

Dear Students:

The Financial Aid Satisfactory Academic Progress (SAP) Policy will change effective March 30, 2018. A summary of changes is included below before the full policy.

Important:

In no instance will these policies be modified or made retroactive to any prior date. Questions pertaining to these policies, as it applies going forward, are to be directed in writing to the Academic Dean or Financial Services Department of AAMI.

Summary of Satisfactory Academic Progress Changes:GPA Requirement

The required GPA to maintain good academic standing *and* satisfactory progress for federal financial aid is based on the number of credit hours the student has attempted. See the *Cumulative GPA Required* in the policy chart.

SAP Requirements

Three requirements must be met to receive federal financial aid for future semesters. See the *Measurement* column in the policy chart.

Financial Aid SAP Warning Status

Students failing the SAP standards may receive federal aid for one semester without an appeal if the student met GPA and Pace standards in the prior semester of enrollment or were in the first payment period of their program. Warning status is not available to students failing to meet the MTF requirement.

Financial Aid SAP Appeal Process

Students failing SAP by the end of their warning semester or have reached Maximum Time frame who experienced an extenuating circumstance that prevented successful completion of courses may submit a SAP appeal to be re-considered for federal aid eligibility.

Financial Aid Eligibility

If you are not meeting the SAP Pace and/or GPA requirements, you will be assigned warning status for your next semester of enrollment, and you can receive federal aid for that semester. If SAP is not achieved by the end of your warning semester, your Federal financial aid will be suspended. Students with extenuating circumstances can appeal this suspension by submitting a Satisfactory Academic Progress Appeal with all necessary documentation.

Satisfactory Academic Progress

The American Academy McAllister Institute (AAMI) monitors the Academic Progress of “*All Students*” after each semester.

Academic Standards

The following two academic progress requirements are evaluated for “*All Students*” at the end of each semester. Students who are receiving or have applied for Financial Aid are subject to additional requirements, which may be found in the Catalog under Financial Aid.

1. Grade Point Average (GPA) - Qualitative Measure

Students must maintain a specific cumulative GPA for all semesters of attendance at AAMI based on the number of credits a student has attempted.

Credits Attempted	Cumulative GPA Required
0 – 17	1.70 or higher
18 – 35	1.80 or higher
36 – 53	1.90 or higher
54 or more	2.00 or higher

2. Pace of Completion (Pace) - Quantitative Measure

Students must earn a grade of ‘D’ or better in 66.67% of credits attempted. Pace is determined by dividing the number of earned credit hours by the number of attempted credit hours. A grade of ‘D’ or better includes grades of ‘A’, ‘B’, ‘C’, ‘D’, ‘NCP’, ‘-R’, and ‘P’. For a full listing of grades, please see the Catalog.

The Academic Policy

As described below, the SAP Policy measures a student’s GPA, Pace of Completion to insure students are meeting AAMI’s Academic Standards.

Measurement	Academic Policy	
GPA	Attempted Credits	Cumulative GPA Required
	0 – 17	1.70 or higher
	18 – 35	1.80 or higher
	36 – 53	1.90 or higher
	54 or more	2.00 or higher
Pace of Completion	Monitored for Warning & Probation if Cumulatively 66.67% of total credit hours attempted has not been met.	

Grades, Incompletes, Withdrawals, Repetitions, and Transfer Credits

The following chart outlines how each grade impacts the standards of the SAP Policy.

Grades	GPA	Pace	
		Attempted	Completed

A, B, C, D, NCP, -R, P	Y	Y	Y
F, F*, NCF, I, WP	Y	Y	N
W, WP	N	Y	N
TR	N	Y	Y
IP, AU	N	N	N

Additional notes regarding grades:

Incomplete coursework (grades of 'I') is considered an 'F' grade for each requirement of the SAP calculation. If the incomplete grade changes to a passing grade after the SAP evaluation, AAMI can reevaluate a student's academic progress to include the passing grade. Students must notify the Academic Dean for this reevaluation to occur.

Withdrawn courses after the 100% refund period (grades of 'W' and 'WP') are not included in the GPA but are considered attempted credit hours in the Pace calculations.

Each repeated course in which a grade of "D" or better was received is included in attempted and completed credit hours for Pace. All other grades are included in attempted credit hours for pace but only the most recent grade received is included in the GPA calculation.

All transfer credit accepted by AAMI are included in the attempted and completed credit hour calculations for Pace (attempted and completed). Transfer credit is not included in the GPA calculation.

Results of the SAP Calculation

At the end of each semester, SAP is calculated against the student's academic transcript. Results of this calculation that are not Satisfactory will be emailed to the student at their personal email address within seven to ten business days of the end of the term with either an Academic Warning or Academic Probation notification.

Students will be assigned one of the following statuses:

- **Satisfactory**
Student meets all SAP standards.
- **Academic Warning**
Students failing the SAP standards may continue to the next enrollment period if the student met GPA and Pace standards in the prior semester of enrollment or were in the first payment period of their program.
- **Academic Probation**
If a student does not meet the SAP standards after the Academic Warning Semester, the student is placed on Academic Probation for as many semesters as they do not meet SAP. Students must also agree to and sign a written "Agreed to Academic Plan" before continuing to the next enrollment period.
- **Academic Dismissal**
Students failing to maintain a satisfactory Cumulative GPA in two Consecutive Enrollments will result in the student's Dismissal. If dismissed, a student must sit out a period of one enrollment before

being permitted back on Academic Probation with an *“Agreed to Academic Plan.”* If the student fails to maintain satisfactory Earned Cumulative GPA in two consecutive enrollments, the student is dismissed permanently.

FINANCIAL AID

Applying for Financial Aid

Students must complete the Free Application for Federal Student Aid (FAFSA) annually each year. Financial Aid is determined by the information provided on the FAFSA. If students are selected for verification, they will receive an email asking them to make corrections online to their FAFSA or provide verification documents. AAMI cannot award aid until all the requested corrections are completed or all documentation has been verified. See Verification Process section for more details.

To complete the FAFSA, students will need the following documents:

- Student’s Federal Income Tax Return
- Parent’s Federal Income Tax Return (dependent students only)
- Student’s W2s
- Parent’s W2s (dependent students only)
- Parent’s social security number, birth date, marital status and date of marriage (dependent students only)
- Amounts of any additional income received in an entire year, such as child support, social security, welfare benefits, etc.

Students submitting FAFSAs to AAMI will receive two separate replies after submitting this application.

- From the U.S. Department of Education, the students will receive a Student Aid Report (SAR).
- From AAMI, students will receive an email to their personal email account explaining the next steps.

Please keep in mind that the complete financial aid process may require additional paperwork and/or actions by the student to offer the best financial aid package possible. Additional reminders may be sent from AAMI to obtain required documentation to complete Verification.

Federal Financial Aid Eligibility Requirements

To be eligible for financial aid consideration, a student must meet the following requirements:

1. Demonstrate financial need (for most aid programs);
2. Be a U.S. citizen or an eligible noncitizen;
3. Have a valid Social Security number (with the exception of students from the Republic of the Marshall Islands, Federated States of Micronesia, or the Republic of Palau);
4. Registered with Selective Service;
 - a. required if you’re a male (you must register between the ages of 18 and 25)
5. Be admitted to the AAMI associate degree program;
6. Enrolled at least half-time (6 credit hours/semester) for Direct Loan Program eligibility;
7. Maintain Satisfactory Academic Progress;
8. Sign the certification statement on the Free Application for Federal Student Aid (FAFSA) stating that:

- a. You are not in default on a federal student loan and do not owe money on a federal student grant and
 - b. You will use federal student aid only for educational purposes; and
9. Show you're qualified to obtain a college education by
- a. Having a high school diploma or a recognized equivalent such as a General Educational Development (GED) certificate;
 - b. Completing a high school education in a homeschool setting approved under state law (or—if state law does not require a homeschooled student to obtain a completion credential—completing a high school education in a homeschool setting that qualifies as an exemption from compulsory attendance requirements under state law).

Satisfactory Academic Progress and Maintaining Financial Aid Eligibility

The American Academy McAllister Institute (AAMI) monitors the academic progress of all federal student aid recipients after each semester to ensure continued eligibility for all federal aid programs. Students are ineligible for the following federal student aid programs if they do not meet the academic progress standards outlined in this policy.

- Federal Pell Grant
- Federal Direct Loans (subsidized and unsubsidized)
- Federal Direct PLUS Loan

Academic Standards

The following three academic progress requirements are evaluated for federal aid recipients at the end of each semester. All measurements are at least as strict as the academic progress requirements for non-financial aid recipients.

3. Grade Point Average (GPA) - Qualitative Measure

Students must maintain a specific cumulative GPA for all semesters of attendance at AAMI based on the number of credits a student has attempted.

Credits Attempted	Cumulative GPA Required
0 – 17	1.70 or higher
18 – 35	1.80 or higher
36 – 53	1.90 or higher
54 or more	2.00 or higher

4. Pace of Completion (Pace) - Quantitative Measure

Students must earn a grade of 'D' or better in 66.67% of credits attempted. Pace is determined by dividing the number of earned credit hours by the number of attempted credit hours. A grade of 'D' or better includes grades of 'A', 'B', 'C', 'D', 'NCP', '-R', and 'P'. For a full listing of grades, please see the Catalog.

5. Maximum Timeframe (MTF) - Quantitative Measure

Students may attempt up to 103.5 credit hours to complete their program, which is 150% of the published program credit hours of 69 credit hours.

The Academic Policy vs. the Financial Aid Policy

As described below, the Financial Aid SAP Policy measures a student’s GPA, Pace of Completion, and their progress towards 150% Maximum Time Frame. The Academic Policy only monitors a student’s GPA.

Measurement	Academic Policy		Financial Aid SAP Policy
GPA	Attempted Credits	Cumulative GPA Required	Same as the Academic Policy
	0 – 17	1.70 or higher	
	18 – 35	1.80 or higher	
	36 – 53	1.90 or higher	
	54 or more	2.00 or higher	
Pace of Completion	Monitored for Warning & Probation if Cumulatively 66.67% of total credit hours attempted has been not met.		Cumulatively complete 66.67% of total credits hours attempted
Maximum Time Frame	No Requirement		Complete program within 103.5 attempted credit hours (150% of published program length)

Grades, Incompletes, Withdrawals, Repetitions, and Transfer Credits

The following chart outlines how each grade impacts the standards of the SAP Policy.

Grades	GPA	Pace/MTF	
		Attempted	Completed
A, B, C, D, NCP, -R, P	Y	Y	Y
F, F*, NCF, I, WP	Y	Y	N
W, WP	N	Y	N
TR	N	Y	Y
IP, AU	N	N	N

Additional notes regarding grades:

Incomplete coursework (grades of ‘I’) is considered an ‘F’ grade for each requirement of the SAP calculation. If the incomplete grade changes to a passing grade after the SAP evaluation, AAMI can reevaluate a student’s academic progress to include the passing grade. Students must notify the Financial Aid Office for this reevaluation to occur.

Withdrawn courses after the 100% refund period (grades of ‘W’ and ‘WP’) are not included in the GPA, but are considered attempted credit hours in the Pace and MTF calculations.

Each repeated course in which a grade of “D” or better was received is included in attempted and completed credit hours for Pace and attempted credits only for MTF. All other grades are included in attempted credit hours for pace and MTF but only the most recent grade received is included in the GPA calculation.

All transfer credit accepted by AAMI are included in the attempted and completed credit hour calculations for Pace (attempted and completed) and MTF (attempted only). Transfer credit is not included in the GPA calculation.

Results of the SAP Calculation

At the end of each semester, SAP is calculated against the student's academic transcript to determine the student's future federal aid eligibility. Results of this calculation that are not Satisfactory will be emailed to the student at their personal email address within seven to ten business days of the end of the term.

Students will be assigned one of the following statuses:

- **Satisfactory**
Student meets all SAP standards and may continue to receive federal aid.

- **Financial Aid Warning**
Students failing the SAP standards may receive federal aid for one semester without an appeal if the student met GPA and Pace standards in the prior semester of enrollment or were in the first payment period of their program. Warning status is not available to students failing to meet the MTF requirement.

- **Financial Aid Suspension**
If a student does not meet the SAP standards after the warning semester, federal aid is suspended for future semesters unless the student successfully appeals or meets the SAP standards.

- **Financial Aid Probation – Approved Appeals Only**
Students that have an approved SAP appeal may continue on Financial Aid Probation if they are meeting the requirements of their established Academic Plan.

The Satisfactory Academic Progress (SAP) Appeal Process

Students who experienced an extenuating circumstance that prevented successful completion of courses may submit a SAP appeal to be re-considered for federal aid eligibility. Examples of extenuating circumstances include injury or illness, death or injury of a relative, or any other unforeseen, documented circumstance.

All appeals are reviewed by the Academic Committee. The committee's decision is final, but if an appeal is denied, a student may file another appeal if there are additional documented circumstances that were not included in any previous appeal. A student can only have one approved appeal during their tenure at AAMI.

The SAP Appeal requires the following four items before it can be reviewed:

1. Completed and signed SAP Appeal form,
2. Statement explaining the extenuating circumstance(s) that prevented the student from meeting SAP requirements,
3. Explanation regarding what has changed to enable future academic success, and
4. Third-party documentation of the extenuating circumstance(s).

If a SAP appeal is approved the student is assigned a Financial Aid Probation status and may continue to receive federal aid. The probationary period is defined by the Academic Plan, which is developed by AAMI Academic representatives and agreed to by the student's signature. A student's progress is reviewed at the end of each term based on the Academic Plan requirements.

Reinstatement of Financial Aid

A student that is ineligible to receive federal aid as a result of not meeting the minimum SAP standards, and one that did not file a successful appeal will be included in the SAP evaluation at the end of a subsequent term of enrollment if AAMI has received a federally processed Free Application for Federal Student Aid (FAFSA) application for the corresponding award year. If the minimum SAP requirements are met, the student's financial aid eligibility will be reinstated for the next term.

It is the student's responsibility to contact the Financial Aid Office and request a new SAP evaluation. The student will be notified within five (5) business days at their personal email address of the SAP evaluation if the SAP status is Financial Aid Satisfactory and the student is federal aid eligible.

Note: Federal aid awards cannot be paid retroactively for the term(s) during which a student was ineligible to receive financial aid.

Types of Federal Financial Aid Available at AAMI

Students attending AAMI may be eligible for financial assistance from a number of sources. Some are federal, others are state programs. It is strongly recommended that applicants secure all available information and required forms from the Financial Aid Office prior to enrollment in order to obtain maximum financial assistance. Since this office maintains current information concerning various aid programs, specific questions should be addressed directly to the Financial Aid Officer.

Name of Aid	Type of Aid	College Expenses Covered	Annual Limits	Special Requirements
Federal Pell Grant	Grant	Tuition; fees; books; educational expenses	\$5,920; award amount based on need and determined by EFC	Student may not have a bachelor's or advanced degree *Subject to lifetime limits
Federal Direct Subsidized & Unsubsidized Loans	Loan	Tuition; fees; books; educational expenses	Dependent: \$5,500 - No more than \$3,500 may be in subsidized loans; 2nd year dependent limit \$6,500 with no more than \$4,500 in subsidized Independent: \$9,500 - No more than \$3,500 may be in subsidized loans; 2nd year independent limit \$10,500 with no more than \$4,500 in subsidized Actual award amounts based on Cost of Attendance and subsidized portions determined by EFC	Enroll in at least 6 credit hours Complete online entrance counseling Complete online master promissory note **Subject to lifetime limits All loans MUST be repaid
***Federal Parent PLUS Loan	Loan	Tuition; fees; books; educational	Parents may borrow up to the Cost of Attendance less any other aid the student receives	Enroll in at least 6 credit hours Complete online parent loan application

(Dependent Students Only)		expenses		Complete online master promissory note All loans MUST be repaid
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* A student can receive the Pell Grant only up to 12 full-time semesters or the equivalent.

** Lifetime Direct Loan Limits: Dependent - \$31,000 with no more than \$23,000 in subsidized; Independent - \$57,500 with no more than \$23,000 in subsidized.

*** Dependent students whose parents are unable to obtain a PLUS Loan may be eligible for additional Stafford Loan amounts.

All federal loans must be repaid. Repayment begins six (6) months after a student's enrollment drops below six (6) credit hours, including students attending part-time, graduating, and withdrawing. Additional information regarding loan repayment and required exit counseling is available at: <https://studentaid.ed.gov/sa/repay-loans/understand>

All loans require the completion of a Master Promissory Note, as well as Entrance Counseling. Both requirements are completed online at www.studentloans.gov. Students will need their FSA ID and Password to complete these requirements.

Contact the financial aid office with any questions regarding federal aid. Students who are first-time borrowers on or after July 1, 2013, may not receive Direct Subsidized Loans for more than 150% of the published length of their program. Additional information on the 150% Rule for first-time borrowers is available at: <https://studentloans.gov/myDirectLoan/directSubsidizedLoanTimeLimitation.action>

Important Note: Aid received at another institution may affect the amount of aid a student is eligible for at AAMI and it is the responsibility of the student to only accept aid for which he or she is eligible with regard to annual limits. Students should contact the Financial Aid Office with any questions concerning aid amounts and eligibility

Attendance Policy for Federal Financial Aid

To receive credit in an AAMI course, a student must attend at least 80% of all scheduled hours. In addition to AAMI's standard attendance expectations, Federal regulations also require that students establish attendance or participation in their courses each term to be eligible for federal financial aid.

There are many ways to establish attendance. The following examples of academically related activities may constitute attendance in a course; however, this is not an exhaustive list of activities:

- Physically attending a class where there is an opportunity for direct interaction between the instructor and students;
- Submitting an academic assignment;
- Taking an exam, an interactive tutorial or computer-assisted instruction; or
- Participating in an online discussion about academic matters.

The following list of activities do not qualify as activities where attendance can be established because they are not academic-related activities:

- Logging into an online class without active participation; or

- Participating in academic counseling or advisement.

For more information about the college's broader attendance policy, see page 7 in the Student Handbook.

Financial Aid Verification

Federal verification is a process whereby institutions are required by the U.S. Department of Education (ED) to verify the accuracy of information provided on a student's FAFSA in an effort to assure federal aid is awarded to those who are eligible. The federal government reserves the right to randomly select financial aid applications for verification. It is advised that all students planning on receiving financial aid apply far enough in advance in order to avoid delay of an award disbursement due to the verification process. Verification requires that all students who have been selected provide the Financial Aid Office with income and citizenship documentation.

For the 2017-2018 award year the FAFSA information selected by ED that an institution, applicant and, if appropriate, the applicant's parent(s) or spouse may be required to verify are:

- Adjusted Gross Income
- U.S. Income Tax Paid
- Untaxed Portions of Individual Retirement Account (IRA) Distributions
- Untaxed Portions of Pensions
- IRA Deductions and Payments
- Tax Exempt Interest Income
- Education Credits
- Income Earned from Work
- Number of Household Members
- Number of Household Members in College
- High School Completion Status
- Identity/Statement of Education Purpose

Please note that AAMI may select FAFSA items for verification beyond the items required by ED. Students will receive notification that they have been selected for verification which will specify the actions required by the applicant and the documents (if any) required for verification that must be submitted to AAMI to complete the verification process. The applicant also receives a FAFSA processing email notification from ED. This email states that their FAFSA was processed and a Student Aid Report (SAR) was generated that indicates their eligibility status and notifies them if they were selected for verification. If the ED or AAMI selects an applicant for verification under this policy, the applicant must complete the required actions specified or provide the requested documents or information. The Federal deadline for verification completion is the earlier of 120 days from the applicant's last date of attendance or the federal deadline of September 22, 2018. This includes making any necessary corrections, submitting those corrections to the Central Processing System, and submitting the new corrected Student Aid Report (SAR) to Sinclair.

The following consequences occur for applicants who fail to complete verification in a timely manner:

- Applicants who do not complete verification within the required deadlines will not qualify for federal financial aid.

- No federal grant or loan funds will be disbursed.
- No federal financial aid loan will be originated.
- If a loan was originated prior to the notice of verification, any undisbursed monies will be returned to the ED.
- If federal grant funds were disbursed prior to being selected for verification and there was an overpayment, the monies must be returned to the appropriate federal grant programs.
- Federal financial aid will not be disbursed, and refunds, if any, will not be available until verification is completed and corrections (if necessary) have been processed and received by AAMI from the ED.

Repeat Coursework Policy for Federal Financial Aid

Students may receive federal financial aid funding for one (1) repetition of a course successfully completed. The repeated class may be counted towards a student's enrollment status and the student may be awarded Title IV aid for the enrollment status based on the inclusion of the class.

- Grades of A, B, C, D, NCP, -R and P are considered course credit hours successfully completed.
- Grades of F, F*, NCF, I, WP, and W are considered course credit hours not successfully completed, and can be repeated with federal financial aid pending the student meets all other financial aid requirements.

Students should be aware that for Satisfactory Academic Progress, all coursework attempted counts toward GPA, Pace of Completion and Maximum Timeframe hours used to determine eligibility for federal financial aid. To see the Satisfactory Academic Policy Statement, see the first section of these policy changes.

Withdrawal and Return of Title IV Funds (R2T4)

AAMI awards federal financial aid, also known as Title IV funds, with the assumption students will attend the courses for which the funds were awarded. When students withdrawal, drop out, are dismissed, or take a leave of absence after beginning attendance, a calculation is required to determine if the federal aid for which the student was previously eligible needs reduced based on the date of withdrawal. The withdrawal date is the last date the student attended courses or participated in academically related activities. The types of withdrawals are defined below:

Official Withdrawal - A student provides official notification to the school of his or her intent to withdraw. The date the student initiates intent to withdrawal is the last date of attendance. Failure to attend class, notify the instructor, or stopping payment on a check or credit card is not considered an official drop or withdrawal. You must file an official drop form with the Registrar's office electronically or in person. Academic advisors may also notify the administration of the student's withdrawal.

Unofficial Withdrawal - A student stops attending courses without notifying the school of intent to withdrawal. AAMI is an attendance-taking institution and uses the last date of attendance reported by instructors to determine the amount of federal aid earned. Once a student stops attending courses for 14 days, and the student has not provided written intent to attend a future starting course in the same semester, the student is considered withdrawn and a return of funds calculation must be processed. Federal funds must be returned no later than 45 days from the date AAMI determined the student withdrew.

Return of Funds

The amount of federal aid returned is determined by the lesser of:

- the amount of Title IV funds that the student does not earn, **or**
- the amount of institutional charges the student incurred as of the date of withdrawal multiplied by the unearned percentage of funds.

If a student earned less than the aid disbursed, the calculation is broken down into the student portion of the return and the institution's portion to return. AAMI returns all required funds, including the student's portion, which may result in a balance due to the student account.

Funds are returned in the following order:

1. Unsubsidized Direct Loans
2. Subsidized Direct Loans
3. Direct PLUS Loans
4. Federal Pell Grants, if return of funds is required

Both the general AAMI refund policy and the separate federal Title IV Return of Title IV Funds policy are administered by the American Academy McAllister Institute of Funeral Service, Inc.

Post Withdrawal Disbursement

If the federal aid disbursed to the student is less than the amount earned, and the student is otherwise eligible to receive the funds, a post-withdrawal disbursement (PWD) of the earned aid will be offered to the student. The PWD accepted by the student will first pay the balance owed to AAMI, and the excess amount is refunded in accordance with the refund policy.

Federal Grants - a PWD of grant funds will credit the student's account without the student's authorization within 45 days of the date AAMI determined the student withdrew.

Federal Direct Loans - Students eligible for a PWD will be notified via U.S. Mail within 30 days of the date AAMI determined the student withdrew. The student must accept the Federal Direct Loan within 14 days of the date the letter is mailed.

Institutional Refund Policy

Tuition is computed with the assumption that a student will remain throughout the entire program. No part of the tuition can be refunded for withdrawal or dismissal without approval by the AAMI administration and settlement of all current financial obligations. A student withdrawing prior to the commencement of classes will be entitled to a refund of all tuition paid in advance. Students may review the full Campus Refund Schedule or Online Refund Schedule in the Catalog.

Approved:

Meg Dunn, President of AAMI

Date Approved: 28 March 2018