

**Financial Aid  
Policies &  
Procedures Manual**

The Los Angeles  
Film School

## **Table of Contents**

<b>Section 1</b>	This section provides an introduction that is applicable to the entire guide.
<b>Section 2</b>	This section provides the Financial Aid office procedures specifically related to staffing and file storage.
<b>Section 3</b>	This section provides the institutional policies, inclusive of satisfactory academic progress and the refund policy.
<b>Section 4</b>	This section provides the institution's disclosures and where consumer information can be found in school catalog and on website.
<b>Section 5</b>	This section provides a briefing on the annual audit requirements.
<b>Section 6</b>	This section provides information on the school's self-evaluation process.
<b>Section 7</b>	This section provides details on the state, federal and accreditation approvals for the institution to participate in the federal assistance programs.
<b>Section 8</b>	This section provides information on the applications participation in the financial aid programs.
<b>Section 9</b>	This section provides an overview of the student application process.
<b>Section 10</b>	This section provides an overview of the verification process for aid applicants.
<b>Section 11</b>	This section provides the institution's standards for approving professional judgments.
<b>Section 12</b>	This section provides an overview of the institution's enrollment verification process.
<b>Section 13</b>	This section provides a general overview for the calculation and analysis of financial aid awarding, inclusive of the Cost of Attendance.
<b>Section 14</b>	This section provides the calculation and analysis of financial aid awarding specific to the Pell program.
<b>Section 15</b>	This section provides the calculation and analysis of financial aid awarding specific to the Federal Loans program.
<b>Section 16</b>	This section provides the calculation and analysis of financial aid awarding specific to the Work Study program.
<b>Section 17</b>	This section provides the calculation and analysis of financial aid awarding specific to the FSEOG program.
<b>Section 18</b>	This section provides details on the Financial Aid file.
<b>Section 19</b>	This section provides information pertaining to tracking satisfactory progress and the process of funds disbursement.
<b>Section 20</b>	This section provides information on the loan recertification process.

## **Table of Contents**

<b>Section 21</b>	This section provides information on student status changes.
<b>Section 22</b>	This section provides information on non-federal and state based sources of financial aid.
<b>Section 23</b>	This section provides a listing of the institution's scholarship programs.
<b>Section 24</b>	This section provides an overview of the school's default management plan.

## **1. INTRODUCTION**

### **1.1 Financial Aid Objective**

The Los Angeles Film School Financial Aid Objective is to assist every Financial Aid applicant in obtaining the financial aid assistance he/she is legally entitled to receive. This is determined by the student's eligibility, the school's packaging criteria, and the amount and types of financial aid available.

### **1.2 Use and Scope of this Manual**

This manual does not replace federal manuals, regulations, policy letters or federal registers. It merely states the policies and procedures used by The Los Angeles Film School.

### **1.3 Philosophy**

The Los Angeles Film School believes that a well-trained filmmaker is desirable and necessary to meet the needs of today's industry. Although The Los Angeles Film School feels that the primary responsibility for financing post secondary education rests with the student and his/her family, it also recognizes that not all students can afford their total educational costs.

Therefore, The Los Angeles Film School has chosen to participate in Federal Title IV programs as a way to assist students in paying for their education. The Los Angeles Film School does not discriminate on the basis of race, color, age, sex, sexual orientation, religion or national origin.

## **2. FINANCIAL AID OFFICE OPERATING PROCEDURES**

### **2.1 Administrative Organization**

The Vice President of Financial Aid is responsible for overseeing the Financial Aid programs and The Los Angeles Film School's institutional eligibility. While the Vice President of Financial Aid is responsible for the management of the department as a whole, members of the financial aid staff are specifically responsible for administration of Title IV funds under the supervision of the Vice President, Director, and Managers. Questions on the day-to-day operations of the Financial Aid officers should be referred to the Vice President of Financial Aid and Financial Aid Management team.

### **2.2 Job Descriptions**

Vice President, Financial Aid

- Oversee all aspects of Financial Aid.
- Assure Title IV compliance based on regulations established by the Department of Education.
- Manage refund process across multiple departments.
- Coordinate the efforts of the annual compliance audit.
- System integration.
- Attend conferences, seminars and workshops as necessary.
- Ensure cost of attendance budget (per program) is updated annually.
- Coordinate efforts of staff hiring and training for new members of department.
- Attend weekly senior executive meetings and provide relevant information back to department.
- Hold regular staff meetings for new issues and ongoing maintenance.
- Provide clearance list for final roster at beginning of each start.
- Collaborate with Admissions and Business Office teams for reporting and daily student issues.

#### Director of Financial Aid

- Monitor of Cash Flow through Projection and Delinquency Reports (run on bi-weekly basis).
- Manage the COD Electronic Reporting with the Pell and DL funds.
- Verify the accuracy of drawdowns and monitor the receipt of funds.
- Complete the annual FISAP application for Title IV renewal.
- Create annual loan disbursement roster.
- Pell and Direct Loan reconciliation.
- Generate notices for SAP warnings and probation.
- Submit data to Vice President of Assessment & Accreditation for IPEDS collection.

#### Financial Aid File Processor

- Performs verification and assures completion of file prior to internal audit.
- Meets weekly with Financial Aid Manager to provide student progress updates
- Certify all private loans in the Opennet system.
- Package all Financial Aid students in the CampusVue system.
- Completes FA file for student and submits for internal audit.
- Resolves outstanding issues for students not yet completed after clear list review.
- Specialized Processors assist Re-Entry and Military students.

#### Financial Aid Counselor

- Counsels students and parents on PLUS loan applications, including denial options.
- Assists students in completing FAFSA application
- Assists students in completing loan applications and entrance counseling
- Meets weekly with Financial Aid Manager to provide student progress updates
- Contacts incoming students to secure documents necessary to complete files.
- Create all “ISIR received” activities for FA File Processor.
- Ensures completion of online Loan Entrance Counseling
- Provide new student information to visiting students
- Touch base with newly enrolled students and assist with process until ISIR is received.
- Collect verification documents as necessary.

#### Financial Aid Administrator

- Counsel in-house students on all Financial Aid questions, additions or re-packaging.
- Performs verification and assures completion of re-packaging from start to finish.
- Creates and sends out preliminary estimated award letters.
- Contacts students to secure documents necessary to complete files.
- Counsels students and parents on PLUS loan applications, including denial options.
- Certify all private loans in the Opennet system.
- Package all 2<sup>nd</sup>/3<sup>rd</sup> AY Financial Aid students in the Campus Vue system.

#### Financial Aid Funds Specialist

- Transmit daily import files with Ed Connect and distribute daily ISIR Reports.
- Maintain SAIG Mailbox for department.
- Create daily import reports for FA Officers.
- Create and forward disbursement rosters to the Business Office.
- Monitor attendance and determine student eligibility (SAP) at time of disbursement.
- Batch disbursements and forward notification receipts to Business Office/student.
- Coordinate drawdown of funds via G5 and posting of funds to student ledger.
- Initiate origination and disbursement records in COD.
- Contact students not meeting SAP and notify of stipend delays.

#### Financial Aid Refund Processor

- Coordinate internal audit process with Greenwood & Hall.
- Return
- and Pro-Rata calculations for dismissed/withdrawn students.
- Process all Title IV, institutional, and VA refunds.
- Complete follow-up on necessary paperwork for outstanding student files.
- Attend Open House and provide support as necessary.
- Keep current with compliance changes and inform the department as necessary

#### Default Prevention Specialist/Coordinator

- Oversees entire exit interview process for graduated, dismissed, and withdrawn students.
- Sends out delinquency notices for students who are nearing default.
- Phone contact with delinquent students and assists in taking steps to avoid default.
- Propose and implement other default prevention initiatives to maintain low CDR.
- Financial Literacy workshops for students still active in program.
- File system maintenance.

#### Financial Aid Processor/Work Study Coordinator

- Coordination of Work Study program.
- Tuition billing.
- Review stipend register and coordinate all student stipends with Business Office.
- Batching of private loans and VA funds.

#### Financial Aid Manager

- Oversees the FA Counselor, FA File Processor, and FA Administrator teams.
- Meets weekly with VP of Financial Aid to provide department updates.
- Determine Professional Judgements, Dependency Overrides, Code 360 appeals
- Track and report on various FA-related data.
- Attend conferences, seminars and workshops as necessary.
- Maintain the roster of each student's FA packaging and provide the clearance list for final roster at beginning of each start to the VP.
- Provide clearance report for laptop package distribution.
- Collaborate with Admissions and Business Office teams for reporting and daily student issues.

#### Financial Aid Advisor

- Counsels students and parents on PLUS loan applications, including loan denials.
- Assists students in completing FAFSA application.
- Assists students in completing loan applications and entrance counseling.
- First point-of-contact for students and parents for Financial Aid.

#### Executive Assistant to Vice President of Financial Aid

- Assistant to VP Financial Aid on special projects as required.
- Respond to general website inquiries.
- Verifies electronic Receipt Notifications for FA disbursements are sent to student portal.
- Coordinate administrative process with SFCA lender.
- Attend Open House and provide support as necessary.
- Phone screening and interview set-up for new positions in department.

### **2.3 Financial Aid Office Administration**

Normal office hours are from 9:00 am – 6:00 pm. Flexibility is permitted depending on appointment schedules and caseload.

Incoming and prospective students may see a Financial Aid Officer at any time during normal business hours. Active students are provided open door days as well as appointments during designated time periods.

Financial Aid Application deadlines are solely at the discretion of the Financial Aid Staff and will vary for each student.

#### **2.4 Non-Financial Aid Office Administration**

Following are the additional offices that assist Financial Aid in complying with the U.S. Department of Education regulations as written in the Higher Education Opportunity Act of 1965 (amended in 2008):

- Admissions Department
  - Vice President of Admissions
  - Director of Enrollment Services
  - Admissions Manager
  - Military Benefits and Compliance Manager
  - Business Intelligence Manager
  - Military Benefits Specialists
  - Admission Representatives
  - Enrollment Coordinators
  - International Relations Specialist
  - Re-Entry Specialist
  - Housing Coordinator
  - International Relations Coordinator
  - Tour Guides
- Business Office
  - Vice President of Business Office
  - Controller
  - Accounting Manager
  - Distribution Center Manager
  - Senior Staff Accountants
  - Accounts Receivable Leads
  - AR Collections Staff
  - Accounts Payable and Payroll Staff
  - Distribution Clerks
- Career Development Department
  - Vice President of Career Development
  - Director of Career Development
  - Director of Student & Alumni Engagement
  - Compliance Specialist
  - Graduate Outreach Specialist
  - Career Advisors
  - Program Specific Industry Advisors
  - Entertainment Industry Liaisons
- Compliance Department
  - Vice President of Assessment & Accreditation
- Education Department
  - Vice President of Education
  - Program Directors
  - Faculty Director
  - Course Directors (program specific)
  - Associate Course Directors (program specific)
  - Industry Specialists (program specific)
  - Instructors (program specific)

- Information & Media Technology
  - Vice President, Information & Media Technology
  - LMS Administrator
  - Network Systems Administrator
  - Technical Services Specialists
  - IT Specialists
  - IT Supports Specialist
  - Web Developer
  - Support Technician
  - IMT Administrative Assistant
- Library Services
  - Director of Library Services
  - Library Assistants
- Marketing Department
  - Vice President of Marketing
  - Associate Marketing Director
  - SEM Manager
  - Marketing Media Specialist
  - Web Developer
  - Graphic Designer
  - Marketing Coordinator
  - Production Coordinator
- Operations
  - Facilities Director
  - Maintenance Supervisor
  - Building Engineer
  - Campus Facilities Planner
  - Campus Security
  - Operations Support
- Registrar
  - Director of Student Records
  - Registrar Operations Manager
  - Registrar Coordinator
  - Assistant Registrars
  - Student Records Assistant
- Student Advising
  - Senior Student Success Advisor & ADA Coordinator
  - Student Success Advisors

## **2.5 Records Management**

Prospective student Financial Aid information is stored in a separate area and maintained by the Financial Aid staff.

Incoming student Financial Aid files are sorted by staff caseload responsibility and stored in the Financial Aid office. Active student Financial Aid files are sorted by staff caseload responsibility and stored in an electronic database on the school server (hard copies are kept for a 3-month period).

Graduate and inactive student Financial Aid files are located in secure storage on the facility. These files are kept for 5 years.

All active, graduate and inactive student education files are located in secure storage on facility. These files are kept indefinitely.

Discarded sensitive information is shredded prior to disposal.

The Los Angeles Film School makes use of the Campus Management database to electronically maintain all student records for the institution.

## **2.6 Financial Aid Library**

Supporting documents, including Federal Registers, DOE publications, "Dear Colleague" letters, and NASFAA Newsletters are maintained as part of The Los Angeles Film School financial aid reference catalog located in the Financial Aid Department. Some items are maintained as hardcopy, however most items are stored online and referenced via the federally maintained website: Information for Financial Aid Professionals ([www.ifap.ed.gov](http://www.ifap.ed.gov)). Reference materials are reviewed by the Vice President of Financial Aid and are brought to the Financial Aid Staff member's attention at regularly held meetings.

## **2.7 Financial Aid Programs**

The Los Angeles Film School currently participates in the following Federal financial aid programs:

- Pell Grants
- Federal Supplemental Education Opportunity Grants (FSEOG)
- Direct Loans (including Stafford loans, Unsubsidized Stafford loans, and PLUS)
- Federal Work Study

The Los Angeles Film School also allows private sector lenders to offer students alternative education loans after federal funding has been exhausted.

## **3. INSTITUTIONAL POLICIES**

### **3.1 Student Consumer Information**

The Student Consumer Information is passed out to students at their orientation. It is also available to anyone upon request. A copy of the Student Consumer Information is included in Appendix A (Student Manual).

### **3.2 Misrepresentation/Forgery/Fraud**

If a staff member becomes aware that a student and/or a student's parent has provided incorrect information on the student's aid application, the staff member should report the situation to the Vice President of Financial Aid and the Financial Aid Staff Member responsible for the student's file.

The Financial Aid Staff Member responsible for the student's file will make an appointment with the student and offer that student the chance to correct the information. If the student corrects the information, the Staff Member will re-evaluate the student's award based on the corrected information, submitting such corrections to appropriate agencies.

If evidence of forgery or fraud exists, and the student and/or his/her parents do not choose to correct the error(s), the Financial Aid Staff Member will forward the information to the Vice President of Financial Aid. The Manager, with the assistance of an Advisory Committee consisting of senior staff members, will collect and present the information and evidence to the Office of the Inspector General (OIG) as well as appropriate law enforcement agencies.

Pursuant to federal regulation 34 CFR 668.16(g), the institution must refer to the Department of Education's Office of Inspector General (OIG) any credible information indicating that an applicant for federal student aid may have engaged in fraud or other criminal misconduct in connection with his or her application. Common misconduct may include, but is not limited to, false claims of independent student status, false claims of citizenship, use of false identities, forgery of signatures of certifications and false statements of income.

If evidence of forgery or fraud exists, and the student and/or his/her parents do not choose to correct the error(s), the Financial Aid Staff Member will forward the information to the Vice President of Financial Aid.

The Manager, with the assistance of an Advisory Committee consisting of senior staff members, will collect and present the information and evidence to the Office of the Inspector General (OIG) as well as appropriate law enforcement agencies.

Cases of fraud will be reported to the Office of Inspector General: Inspector General's Hotline: 1-800-MIS-USED.

[www.ed.gov/about/offices/list/oig/hotline](http://www.ed.gov/about/offices/list/oig/hotline)  
Office of Inspector General  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-1510

### **3.3 Confidentiality of Student Records**

All records and conversations between an aid applicant, his/her family and the Financial Aid staff are confidential and entitled to the protection ordinarily given a counseling relationship. No public announcement shall be made of amounts awarded that the student has accepted in his/her aid applications unless required and approved by law or regulation.

No student records or information about students will be released to any person other than the student without the student's specific consent, excluding existing exceptions under FERPA. A student may sign the enrollment agreement agreeing to release information to his/her parents/guardians.

If a person other than the student requests information, the enrollment agreement will be checked to see that the student has given his/her permission for the information to be released. The enrollment agreement will indicate if parents/guardians may or may not be informed, or a specific conditional permission may be noted. If the person requesting information is not indicated on the enrollment agreement, the person inquiring will be referred to the Student Services Department and information will not be released without the specific consent of the student.

Information may be released to a law enforcement agency if school officials are presented with a subpoena or signed release. If such documentation is unavailable, the student will be requested to cooperate with law enforcement personnel and provide permission.

### **3.4 Admissions Policies**

The Los Angeles Film School does not admit students based on the "ability to benefit" test. All students enrolling in the degree program must present a copy of a high school diploma, transcript, or general equivalency degree (GED).

International students are required to demonstrate basic proficiency in the English language by submitting a Foreign Language (TOEFL) score to the Admissions department.

The Los Angeles Film School does not discriminate on the basis of race, color, age, sex, sexual orientation, religion or national origin.

#### **3.41 Satisfactory Academic Progress**

Students must successfully complete a course with a grade of D or above. Financial aid students who do not maintain Satisfactory Progress may not be able to receive federal and/or private aid funds until their progress is satisfactory.

To maintain academic progress for the purpose of Satisfactory Progress toward a degree, students must achieve a satisfactory grade point average as well as a satisfactory rate of progress (ROP).

Students must achieve the following GPA:

- Up to 25% of program completion, achieve an GPA of 1.0

- Between 25 and 50% of program completion, achieve a GPA of 1.5
- Between 50 and 75% of program completion, achieve a GPA of 1.75
- Between 75 and 100% of program completion, achieve a GPA of 2.0

A student's ROP is calculated by dividing the number of credits earned by the number of credits attempted. For instance, if a student has attempted 110 credits but only successfully earned 75 of those credits, the ROP would be 68.2 percent.

Undergraduate students must also achieve the following ROP:

- Up to 25% of program completion, achieve an ROP of 50%
  - Between 25 and 50% of program completion, achieve an ROP of 55%
  - Between 50 and 75% of program completion, achieve an ROP of 60%
  - Between 75 and 100% of program completion, achieve an ROP of 66.67%
- Satisfactory Academic Progress (SAP) will be monitored at the end of each semester.

Students not meeting SAP requirements will be placed on SAP Warning for the following semester and will be notified of their SAP Warning status through their student email account. Students are still eligible to receive financial aid while on SAP Warning status. Students on SAP Warning status must meet with a Student Advisor to develop a plan for improving their academic performance.

At the end of the SAP Warning semester, students who are meeting SAP will be removed from SAP Warning status. Students who are not meeting SAP for a second consecutive semester will be deemed ineligible to receive Financial Aid. Students will be notified of their SAP status through their student email account. Students have 30 days to appeal their loss of Financial Aid eligibility.

The loss of financial aid eligibility may be appealed on the basis of injury, illness, the death of a relative, or other extenuating or special circumstances. Students must submit a SAP Appeal form, which will be sent to their student email account or may be obtained from their Student Advisor, that includes the following:

- An explanation of why students failed to make SAP.
- A description of what has changed that will allow students to regain SAP.
- Supporting documentation.

The SAP Appeal committee will review appeals and notify students within 5 days of its decision. If a student's SAP Appeal is approved, the student will be placed on SAP Probation and required to meet with their Student Advisor to sign an Academic Improvement Plan. Students on SAP Probation are eligible to receive Financial Aid. Students may be approved for a SAP Probation period longer than one semester but the school must review the student's progress at the end of the first SAP Probation semester to determine if students are meeting the requirements of their Academic Improvement Plan. Students who are not meeting the terms of their Academic Improvement Plan will be deemed ineligible for Financial Aid even if they were approved for a longer SAP Financial Aid Probation period. Students are allowed to appeal the loss of eligibility for financial aid twice while in pursuit of a degree.

### 3.5

#### **Credits attempted**

Credits attempted are defined as all classes for which a student receives a passing grade ("D" or better), or an "F," "I," "W."

#### **Credits completed**

Credits completed are defined as all classes for which a student receives a passing grade of "D" or better.

#### **Maximum Credit Standard**

Students are expected to complete degree requirements after attempting a certain number of credits. The maximum attempted credits allowed for degree completion will be up to 150% of the credits needed to complete that type of degree. Students enrolling in an associate's degree have a maximum of 90 credits to complete their program.

## **Appeals**

If extenuating circumstances exist which caused a student to fail to meet one of the above standards, a written appeal may be submitted. Examples of extenuating circumstances include, but are not limited to: unexpected death or major hospitalization of an immediate family member, extended hospitalization or medical condition of student, house fire, victim of a violent crime. Unexpected employment or work issues beyond the student's control may be considered on a case-by-case basis. The appeal should address and document these extenuating circumstances and describe how circumstances have changed so that student is in a better position to be academically successful. Appeals must include supporting documentation. Incomplete appeals or those missing adequate documentation are typically denied. A committee will review the appeal and the committee's decision is final.

## **Approved Appeals and Satisfactory Academic Progress Probation**

If the student's appeal is approved, the student will be placed on Satisfactory Academic Progress Probation (this type of probation is for financial aid purposes only and is separate from academic probation policies). While on Satisfactory Academic Progress Probation, certain conditions for academic performance will be set and monitored through an Academic Improvement Plan. The probationary conditions will continue each term until the student meets the minimum standard(s) or fails to meet the probationary conditions. When the student fails to meet the probationary conditions the probation status may revert to a Hold indicating that the student is ineligible for aid. Students are allowed to appeal the loss of eligibility for financial aid twice while in pursuit of a degree.

## **3.6 Academic Counseling**

The Los Angeles Film School:

Encourages students to develop study skills. Many instructors offer study group sessions as part of their teaching practices. Each instructor informs the class of such sessions at the beginning of the course.

Counsels students prior to their withdrawal if possible. If the student is withdrawing due to financial hardship or inability to meet tuition payments, they are given additional counseling by the Student Services office and the Financial Aid office.

Attempts to contact students who are absent for three consecutive days from a single course (fourteen consecutive days from the program as a whole). If after several attempts the student is not reached, the student is withdrawn from active status. Parents are not automatically contacted until at least two attempts have been made to locate student. Then they are only notified if the student has indicated his/her consent for parental notification on the enrollment agreement. Students who fail a course academically are given the opportunity to retake the course once more at no additional charge as long as it does not result in extending the maximum time allowed to earn a degree.

## **3.7 Record Keeping**

The Los Angeles Film School:

Monitors the school's withdrawal policy to ensure it is not too lenient. The Chief Operating Officer, the Vice President of Student Development, and the Vice President of Education review the withdrawal rates monthly to determine if specific needs are met or if certain areas are in need of attention.

Requires careful attendance records. The Los Angeles Film School develops attendance forms and packets for the instructors to maintain attendance records. These are reviewed and updated to aid in adequate reporting. Attendance is updated electronically on a daily basis by the Student Services Department.

Sets policies that require attempted contact of students who have stopped attending to remind them of potential withdrawal status. The Education department will offer counseling if a problem exists. They will inform student of Leave of Absence and absenteeism policies. All contact or attempts at contact will be documented and reviewed by the Advisor in Student Services.

Communicates this information between the personnel of the Education Department, Financial Aid office, Business office and the Admissions office regarding student status changes. Reports are generated on a regular basis with the specific details. Departments are advised of specific students and relate relevant data to each other via this report.

Assigns specific persons to be responsible for reviewing attendance records, scheduling counseling and initiating the withdrawal procedures. The Education Department has job responsibilities defined so that the Student Services Advisor is responsible for the functions listed. The Student Services Advisor is available to students during school business hours to assist in counseling as well as after hours on a case-by-case basis.

### **3.8 Withdrawal Rate Reduction**

The Los Angeles Film School:

Reviews the curriculum annually in an effort to make improvements in areas where student success rate is low.

Evaluates facility quality, materials and equipment used by giving students the opportunity to critique each course as completed. Students are invited to offer anonymous suggestions for improvement as well. The Vice President of Education and the Chief Operating Officer review critiques to monitor changes that may be necessary to reduce student withdrawal rates. The Operations Department routinely evaluates the quality of the various learning environments and makes changes, as necessary to encourage student's to stay in school.

Encourages advancement of existing staff and make any improvements deemed necessary by conducting a review and evaluation using the following criteria:

1. Are the Instructors qualified to teach at the level required for student success?

The review of curricula and improvements in course structure and content is an on going process at The Los Angeles Film School. The Educational objective of The Los Angeles Film School is to teach students on the most current state of the art equipment marketed today. Instructors are industry professionals with at least 3 year's "practical experience" who participate in discussions to update and revise the curricula as needed.

2. Is the student to teacher ratio adequate?

In all lectures the ratio is 100:1; in all labs classes involving computer applications, the ratio is 20:1.

3. Do instructors participate in some form of continuing education?

Instructors are encouraged to cross train and attend industry provided workshops and seminars throughout the year.

If a student wishes to withdraw from school, he/she is encouraged to meet with the Student Services department for counseling and evaluation. If it is determined that withdrawal is the appropriate action, the student will be requested to complete formal withdrawal paperwork. A forwarding address is required. In the event the student is unavailable, withdrawal paperwork will be initiated and completed on his/her behalf. Financial Aid and the Business Office will then make the appropriate adjustments to the students tuition account in accordance with the school's refund policy.

A student may appeal a termination notice by writing a formal letter to the Director of Student Services or Director of Education.

### **3.9 Refund Policy**

The Los Angeles Film School provides refunds in accordance with state law and current federal and accrediting agency regulations.

The following categories of applicants are entitled to a full refund:

- 1) an applicant rejected by the school,

- 2) an applicant canceling enrollment within five (5) business days of The Los Angeles Film School's receipt of a signed enrollment agreement,
- 3) an applicant who has not toured the facilities and cancels enrollment within (5) business days after seeing the facilities, and
- 4) a student enrolled in a Degree Program who is dissatisfied with his or her progress and withdraws within the first five (5) days of instruction.

### **3.9.1 Refund Policy prior to or at Matriculation**

1. Applicants may cancel their enrollment in person or in writing and be entitled to a refund of money paid, as described further in this section, before the beginning of classes. An applicant not requesting cancellation before the starting date indicated on the Enrollment Agreement will be considered a student.
2. All monies paid by the applicant, will be refunded if requested by the applicant within five business days after signing the Enrollment Agreement.
3. Applicants requesting cancellation more than five business days after signing the Enrollment Agreement but prior to the first day of classes will receive a refund of all monies paid.
4. All tuition and fee monies paid by an applicant, less the non-refundable application fee, will be refunded if requested within three business days after his/her first tour of the school and inspection of equipment, or, if requested, within three business days of the student's attendance at the regularly scheduled orientation program for their starting date, whichever is sooner. Refunds will be made within 45 calendar days after the applicant's request or within 45 calendar days after the first day of the term.

### **3.9.2 Refund Policy after Matriculation: Student Withdrawal**

A student may voluntarily withdraw from the School by notifying the Office of Student Records in writing or in person. The refund policies outlined below shall apply in the event that a student withdraws, is suspended, or is terminated from school.

Under all circumstances, the \$75 application fee is retained by The Los Angeles Film School.

A student, who is dismissed, withdraws, or otherwise fails to complete his or her course of study may be eligible for a refund. Please refer to the charts below.

### **3.9.3 Withdrawal Definitions**

In the calculation of refunds, a student is deemed to have withdrawn from a course of instruction when any of the following occur:

1. Student officially notifies the School that he/she is withdrawing at that time. The notification date is the date of withdrawal.
2. Student officially notifies the School that he/she is withdrawing at a later date. The later date is the date of withdrawal.
3. Student does not notify the School that he/she is withdrawing but stops attending. The date that the School determines that the student is not attending the current term or is not returning for the next term is the date of withdrawal.
4. The School terminates the student's enrollment in accordance with institutional policies. The termination date is the date of withdrawal.

Any student who has completed less than sixty percent (60%) of the program has the right to withdraw from the program and receive a pro-rated refund of any pre-paid tuition amounts (and after a calculation is completed based on government funds received). Any money owed to the school is due and payable on the date of the withdrawal. A withdrawal becomes effective as of the date of withdrawal. Any applicable refund will be issued within forty-five (45) days of the effective date of withdrawal. Refunds are pro-rated based upon the recorded withdrawal date or last academically related event that occurred on campus.

### **3.9.4 Return of Government Program Funds**

Students should be aware that if they withdraw from school after having received financial assistance, they may have to repay a portion of that assistance. Students who receive Federal Stafford Loans should also know that the Student Financial Aid Office is required to notify lenders of student withdrawals.

### **3.9.5 'Return to Title IV' Calculation**

If a student withdrawal involves the repayment of Title IV funds; The Los Angeles Film School must first perform a Return to Title IV Calculation to determine the percentage of disbursed federal aid that can be retained on the student account based on number of days completed in a federally-recognized payment period. The payment period is defined on this calculation based on semester credit hours and is equal to fifty percent (50%) of one academic year for The Los Angeles Film School's educational training program.

1. LAFS will determine unofficially withdrawn students when:
  - a. Student is administratively dropped from all courses in a term due to non-attendance
  - b. Student fails to maintain Satisfactory Academic Progress
  - c. Student fails to return from an interruption of training (IOT)
  - d. Student fails to reconcile their financial accounts in a timely manner
  - e. Student fails to comply with the school's policies, rules and standards
  - f. Student violates the Student Code of Conduct
2. For official and unofficial withdrawals, the LAFS Registrar will determine the last date of attendance (LDA) using attendance records.
3. LAFS will determine the correct number of days in the payment period by the number of calendar days completed by the student divided by the total number of calendar days in the semester in which the student withdrew. The total number of calendar days in a semester shall exclude any scheduled breaks of more than five days.

If a student withdraws on or before completing sixty percent (60%) of the federally recognized payment period (defined above), a portion of the Title IV funds awarded will be returned based on the percentage of days remaining in the semester. The school will determine the calendar days completed in the semester divided by the total number of calendar days in the semester. If the amount is less than or equal to 60 percent, then that percent of the Federal Title IV Aid received is the amount that can be retained. The difference will be returned to the Federal Title IV Aid program from which funds were received (in the mandated order listed in the "Repayment of Title IV Funds" section below).

The Return of Title IV Funds calculation may result in the student owing a balance to the Federal Government and, in some cases, to The Los Angeles Film School. If Federal Title IV Aid funds have been given to the student, and if the student withdraws during the first 60 percent of the semester and needs to return some of those funds, the school will notify the student regarding how much is owed, and how it is to be returned.

### **3.9.6 Repayment of Title IV Funds**

If a student withdraws on or before the period of enrollment, a portion of the total Title IV funds awarded a student must be returned, according to the provisions of the Higher Education Reauthorization Act of 2008. The calculation of the return of these funds may result in the student owing a balance to the school and/or the Federal Government. The FA office will always review for federal funds that could have been disbursed during the payment period.

This calculated amount will be returned in the following order:

1. Unsubsidized Federal Stafford loans
2. Subsidized Federal Stafford loans
3. Federal PLUS loans
4. Federal Pell Grants
5. Other grants or loan assistance authorized by Title IV of the HEA
6. Other

### **3.9.7 Institutional Refund Calculation**

Once the Return to Title IV Calculation is completed and federal amounts are subtracted from the student account ledger (or if it is a student that did not have Title IV funds), The Los Angeles Film School

completes an institutional calculation to determine any refund due or payments owed. The calculation is completed by calculating the cost per credit hour in the payment period and multiplying this tuition amount by the number of credit hours attempted. Note that a student that is registered in a module and has not provided notification of withdrawal prior to the end of the first week is considered to have ‘attempted’ the credits for that module.

If the student is due a refund according to The Los Angeles Film School’s Refund and Repayment Policy, the student will be given the choice of receiving the funds or returning the funds to the financial assistance program(s) from which the student received assistance (in the federally mandated order listed above). Students fill out an authorization form advising the school where they would like their refund to be sent. If not authorization form is received, any remaining balance after refunding all appropriate assistance programs will be refunded to the student. In no case will the amount refunded to the assistance program exceed amount disbursed.

Refunds are made within forty-five (45) days of termination or withdrawal. Refunds to the student that are less than two dollars are not issued unless the student submits a written request. If the calculation results in a payment owed to the institution, a summary statement providing the details of the amount and payment options will be provided to the student within forty-five (45) days of termination or withdrawal.

The Los Angeles Film School reserves the right to modify these policies in order to remain in compliance with any changes in the applicable laws and regulations.

### **3.9.8 ADJUSTMENT OF CHARGES – CALIFORNIA STATE REFUND POLICY**

In accordance with California state policy, the School will earn tuition on a proportional basis, up to the 60 percent point of each semester. After the 60 percent point of each semester, the school will earn 100 percent of those charges for that semester. Refunds, if any, are pro-rated based on the number of days that Student remained enrolled for that semester.

If a student is provided with living expense funds originating from a student financial assistance program and the student fails to complete the program for any reason, the student is required to return the unearned funds. The Los Angeles Film School will notify the student of the amount owed. If the student fails to satisfy the repayment, he or she is ineligible for any further student financial aid assistance.

### **3.10 Placement Assistance**

The mission of the Career Development Department is to educate and assist our students in their pursuit of technical careers.

#### **3.10.1 The Students**

Students are informed of the Career Development Department and its’ services at the following events:

1. Open Houses for prospective students and their families.
2. Orientation each month for the incoming class.
3. A class lecture, one month prior to graduation.

#### **3.10.2 The Industry**

While the department advises our students’ in their employment pursuits, it also coordinates open job leads with its employer base. The department is regularly contacted by the industry requesting resumes of qualified and recommendable graduates for specific positions (internships or employment). Students are encouraged to accept the internships, as many times this experience will result in a paid position.

The department receives these leads from attending trade conventions, referrals, our marketing campaigns in trade magazines, etc.

#### **3.10.3 Additional Information**

The Los Angeles Film School offers placement assistance to any of our graduate base throughout their careers.

The Los Angeles Film School invites industry professionals to tour our facility and conduct on-site interviews when appropriate.

The Los Angeles Film School placement rates are published in the Student Manual and on the school website.

#### **4. DISCLOSURE INFORMATION**

To adequately describe the school and the financial aid programs offered by The Los Angeles Film School, the topics listed in this section are prepared and disseminated by the school. These may include, but are not limited to, the Catalog, the Enrollment Agreement, the Student Manual, and other handouts. This information is available to all enrolled students and to prospective students that request it.

##### **4.1 Institutional Information**

Institutional information includes the following topics:

The names of associations, agencies, and/or governmental bodies that accredit, approve, or license the school and its programs, and the procedures by which a student may receive information about the school's accreditation, licensure, or approval;

Special facilities and services available to disabled students;

The costs of attending the school (tuition and fees, books and supplies, room and board) and applicable costs of the program in which the student is enrolled or has expressed an interest;

A statement of the requirements for the return of Financial Aid Program funds when a student withdraws from school, information about any refund policy with which the school must comply, and the requirements for officially withdrawing from the school;

The degree programs, training and other education offered;

The instructional, laboratory, and other physical plant facilities associated with the academic programs;

A list of the faculty and other instructional personnel;

The satisfactory progress standards that must be maintained;

Who to contact for information on student financial assistance and on general institutional issues;

The school's campus crime report;

Gainful Employment disclosures; and

The most recent available data concerning placement statistics and completion rates.

The Los Angeles Film School makes consumer information available to students, employees, prospective students and prospective employees during normal business hours via school catalog and (for many items) on the institution's website. Staff members including, but not limited to, the Student Development Staff, Admissions, Financial Aid, and Career Development Departments are available during normal business hours. After hours assistance may be obtained from the Operations Department.

##### **4.2 Financial Aid Information**

The available financial assistance information includes, but is not limited to the following:

What need-based and non-need-based federal financial aid is available to students;

What need-based and non-need based state programs, and other private aid programs are available;

How students apply for aid and how eligibility is determined;

How the school distributes aid among students;

The rights and responsibilities of students receiving aid;

How and when financial aid will be disbursed;

The terms of, schedules for, and necessity of loan repayment and required loan exit counseling;

The criteria for measuring satisfactory academic progress, and how a student who has failed to maintain satisfactory progress may reestablish eligibility for federal financial aid

## **5. AUDIT REQUIREMENTS**

Upon notification of an upcoming audit, the Vice President of Financial Aid coordinates the resources of the Financial Aid Department to insure full cooperation with auditing requirements. Appropriate materials, equipment and space will be allocated for the Auditors' use. The Vice President of Financial Aid and the Financial Aid Compliance Manager act as liaisons with the Auditor and The Los Angeles Film School.

## **6. SELF-EVALUATION**

The Los Angeles Film School:

Continuously provides self-evaluation of the school's administration of the Title IV programs to identify institutional practices that should be modified to reduce defaults.

Implements any changes determined to be necessary.

Evaluates the changes made after implementation to ensure the correct decision was made.

Performs an annual performance review of all staff members and makes use of student surveys to improve faculty instruction, curriculum, and institutional services.

### **6.1 Reconciliation**

The LAFS reconciles its FSA financial records monthly. In addition, the LAFS has systems in place to compare and identify discrepancies between its internal records and data from Department of Education reporting to better facilitate required monthly reconciliation.

The LAFS has designated staff to coordinate aid from the FSA programs with all other aid received by students attending the school. The coordinating staff is responsible for ensuring that the LAFS has a system for identifying and resolving discrepancies in FSA-related information no matter where it occurs at the school. Note that resolution includes determining what information is correct and correcting the inaccurate data.

## **7. INSTITUTIONAL PARTICIPATION IN FINANCIAL AID PROGRAMS**

### **7.1 Licensing and Accreditation**

ACCSC            The Los Angeles Film School is accredited by the Accrediting Commission of Career

Schools and Colleges (ACCS). ACCSC is listed by the U.S. Department of Education as a nationally recognized accrediting agency under the provisions of Title 34, Chapter VI, Part 602 and the U. S. Code of Federal Regulations. ACCSCT is located at 2101 Wilson Boulevard, Suite 302, Arlington, VA, 22201. Telephone number: (703) 247-4212

**BPPE** The Los Angeles Film School is licensed by the Bureau for Private Postsecondary and Education. The BPPE is listed by the U.S. Department of Education as a nationally recognized accrediting agency under the provisions of Title 34, Chapter VI, Part 602 and the U. S. Code of Federal Regulations. BPPE is located at 400 R Street, Suite 5000, Sacramento, CA 95814-6200. Telephone number: (916) 445-3427.

The Los Angeles Film School is approved for Veterans' Training by the Bureau of State Approving for Veterans' Training, California Department of Veterans' Affairs.

Licensing information, program participation agreements and certain institutional applications for federal funds are maintained by the Vice President of Assessment and Accreditation (Mark DeBacco).

## **7.2 Qualification for Financial Aid**

### **7.2.1 Federal**

The Los Angeles Film School qualifies as an eligible institution under Title IV of the United States Department of Education, Higher Education Act of 1965, as amended. All applicants enrolled in The Los Angeles Film School Associate/Bachelor of Science Degree Program are eligible to participate in the Pell Grant and Direct Loan Programs if otherwise qualified. Award amounts and dates are determined by compliance with all federal regulations regarding award and disbursement of federal funds.

### **7.2.2 State**

All applicants enrolled in The Los Angeles Film School Associate/Bachelor of Science Degree Program are eligible to participate in the Cal Grant program if otherwise qualified. Award amounts and dates are determined by compliance with all state regulations regarding award and disbursement of state funds.

## **8. APPLICANT PARTICIPATION IN FINANCIAL AID PROGRAMS**

Upon request, prospective and enrolling students are referred to the Financial Aid Department as part of the admissions process. The Financial Aid Department offers various resources both verbal and written to assist with an applicant's financial aid needs.

### **8.1 Counseling**

Prior to enrolling in school, if a student has financial aid questions, he/she will be referred to a Financial Aid Advisor. Once the student enrolls in school and expresses a desire to apply for financial aid, he/she will meet with a Financial Aid Advisor to complete the application process. The interview may take place by phone or in person and may consist of several meetings.

Once the eligibility information is received, the student will then work with a Financial Aid Officer who will review with the student financial resources available to the student to pay for tuition and to meet adequate living requirements. In many cases (student living with parents, student working, student supported by spouse, etc.) the student's only concern is the ability to pay tuition. In other cases, it is obvious that tuition financing alone would not allow the student to complete the program.

In either case, the Financial Aid Staff Member has four major objectives to accomplish during the interview:

1. To determine and document that the student meets the general eligibility criteria for participating in the programs.

2. To provide information regarding the application process and eligibility criteria for all of the programs which are available.
3. To assist student with completion of the application forms.
4. To estimate the amounts and sources of financial aid which will comprise the total award package. This will be noted on the Final Award Letter and made available to the student after the Free Application for Federal Student Aid is processed for calculation.

## **8.2 File Forms**

The following forms are filed during the admissions and financial aid application process to document that the applicant meets the general eligibility requirements for Federal Financial Aid.

### **1. Enrollment Application**

Students applying to The Los Angeles Film School must complete an enrollment application. In addition to admissions information, this document may ask for prior educational experience, as well as personal data and contact information.

### **2. Enrollment Agreement**

This is the contract between the Student and The Los Angeles Film School that outlines mutual terms and conditions regarding enrollment and enrollment charges.

### **3. Permanent Proof of Residence**

Applicants who are not United States citizens must provide evidence that they meet the eligible non-citizen definition. If an INS confirmation cannot be obtained electronically via the federal eligibility match, the Financial Aid Staff member files a photocopy of the Immigration and Naturalization Services paperwork documenting the status of the applicant. In the event that a copy is unavailable or inadequate to prove eligibility, the Financial Aid Staff member will request secondary confirmation from the Immigration and Naturalization Service.

### **4. Selective Service Verification**

Male applicants who are eligible to register, but have not registered with Selective Service must provide evidence that they have completed registration. A copy of the documentation will be kept in the student's Financial Aid file. In the event that a copy is unavailable or inadequate to prove eligibility, the Financial Aid Staff Member may access the Selective Service directly by phone or Internet to verify student enrollment number and date of registration. This information will be documented in the financial aid file. The student, if eligible to do so, may also ask the Financial Aid Staff Member to register him with the Selective Service by forwarding a corrected Student Aid Report to the Department of Education.

### **5. Drug Free Statement**

The Omnibus Drug Initiative Act (ACT) of 1988 (pl. 100-690) requires that all grantees receiving grants from any Federal agency certify to that agency that they will maintain a drug free workplace (which will be applicable to institutions receiving funds under the campus-based aid programs), or, in the case of a grantee who is an individual, to certify to the agency that he or she will not engage in certain unlawful actions involving controlled substance while conducting grant activities. All students enrolled in The Los Angeles Film School Degree Program are required to sign this statement. This statement is filed in the academic record maintained by the Education department.

### **6. Campus Security Report**

The school compiles an annual campus security report. By September 1<sup>st</sup> of each year, the updated annual

campus security report is included in the Student Manual and distributed to all students at Orientation. The report may also be provided upon request to all prospective students and prospective employees. A notification of these statistics is signed by the student and filed in the academic record maintained by the Education department.

#### 7. Graduation and Transfer-out Rates

The Student Right-to-Know Act requires any school participating in an SFA program to disclose graduation and transfer-out rates to the general student body. These rates are for students who enter the school on or after July 1<sup>st</sup> 1996. Due to the specialized nature of The Los Angeles Film School curriculum the definition of a transfer-out student does not apply to any student leaving The Los Angeles Film School to attend another institution.

### **8.3 Financial Aid Application and Certification Forms**

The following applications and certifications are completed during the financial aid interview to determine the specific eligibility for program funds:

#### 1. Free Application for Federal Student Aid (FAFSA)

Each financial aid applicant completes an Application for Federal Student Aid according to the accompanying instructions. From the application data, the Financial Aid Staff Member calculates the Expected Family Contribution (EFC) and the Pell Grant Index (PGI). Preliminary determination is made of a student's eligibility for need-based federal aid. Additional non-need based aid may also be estimated. The Free Application for Federal Student Aid is maintained in the student's file if the application originated in The Los Angeles Film School office.

#### 2. Verification Worksheet (VWS)

When an Institutional Student Aid Report is received by the Financial Aid Staff Member, verification and federal eligibility match flags are noted. Students complete a Verification Worksheet and are requested to complete and return it with all applicable supporting documentation. If a student is selected for verification, the documentation requested will be used to resolve any conflicting information and complete the verification process.

#### 3. Stafford, Unsubsidized, and PLUS Loans

Each Stafford and Unsubsidized Stafford applicant completes the student section of the Master Promissory Note. The parent completes the borrower section of the PLUS loan application and the student completes the student section. The Financial Aid Officer reviews the application and originates the loan in the CampusVue system. Once originated, the record is submitted to the Direct Loan program electronically via COD.

#### 4. Private Sector Education Loans, Scholarship Information

Individuals participating in private lending and scholarship programs will have certification and award information documented in the financial aid file. Self-Certification forms are provided via the web link <http://www.ifap.ed.gov/dpceletters/attachments/GEN1001A-AppSelfCert.pdf> on the school website.

#### 5. Student Stipend Policy Letter

All students are provided information on the "Student Stipend Policy" section of the catalog at Registration. Each student can confirm their understanding of the policy that allows the school to retain the credit balance on the student's account to cover additional expenses that might incur prior to the end of the applicable loan period/award year.

#### 6. Professional Judgment

Except for rare instances of dependency override, Professional Judgment are utilized only for adverse

financial conditions resulting in loss of employment (as approved under guidance from the U.S. Department of Education). Supporting documentation is included in the file for any approvals for a dependency override and require review by the Vice President of Financial Aid’s office.

**8.4 Student Advisory Information**

Students are offered information regarding policies and procedures for enrollment, tuition, pricing, refunds and financial aid awards from some of the following sources:

1. The Los Angeles Film School Catalog
2. The Los Angeles Film School Enrollment Agreement
3. Financial Aid Entrance Interview
4. Financial Aid Exit Interview
5. Financial Aid Final Award Letter

**9. STUDENT APPLICATION PROCESS**

Students participate in the application phase by indicating the school's name, address, and school code on the FAFSA. They may forward the application directly to the Central Processing Unit, or to The Los Angeles Film School for processing. Students may also choose to participate in the completion of the FAFSA through the Department of Education’s FAFSA website.

Student files are reviewed upon receipt of a FAFSA application. Standard budgets are built for the LAFS programs. Students selected for verification are contacted regarding supplemental information needed before a financial aid award may be finalized. The LAFS financial aid packaging policy is to offer assistance up to the total cost of attendance (COA).

Cost of attendance is defined as tuition and fees plus a standard allocation for books and living expenses. COA information, including tuition, fees, techkit, are consistent for all students in each LAFS program is made available to both current and prospective students at <https://www.lafilm.edu/admissions/financial-aid/>. Outside resources are considered first, then institutional scholarships, federal grants, workstudy, followed by federal loans. Federal methodology is used, and the cost of attendance minus EFC equals federal need. This is the process for both incoming and returning students.

LAFS financial aid staff will review the student file and verify receipt of the Financial Aid Application and any other documentation that the student may have submitted. If the student is selected for verification or if additional information is needed, LAFS financial aid staff contacts the student. If the file is complete, LAFS financial aid staff reviews the FAFSA and application. FAFSA information is used to verify eligibility for federal aid, and federal loan annual fiscal limits are monitored automatically:

<b>Year</b>	<b>Dependent Students (except students whose parents are unable to obtain PLUS Loans)</b>	<b>Independent Students (and dependent undergraduate students whose parents are unable to obtain PLUS Loans)</b>
First-Year Undergraduate Annual Loan Limit	\$5,500—No more than \$3,500 of this amount may be in subsidized loans.	\$9,500—No more than \$3,500 of this amount may be in subsidized loans.
Second-Year Undergraduate Annual Loan Limit	\$6,500—No more than \$4,500 of this amount may be in subsidized loans.	\$10,500—No more than \$4,500 of this amount may be in subsidized loans.
Third-Year and Beyond Undergraduate Annual Loan Limit	\$7,500—No more than \$5,500 of this amount may be in subsidized loans.	\$12,500—No more than \$5,500 of this amount may be in subsidized loans.
Subsidized and Unsubsidized Aggregate Loan Limit	\$31,000—No more than \$23,000 of this amount may be in subsidized loans.	\$57,500 for undergraduates—No more than \$23,000 of this amount may be in subsidized loans.

Non federal financial aid funds are manually awarded, while federal financial aid funds are selected for

automated awarding. The LAFS has an automated process that runs daily in CampusVue to assign and send an initial financial aid award notification emails to students.

Chapter 31 & 33/VA benefits are applied toward the cost of attendance, but are not considered against federal need. External award and under/overaward reviews in CampusVue by LAFS financial aid staff help us monitor and ensure compliance against under/overawards and overpayments.

LAFS students will need to submit documentation to request a reduction or cancellation in federal funds packaged. Please refer to the LAFS financial aid office for forms to process this request. Students should allow up to 7 business days for processing of your request.

## **9.1 Non-enrolled Applicants**

If a person has not yet enrolled in a The Los Angeles Film School degree program, and the FAFSA is sent to The Los Angeles Film School, it will be calculated using a Needs Analysis System (NAS). A preliminary EFC will be determined for estimation of aid purposes. FAFSA's submitted by non-enrolled prospective students will not be sent to the Central Processing Unit unless: the applicant has requested the information be sent to additional schools or the applicant has requested registration for selective service. The FAFSA and NAS will be filed in the financial aid office pending the applicant's future enrollment. The Los Angeles Film School does not require that an applicant be enrolled to perform this calculation of aid.

## **9.2 Enrolled Applicants**

If a person has enrolled in a The Los Angeles Film School degree program, the application data is electronically transmitted to the Central Processing Unit. A Student Aid Report (SAR) is sent to the applicant indicating information transmitted and results. An Institutional Student Information Report (ISIR) is electronically transmitted to the school.

## **9.3 Information Exchange**

Information is exchanged daily with the Central Processing Unit.

In order to participate in the Electronic Data Exchange (EDE), the school signs an agreement with the Department of Education (ED). For the 2011-12 and 2012-13 Award Years, The Los Angeles Film School will use services provided by ED CONNECT.

## **10. VERIFICATION OF APPLICATION DATA**

Annually, the Financial Aid Compliance Manager reviews and revises the school's verification policies and procedures. The worksheets that are used as data verifiers are also updated. This ensures the process is properly performed based on current Department of Education regulations and the selected student can understand their responsibilities in the process.

### **10.1 Institutional Verification Flag**

#### **10.1.1 Conflicting Data**

When information is received that conflicts with data reported on an application or the Financial Aid Staff Member has reason to believe the data reported is inaccurate, the applicant is contacted for a resolution of the (apparent) conflict. The applicant is asked to verify the accuracy of the data. If necessary, supporting documentation is requested and corrections made to the ISIR.

#### **10.1.2 Zero or Unusually Low Income**

When the total household income reported on the FAFSA is reported as zero or, when divided by the number of people in the household, is less than \$5,000 per person, The Los Angeles Film School requires independent students and parents of dependent students to submit an Income and Expenses Statement Form and any other

necessary documentation to give a more detailed explanation of the household living and financial situations for the tax base year of the FAFSA. The Staff Member working with the student will then review the documentation for any conflicting information, advise the student and/or parent of any additional action they must take (if any), and correct the latest ISIR as necessary.

## **10.2 Financial Aid Transcripts**

All previous financial aid history will be reviewed on the ISIR as reported by NSLDS. If a student shows information regarding his/her attendance at a post-secondary institution within the last award period, the Financial Aid Staff member responsible for the file will reference National Student Loan Data System (NSLDS) for clarification of a student's previous aid. The Los Angeles Film School puts all students with previous post-secondary education on the NSLDS Transfer Monitoring list. All student accounts that reflect a change as a result of monitoring are adjusted to assure compliance.

## **10.3 ED Verification Flag**

The Department of Education (ED) also selects applicants to verify their data through a series of verification criteria edits. The Central Processing System uses these edits to select financial aid applicants for verification.

### **10.3.1 Required Verification**

The output document (SAR/ISIR) clearly displays the student's verification status. An asterisk appears next to the EFC on the SAR and ISIR of an applicant selected for verification by the Central Processing System's (CPS) edits. The Los Angeles Film School chooses to verify every applicant selected by the Department of Education that will be receiving Title IV aid. (An exception to this policy is applicants that have been determined ineligible for Pell and Subsidized Stafford Loans and choose to only pursue Unsubsidized Stafford Loans, Parent Loans for Undergraduate Students or Private Education Loans. Financial Aid Transcripts will be requested if necessary and all other applicable regulatory requirements will be met, but verification may not be completed.)

### **10.3.2 Application Information Verified**

All applicants are assigned to a specific Financial Aid Staff Member. The Staff Member reviews all applications in their specific caseload, then resolves conflicting data, C codes, and completes the verification process as indicated on ISIRs received from the Central Processing System. An application is not considered processed through an edit system until an ISIR with a valid EFC is obtained. When more than one output document is on file, the most recent SAR submitted by the student or ISIR downloaded describes the selection status of the student. As required by the Department of Education, the following items must be verified for student and parent tax filers for the 2012-13 award year: household size, number in household enrolled in college at least half-time, adjusted gross income, U.S. income tax paid, untaxed portions of IRA distributions, untaxed portions of pensions, education credits, IRA deductions, tax-exempt interest, food stamps benefits (SNAP), and child support paid. Non-tax filers must have their income earned from work verified.

All applicants are assigned to a specific Financial Aid Staff Member. The Staff Member reviews all applications in their specific caseload, then resolves conflicting data, C codes, and completes the verification process as indicated on ISIRs received from the Central Processing System. An application is not considered processed through an edit system until an ISIR with a valid EFC is obtained. When more than one output document is on file, the most recent SAR submitted by the student or ISIR downloaded describes the selection status of the student. As required by the Department of Education, the following items must be verified for student and parent tax filers for the 2016-17 award year: household size, number in household enrolled in college at least half-time, adjusted gross income, U.S. income tax paid, untaxed portions of IRA distributions, untaxed portions of pensions, education credits, IRA deductions, tax-exempt interest, food stamps benefits (SNAP), and child support paid. Non-tax filers must have their income earned from work verified.

### **10.3.3 Verification Deadlines**

The Financial Aid Staff Member will request the applicant return a Verification Worksheet and appropriate documentation necessary to complete FAFSA verification and complete the financial aid file. Deadlines for

the return of such paperwork will vary by student, however verification must be completed by the final date determined by the Department of Education each award year to receive a corrected output document.

#### **10.3.4 Student Responsibility for Verification**

Students selected for verification are required to verify the income and household information they have reported on their applications. The Financial Aid Staff Member responsible for the file informs the selected applicant of the school's verification policies and procedures by mail, email, or telephone. Applicants and parents who were eligible to use the IRS Data Retrieval Tool (IRS DRT) when completing the FAFSA (16-17 award year and beyond) but did not do so are encouraged to go back to the FAFSA On The Web (FOTW) website and use the tool to populate their tax information. A Verification Worksheet is provided to the student by mail, email, or fax. All selected applicants are required to complete a Verification Worksheet (with a parent, if dependent), including required signatures. If the IRS DRT Request Flag on the most recent ISIR shows a code of "02", no further documentation is required unless the Staff Member determines that conflicting or missing information exists. If the ISIR shows a Request Flag code indicating that either a student or parent changed tax information that was previously populated using the IRS DRT or the code indicates that the student or parent was not eligible to use the IRS DRT, the Staff Member will request that the student and/or the parent submit copies of IRS tax transcripts and W2(s) for the base tax year. Students or parents who amended their tax returns will be asked to submit a copy of a tax account transcript that indicates the changes made in addition to the tax return transcript, which will only show information from the original return. If the selected applicant (or parent, if dependent) did not file a tax return, the Staff Member will request W2(s) or itemized income receipts in addition to the Verification Worksheet. If conflicting information is noted, the student and/or parent may be required to submit additional documentation, including required signatures.

#### **10.3.5 Correction Procedures**

There are a number of types of changes both The Los Angeles Film School and the applicant can make to the application information. The applicant or Financial Aid Staff Member can correct errors, update information, and add or remove schools. If the information on the output document doesn't accurately show the situation as of the signature date, then corrections may be needed. If the output document has information that was correct when the application was signed, but the student's situation has changed, the student may, in certain circumstances, update that information.

Applicants are encouraged by the Financial Aid Department to review the SAR carefully for errors or inconsistencies. The applicant may request that the school initiate corrections by notifying the Financial Aid Staff Member of changes that must be made, make online corrections via FAFSA on the Web, or send the corrected SAR directly to the Central Processing System. Corrections by the Financial Aid Staff will always be submitted electronically.

The types of information that must be corrected are:

- Data entry errors
- Social Security number
- Other federal eligibility match items (such as citizenship, selective service registration, etc.)
- Corrections that affect eligibility or award amounts

Application data that must be updated are:

- Dependency status (unless it changed because of a change in the student's marital status.)
- Household size and number in college (only if selected for verification, excluding changes as a result of a change in the student's marital status, otherwise this information may not be updated.)
- Income and asset information (based on provided documentation during the verification process)

Application data that may not be corrected:

Information that's correct as of the date the application was signed can't be changed. The student can't update

income or asset information to reflect changes to his or her family's financial situation if those changes took place after the FAFSA was filed. However, effective for the 2012-13 award year, schools can change a student's marital status on a case-by-case basis to more accurately reflect the student's living and financial situation.

### **10.3.6 Tolerance Option**

During verification, federal guidelines allow for a \$25 single-dollar error tolerance in the 2016-17 award year for all Title IV programs. Data elements included in this tolerance equation are: Parent AGI, Student AGI, Parent Other Untaxed Income, Student Other Untaxed Income, Parent U.S. Taxes Paid, and Student Taxes Paid. To be considered an allowable tolerance, the net difference of the FAFSA data and the correct data should be less than or equal to \$25. If the net error is greater than \$25, the school can reprocess all corrections through the Central Processor or recalculate the EFC itself using the Needs Analysis System. In most cases, the Financial Aid Staff Member will reprocess all corrections through the Central Processing System.

### **10.3.7 Eligibility of Funds**

**Subsidized Stafford Loans:** If verification is incomplete, the Financial Aid Staff Member may certify and/or electronically submit certification data to lenders. However, funds may not be received until verification is complete and any other eligibility requirements are met.

**Unsubsidized Stafford Loans:** The Financial Aid Staff Member may certify and disburse funds regardless of a student's verification status provided any other eligibility requirements are met.

**Parent Loans for Undergraduate Students (PLUS):** The Financial Aid Staff Member may certify and disburse funds regardless of verification status if all other eligibility requirements are met. However, if NSLDS information is pending or missing, the PLUS may not be certified.

**Pell Grant:** The student may receive the first disbursement of Pell Grant funds if verification is incomplete provided any other eligibility requirements are met. However, the second disbursement may not be received if verification is still pending.

**Hold Dates:** If funds are received by Electronic Funds Transfer, the Business Office may hold them for three (3) days before applying them to the student's account or refunding them to the lender. If funds are received by individual check, the Funds Coordinator may hold them for thirty (30) days.

### **10.3.8 Award Changes Due to Verification**

If verification of information results in a change of award amount, the Financial Aid Staff Member will notify the applicant immediately by mail, email, or telephone. The Financial Aid Award Letter will be adjusted and added to the student financial aid file. If a loan has already been certified, adjustments will be made to insure an overpayment of funds will not occur. If an interim disbursement of Pell has been made, the Staff Member will notify the Financial Aid Director if any overpayment needs to be returned.

### **10.3.9 Overpayment**

The Los Angeles Film School is liable for overpayment of funds that result from school error. If the school can't eliminate the overpayment in the same award year, the school must pay the overpayment and the student is then not considered to owe an overpayment and may receive additional SFA funds.

If a student's error caused the overpayment of funds, the student is responsible for repaying the overpayment. If the overpayment can't be eliminated by adjusting later disbursements in the award year, the student can't receive additional SFA funds until he or she repays the overpayment in full or makes repayment arrangements that are satisfactory to the school. If the student does not agree to repay, the school will not be held liable for the overpayment, but must make a reasonable effort to contact the student and collect the overpayment.

Within 30 days of the date the Financial Aid Staff Member learns of an overpayment or changes to previously submitted information he/she will update the online NSLDS. After the information is reported to the NSLDS,

the student's future output documents will show that he or she has an overpayment.

### **10.3.10 The Office of Inspector General Referral**

If a staff member becomes aware that a student and/or a student's parent has provided incorrect information on the student's aid application, the staff member should report the situation to the Vice President of Financial Aid and the Financial Aid Staff Member responsible for the student's file.

The Financial Aid Staff Member responsible for the student's file will make an appointment with the student and offer that student the chance to correct the information. If the student corrects the information, the Staff Member will re-evaluate the student's award based on the corrected information, submitting such corrections to appropriate agencies.

If evidence of forgery or fraud exists, and the student and/or his/her parents do not choose to correct the error(s), the Financial Aid Staff Member will forward the information to the Vice President of Financial Aid. The Manager, with the assistance of an Advisory Committee consisting of senior staff members, will collect and present the information and evidence to the Office of the Inspector General (OIG) as well as appropriate law enforcement agencies.

Pursuant to federal regulation 34 CFR 668.16(g), the institution must refer to the Department of Education's Office of Inspector General (OIG) any credible information indicating that an applicant for federal student aid may have engaged in fraud or other criminal misconduct in connection with his or her application. Common misconduct may include, but is not limited to, false claims of independent student status, false claims of citizenship, use of false identities, forgery of signatures of certifications and false statements of income.

If evidence of forgery or fraud exists, and the student and/or his/her parents do not choose to correct the error(s), the Financial Aid Staff Member will forward the information to the Vice President of Financial Aid. The Manager, with the assistance of an Advisory Committee consisting of senior staff members, will collect and present the information and evidence to the Office of the Inspector General (OIG) as well as appropriate law enforcement agencies.

Cases of fraud will be reported to the Office of Inspector General: Inspector General's Hotline: 1-800-MIS-USED.

[www.ed.gov/about/offices/list/oig/hotline](http://www.ed.gov/about/offices/list/oig/hotline)  
Office of Inspector General  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-1510

## **11. PROFESSIONAL JUDGMENT STANDARDS**

Professional Judgment will be reviewed on a case-by-case by the Vice President of Financial Aid. On occasion, the Financial Aid Compliance Manager and the Financial Aid Officer may be included in the review of the student in question.

The following policies and procedures are set forth as the Professional Judgment policy of this institution. There may be situations and documentation, other than those listed, in which the Financial Aid Staff Member may choose to apply for a PJ. In such cases, the Vice President of Financial Aid will make the determination and document the file.

Any applicant may request professional judgment be applied to unusual or special circumstances. All such requests must be responded to and documented in the financial aid file. If, after telephone or personal consultation, the applicant chooses not to pursue a professional judgment request, file documentation will be updated to reflect this. If the applicant pursues a professional judgment request, appropriate documentation will be submitted to the Vice President of Financial Aid for review and, if approved, included in the financial

aid file.

### **11.1 Reducing the Family Contribution**

If information reported on the FAFSA is accurate but the Financial Aid Staff Member believes it should be modified to take into account special circumstances, thereby reducing the Family Contribution, the Staff Member may choose to adjust the information. The most common situations that are considered special circumstances include:

1. Depressed economic conditions and/or loss of employment.
2. Separation or divorce by parent
3. Death of spouse or parent
4. Added expenses related to attendance at tuition-charging schools other than college, University, or trade school.
5. High debt payments for unusual circumstances, such as excessive medical or disability costs

Documentation for these circumstances can include, but is not limited to: proof of change, termination or separation of employment, legal documentation of divorce or separation, death certificate, billing statements and verification of enrollment for tuition-charging schools listed above and/or medical or disability cost summaries.

### **11.2 Dependent Status Override**

1. Special Parent/Student Relationship

The FAO must determine whether the relationship between a student and his or her parents makes it unreasonable to expect the parents to contribute to the student's COA, regardless of their ability or willingness to do so. Except in extreme circumstances, students that live with their parents prior to beginning their education at The Los Angeles Film School will not be considered as candidates for a dependent status override.

Each request for a dependent status override will be reviewed on an individual basis. All approvals will be based on evidence that the estrangement of the parent, student relationship is not voluntary on the part of the student. Letters from student, another relative, and a non-related 3<sup>rd</sup> party will be required for consideration. If an outside party is not available, 2 letters from different relatives will be required for dependency override consideration.

2. Former Wards of the Court

If a student was formerly a ward of the court for purposes other than incarceration and has not been reunited with his/her parents, the institution may consider him/her to be independent if requested.

Documentation may be required in the form of legal separation paperwork and/or letters from individuals that can corroborate student claims.

### **11.3 Divorced or Separated Student/Parent**

At the time the FAFSA is completed, the applicant or parent should indicate the correct marital status (married, divorced, separated, single). Individuals that are divorced or separated since filing a joint base year tax return are allowed to report their specific percentage of adjusted gross income and taxes paid rather than the total amount indicated on a joint return. Individuals that are married at the time the FAFSA is signed, yet filed independent tax returns in the base tax year, are required to report and consolidate both adjusted gross incomes and taxes paid.

The Financial Aid Staff Member may make corrections as necessary with appropriate documentation in the event the applicant completed the FAFSA incorrectly. Documentation requested may include: valid federal tax returns, W-2 forms, legal divorce or separation paperwork and/or a signed statement from the parent.

#### **11.4 Failure to Register for Selective Service**

If a male applicant's social security number is not matched with confirmation of registration from the Selective Service, and he is past the eligible age to register, he may request a professional judgment to become eligible for federal aid. The applicant must document that he did not willingly or knowingly fail to register for the Selective Service during the years he was eligible to do so. Required documentation will vary depending on the situation. The Los Angeles Film School will consider all documentation and make a reasonable assessment based on the information provided by the applicant.

#### **11.5 Documentation for Professional Judgments**

The applicant is responsible for providing documentation to support any claims of special circumstances. The Financial Aid Department reserves the right to approve or deny a request based on the information received. All conversations with the applicant may be documented regarding a request for professional judgment.

The Department of Education considers professional judgment decisions as an inherently subjective process and provides the school with considerable latitude in making a reasonable assessment of unusual circumstance. The Vice President of Financial Aid holds the final decision regarding a request for professional judgment and may not be appealed to either The Los Angeles Film School or the Department of Education.

### **12. ENROLLMENT VERIFICATION**

Every 60 days, lenders and guarantors are notified of updated student attendance dates via the electronic Student Status Confirmation Report. Periodically, the school receives enrollment verification requests from guarantee agencies and/or lenders. Requests are completed and returned within 30 days.

The Financial Aid Funds Specialist performs both types of enrollment verification.

### **13. CALCULATION AND ANALYSIS OF AWARDS / GENERAL**

#### **13.1 Cost of Attendance**

Cost of Attendance figures are revised annually using the model provided by the Department of Education and based on the methodology set by Congress in the Higher Education Act of 1965, as amended. The cost of attendance is not a "living expense estimate" and should not be construed as such. Student services and/or the financial aid advisor team will be able to provide an estimate of "living expense costs" that may differ from the cost of attendance figure below.

These figures are useful as a general index, but are not recommended for use as a true comparison of costs between potential colleges nor to determine actual living expense cost needs. Since The Los Angeles Film School does not provide or charge for room and board as some schools may, each student is encouraged to seek out the living situation that best suits his or her personal and financial needs.

Cost of Attendance figures are part of the calculation used to determine the total amount of financial aid students may receive during each academic year. These costs are not "actual" in that they include certain elements that may not apply to every specific student.

The institution uses the following elements in the COA formula:

- a. Tuition and Fees

Tuition: The tuition element includes the actual tuition charged for an academic year. No books, supplies, uniforms, or other miscellaneous items are included.

Fees: The fees element includes the \$400 security deposit required for all students, the program specific computer package, and the Student Tuition Recovery Fee (program specific) for students that originated in the state of California. Please see school catalog for more information on the Student Tuition Recovery Fee (STRF).

b. Books, supplies, room, board, transportation and miscellaneous expenses.

COA standards advise schools to adequately cover costs for a student living a moderate lifestyle. Results are based on published local rates and student housing interviews. Interview results are a standardized average of each element and are reviewed each award year. As most students identify as living on their own or supporting the family unit in their current living situation, the institution only utilizes the “off- campus” option when calculating living costs.

The “Projected Other Costs” COA element has been developed based on the following standard of living:

- An average 2/2 apartment, shared with one room-mate in Hollywood area
- Power/Water/Sewage/Telephone/Internet/Cable utility costs
- Books & Supplies: Incidentals for supplies beyond those covered in tuition costs
- Monthly transportation cost includes gas/car payment or expenditures based on public transit
- Meals & Incidentals
- Monthly Parking expense
- Travel cost for airfare/ground transportation for family holiday visits
- Miscellaneous includes but is not limited to loan origination fees and other unexpected costs

c. Child Care

Child-care is included in the COA only if the student has indicated that he/she will incur child-care costs as a direct result of his/her attendance in school. The Financial Aid Staff Member will assist in this determination and document the student's file accordingly. This amount is typically covered in the “Miscellaneous Expenses” section of the COA budget.

d. Other

Other costs, such as a handicap allowance, will be considered only on an individual basis. The Financial Aid Staff Member will make the determination and document the student's file accordingly. These costs are typically covered in the “Miscellaneous Expenses” section of the COA budget.

### 13.3 Numerical Calculation

The following calculation is completed to determine the cost of attendance per semester for students in each of the degree programs offered at The Los Angeles Film School.

#### Charges:

➤ Tuition	Average per credit hour cost of program each semester
➤ Security Deposit	One-time charge of \$400.00 in semester one of program
➤ Tuition Recovery Fee	California residents only: Total cost of program x .00%
➤ TechKit (Laptop & Software)	Cost per program for laptop & software package
➤ Textbooks	Varies per program (specified in Cost of Attendance)
➤ Technology Fee	Varies per program (specified in Cost of Attendance)
➤ Graduation Fee	\$20

### **Projected Other Costs:**

➤ Housing/Utilities	\$6,000 per semester
➤ Transportation/Travel	\$1,300 per semester
➤ Parking	\$1,100 per semester
➤ Food	\$1,600 per semester
➤ Miscellaneous	\$2,000 per semester

### **13.3 Expected Family Contribution**

The Expected Family Contribution (EFC) is the dollar description of an applicant's financial strength. Financial factors, such as income and assets, are considered in the determination.

EFC is determined by Congressional Methodology.

### **13.4 Congressional Methodology Need Analysis**

A student's financial need is determined by subtracting the EFC and the other estimated financial aid sources (EFA) available to the student from the financial need demonstrated by this analysis.

A Needs Analysis (NA) document is generated for each applicant via ED CONNECT. This form is maintained in the student's file to document the COA, EFC, and the demonstrated financial need.

Awards are disbursed at the start of module one in each payment period (i.e. semester) with the exception of first time borrowers of Stafford loans which are disbursed in module two of the first semester. While attendance is not required for the duration of the program, students are expected to attend class the first week of a module to confirm participation in that term of enrollment. Additionally, attendance is highly encouraged to enrich the student experience in each course, many of which may require regular attendance as an important component of the curriculum. The attendance policy is published in the course syllabus for each class and in accordance with The Los Angeles Film School Satisfactory Progress statement. Based on the attendance policy as it is described in the school catalog, it is possible for students to graduate without completing 100% of their program.

## **14. CALCULATIONS AND ANALYSIS / PELL GRANT**

### **14.1 Awards**

The Pell Grant awarded to a student is based upon how much of the enrollment will be funded from the ISIR submitted and the student's PGI scheduled award.

The portion of the enrollment that is funded from a particular year's SAR depends upon the student's payment periods that occur in that year. Payment periods are funded from the ISIR of the year in which they occur. If a payment period crosses into the next award year, all hours of the crossover payment period are funded -- either from the year the payment period began or from the year the payment period was completed.

For each semester of funding in the 32-week academic year, the student is awarded the Pell Grant scheduled award dictated by the PGI and COA. When the student is scheduled for a semester that is less than the standard term of 16 weeks, the scheduled award is prorated based on the Standard Term Formula 1 Federal Methodology of calculating Pell. If the student received a portion of a Pell Grant in another program or at another institution, the maximum to be received for this enrollment in the current award year is the remaining percentage of the full scheduled award.

Financial aid staff have been trained to review available enrollment updates to prevent Pell Grant underawarding. LAFS has updated FA system configuration has been set up to identify processing exceptions

such as mismatches in award amounts versus student attendance status, which are automatically excluded from disbursement to ensure proper Pell Grant funding. Exceptions resolutions are escalated by FA staff to FA management as needed.

#### **14.2 Pell Disbursement**

Pell Grant funds are scheduled for disbursement at the beginning of each payment period. The funds represent, at maximum, funding for all hours which will be attempted during each payment periods that is to be funded from the ISIR submitted.

Pell funding will be scheduled for all otherwise eligible students who submit a valid SAR/ISIR while enrolled and prior to the end of the award year provided the following requirements are met:

1. Financial Aid Specialist sends origination records of Pell eligible students via COD.
2. Prior to a requested disbursement date, the Financial Aid Specialist sends a disbursement record to the CPS via EDCONNECT.
3. Flagged ISIR's must be verified per ED regulations by obtaining appropriate documents in file prior to mid-point disbursement dates.
4. Satisfactory academic progress checks are made and a Pell payment record is forwarded to the Business Office if student is eligible.
5. Business Office draws down approved funds from GAPS account and applies to students' accounts.
6. If a student is not in satisfactory academic progress, funds may be rescheduled for a later date.
7. Pell awards will be adjusted based on enrollment status changes.

### **15. CALCULATIONS AND ANALYSIS / LOAN CERTIFICATION**

The following calculations and analysis are performed with each student's application data in evaluating eligibility and awarding aid.

#### **15.1 Cal**

#### **15.2 Cost of Attendance**

Cost of Attendance for students is determined by adding the direct and indirect educational costs that will be realized over the length of the payment period. The direct costs are charges such as tuition, fees, equipment deposit, STRF fee, and computer package, which are paid directly to the school. The indirect costs are those costs associated with maintaining adequate living requirements, equipment costs and transportation needs while enrolled in school. Only the student's indirect costs, not those of their dependents, may be included.

Origination and guarantee fees incurred from the DL Programs are automatically added to the COA for the enrollment period. The total COA is determined by the itemizing and totaling of all components. The direct costs, tuition, fees, books, supplies and equipment represent the school's total charges. Representative standardized allowances are used for the indirect costs (room and board, transportation, personal, and childcare). These allowances are reviewed and revised annually. Individual counseling can be done to determine the student's indirect costs.

For purposes of packaging in the CampusVue database, the "Cost of Attendance" should be used to determine whether a student has been over-awarded.

##### **15.2.1 2011-12 Student Cost of Attendance**

The published Cost of Attendance includes an additional amount that represents the costs for two round trips home over holiday breaks. The costs will reflect either driving (# miles x .37) or reasonable airfare rates.

The Financial Aid Staff Member may choose to include origination fees of a private sector educational loan to the COA.

The Financial Aid Staff Member may choose to include a reasonable allowance for the documented rental or purchase of a personal computer (under miscellaneous expenses).

### **15.3 Estimated Financial Aid**

The award year in which the loan period originates is generally the award year of the loan. The FAFSA of that year would then be the source document for the dependency status and family income that are used to determine eligibility. If the following year's data is to be used, the file will be documented accordingly.

The estimated financial assistance reported on the Stafford Loan Application includes the Financial Aid Staff Members estimation of the applicant's Pell Grant, other Federal financial aid and the anticipated institutional and local aid to be received during the loan period.

All Veterans' Benefits and Vocational Rehabilitation benefits, scholarships and certified private educational loans will be considered as financial aid.

### **15.4 Estimated Family Contribution**

An Expected Family Contribution (EFC) is calculated using Congressional Methodology for each applicant. The EFC can be calculated at the school on an approved needs analysis system or as reported on the ISIR. The EFC is based on the length of the program (12 -month max.) and adjusted to the length of the loan period indicated.

### **15.5 Determination of "Need"**

The Subsidized Stafford Loan need is determined by subtracting the EFC and the EFA from the COA. The certified loan amount will be the greater of this number or the student's maximum eligibility based on the length of the program.

The Unsubsidized Stafford Loan and Parent Loan for Undergraduate Students are not considered need- based loans. Therefore the EFC is not used in determining the maximum amount of loan eligibility.

### **15.6 Institutional Certification**

For Direct Stafford and PLUS Loans, each individual loan will be originated and disbursements requested via the Common Origination and Disbursement (COD) system. The Los Angeles Film School uses the proprietary software OpenNet to electronically submit private loans for students.

### **15.7 Delayed Loan Certification**

The Financial Aid department holds all Federal loan disbursements until the student attends the entrance interview. Following that, the student enrollment is confirmed and necessary verification is completed, and the loan is transmitted to the lender with a projected first disbursement date of 31 days after the initial start (based on the 30-day delay for first time borrowers). Students in subsequent academic years will have aid disbursed in first week of semester or after all outstanding issues are resolved with the student file.

LAFS requires 30-day delay of first disbursement requirements for first time. LAFS verifies the NSLDS information in Federal Direct Loan borrowing records as an additional measure to identify all first time, first year borrowers.

LAFS implemented new procedures to include financial aid system activity exceptions identifying early disbursements to prevent a reoccurrence of this finding. Updated FA system configuration has been set up to identify processing exceptions that can cause funds to disburse before 30 days, which are automatically excluded from disbursement.

## **16. CALCULATION AND ANALYSIS / WORK STUDY**

If student is eligible to receive federal funding, they are given notification that they can participate in the Federal Work Study program. Students are required to meet with the Work Study Coordinator to obtain information on open positions and program requirements. Upon acceptance into a position, the student must

sign paperwork with Human Resources (inclusive of W-4 and I-9 documents) and submit weekly timesheets for payment. All on-campus positions pay \$10 per hour (\$11 per hour for Community Service) with a maximum funding amount not to exceed \$2,000.00. If a student is a reliable employee, meeting SAP, has not exceeded their COA, and ample funding is available in the program, a petition can be requested to extend the award beyond this minimum threshold. Please see “Federal Work Study Policy” for further details.

## **17. CALCULATION AND ANALYSIS / FSEOG AWARD**

FSEOG may be awarded to undergraduate students with exceptional financial need who will also receive Federal Pell Grants during the award year. The funds for this campus-based program are limited and based on a percentage of the institution’s annual award of FSEOG funds that will be allocated for each starting class. Students awarded FSEOG are based on Pell eligibility and need to secure outstanding tuition balances (and living expenses in hardship cases). Award amounts vary based on individual circumstances and are approved by Vice President of Financial Aid. Students with the lowest EFC are given first priority. Please see “FSEOG Policy” for further details.

## **18. FINANCIAL AID FILE**

The primary purpose of the financial aid file is to document the student's eligibility for the financial aid award. Other purposes it serves include documenting changes in student status, recording aid program expenditures and disbursement dates, and demonstrating compliance with the consumer information requirements.

The forms that are completed and filed over the course of a student's enrollment to accomplish these purposes can include, but are not limited to, these documents:

- Enrollment Checklist
- Installment Agreement
- Stipend Letter
- Signed Enrollment Agreement
- Private Loan Paperwork
- VA and/or Voc Rehab forms/documents/correspondence
- Scholarship Paperwork (if any)
- Misc. Paperwork
- Compliance Checklist (Internal Audit)
- Exit Interview
- Entrance Interview
- Signed Award Letter
- Signed PLUS MPN/Denial Letter
- NSLDS Printouts
- ISIR / Eligibility Results
- Verification Worksheet (attached to ISIR)
- Tax Forms (attached to ISIR)
- FAFSA / Needs Analysis

## **19. SATISFACTORY PROGRESS AND FUNDS DISBURSEMENT**

### **19.1 Defined Increments**

The Los Angeles Film School’s Satisfactory Progress Policy regarding grades and attendance is specifically outlined in the Satisfactory Academic Progress Policy portion of this manual, Section 3.5.

Funding may be disbursed at defined increments:

The Los Angeles Film School defines an academic year as 32 weeks and 24 credits in order to progress to the next grade level. 1<sup>st</sup> time Stafford borrowers are required to wait 31 days to receive Freshman Stafford Loans on their student account. For all future disbursements, disbursements are made at the start of each semester and awarded amounts are defined based on enrollment status, grade progression, and satisfactory

progress in respective degree program.

## **19.2 Authorizing / Disbursing**

All funds are actualized and disbursed by staff members in the Business Office. Financial Aid will package students and submit batch requests for disbursements to be made based on enrollment status and eligibility. Once confirmation has been received that COD has accepted origination and disbursement records, notification will be provided to drawdown funds from G5 and post individual disbursements to student ledger accounts. There is a 3-business day transit time between drawdown of funds and posting to student ledger.

Accurate, timely reporting to COD is ensured through the automated CampusVue financial aid platform. Inaccuracies in date/amount are flagged within 24 hours of fund disbursement to COD and corrected in CampusVue automation. FA staff are prohibited to make manual changes in CampusVue as it relates to disbursement dates, preventing issues with accurate, timely reporting to COD.

Financial aid staff have been trained to ensure the timely identification of ineligible disbursements, and confirm ineligible payments will be returned within the required 30-day period. In addition, LAFS financial aid systems were updated to further check for improper fund disbursement exceptions. Updated FA system configuration has been set up to identify processing exceptions such as ineligible disbursements, which are automatically excluded from payment.

### **19.2.1 Determining Enrollment Status**

At the start of a student's first semester, the Financial Aids Funds Specialist will review all students status to confirm eligibility and attendance. Once the required 30-day period has expired and verification has been processed, federal aid is disbursed to the student account based on **full-time** status (private loans and PLUS loans are disbursed within 30 days in order to allow for living expense checks to be disbursed near the start of the program). At the end of the first semester, the Funds Specialist will run a report to determine whether students were unregistered for modules within a semester that resulted in a drop below full time status. In instances where credits were reduced, the Specialist will return funds based on the students enrollment status (full time,  $\frac{3}{4}$  time, half-time, or below half-time) at the end of the semester. At the start of the subsequent semester, the Funds Specialist will disburse for the next semester based on full time status and will repeat the process of reviewing enrollment status at the end of a semester based on changes in enrollment. Please see "Disbursement Schedule" for a chart of loan disbursements and determining unearned aid.

If a student drops or withdraws from a program prior to the end of a semester, a refund calculation will be performed and instruction will be given about changes in enrollment status that result in a return of federal funds. Once the calculation is provided, fund returns will be processed and completed prior to closeout of student account.

### **19.2.2 Receiving EFT**

Most Financial Aid funds are received by electronic funds transfer (EFT). Loan proceeds are received via Common Origination and Disbursement website (federal loans) and Sallie Mae's Opennet system (private loans). Funds are received in two disbursements per academic year at appropriate intervals based on the schedule provided by the institution. The Business Office is responsible for drawing down funds via G5 and posting to student account ledgers on a daily/weekly basis.

Approximately two weeks prior to disbursement, the Financial Aid Officer confirms verification status as well as the students' eligibility for the funds based on all other awards received, or expected to be received, during the award period.

As Financial Officers are directly responsible for originating Title IV loans, they are disallowed from completing the final receipt of funds. Before accepting disbursement, the Financial Aid Funds Team verifies identity, enrollment status, academic progress (credit hours), and satisfactory progress (grades and attendance).

The Business Office is responsible for applying financial aid funds to the students' tuition accounts after the

Financial Aid Funds Team has indicated eligibility.

Students are provided a copy of the EFT receipt within 14 days of disbursement. Each receipt contains required information regarding the student's right to cancel the loan within 10 days.

### **19.2.3 Receiving Checks**

In the event funds are sent to the school in the form of a check co-payable to the student and institution, the student is contacted to endorse the loan check. The check will then be deposited and credited to the students' tuition account using the same procedure as funds received via EFT.

### **19.4 Holds and Refunds**

If receipt of funds results in over-award, the institution may accept the funds, then promptly refund all the excess funds to the lender.

If the funds result in the student's eligibility for living expenses above and beyond the tuition amount owed, the school will promptly disburse the funds to the student for such expenses. If funds received are due to an excess of PLUS monies, The Los Angeles Film School will refund the living expense portion directly to the parent borrower unless directed in writing to deliver said portion to the student.

The Los Angeles Film School's policy is to pay all credit balances within 14 days. Credit balances only occur after a disbursement is made on a student account. Once funds are received, the LAFS procedure is to issue a stipend check within 14 days after the date of disbursement. LAFS encourages students to plan accordingly.

If the student failed to begin classes as expected, is not progressing satisfactorily, or eligibility cannot be verified the funds are received and held for up to 3 days. The funds are not disbursed until eligibility is verified. If eligibility is not verified, funds are returned to the lender within 3 days.

Rescheduling of funds that were refunded due to lack of satisfactory progress will be requested if a satisfactory status has been regained within the payment period.

## **20. LOAN RECERTIFICATION**

### **20.1 Additional Funds**

If additional financial aid funds are applied for and received by the student after the origination and receipt of original loans, the Financial Aid Officer will re-certify all loans in that award period with the corrected estimated financial aid and cost of attendance. An immediate refund will be made to the applicable program if an over-award results from the additional funds.

## **21. STUDENT STATUS CHANGES**

### **21.1 Termination and/or Withdrawal**

When a student is terminated or withdrawn from active status, the Financial Aid Compliance Manager identifies any refunds and/or balances due. This is calculated within the guidelines of The Los Angeles Film School refund policy and the Federal refund policy, if applicable.

The school's refund policy is found on the Enrollment Agreement as well as The Los Angeles Film School catalog. The refund distribution policy establishes the priority in which the funds disbursed to an aid recipient are returned to the Federal programs.

Students that have received Title IV funds in the form of loans are advised of their outstanding obligations through the Exit Interview. An Exit Interview will be completed for a student even if all of that student's Title IV funds have been returned. If a student fails to attend an Exit Interview, the paperwork is sent to them via U.S. mail.

Every month, LAFS staff review enrollment reporting to determine the effective date of a student withdrawal to the National Student Loan Database System (NSLDS):

1. Registrar Coordinator and Student Records Manager conduct initial and ongoing review of students LDA
2. Director of Student Records audits final Last Date of Attendance (LDA) in school official database (CampusNexus Student database) prior to reporting
3. Financial Aid Department receives and downloads the Student Status Confirmation Report (SSCR) file from Edconnect
4. Director of Student Records processes the file in the school database which is configured to match the SSCR file against registration files (active student records and students recently withdrawn/graduated)
5. Director of Student Records returns the updated SSCR file via Edconnect

### **21.2 Interruption of Training (IOT)**

For tracking purposes, The Los Angeles Film School authorizes one Interruption of Training (IOT) to a financial aid recipient during the length of time required for the completion of his/her degree program. Except in extenuating circumstances approved by the Director of Student Records, this temporary interruption of study does not exceed 30 days and Financial Aid funds are not disbursed during this time. Disbursements are rescheduled and received after a student's return and satisfactory academic progress points are met provided the academic and/or payment period has not been exceeded. Student loans are not certified while a student is on a IOT.

### **21.3 Re-entry after Withdrawal or Termination**

If the student was terminated from The Los Angeles Film School he/she must meet with the Student Advisor (if within 45 days of termination) or the Re-Entry Specialist (if after 45 days of termination) in order to be granted re-entry. If the student was terminated for unsatisfactory progress and returns within 45 days, the student will be placed on academic probation for the first term (4 weeks of school) and must sign an Academic Improvement Plan. If the student wants to return earlier than stated policy he/she must appeal in writing to the Vice President of Education.

After 45 days, the Re-Entry Specialist receives the request and forwards an In-process form to determine students' account history and past grades. The form is circulated to all departments who are asked to provide information regarding the student's prior enrollment and give a recommendation for re-entry.

The revision committee will review recommendations from other departments, the student's contract price, a payment schedule, credit for prior training, financial aid packaging, and any probationary period for the student. The student's repayment schedule will be determined on a case-by-case basis by the Business Office.

A Reentry Form is completed by the Re-Entry Specialist with the enrollment prices, academic credit information, the hours credited, the hours that must be retaken, and the new schedule.

## **22. NON-FEDERAL OR STATE SOURCES OF FINANCIAL AID**

### **22.1 Scholarships**

The Los Angeles Film School participates with a variety of Scholarship programs and is always searching for new information and funding. Information regarding reference sources and Internet addresses are distributed to any current or prospective students who express an interest in any Scholarships or Grants other than the programs provided by Title IV funding.

### **22.2 Cal Grant**

The Los Angeles Film School is approved for but does not currently participate in the California-based Cal Grant program due to our 3-year Cohort Default Rate being above the maximum threshold of 15%. Please refer to the “Cal Grant Manual” for specifics on policies and procedures pertaining to this state-based program.

### **22.3 Veteran’s Education Benefits**

The Los Angeles Film School is authorized to train student’s receiving Veteran’s Education Benefits as approved by the Department of Veteran’s Affairs. Awards are determined by application with the Veteran’s Education Department and funding is disbursed directly to the institution for the Post 9/11 G.I. Bill and the Yellow Ribbon Program (all other Chapters disburse funding directly to the student). The student is responsible for applying; however the Financial Aid and Military departments (a Veteran’s Affairs Certifying Official) can provide information and assist with the application process. The VA Coordinator on the Military team is directly responsible for maintaining funding information for students receiving VA benefits and keeps these records on file. Any funding information for VA students is provided to the Financial Aid department to make adjustments to award packages as necessary.

### **22.4 Vocational Rehabilitation Programs**

Various states offer funding in the form of Vocational Training Benefits for designated applicants. The Los Angeles Film School does not assist in this application process other than to advise Voc Rehab counselors when questions arise. Students that qualify for Voc Rehab awards are directly responsible for assuring that funds arrive in a timely manner. All Voc Rehab payment vouchers and disbursement dates are handled by the Business office.

### **22.5 Private Sector Educational Loans**

With the exception of specially designated “consumer” education loans, all private sector loans are certified in the same manner as non-need-based Federal Loans. While students still must maintain satisfactory grades and attendance according to policy, funds may be received at any point during the award year certified for, provided it does not result in an over-award.

## **23. SCHOOL SCHOLARSHIPS**

Following are the scholarships currently being offered to students attending The Los Angeles Film School (details on these programs can be found in the institution’s scholarship guide and in the scholarship application):

- California Resident Scholarship
- Dedication Scholarship
- Early Commitment Scholarship
- Hollywood Dreams Scholarship
- Merit-Based Alumni Scholarship
- Military Media Scholarship
- Need-Based Scholarship
- Women in Entertainment Media Scholarship

## **24. DEFAULT MANAGEMENT PLAN**

### **24.1 Default Prevention Program**

The Los Angeles Film School:

1. Counsels students on their loan responsibility.

The Financial Aid Department conducts an Entrance Interview during Orientation about student loan responsibility. A signed statement from the student indicating he/she attended the Entrance Interview is required before federal education loan funds are received.

2. Works closely with lenders.

The Default Prevention Team notifies the student by mail if their name appears on a delinquency list produced by the lender. Telephone contact is also attempted.

3. Improves quality of education. (See Section 3.6)
4. Improves retention programs. (See Section 3.10)
5. Reduces defaults by terminated/withdrawn students.

The Default Prevention Team sends the loan information/Exit Interview for dismissed students by U.S. mail. If the student arrives in person to withdraw, the entrance interview will be conducted at that time.

6. Teaches students to budget and manage personal finances as part of the common general education course curriculum.
7. Establishes the importance of gainful employment post graduation that is sufficient to pay student loans on time.
8. Conducts comprehensive Exit Interviews
  - a. Conducts personal interviews at time of graduation or termination when possible.
  - b. Affirms that the school has a Default Prevention Team who is willing to answer any questions
  - c. Students are advised of consolidation and deferment options
  - d. The Coordinator is responsible for completion of any paperwork.
9. Analyzes any default problems at The Los Angeles Film School.
10. Works with servicers, guarantors and U.S. Department of Education to contact students in delinquent status and provide resources and counseling on how to maintain a current status with loan repayment.

The Default Prevention Team maintains default analysis of the current defaulted students as well as analysis of the current delinquent borrowers through Direct Loan delinquency reports, NSLDS, and NorthStar servicer reports.

## **24.2 Exit Interviews**

The Exit Interview consists of a personal meeting with the Default Prevention Specialist to review all details of the student's loan package. If a student fails to attend an Exit Interview prior to graduation, The Los Angeles Film School Diploma will be held until the requirement is met or the documents are forwarded to the student via U.S. mail.

Approximately 30 days prior to graduating from The Los Angeles Film School, students are notified of the requirement to attend an Exit Interview. Students are advised of the appointment times available and reminded of the consequences of failing to attend an Exit Interview. If a student fails to attend an Exit Interview either before graduation or within 30 days immediately following graduation, the Exit Interview paperwork is mailed to the student, with return receipt requested.

Students withdrawing from school are required to meet with the Default Prevention Specialist to receive counseling involving the repayment of loans. If the student does not, the Exit Interview paperwork will be forwarded via mail. An Exit Interview will be completed for a student even if all of that student's Title IV funds have been returned.

Exit counseling provided to a Stafford Loan or Unsubsidized Stafford borrower will include, but is not limited to the following information:

- Counseling and information regarding a student's indebtedness.
- Sample loan repayment schedules based on the borrower's total loan indebtedness for attendance at The Los Angeles Film School.
- The name and address of the borrower's lender(s) according to The Los Angeles Film School's records
- Guidance on the preparation of correspondence to the borrower's lender(s) and completion of deferment forms and forbearance requests.

### **24.3 Contacting Potential Defaulters**

As soon as a pre-claim assistance request is received, the Default Prevention Specialist:

Checks the student files for updated information such as new address, employer information, Financial Aid and/or Academic Transcript requests

Sends any new information to the lender.

Contacts borrower by telephone or mail.

Provides detailed information regarding the consequences of the failure to repay the loan, including:

- Damaged credit rating for at least 7 years,
- Loss of generous repayment schedule and deferment options,
- Possible seizure of Federal and State income tax refunds due,
- Exposure to civil suit,
- Liability for collection costs,
- Possible referral of the borrower is a Federal employee, and
- Loss of eligibility for further Federal Title IV student assistance.

The Financial Aid Coordinator documents all attempts to contact student.

### **24.4 Contacting Borrowers during Grace Period**

The Los Angeles Film School:

Attempts to contact the borrower during the grace period at least twice by mail. Students are sent correspondences from The Los Angeles Film School's Default Prevention Specialist at timely intervals of three months, six months and one year after a student leaves The Los Angeles Film School. These letters are to serve as reminders of repayment obligation as well as their rights to deferments and forbearances.

Updates records regarding the borrower address, telephone number, employer, and employer's address whenever this information is received from any source.

### **24.5 Obtaining References**

The Los Angeles Film School:

Uses a supplemental reference sheet (PDS) to obtain additional references from the borrower during the admissions and enrollment process.

Collects updated reference information at the exit interview. At the exit interview students complete another separate reference sheet with updated information.

## 24.6 Counseling Activities

During registration, the Financial Aid Officer meets with students to review rights and responsibilities of borrowing. At that meeting, the student signs a sheet stating they have attended and understand the information given.

The Vice President of Financial Aid meets with Admissions at timely intervals to update them on programs The Los Angeles Film School participates in and the proper way to introduce a student to the possibilities of utilizing those sources. The Financial Aid Department and Admissions Department share a cooperative team relationship. The Admissions Department refers all questions and inquiries to the financial aid department.

As part of the loan counseling provided for a Stafford Loan, Unsubsidized Stafford or Plus Loan borrower, the Financial Aid Staff:

- 1) Provides information to the borrower regarding, the terms and conditions of Stafford and Unsubsidized Stafford and PLUS program loans, including:
- 2) Students are counseled on the full amount of eligible loan funds that could cover tuition, fees and living expenses.
- 3) The stated interest rate on the borrower's loans.
- 4) The applicable grace period provided to the borrower and the approximate date the first installment payment will be due.
- 5) A description of the charges imposed for failure of the borrower to pay all or part of an installment payment when due.
- 6) A description of any charges that may be imposed as a consequence of default, such as liability for expenses reasonable incurred in attempts by the lender or guarantee agency to collect the loan, including attorney's fee.
- 7) Explains the borrower's responsibilities in the Stafford and Unsubsidized Stafford and PLUS loan programs including:
- 8) The borrower's responsibilities to inform his or her lender immediately of any change of name, address, telephone number, or SS#.
- 9) The borrower's right to deferment, cancellation or postponement of repayment, and the procedures for obtaining those benefits.
- 10) The borrower's responsibility to contact his or her lender in a timely manner, before the due date of any payment he or she cannot make.
- 11) The availability of forbearances.
- 12) Provides the borrower:
  - General information of the average indebtedness of student borrowers who have obtained Stafford, Unsubsidized Stafford and PLUS program loans for attendance at The Los Angeles Film School and the average amount of a required monthly payment based on that balance.
  - The estimated balance owed by the borrower on Stafford, Unsubsidized Stafford and PLUS loans, and the average amount of a required monthly payment based on that balance.
  - Detailed information regarding the consequences of the failure to repay the loan, including a damaged credit rating for at least 7 years, loss of generous repayment schedule and deferment options, possible seizure of Federal and State income tax refund due, exposure to civil suit, account

to a collection agency, garnishment of wages if the borrower is a Federal employee and loss of eligibility for further Federal Title IV student assistance.

- 13) Reviews the repayment options (e.g., loan consolidation, refinancing) available to the borrower.
- 14) Explains the sale of loans by lenders and the use by lenders of outside aspects of personal financial management.

## **25. GAINFUL EMPLOYMENT (GE) DISCLOSURES**

On an annual basis, in January of each year, the VP of Compliance updates and creates new GE Disclosures for the coming year. This is appropriate as the institutions files its annual report with ACCSC in October of each year and files its annual report with BPPE in December of each year. As the institution's annual reports to both ACCSC and BPPE contain data by program/program variant for graduation and employment statistics, and as one essential component of the GE Disclosures is the most recent employment statistics reported to each of ACCSC and BPPE, January is an appropriate month to update the GE Disclosures. Further, it is noted that historically commencing with November 22, 2013 Electronic Announcement on this topic, USDED has mandated the creation of updated GE Disclosures by end of January, with the notable exception 2018 in which USDED mandated such updated not later than April 6, 2018 via Electronic Announcement dated January 19, 2018. It will be the goal of this institution to update GE Disclosures not later than January 31 of each calendar year, or such other date annually as may be mandated by USDED.

A separate and unique GE Disclosure shall be created, using the then mandatory template provided by USDED, for each program/program variant offered by the institution at that time as well as any and all program/program variants no longer offered by the institution but are still reportable to ACCSC and/or BPPE. Each separate GE Disclosures shall be created using the CIP code for such program/program variant as reported to USDED on the institution's ECAR. A separate and unique GE Disclosure shall be created for each program/program variant where the institution offers multiple versions of a program/program variant at differing time lengths, which is appropriate as the institution reports graduation and employments statistics to ACCSC and BPPE separately for each program/program variant where the institution offers multiple versions at differing time lengths.

It is the intent to populate as completely as possible the field available on the template for "Occupations For Which This Program Prepares Student", however it should be noted that the previous templates made available by USDED have provided little flexibility to this field allowing the user to chose either a) the array of SOC codes the USDED associates with the CIP or b) allowing the user to note only one SOC code.

Each GE Disclosures shall be populated with tuition and fees and costs of books/supplies data as well as ancillary charges for each program/program variant as is published in the institution's then Academic Catalog or applicable addenda.

Each GE Disclosures shall be populated with the URL for the institution's Net Price Calculator to provide additional information on cost of attendance.

Each GE Disclosure shall be populated with an accurate number of students who commenced matriculation in each program/program variant during the time period as determined by the template. This time period will vary by the applicable program/program variant's published normal time frame. The data in question shall be gathered by query of the institution's student tracking database, which is CampusNexus as of the writing of this document. Each GE Disclosure shall be populated with an accurate number of the above-mentioned students who graduated from each program/program variant within the normal published time frame of said program/program variant, from which the template will auto calculate a 100% Time Frame Graduation Rate for the cohort group determined by the template. NOTE: These fields may be inapplicable for population dependent upon number of students who commenced the applicable program/program variant during the time frame determined by the template.

Each GE Template shall be populated with the median loan debt for the graduates of each applicable program/program variant who commended matriculation during the time frame as determined by the template and subsequently graduated within the published normal time frame of each program/program variant as discussed above. This data shall be supplied to the VP of Compliance by the institution's Financial Aid office based upon the cohort graduates who completed each applicable program/program variant within the published time frame, the list of which shall be provided to the institution's Financial Aid Office by the VP of Compliance.

Based upon this data as input, the template will auto-populate the interest rate and will thereafter auto-calculate the typical graduate's monthly debt note payment for said cohort by program/program variant. NOTE: These fields may be inapplicable for population dependent upon number of students who commenced the applicable program/program variant and/or the number of those who graduated from said program/program variant during the time frame determined by the template.

The VP of Compliance shall indicate in the template if said program/program variant is in danger of becoming ineligible for T4 participation within the next year based upon the next round of Debt:Earnings Rates as calculated by USDED. This determination shall be made by the VP of Compliance based upon rules then in place by USDED regarding program/program variants loss of eligibility based upon Pass/Zone/Fail combinations over certain timeframes as determined by USDED.

The VP of Compliance shall select Required to Calculate Job Placement Rate for the Program Completers by Both Our Accrediting Agency and State.

For any program/program variant for which the institution has reported graduation and employment rates, the VP of Compliance shall populate appropriate fields for a) institution's accrediting agency, b) the most recent employment rate reported to the institution's accrediting agency for the program/program variant; c) the URL from the institution's website that summarizes the employment rate methodology; d) select Only Jobs Within the Field of Study; e) a summary of positions held by those graduates in the applicable cohort for whom a positive employment was verified; f) the timeframe in which the graduates in the applicable cohort gained employment for which a positive employment was verified in accordance with accrediting agency standards; g) the method by which the institution tracks graduate's employment which in the case of this institution is "Direct Contact With Graduates", AND a) institution's state regulatory agency, b) the most recent employment rate reported to the institution's state regulatory agency for the program/program variant; c) the URL from the institution's website that summarizes the employment rate methodology; d) select Only Jobs Within the Field of Study; e) a summary of positions held by those graduates in the applicable cohort for whom a positive employment was verified; f) the timeframe in which the graduates in the applicable cohort gained employment for which a positive employment was verified in accordance with state regulatory agency standards; g) the method by which the institution tracks graduate's employment which in the case of this institution is "Direct Contact With Graduates".

NOTE: If in regard to either (or both) the Accrediting Agency section or the State Regulatory Agency section of the Employment Rate data section of a given program/program variant's GE Disclosure, said program/program variant has not yet begun to report employment rates due to lack of graduates (generally applicable to a new program/program variant), select the button for "Program Does Not Yet Have Enough Completers to Calculate a Placement Rate".

At this time, the institution does not offer training/education for careers/professions that requires licensure or to sit for an examination in any state in order to ply trade in such a career/position. Unless (or until) this changes, the VP of Compliance will select "Select All" under "The Following States Do Not Have Licensure Requirements for This Profession".

The VP of Compliance shall provide any additional or explanatory information needed in the field provided. Given the differences between the employment rates reported to ACCSC and BPPE, generally speaking it is appropriate to provide some information as to the reason for this which is a) different cohorts groups and b) different definitions for placement.

When GE Disclosures have been created for each program/program variant applicable in a given year, the VP of Compliance shall forward each such GE Disclosure created to the institution's Marketing Department/Webmaster for the GE Disclosures to be updated on the institutions website.