetime Eligibility Used (LEU). A student is ineligible to receive further Pell and or IASG funds if they have 600% LEU or greater.

### *Rounding*

ABC Adult School uses standard rounding rules, applied consistently to all students, and will round Pell and IASG grant disbursements to the nearest dollar (not to exceed the scheduled Pell/IASG award). See exception under Pell Payment Calculations and LEU Limitations section below.

### *Calculating Payment Amounts*

The award for each payment period may be subject to proration. The scheduled Pell/IASG award is prorated based on the percentage of the following:

- Credit hours in the payment period over the credit hours in an academic year; or
- Weeks of instructional time in the payment period over the weeks in the academic year.

The scheduled Pell/IASG award is calculated using the lesser percentage multiplied by the scheduled award.

### *Crossover Payment Periods*

When a payment period falls into two award years (it begins before July 1 and ends on or after July 1), it is referred to as a “crossover payment period.” If a student is enrolled in a crossover payment period, the entire payment period must be considered to occur within one FAFSA award year. ABC Adult School determines for each Pell/IASG grant recipient the award year in which the payment period is placed. Students are awarded from the oldest and active aid year first. Pell Payment Calculations and LEU Limitations If a student has less than 100% remaining of the maximum 600% Pell LEU, the University will disburse 50% of the Pell award in the first Pell payment period. The remaining percentage of the Pell award is disbursed in the second Pell payment period. Rounding rules do not apply to these disbursements.

## *Pell Payment Calculations and LEU Limitations*

For any remaining portion of a program that is more than half of an academic year (AY) but less than a full AY, the remaining portion is divided into two payment periods. The first payment period is the period in which the student successfully completes half of the credits AND half of the weeks of instructional time in the remaining portion. A student may receive less than a scheduled award in an award year, if the program crosses award years and the student's Pell Grant award in one of the award years is for a portion of the program that is less than a full AY.

- The annual award for a student in a nonterm credit-hour program is taken from the full-time payment schedule even if the student is attending less than full-time.
- Comparable prorations will be performed based on the number of credits in the payment period as they compare to the credits in the defined AY OR the number of weeks in the payment period as they compare to the weeks of instructional time in the AY.
  - The scheduled Pell award will be multiplied by the lesser of the two calculations to determine the Pell payment.
- If a student has more than 500% Pell LEU, the Pell payment will be the lesser amount between the proration calculation and the remaining eligibility award using the Pell LEU calculator.

## *Students Declining Pell Grant Funds*

Students who decide to decline all or a part of a Pell Grant disbursement must deliver to ABC Adult School a signed, written statement clearly indicating they are declining the Pell Grant funds for which they are eligible. Furthermore, they must understand those funds may not be available once the FAFSA award year is over. If ABC Adult School receives a statement indicating such from the student, it will submit any adjustment records for the student to the Common Origination and Disbursement (COD) System. Any School account balance(s) resulting from the return of Pell Grant funding is the responsibility of the student.

## *Students Returning Pell Grant Funds*

Students have the option of returning all or a portion of Pell Grant funds they were eligible to receive, as long as this return is taken during the SAME award year. If they choose to do so, they must deliver to ABC Adult School a signed statement clearly indicating they are returning the Pell Grant funds they are eligible for. Furthermore, they understand those funds may not be available once the award year is over. Students must return the funds directly to the School, and ABC Adult School will return those funds to the Pell Grant account. After doing so, the School must submit the required adjustment records for the students to the COD System. Any School account balance(s) resulting from the return of Pell/IASG grant funds is the responsibility of the student.

ABC Adult School does not accept any Pell/IASG grant funds from prior FAFSA award years.



### *Disputing the Accuracy of Pell Grant LEU Information*

If a student attending ABC Adult School chooses to dispute the accuracy of the Pell LEU information found in the Common Origination and Disbursement (COD) System, the School will assist the student in resolving this dispute. The School will not escalate the matter should it discover the amount of the Pell Grant LEU percentage being disputed would not, if corrected, make the student eligible for additional Pell Grant funding. However, if there is a valid dispute, acceptable documentation to resolve the dispute must be collected. This documentation could include, for example, a written statement from the previous institution confirming the student never attended, or at least never received Pell Grant funds from that institution for the award year in question. The School will then contact Federal Student Aid's COD School Relations Center at 800.474.7268. The Department of Education (ED), after its review of the student's assertion and any supporting information submitted, will provide the School with a response and instructions on how to proceed. On occasion, a student may dispute the Pell LEU information by contacting ED. In these scenarios, the School requires the exception/override to the dispute to be in writing and received directly from ED. Once the information is received, the School will adjust the student's Pell eligibility accordingly. The student must meet all other eligibility criteria in order to receive the Pell Grant funds.

### *Effective for Pell-Eligible Students after July 1, 2011*

Pell-eligible students may use Pell funds to purchase books if those funds could have been disbursed 10 days prior to the beginning of the payment period and disbursed funds would create a federal financial aid credit balance. The student will be provided with the lesser of the amount of the credit balance or the amount needed for the books and supplies, as determined by ABC Adult School. These funds will be issued to the student no later than the seventh day of the payment period. Students may opt out of this offer by not requesting the book. (Refer to the Federal Financial Aid Credit Balance Policy for further information.)

### *Recalculation*

If an expected family contribution (EFC) changes due to corrections, updating or an adjustment and the EFC change would change the Pell/IASG grant award, ABC Adult School will recalculate the Pell/IASG award for the entire award year. If, as a result of the recalculation, the student received more Pell/IASG award than the student was eligible for, an overpayment exists. Refer to the Over awards and Overpayments Policy for further information on how to resolve the overpayment.

### *Retroactive Payments*

For all prior payment periods for which a student was an eligible student within the FAFSA award year, ABC Adult School may pay the total lump sum of retroactive payments in two separate installments one day apart from each other.

### *Regaining Eligibility*

If a student resolves ineligibility criteria while attending ABC Adult School(e.g., resolves a default or over borrowing), the effective date of regaining eligibility for the Federal Pell Grant and IASG programs begins with the payment period in which the issue is resolved.

## **Financial Aid Counseling Policy**

### *Overview*

The Financial Aid Counseling Policy addresses the requirements of ABC Adult School ensuring initial entrance counseling is completed and students are notified of the requirement to complete exit counseling for each grant recipient.

## **Leave of Absence Policy**

### *Overview*

The Leave of Absence (LOA) Policy addresses the temporary interruption in a student's program of study, when the student is not in attendance at ABC Adult School. The LOA Policy is applicable to all students enrolled in certificate programs at ABC Adult School. If a student is not actively enrolled in a program, the student is not eligible to apply for an LOA. During an approved LOA, the student is not considered withdrawn and no Return to Title IV (R2T4) calculation is required for federal financial aid recipients.

### *Policy*

Students may be approved by ABC Adult School for multiple LOAs in a 12-month period. The total of all approved LOAs may not exceed 180 calendar days in the 12-month period. During an approved LOA, the student is not considered withdrawn and no Return to Title IV (R2T4) calculation is required for financial aid recipients.

### *Required Documentation*

An LOA may be approved if ABC Adult School determines there is a reasonable expectation the student will return. Students must follow the School's LOA Policy when requesting an LOA, by providing (on or before the start date of the LOA) a written, signed and dated request, including the reason for the LOA, to the Financial Aid Coordinator. All requests will be forwarded to Financial Aid Coordinator's office. If unforeseen circumstances prevent a student from providing a request to the campus on or before the start of the LOA, the University may grant the LOA if the campus has documented the reason and decision. The campus must collect the signed LOA request form from the student at a later date and provide it to SFS-O within a reasonable amount of time from the student's last date of attendance. Unforeseen circumstances may include, but are not limited to, medical and family emergencies, military, jury duty, business travel, course cancellation and/or facility closure, and natural disasters. If a student is out of attendance due to an unforeseen circumstance and considered unofficially withdrawn and the campus can document the reason and decision for the LOA prior to the Return of Title IV (R2T4) calculation being performed, the student will be placed on an approved LOA and no calculation will be required. However, if the student is unofficially withdrawn and the campus does not document the reason prior to the calculation being performed, the student

will be considered an unofficial withdrawal. An LOA will NOT be approved if a student requests the LOA after 14 consecutive days of nonattendance, is in an unofficial withdrawal (UW) status and the request is not due to unforeseen circumstances that occurred prior to the UW status. If a student requests an LOA start date in the future and is officially withdrawn, unofficially withdrawn or administratively withdrawn from the University prior to the start date of the LOA, the LOA is not valid and will be negated.

### *Length*

In determining the length of the LOA, the LOA start date is the first day of the LOA and the LOA end date is the day before the start date of the course the student is returning to at the University. The first day of the student's initial LOA is used when determining the start date for the 12-month period. If a student is granted an LOA due to unforeseen circumstances, the beginning date of the approved LOA, as recorded by the student on the LOA form, is the date the student was unable to attend class because of the unforeseen circumstance. The course start date will cease the LOA day count; however, the School's academic system of record will use an active enrollment status effective date as determined by the date the student posts an academically related activity (ARA) in the course the student returns to at the School.

NSLDS Enrollment Reporting will use the standard effective date for an active enrollment (i.e., course start date). A new LOA request form will be required for any additional LOAs. Note: At the time of the LOA approval, the University will review the LOA dates requested by the student and may adjust those dates based on ARAs, class schedules, etc.

### *Extending an LOA*

A student may request an LOA extension as long as the request is made before the scheduled end date. Students must follow ABC Adult School LOA Policy when requesting the LOA extension, by providing on or before the scheduled end date a written, signed and dated request, including the reason for the LOA extension to the Finance Advisor. All requests must be forwarded to Financial Aid Coordinator's office.

### *Institutionally Scheduled Breaks*

If a student submits an LOA request with a start date being the same day as the start of an institutionally scheduled break or a start date that falls within an institutionally scheduled break, ABC Adult School will update the LOA start date to the first day after the institutionally scheduled break ends. If a student's LOA is scheduled to end on or within an institutionally scheduled break, the ABC Adult School will update the LOA return date to the start date of the course that is scheduled to begin after the institutionally scheduled break, as long as the student is registered for a course set to begin when the institutionally scheduled break ends. If a student's LOA request completely overlaps an institutionally scheduled break, all days of the institutionally scheduled break and the LOA days will count toward the length of the LOA and apply toward the maximum of 180 days in a 12-month

period. ABC Adult School will not allow a student to take two consecutive LOAs separated by an institutionally scheduled break.

### *Disbursements during an LOA*

ABC Adult School may disburse Pell, IASG and FSEOG funds to a student on an LOA during certain times of the year. Federal financial aid funds that are part of a credit balance created before a student began an LOA may be paid to the student, since those funds were disbursed before the student went on the LOA.

### *Completion of Coursework upon Return*

If a student takes an approved LOA in the middle of a course, ABC Adult School must ensure no additional charges are incurred when the student returns. To ensure no additional charges are incurred, ABC Adult School will issue the student an LOA Credit (LOAC). This LOAC will be applied to the course scheduled after the LOA end date.

### *Failure to Return*

ABC Adult School will advise the student, prior to granting the LOA, the effect that failure to return from an LOA may have on loan repayment terms, including the expiration of the student's grace period. If a student does not return from an approved LOA, the withdrawal date and beginning of the grace period will be the student's last date of attendance. If the student re-enters, after withdrawing from ABC Adult School, the previously approved LOA days will count toward the student's LOA maximum of 180 days in a 12-month period.

### *Program Change During Approved LOA*

If upon a student's return from an approved LOA a student begins a new program, the student is not meeting the LOA requirement of returning to the program the student was enrolled in prior to taking the LOA. Therefore, in these scenarios, ABC Adult School will perform a return of Title IV (R2T4) calculation to withdraw the student from his/her initial program of study. The student's last date of attendance in these scenarios will be the last academic related activity (ARA) prior to taking the approved LOA. The School's date of determination will be the Program Change Effective Date/ Program Begin Date. Once ABC Adult School has withdrawn the student from the initial program, the student will be enrolled and awarded federal aid in the new program. (Refer to the Program Changes Policy and Re-Entry Policy for further information)

## **Overawards and Overpayments Policy**

### *Overview*

The Over awards and Overpayments Policy addresses how and when ABC Adult School is required to resolve over awards and overpayments that occur in a student's financial aid package.

### *Policy*

An over award occurs when a student's financial aid package exceeds financial need or when the total of all awards exceeds the cost of attendance (COA). Over awards are usually the result of the student receiving financial assistance ABC Adult School was not aware of when the student was packaged and/or awarded. The over award becomes an overpayment if ABC Adult School cannot correct the issue before funds are disbursed to the student.

### *Pell Grants*

The Federal Pell Grant is never adjusted to account for other forms of financial assistance. Therefore, if a student's financial aid package exceeds need, ABC Adult School will first attempt to eliminate the over award by reducing other financial aid awarded. If ABC Adult School awards a Pell Grant to an ineligible student, that award becomes an over award and must be resolved. If the School makes a Pell Grant overpayment for which it is not liable and the student is still enrolled, the School will submit an Overpayment template and return the funds on behalf of the student. The student's financial aid is repackaged according to eligibility, and the student owes ABC Adult School, rather than the Department of Education, any Pell grant funds which he or she was ineligible to receive. If the student withdraws from ABC Adult School and the Return to Title IV calculation results in a Pell Grant overpayment, the School immediately sends a written notice to the student requesting repayment of the overpayment amount. The notice includes a statement that failure to make the repayment or make satisfactory repayment arrangements with the holder of the overpayment will make the student ineligible for further federal financial aid until the overpayment is resolved. Students are not liable for, and ABC Adult School is not required to attempt recovery of or refer to the Secretary, a Pell Grant overpayment that is less than \$50 and is not a remaining balance. If the student fails to repay the Pell Grant overpayment or make satisfactory repayment arrangements, after the School has contacted the student, it must refer the overpayment to the Secretary for collection purposes.

### *State Grants and Pell Grant Funds Only*

In the event there is an over award, if a student is awarded state grant funds and Pell Grant funds only, state grant funds will be reduced to eliminate this over award.

### *Conflicting Information and Other Assistance*

ABC Adult School is responsible for resolving conflicting information in a student's file. At times, the School may receive financial assistance it was unaware of for a student. If the financial assistance was received after the end of the period of enrollment for a student who is still enrolled or who is intending to re-enroll, the School treats the financial assistance as EFA for the period of enrollment just completed.

## **Packaging Policy**

### *Overview*

The Packaging Policy addresses ABC Adult School’s calculation of student awards based on costs, period of enrollment and statutory award maximums.

### *Policy*

Prior to determining a student’s eligibility for federal financial aid, the School confirms a valid output document — Institution Student Information Record (ISIR) — is on file. ABC Adult School uses the “Ladder” 5 packaging methodology allowing all applicants to be treated in the same manner when awarding funds. The School packages up to the cost of attendance (COA) by replacing the expected family contribution<sup>6</sup> (EFC) with non-need-based aid, unless otherwise specified by the student.

### *Determining Need*

ABC Adult School subtracts the EFC, the Federal Pell Grant and other nonfederal financial aid resources from the COA to determine remaining need.

Example:

COA	\$12,500
EFC	– \$2,500
Pell Grant	– \$1,600
Scholarship	– \$1,400
Remaining Need	\$7,000

## **Program Changes Policy**

### *Overview*

The Program Changes policy details ABC Adult School’s treatment and determination of federal financial aid eligibility for students who change programs during an open payment period at the School.

### *Program Changes*

Federal regulations require ABC Adult School to evaluate the federal financial aid award for a student who has changed programs during an open payment period to determine whether or not the student may remain in the same payment period or if the student will be required to begin a new academic year (AY) and payment period. For a student to be considered in the same payment period, all five (5) of the following conditions must be met:

- The student is continuously enrolled at ABC Adult School.
- The courses in the payment period the student is transferring out of are substantially similar to the courses the student will be taking in the new program. – Credit hours associated with the courses transfer to the new program.



- The payment periods are substantially equal in weeks of instruction and credit hours.
- There are little or no changes in tuition and fee charges associated with the payment period.
- The credits successfully completed and earned in payment period for the program the student is transferring out of are accepted for credit in the new program.

***If All Five Conditions Are Met***

If all five (5) conditions are met, the student will remain in the original payment period and AY. However, adjustments to disbursement dates, payment period start and end dates, and the AY end date may be made to address any changes to when the student will complete the required credit hours and weeks of instructional time of the AY.

***If All Five Conditions Are Not Met***

If all five (5) conditions are not met, the University will perform a Return of Title IV (R2T4) calculation to withdraw the student from the payment period for the program the student is transferring out of and update the program’s AY (Please refer to the Return to Title IV Policy for additional information.)

Once the Return to Title IV (R2T4) calculation has been completed and all required federal aid funds returned as required, ABC Adult School will package the student for the new program based on a new AY/ LP as follows:

**FEDERAL PELL GRANT AWARD**

A student cannot receive more than his or her scheduled Federal Pell Grant award for a federal award year. (Refer to the Federal Pell Grant/IASG Policy for further information.)

When a student has already received a Federal Pell Grant during the same federal award year, ABC Adult School determines the percentage of the scheduled Federal Pell Grant award that the student has received in order to calculate the student’s remaining eligibility (if any) for a Federal Pell Grant award. To calculate the student’s remaining eligibility, ABC Adult Scholl uses the following formula:

$$\frac{\text{Pell disbursed in prior program}}{\text{Scheduled award in prior program}} = \% \text{ of scheduled award used}$$

ABC Adult School then determines the maximum percentage of the scheduled Federal Pell Grant award the student may receive in the new program by using the following formula:  
 (100% of scheduled award) – (% of scheduled award used) Maximum % of scheduled Pell award student may receive

When calculating the student's Federal Pell Grant award, ABC Adult School also ensures the student does not exceed the Pell Lifetime Eligibility Used (Pell LEU). The remaining Federal Pell Grant award amount is not divided equally across the payment periods in the new program. Instead, the Federal Pell Grant funds may be disbursed in an amount up to the student's remaining eligibility for each payment period, except that no payment period disbursement can exceed 50% of the scheduled annual award.

## **Re-entry Policy**

### *Overview*

The Re-entry Policy addresses how ABC Adult School will treat students when they withdraw from the School and re-enter the same program within 180 days, or withdraw from the School and reenter after 180 days or into a different program of study. The 180 day break is determined by counting the days between the student's official last date of attendance (OLDA) and the course start date when the student returns. This federal financial aid Re-entry Policy is separate from the institution's Academic Program Re-entry Policy.

### *Re-entry within 180 days*

When a student withdraws from ABC Adult School and re-enters within 180 days to the same program at the School, the student remains in the same payment period the student was in when originally withdrawn. The cost of attendance (COA) for a student who re-enters within 180 days will reflect the original educational costs associated with the payment period from which the student withdrew. The student is immediately eligible to receive all federal financial aid funds returned when the student withdrew. The School will take the following actions, if applicable, for a student who re-enters the same program within 180 days: • Re-disburse federal financial aid that was disbursed and returned under the Return of Title IV (R2T4) provisions. • Disburse federal financial aid the student was otherwise eligible for that had not yet been disbursed at the time the student withdrew. • Cancel any overpayments assessed to the student as a result of the prior withdrawal that were disbursed on re-entry. The student becomes eligible for subsequent federal financial aid payments when the payment period for which he or she was paid is completed. If the date of a student's return is outside the period for which the loan was originated, the School will extend the original loan period (LP) and originate a new loan. Additionally, if the scheduled date for a second disbursement is outside the period the loan was originated, the School will extend the LP and the date(s) for the second and any subsequent disbursement. If a student returns to the School within 180 days and before federal financial aid funds are returned due to an R2T4 calculation, the School will not return the funds. If a student withdrew, had a previous overpayment referred to Debt Resolution Services, and reenters within 180 days, the School will send Debt Resolution Services a fax identifying the student overpayment. The fax will state the overpayment should be made void as the student has returned to the School.

## *Re-entry within 180 days and in a New Federal Award Year*

If a student re-enters ABC Adult School within 180 days and was originally enrolled in a payment period that began and was scheduled to end in one federal award year, but returns after the end of that federal award year, the School will disburse any remaining Pell funds using the original federal award year. The School will follow this process as long as the original federal award year is still open. If the original federal award year is closed and the student is due additional Pell funds from the closed federal award year, the School will request the Pell Grant funds through the Common Origination and Disbursement (COD) website.

## **Return of Title IV Policy**

### *Overview*

The Return of Title IV Policy addresses federal financial aid recipients who withdraw from ABC Adult School and are subject to a Return of Title IV (R2T4) calculation. For the purpose of R2T4 calculation requirements, a recipient is a student who has actually received federal financial aid funds or has met the conditions that entitled the student to a late disbursement of federal financial aid funds. ABC Adult School is required to review the amount of federal loan and grant aid a student received for the payment period, to determine what percentage of federal financial aid the student earned prior to withdrawal. The percentage of federal financial aid determined to be unearned for the payment period must be returned to the appropriate federal financial aid program(s).

### *Policy*

When a federal financial aid recipient withdraws from ABC Adult School prior to the end of a payment period, an R2T4 calculation must be performed to determine the amount of federal financial aid funds earned as of the date of withdrawal. If the total amount of federal financial aid funds earned is less than the amount of federal financial aid funds disbursed to the student or on behalf of the student in the case of a parent PLUS Loan, the difference between these amounts is returned to the applicable federal financial aid programs. If federal financial aid funds earned is greater than federal financial aid funds disbursed, the difference between these amounts is treated as a post-withdrawal disbursement. A R2T4 calculation is not performed if the federal financial aid recipient withdraws after successfully completing the payment period AND all funds awarded for that period have been disbursed.

### *Return Calculation*

The amount of federal financial aid earned is calculated by determining the percentage of aid earned and applying this percentage to the total amount of aid disbursed and that could have been disbursed for the payment period. The payment period is defined as the period of time it takes the student to complete at least one-half of the weeks and credits in the student's academic year. For purposes of determining earned federal financial aid, a student's aid is considered disbursed if it is disbursed as of the student's last date of attendance. As long as

conditions for a late disbursement (described below) are met prior to the date the student became ineligible (the student's last date of attendance), any undisbursed federal financial aid will be counted as aid that could have been disbursed.

### ***CONDITIONS FOR A LATE DISBURSEMENT (INCLUDING POST-WITHDRAWAL DISBURSEMENTS)***

- The Department of Education (ED) processed a Student Aid Report (SAR) or Institutional Student Information Record (ISIR) with an official expected family contribution (EFC) for the student (except in the case of a parent PLUS Loan)
- Federal Pell Grant, Iraq and Afghanistan Service Grant and TEACH Grant funds for a subsequent payment period when the student has not successfully completed the earlier payment period for which the student has already been paid.
- Disbursements of DL funds to a first-year, first-time borrower who withdraws before the 30th day of the student's program of study.

### ***INADVERTENT OVERPAYMENTS***

An inadvertent overpayment occurs when ABC Adult School disburses funds to a student no longer in attendance but prior to the date ABC Adult School determines the student withdrew from the program. This would include any federal financial aid fund disbursements made after the student's last date of attendance but prior to the School's determination that the student was withdrawn. These inadvertent overpayments are included in the R2T4 calculation as aid that could have been disbursed. Only students who meet late disbursement criteria are entitled to keep federal financial aid funds disbursed as an inadvertent overpayment. If an inadvertent overpayment cannot be made as a late disbursement, ABC adult School returns the entire amount of the federal financial aid funds disbursed. If the inadvertent overpayment can be made as a late disbursement, the School returns only the unearned portion of the inadvertent overpayment within 45 days of the School's date of determination that the student withdrew. (Refer to the Disbursements Policy for further information.) Unearned inadvertent overpayments are returned according to the requirements for the return of unearned funds.

### ***VERIFICATION AND THE RETURN CALCULATION***

If a student provides required verification documents after withdrawing from ABC Adult School, but within 30 days of the date of the notification informing the student of the requirements, and in time for the School to meet the 30-day return deadline, the School performs the R2T4 calculation based on all federal financial aid the student had established eligibility for prior to the withdrawal. For the Federal Pell Grant Program, if the student provides the verification documents after the 30-day deadline but before the earlier of 120 days after the student's last date of attendance or the deadline established by ED each award year, the School reviews and addresses eligibility as required. If a student does not provide all verification documents in time for the School to complete verification and meet the R2T4

deadlines, the School includes in the R2T4 calculation only the federal financial aid that was not subject to verification (Unsubsidized and PLUS Loan funds) and for which the conditions of a late disbursement were met prior to the withdrawal. (Refer to the Verification Policy for additional information.)

### ***INSTITUTIONALLY SCHEDULED BREAKS***

Institutionally scheduled breaks of five or more consecutive days are excluded from the R2T4 calculation. This includes all holiday, inclement weather, and administrative breaks of five or more consecutive days.

### ***PERCENTAGE OF FEDERAL FINANCIAL AID EARNED***

The calculation of Percentage of Federal Financial Aid Earned includes all financial aid disbursed or that could have been disbursed to a student. This percentage is equal to the percentage of the payment period completed by the student as of the student's last date of attendance in the payment period. This percentage is determined using ABC Adult School's rate of progression calculation. If the student withdraws after successfully completing the payment period, 100% of the federal financial aid funds are earned and no calculation is required. If the withdraw date occurs after the student completes more than 60% of the payment period, the student earns 100% of the federal financial aid funds.

### ***RATE OF PROGRESSION CALCULATION***

The percentage of the period completed is calculated as follows:

$$\frac{\text{Number of calendar days completed in the payment period}}{\text{Total calendar days in the payment period}}$$

### ***NUMBER OF CALENDAR DAYS COMPLETED IN THE PAYMENT PERIOD***

The total number of calendar days completed in the payment period (numerator) is the count of calendar days from the payment period start date to the student's last date of attendance.

### ***REQUIRED ADJUSTMENTS TO CALENDAR DAYS COMPLETED IN THE PAYMENT PERIOD***

Calendar days are removed from calendar days completed in the payment period if any of the following occurred between the payment period start date and the student's last date of attendance:

- Institutionally scheduled breaks of five (5) consecutive calendar days or more – Holidays – Inclement weather – Administrative

- Student scheduled or selected breaks of five (5) consecutive calendar days or more between course end date and subsequent course start date
- All approved leave of absence (LOA) calendar days • Unapproved breaks of less than 180 days (Refer to the Re-entry Policy for additional information.)

***TOTAL CALENDAR DAYS IN THE PAYMENT PERIOD***

The total number of calendar days in a payment period (denominator) is determined based upon the number and type (credential level and modality) of credits awarded in the payment period.

***REQUIRED ADJUSTMENTS TO CALENDAR DAYS IN THE PAYMENT PERIOD***

Additional calendar days will be added to the payment period for unsuccessful course(s) completions with grades of I, F or W that occurred in a course prior to the course the student’s last date of attendance occurs within.

**Please note:** Additional calendar days are NOT added for the course(s) in which the student’s official last date of attendance falls within. This includes any course(s) the student was enrolled in, but did not complete at the time of withdrawal. Calendar days are removed from the calendar days in the payment period if any of the following occurred or is scheduled to occur from the payment period start date to the payment period end date:

- Institutionally scheduled holiday breaks of five (5) consecutive calendar days or more
- Student scheduled selected breaks of five (5) consecutive calendar days or more between courses
- All approved leave of absence (LOA) calendar days
- Periods of non-enrollment of five (5) consecutive calendar days or more due to administrative and inclement weather closures
- Unapproved breaks of less than 180 days (Refer to the Re-entry Policy for additional information.)

***Rate of Progression Calculation:***

$$\frac{\text{(Number of calendar days completed in the payment period)}}{\text{(Total calendar days in the payment period)}} = \text{The percentage of the payment period completed}$$

***TITLE IV CREDIT BALANCE AND THE RETURN CALCULATION***

A Title IV credit balance created during the period is not released to the student nor returned to federal financial aid programs prior to performing the R2T4 calculation. ABC Adult

School holds these funds even if, under the 14-day credit balance payment requirements, funds are otherwise required to be released. In the R2T4 calculation, ABC Adult School includes any federal financial aid credit balance as disbursed aid. Although not included in the R2T4 calculation, any federal financial aid credit balance from a prior payment period in the academic year that remains on a student's account when the student withdraws is included as federal financial aid funds for purposes of determining the amount of any final federal financial aid credit balance when a student withdraws. Upon application of any applicable refund policies, a federal financial aid credit balance is allocated first to repay grant overpayments owed by the student as result of the current withdrawal.

Within 14 days of the date that ABC Adult School performs the R2T4 calculation, the School pays any remaining federal financial aid credit balance in one or more of the following ways:

- Pay authorized charges at ABC Adult School
- To the student

ABC Adult School applies its own refund policy before allocating a federal financial aid credit balance. However, the School does not actually complete the refund process before completing the steps for allocating the federal financial aid credit balance. If the School is unable to locate the student (or parent) when attempting to pay a credit balance, it returns the funds to federal financial aid programs. (Refer to the Federal Financial Aid Credit Balance Policy for further information.)

### *Return of Unearned Aid*

In the R2T4 calculation, the total Amount Disbursed plus Amount that Could Have Been Disbursed to the student or on the student's behalf, minus the Amount of Federal Financial Aid Earned by the Student determines the amount of federal financial aid funds unearned and required to be returned to the funding source.

When a return of federal financial aid is required, ABC Adult School and the student may both need to return funds. ABC Adult School returns the lesser of the following amount to the appropriate federal financial aid program(s):

- The total amount of unearned aid; or
- The amount equal to the total ABC Adult School charges incurred by the student for the payment period multiplied by the percentage of unearned aid.

ABC Adult School (institutional) charges incurred by the student include tuition, fees, books and directed study (including state sales tax) initially assessed the student for the entire payment period. Initial charges are only adjusted for changes the School makes prior to the student's withdrawal. The amounts of institutional charges included in the R2T4 calculation are those charged or anticipated to be charged to the student's account. Although institutional charges may not have actually been charged due to the student's withdrawal, the School uses the actual charges to date, to include full tuition, fees, books and directed study

(including sales tax) for each course in the payment period, and estimate remaining charges based on the students' primary campus. Institutional charges include all invoiced and scheduled charges, as well as any adjustments made to correct these charges, that occur prior to the beginning of the course from which the student withdrew. Tuition waivers for military students and Campus Footprint initiative are not counted as Estimated Financial Aid (EFA) and will be subtracted from institutional charges in the R2T4 calculation. If after the student withdraws, the School changes the amount of institutional charges it assessed, or decides to eliminate all institutional charges, those changes do not impact the charges or aid earned in the calculation.

ABC Adult School returns federal financial aid funds to programs in the following order, up to the net amount disbursed from each:

1. Unsubsidized FFEL/Direct Stafford Loan
2. Subsidized FFEL/Direct Stafford Loan
3. Federal Perkins loans
4. Federal Direct PLUS (Graduate Student)
5. Federal Direct PLUS (Parent of Dependent Student)
6. Federal Pell Grants
7. FSEOG
8. TEACH Grants
9. Iraq & Afghanistan Service Grant (IASG)

After ABC Adult School allocates its portion of unearned funds, the student must return federal financial aid owed in the same order specified above for ABC Adult School. The amount of federal financial aid the student is responsible for returning is calculated by subtracting the amount returned by the School from the total amount of unearned federal financial aid funds to be returned. The student must return or repay, as appropriate, the calculated amount to any federal financial aid loan program in accordance with the terms of the loan; and any federal financial aid grant program as an overpayment of the grant. The amount of a grant overpayment due from a student is limited to the amount by which the original grant overpayment exceeds one-half of the total federal financial aid grant funds received by the student. (Additional information is available in the Over awards and Overpayments Policy.)

ABC Adult School may round final repayment amounts, for which the School and student are responsible, to the nearest dollar.

### *Timelines for Return of Funds*

ABC Adult School completes a student's R2T4 calculation within 30 days of the School's date of determination. The School returns the amount of federal financial aid funds for which it is responsible as soon as possible but no later than 45 days after the date the School determines the student has withdrawn. (Refer to the Withdrawal Policy for information on the School's date of determination.) If a student is eligible for a post-withdrawal disbursement, refer to the Disbursements Policy for information on specific timelines.



### *Deceased Student*

If ABC Adult School receives reliable information indicating an individual borrower or student dies, the School suspends further awarding and disbursements. An original or certified copy of the death certificate or accurate and complete photocopy of the original or certified copy of the death certificate is requested and forwarded to the Secretary of Education (Secretary). Under exceptional circumstances and on a case-by-case basis, the Secretary may approve a discharge based upon other reliable documentation supporting the discharge request.

### ***DETERMINATION OF WITHDRAWAL OF A DECEASED STUDENT***

The withdrawal date for a deceased student is the last date of academic attendance or attendance at an academically related activity determined from ABC Adult School attendance records. The date of determination is the date the School becomes aware of the student's death. (Refer to the Withdrawal Policy for further information.)

### ***RETURN OF TITLE IV FUNDS FOR A DECEASED STUDENT***

The amount of federal financial aid funds earned by the student is calculated according to the Return of Title IV Funds (R2T4) calculation. If the calculation indicates the amount of funds earned is less than the amount disbursed to the student, the difference between these amounts is returned to the appropriate federal financial aid programs. ABC Adult School does not report grant overpayments for deceased students to NSLDS or refer a grant overpayment to Debt Resolution Services, as the student's estate is not required to return any federal financial aid funds.

The following represents procedures ABC Adult School follows if a credit balance of federal financial aid funds, created from funds disbursed before the death of the student, exists after the completion of the R2T4 and the School's refund calculations:

- Pay authorized charges owed to ABC Adult School
- Return any federal financial aid grant overpayments owed by the student for previous withdrawals from the School.
- Return any remaining credit balance to the federal financial aid programs.

If the School previously referred a grant overpayment to Debt Resolution Services, documentation will be forwarded by the School indicating the student is deceased. Based on this information and documentation, Debt Resolution Services will remove the overpayment from the student's records. Although the student may be eligible to receive a post-withdrawal or late disbursement, ABC Adult School is prohibited by federal financial aid Title IV regulations from further disbursements and will, therefore, not request additional funds from federal financial aid programs nor send out a post withdrawal letter.

## **Satisfactory Academic Progress (SAP) Policy**

### *Overview*

ABC Adult School's Federal Financial Aid Satisfactory Academic Progress (SAP) policy determines whether an otherwise eligible student is meeting SAP in an educational program and may receive financial aid under the Title IV, HEA programs. This federal financial aid SAP policy does not supersede the institution's academic SAP policy. Policy Students must maintain SAP throughout the duration of their academic program to remain eligible for federal financial aid. SAP is assessed by qualitative and quantitative measures and is evaluated at the end of each completed payment period in the student's academic program.

### *Qualitative Measure*

#### **Grade Point Average**

Students must have a cumulative program grade point average (GPA) of 2.0 at the end of each completed payment period, unless otherwise defined by academic policy.

A student's cumulative program GPA is calculated using only those grades earned at ABC Adult School for the current program of study. The program GPA is computed by adding the program-applicable cumulative grade quality points earned (calculated by multiplying the credit hours and the weight of the grade earned in the course) and dividing it by the program-applicable cumulative total number of credit hours completed.

Courses from which the student withdraws are not included in the program GPA calculation for the qualitative measurement.

### *Qualitative Exclusions*

The following are excluded from the qualitative computation:

- Waivers
- National testing programs
- Courses with the following grades:
  - Incomplete (I)
  - In Progress (IP)
  - Passing (P)
  - Withdrawal (W)
  - Withdrawal/Failing (WF)
  - Waived with Credit (WC)
  - No Credit (NC)
- Orientations with the following completion statuses:
  - Orientation Complete (OC)
  - Orientation Not Complete (ON)

- Orientation Extension (OX)
- Assessed Credits

### *Quantitative Measure*

Each academic program has a published standard credit load for completion. Pace of completion is automatically evaluated for all periods of attendance at ABC adult School, including periods the student did not receive federal financial aid.

### *Maximum Timeframe*

The maximum timeframe to complete the program cannot exceed 150% of the published length of the program measured in credit hours attempted for students. Progress is evaluated cumulatively at the completion of each payment period for a student’s primary program of study to ensure completion of the program within the 150% maximum timeframe. If a student cannot complete the program of study within the maximum timeframe (as determined at the end of the payment period.) the student will be placed on financial aid disqualification (FD) status without the ability to appeal.

### *Pace of Completion*

The quantitative measure for the pace of completion is calculated using the following formula:

$$\frac{\text{Cumulative number of credit hours the student successfully completed}}{\text{Cumulative number of credit hours the student attempted}}$$

At the end of each payment period, the student’s pace of completion is evaluated. Students must earn at least 67% of the credit hours attempted toward completion of the primary program of study. Credit hours taken at other institutions and accepted toward a student’s primary program of study at ABC Adult School are included in both attempted and completed credit hours when measuring pace of completion. Courses from which the student withdraws are counted as attempted credit hours when calculating the quantitative measurement or program pace.

### *Included in Pace of Completion*

The following are included as attempted in the pace of completion calculation:

- Courses that are waived with credit (WC)
- Assessed Credits Hours
- Withdrawal (W)
- Withdrawal/Failing (WF)
- Courses completed with the following grades: A, B, C, D, and F (+/-)
- In Progress (IP)
- Incompletes (I)
- No grade awarded (QC)

## *Evaluation*

ABC Adult School evaluates SAP for the student's primary program of study, based on a completed payment period (generally, at least 50% of the credit hours). As a result of the evaluation, a student is assigned a federal SAP status.

## *Financial Aid Warning*

Students with less than a cumulative 2.0 GPA, or the minimum as stated in policy, OR who do not earn 67% of their attempted credit hours (cumulatively) at the end of a completed payment period, are automatically placed on financial aid warning (FW) status. ABC Adult School can disburse federal financial aid funds to students on FW status for one payment period.

## *Financial Aid Disqualification*

If a student on FW status does not meet SAP at the end of the subsequent completed payment period, the student is not eligible for additional federal financial aid and will be placed on an FD status. Students who are placed on an FD status are ineligible for federal financial aid.

## *Financial Aid Probation*

Students who are granted an appeal will be placed on financial aid probation (FP) status and will have their financial aid eligibility reinstated based on the appeal. ABC Adult School can disburse federal financial aid funds to students on FP status for one probationary payment period, provided all other eligibility requirements are met. The student must meet ABC Adult School's SAP standards to maintain federal financial aid eligibility.

## *Student Notification*

ABC Adult School will notify students at any point during their enrollment if they are placed on or taken off the FW, FP, FD or Regular Student (RG) statuses, as these affect student eligibility to receive federal financial aid.

## *Student Financial Aid Appeals*

Students placed on FD status due to a violation of the qualitative and/or quantitative standards during the financial aid warning period may appeal the disqualification to regain eligibility for federal financial aid. Students may do so by submitting an appeal to the Financial Aid Coordinator's Office. The appeal form is located on the financial aid website . If there are unusual circumstances that should be considered during the appeal process, federal financial aid reinstatement may be possible during a financial aid probation period. Approval and/or reinstatement of federal financial aid eligibility are not guaranteed. The SAP team reviews all appeals on a case-by-case basis. Approval is only granted when there are significant extenuating circumstances. All decisions made by the SAP team are final. ABC Adult School allows a student to have a maximum of two approved appeals during their time at the School. These

appeals cannot be consecutive and are only considered if unusual circumstances exist. Examples of unusual circumstances may include, but are not limited to, the following:

- Death of a relative
- An injury or illness of the student
- Other special circumstances

Students must explain in the appeals process why the nature and timing of their unusual circumstance(s) directly prohibited them from maintaining SAP, and what has changed in their situation that would allow them to demonstrate SAP at the next evaluation. If students have more than 12 credits remaining in their program of study, they must demonstrate the ability to graduate within the maximum timeframe allowed and meet the GPA requirements. If students have 50% or less credits hours remaining, they must demonstrate the ability to complete the remaining credits successfully.

### *Regaining Eligibility after Payment Period of Ineligibility*

A student who is not making SAP regains eligibility only when the student is in compliance with ABC Adult School's SAP requirements. Therefore, if a student loses eligibility for federal financial aid as a result of not meeting SAP requirements, the student must pay for the ineligible payment period using nonfederal financial aid funds. If the student meets all SAP criteria after the ineligible payment period, the student's borrower-based academic year (BBAY) will start at the beginning of the eligible payment period following the period of ineligibility. The BBAY is packaged for a full 37 weeks of instructional time.

If the ineligible payment period is the second payment period of an academic year/loan period already established, any federal financial aid awarded for the second payment period will be canceled and, if necessary, returned to the funding source.

### *Maximum Timeframe*

If at any time during the evaluation period it is determined a student is not going to complete the program of study within the maximum timeframe of 150% of the length of the educational program, the student becomes ineligible for federal financial aid. This determination cannot be appealed.

### *Transfer Credits: Qualitative*

A student's program GPA is calculated using only grades earned at ABC Adult School in courses that are applicable to the program. Therefore, transfer credits do not apply when calculating the student's GPA at ABC Adult School. Transfer credits include credits for all courses not completed at ABC Adult School that are applied toward the completion of the student's degree program.

### *Transfer Credits: Quantitative*

Credits taken at other institutions and applied toward the student's program/version at ABC Adult School are included in both attempted and completed hours when measuring the student's pace toward completion.

### *Program Changes*

Students who change programs at ABC Adult School are re-evaluated to determine which credits apply to the new program. If the five program change conditions are met (refer to the Program Changes Policy for further information), the student will remain in his or her original academic year. The student's SAP status is not reset, and the student will continue to be evaluated for SAP at the end of each completed payment period as originally established. If the five program change conditions are NOT met, the student's SAP status will be reset with an effective date of the program change. The student's SAP status will be evaluated at the end of each completed payment period in the new academic year. If the student changes back to a program he or she was previously in, the student's SAP status will reflect the status of the original program.

ABC Adult School will calculate the qualitative and quantitative SAP measures based on all courses applicable to the new program. This includes those courses taken in a previous program that the student successfully completed and that apply to the new program.

### *Repeat Courses*

Grades for prior attempts are excluded when calculating the qualitative component. However, credits from all attempts are included when assessing if the student meets the quantitative component. Although a student may successfully complete a course more than once, only the first passing grade is counted as a completion when calculating the quantitative component.

**Note:** Repeat courses taken in a program are counted in the SAP status for that program.

### *Concurrent Enrollment*

ABC Adult School evaluates SAP for the primary program based on completed weeks and credits of a payment period, regardless of whether or not the student is enrolled concurrently. All credits hours completed at ABC Adult School applicable to the primary program will apply toward the primary program's GPA.

## **Student/Parent Eligibility Policy**

### *Overview*

The Student/Parent Eligibility Policy addresses student eligibility requirements that must be met prior to awarding federal financial aid.

### *Policy*

ABC Adult School ensures all students meet all eligibility requirements prior to awarding federal financial aid.

### *Enrollment*

Prior to awarding federal financial aid, ABC Adult School confirms the student is enrolled, or accepted for enrollment, as a regular student at ABC Adult School. Students must be admitted and matriculated to a program of study eligible for federal financial aid. Students who are not admitted and matriculated will not be certified or disbursed federal financial aid. Any student enrolled in elementary or secondary institutions are not eligible to receive federal financial aid.

Students who are provisionally admitted as described follows, must also be matriculated: Students in any diploma program who meet all admission requirements, except the minimum GPA requirement for their program, may be admitted on a provisional status if the student earned a GPA between 2.0 and 2.49 on the credits hours posted transcript, unless otherwise noted in academic policy.

### *High School Diploma or Equivalent*

Students must be qualified to study at the postsecondary level. For students attending ABC Adult School, one of the following criteria must be met and appropriate documentation provided:

- High school diploma
  - A copy of the student’s high school diploma
  - A copy of the student’s final high school transcript that shows the date a high school diploma was awarded; or
- Recognized equivalent of a high school diploma
  - General Education Development (GED) certificate
  - California High School Proficiency Examination
  - HISET or TASC Completion Certificate
  - Documentation provided by the State or appropriate Department of Education in the student’s state or jurisdiction indicating that the student has earned a secondary completion credential that has the same rights, privileges and rigor of a normal high school diploma
  - A copy of the “secondary school leaving certificate” or similar document, obtained from the appropriate government agency, for students who completed secondary school in a foreign country
  - An academic transcript indicating the student successfully completed at least a two-year program that is acceptable for full credit toward a bachelor’s degree; or
  - Homeschool
    - › If the state requires by law that students obtain a secondary school completion credential for homeschool, a copy of that credential is needed
    - › If the state does not required the above credential, a transcript or the equivalent signed by the student’s parent or guardian that lists the secondary school courses

- the student completed and documents the successful completion of a secondary school education in a homeschool setting
- A DD Form 214 Certificate of Release or Discharge from Active Duty, as long as it indicates that the individual is a high school graduate or equivalent

**Note:** In cases where it is impossible for a refugee, an asylum or a victim of human trafficking to obtain documentation of his or her completion of a secondary school education in a foreign country, ABC Adult School may accept self-certification. It must consist of the following:

- Proof of their attempt to obtain documentation of their completion of a secondary school education in a foreign country, i.e., a copy of an e-mail or letter, including proof of mailing.
- A signed and dated statement that indicates that the applicant completed his or her secondary school education in a foreign country, the name and address of the foreign high school where the applicant completed the secondary school education and the date when the foreign high school diploma was awarded.
- A copy of the entry status documentation that identifies the applicant's current or prior status as a refugee, an asylee or as a victim of human trafficking and who entered the United States after the age of 15.

### *Drug Convictions*

Students become ineligible for Title IV federal financial aid if convicted of possession or sale of drugs for any offense that occurred during any period of enrollment for which the student was receiving federal financial aid funds. Any conviction that was reversed, set aside or removed from the student's record does not count; nor does a conviction received when the student was a juvenile, unless the student was tried as an adult. If the student was convicted of both selling and possessing illegal drugs and the periods of ineligibility are different, the student will be ineligible for the longer period. ABC Adult School will make available to all students, through consumer information, details regarding the penalties for these types of drug violations. Other departments will send notification to Administrative Office once aware a student has been convicted of any offense involving the possession or sale of illegal drugs, to cancel future federal financial aid disbursements. Financial Aid Coordinator's Office will notify the student of lost eligibility due to a drug violation and provide information regarding the specific penalties, along with information on how to regain eligibility for federal financial aid.

### *REGAINING TITLE IV ELIGIBILITY FOR INCARCERATED STUDENTS*

ABC Adult School may accept a written self-certification indicating the student is no longer incarcerated. The student becomes eligible for federal financial aid funds as of the date his or her incarceration has ended.

### *Citizenship*



All students must be a U.S. citizen or national or U.S. permanent resident or other eligible noncitizen to receive federal financial aid.

A citizen of the Federated States of Micronesia, Republic of the Marshall Islands, or the Republic of Palau is eligible to receive federal financial aid under the Federal Pell Grant but is not eligible for Direct Loans.

If a student needs to provide documentation to confirm his or her citizenship status and the student is unable to present this documentation in person, ABC Adult School will allow the student to submit a hard copy or electronic image of the original document. Along with the citizenship documentation, the student must provide an affidavit. The affidavit requires two forms of identification and signature from the student.

### *Secondary Confirmation*

If a student indicates an eligible noncitizen on the FAFSA and provides an A-Number, identifying information will be automatically sent to the Department of Homeland Security (DHS) for primary and, if necessary, secondary confirmation. If ABC Adult School receives a SAR/ISIR with a secondary confirmation match flag of “P,” the DHS will continue to check its records in a process called automated secondary confirmation. The School will wait at least five, but no more than 15, business days for the result of automated secondary confirmation. If the result is not received by that time, the School will begin the paper process of secondary confirmation. The School has ten business days after receipt of the documents for immigration status to undergo paper secondary confirmation. The School will notify the student of the final decision based on the secondary confirmation results.

### *Default*

Any student applying for federal financial aid must not be in default on a loan made under any federal financial aid program or HEA loan program.

### *Overpayments*

A student must not currently owe an overpayment of federal grant funds or Federal Perkins loan, to be eligible for federal financial aid.

### *Selective Service*

ABC Adult School requires men who are age 18 through 25 to register with the Selective Service System. Students who are exempt or waived from this requirement are asked to provide ABC Adult School with supporting documentation for review. The review process is documented along with the supporting documentation provided. If, after the review, the student is not clearly exempt or waived from the requirement to register, the School will ask the student to provide a Status Information Letter from the Selective Service.

## *Dependency Overrides*

A student who does not meet the definition of independent may be designated as independent if ABC Adult School makes a documented determination of independence due to special circumstances. The U.S. Department of Education interprets a special circumstance as one which makes it inappropriate to expect a parental contribution. Examples of special circumstances include inability to locate parents, an abusive family environment or abandonment by parents. Generally the documentation of special circumstances will come from a third party that knows the student's situation (such as a teacher or member of the clergy), but in cases where this is not available, ABC Adult School will accept a signed statement from the student detailing the special circumstance.

## *Verification Timelines*

ABC Adult School will require Pell students selected for verification to submit all requested verification documents to the School within 30 days of the notification date informing the student of the requirements. If the documents are not submitted or are incomplete by this deadline, appropriate actions are taken as required based upon the student's enrollment status as of the deadline date.

For the Federal Pell Grant Program, if the student provides the verification documents after the 30-day deadline. If a student fails to provide the required documentation by the 30-day deadline, ABC Adult School will not originate a subsidized loan application for the student. If based on corrections, there is an increase in the Federal Pell Grant amount and the student's valid ISR is received after he or she is no longer enrolled but before the annual Federal Register deadline, the School will pay the student the higher award amount.

## *Student Notification*

ABC Adult School will notify the student in writing of verification requirements and timelines for submission of necessary documents.

Selected students receive the following:

- Documentation requirements
- Timeline of 30 days to return the required documentation
- Correction procedures (provided during the initial application process)
- Consequences of not returning the documents within the prescribed timelines, which may include cancellation of tuition deferral and request of immediate payment of outstanding tuition charges
- Information in reference to written notification of award changes resulting from verification, which are forwarded within 20 days of required adjustments