UPPER CAPE COD REGIONAL TECHNICAL SCHOOL
Division of Nurse Education
PRACTICAL NURSE PROGRAM

FINANCIAL AID HANDBOOK

2026-2027

Judith Pelletier, MSN, RN, CNE
Practical Nursing Program Director
Phone: (508) 759-7711 ext. 285
E-mail: jpelletier@uppercapetech.org

Jennifer Lizotte, BS, MEd
Financial Aid Advisor
Phone: (508) 759-7711 ext. 430
E-mail: jlizotte@uppercapetech.org

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1. IMPORTANT INFORMATION REGARDING FINANCIAL AID

Financial aid helps students afford higher education expenses like tuition, books, fees, and living costs. It is available for students who need financial assistance to cover the cost of attending school. The difference between the total cost of education (tuition, books, fees, transportation, and living expenses) and the total family or personal contribution is expressed as financial need.

- 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.

UCT does not currently participate in MASSGrant or MASSAid programs. 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 Tech Practical Nurse Program participates in two of the Title IV Federal Financial Aid Programs; Federal Pell Grants and William D. Ford Federal Direct Loans. These programs are available to eligible students to help meet the cost of their education. The term "Title IV" refers to the Federal Financial Aid programs for postsecondary students, authorized under the Higher Education Act of 1965 and administered by the U.S. Department of Education. The following programs included are:

Federal Pell Grants

A Pell Grant is awarded only to undergraduate students who display exceptional financial need and have not earned a bachelor's, graduate, or professional degree. A Federal Pell Grant, unlike a loan, does not have to be repaid, except under certain circumstances. The school will use the information on the FAFSA form to determine your eligibility, and if so, how much you are eligible to receive.

For the 2026-2027 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 Federal Direct Student loans are offered by the U.S. Department of Education (ED) to help eligible students cover the cost of higher education. These loans enable students and/or parents to borrow money at a fixed interest rate for the life of the loan. The student and/or parents must repay these loans.

There are three types of Federal Direct Loans:

- **Federal Direct Subsidized Loans –**
  Direct Subsidized Loans are available to undergraduate students who demonstrate financial need. The U.S. Department of Education pays the interest on a Direct Subsidized Loan, while you're in school at least half-time, for the first six months after you leave school (referred to as a grace period), and during a period of deferment (a postponement of loan payments).

- **Federal Direct Unsubsidized Loans –**
  Direct Unsubsidized Loans are available to undergraduate students and there is no requirement to demonstrate financial need. You are responsible for paying the interest on a Direct Unsubsidized Loan during all periods. 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 –**
  Direct PLUS Loans are available to eligible parents of dependent undergraduate students to help pay for education expenses not covered by other financial aid. The maximum amount for this loan is the cost of attendance minus any financial assistance the student receives.

Interest Rates
The fixed interest rate for Direct Subsidized and Direct Unsubsidized Loans first disbursed on or after July 1, 2026 and before July 1, 2027 is 6.52%.

The fixed interest rate for Direct PLUS Loans first disbursed on or after July 1, 2026 and before July 1, 2027 is 9.07%.

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 Nurse Program school code: **004669**

STEP 2: 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 as it will summarize the information you reported on the FAFSA, an estimation of your eligibility for the Federal Pell Grant and Federal Direct Loans, your Student Aid Index (SAI), and whether you have been selected for verification, as outlined in **4. FEDERAL VERIFICATION POLICY**.

STEP3: 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 Federal Aid eligibility is determined. If you are eligible for Federal Financial Aid, you will receive a Federal Financial Aid Package with indication of your awarded amounts.

The state deadline for completing the FAFSA is **May 1, 2026**. 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, 2026**.

4. FEDERAL VERIFICATION POLICY

Each year, the U.S. Department of Education selects student FAFSA forms for Verification. This simply means they require the student to confirm the information they reported in their FAFSA. To complete the Verification process, the Financial Aid office must collect documentation to verify the data provided to us in your FAFSA.

If your FAFSA is selected for Verification, we may need to ask you for additional documentation or provide forms to complete. After we have received and reviewed all these documents, we can complete the Verification process and confirm your federal financial aid eligibility.

Please note that if your FAFSA was selected, we are not able to review your federal aid application until verification has been completed. You may see a note on your FAFSA Submission Summary that you were selected for verification and you will also receive an email notification from the Financial Aid Advisor that your FAFSA application was selected for verification. Upper Cape Tech's PN Program requires that all documents and forms be submitted **no later than 30 days after the start of the program date**. This ensures that the verification process and any changes needed to be made to the FAFSA application can be done prior to the first Federal Aid disbursement date.

Below you can find the documents that the Financial Aid Advisor may request for you to complete to satisfy the Verification requirements.

A. **Family Size Confirmation** – Form provided by the school for student to complete
B. **Income Confirmation** - Federal Tax Information (FTI) imported via the FUTURE Act Direct Data Exchange (FA-DDX), OR IRS Tax Return Transcript, OR Signed Copy of Federal Tax Return
C. **Proof of Identity** - An unexpired valid government-issued photo identification (ID), such as a driver's license, other state-issued ID, or passport. This process is completed in person by appointment with the Financial Aid Advisor.

Applicants are required to submit verification documentation, as requested. Your federal financial aid will be canceled if your required documentation is not submitted within the time frame. If you are selected for federal verification but do **NOT** wish to complete the process, the Financial Aid Advisor will send you a form to complete that states you are no longer considering your eligibility for federal aid.

In rare cases, a student who has already been awarded federal financial aid may be selected for verification after financial aid has been disbursed. In the event this happens, we will send a notification to the student by email. Failure to comply with the verification requirements will result in your aid being canceled and any future aid not disbursing to your student account. If financial aid has already been disbursed to your student account, your financial aid on your account will also be canceled which may result in a balance due on your student account.

5. 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.

6. 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 degree or certificate program
- be a U.S. citizen or eligible non-citizen
- have a valid Social Security Number
- make satisfactory academic progress
- provide consent and approval to have your federal tax information transferred directly into your Free Application for Federal Student Aid (FAFSA®) form
- not be in default on a federal student loan or owe money on a federal student grant, and only use federal student aid for educational purposes

Financial Need

The information you provided on the FAFSA is used in a formula, established by Congress, which calculates your Student Aid Index (SAI). SAI is an eligibility index number that the school's financial aid office uses to determine how much federal student aid you would receive if you attend the school. It ranges from –1500 to 999999. A negative SAI indicates the student has a higher financial need. This number is not a dollar amount of aid eligibility or what your family is expected to provide. Where your SAI falls within the SAI range helps your school determine what level of 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:

Cost of Attendance – Student Aid Index (SAI) = Financial Need

7. 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: food and housing, transportation, and personal expenses

For the 2026-2027 academic year, the <u>estimated</u> program costs are as follows:

	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)	$11,000.00	$12,250.00 **Out-of-State:** $14,950.00
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 $2,050.00 $250.00	 $150.00 $2,050.00 $250.00

*__Fees__ include, but are not limited to: parking, identification badge, graduation costs, etc.

Towns that are IN-DISTRICT include: Bourne, Falmouth, Marion, Sandwich, and Wareham
Program tuition cost will be assigned as in or out of district at the time of student's acceptance into the program.

For students entering on September 2, 2026, final tuition payments are due by August 19th

8. <u>DEPENDENCY STATUS</u>
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 *One or More* of the questions below, then you're considered an independent student. You will 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 the questions below, then you're considered a dependent student and you must provide your parents' information when completing the FAFSA form.

Personal Circumstance Questions to Determine Dependency Status

1. Were you born before January 1, 2003?
2. As of today, are you married? (Answer "No" if you are separated but not divorced.)
3. At the beginning of the 2026–27 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, 2026, and June 30, 2027?
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, 2025, were you unaccompanied and either (1) homeless or (2) self-supporting and at risk of being homeless?

9. 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.

10. 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 proration 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

Example of R2T4 Calculation:

Financial Aid Award:	Pell Grant	$5,870	1st Disbursement	$2,935
	Direct Loan	$5,444	1st Disbursement	$2,722
			Total	**$5,657**

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

296/1114 hours = .266, 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 aid awarded * 26.6% = $3,010 earned financial aid

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

$5,657 aid received - $3,010 earned aid = $2,647 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 prorated 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.

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.

11. REFUND POLICY

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

- ***Withdrawal prior to the first class, on or before September 2, 2026***: 100% refund (less $100 administration fee)
- ***After the 2nd class and before the end of the 2nd week of classes (September 3, 2026 - September 11, 2026):*** 50% refund
- ***Beyond the end of the 2nd week of classes (after 3:00PM on September 11, 2026)***: 0% refund

No refunds will be issued after 3:00PM on September 11, 2026

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 **10. RETURN OF TITLE IV FINANCIAL AID**. 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.

12. 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.

13. 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.

14. 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.

15. 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 pages 4-5, *Steps 1-3*.
- 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 College Preparation and the Federal Student Aid Programs can be found on the Federal Student Aid website - https://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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STUDENT ACKNOWLEDGMENT FORM

FINANCIAL AID HANDBOOK

2026-2027

My signature below documents that I have received, read, and understand the information contained in the 2026-2027 FINANCIAL AID HANDBOOK. 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 – Financial Aid Advisor

UPPER CAPE COD REGIONAL TECHNICAL SCHOOL
Division of Nurse Education
PRACTICAL NURSE PROGRAM