Student Financial Aid – Satisfactory Academic Progress

Purpose

As part of the federal administrative capability requirements, the College has developed the following standards to measure whether a student is making satisfactory progress toward his or her technical training certificate.

Progress standards for students enrolled in an eligible program who receive Title IV Aid, are the same as or stricter than the institutional standards for a student enrolled in the same program who is not receiving Title IV Aid.

Payment Period: A payment period is defined as the number of hours a student must attend and the number of hours of work that a student must complete in 150% of the scheduled hours for that payment period. For instance, if a payment period is 300 hours, the student must attend 300 hours and complete 300 hours' worth of work by scheduled hour 450.

Satisfactory Progress Policy

Frequency: Student progress is evaluated when a student attempts to activate their Federal Aid and at the end of each payment period for all students in all programs.

Financial Aid Probation: Students will be placed on financial aid probation if, at their measurement point, it has been determined that they have not maintained satisfactory progress or have not maintained attendance.

- Students will be notified and will be ineligible for any further payments until they have regained eligibility.
- Students may regain financial aid eligibility if at their next measurement point they have reestablished cumulative satisfactory progress and maintained attendance.
- Those students who have regained financial aid eligibility may then be paid for the next payment period following reinstatement of their financial aid.

Prior Enrollment: Students with demonstrated poor progress and/or attendance in prior enrollment periods will be required to serve an unpaid probation period of no less than half the hours in the payment period. If the student can demonstrate progress by the end of the unpaid period, financial aid will be paid for the entire payment period.

Qualitative Measure: Is determined through a student's ability to demonstrate competency in the course or subject matter. Each course syllabi will provide the student with information regarding the predefined measure for determining successful completion of the course.

Quantitative Measure: Each competency is assigned progress hours based on the average time a student would expect to complete a course. Progress hours are then measured as a ratio against enrolled hours to determine how many hours a student actually took to complete the course. Students must be on pace for completing the program in no more that 150% of the hours in the program. Progress is monitored at the end of each payment period.

Enrollment Status:

- Full-time enrollment: 24 to 30 hours per week
- Half-time enrollment: 12 to 17 hours per week
- Less-than-half-time enrollment: 6 to 11 hours per week

Loss of Eligibility: Students are paid their first payment of aid upon enrollment (see Disbursement policy). No subsequent disbursement of aid will be paid until the student completes the work and attends the hours in the payment period for which they have been paid. If the student fails to complete the payment period (both attended and progress hours) before 150% of the hours in the payment period, he/she is considered to have lost financial aid eligibility. The college does not accept appeals for satisfactory academic progress since the quantitative standard defined is the minimum allowed by federal law. Repeated courses will impact the quantitative measure for academic progress and can result in loss of eligibility. In addition, no financial aid is paid for repeated courses, since federal regulations only allow for payment of aid up to the hours in the program.

Reinstatement after loss of eligibility: A student can have their Federal Financial Aid reinstated once their progress and attendance reaches 67%. It is possible for a student to increase their overall progress or attendance rate by increasing their incremental pace. A student is only eligible for a disbursement in the payment period they regained eligibility, not for any prior payment periods.

Program Change: Students will be allowed two program changes (three programs) within a three-year period. The Financial Aid Office reserves the right to decline the approval of any program change.

Financial Aid Warning: Any student failing to achieve satisfactory academic progress in any payment period will be placed on Financial Aid Warning for the following payment period A Financial Aid Warning allows a student to receive his/her financial aid disbursement for the second payment period, without an appeal or any other action from the student.

A student assigned a Financial Aid Warning will be notified of this status and the steps necessary to be removed from the warning status. The documentation will be provided to the student in person or via email if the student has not attended classes on two consecutive days following the school's determination of his/her placement on Financial Aid Warning. A student receiving Title IV, federal student aid will lose his/her financial aid eligibility if satisfactory academic progress has not been met at the end of the Financial Aid Warning period.

Procedures

Satisfactory Progress: If a student fails to attend adequately, and/or complete the hours in the payment period by the beginning of the following payment period, the student will lose the subsequent disbursement. Students can regain eligibility for that payment if their progress is at 67% or higher before the end of the subsequent payment period.

Delayed progress: In some instances, a student will have completed an adequate amount of work but the work cannot be recorded into the Student Information System until the student reaches a completion point. In this event, the student may provide documented evidence of work completed from an instructor to prevent a lost disbursement. The Financial Aid Office will only accept this type of documentation to remedy a lost disbursement, not to accelerate a payment.

Satisfactory Progress Defined: The Financial Aid Office will monitor progress during the semester break. Students who fall below a 67% average will be placed on probation for the following semester. If his/her grades during the probation semester are not at least a 67% average, they will be terminated from Federal Financial Aid.

Definitions

Competency Hours: Also referred to as "Standard Hours" or "Progress Hours." Refers to work completed by the student that counts toward student progress.

Enrolled Hours: Hours a student is scheduled to be in class.

Attended Hours: Hours a student actually attends class.

Payment Period: The number of hours and weeks a student must attend and the number of hours of work a student must complete in 150% of the scheduled hours for that payment period. For example, if a payment period is 300 hours, the student must attend 300 hours and complete 300 hours' worth of work by scheduled hour 450.

Open-entry/Defined-exit Programs: Students begin and end courses on designated start/end dates. Students pay for each course when they enroll and may re-enroll and repay for courses they fail to complete. (also called Course-Based)

Defined-entry/Defined-exit Programs: Students begin and end courses on designated start/end dates. Students pay for each course when they enroll and may re-enroll and repay for courses they fail to complete.

Progress: A ratio of hours of coursework completed compared to hours of enrollment.

Academic Year: UBTech defines a standard academic year as 900 hours.

One hundred percent of a students' yearly aid award will be disbursed in 900 attended/competency hours. If a full-time student, you may, depending on progress and attendance rate, receive 100% of aid before completing the intended enrollment for the year. It is important that you budget your aid spending so you can cover your costs once your aid package has been disbursed!