



Circle in the Square Theatre School
Consumer Information Guide
& Disclosures

2023-24

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This public consumer information directory is based on current Department of Education requirements. Individuals who wish to have a paper form of this content or any notice on this form can contact the school and one will be printed out for you.

Each school must annually distribute to all enrolled students a notice of the availability of the information that is required to be made available to students under the Family Educational Rights and Privacy Act of 1974 (FERPA) and under Section 485(a)(1), Section 485(f), Section 485(g), Section 485(h) and Section 485(j).

General Institutional Information

A. Academic Program (Educational, Instructional Facilities, and Faculty)

Information about CITSTS's programs for current and prospective students:

Current degree programs and other educational and training programs:

<https://circlesquare.org/programs/2yr-professionalworkshops/>

Instructional, laboratory, and other physical plant facilities that relate to the academic program: <https://circlesquare.org/about/location/>

Faculty and other instructional personnel: <https://circlesquare.org/faculty/>

B. Transfer of Credit Policies and Articulation Agreements

Students must complete the entire CITSTS curriculum. We do not accept or give credit for coursework taken at other Institutions, therefore CITSTS has no established articulation agreement with other schools. However, a student who demonstrates exceptional understanding of an academic-based subject such as music theory or has extensive training in an artistic skill such as dance, that can be quantified, may be given the opportunity to test into an advanced level class specific to that subject.

C. School and Program Accreditation, Approval or Licensure

Circle in the Square Theatre School is accredited by National Association of Schools of Theatre:

<https://nast.arts-accredit.org/directory-lists/accredited-institutions/search/?id=11139>

To obtain or review documents describing accreditation, approval, or licensing, contact:

National Association of Schools of Theatre - info@arts-accredit.org

11250 Roger Bacon Drive, Suite 21

Reston, VA 20190-5248 (703) 437-0700 Phone

D. Consumer Information on College Navigator Website

For CITSTS, please visit:

https://nces.ed.gov/globallocator/col_info_popup.asp?ID=190008

and

<https://nces.ed.gov/collegenavigator/?id=190008>

E. Student Body Diversity

CITSTS makes available to current and prospective students information about student body diversity, including the percentage of enrolled, full-time students in the following categories:

- Male
- Female
- Self-identified members of major racial or ethnic group
- Federal Pell Grant recipients

This information can be found on our website.

F. Textbook Information

While CITSTS in the Square does not require the use of specific textbooks, we do require students to procure texts and sheet music for constantly changing play and song lists specific to a variety of subjects. It is the student's responsibility to either purchase or borrow a hard copy, or alternatively source a text online. A reading list will be supplied to the incoming fall class a month prior to the start of school. **This applies to all students including Federal Pell Grant recipients.** CITSTS in the Square does not have a bookstore. CITSTS does not provide an internet course schedule.

G. Voter Registration

CITSTS annually distributes Voter Registration information to all enrolled students.

Voter registration information can also be obtained here:

<https://www.usa.gov/confirm-voter-registration>

H. Facilities and Services Available to Students with Disabilities

Circle in the Square Theatre School is committed to providing all enrolled students an equal opportunity to attain professional training regardless of disability. CITSTS believes that diversity is essential to our program and affords reasonable accommodations to students with disabilities in accordance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act. For a full explanation of students' rights and responsibilities, please visit

<http://www.ed.gov/about/offices/list/ocr/transition.html>

To request a special accommodation, you must submit a completed Request for Special Accommodations Form and Student Consent for Release of Records, which can be obtained from Administration. This form, along with appropriate documentation from health care providers, should be returned to the CITSTS Administration in advance of the start of the school year. Please note that appropriate documentation will be required and reviewed by the Administration and communicated to faculty, as deemed necessary.

CITSTS is committed to accommodating individuals with disabilities if the individuals are otherwise qualified to meet the fundamental requirements and aspects of the educational program and/or safely perform all essential functions, without undue hardship to CITSTS and/or without altering fundamental aspects of the School's educational program. CITSTS is an acting conservatory and we do not have any medical staff nor do we claim to make medical or psychological determinations. If your requested accommodations will compromise the delivery or receipt of educational information, CITSTS may recommend that you not pursue this educational training.

I. Copyright Infringement Policies and Sanctions (Including Computer Use and File Sharing)

CITSTS, as a non-academic institution, does not require research papers, therefore policy regarding the illegal downloading of copyrighted academic information or academic plagiarism is not applicable. Students are expected to pay for rights for any hardcopy or downloaded artistic material (inclusive of plays, sheet music, audio files, etc.) not provided by CITSTS. Unauthorized downloading and/or distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject a student to civil and criminal liabilities.

J. Constitution Day

Section 111(b) of Public Law 108-447, requires that Constitution Day be held on September 17th of each year commemorating the September 17, 1787 signing of the Constitution. However, if Constitution Day falls on a Saturday, Sunday, or holiday, it shall be held during the preceding or following week. In observance, a copy of the Constitution will be posted in the CITSTS student center for our students to read. Individual copies will be made available upon request. In observance, a copy of the Constitution will be posted in our student center for our students to read. Learn more about the constitution: <https://constitutionday.com/index.html>

II. Graduation, Completion and Placement Rates Information

A. The Student Right-to-Know Act

The Student Right-to-Know Act was enacted in 1990 by federal law. The law requires institutions that participate in Title IV HEA student financial aid, to collect, report and/or disclose the following to first-time, full-time, degree-seeking undergraduate students and students receiving athletically related student aid:

- completion and graduation rates (including disaggregated)
- transfer-out rates

- retention rates

The above statistics for Circle in the Square Theatre School can be viewed on the IPEDS (Integrated Postsecondary Education Data System) website:

<https://nces.ed.gov/ipeds/datacenter/institutionprofile.aspx?unitId=190008>

B. Placement in Employment

Bridge to Employment: How Circle connects its students to the industry:

Circle in the Square offers multiple avenues in which graduates of our program can forge connections within both the professional and educational theatre industries.

1. Industry Showcase:

As the program culminates at the end of the Second Year, the students participate in an Industry Showcase for an invited audience of agents, managers, casting directors, directors, and producers. This is followed up by a series of fully staged and produced productions enabling the students to invite industry representatives to see their work in a more fully realized setting.

2. Circle Youth Theatre Series:

As part of its community outreach, Circle mounts 3 to 5 youth productions each year. The 5-person cast is made up of recent Circle alumni and the advantages of being a part of this ensemble are numerous: exposure to an industry casting panel, experience performing in mini-runs of 3-5 shows in a single season, the opportunity to perform on Circle's Broadway stage, the chance to work with multiple directors / choreographers and, in some seasons, a playwright and composer on an original show. Every aspect of this process connects the actors with professionals in the theatre industry while simultaneously building their resumes and their stagecraft.

3. Arts in Education:

This is a hands-on training program for 10 Circle graduates per year. It includes teaching arts workshops throughout the season led by experts in the arts education

field including a four-month Playmaking residency at PS 11 for all the 3rd-grade classes. The Circle alumni in this cohort become Residency Assistants (RAs) who mentor the 3rd-graders at PS 11 as they write their own scripts. The RAs then direct and perform all the plays on the Broadway stage at Circle in the Square. It is an incredible learning experience for everyone, and the kids are delighted to have their plays come to life on Broadway.

The trainees end the program by attending NYC Arts in Education Roundtable's *Face to Face* conference in Manhattan. The days are filled with a wide range of training and employment information for teaching artists. There are meetings throughout the program, and continued available mentorship, so that our Circle alums have ongoing support in their training and career. We have trained hundreds of graduates since 1997; many who are now working as teaching artists between—or in addition to—professional acting jobs.

C. Types of Graduate and Professional Education in Which the School's Graduates Enroll

Not applicable. CITSTS is a two-year non-degree granting institution.

D. Privacy of Student Records – Family Educational Rights and Privacy Act (FERPA) <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

CITSTS complies with The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

Each school must annually provide a notice to all enrolled students about:

- The right to review their educational records, to request amendment of records, to consent to disclosures of personally identifiable information, and to file complaints with the U.S. Department of Education
- Procedures for reviewing educational records and requesting amendment of records

- If applicable, information about the school's policy regarding disclosures to school officials with a legitimate educational interest in the educational records.

In order to disclose directory information without prior consent, a school must provide to students a notice of directory information that includes:

- The types of information the school has designated as directory information
- The student's right to refuse to allow any or all such information about the student to be designated as directory information, and the time period the student has for notifying the school in writing

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are referred to as "eligible students." Eligible students who wish to share their information with their parents or with a third party **MUST** fill out a [FERPA Release of Information](#) form available on our website.

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

Download the FERPA release form here: <https://circlesquare.org/forms/>

III. Health and Safety Information

A. Drug and Alcohol Abuse Prevention Program

CITSTS in the Square Theatre School is a professional training program housed in the studios beneath CITSTS in the Square Broadway Theatre. The nature of our

program demands focus, dedication, and commitment. It is not possible for students to take full advantage of the offered education in conjunction with the abuse of alcohol or the involvement of drugs.

- With the exception of a school-sanctioned event, show, or other approved school function, consuming alcohol on-premises is not permitted.
- We encourage those of legal drinking age to consume alcohol responsibly and be mindful that our student body consists of persons under 21.
- The consumption of alcoholic beverages or drugs while in class is strictly prohibited.

CITSTS has a zero-tolerance policy towards the unlawful possession, use, or distribution of illicit drugs and alcohol by students and/or employees on campus. Any unlawful possession of drugs and/or alcohol or the misuse or distribution of prescription medication by students, faculty, or staff will result in immediate dismissal from the program or termination of employment.

The school follows the guidance of federal, state, and local law related to drug and alcohol violations and has an expectation of the same compliance by its employees and students. Where appropriate, CITSTS may refer employees and students who violate laws pertaining to drug and alcohol abuse for prosecution by the relevant governmental authorities.

State Legal Sanctions

The following contains a description of legal sanctions under State law for unlawful possession. Persons under the age of 21 are prohibited from possession of an alcoholic beverage with the intent to consume.

<https://www.nysenate.gov/legislation/laws/ABC/65-C>

Criminal Sanctions

The unlawful possession, use, or distribution of illicit drugs and alcohol is punishable by the State of New York and by the United States Government. Further information regarding Federal penalties can be found at:

https://www.dea.gov/sites/default/files/drug_of_abuse.pdf#page=30

Health Risks Associated with Alcohol and Illicit Drug Use

The following are summaries provided by the federal government of the health risks associated with illicit drug use and alcohol abuse.

Health Issues Related to Alcohol Use

The earlier in life individuals consume alcohol, the more likely they are to develop an alcohol use disorder. Heavy drinking can cause several health problems, including cancer, heart disease, liver damage, alcohol poisoning, and brain and nervous system problems. In order to protect students' instruments, we discourage heavy drinking as excessive alcohol consumption can affect speaking and singing voice. Please visit the below link for information on additional health risks.

<https://www.cdc.gov/alcohol/fact-sheets/alcohol-use.htm>

Health Issues Related to Drug Use

While adverse health effects may vary depending on the substance, most drugs can produce one or more of the following reactions: headache, nausea, dizziness, anxiety, addiction, and in extreme cases, death. Interactions between illegal drugs, alcohol consumption, prescription drugs, and over-the-counter medications are hazardous, causing, in some cases, severe reactions, including illness and violent behavioral change.

Counseling and Support Programs

There are numerous drug and alcohol abuse treatment programs in New York City. The following self-help and resource organizations are located in New York and offer services or referral information at little or no cost:

Al-Anon 212-941-0094

<http://nycalanon.org/>

Alcoholics Anonymous Inter-Group 212-647-1680

<http://www.nyintergroup.org/>

Alcoholism Council of New York 212-252-7001

<http://www.alcoholism.org/>

Cocaine Anonymous 800-347-8998

<http://www.ca.org/>

Marijuana Anonymous (12-Step Program) 212-459-4423

<http://www.ma-newyork.org/>

Nar-Anon 800-984-0066

<http://www.nar-anon.org>

Narcotics Anonymous 212-929-6262

<http://newyorkna.org/>

New York State HOPEline (877-846-7369)

<https://oasas.ny.gov/hopeline>

New York State Office of Alcoholism & Substance Abuse Services

<https://oasas.ny.gov/alcohol>

Students will be required to sign a document on or before orientation stating that they have read and received the above Drug and Alcohol Policy information.

- All policy will be reviewed regularly and revised following changes by local, state, or federal laws.
- Determines the effectiveness of the program and implements needed changes

- Determines the number of drug and alcohol-related violations and fatalities that occur on the school's campus or as part of the school's activities and are presorted to campus officials.
- Determines the number and type of sanctions that are imposed
- Ensures that sanctions are consistently enforced

CITSTS keeps a log of the above statistics that can be viewed upon request.

B. Security Report (Including Crime Statistics, Timely Warnings and Emergency Notification, Crime Log, and Emergency Response and Evacuation Procedures), Programs to prevent dating violence, domestic violence, sexual assault, and stalking policy

Each October 1, CITSTS will distribute a security report (or notice of the availability of the report), including the web address, and a brief description, to all current students and employees, via email. The report will be available on the CITSTS website and a paper copy will be available upon request. Download the Security Report and Policies here:

<https://circlesquare.org/wp-content/uploads/2021/06/Final-Circle-in-the-Square-Theatre-School-Crime-and-Safety-2019.pdf>

C. Notice of Federal Student Financial Aid Penalties for Drug Law Violations 484(r)(2) of the HEA (20 U.S.C. 1091(r)(2)) Penalties for Drug Law Violation is no longer in force with respect to eligibilty for Federal Financial Aid.

D. Vaccination Policy

All students, staff, and faculty are required to be fully vaccinated prior to returning to our school campus on September 9th, 2021. Fully vaccinated is defined as having completed the entire two weeks following having received either both shots of the

Moderna or Pfizer vaccination or the single dose Johnson and Johnson. Additionally, if a booster shot is required by the CDC to maintain full vaccination status, then this will be required by our institution for all students, staff and faculty to continue attending in person classes on our campus.

IV. Federal Financial Aid Information & CITSTS Scholarships

A. For information on **Federal Financial Aid** at CITSTS, contact financialaidadministrator@CITSTSSquare.org

For information on **CITSTS Scholarships**, contact jslater@CITSTSSquare.org
<https://circlesquare.org/admissions/affordtraining/loansgrants/>

B. Student Financial Aid Information

INSTITUTIONAL & FINANCIAL AID INFORMATION

CITSTS in the Square School 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. CITSTS participates in several Federal Title IV financial assistance programs that are available to students who qualify.

The following sections describe the policies and procedures that govern financial aid at CITSTS.

WHAT IS FINANCIAL AID?

Financial aid encompasses any and all funding that students receive because of their enrollment in a postsecondary institution. Financial aid includes, but is not limited to, scholarships, grants, federal loans, private loans, campus employment, Veterans Benefits, and employer reimbursement.

ABOUT UNITED STATES TITLE IV FEDERAL FINANCIAL AID

Watch this Department of Education informational video about Federal Financial Aid:
<https://www.youtube.com/watch?v=Pn4OECMTh5w&feature=youtu.be>

C. Student Cost of Attendance

An average cost of attendance for a student attending CITSTS consists of allowances for one year of room and board, transportation and other expenses, and tuition, fees books, and supplies.

CIRCLE IN THE SQUARE THEATRE SCHOOL 2023-24 PROFESSIONAL ACTING & MUSICAL THEATRE WORKSHOP ESTIMATED 9 MONTHS COSTS		
	<i>NOT AT HOME</i>	<i>AT HOME</i>
DIRECT EXPENSES (BILLED BY THE SCHOOL)		
TUITION	\$24,000.00	\$24,000.00
SUPPLIES	\$25.00	\$25.00
SUBTOTAL:	<u>\$24,025.00</u>	<u>\$24,025.00</u>
INDIRECT ESTIMATED EXPENSES (NOT BILLED BY THE SCHOOL)		
BOOKS	\$600.00	\$600.00
RENT	\$9,000.00	\$0.00
FOOD	\$6,000.00	\$4,000.00
LOCAL TRANSPORTATION	\$1,000.00	\$1,000.00
UTILITIES	\$1,080.00	\$930.00
TELEPHONE	\$900.00	\$750.00
ENTERTAINMENT	\$675.00	\$675.00
PERSONAL EXPENSES: (TOILETRIES, LAUNDRY, ETC.)	\$900.00	\$900.00
CLOTHING	\$500.00	\$500.00
MEDICAL/DENTAL	\$350.00	\$350.00
LONG DISTANCE TRAVEL	\$1,000.00	\$500.00
PUBLICITY: HEAD SHOTS	\$1,500.00	\$1,500.00
SUBTOTAL:	<u>\$23,505.00</u>	<u>\$11,705.00</u>
GRAND TOTALS:	<u>\$47,530.00</u>	<u>\$35,730.00</u>

D. Types of Federal Aid Offered at CITSTS

Federal Pell Grant: Federal Pell Grants are awarded only to undergraduates who have not earned a bachelor's or professional degree. Federal Pell Grants are awards that do not have to be repaid.

<https://studentaid.gov/understand-aid/types/grants/pell>

Federal Supplemental Educational Opportunity Grant (FSEOG)

Students demonstrating financial need from the pool of Pell Grant recipients with the most need, will receive an FSEOG first, which awards between \$100.00–4000.00. FSEOGs are grants that do not have to be repaid (in most circumstances).

<https://studentaid.gov/understand-aid/types/grants/fseog>

Federal Work-Study Program: Part-time work offered by the school to federally eligible students with any level of financial need, regardless of whether they hold a degree of any kind. Positions around the school will be available at an hourly rate of pay. FWS jobs are paid work and this type of aid doesn't have to be repaid.

<https://studentaid.gov/understand-aid/types/work-study>

Federal Loans

Visit: [Types and Terms of Federal Loans](#)

There are several loan programs available to undergraduate students and their parents to help pay for college.

There are two categories of loans, [Need-based](#) and [Non Need-based](#).

All loan categories and loan types must be repaid.

The **William D. Ford Federal Direct Loan Program** offers three types of loans made by the U.S. Department of Education to the student and parents to be used for education-related expenses:

The Direct Subsidized Stafford Loan (need-based) is interest-free to the student only when the student is enrolled in school at least half time (the government pays the interest) and during periods of authorized deferment.

<https://studentaid.gov/understand-aid/types/loans/subsidized-unsubsidized>

The Direct Unsubsidized Stafford Loan (non need-based) is not interest-free at any time. Payments may be deferred while the student is in school at least half time, during the grace period, and during authorized periods of deferment.

<https://studentaid.gov/understand-aid/types/loans/subsidized-unsubsidized>

The Direct Parent PLUS Loan is a non need-based loan for the parent(s) of dependent students that helps pay for education expenses up to the cost of attendance minus all other financial assistance. The Parent Plus Loan requires a credit check.

<https://studentaid.gov/understand-aid/types/loans/plus/parent>

Loan Interest rates will be established each year for the Direct Stafford and Direct PLUS loans for which the first disbursements is on or after July 1 through June 30 of the following year. To learn more about Federal Direct Loan interest and fees, visit:

<https://studentaid.gov/understand-aid/types/loans/interest-rates>

Loan Limits: to see annual and aggregate limits for each type and category of loan for each undergraduate academic level, visit:

<https://studentaid.gov/understand-aid/types/loans/subsidized-unsubsidized>

and scroll down to “aggregate and annual limits for subsidized and unsubsidized loans.”

Future Repayment: to understand about the future repayment terms and options of any loans you may accept, visit:

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

<https://studentaid.gov/loan-simulator/>

<https://smartasset.com/student-loans/student-loan-calculator>

E. 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, at least half-time
- 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 simultaneously
- not have fraudulently exceeded federal loan limits
- be enrolled as a regular student in an eligible program
- have truthfully completed a Free Application for Federal Student Aid (FAFSA)
- have a high school diploma or GED
- have a valid Social Security Number with the Social Security Administration
- be making satisfactory academic progress (SAP)
- not owe a refund on any federally funded aid received from any institution
- have undertaken Loan Entrance Counseling

CONTINUED ELIGIBILITY REQUIREMENTS FOR FEDERAL TITLE IV AID

- Students must make Satisfactory Academic Progress (SAP) in their program to continue receiving Federal Aid. See “SAP” below.

F. FAFSA

The FAFSA (Free Application for Federal Student Aid) is the first step in applying for Financial Aid. Prospective and returning students must complete a free FAFSA Application to determine eligibility for the Federal Aid of any kind, as well as for need-based CITSTS Scholarships. The FAFSA is available every October 1st for the following academic year – for example, on October 1, 2022 for the 2023-24 academic year. The financial information and other information you or your parent enter on the FAFSA help determine your eligibility for aid. Award amounts are based on student eligibility, financial need assessment, cost of attendance (COA), and the length of the program. Start your FAFSA Application here **[while referring to certain CIRCLE-specific answers that follow:](https://studentaid.gov/h/apply-for-aid/fafsa)**

<https://studentaid.gov/h/apply-for-aid/fafsa>

2023-24 FAFSA Application tips for CIRCLE applicants:

Questions 1, 2, 3:

You must use your legal name: Last, First, (and middle initial if you have one).

DO NOT USE YOUR STAGE NAME.

Using a stage name on the FAFSA application, admissions application, school registration documents, class attendance, Federal Work Study, or any other financial aid documents, can lead to significant delays and problems with your applications, processing, and receipt of Federal funds.

Questions 11 and 12:

If you do not have a driver's license, **do not enter your state's abbreviation**, just leave everything blank. If you do have a driver's license, you must fill both.

Question 25: Will you have your first bachelor's degree before you begin the 2023-2024 school year?

If you already have, or will have, a Bachelor's degree (a 4-year degree), or a Graduate degree (Master's, Doctorate, PhD, or JD), by the start of classes in September 2022, you must answer **YES**.

If you have an Associates's degree (2 years) only or less than 2 years of college, the answer is **NO**.

Question 26: 6. What will your college grade level be when you begin the 2023-2024 school year (Fall 2023)?

If this is your first year at CIRCLE and **also your first time ever attending any college you must answer: 0.**

If this is your first year at CIRCLE and **if you have ever attended college before, you must answer: 1.**

This includes Eckerd transfers.

If this is your second year at CIRCLE, you must answer: 2.

Question 27:

What college degree or certificate will you be working on when you begin the 2023-2024 school year?

Even if you already have an undergraduate or graduate degree, You **must** answer:

Certificate or diploma (occupational, technical or education program of two or more years)...6

FAFSA TAX FILING STATUS and INCOME SECTIONS

The 2023-34 FAFSA uses information from the 2021 tax filing year. If you or your parent decide to enter information manually and decline to use the "DRT" tool that links to the IRS, make sure you are using 2021 information.

Question 47: *At the beginning of the 2022-2023 school year, will you be working on a master's or doctorate program (such as an MA, MBA, MD, JD, PhD, EdD, graduate certificate, etc.)?*

You must answer NO. [You are enrolling in a 2-yr Undergraduate Certificate program. This includes Eckerd transfers.]

NOTE: If you are simultaneously enrolled in another school while enrolled at CIRCLE, you must inform the Financial Aid Office.

Questions 42-54: It very important that you answer these questions accurately, because they determine whether you are a Dependent or Independent student.

NOTE for Question 44: *At the beginning of the 2022-2023 school year, will you be working on a master's or doctorate program (such as an MA, MBA, MD, JD, PhD, EdD, graduate certificate, etc.)?*

You must answer NO. [You are enrolling in a 2-yr Undergraduate Certificate program. This includes Eckerd transfers.]

Question 98.a [or c, e, g, if you added another school in 98a] :

In order for CIRCLE to receive your FAFSA information, you must put the following: Federal School Code: **014760** .

Circle in the Square Theatre School should auto-populate.

Question 98.b [or d, f, h, if you added another school in 98b] :

Your answer must be "**off-campus**" if not living with parents, or "**with parents**" if staying at home.

You cannot enter "**on campus**".

Remember to select **continue** or **submit** after completing the application, and every time you update your information thereafter.

For other non-CIRCLE specific questions about completing the FAFSA, you should call **1-800-433-3243** for the latest information on FAFSA completion.

For CHAT and EMAIL options, visit

<https://studentaid.gov/help-center/contact#all-aid-fsaic>

You must complete all steps of the financial aid process before receiving any federal funding you may be eligible for.

You must be enrolled and attending class to receive your first disbursement.

The FAO (Financial Aid Office) will inform you when you have completed all steps.

FAFSA ELECTRONIC APPLICATION PROCESSING

When you submit your FAFSA, you will receive a summary report called a **SAR** (Student Aid Report). CITSTS will receive the same information electronically in the form of an **ISIR** (Institutional Student Information Record) that is used by the Financial Aid Office to establish student eligibility for Title IV financial assistance programs.

REQUIREMENT FOR FINANCIAL VERIFICATION

Federal regulations require that some student aid applications be subject to a process called verification. This 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 they have been selected for Verification. Financial aid disbursements are withheld until this process has been satisfactorily completed.

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

Students will not receive any disbursement of funds until and unless they 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 Financial Aid Office will contact the student to discuss the information. 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 of the United States.

REQUIRED DOCUMENTATION

The applicant must complete a Verification Worksheet. The Financial Aid Office will provide the worksheet to the applicant selected for Verification. Transcripts of the student and/or spouse's prior year federal income tax return *may* be required to be submitted. If the applicant is a dependent student, the parent tax forms may also be required.

Each applicant has the following rights and responsibilities regarding 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 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.

CORRECTION OF INFORMATION

After any required corrections have been made, a new SAR and ISIR containing the corrected information will be generated. If the corrections result in a change in eligibility, the applicant will be so informed by the Financial Aid Office.

G. REQUIREMENT FOR LOAN HISTORY and NSLDS

Federal Regulations require that institutions have knowledge of all previous Federal Title IV aid received by a student prior to disbursement of funds. CITSTS uses the National Student Loan Data System (NSLDS) to obtain financial aid information about each school at which a student was previously enrolled.

Financial aid disbursements are withheld until the verification of previous aid has been completed, and it has been determined that a student has not or will not exceed annual or aggregate loan limits. Only the Financial Aid Office can see your loan history. For more information about NSLDS please visit:

https://nsldsfa.ed.gov/nslds_SA/public/SaFaqDetail.do?faqpage=faq8

Students can view their own loan history at https://nsldsfa.ed.gov/nslds_SA/

H. REQUIREMENT FOR CITIZENSHIP VERIFICATION

If a student applies for federal Title IV financial assistance, a database match will be conducted to determine the student's identity and 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. Financial aid disbursements will not be made until identity and citizenship status has been verified.

I. **FINANCIAL AID FINANCING LETTERS**

After the Financial Aid Office has reviewed your ISIR, it uses the information to determine your need and eligibility for Federal Financial Aid. After any required verification steps have been satisfied, if you qualify for aid, you will receive a Financing Letter informing you of the types of aid and the amounts you may be eligible to receive. You'll be required to confirm or reject the aid you've been awarded. You are not obliged to accept all or any of the aid you are eligible for, and you may wish to accept only some of it.

FEDERAL FINANCIAL AID DISBURSEMENT PROCEDURES

CITSTS programs are measured in Clock Hours (not credit hours like many schools). Financial aid loan funds are delivered in two disbursements: the first during the first 30 days after starting school, and the second at the half-way point of each program or 50% of completed Clock Hours. First disbursements of loans are only made after students have completed Loan Entrance Counseling and signed Promissory Notes. Federal Pell Grants are posted directly to the student's account at the beginning of each period (or when received and processed). Student or parent provides banking information to the school and students will receive notification of the EFT disbursement to their bank account.

FEDERAL LAW STATES: "Federal Funds are first applied to the student's account to ensure funds are used for educational purposes. Once received by CITSTS, loan disbursements **must be applied to the student's account within 3 days of their availability. Amounts that exceed existing student balances are processed for refund to the student for living expenses within 14 days.** Any refunds due will be delivered to the student by EFT (Electronic Funds Transfer). YOU WILL BE CONTACTED BY CITSTS FOR ENROLLMENT IN EFT."

J. LOAN ENTRANCE COUNSELING

All Federal Loan recipients must complete **Loan Entrance Counseling** before loan funds are released. Entrance Counseling ensures you understand the terms and conditions of your loan and your rights and responsibilities. You'll learn what a loan is, how interest works, your options for repayment, and how to avoid delinquency and default. Visit <https://studentaid.gov/entrance-counseling/>

K. LOAN EXIT COUNSELING

Later on, and shortly before completing your education at CITSTS, you must also complete **Loan Exit Counseling**. The purpose of Exit Counseling is to ensure you understand your student loan obligations and are prepared for repayment. You'll learn what your federal student loan payments will look like after school. A repayment strategy, that best suits your future plans and goals, will be recommended.

Visit <https://studentaid.gov/exit-counseling/>

L. STUDENT LOAN OMBUDSMAN

The Student Loan Ombudsman serves as an independent mediator who can help with loan balance and payment discrepancies; explain interest or default charges, loan consolidation and bankruptcy; identify repayment options; and review laws affecting your student loans.

<https://studentaid.gov/feedback-ombudsman/disputes/prepare>

M. ABOUT NEW YORK STATE FINANCIAL AID

New York State does not provide state financial aid programs for non-degree granting schools, so NYS residents attending CITSTS cannot receive TAP or Empire State Aid.

M. PAYMENT, WITHDRAWAL, AND REFUND POLICY

Application Fee

The Application fee is non-refundable and is therefore not shown on the refund schedule. Students attending multiple terms are subject to this policy for all academic terms of study.

Contract Deposit

The Contract Deposit (\$500) serves as a placeholder to secure a student's place in the program. This non-refundable deposit is required for all CITSTS programs. A student's place in the program is not guaranteed until CITSTS receives the contract deposit. Students are urged to deposit early.

Confirmation of Enrollment

As stated on the Confirmation of Enrollment form, payment made to CITSTS after an offer of admission indicates agreement to and acceptance of the policies that follow.

Enrollment Cancellation

According to the schedule listed under Refund Policy for Tuition and Fees, students who wish to cancel their enrollment prior to the term's start may be entitled to a refund of monies, except the non-refundable Contract Deposit.

Withdrawal

Students who wish to withdraw from the program after the term start date must submit written notice of this decision to the Theatre School Directors (Jeanne Slater and Erica Moore). Following the submission of this written notice, the student must sign the Voluntary Withdrawal form to acknowledge that they understand all refund policies.

Official and Unofficial Withdrawal and Federal Loan Status for Title IV Loan Recipients

Withdrawn students, Official or Unofficial, will be reported to the National Student Loan Database System (NSLDS) as withdrawn, and may go into repayment after six months have elapsed without a return to school.

Past Due Account Balance Policy

Each student will be held liable for all costs associated with collecting any past-due account, including, but not restricted to, legal fees and court costs. No refunds will be made to any student owing a balance for any term. All funds such as the Contract Deposit will first be applied to balances owed. A refund of any remaining monies will be issued to the student from the Administration.

Housing

CITSTS does not provide housing. While in attendance, students are solely responsible for housing. A list of suggested housing options will be made available upon request.

Refunds for Title IV Federal Aid Recipients

Students who receive Title IV Federal Aid through CITSTS are subject to specific refund policies as directed by the federal government. Please read the paragraph *Return of Federal Title IV Funds Policy* (below) for further information.

Grade, Transcript, and Certificate/Diploma Holds

CITSTS will not issue or release transcripts, certificates or provide other documentation of attendance or completion for any student whose account shows a balance due for current and/or previous terms.

Title IV Federal Aid Recipients

In the event of cancellation or withdrawal, students receiving Title IV Federal funds (with the exception of Work-Study awards) are subject to the *Return of Federal Title IV Funds Policy* (see below) regarding aid earned. Students canceling prior to the first day of classes are not eligible for any aid, and CITSTS will cancel all pending loan disbursements. Federal Funds are not disbursed until students are attending class.

Payment Schedule

Payment may be remitted in full by the start of the program or in accordance with the following schedule.

Contract Deposit:

May 1st (\$500)

Tuition Payments:

\$500.00 (Five hundred dollars) **non-refundable deposit due upon the signing of the agreement on or before May 1st, 2021**

\$2,000.00 (Two thousand dollars) on or before **July 30th, 2021**

\$4,750 (Four thousand, seven hundred and fifty dollars) on or before **September 30th, 2021**

\$4,750 (Four thousand, seven hundred and fifty dollars) on or before **November 30th, 2021**

\$4,750 (Four thousand, seven hundred and fifty dollars) on or before **January 30th, 2022**

\$4,750 (Four thousand, seven hundred and fifty dollars) on or before **March 30th, 2022**

OR

\$500.00 (Five hundred dollars) **deposit due upon the signing of the agreement on or before May 1st, 2021**

\$2,000.00 (Two thousand dollars) **on or before July 30th, 2021**

\$9,500 (Nine thousand, five hundred dollars) **on or before September 30th, 2021**

\$9,500 (Nine thousand, five hundred dollars)) **on or before January 30th, 2022**

Tuition must be paid in full by January 30th.

Late Payments

A late fee of \$100 will be imposed for payments not received on or before the above payment date.

In the case of a confirmed forthcoming Federal Funds disbursements, this fee will not be assessed.

Refund Policy for Tuition and Fees

Upon official withdrawal, tuition for the Fall and Spring terms of enrollment will be refunded according to the following schedule less the deposit of \$500. After September 30th, refunds will not be issued.

IF A STUDENT WITHDRAWS: PERCENT OF TUITION REFUNDED*

Before start of term 100% minus deposit

Within the first calendar week 85%

Within the second calendar week 70%

Within the third calendar week 55%

*For Title IV recipients, any eligible refunds will follow the *Return of Federal Title IV Funds Policy* (below).

The Steering Committee will review withdrawal due to extraordinary circumstances, and if deemed applicable, prorated credit will be granted for future enrollment, if not receiving Federal Funds.

Deferral Policy for Applicants to Two Year Programs

Admitted students may defer for a maximum of one year. A deferment contract and deposit in the amount of \$500 must be submitted to the Administration prior to the fall term's first date.

Please retain a copy of this policy for your records.

TEXTBOOK REFUNDS

Circle in the Square Theatre School does not sell textbooks and refunds are not applicable.

REFUND PAYMENTS

All refunds due directly to students, if and when applicable, will be made to students within 30 days of withdrawal. See *Return of Federal Title IV Funds Policy* below for a description of refund requirements for students receiving Federal Aid.

O. TYPES OF REFUNDS

There are two types of refunds:

the *Institutional Refund* and the *Return of Title IV Funds*.

INSTITUTIONAL REFUND:

Students are entitled to an Institutional Refund when the application of a Federal Financial Aid disbursement results in a credit balance on a student account.

Institutional Refunds are automatically deposited to your personal bank account by EFT (Electronic Funds Transfer).

RETURN OF TITLE IV FUNDS:

AFTER 60%: If a student withdraws, drops out, or is dismissed *after completing 60%* (or more) of the hours of a payment period, term, or semester, the student is considered to have earned 100% of the aid disbursed, and a return of Title IV Federal Funds calculation will not be required. The student will be responsible for repayment of any loan funds borrowed.

BEFORE 60%: If a student withdraws, drops out, or is dismissed before completing 60% of the hours of a payment period, term, or semester, the Financial Aid Office is required by federal statute to *recalculate* that student's federal financial aid eligibility. *Recalculation* is based on the percentage of aid earned using the "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 then 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.

In these cases, the institution and the student would be required to return a portion of the funds. Often, when Title IV funds are returned, the student

borrower may owe a balance to the institution. Also, if a student earned more aid than was disbursed to them, the institution would owe the student a post-withdrawal disbursement, which must be paid within 30 days of the student's withdrawal.

P. SATISFACTORY ACADEMIC PROGRESS

The Satisfactory Academic Progress (SAP) Policy applies to all students enrolled in the CIRCLE IN THE SQUARE SCHOOL, whether receiving Federal Title IV Funds, Private Loans, scholarships, grants, or self-paying.

Process Overview & Responsibilities

Federal regulations require all schools participating in state and federal financial aid Title IV programs to monitor Satisfactory Academic Progress (SAP). **These standards apply to all students attending this institution.**

Students enrolled in programs must meet formal standards that measure their Satisfactory Academic Progress toward graduation. The policy is provided to all students before the start of the school year. Evaluations are maintained in individual student files.

All students must maintain Satisfactory Academic Progress according to the following standards in order to continue enrollment. Satisfactory Academic Progress is measured at the end of each payment period and will be checked prior to disbursement of Federal aid and Scholarships.

Same As or Stricter Than:

The school's SAP policy for Title IV students is the same as the school's standards for students enrolled in the same educational programs who are not receiving Title IV funding. The Financial Aid office reviews the Title IV, SAP policy to ensure it meets all federal requirements.

Evaluation Periods:

SAP evaluation periods are based on actual clock hours at the school. Students who are not making SAP will be notified in writing. Failure to make SAP will impact eligibility for Title IV financial aid. The maximum time frame equals 1.5 the published length of the course or 150%. Authorized leaves of absences will not be considered in the maximum time frame evaluation. Leave of Absence will extend the student's contracted period and maximum time frame by the same number of days taken in the Leave of Absence.

Leaves of Absence

For Title IV Federal Aid recipients, the maximum length for a Leave of Absence is 180 days. If a Federal Aid recipient does not return to classes after 180 days, they are considered withdrawn and may enter repayment. For information on loan repayment, deferral, and forbearance, visit:

<https://studentaid.gov/manage-loans/lower-payments/get-temporary-relief>
and <https://studentaid.gov/h/manage-loans>

Non-Federal Aid recipients must speak to the school Director for the terms of an official academic Leave of Absence.

Academic Year Definition:

The 2-year Professional workshop program consists of 1924 clock hours.

Quantitative (Pace) Requirement:

Students are expected to complete the program's number of clock hours in the time frame published. However, they are required to complete their educational program in no longer than 150% of the published length of the program as measured in clock hours, in order to be considered making Satisfactory Academic Progress.

The time frames below are based on a 24 hour per week schedule.

Program Name	Normal Hours	Weeks	Maximum Hours	Weeks
Professional Workshop	1924	60	2886	90

Evaluations are conducted at the end of each payment period to determine if the student has met the minimum requirements. Evaluations are based on the cumulative attendance percentage as of the last day of the evaluation period. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. An evaluation of the cumulative attendance from the beginning of the course will indicate that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

Example: If a student completed 450 hours and was scheduled to complete 650 hours, the percentage would be 69 % (minimally acceptable pace to complete the program within the 100% standard time frame is 70%)

Qualitative Measure of SAP:

Grading

Students will be given two evaluations per semester.

Quarter Evaluations are given in the first week of November and the first week in March.

Semester Evaluations are given in the third week of December and the last week of April.

	ATTENDANCE	CLASS PREPARATION & HOMEWORK	COMPREHENSION OF CONCEPTS	APPLICATION OF CONCEPTS	OVERALL ARTISTIC GROWTH & PROGRESS
EXCEPTIONAL	0 - 3 class absences	Score of 5 on a scale of 0-5	Score of 5 on a scale of 0-5	Score of 5 on a scale of 0-5	Score of 5 on a scale of 0-5
OUTSTANDING	4 - 6 class absences	Score of 4 on a scale of 0-5	Score of 4 on a scale of 0-5	Score of 4 on a scale of 0-5	Score of 4 on a scale of 0-5
SATISFACTORY	7 - 9 class absences	Score of 3 on a scale of 0-5	Score of 3 on a scale of 0-5	Score of 3 on a scale of 0-5	Score of 3 on a scale of 0-5
UNSATISFACTORY	10 or more class absences	Score of 1-2 on a scale of 0-5	Score of 1-2 on a scale of 0-5	Score of 1-2 on a scale of 0-5	Score of 1-2 on a scale of 0-5

Minimum grades considered satisfactory:

A cumulative score of "**Satisfactory**" or above in 3 - 5 categories of the Grading Rubric.

Conditions for probation

If a student fails to turn in a homework assignment or to properly prepare for classwork, the student will be given a 7-day grace period in which to complete the work due.

If, after 7 days, the work has not been completed, the student will be put on probation (the student must attend but will not present work i.e., scenes, voice lessons, monologue, and/or songs) until such a time as the work has been completed.

If this period of time exceeds 2 full weeks of school, the student will be dismissed from the program with an opportunity to begin studies again the following fall.

Conditions for Dismissal

If a student falls below a cumulative **"Satisfactory"** evaluation in 3 or more rubric categories during a Quarter Evaluation, they will be given a warning and supplied, within the School's abilities, with added support in the classes in which they are falling behind.

If a student falls below a cumulative **"Satisfactory"** evaluation in 3 or more rubric categories during a Semester Evaluation in their First Year, they will be asked to either repeat all First Year courses beginning the following fall or, alternatively, to leave the program.

If a student falls below a cumulative **"Satisfactory"** evaluation in 3 or more rubric categories during a Semester Evaluation in the first semester of their Second Year, they will be asked to either repeat all Second Year courses beginning the following fall or, alternatively, to leave the program.

If a student falls below a cumulative **"Satisfactory"** evaluation in 3 or more rubric categories during a Semester Evaluation in the second semester of their Second Year, they will be allowed to graduate, but will not be allowed to participate in the School's Industry Showcase Performance.

Financial Aid Warning:

The school evaluates Satisfactory Academic Progress at the end of each payment period and checks for the following:

- Attendance must meet the minimum of 70% rate of attendance.
- The student must meet half the hours of instruction for that program's payment period to be eligible for the next payment.

Failure to complete the required amount of clock hours to keep pace with the requirements for graduation within the 150% time frame will result in the student being placed on **Financial Aid Warning for one payment period**. A student who is put on a Financial Aid Warning can continue to receive Title IV, funding for the next payment period after they receive the warning status. Satisfactory progress and attendance must be made in order to receive Title IV funding for the next.

If the student is not meeting Satisfactory Academic Progress at the end of the **Financial Aid Warning Period**, the student will be placed on **Academic Development Status with a loss of Title IV funding** and will be required to meet specific criteria of an improvement plan to assist them in regaining SAP and Title IV, eligibility. During this period, the students will not be eligible to receive Title IV, funds but they may continue on a cash pay basis with an approved payment plan. Arrangements for payment must be approved within 10 school days of notification of development status.

If a student is making SAP at the end of the Financial Aid Warning, they shall be returned to normal SAP status with no loss of Title IV eligibility.

Reinstatement of Title IV Aid

Reinstatement of aid is limited to the period under evaluation. Students making SAP by the conclusion of the warning period will be removed from the warning/probation status and will regain eligibility for Title IV, funding.

Reinstatement before 180 days

Students who withdraw prior to completion of the year and wish to re-enroll within six months (180 days) of the original official withdrawal date will return in the same satisfactory academic progress status as at the time of withdrawal.

Students who have been terminated or withdrew from school may re-enroll (if determined eligible) within 180 days and will not incur additional charges.

However, these students will be responsible for paying any remaining balance from the previous enrollment that cannot be covered with reinstated federal funds.

Students who have been terminated or withdrew from school and re-enroll (if determined eligible) after more than 180 days will be charged for contracted hours at the current tuition rate.

Official Withdrawal from School

If circumstances beyond the student's control make it necessary for withdrawal, the student must consult with Administration and complete the Notice of Withdrawal Form using the last date of attendance as the drop date. This process is discussed in more detail in the *Return to Title IV funds policy*.

Unofficial Withdrawal from School

In the event a student unofficially withdraws, Administration will determine the last date of attendance. This process is discussed in more detail in the Return to Title IV funds policy.

Re-entry Students after more than 180 days/interruptions

Students who have been terminated or withdrew from school and re-enroll (if determined eligible) after more than 180 days will be charged for contracted hours at the current tuition rate. All re-enrolling students will be evaluated by the Artistic Director for placement in the curriculum. Re-enrolling students may be required to re-take previously passed courses. Students applying for re-entry will be required, as a condition of enrollment, to bring delinquent prior student loans to a current status.

A determination of SAP will be made and documented at the time of withdrawal. That determination of status will apply to students at the time they return to school. Elapsed time during a LOA does not affect SAP and will extend the contract period by the same number of clock hours as the LOA. Students re-entering after exiting the school will not be evaluated as new students and consideration will be given to the student's progress status at the time of previous withdrawal. ***Re-enrollment is at the discretion of the school administration.***

Q. NET PRICE CALCULATOR

Visit: <https://circlesquare.org/about/consumerinfo/>
and scroll down to *Net Price Calculator*, click and download.

R. PRIVATE EDUCATION LOAN DISCLOSURES

CITSTS does not provide private loan information to students.

S. PRIVATE LOAN SELF-CERTIFICATION FORM

The self-certification form for private education loans is required under Section 128(e)(3) of the Truth in Lending Act (15 U.S.C. 1638(e)(3)), and CITSTS must provide the information required to complete the form, to the extent the school possesses the information.

Admitted or enrolled students can download the Private Loan Self-Certification document in pdf form here:

<https://fsapartners.ed.gov/sites/default/files/attachments/dpcletters/GEN1001A-AppSelfCert.pdf>

CITSTS will email the form upon request to an enrolled or admitted student applicant.

T. CODE OF CONDUCT FOR EDUCATION LOANS

CITSTS is a member of NASFAA (National Association of Student Financial Aid Administrators) and as such conforms to NASFAA's Code of Conduct for Educational Loans guidelines in accordance with the Code of Conduct last updated by NASFAA's Board of Directors in November 2020 and published in January 2021. Subject to enforcement procedures that went into effect July 1, 2015, NASFAA institutional members ensure that:

1. No action will be taken by financial aid staff that is for their personal benefit or could be perceived to be a conflict of interest.
 - a. Employees within the financial aid office will not award aid to themselves or their immediate family members.
 - b. Circle in the Square does not provide a preferred lender list for personal loans. Borrowing is up to the discretion and choice of the borrower.
 - c. A borrower's choice of a lender will not be denied, impeded, or unnecessarily delayed by the institution.
 - d. No amount of cash, gift, or benefit shall be accepted by a financial aid staff member from any financial aid applicant (or his/her family), or from any entity doing business with or seeking to do business with the institution (including service on advisory committees or boards beyond reimbursement for

e. reasonable expenses directly associated with such service).

2. Information provided by the financial aid office is accurate, unbiased, and does not reflect preference arising from actual or potential personal gain.
3. Institutional financial aid offers and/or other institutionally provided materials shall include the following:
 - o Breakdown of estimated individual Cost of Attendance components, including
 - which are direct (billed by the institution) costs vs. indirect (not billed by the institution) costs
 - o Clear identification and proper grouping of each type of aid offered indicating whether the aid is a grant, scholarship, loan, or work program
 - o Estimated net price
 - o Standard terminology and definitions, using NASFAA's Glossary of Financial
 - Aid Terms
 - o Renewal requirements for each aid type being offered as well as next steps
 - and financial aid office contact information
4. All required consumer information is labeled as "Consumer Information" and displayed in a prominent location on the institutional website. A printed version of this information will be provided upon request.
5. Financial aid professionals will disclose to their institution any involvement, interest in, or potential conflict of interest with any entity with which the institution has a business relationship.

U. TO FILE A COMPLAINT about CITSTS

For information and guidance on how and under what circumstances enrolled and prospective students may file a formal complaint, please visit the [New York State Office of College and University Evaluation](#).