

Downey Adult School
Career and Education Center
Financial Aid Office



Policies and Procedures Manual

12340 Woodruff Avenue

Downey, CA 90241

Building H-61

Effective 07/19/2019

FERPA

Student Privacy Rights

Downey Adult School adheres to the guidelines established by the Family Educational Rights and Privacy Act (FERPA) - a federal legislation established to regulate access and maintenance of student records.

FERPA affords students certain rights with respect to their education records, including the right to:

- Inspect their education records:
- Request an amendment of the records that the student believes are inaccurate
- Control disclosures of personally identifiable information contained in the students' education records, except to the extent that FERPA authorizes disclosure without consent.
- File a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA.

Parents, spouses and significant others have no inherent right to access student educational records.

For more information please visit <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

STUDENT RIGHTS AND RESPONSIBILITIES

IMPORTANT: Students receiving financial aid must be aware of their rights and responsibilities as financial aid recipients.

YOU HAVE THE RIGHT TO KNOW:

- *What financial assistance is available.
- *The deadlines for submitting applications, eligibility requirements, terms, policies, procedures and regulation that apply to each of the programs.
- *How your [financial need is determined](#); this includes, cost for tuition and fees, books and supplies, food, housing, personal/misc.
- *How and when financial aid is paid to students
- *How to continue to maintain eligibility for financial assistance; including how the financial aid office determines you are maintaining [satisfactory academic progress](#) and what happens if you are not.

- *DAS's [withdrawal policy](#): the portion, if any of tuition and fees that are refunded to you if you withdraw and the portion, if any, of the financial aid you must pay back to DAS immediately if you withdraw before the end of the payment period or the program. (See [refund policy](#))

IT IS YOUR RESPONSIBILITY TO:

- *Understand and comply with the terms and conditions of federal student aid that you receive
- *Use financial aid funds only for education expenses (tuition, fees, books, supplies and other living costs)
- *Respond promptly to all requests for supplemental information or documentation from the Financial Aid Office
- *Read, understand and keep copies of all forms that you are asked to submit or sign
- *Notify the Financial Aid Office if there is any change to information you reported on the FAFSA;
- *Know and comply with DAS'S refund and withdrawal policies
- *Maintain satisfactory academic progress to continue to be eligible for financial aid
- *Understand that by signing the FAFSA, you agree that the information provided is accurate and complete and that if you purposely give false or misleading information, you may be subject to penalties under the U.S. Criminal Code.

Introduction

Purpose of the Policies & Procedures

Purpose

The purpose of this policy is to explain the purposes and use of DAS's Financial Aid Policies and Procedures Manual.

Policy

DAS's Financial Aid Policies and Procedures are expected to be in accordance with federal, state and school regulations, policies and guidelines. Policies serve as an internal reference source for the Financial Aid Office staff members.

Procedures

Each member of DAS's Financial Aid Office staff is expected to consistently follow and enforce the policies and procedures in this manual.

Admissions Policy

Downey Adult School (DAS) admits students of any race, color, nationality or ethnic origin, sex, disability, religious tradition, sexual orientation, and gender identity to all the rights, privileges, programs, and activities generally accorded or made available to students. Downey Adult School and the Downey Unified School District prohibit unlawful discrimination based on race, color, national or ethnic origin, sex, age, disability, religion, sexual orientation, gender identity or expression, or any other characteristic protected by applicable law in the administration of Downey Adult School programs and activities. Downey Adult School also prohibits unlawful harassment of any kind.

ENROLLMENT

All students who meet the following criteria are eligible for admission and may enroll in a CTE program on any day that school is in session. Certain CTE programs may have additional requirements such as “PREREQUISITES” in order to enroll. Please refer to DAS’s Schedule of Classes for specific information regarding your desired CTE program. All students must meet the following criteria of the general Admission Policy listed below:

- Adults - 18 years of age or older
- Must be a High School graduate or have completed a program equivalent to its standards (GED or Hi-SET). Student must provide proof of completion, such as the High School or GED Diploma or official transcripts. If the High School Diploma is obtained outside of the United States, it must be evaluated by an organization registered with the U.S. Department of Education (LINCS).
- Complete DAS’s CTE programs Steps of Enrollment
 - Attend CTE Program Orientation - check Schedule of classes or www.das.edu for dates and times.
 - It is imperative to attend a CTE Orientation to receive the most up-to-date information regarding pre-requisites, curriculum and program details.
 - Provide proof of HSD or GED equivalency
 - Provide Registration Deposit
- Enrollment is on a “First Come, First Served” basis and is limited in some classes, due to facility space; and/or in some instances, a program’s licensure/accrediting agency will require a certain instructor-to-student ratio.

Primary Functions of Financial Aid Office

Purpose:

The purpose of this policy is to outline the primary functions of the Financial Aid Office at Downey Adult School (DAS).

Policy:

DAS's Financial Aid Office is responsible for administering financial aid, regardless of source, for all students. The office administers federal aid. Fiscal functions related to draw downs, accounting and reporting are the primary responsibility of the Senior Accounting Technician who serves as Bursar. The Bursar works closely with the Budget and Finance Department of the Downey Unified School District in cooperation with the Office of Financial Aid.

Procedure:

The Office of Financial Aid is responsible for:

1. Advising and counseling students about financial aid.
2. Providing students with consumer information, as required by federal regulations.
3. Developing written policies and procedures that affect the school's administration of Title IV programs.
4. Determining student's eligibility for financial aid and making financial aid awards to students.
5. Interacting with various outside groups, agencies, associations and individuals about issues concerning the school's administration of financial aid programs.
6. Monitoring student's enrollment to ensure that satisfactory academic progress is maintained.
7. Maintaining both school records and student records that document activities of the Financial Aid Office and provide data for reports.
8. Keeping current on changes in laws and regulations to ensure that the school remains in compliance with Title IV Regulations for Federal Financial Aid.
9. Reconciling student financial aid data provided to the Budget and Finance Department.

Organizational Structure and Staff Duties

Purpose

The purpose of this policy is to outline the organizational structure of the Financial Aid Office at Downey Adult School.

Policy

The Financial Aid Office consists of the following staff:

- Financial Aid Director/Assistant Principal (1)
- Financial Aid Administrator (1)
- Financial Aid Clerk (1)
- Bursar (Senior Accounting Technician) (1)
- Intermediate Accounting Technician (serving as back-up in absence of Bursar)

The Financial Aid Administrator, Financial Aid Clerk and Bursars report directly to the Downey Adult School Career and Education Center's Assistant Principal/Financial Aid Director who reports to the Director/Principal of Downey Adult School Career and Education Center. The Bursar works closely with the department of Budget and Finance of the Downey Unified School District.

Procedure

The major responsibilities of the Financial Aid Office staff under the supervision of the Financial Aid Director are planning, developing, organizing, coordinating and controlling DAS's financial aid program in accordance with appropriate US Department of Education and California Department of Education's regulations, in alignment with DAS administration's school objectives.

Other duties include:

- A. Assist students with the FAFSA; answer questions and provide counseling.
- B. Carry out verification requirements.
- C. Input FAFSA data and package awards in accordance with the federal and school's regulations.
- D. Manage disbursement of Pell Grants.
- E. NSLDS Certification/Reporting; maintaining records and help with In-School Deferments.
- F. Process Return to Title IV calculations and unofficial withdrawals.
- G. Maintain financial aid records.

Organizational Structure and Staff Duties (continued)

H. Annually provide data for Clery Act Crime Statistics, Annual Security Report, Gainful Employment Reporting, and Net Price Calculator.

I. Provide advisement for Leave of Absence requests.

J. Advisement on switching programs.

K. Develop eligible programs' Disbursement Schedule

Application and Delivery System Application

Purpose

The purpose of this policy is to provide background on the overall financial aid process of the Financial Aid Office at Downey Adult School Career and Education Center.

Policy

A student and/or his/her parents (if the student is deemed dependent) understand that they possess the primary responsibility of paying for the student's postsecondary education. Title IV programs are intended to help students with financial need, eligibility for assistance from grants is need-based. The US Department of Education developed an Expected Family Contribution (EFC) formula to determine the financial strength of a student's family and the student's need for the assistance of Title IV.

Procedure

To apply for Title IV financial aid funds, students must submit a Free Application for Federal Student Aid (FAFSA). The FAFSA is used to collect financial and demographic information from the student and the student's spouse (and parents of a dependent student) that is used to calculate the student's EFC. The personalized EFC determination is the amount of money that a student and/or his/her family is expected to contribute toward the cost of the student's postsecondary education. The EFC is the tool which an institution (DAS) utilizes in determining a student's need and the amount of aid an eligible student receives.

DAS's Financial Aid Office requires a FAFSA be completed to determine a student's Pell grant eligibility which could be used toward any of DAS's Title IV-approved Career Technical Education programs. We encourage the use of the US Department of Education's web site – www.fafsa.ed.gov. Downey Adult School's school code is: 005638.

Processing a Student's Financial Aid Application

Policy

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. Student must submit the FAFSA by filling out the application online. Submission of the application is sent directly by the student to the federal processor.

Procedure

Step 1: Submit a completed Free Application of Federal Student Aid (FAFSA). (<http://www.fafsa.gov>) no later than June 30th of each award year. Downey Adult School's school code: 005638. The Financial Aid Office will electronically receive your information.

Step 2: Upon completing DAS's eligible program's Steps of Enrollment, every student interested in being considered for financial aid receives an appointment to meet with the Financial Aid Administrator (FAA).

Step 3: During a student's financial aid appointment, the FAA reviews the student's Institutional Student Information Record (ISIR), and the verification process will begin.

- Students not selected for Verification
 - FAA reviews ISIR to check for conflicting information
 - If no discrepancies are found, no corrections are necessary
 - Student is handed a Preliminary Financial Aid Offer
 - Student's file is prepared for packaging
- Students selected for Verification
 - If a student's application is selected for Verification by the US Secretary of Education, DAS will verify information specified by the Secretary.
 - In addition, if DAS has reason to believe that a student's FAFSA information is inaccurate, DAS will verify the accuracy of that information in accordance with Title IV regulations.
 - Student is handed a Verification Letter which lists the acceptable documentation which is required to be submitted.
 - In some instances, a Preliminary Financial Aid Offer is handed to student
- The Preliminary Financial Aid Offer is an estimate of the student's Pell grant eligibility based on the student's answers on the current transaction; they are subject to change as a result of corrections made to a student's FAFSA which occur as a result of the Verification process.
- If further documents and/or signatures are required, students are contacted via email and/or phone call to submit and/or sign said items.

Processing a Student's Financial Aid Application (continued)

Step 4: After the verification process is completed financial aid eligibility will be calculated.

- Please keep in mind that financial aid calculations can only take place if you are determined to be eligible for Financial Aid.

Step 5: An Official Financial Aid Offer notifying student of their Pell grant award amount will be mailed upon clearance of Verification. Official Financial Aid Offer will contain detailed information regarding disbursements.

Verification Process

Policy

Federal regulations (34 CFR 668.54(a)), an institution must require an applicant whose Free Application for Federal Student Aid (FAFSA) information is selected for verification by the Secretary to verify the information specified by the Secretary. In addition, if an institution has reason to believe that an applicant's FAFSA information is inaccurate, it must verify the accuracy of that information. An institution may require an applicant to verify any FAFSA information that it specifies.

An institution must require applicants selected for verification to submit acceptable documentation that will verify or update any of the following information (from the applicable year in question) used to determine the applicant's Expected Family Contribution (EFC) and as determined in an annual Federal Register notice published by the Secretary: adjusted gross income; income earned from work; U.S. income tax paid; number of family members in the household; number of household members enrolled in eligible postsecondary institutions; and other information specified in the annual Federal Register notice. See 34 C.F.R. § 668.57.

Procedure

- Students selected for verification by the Secretary or by DAS's FAA, must submit acceptable documentation to the financial aid department within 90 days from their initial financial aid appointment. Exceptions will be made under mitigating circumstances at the discretion of DAS's FAA.
 - Acceptable documentation will be listed on the Verification Letter.
- In the instance in which DAS selects a student for Verification, the FAA will use their discretion to assign the verification group which will best satisfy the conflicting information found on the FAFSA.
- If corrections yield a subsequent verification, FAA will review the subsequent ISIR transaction.

Eligibility

Purpose

The purpose of this policy is to ensure compliance with Title IV regulations in determining eligibility and financial need in the award process.

Policy

The Financial Aid Administrator is required to document that a student meets the eligibility requirements and must be able to provide this record upon official request. The FAA is also required to reconcile any conflicting information regarding eligibility before awarding any financial aid

Procedures

The FAA checks the following before authorizing an award and/or disbursement:

1. Academic Qualifications
2. Citizenship Requirements
 - a) INS Match (if required)
 - b) Valid Social Security Number
3. Registration with Selective Service (males)
4. Loan History
 - a) Defaults and Overpayments
 - b) Bankruptcy
 - c) Total and Permanent Disability Cancellation
5. Certification and Statements (FAFSA)
6. Enrollment Status
7. Financial Aid Need
 - a) Cost of Attendance
 - b) Expected Family Contribution
8. Dependent / Independent Status
9. Taxes transferred to FAFSA or Tax Transcript

Eligibility - Academic Qualifications

In order to participate in the Federal Pell grant program at DAS, a student must be academically qualified to study at the post-secondary level. For FSA purposes, a student with a high school diploma or its recognized equivalent is to be considered academically qualified.

Eligibility - Citizenship Requirements

A student must be in one of the following categories in order to be eligible for Pell grant at Downey Adult School:

A) A U.S. Citizen or National.

- The term national includes citizens of American Samoa and Swain's Island.)

B) A U.S. permanent resident.

- A permanent resident's citizenship status should be evidenced by a Student Aid Report (SAR) comment indicating that an Immigration and Naturalization Service (INS) match has been successful. If no such comment appears on the SAR, the permanent resident must provide DAS with INS documentation verifying his or her residency status.

C) Citizens of certain Pacific Islands.

- Eligible citizens of the Republic of the Marshall Islands, the Federated States of Micronesia (the former Trust Territories) or the Republic of Palau, may receive only three types of FSA Program aid: Federal Pell Grants, Federal Supplemental Educational Opportunity Grant (FSEOG) and Federal Work Study (FWS). It should be noted that since Ventura Adult and Continuing Education does not participate in either the Federal Supplemental Educational Opportunity Grant (FSEOG) or Federal Work Study (FWS), individuals falling into this category will be restricted to the Federal Pell Grant.

D) Other eligible non-citizens.

- Refugees, persons granted asylum, Cuban-Haitian entrants, those with temporary resident status under the Immigration and Reform Control Act of 1986 and others are included in the category. Such individuals must provide INS documentation of staying temporarily but with the intention of becoming U S Citizens or permanent residents

INS Documentation

Downey Adult School Career and Education Center, makes it a policy to photocopy a student's INS documentation during the application process if a student is selected for Verification, there is no match indicated on the student's ISIR or there is conflicting information. This procedure is done to comply with the Department's regulation of collecting Alien Registration numbers to verify the citizenship status of U S permanent residents and other eligible non-citizens. The same holds true for a person who is "naturalized citizen." DAS makes a photocopy of the "Naturalization" document for placement in the student's file.

Eligibility - Citizenship Requirements (continued)

INS Match

If an INS data match is attempted, but the student's data is not confirmed, a 13-digit INS Verification number is assigned to the student and is printed in the FAA Information area on the SAR. In this case, the student's data is subjected to a "Secondary Confirmation" process by filing INS form #G-845S.

If a student mistakenly reports that he or she is a citizen rather than an eligible non-citizen, Ventura Adult and Continuing Education may make a correction electronically, or the student may correct the error on the SAR. In either case, the student must be sure to provide his or her A Number. The CPS then processes the student's correction and conducts a match with the INS database.

If a student's status is not confirmed after an INS match is attempted, the INS will assign the student an INS Verification Number printed in the FAA Information area on the SAR. Please note; that if no INS match can be made because the student fails to provide an A-Number on the application, that student will not receive an INS Verification Number. In this case, the SAR should be resubmitted with the A-Number so that a computer match may be attempted. The INS can be reached by writing or calling:

INS: Immigration Verifier

300 North Los Angeles Street

Los Angeles, CA 90012

Phone: 213-894-6285/6286

Fax: 213-894-6660

Changes in Citizenship during the Award Year

If a student becomes a citizen or eligible non-citizen at any time during the award year, that student may be paid Pell Grant funds as if he or she had been eligible for the entire award year. If DAS participated in the campus-based programs, the same rule would apply.

DAS, under guidelines established by the US Department of Education, is required to check a student's citizenship eligibility status only when aid is first disbursed during the award year. If a student loses his or her citizenship or eligible non-citizenship status, DAS under guidelines established by the US Department of Education, does not need to take any action to prevent the student from receiving aid.

Eligibility -Valid Social Security Numbers

The Higher Education Act of 1992 requires that for an individual to be eligible for FSA funds they must provide a valid Social Security Number (SSN). The SSN must correspond to the given student's name and date of birth.

DAS will take appropriate action to remedy any discrepancy in the Social Security Number on either the SAR or the ISIR. Discrepancies normally take place when a student fails to notify the Social Security Administration of a name change, or a student has used a nickname.

DAS will determine if a secondary confirmation is needed from the Social Security Administration (SSA) on a case by case basis. Students may be asked to contact the SSA in person and get written verification that the number they are reporting to be theirs is valid.

Eligibility -Invalid Social Security Number

When a student's reported data is in conflict with the Social Security Administration's database, DAS will inform the student that they must supply a document from the Social Security Administration (SSA) verifying their Social Security number.

A student claiming to be an eligible non-citizen will be asked to submit proper documentation verifying their A-Number.

Eligibility - Registration with Selective Service

Most males from age 18 through 25, including permanent residents and other eligible non-citizens are required to register with the Selective Service System (SSS).

Persons exempted from this rule are:

1. Females
2. Males currently in the armed forces and on active duty. This does not apply to members of the Reserve and National Guard who are not on active duty.

Eligibility - Registration with Selective Service

3. Males who are not 18 years of age at the time they complete their application. (An update is not required during the year, if a male student turns 18 after completing the application).
4. Males born prior to 1960.

Eligibility - Registration with Selective Service (continued)

5. Citizens of the Federated States of Micronesia, the Republic of the Marshall Islands and the Republic of Palau.
6. Non-citizens who first entered the U.S. after they turned 26
7. Non-citizens who entered the U.S. as lawful non-immigrants on a valid visa and remained in the U.S. on the terms of that visa until after they turned 26.

There are certain less common situations in which the registration requirements are also waived. Students who are not required to have registered prior to meeting one of these criteria and who meet one of the criteria for the entire time they are 18 through 25 to qualify for the waiver if:

1. They are unable to register because they were hospitalized, incarcerated, or institutionalized.
2. They are enrolled in any officer procurement program at The Citadel, North Georgia College, Norwich University or Virginia Military.
3. They are commissioned Public Health Service Officers on active duty or members of the Reserve Public Health Service.
4. They are commissioned officers of The National Oceanic and Atmospheric Administration.

DAS will need to document the student's status, if one of the above criteria applies to a student. A student who is exempt from registering will be required to supply a letter from the Selective Service System stating the exemption prior to release of Pell grant funds. A student will have 30 days or until the end of the award year, whichever is later, to provide evidence of registration or exemption. A copy of the documentation will be placed in the student's file.

The Selective Service will only register males between the ages of 18 and 25, leaving the older students no way to remedy their situation, if they failed to register. Under guidelines established by the Department of Education, 668.37, DAS may determine that a student who was required to register with the Selective Service System, but did not register, may be eligible to receive Title IV funding. The student would have to submit evidence to affirm the following:

- 1) He was unable to present himself for registration for reasons beyond his control, such as hospitalization, incarceration, or institutionalization.

Eligibility - Registration with Selective Service (continued)

2) He did not knowingly and willfully fail to register with the Selective Service between the ages of 18 and 25 and can submit documentation from the Selective Service that does not dispute the claim.

3) Has served in the U S Armed Forces on active duty and submits his DD-214, "Certificate of Release or Discharge from Active Duty," showing military service with other than the reserve forces or the National Guard.

The FAA must determine whether a student who has not served in active duty willfully and knowingly failed to register or chose not to register. The FAA decision is final and cannot be appealed to the Department of Education. The procedures that the FAA should use to make their determination are as follows:

1) Where the student lived between the ages of 18 through 25. For example, if a student was living abroad, it is possible that he would not come under the requirement for registration.

2) Whether the student claims that he thought he was registered. Mistakes in record keeping can take place. Correspondence indicating an attempt to register could form the basis for determining that the student did not knowingly and willfully failed to register. Moreover, a letter from the Selective Service, stating that it received no response to correspondence sent to the student at a correct address would be a negative factor.

3) A written statement as to why the student was not aware of the highly publicized requirement to register when he was 18 through 25 years of age.

Unless the Financial Aid Technician can document that the student meets one of the allowable exemptions regarding registration or can document that the student has served on active duty in the armed forces, the student must first write to the Selective Service so that he may receive a Status Information Letter addressing his failure to register. The student should provide as complete a description as possible about his situation such as; where he was living during the period of time he was required to register, whether he was incarcerated, hospitalized or institutionalized, his citizenship status during that period of time

The Selective Service has a number of different types of Status Information Letters. The following codes would appear in the lower left hand corner to indicate the type of letter in question.

1) **E1-E7**. A letter with any of these codes, indicate that the student was not required to register or was exempt the entire he could have registered between the ages of 18 through 25.

2) **NR**. A letter with this code indicates that the student was born before 1960 and therefore is not required to register.

Eligibility - Registration with Selective Service (continued)

3) **RR**. A letter with this code indicates that the student said he attempted to register but that Selective Service has no proof that he attempted to register.

4) **NM**. A letter with this code indicates that the student did not register although he was on active duty in the armed forces only for a portion of the time when he could have registered between the ages of 18 through 25 and therefore required to register.

5) **RL**. A letter with this code indicates that the student was required to register, but the Selective Service has no record of his registration and that the Selective Service records show he was sent one or more letters requesting his compliance with the registration requirement during the period of time he was required to register.

6) **RD**. A letter with this code indicates that the student provided a reason for not registering or provided the Selective Service documentation proving him exempt from this requirement, but that the Selective Service determined the reason to be invalid; therefore, this code indicates that the student was required to register but did not.

If the student receives a "general exemption letter," codes E1-E7 or a "DOB before 1960" letter, code NR, the student will be exempt from registration and may receive FSA funds. If the student receives any other type of letter, DAS will determine based on all relevant evidence whether the student willfully and knowingly failed to register. The letter from the Selective Service is part of the relevant evidence. For example, if the student received a letter indicating a compliance letter had been sent (code RL) this letter would be a negative factor when the financial aid administrator makes the final determination. If the student received a "Military Service: Non-continuous" letter (code NM) the financial aid administrator may reasonably determine that the student did not knowingly and willfully avoid registration. Most of these letters state that the final decision regarding the student's eligibility rests with the agency awarding the funds. For purposes of awarding Pell grant, the decision will be made by the Financial Aid Administrator at DAS, who represents the US Department of Education. If the Financial Aid Administrator at DAS determines that the student's failure to register was "knowing" and "willful", the student will lose FSA eligibility.

The DAS's decision is final and therefore cannot be appealed to the Department of Education. The Department of Education will hear appeals from those students who have provided proof of compliance with the registration requirement, but who are still being denied FSA funds based on the registration requirement.

A student with questions about registering for the Selective Service may call 1-847-688-6888 for more information.

Eligibility - Financial Aid History

Policy

A student's financial aid history is needed to monitor two aspects of student eligibility:

1. How much outstanding aid a student has obtained.
2. To prevent a student from receiving federal aid if he or she is in default or owes a repayment on a loan or grant.

Procedures

DAS obtains student financial aid histories through the NSLDS (National Student Loan Data System). There are two methods used by the financial aid office.

1. Use the NSLDS financial aid history section of the ISIR sent to the school through the Title IV Wide Area Network.
2. Log onto the NSLDS directly and access the NSLDS data on-line for an individual student.

Reporting – National Student Loan Data System (NSLDS)

Purpose:

The purpose of this policy is to ensure the accurate and timely updating of students' enrollment in the National Student Loan Database System (NSLDS)

Policy:

Initial Enrollment Reporting:

DAS students are activated on the seventh (7) day on NSLDS as soon as their first disbursement occurs through the Common Origination Disbursement system (COD).

Students' initial enrollment will be reported and certified on NSLDS, within 14 calendar days from their first date of attendance or upon clearing Verification.

Final Reporting:

Graduation: DAS will utilize the Last Date of Attendance (LDA) as the date reported for certification of completion of program.

Withdrawn: DAS will utilize the Last Date of Attendance (LDA) as the date reported for certification of withdrawal from DAS.

Reporting – National Student Loan Data System (NSLDS) (continued)

Procedure:

1. DAS's Financial Aid Clerk will certify initial enrollments by verifying a student's enrollment through DAS's student records database system (ASAP)
2. All NSLDS enrollment responsibilities are assigned to staff member who is serves as the point of contact for monthly research and verification of enrollments.
3. Staff member is responsible for the inquiry and certification of new and existing students on NSLDS.
4. Certification is conducted on a bi-monthly basis.
5. In an effort to avoid late certifications on a previously certified student, recertification is conducted upon a student's separation from DAS, whether it is through graduation, non-attendance or withdrawal to avoid late certification.

Eligibility – National Student Loan Data System (NSLDS)

Upon review of a student's financial aid application through the ISIR, DAS verifies that FSA funds are properly awarded by securing the financial aid history of students before awarding and disbursing aid. The information that is collected is evaluated by the Financial Aid Administrator to ensure that students do not receive overpayments, Lifetime Eligibility Units (LEU) limits are not exceeded and students that are in default or are past due with their payments do not receive FSA funding until all conflicts are resolved.

If a flag found on a student's ISIR indicates that a student must resolve one of the issues mentioned above, DAS will process the financial aid applicant through the National Student Loan Data Service (NSLDS).

The NSLDS is a comprehensive database containing selected federal financial aid histories of FSA recipients. A printout of the NSLDS inquiry will be placed into the student's file as documentation.

Eligibility - Financial Aid History - Defaults and Overpayments

A person is generally not eligible for FSA funds if he or she is in default on an FSA loan or must repay an FSA grant.

After a student who is in default repays the loan in full, that student may receive FSA funds as long as he or she meets all other necessary eligibility requirements.

A student in default on any of the following loans may continue to receive FSA funds if he or she makes satisfactory repayment arrangements with the loan holder: a Federal Stafford Loan, a Federal Direct Loan, a Federal PLUS or a Federal Direct Plus he or she received as a parent.

Before an institution may pay a student, who is in default, DAS must receive in writing a statement, from the holder of the loan, that either the student has paid the loan in full or that the student has made satisfactory repayment arrangements. A student must make arrangements that are satisfactory to the loan holder and are in accordance with individual FSA loan program requirements.

No exceptions will be made to this policy. If a student has paid a defaulted student loan in full but receives a SAR with a comment indicating that he or she is still in default, the student must provide DAS with documentation that the loan has been paid in full.

A student receiving a Federal Pell Grant overpayment is permitted to continue to receive FSA funds if the over-payment can be made by reducing the subsequent Pell Grant Payments for the same award year.

An overpayment that is due to an error made by the student would result in the student bearing responsibility for the repayment. The student cannot receive additional FSA funds until he or she makes satisfactory arrangements to repay the overpayment or until the school repays the over payment on behalf of the student.

In cases where DAS is unable to recover a Pell Grant overpayment, where the student is liable for the over payment, the school will immediately notify the Department of Education. Once the Department of Education has been notified, the student's future SAR or ISIR will be flagged for resolution when the FAFSA is received by the Central Processing System (CPS).

In order to clear verification of a flag which concerns defaults or overpayments DAS requires a letter from the Department of Education or state guarantee agency that no overpayment or default exists. No Financial Aid funds will be originated nor disbursed at DAS until proper documentation is in the student's file.

Eligibility – Financial Aid History - Bankruptcy

A student with an FSA loan that was discharged in bankruptcy is eligible for FSA funding as long as he or she has no loans in default, including the stayed loan, and all other eligibility requirements are met. Documentation must be supplied by the student to show that a student loan was discharged through bankruptcy.

Eligibility – Enrollment Status

As specified in US Department of Education guidelines, Downey Adult School must define what is a full-time workload. This measurement may differ from other schools and for other purposes at the school.

DAS measures program length for all programs by clock hours. DAS considers a full-time student to be one who attends at least 16 clock hours per week. A full academic year is considered to be a standard of 26 weeks in an academic year and 900 clock hours.

In-School Deferment Policy

A student's enrollment status is also important for deferment purposes. A borrower is eligible for a deferment as a half-time student without receiving additional loans during the deferment period if he or she is a Direct Loan borrower.

A student in need of an In-School Deferment request form to be certified must bring the In-School Deferment form to the DAS Financial Aid Office.

All deferment recipients must adhere to the standards set forth by their programs of study. Attendance must reflect appointed status in order for In-School Deferment to remain current.

Deferments for Court Reporting-Full-Time Program

Court reporting program is offer as a full time program only at DAS, to qualify full time status, student must attend minimum of 25 hours.

For DAS Graduate students: To qualify for part time status for Deferment purposes only, student must attend a minimum of 12.5 hours and comply with the US Department of Education's In-School Deferment Eligibility.

In-School Deferment Policy (continued)

You are eligible for this deferment when you are enrolled at least half time, but less than full time, at an eligible school, only if you are:

A direct loan borrower; A Perkins loan borrower;

A FEEL program borrower who did not have an outstanding balance on a FEEL program loan that was first disbursed before July 1, 1987 when you obtained a loan on or after July 1, 2008 are eligible for this deferment regardless of prior borrowing in the FEEL program.

Students understand that if attendance does not reflect appointed status, they will no longer qualify for an In-School Deferment certification.

It is DAS's responsibility to report your new attendance status to National Student Loan Database System (NSLDS). It is the responsibility of the student to ensure attendance is accurate. Student must contact teacher for any questions or problems regarding attendance. After DAS has confirmed and authorized deferment, students are responsible for providing the signed form to my creditors

Eligibility - Cost of Attendance (COA)

A student must demonstrate financial need to receive Federal Pell grant at Downey Adult School. FSA programs are based upon the family's need for assistance.

Financial need is simply defined as the difference between the student's cost of attendance (COA) and the family's ability to pay these costs. DAS will reduce the student's financial need by the aid awarded to the student.

Education costs for the FSA Programs are defined by statute and are based upon the student's tuition, fee charges, and living situation (e.g. off campus, or with parents). DAS does not offer campus housing. The student's ability to contribute toward these costs, measured by the Expected Family Contribution (EFC), is calculated by using the ED Express software which is provided by the US Department of Education. DAS uses the "California Budget." Indirect costs include housing, transportation, food and miscellaneous costs while a student is enrolled. DAS believes the "California Budget" as drafted by the California Student Aid Commission is a fair and equitable table to determine those costs incurred by a student and is permitted by Federal Statute.

A student's COA is generally a sum of the following:

- 1) The tuition and fees normally assessed for a student carrying the same academic workload, including costs of rental or purchase of equipment, materials, or supplies required of all students in the same course of study.
- 2) An allowance for books, supplies, transportation and miscellaneous personal expenses.

Eligibility - Cost of Attendance (COA) (continued)

3) An allowance for room and board.

4) Students with dependents, an allowance for costs expected to be incurred for dependent care (during periods that include, but are not limited to, class time, study time, field work, internships and commuting time for students) should be based on the number and age of such dependents and should not exceed reasonable costs in the community for the kind of care provided.

Exceptions to the normal Cost of Attendance allowances:

The financial aid administrator has the authority to use professional judgment for special circumstances to adjust the COA for consideration of Pell Grant eligibility. Such adjustments will be documented and placed in the student's file.

Need based aid must not exceed the student's financial need.

Budgets for 2019-2020 Award Year

2019 - 2020 Cost of Attendance

Dependent Student										
Allowance	CSR	CSR OL2	DA	MSG	MA	MA wPHL	MBC	PARA	PHARM	VN
Tuition and Fees	3,299	3,299	6,499	3,599	3,599	4,699	3,599	3,599	3,599	15,453
Books and Supplies*	1,971	1,971	1,971	1,971	1,971	1,971	1,971	1,971	1,971	1,971
Food*	6,786	6,786	6,786	6,786	6,786	6,786	6,786	6,786	6,786	6,786
Housing*										
Transportation*	1,134	1,134	1,134	1,134	1,134	1,134	1,134	1,134	1,134	1,134
Personal/Misc*	3,564	3,564	3,564	3,564	3,564	3,564	3,564	3,564	3,564	3,564
Child / Dependent Care										
Loan Fees										
Total, Per year*	16,754	16,754	19,954	17,054	17,054	18,154	17,054	17,054	17,054	28,908

2019 - 2020 Cost of Attendance

Independent Student											
Allowance	CSR	CSR OL	DA	MSG	MA	MA wPHL	MBC	MBC OL	PARA	PHARM	VN
Tuition and Fees	3,299	3,299	6,499	3,599	3,599	4,699	3,599	3,599	3,599	3,599	15,453
Books and Supplies*	1,971	1,971	1,971	1,971	1,971	1,971	1,971	1,971	1,971	1,971	1,971
Food*	4,779	4,779	4,779	4,779	4,779	4,779	4,779	4,779	4,779	4,779	4,779
Housing*	10,305	10,305	10,305	10,305	10,305	10,305	10,305	10,305	10,305	10,305	10,305
Transportation*	1,278	1,278	1,278	1,278	1,278	1,278	1,278	1,278	1,278	1,278	1,278
Personal/Misc*	3,996	3,996	3,996	3,996	3,996	3,996	3,996	3,996	3,996	3,996	3,996
Child / Dependent Care											
Loan Fees											
Total, Per year*	25,628	25,628	28,828	25,928	25,928	27,028	25,928	25,928	25,928	25,928	37,782

Eligibility - Expected Family Contribution (EFC)

The EFC is the amount that a family can reasonably be expected to contribute toward the costs of a post-secondary education. The EFC is based on the analysis of the family's financial strength, including the income and assets of the student, the student's spouse (if applicable) or if the student is dependent, the student and his or parent(s). The EFC formula also considers such factors such as the number of people in the household, the number of people attending a post-secondary institution and the special costs of families in which both heads of the household are employed.

When the EFC is less than the COA (the student's family cannot be expected to contribute the full costs) the student is considered to have financial need. The EFC for a Federal Pell Grant is determined annually. For the 2019-2020 award year the maximum EFC allowed is 5576. The student will remain eligible for aid from FSA programs as long as the EFC is below the cost of attendance.

The EFC found in the upper right-hand corner of the first page of the ISIR output document is based on a 9-month enrollment and should always be used for awarding a Pell Grant, even if the student may attend for a longer or shorter amount of time.

One of the most significant decisions in need analysis concerns whether the applicant should be considered a dependent or independent student. If the student is dependent on his or her parent(s)' income, then asset information of the parent(s) will be collected in addition to the same data elements from the student. A parental contribution will be added to the student's contribution to determine the EFC. An independent student will not need to furnish parent(s)' income and asset information but will (if applicable) need to supply the asset and income information on their spouse.

For the 2019-2020 award year, a student is automatically independent if he or she meets one or more of the following criteria.

- The student was born before January 1, 1996.
- The student is a veteran of the U S armed forces.
- The student will be enrolled in a graduate or professional program, beyond a bachelor's degree
- The student is a ward of the court or was a ward of the court until the age of 18, or both parents are deceased, and the student has no legal or adoptive guardian. A student is not considered to be a ward of the court based on being incarcerated.
- The student is married.
- The applicant has a child or children for whom they provide at least 51% of their support.
- The applicant supports another individual except a spouse or child at least 51% of their support.

Eligibility - Expected Family Contribution (EFC) (continued)

In mitigating circumstances, a student who does not meet any of these criteria may still be considered to be independent on the basis of a professional judgment request and review. The Financial Aid Special Circumstance Review Committee at DAS reviews and makes decisions on a case by case basis in accordance with US Department of Education guidelines.

Eligibility – Satisfactory Academic Progress

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 federal student aid funds. **A review of SAP is conducted prior to each disbursement date for all Title IV recipients.** The Satisfactory Academic Progress Policy ensures student success and accountability and promotes timely advancement toward objectives at Downey Adult School (DAS). SAP guidelines are based on reasonable expectations of academic progress. Accordingly, these guidelines should not be a hindrance to any student in good academic standing and will be measured using two standards.

1. **Qualitative Standard:** All Federal financial aid recipients must maintain a minimum of 75% cumulative grade point average throughout the entire program.
 All modules in eligible programs must be passed with a minimum grade of 75% (C).
 Grades lower than 75% are deemed as failure and the module must be repeated. DAS will exclude the failed module grade from the cumulative calculation of the eligible program’s overall completion grade.
 Students may only fail one module within an eligible program

- a. The school’s grading system is as follows:

100-90%	A
89-80%	B
79-75%	C
Less than 75%	FAILING

Eligibility – Satisfactory Academic Progress (continued)

2. **Quantitative Standard:** All Federal financial aid recipients must adhere to the standards set forth by their program of study. A minimum number of hours must be completed within each payment period to ensure Pace of Progression within the maximum time frame allowed. The maximum number of unexcused absences are based on each eligible program’s policies. Unexcused absences must be made up within one (1) week of the absence.

US Department of Education’s regulations specify that for an undergraduate program, the maximum time frame may not exceed 150% of the published length of the program measured in academic years, credit hours attempted, or clock hours completed as appropriate. At Downey Adult School, we measure program length in weeks.

CTE Program	1st Disbursement	2nd Disbursement	3rd Disbursement	4th Disbursement
MAY 2019 LVN	1-383	384-767	768-1151	1152-1536
Court Reporting August 2019	1-450	451-900	901-1110	
Dental Assistant	1-400	401-800		
Medical Assistant	1-330	331-660		
Medical Biller/Coder	1-330	331-660		
Medical Biller/Coder Online	1-330	331-660		
Massage Therapy	1-300	301-600		
Pharmacy Tech	1-310	311-620		
Paralegal	1-312	313-624		

Eligibility – Satisfactory Academic Progress (continued)

Pace of Progression Requirement

You must complete a minimum number of hours per week, in order to ensure completion of the program within the maximum time frame.

The following table illustrate the amount of hours per week are required for each CTE program:

CTE Program	Hours Required per Week		
	Full Day	Half Day	Night
Court Reporting	25		
Court Reporting Online	25		
Dental Assistant		20	20
LVN	32		
Medical Assistant	40	20	16
Medical Assistant Hybrid	44		
Medical Biller/Coder	28		16
Medical Biller/Coder Online	22		
Massage Therapy		20	16
Pharmacy Tech		20	16
Paralegal	22		

Pace of Progression Requirement

The method by which financial assistance disbursements will be made to the students and the frequency of those disbursements coincide with the evaluation periods. DAS will compare the number of hours the student has completed to the number of hours the student could have completed. The calculation will enable our institution to determine whether the student is progressing at a rate that will allow him or her to finish the program within the maximum time frame (150%).

Eligibility – Satisfactory Academic Progress (continued)

Bursar's SAP Measurement of SAP:

1. First SAP
 - a. Emails eligible program instructors
 - b. Verifies the student's enrollment and attendance
2. Second SAP
 - a. Requests Information from eligible program instructors
 - i. Current number of hours to date
 - ii. Cumulative grade point average
3. Instructors are required to reply with the following information
 - i. Current number of hours to date
 - ii. Cumulative grade point average
4. Bursar reviews responses and determines if SAP is being met
 - a. Students meeting SAP will be processed for disbursement
5. Students not meeting SAP will be placed on *Financial Aid Warning**
 - a. Bursar will inform the Financial Aid Office via email of student's need to be placed on Financial Aid Warning
6. Financial Aid Office will confirm with eligible program's director that the student has been scheduled for a Repeat Module
7. Repeat Module form and Bursar's email will be placed in student's financial aid file
8. Financial Aid Department will continue to monitor that a student on *Financial Aid Warning* may not exceed 150% of the published length of the program measured in weeks.

*Financial Aid Warning – Students Not Meeting SAP

Students not meeting qualitative or quantitative standards will be placed on *Financial Aid Warning* without an appeal or other action needed from the student. Students on *Financial Aid Warning* may continue to receive Title IV student aid for one (1) payment period which falls within the respective award year.

Required Clock-hours listed by CTE Program

Dental Assistant:

Must complete 600 hours by the end of five (5) modules, 200 hours by the end of externship and a minimum of 800 hours upon completion.

- The maximum number of unexcused absences is three (3) per module.

Required Clock-hours listed by CTE Program (continued)

Vocational Nurse

Must complete 768 clock hours by the end of the first semester and 768 clock hours by the end of the second semester; and a minimum of 1536 clock hours upon completion.

- The maximum number of unexcused absences is two (2) per semester.

Clinical Medical Assistant

Clinical Medical Assistant – Full Day

•Must complete 500 hours by the end of six (6) modules, 160 hours by the end of externship and a minimum of 660 hours upon completion.

- The maximum number of unexcused absences is one (1) absence per module.

Clinical Medical Assistant – Half-Day

•Must complete 500 hours by the end of five (5) modules, 160 hours by the end of externship and a minimum of 660 hours upon completion.

- The maximum number of unexcused absences is two (2) absences per module.

Clinical Medical Assistant – Extended

•Must complete 500 hours by the end of five (5) modules, 160 hours by the end of externship and a minimum of 660 hours upon completion.

- The maximum number of unexcused absences is two (2) absences per module.

Clinical Medical Assistant – Hybrid

•Must complete 660 hours by the end of two (2) modules. 660 hours are required upon completion.

- The maximum number of unexcused absences while on campus is two (2) absences.
- Must have 80% weekly attendance online and must submit all weekly assignments on time as late work will not be accepted.
-

Medical Assistant and Phlebotomy

Clinical Medical Assistant and Phlebotomy

•Must complete 540 hours by the end of six (6) modules, 160 hours by the end of externship and a minimum of 700 hours upon completion.

•The maximum number of unexcused absences within Modules 1-5 is two (2) absences per module.

•The maximum number of unexcused absences within Module 6 is zero (0) absences per module.

Required Clock-hours listed by CTE Program (continued)

Medical Biller/ Coder

- Must complete 504 hours by the end of four (4) modules, 156 hours by the end of externship and a minimum of 660 hours upon completion.
- The maximum number of unexcused absences is two (2) absences per module.

Medical Biller/Coder OL

- Must complete 660 hours by the end of two (2) modules. 660 hours are required upon completion.
- The maximum number of unexcused absences while on campus is two (2) absences.
- Must have 80% weekly attendance online and must submit all weekly assignments on time as late work will not be accepted.

Massage Therapy

Half-Day

- Must complete 500 hours by the end of five (5) modules, 100 hours by the end of externship and a minimum of 600 hours upon completion.
- The maximum number of unexcused absences is two (2) absences per module.

Extended

- Must complete 512 hours by the end of eight (8) modules, 88 hours by the end of externship and a minimum of 600 hours upon completion.
- The maximum number of unexcused absences is two (2) absences per module.

Paralegal

- Must have 80% weekly attendance and must submit all weekly assignments on time as late work will not be accepted.
- Students must maintain a minimum grade of 75% throughout the program.

Pharmacy Technician

Half-Day

- Must complete 500 hours by the end of five (5) modules, 120 hours by the end of externship and a minimum of 620 hours upon completion.
- The maximum number of unexcused absences is two (2) absences per module.

Extended

- Must complete 512 hours by the end of six (6) modules, 120 hours by the end of externship and a minimum of 620 hours upon completion.
- The maximum number of unexcused absences is two (2) absences per module.

Required Clock-hours listed by CTE Program(continued)

Make up:

Upon returning from an absence, students are required to immediately meet with their instructor to discuss how to make up missed hours. Make-up hours must be completed within 5 school days and, occasionally, may be made up through special events (that could occur on weekends), instructional demonstrative projects, or attending another class session, (see specific program for guidelines for make-up hours policy). Failure to do so, will result in violation of the policy and the student will be subject to dismissal from that Module and/or the program.

Arriving late/Leaving early:

Before registering at Downey Adult School students should examine the school schedule to ensure that the scheduled course offerings meet their needs. It is not acceptable to arrive late to class nor to leave class early; this is considered unprofessional and most unsatisfactory in any field.

Tardiness:

Will be implemented at the discretion of each individual instructor. The number of tardies which will result in an absence, will be decided upon at the discretion of each individual instructor. Downey Adult School has structured class schedules to meet the needs of adults with busy schedules, furthermore, as previously referenced above, in order to be successful, you must be present. This includes being present for the duration of the entire class.

Leave of Absence Policy

To be filed at least 10 days prior to requested leave

Students requesting a Leave of Absence (LOA) while enrolled at Downey Adult School must adhere to the policies and procedures established by the institution's administration.

Students may request a LOA by submitting a Petition for Leave of Absence

Students must apply in advance for a LOA unless unforeseen circumstances prevent the student from doing so. In the event of an unforeseen circumstance, a student shall designate a representative to submit required documentation to Financial Aid/VA Services Department (Room H-61)

Any Servicemember or Veteran who is called to active duty for training, or full-time National Guard duty under Federal authority must review the Military Service Leave section.

Any student, including a student receiving Title IV financial aid, VA Education Benefits, shall be considered for a Leave of Absence **only** under the following conditions:

1. Students may request a Leave of Absence if they are expected to be out of class for more than their respective CTE program's allowable number of absences. (please refer to CTE program's attendance policy)

Leave of Absence Policy (continued)

2. Students enrolled in a CTE program whose length is less than 40 weeks or 800 hours, may request an initial Leave of Absence that lasts no more than 30 school days or the equivalent of a module.
 - a. **Subsequent Leave:** In the event a LOA needs to be extended beyond the originally approved 30 school days or the equivalent of a module students may request an additional LOA; the cumulative number of absences from both LOA's may not exceed 60 school days or the equivalent of two modules.
 - i. A subsequent Leave of Absence may not exceed 30 days and may be granted to the same student due to circumstances such as: medical, military duty or a circumstance covered under the Family and Medical Leave Act of 1993 (FMLA). Documentation will be required for the initial and subsequent LOA.
3. Students enrolled in a CTE program whose length is more than 41 weeks and 801 hours, may request an initial Leave of Absence that lasts no more than 90 calendar days.
 - a. **Subsequent Leave:** In the event a LOA needs to be extended beyond the originally approved 90 calendar or the equivalent of a trimester, students may request an additional LOA; the cumulative number of absences from both LOA's may not exceed 180 calendar days in any 12-month period.
 - i. A subsequent Leave of Absence may not exceed 90 days and may be granted to the same student due to circumstances such as: medical, military duty or a circumstance covered under the Family and Medical Leave Act of 1993 (FMLA). Documentation will be required for the initial and subsequent LOA.
4. Students granted a Leave of Absence in the middle of a MOD or trimester will:
 - a. Receive a non-punitive grade of "I" for their current module or trimester.
 - b. Be required to complete their original CTE program's scheduled clock-hours upon return from LOA. Student will be allowed to complete the coursework he or she began prior to the Leave of Absence.
5. Students will not receive Title IV funds scheduled for disbursement during the Leave of Absence nor any repeat Module fees will apply.

Types of Approved Leaves of Absence

Medical:

Approved medical leaves will be considered for circumstances covered under the Family and Medical Leave Act of 1993 (FMLA) **AND** must be accompanied by a detailed statement from a medical professional, signed and recently dated. This documentation is required to verify the timeframe for the leave. (All documentation is subject to verification.) For more detailed information, visit:

https://www.dol.gov/whd/fmla/fmlaAmended.htm#SEC_102_LEAVE_REQUIREMENT

Leave of Absence Policy (continued)

- a. PREGNANCY LEAVE: Students are encouraged to meet with DAS's Financial Aid/VA Services Department (Room H-61) as soon as they become aware of their pregnancy, to begin the process of course planning to avoid failing/forfeiting their entire program.

Bereavement:

Students who experience the death of an immediate family member, must contact DAS's Financial Aid/VA Services Department (Room H-61). DAS's Bereavement policy aligns with the same standards which DAS's faculty and staff follow. DAS has the right to request documentation that verifies the death of a family member (e.g., a funeral program or death certificate). It is up to the discretion of the DAS Principal to determine if a death outside of the immediate family warrants implementation of the student bereavement policy.

1. Bereavement Leave:

As defined in DUSD's Bereavement Policy, article IV, section G, bereavement leave shall be for a period three (3) excused days, except when travel beyond a 300-mile radius or out-of-state is necessary, in which case the leave shall be extended to five (5) excused days. Bereavement leave will not be counted against a student's program's allowable absences.

- a. Students will be allowed to continue with current module, however, student must make up all hours missed prior the end of the current MOD.
- b. Court Reporting program may make up absences by the end of their trimester.

2. Bereavement Withdrawal:

Students who must take more than the allowable days per DAS's Bereavement Policy, will be subject to one of the following circumstances:

- a. Students who have NOT failed a previous module, may withdraw from their current module and will be required to repeat said module. In order to be compliant with school policy, all students are required to continue attending class on a daily basis, even after it has been determined that they will not pass the current module. Failure to continue to attend will result in my automatic dismissal from the entire program.
- b. Students who HAVE failed a module are encouraged not to take more than the allowable time to avoid administrative withdrawal from the entire program.

Leave of Absence Policy (continued)

Jury Duty

DAS agrees to grant students called for jury duty in the manner provided by law, up to five (5) excused school days. Students called for jury duty, must notify DAS's Financial Aid/VA Services Department (Room H-61) of service date(s) upon receiving said notice from officers of the court (summons). DAS will require a certificate of Jury Service at the end of the performed jury service.

1. Students are required to attend class any day or portion thereof, as certified by the Court Clerk in which jury duty services are not required.
2. Students who are called to perform Jury Services beyond five (5) excused school days, will be placed on *Leave of Absence*, and be administratively withdrawn from their current module. Students will receive a FAIL grade and will be required to repeat the MOD to receive a passing grade.
3. If a student is required to serve on jury duty for up to four (4) hours or more on a school day, the student shall not be required to return to his/her regularly scheduled class hours. **However, all missed class hours and assignments MUST be made up by the end of their current MOD.**
 - a. Court Reporting program may make up absences by the end of their trimester.

Military Leave:

Any Servicemember or Veteran who is called to active duty for training and whose orders will require them to be out of class for more than their respective CTE program's allowable number of absences from National Guard duty under United States Armed Forces (Army, Navy, Air Force, Marines, Coast Guard, National Guard or Reserve) shall adhere to the following:

1. **Military Leave** Any Servicemember or veteran who are expected to be out of class for NO more than 60 school days, must present a copy of their military orders or other appropriate documentation. This advance notice can be made by the student or may be made by an appropriate officer of the U.S. Armed Forces or official of the U.S. Department of Defense.
 - a. Students who are granted a *Military Service Leave*, will be administratively withdrawn from their current module. Student will receive a grade of INCOMPLETE on their transcript until that MOD is made up. A repeat module as a result of *Military Service Leave* shall not be considered under DAS's repeat module policy.
 - b. If military orders render it impossible to provide advanced notice, the student may initiate a military service leave by providing notice at the first reasonable opportunity, in writing, personally signed, and with a copy of the military orders attached, to: DAS Financial Aid/VA Services Department (Room H-61), 12340 Woodruff Avenue, Downey, CA 90241; by FAX to (562) 940-6256; or by email to: DASVeterans@dusd.net.

Leave of Absence Policy (continued)

2. Military Withdrawal

Any Servicemember or veteran expected to be out of class for more than 60 school days, necessitated by service, whether voluntary or involuntary, in the United States Armed Forces, including service by a member of the National Guard or Reserve, on active duty, active duty for training, or full-time National Guard duty under Federal authority will be administratively withdrawn designated under Military Withdrawal and will adhere to the following conditions:

- a. The cumulative length of all absences for service in the uniformed services may not exceed three (3) years. This period includes only the time spent actually performing service, not the period before reporting for duty and the time between completing service and returning to the institution.
- b. All fees paid on behalf of the student (at the time of leave) shall be applied towards the most current program fees upon a student's re-enrollment into a DAS CTE program, with the exception of VA Benefits recipients.
- c. Balance for the previous coursework shall be cleared.
- d. VA Benefits recipients will only be allowed to apply their VA Education Benefits to VA-approved courses.
- e. DAS Student's responsibility for re-enrollment after Military Withdrawal shall include:
 - i. Attending a new CTE program Orientation
 - ii. Beginning a CTE program and forfeiting any previous coursework
 - iii. Acknowledge responsibility for any increase in program fees
 - iv. Start Date will be subject to availability
 - v.

While DAS will make every effort to accommodate students returning from active duty, immediate placement cannot be guaranteed.

Failure to Return from LOA:

Students who fail to return from their Leave of Absence, shall be considered withdrawn from Downey Adult School as of the first day in which the Leave of Absence was granted.

1. Students on Financial Aid understand that a recalculation of Federal Financial Aid will occur to determine if any Title IV funds need to be returned. Financial Aid/VA Services Department (Room H-61) will have 45 days from the Date of Determination that a student failed to return from LOA. The LDA prior to the LOA will be utilized to calculate a refund and return funds according to Title IV guidelines. (34 CFR 668.22)
2. VA Education benefits recipients will be reported the Department of Veterans Affairs; a return calculation will be performed in accordance with DAS's refund policy. Student may be referred to the VA's Debt Management Center.
3. Notification and result of the recalculation will be mailed to the student within 30 days of the withdrawal date.

Leave of Absence Policy (continued)

Student Responsibility

1. Must read and understand the DAS's Leave of Absence Policy
2. Determine if the reason for the request falls appropriately within this policy.
3. To seek clarification regarding this policy.
4. Submit a completed Petition Form with appropriate documentation for your request.
Incomplete petitions will not be considered.

All requests/petitions must include:

- a. Type of Leave
- b. Beginning Date
- c. Expected return date;
- d. Statement which includes the reason for the request.
- e. Proper documentation in alignment with requested beginning and expected return date
- f. Pregnancy Leave requests must have a delivery due date.
- g. Forms must be signed and dated.
5. Student must read and understand all conditions outlined in their Notice of Approval letter. Student must contact Financial Aid/VA Services Department (Room H-61) immediately if discrepancies are found.
6. Students who are granted a Leave of Absence during externship may experience being re-sited (based on current site availability).
 - a. In the instance that a student is re-sited, student will be subject to their new site's condition and may include forfeiting existing externship hours; resulting in the need to complete all required program externship hours again.
7. Student understands that they must contact their program director to confirm their return one (1) week prior to their Approved Return Date.
8. Students will not receive Title IV funds scheduled for disbursement during the Leave of Absence.

Upon approval of the Leave of Absence the Financial Aid/VA Services Department will take the following steps:

- Inform students and department chair via email of conditions of approval
- Recalculate graduation date.
- Revise disbursement dates (if necessary)
- Notify the US Department of Education via National Student Loan Data System (NSLDS) that student is on an Approved Leave of Absence (LOA) or the Department of Veteran's Affairs.

Class and/or Program Change Policy

Policy

To ensure continuity and appropriate completion of a Career Technical Education (CTE) Program within the specified published length of the respective program, changing or switching between program lengths of instruction, times of instruction, or moving onto a completely different CTE program is not permitted.

Students, who are inclined to change or switch programs, understand that they must drop from the program they are currently enrolled in, subject to the conditions of the *Downey Adult School Class and Program Change Policy Agreement Form* and enroll in a new program by following the CTE enrollment policy. All requests are subject to space availability.

Procedure

All students must make an appointment with the Financial Aid Office (regardless of Financial Aid eligibility or status).

Financial Aid staff will discuss the educational options available to them.

Students who have attended less than seventy-five (75) hours of classroom instruction AND:

- ❖ Wish to change start date or change time of instruction within the same program:
 - I will be charged a \$350.00 processing fee
 - I will **forfeit** all previously earned hours
 - A full down payment amount for the new start date or new time of instruction will be required
 - Title IV (Pell Grant) recipients will not have a R2T4 (Return to Title IV) calculation processed.
 - Title IV amount previously awarded will be recalculated if necessary.
 - New financial aid Disbursement Dates will be recalculated according to new start date.
- ❖ Wish to change from current CTE program to a different CTE program:
 - All of the above will apply. In addition, student must attend a mandatory orientation for the new program.
 - *Title IV (Pell Grant) amounts that have been previously awarded, will be recalculated in accordance with the new CTE program hours and length of time.

Class and/or Program Change Policy (continued)

Students who have attended seventy-five (75) hours or more of classroom instruction AND:

- ❖ Wish to change start date, or change time of instruction within same program:
 - I will **forfeit** previous down payment paid for current program
 - I will **forfeit** all previously earned hours
 - A **full down payment amount** for the new start date or new time of instruction **will be required**
 - *Title IV (Pell Grant) recipients **will have** a R2T4 (Return to Title IV) calculation processed for the Financial Aid earned, based on the hours of attendance within their current program.

Title IV (Pell Grant) recipients understand that a recalculation of Federal Financial Aid will occur to determine if any Title IV funds need to be returned to the US Department of Education. The Financial Aid Office will have 45 days after the last day of attendance to calculate a refund and return funds according to Title IV guidelines. (34 CFR 668.22) Wish to change from current CTE program to a different CTE program: All of the above will apply & must attend Orientation.

Module Repeat

Module Repeat: If a student fails a module, the module will be marked as “NC” No Credit, until the module is repeated. Students may move on to the next module, however they must meet with their instructor and submit in writing a contract which attests to the understanding that he/she will attend a module that begins later in the same payment period or period of enrollment. Student may only repeat one module per eligible program where it is permitted.

Withdrawals/Dismissals

Policy

A withdrawal is considered “unofficial” if written notification is not received by the school from the student, prior to withdrawal from the program.

A withdrawal is considered “official” if a written request to withdraw is received by the school from the student. If the student cannot submit a written request, they may submit the request by way of mail, email, or fax. The request must be approved by a school official.

Withdrawals/Dismissals (continued)

Procedure

A student may be subject to Administrative dismissal due to:

- Administrative Official Dismissal
 - A student may be dismissed for: misconduct or attitude/conduct deemed detrimental in their program; unsatisfactory academic progress; illegal, fraudulent, or life-threatening action (may be dismissed immediately) poor attendance; issues of assault/harassment; alcohol and drug abuse
 - A student is officially dismissed from the program if he/she failed more than one module OR has reached their CTE program's "Warnings" 3rd offense.
- Unofficial Dismissal
 - A student's violation of CTE program's attendance program or failure to continue attending scheduled hours at an externship site A student is not available to be reached despite specified, documented attempts made via phone calls and email
- Official Withdrawals
 - Students formally requests to withdrawal from their CTE program
 - Students must notify DAS in writing, either in person, via fax or email
 - If student is a Title IV recipient, appropriate steps for a R2T4 calculation will commence

Cash Management

Disbursement of Title IV funds

Downey Adult School utilizes Title IV funding (Pell Grant) publishes list of programs and direct costs in its Schedule of Classes which is distributed and published three times per year. Updates include any program additions, program deletions, tuition modifications, etc. All costs are reviewed for accuracy and approved by DAS Administration before being submitted for publishing.

DAS participates only in the Federal Pell Grant Program. DAS Administration makes every effort to ensure that misuse or misappropriation of funds does not take place by adhering to established policies. Downey Unified School District is a Public-School District and governed by a School Board.

All direct and indirect costs are applied consistently with each student. We have a set cost for each program and all indirect costs are determined using a chart provided by the California Student Aid Commission. All costs are associated with program activities only. The school administration annually reviews all programs and associated costs. These figures are then incorporated into determining financial need for students.

Cash Management-Disbursement of Title IV funds (continued)

Pell Grants are disbursed in accordance with the number of *payment periods* calculated within a student's respective CTE program.

A *payment period* is defined as an equal to half of the academic year (26 weeks, 900 clock hours).

- For programs less than an academic year, the total weeks and clock hours will be divided into two equal parts, which then becomes that program's payment periods.
- For programs greater than one academic year, the first 900 hours are divided into two equal payment periods, and the remaining clock hours at this institution will become the final payment period.

Students whose financial aid is being paid late, due to verification or other mitigating circumstances, will not be reported to COD as a single disbursement, and instead, will report separately for each payment period as designated by their eligible program's clock hours and/or weeks.

A password-protected Disbursement Report containing the names of students scheduled for Pell Grant award processing is made available to the Bursar from the Financial Aid Office a week prior to the first scheduled disbursement date.

Report contains:

1. Total Pell Grant
2. Number of disbursements
3. Disbursement dates and corresponding amounts
4. Number of clock-hours required for SAP measure
5. CPS transaction number
6. Student's eligible program and instructor's name
7. Student's demographic information
8. Warning Status notification (when applicable)

Bursar will conduct Satisfactory Academic Progress (SAP) checks prior to a student's disbursement.

1. Student's first disbursement
 - a. Bursar will confirm a student's enrollment and that they are currently attending their eligible program.
2. Student's second disbursement
 - a. Bursar confirm that the student has completed the first payment period for which he or she has been paid a Federal Pell Grant.
3. Student's third disbursement (if applicable)
 - a. Bursar confirm that the student has completed the first payment period for which he or she has been paid a Federal Pell Grant.

Cash Management-Disbursement of Title IV funds (continued)

For Disbursements #2 and #3 or #4:

Bursar sends an email with a response deadline to the student's instructor to confirm if a student is meeting their eligible program's qualitative and quantitative standards.

- If student is meeting SAP - Bursar proceeds with drawing down Pell funds
- If student is not meeting SAP – Student will be place in *Warning* status.

Processing financial aid awards on the Common Origination and Disbursement (COD)

Bursar

1. Searches students Pell Awards
2. Confirms Pell Award dates and amounts with Disbursement Report
3. Process the appropriate Pell Award for the corresponding disbursement date
4. Performs the drawdown of Pell funds via G-5
5. Credits student's ledger account and/or disburses to the student.

Avoiding Pell Grant Overpayments when Awarding and Disbursing

Purpose

The purpose of this policy is to ensure that Pell Grants are calculated accurately.

Policy

At the time of *originating* a student on the EdExpress software, and in the instance in which cents are calculated in the Pell Award as a result of proration, the FAA will ensure that the practice of rounding down is utilized.

At the time of *disbursing* a student on the EdExpress software, and in the instance in which cents are calculated upon origination, the FAA will ensure that the sum of each disbursement submitted will not exceed the whole dollar Award Amount as designated on EdExpress. This practice will ensure that rounding up will be avoided.

Procedure

1. FAA will originate student on the EdExpress software
2. For CTE programs designated less than one Academic Year in weeks and less than 900 clock-hours, EdExpress calculates a prorated Pell Grant which generates an amount including cents.
3. To avoid overpayment, the FAA will review the Pell Grant amount and will ensure that the Pell Grant amount will never be rounded up to the nearest dollar.
4. For CTE programs designated as one full Academic Year in weeks and clock-hours, EdExpress does not generate an amount which includes cents.
5. In this instance, no further action is needed from FAA

Year-Round Pell Grant Policy

For a student who is eligible for the additional Pell Grant funds, DAS will pay the student all the student's eligible Pell Grant funds, up to 150 percent (150%) of the student's Pell Grant Scheduled Award for the award year.

Provisions of the new law passed in summer of 2018, state that any Pell Grant received will be included in determining the student's Pell Grant duration of eligibility and Lifetime Eligibility Used (LEU) in accordance with section 401(c)(5) of the HEA.

Crossover Payment Periods Policy

A crossover payment period is one that includes both June 30 and July 1 overlapping two award years. If a student enrolls in a crossover payment period, DAS will consider the crossover payment period to occur entirely within one award year and will have a valid Student Aid Report (SAR) or valid Institutional Student Information Record (ISIR) for the selected award year.

DAS determines which award year is assigned to a crossover payment period ("header" or "trailer"). This determination is made in accordance with the first date of each payment period. The crossover payment period may be assigned to a different award year than the award year used for the student's other Title IV aid for that period.

Pell Grant Scheduled Award and Additional Pell for the Same Payment Period

DAS will follow the normal rules for awarding and disbursing Title IV aid when calculating the additional Pell Grant award for the payment period.

A payment period may include awards from both the initial Pell Grant Scheduled Award and from the additional Pell Grant award. When the calculated award for a payment period is greater than the remaining balance of an initial Pell Grant Scheduled Award, the award for the payment period is that remaining balance plus an amount from the additional Pell Grant award for the award year.

Professional Judgment

Note regarding Professional Judgment: The Financial Aid Review Committee at DAS will not exercise Professional Judgment to waive general student eligibility requirements as set forth by the US Department of Education regulations, nor to circumvent the intent of any law or regulation. Additionally, DAS does not include any post-enrollment expenses in the student's Cost of Attendance (COA). For example, professional licensing exam fees are not allowable costs.

Professional Judgment - Dependency Override

Purpose

In unusual circumstances, financial aid administrators are given the authority, under Section 480(d)(1)(I) of the Higher Education Act, to determine that a student is independent: this is a dependency override.

The Dependency Override Request Form is for dependent students who do not meet the federal criteria for “independent” status as outlined on the 2019-2020 FAFSA, but who would like to have their **unique** circumstances reviewed in order to be considered an independent student for financial aid purposes.

Students who are estranged from their parents due to **extenuating or unusual circumstances** which can be documented by an objective third party may qualify.

Please note that the following circumstances are **NOT** considered viable reasons for independency status:

- You do not reside with your parent(s).
- Your parent(s) refuses to pay for your college education.
- Your parent(s) do not claim you on their tax return.
- Your parent(s) are not willing to provide their information to complete the parent section of the FAFSA.
- You (the student) do not rely on your parents for support, financially or otherwise.

Instructions:

Complete all requirements outlined below before submitting this appeal to the Financial Aid Office. Be thorough as the information provided on this appeal will ultimately determine your eligibility to receive financial aid at DAS.

1. Write a PERSONAL STATEMENT (typed) on a separate piece of paper explaining your situation and attach it to this form. You must describe your current relationship (even if it is non-existent) with your biological or adoptive father and mother. Please address the following questions in your statement:

- Describe the nature of your relationship with each of your parent(s) and provide a detailed account of your circumstances.
- Do you live with someone other than your parents, does that person support you, and for how long?
- Do you support yourself? If yes, how long have you supporting yourself?

3. Provide a LETTER FROM A PROFESSIONAL who is familiar with your case and can confirm these statements in your letter of explanation. (i.e. high school or college counselor, social services agency official, pastor or clergy member, mental health professional, law enforcement officer, teacher, etc.) The letter must be on official letterhead and must include the individuals name, title/positions, address, contact number, and original signature. The letter must also contain the following information:

Professional Judgment - Dependency Override (continued)

- Describe the nature of the person's relationship with the student and length of time known
 - Any knowledge of the student's relationship with his/her parents
 - Describe when the last time the student lived and/or received financial support from his/her parents
3. Provide a PERSONAL REFERENCE LETTER, this individual cannot be related to you and should be able to verify the reasons why you are not able to provide your parent's information on the FAFSA (i.e. friend, co-worker, neighbor, mentor, etc.). The letter must include the individual's name, relationship to your, address, contact number, and original signature. The letter must also contain the following information:
- Describe the nature of the person's relationship with the student ad length of time known
 - Any knowledge of the student's relationship with his/her parents
4. A SUPPORTING DOCUMENTATION that verifies/substantiates the reasons for your independent status request. This is an essential part of your petition as providing sufficient documentation supports your statements. Some examples of supporting documentation are:
- Documentation confirming that a parent is deceased, institutionalized, or incarcerated.
 - Documentation confirming that there is a protection/restraining order prohibiting you from having contact with your parent(s).
 - Other legal documentation to explain why parental information could not be obtained to determine financial eligibility
 - If applicable, student's rental agreement, 2 most recent paycheck stubs, most recent tax returns
5. Complete the 2019-2020 FAFSA. If you do not have parent information available, you may leave responses to parent questions blank on the FAFSA pending review of your Dependency Override Appeal by the Financial Aid Office.
- Note that your FAFSA will be considered rejected and incomplete without parental information. Make sure DAS's federal school code (005638) is listed on the FAFSA. We will send notification of the outcome of your appeal once the review is complete.

Decision:

Once a Professional Judgment decision is made, DAS Financial Aid Office will send written notification, via email and mail, of the decision to the student with instructions on how to proceed with the FAFSA application process.

Dependency Overrides from Other Schools:

Students who have received a Dependency Override (DO) from another school are not automatically eligible for a DO from DAS. The student must request a DO at DAS, including submission of acceptable documentation.

Professional Judgment-For students with Mitigating Circumstances

Purpose

Through the Higher Education Act of 1965 (HEA) 34 CFR 668.53(c), Downey Adult School Financial Aid Office has been granted the authority to exercise Professional Judgment to account for a student's special circumstances that differentiate his/her current financial or family situation from that reported on the 2019-2020 Free Application for Federal Students Aid (FAFSA). Through the submission of the financial aid appeal for reconsideration form, a student is requesting consideration for a specific change in his/her financial or family's circumstances.

General Instructions:

The situations listed on this form are those situations that the Downey Adult School Financial Aid Office will review for possible changes in financial aid eligibility.

- If you were selected to complete verification, this must be completed before we can exercise professional judgment.
- In most cases, you may be required to provide tax return transcripts and/ or documentation for verification purposes.

Note: You must complete the 2019-2020 Free Application for Federal Student Aid (FAFSA) to be considered for a Professional Judgment decision.

A complete request includes:

- Completing the 2019-2020 Free Application for Federal Student Aid (FAFSA)
- Professional Judgment Request form including:
 - Detailed statement explaining the reasons which caused the change in your or your family's financial/household circumstances.
 - All requested supporting documents as described on the Professional Judgment form.

IMPORTANT: Adjustments to a financial aid award as a result of submitting an appeal for reconsideration are neither guaranteed nor immediate and depend upon the availability of funding. *Forms received without the appropriate signatures or missing information are considered incomplete and will not be reviewed.

We will send notification of the outcome of your appeal once the review is complete.

Professional Judgment-For students with Mitigating Circumstances (continued)

Appeals approved for these reasons may result in changes to Federal Aid eligibility.

Reason for Appeal	Required Documentation
<p>Loss of employment</p>	<ul style="list-style-type: none"> · A letter from your former employer on company letterhead detailing your termination, reason for separation, and amount of any benefits or severance pay · Copy of most recent pay stub with year-to-date gross earnings · Unemployment benefit or denial letter
<p>Reduction of employment/income</p>	<ul style="list-style-type: none"> · A letter from employer on company letterhead detailing your reduction of time, date reduction began, and reason for reduction · Copy of most recent pay stub with year- to-date gross earning · Unemployment benefit or denial letter

Professional Judgment (continued)

<p>Excessive medical or dental expenses</p>	<ul style="list-style-type: none"> · Documentation (e.g., receipts for co-pays, doctor bills, hospital bills, prescription bills etc.) detailing the out of pocket expenses not covered by insurance · Copy of most recent pay stub with year to date gross earnings.
<p>Death of parent or spouse after filing the FAFSA</p>	<ul style="list-style-type: none"> · A copy of death certificate or obituary · Copy of most recent pay stub with year to date gross earnings · A statement regarding value of life insurance payments
<p>Divorce of separation after filing the FAFSA</p>	<ul style="list-style-type: none"> · A copy of the divorce or separation agreement · A signed statement to explain change in marital status, including all relevant dates such as date of divorce or separation and date moved into separate residences · Documentation of living in separate residence (e.g., utility bills, lease, etc.) Copy of the most recent pay stub with year to date gross earning.

Institutional Refund Policy

Downey Adult School (DAS) follows a fair and equitable refund policy for the refund of fees and other institutional charges as adopted by the Commission on Occupational Education.

FOR CTE Programs, when refunds are due, they will be made without requiring a request from the student.

Students requesting a refund must complete a **Refund Request Form** from the program clerical staff or DAS Front Office.

Once the form is completed and submitted by the student, it is referred to DAS Administration for approval.

Upon approval, the **Refund Request Form** is sent to the Downey Unified School District Office where the refund is processed. The refund check is then mailed to the student. **The process may take up to 45 days.**

Community Education

1. Full Refunds are given if the class is canceled by DAS.
2. No refunds on Community ED classes.
3. Non-Community ED classes will be charged a \$10.00 processing fee.

CTE Programs

1. A CTE student, who initiates a refund within 3 days of class start date, will be subject to a \$50.00 cancelation fee.
2. After the 3rd day of class, in addition to the cancelation fee, all program fees will be prorated according to the student's hours of attendance. Student, who withdraws from their CTE program after the 3rd day and under 60% of the scheduled hours for their program, will be refunded 40% of the tuition, **only** if student has paid in full.
3. Student who withdraws from their CTE program and has completed 61% or more will be charged full tuition, no refund will be calculated.

Students who are not paid in full might have a balance owed to DAS after proration has been calculated.

Institutional Refund Policy (continued)

Title IV (Pell Grant) recipients:

- A. If a student receives Federal Student Aid (Pell Grant), the financial aid office is responsible for initiating a Return to Title IV (R2T4) funds calculation upon withdrawal/dismissal.
- B. Federal regulations governing the use of Title IV funds dictate how much of this type of aid a student has “earned” for the period of time attended. Any “unearned” Title IV funds must be returned to the Federal Title IV program.
- C. The amount of Title IV funds earned may not fully cover the institutional charges for the period of enrollment.
- D. If a student drops from the program, Title IV funds may have to be returned if they have not been “earned.” If funds are returned, a student must pay the school all money owed for the charges that are not covered due to the return of Title IV funds.
 - a. If a student does not pay back any “unearned” money to DAS, DAS will notify the US Department of Education via National Student Loan Data System (NSLDS) that the student is on an Overpayment Status.

Work Source

For students receiving approved funding through a 3rd Party Work Source (i.e. WIOA, DOR, EDD, Worker’s Compensation vouchers, tribal organizations, etc...), the cost of books, uniforms and other miscellaneous class supplies items, are not refundable.

Only course fees will be refunded directly to the agency and not the student. Processing will take up to 45 days from Downey Adult School’s date determined date of withdrawal by the student.

Credit Cards and Checks

Payments made by credit card will be refunded by check if partial refund is due. There is a \$25.00 fee for all return or canceled checks.

Return of Title IV Funds (R2T4)

Policy

Title IV funds are awarded to the student with the understanding that he/she will attend school for the entire payment period for which the assistance is awarded. When a student withdraws from his/her program, he/she may no longer be eligible for the full amount of Title IV funds that he/she was originally scheduled to receive. The Financial Aid Office is required by federal statute to recalculate federal financial aid by using the R2T4 form found on the www.ifap.ed.gov website.

Return of Title IV Funds (R2T4) (continued)

The institution has 45 days from the date the institution determines that the student withdrew to return all unearned funds for which it is responsible.

This policy applies to students who withdraw (officially or unofficially) and cease to be enrolled during a payment period or a period of enrollment in which the recipient began attendance. The law specifies that DAS must determine the amount of Title IV aid the student earned as of the student's withdrawal date. In addition, for a clock-hour program, DAS will use scheduled hours to determine the percentage of the period the student completed in the R2T4 calculation process. The Title IV programs at DAS covered by this law are: Federal Pell Grants.

The regulations for the Return of Title IV Funds do not dictate an institution's refund policy. When a student withdraws from a program, the requirements for returning Title IV program funds are separate from any refund policy that the school may have in place. Therefore, the student may still owe funds to the school to cover unpaid institutional charges.

- The institution is required to determine the earned and unearned portions of Title IV aid as of the date the student ceased attendance.
- The calculation is based on the amount of time the student was "scheduled to be in attendance".
- For students who withdraw up through the 60% point (in each payment period of enrollment), a pro-rata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal.
- After the 60% point in the payment period, a student has earned 100% of the Title IV funds he/she was scheduled to receive during the period.
- The percentage of a payment period is equal to the clock hours scheduled to have been completed (as of the withdrawal date in the period) divided by the total clock hours in the period.

A payment period is defined as an equal to half of the academic year (26 weeks, 900 clock hours). For programs less than an academic year, the total weeks and clock hours will be divided into two equal parts, which then becomes that program's payment periods. For programs greater than one academic year, the first 900 hours are divided into two equal payment periods, and the remaining clock hours at this institution will become the final payment period.

If the student earned less than the amount disbursed, the DAS is required to return a portion of the funds. The refund shall be based on Title IV funds that were disbursed or could have been disbursed to a student for the period for which the calculation is being performed for the payment period. The institution must return funds to the following sources, in order, up to the total net amount disbursed from each source: Federal Pell Grant.

Return of Title IV Funds (R2T4) (continued)

If the student earned more aid than the amount disbursed to the school to cover institutional charges, a post-withdrawal disbursement must be made within 30 days of the date the institution determined that the student withdrew. The post-withdrawal disbursement will automatically go to the institution to cover any remaining costs related to tuition, books, supplies, and applicable fees.

A withdrawal is considered “official” if a written request to withdraw is received by the school via email, fax or in person.

A withdrawal is considered “unofficial” if written notification is not received by the school from the student, prior to withdrawal from the program.

Determination of Last Date of Attendance

Official Withdrawal

- DAS will utilize the last date of attendance recorded on ASAP system.
- DAS shall not consider the LDA as the day in which the notice was received.

Unofficial Withdrawal

- DAS will utilize the last date of attendance recorded on ASAP system.
- DAS shall not consider the Date of Determination (DOD) as the LDA.
- In the instance a student violates their respective CTE program’s attendance policy, the CTE department must notify the Financial Aid Department via email no later than ten (10) school days

Leave of Absence

- DAS will utilize the last date of attendance recorded on ASAP system.
- DAS shall not consider the Date of Determination (DOD) as the LDA.

Procedure

DAS will utilize the Last Date of Attendance (LDA) as a student’s withdrawal date. Upon notification from the CTE program’s clerk, the FAA will provide the Bursar with a directive to proceed with R2T4/PWD calculation via email.

1. Email will delineate the following information:
 - Start Date
 - LDA
 - Scheduled number of hours per pay period
 - Total number of hours attended
2. Bursar Responsibilities:

Determination of Last Date of Attendance (continued)

- Bursar will confirm the LDA on the ASAP system
- Performs a “Return of Title IV Funds” calculation.
- If applicable, refunds and/or post-withdrawal disbursements are made.
- The school then applies the school’s internal refund policy.
- The student is provided with or mailed/emailed the student’s “Charges for Withdrawal” stating tuition, books and fees incurred while attending the institution.
- This includes monies/funds received from all sources and monies/funds returned to all sources.
- The final charges for withdrawal determine whether the student may owe the school money. The school’s “refund policy” is also noted:

Voter Registration

DAS makes a good faith effort to provide voter registration forms for all students who are eligible to vote and haven’t yet registered or for students who have moved, changed names, or wish to change party affiliation and need to update their information.

Requirements for voting in California and other helpful information such as registration deadlines are presented on the California Secretary of State’s website:

<http://www.sos.ca.gov/elections/voter-registration>.

Voter registration forms are available in the DAS office. Students can pick up forms at any time before the registration deadline for each election. For those who prefer to register electronically, California also offers online registration at <http://registertovote.ca.gov>.

Consumer Information and Distribution Policy

Purpose

The purpose of this policy is to ensure Downey Adult School – Career & Education Center is in compliance with the Higher Education Act (HEA), specifically Title I and Part F of Title IV of the HEA; 34 C.F.R. Part 668, Subpart D.

Policy

In accordance with the HEA, Downey Adult School – Career & Education Center must publish and make readily available consumer information to current and prospective students, current and prospective employees, and all other parties, as applicable. Consumer information includes the availability of institutional and financial aid information, student financial assistance, general institutional information, health and safety, and student success outcomes. In addition to such information being made readily available, an annual notice regarding the availability of consumer information will be electronically distributed to all staff and students.

Procedure

Downey Adult School – Career & Education Center has published and made readily available consumer information to current and prospective students, current and prospective employees, and all other parties, as applicable. Consumer information includes the availability of institutional and financial aid information, student financial assistance, general institutional information, health and safety, and student success outcomes. In addition to such information being made readily available, DAS has developed a plan to electronically distribute a notice regarding the availability of consumer information to all staff and students on an annual basis. This electronic notification will occur at the beginning of the academic year. Additionally, DAS has developed a plan to annually review and update, if necessary, all sections of consumer information. This annual review will occur during Spring Break to ensure that updated and accurate information is readily available. In addition to the annual review of consumer information, updates will be made throughout the year as necessary.

Drug and Alcohol Abuse Prevention Program (DAAPP) Policy

Purpose

The purpose of this policy is to ensure Downey Adult School – Career & Education Center is in compliance with the U.S. Department of Education’s Drug Free Schools and Communities Act (DFSCA) and Part 86 of the U.S. Department of Education’s General Administrative Regulations (EDGAR).

Policy

In compliance with the U.S. Department of Education’s Drug Free Schools and Communities Act (DFSCA) and Part 86 of the U.S. Department of Education’s General Administrative Regulations (EDGAR), Downey Adult School – Career & Education Center has developed a DAAPP for all staff and students. The DAAPP will be distributed to all staff and students. DAS will conduct a biennial review of the DAAPP.

Procedure

Downey Adult School – Career & Education Center has adopted, and implemented a DAAPP with the following written information for staff and students: standards of conduct, consequences for violations, federal and state law legal sanctions, local ordinances legal sanctions, financial aid consequences, health risks related to alcohol and drug use, and resources for treatment. DAS has developed a plan to distribute, on a trimester basis, notification information to every staff member and students. DAS readily maintains available written materials that contains all aspects to the DAAPP.

Drug and Alcohol Abuse Prevention Program Biennial Review policy

Purpose

The purpose of this policy is to ensure that biennial reviews of Downey Adult School – Career & Education Center’s Drug and Alcohol Abuse Prevention Program (DAAPP) are conducted in a timely manner and are fully documented.

Policy

In compliance with the U.S. Department of Education’s Drug Free Schools and Communities Act (DFSCA) and Part 86 of the U.S. Department of Education’s General Administrative Regulations (EDGAR), Downey Adult School – Career & Education Center biennially reviews its DAAPP with a dedicated committee.

Drug and Alcohol Abuse Prevention Program Biennial Review policy (continued)

Procedure

The DAAPP Committee consists of the following faculty and staff members: Principal Blanca Rochin, Assistant Principal Cindy Grafton, Counselor Brian Ofner, Administrative Support Karina Madariaga Valentine, Department of Allied Health Program Director Ryan Page, Department of High School Diploma/GED Program Coordinator Robert Dame, Full Time Court Reporting Instructor Jocelyn Epperson, Full Time English as a Second Language (ESL) Instructor Scott Alexander, Financial Aid Administrator Rita Rodarte-Myers, and Financial Aid Bursar Robert Roark. The DAAPP Committee will biennially review the institution's DAAPP, survey results, and incident reports (if any) to effectively determine the efficacy of the DAAPP. If necessary, changes to the DAAPP will be made. If changes to the DAAPP are required, the revised DAAPP will be sent to the Downey Unified School District's Board of Education for approval.

Drug and Alcohol Abuse Prevention Regulations

Notification

Institutions of Higher Education must annually notify each employee and student, in writing, of standards of conduct, consequences for violations, federal and state law legal sanctions, local ordinances legal sanctions, financial aid consequences, health risks related to alcohol and drug use, and resources for treatment programs.

Downey Adult School – Career & Education Center (DAS) has developed and implemented a drug and alcohol abuse prevention program (DAAPP) for all students and its employees that addresses all required aspects set forth by the U.S. Department of Education.

Distribution

Institutions of Higher Education must develop a plan to distribute, on a trimester basis, notification information to every staff member and student.

Downey Adult School – Career & Education Center (DAS) has a written plan on how to electronically distribute and readily maintain available written materials that contains all aspects of the DAAPP.

Drug and Alcohol Abuse Prevention Regulations(continued)

Consequences for Violations:

Disciplinary Actions

Students in violation of the Standard of Conduct, will receive disciplinary action from DUSD/DAS. Possible disciplinary actions may include one or more of the following:

Documented Reprimand (written or verbal)

Students in violation of the Standard of Conduct will meet with administrator(s) and may receive a cease and desist from such conduct. Documentation of meeting, and its specifics, will be entered into the student's permanent records.

Probation

Students in violation of the Standard of Conduct will meet with administrator(s) and may receive a status of probation in which the violating student is excluded from activities for a set period of time.

Suspension

Students in violation of the Standard of Conduct will meet with administrator(s) and may receive a status of suspension. During the suspension period, the violating student will not be allowed to be on campus, attend program-related activities, or participate in school-related activities for a set period of time. The set period of time will be determined by the administrator.

Expulsion

Students in violation of the Standard of Conduct will meet with administrator(s) and may receive an expulsion from DAS. In expulsion, the violating student will not be allowed to be on campus, attend program-related activities, or participate in school-related activities. The expulsion may be permanent or for a determined set of time set by the administrator

Annual Security Report and Clery Act Crime Statistics

Preparation, Publication and Distribution of the Annual Security Policy

Title: Preparation, Publication and Distribution of the Annual Security and Annual Fire Safety Reports

Responsible Office: Downey Adult School Administration Office

Responsible Executive: DAS Administration

Downey Adult School is committed to providing a safe campus for students, faculty, staff, and visitors. Safety is a shared responsibility within the campus community, and we rely on every community member to contribute by reporting crimes and suspicious activities in a timely manner. DAS's Administration, in compliance and support of the Jeanne Clery Disclosure of Campus Security Policy, and Campus Crime Statistics Act and the Higher Education Opportunity Act, compiles the required information for the Annual Security and Annual Fire Safety Reports and makes them available to all current and prospective students, their parents, and employees, both online and in print form (upon request.)

DAS's Administration will be responsible for preparing and distributing the DAS's Annual Security Reports.

The Annual Security Report contains the following information:

- The last three years of campus crime statistics and certain campus security policy statement
- Disclose crime statistics for the campus, public areas immediately adjacent to or running through the campus, and certain non-campus facilities and remote classrooms. Since DAS does not have their own campus security police station, the statistics must be gathered from local law enforcement agencies, and other College officials who have "significant responsibility for student and campus activities;"
- Provide "timely warning" notices of those crimes that have occurred and pose an ongoing "threat to students and employees;"
- Implement emergency notification procedures if there is an immediate threat to the health or safety of students or employees on campus;
- Disclose in a public crime log "any crime that occurred on campus or within the patrol jurisdiction of the campus police or the campus security department and is reported to the campus police or security department;"

Annual Security Report and Clery Act Crime Statistics (continued)

- Report hate crimes. The Chief of Security, on an annual basis, will disseminate letters to all non-security “Campus Security Authorities” informing them of their responsibility to report crimes to campus security assistants and/or local police and asking for any information on crimes not reported. To comply with Federal Law and the Clery Act, DAS will also include crime statistics from The City of Downey Police Department. Once information is gathered, DAS’s Administration will prepare the Annual Security Report.

Crime data from all colleges and universities will be submitted to the general public at: <http://ope.ed.gov/security>

PUBLICATION

DAS will post its Annual Security and Annual Fire Safety Reports on its website for access by students, faculty, and staff by October 1 each year. The report shall be posted via DAS’s website: <https://www.das.edu/annual-security-report-crime-stats/>. Furthermore, the crime statistics can be accessed and available to for print by students, faculty, and staff upon request at DAS’s Administration Office.

By October 1 of each year, the DAS will distribute a statement through e-mail to all current students and employees informing them of the ASR’s availability on the DAS website. Prospective students, employees and parents will be made aware of the report at each prospective student orientation. DAS will email this notification statement at the commencement of each trimester (three times per year) in an effort to offer vital safety and security information to all new students.

Training Estimates for Title IV Eligible Programs

Medical Assistant Front and Back Office – \$3,971.00

<i>Course Fees</i>	Course Fee	\$3,599.00
<i>Book</i>	Today’s Medical Assistant Clinical & Administrative Procedures, 3rd Ed. + Workbook	\$100.00
	Medical Dictionary	\$16.00
<i>Supplies</i>	Blood Pressure Cuff & Stethoscope	\$45.00
	Secondhand Watch	\$32.00
<i>Uniform</i>	White Uniform x 2	\$70.00
<i>Book</i>	Medical Terminology, A Short Course – 6th Ed., by Davi-Ellen Chabner	\$50.00

Costs of Attendance for Title IV Eligible Programs (continued)

Medical Assistant Front and Back Office – \$3,971.00

<i>BLS Class</i>	Certification Fee (REQUIRED)	\$59.00
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Out of Pocket Expenses:

<i>Uniform</i>	White Shoes (1 pair) – Must NOT be canvas or cloth shoes (e.g. Vans, Converse)	\$50.00
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Optional Expenses (Post-Instruction):

<i>Exams</i>	National Certification (NCCT) OR California Certified Board Medical Assistant (CCBMA) Certification	\$185.00
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Medical Assistant and Phlebotomy – \$5,171.00

<i>Course Fees</i>	Course Fee	\$4,699
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<i>Books</i>	Today's Medical Assistant Clinical & Administrative Procedures, 3rd Ed. + Workbook	\$100.00
	Phlebotomy Essentials, 6th Ed. + Workbook	\$100.00
	Medical Terminology, A Short Course – 6 th Ed., by Davi-Ellen Chabner	\$50.00
	Medical Dictionary	\$16.00

<i>Supplies</i>	Blood Pressure Cuff & Stethoscope	\$45.00
	Secondhand Watch	\$32.00

<i>Uniform</i>	White Uniform for Medical Assistant x 2	\$70.00
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<i>BLS Class</i>	Certification Fee (REQUIRED)	\$59.00
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Out of Pocket Expenses:

<i>Uniform</i>	White Shoes (1 pair) – Must NOT be canvas and/or cloth shoes (e.g. Vans, Converse)	\$50.00
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<i>CPT1 License</i>	Required for all Phlebotomy Students	\$100.00
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Costs of Attendance for Title IV Eligible Programs (continued)

Medical Assistant and Phlebotomy – \$5,171.00

<i>National Certification</i>	California requires all phlebotomists to obtain this certification	\$90.00
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Optional Expenses (Post-Instruction):

<i>Exams</i>	California Certified Board Medical Assistant (CCBMA) Certification (strongly recommended)	\$185.00
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Massage Therapy – \$3,940.00

<i>Course Fees</i>	Course Fee	\$3,599.00
<i>Books</i>	Theory & Practice of Therapeutic Massage, 5th Ed.	\$139.00
	A Massage Therapist's Guide to Pathology, 5th Ed.	\$81.00
	Trail Guide to the Body, 5th Ed.	\$77.00
	The MBLEX Content Unlocked	\$19.00
<i>Uniform</i>	Maroon Polo Shirt*** x 1	\$25.00

Out of Pocket Expenses

<i>Uniform</i>	Black Active-Wear Bottoms	\$30.00
<i>Supplies</i>	Three (3) Standard Size Pillows (price per pillow)	\$12.00
	Two (2) Complete Sheet Sets (price per set)	\$25.00

Post-Instruction Expenses:

<i>License & Cert. Fees</i>	MBLEX	\$200.00
	CAMTC (If MBLEX test passed)	\$150.00

Emergency Medical Technician (EMT) – \$1,677.00

<i>Course Fees</i>		\$1,299.00
<i>EMT Book</i>	Emergency Care Text and Access Code	
	Package, 13th Ed.	\$100.00

Costs of Attendance for Title IV Eligible Programs (continued)

Emergency Medical Technician (EMT) – \$1,677.00

<i>BLS Class</i>	BLS for Health Care Providers	\$59.0
<i>Uniform</i>	School Logo Embroidered Polo Shirt x 2	\$50.00
	Black Cargo Pants (2 pairs)	\$80.00
<i>Supplies</i>	Watch	\$32.00
	Stethoscope & Blood Pressure Cuff	\$45.00
	Pen Light	\$12.00

Out of Pocket Expenses

<i>Uniform</i>	Work Shoes or Boots	\$80.00
<i>Live Scan</i>	Fee	\$48.00

Out of Pocket Expenses – Post-Instruction (Required for Certification)

Drug Screening	\$35.00
Fingerprinting	\$80.00
National Registry	\$80.00
EMS Application	\$160.00

Pharmacy Technician – \$4,363.00

<i>Course Fees</i>	Course Fee	\$3,599.00
<i>Books</i>	Pharmacology for Technicians, 5th Ed.	\$85.00
	Pharmacology Calculations for Technicians. 5th Ed.	\$140.00
	Pharmacy Labs for Technicians, 2nd Ed.	\$190.00
	Pharmacy Practice for Technicians, 5th Ed.	\$220.00
<i>Uniform</i>	Royal Blue Scrubs x 2	\$70.00
<i>BLS Class</i>	Certification Fee (REQUIRED)	\$59.00

Costs of Attendance for Title IV Eligible Programs (continued)

Pharmacy Technician – \$4,363.00

Out of Pocket Expenses – Post-Instruction

Certified Pharmacy Technician (CPhT) License Requirements

Pharmacy Tech. Cert. Exam Fees	\$129.00
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Registered Pharmacy Technician (RPhT) License Requirements

CA State Board of Pharmacy Processing Fee	\$105.00
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Live Scan Fingerprinting Fee	\$82.00
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Self-Query Report with Notary Fee	\$15.00
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2 x 2 Photo	\$15.00
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Medical Biller and Coder – \$4,526.00

<i>Course Fees</i>	Course Fee	\$3,599.00
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<i>Books</i>	The Language of Medicine, 11th Edition	\$88.00
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Insurance Handbook for the Medical Office, 14th Edition	\$128.00
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Insurance Workbook for the Medical Office, 14th Edition	\$55.00
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Step-By-Step Medical Coding Textbook, 2018 Edition	\$112.00
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Step-By-Step Medical Coding Workbook, 2018 Edition	\$49.00
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ICD-10-CM Spiral Bound-Complete Official Codebook, 2018 Edition	\$112.00
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2018 CPT (Current Procedural Terminology) Professional Edition- Spiral-Bound	\$130.00
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Costs of Attendance for Title IV Eligible Programs (continued)

Medical Biller and Coder – \$4,526.00

	Medical Dictionary	\$16.00
	2018 HCPCS Level II Professional or Standard Version	\$108.00
<i>Uniform</i>	Forest Green Uniform x 2	\$70.00
<i>BLS Class</i>	Basic Life Support - Certification Fee	\$59.00

Out of Pocket Expenses

<i>Uniform</i>	White Shoes (1 pair) – Must NOT be canvas or cloth shoes (e.g. Vans, Converse)	\$50.00
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Post-Instruction Expenses:

<i>Licensing Fee</i>	CPC Exam - Fees	\$300.00
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EKG / Electrocardiogram Technician– \$1,002.00

	<i>Course Fees</i>	\$899.00
<i>Book</i>	ECG Workout: Exercises in Arrhythmia Interpretation, 7th Ed.	\$68.00
<i>Uniform</i>	Caribbean Blue Uniform x 1	\$35.00

Out of Pocket Expenses

<i>Certification Fees</i>	National Certification	\$120.00
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Costs of Attendance for Title IV Eligible Programs (continued)

Clinical Medical Assistant Front and Back Office (HYBRID) – \$3,912.00

<i>Course Fees</i>	Course Fee	\$3,599.00
<i>Book</i>	Today's Medical Assistant Clinical & Administrative Procedures, 3rd Ed. + Workbook	\$100.00
<i>Supplies</i>	Blood Pressure Cuff & Stethoscope	\$45.00
	Secondhand Watch	\$32.00
<i>Uniform</i>	White Uniform x 2	\$70.00
<i>Books</i>	Medical Terminology, A Short Course – 8th Ed., by Davi-Ellen Chabner	\$50.00
	Medical Dictionary	\$16.00
<i>BLS Class</i>	Certification Fee (INCLUDED)	\$0.00

Out of Pocket Expenses

<i>Uniform</i>	White Shoes (1 pair) – Must NOT be canvas or cloth shoes (e.g. Vans, Converse)	\$50.00
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Optional Expenses

<i>Exams</i>	National Certification (NCCT) OR California Certified Board Medical Assistant (CCBMA) Certification	\$185.00
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Costs of Attendance for Title IV Eligible Programs (continued)

Vocational Nursing – \$14,225.00

Course Fees \$13,999

Includes: Books
Simulation Lab Fees
Supplies and Equipment
Lab Supplies

Uniform XS – XL (\$27 each) x 4 \$108.00
Jacket w/ Logo \$20.00

Supplies/ Watch \$32.00

Materials Pen Light \$12.00
Bandage Shears \$9.00
Kit (Stethoscope & Blood Pressure Cuff) \$45.00

Out of Pocket Expenses

Background Clearance \$78.00

Uniform Shoes & Socks \$60.00

Post-Instruction Expenses:

Licensure Live Scan \$68.00

Costs State Application \$150.00
NCLEX \$200.00
License \$150.00
Passport Photo \$15.00
NCLEX Review Material \$300.00

Costs of Attendance for Title IV Eligible Programs (continued)

Dental Assistant - \$7,218.00

<i>Course Fees</i>	Course Fee	\$6,499.00
<i>Books</i>	Modern Dental Assisting Textbook, 11th Ed.	\$145.00
	Modern Dental Assisting Workbook, 11th Ed.	\$60.00
	Dental Instruments, A Pocket Guide, 5th Ed.	\$60.00
<i>Uniform</i>	Teal Scrubs x 2	\$70.00
	White Lab Coat x 1	\$25.00
<i>BLS Class</i>	Certification Fee	\$59.00
<i>Supplies</i>	Typodont	\$300.00

Paralegal/Legal Assistant (Online) - \$3,599.00

<i>Course Fees</i>		\$3,599
<i>eBooks (included in Course Fees)</i>		
	Paralegal Today: The Essentials, 7th Ed.	\$0
	Introduction to Paralegalism, Perspectives, Problems, and Skills, 8th Ed.	\$0
	Legal Research, 3rd Ed.	\$0
	Tort Law, 6th Ed.	\$0
	Wills, Trusts, and Estate Administration, 8th Ed.	\$0
	Criminal Law and Procedure for the Paralegal, A Systems Approach, 4th Ed.	\$0
	Civil Litigation, 7th Ed.	\$0
	Legal Terminology, 6th Ed.	\$0