

Downey Adult School
Career and Education Center
Financial Aid Office



Policies and Procedures Manual

12340 Woodruff Avenue

Downey, CA 90241

Building H-61

Effective 09/01/2020

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 administration and staff are expected to consistently follow and enforce the policies and procedures in this manual.

Academic Year Definition Year Policy

The student's Title IV aid is applied to an academic school year of at least 900 clock hours over at least 26 weeks.

Available Financial Aid Programs & Definitions

Federal Pell Grant Overview

The Federal Pell grant is given with no repayment expected. Any student wishing to receive a Federal Pell grant at this institution must meet the eligibility requirements established by the U.S. Department of Education. A FAFSA must be completed online at www.fafsa.gov. The student must put DAS's federal school code 005638 on the FAFSA form. After the FAFSA has been processed by the U.S. Department of Education, a Student Aid Report (SAR) will be issued to the student. This report will contain a number referred to as the Expected Family Contribution (EFC). Financial Aid award amounts are based on the student's EFC, calculated from the prior-prior year's income information as it was submitted on the FAFSA. Federal Pell grants are meant to assist students with program fees and at times, may not cover the entire program fee or associated costs completely. To remain eligible for Federal Pell grant funds, the student must meet Satisfactory Academic Progress (SAP).

Default

As student who is in default (has ceased to make repayments on any previous student loans) is not eligible to receive a Federal Pell grant.

Deferment/Forbearance

A student can receive a deferment/forbearance on a previous loan, if they meet the requirements, by contacting their lender or loan servicer and requesting a deferment and/or forbearance form. If a student may contact DAS's financial aid office if they need their school attendance verified and certified.

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)
- 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 federal 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 Offer³
 - 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. Confirmation of Citizenship

US Citizen or National:

- Must correct SSN, name or date of birth if these are in error and resubmit application
- If data still does not match student must provide documentation to prove citizenship
- Other documents could include birth certificate or Certification of Naturalization
Registration with Selective Service (males)

Eligible Non-Citizen

- A-number is sent to DHS for primary verification
- If status is not confirmed an automatic secondary confirmation will be performed by DHS
- School will wait at least five but no more than 15 days for the result of the secondary confirmation
- If no secondary confirmation the school will begin paper confirmation on form G845
- Form G845 is sent to DHS field office with documentation from student

Citizenship issues must be resolved prior to any aid being disbursed.

3. Loan History

- Defaults and Overpayments
- Bankruptcy
- Total and Permanent Disability Cancellation

Eligibility

4. Certification and Statements (FAFSA)
5. Enrollment Status
6. Financial Aid Need
 - Cost of Attendance
 - Expected Family Contribution
7. Dependent / Independent Status
8. Taxes transferred to FAFSA or Tax Transcript

Eligibility – Academic Requirements

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.

Note: Students who hold a bachelor's degree or higher are not eligible for Federal Pell grants.

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.

Eligibility - Citizenship Requirements (continued)

INS Documentation

DAS, 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.

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.
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.
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.

Eligibility - Registration with Selective Service (continued)

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.
- 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 several 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.
- 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 NSLDS within the seventh (7) day from their first day of class or within 7 days of clearing the Verification process. A student's enrollment record appears 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 2020-2021 Award Year

2020 - 2021 Cost of Attendance

Independent Student															
Allowance	CSR	CSR OL	DA	EKG/EC	EMT	MSG	MA	MA wPHL	MBC	MBC OL	PARA	PHARM	PHLEE	VN	
Tuition and Fees	3,699	3,999	6,999	999	1,299	3,999	3,999	4,999	3,999	3,999	3,999	3,999	1,499	16,453	
Books and Supplies*	1,080	1,080	1,080	1,080	1,080	1,080	1,080	1,080	1,080	1,080	1,080	1,080	1,080	1,080	
Food*	5,416	5,416	5,416	5,416	5,416	5,416	5,416	5,416	5,416	5,416	5,416	5,416	5,416	5,416	
Housing*	11,164	11,164	11,164	11,164	11,164	11,164	11,164	11,164	11,164	11,164	11,164	11,164	11,164	11,164	
Transportation*	858	858	858	858	858	858	858	858	858	858	858	858	858	858	
Personal/Misc*	3,784	3,784	3,784	3,784	3,784	3,784	3,784	3,784	3,784	3,784	3,784	3,784	3,784	3,784	
Child / Dependent Care															
Loan Fees															
Total, Per year*	26,001	26,301	29,301	23,301	23,601	26,301	26,301	27,301	26,301	26,301	26,301	26,301	23,801	38,755	

2020 - 2021 Cost of Attendance

Dependent															
Allowance	CSR	CSR OL	DA	EKG/EC	EMT	MSG	MA	MA wPHL	MBC	MBC OL	PARA	PHARM	PHLE	VN	
Tuition and Fees	3,699	3,999	6,999	999	1,299	3,999	3,999	4,999	3,999	3,999	3,999	3,999	1,499	16,453	
Books and Supplies*	1,080	1,080	1,080	1,080	1,080	1,080	1,080	1,080	1,080	1,080	1,080	1,080	1,080	1,080	
Food*	8,780	8,780	8,780	8,780	8,780	8,780	8,780	8,780	8,780	8,780	8,780	8,780	8,780	8,780	
Housing*															
Transportation*	938	938	938	938	938	938	938	938	938	938	938	938	938	938	
Personal/Misc*	3,225	3,225	3,225	3,225	3,225	3,225	3,225	3,225	3,225	3,225	3,225	3,225	3,225	3,225	
Child / Dependent Care															
Loan Fees															
Total, Per year*	17,722	18,022	21,022	15,022	15,322	18,022	18,022	19,022	18,022	18,022	18,022	18,022	15,522	30,476	

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 2020-2021 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 2020-2021 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, 1997.
- 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 – Estimated Family Contribution (continued)

In mitigating circumstances, a student who does not meet any of these criteria may be considered independent based on 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

Standards for Clock Hour Modular Programs –

Clinical Medical Assistant	Dental Assistant
Massage Therapy	Medical Assistant and Phlebotomy
Medical Biller Coder	Pharmacy Technician

The U.S. Department of Education requires all schools to establish and apply standards of Satisfactory Academic Progress (SAP) for eligible students to receive financial aid under the programs authorized by Title IV of the Higher Education Act (HEA). As with any area of Title IV, it is critical to understand that students must meet all SAP requirements within the context of all existing federal and institutional regulations. Thus, students must meet all Title IV and institutional requirements and regulations in order to be eligible to receive federal financial aid.

Satisfactory Academic Progress (SAP) is determined at the end of every payment period by the Financial Aid Office. Students are required to make Satisfactory Academic Progress toward the completion of an eligible vocational certificate.

The following are the Satisfactory Academic Progress (SAP) Standards, which students must meet to maintain financial aid eligibility in clock hour modular courses. Clock hour students will be measured on a payment period basis and use only coursework listed in the specific program of study.

SAP Evaluation Items

Cumulative Grade Point Average (Qualitative Measure)

A student demonstrates progression through modules within their specific program with a letter grade.

Student who fails a module (earns a grade of 'NC')

- If student earns 1st failing grade in the module, he/she will be placed in Warning Status for the subsequent payment period.
 - Student will be placed back into good standing upon successfully completing the previously failed module.

- If student fails more than one module, he/she will be dismissed and dropped from the program. Students can only fail one module.

GRADING SYSTEM –

Downey Adult School uses the following scale as its standard grading system.

GRADE PERCENT	GRADE	DESCRIPTION
90-100	A	Excellent
80-89	B	Good
75-79	C	Satisfactory
0-74	F	Fail
	NC	No Credit
	W	Withdrawal

NO CREDIT GRADE

A grade of “NC” is assigned when hours or course work are not completed by the student. This “NC” grade and hours are not counted in the student’s total clock hours.

WITHDRAWAL POLICY

Students who withdraw from the program will receive a grade of “Dropped” in each module they were enrolled in at the time of withdrawal.

Cumulative Pace of Completion (Quantitative Measure)

A student must complete 100% of the total number of hours scheduled for each payment period (Attempted hours divided by scheduled hours). For this calculation, there is no rounding.

Program Name	Clock Hours/Weeks	Payment Period II *Check Point (clock hours)	Maximum Timeframe
Dental Assistant	800 hours 40 weeks	400	1200 hours 60 weeks
Massage Therapy	600 hours 32 or 38 weeks	300	900 hours 48 or 57 weeks
Clinical Medical Assistant	660 hours 20, 32 or 38 weeks	330	990 hours 39, 48, or 57 weeks
Medical Assistant and Phlebotomy	700 hours 38 weeks	350	1050 hours 57 weeks
Medical Biller Coder	660 hours 26, 30 or 38 weeks	330	990 hours 39, 45 or 57 weeks
Pharmacy Technician	620 hours 32 or 38 weeks	310	930 hours 48 or 57 weeks

Maximum Timeframe

Student attending a clock hour program will be limited to 150% of the hours required to complete the student's program of study. The total number of hours may include the total program hours and any hours taken if a student is repeating any coursework within the same enrollment.

If a student is unable to complete a certificate program within the 150% timeframe calculation, the student is ineligible for financial aid as the student is not capable of completing the requirements within the regulatory guidelines.

Satisfactory Academic Progress (SAP) Standards - Statuses

Satisfactory Academic Progress is determined at the end of each payment period (scheduled clock hours). All payment periods at Downey Adult School are included when determining a student's satisfactory academic progress.

There are defined outcomes once SAP has been determined at the end of each payment period (each program may have different payment periods), below is an example of a payment period: If the school states an academic year for a clock hour student is 900 hours (26 weeks). The principles below would be followed:

- Programs lasting less than one year (900 hours) in length would be split into 2 equal payment periods.
 - Example: Program is 660 hours (32 weeks) in length
 - Each payment period would be 330 hours (16 weeks)

Satisfactory Academic Progress (SAP) Standards for Non-Modular Clock Hour Programs –

Clinical Medical Assistant (Hybrid)
Paralegal (Online)

Medical Biller Coder (Online)
Vocational Nursing

Cumulative Pace of Completion (Quantitative Measure)

A student must complete 100% of the total number of hours scheduled for each payment period (Attempted hours divided by scheduled hours). For this calculation, there is no rounding.

Program Name	Clock Hours/Weeks	Payment Period II *Check Point (clock hours)	Payment Period III *Check Point (clock hours)	Payment Period IV *Check Point (clock hours)	Maximum Timeframe
Clinical Medical Assistant (Hybrid)	660 hours 20 weeks	330	N/A	N/A	990 hours 30 weeks
Medical Biller	660 hours	330	N/A	N/A	990 hours

Coder (Online)	30 weeks				45 weeks
Paralegal (Online)	624 hours 39 weeks	312	N/A	N/A	936 hours 58 weeks
Vocational Nursing	1536 hours 48 weeks	450	900	1221	2304 hours 72 weeks

Maximum Timeframe

Student attending a clock hour program will be limited to 150% of the hours required to complete the student's program of study. The total number of hours may include the total program hours and any hours taken if a student is repeating any coursework within the same enrollment. If a student is unable to complete a certificate program within the 150% timeframe calculation, the student is ineligible for financial aid as the student is not capable of completing the requirements within the regulatory guidelines.

Satisfactory Academic Progress (SAP) Standards - Statuses

Satisfactory Academic Progress is determined at the end of each payment period (scheduled clock hours). All payment periods at Downey Adult School are included when determining a student's satisfactory academic progress.

There are defined outcomes once SAP has been determined at the end of each payment period (each program may have different payment periods), below is an example of a payment period: If the school states an academic year for a clock hour student is 900 hours (26 weeks). The principles below would be followed:

- Programs lasting less than one year (900 hours) in length would be split into 2 equal payment periods.
 - Example: Program is 660 hours (32 weeks) in length
 - Each payment period would be 330 hours (16 weeks)
- Programs lasting more than one-year length (1536) hours would first split into 2 equal payment periods of 450 hours each.
 - Example: Program is 1536 hours (48 weeks) in length
 - 1st payment period
 - Payment period would be 450 hours (16 weeks)
 - 2nd payment period
 - Payment period would be 900 hours (29 weeks)
 - 3rd payment period
 - Payment period would be 1221 hours (40 weeks)

Satisfactory Academic Progress (SAP) Standards for Non-Modular Clock Hour Program

Court Reporting

Cumulative Pace of Completion (Quantitative Measure)

A student must complete 98% of the total number of hours scheduled for each payment period (Attempted hours divided by scheduled hours). For this calculation, there is no rounding.

Program Name	Clock Hours/Weeks	Payment Period II *Check Point (clock hours)	Payment Period III *Check Point (clock hours)	Maximum Timeframe
Court Reporting	1110 hours (4440 hours) 46 weeks (184 wks)	450	900	1665 hours 276 weeks (Based on 184 weeks)

Maximum Timeframe

Student attending a clock hour program will be limited to 150% of the hours required to complete the student's program of study. The total number of hours may include the total program hours and any hours taken if a student is repeating any coursework within the same enrollment.

If a student is unable to complete a degree or certificate program within the 150% timeframe calculation, the student is ineligible for financial aid as the student is not capable of completing the requirements within the regulatory guidelines.

Satisfactory Academic Progress (SAP) Standards - Statuses

Satisfactory Academic Progress is determined at the end of each payment period (scheduled clock hours). All payment periods at Downey Adult School are included when determining a student's satisfactory academic progress.

There are defined outcomes once SAP has been determined at the end of each payment period (each program may have different payment periods), below is an example of a payment period:

If the school states an academic year for a clock hour student is 900 hours (38 weeks). The principles below would be followed:

- Programs lasting more than one-year length (1110) hours would first split into 2 equal payment periods of 450 hours for the first two payment periods and split the remaining hours in the third payment period.
 - Example: Program is 1110 hours (46 weeks) in length
 - 1st payment period
 - Payment period would be 450 hours (20 weeks)
 - 2nd payment period
 - Payment period would be 900 hours (39 weeks)
 - 3rd payment period
 - Payment period would be 210 hours (7 weeks)

Satisfactory Academic Progress Standards for clock hour students (and financial aid purposes) will be each payment period using defined grades.

Financial Aid Good Standing Status

Student has met all the requirements of satisfactory academic progress and will continue to be eligible for federal financial aid grants, as long as all other financial aid requirements are met.

Financial Aid Warning Status

Student did not meet all the requirements of satisfactory academic progress and are now placed on "Warning." Students will receive financial aid if they are on "Warning" status as long as all other financial aid requirements are met.

Students have the length of their current program in which they have been placed on "Warning" to meet all of the conditions of satisfactory academic progress or they will be dismissed from the program.

Students must meet all of the SAP standards to be considered to be in good satisfactory academic standing. The school issues a formal warning payment period to students at the end of the first payment period during which they fail to meet one or more of the SAP standards. Students who have not met all of the SAP standards are ineligible for Title IV aid at the end of the warning payment period.

Students who meet all of the SAP standards during their payment period of warning are returned to good satisfactory academic standing for financial aid.

A student may not have more than one failed module.

Financial Aid Dismissal

Students who are not meeting cumulative SAP standards and are no longer eligible for warning status will be dismissed from the program. Students on financial aid that are dismissed are not eligible for Title IV aid. ***DAS does not offer an appeal process.***

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.

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)
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.

Leave of Absence Policy (continued)

- 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.

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

- 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.
- b. COVID-19 LEAVE: Students who are not feeling well and think that they are coming down with symptoms described in the California Public Health guidelines for COVID-19 signs/symptoms, are advised to refrain from any school-related activity (online instruction and/or externships/clinical rotations) immediately. Students are strongly ENCOURAGED to email the FINANCIAL AID OFFICE, TO PETITION A LEAVE OF ABSENCE. Although not necessary immediately, a physician’s note MUST BE furnished at some time during the span of the Leave of Absence. Effective 3/16/2020.

PROTOCOL FOR QUARANTINE/ISOLATION & RETURN TO SCHOOL DUE TO COVID-19 EXPOSURE:

ISOLATION and **QUARANTINE** are important because you are infectious (you can spread COVID-19 to others) from 2 days before your symptoms first appeared until your home isolation ends. If you tested positive for COVID-19 but never had any symptoms, you are considered infectious from 2 days before your test was taken until 10 days after your test.

Students who are placed on an Approved Leave of Absence due to COVID-19, must adhere to the following conditions prior to returning to on-campus instruction:

<p>If you had symptoms, you must stay home until:</p>	<ul style="list-style-type: none"> • At least 10 days* have passed since your symptoms first started and • You have had no fever for at least 24 hours (without the use of fever reducing medicine) and • Your symptoms have improved (for example, cough or shortness of breath) • Submit a negative Covid-19 Negative Test Result
<p>If you tested positive for COVID-19, but never had any symptoms:</p>	<ul style="list-style-type: none"> • You must stay home at least 10 days after the test was taken, but • If you develop symptoms, you need to follow the isolation instructions • Submit a negative Covid-19 Negative Test Result
<p>If you have had close contact to someone who has COVID-19:</p>	<ul style="list-style-type: none"> • You must stay home for 14 days after your last close contact with the person who had COVID-19/symptoms, even if you tested negative for COVID-19 (since symptoms may appear 2-14 days after exposure to virus). • Obtain a COVID-19 test. • Submit a negative Covid-19 Negative Test Result

Administrative Leave of Absence (Covid-19) effective 5/07/2020:

Normally, institutions are not permitted to put students on a leave of absence during the suspension of coursework, including clinicals or internships/externships; however, if the coursework suspension results from COVID-19, in this limited circumstance the US Department of Education will permit DAS to put the student on an approved leave of absence until the institution can resume coursework or can find another placement for the student. – *“Electronic Announcement from the Office of Postsecondary Education, UPDATED Guidance for interruptions of study related to Coronavirus (COVID-19) Posted Date: April 03, 2020”*

Leave of Absence Policy (continued)

- c. Administrative leaves of absence shall only be considered in the instances where externship sites, clinical rotation sites and/or the curriculum of a CTE program requires a certain number and certain types of instructor-supervised lab work and/or practical, hands-on subject matter and training.
- d. Administrative leaves may not exceed a student’s 150% maximum time for their respective CTE program and may never exceed 180 days (including weekends, holidays, and school breaks), whichever date comes first.)
- e. You may check your 150% timeframe date with DAS’s Director of Financial Aid
- f. If a student does not return to complete their program within their 150% maximum timeframe or 180 days (whichever comes first), the school would then be expected to perform the Return of Title IV funds calculation based on the date on which the leave-of-absence began.

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.

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.

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.

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.

Re-entry 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 that are dropped or withdraw from a CTE program must wait a minimum of six (6) months before re-enrolling in the same or another CTE program.

- Students can only re-enter in the same CTE program one time
- Students must clear any prior balances before enrolling
- Students must attend a new Orientation (except VN)
- Students must start new program from beginning
- All new program fees and enrollment deposits will apply at time of registration

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.

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.

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.
- Student's whose financial aid was determined to be awarded from two (2) Award Years, will be receiving one (1) disbursement from each year; thus receiving two disbursements in their respective program.
 - In the instance that a student will only be receiving a disbursement from only one (1) Award year, they will receive their total award amount in two (2) disbursements.

Cash Management-Disbursement of Title IV funds (continued)

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's program falls within a crossover payment period, DAS will consider the crossover payment period to occur entirely within one award year or be awarded from both Award Years.

Upon reviewing both ISIRS, the FAA will determine which award year is assigned to a crossover payment period based on the best interest of the student. This determination is made in accordance with the first date of each payment 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 (continued)

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 2020-2021 FAFSA, but who would like to have their **unique or exceptional** 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.

Federal Policy on Dependency:

Students are considered to be dependent until they reach the age of 24* - unless they:

- are married (or)
- are an orphan (or)
- are a ward of the court (or)
- are on active duty in the U.S. Armed Forces (or)
- are in graduate school (or)
- are considered homeless or at risk of homelessness (or)
- have dependents

(Note: for 2020- 2021- students born before 1/1/1996 are considered independent)

The following reasons do not qualify for a dependency override:

- 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.

Federal Policy on Schools Overriding Dependency

Federal guidelines allow schools to exercise “professional judgment” in overriding a student’s dependency status. The student would need to verify “unusual” or “exceptional” family circumstances before a school can change dependent student’s status to that of independent.

What are “unique” or “exceptional” family circumstances?

There are no absolute definitions for “unusual” or “exceptional” family circumstances. However, examples might include abusive family situations, dysfunctional families, or families who have broken up because of alcohol or drug abuse.

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.

Professional Judgment - Dependency Override (continued)

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 2020-2021 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:

Appeals for special circumstances will be considered after you receive your initial Financial Aid Offer for the 2020-2021 financial aid award year. We recommend that you accept your current financial aid offer as is. After reviewing your supporting documentation, your Financial Aid Offer may remain the same, be increased, or may be reduced, based on the information found on the *Appeal Form for Special Circumstances* that has been submitted.

All students requesting a consideration for special circumstances will be verified, tax transcripts and/or other documents pertaining to the circumstances are required.

Submitting an *Appeal Form for Special Circumstances* does not guarantee an adjustment will be made to your Financial Aid Offer. All decisions are final and will be communicated directly to the student via email.

2020 - 2021 Appeal Form for Special Circumstances

Your 2020-2021 FAFSA application reflects income information from the **2018** calendar year. If your, or your family's, financial situation has significantly changed since **2018**, you may submit the *Appeal Form for Special Circumstances* with **2019** tax information. 2020 tax information may be requested at the discretion of the Financial Aid department. Decisions regarding your income appeal are final.

Please review the following page for instructions on submitting your appeal form. Please note that all documents must be submitted together.

After Submitting the Income Appeal

- If additional documentation or information is needed, you will be contacted by email.
- If additional information is not required, we will begin to process your appeal.

Approved appeals will result in changes to your financial aid application and you will receive an email confirmation. Please do not make changes to your financial aid application yourself; Financial Aid Office staff will update your application and determine your aid eligibility once we receive the updated application.

The following circumstances will **not** be considered for income appeals:

- Consumer debt, such as credit card debt
- High mortgage or rent payments
- Gambling income

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 cancellation fee.
2. After the 3rd day of class, in addition to the cancellation 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 – \$4,371.00

<i>Course Fees</i>	Course Fee	\$3,999.00
<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 – \$5,471.00

<i>Course Fees</i>	Course Fee	\$4,999
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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 – \$5,471.00

<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 – \$4,340.00

<i>Course Fees</i>	Course Fee	\$3,999.00
<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

Costs of Attendance for Title IV Eligible Programs (continued)

Pharmacy Technician - \$4,763.00

<i>Course Fees</i>	Course Fee	\$3,999.00
<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 – \$4,763.00

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 – \$4,926.00

<i>Course Fees</i>	Course Fee	\$3,999.00
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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 - \$4,926.00

	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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Costs of Attendance for Title IV Eligible Programs (continued)

Clinical Medical Assistant Front and Back Office (HYBRID) - \$4,312.00

<i>Course Fees</i>	Course Fee	\$3,999.00
<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 - \$7,618.00

<i>Course Fees</i>	Course Fee	\$6,999.00
<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) - \$3,999.00

<i>Course Fees</i>		\$3,999
<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