



Financial Aid Policies & Procedures

Washington School
of
Practical Nursing



2023-2024

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1. FINANCIAL AID SERVICES GENERAL OVERVIEW

The Financial Aid Office is available to assist all post-secondary students with access to all forms of Federal, and State financial aid for which they are eligible. Our office is located on the first floor of our building at 1978 Image Drive, Washington, MO.

There are many forms of financial assistance available to students pursuing a post-secondary education. These assistance programs along with efforts from students and their families form the basis for a student's funding of their post-secondary education.

Four Rivers Career Center's policy of awarding Federal financial aid is in accordance with Federal regulations pertaining to each type of assistance awarded.

2. POLICIES & PROCEDURES RESPONSIBILITY

Financial Aid policy decisions are made by the Director of Four Rivers Career Center and the Financial Aid Administrator in accordance with all Federal, State and institutional guidelines.

Four Rivers Career Center is part of the School District of Washington, Missouri. The School District of Washington Board of Education is the primary policy making body responsible for all policies governing Four Rivers Career Center.

Four Rivers Career Center and the School District of Washington have chosen to implement the rescission of the GE rule early as was optioned to them by the U.S. Department of Education on July 1, 2019.

3. FINANCIAL AID OFFICE ADMINISTRATION

The Financial Aid Administrator, under the direction of the Director of Four Rivers Career Center and the Director of Accounting for the School District of Washington, coordinates all Federal, State and institutional student financial aid programs, compliance reviews, reconciliations and audits.

The Financial Aid Administrator's responsibilities include

- Evaluation of applicant's eligibility for financial aid
- Financial aid offer calculations
- Verification of applicant information
- Maintenance of all student financial aid records and ledger accounts
- Collection and evaluation of reports for satisfactory academic progress determination
- Coordination of Federal funds drawdowns and student disbursements with our third party financial aid servicer and the SDOW Director of Accounting
- Remain current on Federal and State regulations impacting Financial Aid
- Monitor and comply with institutional policies and procedures
- Maintain confidentiality of student Financial Aid records

Four Rivers Career Center retains all student financial aid records for a minimum of five years as required by Federal guidelines.

Financial Aid Administrator: Ann Struttmann
Phone: 636-231-2100 Ext 2934
Email: ann.struttmann@sdownmo.org
Office Hours: Monday – Friday 8:00 am – 4:00 pm please call to set an appointment

An outside independent auditor conducts an annual financial statement audit in accordance with the Office of Management and Budget's (OMB) Circular A-133 of the School District of Washington. Four Rivers Career Center is a sanctioned institution of the School District of Washington.

4. FINANCIAL AID DETERMINATION

Eligibility for financial aid programs offered on the basis of financial need is determined after a student files the Free Application for Federal Student Aid (FAFSA). This application is free of charge and can be found online at www.fafsa.ed.gov.

Completing the FAFSA

- Create your FSA ID (Federal Student Aid ID)
- Complete the FAFSA application (Free Application for Federal Student Aid)
 - Submit the FAFSA application on-line at www.fafsa.ed.gov.
 - Select Four Rivers Career Center as a school to receive the report
 - **Four Rivers Career Center School Code is 013529**
 - Students and parents are recommended to use the IRS Data Retrieval Tool (IRS DRT) when completing the FAFSA application. In certain circumstances, an applicant may not be eligible to use the IRS DRT. In this case, it will be necessary to request a tax transcript from www.irs.gov
- Once the FAFSA is completed, the student will receive a Student Aid Report (SAR). The SAR is used to verify that the information submitted is correct. If any corrections need to be made, the student may make corrections through their online FAFSA application account. The student may contact the Financial Aid Office at Four Rivers if they have any questions concerning the correction process.
- Student information will automatically be sent to Four Rivers Career Center as long as the student has selected Four Rivers as one of their schools of choice using our **Federal School Code (013529)**

FAFSA Verification

- FAFSA applications are randomly selected for a process called verification. All Student Aid Reports (SAR) with an asterisk by the EFC must be verified. This process is used to confirm the information provided to the U.S. Department of Education on the FAFSA application.
- Students will be notified by the Financial Aid office if they have been selected for verification. Students and/or parents must provide a copy of all documentation required for the verification process to the Financial Aid Office in order to be considered for financial aid.
- Required documentation may include any or all of the following: proof of household size, number enrolled in college, adjusted gross income, U.S. income tax paid, and certain untaxed income and benefits such as IRA distributions, pensions, IRA deductions and payments, tax exempt interest, SNAP benefits (food stamps) and untaxed child support.
- Required verification elements will be updated annually by the United States Department of Education.
- The verification process may result in a change in the amount of the student's financial aid offer. If there is a change in the offer, the student will receive a revised offer letter with the corrected amount(s) of financial aid available to them.
- If the student fails to complete the verification process, they will forfeit any federal student aid disbursement eligibility until such time as the verification process is complete

Financial Aid Packaging

A student's financial aid package is determined by the individual's amount of "financial need" calculated using the following formula:

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

Cost of Attendance (COA) includes standard allowances for tuition, fees, books, supplies, room and board, transportation, technology and miscellaneous expenses. Students are provided with their annual calculated cost of attendance during their initial financial aid appointment. A student's annual cost of attendance will vary based upon their dependency status and household size. FRCC uses COA guidelines from College Board as well as local survey data to compute cost of attendance.

Expected Family Contribution (EFC) is based on income, assets, expenses, size of family, number of working parents, number of students in college and extraordinary circumstances.

Financial Need or "unmet need" is the maximum amount a student can receive in state and federal financial aid funds

Financial Aid Packaging (Continued)

Students will receive an official financial aid offer letter once their financial aid has been packaged. Students have the right to appeal their offer notification but must do so in writing to the Financial Aid Office within 15 days of receiving the initial offer letter. In the event a student's financial aid offer package changes, the student will be notified in writing with an amended offer letter along with the reason for the amendment.

Professional Judgement

Students and/or parents may submit a Professional Judgement request in writing to the Financial Aid Office. These requests will only be considered in extreme circumstances and when the student and/or parent has submitted all required documentation validating the circumstances surrounding the request. These cases most often involve a situation where the student and/or parent has had a significant change in income.

C Codes

When the Financial Aid Office receives a student's ISIR with a "C" code, the reject code will be identified and must be resolved before the student is eligible to receive any form of Financial Aid. If the "C" code cannot be resolved and the student is unable to private pay for the program, they will forfeit their position in the current class. The student can reapply for a future class as long as they have resolved the "C" code rejection.

5. FINANCIAL AID DEADLINES

Students must complete the FAFSA, attend their financial aid appointment, pay tuition and/or make all financial arrangements with the Financial Aid Office by **July 1** or they will forfeit their position in the class. Any alternates admitted after July 1 must have their financial aid process completed prior to August 1.

Tuition and all out of pocket expenses are due on the first class day of each payment period. Any private payments must be made by the first day of each payment period as listed below:

First Payment Period	August 09, 2023
Second Payment Period	November 28, 2023
Third Payment Period	March 19, 2024

Note: The actual start of the second and third payment period are determined by the student's actual attendance. The student must complete all clock hours in a given payment period before they can progress into the next payment period.

6. FINANCIAL AID COUNSELING

Any student receiving Federal Student Loans must complete the Entrance Counseling prior to disbursement of funds and the Exit Counseling prior to graduation. The United States Department of Education provides electronic counseling sessions online at:

www.studentloans.gov

While Four Rivers utilizes these electronic counseling sessions to meet its loan counseling requirements, we do provide some personal financial aid counseling during the Washington School of Practical Nursing's new student orientation. In addition, Four Rivers Career Center requires each student to attend a one-on-one counseling session with the Financial Aid Administrator prior to the first day of class. Additional counseling with the Financial Aid Administrator is available throughout the program on an as needed basis.

7. STUDENT RIGHTS & RESPONSIBILITIES

The Family Educational Rights and Privacy Act (FERPA) is a Federal law protecting the privacy of student education records. As adult students in a post-secondary institution, the parental FERPA rights have transferred to the student. The institution must have written permission from the eligible student in order to release any information from the student's education records. The institution may disclose "directory" type information without consent.

It is the student's responsibility to use the financial assistance funds for educational expenses and to repay any debt incurred while pursuing your education. If a student has been convicted of or has pled no contest or guilty to a crime involving fraud in obtaining Title IV aid, the student must have completely repaid the fraudulently obtained funds to the US Dept. of Education or the loan holder before they can regain aid eligibility.

Students are responsible for maintaining grade and attendance records that comply with Federal and institutional policies. Failure to meet grade and attendance requirements may result in loss of Federal Student Aid and possible dismissal from the program.

8. FUNDING RESOURCES

There are several types of funding resources available to post-secondary students at Four Rivers Career Center. Students must meet all Federal and Institutional eligibility criteria for each particular funding source awarded and utilized by the student. This is not a complete list, there are other sources available not listed as well.

A+ SCHOLARSHIP FUNDING

A+ Funding Usage Guidelines

- Students maintain eligibility for A+ Funding for up to 4 calendar years from the date of their graduation from an A+ approved high school.
- A+ Funding is reduced by all Federal and State grants.
- Previously completed hours at an A+ eligible institution are used to determine where a student stands with regard to the 105% maximum A+ eligibility. Credit hours are converted to clock hours at a rate of 37.5 clock hours equal to 1 credit hour.
- Four Rivers Career Center has currently been granted an A+ tuition cap waiver for the Washington School of Practical Nursing program.

Maintaining A+ Funding Eligibility:

- Students must maintain full-time student status
- Students must maintain a passing grade (78%) in all WSPN classes
- Failure to meet these requirements will result in loss of a student's A+ funding, making the student responsible for payment of all charges previously covered by A+ funding.

ACCESS MISSOURI GRANT

Access Missouri Grant is a need-based funding program that serves to increase access to your school of choice. Your financial ability is determined by your EFC (Expected Family Contribution) as calculated through the FAFSA (Free Application for Federal Student Aid). Information can be found online at:

<http://dhe.mo.gov/ppc/grants/accessmo.php>

Students who meet all other eligibility requirements for the grant and submit their FAFSA prior to February 1 priority deadline are guaranteed an award. Students must submit their FAFSA by the final deadline of April 1 in order to be considered for eligibility. Eligible students who apply between February 1 and April 1 will be awarded based on funding availability.

FEDERAL PELL GRANT

The Federal Pell Grant is considered to be the first source of aid to the student. Pell Grant awards are determined from a schedule released each year by the US Department of Education. A student's Pell Grant award is determined by the student's EFC on their Institutional Student Information Record (ISIR) received by the school as a result of their FAFSA filing along with their enrollment status at the institution. Since all students attending the Washington School of Practical Nursing are required to be full-time students, awards are based on the full-time status schedule.

FEDERAL DIRECT STUDENT LOANS

Subsidized Direct Loans are based upon financial need. Interest is not charged while the student is enrolled at least half-time.

Unsubsidized loans are not based upon financial need and the student borrower is responsible for interest accrued while in school and during deferment periods for this type of loan.

Students are required to be enrolled at least half-time and making satisfactory academic progress toward a certificate. Repayment of the loan begins six months after the student ceases full-time enrollment at an institution of higher education. Loan amounts for the remaining period above the 910 clock hour academic year will be prorated as required by the Department of Education.

PARENT (PLUS) LOANS

Parent Loan for Undergraduate Students (PLUS) are available to provide parents of dependent students a way to finance the student's education beyond high school. Federal PLUS Loans are available to parents of students enrolled at least half-time. A parent may borrow up to the cost of education minus any other financial aid resources the student may receive. Parent borrowers must pass a credit check. Loans are available regardless of family income. Repayment of a PLUS loan begins after the loan is fully disbursed.

Parent borrowers must complete the Plus Loan Counseling and the Master Promissory Note. These can be found at www.studentloans.gov

SALLIE MAE PRIVATE STUDENT LOANS

Four Rivers Career Center is an approved institution for Sallie Mae Career Training Smart Option Student Loans. Applications and loan details can be found at www.salliemae.com

TRADE READJUSTMENT ACT (TRA) or TRADE ADJUSTMENT ACT (TAA)

These resources provide funding to persons who have lost their job and need re-training due to the closing of an American business because of foreign industry. Applications for TRA and TAA funding must be filed with the Missouri Job Center. Our local office information is listed below:

Missouri Job Center
1108 Washington Square
Washington, MO 63090
Phone: 636-583-9670
Website: www.jobs.mo.gov

The U.S. Department of Labor website provides more details about TRA and TAA funding
<http://www.doleta.gov/tradeact/>

FAST TRACK WORKFORCE INCENTIVE GRANT

The Fast Track Workforce Incentive Grant is a new financial aid program for adults. The grant addresses workforce needs by helping adults pursue a certificate, degree, or industry-recognized credential in an area designated as high need. Visit the link below for eligibility requirements.

https://dhewd.mo.gov/initiatives/fasttrackgrant_for_students.php

VETERAN'S BENEFITS

Financial assistance may be available to qualified veterans.

The U.S. Department of Veteran's Affairs website provides more details on veteran's benefits

<http://www.benefits.va.gov/gibill/>

VOCATIONAL REHABILITATION FUNDING

Vocational Rehabilitation Funding may be available for persons needing vocational training or re-training for various reasons/situations. Please contact the agency for eligibility requirements/application process. The office serving our area is:

Vocational Rehabilitation Office
3248 Laclede Station Road
Deer Creek Center
St. Louis, MO 63143
Phone: 314-877-1900

Department of Elementary and Secondary Education Vocational Rehabilitation Webpage:

<http://dese.mo.gov/adult-learning-rehabilitation-services/vocational-rehabilitation>

WORKFORCE INNOVATION & OPPORTUNITY ACT FUNDING (WIOA)

WIOA Funding is grant monies available to students who meet certain income-based/situational criteria.

These funds may be used to cover the cost of tuition, supplies, materials and some need-based living expenses. Applicants must apply through a Missouri Job Center. Our local office information is listed below:

Missouri Job Center
1108 Washington Square
Washington, MO 63090
Phone: 636-583-9670
WIOA Case Manager—Kim Kopp
Phone: 636-583-9649
Email: kkopp@mersgoodwill.org
Website: www.jobs.mo.gov

WORKFORCE INNOVATION & OPPORTUNITY ACT YOUTH FUNDING (WIOA YOUTH)

This program assists students up to age 24 that meet certain criteria and is NOT an income based program.

Student must be approved for this funding prior to enrollment which officially occurs during our June Orientation for the Washington School of Practical Nursing Program

Applications must be filed with the Missouri Job Center. Our local office information is listed below:

Missouri Job Center
1108 Washington Square
Washington, MO 63090
Phone: 636-583-9670
Website: www.jobs.mo.gov

9. DEFAULT MANAGEMENT

The Financial Aid Office at Four Rivers Career Center conducts one-on-one meetings with each student prior to the start of each program year. At these initial meetings, students are advised on the following topics:

Their individual financial aid offer

Rights and responsibilities of student loan borrowers

Repayment plans available

How and when interest accumulates and who is responsible for payment of said interest

Signing of Master Promissory Note (MPN)

Expectation to complete online Entrance Counseling

Four Rivers Career Center engages the services of a third-party financial aid servicer to assist with administration and compliance of with the use of Federal student aid funds.

The Financial Aid Office at Four Rivers Career Center also conducts one-on-one counseling with each student upon their exit from the program, whether that be graduation, withdrawal or dismissal. The students are also expected to complete the online Exit Counseling.

10. REFUND POLICY

Washington School of Practical Nursing program consists of (3) trimesters/payment periods of study. Tuition and fees are payable prior to the start of each trimester or payment period. The refund policy for each trimester or payment period is outlined below:

<u>Withdrawal Date</u>	<u>Amount of Student Refund</u>
Calendar Days 1-7	100% Refund
Calendar Days 8-14	75% Refund
Calendar Days 15-21	50% Refund
After 21 st Calendar Day	0% Refund

Refunds are paid within 45 days of notice of withdrawal from the program and are paid without a specific request from the student.

Credit balance refunds are reviewed and processed each trimester at disbursement of financial aid. Check requests for credit balance refunds are sent by the Financial Aid Office to the School District of Washington's business office for processing. Once the check requests have been approved, students are notified by financial aid that they can pick up their check.

11. DISBURSEMENT OF FEDERAL FUNDS

All Federal and Institutional required paperwork must be complete and on file with the Financial Aid office before any funds will be released for disbursement to the student. Students are responsible for ensuring that their Financial Aid file is complete and current.

Federal and State laws mandate the order in which funds are applied to cover the students cost of tuition, fees, books, etc. All funds will first be applied to the student's account at Four Rivers to cover any outstanding balances. Once the student account has a zero balance, any additional earned monies will be disbursed directly to the student according to guidelines established by each of the funding agencies.

Students must also meet all Attendance and Satisfactory Academic Progress criteria before funds can be disbursed.

Four Rivers Career Center always strives to prevent over awards. In the event an over award occurs, the student's financial aid package will be adjusted to eliminate the over award. If funding has already been disbursed, Four Rivers will make every attempt to collect the over award amount from the student. If the institution is unable to collect the over award, the student will become ineligible for any future Title IV funds until the overpayment is resolved. Four Rivers will also make adjustments to the student's award in COD and return all necessary funds through G5.

12. SATISFACTORY ACADEMIC PROGRESS

Students receiving financial assistance from federal and state sources must meet Four Rivers Career Center's Satisfactory Academic Progress (SAP) policy in order to maintain their financial assistance eligibility. This policy is applied equally to all students at Four Rivers Career Center.

Students enrolled in the Washington School of Practical Nursing must maintain a 78% in all course work in order to meet the Satisfactory Academic Progress requirements

The Washington School of Practical Nursing program requires a 95% attendance rate for its students.

Student's grade and attendance records are maintained in the Student Information System of the School District of Washington. Students have 24 hour access to their grades and attendance records through the online portal to our Student Information System.

Grade reports and SAP policy compliance are reviewed monthly.

If a student is not meeting SAP criteria as outlined above, the student will be notified in writing and placed on academic and financial aid probation. Students are not eligible to receive disbursement of Federal Student Aid while on financial aid probation.

Students can re-establish their eligibility for disbursement of Federal Student Aid by returning to compliance of the SAP policy outlined above. At such time that a student returns to SAP compliance, Federal Student Aid funds can be disbursed.

A student may appeal the termination of Federal Student Aid due to SAP policy non-compliance by submitting an appeal letter to the Administrator of the program, Financial Aid Administrator or the Director within 7 days.

Students have until the end of each course, to return to academic compliance of our SAP policy. Any student who does not meet the SAP criteria at the end of any course in the program, will be dismissed from the program.

Washington School of Practical Nursing students receiving financial assistance must complete the entire program within 150% of the published length of the program.

Students not receiving financial assistance are held to these same academic progress standards.

13. RETURN OF TITLE IV FUNDS

If a student determines it is necessary to withdraw from their program of study prior to completion of the program, the student must contact both the WSPN Administrator and the Financial Aid Administrator. The student will be informed of possible consequences of the withdrawal. Should the student determine that withdrawal is their desired course of action, a withdrawal form must be completed and filed with the WSPN Administrator and the Financial Aid Office.

Federal regulations mandate how Four Rivers must calculate the amount of Federal Student Aid a student is eligible to receive when they withdraw from a program. These regulations use a specific formula that uses a student's last day of attendance and the scheduled hours in the payment period to determine the amount of earned Federal Student Aid. Attendance is determined through official enrollment and withdrawal records at Four Rivers Career Center. A student's last date of attendance is the last day they attended class or a class activity. For more detail information about this calculation contact our Financial Aid Office.

The amount of Federal Student Aid earned by a student withdrawing from a program is calculated on a pro-rata basis. For example, if a student has completed 30% of the payment period, they have earned 30% of the Federal Student Aid for which they qualified and must return the remaining 70%. Once a student has completed 60% of the payment period, the student has earned 100% of their scheduled Federal Student Aid.

- Example of Earned Aid Calculation:
 - A student withdraws or is dismissed after completing 180 of the total 450 payment period clock hours
 - The student has earned 40% (180/450) of their Federal Student Aid funds
 - The student and/or institution must return the remaining 60% (100% - 40%) of the unearned Federal Student Aid funds

If a student withdraws from a program and has received more Title IV funds than they have earned, all unearned Title IV funds must be returned by the school and/or student to the appropriate Federal Aid program as soon as possible but no later than 45 days after withdrawal. Any loan funds that the student must return are subject to repayment according to the terms of the promissory note signed by the student and are payable to the holder of the loan.

Federal regulations specify the order in which these unearned funds must be returned to the Title IV program. Four Rivers must ensure that returned funds are applied to eliminate outstanding balances on loans and grants for the payment period in the following order:

- Unsubsidized Federal Stafford Loans
- Subsidized Federal Stafford Loans
- PLUS Loans
- Federal Pell Grants

If a student has received less Federal Student Aid funds than they have earned, the student will be eligible to receive the additional earned funds through a post-withdrawal disbursement. Post withdrawal disbursements may include payment to the school for the current pro-rated portion of charges incurred while the student was actively enrolled in the program that are still due to the school. This post-withdrawal disbursement may also include a payment to the student for any aid earned above and beyond the fees due to the school. The school will NOT include Title IV loan funds in a post withdrawal disbursement without written consent from the student.