



# NUETA HIDATSA SAHNISH COLLEGE FINANCIAL AID POLICY

Updated August 2020

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

*Passed by Board of Directors on June 26, 2019*

*Updated August 2020*

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**NHSC FINANCIAL AID MISSION STATEMENT**

As a member of the Student Services Department, the Nueta Hidatsa Sahnish College’s Financial Aid Office exists to ensure our students have access to all available financial assistance, within the boundaries of institutional, state and federal regulations, to achieve their academic goals.

**NHSC FINANCIAL AID VISION STATEMENT**

Philosophically, the Financial Aid Office operates in an ethical and efficient manner seeking to emphasize three components in accomplishing its mission:

- (1) to provide access to the educational program of the student’s choice;
- (2) to provide reliable student-centered service and achieve student satisfaction and
- (3) to engage in continuous improvement of financial aid application and delivery systems.

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

**Tuition and Fees Costs**

**Fall/Spring Fee Schedule for Students**

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

<b>Tuition (per credit hour up to 6 credits. No extra costs beyond 6 credits)</b>	<b>\$150.00</b>
<b>Registration Fee</b>	<b>\$25.00</b>

### 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

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	1125	1125	1125	1125	Books & Supplies	2250	2250	2250	2250	2250
Housing - R/B*	5220	5220	5220	2610	Housing - R/B*	10440	10440	10440	5220	2320
Personal	750	563	375	188	Personal	1500	1125	750	375	300
Transportation	1000	750	500	250	Transportation	2000	1500	1000	500	400
<b>TOTAL</b>	<b>\$10,030</b>	<b>\$9,143</b>	<b>\$8,255</b>	<b>\$4,758</b>	<b>TOTAL</b>	<b>\$20,060</b>	<b>\$18,285</b>	<b>\$16,510</b>	<b>\$9,515</b>	<b>\$6,195</b>
*based on \$800/month; \$12/day					*based on \$800/month; \$12/day					
R - 3600 1620 - B					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	1125	1125	825	825	Books & Supplies	2250	2250	1125	1125	825
Housing - R/B*	2700	2700	2700	1350	Housing - R/B*	5400	5400	5400	2700	1200
Personal	750	563	375	188	Personal	1500	1125	750	375	300
Transportation	1000	750	500	250	Transportation	2000	1500	1000	500	400
<b>TOTAL</b>	<b>\$7,510</b>	<b>\$6,623</b>	<b>\$5,435</b>	<b>\$3,198</b>	<b>TOTAL</b>	<b>\$15,020</b>	<b>\$13,245</b>	<b>\$10,345</b>	<b>\$5,870</b>	<b>\$3,650</b>
*based on \$300/month; \$10/day					*based on \$300/month; \$10/day					
R - 1350 1350 - B					R - 2700 2700 - B					

### 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 Circumstance - Cost of Attendance Appeal 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 Financial Aid Satisfactory Academic Progress (SAP) as defined by the Financial Aid Office. See FASAP 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.**

#### **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](http://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 receive aid, and reapply each year that they remain in college.

For the 2020-2021 academic year, students can apply between October 1, 2019, and June 30, 2021. Students should apply for financial aid as soon as possible after October 1, 2019 for early consideration for the 2020-2021 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.fsaaid.ed.gov](http://www.fsaaid.ed.gov).
2. File the FAFSA at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Our school code is: 015536
3. Apply for admission to Nueta Hidatsa Sahnish College as an eligible certificate or degree-seeking student, and get accepted. The completed FAFSA form is 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 2020-21) (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.
- 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.

### **Section 6: Registering for Classes Each Semester/Enrollment Status**

NHSC requires degree seeking 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.
- Complete a Payment Plan with Student Accounts and Student Accounts 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 ( $\frac{3}{4}$ ) time, but less than full-time student: 9-11 credit hours
- H = One-half ( $\frac{1}{2}$ ) 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:

- F = Full-time student: 6 credit hours or more
- H = 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](http://fafsa.gov) or on the IRS website at [www.irs.gov](http://www.irs.gov).

Students will need to make their own corrections, updates, and adjustments to their account on FAFSA on the web. Go to [fafsa.gov](http://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...
2020-2021	2018	10/1/2019	File by 01/15/2020 to meet the 02/01/2020 priority deadline. (2020 dates are tentative, subject to change)
2021-2022	2019	10/1/2020	File by 01/15/2021 to meet the 02/01/2021 priority deadline. (2021 dates are tentative, subject to change)

## How to Request IRS Verification of Non-filing Letter, 2020/2021

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 2018 tax return status, free of charge, from the IRS in one of two ways:

- Online or 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](http://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](http://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 2018 tax return can transfer their tax return information directly into their FAFSA. If students (or their parents) have missed the 2018 tax filing deadline of April 2019 and still need to file a 2018 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 2018. 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 2020-2021 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 <https://live-nhsc.pantheonsite.io/wp-content/uploads/2020/05/How-to-Request-a-Tax-Return-Transcript.pdf>

**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.

**Q: 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 2018 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 2018 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 2020-21 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

View the full how to guide here <https://live-nhsc.pantheonsite.io/wp-content/uploads/2020/05/How-to-Request-a-Tax-Return-Transcript.pdf> .

**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](http://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 Forms\*
- Low Income Statement\*
- Student Tax Transcript\*

- Parent Tax Transcript\*
  - R2T4\*
  - Withdrawal Information\*
  - Transcript (grades)
  - Award Letter
  - FASAP results (Financial Aid 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. 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.
  6. 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.
  7. 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).
  8. Determine the payment period. For term programs (semester, trimester, quarter), the payment period is the term.
  9. 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.
  10. 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.
  11. Student award letters/emails are automatically created in PowerFaidS and distributed to students two weeks prior to the disbursement date on the Academic Calendar.
  12. 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.
  13. 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.
  14. Student files and other financial aid related documents are kept in the Financial Aid Offices.
  15. 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 FASAP 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 3<sup>rd</sup> 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: Financial Aid Satisfactory Academic Progress (FASAP) Policy, Standards, and Levels**

Financial Aid 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 FASAP. 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 FASAP.

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 FASAP the same way that credits for Fall and Spring semesters are calculated for FASAP. For Title IV payments the student must meet both credit hours and weeks of instruction as well as complying with all standards for Financial Aid Satisfactory Academic Progress before they can receive further Title IV payments. All periods of enrollment count toward FASAP (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).

**FASAP Processes:** NHSC financial aid officers monitor FASAP at the end of the term. The FASAP report carefully monitors each FASAP 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.

**FASAP Standards:** NHSC requires students to maintain Financial Aid Satisfactory Academic Progress (FASAP) 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 FASAP Qualitative requirement. A 2.0 cumulative or career GPA is required for 25 or more credits to be considered making FASAP. 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 FASAP 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. Attempted credits cannot exceed 150% of the degree's credits. (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). 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 FASAP 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 FASAP for that degree.

4. **FASAP 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 FASAP.
- b. **Financial Aid Suspension:** Any student that does not meet the minimum requirements for FASAP 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 FASAP.
- i. **FASAP Appeal:** A student may submit a completed FASAP appeal form along with supporting documentation to the Financial Aid office by the Financial Aid census date, the second Friday, of the semester following the semester you are appealing. The appeal must include why the student failed to meet FASAP and what has changed that will allow the student to meet FASAP at the next evaluation point. The appeal will be reviewed by the appeal committee and the student will be notified within 7 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 FASAP standards, the student will be considered in good standing with FASAP. 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 FASAP.

c. **Financial Aid Continued 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 FASAP Appeal Committee. If it is determined at the end of the Continued Probationary semester that the student meets FASAP requirements, the student is then considered to be in good standing. If they do not meet FASAP 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 FASAP. The student will be notified via email, regarding FASAP status.

See FASAP Policy for an example here <https://nhsc.edu/wp-content/uploads/2020/01/NHSC-FASAP-POLICY.pdf>.

5. **Re-establishing Eligibility**: A student may also be reinstated for financial aid by completing 12 credit hours at the Institution on a self-payment option and maintaining financial aid 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 probation, 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.

7. **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 start of the semester. See NHSC Bulletin for more information. FASAP 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 calculations. These courses do increase the number of credits you have attempted and, therefore, are a part of the Quantitative FASAP 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 FASAP Probation for their next term of enrollment. Involuntary Withdrawal/Admin Withdrawal where a student will receive all failing grades are immediately placed on FASAP Probation 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 FASAP 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 (FASAP) quantitative calculations and the 150%. The transfer credits will not be considered as part of the (FASAP) qualitative cumulative or career GPA calculations.

8. **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 FASAP status will be reviewed. Quantitative FASAP will be calculated at the time of the change and at the end of each subsequent semester. All FASAP calculations and considerations will continue as per the NHSC financial aid policy. The maximum timeframe will remain 150% for the new degree.
9. **Enrolling in a Second Program of Study:** NHSC does allow for a student to have a second-degree plan in place and can be taken concurrently. The student must, however, take into consideration the possible ramifications of pursuing two degrees and the impact on Title IV aid and quantitative (FASAP) 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 (NHSC does not have a policy for an approved leave of absence);

- 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 or 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.

<https://nhsc.edu/wp-content/uploads/2019/11/WITHDRAWAL-FORM.pdf>

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, and the Student Development/Retention Counselor.
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 an administrative 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](http://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 3<sup>rd</sup> 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

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. *
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disbursed is 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*

\*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

*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

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.

return unearned aid for which he or she is responsible by repaying funds to the 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 or 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.

#### **Institutional Tuition Refund Schedule:**

- 100% refund up thru 8.999% of the class length
- 75% refund from 9.0% thru 34.999% of the class length
- 50% refund from 35.0% thru 59.999% of the class length
- 0% refund from 60.0% thru 100% of the class length

#### **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 to students who do not officially withdraw from all their classes.

### **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](http://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 assistance:

- Employee, Family of Employee or Board of Directors, as per personnel policy
- Athletic
- First Time High School Graduate from Fort Berthold High School
- NHSC GED Graduate
- Elder

NHSC offers Tuition Assistance to seven groups of students. Each group is unique and has a distinct set of specifications in order for a student to receive the Tuition Assistance. The assistance only covers tuition, and does not cover fees and books. These policies will take effect beginning Fall 2019.

#### 1. Employee Tuition Assistance

- a. Employee Tuition Assistance for NHSC courses is offered to regular, full-time employees who have been employed for at least nine months at NHSC, with the exception being the History of Three Affiliated Tribes course for new staff/faculty.
- b. The due date for the Employee Tuition Assistance Application is the Drop/Add Day (second Friday of the semester). Subsequent to that, the employee is responsible to pay.
- c. As per the Personnel Handbook, Employee Tuition Assistance is only offered for courses that directly relate to the employee's job duties, the NHSC Mission, or result in the earning of a degree. Also per the Personnel Handbook, the employee must complete a FAFSA if degree seeking, obtain prior approval from the supervisor and the President, earn a C or better on undergraduate courses, and remain employed for 12 months following the completion of the course. There are also policies in the Personnel Handbook on educational leave that the employee and supervisor should review prior to Tuition Assistance approval.
- d. Employee Tuition Assistance is applied to the student's bill at the end of the semester if a grade of C or better is earned.

- e. The Employee Tuition Assistance will not result in a check being issued to the student. It is applied only at the end of the semester to what is remaining of the tuition balance on the student's bill.
2. Family of Employee/Board of Directors
- a. Family members of full-time employees who have been employed for at least nine months at NHSC and members of the Board of Directors are eligible for Family Tuition Assistance. Family members eligible include spouses of legally existing marriages, same-gender domestic partners, and unmarried children, step-children, and legal wards under the age of 23 if taking courses part-time or 26 if taking courses full-time.
  - b. The due date for the Family Tuition Assistance Application is the Drop/Add Day (second Friday of the semester). Subsequent to that, the student is responsible to pay.
  - c. Family Tuition Assistance is applied to the student's bill at the end of the semester if a grade of C or better is earned in each course for a part-time student or a GPA of 2.5 or better is earned for a full-time student.
  - d. The student must complete a FAFSA if degree seeking.
  - e. The Family Tuition Assistance will not result in a check being issued to the student. It is applied only at the end of the semester to what is remaining of the tuition balance on the student's bill.
3. Graduate from NHSC GED Program
- a. Students who graduated from the NHSC GED program are eligible for the GED Graduate Tuition Assistance. The due date for the GED Graduate Tuition Assistance Application is the Drop/Add Day (second Friday of the semester). Subsequent to that, the student is responsible to pay.
  - b. The student must enroll for full-time credits.
  - c. The student must be degree-seeking.
  - d. NHSC must be the first college the student attends after earning the GED certificate.
  - e. As is the NHSC policy, the student must complete a FAFSA.
  - f. NHSC will pay full-time tuition (currently \$1,800) towards the student's bill. \$900 will be applied at midterms. The remaining \$900 will be applied to the student's bill after final grades are submitted ONLY if the student received a 2.5 GPA for that semester. The student must be enrolled full-time at the time funds are applied to the student's account, both at midterm and finals.
  - g. The GED Tuition Assistance will be used to pay a balance from a previous semester if the current semester balance is \$0.
  - h. If the student has a zero balance on his/her bill at those times, he/she will receive a refund.
  - i. If a GPA of 2.5 or better is earned on a full-time load at the conclusion of the first semester, the student may apply for the GED Graduate Tuition Assistance for a second consecutive semester by the Drop/Add deadline. The two semesters of assistance must be consecutive.

4. Graduate from a Fort Berthold High School
  - a. Students who graduated from a high school located on Fort Berthold are eligible for the Fort Berthold Graduate Tuition Assistance.
  - b. The due date for the Fort Berthold Graduate Tuition Assistance Application is the Drop/Add Day (second Friday of the semester). Subsequent to that, the student is responsible to pay.
  - c. The student must enroll for full-time credits.
  - d. The student must be degree-seeking.
  - e. NHSC must be the first college the student attends after graduating from a Fort Berthold high school.
  - f. As is the NHSC policy, the student must complete a FAFSA.
  - g. NHSC will pay full-time tuition (currently \$1,800) towards the student's bill. \$900 will be applied at midterms. The remaining \$900 will be applied to the student's bill after final grades are submitted ONLY if the student received a 2.5 GPA for that semester. The student must be enrolled full-time at the time funds are applied to the student's account, both at midterm and finals.
  - h. The Fort Berthold Graduate Tuition Assistance will be used to pay a balance from a previous semester if the current semester balance is \$0.
  - i. If the student has a zero balance on his/her bill at those times, he/she will receive a refund.
  - j. If a GPA of 2.5 or better is earned on a full-time load at the conclusion of the first semester, the student may apply for the Fort Berthold Graduate Tuition Assistance for a second consecutive semester by the Drop/Add deadline. The two semesters of assistance must be consecutive.
5. Non-Degree Seeking Elder
  - a. Any elder, age 55 or older, is eligible for the Non-Degree Seeking (NDS) Elder Tuition Assistance.
  - b. The due date for the Non-Degree Seeking Elder Tuition Assistance Application is the Drop/Add Day (second Friday of the semester). Subsequent to that, the student is responsible to pay.
  - c. The elder must not have a declared major.
  - d. The elder does not need to complete a FAFSA.
  - e. The Tuition Assistance will cover the tuition and fees of only one course and will be applied at the beginning of the semester.
  - f. The NDS Elder Tuition Assistance can be applied for unlimited semesters.
6. Degree Seeking Elder
  - a. Any elder, age 55 or older, is eligible for the Degree Seeking (DS) Elder Tuition Assistance.
  - b. The due date for the DS Elder Tuition Assistance Application is the Drop/Add Day (second Friday of the semester). Subsequent to that, the student is responsible to pay.
  - c. The elder must have a declared major

- d. Degree-Seeking Elder Tuition Assistance is applied to the student's tuition and fees bill at the end of the semester if a grade of C or better is earned in each course for a part-time student or a GPA of 2.5 or better is earned for a full-time student.
7. Student-Athlete
- a. Students who are full-time student-athletes and approved for tuition assistance by the Athletics Director are eligible for the Student-Athlete Tuition Assistance. Note that not all student-athletes will be receiving the Student-Athlete Tuition Assistance.
  - b. The due date for the Student-Athlete Tuition Assistance Application is the Drop/Add Day (second Friday of the semester). Subsequent to that, the student is responsible to pay.
  - c. The student must complete a FAFSA.
  - d. NHSC will pay \$900 towards tuition each semester. The \$900 will be applied to the student's bill after final grades are submitted ONLY if the student received a 2.5 GPA for that semester and is good standing with the Athletic Department.
  - e. This Assistance will continue until completion of the program or until the student is no longer a Student-Athlete.
  - f. If the student has a zero balance on his/her bill at that time, he/she will receive a refund. The student must be enrolled full-time at the time funds are applied to the student's account.

**The following chart is included to summarize the specifications of all seven types of Tuition Assistance.**

	Employee	Family of Employee / BOD	GED Graduate from NHSC	Graduate from Fort Berthold High School	Non-Degree Seeking Elder	Degree - Seeking Elder	Student - Athlete
Does the student need to complete a FAFSA?	Yes, if degree seeking	Yes, if degree seeking	Yes	Yes	No	Yes	Yes
What is the Due Date of the Application?	Drop/Add Date	Drop/Add Date	Drop/Add Date	Drop/Add Date	Drop/Add Date	Drop/Add Date	Drop/Add Date
What is the minimum grade/GPA for assistance?	C or better per course	C or better per course for PT or 2.5 GPA or better for FT	No minimum first semester through midterm; must earn 2.5 GPA or better to receive second half or apply for second semester	No minimum first semester through midterm; must earn 2.5 GPA or better to receive second half or apply for second semester	None	C or better per course for PT or 2.5 GPA or better for FT	2.5 GPA
How many times can student apply?	Unlimited semesters	Unlimited semesters	Two consecutive semesters (second, only upon GPA of 2.5 or better)	Two consecutive semesters (second, only upon GPA of 2.5 or better)	Unlimited semesters	Unlimited semesters	Unlimited semesters with continued eligibility per Student-Athlete policies
Does the student need to be Full-Time?	No	No	Yes	Yes	Only covers one course per semester	No	Yes
What does the assistance cover?	Tuition only	Tuition only	Tuition only; see details for payments	Tuition only; see details for payments	Tuition and fees	Tuition and fees	Tuition only
Must the student be Degree-Seeking?	No	No	Yes	Yes	No	Yes	Yes
Does the student need to be an enrolled member?	No	No	No	No	No	No	No
Will the assistance result in a check being issued to the student?	No	No	Payment at midterm and at semester final if eligibility met and zero balance is present	Payment at midterm and at semester final if eligibility met and zero balance is present	No	No	Payment at semester final if eligibility met and zero balance is present

## **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 3<sup>rd</sup> 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.

<b>Semester Meal Plan- Option A</b> Unlimited meals To be redeemed at any meal time	\$960.00
<b>Academic Year meal Plan 2 - Option B</b> 20 Meals To be redeemed at any meal time	\$140.00
<b>Academic Year meal Plan - Option C</b> 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 _____
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Signature \_\_\_\_\_ (Student)                      Signature \_\_\_\_\_ (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 2 – Tuition Assistance Form



**Financial Aid Office**  
 Nueta Hidatsa Sahnish College  
 PO Box 490/220 College Drive  
 New Town, ND 58763  
 Phone: 701-627-8013  
 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 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: 701-627-8013  
Fax: 701.627.2781  
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: \_\_\_\_\_