

Part II

STEPS TO APPLYING FOR FINANCIAL AID

The **FAFSA!** Free Application for Federal Student Aid

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](#).

BEFORE YOU START

CIRCLE student applicants, if accepted, must maintain a **functioning email** throughout the Financial Aid process from completing the FAFSA (for both academic years) to graduating your program.

- All communications must be made using your **legal name**, not your stage name.
- Completing a FAFSA is **only the first step**.
- You must complete **all steps** of the financial aid process before receiving any federal funding. **You must read all the documentation supplied by the Financial Aid Office, reply** to all emails, and complete each step in a **timely manner**, or your aid may be **delayed**.
- The FAO (Financial Aid Office) will inform you when you have **completed** all steps.

CIRCLE-SPECIFIC QUESTIONS & ANSWERS ON FAFSA

- **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 Associate's degree (2 years) only or less than 2 years of college, the answer is **NO**.

- **Question 26:** *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, also known as “*prior-prior 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 44 & 47:** *At the beginning of the 2022-2023 school year, will you be working on a master’s or doctorate program?*

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 is **very important** that you answer these questions accurately, because they determine whether you are a Dependent or Independent student, and how much and what kind of Federal Aid you may be eligible for.
- **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>

ISSUES WITH MY FAFSA

Sometimes there are questions about your loan history, if you had borrowed before; sometimes there are questions about your or your parents' identity.

Sometimes your FAFSA information is selected for *Verification* by the Department of Education. Most *Verification* is related either to income questions or identity questions. The FAO will inform you if you need to complete *Verification Worksheets*.

REQUIREMENT FOR FINANCIAL or IDENTITY VERIFICATION

Federal regulations require that some student aid applications be subject to the Verification process. This involves gathering proof of the information submitted on the student's FAFSA and verifying that the information is correct.

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 Financing Letters [see Topic *After the FAFSA* below] are withheld until this process has been satisfactorily completed.

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

Students will not receive a Financing Letter nor 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 after all other steps have been completed. If the verification results are inconsistent with previously provided information, the Financial Aid Office will contact the student. If the Institution has reason to believe that any application has been intentionally submitted under false or fraudulent circumstances, such application will be referred to the Office of the Inspector General of the United States.

REQUIRED DOCUMENTATION

If selected, the applicant and /or parent must complete the **Verification Worksheet(s)** provided by the Financial Aid Office. Transcripts of the student and/or spouse's *prior-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. After completing the Verification Worksheet(s), you must use SendSafely.com to return them to the FAO Financial Aid Office with **[this link](#)**.

From this point forward you will always need to use this SendSafely link to exchange documents securely with the Financial Aid Office. This protects your PII [Personal Identifying Information] that may be contained in Financial Aid documents and personal or parent financial documents.

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.

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.

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 informed by the Financial Aid Office.

WHAT HAPPENS AFTER THE FAFSA?

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 any of the aid you are eligible for, and you may wish to accept only some, or less of it.** Here's what a Financing Letter looks like:

CIRCLE IN THE SQUARE THEATRE SCHOOL 2023-24 FINANCIAL AID FINANCING LETTER		
Student Name:	Estimated Cost of Attendance: \$47,530	date
<div style="border: 1px solid black; background-color: #FFFF00; padding: 2px; margin-bottom: 5px;"> 2023-24 Federal AID OFFERED WILL BE REDUCED by ANY PRIVATE LOAN BORROWED IF IT EXCEEDS THE COST OF ATTENDANCE. </div> <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; background-color: #FFDAB9; padding: 2px; margin-bottom: 5px;">ORIGINAL PACKAGE</div> <div style="border: 1px solid black; background-color: #D9EAD3; padding: 2px; margin-bottom: 5px;">Please indicate the amounts you are accepting in the boxes below.</div> </div>		
Federal Pell Grant:	100.00	<input style="width: 100%;" type="text"/>
*Federal Supplemental Educational Opportunity Grant:	0.00	<i>eligible. Amount TBD October</i>
*Federal Work-Study:	0.00	<i>eligible to apply in Sept.</i>
Federal Direct Stafford Subsidized Loan:	100.00	<input style="width: 100%;" type="text"/>
Direct (Ind) Unsubsidized Stafford Loan:	0.00	<input style="width: 100%;" type="text"/>
*Federal Direct (Dep) Unsubsidized Stafford Loan:	100.00	<input style="width: 100%;" type="text"/>
Federal Direct Parent Loan (PLUS):	100.00	<input style="width: 100%;" type="text"/>
Private Loan Lender:	0.00	<input style="width: 100%;" type="text"/>
TOTAL AID AWARDED: 400.00		TOTAL AID ACCEPTED

Student Signature: _____

Date: _____

All aid listed is tentative based upon receipt of a valid ISIR, verification of your application (if selected), and availability of funds, and are disbursed in two portions: the first half in the fall and the second half in the spring.

REQUIRED ENTRANCE INTERVIEW: 1st-time Direct Loan borrowers must complete an online "Entrance Interview" at <https://studentaid.gov>

REQUIRED DIRECT LOAN MASTER PROMISSORY NOTES: 1st-time Direct Loan borrowers must complete a Master Promissory Note (MPN) online at <https://studentloans.gov>. However, 2nd-time Direct Loan borrowers do not have complete another MPN unless the most recent one has expired.

REQUIRED PARENT PLUS LOAN APPLICATIONS: For each year that a parent wishes to borrow this loan an application must be completed online at: <https://studentloans.gov>.

EMAIL THE CIRCLE FINANCIAL AID OFFICE
financialaidadministrator@circlesquare.org

How to complete the Financing Letter

The left column shows the types of aid and amounts you are eligible for. The right column is for you to fill in according to how much you want to accept.

1. Enter the amounts you are accepting for each type in the right column
2. *NOTE: FSEOG and FWS recipients can place a checkmark in the fields, since the amounts will be determined later.*
3. Enter the total at the bottom next to TOTAL AID ACCEPTED
4. STUDENT signature & date [the parent may not sign for the student]
5. Scan
6. Return the **scanned** Financing Letter to CIRCLE FAO via SendSafely.com using [this secure link](#)

I SUBMITTED MY FINANCING LETTER - NOW WHAT?

You've returned your Financing Letter to the CIRCLE FAO using the secure file transfer service SendSafely. What should you do now?

If you were awarded grants such as PELL, FSEOG, or Federal Work Study, and have chosen to accept **only** those, and **NO loans**, there are no more steps to follow. You can expect to receive a *Disbursement Schedule* which details the amounts of your awards and the approximate dates they will be delivered to CIRCLE. More on *Disbursement Schedules* in Topic: *HOW DO I RECEIVE MY FEDERAL FINANCIAL AID?* below.

If you (and/or parent) have decided to **accept any loans** offered, there are **further steps** to take:

- **Step 1: LOAN ENTRANCE COUNSELING**

Most 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.

CIRCLE first-year Direct Loan recipients who have **never** borrowed before must complete **Loan Entrance Counseling**. Loans will not be processed until Loan Entrance Counseling has been confirmed.

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

CIRCLE first-year Direct Loan recipients who **have** borrowed before are strongly encouraged to repeat Entrance Counseling to be reminded of their rights and responsibilities as borrowers, especially if more than two years have passed since they previously took Entrance Counseling, but it is not required.

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

CIRCLE 2nd year borrowers do **not** have to repeat Entrance Counseling, but **may** if they wish, and are **advised** to do so: <https://studentaid.gov/entrance-counseling/>

- **Step 2: MASTER PROMISSORY NOTE (MPN)**

The Master Promissory Note (MPN) is a legal document you must read and sign, in which you promise to repay your loan(s) and any accrued interest and fees to the U.S. Department of Education. It also explains the terms and conditions of your loan(s)

between you and the Department of Education. The Financial aid office must have a valid and unexpired MPN on file before your loans are processed. *MPNs are generally valid for 10 years from the date of signing.*

CIRCLE first-year Direct Loan recipients who have **never** borrowed before, **must** complete the MPN here: <https://studentaid.gov/mpn/>. If you **have** borrowed before and already have an **unexpired** MPN from a previous school you **don't** need to complete it.

CIRCLE second-year students who did **not** borrow in year one but want to borrow in year 2, and **never borrowed before**, **must** complete the MPN:
<https://studentaid.gov/mpn/>

CIRCLE second-year students who are borrowing for a **second** year at CIRCLE should **not** complete the MPN again if they have an **unexpired MPN on file**.

- **Step 3: PARENT PLUS LOANS**

If your parent is *not* taking a Parent PLUS Loan you can skip Step 3. and you've finished Steps 1 & 2, there are no more steps to follow. You can expect to receive a **Disbursement Schedule** which details the amounts of your awards and the approximate dates they will be delivered to CIRCLE. More on **Disbursement Schedules** in Topic: *HOW DO I RECEIVE MY FEDERAL FINANCIAL AID?* below.

If your parent decides to borrow a Parent PLUS loan to help you with school, they must follow certain steps

First-year students:

PLUS LOAN APPLICATION: Parent must complete the PARENT PLUS Loan **Application every year**. Go to <https://studentaid.gov/plus-app/parent/landing> and scroll down to "I'm a parent...". The PLUS application is a credit check. If a parent is **denied** a PLUS loan, or if the letter **P** appears in the Credit Decision, please contact the Financial Aid Office at financialaidadministrator@circlesquare.org for further instructions.

PLUS MPN [Master Promissory Note]: If this is the parent's first time borrowing PLUS, or if their previous PLUS MPN has expired they must complete the PARENT PLUS MPN (Master Promissory Note) at <https://studentaid.gov/mpn/parentplus/landing>

Second-year students:

PLUS LOAN APPLICATION: Parent must complete the PARENT PLUS Loan **Application every year**. Go to <https://studentaid.gov/plus-app/parent/landing> and scroll down to "I'm a parent...". The PLUS application is a credit check. If a parent is **denied** a PLUS loan, or if the letter **P** appears in the Credit Decision, please contact the Financial Aid Office at financialaidadministrator@circlesquare.org for further instructions.

PLUS MPN [Master Promissory Note]: If this is **not** the first PLUS loan borrowed by the

parent and the PLUS MPN has **not expired** (less than 10 years old, parent will **not** have to sign a new MPN. If it is the parent's **first** PLUS loan, or the previous MPN has expired, parent will **have** to sign the PLUS MPN, here:

<https://studentaid.gov/mpn/parentplus/landing>

Certain Parent PLUS borrowers must also complete **Parent Loan Credit Counseling** **if** they have an adverse credit history. The Financial Aid Office will let you know if you need to do this.

<https://studentaid.gov/app/counselingInstructions.action?counselingType=plus>

HOW DO I RECEIVE MY FEDERAL FINANCIAL AID?

Once **all the above steps** have been completed and checked by the FAO, **Origination** can begin. Origination is when the loan is created after the FAO confirms with the Department of Education that the student has met all outstanding eligibility requirements, accepted the grants and/or loans awarded by signing a Financing Letter, completed Loan Entrance Counseling, and signed an MPN, if required. Origination confirms many details about the student's program as well as the amounts and the dates when aid should be disbursed to the school for application to the student's CIRCLE account. Origination at CIRCLE usually takes place after July 1 and before August 30.

After Direct and/or Parent PLUS Loans and Federal Grants (if any) have been originated, you will receive a **Disbursement Schedule**. **Disbursement** means the date the funds are released from the Federal Government. That **may not be** the same date the funds are applied to your CIRCLE account. Applying funds to your Circle account can take place up to 3 days later than the date on your **Disbursement Schedule**, and any refund you *may be due* can arrive **up to 14 days later**. The **Disbursement Schedule** tells you the **NET** amounts (of Loans) and the **approximate** dates of disbursements of your federal loans and grants. The NET amount is what is disbursed after the government deducts a "disbursement **fee**" from each loan disbursement, a kind of first payment. PELL & FSEOG grants **do not** have a fee.

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

Sometimes the posting of funds to your CIRCLE account results in a credit balance. **Any refunds that may be due will be delivered to the student by EFT (Electronic Funds Transfer) also known as Direct Deposit.** You will be contacted by CIRCLE Administration about enrollment in EFT.

NOTE: "By Federal Regulation, 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".

WHAT IS SAP? SATISFACTORY ACADEMIC PROGRESS & WHY DOES IT MATTER?

The Satisfactory Academic Progress (**SAP**) Policy applies to all students enrolled in CIRCLE IN THE SQUARE, whether receiving Federal Title IV Funds, Private Loans, scholarships, grants, or self-paying. For students who have accepted Federal Financial Aid, the **continued receipt of that aid is dependent upon making SAP, Satisfactory Academic Progress.**

SAP 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 Absence 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 loan repayment.** For information on loan repayment, deferral, and forbearance, visit [link 1](#) & [link 2](#).

Non-Federal Aid recipients must also 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	1,924	60	2,886	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.

WHAT IF I HAVE TO WITHDRAW FROM SCHOOL?

Official Withdrawal from School

The student must consult with Administration and complete the Notice of Withdrawal Form using the last date of attendance as the withdrawal date. For Title IV Federal Financial Aid recipients, this process, including the possible return of Federal Funds to the Department of Education, is discussed in more detail below at [WITHDRAWAL & RETURN OF TITLE IV FUNDS](#).

Unofficial Withdrawal from School

In the event a student unofficially withdraws, Administration will determine the last date of attendance. For Title IV Federal Financial Aid recipients, this process, including the possible return of Federal Funds to the Department of Education, is discussed in more detail below at [WITHDRAWAL & RETURN OF TITLE IV FUNDS](#).

Re-enrollment **within 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.

Re-enrollment **after 180 days**

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.***

WITHDRAWAL & RETURN OF TITLE IV FUNDS

Whether a Title IV Federal Student Aid recipient officially or unofficially withdraws or is dismissed, student is subject to the following Federal laws applicable to Federal Funds

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 school**. 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.

I'M GRADUATING SOON – FINAL STEPS IN FINANCIAL AID

LOAN EXIT COUNSELING

In your last semester, 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. **Loan Exit Counseling is a federal requirement.**

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