



Get the skills. Get the Job.

INSTITUTIONAL & FINANCIAL AID INFORMATION

CDE Career Institute believes that students and their families have primary responsibility for a student's educational costs. However, many families are unable to immediately fund the entire cost of education. To that end, CDE Career Institute participates in several federal Title IV financial assistance programs that are available to students who qualify. The following sections describe that policies and procedures that govern financial aid at CDE Career Institute.

WHAT IS FINANCIAL AID?

Financial aid encompasses all funding that student receives because of their enrollment in a postsecondary institution. Such financial aid includes, but is not limited to, loans, grants, employment, agency funds, Veterans Benefits, and employer reimbursement.

TITLE IV PROGRAMS IN WHICH CDE CAREER INSTITUTE PARTICIPATES

CDE Career Institute participates in the Federal Pell Grant Program, the Federal Direct Student Loan Program, and the Federal PLUS Loan Program.

Federal Pell Grant: The Federal Pell Grant is an award that does not have to be repaid. Federal Pell Grants are awarded only to undergraduates who have not earned a bachelor's or professional degree. Applying for the Federal Pell Grant is the first step of the financial aid process.

Prospective students must complete a Free Application for Federal Student Aid (FAFSA) to determine eligibility for the Federal Pell Grant. Awards are based on student eligibility, cost, and length of the program; The FAFSA may be filled out on-line at FAFSA on the Web at www.fafsa.ed.gov.

Federal Direct Student Loan Program (Subsidized): This loan program provides a maximum of \$3,500 for programs one year in length. These loans are interest free while a student is in school and for six months after graduation or withdrawal. Eligibility for this loan program is determined by the successful completion of the FAFSA. The same application used in applying for the Federal Pell Grant awards.

Federal Direct Student Loan Program (Unsubsidized): This loan program provides a maximum of \$6,000 for programs one year in length. Interest accrues from the point the student receives the loan money but repayment can be deferred for up to six months after graduation or withdrawal. Loan payments can also be deferred up to six months after graduation or withdrawal.

Federal Parent PLUS Loan Program: This loan program is for parents who wish to take out a loan for their child's education. The amount a parent can borrow is determined on an individual basis utilizing the cost of attendance and the amount of other financial aid received. Interest accrues from the point the loan money is received. Payments must begin within 60 days of the second disbursement of the loan.

APPLYING FOR FINANCIAL AID

Anyone wishing to apply for federal Title IV financial assistance must complete a Free Application for Federal Student Aid (FAFSA). Our school code is **041275**. These applications are available on-line at www.fafsa.edu.gov. The Financial Aid Office will assist students with application completion, and answer any questions.

In order to insure that applicants have a complete aid package no later than they want to begin class, required documents should be brought to your financial aid appointment and any requested paperwork should be completed as soon as possible.

ELIGIBILITY REQUIREMENTS FOR FEDERAL TITLE IV AID

In general, an applicant is eligible for Federal Title IV financial assistance if the requirements listed below are met. The applicant must:

- Be enrolled as a regular student in an eligible program
- Be a U.S. citizen or eligible non-citizen
- Not be in default on any Federally Guaranteed Student Loan
- Not be enrolled at another institution or
- Receiving Title IV funds at the same time

STUDENT COST OF ATTENDANCE

An average cost of attendance for a student attending CDE Career Institute consists of allowances for room and board, transportation expense, plus one academic year's tuition, fees, books, and supplies.

REQUIREMENT FOR FINANCIAL AID TRANSCRIPTS

It is a requirement of federal regulations that institutions determine all previous federal Title IV aid received by a student prior to disbursement of funds. CDE Career Institute uses the National Student Loan Data System to obtain financial aid information from each school at which a student was previously enrolled. Financial aid disbursements are withheld until this verification of previous aid has been completed.

REQUIREMENTS FOR CITIZENSHIP VERIFICATION

If a student applies for federal Title IV financial assistance, a database match will be conducted to determine the student's eligibility status with the Social Security Administration (SSA) and the Immigration and Naturalization Service (INS). If the SSA or the INS is unable to complete the match, the student will be asked to submit additional documentation. The Financial Aid Office will assist the student in completing and submitting the necessary federal forms for additional SSA or INS verification. Financial aid disbursements will not be made until citizenship status has been verified.

REQUIREMENTS FOR FINANCIAL VERIFICATION

Federal regulations require that some student aid applications be subject to a process called verification. This process involves gathering proof of the information submitted on the student's FAFSA and verifying that the information is correct. The procedures covering verification are:

TIME PERIOD WITHIN WHICH REQUIREMENT DOCUMENTATION MUST BE PROVIDED

Unless extenuating circumstances intervene, the required documentation must be provided within 30 days of the date the applicant is notified that s/he has been selected for Verification. Financial aid disbursements are withheld until this process has been completed.

CONSEQUENCES OF FAILURE TO PROVIDE THE INFORMATION WITHIN THE 30-DAY PERIOD

Students will receive no disbursement of funds if they fail to provide the information required for verification. In addition, they will be expected to make cash payments to the Institution to cover their cost of education.

If the results of the verification satisfy the requirements, the funds for which the student is eligible will be released. If the verification results are inconsistent with previously provided information, the student will be called into the Financial Aid Office and the items that were not valid will be discussed.

If the Institution has reason to believe that, any application has been intentionally submitted under false or fraudulent circumstance, such application will be referred to the Office of the Inspector General.

REQUIRED DOCUMENTATION

Transcripts of the student and spouse's prior year federal income tax return may be required to be submitted. If the applicant is a dependent student, parents' tax transcripts must also be submitted. The applicant must complete a Verification Worksheet. The Financial Aid Office will give the worksheet to the applicant.

Each applicant has the following rights and responsibilities with regard to verification:

- The right to be informed that he/she has been selected for verification and what the responsibilities of such selection are.
- The consequences for not meeting those responsibilities, explained in detail orally and, when necessary, in writing.
- The applicant will be informed of his/her right to appeal aid decisions. Such appeals must be made in writing to the Financial Aid Director within 10 calendar days of the date of the decision. The school will inform the applicant of the results of the appeal within 30 calendar days of the receipt of the applicant's appeal.
- Information must be correct as of the date of verification or as of the date the first Institutional Student Information Record (ISIR) is received by the Institution.

ELECTRONIC APPLICATION PROCESSING

CDE Career Institute participates in a program known as Electronic Data Exchange, which provides an Institutional Student Information Record (ISIR) that is used by the Financial Aid Office to establish eligibility for Title IV financial assistance programs.

FEDERAL AID APPLICATIONS

The applicant must complete the Free Application for Federal Student Aid (FAFSA). This can occur in the Financial Aid Office or if offsite, the application must be submitted to the Financial Aid Office. The Financial Aid Office will transmit the information electronically to the central processor and CDE Career Institute will receive an ISIR electronically. The applicant will receive a Student Aid Record (SAR) from the Department of Education. CDE's school code is 041275.

CORRECTION OF INFORMATION

If, as the result of verification or another documentation process, it becomes necessary to correct any of the information on an ISIR, the Financial Aid Officer will note the submit the corrections electronically. A new ISIR containing the correct information will then be generated. If the corrections result in a change in eligibility, the applicant will be so informed by the Financial Aid Office.

DISBURSEMENT PROCEDURES

For programs that are measured in clock hours, financial aid disbursement are made at the beginning of each payment period except the first payment period as described below. Second disbursements are made at the half way point of each program that is greater than one academic year (900 hours). Programs less than one academic year are divided into two equal payment periods.

First disbursements of loans for student with no prior student loan history are not made until the student has been in school for 30 calendar days and has completed a loan entrance interview with a Financial Aid Administrator. Federal Pell Grants are posted directly to the student's account at the beginning of each period (or when received and processed). Each student will receive notification of the disbursement to his/her account.

RETURN OF TITLE IV FUNDS POLICY

There are two types of refunds: the institutional refund and the return of Title IV funds.

The Financial Aid Office is required by federal statute to recalculate federal financial aid eligibility for students who withdraw, drop out, or dismissed, prior to completing 60% of a payment period or term. The federal Title IV financial aid programs must be recalculated in these situations.

If a student leaves the institution prior to completing 60% of a payment period or term, the financial aid office recalculates eligibility for Title IV funds. Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:

Percentage of aid earned equals the number of days completed up to the withdrawal date, divided by the total days in the payment period or term. (Any break of five days or more is not counted as part of the days in the term.)

Funds are returned to the appropriate federal program based on the percent of unearned aid using the following formula:

Aid to be returned equals (100% minus the percent earned) multiplied by the amount of aid disbursed toward institutional charges.

If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student would be required to return a portion of the funds. Required funds will be returned within 45 days. In some cases when Title IV funds are returned, the student borrower may owe a balance to the institution.

If a student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement, which must be paid within 30 days of the student's withdrawal.

Refunds are allocated in the following order:

- Unsubsidized Federal Direct Student Loan Program
- Subsidized Federal Direct Student Loan Program
- Federal Perkins Loan
- Federal Parent (PLUS) Loan
- Federal Pell Grant
- the student

CANCELLATION & REFUND POLICY

All refunds due directly to students will be made within 30 days (i) of the last day of attendance if written notification of withdrawal has been provided to CDE Career Institute by the student, or (ii) from the date that CDE Career Institute terminates the student or determines withdrawal by the student. Students are not required to request a refund.

FULL REFUND OF TUITION FEES

The student will receive a full refund of tuition and fees if:

1. the applicant gives the school written notice of cancellation within three business days after signing the Enrollment Agreement;
2. the applicant is not accepted for admission; or
3. the course is canceled by the school

Retention of tuition and fees collected in advance for a student who does not commence class will not exceed the \$100 Registration Fee.

CDE will process refunds under the following terms:

1. Refunds for classes cancelled by CDE
 - a. Fees that are collected in advance of the start date of a program will be refunded at 100%. The refund shall be made within 30 days of the planned start date.
2. Refunds for students who withdraw on or before the first day of class
 - a. If tuition and fees are collected in advance of the start date of classes and the student does not begin classes or withdraws on the first day of classes, \$100.00 of the tuition and fees will be retained by CDE. Appropriate refunds for students who do not begin classes shall be made within 30 days of the class start date.
3. Refunds for students enrolled prior to visiting the school.
 - a. Students who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within three days following either attendance at a regularly scheduled orientation or following a tour of the facilities and inspection of the equipment.
4. Refunds for withdrawal after enrollment commence.
 - a. If termination occurs after the first date of enrollment and within 10% of the period of enrollment, this will result in the school retaining the Registration Fee and 10% of the tuition charge.
 - b. If termination occurs after the first date of enrollment and within 25% of the period of enrollment, this will result in the school retaining the Registration Fee and 45% of the tuition charge.
 - c. If termination occurs after the first date of enrollment and within 50% of the period of enrollment, this will result in the school retaining the Registration Fee and 70% of the tuition charge.
 - d. If termination occurs after the first date of enrollment and after 50% of the period of enrollment, this will result in the school retaining the Registration Fee and 70% of the tuition charge.
 - e. If termination occurs after the first date of enrollment and after 50% of the enrollment period, this will result in the school retaining the Registration Fee and 100% of the tuition charge.

5. Refunds for students enrolled in non-diploma programs will follow the same terms as other CDE Programs. The school shall retain the registration fee.

6. Refunds for government-funded students will only be made to the funding agent.

Termination due to catastrophic illness or injury will result in a pro-rata refund.

TEXTBOOK REFUNDS

All textbooks required for a program session will be distributed to the student on his/her first day of attendance or when the student has satisfactorily met his/her financial obligation to the school regarding their books. Refunds will be available for textbooks only if they are returned in new condition within the student's planned enrollment period. In the event that course material substitutions are made within a student's planned enrollment period, students will be provided with the new materials at no additional charge.

REFUND PAYMENTS

All refunds due directly to students will be made to students where applicable within 30 days of withdrawal.

See Return to Title IV describing refund requirements for students receiving Federal