



EASTERN INTERNATIONAL COLLEGE

# Financial Aid

## Policies & Procedures



# **FINANCIAL AID POLICIES AND PROCEDURES MANUAL**

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## **SECTION 1: INTRODUCTION TO FINANCIAL AID POLICIES AND PROCEDURES**

### **1.1 INTRODUCTION TO THE EIC FINANCIAL ASSISTANCE OFFICE**

The Financial Assistance Office at Eastern International College is committed to providing a high level of service and support to the students and graduates of EIC. By providing this support we assist students in overcoming the financial burdens to achieve their educational and professional goals. Financial Aid information can be found on the College website at [www.eicollege.edu](http://www.eicollege.edu), and Offices are located at both the Jersey City and Belleville Campuses, and maintain regular office hours:

Jersey City  
684 Newark Avenue  
Jersey City, NJ 07306  
(201) 216-9901

Belleville  
251 Washington Avenue  
Belleville, NJ 07109  
(973) 751-9051

### **1.2 PURPOSE & PHILOSOPHY OF THE FINANCIAL AID OFFICE**

It is the mission of the Financial Aid Office to provide the financial resources for students to attend Eastern International College, and to do so in a welcoming and informative environment. This mission adheres to and supports Eastern International College's mission of being committed to the education and professional enrichment of each student. The Financial Aid Office maintains itself as a department which consistently strives to improve the level of service provided to EIC's diverse student population.

### **1.3 POLICIES & PROCEDURES DEVELOPMENT RESPONSIBILITIES**

At Eastern International College, amendments to institutional financial assistance policy are determined by the Director of Financial Aid in consistence with Federal and State agency regulations.

#### ***1.3.1 Responsible Personnel***

It is the responsibility of the Financial Aid Office to submit regular updates to the information contained in this policies and procedures manual. Eastern International College's Financial Aid Policies and Procedures manual will be evaluated on a yearly basis.

#### ***1.3.2 Documents & Methods***

Eastern International College utilizes multiple sources for new information pertaining to financial aid regulations, laws, and Department of Education (ED) policy guidance. ED publications and guidance is kept either via hardcopy or electronic means by the respective financial aid staff members. Whenever possible federal and state publications will be accessed electronically.

In accordance with federal requirements, each financial aid office has access to the World Wide Web and the ED's Information for Financial Aid Professionals (IFAP) website. Financial Aid Officers at both campuses are also members of the New Jersey Association for Student Financial Assistance, Eastern Association for Student Financial Assistance, New Jersey's Higher Education Student Assistance Authority, and the Office of Veteran's Affairs, all of which provide updates at a minimum of quarterly basis. Publications utilized by each financial aid office include (but are not limited to):

- Federal Registers – both Notices of Proposed Rulemaking (NPRMs) and Final Rules
- Federal Student Aid Handbook
- HESAA Quarterly newsletters and regular announcements
- Dear Colleague/Partner Letters
- Electronic Announcements
- Newsletters from professional associations (state, regional, and national, such as NJASFAA and EASFAA)

Hardcopies of each publication may not be available at the Financial Aid Office location. However, each financial assistance office staff member is responsible to access each publication via electronic means.

## **1.4 STUDENT ATTENDANCE**

Students are expected to be present at all class sessions. It is the students' responsibility to read and understand the class attendance policy as defined in the College Catalog. It is the faculty member's responsibility to regularly report student attendance, and to monitor and record the students' fulfillment of these requirements.

- To be eligible for federal financial aid (Title IV), federal regulations require that students receiving financial aid establish attendance/participation in coursework each term to be eligible for financial aid.
- Students who have not established attendance in any or all classes will have their Financial Aid eligibility adjusted.
- A student's enrollment will be terminated when the student has been absent for fourteen (14) calendar days without establishing an approved leave of absence under the College's published leave of absence policy. As a general rule, any student whose enrollment has been terminated for violating the College's attendance policy will not be allowed to reapply for readmission to the College.
- A student whose enrollment has been terminated for violation of the College's attendance policy may be entitled to a refund, or, alternatively, may be required to return unearned Title IV federal financial aid to the Federal government and pay remaining tuition due to the College.
- If the student borrowed money under a federal student loan, or a private loan, the student is obligated to repay that money in accordance with the terms of the loan. Please refer to the above refund policy and return of Title IV aid policy for further information concerning these obligations.

## **SECTION 2: ADMINISTRATIVE ORGANIZATION & OFFICE MANAGEMENT**

### **2.1 INSTITUTIONAL & DIVISIONAL STRUCTURE**

Eastern International College staffs the Financial Aid Office at an adequate level to provide maximum service to the student population of the college. The college staffs both a Director of Financial Aid and Default Manager in Jersey City, along with a Financial Aid Officer at each campus.

Eastern International College divides the functions of authorizing payments and disbursing or delivering funds so that no office has responsibility for both functions with respect to any particular student awarded aid. Eastern International College's Financial Aid Office works hand-in-hand with the Accounting Office for delivering and disbursing funds. The Director of Financial Aid authorizes and certifies all payments to be received, and posts these to the students accounts. The Bursar's Office collects any balance payments as owed by the student and conducts student invoicing.

## **2.2 FINANCIAL AID OFFICE STRUCTURE & POSITION RESPONSIBILITIES**

### *Director of Financial Aid:*

- Supervises all functions of the EIC Financial Aid Offices
- Responsible for updates to institutional financial aid policies.
- Authorizes and posts aid funds to student accounts

### *Financial Aid Officer:*

- Submits and compiles student files and documentation for verification and c-code clearance
- Serves as the primary point of contact for students regarding packaging and registration in relation to financial assistance
- Completes other projects as assigned by the Director of Financial Aid

### *Default Manager:*

- Implements, organizes, and maintains repayment and loan management activities for current and graduated students
- Acts as liaison for student to servicers to loan assistance
- Contacts graduated students in delinquency for loan rehabilitation and counseling

The functions of Eastern International College's Financial Aid Office include:

An essential function of the Financial Aid Office is the dissemination of financial aid information to parents, potential students, and the entire college community. Tools utilized for dissemination include individualized packaging meetings that include completing aid applications and discussing specific aid eligibility, conducting new student orientations offering a broad overview of EIC's aid offerings, and regular updated to EIC's website and social media postings with helpful and pertinent aid information.

The Financial Aid Office communicates the concerns of the financial aid community to the appropriate federal, state, local, and college officials in regards to the decisions affecting the financial aid process. This includes communication through attending workshops and completing applications for federal funds to the appropriate federal and state agencies. The Financial Aid Office makes every effort to maintain awareness of all state and federal decisions that affect financial aid programs, or provides insight into the eligibility criteria of such programs.

### ***2.2.1 Personnel Policies***

Personnel policies are outlined by the direction of the Human Resources Department of Eastern International College.

## **2.3 FREQUENT CONTACT INFORMATION**

Jersey City  
684 Newark Avenue  
Jersey City, NJ 07306  
(201) 216-9901

Belleville  
251 Washington Avenue  
Belleville, NJ 07109  
(973) 751-9051

## **2.4 GENERAL AID OFFICE ADMINISTRATION**

Eastern International College's Financial Aid Office operates according to the college's hours of operation. In general, the department is open from 9:00am to 5:00pm Monday through Friday.

### ***2.4.1 Accommodations for Disabilities***

The Financial Assistance Office follows guidance set forth by the college in servicing students with disabilities, including compliance with the Americans with Disabilities Act (ADA).

### ***2.4.2 Appointments with Staff***

The Financial Aid Offices maintain an open-door policy for student assistance, however it is to be expected that appointments will be required during peak processing (award year changes, semester enrollment, etc.). Students are advised to schedule an appointment by contacting their enrolling campus' Reception Desk. The Financial Aid Office utilizes Google Calendar to show real-time availability as appointments are coordinated across departments.

All staff members of EIC's Financial Aid Office will be provided access (via Google Calendar) to the electronic calendars maintained by campus. Each appointment requested by a student will be scheduled for no less than one half hour. Students are advised to schedule an appointment by contacting their enrolling campus' Reception Desk utilizing the contact information provided in section 2.3 of this manual. Walk in appointments can be accepted pending schedule availability. If the student requires additional assistance, they will work to schedule an appointment with the Director/Advisor as their schedule is available.

### ***2.4.3 Treatment of Correspondence/Forms***

It is the responsibility of the Financial Aid Office staff to properly disseminate and process correspondence sent and received by the Financial Aid Office. EIC's Financial Aid Office receives correspondence primarily in the form of student loan certification and eligibility notices. In addition, correspondence is received concerning student loan requests, scholarship and sponsorships awards, regulatory guidance, and interdepartmental communications.

All mail received by the Financial Aid Office will be reviewed and opened by the Financial Aid Office staff at each location on a daily basis. The proper dissemination of mailed correspondence will be made following the review of the mail received.

Financial Aid documents and forms completed by the student will be added to the student file by the staff of each office. Veteran's Affairs notices will be copied for the student file and a duplicate will be held in a separate VA file.

Electronic correspondence is sent only to the student's registered @eicollege.edu email account following registration. Students are given instructions for accessing their College email account during New Student Orientation. On site assistance is available via the IT Department. Students sign an agreement for disclosure of information to be disseminated electronically.

#### ***2.4.4 Telephone***

Telephone calls to Eastern International College's Reception Desks at each campus will be forwarded to the appropriate party. During closed business hours, EIC's automated answering system will direct the callers for the Financial Aid Office to the assigned voicemail. Voicemails are checked by staff members at a minimum of daily.

#### ***2.4.5 Confidentiality of Student Records***

Eastern International College maintains academic and attendance records for currently enrolled students, graduates, and students who have withdrawn or were terminated by the College, in accordance with statutory requirements

#### ***2.4.6 Securing of Student Financial Aid Records***

Student financial aid records are maintained via paper file at the student's enrolled campus. All paper documentation is kept in fire proof locked cabinets in the Financial Aid Offices. Electronic information, such as student ledger and enrollment data, is maintained via DiamondSIS and is protected by passwords of staff members that have security clearance to view financial statements.

### **2.5 RECORDS MANAGEMENT & RETENTION**

Eastern International College's Financial Aid Office establishes and maintains on a current basis applications submitted for Federal Student Aid and NJ State Aid (Higher Education Student Assistance Authority) program funds. In addition, the office maintains program records as required under federal regulation.

Fiscal records, demonstrating the proper use of FSA funds, and Loan Program records are kept on a current basis.

EIC's Registrar's Office keeps official academic records (transcripts) of enrollment and credit earned in the EIC credit program in perpetuity.

### **2.6 INFORMATION SHARING & THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

Federal law sets certain conditions on the disclosure of personal information from records kept by schools that participate in the FSA programs. The relevant law is the Family Educational Rights and Privacy Act. EIC's Financial Aid Office may disclose personally identifiable information from an education record without the student's consent when disclosed:

- to other school officials, including teachers, within the school whom the school has determined to have legitimate educational interests; or,
- subject to the requirements of 34 CFR 99.34, to officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll.

Disclosure may be made by EIC's Financial Aid Office if it is in connection with financial aid that the student has received or applied for. Such a disclosure will only be made if the student information is needed to determine the amount of the aid, the conditions for the aid, the student's eligibility for the aid, or to enforce the terms or conditions of the aid.

The College has elected to require Dependent students, for tax and financial aid purposes, once reaching the age of majority to release this information to the Parent/Guardian as requested. This information will not be released to a Parent/Guardian party without prior written consent from the student.

EIC notifies students of their rights under FERPA as part of the institution's effort to disclose consumer information, as well as making this available in the College Catalog. In the event that personally identifiable information is disclosed to a party with legitimate interests in obtaining the information, documentation is maintained in the student file (does not apply to school officials with a legitimate educational interest or to directory information).

Documents will only be distributed to the requesting party following identity authentication. The student will be required to provide current government-issued proof of identification to receive sensitive documents in person. Electronic requests will be authenticated via challenge questions as based on student personal data. Telephone requests will be instructed to do so via electronic or in person means.

### ***2.6.1 Authorization Consent Form***

An EIC student may provide a signed and dated written consent to the appropriate office to disclose personally identifiable information from the student's education records. The written consent must:

- state the purpose of the disclosure;
- specify the records that may be disclosed;
- identify the party or class of parties to whom the disclosure may be made; and
- be signed and dated.

An Authorization Form with this language is available at each campus for student review and signature.

### ***2.6.2 Release of Information to a Third Party***

As per the Fiscal Year 2018 Consolidation Appropriations Act as it pertains to the release of information, requests for FAFSA or financial aid application data by a scholarship provider will only be given with express written consent of the student.

## **SECTION 3: FINANCIAL AID PROGRAMS**

### **3.1 INSTITUTIONAL ELIGIBILITY REQUIREMENTS**

Eastern International College is eligible to participate in Title IV programs by meeting the definition of an institution of higher education as defined by the US Department of Education. Documentation that substantiates EIC's eligibility to participate in Title IV programs is located in the Financial Aid Office at the Jersey City campus. EIC makes accreditation and licensing information and documentation available to enrolled and prospective students upon request.

The Director of Financial Aid is responsible for updating information contained in EIC's institution eligibility application. Furthermore, the Director of Financial Aid is responsible to track the expiration of the PPA, and coordinates the recertification process.

#### ***3.1.1 Program Eligibility***

EIC is an institution of higher education (in addition to meeting all other eligibility requirements) because it offers a program that leads to an associate or baccalaureate degree.

EIC also qualifies as an institution of higher education because it offers a program of at least two academic years in duration that is acceptable for full credit toward a bachelor's degree, or because it offers a program of at least one academic year in duration that leads to a certificate, degree, or other recognized credential and prepares students for gainful employment in a recognized occupation.

EIC is ultimately responsible for determining that a program is eligible. In addition to determining that the program meets the eligible program definition, EIC makes certain the program is included under the notice of accreditation from a recognized accrediting agency.

EIC periodically undergoes recertification of its eligibility; the duration of eligibility is primarily linked to the expiration of the PPA.

Students identify themselves as degree seeking at EIC by enrolling in an eligible program of study. Students who wish to attend as a non-matriculated student must do so as per the terms and conditions set forth in the College Catalog.

EIC defines its Title IV academic year as 24 credit hours. Grade level progression is measured by the completion of 24 credit hours. EIC outlines its definition of a credit hour in line with the guidance set forth in 34 CFR 600.2, 602.24.

##### ***3.1.1.1 Evaluation of New Programs***

New programs are added according to the procedures outlined in the FSA Manual, Volume 2; School Eligibility and Operations.

The Director of Financial Aid is responsible to identify and determine the eligibility of new programs. Before EIC determines new programs to be eligible and disburses funds to enrolled students, the school must receive both the required state and accrediting agency approvals

### ***3.1.2 Administrative Capability***

#### *3.1.2.1 Provisions*

EIC administers Title IV programs in accordance with all applicable statutory and regulatory provisions. EIC maintains compliance with the administrative capability requirements of 34 CFR 668.16(o).

#### *3.1.2.2 Administration*

EIC has designated the Director of Financial Aid to be responsible for administering and coordinating the institution's financial aid programs.

The Director of Financial Aid is the coordinating official, and is designated as the capable individual to administer the FSA programs and to coordinate aid from these programs with all other aid received by students attending the school. EIC's operations are administered in a way that ensures all the information the school receives that might affect a student's FSA eligibility is communicated to the coordinating official and to the Financial Aid Office.

EIC utilizes a financial aid staff comprised of an adequate number of qualified persons to administer the Title IV programs. See section 2.2 of this manual

#### *3.1.2.3 Responsibilities of Institutional Offices*

The Director of Financial Aid and at his/her direction the staff of the Financial Aid Office, is responsible for the approval and authorizing payment of the Title IV programs. In addition, the Financial Aid Office is responsible for the preparation and delivery of reports to the Department of Education. The Accounting Office receives funds while the Financial Aid Office is responsible for the disbursement and delivery of Title IV funds.

#### *3.1.2.4 Separation of Duties*

Administrative procedures for the federal student aid (FSA) programs at EIC include an adequate system of internal checks and balances, coordinated between the Financial Aid, Accounting, and Bursar's Offices.

#### *3.1.2.5 Records*

In accordance with federal regulation, EIC establishes and maintains on a current basis any application the school submitted for FSA program funds. The documentation maintained on a current basis includes program records that document:

- EIC's eligibility to participate in the FSA programs,
- the FSA eligibility of the EIC's programs of education,

- EIC’s administration of the FSA programs,
- EIC’s financial responsibility,
- information included in any application for FSA program funds, and
- EIC’s disbursement of FSA program funds.
- Fiscal records maintained on a current basis include:
  - ◆ financial records that reflect each FSA program transaction, and
  - ◆ general ledger control accounts and related subsidiary accounts that identify each FSA program transaction (separated from all other school financial activity).

EIC maintains records for each FSA recipient that include, but are not limited to:

- Student Information Record (ISIR) used to determine a student’s eligibility for FSA program funds
- Application data submitted to the Department, lender, or guaranty agency by the school on behalf of the student or parent
- Documentation of each student’s or parent borrower’s eligibility for FSA program funds (e.g., records that demonstrate that the student has a high school diploma or GED)
- Financial aid history information for transfer students via NSLDS
- Cost of attendance information
- Documentation of a student’s satisfactory academic progress (SAP)
- Documentation of student’s program of study and the courses in which the student was enrolled
- Data used to establish student’s admission, enrollment status, and period of enrollment
- Required student certification statements and supporting documentation
- Documents used to verify applicant data, and resolve conflicting information
- Documentation relating to each student’s or parent borrower’s receipt of FSA program funds, including but not limited to:
  - ◆ The amount of the grant, loan, or FWS award; its payment period; its loan period, if appropriate; and the calculations used to determine the amount of grant, loan, or FWS award;
  - ◆ The date and amount of each disbursement of grant or loan funds, and the date and amount of each payment of FWS wages;

- ◆ The amount, date, and basis of the school’s calculation of any refunds/returns or overpayments due to or on behalf of the student; and
- ◆ The payment of any refund/return or overpayment to the FSA program fund, a lender, or the Department, as appropriate.
- ◆ Documentation of and information collected at any initial or exit loan counseling required by applicable program regulations

#### *3.1.2.6 Electronic Processes*

EIC’s Financial Aid Office utilizes electronic processes that are required to be considered administratively capable of participating in federal student aid programs. It is the responsibility of the Director of Financial Aid as the Coordinating Official to ensure compliance with the administrative capability requirements.

#### *3.1.2.7 Information Discrepancies*

EIC’s Financial Aid Office actively identifies and resolves discrepancies in all FSA-related information received by any EIC office. At a minimum, active resolution includes:

- determining what information is correct, and
- documenting the school’s findings in the student’s electronic file.

EIC’s Financial Aid Offices make every effort to resolve conflicting data prior to enrollment. As required under federal regulation, EIC’s system includes a review of:

- All student aid applications, need analysis documents, MRRs, POPs from COD, Applications for the Admission/Program Changes, Registration Statements, and eligibility notification documents presented by or on behalf of each applicant;
- Any documents, including any copies of state and federal income tax returns, that are normally collected by the financial aid office to verify information received from the student or other sources; and
- Any other information submitted or normally available to the school regarding a student’s citizenship, previous educational experience, documentation of the student’s social security number or other factors relating to the student’s eligibility for funds under FSA programs.

EIC’s Admissions and Registrar’s offices are required to provide the Financial Aid Office with any information it has that might affect a student’s eligibility, such as the student’s enrollment in an another institution.

EIC refers fraudulent cases to the US Department of Education for any credible information indicating that a Title IV aid applicant, school employee, or third party servicer may have engaged in fraud or other criminal misconduct in connection with an aid application.

#### *3.1.2.8 Cohort Default Rates*

EIC's Financial Aid Office contracts with WISS to provide Default prevention outreach and financial literacy to our students. EIC also employs an in-house Default Manager who provides individualized counseling regarding loan repayment and borrowing. The Default management plan includes a multifaceted approach towards financial literacy training and borrower communication that involves multiple offices' cooperation.

At a minimum the Default Management Plan will:

- Identify the procedures for forming a Default Committee
- Identify the responsibilities and goals associated with the Committee.
- Establish the components of a financial literacy campaign. The Financial Aid Office currently provides print and electronic information to prospective and current students before and during enrollment. Students complete Entrance and Exit Counseling electronically with Federal Student Aid prior to initial loan disbursement and closeout, accordingly. The Financial Aid Office also observes Financial Awareness Month (April) annually by providing information, in print and via electronic means, to the entire college community focusing on Financial Literacy hot topics, including budgeting and credit reports.
- Establish the processes and procedures for identifying and communicating with students identified within EIC's cohort default rate.
- Establish the processes and procedures for identifying and communicating with students identified as potential defaulters.
- Establish the process in which to evaluate EIC's cohort default rate.

While students are not prevented from registering with a current defaulted loan status, they are counseled by a Financial Aid Officer and the Default Manager as to the financial ramification and expectations of default.

### ***3.1.3 Reporting & Reconciliation***

#### ***3.1.3.1 Fiscal Operations & Application to Participate***

It is the responsibility of the Director of Financial Aid to complete the FISAP each year. The FISAP is completed electronically. Supporting documentation for the completion of the FISAP is retained by the Director of Financial Aid.

#### ***3.1.3.2 National Student Loan Data System***

Financial Aid Officers, the Director of Financial Aid, and the Default Manager will be provided access to the National Student Loan Data System. It is the responsibility of the Financial Aid Office staff to ensure each employee maintains access to the system.

The NSLDS is utilized at EIC to review the financial aid history of the students who apply for Title IV aid. NSLDS records are viewed directly on the Financial Aid Professional Access

website ([www.nslsdfap.ed.gov](http://www.nslsdfap.ed.gov)), in addition to data as reported on the ISIR. NSLDS is also reviewed on a student-by-student case for mid-year transfer students.

Transfer monitoring requests are submitted to NSLDS by the Financial Aid Office staff upon semester student packaging. Transfer monitoring alerts are sent to EIC via e-mail to a Financial Aid staff member listed on NSLDS who will review the alerts. It is the Director of Financial Aid's responsibility to ensure that each student appearing on the alert is adequately reviewed.

Financial Aid Office employees also manually add mid-year transfer students to transfer monitoring via the NSLDS.

#### *3.1.3.3 National Student Clearinghouse*

EIC does not participate in the National Student Clearinghouse. Student enrollment data is submitted to the NSLDS and COD systems.

#### *3.1.3.4 Reconciliation of Grants*

Reconciliation of grant funds, including Pell, is the responsibility of an assigned Director of Financial Aid. Reconciliation of grant funds is done utilizing reports from DiamondSIS and the contracted third-party servicer (Financial Aid Services, Inc.), the Accounting Office, and COD, ensuring all three balance. For Pell grant funds, a YTD (reconciliation report) is ordered through COD. For campus based funds, the final allocation is compared to the SQL query.

#### *3.1.3.5 Reconciliation of Direct Loans*

The Director of Financial Aid completes a reconciliation of the Direct Loan funds. The reconciliation includes a review of the combined reports as provided from the third-party servicer (FAS, Inc.), the DiamondSIS system, and COD. The DiamondSIS and FAS, Inc. reports are used to compare Direct Loan transmitted amounts to COD responses. Adjustments for timing and missing responses are noted and tracked for compliance purposes. When completed, the finalized reconciliation of Direct Loans for the year is provided to EIC's third-party servicer, FAS, Inc., and maintained electronically by the Director of Financial Aid.

### **3.2 GENERAL TITLE IV STUDENT ELIGIBILITY REQUIREMENTS**

In order to be considered eligible for the Title IV aid at EIC, the student must meet the following criteria at a minimum. Additional eligibility criteria exists for individual federal/state programs:

- Be enrolled as a regular student in an eligible program
- Not be enrolled simultaneously in elementary or another secondary school unless a consortium agreement is on file.
- Have a high school diploma or its recognized equivalent (e.g., HiSet or GED), or an evaluation of foreign transcripts from a recognized evaluating agency stating equivalency to a US high school diploma
- Have a valid Social Security Number with the Social Security Administration, if required

- Be a U.S. citizen or eligible non-citizen
- Be registered with Selective Service, if required
- Not be in default on a Title IV loan or, if in default, have made satisfactory repayment arrangements
- Not be liable for an overpayment of a Title IV grant or Federal Perkins Loan or, if liable, have made satisfactory repayment arrangements
- Must be in compliance with SAP requirements
- Not have property which is subject to a judgment lien for a debt owed to the U.S. or, if subject to a judgment lien, have made satisfactory repayment arrangements
- Has not been convicted of an offense involving the possession or sale of illegal drugs while within a term for which he or she received Title IV aid.

### ***3.2.1 High School Diploma Validity***

If EIC has reason to believe that a student's high school diploma is not valid, EIC will evaluate the validity of the student's high school completion via the Dean of Education. The Financial Aid Office maintains a signed valid copy of the high school diploma, transcript, or equivalency evaluation in the student file.

### ***3.2.2 Changes to Marital Status***

Students will only be allowed to update their marital status as reported on the FAFSA if there was an error in the initial submission, and by doing so by coordinating with a Financial Aid Officer utilizing FAA Access. Students are expected to list the marital status as of the date of FAFSA completion which any subsequent changes during the following year to reflect on future aid applications.

### ***3.2.3 Repeated Coursework***

Students enrolled in repeated coursework may have their aid eligibility reviewed based on the course in question.

A student may only receive aid for a previously passed course one time (if taken to improve a grade, for example). This is flagged by the student's Academic Advisor at the point of scheduling. It is the combined responsibility of the Director of Financial Aid, Dean of Education and Registrar to monitor for course repeats.

## **3.3 AID PROGRAMS IN WHICH INSTITUTION PARTICIPATES**

Students attending Eastern International College are eligible to receive financial assistance from the following programs. Students must qualify for aid according to the criteria established for each program.

1. Federal Pell Grant
2. Federal Supplemental Educational Opportunity Grant
3. Federal Direct Loan

4. Federal PLUS Loan
5. Veteran's Affairs benefits
6. NJ Tuition Aid Grant
7. NJCLASS Undergraduate Loan
8. Governor's Urban Scholarship Program
9. Scholarships as offered by outside agencies

In addition to the programs cited above, students should explore private sources of financial assistance. EIC will certify outside scholarships as offered by other agencies per the terms of said funding. Private loans will be disbursed throughout the applied period.

### ***3.3.1 Federal Pell Grant***

The eligibility for a Federal Pell Grant is determined by the Federal Department of Education. The Department documents the student's eligibility by the Expected Family Contribution (EFC) number reported on the Student Aid Report (SAR). The Pell Grant is adjusted according to the student's enrollment status (full-time, three-quarter time, half-time or less than half-time). Grants, such as the Pell Grant, do not have to be repaid.

Eastern International College's Summer semester is the equivalent of a standard term. A student's summer award is calculated using the same formula used to calculate payment for Fall and Spring terms as a trailer to the current award year. This is applicable for Year-Round Pell regulations.

If the student does not use his/her entire grant to pay tuition and books, the balance will be forwarded no later than 14 days after a balance occurs on his/her account. Should the student choose, he/she can elect to hold funds on the student account for the duration of the semester to ensure payment of all charges through written notification.

A student's Pell award will be recalculated only when there is a change in enrollment status up through the end of the Add/Drop period, published in the College Catalog and on the EIC website. Changes in student enrollment levels that occur following the semester Withdrawal date will not have an effect on the student's Pell grant. An exception to this policy would be noted when a student does not begin attendance in a scheduled course.

### ***3.3.2 Federal Supplementary Educational Opportunity Grant***

To be eligible for an FSEOG award at EIC, a student must:

- Not have earned a baccalaureate degree.
- Have applied for Federal aid and have been determined eligible for a Federal Pell Grant; priority will be given to student with zero EFC.
- Awards are made by order of financial need and application date.

### ***3.3.3 Federal Direct Loan***

Eastern International College adheres to "Scheduled Academic Year" regulations in administering student loans.

Regulations require that Direct Loan/PLUS fees be included in a student's cost of attendance for loans. Eastern International College's policy is to calculate the loan fee (if applicable) when packaging and deduct this from the anticipated aid; the borrower is advised to add the cost to their student budget.

The following steps outline the Direct student loan process at EIC:

1. Students must file a FAFSA, listing EIC as a receiving institution. Results of this need analysis must be received by the college before a loan application can be filed.
2. Students must complete the Master Promissory Note (MPN) and Entrance Counseling electronically through the [www.studentloans.gov](http://www.studentloans.gov) website.
3. Students must agree to borrowing funds by submitting the MPN electronically and signing a semester award letter showing the anticipated aid, including loan funds.
4. Loan amounts are listed on the student's account in DiamondSIS. The Director of Financial Aid reviews these amounts in addition to the student schedule and other awards prior to certification via COD.
5. Loan funds will be disbursed as per the student's award letter. Students who are borrowing for the first time through this program must wait 30 days following the start of loan period prior to receiving a loan disbursement. The student's account in DiamondSIS will reflect the disbursement.
6. Credit balance funds that are available after paying any student account charges for the current term will be returned as per EIC's refund policy.

Eastern International College employs a confirmation process on all student Direct Loans prior to crediting the loan to the student account. This process requires the student to first submit a Master Promissory Note and Entrance Counseling as per federal regulations prior to initial borrowing at the College. The student then accepts the loan amount(s) he or she would like to borrow for the specified semester by signing the semester award letter. The student must confirm all changes to loan amounts via the semester award letter prior to crediting funds to the student account.

After the Direct loan is credited to the student's account and upon receipt of disbursement, EIC sends the student a Loan Notification. In this process, students must notify the Financial Aid Office if, after receiving notification, they no longer choose to receive the loan or in full. EIC notifies students via their College email address when disbursing or if changes are made to financial aid. All sensitive correspondence from the Financial Aid Office will be delivered either via secured assigned College email address or USPS to the mailing address on file. For any student and/or parent who enters into an agreement to borrow funds through the Federal Direct Loan program, information will be submitted to NSLDS and is accessible by agencies and lenders as authorized.

Prior to graduating and within 30 days of the school's date of determination for withdrawal, is notified that he/she must complete exit counseling. Student is mailed, via US Mail or electronically, an exit letter with instructions to complete Exit counseling through an online session via [www.studentloans.gov](http://www.studentloans.gov). Each applicable student borrower is notified of exit counseling and it is documented in the student file. Subsequent confirmation pages are retained in the student file.

### ***3.3.4 Federal PLUS Loan***

This loan program is available to the parents of dependent students. The PLUS loan is based on the student's cost of attendance and other financial aid received.

According to the FSA Student Handbook, all students who receive PLUS funds must complete a FAFSA. Parents of dependent students must complete the PLUS Loan Authorization form, and an authorization to complete a credit check. In addition, the parent must complete a Master Promissory Note via [www.studentloans.gov](http://www.studentloans.gov).

Students that have parents who have been denied a PLUS loan may be eligible for additional unsubsidized Federal Direct loans. To request these additional unsubsidized loan amount, a rejected PLUS application must be on file for the student's parent. The approved Plus Loan will be disbursed in equal amounts for the entire academic year enrolled.

### ***3.3.5 New Jersey Tuition Aid Grant***

The New Jersey Tuition Aid Grant Program is for students residing in New Jersey and enrolling in an undergraduate program of study at a New Jersey institution. These grants range from \$1576 to \$12438 based on need and the student's cost of attendance.

To be eligible you must be:

- A resident of New Jersey as defined by the Higher Education Student Assistance Authority (HESAA)
- A United States citizen or eligible non-citizen
- Enrolled full-time in an approved program of study
- Complete the FAFSA by June 1
- Not be in default or owe an overpayment on federal or NJ state aid
- Meeting the terms of Satisfactory Academic Progress as per institutional policy
- Not have received the maximum number of allowable payments as per degree program

### ***3.3.6 Governor's Urban Scholarship Program***

The Governor's Urban Scholarship Program is provided by HESAA for students in the top percentages of their high school graduating class who reside in a designated low-income/high need area. Students must be enrolled full-time and maintain satisfactory academic progress throughout the duration of enrollment. Following graduation, students may be eligible for an additional completion award as furnished by HESAA.

### ***3.3.7 Veterans Benefits***

Veterans' benefits are administered through the Scholl Certifying Official (SCO) in the Financial Aid Office of each campus. EIC does not participate in the Yellow Ribbon program. Those seeking to use VA benefits must provide the following:

- Certificate of Eligibility from Veteran's Affairs
- DD-214

Eastern International College reports enrollment data to Veteran's Affairs electronically using the VA-Once tool. *Section 16: MILITARY VETARN STUDENTS* expands upon the application process and procedures for GI Bill recipient students.

### ***3.3.8 NJCLASS Undergraduate Loan***

EIC has coordinated with the Higher Education Student Assistance Authority to offer private student loan funds through their NJCLASS Undergraduate program. The NJCLASS program offers students the ability to borrow private loan funds to assist in covering any unmet need in their financial package. Deferred and in school repayment terms are available, as well as the ability to add a Cosigner and Joint Cosigner to establish eligibility. Borrowers are subject to the terms and conditions as agreed upon at fund acceptance.

### ***3.3.9 Institutional Scholarships***

EIC offers two (2) institutional scholarship options for students as based on enrollment status and academic qualifying criteria.

**Founder's Scholarship:** The Founders' Scholarship is open to all existing full time students of Eastern International College. The scholarship is academically based with the following criteria:

- Students with an earned Semester GPA of 3.70 and Cumulative GPA of 3.50 or better will be awarded a scholarship of \$250.00 applied to their next semester attended
- Students with an earned Semester GPA of 3.80 and Cumulative GPA of 3.50 or better will be awarded a scholarship of \$350.00 applied to their next semester attended
- Students with an earned Semester GPA of 3.90 and Cumulative GPA of 3.50 or better will be awarded a scholarship of \$450.00 applied to their next semester attended
- Students with an earned Semester GPA of 4.00 and Cumulative GPA of 3.50 or better will be awarded a scholarship of \$550.00 applied to their next semester attended.

**Alumni Bachelor's Degree Scholarship:** The Alumni Bachelor's Degree Scholarship is open to all AAS and diploma graduates of Eastern International College or Micro Tech Training Center accepted into the BS in Diagnostic Medical Sonography program and enrolled full time.

- There are no additional criteria for the student's first semester of the program.

- For subsequent semesters of the program, the student must maintain a cumulative GPA of 3.50 or greater.
- Amount of the award: \$500.00 per semester

#### Specific Details and Definitions:

1. The definition of full time student is a minimum of 12 credits per semester.
2. Students must maintain a full time load to earn the scholarship.
3. For the Alumni Scholarship, cumulative GPA is determined for semesters and courses taken at EIC after enrollment in the bachelors program. No transfer credits or prior credits will be used to calculate cumulative GPA.
4. Students will receive an initial award letter upon registration. A revised award letter will be issued if a student qualifies for the scholarship.
5. Students are eligible for only one institutional scholarship per semester. Awards will be determined after all final grades are in and the semester GPA calculated.
6. Scholarships may impact the student's other grant, scholarships, and loans. The campus financial aid office will review the details on an individual basis.
7. Any documented behavioral probation or suspension disqualifies the student.
8. Failure to meet Satisfactory Academic Progress (SAP) and complete coursework within the allotted time frame will count the student as ineligible.
9. Attempted credits must be completed during the semester. A student who withdraws "W" from a class will be considered ineligible. Summer part-time or non-enrollment will not affect the subsequent fall semester's award

## **SECTION 4: STUDENT CONSUMER INFORMATION REQUIREMENTS**

### **4.1 FEDERAL STUDENT CONSUMER INFORMATION REQUIREMENTS**

Eastern International College's Financial Aid Office provides Consumer Information (in conjunction with several college departments) as required by federal regulation. EIC's Consumer Information is reviewed and updated each year. Consumer information is available via the EIC website at [www.eicollege.edu](http://www.eicollege.edu) and is published in the College Catalog. The College Catalog is given to all new students and is available to the entire college community.

#### ***4.1.1 Financial Aid Information***

EIC's Financial Aid Office publishes and makes readily available to enrolled and prospective students, upon request a description of all available financial aid programs (including both need-based and non-need-based programs). EIC provides:

- Student eligibility criteria for each program
- Procedures required to apply, and all necessary forms
- Criteria for selecting recipients and for determining award amount

In addition EIC provides information concerning awarded aid, to include:

- Terms of any loan that is part of a student's aid package and the necessity for repaying loans
- Method and frequency of financial aid disbursements to students

EIC also provides information concerning the rights and responsibility of the student aid recipient, including:

- Criteria established for continued eligibility under the Satisfactory Academic Progress conditions
- Criteria concerning how to re-establish financial aid eligibility for a student who has failed to maintain satisfactory academic progress.

Financial Aid Information is updated and published within EIC's College Catalog, as well as provided via EIC's website. It is the responsibility of the Financial Aid Office Staff to ensure that the Financial Aid Information provided is timely and accurate.

#### ***4.1.2 Institutional Information***

At a minimum, EIC provides the following general information concerning the institution:

- The names of associations, agencies, and/or governmental bodies that accredit, approve, or license the school and its programs, and the procedures by which a student may receive a copy for review of the school's accreditation, licensure, or approval
- Information about any refund policy with which the school must comply, and the requirements for officially withdrawing from the school
- Information concerning the degree programs, training, and other education offered
- Information concerning the instructional, laboratory, and other physical plant facilities associated with the academic programs
- A list of the faculty and other instructional personnel
- Information concerning the special facilities and services available to disabled students
- Information concerning the costs of attending the EIC (tuition and fees, books and supplies, room and board, and applicable transportation costs)
- A statement of the requirements for the return of FSA program funds when a student withdraws from school
- Information concerning whom to contact for information on student financial assistance

#### ***4.1.3 Completion or Graduation Rates***

Student disclosures are provided prior to July 1st of each year. EIC annually prepares its completion or graduation rate.

#### ***4.1.4 Annual Security Report***

EIC annually publishes the organization's campus security report. It is the responsibility of the Vice President of Academic Affairs with the assistance of the Dean of General Education and Student Life Coordinator to compile the information required within the report, and to ensure its accuracy.

The campus security report is primarily disseminated via the college's Course Catalog and is published online. The statistics portion of the report is also to be submitted to ED by the Vice President of Academic Affairs, as required by federal regulation.

#### ***4.1.5 Gainful Employment***

EIC has established several degree programs that are subject to regulation governing Gainful Employment programs. These gainful employment programs are subject to the disclosure requirements established in 34 CFR 668.6(b).

EIC posts annually the required GE disclosures to the institution's website, and submits reporting data to the Department of Education via NSLDS. The information is posted on the Consumer Information portion of the website, as well as the Admissions program specific web pages. This information is also provided to the Director of Marketing so that all program specific promotional materials can be updated.

The Default Manager provides the Financial Aid Office support in constructing the data required to be disclosed under GE regulation. The Financial Aid Office is required to provide Median debt calculations and estimates cost information. The Financial Aid Office and Vice President of Academic Affairs are also responsible to update GE information posted to EIC's website.

It is the responsibility of the Financial Aid Director with the assistance of the third-party servicer (FAS, Inc.) to gather the required reporting data via SQL query. Information is then formatted according to the NSLDS format requirements.

## **4.1 CONSTITUTION DAY**

Eastern International College observes Constitution and Citizenship Day annually as per regulations for receiving Federal aid through Title IV, HEA funding. The Financial Aid Office coordinates with the Library to offer informational materials specifically highlighting the US Constitution and the citizenship process. Displays with free pocket Constitutions, a large sign-able copy of the Constitution, and a Citizenship Civics Challenge are available at each campus in addition to printed voter registration forms.

## **SECTION 5: APPLICATIONS & FORMS**

### **5.1 APPLICATION PROCESS**

EIC provides guidance to new and continuing students concerning financial aid application procedures in many different ways. EIC's Financial Aid Office provides general application and eligibility information within the College Catalog. In addition, the Financial Aid Office provides a great deal of application information via the department's website, during initial student packaging meetings, and Orientation. To be considered for financial aid at IHCC, a student must:

- Apply and be accepted by the college.
- Complete the FAFSA or Renewal Application.
- Provide any other requested documents for completion of the student's financial aid file.

EIC uses the Free Application for Federal Student Aid (FAFSA) as the basis of the financial aid process. EIC does not require a separate institutional aid application for financial aid.

Applications for financial aid are electronically received by EIC using the Import Tool on EDEXpress. It is the responsibility of the Financial Aid Officers to ensure student applications (ISIRs) are received in a timely manner.

It is the responsibility of the Financial Aid Officer to review subsequent ISIRs received for applicable students. Further information concerning file review procedures can be found in section 6 of this manual.

## **5.2 FORMS**

Many different forms are utilized by EIC's Financial Aid Office during the application and file review process. The title and brief description of several forms is provided below:

- **Verification Worksheet (Dependent and Independent):** This form is utilized to collect information required for verification purposes.
- **Low Income Form (Dependent and Independent):** If a student's total household income is less than the annual federal poverty limit, this is given to the student to provide additional information on sources of support.
- **Satisfactory Academic Progress Notification Letter:** Students who have failed to maintain Satisfactory Academic Progress will be sent this letter prior to subsequent semester enrollment to acknowledge the terms of SAP maintenance.
- **Unusual Enrollment History Form:** Sent to students who were selected for 359/360 C-Code informing them of the additional documentation required to prove academic credit earned for previously received aid.
- **Receipt of Financial Aid Information & Consent to Electronic Transactions:** This form is given to all new students prior to initial enrollment upon delivery of the Guide to Federal Student Aid to confirm receipt of the Guide and provide consent to electronic transactions for all financial information, notices, and authorizations as required under 34 CFR 668.165.

Forms are stored at the Financial Aid Office of both the Jersey City and Belleville campuses. Required forms are distributed by Financial Aid Officers based on the criteria provided in the student's ISIR. When a form is received and reviewed by an employee of the Financial Aid Office, it is added to the student's file located in a file cabinet at the enrolling campus.

## **5.3 DEADLINES**

EIC does not publish a deadline for submission of a FAFSA outside of the federal deadline of June 30<sup>th</sup> of the applicable award year, and June 1<sup>st</sup> for NJ state grant consideration for the following award year.

In order to be eligible to receive a NJ Tuition Aid Grant, a renewal student for NJ state grant purposes must file his or her FAFSA before June 1<sup>st</sup> preceding their anticipated term of enrollment. Students are informed of this deadline via the College website and social media in addition to mass email messages.

Although EIC does not publish deadlines associated with the submission of institutional forms, EIC awards and disburses aid with the parameters defined by federal late disbursement regulations.

## **SECTION 6: FILE REVIEW**

### **6.1 VERIFICATION**

#### ***6.1.1 Selection of Applicants to be Verified***

Only those students who are selected for verification by the Central Processor are subject to verification at EIC in accordance with the following criteria:

- At the time the student's ISIR is received by EIC, an email is sent to student notifying them that they were selected for verification and what documentation is needed to complete the verification process. Each academic year, EIC utilizes custom verification forms when communicating the verification requirements with the applicable students.
- After all documents are received they are reviewed by the Financial Aid Officers and sent to the third-party servicer (FAS, Inc.). Beginning with the 2014-2015 award year, professional judgments not submitted for academic appeal purposes will no longer be processed by the College.
- No federal or state aid is awarded to a student until the verification process is completed. This includes receiving an ISIR which accurately reflects any EFC changes determined as a result of verification, and notification from the third-party servicer.

#### ***6.1.2 Acceptable Documentation & Forms***

It is the responsibility of the student chosen for verification to provide acceptable documentation required to complete the process. Although there is no EIC deadline for application verification, a student will not be packaged for aid until the verification process has been completed accurately. Acceptable documentation includes at a minimum:

- The accurate completion of federal verification worksheets, as available in the Financial Aid Office.
- Beginning with the 2012-2013 award year, copies of income tax returns will not be acceptable forms of documentation for verification purposes. Students are highly encouraged to utilize the IRS Data Retrieval Tool (IRS DRT) when completing the FAFSA On the Web. Non tax filers will be required to provide a Verification of Non-Filing Letter from the IRS stating that no return is on file for the given year; if a non tax filer reported income earned from work on the FAFSA, he/she will be required to prove W2s or Wage Transcripts to the Financial Aid Office. In lieu of the IRS DRT, EIC will accept tax Return Transcripts from the IRS for verification purposes. For joint tax filers or those with tax deferred pension/savings, W2s or Wage Transcripts must be submitted.

- Signed statement concerning any untaxed income or benefits. This includes required information concerning child support and SNAP benefits as reported on the Verification Worksheet and FAFSA.
- Signed statement concerning household size and number enrolled. This is completed via the Federal Verification Worksheet.
- For students whose household income equals less than the Federal Poverty Guidelines for their household size for the given year, a Low Income Form with any supporting documentation must be completed to account for all income and benefits as received.

Students are sent an electronic notification via email when chosen for verification outlining their responsibilities for providing any required documentation. Once the student or parent (if applicable) has provided all the required documentation, the Financial Aid Officer sends the documentation via secure scan upload to FAS, Inc. If during the verification process, conflicting information is noted or further documentation is required, the student is notified by email from the Financial Aid Office.

It is the responsibility of the Financial Aid Director that the verification process at EIC is carried out according to federal regulation.

In the event a currently enrolled student who has already been awarded aid is subsequently chosen for verification on a late arriving ISIR, he or she will be contacted via phone, email or postal mail in order to request completion of the verification process. Multiple attempts will be made to request completion of the verification process should the student fail to respond. If a student fails to complete the verification process prior to the next payment period, future aid will not be released until verification is completed.

If it is determined during the verification process that a student is attempting to perpetrate fraud, it will be the responsibility of the Financial Aid Director and the Vice President of Academic Affairs to refer such individuals to the Office of Inspector General (OIG).

### ***6.1.3 Data Elements to be Verified***

The following data elements are subject to verification by EIC's Financial Aid Office:

- Household size
- Number in college
- Supplemental Nutrition Assistance Program (SNAP, formerly food stamps)
- Child support paid

For non-tax filers:

- Income earned from work

For tax filers:

- Adjusted gross income (AGI)

- U.S. income tax paid
- Education credits
- Untaxed IRA distributions
- Untaxed pensions
- IRA deductions
- Tax-exempt interest

If a correction to the student's EFC is noted, corrections to the verified data elements can be made via FAA Access by a Financial Aid Officer. The student will be notified for all changes in EFC and award amounts throughout the verification process. All documentation submitted to the Financial Aid Office will be included in the student's file. Students are urged to retain copies of documents as original forms are unable to be returned to the student.

A student is not packaged or awarded aid prior to the completion of the verification process. In the event a student has been awarded aid, and then has been chosen for verification on a subsequent ISIR, any notices of change in award amounts are provided within a revised award letter.

#### ***6.1.4 Conflicting & Inaccurate Information***

EIC operates a proactive system to identify conflicting information regardless of the source and regardless of whether the student is selected for verification.

EIC reviews all subsequent transactions for a student for the entire processing year. ISIRs are examined for changes in EFC or for changes in any "C" code (SAR Comment Code) flags when the transaction is imported into the EDEXpress system. If the EFC changes and the pertinent data elements were not verified, EIC investigates by contacting the student directly to resolve any inaccurate or conflicting information. EIC does not disburse aid until all conflicting information has been resolved. If EIC's Financial Aid Office suspects that a student, employee, or other individual has misreported information or altered documentation to fraudulently obtain federal funds, the act may be reported and evidence provided to the Office of Inspector General.

### **6.2 DATABASE MATCHES, REJECT CODES, & "C" CODES CLEARANCE**

A "C" printed next to the EFC means the student has an eligibility problem that must be resolved before Title IV aid can be disbursed to the student. Below is a list of common areas associated with "C" codes:

- Selective Service Match
- DHS Match
- Social Security Administration Citizenship Status
- Student's Social Security Number Match

- Veterans Affairs Status Match
- NSLDS
- Responses to Drug Conviction Question on FAFSA
- Unusual Enrollment History
- Pell LEU
- Aggregate Loan Limits / Subsidized loan lifetime limits

In the event a student has an eligibility problem associated with a “C” code that cannot be immediately resolved using documents on file, the student is sent an email notification of information required. The student is responsible to respond to the notification email in order to resolve the “C” code. In some cases, a “C” code requires a correction to the ISIR and reprocessing by the CPS. The Financial Aid Officer investigating the “C” code is responsible to ensure that proper documentation is maintained in the student’s file when provided. All “C” code documents are sent to the third-party servicer, FAS Inc., for clearance prior to aid disbursement.

### **6.3 REVIEW OF SUBSEQUENT ISIR TRANSACTIONS – POSTSCREENING**

As previously stated, EIC’s Financial Aid Office is required to review all subsequent transactions for a student for the entire processing year. Such review includes an already verified earlier transaction. The review process determines:

- If the EFC or the “C” flag has changed or if there are new comments or NSLDS information that impacts eligibility for aid.
- Checks for any updates or corrections.

If the EFC has not changed and there are no changes in the “C” flag or NSLDS information, generally no action is required by EIC. If the EFC does change but it either doesn’t affect the amount and type of aid received or the data elements that changed were already verified, no action is required.

Review of subsequent ISIR transactions occurs during the importing of ISIRs into the EDEXpress system. ISIRs are brought into the system on at least a weekly basis. During high application periods, ISIRs may be brought into the system on a daily basis. It is the responsibility of the Financial Aid Officers and Director of Financial Aid to ensure that subsequent ISIRs are reviewed. In addition, it is the responsibility of the Financial Assistance Director/Officer to ensure that appropriate action has been taken to notify the student of any circumstances that render the student no longer eligible for Title IV aid.

## **SECTION 7: STUDENT BUDGETS**

### **7.1 VARIOUS STUDENT POPULATIONS**

Student expense budgets are constructed for each of the following populations:

- Students Living With Parents

- Students Living Off Campus

Student budgets are adjusted based on level of enrollment.

## **7.2 HOW BUDGETS ARE DERIVED & UPDATED**

Student budgets include each component required by federal regulation:

- Tuition
- Books and Supplies
- Room and Board
- Transportation
- Personal Expenses
- Average amount of Federal Direct Loan fees associated with student borrowers at EIC.

EIC budgets are derived from a summation of actual and estimated costs. Direct college costs (tuition & mandatory fees) are actual expenses. The other costs (off-campus room & board, books, personal and transportation) are based on estimated expenses that students may incur externally. Tuition expenses are based on full-time (12-17 credit) enrollment. The personal expenses/miscellaneous component includes the fees associated with receiving a Direct Student Loan. The cost of room and board is derived from average cost of rental in the region as indicated by published survey data and information concerning the cost of food at home provided by the Bureau of Labor Statistics. Such components are increased for each passing year.

All student budgets are considered good-faith estimates of the projected educational expenses that the majority of students may incur while attending EIC. Individual students may experience varying costs as a result of special educational expense needs.

## **7.3 ADDITIONAL COSTS**

No additional costs are added to the student budget.

# **SECTION 8: AWARDING/PACKAGING FINANCIAL AID**

## **8.1 PACKAGING PHILOSOPHY**

Eastern International College considers Pell Grants to be the first source of aid to the student, and as the first step for packaging Federal Student Aid (FSA) funds. EIC utilizes the EDExpress and DiamondSIS systems to assist in the packaging of student awards based on the eligibility criteria (rules) defined by the federal government, and the Financial Aid Office. Pell Grant awards are packaged based on the Department of Education issued Pell payment schedules.

EIC has established its packaging philosophy under the guidelines of federal law that requires aid administrators to find out whether the student is eligible for certain other FSA programs that would reduce the student's need for borrowing. EIC takes into account the student's eligibility for other grant funds, including the New Jersey

State Tuition Aid Grant (TAG) and Federal Supplemental Educational Opportunity Grant, when packaging a student to be sure that they have utilized the maximum of their gift aid funds.

Eastern International College is aware of its community responsibility; therefore, equal consideration will be given to full and part-time students in the award process. In making this statement, the college recognizes that less than half-time students are ineligible for FSA funds, and are advised accordingly throughout the registration period. The award priorities will be established so that students with the lowest EFC, who have completed files, will be awarded first until all FSEOG.

EIC utilizes FSA loan funds, unsubsidized and Parent PLUS loans, to offset the EFC. Parent eligibility for a Parent PLUS Loan is a factor in packaging, and student loan eligibility will reflect this credit decision. All resources used to finance the cost of attendance, including FSA grant and loan funds, New Jersey State grant and loan funds, and third party aid will assist in student packaging.

## **8.2 DETERMINING AWARD AMOUNTS**

EIC award amounts (for each fund under the control of the college) are determined based on the amount of funds available, number of students eligible, and enrolled academic program. The Financial Aid Office makes every effort to set award levels so that an appropriate award amount is provided to the maximum number of eligible students possible. FSA and HESAA award amounts vary annually and are set by the awarding agency.

If during the same academic or award year, a student attended another institution, the student will need to submit the prior school's official transcripts and last date of attendance before financial aid will be awarded at EIC. Students with previous enrollment history within the past four (4) award years and selected for C-code review as based on this enrollment will be required to provide transcripts from all awarding institutions.

It is the responsibility of the Financial Aid Director to determine the minimum and maximum award parameters. Equal consideration is given to each student regardless of student status (i.e. traditional vs. non-traditional).

Fund balances are monitored by the Financial Aid Director. Award limits are established in the DiamondSIS system. Over awards are monitored by the Financial Aid Officers in conjunction with the Director of Financial Aid.

## **8.3 PACKAGE CONSTRUCTION**

Student packaging occurs only after a valid student ISIR has been received at the College. Students selected for federal verification are conditionally packaged using the anticipated award amounts, assuming successful verification with no changes required. Once a student has completed verification, if a change to the award amount is required, the package will be updated accordingly.

It is the responsibility of the Director of Financial Aid to ensure that EIC's packaging policy is being strictly enforced. To ensure compliance with Title IV, state, and institutional guidelines, the Financial Aid Director oversees the packaging process as conducted by the Financial Aid Officers.

## **8.4 TREATMENT OF EDUCATIONAL TAX PROVISIONS**

The Economic Growth and Tax Relief Reconciliation Act of 2001 created additional educational tax benefits for students and their families. EIC considers distributions from a prepaid tuition plan (529 tuition savings plan) according to federal regulation. Such distributions are to be directly applied to the beneficiary's higher education expenses. EIC considers the amount of the distribution as a resource and estimated financial assistance.

## **8.5 SUMMER AWARDS**

For the purpose of packaging and awarding Federal Pell grant funds, EIC treats the summer term as a trailer. Campus-based funds are utilized from the prior year rather than the upcoming year's allocation. Summer EFCs are derived from the prior year applications for Year Round Pell disbursements. Those enrolled only during the summer term are given the appropriate EFC and allotment for FSEOG funds.

## **8.6 AWARD PACKAGE NOTIFICATION**

Students are notified of award packaging via a paper award letter as provided by a Financial Aid Officer at the time of enrollment/registration. The award letter provides explanation of the following:

- Indicates the enrollment period, terms, or payment periods as they relate to the awards (AP or AY).
- Provides the amount and type of aid awarded.
- Outlines what must be done to accept or decline any part of the offered student aid, including the need to complete and return specific materials.
- Includes phone and fax numbers for contacting the Financial Aid Office.

Award letters are created once a student has been packaged for financial aid. It is the responsibility of the Financial Aid Officer to ensure that a signed award letter is kept in the student file for future reference and that a copy is given to the student. It is also the responsibility of the Financial Aid Officer to send a Revised Award Letter notification, primarily through electronic means (e-mail) to the student when a change in award amount occurs following initial packaging.

## **8.7 OVER AWARDS**

EIC has taken several steps to ensure that a student does not receive more Title IV aid than the amount for which he or she is eligible. EIC Financial Aid Officers add students to the Transfer Monitoring List on NSLDS upon enrollment, and receive regular updates on any monitoring activity.

In addition, interoffice communication requirements have been established between the Bursar's and the Financial Aid Office. When over awarding occurs as a result of the student's receiving financial assistance from outside sources, an adjustment will be made to the student's original campus-based award.

Most aid packages are developed with the assumption that the student will be attending on a full-time basis. When a student registers for a reduced course load, he/she should expect a portion of his/her award package to be reduced or eliminated.

### ***8.7.1 Resolving an Over Award When Student is Liable***

Federal Pell Grant awards are not reduced to resolve over awards of campus-based or Direct Loan funds. When EIC has determined that the student is liable for an over award, the options to resolve the over award include:

- Reducing or cancelling award(s)
- Returning loan proceeds that have not been delivered to the student

## **SECTION 9: PROFESSIONAL JUDGMENT**

It is the decision of Eastern International College, as an institution, to elect to refuse processing of professional judgment applications and documents not submitted as an academic appeal for Satisfactory Academic Progress (HEA Sec. 479 (a)). The College will continue to assist all applicants in securing the maximum funding for which the student is eligible.

## **SECTION 10: DISBURSEMENTS**

### **10.1 DISBURSEMENT PROCESS**

Due to the separation of duties requirement, EIC recognizes that no one office may be responsible for both the authorizing and disbursing of financial aid. The delivery of Title IV funds must be carried out by organizationally independent individuals in accordance with cash management rules. While the Financial Aid Office awards aid and authorizes payment to these students, the College Accountant and Bursar's Office actually disburses and delivers the funds.

The Director of Financial Aid, and at his/her direction the staff of the Financial Aid Office, is responsible for the approval and the authorization of payment of Title IV programs. The Accountant and Bursar's Office is responsible for the disbursement and delivery of Title IV funds.

The enrollment status of students is verified through DiamondSIS prior to the authorization of aid disbursements. It is the responsibility of the Director of Financial Aid to ensure the award eligibility criteria (including enrollment status) have been verified prior to authorizing payment.

EIC's Financial Aid Office also collaborates with the Registrar's Office to ensure the timely and accurate processing of student withdrawals. Students who have elected to withdraw from courses at EIC have their enrollment data updated immediately in order to ensure the proper processing of financial aid.

### **10.2 DEFINITION OF DISBURSEMENTS & DISBURSEMENT METHODS**

EIC Defines *Disbursement* as: The process through which FSA program funds are paid to a student (or parent for PLUS Loan funds).

Disbursements are made via a credit to a student's institutional account rather than a cash disbursement made directly to the student or parent (in the case of a PLUS loan). Receipt of Title IV funds must occur prior to crediting a student's account.

### **10.3 DELAYED DISBURSEMENT FOR FIRST TIME BORROWERS**

EIC delays the disbursement of Federal Direct loan funds until 30 calendar days after the student's program of study begins if the student is in the first year of an undergraduate program and is a first-time Federal Direct borrower at EIC.

Prior to awarding delayed Federal Direct loan funds to an EIC student, the EIC Financial Aid Office confirms that he or she remains an eligible student. For such an award, confirmation includes that the student is enrolled at least half time and has not unofficially withdrawn from classes. EIC determines and documents that a student remains eligible to receive Federal Direct loan funds through an Enrollment Report from the DiamondSIS system, and if a student ceases to meet minimum eligibility requirements to receive loan funds, the loan is cancelled before the 30 day delayed disbursement date.

#### **10.4 STUDENT & PARENT AUTHORIZATIONS**

Written authorization must be provided by the student or parent in order to disburse Title IV funds by crediting the student's account to pay current institutional charges for educationally-related activities other than tuition and fees, including books.

##### ***10.4.1 Disbursing Funds to Pay Minor Prior-Year Institutional Charges***

EIC does not disburse aid to pay minor prior-year institutional charges. It is the responsibility of the student to pay all prior-year charges before enrolling in a subsequent term.

##### ***10.4.3 Holding Excess Title IV Funds (Credit Balances)***

EIC does not hold excess Title IV Funds. If a student or parent elects to retain a credit balance on the student account beyond the 14 day return of funds window, to pay institutional charges or other expenses, he/she must submit a request in writing prior to creation of credit balance.

#### **10.5 STUDENT & PARENT NOTIFICATIONS**

Student notification of Title IV disbursement occurs via electronic notification via DiamondSIS to the student's College email address. Notifications include:

- Eligibility for funds from Title IV programs.
- Title IV loan proceeds credited to the student's account, notification to the borrower of the disbursement date and amount, his or her right to cancel all or a portion of the loan, and the procedures for requesting cancellation.

Each of these notification examples are generated by EIC's Financial Aid Office or the Federal Direct Loan servicers.

### **SECTION 11: SATISFACTORY ACADEMIC PROGRESS**

#### **11.1 PROCESS OVERVIEW & RESPONSIBILITIES**

Eastern International College is required to establish and monitor academic progress standards for students who are federal and state financial aid applicants. This policy ensures that any student who receives or applies for financial aid is making progress toward a degree. The student's total academic history is monitored regardless of whether he/she has previously received financial aid.

In order to maintain eligibility for financial aid, a student must meet the “Standard Requirements” listed below. Failure to meet these requirements will result in the loss of aid eligibility.

Programs affected by “Standard Requirements” are:

- |                                                |                            |
|------------------------------------------------|----------------------------|
| Federal Pell Grant                             | NJ State Tuition Aid Grant |
| Federal SEOG                                   | Institutional Scholarships |
| Federal PLUS Loan                              | Private Loans              |
| Federal Direct Subsidized & Unsubsidized Loans |                            |

Eastern International College makes every effort to provide our students with ample opportunity to successfully meet the academic requirements for graduation and to ensure that each student is given sufficient preparation to meet all scholastic conditions necessary to be making satisfactory academic progress, and to receive financial aid should they qualify.

At the end of each semester, a student’s academic record is reviewed to determine whether or not the student has met SAP requirements. Satisfactory Academic Progress comprises a quantitative and qualitative component as required to ensure timely completion; students must also complete the program within the 150% of the program length.

### 11.2 QUANTITATIVE MEASURE

Quantitative satisfactory academic progress is defined as the completion of at least 67% of the cumulative credit hours on which the payment of financial aid was based (pace of completion).

Quantitative satisfactory academic progress will be monitored at the end of each term by reviewing students’ grade reports.

- Completed Credits are all courses for which credit was earned.
- Attempted Credits are all courses that were scheduled for credit; these include all courses as cumulatively scheduled regardless of grade received. Courses in which a student earned a F, W, WF, WP, or I are counted towards attempted credits.

### 11.3 QUALITATIVE MEASURE

The qualitative component of satisfactory academic progress is measured by cumulative grade point average (GPA) from the beginning of program enrollment at Eastern International College and will be monitored at the end of each semester. To satisfy the qualitative standard, the student must maintain a cumulative GPA as dependent on the semester of study.

SAP Qualitative Requirements Table

Semester	GPA
1 <sup>st</sup> and 2 <sup>nd</sup> Semesters	1.50 Cumulative
3 <sup>rd</sup> Semester	1.75 Cumulative
4 <sup>th</sup> Semester through program completion	2.00 Cumulative

#### **11.4 MAXIMUM TIMEFRAME**

Students must complete their program of study within a maximum frame of no more than 150% of the required length of the program credits.

#### **11.5 TREATMENT OF TRANSFERRED CREDITS**

Credits transferred to the College from another institution as counted towards the student's program completion are counted towards both Completed and Attempted credits; these courses are not calculated as part of the qualitative GPA standard.

#### **11.6 FAILURE TO MEET SATISFACTORY ACADEMIC PROGRESS**

If a student fails to meet any of the requirements to meet Satisfactory Academic Progress, he/she will be in jeopardy of losing current and future financial aid funds as anticipated. Eastern International College elects to review student records for SAP requirements each payment period to allot students every opportunity to maintain standards as necessary for timely program completion. As such, students will be afforded a chance to be placed on a conditional Warning status prior to loss of funding; students may also appeal for reinstatement of funding.

- Failure to meet SAP requirements will result in SAP Warning Status. During this semester, the student will be eligible for financial aid funding. The student must meet SAP requirements at the end of the Warning semester to retain financial aid funding for subsequent semesters.
- A student who has not satisfied SAP requirements after the Warning semester will be asked to appeal in writing to the Academic Appeals Committee. If the appeal is successful, the student may be eligible for financial aid funding, however he/she must meet SAP requirements at the end of the Probation semester to retain future funding. Failure to meet SAP requirements at the end of the Probation semester cannot be appealed.
- Student has failed to meet one or more SAP requirements following Financial Aid Warning or Probation. Student unsuccessfully or did not appeal decision (if Warning) and is ineligible for funds. Student must meet SAP criteria for reinstatement.

Following loss of funds, a student must attend the following semester without Title IV eligibility and meet SAP requirements to be eligible for reinstatement. The student must meet SAP quantitative, qualitative, and maximum timeframe standards as well as all terms as set in the student's Academic Plan.

Should a student be placed on SAP Suspension, he/she may appeal this decision to the Academic Appeals Committee (AAC) within 10 business days of notification. Conditions for appeal include mitigating circumstances such as death in the family, illness, involuntary military leave, or other special circumstances. Should a student appeal his/her status of SAP Suspension to the Academic Appeals Committee and have the appeal approved, conditions regarding academic expectations could be imposed as necessary in order to meet the provisions of the appeal.

#### **11.7 APPEALS**

The appeals process does not apply to students enrolled in the Nursing program; Nursing students must complete appeals through their program department in conjunction with the Academic Appeals Committee.

A student in circumstances that lead to failure to maintain Satisfactory Academic Progress (SAP) may make a written request for an appeal to review his/her history. The Academic Appeal Committee (AAC) will conduct the review. Should the appeal be granted, the student has the opportunity to achieve satisfactory academic progress (SAP) within one semester following the granting of the appeal. Any decision resulting from the review is final and cannot be appealed.

The AAC is tasked with considering written appeals for any of the following:

- College or program dismissals due to poor academic performance
- Grade Appeal
- Other Academic Concerns

The committee, which is chaired by the Vice President for Academic Affairs, consists of the Academic Dean and/or Chairpersons, Financial Aid Officer, and at least two faculty members.

## **SECTION 12: RETURN OF TITLE IV FUNDS**

### **12.1 PROCESS OVERVIEW & APPLICABILITY**

The processing of Title IV returns at EIC involves interoffice coordination to complete the process in a timely manner. The following information outlines the responsible parties involved in the Title IV return process.

**Student Withdrawals:** The Registrar's Office is designated as the contact point for students who wish to officially withdraw. The Registrar's Office is responsible to complete verification of all official student withdrawals.

**Notification of Student Withdrawals:** The Registrar's Office notifies the Financial Aid Office in the case of a student withdrawal, during and between payment periods, upon determination. The Financial Aid Office is responsible to submit official withdrawals to the National Student Loan Data System via its established/required reporting criteria. The Registrar's Office assists with this process via confirmation on the Enrollment Roster Reports as received from FAS, Inc. and provided by NSLDS.

**Calculating Title IV Returns:** It is the responsibility of the Director of Financial Aid to complete the calculation of Title IV returns within the timeframe required by federal regulation. It is also the responsibility of the Financial Aid Officer to notify students of their obligation to repay funds. EIC returns the calculated amount to the Department of Education which creates a bill owed to EIC.

**Title IV Return Calculation Procedures:** All Return to Title IV Calculations are completed via the R2T4 Tool as provided through FAS, Inc. and submitted to the US Dept of Education. The following steps outline the general procedures used to calculate a Title IV return.

Step 1: Determine the percentage of aid earned by calculating the percentage of the period that the student completed.

Step 2: Determine the amount of earned aid by applying the percentage to the total Title IV aid that was or could have been disbursed.

Step 3: Determine the amount of unearned aid by subtracting earned aid from disbursed aid.

Step 4: If unearned funds must be returned, determine the school and the student's shares.

Step 5: If unearned funds must be returned, allocate unearned aid to programs from which student was funded.

Step 6: Return the institution's share and any funds repaid by the student or refer the student to ED.

## **12.2 WITHDRAWAL DATE**

Students wishing to withdraw from one or more courses, or total withdrawal from the college, must contact the Registrar's Office and their Academic Advisor. If the notification is made prior to the withdrawal deadline for the period of enrollment, a "W" will be issued to the student.

When a Student withdraws from the institution, he/she must complete a student withdrawal form with the College. The College will process and post refunds within forty-five (45) days from the determination date—the date on which the College determines that the student's enrollment should be terminated. The student's withdrawal date—the date on which enrollment is deemed to have ended—will be the same as the determination date in those cases where the student gives notice.

When the student does not give notice, the withdrawal date will be the first class day following the student's fourteenth (14th) consecutive absence. Federal regulations state that an institution must be able to determine the last date of attendance for those students who unofficially withdraw from school. A refund is then calculated using this date and Title IV funds are returned.

Withdrawal dates, including date of determination and last date of attendance, are supplied to the Financial Aid Office by the Registrar after review of daily attendance records submitted by course instructors. The Financial Aid Officer is responsible for updating the student's enrollment status on NSLDS, confirmed by the Registrar upon receipt of the Enrollment Roster Report.

## **12.3 FORMULA CALCULATION**

The Financial Aid Office, in conjunction with the Registrar's and Bursar's Offices, performs the calculation of all Title IV Returns. The calculation is performed via the Return to Title IV Funds Form from FAS, Inc. on the FASLine Web Client. The following educational expenses are considered institutional charges:

- Tuition
- Fees

Each calculation is maintained in the student's financial aid record for the applicable award year.

## **12.4 RETURNING UNEARNED FUNDS**

Students are notified in writing if they owe a payment due to a Title IV return calculation. Such correspondence is sent to the student by the Financial Aid Officer, and a copy is retained with the Title IV Return calculation in the student's file.

The portion of the unearned funds the school is responsible to pay is returned by the school immediately. Any funds returned by the school represents a debt owed by the student to EIC, and a bill is sent via US Mail to the student's last known address showing this amount. A student may not enroll in subsequent terms, or have academic records released, until such time that all debts have been repaid to the institution.

EIC or the student is required to return unearned financial aid assistance in a particular order when a student officially or unofficially withdraws:

1. Unsubsidized Federal Direct Loans
2. Subsidized Federal Direct Loans
3. Direct PLUS Loans
4. Federal Pell Grant
5. Academic Competitiveness Grant
6. Federal SEOG

Students owing a grant overpayment are provided 45 days to make payment to the school, or arranged satisfactory payment arrangements, prior to EIC referring the overpayment to the Department of Education.

It is the responsibility of the Financial Aid Officer to ensure that the overpayment is reported accurately to the Department of Education, and that overpayment information is correctly submitted to the NSDLS.

## **12.5 LEAVE OF ABSENCE**

A student in circumstances that make it impossible for him/her to maintain adequate class attendance must submit a written and signed request for a Leave of Absence (LOA). The LOA may not begin until the College has approved the request. Additionally, the LOA period may not exceed 180 days within any 12-month period.

The College may grant more than one leave of absence in the event that unforeseen circumstances arise, such as medical reasons affecting the student or a member of student's immediate family, military service requirements, or jury duty, provided that the combined leaves of absence do not exceed 180 days within the 12-month period.

If a student fails to return from an approved Leave of Absence, then the College will terminate the student and apply its refund policy. The LOA must be requested prior to the beginning of the semester start for the designated semester. The LOA cannot be requested during the semester for that same semester. Changes to enrollment status, and failure to return from Leave of Absence, are reported to NSLDS by the Financial Aid Officer and confirmed by the Registrar on the subsequent Enrollment Roster Report.

## **SECTION 13: INSTITUTIONAL REFUNDS**

If a student cancels within three (3) business days of executing the Enrollment Agreement, even if instruction has begun, all money paid will be refunded. If a student cancels more than three (3) days after executing the Enrollment Agreement and before the start of classes, the College will retain the application fee, and refund all other money. A student who has not visited the College facility prior to enrollment may withdraw without penalty within three (3) days following either attendance at a regularly scheduled orientation or a tour of the College facilities and inspection of the equipment.

Any students receiving State Aid (TAG) or paying cash that officially withdraw from a course or the College may receive a refund of tuition, according to the refund policy and schedule established by the College. The following schedule shall be used in the calculation of refunds for students who receive State Aid (TAG) or pay cash:

<b>Time of Withdrawal</b>	<b>Percentage of Tuition Refund</b>
Withdrawal during the First Week of the Semester	100%
Withdrawal during the Second Week of the Semester	50%
Withdrawal during the Third and Fourth Weeks of the Semester	25%
Withdrawal after the Fourth Week of the Semester	0%

Official withdrawal dates are established as the day when official withdrawal procedures were completed by the student, and are not influenced by the student’s last date of attendance.

## **SECTION 14: TITLE IV FRAUD**

### **14.1 STUDENT, INSTITUTIONAL, AND THIRD PARTY FRAUD**

It is the policy of the EIC Financial Aid Office that if the school suspects that a student, employee, or other individual has misrepresented information and/or altered documentation to increase student aid eligibility or to fraudulently obtain federal funds (i.e. identity theft), it must report those suspicions and provide any evidence to ED’s Office of Inspector General (OIG). Any individual suspecting fraud must report their concerns to the Director of Financial Aid, who in turn must report the matter to the Vice President of Academic Affairs (who in turn may notify legal counsel).

Eastern International College’s Financial Aid Office maintains a proactive stance in the identification and resolution of possibly fraudulent information. EIC adheres to the separation of duties as required by federal law, and proactively investigates conflicting information. Furthermore, individuals employed within the Financial Aid Office receive training concerning the identification and resolution of cases involving possible fraudulent information.

### **14.2 REFERRALS**

EIC maintains the options of providing referrals to the OIG via a special complaint form online at [www.ed.gov](http://www.ed.gov), or via phone at 1-800-MIS-USED.

The final determination of the need for EIC to refer a case to the OIG is made by the Vice President of Academic Affairs with the recommendation of the Director of Financial Aid and the college’s legal counsel. If a

determination is made that a referral is required, the Director of Financial Aid is responsible to assist the college's legal counsel with the formatting of the official OIG referral, and the gathering of any supporting documentation.

## **SECTION 15: UNUSUAL ENROLLMENT HISTORY**

Students who have been assigned an Unusual Enrollment History Flag on their ISIR will be required to submit college transcripts for each institution attended prior to Eastern International College within the past four (4) award years. Unofficial copies of transcripts will not be accepted in the event a student is flagged with UEH value '3' and comment code '360'. Once all college transcripts are received, a Financial Aid Officer at EIC will review the transcripts to determine if the student received academic credit for the award year during which financial aid was received at those institutions, and if there appears to be unusual enrollment history.

### **15.1 ACADEMIC CREDIT EARNED AND NO UNUSUAL HISTORY**

If academic credit was earned at each of the previously attended institutions during the award year in which the student received financial aid, and no unusual enrollment history is noticed, no further documentation will be required by the student. The Financial Aid Office will continue processing the student's file to issue an award letter.

### **15.2 ACADEMIC CREDIT NOT EARNED OR UNUSUAL HISTORY**

Beginning with the 2013-2014 year, if academic credit is not earned at each of the previously attended institutions during the award year in which the student received financial aid, or if unusual enrollment history (such as minimal progress towards course completion) is noted, the student will be required to complete the enrollment history process with the Financial Aid Office. Unusual Enrollment History flags must be resolved by the last day to add/drop for the semester in order to clear the student account for aid disbursement. A student selected for an Unusual Enrollment History flag will be notified by a representative from the Financial Aid office via electronic correspondence (email).

The student will be required to explain in writing why they failed to earn academic credit or why their enrollment history is unusual. Third party documentation to support the student's claim is encouraged and must be submitted at the time their written statement is submitted.

Once the written statement is returned to the Financial Aid Office it will be reviewed to determine whether the circumstances as evidenced by the student's academic records and the other documentation support the continuation of financial aid eligibility (reference section 479A of the Higher Education Act (HEA)). This decision is final and not appealable to the Department of Education. The student will be notified of the approval or the denial of financial aid via electronic letter generated by the Financial Aid Office.

## **SECTION 16: MILITARY VETERAN STUDENTS**

Eastern International College is dedicated to supporting the College community and providing educational resources for veteran and reserve enlisted students. The College participates in GI Bill funding through the Department of Veteran's Affairs for Chapters 30, 31, 32, 33 (Post 9/11 GI Bill), 35, 1606 and 1607. Veteran student applicants must indicate on their Admissions Application to the College of their military status for review and to receive a shopping sheet as generated by the School Certifying Official.

## **16.1: APPLYING FOR VETERAN’S EDUCATIONAL BENEFITS**

Veterans should complete a *VA Form 22-1995* via the Veterans On-Line Application (VONAPP) as hosted by the Department of Veterans Affairs. A *Certificate of Eligibility* will be sent to the applicant which must then be forwarded, with a copy of the *DD-214 Certificate of Release or Discharge* to the enrolling Campus’ School Certifying Official. A School Certifying Official will then send electronic enrollment information to Veterans Affairs; cost of attendance is certified only after conclusion of the semester’s Add/Drop period.

### ***16.1.1 Documents for Receipt of GI Bill Funds***

Initial applicants to the College must provide a current *Certificate of Eligibility* and *DD-214 Discharge* for review by the School Certifying Official. Additional paperwork may be required as dependent on the eligible chapter and discharge status.

School Certifying Officials (SCOs) are available at both campuses for veteran student assistance.

### ***16.1.2 Prior Training Records***

Students who receive veteran educational benefits must present Official College Transcripts for any previous enrollment for evaluation of transfer credits. Transcripts or Requests for Transfer Credits will not be accepted following the close of the first semester.

### ***16.1.3 Transfer of GI Bill Benefits***

Student who have previously used benefits and are transferring to the College need to obtain a Request for Change of Program or Place of Training (VA Form 22-1995) from the Department of Veteran’s Affairs. A copy of the complete application and a copy of the DD-214 Notice of Discharge should be submitted to the enrolling campus’ School Certifying Official.

## **16.2 ENROLLMENT CERTIFICATION AND RECEIPT OF FUNDS**

School Certifying Officials will pre-load applicant data on to a new Enrollment Certification via VA-Once upon registration. Following the Last Day to Add/Drop for the semester as published in the College Catalog, Tuition and Fee amounts will be added to the Certification and it will be submitted electronically.

Funds will be received directly at the College and deposited in to the College Student Account. Monthly Housing Allowance and other payments as provided by the Office of Veteran’s Affairs will be disbursed by the agency directly to the student.

### ***16.2.1 Students Waiving GI Bill***

A veteran student who is eligible for GI Bill funds may elect not to receive these benefits to reserve this aid for future need. A veteran student who does not wish to receive GI Bill funds will not be certified as enrolled to Veterans Affairs and will be ineligible for any living or book stipends. All enrollment as reported to Veterans Affairs, regardless of receipt of funds for the semester, affects the remaining lifetime eligibility for future funding.

### ***16.2.2 Attendance for GI Bill Recipients***

Students receiving the GI Bill must regularly attend classes as schedule. Attendance reports will be reviewed by the School Certifying Official on a bi-weekly basis for any concerns. Those students who are in danger of program repercussions as based on attendance will be instructed to meet with an Academic Advisor and Financial Aid Officer to discuss enrollment.

### ***16.2.3 Scholarship and State Grant Funding***

Students eligible for a scholarship or state grant funding (including but not limited to New Jersey's Tuition Aid Grant) which specify within its terms that it is to be used towards "tuition" and/or "fee" charges must be deducted from the GI Bill certifying amount for institutional charges. Any scholarship or aid funding which can be used towards living or other education expenses is excluded from reporting.

GI Bill recipients must also report their veteran educational benefits on New Jersey State Aid Applications.

## **16.3 ACADEMIC PROGRESS FOR GI BILL RECIPIENTS**

GI Bill students are subject to the same Satisfactory Academic Progress policy as listed for all student enrollment. Any GI Bill recipient who fails to maintain Satisfactory Academic Progress as per the College's policy may lose current and/or future GI Bill benefits as based on this status.

### ***16.3.1 Withdrawals***

Students in receipt of the GI Bill or benefits from Veteran's Affairs who are considering withdrawing from one or more courses for the semester must meet with a representative from the Financial Aid Office to discuss the ramifications of course schedule changes. While a withdrawal does not adjust the institutional charges to the student, they must be reduced on Veterans Affairs certifications to reflect the charges as per only the currently registered courses. A student may then owe a refund of benefits for any funds as received in excess of the adjusted charges to Veterans Affairs; this may also result in a balance as owed to the College. It is the student's responsibility to ensure that any balance as owed to the College or Veterans Affairs is paid as per the terms of their funding agreements with both agencies.

## **16.4 YELLOW RIBBON TRAINING PROGRAM**

Eastern International College does not participate in the Yellow Ribbon Training Program.

## **SECTION 17: ADDENDUM**

### **17.1 NEW JERSEY STATE GRANT FUNDING**

In 2016, the Higher Education Student Assistance Authority (HESAA) implemented the NJFAMS system for administration of state-based student grant funding, including but not limited to Tuition Aid Grant, Governor's Urban Scholarship, and NJSTARS processing. This system allows applicants to answer additional state grant questions, review verification documentation, and view award eligibility across participating New Jersey colleges.

Students are assisted in creating an NJFAMS account upon initial FAFSA completion and advised to review their account online on a regular basis. It is the student's responsibility to submit any additional information and/or documentation as required by HESAA to secure their award.

Student eligibility is certified by the Financial Aid Officers following the Add/Drop period each semester. Financial Aid Officers are responsible for confirming the student's enrollment status, grade level, and degree program to certify student's for funding. It is also the responsibility of the Financial Aid Officer to reduce an overaward as based on program Cost of Attendance per the Award Table provided by HESAA.

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