



## Title IV Federal Financial Aid Policies and Procedures

### FAQ's

[What is Financial Aid?](#)

[What kind of Financial Aid is available?](#)

[Who is eligible for Financial Aid?](#)

[How is Financial Aid calculated?](#)

[How much does it cost to attend Downey Adult School?](#)

[How do I apply for Financial Aid?](#)

[What is Verification?](#)

[Do I need to apply for Financial Aid every year?](#)

[Is there a deadline to apply for Financial Aid?](#)

[How long does it take for the application process?](#)

[How will I know if I will receive Financial Aid?](#)

[Can I keep receiving Financial Aid if my attendance slips?](#)

[Can I keep receiving Financial Aid if I'm failing my classes?](#)

[What is Satisfactory Academic Progress \(SAP\)?](#)

[Can I receive Financial Aid from Downey Adult School and another school at the same time?](#)

[Where is the Financial Aid Office located and what are the hours of operation?](#)

### **What is Financial Aid?**

Financial Aid is money given to students to help defray the cost of attending post-secondary educational institutions such as Downey Adult School. Financial aid money mainly comes from the federal government.

### **What kind of Financial Aid is available?**

There are various types of Financial Aid such as: grants, loans, and federal work study. Downey Adult School only participates in the administration of grant money, specifically Pell Grants. Please note that Grants do not have to be paid back.

### **Who is eligible for Financial Aid?**

All students who meet the following criteria are eligible for Financial Aid.

- U.S. Citizen
- U.S. National (includes natives of American Samoa or Swain's Island)
- U.S. Permanent Resident who has a valid I-151, I-155, or I-155Ic
- Must be enrolled as a regular student in an eligible program\*
- Must have a High School Diploma or GED equivalency

- Must maintain Satisfactory Academic Progress as described in the Financial Aid Policies and Procedures
- All males born after December 31, 1959, must register with Selective Service. (If you believe that you are not required to be registered, please call the Selective Services Office at 1-847-668-6888 for exemption information. If you need to register you may do so online at <http://www.sss.gov>)

\*eligible programs are: Court Reporting, Clinical Medical Assistant, Dental Assistant, Medical Billing Coding (daytime class only), Pharmacy Technician, and Vocational Nursing (LVN).

### **How is Financial Aid calculated?**

Financial Aid is calculated based on the Expected Family Contribution (EFC) versus the Cost of Attendance (COA). The EFC is determined based upon the information provided on the FAFSA.

### **How much does it cost to attend Downey Adult School?**

Downey Adult School is a proud leader and provider of numerous vocational programs. Cost of Attendance varies by program.

Program	Recipients living with Parents	Recipients not living with Parents
Clinical Medical Assistant	\$6085	\$11085
Court Reporting	\$10570	\$22570
Dental Assistant	\$6176	\$14776
Medical Billing Coding	\$5616	\$10615
Pharmacy Technician	\$5656	\$10656
Vocational Nursing (LVN)	\$16541	\$28541

### **How do I apply for Financial Aid?**

Step 1: Submit a completed Free Application of Federal Student Aid (FAFSA). Students may submit the FAFSA on the web (<http://www.fafsa.ed.gov>). Paper FAFSA's are no longer available. Please be sure to list Downey Adult School's code: 005638

Step 2: The Financial Aid Office will electronically receive your information. You will receive a letter in the mail requesting documentation for the Verification process. It is very important that all of the requested documentation be submitted by the deadline date noted on the letter (30 days from date on letter), so as not to delay the application process.

Step 3: After the verification process is completed, your file will be complete and Financial Aid will be calculated. Please keep in mind that calculation can only take place if you are determined to be eligible for Financial Aid.

Step 4: An award letter notifying you of your Pell Grant amount will be mailed to you. The award letter will contain disbursement information.

### **What is Verification?**

Federal regulations (34 CFR 668, Subpart E) require Title IV institutions to verify the information and data submitted by FAFSA filers. As mandated, Downey Adult School will verify all students that are

selected for verification by the Central Processing System. However, in accordance to federal regulations, Downey Adult School is authorized to verify additional and/or all students.

**Do I need to apply for Financial Aid every year?**

Absolutely! You must apply for Financial Aid every year either by submitting the FAFSA on the Web (<http://www.fafsa.ed.gov>).

**Is there a deadline to apply for Financial Aid?**

Generally, the priority deadline is March 2<sup>nd</sup>. These are priority deadlines only, a FAFSA may be filed up to the last day of enrollment during the academic year.

**How long does it take for the application process?**

Once all of the required documentation is submitted, financial aid application will be processed within 6-8 weeks.

**How will I know if I will receive Financial Aid?**

A Financial Aid Award Letter will be mailed out to all eligible students. This letter will inform you of your Financial Aid Award Package; the types of aid and their respective amounts. It is very important that you respond to this letter by completing the Accept/Decline form and returning it to the Financial Aid Office by the due date indicated in the letter.

**Can I keep receiving Financial Aid if my attendance slips?**

In accordance to Federal regulations, (34 CFR 668.16 (e), 34 CFR 668.32(f), 34CFR668.34), and institutional regulations, financial aid recipients must meet all Satisfactory Academic Progress (SAP) standards to be eligible for Title IV funds. If attendance issues contribute to a student not meeting SAP standards, then the student will be suspended from receiving financial aid.

**Can I keep receiving Financial Aid if I'm failing my classes?**

According to Federal regulations, (34 CFR 668.16 (e), 34 CFR 668.32(f), 34CFR668.34), and institutional regulations, financial aid recipients must meet all Satisfactory Academic Progress (SAP) standards to be eligible for Title IV funds. If failing classes contributes to a student not meeting SAP standards, then the student will be suspended from receiving financial aid.

**What is Satisfactory Academic Progress (SAP)?**

According to Federal regulations, (34 CFR 668.16 (e), 34 CFR 668.32(f), 34CFR668.34), and institutional regulations, financial aid recipients must meet all Satisfactory Academic Progress (SAP) standards prior to the awarding and/or disbursing of any financial aid funds. A review of SAP will be on a quarterly basis. The Satisfactory Academic Progress Policy at Downey Adult School is measured using two standards: Qualitative and Quantitative.

Qualitative Standard: All Federal financial aid recipients must maintain a minimum of 75% average throughout the entire program.

Quantitative Standard: All Federal financial aid recipients must adhere to the standards set forth by their program of study. The maximum number of excused absences is also based on program.

Please note that a written request ([Petition for Extended Absences](#)) must be submitted to the Financial Aid Review Committee. The petition must be submitted prior to the leave of absence.

**Clinical Medical Assistant:** Must have completed 400 hours by end of their five modules, 265 hours for required office skills class, 160 hours by the end of their externship and a minimum of 800 hours upon completion. The maximum number of excused absences is five.

**Court Reporting:** Must have completed 2300 hours for machine shorthand speed and 600 hours for academics. The maximum number of excused absences is five.

**Dental Assistant:** Must have completed 400 hours by end of their five modules, 265 hours for required office skills class, 160 hours by the end of their externship and a minimum of 800 hours upon completion. The maximum number of excused absences is five.

**Medical Billing Coding:** Must have completed 510 hours, 265 hours for required office skills class, 160 hours by the end of their externship and a minimum of 800 hours upon completion. The maximum number of excused absences is five.

**Pharmacy Technician:** Must have completed 400 hours by end of their five modules, 265 hours for required office skills class, 160 hours by the end of their externship and a minimum of 800 hours upon completion. The maximum number of excused absences is five.

**Vocational Nursing (LVN):** Must have completed 350 hours by end of the first quarter, 700 by the end of the second quarter, 1100 by the end of the third quarter, and 1500 upon completion. The maximum number of excused absences is five.

Downey Adult School understands that mitigating circumstances may prevent a student from meeting SAP standards. Students who fail to meet the standards may submit a written appeal outlining the mitigating circumstances to the Financial Aid Review Committee for financial aid reinstatement. The written appeal must be submitted using the [Appeal Request Form](#). The Financial Aid Review Committee will address all appeals on a case-by-case basis. Students will receive an Appeal Decision Letter, via mail, after a decision has been made. If the appeal is successful, certain conditions for academic progress will be set and monitored

**Can I receive financial aid from Downey Adult School and another school at the same time?**

Financial Aid recipients may only receive financial aid assistance from one school at a time

**How would I contact the Financial Aid Department?**

The Financial Aid Office is located within the Career One Stop Center (H61). You may call 562-940-6247 or email [FinancialAid@das.edu](mailto:FinancialAid@das.edu)