

UPPER CAPE COD REGIONAL TECHNICAL SCHOOL

DIVISION OF NURSE EDUCATION

PRACTICAL NURSE PROGRAM



FINANCIAL AID HANDBOOK

2024-2025

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1. IMPORTANT INFORMATION REGARDING FINANCIAL AID

- Financial aid awards are calculated based upon the cost of attendance to the Upper Cape Tech Practical Nurse program. A student's financial aid award cannot exceed the cost of attendance.
- Full-time students must complete all required hours.
- You must re-apply for financial aid every year.
- The Upper Cape Tech Practical Nurse program does not accept MASSGrant.

This does not mean that you are ineligible for federal financial aid. MASSGrant is state-funded financial aid. Upper Cape Tech's Practical Nurse program only accepts federal financial aid, which includes Federal Pell Grants and Federal Direct Student Loans.

2. TYPES OF TITLE IV FEDERAL FINANCIAL AID

Upper Cape Cod Practical Nurse Program participates in two of the Title IV Federal Financial Aid Programs, Federal Pell Grants and William D. Ford Federal Direct Loans.

Federal Pell Grants

A Pell Grant is an award to help undergraduates pay for their education after high school. Students with prior Bachelors' degrees, even if they are earned outside of the United States, are not eligible. A Federal Pell Grant does not have to be repaid. To determine eligibility, the United States Department of Education uses a standard formula, passed into law by Congress, to evaluate the information you provide on your financial aid application.

For the 2024-2025 academic year, the maximum Pell Grant for a full-time student is \$7,395 and the minimum if eligible, is \$740. The amount of the grant awarded, if eligible, will depend on your Student Aid Index (SAI), your enrollment status, and the cost of attendance.

Federal Direct Loans

The Direct Loans enable students and/or parents to borrow money from the federal government, at a low interest rate, to cover the cost of educational expenses. The student and/or parents must repay these loans.

There are three types of Federal Direct Loans:

- **Federal Direct Subsidized Loans –**
"Subsidized" means the federal government pays the interest on these loans while you are in school, and during deferment (postponement of repayment). You must show financial need to receive this type of loan.
- **Federal Direct Unsubsidized Loans –**
The federal government does not pay the interest on these loans while you are in school or in deferment. You can receive an Unsubsidized Loan regardless of financial need. The maximum amount an undergraduate student can borrow ranges from \$5,500 to \$12,500, depending on your year in school and your dependency status.

- **Federal Direct PLUS Loans –**

Provided to help eligible parents of dependent undergraduate students pay the cost of their child's education. The borrower is fully responsible for paying the interest regardless of the loan status. The maximum amount for this loan is the cost of attendance minus any financial aid received.

Interest Rates

The fixed interest rate for Direct Subsidized and Direct Unsubsidized Loans first disbursed on or after July 1, 2024 and before July 1, 2025 is 6.53%.

The fixed interest rate for Direct PLUS Loans first disbursed on or after July 1, 2024 and before July 1, 2025 is 9.08%.

Loan Fee

The Direct Subsidized Loans and Direct Unsubsidized Loans origination fee is 1.057% and the Direct PLUS Loan origination fee is 4.228%. This fee is deducted proportionately from each disbursement of your loan. Also, if you do not make your loan payments when they are scheduled, you may be charged late fees and collection costs.

3. THE FINANCIAL AID APPLICATION PROCESS

STEP 1: Complete the Free Application for Federal Student Aid (FAFSA) online at www.studentaid.gov. Use the Upper Cape Tech Practical Nursing program school code: **004669**

STEP 2: The Upper Cape Tech Practical Nursing Program Financial Aid Office may also need the following:

- A) Verification Worksheet
- B) Federal Tax Return Transcript
- C) Identity/Statement of Educational Purpose

STEP 3: The Upper Cape Tech Practical Nurse Program participates in the U.S. Department of Education's electronic application process. Your online FAFSA generates an Institutional Student Information Record (ISIR) which is sent to the Upper Cape Tech Practical Nurse Program Financial Aid Office. Once your application is submitted and processed, you will receive an email with instructions on how to access an online copy of your FAFSA Submission Summary. Carefully review this form for it will summarize the information you reported on the FAFSA, an estimation of your eligibility for the Federal Pell Grant and federal student loans, your Student Aid Index (SAI), and whether you have been selected for verification.

STEP 4: Your financial aid file is complete when the Financial Aid Office has all the necessary information and forms. Your file is then reviewed, and your eligibility determined.

The state deadline for completing the FAFSA is **May 1, 2024**. You may still apply for financial aid after that date, but to be assured that you will be notified of your eligibility prior to the beginning of the program, it is recommended your application should be completed by **June 1, 2024**.

If you are eligible for Federal Financial Aid, you will receive a Federal Financial Aid Package with indication of your awarded amounts.

4. DIRECT LOAN REQUIREMENTS

Federal regulations require all first-time Direct Loan borrowers to complete a Master Promissory Note (MPN). This is done online at <https://studentaid.gov/>. If you have an active MPN, you do not need to do this. All students **must complete** Direct Loan Entrance and Exit Counseling and an Annual Student Loan Acknowledgment. This can be done on the same website, <https://studentaid.gov/>. The Upper Cape Tech Practical Nurse Program provides entrance/exit counseling, utilizing the Direct Student Loan online video.

5. DETERMINATION OF ELIGIBILITY

General Eligibility Requirements

To be eligible for any type of Title IV Federal Financial aid, a student must:

- have a high school diploma or a GED
- be enrolled as a regular student in an eligible program
- be a U.S. citizen or eligible non-citizen
- have a Social Security Number and Social Security card with their correct name (married name, if applicable)
- make satisfactory academic progress
- not be in default on a Federal education loan or owe a refund on a Federal Grant
- Students who have been granted DACA can now use their Social Security Number (SSN) to complete the Free Application for Federal Student Aid (FAFSA) form. DACA students are *NOT* eligible for federal financial aid, but completing the FAFSA form allows DACA students to receive a FAFSA Submission Summary (FSS). The FSS is an important tool that can be used to demonstrate need and can be used to apply for institutional aid and other scholarships.

Financial Need

The information you provided on the FAFSA is used in a formula, established by Congress, which calculates your Student Aid Index (SAI). Your Student Aid Index (SAI) is a formula-based index number ranging from -1500 to 999999. Where your SAI falls within the SAI range helps your school determine how much financial support you may need. If eligible, the SAI is used in a calculation to determine how much of the Federal Pell Grant you may be awarded.

Your SAI is used in a simple formula to determine your financial need:

$$\text{Cost of Attendance} - \text{Student Aid Index (SAI)} = \text{Financial Need}$$

6. COST OF ATTENDANCE

The cost of attendance for a student is an **estimate** of the student’s educational expenses for the period of enrollment. It includes the following components:

Direct Costs: tuition, fees, books, and supplies

Indirect Costs: housing and food, transportation, and personal expenses

For the 2024-2025 academic year, the **estimated** program costs are as follows:

Program tuition fees will be assigned as in or out of district at the time of student’s acceptance into the program.

	IN-DISTRICT	OUT-OF-DISTRICT
Seat Fee: (non-refundable) Applied to tuition. No personal checks accepted.	\$1,000.00	\$1,000.00
Tuition: (refundable per Upper Cape Tech policy)	\$10,550.00	\$11,800.00 Out-of-State: \$14,500.00
Fees*: (non-refundable)	\$90.00	\$90.00
NCLEX Exam: NCLEX Prep: (no personal checks accepted)	\$430.00 \$350.00	\$430.00 \$350.00
Other Costs (approximate): Uniform Books, Technology, and Digital Resources Equipment and Supplies	\$150.00 \$2000.00 \$250.00	\$150.00 \$2000.00 \$250.00

***Fees:** include, but may not be limited to, malpractice insurance, parking, ID badge, ceremonial cap, gown and pin.

Towns that are IN-DISTRICT include: Bourne, Falmouth, Marion, Sandwich, and Wareham

FINAL TUITION PAYMENTS ARE DUE ON AUGUST 14TH for students entering August 28, 2024

7. DEPENDENCY STATUS

Certain questions you answer when you complete the FAFSA will determine whether you’re considered **dependent** on your parents and must report their income and assets as well as your own, or whether you’re **independent** and must report only your income and assets (and those of a spouse). Income and asset information are used in determining your eligibility for federal student aid.

Students are classified as dependent or independent because federal student aid programs are based on the idea that the student and the students’ parents have the primary responsibility of paying for your education. However, if you’re a dependent student, it does not mean that your parents are required to pay anything towards your education; the information provided by your parents is simply used to determine the student’s maximum eligibility for federal student aid.

Independent Student

If you answer **YES** to **ANY** of the questions below, then you may be an independent student. You may not be required to provide parental information on your *Free Application for Federal Student Aid (FAFSA®)* form.

Dependent Student

If you answer **NO** to **ALL** of these questions, then you may be considered a dependent student and may be required to provide your parents' financial information when completing the FAFSA form.

Personal Circumstance Questions to Determine Dependency Status

1. Were you born before January 1, 2001?
2. As of today, are you married? (Answer "No" if you are separated but not divorced.)
3. At the beginning of the 2024–25 school year, will you be working on a master's or doctorate program (such as an M.A., MBA, M.D., J.D., Ph.D., Ed.D., graduate certificate, etc.)?
4. Are you currently serving on active duty in the U.S. armed forces for purposes other than training? (If you are a National Guard or Reserves enlistee, are you on active duty for other than state or training purposes?)
5. Are you a veteran of the U.S. armed forces?
6. Do you have children or other people (excluding your spouse) who live with you and who receive more than half of their support from you now and between July 1, 2024, and June 30, 2025?
7. At any time since you turned age 13, were you an orphan (no living biological or adoptive parent)?
8. At any time since you turned age 13, were you a ward of the court?
9. At any time since you turned age 13, were you in foster care?
10. Are you or were you a legally emancipated minor, as determined by a court in your state of residence?
11. Are you or were you in a legal guardianship with someone other than your parent or stepparent, as determined by a court in your state of residence?
12. At any time on or after July 1, 2023, were you unaccompanied and either (1) homeless or (2) self-supporting and at risk of being homeless?

8. DISBURSEMENT OF FINANCIAL AID

Pell Grants and Direct Loans are disbursed in two equal payments. The Upper Cape Tech Practical Nurse Program defines its payment periods for the 1,114-clock hour program as *Payment Period 1* of 1-557 scheduled hours and *Payment Period 2* of 558-1,114 scheduled hours.

When financial aid funds are received from the government, the school will credit your account. After your tuition is paid in full, any remaining amount will be refunded to you by check.

9. RETURN OF TITLE IV FINANCIAL AID

When a student withdraws from the Practical Nurse Program, the Program is required to apply a prorated reduction on the financial aid that has been awarded. This pro-ration is required to be in effect through the 60% point in your program, which is until you have completed at least 668 clock hours. The effect of this policy is that, even if you have a financial aid award that covers your institutional costs, you may have a balance with Upper Cape Tech Practical Nurse Program if you withdraw. *Upper Cape Tech may hold you responsible for any balance due to withdrawal.*

Return of Title IV Funds: Section 484B of the HEA

The return of Title IV funds as prescribed in Section 484B of the HEA Amendments determines the amount of Title IV aid a student has earned at the time a student withdraws. The amount of the Title IV Student Aid a student has not earned is then returned to the Title IV programs. It is a proportional calculation based on the date of withdrawal through sixty-percent (60%) of the payment period. Upper Cape Cod Regional Technical School Practical Nurse Program defines its 1,114-clock hour program into two payment periods. Payment Period 1 's scheduled hours are from 1-557 and Payment Period 2's scheduled hours are from 558-1,114.

The formula in brief is as follows:

1. Upper Cape Tech Practical Nurse Program will determine the date of withdrawal and then determine the percentage of the payment period scheduled for the student.
2. Upper Cape Tech Practical Nurse Program will determine the amount of Title IV aid for which the student was eligible by the percentage of the time scheduled.
3. Upper Cape Tech Practical Nurse Program will compare the amount earned to the amount disbursed. If the amount of aid disbursed exceeds the amount earned, this amount of Title IV aid must be returned.
4. Upper Cape Tech Practical Nurse Program allocates the responsibility for the returned unearned aid between the school and the student according to the portion of disbursed aid that could have been used to cover institutional charges and the portion that could have been disbursed directly to the student once institutional charges were covered.
5. Upper Cape Tech Practical Nurse Program and/or the student must then distribute the unearned Title IV aid back to the Title IV programs.

The following Title IV refund distribution is used for all students due a Title IV refund:

- a. Federal Direct Unsubsidized Loan
- b. Federal Direct Subsidized Loan
- c. Federal PLUS Loan
- d. Federal Pell Grant
- e. Federal Supplemental Educational Opportunity Grants (FSEOG)
- f. Iraq and Afghanistan Service Grant

Example of R2T4 Calculation

Financial Aid Award: Pell Grant	\$5,870	1 st Disbursement	\$2,935
Direct Loan	\$5,444	1 st Disbursement	<u>\$2,722</u>
		Total	\$5,657

Student withdraws on 11/05; completed 296 hours of the 1,114-hour program.

$$296/1114 \text{ hours} = .266, \text{ or } 26.6\%$$

The student had completed 26.6% of the program and therefore, had earned 26.6% of the financial aid that had been awarded.

$$\$11,314 \text{ aid awarded} * 26.6\% = \$3,010 \text{ earned financial aid}$$

The Upper Cape Tech Practical Nurse Program must return the unearned aid to the U.S.

Department of Education:

$$\$5,657 \text{ aid received} - \$3,010 \text{ earned aid} = \$2,647 \text{ unearned aid}$$

The Upper Cape Tech Practical Nurse Program must return \$2,647 to the U.S. Department of Education.

Types of Withdrawals

1. Complete withdrawals

When a student withdraws from all of his/her classes the amount of financial aid that he/she is allowed to keep is determined on a pro rata basis. For example, if the student completed 30% of the semester, the student is allowed to keep 30% of his/her financial aid. The remaining 70% must be returned to the federal and/or state financial aid programs. Once a student has completed more than 60% of the semester, the student is allowed to keep 100% of his or her financial aid. Due to this ruling, if a student withdraws from all classes before the 60% point of the semester, the school is required to return a portion of the financial aid funds that were used to pay the school bill. This will result in unpaid charges on the student's account.

2. Partial withdrawals

Federal rules require schools to reduce financial aid when a student withdraws from a single course, if the student is not attending any other courses at the time of withdrawal and the student had not provided written confirmation of his/her intention to attend other courses that begin later in the semester.

3. Unofficial withdrawals

If a student stops attending, and fails to officially withdraw from classes, the student is considered to be an unofficial withdrawal.

Withdrawal Date

1. Student initiated withdrawal

The PN program generally uses the date the student completed the Withdrawal From Program form as the withdrawal date.

2. Administrative withdrawals

If the withdrawal is the result of Termination from the program, the date the student is notified of the termination is the withdrawal date. The date is considered to be the best indication of the student's last date participating in PN Program activities.

3. Unofficial withdrawals

If the withdrawal is the result of the student having abandoned the program, the "Last Date of Attendance" is the withdrawal date. That date is considered to be the best indication of the student's last date participating in PN Program activities. The Director will attempt to contact the student who stops attending via the student school e-mail, telephone, and/or certified mail to verify the student has no intention to return to the program.

*If the student's withdrawal date is the same date as the disbursement date,
UCT will consider the aid as disbursed prior to the withdrawal.*

Date the Student Withdrew is Determined by UCT

The date the student withdrew as determined by UCT must be identified when performing a refund calculation. For student initiated withdrawals, it is the same date as the withdrawal date. For administrative withdrawals, the date that the student was notified of their termination from the program is the date the

school determined the student withdrew. For unofficial withdrawals, the “Last Date of Class Attendance” is the date that the student withdrew.

Unofficial Withdrawals

When a student earns a passing grade in all term classes, the PN Program presumes that the student has completed the term. On the other hand, if a student fails to earn a passing grade in at least one term course, the PN Program assumes that the student has unofficially withdrawn (unless the PN Program can document his/her attendance through the end of the term in one or more courses.)

To determine unofficial withdrawals, the faculty reports to the Director the names of those students who have not passed a course. Following that, the PN Director will meet with the students to complete the Withdrawal form. The PN Director will calculate the program hours completed and provide a copy of the Withdrawal form to the Financial Aid Officer. The Financial Aid Officer will review each student’s record for the Last Date of Attendance (LDA) on or after the date when 100% of the aid is earned (just beyond the 60% point of the term). UCT will determine the LDA by reviewing the Withdrawal form provided by the PN Director.

If there is no proof of attendance beyond the 60% point of the term, the student is considered an unofficial withdrawal and a refund calculation is performed.

Institutional Charges

When determining the total charged and the unpaid charges we do not count the courses the student never attended or any course that is not included in adjusted financial hours due to course exclusions, satisfactory academic progress restrictions, or repeat issues.

When determining where or not a student ever attended, priority is placed on records in this order:

1. Faculty attendance rosters completed early in the term and maintained by the Program Secretary
2. Withdrawal forms, including those used for Unofficial Withdrawals.

If the student received an institutional refund (a reduction in tuition and/or fees, normally because of single course withdrawal), UCT will still use the initial amount used on the worksheets. UCT will deduct the institutional refund from “outstanding charges”.

UCT calculates the amount of earned Title IV refunds by applying a percentage to the total amount of Title IV program assistance that was disbursed or that could have been disbursed. When calculating the amount of loan funds, the net amount disbursed or could have been disbursed is used. If aid has not yet been disbursed, UCT will determine if the student is eligible for a late disbursement using the following criteria:

All Programs

The student has an Institutional Student Information Report (ISIR) with an official Student Aid Index (SAI) processed by the Federal Department of Education prior to withdrawal.

SEOG

The student was awarded the grant prior to withdrawal.

Direct Loan

The loan was originated prior to withdrawal. A promissory note must have been signed by the student for the loan to be included in aid that could have been disbursed. A signature on a promissory note may be obtained after the student withdraws provided it is obtained within 30 days of the date of determination that the student withdrew. Loans for students in the two categories below are counted as aid that could have been disbursed if a promissory note has been signed; however, the students are not able to receive these funds if:

1. The student is a first-year, first-time borrower and withdrew before the 30th day of the academic year.
2. The student is scheduled to receive a late second or subsequent loan disbursement (and the student did not successfully complete the loan period).

If a late disbursement can be made, UCT will proceed with the calculation as described previously (**Title IV refund distribution example**).

Post-withdrawal Disbursement

If a student received less aid than the amount earned, the student may receive a post withdrawal disbursement.

For grant aid, if the post withdrawal calculation indicates that the student has outstanding institutional charges, the funds are automatically applied to the student's billing account. For loans, the student must be contacted before a post-withdrawal disbursement can be made to explain his/her loan obligations and confirm the funds are still needed. In such cases, the "Post-withdrawal Disbursement: Offer to Student" letter is sent to notify the student of the amounts of funds available. Enclosed with the letter is an "Entrance Counseling Guide" to provide the student with additional information related to loan obligations. If there is no response from the student after 14 days, the loan is cancelled. If the offer is returned with a "wanted" amount, a post-withdrawal disbursement is made to the student's billing account.

Partial Term Courses

A program is considered offered in partial term courses if a course, or courses, in the program does not span the entire length of the semester at UCT. PN 104 Nutrition and PN 109 Pharmacology are partial term courses. The regulations aim to provide for consistent and equitable treatment of students who withdraw from a program measured in clock hours, regardless of whether courses in the program span the entire term or shorter portion of the term.

A student is considered to be a withdrawal at that time if the student stops attending a course; he/she is not attending any other course, or courses, beginning later in the term. When the student confirms future attendance, the student's record must be monitored to be sure that he/she actually does begin attendance in a later class. If the student does not begin any future class, a Return of Title IV (R2T4) is calculated with a withdrawal date reverting back to the initial date of withdrawal.

Return of Unearned Aid by the School

UCT must return any unearned Title IV funds and it is UCT's responsibility for returning these funds within 45 days of the date the school determined the student withdrew and offer a post-withdrawal disbursement of loan funds within 30 days of that date. UCT must also disburse any Title IV grant funds a student is due as part of a post-withdrawal disbursement within 45 days of the date the school determined the student withdrew, plus disburse any loan funds a student accepts within 180 days of that date. Unearned funds are paid directly to the US Department of Education by UCT on the student's behalf.

Return of Unearned Aid by the Student

When a student owes an overpayment of aid due to the R2T4 calculation, either the aid is reduced to repay the overpayment or a series of three letters over a 45 day period are sent to the student requesting repayment of the unearned funds. If the student fails to repay the funds by the requested "due date", the overpayment is reported to the National Student Loan Data System (NSLDS) and to the Federal Borrower Services (for federal funds) and/or to the state Office of Student Financial Assistance (OSFA), as appropriate. When the student owes any money to UCT, resulting from the return of unearned financial aid, the student is billed by UCT. If the student does not pay these funds, a hold is placed on the student's account and he/she will not be permitted to register for classes until the balance has been resolved.

Student Notification

A revised financial aid award letter is mailed to students who have had a R2T4 calculation done that resulted in a reduction of their aid award.

10. REFUND POLICY

Refunds will be issued as follows for students who withdraw from the program:

- ***Withdrawal prior to the first class, on or before August 28, 2024:*** 100% refund (less \$100 administration fee)
- ***After the 2nd class and before the end of the 2nd week of classes (August 29, 2024 - September 6, 2024):*** 50% refund
- ***Beyond the end of the 2nd week of classes (after 4:00PM on September 6, 2024):*** 0% refund

No refunds will be issued after 4:00PM on September 6, 2024

If the student is eligible for a refund, the refund will be processed whether or not the student requests a refund.

If the student has received financial aid, the return of Title IV Financial Aid process must be completed, as outlined in **9. RETURN OF TITLE IV FINANCIAL AID**, (page 7). This policy is separate from the school's refund policy. The Title IV programs offered at Upper Cape Tech's Practical Nurse program that are covered by this Federal law are the Federal Pell Grants and the Federal Direct Loans.

11. DEFAULT

Please refer to the Federal Student Aid website for specifics on Student Loan Delinquency and Default. The following information was adapted directly from their website.

<https://studentaid.gov/manage-loans/default>

Defaulting on student loans is a serious matter that deserves a lot of consideration. Before you begin applying for student loans, it's wise to learn more about the consequences of default, how to avoid it and, if you're already in default, how to get out of it. See also Trouble Repaying Debt or how to settle defaulted federal student loans for less than what you owe.

You are responsible for repaying your student loans even if you do not graduate, have trouble finding a job after graduation, or just didn't like your school. If you do not make any payments on your federal student loans for 270-360 days and do not make special arrangements with your lender to get a deferment or forbearance, your loans will be in default.

Note that student loans are now generally not dischargeable through bankruptcy. It is fairly difficult to satisfy the requirements for an undue hardship petition. Even if you satisfy the requirements of an undue hardship discharge, often this will result in just a partial discharge of the debt.

Two options available for postponing repayment of your student loans are deferments and forbearances. If you are thinking about defaulting on your student loans, ask the lender whether you are eligible for a deferment or forbearance before you default.

See the website above for specific links to Consequences of Default, Preventing Default, deferments, forbearances, getting out of default, collection agencies, and wage garnishment.

12. FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS POLICY

Federal regulations require Upper Cape Tech Practical Nurse Program to establish and apply reasonable standards of satisfactory progress for the purpose of the receipt of financial assistance under the programs authorized by Title IV of the Higher Education Act.

In order to be making satisfactory academic progress toward a certificate, students must maintain specific grade averages and are expected to complete their program within 150% of the published length of the program.

Satisfactory academic progress is measured at midterm and the end of each term. Incompletes are not allowed within the Practical Nurse Program. Repeated courses are not allowed. In order to maintain satisfactory academic progress and advance to the next term, a student must meet the following requirements:

1. A minimum of **75%** in each course
2. Successful completion of all student learning outcomes presented at the beginning of each term. Student learning outcomes are outlined in the course syllabus.

3. The student must be enrolled in courses that are offered sequentially in all 3 terms.
4. The student must be in compliance with the Upper Cape Tech Practical Nurse Program attendance policy.
5. Completion of all required assignments.

The student is mailed a letter informing them that they have been placed on Financial Aid Warning. If the student is readmitted into the program, the student is on Financial Aid Warning for one term. A student on Probation is still eligible to receive financial aid, but if the student does not successfully complete the Probation term, the student will be denied financial aid.

When a student is denied financial aid due to not meeting academic progress guidelines, the student may appeal this decision to the Practical Nurse Program director. The appeal must be in writing and must indicate the extenuating circumstances that caused him/her to not meet the minimum requirements, and also what the student plans on doing differently in the future to improve his/her academic performance. The director of the Practical Nurse Program reviews the appeal and determines whether the student's eligibility can be reinstated. If the appeal is approved, the student is placed on extended Financial Aid Probation. The student is advised, in writing, of the decision.

Probationary Status

The student who has a failing academic grade average in any course at the mid-point of the course, and/or has excessive absenteeism, tardiness, or leaving early and/or receives an "Unsatisfactory" evaluation for a clinical skill and/or behavior at the conclusion of the first clinical rotation in PN 101 or PN 106, is on PROBATIONARY STATUS.

A student placed on probation for an unsatisfactory clinical evaluation in PN 101 is not again eligible for probation in PN 106 for clinical performance. A student on probation in PN 106 is not again eligible for probation in PN 107/108 for clinical performance. Should a student's clinical performance again fall below satisfactory standards in a second nursing course, this will result in clinical failure.

A student on Probationary Status is expected to do the following:

1. Consult with the course facilitator(s) and set up an individual learning plan. The plan will be in writing and will cite the deficiencies, as well as **the student's plan** to remedy any deficiency. It is the student's responsibility to meet the expectations of the plan. A copy of the plan will be given to the student, the facilitator, and a copy placed in the student's record.
2. The student will be removed from probationary status only upon successfully meeting all course requirements, including but not limited to, improvement in attendance, passing academic grade (75% or higher) and a passing clinical grade ("Pass").
3. A student on probation may lose her/his financial aid. [Please refer to Return of Title IV (R2T4)/Refund Repayments contained in this Handbook.]
4. If the student is ineligible to progress in the program, financial aid will be terminated.

13. FAMILY EDUCATION RIGHTS AND PRIVACY ACT

In compliance with the Family Education Rights and Privacy Act (FERPA) and the Upper Cape Tech Practical Nurse Program policy, the Financial Aid Office cannot release any information pertaining to a student's record. In order for any information to be released to anyone, other than the student, the student must provide our office with written consent.

14. THE RESPONSIBILITIES OF A FINANCIAL AID RECIPIENT

It is your responsibility to:

- Review and consider all information about a school's program before you enroll
- Complete the Financial Aid Application process as outlined on page 4, *Steps 1 through 5*
- Provide all documentation, corrections, and/or new information requested by either the Financial Aid Office or the agency to which you submitted your application
- Notify the school of any information that has changed since you applied for financial aid, including your enrollment status
- If you are **over awarded** financial aid, you must pay back the entire over awarded money you received. If you do not, you will become ineligible to receive Title IV Federal Student Aid in the future
- You must maintain Satisfactory Academic Progress as outlined in this Handbook. This involves maintaining your grade point average *AND* completing the required clock hours of the program
- Repay any student loans you have. When you sign a promissory note, you are agreeing to repay your loans.
- You must complete Direct Loan Entrance and Exit Counseling if you receive a Direct Loan. You must notify the school of a change in your name, address, or attendance status. You must also notify the Direct Loan Servicing Center of those changes.
- Understand the school's refund policy. If you withdraw from the program within a short time after the start date, you may be able to receive a partial amount of your tuition refunded to you. However, after a certain date, you won't be able to receive any amount of your tuition refunded to you. If you incur a balance due to the return of unearned financial aid funds, you may be held responsible to repay the balance to Upper Cape Tech.

More detailed information on financial aid programs can be found in "Funding Your Education: The Guide to Federal Student Aid". This publication can be found at www.studentaid.gov/resources. Note that the Upper Cape Tech Practical Nurse Program does not participate in all of the programs in the guide, only the programs that are listed in this handbook.

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UPPER CAPE COD REGIONAL TECHNICAL SCHOOL

PRACTICAL NURSING PROGRAM

FINANCIAL AID HANDBOOK 2024-2025

STUDENT ACKNOWLEDGMENT FORM

My signature, below, documents that I have received, read, and understand the information contained in the FINANCIAL AID HANDBOOK, 2024-2025. My signature also acknowledges that I understand my responsibilities for receipt of financial aid.

PRINT STUDENT NAME

STUDENT SIGNATURE

DATE

******THIS FORM MUST BE SIGNED AND RETURNED TO JENNIFER LIZOTTE,
PRACTICAL NURSE PROGRAM FINANCIAL AID OFFICER. ******