

**Downey Adult School
Career and Education Center
Financial Aid Office**



**Policies and Procedures Manual
and Consumer Information**

12340 Woodruff Avenue

Downey, CA 90241

Building H-61

Effective 3/13/2018

Consumer Information

- Downey Adult School has been designated by the California Department of Education as a Post-Secondary Institution of higher education. As such, the US Department of Education has designated DAS as a Non-Standard Term Clock-Hour institution and has been approved to disburse Federal Student Aid funds through the Pell Grant program.
- Downey Adult School does not disburse any type of Federal Student Loan program.
- DAS offers 9 CTE programs that are deemed eligible by the US Department of Education to utilize Federal financial aid funds - Pell Grant for the program.
 - Clinical Medical Assisting
 - Clinical Medical Assisting with Phlebotomy
 - Court Reporting
 - Dental Assisting
 - Massage Therapy
 - Medical Billing and Coding
 - Paralegal
 - Pharmacy Technician
 - Vocational Nursing
- Transfer of Credits Policy
 - N/A - Downey Adult School is a competency-based adult education program and does not award units/credits for coursework. Therefore, Downey Adult School does not accept transfer credits from other institutions. However, prior experience or CTE coursework can be beneficial in regard to completion of program competencies.
- Criteria for measuring Satisfactory Academic Progress: Under the guidelines established by the US Department of Education, Downey Adult School must monitor its FSA recipients to ensure that they are meeting and maintaining satisfactory progress standards. DAS will apply both a qualitative and quantitative measure in determining a student's academic progress. (See Financial Aid Policies and Procedures Manual for information)
- Policy on Refunds can be found within this manual.
- Policy on Attendance can be found within this manual.
- Leave of Absence Policy can be found within this manual.

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>

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.

Introduction

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 and Assistant Principal (1)
- Financial Aid Administrator (1)
- Financial Aid Clerks (2)
- Bursar (Senior Accounting Technician) (1)
- Intermediate Accounting Technician (serving as back-up in absence of Bursar)
- Intern who serves as a receptionist for Financial Aid Office

The Financial Aid Administrator, Financial Aid Clerks 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 provide assistance with In-School Deferments.
- F. Process Return to Title IV calculations and unofficial withdrawals.

Organizational Structure and Staff Duties (continued)

G. Maintain financial aid records.

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 CTE Programs' Start/End dates and disbursement schedule

Purpose of the Policies & Procedures

Purpose

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

Policy

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

Procedures

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

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. You 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.ed.gov>). Downey Adult School's school code: 005638. The Financial Aid Office will electronically receive your information.

Step 2: Upon completing DAS's CTE program's Steps of Enrollment, every student interested in being considered for financial aid receive 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. If a student's application is selected for Verification, the required documents will be discussed with the student at that time. Students are handed Verification Letter delineating documents necessary to satisfy Verification and a Preliminary Award Letter.

The Preliminary Award letter 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 receive a follow up appointment to submit those items.

Online students, receive a telephone appointment followed by an email and Verification Letter requesting documentation and instructions for the return of Verification documents. It is very important that all the requested documentation be submitted by the deadline date noted on the Verification Letter (30 days from date on letter).

Step 3: After the verification process is completed, your file will be complete and 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 4: An Official Award letter notifying students of their Pell grant award amount will be mailed upon clearance of Verification. The Official Award letter will contain detailed information regarding disbursements.

Verification Process

Policy

Federal regulations (34 CFR 668, Subpart E) require all institutions that administer the Title IV program to verify the information and data submitted by students through their FAFSA. In accordance with federal regulations, Downey Adult School is required to verify and verifies all FAFSA applications which are selected (starred) for Verification by the US Department of Education. Additionally, all eligibility requirements are also verified for all students upon the processing of FAFSA applications. Verified eligibility requirements include, but are not limited to: academic qualifications, citizenship requirements, Selective Service registration, loan history, potential overpayment flags, financial aid need and dependent / independent status.

Moreover, Downey Adult School is authorized to verify any discrepancies, missing and/or conflicting information which is found on a student's FAFSA application. In all instances in which a student application is selected for verification by DAS, the FAA will implement, as they deem appropriate, one of the three Verification Groups (V1 - Standard, V4 - Custom, V5 - Aggregate) to resolve conflicting or missing information.

Information and forms requested during Verification generally include, but are not limited to, the following: IRS Tax Return Transcripts, copy of W-2 form(s), proof of citizenship, Social Security card, valid government-issued form of identification and/or signed statement indicating untaxed/no-income and benefits.

Policy adopted 3/01/2018

Procedure

Students selected for verification will be verified under one of the following verification groups as designated by the US Department of Education.

Standard Verification required documents (all or a combination of the following documents may be requested:

- Signed Verification Worksheet
- Copy of Student's 2016 Income Tax Return Transcript.
- Copy of Parent's (if Dependent Student) 2016 Income Tax Return Transcript. Please do not turn in a copy of the Income Tax Returns. Transcripts will only be accepted.
- If Students or Parents are non-filers: IRS Verification of Non-filing Letter
- DAS reserves the right and has the authority to request additional information deemed necessary to resolve any missing or conflicting information reported on the FAFSA.

Custom Verification required documents (all or a combination of the following documents may be requested:

- Signed Verification Worksheet

- High School Diploma/GED Verification

Verification Process (continued)

- Identity and Statement of Educational Purpose with valid government-issued Driver's license, ID or US Passport
- DAS reserves the right and has the authority to request additional information deemed necessary to resolve any missing or conflicting information reported on the FAFSA.

Aggregate Verification requested documents (all or a combination of the following documents may be requested):

- Signed Independent Verification Worksheet
- Copy of Student's 2016 Income Tax Return Transcript.
- Copy of Parent's (if Dependent Student) 2016 Income Tax Return Transcript. Please do not turn in a copy of the Income Tax Returns. Transcripts will only be accepted.
- If Students or Parents are non-filers: IRS Verification of Non-filing Letter
- DAS reserves the right and has the authority to request additional information deemed necessary to resolve any missing or conflicting information reported on the FAFSA.
- High School Diploma/GED Verification
- Identity and Statement of Educational Purpose with valid government-issued Driver's license, ID or US Passport
- DAS reserves the right and has the authority to request additional information deemed necessary to resolve any missing or conflicting information reported on the FAFSA.

Eligibility

Purpose

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

Policy

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

Procedures

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

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

Eligibility - Academic Qualifications

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

Eligibility - Citizenship Requirements

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

A) A U.S. Citizen or National.

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

B) A U.S. permanent resident.

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

C) Citizens of certain Pacific Islands.

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

D) Other eligible non-citizens.

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

Eligibility - Citizenship Requirements (continued)

INS Documentation

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

INS Match

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

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

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

INS: Immigration Verifier

300 North Los Angeles Street

Los Angeles, CA 90012

Phone: 213-894-6285/6286

Fax: 213-894-6660

Changes in Citizenship during the Award Year

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

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

Eligibility -Valid Social Security Numbers

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

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

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

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.
4. They are commissioned officers of The National Oceanic and Atmospheric Administration.

DAS will need to document the student's status, if one of the above criteria applies to a student. A student who is exempt from registering will be required to supply a letter from the Selective Service System stating the exemption prior to release of Pell grant funds. A

student will have 30 days or until the end of the award year, whichever is later, to provide evidence of registration or exemption. A copy of the documentation will be placed in the student's file.

Eligibility - Registration with Selective Service (continued)

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

Eligibility - Registration with Selective Service (continued)

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

- 1) **E1-E7.** A letter with any of these codes, indicate that the student was not required to register or was exempt the entire he could have registered between the ages of 18 through 25.
- 2) **NR.** A letter with this code indicates that the student was born before 1960 and therefore is not required to register.
- 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.

Eligibility - Registration with Selective Service (continued)

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.

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 exits. 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 considered to be 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.

In-school Deferment Request Agreement:

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.

For Court Reporting Students, the standards are as follows:

If full time status, student must attend minimum of 25 hours.

If part time status, student must attend a minimum of 12.5 hours.

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.
- 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 2018 -2019 Award Year

2018 - 2019 Cost of Attendance

Living with Parents									
Allowance	CSR	DA	MSG	MA	MA wPHL	MBC	PARA	PHARM	VN
Tuition and Fees	2,999	5,999	3,299	3,299	4,299	3,299	2,999	3,299	13,953
Books and Supplies*	1,917	1,917	1,917	1,917	1,917	1,917	1,917	1,917	1,917
Food*	5,418	5,418	5,418	5,418	5,418	5,418	5,418	5,418	5,418
Housing*									
Transportation*	1,107	1,107	1,107	1,107	1,107	1,107	1,107	1,107	1,107
Personal/Misc*	3,258	3,258	3,258	3,258	3,258	3,258	3,258	3,258	3,258
Child / Dependent Care									
Loan Fees									
Total, Per year*	14,699	17,699	14,999	14,999	15,999	14,999	14,699	14,999	25,653
									883
									12499
									571

2018 - 2019 Cost of Attendance

Independent Student									
Allowance	CSR	DA	MSG	MA	MA wPHL	MBC	PARA	PHARM	VN
Tuition and Fees	2,999	5,999	3,299	3,299	4,299	3,299	2,999	3,299	13,953
Books and Supplies*	1,917	1,917	1,917	1,917	1,917	1,917	1,917	1,917	1,917
Food*	4,059	4,059	4,059	4,059	4,059	4,059	4,059	4,059	4,059
Housing*	9,720	9,720	9,720	9,720	9,720	9,720	9,720	9,720	9,720
Transportation*	1,251	1,251	1,251	1,251	1,251	1,251	1,251	1,251	1,251
Personal/Misc*	2,997	2,997	2,997	2,997	2,997	2,997	2,997	2,997	2,997
Child / Dependent Care									
Loan Fees									
Total, Per year*	22,943	25,943	23,243	23,243	24,243	23,243	22,943	23,243	33,897
									883
									12499
									571

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 2018-2019 award year the maximum EFC allowed is 5486. 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 2018-2019 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, 1995.
- The student is a veteran of the U S armed forces.
- The student will be enrolled in a graduate or professional program, beyond a bachelor's degree
- The student is a ward of the court, or was a ward of the court until the age of 18, or both parents are deceased and the student has no legal or adoptive guardian. A student is not considered to be a ward of the court based on being incarcerated.
- The student is married.

- The applicant has a child or children for whom they provide at least 51% of their support.
- The applicant supports another individual except a spouse or child at least 51% of their support.

Eligibility - Expected Family Contribution (EFC) (continued)

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

Eligibility – Satisfactory Academic Progress, Academic Plan, and Appeal Process

Under guidelines established by the US Department of Education, Downey Adult School must monitor its FSA recipients to ensure that they are meeting Satisfactory Progress Standards. Regulations require DAS to develop reasonable standards for measuring academic progress and to apply those standards consistently to all students within identifiable categories.

DAS utilizes a qualitative and quantitative measure in determining a student's academic progress.

1. **Qualitative Standard:** All DAS students must maintain a minimum of 75% average throughout the entire program.

Academic Minimum Grade Requirements: All modules in the program are required for graduation and must be taken for a letter grade. Lower than a “C” 75% will not count toward credit for the class and module will need to be repeated. Students may not repeat a module more than once for any reason. Failure is defined as receiving a grade less than a “C” in any course and will cause the student to be dropped from the program.

Courses will be graded according to the following grade scale; therefore, a “C” is equal to 75%. Upon satisfactory completion of the program and all externship requirements, a diploma or certificate will be awarded.

The school's grading system for each class is:

A	90	100
B	80	89
C	75	79
F	BELOW 75	

2. **Quantitative Standard:** All DAS students must adhere to the standards set forth by their program of study. The maximum number of excused absences is also based on each program. (See CTE Program Attendance Policies in next section)

US Department of Education's regulations specify that for an undergraduate program, the maximum time frame may not exceed 150% of the published length of the program

measured in academic years, credit hours attempted or clock hours completed as appropriate. At Downey Adult School, we measure program length in clock hours. To ensure that a student is making sufficient progress throughout the course of study, DAS, divides all eligible programs into equal evaluation periods called payment periods. These periods will not be longer than half of the program or academic year (900 hours), whichever is less. If a program is 700 clock hours, the increment will not exceed 350 clock hours.

Eligibility – Satisfactory Academic Progress, Academic Plan, and Appeal Process (continued)

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

A student who does not maintain a "C" average or has not completed the specified number of hours will be placed on Academic Probation and will be handed a letter with instructions on to work with their instructor and CTE Program Director to resolve their issues. WARNING status. The student will remain on Academic Probation status until he/she brings his/her course work up to an acceptable GPA (2.0) and/or completes the specified number of clock hours in the evaluation period. During the time a student is on Academic Probation status, financial aid may be in jeopardy. The student's SAP will be evaluated at the end of the second payment period.

Under qualitative guidelines, students must complete all course work and have their work reviewed and accepted by the instructor for a passing grade. Should a student refuse to complete assignments, this will have adverse consequences on the amount of FSA that may be available. Each student will be counseled on a case-by-case basis. The program counselor or administrator will develop an academic plan for those students who do not meet SAP. Students will be reinstated to eligibility if they adhere to the conditions outlined in the academic plan and may continue to receive financial aid while on academic probation.

A student may appeal a determination on his or her level of satisfactory academic progress. The student must request an appeal in writing to the program administrator for consideration. All appeals should include specific information regarding what has changed that will allow a student to achieve SAP at the next evaluation. Students can demonstrate their proficiency by showing an instructor or instructors their level of competence by testing out in a particular field or fields of study. The student must achieve an acceptable passing mark to establish their satisfactory progress level.

Failure to clearly demonstrate their level of satisfactory progress will affect their FSA funding. Such scenarios will be addressed on a case-by-case basis and any student involved in this

process will be duly counseled by, administrator(s), instructor(s) and a financial aid representative.

Attendance Policies listed by CTE Program

Dental Assistant:

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

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

Vocational Nurse

Must have completed 350 hours by end of the first quarter, 700 by the end of the second quarter, 1100 hours by the end of the third quarter, and 1536 hours upon completion.

- The maximum number of excused absences is two (2).

Clinical Medical Assistant

Clinical Medical Assistant – Extended

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

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

Clinical Medical Assistant – Half-Day

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

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

Medical Assistant and Phlebotomy

Clinical Medical Assistant and Phlebotomy

•Must have completed 548 hours by the end of six (6) modules, 160 hours by the end of externship and a minimum of 708 hours upon completion.

- The maximum number of excused absences is one (2) absence per module.

Attendance Policies listed by CTE Program (continued)

Medical Biller/ Coder

- Must have completed 440 hours of theory, 60 hours of office skills class, 160 hours by the end of externship and a minimum of 660 hours upon completion.
- The maximum number of excused absences is three (3) per module.

Medical Biller/Coder OL

Medical Billing Coding – 30 Week Online Course :

- Must have completed within 30 weeks, but not to exceed 45 weeks, a minimum of 660 hours upon completion.
- The maximum number of excused absences is two (2) weeks.
- Students must initially pass the Medical Terminology and Word class, which occur during the first 10 weeks of the course.

Massage Therapy

- Must have completed 500 hours of theory, 100 hours by the end of externship and a minimum of 600 hours upon completion.
- The maximum number of excused absences is three (3) per module.

Paralegal

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

Pharmacy Tech 25 Week Course:

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

Pharmacy Technician 30 Week Course:

- Must have completed 500 hours by the end of six (6) modules, 120 hours by the end of externship and a minimum of 620 hours upon completion.
- The maximum number of excused absences is two (2) per module.

Attendance Policies listed by CTE Program (continued)

Make up:

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

- A. **Arriving late/Leaving early:** Before registering at Downey Adult School students should examine the school schedule to ensure that the scheduled course offerings meet their needs. It is not acceptable to arrive late to class nor to leave class early; this is considered unprofessional and most unsatisfactory in any field.
- B. Tardiness policies will be implemented at the discretion of each individual instructor. The number of tardies which will result in an absence, will be decided upon at the discretion of each individual instructor. Downey Adult School has structured class schedules to meet the needs of adults with busy schedules, furthermore, as previously referenced above, in order to be successful, you must be present. This includes being present for the duration of the entire class.

Attendance Policies - Leave of Absence Request Form

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.

1. Students must apply in advance for a LOA unless unforeseen circumstances prevent the student from doing so.
2. In addition, students receiving financial aid must understand and follow Federal Title IV Leave of Absence regulation as stated in accordance with (34 CFR 668.22(d)).
3. Any student, including a student receiving Title IV financial aid, shall be considered for a Leave of Absence only under the following conditions:

- Students may request a Leave of Absence if they are expected to be out from class for **FOUR** days or more **and** are under the care of a medical professional.
- Students may request a Leave of Absence that lasts **no more than 30** school days.
- In the event a medical leave needs to be extended beyond the original approved leave, the total of the first and second LOA's may not exceed 180 days.
- An additional petition for a Leave of Absence and medical verification will be required for a subsequent leave.

§ A subsequent Leave of Absence may not exceed 30 days and may be granted to the same student due to an unforeseen circumstance such as: military duty, jury duty or a circumstance covered under the Family and Medical Leave Act of 1993 (FMLA). https://www.dol.gov/whd/fmla/fmlaAmended.htm#SEC_102_LEAVE_REQUIREMENT

- In the event a medical leave needs to be extended beyond the original approved Students may only request a LOA that will begin **after** the completion of a MOD.
- Students requesting a Leave of Absence in the middle of a MOD due to unforeseen circumstances will be dropped from their current MOD. That MOD will need to be repeated. **Student will receive a grade of INCOMPLETE on their transcript.**

- Only completed Petition for Leave of Absence forms with detailed information will be considered.
- A student must submit all documents **and** meet with the Financial Aid Office (Room H-61) to review their request. Incomplete petitions will not be considered.

All requests/petitions must include:

- The expected return date; failure to return on the specified expected date, will result in a withdrawal from student's program and may affect those recipients of Title IV financial aid.
- All applications must include a written statement with the reason for the request for LOA.
- Forms must be signed and dated.
- A student's leave(s) combined, may not exceed 180 days in any 12-month period.

LEAVE OF ABSENCE POLICY (Continued)

LOA Request Form

****Notification of the Leave of Absence decisions will be mailed and emailed to you and your Department Chair within 5 working days of receiving completed requests.****

Types of Approved Leaves of Absence:

Medical

- A statement from a medical professional, signed and recently dated is required to verify the timeframe for the leave.
- Leaves for pregnancy are restricted to the module which ends prior to the date of delivery and one subsequent module after.

Title IV Students requesting a LOA for any reasons other than MEDICAL must withdraw from their program.

1. If the student fails to return from their Leave of Absence, the student will be considered to have 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. The Financial Aid Office will have 45 days after the last day of the Leave of Absence to calculate a refund and return funds according to Title IV guidelines. (34 CFR 668.22)
2. Students will not receive any Title IV funds scheduled for disbursement during the Leave of Absence.
3. Notification and result of the recalculation will be mailed to you within 30 days of the withdrawal date.
4. Students may return early from a LOA only to review material previously covered.

Upon approval of the Leave of Absence the DAS Financial Aid Office will take the following steps:

- Inform students 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)
- Ensure that students returning from a Leave of Absence may not incur additional charges.

STUDENT RESPONSIBILITY:

- Student understands that they must contact the DAS Financial Aid Department, 1 week prior to their Approved Return Date to confirm their return.
- Student will email financialaid@das.edu or visit in person (Room H-61).

CLASS AND/OR PROGRAM CHANGE Policy

Policy

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

Policy

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

Procedure

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

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

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

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

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

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

CLASS AND/OR PROGRAM CHANGE Policy (continued)

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

Incomplete Modules and Module Repeat

Incomplete Modules: If you receive an incomplete grade for one of the modules due to attendance, you must complete the required module as soon as you have completed all the remaining modules. If the required module has not been repeated by the end of all the modules the “I” will automatically change to an “F”.

Module Repeat: If a student fails a module, they may move on to the next module, however the student 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 CTE program were permitted.

Withdrawals/Dismissals

Policy

A withdrawal is considered to be “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 in spite of 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

DAS Financial Aid Department: Policies & Procedures Manual

Downey Adult School utilizes Title IV funding (Pell Grant) publishes list of programs and direct costs in catalog form and distributes to all interested parties. Updates are provided as deemed necessary which include any program additions, program deletions, tuition modifications, etc. All costs are reviewed for accuracy before being submitted for approval.

Administration strives to insure all funds collected are credited to the student's account immediately upon receipt.

Money collected from the Pell Grant is received in two disbursements by students. The first disbursement is during the first half of student's program. The second disbursement is made prior to student's beginning the externship portion of their program.

DAS participates only in the Federal Pell Grant Program. DAS Administration makes every effort to insure 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.

Indirect costs for Title IV funding are based upon figures submitted each year by the California Student Aid Commission. These figures are then incorporated into determining financial need for students. The California Student Aid Commission publishes these figures annually and submits it to the Department of Education.

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.

The Financial Aid Administrator prepares documents showing when funds are to be either drawn down or deposited into the Downey Adult School's bank account. DAS's Bursar performs the draw down of Pell funds via G-5 and credits the student's account and/or disburses to the student.

Cash Management - (continued)

A week prior to a student's Disbursement dates, a report is generated and secured

A secured, password-protected report is made available to the Bursar

Reports contain: pell amounts, disbursement dates, CPS transaction codes, student's instructor names, student vital information

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

Bursar sends an email to instructors asking them if a student is meeting their qualitative and quantitative standards.

Instructors respond by deadline given and Bursar takes the following action:

- If student is meeting SAP - Bursar proceeds with drawing down Pell funds
- If student is not meeting SAP - Bursar prepares an Academic Probation Letter (APL) which is mailed to the student. The APL, provides instructions to the student about the steps they should take next.

Eligibility for Title IV is determined by the Financial Aid Administrator and collects information from the applicant including:

- A) Income (both taxed and untaxed), Nonfiling Verification
- B) Household size
- C) Dependency status
- D) High School Diploma, GED or High School Equivalency
- E) Liquid assets
- F) Citizenship status
- G) Proof of valid Social Security Number
- H) Determine prior Financial Aid History using NSLDS as the primary research tool
- I) Collect and retain copies of support documentation
- J) Determine awards using ED Express Software.*
- K) Providing information on how drug convictions can affect financial aid
- L) Have student complete a General Information Worksheet

* ED Express Software has been developed by NCS, National Computer Service and is in compliance with Federal rules and regulations for Title IV funding and is recognized by the Department of Education as being a reliable source to determine eligibility for Title IV funds.

Federal regulations state a school must maintain records for a minimum of three years prior to the last fiscal year. Records are maintained on site at Ventura Adult and Continuing Education for a period of seven (7) years.

Cash Management - (continued)

Awarding Title IV Packaging

Steps taken prior to awarding a student:

- Student record is brought up on EExpress software
- Pell Award is Originated and Pell Amount is provided to FAA
- Disbursements are scheduled on Disbursement screen
 - Disbursement Dates are scheduled in accordance with each student's program Start and End dates - (disbursement schedule provided to auditors)
- Pell Award information (amounts and dates) are entered into DAS's Financial Aid department's internal database (on Microsoft Access)
- Official Award Letter is prepared and mailed out to students
- A week prior to a student's Disbursement dates, a report is generated and secured
- A secured, password-protected report is made available to the Bursar
 - Reports contain: pell amounts, disbursement dates, CPS transaction codes, student's instructor names, student vital information
- Bursar will conduct Satisfactory Academic Progress (SAP) checks a week prior to a student's disbursement
- Bursar sends an email to instructors asking them if a student is meeting their qualitative and quantitative standards.
- Instructors respond by deadline given and Bursar takes the following action:
 - If student is meeting SAP - Bursar proceeds with drawing down Pell funds
 - If student is not meeting SAP - Bursar prepares an Academic Probation Letter (APL) which is mailed to the student. The APL, provides instructions to the student about the steps they should take next.

Cash Management (continued)

Downey Adult School's Institutional Refund Policy

Downey Adult School Fees and Tuition 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.

Fees and Tuition Refund Policy - (Continued)

Title IV (Pell Grant) recipients:

DAS Financial Aid Department: Policies & Procedures Manual

- 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 a partial refund is due. There is a \$25.00 fee for all return or canceled checks.

Cash Management (continued)

Return of Title IV Funds (R2T4)

Policy and Procedures

Title IV funds are awarded to the student with the understanding that he/she will attend school for the entire 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. 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 (official, unofficially) and cease to be enrolled, prior to, the end of a payment period. The law specifies how the school must determine the amount of Title IV program assistance the student earns if he/she withdraws from school. 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 an 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.

Cash Management (continued)

Return of Title IV Funds (R2T4)

If the student earned less than was disbursed, the institution would be 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 of time 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

If the student earned more aid than was disbursed to the school to cover institutional charges, a post-withdrawal disbursement must be made within 120 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 to be “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.

After determining the student’s withdrawal date, the Bursar 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:

Cash Management (continued)

Grant overpayments

The applicable regulations limit the amount of grant funds a student must repay to one-half of the grant funds the student received or could have received during the applicable period. Moreover,

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repayment terms for students who owe Title IV grant overpayments were established to ensure that students who could not immediately repay their debt in full had the opportunity to continue their eligibility for Title IV funds. Students who owe overpayments as a result of withdrawals initially will retain their eligibility for Title IV funds for a maximum of 45 days from the earlier of:

- ◆ the date the school sends the student notice of the overpayment, or
- ◆ the date the school was required to notify the student of the overpayment.

Within 30 days of determining that a student who withdrew must repay all or part of a Title IV grant, a school must notify the student that he or she must repay the overpayment or make satisfactory arrangements to repay it.

In its notification, a school must inform the student of the following five items:

1. The student owes an overpayment of Title IV funds.
2. The student's eligibility for additional Title IV funds will end if the student fails to take positive action by the 45th day following the date the school sent or was required to send notification to the student.
3. There are three positive actions a student can take to extend his or her eligibility for Title IV funds beyond 45 days:
 - a) The student may repay the overpayment in full to the school.
 - b) The student may sign a repayment agreement with the school.

Note: Two years is the maximum time a school may allow for repayment.

- c) The student may sign a repayment agreement with the Department.

If the student takes no positive action during the 45-day period, the school should report the overpayment immediately to NSLDS on the NSLDS Professional Access Web site under the AID tab, "Overpayment List" menu option after the 45-day period has elapsed. (Because making this change in the NSLDS system is a simple process, we expect an institution will complete making the change within a few days of the end of the 45-day period.)

4. If the student fails to take one of the positive actions during the 45-day period, the student's overpayment immediately must be reported to the NSLDS and referred to the Debt Resolution Services for collection.

5. The student should contact the school to discuss his or her options.

Voter Registration

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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>.

Drug and Alcohol Abuse Information Prevention

The Use of Illicit Drugs and Alcohol Abuse

Substance abuse encompasses the habitual use of alcohol and drugs. Individuals who abuse alcohol have a greater risk of using at least one other substance such as marijuana, cocaine, and heroin. Sustained use of drugs and alcohol increases your tolerance, consequently requiring more of the substance to achieve the same desirable effects.

Students who abuse alcohol are also more likely to abuse other substances, like prescription or illicit drugs. Illicit drugs, such as cocaine, heroin, ecstasy, and marijuana can cause severe bodily injury and life-threatening side effects. Illicit drug use and alcohol consumption done simultaneously can leave you at risk for potentially permanent health complications.

Alcohol and substance abuse can begin as a minor problem and progressively turn into something more problematic. For instance, a person may mix small amounts of alcohol with a drug. Over time, their body becomes dependent on the chemicals released by each substance and begins craving more. After you've built a tolerance to both substances, you may increase the amount consumed in order to avoid experiencing uncomfortable withdrawal symptoms. Often, individuals may turn to more addictive substances such as heroin, cocaine, and ecstasy to experience an intensified high.

Recognizing the warning signs of alcohol and substance abuse is essential to getting help early. If left untreated over a long period of time, problems with drinking and drugs can escalate and become life-threatening.

Drug and Alcohol Abuse Information Prevention (Cont.)

Drug and Alcohol Prevention

DUSD School Board Policies

The Federal Government has mandated that as of October 1, 1990, there will be no drug usage by students, staff, or faculty on campuses anywhere in the United States.

DUSD School Board and Drug-Free Schools

It is the policy of Downey Adult School (DAS) to keep all schools, alcohol and drug-free by taking action via education, parent involvement, medical and police referrals, and by handling incidents in the schools involving the possession, sale, and/or use of alcohol, other drugs or related paraphernalia.

Drug-Free Work Place

It is the policy of DAS to provide a drug-free workplace in compliance with the Drug-Free Workplace and Community Act of 1989. No employee shall unlawfully manufacture, distribute, dispense, possess, use or be under the influence of any alcoholic beverage, drug or controlled substance during, or after school hours at school or in any other district workplace.

Disciplinary Action

The superintendent and school staff will take appropriate action to eliminate possession, use, and sale of alcohol, tobacco, and other drugs and related paraphernalia on school grounds, at school events, or in any situation in which the school is responsible for the conduct and well-being of students. Students are required to comply with the district policy as a condition of their continued enrollment. Any students violating this policy will be subject to disciplinary action, including suspension and up to expulsion. Employees violating the district policy will be subject to disciplinary action which will be made in accordance with relevant state and federal laws, employment contracts, collective bargaining agreement, and district policies and practices.

Drug and Alcohol Abuse Information Prevention (Cont.)

Help and Treatment

Center for Substance Abuse Treatment (CSAT)

The Center for Substance Abuse Treatment (CSAT), a part of the Substance Abuse and Mental Health Services Administration (SAMHSA), is responsible for supporting treatment services through a block grant program, as well as disseminating findings to the field and promoting their adoption. CSAT also operates the 24-hour National Treatment Referral Hotline (1-800-662-HELP), which offers information and referral services to people seeking treatment programs and other assistance.

www.samhsa.gov/about-us/who-we-are/offices-centers/csat.

California Diversion Intervention Foundation

Provide Drug and Alcohol Counseling, Anger Management Classes, Domestic Violence Counseling. Serves Los Angeles and Orange County.

1-800-842-9089

www.cdifcounseling.com

Community Assessment Services Center (CASC-CHCADA-SP)

Substance abuse assessment and referral for drug and alcohol treatment. Transportation available for assessment and initial intake appointment.

1-562-942-9625

9033 Washington Blvd. Pico Rivera, CA 90660

Positive Steps Inc. (SCADP, Inc.)

Specializing in: Child Abuse-Domestic Violence-Drug and Alcohol Counseling – Obsessive Compulsive Disorders. Serve all court ordered and social service cases.

1-562-923-7894

www.positivestepsinc.com

11501 Dolan Ave. Downey, CA 90241

Professional Judgment

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

Professional Judgment - Dependency Override

Purpose of Form:

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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 2018-2019 FAFSA, but who would like to have their **unique** circumstances reviewed in order to be considered an independent student for financial aid purposes.

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

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

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

Instructions:

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

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

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

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

- Describe the nature of the person's relationship with the student and length of time known

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- Any knowledge of the student's relationship with his/her parents
 - Describe when the last time the student lived and/or received financial support from his/her parents
3. Provide a PERSONAL REFERENCE LETTER, this individual cannot be related to you and should be able to verify the reasons why you are not able to provide your parent's information on the FAFSA (i.e. friend, co-worker, neighbor, mentor, etc.). The letter must include the individual's name, relationship to your, address, contact number, and original signature. The letter must also contain the following information:
- Describe the nature of the person's relationship with the student ad length of time known
 - Any knowledge of the student's relationship with his/her parents
4. A SUPPORTING DOCUMENTATION that verifies/substantiates the reasons for your independent status request. This is an essential part of your petition as providing sufficient documentation supports your statements. Some examples of supporting documentation are:
- Documentation confirming that a parent is deceased, institutionalized, or incarcerated.
 - Documentation confirming that there is a protection/restraining order prohibiting you from having contact with your parent(s).
 - Other legal documentation to explain why parental information could not be obtained to determine financial eligibility
 - If applicable, student's rental agreement, 2 most recent paycheck stubs, most recent tax returns
5. Complete the 2018-2019 FAFSA. If you do not have parent information available, you may leave responses to parent questions blank on the FAFSA pending review of your Dependency Override Appeal by the Financial Aid Office.
- Note that your FAFSA will be considered rejected and incomplete without parental information. Make sure DAS's federal school code (005638) is listed on the FAFSA. We will send notification of the outcome of your appeal once the review is complete.

Decision:

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

Dependency Overrides from Other Schools:

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

Professional Judgment

Purpose of Form:

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 2018-2019 Free Application for Federal Students Aid (FAFSA). Through the submission of the financial aid appeal for reconsideration form, a student is requesting consideration for a specific change in his/her financial or family's circumstances.

General Instructions:

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

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

Note: You must complete the 2018-2019 Free Application for Federal Student Aid (FAFSA) to be considered for a Professional Judgment decision.

A complete request includes:

- Completing the 2018-2019 Free Application for Federal Student Aid (FAFSA)
- Professional Judgment Request form including:
 - Detailed statement explaining the reasons which caused the change in your or your family's financial/household circumstances.
 - All requested supporting documents as described on the Professional Judgment form.

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

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

Professional Judgment

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

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Reason for Appeal	Required Documentation
<p>Loss of employment</p>	<ul style="list-style-type: none"> · A letter from your former employer on company letterhead detailing your termination, reason for separation, and amount of any benefits or severance pay · Copy of most recent pay stub with year-to-date gross earnings · Unemployment benefit or denial letter
<p>Reduction of employment/income</p>	<ul style="list-style-type: none"> · A letter from employer on company letterhead detailing your reduction of time, date reduction began, and reason for reduction · Copy of most recent pay stub with year- to-date gross earning · Unemployment benefit or denial letter
<p>Excessive medical or dental expenses</p>	<ul style="list-style-type: none"> · Documentation (e.g., receipts for co-pays, doctor bills, hospital bills, prescription bills etc.) detailing the out of pocket expenses not covered by insurance · Copy of most recent pay stub with year to date gross earnings.
<p>Death of parent or spouse after filing the FAFSA</p>	<ul style="list-style-type: none"> · A copy of death certificate or obituary · Copy of most recent pay stub with year to date gross earnings · A statement regarding value of life insurance payments

<p>Divorce of separation after filing the FAFSA</p>	<ul style="list-style-type: none"> · A copy of the divorce or separation agreement · A signed statement to explain change in marital status, including all relevant dates such as date of divorce or separation and date moved into separate residences · Documentation of living in separate residence (e.g., utility bills, lease, etc.) Copy of the most recent pay stub with year to date gross earning.
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2018 - 2019 TUITION AND FEES

Court Reporting/CART Provider/Captioning

The Court Reporting class consists of the following required classes and hours:

Lecture, Lab	1,110 Hours per year
	4,440 Total hours (average over of 4 years)

Course fees - \$19,129.00

Registration/tuition	\$12,234.00
Books	\$1,300.00
Supplies	\$45.00
Steno Machine	\$5,000.00
License *	\$550.00

Clinical Dental Assistant

The Dental Assistant class consists of the following required classes and hours:

Lecture, Lab	560 Hours
Externship	240 Hours
	800 Total hours

Dental Assistant - \$6,718.00

<i>Course Fees</i>	Course Fee	\$5,999.00
<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>	Black 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

Massage Therapy

The Massage Therapy class consists of the following required classes and hours:

Lecture Lab	500 hours
Externship	100 hours
	600 Total hours

Massage Therapy – \$3,840.00

<i>Course Fees</i>	Course Fee	\$3,499.00
<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
<u>Out of Pocket Expenses</u>		
<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
<u>Post-Instruction Expenses:</u>		
<i>License &</i>	MBLEX	\$200.00
<i>Cert. Fees</i>	CAMTC (If MBLEX test passed)	\$150.00

Clinical Medical Assistant

The Clinical Medical Assistant class consists of the following required classes and hours:

Lecture, Lab	500 hours
Externship	160 hours
	660 Total hours

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Clinical Medical Assistant – \$3,871.00

<i>Course Fees</i>	Course Fee	\$3,499.00
<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
	Second Hand 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
<i>BLS Class</i>	Certification Fee (REQUIRED)	\$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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Optional Expenses (Post-Instruction):

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

The Medical Assistant and Phlebotomy class consists of the following required classes and hours:

Lecture Lab	540 hours
Externship	160 hours
	700 Total hours

Clinical Medical Assistant and Phlebotomy – \$4,971.00

<i>Course Fees</i>	Course Fee	\$4,499
<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
	Second Hand Watch	\$32.00
<i>Uniform</i>	White Uniform for Medical Assistant x 2	\$70.00
<i>BLS Class</i>	Certification Fee (REQUIRED)	\$59.00

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
<i>CPT1 License</i>	Required for all Phlebotomy Students	\$100.00
<i>National Certification</i>	California requires all phlebotomists to obtain this certification	\$90.00

Optional Expenses (Post-Instruction):

<i>Exams</i>	California Certified Board Medical Assistant (CCBMA) Certification (strongly recommended)	\$185.00
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Medical Billing and Coding

The Medical Biller Coder class consists of the following required classes and hours:

Lecture, Lab	500 hours
Externship	160 hours
	660 Total hours

Medical Biller and Coder – \$4,426.00

<i>Course Fees</i>	Course Fee	\$3,499.00
<i>Books</i>	The Language of Medicine, 11th Edition	\$88.00
	Insurance Handbook for the Medical Office, 14th Edition	\$128.00
	Insurance Workbook for the Medical Office, 14th Edition	\$55.00
	Step-By-Step Medical Coding Textbook, 2018 Edition	\$112.00
	Step-By-Step Medical Coding Workbook, 2018 Edition	\$49.00
	ICD-10-CM Spiral Bound-Complete Official Codebook, 2018 Edition	\$112.00
	2018 CPT (Current Procedural Terminology) Professional Edition- Spiral-Bound	\$130.00
	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
 <u>Out of Pocket Expenses</u>		
<i>Uniform</i>	White Shoes (1 pair) – Must NOT be canvas or cloth shoes (e.g. Vans, Converse)	\$50.00
<u>Post-Instruction Expenses:</u>		
<i>Licensing Fee</i>	CPC Exam - Fees	\$300.00

Pharmacy Technician

The Pharmacy Technician class consists of the following required classes and hours:

Lecture, Lab	500 hours
Externship	120 hours
	620 Total hours

Pharmacy Technician – \$4,263.00

<i>Course Fees</i>	Course Fee	\$3,499.00
<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

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
Live Scan Fingerprinting Fee	\$82.00
Self Query Report with Notary Fee	\$15.00
2 x 2 Photo	\$15.00

Vocational Nursing

The Vocational Nursing class consists of the following required classes and hours:

Theory	576 Hours
Clinical Training	960 Hours
	1,536 Total hours

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Vocational Nursing – \$13,225.00

<i>Course Fees</i>	Total Book Price	12,999
<i>Include:</i>	Simulation Lab Fees	
	Supplies and Equipment	
	Lab Supplies	
<i>Uniform</i>	XS – XL (\$27 each) x 4	\$108.00
	Jacket w/ Logo	
	\$20.00	
<i>Accessories/</i>	Watch	\$32.00
<i>Instruments</i>	Pen Light	\$12.00
	Bandage Shears	\$9.00
	Kit (Stethoscope & Blood Pressure Cuff)	\$45.00

Out of Pocket Expenses

Entrance, Examination, and Qualification Fees

	Entrance Exam Prep Course	\$59.00
	Orientation / Entrance Exam	\$35.00
	Pre-Vocational Nurse Course	\$399.00
	Background Clearance	\$78.00
<i>Uniform</i>	Shoes & Socks	\$60.00

Post-Instruction Expenses:

<i>Licensure</i>	Live Scan	\$68.00
<i>Costs</i>	State Application	\$150.00
	NCLEX	\$200.00
	License	\$150.00
	Passport Photo	\$15.00
	NCLEX Review Material	\$300.00