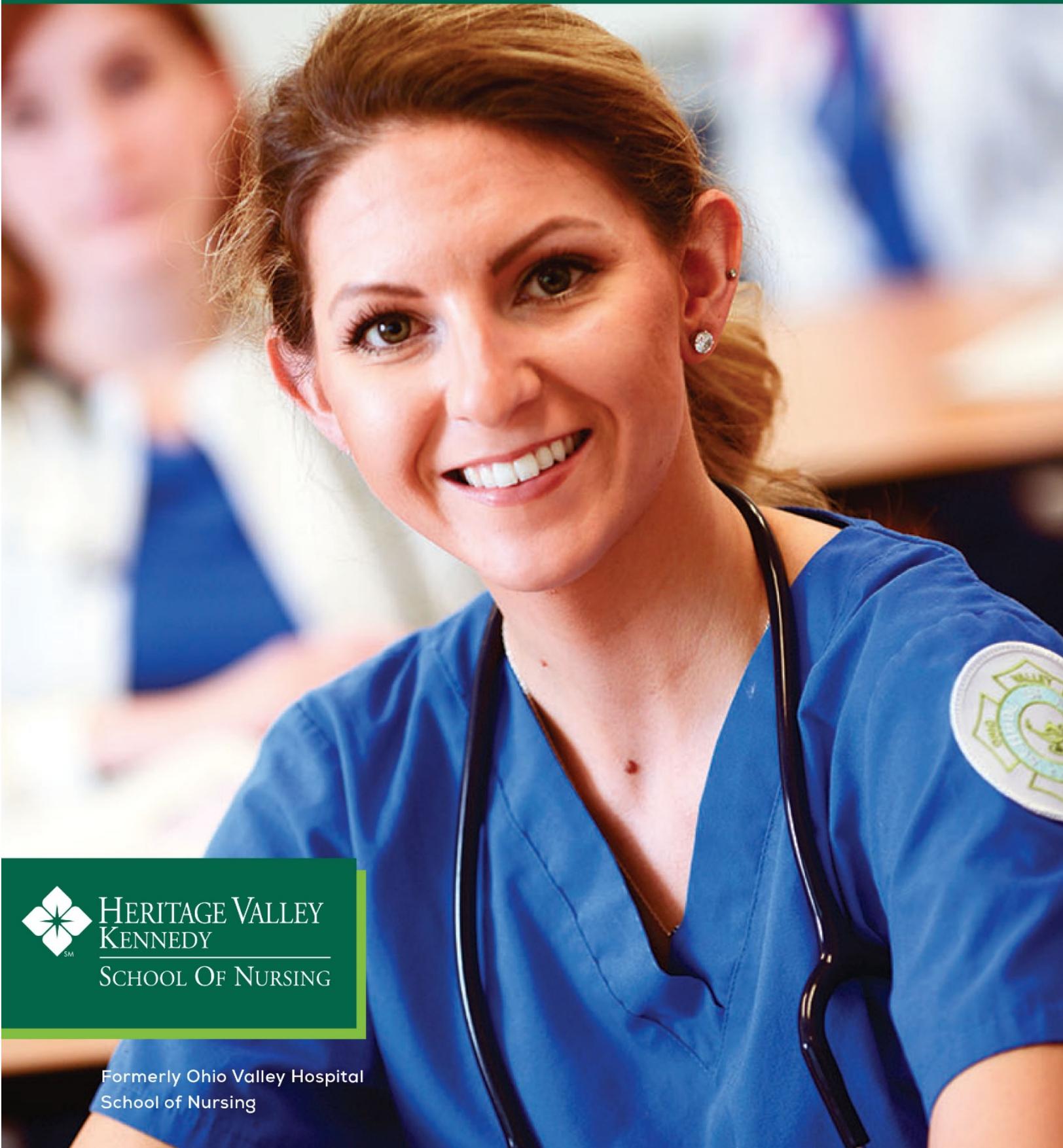


The Heritage Valley Kennedy School of Nursing
FINANCIAL AID POLICIES



HERITAGE VALLEY
KENNEDY
SCHOOL OF NURSING

Formerly Ohio Valley Hospital
School of Nursing

RETURN OF TITLE IV FUNDS- REFUND CALCULATION

Title IV financial aid funds are awarded under the assumption that a student will attend for the entire period of enrollment. When a student withdraws from all courses, stops attending, or enrolls for less than half-time status, the eligibility for the full amount of Title IV aid may be lost.

HVK School of Nursing is required to recalculate federal financial aid eligibility for students who do not complete more than 60% of an enrollment period. After the enrollment for a semester reaches 60%, the student is considered to have earned 100% of the Title IV funds. The calculation is in accordance with the HEA amendments and are based on the refund calculation and the date the student ceases enrollment.

The following formula is used to determine the percent of unearned aid that must be returned.

- The 'enrollment period' for most students is the full semester. For students enrolled in eight-or 10-week sessions (if applicable), the enrollment period includes the days in the session for which the student is enrolled.
- The 'percent earned' is equal to the number of calendar days in the enrollment period up to the withdrawal date divided by the total number of calendar days in the enrollment period.
- The 'unearned percent' is equal to 100 minus the percent earned.
- The 'withdrawal date' is considered to be the date that the student begins the HVK School of Nursing's withdrawal process, the student's last date of recorded attendance or the midpoint of the semester for a student who leaves without notification.
- Students who do not plan to attend and will not be participating in a course should drop the class prior to the start of the term (or, at the very least, within the 100% refund period) to avoid Title IV aid recalculation.

Example- (semester)

There are 105 days in the enrollment period. The student attends classes for 35 days and processes a complete withdrawal:

$$35/105 = 33 \text{ percent of aid earned}$$

$$100 - 33 = 67 \text{ percent of aid unearned that would be returned to Title IV}$$

funding

Unearned funds will be returned to the Title IV programs from which the student received assistance in the following order:

1. Unsubsidized Federal Direct Loan
2. Subsidized Federal Direct Loan
3. PLUS Federal Direct Loan
4. Federal Pell Grant

A letter from the Financial Aid Office will be sent to the student with details, including aid earned and unearned, amounts and type of aid returned, and any balance due back to the School of Nursing.

When Title IV aid is returned, the student may owe a balance to HVK School of Nursing. The Financial Aid Coordinator will invoice the student for amounts payable. Students are responsible for any portion of their institutional charges that are left outstanding after Title IV funds are returned. Any credit balances will be refunded in accordance with federal regulations.

If all of the funds were earned were not received, a post-withdrawal disbursement may be processed. HVK School of Nursing will automatically credit the student's account with a late disbursement of Federal Pell and PA Grant funds for current institutional charges (tuition and fees). Excess funds will be refunded to the student. The post- withdrawal disbursement will be made within 45 days of the date the institution determined the student withdrew.

Post- Withdrawal of Federal Loan Funds:

If a post-withdrawal disbursement includes federal loan funds, HVK School of Nursing must obtain the student, or parent if PLUS LOAN, permission before it can be disbursed. The borrower will be notified within 30 days of determination of withdrawal of the opportunity to accept all or part of the post-withdrawal disbursement. After the determination of the student's withdrawal date, all post- withdrawal disbursements will be applied to student accounts first, and any resulting credit balance will be disbursed as soon as possible, and no later than 14 days after the calculation of R2T4 process.

Loan funds will be applied towards the outstanding semester charges, and other related institutional fees, as contracted on the student's account and may pay up to the amount allowable charges. Any remainder will be paid out directly to the student or parent in the form of a paper check, mailed to the home address, as listed on file.

If the post-withdrawal disbursement includes loan funds, permission must be given before HVK School of Nursing can disburse them. HVK School of Nursing may automatically use all or a portion of your post-withdrawal disbursement of grant funds to cover tuition and other related institutional fees, as contracted.

Student Notification of Repayment:

The student and the school are both responsible for returning unearned federal aid to the federal government. HVK School of Nursing will return funds on the student's behalf to the appropriate federal programs and subsequently will bill the student for any balances owed back to HVK School of Nursing as a result of the return of Title IV funds. An email reflecting the adjustment(s) to the student's Title IV funds and the remaining student balance will be sent to the student. The student is responsible for any outstanding balance resulting from a Return of Title IV calculation. Students are encouraged to

contact the Financial Aid Coordinator to make arrangements for any outstanding and/or past due balance owed to HVK School of Nursing.

Additional Loan Information to Consider when Withdrawing

If the student is not enrolled at least half-time for more than 6 months, their loans will go into repayment. More specifically, the student's six (6) month grace period begins the day their enrollment status drops below half-time. The student must complete Exit Loan Counseling at www.studentloans.gov and contact their servicer to make payment arrangements. Loans must be repaid by the loan borrower (student/parent) as outlined in the terms of the borrower's promissory note. The student should contact the servicer of their loan if they have questions regarding their grace period of repayment status.

Consequences of Non-Repayment

Students who owe the US Department of Education for an overpayment (unearned due to not attending for more than 60% of the payment period) of Title IV funds are not eligible for any additional federal aid until the overpayment is paid in full or payment arrangements are made with the US Department of Education.

Students who owe HVK School of Nursing because of the return of Title IV funds calculation will not be eligible to register for subsequent semesters or receive academic transcripts until the balance is paid in full.

Adjusting Institutional Grants and Scholarships awarded by the HVHS system:

In some cases, the award will have to be reduced. In other circumstances, if the award is less than tuition, the student may be permitted to keep the entire award. Policies may vary based on the fund and donor instructions. Students are encouraged to contact the awarding office/campus for specific instructions and guidelines.

FEDERAL FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS (SAP)

Federal regulations mandate that the Student Financial Aid office monitor and evaluate the academic progress of all enrolled students at HVK School of Nursing, regardless of whether or not the student received prior student financial assistance. SAP for Title IV recipients is as least as strict as the institution policy for students not receiving Federal Student Aid program assistance. The following requirements apply for all periods of enrollment and all academic work attempted, including transferable work. The measurement of academic progress is a monitoring process by which HVK School of Nursing compares the number of credit hours successfully completed to credit hours attempted. The standards of measurement used in this process for the academic year are listed below and these standards are in compliance with federal and HVK School of Nursing regulations. Students are required to meet minimum academic standards, (as

defined in the Progression/Promotion Policy) in order to retain eligibility for federal financial aid, which includes grants and loans. Financial aid regulations require that all students, within categories (full time, part-time, different programs of study, etc.) maintain SAP towards program completion in order to receive student financial aid. The guidelines used to assess academic progress for financial aid purposes include a qualitative (time-based) and qualitative (grade-based) evaluation based on guidance from federal regulations HEA Sec. 484(c); 34 CFR 668.16(e), 34 CFR 668.32(f), 34 CFR 668.34.

SAP PROCESSING

The academic standards assessed include: (1) Grade Point Average (GPA); (2) Pace of progression; and (3) Maximum Timeframe. At the end of each term, the Financial Aid Coordinator will review all students' academic records to ensure that the following minimum standards are met, required by federal regulation.

Failure to meet one or more of these academic standards will result in the loss of financial aid eligibility.

GPA is based on a 4.0 scale and includes classes taken at HVK School of Nursing (nursing courses) and our affiliate college (non-nursing courses) to determine this average. The academic standards are assessed as follows:

A. Grade Point Average Evaluation

GPA is evaluated at the end of each semester.

<u>Scale:</u>	<u>Grade</u>	<u>Quality Points</u>	<u>Percentage</u>
	A	4	93 - 100
	B	3	85 - 92
	C	2	77 - 84
	F	0	0 - 76
	W (withdrawal)		

- A student must achieve a “C” (77% - no rounding) in theory in all nursing courses to remain in the nursing program. In the Leadership course, the theory grade will consist of two parts: Unit Exams and other didactic evaluations. The student must achieve a 77% (no rounding) in each of the two theory parts to pass the theory portion of the course. The overall theory grade will be an average of these two percentages. At the mid-point of clinical of all courses, the present theory grade to date will also be recorded. At this point, failure of a 77% or greater, will result in a theory algorithm. The requirement of all non-nursing courses is that students must achieve a solid “C” (2.0) or better.
- QPA is calculated using a computerized point system to avoid any errors. All courses required for completion of the program (including transfer credits) are included in the QPA calculation.

- If a student scores less than the required passing score of 77% on any nursing exam, the student is encouraged to schedule a meeting with faculty or their advisor prior to the next exam. Failure to adhere to this policy may result in the implementation of the Student Misconduct Policy.
- Students must maintain at least a 2.0 Grade Point Average (GPA), complete 2/3 (at least 66%) of all units attempted, and graduate with a diploma/certificate within 150% of the published unit requirement.
- Students who receive an incomplete grade (I) will negatively impact their completion percentage until such time that the incomplete changes to a graded course. There is no effect on GPA. Incomplete courses are counted in the maximum time frame calculation.
- Students must earn a minimum cumulative QPA of 2.0 at the end of each academic year (July 1 – June 30).

B. Pace of Progression

- The Pace of Progression is the ratio of successfully completed credits divided by attempted credits. “Earned credits” is defined as nursing and college courses completed with a grade of: “A” thru “C” (4.0-2.0), and clinical grades of “P”. “Earned credits” does not include grades of: “F”, “W”, or “I”. Students may only receive credit for a course once per academic year. For financial aid purposes, a student at HVK School of Nursing must maintain a Pace of Progression of at least 66%. This Pace of Progression should ensure that students will complete the program within the maximum timeframe described below. An attending student is considered to be in Good Academic Standing for purposes of HVK School of Nursing financial aid eligibility, reports, and communication to other institutions unless the student has not successfully completed the required number of credit hours, fallen below the minimum cumulative grade-point average, or been dismissed, suspended, or dropped from HVK School of Nursing and not readmitted.

C. Maximum Timeframe

- The **Maximum Timeframe** is up to 150% of the published length of the program. Transfer credits are included in the total number of attempted hours for determining the maximum time frame. All repeated course work will count in the maximum number of attempted credits each time the course is taken. If a student drops a course before the semester census date (usually the end of the 100% refund period), that course will not be counted toward credit hours attempted. For instance, the published length of the program is 80 credits/units, then the student must complete the program by the time he or she reaches 120 credits/units (80 credits/units x 150%= 120 credits). Therefore, in order for

students to complete their program within the maximum time frame students must complete a minimum of 66% of all credits/units attempted.

Dropping or Withdrawing from Classes:

Reducing enrollment during any semester can create serious consequences for financial aid recipients. Proper withdrawal from classes prior to the 14th day of enrollment will not affect minimum completion percentage. At the close of each year, the completion percentage from each semester are added together. Students with a completion percentage of less than 66% for the year are ineligible to receive federal and other forms of aid. Withdrawn courses after the 14th day period, will negatively impact their completion rate. There is no effect GPA. Before dropping or withdrawing from class, students should check with the Financial Aid Office to avoid one or more of the following:

1. An alteration in successfully meeting Satisfactory Academic Progress- students that reduce or withdraw from classes may not meet credit hour attempted/completed calculation.
2. Repayment of Financial Aid- in cases of complete withdrawals, students may be required to repay a percentage of financial aid received for that semester- see Title IV Return of Funds policy
3. Repayment of Federal Direct Loans- students receiving Federal Direct Loans may go into repayment if current enrollment drops below six credit hours or a period of time greater than the six-month grace period (or you may lose your grace period).
4. Cancellation of future Disbursement of Loans- all future disbursements of loans will also be canceled once enrollment drops below part-time (6 credits) hours.

Transfer Credit Hours

Transfer hours count as hours both attempted and earned when determining minimum completion percentage. This positively impacts completion percentage, but could negatively impact maximum timeframe.

Repeat Courses

Repeated courses are individually counted when calculating completion percentage. For example, if a student takes Fundamental of Nursing twice, and it is a 10 credit course, the 10 credits will be counted as attempted; thus, impacting the maximum timeframe calculation. If the student fails the course the first time and receives a C or higher the

second time, five credits are counted as earned. Repeated courses do positively impact GPA as the highest grade received is only counted in the GPA calculation.

SAP APPEALS

In the following provisions, warning or suspension means financial aid warning or suspension, not academic probation or suspension.

Students who do not meet these minimum academic standards will be placed on a financial aid warning status. In the first review period, in which the standards of academic progress are not met, the student will be placed on warning and will be notified of the status. Students can receive financial aid for the subsequent semester while on warning status. At the end of the semester, progress will be reviewed to determine if the student now meets SAP standards. If a student on financial aid warning does not meet the minimum academic standards at the end of the following term, the student will be placed on financial aid suspension. Students CANNOT receive any federal aid (including grants, loans or institution funding) while on suspension. Financial aid suspension can only be removed after a student has met the minimum grading standards, as listed above, for the credits attempted. This will require a student to enroll for courses at his/her own cost, if such student remains in good academic standing otherwise.

Notification: If you are placed on warning or suspension according to the terms of this policy, you will receive written notification by USPS mail to the home address, as listed on file.

If a student does not meet the requirements while on financial suspension, the student may file a written appeal. Financial Aid suspensions can be appealed to the Financial Aid Appeals Board by submitting a written request to the Financial Aid Coordinator. The board will review appeals, as requested. Appeals must include the reason why the student was not able to meet SAP and what has changed that will allow the student to make SAP progress at the next evaluation. Appeals must include: Dates, details and documentation of any extenuating circumstances, including:

- Death of an immediate family member
- Documented illness
- Major accident or injury to (self, child, parent or spouse)
- Victim of a crime or unexpected disaster

Appeals will be reviewed by the Financial Aid and Admissions office to determine if the student's circumstances warrant probationary reinstatement, requests that the student provide additional information, or continued ineligibility. Students will be notified to the decision by USPS mail to the home address, as listed on file. Reinstatement of all aid is subject to professional judgement, submission of proper documentation of the student's circumstances and availability of funds. Students will retain the option of attending/enrolling in classes when an appeal is pending.

FINANCIAL AID REINSTATEMENT

Students with an approved appeal will be placed on financial aid probation for one semester, and will receive an official academic plan which allows a student- who does not meet SAP, but has successfully petitioned to continue- to receive aid to ensure deficiencies are overcome in a timely manner. Students will be required to demonstrate specified academic progress every term of their academic plan, and after the last term of the academic plan, future eligibility of aid will be determined. On a per semester basis, if the student does not meet the stipulations, as set forth in their Academic Plan, financial aid will be terminated. A re-appeal will not be permitted under most scenarios.

If SAP is met for that semester, the probationary status will be cleared. The student is responsible for all tuition, fees and other educational expenses for any period of enrollment with or without financial aid. Additionally, HVK School of Nursing does not consider the student paying for classes on his/her own or sitting for a period of time as sufficient to re-establish eligibility for Title IV aid.

MEDICAL WITHDRAWAL AND IMPACT ON FINANCIAL AID POLICY

HVK School of Nursing will support all students who request a withdrawal for medical reasons by limiting the impact of the withdrawal upon institutional scholarships and institutional need-based grants (if applicable).

Any student considering a medical withdrawal from the School of Nursing should consult with the Director, School of Nursing to review the process. The request for withdrawal and required supporting documentation must be submitted to the Director, School of Nursing prior to the end of the semester for which the withdrawal is requested, unless medical circumstances prevent the student from doing so.

The Director, School of Nursing will review each request for medical reasons and the supporting documentation on an individual basis. If the Director find the supporting documentation is insufficient or lacking in required detail, additional information may be requested. The Director will make a final decision to grant or deny withdrawal based on the medical documentation.

The Director will notify the necessary offices of the student's medical withdrawal, including the Financial Aid Office. If the student is a recipient of an Institutional Scholarship, or other need-based grant, his/her eligibility for that scholarship or grant will be extended for an additional semester to compensate for the medical withdrawal. The scholarship or grant will be prorated according to the date of withdrawal. All other forms of financial aid, loans, external scholarships, grants, etc. remain subject to the terms under which they were granted.