

TERMINOLOGY

The following is a list of acronyms that you will see throughout this handbook:

FAFSA	Free Application for Federal Student Aid (also referred to as the Pell Grant application)
ISIR	Institutional Student Information Record
SAR	Student Aid Report
EFC	Expected Family Contribution
DL	Federal Direct Loan
AGI	Adjusted Gross Income
SFA	Student Financial Aid
PLUS	Parent Loan Unsubsidized
FAO	Financial Aid Office

Title IV Aid refers to Pell Grant and/or Federal Direct Loan, as applicable.

TUITION PAYMENT ARRANGEMENTS

Students are required to make tuition payment arrangements by either completing the Financial Aid process, or signing a tuition payment agreement to make semester payments, with the Financial Aid Office prior to starting his/her program of training. All students (including alternates) are given a two week period from the first day of class to complete this process or the student will be dismissed from the program of training.

STUDENT INVOICES

Students are sent an invoice monthly for the amount due for that current semester and the date payment is due. Each semester's tuition must be paid in full prior to continuing on to the next semester. Final payment of all tuition must be made 2 weeks prior to program completion (no personal checks 3 weeks prior to completion date).

METHOD OF PAYMENT ACCEPTED

Acceptable methods of payment: Cash, Money Orders, Certified Checks, Personal checks.

PERSONAL CHECKS

Personal checks are accepted; however, a returned check fee will be charged for any personal check that is returned to the school from the bank for insufficient funds, etc. The applicable fee is the amount charged to the school from the bank (@\$21.50).

VISA AND MASTERCARD PAYMENTS

Visa and MasterCard can be used to make tuition payments. The student must use his or her OWN credit card when making payment. Credit card payments can also be made over the phone. If a parent or spouse's card is being used, the holder of the card must be present to sign the charge receipt. At the time of payment, the office will call to verify approval on the amount being charged, then credit the student's account. *Note: credit card payments can only be made at the main campus.*

PREVIOUS BALANCES

If a student owes a tuition balance from previously attending Collins Career Center, the student will be denied starting into a program of training until the balance is paid in full (this means the student can enroll while making payment on the outstanding balance; however, the balance must be paid in full prior to attending classes). This includes any balance on account owed as a result of Title IV aid (Pell Grant and/or Direct Loans) being returned due to student withdrawing or failing out of a program of training (see Return of Funds policy). **Note: Current year financial aid cannot be used to cover a previous year balance.**

PAYMENT OF MISCELLANEOUS ITEMS

Payment of miscellaneous school related items (not included in tuition) is due upon receipt of those items.

PAYMENT IN FULL

All tuition must be paid in full before the student will receive a certificate of completion from the Department of Education and before school related information, such as; passport portfolio, attendance and grade transcripts, will be released. Students enrolled in programs of training that require a certification or licensure exam at the end of the program, such as the Allied Health Programs and Law Enforcement Academy, will not be permitted to take the exam until all tuition has been paid in full.

RE-ENROLLMENT / RETURN FEE

In the event a student fails out of a program then re-enrolls to return to that program, the student is required to pay a \$600 non-refundable fee that must be paid, in addition to any outstanding balance (see Previous Balances, page 1), before student can return. Financial aid does not pay for this fee.

TUITION / REFUND POLICY

Tuition is charged by the semester, not by the program; therefore, when a student (self pay or financial aid recipient) officially or unofficially withdraws, or is terminated from his or her program of training after completing the first two weeks of a *semester*, the student will be charged 100% of the tuition for *that* semester (not the entire program's tuition). The student is still responsible for 100% of the tuition charged even if the student's financial aid is returned based on the Return to Title IV (R2T4) calculation.

Textbooks, and other items purchased through the school, cannot be returned to the school. No refunds will be issued for such items. Refunds will be issued in the following distribution order: Federal Direct Loan Program; Federal Pell Grant Program; Sponsors (WIA, Voc. Rehab, etc.), then student.

The full amount of any tuition the student paid in advance of starting his/her program training will be refunded 100% for the exception of the programs with a non-refundable \$100 seat deposit.

When a student is entitled to a refund, the refund is automatically processed without request from the student. The refund check will be available within 45 days of either the student's last day of attendance (unofficial withdrawal) or from the date on the student's official withdrawal form.

The student has the choice of either picking up the refund check from the Financial Aid Office or having it mailed to them. Examples of the application of the school's refund policy are available in the Financial Aid Office.

HOPE SCHOLARSHIP/LIFETIME LEARNING TAX CREDIT

The Internal Revenue Service offers Hope Scholarship tuition tax credits in the amount of \$1,500 for a maximum of two tax years to students enrolled in full-time training programs that lead to a certificate. Lifetime Learning tax credit is \$1,000 each tax year for amounts paid for short term courses. The Financial Aid office will send each student who paid tuition out of pocket or from Federal Direct Loan funds a 1098T form by the end of January. The same information is also sent to the Internal Revenue Service. Forms are sent by the deadline dates provided by the IRS.

TITLE IV AID PROGRAMS

Federal Pell Grant and Federal Direct Loan

PELL GRANT

A Pell grant is a form of financial assistance given by the federal government for students who need it to pay college. The assistance does not need to be paid back by the student, and it is given out based on financial need. The maximum Pell Grant Award a student *could* be eligible for, in the current award year, is up to \$5,645 for a full-time program. *Note: The Pell Grant is available for programs of 600 clock hours or more. Programs under 900 clock hours are subject to pro-ration: Example: $\$5,645 \times 600/900 = \$3,763$. Short term programs under 600 clock hours are not eligible for financial aid.*

WILLIAM D. FORD - FEDERAL DIRECT LOAN PROGRAM

The Federal Direct Loan is funding borrowed from the U.S. Department of Education that must be repaid with interest.

WHAT ARE THE ELIGIBILITY REQUIREMENTS OF THE PELL GRANT?

Eligibility for the Pell Grant is based on prior year total family/household income (wages, SNAP benefits, child support received, etc.), tax paid amount, household size, and selected program of training. If married, both student and spouse's information must be included (if student is married now but was not married in the previous year, the spouse's information must still be included). Dependent students will have to include both the student's and the parents' income to base eligibility for the Pell Grant and/or Student Loan. The number of clock hours in the program of training the student selects will also determine the amount of the Pell Grant Award.

PELL GRANT LIMIT – LIFETIME ELIGIBILITY USED (LEU)

The Consolidated Appropriations Act, 2012, now limits the duration of a student's eligibility to receive a Federal Pell Grant to the equivalent of SIX YEARS. • LEU greater than 500% but less than 600%: These students will not have full eligibility for a 2013-2014 Pell Grant, but likely will have eligibility for a portion of that scheduled award. For example, a student whose LEU reported on the school's COD report was 566.6% would likely be eligible for 33.3% of the 2013-2014 scheduled award. • LEU 600% or higher: These students will have no Pell Grant eligibility for the 2013-2014 award year.

Declining Pell Grant Funds:

A student may decline all or part of a disbursement of Pell Grant funds that the student is otherwise eligible to receive. A student may wish to take this action if the student expects to qualify for a larger Pell Grant in future years as a result of an expected transfer to a more expensive educational institution or an expected change in the student's expected family contribution.

To decline Pell Grant funds, a student must deliver to the school a signed, written statement clearly indicating that the student is declining Pell Grant funds for which he or she is otherwise eligible and that the student understands that those funds may not be available once the award year is over. The school must, if necessary, submit any adjustment records for the student to the Common Origination and Disbursement (COD) System.

Returning Pell Grant Funds: A student may return all or a portion of Pell Grant funds that the student was otherwise eligible to receive, as long as this action is taken during the same award year. Again, a student may wish to take this action if the student expects to qualify for a larger Pell Grant in future years as a result of an expected transfer to a more expensive educational institution or an expected change in the student's expected family contribution.

To return all or a portion of Pell Grant funds, the student must deliver to the school a signed, written statement clearly indicating that the student is returning Pell Grant funds for which he or she is otherwise eligible and that the student understands that those funds may not be available once the award year is over. The student must return the funds directly to the school, and the school must return those funds to its Pell Grant account. The school must then submit the required adjustment records for the student to the COD System. A student may not return any Pell Grant funds from a prior award year that the student was otherwise eligible to receive.

WHAT ARE THE FILING PROCEDURES FOR TITLE IV AID?

FILE THE FAFSA: www.fafsa.ed.gov

follow the step by step instructions to complete the FAFSA for **2013-2014**

PRIOR YEAR INCOME INFORMATION:

Students need their prior year income information to complete the FAFSA. The U.S. Department of Education strongly encourages students to utilize the IRS Data Retrieval System when filing the FAFSA. This means, when the student is completing their FAFSA on-line, they will be given the option to have their 2012 tax data imported straight from the IRS to their FAFSA. If a student chooses NOT to use this option, s/he will need to refer to a copy of their 2012 Federal Income Tax Return.

The U.S. Department of Education randomly selects FAFSA applications to verify the information reported (income, family size, etc.). Approximately 60% of our student population is selected. If a student is selected, the student will be required to submit verification of the income reported (AGI, Untaxed Income, SNAP Benefits, etc.). Tax filers will need to request a copy of their 2012 Tax Transcript from the IRS. Copies of Federal Tax Returns are not acceptable forms of verification. Note: Non-tax filers: will need copies of W2s as verification.

HOW TO ORDER A TAX TRANSCRIPT: choose from one of the following: *(could take up to 10 days to receive)*

- 1) www.irs.gov
- 2) 1-800-908-9946
- 3) Fax paper Form 4506T-EZ (obtained from the IRS website)

SPECIAL CIRCUMSTANCE

The FAFSA requires the previous year income information in order to base eligibility. Students with significant changes; such as, decrease in income from the previous year to the current (due to employer reduction in force, quit your job to go back to school, hours were cut back, marital separation or divorce, etc.) the student may request a special circumstance. The Financial Aid Office would then consider the use of professional judgment to reprocess the student's FAFSA with the student's current income information. Note: there may be other situations that may qualify a student for a special circumstance such as excessive medical bills or loss of a one time income. *If a student feels s/he would qualify for a special circumstance, s/he should notify the Financial Aid Office. The student will be provided with a form to complete to explain his/her situation.*

VERIFICATION OF SPECIAL CIRCUMSTANCE

In order to re-process the student's FAFSA application based on a special circumstance, verification of the student's current income, and other documents to verify the current situation, must be submitted to the financial aid office. Example: final pay check stubs, proof of unemployment compensation, statements from employers verifying wages, legal documents verifying separation or divorce, etc.

DEPENDENCY OVERRIDE

The FAFSA will determine the student's dependency status based on a series of questions the student answers on the application. When a student is determined dependent, the student must include the parents' (or legal guardian) income information on the application. Any student wanting to appeal dependency status, can do so in writing and submit it to the Financial Aid Committee. The decision of the Financial Aid Committee will be based on professional judgment and on a student by student basis.

FINANCIAL AID AWARD LETTER

Once the student's FAFSA has been processed and the student has submitted ALL required paperwork for his/her file (i.e. tax transcripts, verification worksheets, etc.); the Financial Aid Office will mail a Financial Aid Award letter to the student. The Financial Aid Award letter includes the student's Federal Pell Grant and/or Federal Direct Loan amounts with scheduled disbursement dates. Note: Students are given a 2 week deadline from their first day of class to complete all paperwork with the Financial Aid Office. If not completed, student will be dismissed from program. Alternate students are also given a 2 week deadline from their first day of class to complete all paperwork with the Financial Aid Office.

STUDENT AID REPORT – INFORMATION SUMMARY

In addition to the Financial Aid Award letter from the school's Financial Aid Office, the student will also receive, from the U.S. Department of Education, a Student Aid Report (SAR). The SAR is an outline of what was reported on the FAFSA. The student does not need to do anything with this SAR; however, the student should keep the SAR for his or her records.

SELECTED FOR VERIFICATION

The U.S. Department of Education randomly selects FAFSA applications to verify the household size, number in college, AGI, U.S. taxes paid, SNAP benefits, Child Support paid, etc. as reported on the original application. Students selected for verification must complete a school verification worksheet and submit it to the Financial Aid office; along with a copy of his or her income verification (if required). The student will not receive any disbursements of financial aid funds (Pell & Loan), until the worksheet and required documentation have been submitted to the Financial Aid office. Note: Copies of tax returns are not accepted for verification – must be a tax transcript ordered from the IRS (see pg 3).

- **Tax Return Transcripts:** The student is responsible for ordering and submitting the Tax Return Transcript to the school. Tax Return Transcripts are sent directly to the student – not the school. The Tax Return Transcript is the required form of verification, *not* Account Transcript. If a student/parent/tax filer filed an amended return, s/he will be required to submit both a Tax Return Transcript *as well as* the Account Transcript.

HIGH SCHOOL COMPLETION STATUS

If selected, a student may be required to verify his/her status of high school completion by completing a school verification worksheet, in addition to, submitting a copy of his/her 1) high school diploma, 2) A copy of the student's final official high school transcript that shows the date when the diploma was awarded. 3) A copy of the student's General Educational Development (GED) certificate or GED transcript.

If State law requires a homeschooled student to obtain a secondary school completion credential for home school (other than a high school diploma or its recognized equivalent), a copy of that credential. If State law does not require a homeschooled student to obtain a secondary school completion credential for home school (other than a high school diploma or its recognized equivalent), a transcript or the equivalent, signed by the student's parent or guardian, that lists the secondary school courses the student completed and documents the successful completion of a secondary school education in a home school setting.

IDENTITY AND STATEMENT OF EDUCATIONAL PURPOSE

If selected, a student must appear in person at Collins Career Center to verify his or her identity by presenting a valid government-issued photo identification (ID), such as, but not limited to, a driver's license, other state-issued ID, or passport. The institution will maintain a copy of the student's photo ID that is annotated with the date it was received and the name of the official at the institution authorized to collect the student's ID. In addition, the student must sign, in the presence of the institutional official the following:

Statement of Educational Purpose

I certify that I (student name) am the individual signing this Statement of Educational Purpose and that the federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending Collins Career Center. (*Student Signature/date*) (*School Employee Signature/date*).

REJECTED APPLICATION

FAFSA applications can be rejected by the U.S. Department of Education for different reasons. Students can contact the Financial Aid Office for additional information.

DEFAULT

If the student is in default on a student loan, the student is not eligible for the Pell Grant or additional Federal Direct Loans. The student will be notified during appointment, or by mail, if determined to be in default status. The student must contact the agency/servicer listed on the processed FAFSA/ISIR and request verification of his or her loan status. The Financial Aid Office must have WRITTEN verification that the student is no longer in default status or the student has made satisfactory arrangements to repay the loan. If the student has multiple loans in default, the letter must indicate loan specific information with amounts indicating which of the defaulted loans were paid off. If the letter does not provide in detail that all loans were paid off, the student is considered to still be in default and ineligible for aid until the rest of the loans have been satisfied and the Financial Aid Office has received the appropriate documentation as such. If all required documentation is submitted, or if the school receives a new ISIR that no longer has the C Code for defaulted loan(s), the student's Title IV Aid will be reinstated upon receipt of the letter, or new ISIR. *See Reinstatement of Aid After Default Resolution.*

DEFAULT RESOLUTION

A student is not eligible to receive Title IV financial aid if s/he is in default on a SFA loan or must repay a SFA grant overpayment. The student can resolve a default status in a number of ways. The satisfactory arrangements to repay the loan typically include making six months of consecutive payments. The appropriate agency/servicer would then send a letter to verify the student has made the mandatory payments. Once the student has made six months of payments, the student's Title IV Aid is usually reinstated (see above Default Status). A student can also resolve a default by repaying the loan in full, and then be eligible again for financial aid. The student must submit written documentation from the holder of the loan that the loan was paid off. However, if the loan holder simply writes off the loan, the loan isn't paid in full, and the student is still ineligible for financial aid.

REINSTATEMENT OF AID AFTER DEFAULT RESOLUTION

Written documentation verifying the student has made satisfactory repayment arrangements, or, that the student has resolved his/her default status, must be submitted prior to the end of the first payment period in order for Title IV aid to be reinstated for the entire award year. If the documentation is not submitted until after the beginning of the second payment period, the Title IV aid will only be reinstated for the second (and future, if applicable) payment period(s), it will not be reinstated for the first payment period. (see financial aid representative for the dates of your program's payment periods)

SOCIAL SECURITY NUMBER AND NAME MATCH

The Social Security Administration will notify the school on a processed ISIR (FAFSA) if a student's, or parent's, Social Security Number does not match the name reported on the application. The student or parent is required to contact the Social Security Administration to resolve the discrepancy and submit written verification that the name and social security number do match. In most cases, the reason for the discrepancy is when a female gets married but does not change her new name with the Social Security Administration. If the wrong social security number was reported on the application, the student, or parent, is required to contact the Financial Aid Office immediately to correct the number. A new application would then be processed with the correct social security number. Please understand Financial Aid will not be approved until the Social Security Administration provides proof of SSN and name change.

SELECTIVE SERVICE REGISTRATION

Most males from age 18 through 25 - including permanent residents and other eligible non-citizens - are required to register with the Selective Service System (i.e.; Air Force, Army, Navy, Marines). Anyone required to register with Selective Service must have done so in order to receive aid through the Student Financial Aid Programs. A student may inquire with the Financial Aid Office to learn how to register with Selective Service, or, to obtain exemption information.

MID-YEAR TRANSFERS

When a student has transferred from another institution, or has attended another institution during the course of a school year, Collins Career Center will check the student's records with the NSLDS (National Student Loan Data System), the student's ISIR or SAR, and/or the U.S. Department of Education's Common Origination Disbursement (COD) system. If the student has received any Title IV financial aid (Pell and/or Loans) from the previous school, the Financial Aid Office will calculate the remaining eligibility for the student to receive at Collins Career Center. The financial aid the student is scheduled to receive may need to be decreased at Collins Career Center to avoid an overpayment situation where the student would receive more than 100% of aid in that award year. *Note: It is the student's responsibility to notify the Financial Aid Office if s/he has attended another school in the same academic award year and if the student knows s/he has already received Financial Aid from that school. If at anytime Collins Career Center has to return funds to the Pell Grant or Student Loan Programs due to an overpayment resulting from the student receiving Financial Aid at another school, the student is responsible to make payment of any outstanding balances due to Collins Career Center. No exceptions. Students may not receive Federal Pell Grant or Direct Loan funds from more than one school at a time.*

ADVANCED PLACEMENT STUDENTS – TUITION CHARGES

Tuition for advanced placement (transfer) students is charged by the Semester. If a student is only taking Semester II, s/he is only charged tuition for Semester II – not for the entire program. For students taking only one class during any intersession or semester is charged for the one class and must be paid before s/he starts training. *Example: Student is taking Mental Health during intersession then will start full-time during Semester I. This student must pay \$175 for the Mental Health class before s/he starts that class then will be charged tuition for Semester I and II.*

ADVANCED PLACEMENT STUDENTS – FINANCIAL AID

Students who are transferred in with credit from another institution will only receive financial aid for the time period they are attending Collins. For example: If the student is only taking Semester II (because they received credit for Intersession and Semester I), the student will only receive financial aid for the clock hours scheduled in Semester II. This means the financial aid awards will be a pro-rated (reduced) amount. Also see policy for mid-year transfers.

TRANSFER CREDIT

Transfer credit is credit given to a student for classes taken at another institution. When credit is given, the student does not take that class at Collins Career Center. For financial aid purposes, the total number of credit hours is deducted from the total number of program hours. In most cases, the student's total financial aid award package for the program may be decreased by the number of transfer credit hours given. This determination is made on a student by student basis.

TITLE IV AID METHOD OF DISBURSEMENT (PELL GRANT AND/OR STUDENT LOANS)

Title IV aid is issued to the student with one disbursement per payment period. A payment period is a set number of hours and weeks in the program and do not typically coincide with the semester dates of the program. In the first payment period (of a 900 clock hours program), the student will be issued 1 disbursement (upon completion of approximately 225 clock hours) of one half of the student's Title IV aid and the remaining half of aid will be issued in 1 disbursement during the second payment period (upon completion of approximately 675 clock hours). The student's disbursement dates are printed on the Financial Aid Award letter the student receives. The dates are estimated and are subject to change at any time. Tuition is deducted from each disbursement. Note: Payment periods are based on Title IV clock hours, not program hours. *Note: for programs that are 600 clock hours, disbursements are issued upon completion of approximately 150 clock hours and then 450 clock hours. For programs exceeding 900 clock hours, please see financial aid representative.*

DISBURSEMENT DATES – SCHOOL CLOSED

If on a scheduled financial aid disbursement date, the school is closed for any reason, i.e. power outage, water issues, inclement weather (snow, flood, etc.), or other - disbursements will be issued the next business day the school is open.

FINANCIAL AID FOR “CROSS-OVER” PAYMENT PERIODS

Title IV aid eligibility and amounts are based on each award year. An award year for a clock hour school runs July 1st through June 30th the following year. For programs that start late in an award year (i.e. January, March, etc.), or two year programs that cross over July 1st to complete in the following award year, these students may have a cross over payment period. Financial aid is calculated based on how many clock hours, or weeks, are in that payment period. If a student owes a tuition balance, the student must make additional tuition payment arrangements to pay off the balance by either signing a new payment agreement or filing a new FAFSA for the new award year **BEFORE** returning to school after summer break. It is mandatory for students sponsored by WIA/BVR to re-file the FAFSA for the new award year. *Additional information is available from the Financial Aid Office.*

DEDUCTION OF TUITION AND FEES

The Collins Career Center is authorized by Federal Law to deduct from the student's Title IV aid disbursements any school related expenses that are due to the school before the student is issued any refunds or overages from the Title IV aid. If there is not tuition due to the school at the time of an aid disbursement, an overage check will be issued to the student to be used toward other school related expenses, such as textbooks, living expenses, travel, etc. If the student is receiving, or is scheduled to receive multiple Financial Aids (WIA, Rehabilitation, Loans, etc), the aid received first is applied to the student's account, unless otherwise stated.

AUTHORIZATION TO RETAIN OVERAGE(S)

The Collins Career Center automatically issues Title IV aid disbursement overages to students at the time of each disbursement (if applicable); however, the student may request his or her overages be held until the end of the school year. The reason for retaining such overages is to assist students with budgeting and assures that the student reserved sufficient funds for his or her educational expenses. The student may also rescind the authorization for retaining excess funds. The student would receive funds within 14 days of the student's request.

WITHDRAWAL FROM CLASS

If a student stops attending school for any reason, the student's pending disbursements are placed on hold (even if it is scheduled for the very next day) and the student's expected Title IV Aid will be recalculated based on the total number of clock hours (percentage of time) the student was scheduled to attend school. In some situations, the student may be liable for repayment of financial aid funds disbursed and must pay it back to the school (See Previous Balances, Pg1 of this Handbook). The school will then refund the money back to the aid Program. The student will also be invoiced for any tuition not covered by the aid.

SATISFACTORY PROGRESS REQUIREMENTS

To remain eligible for Financial Aid, the student must be successfully progressing in his/her program of training. This means, maintaining a cumulative academic grade average of passing (based on student's program of training requirements) as well as maintaining the minimum attendance % of clock hours scheduled (based on student's program of training). Grades and attendance will be measured (checked) at the end of each financial aid payment period for all training programs (not at the end of grading semesters). If a student does not meet the grades and attendance requirements, the following actions will be taken:

- **WARNING:** Any student who does not have the required grade average or attendance percentage at the end of the payment period will be placed on warning until the end of the next payment period. Students placed on warning are eligible for one additional financial aid disbursement. Students will not be given successive (back to back) warnings. If the student still does not meet the satisfactory progress standards at the end of the warning period, the student must file a successful appeal to be placed on ***probation*** and to remain eligible for additional financial aid funding.
- **PROBATION:** If a student fails to meet the requirements for satisfactory academic progress at the end of the warning period, the student will lose eligibility for Title IV funds and a consultation with the Adult Education Director will be scheduled. The Adult Education Director will review the student's appeal for probation. If the appeal is successful, the student will be placed on probation and given an academic plan to come into compliance with the school's satisfactory academic progress standards by the end of the next payment period. The student will remain eligible for financial aid during the probationary period. At the end of the probationary period, the student must be meeting the academic/attendance progress standards of the academic plan developed for the student. If the student is not in compliance with the standards or the academic plan, the student's financial aid eligibility will be terminated and the student may be subject to termination from school.
 - The Director will inform the student by letter of his/her probation/suspension status or dismissal from the school.
- **APPEAL PROCEDURE:** A student must submit a written appeal for financial aid probation. The appeal should be a letter addressed to the Director describing in detail, with documentation, any undue hardship or circumstance, which may have caused the failure to meet the satisfactory academic progress, and/or attendance standards or the educational plan provided to the student. The student must also indicate what has changed that will allow the student to meet the standards of progress at the end of the next evaluation period. A review board will be convened by the Director to consider the appeal. Appeals will be reviewed on an individual bases. Students will be notified of appeal decisions within two weeks.
- **REINSTATEMENT:** If a financial aid probation or educational plan is successfully appealed, the student's financial aid eligibility will be reinstated for the payment period in which the appeal is applicable.
- **COURSE REPETITION:** A student may repeat a course they failed or did not complete (see program specific handbook). The student repeating a course must complete the program within the maximum time frame allowed. Students will not receive financial aid for repeated coursework unless the student has not been in attendance for 180 days (see policy on returning students).
- **TRANSFER HOURS:** See program specific handbook for information on how transferred hours from another institution are considered. For financial aid purposes, they are considered to be part of the student's attempted hours and reduce the maximum time frame for the completion of the program.
- **WITHDRAWALS:** See program specific handbook for information on re-enrolling.

GRADES - FAILURE OF CLASSES – TRANSFERRING TO ANOTHER PROGRAM OF TRAINING

Students who fail a class (or leaves for personal reasons) then transfers to another program of training, either in the same award year or the following, are required to follow the policy for re-enrolling after failure of program, which is printed in the Student Handbook. For Financial Aid purposes, if the student fails out and transfers to return to the same program, all pending Pell and Student Loan disbursements are postponed and will not be issued until the student has successfully re-enrolled and has completed 50% of the student's next payment period. Title IV aid disbursements for returning students are distributed based on when the student returns and how many payment periods / clock hours / weeks are scheduled for that student to complete. Returning students after failure must also follow Satisfactory Progress requirements as set by the school. Requirements are determined on a student by student basis. If the student fails out, but does not return, the student's Title IV aid is recalculated based on the total number of clock hours scheduled to have been completed (see withdrawal/return of funds policy).

Example: Student leaves at clock hour 225. When student returns, must finish out the remaining 225 clock hours of the payment period they left in, plus complete 225 hours into the next payment period before they are eligible to receive another financial aid disbursement. This is a total of approximately 450 clock hours (which takes approximately 4 to 4 ½ months to complete depending on scheduled hours to attend).

Transfer / returning students' financial aid and disbursement dates are calculated on a student by student basis and are not on the same schedule as the other students in the class re-enrolled in. See a financial aid representative for details.

RETURNING STUDENTS: FINANCIAL AID POLICIES AND PROCEDURES

- 1) Student must go through all re-enrollment procedures as set forth by the school;
- 2) Student must pay all outstanding tuition balances *before* returning to the program;
- 3) Student must pay a non-refundable \$600 return fee *in advance* (financial aid does not pay this fee). Note: if a student has a credit on account, this credit can be used toward the \$600 return fee;
- 4) If student is returning in a different award year (i.e. leaves in March but does not return until August), student must file a new FAFSA for the new award year;
- 5) Student is required to meet with financial aid to review eligibility for when the student returns to the program;
- 6) Student is not eligible for financial aid again until s/he is attending full-time receiving *new* credit / *new* hours (cannot receive aid for repeating classes/hours); *ALSO if the student failed out of the program this means the student was not meeting SAP requirements; therefore, is given a Financial Aid WARNING (See Satisfactory Progress Requirements);*
- 7) Eligibility for aid does not start until the student is attending *new* hours; which means, if a student is attending Intersession to repeat class(es)/hours and does not start any *new* classes/hours until Semester I, then financial aid hours do not start accruing until Semester I;
- 8) Students financial aid disbursements are not on the same schedule as the rest of the class the student re-enrolled in;
- 9) Financial aid award amounts are based on how many *new* hours the student is re-enrolled for (up to 900 max);
- 10) Financial aid disbursement dates are determined based on when the student starts completing *new* hours.
- 11) *Example* of a returning student situation (practical nursing program):
 - a. Student fails out 02/28/13 (end of intersession), completed 225 hours during this period of enrollment;
 - b. Returns 08/08/13 (next available intersession) to repeat classes failed;
 - c. When returns 08/08/13 is only taking repeat class(es)/hours – no new class(es)/hours
 - d. Student does not start *new* class(es)/hours until Semester I 10/08/13. This is when financial aid eligibility begins. Student must complete clock hours 226 through 675 before receiving a financial aid disbursement = which is 449 hours. Depending on how many hours per week the student is attending, this means the student will not receive a financial aid disbursement until approximately 01/2014.

RETURN OF FUNDS POLICY: TITLE IV AID (PELL GRANT AND STUDENT LOANS)

In the event a student stops attending his or her program of training for any reason, all Title IV aid (Pell and Student Loans) scheduled to be disbursed is immediately put on hold. Title IV aid is recalculated based on how many clock hours the student was *scheduled* to have completed in the payment period. The Financial Aid Office will use the federally regulated R2T4 (return to Title IV) formula to determine if the student earned all of the Title IV s/he was disbursed. If determined the student did not earn eligibility for all funds that were already disbursed (whether the funds went to tuition or the student) the Financial Aid Office must do a return of funds to the appropriate source. The Financial Aid Office will add any amount of funds that had to be returned to the student's tuition account. In the event the student has not received any aid disbursements, "aid that could have been disbursed" will be used in the formula to determine how much can be disbursed. The student will receive an invoice for any outstanding tuition balance not covered by Title IV aid. If determined the student is still entitled to receive additional funds, a post-withdrawal disbursement will be made and funds will be credited to either the student's outstanding tuition balance or issued to the student (see Tuition/Refund Policy).

STATEMENT OF EDUCATIONAL STATUS

One of the eligibility requirements for Title IV aid is that a student must have a High School Diploma or G.E.D. Equivalent Certificate. A student is NOT eligible for Title IV aid if he or she has not achieved one of these educational statuses.

REFERRAL OF FRAUD CASES

If the school suspects that a student has misreported information and/or altered documentation to increase his or her student aid eligibility or to fraudulently obtain federal funds, the school will report the suspicion (and provide any evidence) to the Office of Inspector General (OIG). Any information phoned in or relayed to the Financial Aid Office about fraud will be addressed.

TEXTBOOKS, UNIFORMS, AND SUPPLIES (not included in tuition)

Financial Aid is not disbursed before the student starts training; therefore, the student is responsible for purchasing their own textbooks, uniforms, and other required supplies not included in tuition.

DISBURSEMENT POLICY FOR TEXTBOOKS AND SUPPLIES

Pell eligible students may be eligible for a voucher to assist with purchasing textbooks and supplies. The student must meet applicable eligibility requirements at least 10 days before the start of the student's payment period. The student's financial aid file must be complete which includes all required paperwork; such as, FAFSA processed, meeting with financial aid, all forms signed, verification paperwork complete and in file, all conflicting information resolved and (if applicable) loan entrance counseling and master promissory note completed. Students must request a voucher – it is not automatic. Eligibility for the voucher will be determined by the Financial Aid Committee on a student by student basis. If student stops attending his/her program of training and does not receive sufficient aid to cover the costs of textbooks received on voucher, the student is responsible for payment of textbooks. Payment must be issued to the school immediately.

TOOLS

Tools are not included in tuition for the trade & industrial programs. This means, tools will be purchased by each student at the end of the student's first semester of training.

FEDERAL DIRECT LOAN PROGRAM

GENERAL INFORMATION

Collins Career Center utilizes the Federal Direct Loan Program. To receive a Federal Loan, a student must complete the FAFSA *and* loan application (Master Promissory Note) as well as entrance counseling. The student must also complete a loan request form with the financial aid office. If the student is dependent, and the parent is borrowing loan funds on behalf of the student, the parent must also complete entrance counseling and the Master Promissory Note on-line at www.studentloans.gov.

FEDERAL DIRECT LOAN

A Federal Direct Loan is money borrowed from the U.S. Department of Education that must be repaid with interest.

ENTRANCE COUNSELING

Entrance counseling must be completed before the student completes his/her Federal Direct Loan Application (Master Promissory Note (MPN)) on-line at www.studentloans.gov. The entrance counseling is mandatory and must be completed before any loan funds will be disbursed to the student. Entrance counseling covers the following: loan limits, loan fees, interest rates, deferment, forbearance, cancellation, repayment, borrower rights and responsibilities, consequences of delinquency and default, and much more. Please make sure you are completing Entrance Counseling and not Financial Awareness.

GRACE PERIOD

A “grace-period” is the period of time before the borrower must begin or resume repaying a loan. An “initial grace period” is one that immediately follows a period of enrollment and immediately precedes the date repayment is required to begin for the first time. Borrowers have six months to begin repayment of his or her loan. The six month grace period begins the day immediately following the day the borrower ceases attending school; whether the borrower withdraws, stops attending, or completes training. The borrower will have a maximum of 10 years to repay the loan.

SUBSIDIZED STAFFORD LOAN

Need based loans are called subsidized. Determining eligibility for this type loan is based on the student’s program cost of attendance minus EFC from the FAFSA, Pell Grant Award, and other types of assistance. The federal government pays the accruing interest on the loan while the student is in school, grace period and during certain deferment periods. Repayment of the loan principal does not begin until the student has left school and the grace period has expired. Subsidized Stafford Loans are only for the amount of the student’s financial need.

UNSUBSIDIZED STAFFORD LOAN

A borrower unable to qualify for a need-based Stafford Loan may apply for an unsubsidized Stafford Loan. Also, a student able to qualify for only a part of his or her subsidized Stafford Loan limit may apply for an unsubsidized Stafford Loan to cover the difference between his or her loan limit and the subsidized amount for which s/he is eligible. An unsubsidized Stafford Loan is not need-based, but it cannot exceed the student’s cost of attendance for his or her program of training less the total of estimated financial aid, which includes the borrower’s subsidized Stafford Loan eligibility. For these unsubsidized Federal Stafford Loans; however, interest accrues from the date of loan origination and is the responsibility of the borrower. Repayment of loan principal does not begin until the student has left school and the grace period has expired. The student may choose whether to pay the interest while still in school or defer interest payments until the end of his or her six month grace period. If deferred, the interest will accrue (will be added) to the principal balance of the loan.

PLUS LOAN

For the purpose of determining PLUS Loan eligibility, a parent is a student’s natural mother or father, adoptive parent, legal guardian, or the spouse of a parent who has remarried, if that spouse’s income and assets would be taken into account when calculating the dependent student’s expected family contribution. The parent(s) of a dependent student may borrow a Federal PLUS Loan provided the student is otherwise eligible for aid. A parent may receive a PLUS Loan only to pay for the educational costs of a dependent undergraduate student who meets the eligible student definition. A parent must also meet the same citizenship and residency requirements as a student. Also, a parent who owes a refund on an SFA grant or is in default on an SFA Loan is ineligible for a PLUS Loan. A parent with an adverse credit history is prohibited from obtaining a PLUS Loan. A dependent student may borrow under the unsubsidized Stafford Loan if the parent(s) are denied to borrow due to credit history.

To receive a Federal PLUS Loan, a parent must complete a PLUS Loan application on-line at www.studentloans.gov using their own PIN number. The parent must also complete a loan request form and authorization form with the financial aid office at the school. PLUS Loans are unsubsidized so parent borrowers are responsible for accruing interest from the date of loan origination. Repayment begins while the student is *still in school*. There is no grace period, unless the parent borrower contacts the U.S. Department of Education and requests a forbearance. Then repayment will begin as soon as the student completes training.

LOAN LIMITS - SUBSIDIZED

An undergraduate student who has not yet completed the first year of an undergraduate program may borrow up to \$3,500 per academic year for a full-time program. A student who has reached an annual loan limit cannot receive another Direct Loan of the same type (Subsidized or Unsubsidized). Students enrolled in programs of training less than 900 clock hours are subject to a pro-ration formula to determine borrowing limits.

MAXIMUM ELIGIBILITY PERIOD TO RECEIVE DIRECT SUBSIDIZED LOANS: *This information is being provided to you so that you are aware of possible financial implications if you reach or exceed your maximum time frame.*

There is now a time limitation on Direct Subsidized loan eligibility for first-time borrowers on or after July 1, 2013. If you are a first-time borrower** there is a maximum period of time (measured in academic years) that a student can receive Direct Subsidized Loans. In general, you may not receive Direct Subsidized Loans for more than 150% of the published length of your program of training. After you have received Direct Subsidized Loans for your maximum eligibility period, you are no longer eligible to receive additional Direct Subsidized Loans. There is a link at the www.studentloans.gov website that can provide additional information on this matter. In October 2013, counseling materials will be integrated into full Direct Loan entrance counseling.

**Affects only first-time borrowers, as of July 1, 2013

- First-time borrower has not outstanding balance of principal or interest on a Direct Loan or FFEL Loan –
 - On July 1, 2013, or
 - On the date the borrower obtains a Direct Loan after July 1, 2013.
 - Example: borrower had a balance on July 1, 2013 but paid it off in full prior to receiving loans after July 1, 2013.

LOAN LIMITS - UNSUBSIDIZED

An undergraduate student who has not yet completed the first year of an undergraduate program may borrow up to \$6,000 (\$2,000 for dependent student) per academic year for a full-time program. A student who has reached an annual loan limit cannot receive another Direct Loan of the same type (Subsidized or Unsubsidized) until s/he begins another academic year. Students enrolled in programs of training less than 900 clock hours are subject to a pro-ration formula to determine borrowing limits.

AGGREGATE (Lifetime) LOAN LIMITS

Aggregate loan limits for an undergraduate dependent student is \$31,000 (no more than \$23,000 of which can be subsidized) and for an undergraduate independent student the limit is \$57,500 (no more than \$23,000 of which can be subsidized). A borrower who has reached his or her aggregate borrowing limit may not receive additional loans. Once the loans are repaid in full, or in part, the borrower may apply for additional Stafford Loans.

ALTERNATIVE LOANS

Collins Career Center may accept student loans from alternative sources upon student request.

OVER AWARDS

An over award is an award in excess of need that occurs when the financial aid office learns that the student has obtained additional financial assistance (such as WIA, scholarship, aid received at another institution in the same award year, etc.) before or after the school has determined expected financial assistance. If, after the loan has been certified but before the school receives the loan proceeds, the school determines the additional financial assistance will result in the student or borrower exceeding his or her need, the school will eliminate the over award by requesting the U.S. Department of Education cancel or reduce the loan. If, after the school/student has received the loan proceeds, the excess loan amount will be returned to the U.S. Department of Education either by the school or student; whichever is determined responsible. If a tuition balance occurs as a result of the return of funds, the student is responsible for the balance.

PAYMENT TO THE BORROWER

The U.S. Department of Education disburses loan proceeds via electronic fund transfer (EFT) (refer to page 5 for method of disbursement) to the school on the specified disbursement dates for delivery to the student or parent borrower. The borrower is notified in writing as to when to expect a loan disbursement check (see page 3 for Financial Aid Award Letter). The school will credit loan proceeds to the student's account (should an overage occur, an overage check will be issued to the student). All tuition and school related expenses must be paid in full before a student is eligible to receive an overage check. The borrower will sign a disbursement receipt to verify acknowledgment of the loan amount credited to tuition and other school related expenses, etc. Overage checks will be issued to the student upon student signature on disbursement receipt. ***In the case of a PLUS Loan, the parent borrower must come to the Financial Aid Office to sign a disbursement receipt at the time of each disbursement. Also, the parent borrower's written authorization must be given to deliver an overage check directly to the student; otherwise, the check will be issued directly to the parent borrower.***

LOAN CANCELLATION

The borrower has the right to cancel a loan. Cancellation must be done in writing and given to the Financial Aid Office before the first loan disbursement. If the cancellation is not done prior to the school receiving the first loan disbursement, the student owes for the amount of that disbursement, unless the student requests the funds be returned. The second disbursement can, and will be, canceled upon the borrower's request.

EXIT COUNSELING

Each student, or borrower, MUST complete exit counseling on-line at www.studentloans.gov before s/he will receive a certificate of completion; plus, the student will not be permitted to take his or her certification/licensure exam until s/he has completed exit counseling. If the borrower drops out without notifying the school, borrower / student is still required to complete exit counseling on-line as required under the Higher Education Amendments of 1992. During exit counseling, the student is required to provide the borrower's expected permanent address after leaving school, the name and address of the borrower's expected employer, current driver's license number, and the address of the borrower's next of kin and two additional references residing at an address separate from next of kin, borrower and other reference. Much of the material reviewed during completion entrance counseling will again be presented during exit counseling. The emphasis for exit counseling; however, shifts to loan repayment obligations and debt-management strategies. The following points will be stressed during the exit counseling session: financial planning for loan repayment; loan repayment obligations; loan refinancing and loan consolidation; deferment, forbearance, delinquency and default; debt management strategies and more. Loan information is available at www.nsls.ed.gov or at 1-800-4 Fed Aid.

REPAYMENT

A "grace-period" is the period of time before the borrower must begin or resume repaying a loan. An "initial grace period" is one that immediately follows a period of enrollment and immediately precedes the date repayment is required to begin for the first time. Borrowers have six months to begin repayment of his or her loan. The six month grace period begins the day immediately following the day the borrower ceases attending school; whether the borrower withdraws, stops attending, or completes training. The borrower will have a maximum of 10 years to repay the loan.

While the borrower is in school at least half-time (before expiration of his or her grace period), the federal government pays the interest on a Stafford Subsidized Loan for the borrower. It is the student's responsibility to notify the U.S. Department of Education of the date on which s/he ceases attending school; however, the school will also send notification to the U.S. Department of Education. The U.S. Department of Education will then send the borrower a repayment schedule and disclosure statement no less than 30 days before the borrower's first payment is due.

ADDITIONAL LOAN REPAYMENT INFORMATION

Please contact the financial aid office, or go on-line to www.studentloans.gov, for additional information on any of the following: loan repayment schedules, prepayment, minimum monthly payment amount, repayment plans, repayment of PLUS loans, PLUS loan prepayment, repayment disclosure statements.

INTEREST RATES – FIXED

Subsidized and Unsubsidized Loans: 6.8%; Parent PLUS Loans: 7.9%

LOAN FEES

In addition to interest, Federal Direct Loan borrowers will pay origination fees on their loans. The U.S. Department of Education must deduct (collect) a 1.051% origination fee proportionately from each disbursement, regardless of the type of loan (subsidized and unsubsidized) on which it is being charged. The origination fee is 4.204% on Parent PLUS loans. Note: 2013-2014 Award Year fees. Note: *loans first disbursed on or after 12/01/13 will have an origination fee of 1.072% (Parent PLUS Loans 4.288%).*

DEFERMENT

Deferments are periods during which payment of the principal on a Federal Direct Loan is postponed and, for subsidized Loans, interest subsidy payments are made by the federal government. Once repayment begins, a borrower is entitled to a deferment if s/he meets the requirements for one. However, a borrower must request a deferment either verbally or on a form the U.S. Department of Education provides. A borrower also must provide documentation to the U.S. Department of Education in support of the request. For an in-school deferment on a Stafford Loan or Federal PLUS Loan, the borrower may apply on the loan application. For additional information, contact the financial aid office.

IN-SCHOOL DEFERMENT REQUEST

Any student paying on a student loan can request their loan be deferred while attending a program of training at Collins Career Center. **The financial aid office does not automatically defer loans.** The student is responsible for submitting a deferment form - from the holder of their loan - to the financial aid office for processing.

FORBEARANCE

If a borrower (or endorser) is willing but financially unable to make the required payments on a Federal Direct Loan, s/he may request that the U.S. Department of Education grant forbearance. Forbearance means permitting the temporary cessation of payments, allowing an extension of time for making payments, or temporarily accepting smaller payments than were previously scheduled. The borrower may elect to pay nothing during the forbearance period, or if s/he wishes to make reduced payments, the U.S. Department of Education may grant forbearance of principal, interest, or both. Forbearance usually requires a written agreement between borrower and U.S. Department of Education. When forbearance is granted, the borrower is always responsible for repayment of accrued interest charges. The borrower can pay the interest during the forbearance, or s/he can consent to have it capitalized and pay it later. While the U.S. Department of Education does not have to grant forbearance, they are encouraged to do so if such action would likely prevent the borrower from defaulting. If a borrower is in default, the borrower is ineligible for any type of deferment.

INTEREST ACCRUING DURING DEFERMENT and FORBEARANCE

Interest continues to accrue on all loans during deferment periods. Interest also accrues on all Federal Direct Loans during forbearance. Unless a borrower qualifies for interest subsidy during deferment, s/he is responsible for paying this interest and may do so during deferment or forbearance. Or, the U.S. Department of Education may agree to capitalize the interest (add it to loan principal) when repayment of the principal resumes. The borrower is encouraged to read his or her promissory note

and to check with the U.S. Department of Education or guaranty agency for details on capitalization of interest. If a borrower agrees to pay interest during deferment but fails to do so, the borrower will be considered delinquent.

DELINQUENCY and DEFAULT

When a scheduled payment on a Federal Direct Loan is not made on time, the loan becomes delinquent. If a borrower is late in making a payment, the U.S. Department of Education may require the borrower to pay a late charge. The borrower will also be required to pay collection costs, such as collection agency fees, attorney's fees and court costs, if required in the borrower's promissory note. DEFAULT occurs when a loan becomes 360 days delinquent. For purposes of receiving Title IV aid, a student loan is in default when the loan becomes 270 days delinquent. Additional information on consequences of default can be obtained from the financial aid office.

CREDIT BUREAU NOTIFICATION

Once a guaranty agency notifies a credit bureau of a borrower's default, the credit bureau may provide inquirers with that information for up to seven years from the date the loan is first reported as a default; for up to seven years from the date the guaranty agency pays the default claim; or, for borrower who enters repayment after default and again allows the loan to default, up to seven years from the date the loan enters default the second time. Borrower default reported to a credit bureau may result in the borrower not being able to obtain future credit (i.e. credit cards, buying a car, house mortgage, garnished wages, withholding of income tax return, etc.).

REINSTATEMENT OF ELIGIBILITY AFTER DEFAULT

If a borrower and guaranty agency reach a compromise agreement to settle the debt for less than the total amount due, the borrower may be eligible for additional federal student aid once the compromised amount of the debt is paid. If the borrower chooses to reaffirm his or her defaulted loan obligation, makes satisfactory payment arrangements to repay the debt (six on-time, reasonable and affordable, consecutive, voluntary monthly payments), s/he may regain eligibility for SFA funds. A student who resolves a default by consolidating a defaulted Federal Direct Loan also regains eligibility once the defaulted loan has been paid in full by the Consolidation Loan or Direct Consolidation Loan. The U.S. Department of Education will inform a defaulted borrower who has made six payments as described above of the possibility of loan rehabilitation. If a student regains eligibility during an enrollment period, the student regains eligibility for the period of enrollment in which he or she regained eligibility status only (see Default policy, pg 5)

If a borrower has made satisfactory repayment arrangements to repay a defaulted loan, his or her SAR will indicate that the borrower is eligible but will include a warning that if schedule payments are not made on the loan, future federal student aid will be denied. The Financial Aid Office may reconcile the SAR with official paperwork from the U.S. Department of Education stating that the default has been satisfied. The documentation will be kept in the student's file. The Financial Aid Office will then determine the student's eligibility for a loan (see Default policy, pg 5).

ADDITIONAL INFORMATION

For additional information on the Federal Direct Loan program, loan discharges, loan consolidation and other, please contact the financial aid office or visit www.nslsds.ed.gov, under FAQs.

●OTHER FINANCIAL AID●

WORKFORCE INVESTMENT ACT

The WIA Program is a type of grant that does not require repayment. WIA is set up to assist students with school related expenses the Pell Grant does not cover. You must file the FAFSA before applying for WIA (even if you know you will not qualify). Note: There are a few programs at the Collins Career Center that are not WIA approved, please check with the Financial Aid Office to find out if your selected program of training is approved.

For additional information, students should contact his or her local employment office or one of the following agencies:

Ohio Residents

Ironton-*Lawrence County* WIA
Workforce Development Resource Center – One Stop
120 North 3rd Street Suite B
Ironton, OH 45638
(740) 867-3493 or (740) 532-3140

Workforce Connections of *Scioto County*
Community Action Organization
433 Third Street
Portsmouth, OH 45662
(740) 354-4531

Community Action Organization of *Pike County*
941 Market Street
Piketon, OH 45661
(740) 289-2371

West Virginia Residents

Work4WV Career Center
2699 Park Ave Suite 240
Huntington, WV 25704
(304) 528-5525

Kentucky Residents

Collins Career Center is not an approved school for Kentucky WIA services, as of the date this handbook was printed.

BUREAU OF VOCATIONAL REHABILITATION

BVR is funding that could assist eligible students with tuition, books, uniforms and supplies. Applications are submitted in the state where the student resides. For additional information contact one of the following:

Portsmouth Ohio BVR
4304 Old Scioto Trail
Portsmouth, OH 45662
(740) 354-7951

WV Rehabilitation Services
2699 Park Avenue Suite 200
Huntington, WV 25704
(304) 528-5585

KY Vocational Rehabilitation
411 19th Street
Ashland, KY 41101
(606) 920-2338

SPONSORED STUDENTS (WIA, BVR, ETC.)

All of the following is contingent on the conditions of each student's contract

Textbooks

The student is responsible for notifying the Financial Aid Office to request a textbook voucher be sent to the appropriate vendor. The student must provide the list of textbooks needed (the student should call ahead to the book store to make sure textbooks are available - they may have to be ordered). The voucher(s) will be faxed to the choice of vendor (or given to student) approximately 2-3 working days from the date of request. Once the voucher is faxed, the student can go to the vendor to pick up the books. When the student goes to the vendor, the student tells them their name and the school, signs for the books, then the vendor will invoice the school. The school will then collect reimbursement for textbooks from the student's sponsor.

Listed below are the bookstores the school works with for textbook vouchers:

Shawnee University Bookstore	940B 2 nd Street, Portsmouth, OH	(740) 351-3155
University Mart Bookstore <small>(BP station across from Ohio University Southern)</small>	Liberty Avenue – Rt 141 Exit, Ironton, OH	(740) 532-6193

Textbooks through Collins Career Center

Any textbooks ordered through the office at Collins can be billed to the student's sponsor – contingent upon student's contract.

Note: students may also purchase textbooks out of pocket and then get reimbursement by submitting receipts to the financial aid office. Reimbursement takes approximately 30 business days to receive.

Uniforms, Scrubs and Supplies

The student is responsible for contacting the Financial Aid Office to find out where to obtain scrubs and supplies.

PRACTICAL NURSING PROGRAMS ONLY: When ordering uniforms and supplies from DOVE, the student is responsible for completing the uniform order form and submitting it to the Financial Aid Office in a timely manner so that the order form can be sent with sufficient time allowed to receive uniforms by the time the student needs them.

The student is responsible for notifying the Financial Aid Office of any items that are needed but were not ordered through DOVE

Reimbursement for items student already purchased

If the student purchases approved items "out of pocket", such as physical fees, HepB vaccinations, textbooks, shoes, other supplies, etc., the student can bring receipt(s) to the Financial Aid Office for possible reimbursement (*if included on the student's contract*). Reimbursement takes approximately 30 business days to receive.

Certification Exams Your sponsor may reimburse for certification exams (LPN State Boards, NCLEX, Respiratory CRT/RRT, Review Seminars, etc.). It is the student's responsibility to send in their own application for each exam along with payment then submit proof of payment to the Financial Aid Office for reimbursement (or contact your case manager to send in payment for you). Reimbursement takes approximately 30 business days to receive.

Paperwork Submission

It is the student's responsibility to submit paperwork, requests vouchers, requests for reimbursement, etc. in a timely manner to allow the financial aid office sufficient time for processing. Example #1: student needs textbooks for class on Tuesday. Student does not make the request until Monday – this is not sufficient time for processing; Example #2: student needs Dove uniforms by the first day of Semester I but waits one week before the start date of Semester I – this is not sufficient time for processing since it takes several weeks for order to be processed and shipped from Dove.

VETERANS ADMINISTRATION

The Collins Career Center participates in Veterans administration benefits, i.e. Montgomery G.I. Bill, etc. The student is asked to submit, to the Financial Aid office, a copy of his or her "Certificate of Eligibility" letter to verify eligibility for benefits and case number. The school's certifying official will submit an Enrollment Certification through VA-ONCE to the Veterans Administration to verify the student has started classes. Please allow up to 11-13 weeks to start receiving benefits. The benefits will be sent directly to the student (except Post 911); therefore, it is the student's responsibility to pay tuition. Note: Credit for previous training will be determined on a student by student basis.

SCHOLARSHIPS

The Collins Career Center does accept some scholarships as tuition and fees payment. The student must submit the proper paperwork to the financial aid office, such as the name of contact person, agency, copy of proof of scholarship etc. so the financial aid office will know who to contact and where to collect the scholarship funds from. Note: The student will be responsible to pay for any tuition and other school related expenses not paid by the scholarship.

The Collins Career Center scholarship awarded to CCC high school graduates is an amount deducted off the student's tuition after successful completion of one full semester.

EMPLOYER PAYMENTS

The Collins Career Center does accept payment of tuition and fees from a student's employer. The student must notify the Financial Aid office of the contact person, place of employment, etc. to invoice for payment. Note: The student will be responsible to pay for any tuition and other school related expenses not paid by the employer.

OTHER FINANCIAL AID PROGRAMS ACCEPTED

The Collins Career Center also accepts tuition and fees payment from: WORKERS' COMPENSATION FUND; TRADE ADJUSTMENT ACT (TAA/TRA).

A student sponsored by any outside agency or other aid programs listed here, should be aware that the student will be responsible to pay for any tuition and other school related expenses not covered by the program.

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The information printed in the Financial Aid handbook was obtained from current Federal Regulations and Collins Career Center Board approved policies and procedures

Revised November 4, 2013