



## Title IV Federal Financial Aid Policies and Procedures

### Eligibility for Federal Financial Aid

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

- U.S. Citizen, or
  - U.S. National (includes natives of American Samoa or Swain's Island), or
  - 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).

### Satisfactory Academic Progress (SAP)

According to Federal regulations, (34 CFR 668.16(e), 34 CFR 668.32(f), 34 CFR 668.34), 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. Mitigating circumstances may include, but not limited to: death of an immediate family, illness, or other unusual situations. 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 Financial Aid Review Committee includes the school's Assistant Principal – Blanca Rochin, Director of Financial Aid – Karina Madariaga, student's Program Director, Financial Aid Administrator – Andrea Iacovitti, Financial Aid Administrator – Brian Ofner. The written appeal must be submitted using the [Appeal Request Form](#), which can be obtained in the Financial Aid Office (room H-61). 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. A probationary period will be included in the monitoring process.

### **Academic Probation Policy**

Full-time students whose satisfactory academic progress (SAP) falls below set standards will be placed on a one-month academic probationary period. Failure to meet the qualitative and quantitative standards during the probation, will result in ineligibility for financial aid and dismissal from school.

### **Financial Aid Calculation**

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. In accordance with federal regulations, the maximum Pell Grant award is \$5550.00 per academic year.

### **Academic Year**

Downey Adult School programs are measured using clock hours.

### **Cost of Attendance**

Downey Adult School is a proud leader and provider of numerous vocational programs. Cost of Attendance varies by program. The estimated budgets below represent a moderate standard of living for students attending Downey Adult School.

Program	Recipients living with Parents	Recipients not living with Parents
Clinical Medical Assistant	\$8200	\$16965
Court Reporting	\$11771	\$23771
Dental Assistant	\$7754	\$16754
Medical Billing Coding	\$5931	\$10931
Pharmacy Technician	\$6181	\$12181
Vocational Nursing (LVN)	\$18066	\$30080

### **Applying for Financial Aid**

All students applying for Federal Financial Aid must apply using the Free Application for Student Financial Aid (FAFSA). This form is used to determine financial aid eligibility. You must submit the FAFSA by filling out the application on the Web. Submission of the application is sent directly by the student to the federal processor.

Step 1: Submit a completed Free Application of Federal Student Aid (FAFSA). (<http://www.fafsa.ed.gov>). 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.

### **Verification**

Federal regulations (34 CFR 668, Subpart E) require Title IV institutions to verify the information and data submitted by FAFSA filers. However, in accordance to federal regulations, Downey Adult School is authorized, and will, verify all students. Information and forms requested during Verification generally includes, but is not limited to, the following: signed copy of Income Tax Return, copy of W-2 form(s), proof of citizenship, Social Security card, and signed statement indicating untaxed income and benefits.

### **Disbursements**

Federal Financial Aid is awarded once per year. Financial Aid generally is disbursed in two equal payments, however, one disbursement may occur. In the case of two disbursements, the second disbursement will occur after 60% completion of the program.

### **Financial Aid Review Committee**

In addition to reviewing appeals resulting from students not meeting SAP standards, the Financial Aid Review Committee will review appeals regarding other issues such as verification.

### **Consumer Information**

In accordance with Federal regulations (34 CFR 668.41(e)) and the Clery Act, Downey Adult School will annually furnish the Campus Safety and Security Report, and all students may access the report located in the Financial Aid Business Office.

### **Withdrawal Process**

All students wishing to withdraw from school may be responsible for returning unused Title IV funds. An official withdrawal may be submitted to the Program Director using the [Application for Official Withdrawal](#). The last date of attendance will be used to calculate unofficial withdrawals. Unofficial withdrawal occurs when a student fails to attend for ten (10) consecutive school days.

### **Refund Policy:**

Downey Adult School requires a written request for a refund. The written request must be made by filling out the Refund Request Form (obtainable from the instructor), which also must be accompanied by the original receipt. An estimate of how much would be returned to the student can be calculated by the following:

Amount Paid

Less Books and supplies if not returned in new condition

Less class hours attended

Downey Adult School does retain a 10% processing fee

### **Recalculation of Title IV Financial Aid**

Recalculation is based on the number of days attended, the total Federal Financial Aid, and the total institutional charges. The percentage of unearned aid to be returned is equal to the number of clock hours remaining in the term divided by the number of clock hours in the term. If student officially withdraws after attending 60% of required clock hours, the student will be considered as having earned 100% of Federal Financial Aid awarded for that term. If a student is found eligible for a post-withdrawal disbursement, a letter of notification will be mailed to the student. The student may either accept or decline post-withdrawal disbursement. The student will have 14 days from date of letter to notify the Financial Aid Office of his/her decision. Failure to do so will result in the offer being rescinded.

**Return of Title IV Financial Aid**

In some instances, students may be required to return Title IV Financial Aid, regardless if the student officially or unofficially withdrew from school. Downey Adult School will recalculate Title IV funds and notify the student via mail within 30 days of withdrawal date. If funds need to be returned, the student will have 45 days from the date of notice to do so. Failure to return funds will result in notification of overpayment to the Department of Education via the National Student Load Data System (NSLDS).