



NHSC FINANCIAL AID POLICY

Sept. 6, 2016

Approved by US Department of Education

GENERAL APPLICATION AND SATISFACTORY ACADEMIC PROGRESS (SAP)

Application Policy (FAFSA)

To apply for financial aid at Nueta Hidatsa Sahnish College, students must complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov. Additional financial aid forms and scholarship information are available at the financial aid office. Students must complete the appropriate financial aid forms before they start college and reapply each year they remain in college.

Students should apply for financial aid as soon as possible after October 1st 2016 for early consideration for the 2017-18 academic year. Applications will be accepted all year long, but since some aid is limited and awarded on a first-come, first-serve basis, those students who apply by May 1 will receive priority.

Application Checklist

1. Apply for admission to Nueta Hidatsa Sahnish College as an eligible certificate or degree seeking student.
2. Apply for a FSA ID and Password to sign your Free Application for Federal Student Aid (FAFSA) at www.fsaaid.ed.gov
3. File the FAFSA at www.fafsa.ed.gov
4. Register for classes
5. Review your Student Aid Report (SAR)
6. Complete the FAFSA verification process if selected
7. Review your Financial Aid Award Letter.
8. Contact your financial aid officer if you have any questions about your financial aid.

Before aid is disbursed, the Financial Aid Office must be in receipt of the following:

- Appropriate signed tax returns or W2's or tax transcript (if requested).
- Financial aid verification form/s and documentation (if requested).
- Any other documents required for verification (if requested).
- Copy of high school diploma/transcript or GED certificate. (Your diploma/transcript that is required for Admissions and Registration will be copied and placed into your financial aid file)
- Evidence of registration at the college.

Students who have not filled out their FAFSA at the time of registration will have to complete a payment agreement. Payment Agreements will be made only during the semester in which the student is enrolled and must be paid in full by the end of the semester in order to register for the next semester.

Students' costs paid by employers, high schools, or other entities must be reported by the student at the time of registration. The student must provide documentation that their educational costs are being paid by a third party. If the student does not have the documentation at the time of registration, they must complete a payment agreement.

Student Eligibility

To receive federal, state, or institutional funds administered by Nueta Hidatsa Sahnish College, you must:

- Be admitted to an eligible certificate or degree program at NHSC.
- Be a U.S. citizen or an eligible non-citizen (or eligible under the Jay Treaty).
- Be enrolled in a minimum of six credits as an undergraduate (except for Pell Grant consideration, which is a minimum of three credits).
- Meet the Satisfactory Academic Progress (SAP) as defined by the Financial Aid Office. See SAP requirements below:
- Be registered with Selective Service (male students only).
- Not be in default on a student loan.
- Not owe a refund on any federal (Title IV) aid due to a previous college withdrawal.

- Not have aid eligibility suspended or terminated due to a drug-related conviction that occurred while receiving Title IV assistance.
- Not be receiving federal or state financial aid from another institution for the same enrollment period.

Please note: Students with prior baccalaureates are not eligible to receive Pell or SEOG grants.

Policy

Nueta Hidatsa Sahnish College, in compliance with federal regulations, established the following policies and procedures to ensure that students who receive federal and state financial aid (Pell, FSEOG, FWS, SSIG) are making satisfactory academic progress (SAP) toward a certificate, associate degree or bachelor's degree. Students who fail to meet these standards of satisfactory academic progress will not be eligible to receive Federal Student Title IV Aid (PELL) until eligibility is once again established.

Satisfactory Academic Progress (SAP)

Satisfactory academic progress is a requirement for all students enrolled. Federal regulations require all schools participating in state and federal financial aid programs to monitor SAP. These standards are applicable to all students attending NHSC throughout the academic year.

Academic Year: The academic year at NHSC consists of two terms of at least 16 weeks each and one summer term called a trailer. For Title IV payments the student must meet both credit hours and weeks of instruction as well as complying with all standards for Satisfactory Academic Progress before they can receive further Title IV payments. All periods of enrollment count toward SAP (Fall, Spring and Summer), including when a student does not receive Title IV aid. All programs are offered in a continuous 16-week-term format (except Certification programs which may run in A/B Block segments of 8 weeks each).

SAP Processes: NHSC financial aid officers monitor SAP at the end of the term. The SAP spreadsheet carefully monitors each SAP standard listed below. The Director of Financial Aid and Assistant to the Director meet and confer with the results of the end of the semester spreadsheet. The student will be notified by mail or email if they are not maintaining NHSC SAP standards.

SAP Standards: NHSC requires students to maintain Satisfactory Academic Progress (SAP) in order to continue to matriculate at the Institution and to continue to be eligible to participate in the federal government's Title IV financial aid programs. All students must comply with the following standards:

1. **Qualitative Requirement:** New students at NHSC must maintain a 1.5 cumulative GPA at the conclusion of their first semester and a 1.75 GPA at the conclusion of their second semester to meet the SAP Qualitative requirement. A 2.0 cumulative GPA is required for the second award year (3rd term and 4th term) to be considered making satisfactory progress. A GPA of less than what is required will place the student on Financial Aid Warning for one semester and they will continue to receive Title IV aid (see FA Warning). A second consecutive semester or cumulative GPA of less than what is required will result in Financial Aid Suspension (see FA Suspension).
2. **Pace:** All students must maintain an average completion rate of at least 67% of their attempted. For example, a student scheduled to complete 15 credit hours for the term would have to earn 10 credits to maintain Pace. 67% is not ideal, however the student will maintain the minimum pace for the completion of their desired academic program/degree. A student with a viable absence is encouraged to request a Leave-of-Absence (see LOA Policy).
3. **Maximum Timeframe or Quantitative Requirement:** All students on Title IV federal student aid must complete their educational program in no longer than 150% of the published length of the program. (A leave of absence will extend the student's contract period and maximum time frame by the same number of days in the leave of absence). Example if a student is in a 20 month program, the program must be completed in a maximum of 30 months that includes the externship and didactics (150% of 20). Students can consult the NHSC Bulletin to find the duration of their training programs and then multiply that number by 1.5 to determine the credit hours' limit that applies to their financial aid.
 - All attempted courses, Withdrawals and transfer-in hours, (except incompletes) at NHSC are counted toward the 150% eligibility.
 - When students have reached their duration limit, then they will be placed on FA Suspension. At this point they will not be eligible to receive any additional financial aid.

4. **Explanation of SAP Levels**

- a. **Financial Aid Warning:** Any student who fails to meet and maintain the required cumulative GPA and/or meet the term and career completion rate (pace rate) standard which is 67% is automatically placed on financial aid warning. The student will be notified and will continue to receive federal student aid for the next semester/payment period. An academic plan will be created to assist the student to meet SAP at the end of the current semester.
- b. **Financial Aid Suspension:** Any student that does not meet the minimum requirements for SAP at the end of the financial aid warning semester will be placed on financial aid suspension. Under financial aid suspension a student has the right to appeal in an attempt to overturn the suspension.
 - i. **SAP Appeal:** A student may submit a completed SAP appeal form along with supporting documentation to the Financial Aid office by the last day to add/drop a class (without record) going into the next semester. The appeal must include why the student failed to meet SAP and what has changed that will allow the student to meet SAP at the next evaluation point. The appeal will be reviewed by the appeal committee and the student will be notified within 3 business days of the committee’s decision. If the appeal is approved, the student’s federal student aid will be reinstated for the semester. If the appeal is denied, the student will not be eligible to receive any federal student aid as well as state or institutional aid that semester. After a semester has passed without federal student aid and it is determined the student has met the SAP standards, the student will be placed on Financial Aid Warning. All decisions are final.
- c. **Financial Aid Probation:** Following a successful appeal, the student will be placed on FA Probation and their progress through the semester will be monitored at intervals determined by the committee. If it is determined at the end of the Probationary semester that the student meets SAP requirements, they are then in good standing. If they do not meet SAP requirements, they are then placed on FA Suspension for the next semester of attendance.

SAP Quantitative examples:

Example #1 Semester	Credits Attempted	Credits Earned	Completion Rate	SAP Status
1a.	12	6	6/12 = 50%	Warning
1b.	12	12	12/12 = 100%	Meets
1c. 2 Semester Cumulative	24	18	18/24 = 75%	Meets
Example #2				
2a. 5 Semester Cumulative	90**	75	75/90 = 83.3%**	Meets**
2b. Degree requires 70 credits	70 x 1.5 = 105 maximum allow	75	51 of 75 are towards degree	Suspension?

In Example #2 the student is in their sixth semester and they require 19 credits (70-51) to complete their degree. After 15 credits (105-90) they will be beyond the Quantitative Maximum Timeframe and therefore not eligible for Federal Student Aid (PELL).

- 5. **Re-establishing Eligibility:** A student may also be reinstated for financial aid by completing 12 credit hours at the University on a self-payment option and maintaining satisfactory academic progress during this time. Once a student has done this, he/she will either regain good standing or be placed back on financial aid warning, depending on his/her grade point average and completion percentage. This option is NOT available to students who have been dismissed

from financial aid because of exceeding their hours limit. Prior periods in which the student was determined ineligible for aid will not be included in the student's reinstatement of eligibility.

6. **Attempted Credits, Incompletes, Repetitions, Withdrawals and Remedial Courses:** All courses taken at NHSC will apply toward the maximum number of attempted credits. Successfully completed credits earn grades of A, B, C, D or S. Grades of fail (F), Unsatisfactory (U), Incomplete (I), Course Repeats (R#), Withdrawn (W), and Not Reported (NR) count as credits attempted but not completed, and will be applied toward both the maximum number of credits attempted and towards the GPA when a grade is assigned.

An incomplete will not count against the GPA until a grade has been conferred. At NHSC, a student is expected to meet with the instructor to make necessary arrangements to complete (I) coursework within six (6) weeks from the end of the semester. SAP will then be recalculated when the (I) has been replaced with the appropriate grade.

Repeated Coursework: Repeated coursework counts into attempted credit calculations and the most recent grade counts into GPA. Any course that was passed in a prior term and is being retaken for a higher grade may only be repaid once with financial aid. Courses that were F's and are being retaken can be repaid with financial aid until passed.

Remedial Coursework: Remedial coursework is eligible for federal aid but does not apply towards degree completion however, is part of the GPA calculations. These courses do increase the number of credits you have attempted and therefore a part of the Quantitative SAP calculations.

Withdrawals: Students who do a voluntary withdraw from all classes during any given semester and receive a (W) on their permanent record are placed on FA Warning for their next term of enrollment. Involuntary Withdrawal/Admin Withdrawal where a student will receive all failing grades are immediately placed on (SAP) Warning or Suspension; depending upon status for current semester. Federal Regulations require that a return of funds calculation (R2T4) be completed on all students who receive Title IV aid and withdraw at any time during any semester. If subsequent calculations show the student did not complete 60% of the semester, the student will return that portion of the Title IV aid they did not earn.

7. **Transfer credits:** Transfer credits will be applied to the student's degree plan and those credits will be attempted credits toward their degree and will become part of the (SAP) quantitative calculations. The transfer credits will not be considered as part of the (SAP) qualitative GPA calculations.
8. **Changing Programs of Study:** A student changing from one program of study must follow the NHSC "Degree Change Policy" and have the approval of both potential advisors as well as meet with the Director of Financial Aid to review future SAP status. Credits will be applied to the 'new' degree and again, future SAP status will be reviewed. Quantitative SAP will be calculated at the time of the change and at the end of each subsequent semester. All SAP calculations and considerations will continue as per the financial aid/NHSC policy. The maximum timeframe will remain 150% of the new degree. Such applications are considered on a case by case basis and all reasonable requests are expected to be approved.
9. **Enrolling in a Second Program of Study:** NHSC does allow for a student to have a second degree plan in place and can be taken concurrently. The student must however take into consideration the possible ramifications of pursuing two degrees and the impact on Title IV aid and quantitative (SAP) calculations. A student working towards two degrees from a same department may be able to apply several courses to both degrees thus possibly not affecting SAP. The best scenario however, is for a student to complete an Associate degree then in turn pursue a Bachelors' degree in a similar academic discipline.

FAFSA Processing

1. When a student completes the FAFSA online the following process occurs:
The Central Processing System edits the application for errors and performs agency data matches with other systems such as the Social Security Administration, Department of Homeland Security, NSLDS etc.

2. The Student Aid Report (SAR) and the Institutional Student Information Record (ISIR) are two forms of output that result from the submission of the Free Application for Federal Student Aid (FAFSA) to the Central Processing System (CPS).

The student receives the SAR Information.

- a. When a student provides an e-mail address on their application the student will receive, through their e-mail, a link that directs them to their SAR information on the Web.
- b. When the student does not provide an e-mail address on their application the student will receive their SAR in the mail.

The school receives the ISIR information.

- a. NHSC receives all ISIR information that was submitted with the school code **015536**. This information is received by downloading information using the Department of Education's processing systems. This process is completed by Financial Aid personnel on a weekly basis.

Verification

Thirty three percent of student applications (FAFSA's) are randomly selected for verification by the U.S. Department of Education. Selection for verification is indicated by an asterisk (*) following the Expected Family Contribution (EFC) on the student's Student Aid Report (SAR), and is also stated in the comment section of the SAR. If the student's Student Aid Report (SAR) is selected for verification, the following procedures apply:

1. The NHSC Financial Aid Office will notify the student selected for verification by letter;
2. Within 30 days after receiving written notification, the student must respond to the NHSC Financial Aid Office;
3. The student will fill out the corresponding verification worksheet and may be asked to submit a tax return transcript* from the Internal Revenue Service (IRS) for additional required documentation. The tax transcript request form is available in the Financial Aid Office. The Department of Education encourages students and parents to use the IRS Data Retrieval Tool (DRT) to import data from their tax return and not change it.

There are various verification documents that (may be requested)* from the following list:

- Adjusted Gross Income (AGI)
- U.S. Income Tax Paid
- W 2's and/or Wage and Earnings Statement and signed/dated statement
- Tax Return Database View Transcript and signed/dated statement (Identity Theft Victims)
- Education Credits
- Untaxed IRA Distributions
- Untaxed Pensions
- IRA Deductions and Payments
- Tax-exempt Interest
- Other Untaxed Income
- Household Size
- Number in College
- Supplemental Nutrition Assistance Program (SNAP) Benefits
- Child Support Paid
- High School Completion Status
- Identity/Statement of Educational Purpose
- Valid Government ID (cannot be expired)

Other documentation may be required to substantiate information provided on the application. If necessary, the Financial Aid Office will send a written request for the following information:

- Marriage Certificate
- Legal Pleadings (court documents)

- Proof of Earnings (Paycheck Stubs)
- AFDC Payments
- Evidence of Paid Medical Bills
- Proof of Unemployment Compensation
- Social Security Payments (Check Copies)

Once all requested information is received, at least two weeks is required for application processing. If the verification process changes the student's Expected Family Contribution (EFC), the Financial Aid Office will notify the student in writing⁶ and mail the student a new award letter within two weeks of receiving all information.

Our procedures ensure that we resolve conflicting data for our applicants as follows:

- Applicants selected for verification: If we have reason to believe that any information on the application used to calculate the EFC is discrepant or inaccurate (or if any supporting documentation is discrepant or inaccurate), NHSC will require the applicant to provide adequate documentation to resolve the conflict.
- Applicants not selected for verification: We resolve conflicting information regardless of whether or not the applicant was selected for verification. As required, the Financial Aid Office will review all tax transcripts provided to the school even if they were not requested. All "C" Codes on the ISIR will be reviewed and resolved by the Financial Aid Office.
- Other applicant information received by the school: We have adequate internal systems to identify conflicting information that we may have regardless of the source. Each of the following offices is required to provide information that could impact the financial aid status of each student applicant, e.g. (**Admissions Office**: HS Diploma or GED, **Business Office**: report outside awards, **Registrar**: Report changes in enrollment; **NSLDS**: Review financial aid history, including aid received at prior colleges attended).

Title IV funds will not be disbursed until the student provides the required documentation within the aforementioned time period. If the student fails to complete the verification process, they will not receive any Title IV aid.

Please Note: The Dept of ED verification deadline for the 2016-2017 academic year is set for September 16, 2017, or 120 days after the last day of the student's enrollment, whichever comes first.

Selection after Disbursement

A student may be selected for verification after an award is disbursed. This happens when a student submits a correction after their original ISIR information had been processed. It is the responsibility of NHSC to verify the student before making any further disbursements. If the student is determined to be ineligible for all or part of the aid already disbursed, they must be notified immediately. Once notified, the student has 30 days from the date of the letter to contact the NHSC Financial Aid Office. If the student fails to contact the Financial Aid Office in the timeframe given, then the student is ineligible for any further aid and NHSC will be responsible for returning the funds. However, if the student contacts NHSC after the deadline, the student may provide reasonable documentation as to why they did not meet the deadline and NHSC may reconsider them for eligibility. Please see the NHSC Financial Aid Office for the specific types of documents.

Corrections, Updates, and Adjustments

Students have multiple options to submit corrections to their FAFSA information. They may go to their account on FAFSA on the web and submit changes (any changes to parent information will require their signature, either by FAFSA ID or printed and signed) or the Financial Aid Office may submit these changes using FAA Access to CPS online or the Electronic Data Exchange (EDE). For a Financial Aid Official to make changes to a student's information, the student will need to make sure our school is listed on their FAFSA. The student may also give us the DRN number printed on their SAR report. This number allows us to go in and add our school to their SAR/ ISIR report. However, in order to make changes to the student's information, NHSC must have signed documentation allowing permission to make changes from the student and parent. Once the changes are submitted, the CPS will send a copy of the updated SAR to the student and an ISIR to NHSC.

Referral of Fraud Cases

If it is determined by the Financial Aid Office at NHSC that any student purposely misrepresented information on their FAFSA/Renewal Application or other forms with the intent to receive financial aid under false pretenses, that student's name will be sent to the Secretary of Education or appropriate agency and will be subject to their authority and possible criminal action.

Professional Judgment

At NHSC, the Financial Aid Director will note in the student's records any unusual situation that explains any special consideration given to the student when awarding financial aid and a Professional Judgment worksheet will be completed, with appropriate documentation attached, and placed in the student's file.

Award Package

The recommended student financial aid package is the end result of counter balancing those anticipated educational expenses and those anticipated financial resources, including family and student contribution, which the student will legitimately experience while in attendance at NHSC. The recommended award package is the decision of the Financial Aid Office and based on institutional calculations, total fund availability, and those fund management practices observed by NHSC. An award package may be accepted or declined by the individual student in which case it becomes the dual responsibility of the Financial Aid Office and the individual student to settle any differences and modify the award package following federal/state/institution requirements. Unresolved differences surrounding the recommended award package become the decision-making responsibility of the NHSC Financial Aid Committee.

Expected Family Contribution (EFC)

The Expected Family Contribution (EFC) reflects the student's ability to contribute to the cost of attendance. The calculations used to determine the EFC are based on the federally mandated formula known as federal methodology. The Department of Education applies the formula to the information you have provided on the FAFSA application and computes a figure for your expected family contribution. A student cannot exceed their financial need.

The following equation is used in determining your financial aid eligibility:

$$\text{Financial Need} = \text{Cost of Attendance (COA)} - \text{Expected Family Contribution (EFC)}$$

Procedure Using Expected Family Contribution

The Expected Family Contribution (EFC) will be used in the calculation of any financial aid awarded at Nueta Hidatsa Sahnish College towards educational costs. This calculation can be seen in the procedure for calculation awards and packaging.

The EFC is located in the upper right hand corner of page one of the ISIR. This number is used to determine all awards and scholarships when student eligibility is determined for the appropriate programs. (See General Student Eligibility)

1. The Federal Pell Grant award is based on the student's EFC and the annual schedules available on the www.ifap.ed.gov website.
2. The FSEOG Grant award is based on the lowest EFC and is awarded at the same time as the Federal Pell Grant awards.

Calculating Pell Grant Awards

The Federal Pell Grant program provides grants to students enrolled in eligible undergraduate programs and certain eligible post-baccalaureate teacher certificate programs, and is intended to provide foundation of financial aid. The NHSC financial aid software program (PowerFaid) will calculate the EFC/Pell Grant award using five predetermined methodologies. PowerFaid is approved for use by the Department of Education.

Payment and Disbursement Schedules

Each year, based on the maximum Pell grant established by Congress, the Department of Education (ED) provides to institutions Payment and Disbursement Schedules for determining Pell awards. The Payment or Disbursement Schedule provides the maximum annual amount a student would receive for a full academic year for a given enrollment status, EFC and COA. The payment schedule is used to determine the annual award for a full-time student. There are separate Disbursement Schedules for three-quarter time, half-time and less-than-half-time students. All of the schedules, however, are based on the COA of a full-time student for a full academic year (two semesters).

1. The Federal Pell Grant Award is calculated via SAR/ISIR information, institutional variables, and ED guidelines specifying the actual amounts to award to the individual student.
2. The EFC number taken from the SAR/ISIR provides an assigned degree of Title IV eligibility. The exact value of which ranges according to enrollment status (less than 1/2, 1/2 time 3/4 time or full time) and annual cost at NHSC.
3. Refer to NHSC Cost of Attendance for Dependent and Independent students.
4. All students must maintain minimum Satisfactory Academic Progress standards to be eligible for any financial aid.
5. The Federal Pell Grant Award constitutes the final calculated institutional amount, which a duly registered student at NHSC shall receive during a single given semester. The Federal Pell Grant payment often differs from the Federal Pell Grant Award amount since the institution reserves the right to deduct all educational expenses owed to NHSC prior to any Federal Pell Grant payments.
6. Federal Pell Grants will be dispersed to eligible students based on their enrollment at that time (less institutional charges for tuition, fees and books).
7. Students need to apply annually for a Federal Pell Grant, because of changes in household income, family size, etc. Students need to apply as early as possible for Federal Pell Grant as this application determines eligibility for other financial aid programs they may be deemed eligible for.
8. All students must have a completed a Registration Form with all required signatures. The credit hours must match with the Federal Pell Grant calculation before Federal Pell Grant will be disbursed.

Procedure for Packaging Aid

1. When an Institutional Student Information Report (ISIR) is received, the Financial Aid Office creates a student file, color coded by the color of the FAFSA application and labeled by student last name and award year.

Each file contains the following: (HCMII Checklist)

- ISIR & TRANSACTION #
- Student Account
- Proof of Academic Qualifications (Diploma/GED)
- Enrollment Agreement (Registration form and/or Student Schedule)
- Verification Worksheet*

- Low Income Statement*
 - Student Tax Transcript*
 - Parent Tax Transcript*
 - R2T4*
 - Withdrawal Information*
 - Transcript (grades)
 - Award Letter
 - SAP results (Satisfactory Academic Progress) Qualitative and Quantitative
2. The Financial Aid office reviews all codes listed on the ISIR and begins the process of collecting the information from the student, if applicable.
 3. The Financial Aid office also keeps an updated checklist of information needed for each ISIR.
 4. If a verification code appears, a letter is sent to the student along with the verification worksheet.
 5. If a student's ISIR doesn't require follow-up then the Financial Aid office updates the HCMII spreadsheet used to award students and submits a request for reimbursement.
 6. The Financial Aid office then determines the student's eligibility for the Pell Grant. Then the student's enrollment status (full-time, three-quarter time, half-time, or less than-half-time) is determined.
 7. Calculate the cost of attendance. This is always based on the cost for a full-time enrollment status for a full academic year. If the student is enrolled in a program or enrollment period that is longer or shorter than an academic year, the costs must be prorated so that they apply to one full academic year. There are two allowable prorating methods. Costs can be on an actual cost-per-student basis or an average costs for groups of similar students. If the student is enrolled less than half-time, the only allowable costs components are tuition and fees, allowance for books/supplies and transportation.
 8. Determine the annual award, based on the cost of attendance calculated above and the EFC, from the Payment or Disbursement Schedule for the student's enrollment status (i.e., full-time, three quarter-time, half-time, or less than half-time).
 9. Determine the payment period. For term programs (semester, trimester, quarter), the payment period is the term.
 10. Calculate the payment for the payment period. The calculation of the payment for the payment period may vary depending on the formula used, the length of the program compared to the academic year, and whether the institution uses an alternate calculation for students who attend summer terms.
 11. The Financial Aid Director creates a packaging worksheet for each student to verify that the student's needs are not an over award and enters all awards/scholarships into PowerFails.
 12. Student award letters/emails are automatically created in PowerFails and distributed to students two weeks prior to the disbursement date on the Academic Calendar.
 13. The Financial Aid office verifies that all required documents are copied and another file is created for those documents that will be submitted for HCM2 reimbursement.
 14. The HCM2 Reimbursement Request process is followed and totals of Pell and FSEOG are e-mailed to the CFO in the Business office for their reference when the dollars are distributed to NHSC bank accounts.
 15. By the 7th day of each month, funds in each program are reconciled, by the Financial Aid Director, with Business office systems to assure that each system has the same amount expensed.

16. Student files are located in the Financial Aid office and all other documents are located in the Financial Aid Directors office.
17. All files are kept for five (5) years then, yearly, they are moved to storage which is also located in the Financial Aid office.

Award Letter

The Business Office will be given two weeks to complete checks. When the paperwork is forwarded to the Business office, the Financial Aid office will mail/email award letters to students. The NHSC award letter is the complete documentation indicating all such federal financial assistance an individual student may receive during a single given semester while in attendance at NHSC as calculated by the Financial Aid office. The amounts itemized on the award letter are subject to total or partial institutional withdrawal due to changes in student registration status.

WITHDRAWALS and RETURN to TITLE IV (R2T4) Policy

Attendance Policy

It is the responsibility of the student to notify the instructor in case of illness or if the student expects to be absent for a legitimate reason. The instructor will determine the point at which absences become excessive and may advise the NHSC Counselor who will contact the student. If the absences continue, the instructor may file an administrative drop.

Withdrawals/Administrative Drop

NHSC faculty members reserve the right to withdraw a student from any course. Prior to an Administrative drop, the faculty member must send an Early Alert Form to the Guidance Counselor concerning the student. If there is no positive outcome after two weeks of sending the Early Alert, then the faculty member can proceed with an administrative drop. The purpose of administrative withdrawal is to limit the financial liability and academic consequences for the student. Reasons for administrative withdrawal include, but are not limited to:

- Lack of attendance: Students who have excessive or extended excused absences in a face-to-face class may be dropped. It is up to each instructor as to what is excessive or extended, and will differ depending on the course length and weekly schedule. Students in on-line, hybrid, or independent study courses who fail to make contact with the instructor either in person or electronically within the first two weeks and/or a minimum of once a week thereafter may also be dropped.
- Prerequisites not met: Students who are unable to show completion of required courses or who do not have the background needed to succeed in the course may be dropped before add/drop deadline.
- Academic dishonesty: Students involved in any form of dishonesty may be dropped as per discretion of the instructor and Vice President of Student Services.

Students should not assume they are automatically withdrawn. Instead, they are strongly encouraged to check with the instructor of the course.

Students will remain responsible for any financial liability they have incurred, less applicable refunds, and for any academic and financial aid consequences due to the administrative withdrawal.

If an administrative withdrawal occurs before the add/drop date set by the registrar's office, the course will not appear on the student's transcript. After add/drop date, a "W" will appear for that course. An administrative drop can be given up to two weeks before the last day to withdraw as assigned by the registrar's office.

Students will receive notification from the registrar by mail that they will be administratively dropped if they do not directly appeal to the instructor within one week. A copy of the notification will be sent directly to the instructor as well as to the Vice President of Student Services and Financial Aid Director for recording and processing.

Administrative Drop Notification Letter

Within ten (10) days of receiving a completed Administrative Drop form in Financial Aid, the Financial Aid Director will complete the Return of Title IV Funds process.

Administrative Drop Appeal Process

Students who feel they have been wrongfully withdrawn should follow the appeal process:

- A student has one week from receiving the notification from the registrar to appeal in writing to the instructor. The instructor will meet with the student within three working days.
- If the matter cannot be settled within those three working days, the student has the responsibility to confer with the Vice President of Academic Affairs within three additional working days. The student must give a copy of the written appeal to the Vice President of Academic Affairs. The Vice President of Academic Affairs will meet with the student, Academic Dean, faculty member, and Vice President of Student Services. A recommendation and/or decision will be made at this meeting.
- The student must attend class during the appeal process. If he/she does not attend class during the appeal process, the Vice President of Academic Affairs may decide to omit step 2 of the appeal process, and the student will remain administratively withdrawn.

No Show Policy

If you are not in attendance the first four (4) consecutive class sessions and haven't contacted your instructor by email, phone or mail, you may be dropped from the course. If you miss the first three weeks of all of your classes, you will be withdrawn from all your courses and a "W" will appear for all courses. You will be charged a no show fee of \$25.00. Any textbooks not returned will be charged as per NHSC Bookstore policy.

Course Withdrawal

A course withdrawal is the process used to withdraw from one or more courses (but not all courses) for which the student is enrolled in for a semester. Follow the "Official Withdrawal" procedure. Only the course names that the student wishing to withdraw from must be listed on the withdrawal form.

Official Withdrawal

A student's eligibility for federal student aid begins when the student attends at least one day of class. After the first day of classes students wanting to withdraw from all courses must complete an official Withdrawal Form.

1. To begin the withdrawal process, the student must complete a Withdrawal Form from the Registrar's office or from anyone in the Student Services Department.
2. A list of all courses the student is enrolled in and wanting to withdraw from must be listed on the withdrawal form.
 - a. The staff member helping the student should print a copy of the student's schedule to assist them in completing the Withdrawal Form with correct course numbers, names and instructors.
3. Signatures on the withdrawal form are required from the student's advisor, Student Development/Retention Advisor, Financial Aid office, VP of Student Services, and Registrar. The completed form must be returned to the Registrar.
4. After the Registrar signs the withdrawal form, a copy of the withdrawal form is given to the Financial Aid office.
5. The Registrar will assign a (W) grade to a student who withdraws from all courses after the last day to add/drop date and before the deadline of the last day to withdraw.

It is the student's responsibility to officially withdraw from NHSC. Failure to withdraw formally will result in failing grades and additional financial obligations.

The dates for the end of each semester's withdrawal period are listed on the Academic Calendar which can be found on NHSC's website at www.nhsc.edu, the school catalog/bulletin, student handbook, and is also posted in the front lobby calendar. The student may also ask any staff or faculty about dates that may be listed on the calendar.

Calculating Refunds When a Student Completely Withdraws

Note: NHSC is on HCM2 reimbursement status but return to Title IV calculations still need to be completed for all withdrawals and submitted with documents for reimbursement of Title IV funds.

Title IV Funds Earned and Unearned

If a student receives Title IV assistance greater than the amount of institutional charges and withdraws prior to completing more than 60% of the semester, the student will be subject to return the unearned portion of the federal aid.

If a student withdraws after completing more than 60% of the payment period or period of enrollment, then it is assumed that the student has earned 100% of the Title IV Aid they received for that period as of the day the student withdrew.

A student's withdrawal date or last date of attendance is used to determine the percentage of the payment period completed and the amount of aid a student has earned.

Resources to assist in the Return to Title IV calculations are:

1. Guidance Counselor's office: the Guidance Counselor tracks attendance on a weekly basis and can print reports from the Jenzabar system that indicates, an approximate, last date of attendance for any student enrolled at NHSC.
2. Faculty: Should know the last date of attendance on a student; however, we should first try to get an indication of when the student stopped attending. Faculty are very good about communicating via e-mails.

If a student earns a passing grade in at least one course offered then the student completed the payment period.

Return to Title IV Funds Process

When the Financial Aid Office receives a "Withdrawal Form" or is aware that a student has stopped attending classes, the Financial Aid Director completes the Return to Title IV calculation.

1. The Financial Aid Office determines if the student received Federal Title IV funding and is subject to the Federal Refund Policy. This applies only to students who begin attendance and then completely withdraws from all classes or stop attending.

The instance of a student who does not officially withdraw will usually be found when completing reviews of the semester. If a student received all "F's on their transcript, determine whether the F's were earned or were given because of the student's non-attendance. Determine the last date of attendance by using the resources mentioned above. In the event that a last date of attendance cannot be determined, the mid-date (50%) of the semester will be used.

The last date of attendance may be determined by the following events when a student ceases to attend classes and doesn't officially withdraw:

- Class Attendance
- Turning in a class assignment
- Taking an exam,
- Initiating contact with a faculty member regarding the course material.

The Financial Aid office will determine the repayment based upon federal and state procedures. The repayment amount is considered unearned aid a student was not eligible to receive because of not completing the term, necessitating the repayment of funds.

NHSC may have an obligation to return funds to an aid program that was previously applied to the student's account. The student may have an obligation to repay funds that were paid directly to him/her. If NHSC returns funds that were applied to the student's account a balance due will result. The student will owe that balance to NHSC. Failure to repay will prevent future registration at NHSC and initiate delinquent collection procedures.

Students who drop from classes after the tenth week will not be required to refund financial aid monies, because they will have used their monies for direct and indirect educational expenses.

2. The Financial Aid Director completes the "Treatment of Title IV Funds When a Student Withdraws from a Credit Hour Program" form. The form is located on the www.ifap.ed.gov website for financial aid administrators.

3. If the student was given a disbursement and has earned 100% of the Title IV funds only page one is completed, attached to the withdrawal form and put in their financial aid file. This form will be included in the HCM2 Request for Reimbursement.
 4. The overall HCM2 spreadsheet is also updated to reflect these amounts.
 5. If the student is entitled to a "Post Withdrawal" disbursement, the disbursement is handled like all other awards in PowerFaid with the notation of, "PWD" in the reference field to indicate that this was a Post Withdrawal Disbursement. The "Post Withdrawal Disbursement Tracking Sheet" will also be completed and kept with the disbursement information.
 6. The Business Office/Student Accounts will update the student's account when they receive a copy of the calculation if a Post Withdrawal Disbursement is required.
 7. A notification letter and a copy of the student's Statement of Student Account are mailed to the student for their notification.
- If the student is required to repay Federal Pell grant or Federal SEOG funds, the Business office will bill the student the amount to be repaid by the student.
- Repayment received by the Business office will be distributed back into the proper Federal Title IV bank account. The priorities for restoring funds are Federal Pell Grant first and second the Federal SEOG Program. Failure by the student to fully repay the Federal Title IV funds will result in placing the student's financial aid records on hold and the student will no longer be eligible for Federal Title IV funds at NHSC or any other college per CODE of FEDERAL REGULATIONS (CFR).
8. Report any overpayments to NSLDS within 45 days of learning that student has withdrawn.

