



NUETA HIDATSA SAHNISH COLLEGE

FINANCIAL AID POLICY

Updated September 2018

“Nueta Hidatsa Sahnish College will Provide Quality Cultural, Academic, Vocational Education and Services for the Mandan, Hidatsa, and Arikara Nation.”

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Section 1: How much does it cost to attend Nueta Hidatsa Sahnish College?

Tuition and Fees Costs

Fall/Spring Fee Schedule for Students

Tuition (per credit hour up to 12 credits with no additional tuition costs beyond 12 credits)		\$150.00
Registration Fee		\$25.00
Technology Fee		
	(1 to 5 Credits)	\$20.00
	(6 to 8 Credits)	\$30.00
	(9 to 11 Credits)	\$40.00
	(12 or more credits)	\$50.00
Student Senate Fee		
	(1 to 5 Credits)	\$5.00
	(6 to 8 Credits)	\$10.00
	(9 to 11 Credits)	\$15.00
	(12 or more credits)	\$20.00
Student Activity Fee		
	(1 to 5 Credits)	\$10.00
	(6 to 8 Credits)	\$20.00
	(9 to 11 Credits)	\$30.00
	(12 or more credits)	\$40.00

Summer Fee Schedule for Students

Tuition (per credit hour up to 6 credits with no additional tuition costs beyond 6 credits)		\$150.00
Registration Fee		\$25.00

Exceptions to the Fee Schedule:

- Dual credit students are charged a total of \$10 in fees for any semester.
- Course fees are charged for some courses. These fees can be found in the current NHSC Bulletin found online at <http://nhsc.edu/academics/>.
- A person auditing a course is charged \$40.00 per course and is responsible for any books he or she may need to purchase.
- A student, who does not attend any classes for any of his courses in the first three weeks, will be withdrawn from all his courses. The student will be charged a no show fee of \$25 and is also responsible for any purchases from the bookstore

Financial Responsibility

All financial aid received on behalf of the student is first applied to all eligible charges. Credit balances are refunded in accordance with federal regulations for handling of Title IV funds. Students are responsible for all expenses that they incur while attending NHSC.

Cost of Attendance – 2018-2019

Independent Student - 1 Semester					Independent Student - 2 Semesters					
	Full-time	3/4 Time	1/2 Time	Less than Half Time		Full-time	3/4 Time	1/2 Time	Less than Half Time	SS 6 hr FT
Tuition	1800	1350	900	450	Tuition	3600	2700	1800	900	900
Fees	135	135	135	135	Fees	270	270	270	270	25
Books & Supplies	600	600	300	300	Books & Supplies	1200	1200	600	600	300
Housing - R/B*	5220	5220	5220	5220	Housing - R/B*	10440	10440	10440	10440	2320
Personal	750	750	750	750	Personal	1500	1500	1500	1500	300
Transportation	1000	1000	500	500	Transportation	2000	2000	1000	1000	400
TOTAL	\$9,505	\$9,055	\$8,805	\$8,355	TOTAL	\$21,010	\$20,110	\$17,610	\$16,710	\$4,245
*based on \$800/month; \$12/day R - 3600 1620 - B					*based on \$800/month; \$12/day R - 7200 3240 - B					
Dependent Student - 1 Semester					Dependent Student - 2 Semesters					
	Full-time	3/4 Time	1/2 Time	Less than Half Time		Full-time	3/4 Time	1/2 Time	Less than Half Time	SS 6 hr FT
Tuition	1800	1350	900	450	Tuition	3600	2700	1800	900	900
Fees	135	135	135	135	Fees	270	270	270	270	25
Books & Supplies	600	600	300	300	Books & Supplies	1200	1200	600	600	300
Housing - R/B*	2700	2700	2700	2700	Housing - R/B*	5400	5400	5400	5400	1200
Personal	750	750	750	750	Personal	1500	1500	1500	1500	300
Transportation	1000	1000	500	500	Transportation	2000	2000	1000	1000	400
TOTAL	\$6,985	\$6,535	\$5,285	\$4,835	TOTAL	\$13,970	\$13,070	\$10,570	\$9,670	\$3,125
*based on \$300/month; \$10/day R - 1350 1350 - B					*based on \$300/month; \$10/day R - 2700 2700 - B					
Summer Semester										
	Full-time Independent (6 credits)	Full-time Dependent (6 credits)	Half-time Dependent (3 credits)	Half-time Dependent (3 credits)						
Tuition	900	900	450	450						
Fees	25	25	25	25						
Books & Supplies	250	250	125	125						
Housing - R/B*	800	450	400	225						
Personal	300	200	150	100						
Transportation	350	350	175	175						
TOTAL	\$2,625	\$2,175	\$1,325	\$1,100						

COA Special Circumstances Appeal

Federal aid regulations allow the NHSC financial aid office to make adjustments for certain financial situations that cannot be taken into account on the FAFSA. We consider each situation on a case-by-case basis, and the regulations limit which situations we consider and how adjustments are made. Common special circumstances include, but are not limited to: *unemployment, decreased annual income, and divorce or separation*. The regulations do not allow us to consider high mortgage payments, car payments or consumer debt.

Deadlines:

Fall Only – September 28, 2018

Spring only – February 15, 2019

Fall & Spring - February 15, 2019

Please note the special circumstances process is based on several assumptions:

- We will only begin the adjustment process, if we think it will help increase your financial aid awards. It is not an appeal for additional aid. It is a request to recalculate financial need based on new or additional financial data.
- Without special circumstance adjustments, the standard FAFSA process collects data on your income last year and assumes that your income for the next year will be similar. If your income for the new tax year will be significantly lower than your income for the prior tax year, you might be eligible for adjustments. Please note adjustments will always be based on projected gross income for an entire year.
- We must extensively document any adjustments with termination notices, copies of unemployment benefits, etc. for activity in the Fall, Spring or Fall and Spring semesters. We cannot make any adjustments until we receive all requested documents.
- Income reduction must be documented for a minimum of six months.

If you think you have eligible special circumstances, call or visit our Financial Aid Office to discuss your situation. If we think you might benefit from adjustments, we will give you a **Special Circumstances Form**. Document your situation carefully. The form outlines the required documents. We cannot make any adjustments until we receive all requested documentation. Once the adjustment process is complete, we will notify you of the outcome. *You may or may not qualify for additional aid.*

Section 2: When are federal funds available?

The academic year includes the fall and spring semester with summer as a trailer semester. Contact the financial aid office to discuss your options.

Section 3: Who is Eligible for Financial Aid?

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

- Be admitted as a student 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.

Section 4: Free Application for Federal Student Aid (FAFSA) Policy/Checklist

To apply for financial aid at Nueta Hidatsa Sahnish College, students must have completed 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 that they remain in college.

For the 2018–19 academic year, students can apply between October 1, 2017, and June 30, 2019. Students should apply for financial aid as soon as possible after October 1, 2017 for early consideration for the 2018-19 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 early will receive priority.

Needs-based grants, scholarships and programs require that you fill out and submit the FAFSA form, because the information determines the expected family contribution (EFC) which is mandatory for needs analysis calculations. For instance, you can't get certain private scholarships unless you're eligible for a Federal Pell Grant—and you can't find out whether you're eligible for a Pell Grant, unless you fill out the FAFSA and submit the required documents.

Application Checklist

1. Apply for a FSA ID and Password to sign your Free Application for Federal Student Aid (FAFSA) at www.fsaidth.gov .
2. File the FAFSA at www.fafsa.ed.gov .Our school code is: 015536002E
3. Apply for admission to Nueta Hidatsa Sahnish College as an eligible certificate or degree-seeking student, and get accepted. The completed FAFSA form and supporting documents are part of the application for admissions requirement for NHSC.
4. Register for classes.
5. Review your Student Aid Report (SAR) that arrives to you via email or U.S. mail.
6. Complete the FAFSA verification process, if selected.
7. Review your Financial Aid Award Letter.
8. Contact NHSC financial aid personnel, 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 transcript (required for 2018-19) (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.)
- Official transcripts from other colleges attended.
- Evidence of registration at Nueta Hidatsa Sahnish College.

The NHSC Financial Aid Office will use the student's NHSC email address for all financial aid office communications.

Section 5: FAFSA Processing

1. When a student completes the FAFSA online, the following process occurs:
The Central Processing System (CPS) 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 U.S. 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.

Section 6: Registering for Classes Each Semester/Enrollment Status

NHSC requires students to fill out a FAFSA each academic year to be able to register for classes each semester.

Special circumstances will be handled on a case-by-case basis. In addition, if a student anticipates the need for a payment plan, the payment plan will be made during the semester in which the student is enrolled and the student is expected to pay his or her bill by the end of the semester.

If at any point the payments fail to be approved, the student will not be able to register for the following semester until the agreed amount is honored.

A student with a bill in excess of \$2,500 must also do the following in order to register for classes:

- Complete a FAFSA and Financial Aid counseling.
- Apply for AICF and other possible grants and scholarships.

For any students receiving stipends from grants, 100% of the stipend will go toward the student's bill if it is in the excess of \$2,500. Once the bill is below \$2,500, 25% of the stipend will go towards the student's bill and 75% will be issued to the student until the bill has reached \$0.

NHSC Enrollment Status

The following enrollment codes for students attending NHSC are applied for Fall or Spring Semester:

- F = Full-time student: 12 credit hours or more
- Q = At least three-fourths (¾) time, but less than full-time student: 9-11 credit hours
- H = One-half (½) time student: 6-8 credit hours
- L = Less than half time student: 1-5 credit hours

The following enrollment codes for students attending NHSC are applied for Summer Semester:

- Full-time student: 6 credit hours or more
- One-half (½) time Student: 3-5 credit hours

Section 7: Home/Host Institutions

You cannot receive aid from two institutions during the same term. If you are attending two institutions during the same term, you must request all your aid from one institution. That institution is your "home" institution. The other institution is your "host" institution. If you will be transferring, your host institution credits back to your home institution, your home institution may be able to process your financial aid for the term, based on your combined enrollment at both institutions. If NHSC will be your home institution, discuss your situation with our financial aid office before you submit any forms.

This process is only beneficial if you need us to count the host institution credits to receive your aid. Examples: Assume you had 6 credits here and 3 credits at another school. If you had a Pell Grant, Pell awards are generally larger for 9 credits than 6. If you were only getting student loans, they only require 6 credits. So, if you already had 6 credits here, there would be no reason to complete the adjustment process. Dually enrolled students still must make tuition payment arrangements with the host institution because the host institution may not allow you to defer your payment to them.

Section 8: Third Party Payments

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 written 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.

Section 9: Corrections to FAFSAs

Corrections, Updates, and Adjustments

Students are responsible for making any necessary corrections to their FAFSAs. The Financial Aid office will only make corrections to a student’s FAFSA information on an exceptional basis and with the necessary documentation. Students can get their accurate tax information by using the IRS Data Retrieval Tool found at fafsa.gov.

Students will need to make their own corrections, updates, and adjustments to their account on FAFSA on the web. Go to fafsa.gov, click “Login” and follow the prompts. Make sure to

include the necessary FSA ID(s) (student and parent when parent information is required on the FAFSA) and any other information you are asked to provide.

In an exceptional situation and with the necessary documentation, the NHSC Financial Aid Office may submit a change on behalf of the student 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 from his or her parent. Once the changes are submitted, the CPS will send a copy of the updated SAR to the student and an updated ISIR to NHSC.

Section 10: Verifications/ Transferring Tax Information/ Data Retrieval Tool

What is Verification?

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/email;
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 form and may be asked to submit additional required documentation from the Internal Revenue Service (IRS).
4. The tax transcript request is available in the Financial Aid Office and is available online at IRS.gov. 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)
- Proof of foster care
- Proof of homelessness
- Documentation of independency/dependency change

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 writing and email 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.

If you plan to apply for financial aid for...	You will use tax information from...	You may begin submitting the FAFSA on...	NHSC's priority deadline...
2018-2019	2016	10/1/2017	File by 01/15/2018 to meet the 02/01/2018 priority deadline. (2018 dates are tentative, subject to change)
2019-2020	2017	10/1/2018	File by 01/15/2019 to meet the 02/01/2019 priority deadline. (2019 dates are tentative, subject to change)

NEW FOR 2018-2019

- **Dependent Students:** If your parent(s) did not file a 2016 federal tax return and you receive notice that you have been selected for verification, you must obtain documentation from the IRS that your parent(s) did not file.
 - Follow these instructions on How to Request an IRS Verification of Non-filing Letter.
 - Parent Non-filing of U.S. or PR Tax Form
- **Independent Students:** If you did not file a 2016 federal tax return and you receive notice that you have been selected for verification, you must obtain documentation from the IRS that you did not file.
 - Follow these instructions on How to Request an IRS Verification of Non-filing Letter.
 - Student Non-filing of U.S. or PR Tax Form

How to Request IRS Verification of Non-filing Letter, 2018-19

An IRS Verification of Non-filing Letter provides proof that the IRS has no record of a filed Form 1040, 1040A or 1040EZ for the year you requested.

Non Tax filers can request an IRS Verification of Non-filing of their 2016 tax return status, free of charge, from the IRS in one of two ways:

- Online
- By Paper

The following are acceptable forms of IRS documentation of non-filing status.

IRS Verification of Non-filing Acceptable Documentation	
Form	Which States
IRS Form 13873	Form is provided to the individual as verification of non-filing
IRS Form 13873	IRS has no record of a tax return
IRS Tax Return Transcript	No record of return filed
IRS Tax Return Transcript	No transcript on file
Other IRS Document	IRS does not have a tax return record on file for the tax year

The following are **not** acceptable forms of IRS documentation of non-filing status.

IRS Verification of Non-filing Unacceptable Documentation	
Form	Which States

IRS Form 13873	Unable to fulfill the document request because the request itself included inaccurate information
IRS Form 13873	Unable to fulfill the document request because the request itself was incomplete
IRS Tax Return Transcript	Request could not be honored
IRS Tax Return Transcript	Message unclear

Online Request

Available at www.irs.gov

How to fix address matching problems when ordering online

When entering the information into the IRS address matching system note the following:

- The address entered must match the address already on file with the IRS exactly.
- The address on file is typically the address on your most recent tax return.
- Spelling out the word “street” rather than using the abbreviation “st.” can be enough to cause an error.
- Addresses on the IRS system are auto-corrected through a post office program and may not match what you put on your tax return.

We suggest the following if you run into problems:

- Have your taxes in front of you and enter the address carefully as it is on your return.
- If you entered your address as it appears on your return and it doesn’t work, try using the standardized version of your address.
 - To get a **standardized version of your address:** 1) go to www.usps.com 2) Click Look Up a Zip Code 3) Enter Street Address, City, State 4) Click Find
- If you still have problems, the IRS.gov Website Help Desk can be reached toll-free at 1-800-876-1715, Monday - Friday 8:00 a.m. - 8:00 p.m. (Eastern Time).

Transferring Tax Information

In a few simple steps, most students and parents who filed a 2016 tax return can transfer their tax return information directly into their FAFSA. If students (or their parents) have missed the 2016 tax filing deadline of April 2017 and still need to file a 2016 income tax return with the Internal Revenue Service (IRS), they should submit their FAFSAs now using estimated tax information, and then they must correct that information after they file their return.

Note: Both parents or both the student and spouse may need to report income information on the FAFSA if they did not file a joint tax return for 2016. For assistance with answering the income information questions in this situation, call 1-800-4-FED-AID (1-800-433-3243).

Data Retrieval Tool

The IRS Data Retrieval Tool will only be available for the 2018-2019 FAFSA. For verification purposes, if you do not/cannot use the IRS Data Retrieval Tool, a Federal IRS Tax Return Transcript must be submitted. For more information, please see How to Request a Tax Return Transcript, 2018-19.

Q: Why can't I see any of my tax return information when I use the IRS Data Retrieval Tool to complete my FAFSA?

A: Your tax return information is no longer visible because of added security and privacy protections. Not displaying your information prevents potential identity thieves from accessing it.

: How will I know that the correct information has been transferred when I use the IRS Data Retrieval Tool?

A: The tax return information that is being transferred into the FAFSA form when you use the IRS Data Retrieval Tool is coming directly from the 2016 tax return you filed with the IRS. The NHSC Financial Aid office will have access to the transferred information and will follow up with you directly, if we notice any issues or need additional information.

Q: Can I change the tax return information that I transfer into the FAFSA form via the IRS Data Retrieval Tool?

A: No. Information you transfer via the IRS Data Retrieval Tool cannot be changed. Remember, the information transferred is coming from your filed 2016 tax return, so it should not need to be changed. If your financial situation has changed or you filed a 1040X amended return, contact the NHSC Financial Aid office to discuss next steps.

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.

Section 11: How to Request a Tax Return Transcript

A Tax Return Transcript from the IRS is required for the 2018-19 FAFSA verification. Tax filers can request a transcript of their 2016 tax return, free of charge, from the IRS in 1 of 3 ways:

- Online
- By Telephone
- By Paper

For 2018-2019, use the table below to determine the general timeframe when you request a transcript for a 2016 Form 1040, 1040A, or 1040EZ return filed on or before April 15, 2017. Availability varies based on the method you used to file your return and whether you have a refund or balance due.

When your original return shows a ...	and you filed <i>electronically</i> , then	and you filed on <i>paper</i> , then
refund amount or no balance due,	allow 2-3 weeks after return submission before you request a transcript.	allow 6-8 weeks after you mailed your return before you request a transcript.
balance due, and you paid in full with your return,	allow 2-3 weeks after return submission before you request a transcript	the IRS processes your return in June, and you can request a transcript in mid- to late June. Note: the IRS processes all payments upon receipt.
balance due, and you paid in full after submitting the return,	allow 3-4 weeks after full payment before you request a transcript.	
balance due and you didn't pay in full,	the IRS processes your return in mid-May, and you can request a transcript by late May.	

Online Request - Available at www.irs.gov

- Click on "Get My Tax Record"
- Click "Get Transcript Online" (If at any point, you cannot validate your identity – for example, you cannot provide financial verification information or you lack access to a mobile phone – you may use Get Transcript by Mail, see below)
- Follow instructions for creating an account or log in.
- Select "Tax Return Transcript" (not "Tax Account Transcript") and in the Tax Year field, select "2016".
- Sign and submit the tax return transcript to Nueta Hidatsa Sahnish College; make sure to include the student's name and NHSC on the transcript.

OR


- Click on "Get My Tax Record"
- Click "Get Transcript by Mail"
- Follow instructions.
- Select "Return Transcript" (not "Account Transcript") and in the Tax Year field, select "2016".
- Tax filers can expect to receive a paper IRS Tax Return Transcript at the address included in their online request within 5 to 10 days.
- Sign and submit the tax return transcript to Nueta Hidatsa Sahnish College; make sure to include the student's name and NHSC on the transcript.

Telephone Request

Available from the IRS by calling **1-800-908-9946**

- Tax filers must follow prompts to enter their social security number and the numbers in their street address. Generally this will be numbers of the street address that was listed on the latest tax return filed. (Problems entering your street address?)
- Select "Option 2" to request an IRS Tax Return Transcript (not "Tax Account Transcript") and then enter "2016".

- If successfully validated, tax filers can expect to receive a paper IRS Tax Return Transcript at the address provided in their telephone request within 5 to 10 days from the time of the request.
- IRS Tax Return Transcripts requested by telephone cannot be sent directly to a third party by the IRS.
- Sign and submit the tax return transcript to Nueta Hidatsa Sahnish College; make sure to include the student's name and NHSC on the transcript.

Paper Request Form – IRS Form 4506T <https://www.irs.gov/pub/irs-pdf/f4506t.pdf> or **4506T-EZ** <http://www.irs.gov/pub/irs-pdf/f4506tez.pdf> 

- Complete lines 1 – 4, following the instructions on page 2 of the form, use blue or black ink.
- Line 3: enter the tax filer's street address and zip or postal code. Use the address currently on file with the IRS. (Problems entering your street address?)
- Line 5 provides tax filers with the option to have their IRS Tax Return Transcript mailed directly to a third party by the IRS. Do not have your Tax Return Transcript sent directly to Nueta Hidatsa Sahnish College.
- Line 6: in the Tax Year field, **enter "2016"**.
- The tax filer must sign and date the form and enter their telephone number. Only one signature is required when requesting a joint tax return transcript.
- The IRS will not process a transcript request if you cross out any error that you made when filling out the Tax Transcript Request; instead print out a new request and return the properly completed and signed to the IRS.
- Mail or fax the completed IRS Form 4506T-EZ to the address (or FAX number) provided on page 2 of Form 4506T-EZ.
- If the 4506T-EZ information is successfully validated, tax filers can expect to receive a paper IRS Tax Return Transcript at the address provided on their request within 5 to 10 days.
- Sign and submit the tax return transcript to Nueta Hidatsa Sahnish College; make sure to include the student's name and NHSC on the transcript.

MAIL

Nueta Hidatsa Sahnish College
PO Box 490/220 College Drive
New Town, ND 5873

FAX (701) 627-2781

Fixing Address Matching Problems When Ordering Online

When entering the information into the IRS address matching system note the following:

- The address entered must match the address already on file with the IRS exactly.
- The address on file is typically the address on your most recent tax return.
- Spelling out the word “street” rather than using the abbreviation “st.” can be enough to cause an error.
- Addresses on the IRS system are auto-corrected through a post office program and may not match what you put on your tax return.

Troubleshooting Problems

- Have your taxes in front of you and enter the address carefully as it is on your return.
- If you entered your address as it appears on your return and it doesn't work, try using the standardized version of your address.

- To get a **standardized version of your address**: 1) go to www.usps.com 2) Click Look Up a Zip Code 3) Enter Street Address, City, State 4) Click Find
- If you still have problems, the IRS.gov Website Help Desk can be reached toll-free at 1-800-876-1715, Monday - Friday 8:00 a.m. - 8:00 p.m. (Eastern Time).

Transcript Types

The IRS offers the following transcript types at no charge to the student and his or her parent(s):

- **Tax Return Transcript** - shows most line items including your **adjusted gross income (AGI)** from your original tax return (Form 1040, 1040A or 1040EZ) as filed, along with any forms and schedules. It doesn't show changes made after you filed your original return. This transcript is only available for the current tax year and returns processed during the prior three years. A tax return transcript usually meets the needs of lending institutions offering mortgages and student loans. **Note:** the secondary spouse on a joint return must use Get Transcript Online or Form 4506-T to request this transcript type. When using Get Transcript by Mail or phone, the primary taxpayer on the return must make the request.
- **Tax Account Transcript** - shows basic data such as return type, marital status, adjusted gross income, taxable income and all payment types. It also shows changes made after you filed your original return. This transcript is available for the current tax year and up to 10 prior years using Get Transcript Online or Form 4506-T. When using Get Transcript by Mail or phone, you're limited to the current tax year and returns processed during the prior three years. **Note:** If you made estimated tax payments and/or applied an overpayment from a prior year return, you can request this transcript type a few weeks after the beginning of the calendar year to confirm your payments prior to filing your tax return.
- **Record of Account Transcript** - combines the tax return and tax account transcripts above into one complete transcript. This transcript is available for the current tax year and returns processed during the prior three years using Get Transcript Online or Form 4506-T.
- **Wage and Income Transcript** - shows data from information returns we receive such as Forms W-2, 1099, 1098 and Form 5498, IRA Contribution Information. Current tax year information may not be complete until July. This transcript is available for up to 10 prior years using Get Transcript Online or Form 4506-T.
- **Verification of Non-filing Letter** - provides proof that the IRS has no record of a filed Form 1040, 1040A or 1040EZ for the year you requested. It doesn't indicate whether you were required to file a return for that year. This letter is available after June 15 for the current tax year or anytime for the prior three tax years using Get Transcript Online or Form 4506-T. You must use Form 4506-T if you need a letter for tax years older than the prior three years.

Note: A transcript isn't a photocopy of your return. If you need a copy of your original return, complete and mail [Form 4506, Request for Copy of Tax Return](#), along with the applicable fee.

Section 12: 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 the student provided on the FAFSA application and computes a figure for the student's EFC. 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 NHSC 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.

Section 13: 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. Documentation of a Professional Judgment will be placed in the student's file.

Section 14: Referral of Fraud Cases

If it is determined by the Financial Aid Office at NHSC that any student purposely misrepresented information on their FASFA/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 the appropriate agency and will be subject to their authority and possible criminal action.

Section 15: Awards

Awards

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 contributions, which the student will legitimately experience while in attendance at NHSC. The recommended award package is the decision of the Financial Aid Office and is 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 then 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.

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.

Award Letter

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.

Section 16: Packaging

Procedure for Packaging Aid

1. When an Institutional Student Information Report (ISIR) is received, the Financial Aid Office creates a student file, separated by Pell eligible and non-Pell eligible and labeled by student last name and award year.

Each file contains the following: (HCM2 Checklist)

- ISIR & TRANSACTION #
 - Student Account
 - Proof of Academic Qualifications (Diploma/GED)
 - Enrollment Agreement (Registration form and/or Student Schedule)
 - Verification Form*
 - 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 documents needed.
 5. If a student's ISIR doesn't require follow-up then the Financial Aid office updates the HCM2 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. The Coast of Attendance is automatically calculated in PowerFAIDS. 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).
2. Determine the payment period. For term programs (semester, trimester, quarter), the payment period is the term.
3. The payment is calculated 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.
4. The Financial Aid Director enters all awards/scholarships into PowerFAIDS, where the packaging is calculated, ensuring that the student's needs are not over awarded.
5. Student award letters/emails are automatically created in PowerFaidS and distributed to students two weeks prior to the disbursement date on the Academic Calendar.
6. Once the student's file is complete and the award is disbursed, the Financial Aid office will create a copy of the student's file to submit for HCM2 reimbursement.
7. The HCM2 Reimbursement Request process is followed. The Financial Aid office notifies NHSC's G5 designee to verify the amounts of federal funds placed in G5, available for draw down. The G5 designee ensures that the funds are drawn down.
8. By the 7th day of each month, funds in each program are reconciled by the Financial Aid Director in conjunction with the NHSC Business office systems to assure that each system has the same amount expensed.
9. Student files and other financial aid related documents are kept in the Financial Aid
10. All files are kept for a minimum of five (5) years then, yearly, they are moved to storage, which is located in the secure records storage.

Section 17: Disbursements

NHSC Pell Disbursements will be processed after student eligibility has been verified. Student eligibility to receive a Pell grant includes any and all federal verifications, receipt of all required documents, student enrollment, attendance in all classes, and SAP calculations.

The Business Office will be given two weeks to complete disbursement checks. When the request for disbursement and the corresponding documents are forwarded to the Business office, the Financial Aid office will mail/email award letters to students.

Disbursement Schedule

Federal monies will be disbursed to students who have completed Pell files, soon after the census date each semester (NHSC uses the 3rd Friday of the semester). All other need-based awards will be disbursed after federal Pell monies have been disbursed.

Please note: If a student has an old bill, \$200 of the Pell grant award can be applied to the bill per academic year.

Each year, based on the maximum Pell grant established by Congress, the Department of Education (DOE) 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 DOE 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 ½, ½ time ¾ 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 be officially registered for classes in the semester in question. The credit hours must match with the Federal Pell Grant calculation before Federal Pell Grant will be disbursed.

Section 18: Satisfactory Academic Progress (SAP) Policy, Standards, and Levels

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. Academic amnesty or grade forgiveness is not recognized for federal SAP calculations. The

original grade assigned to the credits given, prior to academic amnesty or grade forgiveness, will be calculated for 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. Summer credits are calculated for SAP the same way that credits for Fall and Spring semesters are calculated for SAP. 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 programs which may run in A/B/C Block segments).

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 email and/or mail 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:** Students at NHSC must maintain a 1.5 cumulative or career GPA at the conclusion of 1-12 credits and a 1.75 cumulative or career GPA at the conclusion of 13-24 credits to meet the SAP Qualitative requirement. A 2.0 cumulative or career GPA is required for 25 or more credits to be considered making SAP. A cumulative or career GPA of less than what is required will place the student on Financial Aid Warning for one semester, and the student will continue to receive Title IV aid (see FA Warning). A second consecutive semester with a cumulative or career GPA of less than what is required will result in Financial Aid Suspension (see FA Suspension).
2. **Pace:** All students must maintain an average cumulative or career completion rate of at least 67%. 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, which can be requested in writing. The student will provide supporting documentation of the mitigating circumstances for review by the SAP Appeal Committee. A response will be provided via email.
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). Attempted credits cannot exceed 150% of the degrees credits. 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 credits on the student's degree plan (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 the student will not be eligible to receive any additional federal financial aid.
- When a student changes his or her major, only the credits that apply to the new degree plan will be counted toward SAP for that degree.

4. SAP Levels:

- a. **Financial Aid Warning:** Any student who fails to meet and maintain the required cumulative or career GPA and/or meet the cumulative or career completion rate (pace rate) standard which is 67% is automatically placed on financial aid warning. The student will be notified via email and will continue to receive federal student aid for the next semester/payment period. It is the student's responsibility to seek support to regain good standing status for SAP.
- 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. The student will be notified via email and will not continue to receive federal student aid for the next semester/payment period. It is the student's responsibility to seek support to regain good standing status for SAP.
 - i. **SAP Appeal:** A student may submit a completed SAP appeal form along with supporting documentation to the Financial Aid office by the census date of the semester following the semester you are appealing. 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 next semester, pending grades for the current semester. If the appeal is denied, the student will not be eligible to receive any federal or state student aid for the current semester. After a semester has passed without federal and/or state student aid and it is determined that the student has met the SAP standards, the student will be considered in good standing with SAP. The student will be notified via email with a response to the appeal. It is the student's responsibility to seek academic support to regain good standing status for SAP.
- 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 SAP Appeal Committee. If it is determined at the end of

the Probationary semester that the student meets SAP requirements, the student is then considered to be in good standing. If they do not meet SAP requirements, the student is then placed on FA Suspension for the next semester of attendance. It is the student's responsibility to seek academic support to regain good standing status for SAP. The student will be notified via email, regarding SAP status.

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 hour's 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 credits on the degree plan 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 cumulative or career GPA when a grade is assigned. **Incompletes:** An incomplete will not count against the cumulative or career GPA, until a grade has been assigned. At NHSC, a student is expected to meet with the instructor to make necessary arrangements to complete any incomplete coursework within six (6) weeks from the end of the semester. SAP will then be recalculated when the incomplete has been replaced with the appropriate grade.
 - a. **Repeated Coursework:** Repeated coursework counts into attempted credit calculations and the most recent grade counts into the cumulative or career 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.

 - b. **Remedial Coursework:** Remedial coursework (both credit and non-credit) is eligible for federal aid but does not apply towards degree completion or SAP calculations. These courses do increase the number of credits you have attempted and, therefore, are a part of the Quantitative SAP calculations.

 - c. **Withdrawals:** Students who do a voluntary withdrawal 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 Title IV Funds (R2T4) calculation 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 that was not earned. All types of withdrawal will result in a “W” on the student’s transcript and “0” earned credits for SAP calculations. Withdrawals are counted toward attempted credits and the 150%.

d. **Transfer credits:** Transfer credits, accepted by NHSC, will be applied to the student’s transcript. Those credits will be attempted credits toward the student’s degree and will become part of the (SAP) quantitative calculations and the 150%. The transfer credits will not be considered as part of the (SAP) qualitative cumulative or career GPA calculations.

7. **Changing Programs of Study:** A student changing from one program of study to another must follow the NHSC “Degree Change Policy” and have the approval of the student’s current advisor and the advisor for the new degree. Credits will be applied to the ‘new’ degree and 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 NHSC financial aid policy. The maximum timeframe will remain 150% for the new degree.
8. **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 the same department may be able to apply credits to both degrees. The best scenario, however, is for a student to complete one degree at a time.

Section 19: Withdrawals/Pell Recalculations/Return to Title IV (R2T4)/Refunds

How is the withdrawal date determined?

The withdrawal date for calculating refunds/return of Title IV funds shall be determined as follows:

- the date the student began the withdrawal process or officially notified the college of intent to withdraw (in writing or orally) – see note below on programs offered in modules to determine withdrawal date;
- the last date of documented attendance for a student who unofficially withdraws or leaves without notifying the college;
- documented date of student's last attendance at academically-related activity

Examples of academic attendance or attendance at an academically-related activity include:

- Physical class attendance where there is direct interaction between instructor and student;
- Submission of an academic assignment;
- Examination, interactive tutorial, or computer-assisted instruction;
- Study group assigned by school;
- Participation in on-line discussion about academic matters;
- Initiation of contact with instructor to ask question about academic subject.

If the student didn't notify the institution due to circumstances beyond the student's control, the

date related to that circumstance is the date of withdrawal.

A student is considered to be a withdrawal if he/she does not complete all days scheduled to be complete within the payment period or term.

A program offered in modules is defined by the U.S. Department of Education as a course or courses in a program that do not span the entire length of payment period of period of enrollment. A student is not considered a withdrawal if he/she provides written confirmation of intent to attend a future module in the same period of enrollment and the written confirmation is provided at the time of withdrawal. The student may change the return date in writing but it must be provided prior to the original return date. Also, the return date for the future module must begin within 45 calendar days of the student's withdrawal date.

Office to Contact to Withdraw from Classes:

The designated office that students must contact when they intend to withdraw from all classes is the Registrar's Office on the Nueta Hidatsa Sahnish College Campus.

Exceptions to Return of Title IV Funds Policy: Any exceptions to this policy shall be based upon extenuating circumstances and must be approved by the financial aid director. The college shall, upon application by eligible students, grant waivers to the refund policy and refund 100% of tuition and fees for students who withdraw or drop classes because they are called to active military duty.

Institutional versus non-institutional charges

Institutional charges generally are defined as the charges for tuition and fees, room and board, and other educational expenses that are paid to the school directly.

If a fee (like a registration or technology fee) is required for all students in a program, then the fee should be considered an institutional charge. A charge does not have to appear on a student's account to be considered an institutional charge.

The following educational expenses must be considered *institutional charges*:

- all charges for tuition, fees, and room and board (if contracted with the school);
- expenses for required course materials (books, kits, tools, supplies, etc.) if the student does not have a real and reasonable opportunity to purchase the required course materials from any place but the school.

Exceptions: Excludable costs are costs a school may exclude from the total amount of institutional costs, such as the documented cost of unreturnable equipment and documented cost of returnable equipment if not returned in good condition within 20 days of withdrawal.

Non-institutional charges (not included in an R2T4 calculation) include the following:

- charges for any required course materials that a school can document a student had a real and reasonable opportunity to purchase elsewhere (see the discussion that follows);
- charges to a student's account for group health insurance fees if the insurance is required for all students and the coverage remains in effect for the entire period for which the

- student was charged, despite the student's withdrawal, and
- charges to a student's account for discretionary, educationally related expenses (e.g., parking or library fines, the cost of athletic or concert tickets, etc.).

Attendance Policy/Lack of Attendance:

- 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.
- Students who have excessive or extended excused absences in a face-to-face class may be dropped or withdrawn. 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.
- Students that cease attendance before the 60% cut-off date are subject to R2T4.

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 the add/drop deadline.

Academic Dishonesty: Students involved in any form of dishonesty may be dropped as per discretion of the instructor and the Vice President of Academics.

Students should not assume that they are automatically withdrawn from a class or from the semester. Instead, they are strongly encouraged to check with the instructor of the course and the registrar.

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.

Drop/Withdrawal/Administrative Withdrawal

Dropping Courses

If a student drops any course or courses by the end of the last day to change classes (and/or before the census date), then the student will not be charged for that course or those courses. The tuition and fees charged to the student are based on the number of hours the student is enrolled in at the end of day on the last day to change classes. The student bill remains the same after that date, unless the registration period is reopened. The student bill will be reduced by the amount refunded for books (see book refund policy) and, in the case of a class being cancelled, no tuition or fees will be charged to a student for a cancelled class.

Students must complete a Course Drop form with their Academic Advisor and submitted to the registrar before the final deadline. Refer to academic calendar for the deadline dates.

Dropping Course Refund

Course dropping occurs when a student wishes to discontinue enrollment in a particular class but is still enrolled in at least one other class during the semester. Refunds are determined as outlined in the Institutional Tuition & Fees Policy.

- There will be no refund for a current student if a class is dropped after the add/drop date. This procedure allows a student the ability to drop some courses based on term date and deadline by term; however, the student will still maintain enrollment in some courses for the term.
- Failure to drop a course, on or before the last day to drop, will result in earned grades.
- The date the student completes the course drop will determine the refund (if applicable).
- For the standard 16 week session for the Fall and Spring terms, the last day to drop a course without transcript record is the 10th calendar day of the term.
- For non-standard sessions, the last day to drop a course with or without transcript record will be prorated, based on the 16 week session.
- Refunds are based on the course start and end dates listed on the academic calendar.
- Students receive a 100% refund up through the add/drop date of the term. There will be no refund for a class dropped after the last day to add/drop a class (see academic calendar for add/drop dates per term).

Withdrawing from Courses

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.

Withdrawal and No Show Policies

If you are not in attendance the first four (4) consecutive classes and/or the first three weeks of class and haven’t contacted your instructor by email, phone or mail, you may be dropped/withdrawn from the course.

Withdrawn without Record

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 the add/drop date, a “W” will appear for that course. An administrative withdraw can be given up to three weeks before the last day to withdraw as assigned by the registrar’s office.

Students will receive notification from the registrar by email that they will be administratively withdrawn. If they do not directly appeal to the instructor within one week. An email 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.

Withdrawn with Record

If you are withdrawn from a course or courses *after the census date*, a “W” will appear for all courses, which means you have been withdrawn with record and you will be charged a “no show” fee of \$25.00. Any textbooks not returned will be charged as per NHSC Bookstore policy.

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.
2. Signatures on the withdrawal form are required from the Student, the Student’s Academic Advisor, the Student Development/Retention Counselor, and Financial Aid Official.
3. 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 and to the Vice President of Academics.
5. A student may be involuntarily withdrawn from college through a college-initiated withdrawal, under extenuating circumstances or emergencies potentially affecting their educational records.
6. 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, in the school catalog/bulletin and student handbook, and calendar posted in the front lobby. The student may also ask any staff or faculty about dates that may be listed on the calendar.

Administrative Withdrawal

NHSC faculty members reserve the right to withdraw a student from any course. Prior to an Administrative withdrawal, 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 withdrawal. 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:

- Medical/Health Conditions
- Family Emergency
- Absenteeism
- Lack of Satisfactory Academic Progress
- Lack of Financial Resources
- Jury Duty

- Incarceration
- Disciplinary Action
- Other

Administrative Withdrawal Notification

Within ten (10) days of receiving a completed Administrative Withdrawal form, the Registrar will notify the student, and the Financial Aid Director will complete the Return of Title IV Funds process.

Administrative Withdrawal Appeal Process

Students who feel they have been wrongfully withdrawn should follow the appeal process (please see attached appeal form):

- 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 Academics within three additional working days. The student must give a copy of the written appeal to the Vice President of Academics. The Vice President of Academics will meet with the student, Academic Dean, student's advisor, course's instructor, 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 Academics may decide to omit step 2 of the appeal process, and the student will remain administratively withdrawn.

Return of Title IV Funds Policy

NHSC, in compliance with federal regulations, established the following policies and procedures to ensure that students who receive federal financial aid (Pell, SEOG, FWS, Iraq Afghanistan Service Grant) are making satisfactory academic progress (SAP – please see the Financial Aid Policy Manual and/or the Student Handbook for additional information, regarding SAP) toward a certificate, associate degree or baccalaureate degree. Federal regulations requires that all institutions of higher learning develop a policy that determines the amount of Title IV grant or loan assistance that a Title IV aid recipient has earned as of the recipient's withdrawal date. The withdrawal date information and a discussion of how an R2T4 Calculation is made is part of NHSC's policy.

IMPORTANT: The unearned portion of Title IV financial aid not returned to the Department by the school becomes the student's responsibility.

Federal monies will be disbursed to students who have completed Pell files, soon after the census date each semester (NHSC uses the 3rd Friday of the semester). All other need-based awards will be disbursed after federal Pell monies have been disbursed.

In calculating the return of Title IV funds at NHSC, the following steps will be taken:

1. ***NHSC will review information about Title IV aid that the student received. The NHSC Financial Aid Office determines the amount of Title IV aid originally awarded and whether it is “disbursed” or “could have been disbursed.”*** A copy of the withdrawal form, complete with instructors’ and/or academic advisor’s signature(s) and indicating the last date of attendance, is received in the NHSC Financial Aid Office. The date of withdrawal on the withdrawal form will be used as the withdrawal date. (See further explanation below, regarding how the withdrawal date is determined.)
2. ***The NHSC Financial Aid Office calculates the percentage of Title IV aid earned by the student.*** The percentage of Title IV aid earned is determined by dividing the number of completed calendar days in the period of enrollment by the total number of calendar days in the period of enrollment (excluding scheduled breaks of 5 calendar days or more) rounded down to the nearest tenth of a percent.
3. ***The NHSC Financial Aid Office calculates the amount of Title IV aid earned by the student.*** The amount of Title IV aid earned is determined by multiplying the percentage of Title IV aid earned times Title IV aid disbursed plus Title IV aid that could have been disbursed during the payment period.
4. ***The NHSC Financial Aid Office determines if the student is due a post-withdrawal disbursement OR if Title IV aid must be returned.*** The amount of aid disbursed is

If the amount of aid earned is more than the amount of aid disbursed, the student is due a post-withdrawal disbursement of Title IV aid. *

compared to the amount of aid earned.

While NHSC does not offer loans, we are required to notify students of the following: Pell Grants do not require the student’s approval to be disbursed and applied to eligible charges. Direct Loans Post-Withdrawal do require that the school notify the student in writing of the student’s eligibility for a loan PWD within 30 days of determining the last date of attendance of the student’s eligibility for a loan PWD. The student must approve of the disbursement in writing.

The NHSC 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.

*If a student is due a post-withdrawal disbursement, payment shall be made within 45 days from the time NHSC determines that the student withdrew. The post-withdrawal disbursement shall first be applied to the student's account for outstanding current period charges due to NHSC. If funds remain, NHSC shall notify the student in writing that he is due a post-withdrawal disbursement. The school shall identify the type and amount of funds and explain the option to accept or decline all or part of the disbursement. The student shall be advised that he or she must respond within 14 days of the date of notice to receive payment of the post-withdrawal disbursement.

If the amount of aid earned is less than the amount of aid disbursed, Title IV aid must be returned. *The portion of unearned Title IV financial aid required to be returned by the school to the Department must be returned within 45 days of the date the school determined the student's last date of attendance (withdrawal date).*

If a student must return unearned aid to the Title IV programs, NHSC shall send a notice to the student within 30 days after it has determined the student withdrew from school.

The notice shall explain to the student that he or she retains eligibility for Title IV funds for a 45-day period during which one of the following should happen:

- Repayment in full
- Satisfactory repayment arrangement with NHSC to repay the funds (within a 2-year period)
- Satisfactory repayment arrangement with the Department of Education

If a student fails to repay the overpayment or sign an agreement with the school within the 45 day period or fails to meet the terms of agreement signed with NHSC, the college shall report the overpayment to the Department of Education's NSLDS department. At that time, the student shall lose his or her eligibility for federal Title IV financial aid.

5. ***NHSC will return funds to the federal programs on the student's behalf and will bill the student.*** In the instances in which a student owes a federal grant repayment in addition to what NHSC has returned to the federal programs, the student is notified in

writing and the amount is reported by the Financial Aid Office as an overpayment. The student is responsible for all NHSC charges and federal overpayments resulting from an R2T4 calculation.

6. ***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 or 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 will initiate delinquent collection procedures.
7. ***NHSC shall calculate the amount of unearned Title IV aid due from the school.*** NHSC shall calculate the actual institutional charges for the payment period (Please see explanation of institutional charges below). The NHSC Business Office provides the student's original charges. The institutional refund is calculated by multiplying the amount of institutional charges times the percentage of Title IV aid unearned. This amount is compared to the amount of Title IV aid that must be returned and the lesser amount is refunded to the Title IV aid programs.
8. ***NHSC shall determine the Return of Title IV Funds by the school.*** NHSC shall return the unearned aid for which it is responsible by repaying funds to the following sources, in order, up to the total net amount disbursed from each source: Federal Pell Grant, Federal SEOG, Federal Work Study, Iraq Afghanistan Service Grant.
9. ***NHSC shall calculate the initial amount of unearned Title IV aid due from the student.*** To determine the initial amount of unearned Title IV aid due from the student, NHSC shall subtract the amount of Title IV aid due from the school from the amount of Title IV aid to be returned.
10. ***NHSC shall determine the Return of Title IV Funds by the student.*** If the initial amount of unearned Title IV aid due from the student is greater than zero, the student must return unearned aid for which he or she is responsible by repaying funds to the

For a student who was awarded Title IV financial aid, NHSC shall calculate the percentage of Title IV aid earned through the 60% point in an enrollment period. After the 60% point of the enrollment period, the student has earned 100% of Title IV financial aid awarded.

following sources, in order, up to the total net amount disbursed from each source, after subtracting the amount the school will return: Federal Pell Grant, Federal SEOG, Federal Work Study, and Iraq Afghanistan Service Grant. Amounts to be returned by students to grants are reduced by 50%. A student does not have to repay a grant overpayment of \$50 or less.

How is the withdrawal date determined?

The withdrawal date is the withdrawal date is the date that NHSC determines the student provided official notification to NHSC, in writing or verbally, of his or her intent to withdraw.

If the student does not provide official notification of his or her intent to withdraw, the withdraw date will be determined as the last known date of attendance at an academically-related activity.

Examples of academic attendance or attendance at an academically-related activity include:

- Physical class attendance where there is direct interaction between instructor and student;
- Submission of an academic assignment;
- Examination, interactive tutorial, or computer-assisted instruction;
- Study group assigned by school;
- Participation in on-line discussion about academic matters;
- Initiation of contact with instructor to ask question about academic subject.

If a student does not return from an approved leave of absence, the withdraw date is the date that NHSC determines the student began the leave of absence.

A program offered in modules is defined by the U.S. Department of Education as a course or courses in a program that do not span the entire length of payment period of period of enrollment.

A student is considered to be a withdrawal if he/she does not complete all days scheduled to complete within the payment period or term.

Office to Contact to Withdraw from Classes:

The designated office that students must contact when they intend to withdraw from all classes is the Registrar’s Office on the Nueta Hidatsa Sahnish College Campus.

NHSC may choose to make adjustments to institutional charges after the R2T4 calculation have been completed for students who withdraw or drop classes because they are called to active military duty.

Institutional versus Non-Institutional Charges

Institutional charges generally are defined as the charges for tuition and fees, room and board, and other educational expenses that are paid to the school directly.

If a fee (like a registration or technology fee) is required for all students in a program, then the fee should be considered an institutional charge.

The following educational expenses must be considered institutional charges:

- all charges for tuition, fees, and room and board (if contracted with the school)
- expenses for required course materials (books, kits, tools, supplies, etc.) if the student does not have a real and reasonable opportunity to purchase the required course materials from any place but the school

Exceptions: Excludable costs are costs a school may exclude from the total amount of institutional costs, such as the documented cost of unreturnable equipment and documented cost of returnable equipment if not returned in good condition within 20 days of withdrawal.

Non-institutional charges (not included in an R2T4 calculation) include the following:

- charges for any required course materials that a school can document a student had a real

- and reasonable opportunity to purchase elsewhere;
- charges to a student’s account for discretionary, educationally related expenses (e.g., parking or library fines, the cost of athletic or concert tickets, etc.).

Refunds

Financial Responsibility

All financial aid received on behalf of the student is first applied to all eligible charges. Credit balances are refunded in accordance with federal regulations for handling of Title IV funds. Students are responsible for all expenses that they incur while attending NHSC.

INSTITUTIONAL REFUND POLICY

NHSC shall use the census date (the third Friday of each fall and spring semester) for determining student enrollment for the fall and spring terms. For the summer term, the census date shall be the 6th scheduled class day after classes begin.

When the total of financial assistance exceeds the amount of the semester bill, a student may be eligible to receive a refund in the form of an electronic deposit or paper check. Refunds resulting from the crediting of Title IV funds will be automatically generated within time frames as required by federal regulations. For all other refunds, students can choose to leave the credit on the account to apply to a future term or request a refund.

No Show and Official/Unofficial Withdrawals

A student, who does not attend any classes for any of his courses in the first three weeks (before the census date), will be withdrawn from all his courses and considered a “no show.” The student will be charged a no show fee of \$25, is responsible for any purchases from the bookstore, and a 100% refund for tuition paid will be issued for the classes not attended.

Students may return books (no later than mid-term) if the books have not been written in or if the books are still enclosed in the shrink wrap in which they were shipped. If a student attends any class, s/he will be considered to be enrolled in all courses registered in during that term.

A refund is different from a disbursement. A refund is generated after all allowable institutional charges are deducted from your disbursement. The Business Office will refund the remaining credit via Electronic Fund Transfer (EFT) or paper check. Disbursement and refunds do not occur on the same day.

Outside scholarships will not be credited to a student's account until the check arrives at the college. Scholarship balance refunds are issued to students according to the donor's specifications.

Refund Schedule for Federal Aid

- **Fall Semester**
 - Pell Grant refund - 14 days after Census Date (11th class day)
- **Spring Semester**
 - Pell Grant refund - 14 days after Census Date (11th class day)
- **Summer Semester**

- Pell Grant refund - 14 days after Census Date (5th class day)

Withdrawal Refund

Withdrawing from a semester occurs with a student who wishes to withdraw completely from NHSC for the semester.

Refunds are determined as outlined in the Institutional Tuition Refund Policy schedule. This procedure allows students to withdraw to zero credits for the term. Withdrawals submitted after the deadline will be not processed and will result in earned grades.

The student must complete the withdrawal process for all courses that are not yet graded and must follow the course drop/withdrawal policy.

The withdrawal date will be posted on student transcript after the process is completed by the appropriate offices.

The date the student is officially withdrawn will determine the tuition refund.

Students are not eligible for refunds beyond the 60% period of the term.

A refund will be processed for room and board contracts based on the move out date.

Completed room move out forms must be submitted to the Business Office before any refund will be processed.

Refunds

Institutional Tuition refund schedule

- 100% refund up through the 10th day of the semester
- 75% refund from the 11th day through the 39th day of the semester
- 50% refund from 40th day through the 68th day of the semester
- 0% refund from 69th day or later of the semester

Pell Recalculation/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.

Undergraduate students eligible for the Federal Pell Grant who make enrollment changes during the semester may be subject to Pell Recalculation, which requires an adjustment to the Federal Pell Grant based on the change in the student's enrollment.

The Pell Recalculation Dates for each semester are determined based on the dates and deadlines for each session within the semester; including the 15-week session and any block classes, as well.

- If you receive a refund from NHSC and subsequently change your enrollment, you may be required to repay all or a portion of the refund in addition to charges incurred as a result of your change in financial aid eligibility.

- Whether or not you receive a tuition and fee refund has no bearing on the amount you may be required to repay.

Books/Book Refund Policy

A list of required books for each course can also be found on the NHSC website in each semester schedule of classes. Students can purchase books from our NHSC Book Store or from other sources. We recommend that you check with your course instructor, before you purchase books elsewhere to determine if any changes have been made in book requirements.

If a student drops any course or courses by the end of the last day to change classes, then the student will not be charged for that course or those courses. The tuition and fees charged to the student are based on the number of hours the student is enrolled in at the end of day on the last day to change classes. The student bill remains the same after that date, unless the registration period is reopened. The student bill will be reduced by the amount refunded for books and, in the case of a class being cancelled, no tuition or fees will be charged to a student for a cancelled class.

The above policy applies to ALL courses regardless of when they actually begin and also applies.

Section 20: Grants/Scholarship Policy

The Office of Financial Aid maintains a program of financial assistance and scholarship information to assist students in meeting their education cost. Financial aid facilitates the disbursement of scholarships awarded to NHSC students. It is the student's responsibility to comply with scholarship eligibility requirements.

All Nueta Hidatsa Sahnish College students must have a complete FAFSA to determine eligibility for all financial aid programs and scholarships available at NHSC. Students must complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov. Applicants are encouraged to apply early in order to meet state and tribal funding deadlines. Financial assistance includes, but is not limited to the following:

- **Grants**
 - **Federal Pell Grant:**
 - This is a grant program for undergraduate students based on financial need, cost of attendance and student enrollment.
 - **Federal Supplemental Educational Opportunity Grant (FSEOG):**
 - FSEOG is awarded to undergraduate students with exceptional financial need-those with the lowest EFCs.
 - Both federal and state governments give out college grants. To be eligible, you'll first have to fill out the [Free Application for Federal Student Aid \(FAFSA\)](#). This allows colleges to determine how much financial aid you qualify for. Financial aid helps students and their families pay for college by covering educational expenses. Grants, work-study, and federal student loans can all be part of your financial aid package from a school.
- **Institutional Support**

- NHSC administers a variety of scholarship funds set up to benefit NHSC students. The Financial Aid Office facilitates the award of various scholarships based on financial need and academic achievement. Such grants are awarded to students based on the eligibility and selection criteria provided by the funding source. Requirements vary from program to program.
- **Private Scholarships**
 - Students are encouraged to apply for private scholarships to help pay for their educational expenses. Many scholarships are available to students.
- **Fellowships and assistantships**
- **Vocational Rehabilitation:**
 - Vocational Rehabilitation offices support individuals who are training or retraining for a new profession due to a diagnosed disability or injury. The programs are administered by state and tribal governments. Students are encouraged to contact their tribe’s Tribal Agency Vocational Rehabilitation Office and/or local county office for further information. The Financial Aid Office can provide further information
- **Tribal (Agency) Funding:**
 - Students enrolled in a federally recognized tribe should apply for tribal (agency) funding (Higher Education, Chairman’s Grant, 477). The Financial Aid office can assist with these applications; be sure to apply early as deadlines may vary.
- **VA Educational Benefits**

Section 21: Tuition Assistance

Student Tuition Assistance

This policy applies to students who receive the following tuition assistance:

- Employee, Family of Employee or Board of Directors, as per personnel policy
- Athletic
- Enrolled Member, First Time High School Graduate
- NHSC GED Graduate
- NAS Honor Students

The tuition assistance will ONLY be applied after the following:

1. Students need to be degree-seeking, complete a FAFSA and participate in Financial Aid counseling.
2. Students apply for AICF and other possible grants and scholarships.
3. All PELL and other financial aid and grants will be applied to the student account for the current semester. The NHSC tuition assistance will only be applied to the existing current semester balance.

Tuition assistance is for tuition only. Students are responsible for fees and books if other financial aid, grants, and scholarships are not received.

Tuition assistance for Enrolled Member First Time High School Graduate and NHSC GED Graduates is applicable for the first semester with successful completion of earning a C or better grade point average. If the student is successful, he/she is eligible for a second semester under the same conditions.

Tuition assistance is not applied until the end of the semester, after all possible funding has been applied to student accounts. Exceptions to this policy may be considered and approved on a case-by-case basis by the Student Affairs Committee.

GED Tuition Assistance

NHSC GED graduates are eligible for tuition assistance the first semester that they attend NHSC, if they maintain a C or better average for the semester.

Enrolled Member First Time High School Graduate are eligible for tuition assistance the first semester that they attend NHSC, if they maintain a C or better average for the semester.

The tuition assistance will ONLY be applied after the following:

1. Students need to be degree-seeking, complete a FAFSA and participate in Financial Aid counseling.
2. Students apply for AICF and other possible grants and scholarships.
3. All PELL and other financial aid and grants will be applied to the student account for the current semester. The NHSC tuition assistance will only be applied to the existing current semester balance.

Tuition assistance is for tuition only. Students are responsible for fees and books if other financial aid, grants, and scholarships are not received.

Tuition assistance for Enrolled Member First Time High School Graduate and NHSC GED Graduates is applicable for the first semester with successful completion of earning a C or better grade point average. If the student is successful, he/she is eligible for a second semester under the same conditions.

Tuition assistance is not applied until the end of the semester, after all possible funding has been applied to student accounts.

Exceptions to this policy may be considered and approved on a case-by-case basis by the Student Affairs Committee.

Section 22: Limitations of Student Debt

If a student owes NHSC in the excess of \$2,500, he/she will not be allowed to register for classes. A student owing in the excess of \$2,500 has the following options:

- Set up a payment plan with Student Accounts. This requires a counseling session with Accounts Receivable to find a suitable monthly payment amount. This will require an automated withdrawal from a bank account or an automated charge to a credit card.
- If you work for the Three Affiliated Tribes, Four Bears Casino or NHSC, you can do a payroll deduction.
- An administrative withdrawal will occur, if the student violates the payment plan agreement (The student will be contacted, prior to withdrawal.)

If at any point the payments fail to be approved the student will not be able to register for the following semester until the agreed amount is honored.

A student with a bill in excess of \$2,500 must also do the following in order to register for classes:

- Complete a FAFSA and Financial Aid counseling.
- Apply for AICF and other possible grants and scholarships.
- Participate in the GradReady Financial Literacy Program.

For any students receiving stipends from grants, 100% of the stipend will go toward the student's bill if it is in the excess of \$2,500. Once the bill is below \$2,500, 25% of the stipend will go towards the student's bill and 75% will be issued to the student until the bill has reached \$0.

The student is responsible to make sure NHSC has the correct contact information. Students may not receive an official transcript of diploma if they have a past due balance with NHSC.

If a student disputes a past due bill, he/she must submit a Student Appeal/ Complaint Form to the Vice President of Student Services. Students should include any relevant documentation they have relating to the bill. The Student Affairs Committee will make a decision on the bill. If time is of the essence, NHSC will allow the student to register for the next semester with a decision being made prior to the add/drop date.

Student Bill and Official Transcripts

Student must have a zero balance in their student account at the time of degree completion in order to receive an official transcript or diploma from the registrar's office.

Financial Obligations to the College

Students with outstanding financial obligations to NHSC **will not receive official transcripts, will not be able to register for classes, and may not be permitted to graduate, until their bills are paid.** Financial obligations include educational costs such as tuition, books, supplies, fees, and library charges. Outstanding tuition and fees are to be paid in full at the time of registration unless a payment agreement has been completed.

Section 23: Financial Aid Grievance Procedure

Procedures for Filing a Complaint /Grievance

(Please see Appendix 3 – Student Appeal/Complaint Form)

1. After the student has met informally with the appropriate faculty, staff, and/or student(s) to resolve the concern, and the issue has not been resolved, the student will meet with his or her advisor and the Vice President of Academics, if necessary, if the issue is related to academics. If the issue is related to campus services, the student will meet with the Vice President of Campus Services. If the issue is related to student services, the student will meet with the Vice President of Student Services.
2. Then, if the issue is still not resolved, the student then writes a letter to the appropriate Vice President (VP):
 - VP of Academics
 - VP of Student Services
 - VP of Campus Services

If necessary, the VP to whom the letter is written then meets with the Vice President of Student Services, who serves on behalf of the Student Affairs Committee, describing the

situation in detail. (In the case of student appeals or complaints, the student will complete and submit the Student Appeal and Complaint Form.)

3. When circumstances involve a physician, counselor, employer, etc. instruct the student to ask that professional to write a letter of supporting for the student. This letter needs to be on official letterhead and submitted along with the student letter.
4. The Vice President of Student Services then calls a meeting and presents the student's concerns and documentation of the issue, as well as attendance, GPA, billing, and student success data and information, to the Student Affairs Committee.
5. The student will also be notified of the meeting date and time, and is permitted to attend a portion of the meeting to state his or her concern.
6. The Student Affairs Committee will vote, regarding the concern. The Vice President of Student Services has the authority to break a tie.
7. The student will be notified in writing within 10 days of the decision made.
8. The President will be notified of the meeting and the outcome of the meeting.

Appendix 1 – NHSC Meal Plans



NHSC CAFETERIA MEAL PLAN

Meal Plans are available to all students and they may choose to buy a Meal Plan at any time. When a student chooses to a meal plan, a charge to their student account will be made and is the responsibility of the student. It may be paid by Financial Aid or may be paid outright. Once a student receives the Meal Plan card, it is student's responsibility to keep track of the meal card. In order to redeem a meal a student must present their Student ID and meal card to be verified by the Cafeteria staff.

Semester Meal Plan

Students have the option to choose a semester meal plan. This plan must be purchased before the 3rd Friday of the semester. This plan allows a student to eat as many daily special meals as they choose during the semester for a onetime payment. All semester plans are valid only during the semester purchased and will not be allowed to carry over into following semesters if unused.

Academic Year Meal Plans

Academic Year Meal Plans provide a set number of meals to be used during the academic year. If the meals are not used up by the end of the academic year they will not be allowed to carry over into subsequent years. The options available are 20 or 10 meal plans.

Semester Meal Plan- Option A Unlimited meals To be redeemed at any meal time	\$960.00
Academic Year meal Plan 2 - Option B 20 Meals To be redeemed at any meal time	\$140.00
Academic Year meal Plan - Option C 10 Meals To be redeemed at any meal time	\$70.00

Meal Plan Choice Selection (_____) A, B, C
--

Name _____ Last, First, MI	Student ID _____ Last 4 of SSN _____
-------------------------------	---

Signature _____ Signature _____
 (.Student) (Student Accounts)

****In order to opt into the plan this form must be completed and turned into the Business Department Attn: Student Accounts for processing.**

****All meal plan cards will be the responsibility of the student. NHSC will NOT be responsible for lost or stolen cards.**

*****Any student needing NHSC emergency funding can apply through our counseling office.**

Updated July 26, 2018

Appendix 2a – Tuition Assistance Form



Financial Aid Office

Nueta Hidatsa Sahnish College
 PO Box 490/220 College Drive
 New Town, ND 58763
 Phone: 701-827-8013
 Fax: 701.627.2781

NHSC EMPLOYEE/FAMILY TUITION ASSISTANCE FORM

Name of Employee: _____ Employee ID: _____ Date of Birth: _____ Date: _____
 Name of Student: _____ Student ID: _____ Date of Birth: _____ Date: _____
 Employee Mailing Address: _____ Employee E-Mail: _____
 School year and term for Waiver: Term: _____ Year: _____ Date: _____
 Employee Classification (Please check one): New Transfer Returning Other
 Have you submitted the online free application for Federal Student Aid (FAFSA)? Y or N **** Copy of your ID for verification**** Y or N

By completing this form you are requesting approval to enroll in one or more classes during the indicated year and term; you are also requesting that Tuition be waived; if your request is not approved, you will be responsible for tuition costs if you continue the course(s).

Course Code	Course Title	Cr.	Days	Date	Time

Tuition assistance apply to tuition only. Please be aware that any additional fees and book expenses will still be the responsibility of the Employee.

Reason for requesting the assistance: _____

Have you ever attended a ND tribal college: Y or N If Yes, Degree Earned: _____

Name of the College: _____ Dates Attended: _____

I attest the above information is true and correct to the best of my knowledge I understand that any false information will result in the loss of the tuition assistance at any time. Please note that the completion of this form does not guarantee approval of the tuition assistance. All submitted waivers must go before the Student Services Committee for approval.

 Employee/Student Signature Date

I authorized the above named Employee/student to attend classes at NHSC, and to receive Tuition Assistance Support.

Student's Name: _____ Date: _____
 Financial Aid: _____ Date: _____
 Business Office: _____ Date: _____

After completing the above requested information, please forward it to the Financial Aid Office.
*****All applicants must complete the online FAFSA application*****

Appendix 2b – Tuition Assistance Form



Financial Aid Office

Nueta Hidatsa Sahnish College
 PO Box 490/220 College Drive
 New Town, ND 58783
 Phone: 701-627-8013
 Fax: 701.627.2781

NHSC TUITION ASSISTANCE FORM

The Tuition Assistance will apply to the following:

- NHSC GED Graduates
- Enrolled Member
- First Time High School Graduate
- Specific Majors

Name of Student: _____ Student ID: _____ Date of Birth: _____ Date: _____

Student Mailing Address: _____ Student E-Mail: _____

School year and term for Waiver: Term: _____ Year: _____ Majors: _____

Student Classification (Please check one): New Transfer Returning Other Date: _____

Have you submitted the online free application for Federal Student Aid (FAFSA)? Y or N **** Copy of your ID for verification**** Y or N

By completing this form you are requesting approval to enroll in one or more classes during the indicated year and term; you are also requesting that Tuition be paid by your department; if your request is not approved, you will be responsible tuition costs if you continue the course(s).

Course Code	Course Title	Cr.	Days	Date	Time

Tuition assistant apply to tuition only. Please be aware that any additional fees and book expenses will still be the responsibility of the student.

Reason for requesting the assistance: _____

Have you ever attended a ND tribal college: Y or N If Yes, Degree Earned: _____

Name of the College: _____ Date Attended: _____

I attest the above information is true and correct to the best of my knowledge I understand that any false information will result in the loss of the tuition assistance at any time. Please note that the completion of this form does not guarantee approval of the tuition assistance. All submitted waivers must go before the Student Services Committee for approval.

 Student Signature

 Date

I authorized the above named student to attend classes at NHSC, and to receive Tuition Assistance Support.

Student's Name: _____ Date: _____

Financial Aid: _____ Date: _____

Business Office: _____ Date: _____

After completing the above requested information, please forward it to the Financial Aid Office.

*****All applicants must complete the online FAFSA application*****

Appendix 3 - Student Appeal/Complaint Form



Vice President of Student Services

Nueta Hidatsa Sahnish College
PO Box 490/220 College Drive
New Town, ND 58763
Phone: 701-827-8013
Fax: 701.827.2781
cfrank@nhsc.edu



STUDENT APPEAL/COMPLAINT FORM

Student Name: _____ Student ID: _____

Student Address: _____

Advisor's Name: _____

Students Email: _____ Phone #: _____ Alternate Phone #: _____

Term: _____ Year: _____ Date: _____ Major: _____

BRIEF STATEMENT OF APPEAL OR COMPLAINT: (Include circumstances, dates, times, and name of person(s) or witness (es) involved. Who or what is the complaint about? Are any witnesses willing to testify to what occurred?)

EXPLAIN WHAT STEPS YOU HAVE ALREADY TAKEN TO SOLVE THE PROBLEM: (Check appropriate responses.)

Talked with person. Name of Person: _____

Talked with supervisor. Name of Supervisor: _____

Other (explain) _____

RESULTS/OUTCOME OF THE ABOVE (IF ANY) TO DATE: _____

WHAT ACTION ARE YOU NOW REQUESTING? (Please state what you expect as a result of filing this form).

Signature of Student

Date filed

After completing the above requested information, please email it to the Vice Present of Student Services.

APPEAL/COMPLAINT RECEIVED BY: _____	For Office Use Only	DATE: _____
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Revised 6.27.18 JM