

**Financial Aid
Policies &
Procedures Manual**

The Los Angeles
Film School

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1. INTRODUCTION

1.1 Financial Aid Objective

The Los Angeles Film School Financial Aid Objective is to assist every Financial Aid applicant in obtaining the financial aid assistance he/she is legally entitled to receive. This is determined by the student's eligibility, the school's packaging criteria, and the amount and types of financial aid available.

1.2 Use and Scope of this Manual

This manual does not replace federal manuals, regulations, policy letters or federal registers. It merely states the policies and procedures used by The Los Angeles Film School.

1.3 Philosophy

The Los Angeles Film School believes that a well-trained filmmaker is desirable and necessary to meet the needs of today's industry. Although The Los Angeles Film School feels that the primary responsibility for financing post-secondary education rests with the student and his/her family, it also recognizes that not all students can afford their total educational costs.

Therefore, The Los Angeles Film School has chosen to participate in Federal Title IV programs as a way to assist students in paying for their education. The Los Angeles Film School does not discriminate on the basis of race, color, age, sex, sexual orientation, religion or national origin.

2. FINANCIAL AID OFFICE OPERATING PROCEDURES

2.1 Administrative Organization

The Vice President of Financial Aid is responsible for overseeing the Financial Aid programs and The Los Angeles Film School's institutional eligibility. While the Vice President of Financial Aid is responsible for the management of the department as a whole, members of the financial aid staff are specifically responsible for administration of Title IV funds under the supervision of the Vice President, and Managers. Questions on the day-to-day operations of the Financial Aid officers should be referred to the Vice President of Financial Aid and Financial Aid Management team.

2.2 Job Descriptions

Vice President, Financial Aid

- Oversee all aspects of Financial Aid.
- Assure Title IV compliance based on regulations established by the Department of Education.
- Manage refund process across multiple departments.
- Coordinate the efforts of the annual compliance audit.
- System integration.
- Attend conferences, seminars and workshops as necessary.
- Ensure cost of attendance budget (per program) is updated annually.
- Coordinate efforts of staff hiring and training for new members of department.
- Attend weekly senior executive meetings and provide relevant information back to department.
- Hold regular staff meetings for new issues and ongoing maintenance.
- Provide clearance list for final roster at beginning of each start.
- Collaborate with Admissions and Business Office teams for reporting and daily student issues.

Director, Online Financial Aid

- Oversee enrollment, FA counseling, FA processing of online Academic Year 1 students.
- Assure Title IV compliance based on regulations established by the Department of Education.
- Coordinate the efforts of the annual compliance audit.
- System integration.
- Attend conferences, seminars and workshops as necessary.
- Coordinate efforts of staff hiring and training for new members of department.
- Attend weekly senior executive meetings and provide relevant information back to department.
- Hold regular staff meetings for new issues and ongoing maintenance.
- Collaborate with Admissions and Business Office teams for reporting and daily student issues.
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Assistant Director, Online Enrollment

- Oversee enrollment and FA counseling of online Academic Year 1 students.
- Assure Title IV compliance based on regulations established by the Department of Education.
- Coordinate the efforts of the annual compliance audit.
- System integration.
- Attend conferences, seminars and workshops as necessary.
- Coordinate efforts of staff hiring and training for new members of department.
- Attend weekly senior executive meetings and provide relevant information back to department.
- Hold regular staff meetings for new issues and ongoing maintenance.
- Collaborate with Admissions and Business Office teams for reporting and daily student issues.
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Assistant Director, Online Financial Aid

- Oversee FA processing of online Academic Year 1 students.
- Assure Title IV compliance based on regulations established by the Department of Education.
- Coordinate the efforts of the annual compliance audit.
- System integration.
- Attend conferences, seminars and workshops as necessary.
- Coordinate efforts of staff hiring and training for new members of department.
- Attend weekly senior executive meetings and provide relevant information back to department.
- Hold regular staff meetings for new issues and ongoing maintenance.
- Collaborate with Admissions and Business Office teams for reporting and daily student issues.
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Associate Director, FA Counselors

- Oversees the FA Manager, FA Counselors, FA Advisor
- Meets weekly with VP of Financial Aid to provide department updates.
- Determine Professional Judgements, Dependency Overrides, Code 360 appeals
- Track and report on various FA-related data.
- Attend conferences, seminars and workshops as necessary.
- Maintain the roster of each campus student's FA packaging and provide the clearance list for final roster at beginning of each start
- Provide clearance report for laptop package distribution.
- Collaborate with Admissions and Business Office teams for reporting and daily student issues

Manager, FA Counselors

- Oversees the FA Counselors
- Meets daily with Financial Aid Associate Director to provide department updates.
- Track and report on various FA-related data.
- Attend conferences, seminars and workshops as necessary.
- Maintain the roster of each student's FA packaging and provide the clearance list for final roster at
- Collaborate with Admissions and Business Office teams for reporting and daily student issues.

Manager, FA Processors

- Oversee FA processing of campus Academic Year 1 students and repack students – online and campus
- Assure Title IV compliance based on regulations established by the Department of Education.
- Coordinate the efforts of the annual compliance audit.
- System integration.
- Attend conferences, seminars and workshops as necessary.
- Ensure cost of attendance budget (per program) is updated annually.
- Coordinate efforts of staff hiring and training for new members of department.
- Attend weekly senior executive meetings and provide relevant information back to department.
- Hold regular staff meetings for new issues and ongoing maintenance.
- Collaborate with Admissions and Business Office teams for reporting and daily student issues.
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Assistant Manager, FA Processors

- Oversees the FA Processors
- Meets daily with Manager, FA Processors to provide department updates.
- Track and report on various FA-related data.
- Attend conferences, seminars and workshops as necessary.
- Maintain the roster of each student's FA packaging and provide the clearance list for final roster at
- Collaborate with Admissions and Business Office teams for reporting and daily student issues.

Financial Aid Funds Manager

- Monitor of Cash Flow through Projection and Delinquency Reports (run on bi-weekly basis).
- Manage the COD Electronic Reporting with the Pell and DL funds.
- Verify the accuracy of drawdowns and monitor the receipt of funds.
- Complete the annual FISAP application for Title IV renewal.
- Create annual loan disbursement roster.
- Pell and Direct Loan reconciliation.
- Generate notices for SAP warnings and probation.
- Submit data to Vice President of Assessment & Accreditation for IPEDS collection.

Manager, Enrollment Support Specialists

- Oversees the Enrollment Support Specialists.
- Assure Title IV compliance based on regulations established by the Department of Education.
- Coordinate the efforts of the annual compliance audit.
- System integration.
- Attend conferences, seminars and workshops as necessary.
- Coordinate efforts of staff hiring and training for new members of department.
- Attend weekly senior executive meetings and provide relevant information back to department.
- Hold regular staff meetings for new issues and ongoing maintenance.
- Collaborate with Admissions and Business Office teams for reporting and daily student issues
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Loan Management Manager

- Oversees Default Prevention Specialist
- Oversees entire exit interview process for graduated, dismissed, and withdrawn students.
- Sends out delinquency notices for students who are nearing default.
- Phone contact with delinquent students and assists in taking steps to avoid default.
- Propose and implement other default prevention initiatives to maintain low CDR.
- Financial Literacy workshops for students still active in program.
- File system maintenance.

Financial Aid Processor

- Performs verification and assures completion of file prior to internal audit.
- Meets weekly with Financial Aid Manager to provide student progress updates
- Certify all private loans in the Opennet system.
- Package all 1st-6th AY Financial Aid students in the Campus Vue system.
- Completes FA file for student and submits for internal audit.
- Resolves outstanding issues for students not yet completed after clear list review.
- Specialized Processors assist Re-Entry and Military students.

Financial Aid Counselor

- Counsel students and parents regarding all aspects of FA.
- Assists students in completing FAFSA application
- Assists students in completing loan applications and entrance counseling
- Ensures completion of online Loan Entrance Counseling
- Collect verification documents as necessary.
- Creates and sends out preliminary estimated award letters.
- Contacts students to secure documents necessary to complete files.

Online Enrollment Guide

- Counsel online students and parents regarding all aspects of FA
- Assists students in completing loan applications and entrance counseling
- Ensures completion of online Loan Entrance Counseling
- Collect verification documents as necessary.
- Creates and sends out preliminary estimated award letters.
- Contacts students to secure documents necessary to complete files.

Enrollment Services Specialist

- Counsel online students on enrollment and FA paperwork
- Ensures completion of enrollment document
- Collect enrollment documents
- Contacts students to secure documents necessary to complete files.
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Financial Aid Funds Specialist

- Transmit daily import files with Ed Connect and distribute daily ISIR Reports.
- Maintain SAIG Mailbox for department.
- Create daily import reports for FA Officers.
- Create and forward disbursement rosters to the Business Office.
- Monitor attendance and determine student eligibility (SAP) at time of disbursement.
- Batch disbursements and forward notification receipts to Business Office/student.
- Coordinate drawdown of funds via G5 and posting of funds to student ledger.
- Initiate origination and disbursement records in COD.
- Contact students not meeting SAP and notify of stipend delays.

Financial Aid R2T4 Specialist

- Coordinate internal audit process with FAME.
- Maintain daily tracking data for all R2T4 processes and any related processes for withdrawn students regardless of R2T4 necessity
- Return and Pro-Rata calculations for dismissed/withdrawn students. Process all Title IV, institutional, and
- Complete follow-up on necessary paperwork for outstanding student files.
- Attend Open House and provide support as necessary.
Keep current with compliance changes and inform the department as necessary.

Default Prevention Specialist

- Conducts exit interview process for graduated, dismissed, and withdrawn students. Sends out
- delinquency notices for students who are nearing default.
- Phone contact with delinquent students and assists in taking steps to avoid default.
- Propose and implement other default prevention initiatives to maintain low CDR.
- Financial Literacy workshops for students still active in program.
- File system maintenance.

Financial Aid Administrator

- Coordination of Work Study program.
- Recon of T4
- Batching of private.

Financial Aid Advisor

- Counsel students and parents on PLUS loan applications, including loan denials.
- Assists students in completing FAFSA application.
- Assists students in completing loan applications and entrance counseling.
- First point-of-contact for students and parents for Financial Aid.

Financial Aid Office Administrator

- Assist on special projects as required.
- Respond to general website inquiries.
- Switchboard administrator for all FA calls.
- First impressions director for student inquiries

2.3 Financial Aid Office Administration

Normal office hours are from 9:00 am – 6:00 pm. Flexibility is permitted depending on appointment schedules and caseload.

Incoming and prospective students may see a Financial Aid Counselor at any time during normal business hours. Active students are provided open door days as well as appointments during designated time periods.

Financial Aid Application deadlines are solely at the discretion of the Financial Aid Staff and will vary for each student depending on their start date.

2.4 Non-Financial Aid Office Administration

Following are the additional offices that assist Financial Aid in complying with the U.S. Department of Education regulations as written in the Higher Education Opportunity Act of 1965 (amended in 2008):

- Admissions Department

- Vice President of Admissions
- Director of Enrollment Services
- Admissions Manager
- Business Intelligence Manager
- Admission Representatives
- Enrollment Coordinators
- International Relations Specialist
- Re-Entry Specialist
- Housing Coordinator
- International Relations Coordinator
- Tour Guides
- Business Office
 - Chief Financial Officer
 - Accounting Manager
 - Distribution Center Manager
 - Senior Staff Accountants
 - Accounts Receivable Leads
 - AR Collections Staff
 - Accounts Payable and Payroll Staff
 - Distribution Clerks
- Career Development Department
 - Director of Career Development
 - Director of Student & Alumni Engagement
 - Compliance Specialist
 - Graduate Outreach Specialist
 - Career Advisors
 - Program Specific Industry Advisors
 - Entertainment Industry Liaisons
- Compliance Department
 - Vice President of Compliance
- Education Department
 - Chief Academic Officer
 - Program Directors
 - Faculty Director
 - Course Directors (program specific)
 - Associate Course Directors (program specific)
 - Industry Specialists (program specific)
 - Instructors (program specific)

Information & Media Technology

- Vice President, Information & Media Technology
- LMS Administrator
- Network Systems Administrator
- Technical Services Specialists
- IT Specialists
- IT Supports Specialist
- Web Developer
- Support Technician
- IMT Administrative Assistant
- Library Services
 - Director of Library Services
 - Library Assistants
- Marketing Department
 - Vice President of Marketing
 - Associate Marketing Director
 - SEM Manager
 - Marketing Media Specialist
 - Web Developer
 - Graphic Designer
 - Marketing Coordinator
 - Production Coordinator
- Operations
 - Facilities Director
 - Maintenance Supervisor
 - Building Engineer
 - Campus Facilities Planner
 - Campus Security
 - Operations Support
- Registrar
 - Registrar
 - Registrar Coordinator
 - Assistant Registrars
 - Student Records Assistant
- Student Advising
 - Senior Student Success Advisor & ADA Coordinator
 - Student Success Advisors

2.5 Records Management

Incoming student Financial Aid files are sorted by staff caseload responsibility and stored in an electronic database on the school server. Active student Financial Aid files are sorted by staff caseload responsibility and stored in an electronic database on the school server

Graduate and inactive student Financial Aid files are located in an electronic database on the school server. These files are kept for 3 years after student's LDA.

Discarded sensitive information is shredded prior to disposal.

The Los Angeles Film School makes use of the Campus Management database to electronically maintain all student records for the institution.

2.6 Financial Aid Library

Supporting documents, including Federal Registers, DOE publications, "Dear Colleague" letters, and NASFAA Newsletters are maintained as part of The Los Angeles Film School financial aid reference catalog located in the Financial Aid Department. Some items are maintained as hardcopy, however most items are stored online and referenced via the federally maintained website: Information for Financial Aid Professionals (<https://fsapartners.ed.gov/knowledge-center>). Reference materials are reviewed by the Senior Director of Financial Aid and are brought to the Financial Aid Staff member's attention at regularly held meetings.

2.7 Financial Aid Programs

The Los Angeles Film School currently participates in the following Federal financial aid programs:

- Pell Grants
- Federal Supplemental Education Opportunity Grants (FSEOG)
- Direct Loans (including Stafford loans, Unsubsidized Stafford loans, and PLUS)
- Federal Work Study

The Los Angeles Film School also allows private sector lenders to offer students alternative education loans after federal funding has been exhausted.

3. INSTITUTIONAL POLICIES

3.1 Student Consumer Information

The Student Consumer Information is passed out to students at their orientation. It is also available to anyone upon request. A copy of the Student Consumer Information is included in Appendix A (Student Manual).

3.2 Misrepresentation/Forgery/Fraud

If a staff member becomes aware that a student and/or a student's parent has provided incorrect information on the student's aid application, the staff member should report the situation to the Vice President of Financial Aid and the Financial Aid staff member responsible for the student's file.

The Financial Aid Staff Member responsible for the student's file will make an appointment with the student and offer that student the chance to correct the information. If the student corrects the information, the Staff Member will re-evaluate the student's award based on the corrected information, submitting such corrections to appropriate agencies.

If evidence of forgery or fraud exists, and the student and/or his/her parents do not choose to correct the error(s), the Financial Aid Staff Member will forward the information to the VP of Financial Aid. The Manager, with the assistance of an Advisory Committee consisting of senior staff members, will collect and present the information and evidence to the Office of the Inspector General (OIG) as well as appropriate law enforcement agencies.

Pursuant to federal regulation 34 CFR 668.16(g), the institution must refer to the Department of Education's Office of Inspector General (OIG) any credible information indicating that an applicant for federal student aid may have engaged in fraud or other criminal misconduct in connection with his or her application. Common misconduct may include, but is not limited to, false claims of independent student status, false claims of citizenship, use of false identities, forgery of signatures of certifications and false statements of income.

If evidence of forgery or fraud exists, and the student and/or his/her parents do not choose to correct the

error(s), the Financial Aid Staff Member will forward the information to the VP of Financial Aid,

The Manager, with the assistance of an Advisory Committee consisting of senior staff members, will collect and present the information and evidence to the Office of the Inspector General (OIG) as well as appropriate law enforcement agencies.

Cases of fraud will be reported to the Office of Inspector General: Inspector General's Hotline: 1-800-MIS-USED.

www.ed.gov/about/offices/list/oig/hotline
Office of Inspector General
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-1510

3.3 Confidentiality of Student Records

All records and conversations between an aid applicant, his/her family and the Financial Aid staff are confidential and entitled to the protection ordinarily given a counseling relationship. No public announcement shall be made of amounts awarded that the student has accepted in his/her aid applications unless required and approved by law or regulation.

No student records or information about students will be released to any person other than the student without the student's specific consent, excluding existing exceptions under FERPA. A student may sign the enrollment agreement agreeing to release information to his/her parents/guardians.

If a person other than the student requests information, the enrollment agreement will be checked to see that the student has given his/her permission for the information to be released. The enrollment agreement will indicate if parents/guardians may or may not be informed, or a specific conditional permission may be noted. If the person requesting information is not indicated on the enrollment agreement, the person inquiring will be referred to the Student Services Department and information will not be released without the specific consent of the student.

Information may be released to a law enforcement agency if school officials are presented with a subpoena or signed release. If such documentation is unavailable, the student will be requested to cooperate with law enforcement personnel and provide permission.

3.4 Admissions Policies

The Los Angeles Film School does not admit students based on the "ability to benefit" test. All students enrolling in the degree program must present a copy of a high school diploma, transcript, or general equivalency degree (GED).

International students are required to demonstrate basic proficiency in the English language by submitting a Foreign Language (TOEFL) score to the Admissions department.

The Los Angeles Film School does not discriminate on the basis of race, color, age, sex, sexual orientation, religion or national origin.

3.5 Satisfactory Academic Progress

Students must successfully complete a course with a grade of D or above. Financial aid students who do not maintain Satisfactory Progress may not be able to receive federal and/or private aid funds until their progress is satisfactory.

To maintain academic progress for the purpose of Satisfactory Progress toward a degree, students must achieve a satisfactory grade point average as well as a satisfactory rate of progress (ROP).

Students must achieve the following CGPA:

- Up to 24% of program completion, achieve an CGPA of 1.0

- Between 25 and 49% of program completion, achieve a CGPA of 1.5
- At or beyond 50% of program completion, achieve a CGPA of 2.0

A student's ROP is calculated by dividing the number of credits earned by the number of credits attempted. For instance, if a student has attempted 110 credits but only successfully earned 75 of those credits, the ROP would be 68.2 percent.

Undergraduate students must also achieve the following ROP:

- Up to 24% of program completion, achieve an ROP of 50%
- Between 25 and 49% of program completion, achieve an ROP of 55%
- Between 50 and 74% of program completion, achieve an ROP of 60%
- At or beyond 75% of program completion, achieve an ROP of 66.67% Satisfactory

Academic Progress (SAP) will be monitored at the end of each semester.

Students must complete their program within a maximum timeframe of 150% of the published length of the program as calculated in credits attempted. For example, a student enrolled in a 60-semester credit program must complete the program in a maximum timeframe of 90 attempted credits. If, at any point, the institution determines it will be mathematically impossible for a student to complete his/her program within the maximum timeframe, the student will be deemed to not be making satisfactory progress and the student's financial aid will be suspended.

WARNING: Unless at a mandatory dismissal point, students not meeting any of the SAP requirements after being in good SAP standing will be placed on SAP Warning for the following semester and will be notified of this status through their student email account. Students are still eligible to receive financial aid while on SAP Warning status. At the end of the SAP Warning semester, students who are meeting SAP will be removed from SAP Warning status.

SUSPENSION: Students who are not meeting SAP at the end of the SAP Warning semester will be suspended from receiving additional financial aid. The student also will be suspended from receiving financial aid, and subject to program termination, if the student does not return to good SAP standing after the completion of an SAP Probation semester or does not meet the requirements of an Academic Recovery Plan. The student will be notified in writing of the suspension of their financial aid due to SAP reasons and of his/her appeal rights.

APPEAL: Students have 30 days to appeal the suspension of financial aid for SAP reasons. An appeal may be submitted based on injury, illness, the death of a relative, or other extenuating or special circumstances that occurred during the semester the student did not meet the SAP standards. Students are allowed to appeal the suspension of financial aid twice while in pursuit of a degree. Students must submit an SAP Appeal form, which will be sent to their student email account or may be obtained from their Student Advisor. A completed appeal package must include the following:

- A completed SAP Appeal form explaining why the student failed to make SAP and a description of what has changed that will allow the student to reestablish SAP
- Supporting documentation
- Signed Academic Recovery Plan developed by their Student Advisor

The SAP Appeal Committee will review the appeal package and notify the student in writing within 5 days of its decision. The decision of the SAP Appeal Committee is final. If a student's SAP appeal is approved, the student will be placed on SAP Probation and an Academic Recovery Plan (ARP) as a condition of the appeal approval. The ARP can last up to four semesters depending on the period of time needed to return to good SAP standing. If the appeal is denied, the financial aid suspension will stand for at least one semester, and regardless of duration, the student will not regain eligibility until the student meets all of the SAP standards. If the appeal is denied, the student may also be subject to program dismissal. See the "Reinstatement Process" section.

Students placed on SAP Probation are eligible to receive financial aid for one semester and each semester after the initial Probation semester while meeting the terms of their ARP. For students who are given only a one-semester Probation, the student must meet the minimum SAP standards at the end of the Probation semester. If the student does not meet the minimum SAP standards after a one-semester Probation, the student will be returned to financial aid suspension status the following semester. For students who are given an ARP for more than one Probation semester, the student must meet the terms of their ARP at each SAP evaluation point. If the student does not meet the terms of the ARP, the student will be returned to financial aid suspension the following semester. Students who do not return to good SAP standing after a single semester Probation or meet the terms of their ARP are subject to program dismissal. Students are allowed to appeal the suspension of financial aid twice while in pursuit of a degree.

3.6 Academic Counseling

The Los Angeles Film School:

Encourages students to develop study skills. Many instructors offer study group sessions as part of their teaching practices. Each instructor informs the class of such sessions at the beginning of the course.

Counsels students prior to their withdrawal if possible. If the student is withdrawing due to financial hardship or inability to meet tuition payments, they are given additional counseling by the Student Services office and the Financial Aid office.

Attempts to contact students who are absent for three consecutive days from a single course (fourteen consecutive days from the program as a whole). If after several attempts the student is not reached, the student is withdrawn from active status. Parents are not automatically contacted until at least two attempts have been made to locate student. Then they are only notified if the student has indicated his/her consent for parental notification on the enrollment agreement. Students who fail a course academically are given the opportunity to retake the course once more at no additional charge as long as it does not result in extending the maximum time allowed to earn a degree.

3.7 Record Keeping

The Los Angeles Film School:

Monitors the school's withdrawal policy to ensure it is not too lenient. The Chief Academic Officer reviews the withdrawal rates monthly to determine if specific needs are met or if certain areas are in need of attention.

Requires careful attendance records. The Los Angeles Film School develops attendance forms and packets for the instructors to maintain attendance records. These are reviewed and updated to aid in adequate reporting. Attendance is updated electronically on a daily basis by the Student Services Department.

Sets policies that require attempted contact of students who have stopped attending to remind them of potential withdrawal status. The Education department will offer counseling if a problem exists. They will inform student of Leave of Absence and absenteeism policies. All contact or attempts at contact will be documented and reviewed by the Advisor in Student Services.

Communicates this information between the personnel of the Education Department, Financial Aid office, Business office and the Admissions office regarding student status changes. Reports are generated on a regular basis with the specific details. Departments are advised of specific students and relate relevant data to each other via this report.

Assigns specific persons to be responsible for reviewing attendance records, scheduling counseling and initiating the withdrawal procedures. The Education Department has job responsibilities defined so that the Student Services Advisor is responsible for the functions listed. The Student Services Advisor is available to students during school business hours to assist in counseling as well as after hours on a case-by-case basis.

3.8 Withdrawal Rate Reduction

The Los Angeles Film School:

Reviews the curriculum annually in an effort to make improvements in areas where student success rate is low.

Evaluates facility quality, materials and equipment used by giving students the opportunity to critique each course as completed. Students are invited to offer anonymous suggestions for improvement as well. The Vice President of Education and the Chief Operating Officer review critiques to monitor changes that may be necessary to reduce student withdrawal rates. The Operations Department routinely evaluates the quality of the various learning environments and makes changes, as necessary to encourage students to stay in school.

Encourages advancement of existing staff and make any improvements deemed necessary by conducting a review and evaluation using the following criteria:

1. Are the Instructors qualified to teach at the level required for student success?

The review of curricula and improvements in course structure and content is an ongoing process at The Los Angeles Film School. The Educational objective of The Los Angeles Film School is to teach students on the most current state of the art equipment marketed today. Instructors are industry professionals with at least 3 year's "practical experience" who participate in discussions to update and revise the curricula as needed.

2. Is the student to teacher ratio adequate?

The average ratio in lectures is 24-45:1; in all lab's classes involving computer applications, the ratio is 8-24:1.

3. Do instructors participate in some form of continuing education?

Instructors are encouraged to cross train and attend industry provided workshops and seminars throughout the year.

If a student wishes to withdraw from school, he/she is encouraged to meet with the Student Services department for counseling and evaluation. If it is determined that withdrawal is the appropriate action, the student will be requested to complete formal withdrawal paperwork. A forwarding address is required. In the event the student is unavailable, withdrawal paperwork will be initiated and completed on his/her behalf. Financial Aid and the Business Office will then make the appropriate adjustments to the students' tuition account in accordance with the school's refund policy.

A student may appeal a termination notice by writing a formal letter to the Director of Student Services or Director of Education.

3.9 Refund Policy

The Los Angeles Film School provides refunds in accordance with state law and current federal and accrediting agency regulations.

The following categories of applicants are entitled to a full refund:

- 1) an applicant rejected by the school,
- 2) a student enrolled in a Degree Program who is dissatisfied with his or her progress and withdraws within the first term (30 days) of instruction.

3.9.1 Refund Policy prior to or at Matriculation

1. Applicants may cancel their enrollment in person or in writing and be entitled to a refund of money paid, as described further in this section, before the beginning of classes or anytime within the first term of instruction (30 days).
2. All tuition and fee monies paid by an applicant, less the non-refundable application fee, will be refunded if requested within the first 30 days of instruction. Refunds will be made within 45 calendar days after the applicant's request or within 45 calendar days after the first day of the term.

3.9.2 Refund Policy after Matriculation: Student Withdrawal

A student may voluntarily withdraw from the School by notifying the Office of Student Records in writing or in person. The refund policies outlined below shall apply in the event that a student withdraws, is suspended, or is terminated from school.

Under all circumstances, the \$75 application fee is retained by The Los Angeles Film School.

A student, who is dismissed, withdraws, or otherwise fails to complete his or her course of study may be eligible for a refund. Please refer to the charts below.

3.9.3 Withdrawal Definitions

In the calculation of refunds, a student is deemed to have withdrawn from a course of instruction when any of the following occur:

1. Student officially notifies the School that he/she is withdrawing at that time. The notification date is the date of withdrawal.
2. Student officially notifies the School that he/she is withdrawing at a later date. The later date is the date of withdrawal.
3. Student does not notify the School that he/she is withdrawing but stops attending. The date that the School determines that the student is not attending the current term or is not returning for the next term is the date of withdrawal.
4. The School terminates the student's enrollment in accordance with institutional policies. The termination date is the date of withdrawal.

Any student who has completed less than sixty percent (60%) of the program has the right to withdraw from the program and receive a pro-rated refund of any pre-paid tuition amounts (and after a calculation is completed based on government funds received). Any money owed to the school is due and payable on the date of the withdrawal. A withdrawal becomes effective as of the date of withdrawal. Any applicable refund will be issued within forty-five (45) days of the effective date of withdrawal. Refunds are pro-rated based upon the recorded withdrawal date or last academically related event that occurred on campus.

3.9.4 Return of Government Program Funds

Students should be aware that if they withdraw from school after having received financial assistance, they may have to repay a portion of that assistance. Students who receive Federal Stafford Loans should also know that the Student Financial Aid Office is required to notify lenders of student withdrawals.

3.9.5 'Return to Title IV' Calculation

If a federal aid (Title IV) recipient either officially or unofficially withdraws, Los Angeles Film School (LAFS) must perform a Return to Title IV (R2T4) calculation to determine the percentage of federal aid that the student has earned for the semester based upon the portion of the semester completed as of the withdrawal date. For official and unofficial withdrawals, the LAFS Registrar will determine the withdrawal date that is equal to the student's last date of attendance (LDA) using LAFS's attendance records. The withdrawal date is used to determine the percentage of the semester that the student completed prior to withdrawal. This percentage is the basis of the R2T4 calculation to determine the amount of federal aid the student earned for the semester and what must be returned or disbursed. This calculation must be performed by LAFS within 30 days of the date the institution determines that a federal aid recipient student has withdrawn.

R2T4 FORMULA

LAFS will determine the percentage of the semester completed by calculating the total number of days the student completed in the semester by counting the number of days between the first day of the semester through the withdrawal date and dividing that by the number of days in the semester which is the number of days between the first and last day of the semester. Both of these day counts shall exclude any scheduled breaks of five days or more and days on an approved leave of absence during the semester. The resulting percentage is applied to the amount of eligible federal aid disbursed and pending for the semester. This is the amount of federal aid earned for the semester.

For example, if the student completed 20 days of a 100-day semester, the student would earn 20% of the federal aid for that period and the unearned 80% would need to be returned to the appropriate federal programs. If a student withdraws on or before completing sixty percent (60%) of the semester, LSFA will return the unearned portion of the federal aid funds awarded to the appropriate federal aid program within 45 days of the date LAFS determined the student withdrew. If the portion of the semester completed is greater than 60 percent, the student has earned 100% of the eligible federal aid for the semester.

INSTITUTIONAL CHARGES

LAFS is also required to apply this earning percentage to the amount of institutional charges for the semester and if the unearned institutional charges are less than the unearned federal aid, the institution is only required to return the unearned portion of the institutional charges. This can happen in situations where the student received excess federal aid for living expenses or other non-institutional costs. The calculation of unearned institutional charges is different than the institution's tuition refund policy, which will also be calculated to determine the student's tuition obligation. After the application of both refund policies, the student may owe a tuition balance for charges that were originally paid by federal aid.

OVERPAYMENTS

If LAFS pays a refund based on unearned institutional charges, this is less than the unearned portion of the federal aid and the student may owe the difference as an overpayment to the U.S. Department of Education. LAFS will notify the student within 30 days regarding how much is owed in an overpayment, how it is to be returned and in what timeframe. If an overpayment is not repaid, the student will lose access to further federal aid until the overpayment is resolved.

POST-WITHDRAWAL DISBURSEMENTS

In some cases, eligible federal aid is delayed and not disbursed to the student's account as of the withdrawal date. This can occur for a variety of reasons, but these funds are usually included in the R2T4 calculation as "could have been disbursed" funds. If it is determined that any of these pending funds are earned and eligible for disbursement after withdrawal, they will be offered in writing to the student/parent as a post-withdrawal disbursement. The student or parent must authorize the post-withdrawal disbursement of Direct Loan funds before the funds can be posted to the student's account. The student/parent must accept these funds within 14 days of notification.

SPECIAL RULE FOR SEMESTERS WITH MODULES

There are special withdrawal rules for a semester that has modules (courses that do not span the entire length of the semester). A student is not considered withdrawn for federal aid purposes if at the point of ceasing participation in the semester, the student:

- successfully completes 49% of the days in the semester,
- earned half-time credits (6-semester credits) during the semester, or
- completes all of the program requirements and is considered a graduate.

For days to count toward the 49% requirement, the student must receive a passing grade in at least one course that spans an entire module.

If the student meets any of these conditions, the student is not considered to be withdrawn for federal aid purposes, and all aid received for the semester is retained. If grades for the semester are not received within 30 days from the date LAFS determines the student ceased participation, the student will be processed an R2T4 calculation. If a passing grade is received at a subsequent point, LAFS will reevaluate the student's withdrawn status and may reverse the R2T4 calculation and refund payments.

3.9.6 Repayment of Title IV Funds

Repayment of Title IV Funds

If a student withdraws and the R2T4 calculation shows that the student has been disbursed more federal aid than has been earned through the withdrawal date, LAFS is required to return the unearned federal aid funds to the federal programs from which the student received funds within 45 days of the date LAFS determined the student withdrew in the following order:

1. Direct Unsubsidized Loan
2. Direct Subsidized Loan
3. Direct PLUS Loan
4. Federal Pell Grants
5. Iraq and Afghanistan Service Grants
6. FSEOG
7. TEACH Grants

3.9.7 Institutional Refund Calculation

LAFS will calculate the amount of tuition and fees a student is obligated to pay when withdrawing from a semester.

The institutional/California state refund policy shall be a pro-rata refund of moneys paid for institutional charges for students who have completed 60% or less of the semester in which the student withdraws. The pro-rata percentage is based on the number of days the student was enrolled and in attendance within the semester. There shall be no refund available to the student if the student withdraws after completing more than 60% of the semester.

For example, if the student completed 20 days out of a 100-day semester, the student would be charged 20% of the tuition for the semester. The student may also be charged the full cost for one-time fees, unreturned books, and equipment received before withdrawal.

Any payments remaining on the account after any federal aid refunds due to the R2T4 calculation will be subtracted from this adjusted balance and if a credit balance is created, it will be paid to the student or the designated Direct Loan within 45 days following the student's withdrawal. If the student has a Title IV credit balance after the adjustment of tuition charges for this policy, this credit balance will be paid to the student within 14 days after it is created on the student's account.

The student may direct LAFS to return any refund due to the student to his/her outstanding Direct Loan. The student must fill out an authorization form advising the school where they would like their refund to be sent. If

no authorization form is received, any remaining balance will be refunded to the student. In no case will the amount refunded to the assistance program exceed the amount disbursed.

If the student owes a balance after the application of the refund policy, the student will be billed for the amount due to LAFS and payment is due upon receipt.

3.9.8 ADJUSTMENT OF CHARGES – CALIFORNIA STATE REFUND POLICY

In accordance with California state policy, the School will earn tuition on a proportional basis, up to the 60 percent point of each semester. After the 60 percent point of each semester, the school will earn 100 percent of those charges for that semester. Refunds, if any, are pro-rated based on the number of days that Student remained enrolled for that semester.

If a student is provided with living expense funds originating from a student financial assistance program and the student fails to complete the program for any reason, the student is required to return the unearned funds. The Los Angeles Film School will notify the student of the amount owed. If the student fails to satisfy the repayment, he or she is ineligible for any further student financial aid assistance.

3.10 Placement Assistance

The mission of the Career Development Department is to educate and assist our students in their pursuit of technical careers.

3.10.1 The Students

Students are informed of the Career Development Department and its' services at the following events:

1. Open Houses for prospective students and their families.
2. Orientation each month for the incoming class.
3. A class lecture, one month prior to graduation.

3.10.2 The Industry

While the department advises our students' in their employment pursuits, it also coordinates open job leads with its employer base. The department is regularly contacted by the industry requesting resumes of qualified and recommendable graduates for specific positions (internships or employment). Students are encouraged to accept the internships, as many times this experience will result in a paid position.

The department receives these leads from attending trade conventions, referrals, our marketing campaigns in trade magazines, etc.

3.10.3 Additional Information

The Los Angeles Film School offers placement assistance to any of our graduate base throughout their careers.

The Los Angeles Film School invites industry professionals to tour our facility and conduct on-site interviews when appropriate.

The Los Angeles Film School placement rates are published in the Student Manual and on the school website.

4. DISCLOSURE INFORMATION

To adequately describe the school and the financial aid programs offered by The Los Angeles Film School, the topics listed in this section are prepared and disseminated by the school. These may include, but are not limited to, the Catalog, the Enrollment Agreement, the Student Manual, and other handouts. This information is available to all enrolled students and to prospective students that request it.

4.1 Institutional Information

Institutional information includes the following topics:

The names of associations, agencies, and/or governmental bodies that accredit, approve, or license the school and its programs, and the procedures by which a student may receive information about the school's accreditation, licensure, or approval;

Special facilities and services available to disabled students;

The costs of attending the school (tuition and fees, books and supplies, room and board) and applicable costs of the program in which the student is enrolled or has expressed an interest;

A statement of the requirements for the return of Financial Aid Program funds when a student withdraws from school, information about any refund policy with which the school must comply, and the requirements for officially withdrawing from the school;

The degree programs, training and other education offered;

The instructional, laboratory, and other physical plant facilities associated with the academic programs;

A list of the faculty and other instructional personnel;

The satisfactory progress standards that must be maintained;

Who to contact for information on student financial assistance and on general institutional issues;

The school's campus crime report;

Gainful Employment disclosures; and

The most recent available data concerning placement statistics and completion rates.

The Los Angeles Film School makes consumer information available to students, employees, prospective students and prospective employees during normal business hours via school catalog and (for many items) on the institution's website. Staff members including, but not limited to, the Student Development Staff, Admissions, Financial Aid, and Career Development Departments are available during normal business hours. After hours assistance may be obtained from the Operations Department.

4.2 Financial Aid Information

The available financial assistance information includes, but is not limited to the following:

What need-based and non-need-based federal financial aid is available to students;

What need-based and non need-based state programs, and other private aid programs are available;

How students apply for aid and how eligibility is determined;

How the school distributes aid among students;

The rights and responsibilities of students receiving aid;

How and when financial aid will be disbursed;

The terms of, schedules for, and necessity of loan repayment and required loan exit counseling;

The criteria for measuring satisfactory academic progress, and how a student who has failed to maintain satisfactory progress may reestablish eligibility for federal financial aid

5. AUDIT REQUIREMENTS

Upon notification of an upcoming audit, the VP of Financial Aid coordinates the resources of the Financial Aid Department to insure full cooperation with auditing requirements. Appropriate materials, equipment and space will be allocated for the Auditors' use. The VP of Financial Aid acts as the liaison with the Auditor and The Los Angeles Film School.

6. SELF-EVALUATION

The Los Angeles Film School:

Continuously provides self-evaluation of the school's administration of the Title IV programs to identify institutional practices that should be modified to reduce defaults.

Implements any changes determined to be necessary.

Evaluates the changes made after implementation to ensure the correct decision was made.

Performs an annual performance review of all staff members and makes use of student surveys to improve faculty instruction, curriculum, and institutional services.

6.1 Reconciliation

The LAFS reconciles its FSA financial records monthly. In addition, the LAFS has systems in place to compare and identify discrepancies between its internal records and data from Department of Education reporting to better facilitate required monthly reconciliation.

The LAFS has designated staff to coordinate aid from the FSA programs with all other aid received by students attending the school. The coordinating staff is responsible for ensuring that the LAFS has a system for identifying and resolving discrepancies in FSA-related information no matter where it occurs at the school. Note that resolution includes determining what information is correct and correcting the inaccurate data.

7. INSTITUTIONAL PARTICIPATION IN FINANCIAL AID PROGRAMS

7.1 Licensing and Accreditation

ACCSC The Los Angeles Film School is accredited by the Accrediting Commission of Career

Schools and Colleges (ACCS). ACCSC is listed by the U.S. Department of Education as a nationally recognized accrediting agency under the provisions of Title 34, Chapter VI, Part 602 and the U. S. Code of Federal Regulations. ACCSCT is located at 2101 Wilson Boulevard, Suite 302, Arlington, VA, 22201. Telephone number: (703) 247-4212

BPPE The Los Angeles Film School is licensed by the Bureau for Private Postsecondary and Education. The BPPE is listed by the U.S. Department of Education as a nationally recognized accrediting agency under the provisions of Title 34, Chapter VI, Part 602 and the U. S. Code of Federal Regulations. BPPE is located at 400 R Street, Suite 5000, Sacramento, CA 95814-6200. Telephone number: (916) 445-3427.

The Los Angeles Film School is approved for Veterans' Training by the Bureau of State Approving for Veterans' Training, California Department of Veterans' Affairs.

Licensing information, program participation agreements and certain institutional applications for federal funds are maintained by the President (Tammy Elliott).

7.2 Qualification for Financial Aid

7.2.1 Federal

The Los Angeles Film School qualifies as an eligible institution under Title IV of the United States Department of Education, Higher Education Act of 1965, as amended. All applicants enrolled in The Los Angeles Film School Associate/Bachelor of Science Degree Program are eligible to participate in the Pell Grant and Direct Loan Programs if otherwise qualified. Award amounts and dates are determined by compliance with all federal regulations regarding award and disbursement of federal funds.

7.2.2 State

All applicants enrolled in The Los Angeles Film School Associate/Bachelor of Science Degree Program are eligible to participate in the Cal Grant program if otherwise qualified. Award amounts and dates are determined by compliance with all state regulations regarding award and disbursement of state funds.

8. APPLICANT PARTICIPATION IN FINANCIAL AID PROGRAMS

Upon request, prospective and enrolling students are referred to the Financial Aid Department as part of the admissions process. The Financial Aid Department offers various resources both verbal and written to assist with an applicant's financial aid needs.

8.1 Counseling

Prior to enrolling in school, if a student has financial aid questions, he/she will be referred to a Financial Aid Advisor. Once the student enrolls in school and expresses a desire to apply for financial aid, he/she will meet with a Financial Aid Advisor to complete the application process. The interview may take place by phone or in person and may consist of several meetings.

Once the eligibility information is received, the student will then work with a Financial Aid Counselor who will review with the student financial resources available to the student to pay for tuition and to meet adequate living requirements. In many cases (student living with parents, student working, student supported by spouse, etc.) the student's only concern is the ability to pay tuition. In other cases, it is obvious that tuition financing alone would not allow the student to complete the program.

In either case, the Financial Aid Staff Member has four major objectives to accomplish during the interview:

1. To determine and document that the student meets the general eligibility criteria for participating in the programs.

2. To provide information regarding the application process and eligibility criteria for all of the programs which are available.
3. To assist student with completion of the application forms.
4. To estimate the amounts and sources of financial aid which will comprise the total award package. This will be noted on the Final Award Letter and made available to the student after the Free Application for Federal Student Aid is processed for calculation.

8.2 File Forms

The following forms are filed during the admissions and financial aid application process to document that the applicant meets the general eligibility requirements for Federal Financial Aid.

1. Enrollment Application

Students applying to The Los Angeles Film School must complete an enrollment application. In addition to admissions information, this document may ask for prior educational experience, as well as personal data and contact information.

2. Enrollment Agreement

This is the contract between the Student and The Los Angeles Film School that outlines mutual terms and conditions regarding enrollment and enrollment charges.

3. Permanent Proof of Residence

Applicants who are not United States citizens must provide evidence that they meet the eligible non-citizen definition. If an INS confirmation cannot be obtained electronically via the federal eligibility match, the Financial Aid Staff member files a photocopy of the Immigration and Naturalization Services paperwork documenting the status of the applicant. In the event that a copy is unavailable or inadequate to prove eligibility, the Financial Aid Staff member will request secondary confirmation from the Immigration and Naturalization Service.

4. Selective Service Verification

Male applicants who are eligible to register but have not registered with Selective Service must provide evidence that they have completed registration. A copy of the documentation will be kept in the student's Financial Aid file. In the event that a copy is unavailable or inadequate to prove eligibility, the Financial Aid Staff Member may access the Selective Service directly by phone or Internet to verify student enrollment number and date of registration. This information will be documented in the financial aid file. The student, if eligible to do so, may also ask the Financial Aid Staff Member to register him with the Selective Service by forwarding a corrected Student Aid Report to the Department of Education.

5. Drug Free Statement

The Omnibus Drug Initiative Act (ACT) of 1988 (pl. 100-690) requires that all grantees receiving grants from any Federal agency certify to that agency that they will maintain a drug free workplace (which will be applicable to institutions receiving funds under the campus-based aid programs), or, in the case of a grantee who is an individual, to certify to the agency that he or she will not engage in certain unlawful actions involving controlled substance while conducting grant activities. All students enrolled in The Los Angeles Film School Degree Program are required to sign this statement. This statement is filed in the academic record maintained by the Education department.

6. Campus Security Report

The school compiles an annual campus security report. By September 1st of each year, the updated annual

campus security report is included in the Student Manual and distributed to all students at Orientation. The report may also be provided upon request to all prospective students and prospective employees. A notification of these statistics is signed by the student and filed in the academic record maintained by the Education department.

7. Graduation and Transfer-out Rates

The Student Right-to-Know Act requires any school participating in an SFA program to disclose graduation and transfer-out rates to the general student body. These rates are for students who enter the school on or after July 1st 1996. Due to the specialized nature of The Los Angeles Film School curriculum the definition of a transfer-out student does not apply to any student leaving The Los Angeles Film School to attend another institution.

8.3 Financial Aid Application and Certification Forms

The following applications and certifications are completed during the financial aid interview to determine the specific eligibility for program funds:

1. Free Application for Federal Student Aid (FAFSA)

Each financial aid applicant completes an Application for Federal Student Aid according to the accompanying instructions. From the application data, the Financial Aid Staff Member calculates the Expected Family Contribution (EFC) and the Pell Grant Index (PGI). Preliminary determination is made of a student's eligibility for need-based federal aid. Additional non-need based aid may also be estimated. The Free Application for Federal Student Aid is maintained in the student's file if the application originated in The Los Angeles Film School office.

2. Verification Worksheet (VWS)

When an Institutional Student Aid Report is received by the Financial Aid Staff Member, verification and federal eligibility match flags are noted. Students complete a Verification Worksheet and are requested to complete and return it with all applicable supporting documentation. If a student is selected for verification, the documentation requested will be used to resolve any conflicting information and complete the verification process.

3. Direct Subsidized, Unsubsidized, and PLUS Loans

Each Direct Subsidized and Unsubsidized Stafford applicant completes the student section of the Master Promissory Note. The parent completes the borrower section of the PLUS loan application and the student completes the student section. The Financial Aid Officer reviews the application and originates the loan in the CampusVue system. Once originated, the record is submitted to the Direct Loan program electronically via COD.

4. Private Sector Education Loans, Scholarship Information

Individuals participating in private lending and scholarship programs will have certification and award information documented in the financial aid file. Self-Certification forms are provided via the web link <https://fsapartners.ed.gov/financial-aid-delivery/application-and-verification> on the school website.

5. Student Stipend Policy Letter

All students are provided information on the "Student Stipend Policy" section of the catalog at Registration. Each student can confirm their understanding of the policy that allows the school to retain the credit balance on the student's account to cover additional expenses that might incur prior to the end of the applicable loan period/award year.

6. Professional Judgment

Except for rare instances of dependency override, Professional Judgments are utilized only for adverse financial conditions resulting in loss of employment (as approved under guidance from the U.S. Department of Education). Supporting documentation is included in the file for any approvals for a dependency override and require review by senior management in the Financial Aid department. A student whose FAFSA information is selected for verification is **required to complete verification before** the institution exercises any authority under section 479A(a) of the HEA to make changes to the applicant's cost of attendance or to the values of the data items required to calculate the EFC.

8.4 Student Advisory Information

Students are offered information regarding policies and procedures for enrollment, tuition, pricing, refunds and financial aid awards from some of the following sources:

1. The Los Angeles Film School Catalog
2. The Los Angeles Film School Enrollment Agreement
3. Financial Aid Entrance Interview
4. Financial Aid Exit Interview
5. Financial Aid Final Award Letter

9. STUDENT APPLICATION PROCESS

Students participate in the application phase by indicating the school's name, address, and school code on the FAFSA. They may forward the application directly to the Central Processing Unit, or to The Los Angeles Film School for processing. Students may also choose to participate in the completion of the FAFSA through the Department of Education's FAFSA website.

Student files are reviewed upon receipt of a FAFSA application. Standard budgets are built for the LAFS programs. Students selected for verification are contacted regarding supplemental information needed before a financial aid award may be finalized. The LAFS financial aid packaging policy is to offer assistance up to the total cost of attendance (COA). LAFS On-Ground/Online Program COA information, for current and prospective students can be viewed at <https://www.lafilm.edu/admissions/financial-aid/financial-aid-consumer-information/>. In addition to the LAFS website, COA information is made available to prospective students during LAFS events such as open house.

Cost of attendance is defined as tuition and fees plus a standard allocation for books and living expenses. [COA information](#), including tuition, fees, techkit, are consistent for all students in each LAFS program is made available to both current and prospective students at <https://www.lafilm.edu/admissions/financial-aid/financial-aid-consumer-information/>. COA items, such as transportation and parking costs match both On-Ground and Online programs.

Outside resources are considered first, then institutional scholarships, federal grants, workstudy, followed by federal loans. Federal methodology is used, and the cost of attendance minus EFC equals federal need. This is the process for both incoming and returning students.

LAFS financial aid staff will review the student file and verify receipt of the Financial Aid Application and any other documentation that the student may have submitted. If the student is selected for verification or if additional information is needed, LAFS financial aid staff contacts the student. If the file is complete, LAFS financial aid staff reviews the FAFSA and application. FAFSA information is used to verify eligibility for federal aid, and federal loan annual fiscal limits are monitored automatically:

Year	Dependent Students (except students whose parents are unable to obtain PLUS Loans)	Independent Students (and dependent undergraduate students whose parents are unable to obtain PLUS Loans)
First-Year Undergraduate Annual Loan Limit	\$5,500—No more than \$3,500 of this amount may be in subsidized loans.	\$9,500—No more than \$3,500 of this amount may be in subsidized loans.
Second-Year Undergraduate Annual Loan Limit	\$6,500—No more than \$4,500 of this amount may be in subsidized loans.	\$10,500—No more than \$4,500 of this amount may be in subsidized loans.
Third-Year and Beyond Undergraduate Annual Loan Limit	\$7,500—No more than \$5,500 of this amount may be in subsidized loans.	\$12,500—No more than \$5,500 of this amount may be in subsidized loans.
Subsidized and Unsubsidized Aggregate Loan Limit	\$31,000—No more than \$23,000 of this amount may be in subsidized loans.	\$57,500 for undergraduates—No more than \$23,000 of this amount may be in subsidized loans.

Federal student loan amounts are awarded to eligible students based on grade level and full annual loan eligibility. Students are automatically packaged with the full loan amount for which they are eligible and are given the option to accept the full loan awards or adjust them to the desired loan amount. These funding options are discussed with the student during the review of the award package. Students who desire to make changes to their loan amount are required to submit documentation to request a reduction or cancellation. Dependent students that have a balance after Pell Grant and DL Subsidized/Unsubsidized loans, are typically advised by FA staff to consider Parent Plus loans. Student parents apply for Parent Plus loans at studentloans.gov and if the Parent Plus loan is approved, then students submit appropriate authorization form(s) for packaging.

Nonfederal financial aid funds, such as private education loans and external scholarships and grants, are added to the award package manually (eligible federal funds may be autopackaged prior) and are based on the award information known at the time of packaging. These funds count as resources in the estimated financial aid.

Chapter 31 & 33/VA benefits are manually (eligible federal funds may be autopackaged prior) included in the student’s award package to the extent the award amounts are known at the time of packaging. VA benefits are not considered as a resource included as part of the estimated financial aid in the federal need calculation.

The automated packaging process runs daily in CampusVue to assign and send initial financial aid award notification emails to students. Manual awarding by FA staff can occur for instances such as FA fund proration, when automated packaging is not available.

External award and under/overaward reviews in CampusVue are performed by LAFS financial aid staff to monitor and ensure compliance with these packaging policies and to prevent under/overawards and overpayments

9.1 Non-enrolled Applicants

If a person has not yet enrolled in a The Los Angeles Film School degree program, and the FAFSA is sent to The Los Angeles Film School, it will be calculated using a Needs Analysis System (NAS). A preliminary EFC will be determined for estimation of aid purposes. FAFSA’s submitted by non-enrolled prospective students will not be sent to the Central Processing Unit unless: the applicant has requested the information be sent to additional schools or the applicant has requested registration for selective service. The FAFSA and NAS will be filed in the financial aid office pending the applicant’s future enrollment. The Los Angeles Film School does not require that an applicant be enrolled to perform this calculation of aid.

9.2 Enrolled Applicants

If a person has enrolled in a The Los Angeles Film School degree program, the application data is

electronically transmitted to the Central Processing Unit. A Student Aid Report (SAR) is sent to the applicant indicating information transmitted and results. An Institutional Student Information Report (ISIR) is electronically transmitted to the school.

9.3 Information Exchange

Information is exchanged daily with the Central Processing Unit.

In order to participate in the Electronic Data Exchange (EDE), the school signs an agreement with the Department of Education (ED). For the 2011-12 and 2012-13 Award Years, The Los Angeles Film School will use services provided by ED CONNECT.

10. VERIFICATION OF APPLICATION DATA

Annually, the Financial Aid Compliance Manager reviews and revises the school's verification policies and procedures. The worksheets that are used as data verifiers are also updated. This ensures the process is properly performed based on current Department of Education regulations and the selected student can understand their responsibilities in the process.

10.1 Institutional Verification Flag

10.1.1 Conflicting Data

When information is received that conflicts with data reported on an application or the Financial Aid Staff Member has reason to believe the data reported is inaccurate, the applicant is contacted for a resolution of the (apparent) conflict. The applicant is asked to verify the accuracy of the data. If necessary, supporting documentation is requested and corrections made to the ISIR.

10.2 Financial Aid Transcripts

All previous financial aid history will be reviewed on the ISIR as reported by NSLDS. If a student shows information regarding his/her attendance at a post-secondary institution within the last award period, the Financial Aid Staff member responsible for the file will reference National Student Loan Data System (NSLDS) for clarification of a student's previous aid. The Los Angeles Film School puts all students with previous post-secondary education on the NSLDS Transfer Monitoring list. All student accounts that reflect a change as a result of monitoring are adjusted to assure compliance.

10.3 ED Verification Flag

The Department of Education (ED) also selects applicants to verify their data through a series of verification criteria edits. The Central Processing System uses these edits to select financial aid applicants for verification.

10.3.1 Required Verification

The output document (SAR/ISIR) clearly displays the student's verification status. An asterisk appears next to the EFC on the SAR and ISIR of an applicant selected for verification by the Central Processing System's (CPS) edits. The Los Angeles Film School chooses to verify every applicant selected by the Department of Education that will be receiving Title IV aid. (An exception to this policy is applicants that have been

determined ineligible for Pell and Subsidized Stafford Loans and choose to only pursue Unsubsidized Stafford Loans, Parent Loans for Undergraduate Students or Private Education Loans. Financial Aid Transcripts will be requested if necessary and all other applicable regulatory requirements will be met, but verification may not be completed.)

10.3.2 Application Information Verified

All applicants are assigned to a Financial Aid staff member(s). The staff member(s) reviews all applications in their specific caseload, then resolves conflicting data, C codes, and completes the verification process as indicated on ISIRs received from the Central Processing System. An application is not considered processed through an edit system until an ISIR with a valid EFC is obtained. When more than one output document is on file, the most recent SAR submitted by the student or ISIR downloaded describes the selection status of the student. Items are verified as required by the Department of Education's most current guidelines.

10.3.3 Verification Deadlines

The Financial Aid Staff Member will request the applicant return a Verification Worksheet and appropriate documentation necessary to complete FAFSA verification and complete the financial aid file. Deadlines for the return of such paperwork will vary by student, however verification must be completed by the final date determined by the Department of Education each award year to receive a corrected output document.

10.3.4 Student Responsibility for Verification

Students selected for verification are required to verify the income and household information they have reported on their applications. The Financial Aid staff member(s) responsible for the file informs the selected applicant of the school's verification policies and procedures by mail, email, or telephone. A Verification Worksheet is provided to the student by mail, email, or fax. All selected applicants are required to complete a Verification Worksheet (with a parent, if dependent), including required signatures. If the IRS DRT Request Flag on the most recent ISIR shows a code of "02" and the Data Field indicators have a "01", no further documentation is required unless the Staff Member determines that conflicting or missing information exists. If the ISIR shows a Request Flag code indicating that either a student or parent changed tax information that was previously populated using the IRS DRT or the code indicates that the student or parent was not eligible to use the IRS DRT, the Staff Member will request that the student and/or the parent submit copies of IRS tax transcripts and W2(s) for the base tax year. Students or parents who amended their tax returns will be asked to submit a copy of a tax account transcript that indicates the changes made in addition to the tax return transcript, which will only show information from the original return. If the selected applicant (or parent, if dependent) did not file a tax return, the Staff Member will request W2(s) or itemized income receipts in addition to the Verification Worksheet. If conflicting information is noted, the student and/or parent may be required to submit additional documentation, including required signatures.

10.3.5 Correction Procedures

There are a number of types of changes both The Los Angeles Film School and the applicant can make to the application information. The applicant or Financial Aid Staff Member can correct errors, update information, and add or remove schools. If the information on the output document doesn't accurately show the situation as of the signature date, then corrections may be needed. If the output document has information that was correct when the application was signed, but the student's situation has changed, the student may, in certain circumstances, update that information.

Applicants are encouraged by the Financial Aid Department to review the SAR carefully for errors or inconsistencies. The applicant may request that the school initiate corrections by notifying the Financial Aid Staff Member of changes that must be made, make online corrections via FAFSA on the Web, or send the corrected SAR directly to the Central Processing System. Corrections by the Financial Aid Staff will always be submitted electronically.

The types of information that must be corrected are:

- Data entry errors
- Social Security number
- Other federal eligibility match items (such as citizenship, selective service registration, etc.)
- Corrections that affect eligibility or award amounts

Application data that must be updated are:

- Dependency status (unless it changed because of a change in the student's marital status.)
- Household size and number in college (only if selected for verification, excluding changes as a result of a change in the student's marital status, otherwise this information may not be updated.)
- Income and asset information (based on provided documentation during the verification process)

Application data that may not be corrected:

Information that's correct as of the date the application was signed can't be changed. The student can't update income or asset information to reflect changes to his or her family's financial situation if those changes took place after the FAFSA was filed. However, effective for the 2012-13 award year, schools can change a student's marital status on a case-by-case basis to more accurately reflect the student's living and financial situation.

10.3.6 Eligibility of Funds

If verification is incomplete, the Financial Aid staff member may certify and/or electronically submit certification data to lenders. However, funds may not be received until verification is complete and any other eligibility requirements are met.

10.3.7 Award Changes Due to Verification

If verification of information results in a change of award amount, the Financial Aid staff member will notify the applicant immediately by mail, email, or telephone. The Financial Aid Award Letter will be adjusted and added to the student financial aid file. If a loan has already been certified, adjustments will be made to insure an overpayment of funds will not occur. If an interim disbursement of Pell has been made, the Staff Member will notify the Financial Aid Director if any overpayment needs to be returned.

10.3.8 Overpayment

The Los Angeles Film School is liable for overpayment of funds that result from school error. If the school can't eliminate the overpayment in the same award year, the school must pay the overpayment and the student

is then not considered to owe an overpayment and may receive additional SFA funds.

If a student's error caused the overpayment of funds, the student is responsible for repaying the overpayment. If the overpayment can't be eliminated by adjusting later disbursements in the award year, the student can't receive additional SFA funds until he or she repays the overpayment in full or makes repayment arrangements that are satisfactory to the school. If the student does not agree to repay, the school will not be held liable for the overpayment but must make a reasonable effort to contact the student and collect the overpayment.

Within 30 days of the date the Financial Aid Staff Member learns of an overpayment or changes to previously submitted information he/she will update the online NSLDS. After the information is reported to the NSLDS, the student's future output documents will show that he or she has an overpayment.

10.3.9 The Office of Inspector General Referral

If a staff member becomes aware that a student and/or a student's parent has provided incorrect information on the student's aid application, the staff member should report the situation to the Vice President of Financial Aid and the Financial Aid Staff Member responsible for the student's file.

The Financial Aid Staff Member responsible for the student's file will make an appointment with the student and offer that student the chance to correct the information. If the student corrects the information, the Staff Member will re-evaluate the student's award based on the corrected information, submitting such corrections to appropriate agencies.

If evidence of forgery or fraud exists, and the student and/or his/her parents do not choose to correct the error(s), the Financial Aid Staff Member will forward the information to the Vice President of Financial Aid. The Manager, with the assistance of an Advisory Committee consisting of senior staff members, will collect and present the information and evidence to the Office of the Inspector General (OIG) as well as appropriate law enforcement agencies.

Pursuant to federal regulation 34 CFR 668.16(g), the institution must refer to the Department of Education's Office of Inspector General (OIG) any credible information indicating that an applicant for federal student aid may have engaged in fraud or other criminal misconduct in connection with his or her application. Common misconduct may include, but is not limited to, false claims of independent student status, false claims of citizenship, use of false identities, forgery of signatures of certifications and false statements of income.

If evidence of forgery or fraud exists, and the student and/or his/her parents do not choose to correct the error(s), the Financial Aid Staff Member will forward the information to the Senior Director of Financial Aid. The Manager, with the assistance of an Advisory Committee consisting of senior staff members, will collect and present the information and evidence to the Office of the Inspector General (OIG) as well as appropriate law enforcement agencies.

Cases of fraud will be reported to the Office of Inspector General: Inspector General's Hotline: 1-800-MIS-USED.

www.ed.gov/about/offices/list/oig/hotline
Office of Inspector General
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-1510

11. PROFESSIONAL JUDGMENT STANDARDS

Professional Judgment will be reviewed on a case-by-case by Financial Aid management. On occasion, the Financial Aid Counselor and Processor may be included in the review of the student in question. On occasion, the VP of FA will be included for final review of difficult cases.

The following policies and procedures are set forth as the Professional Judgment policy of this institution. There may be situations and documentation, other than those listed, in which the Financial Aid staff member may choose to apply for a PJ. In such cases, Financial Aid management will make the determination and document the file.

Any applicant may request professional judgment be applied to unusual or special circumstances. All such requests must be responded to and documented in the financial aid file. If, after telephone or personal consultation, the applicant chooses not to pursue a professional judgment request, file documentation will be updated to reflect this. If the applicant pursues a professional judgment request, appropriate documentation will be submitted to the Vice President of Financial Aid for review and, if approved, included in the financial aid file.

11.1 Reducing the Family Contribution

If information reported on the FAFSA is accurate but the Financial Aid Staff Member believes it should be modified to take into account special circumstances, thereby reducing the Family Contribution, the Staff Member may choose to adjust the information. The most common situations that are considered special circumstances include:

1. Depressed economic conditions and/or loss of employment.
2. Separation or divorce by parent
3. Death of spouse or parent
4. Added expenses related to attendance at tuition-charging schools other than college, University, or trade school.
5. High debt payments for unusual circumstances, such as excessive medical or disability costs

Documentation for these circumstances can include, but is not limited to: proof of change, termination or separation of employment, legal documentation of divorce or separation, death certificate, billing statements and verification of enrollment for tuition-charging schools listed above and/or medical or disability cost summaries.

11.2 Dependent Status Override

1. Special Parent/Student Relationship

The FA staff member must determine whether the relationship between a student and his or her parents makes it unreasonable to expect the parents to contribute to the student's COA, regardless of their ability or willingness to do so. Except in extreme circumstances, students that live with their parents prior to beginning their education at The Los Angeles Film School will not be considered as candidates for a dependent status override.

Each request for a dependent status override will be reviewed on an individual basis. All approvals will be based on evidence that the estrangement of the parent, student relationship is not voluntary on the part of the student. Letters from student, another relative, and a non-related 3rd party will be required for consideration. If an outside party is not available, 2 letters from different relatives will be required for dependency override consideration.

2. Former Wards of the Court

If a student was formerly a ward of the court for purposes other than incarceration and has not been reunited with his/her parents, the institution may consider him/her to be independent if requested.

Documentation may be required in the form of legal separation paperwork and/or letters from individuals that can corroborate student claims.

11.3 Divorced or Separated Student/Parent

At the time the FAFSA is completed, the applicant or parent should indicate the correct marital status (married, divorced, separated, single). Individuals that are divorced or separated since filing a joint base year tax return are allowed to report their specific percentage of adjusted gross income and taxes paid rather than the total amount indicated on a joint return. Individuals that are married at the time the FAFSA is signed, yet filed independent tax returns in the base tax year, are required to report and consolidate both adjusted gross incomes and taxes paid.

The Financial Aid Staff Member may make corrections as necessary with appropriate documentation in the event the applicant completed the FAFSA incorrectly. Documentation requested may include: valid federal tax returns, W-2 forms, legal divorce or separation paperwork and/or a signed statement from the parent.

11.4 Documentation for Professional Judgments

The applicant is responsible for providing documentation to support any claims of special circumstances. The Financial Aid Department reserves the right to approve or deny a request based on the information received. All conversations with the applicant may be documented regarding a request for professional judgment.

The Department of Education considers professional judgment decisions as an inherently subjective process and provides the school with considerable latitude in making a reasonable assessment of unusual circumstance. The Vice President of Financial Aid holds the final decision regarding a request for professional judgment and may not be appealed to either The Los Angeles Film School or the Department of Education.

12. ENROLLMENT VERIFICATION

Every 30 days, lenders and guarantors are notified of updated student attendance dates via the electronic Student Status Confirmation Report. Periodically, the school receives enrollment verification requests from guarantee agencies and/or lenders. Requests are completed and returned within 30 days.

The Financial Aid Funds Specialist performs both types of enrollment verification.

13. STUDENT APPLICATION PROCESS

Students participate in the application phase by indicating the school's name, address, and school code on the FAFSA. They may forward the application directly to the Central Processing Unit or to The Los Angeles Film School for processing. Students may also choose to participate in the completion of the FAFSA through the Department of Education's FAFSA website.

Student files are reviewed upon receipt of a FAFSA application. Standard budgets are built for the LAFS programs. Students selected for verification are contacted regarding supplemental information needed before a financial aid award may be finalized. The LAFS financial aid packaging policy is to offer assistance up to the total cost of attendance (COA).

The COA is comprised of both direct and indirect costs the student may incur during attendance at LAFS, which are determined for each program of study and not differentiated by education delivery method. LAFS On-Ground/Online Program COA information, for current and prospective students can be viewed at <https://www.lafilm.edu/admissions/financial-aid/financial-aid-consumer-information/>. In addition to the LAFS website, COA information is made available to prospective students during LAFS events such as open house.

13.1 Cost of Attendance

Cost of Attendance figures are part of the calculation used to determine the total amount of financial aid students may receive during each academic year. Cost of Attendance figures are revised annually using the model provided by the Department of Education and based on the methodology set by Congress in the Higher Education Act of 1965, as amended. The cost of attendance provides an estimate of the student expenses for each award year of the program.

The student expenses in the COA are divided by direct and indirect costs. The direct costs being the charges the student will incur directly from LAFS and the indirect costs are estimates of the student's living expenses while in school. Since The Los Angeles Film School does not provide or charge for room and board as some schools may, each student is encouraged to seek out the living situation that best suits his or her personal and financial needs.

The institution uses the following elements in the COA formula:

Direct Costs:

Tuition and fees charged directly to the student's account by LAFS.

Tuition: The tuition element includes the actual tuition charged for an academic year. No books, supplies, uniforms, or other miscellaneous items are included in the tuition.

Fees: The fees element includes:

- Program specific Techkit (BS Animation, BS Entertainment excluded)
 - The primary component of the Techkit is a laptop computer and software that serves as a personal workstation throughout a student's education. The entire bundle is generally purchased through the school and the COA is set up based on this assumption.
 - The student has the ability to opt out of the purchase of some elements of the Techkit

through the school. A student may use their own laptop, software, or equipment as long as it meets the system and program requirements.

- If students choose to use their own equipment or software instead of obtaining the Techkit from the school, they will be required to demonstrate that they have all equipment and software that meets the minimum specifications as the Techkit for their program of enrollment. If the student's equipment or software meets the requirements, the student's Techkit fee will be adjusted on both the student's account and COA.
- In general, the Techkit fee amount matches for all students in each program and is a one-time fee charged during program start when Techkit is needed for class. (Exception is the Online BS Digital Film program, the Techkit fee is charged in two parts, Academic Year 1 and Academic Year 2 due to different equipment needed in each year).
- Technology fee required for appropriate programs
- Books and supplies fees are included as the amount set for the program of study. The student has the ability to opt out of purchasing books and supplies through LAFS. If the student chooses to opt out, the book and supply fee will be adjusted on both the student's account and COA.

Indirect Costs:

Room, board, transportation and miscellaneous expenses needed to adequately cover costs for a student living a moderate lifestyle. Optional costs for childcare and disability expenses may also be included on a student-by-student basis.

Room and board: As most students identify as living on their own or supporting the family unit in their current living situation, the institution only utilizes the "off-campus" option when calculating living costs. The room and board allowances are calculated using the results of research on the published local rates for an individual in a shared apartment in the Hollywood area as well as average utility costs. Students are also interviewed to determine average costs of room and board. The research and interview results are reviewed, averaged, and updated each award year.

Transportation and parking: These allowances include monthly transportation cost for gas/car payment or expenditures based on public transit, parking expenses for the area surrounding the campus, travel cost for airfare/ground transportation for family holiday visits. There is no differentiation in this allowance for online students unless there is an individualized reason for adjustment to be made through the application of Professional Judgment.

Miscellaneous expenses: This allowance includes loan origination fees and other usual expenses for incidentals not included in the other expense categories.

Childcare: This allowance is included in the COA only if the student has indicated that he/she will incur childcare costs as a direct result of his/her attendance in school. The Financial Aid Staff Member will assist in this determination and document the student's file accordingly.

Disability: This allowance will be considered only on an individual basis for services related to a student's disability. The Financial Aid Staff Member will make the determination and document the student's file accordingly.

13.3 Numerical Calculation

The following calculation is completed to determine the cost of attendance per semester for students in each of the degree programs offered at The Los Angeles Film School.

Charges including:

- Tuition Average per credit hour cost of program each semester
- TechKit (Laptop & Software) Cost per program for laptop & software package
- Textbooks Varies per program (specified in Cost of Attendance)
- Technology Fee Varies per program (specified in Cost of Attendance)

Projected Other Costs:

- Housing/Utilities \$6,000 per semester
- Transportation/Travel \$1,300 per semester
- Parking \$1,100 per semester
- Food \$1,600 per semester
- Miscellaneous \$2,000 per semester

13.3 Expected Family Contribution

The Expected Family Contribution (EFC) is the dollar description of an applicant's financial strength. Financial factors, such as income and assets, are considered in the determination.

EFC is determined by Congressional Methodology.

13.4 Congressional Methodology Need Analysis

A student's financial need is determined by subtracting the EFC and the other estimated financial aid sources (EFA) available to the student from the financial need demonstrated by this analysis.

A Needs Analysis (NA) document is generated for each applicant via ED CONNECT. This form is maintained in the student's file to document the COA, EFC, and the demonstrated financial need.

Awards are disbursed at the start of module one in each payment period (i.e. semester) with the exception of first time borrowers of Stafford loans which are disbursed in module two of the first semester. While attendance is not required for the duration of the program, students are expected to attend class the first week of a module to confirm participation in that term of enrollment. Additionally, attendance is highly encouraged to enrich the student experience in each course, many of which may require regular attendance as an important component of the curriculum. The attendance policy is published in the course syllabus for each class and in accordance with The Los Angeles Film School Satisfactory Progress statement. Based on the attendance policy as it is described in the school catalog, it is possible for students to graduate without completing 100% of their program.

CALCULATIONS AND ANALYSIS / PELL GRANT

14.1 Awards

The Pell Grant awarded to a student is based upon how much of the enrollment will be funded from the ISIR submitted and the student's PGI scheduled award.

The portion of the enrollment that is funded from a particular year's SAR depends upon the student's payment periods that occur in that year. Payment periods are funded from the ISIR of the year in which they occur. If a payment period crosses into the next award year, all hours of the crossover payment period are funded -- either from the year the payment period began or from the year the payment period was completed.

For each semester of funding in the 32-week academic year, the student is awarded the Pell Grant scheduled award dictated by the PGI and COA. When the student is scheduled for a semester that is less than the standard term of 16 weeks, the scheduled award is prorated based on the Standard Term Formula 1 Federal Methodology of calculating Pell. If the student received a portion of a Pell Grant in another program or at

another institution, the maximum to be received for this enrollment in the current award year is the remaining percentage of the full scheduled award.

Financial aid staff have been trained to review available enrollment updates to prevent Pell Grant under-awarding. LAFS has updated FA system configuration has been set up to identify processing exceptions such as mismatches in award amounts versus student attendance status, which are automatically excluded from disbursement to ensure proper Pell Grant funding. Exceptions resolutions are escalated by FA staff to FA management as needed.

14.2 Pell Disbursement

Pell Grant funds are scheduled for disbursement at the beginning of each payment period. The funds represent, at maximum, funding for all hours which will be attempted during each payment periods that is to be funded from the ISIR submitted.

Pell funding will be scheduled for all otherwise eligible students who submit a valid SAR/ISIR while enrolled and prior to the end of the award year provided the following requirements are met:

1. Financial Aid Specialist sends origination records of Pell eligible students via COD.
2. Prior to a requested disbursement date, the Financial Aid Specialist sends a disbursement record to the CPS via EDCONNECT.
3. Flagged ISIR's must be verified per ED regulations by obtaining appropriate documents in file prior to mid-point disbursement dates.
4. Satisfactory academic progress checks are made and a Pell payment record is forwarded to the Business Office if student is eligible.
5. Business Office draws down approved funds from GAPS account and applies to students' accounts.
6. If a student is not in satisfactory academic progress, funds may be rescheduled for a later date.
7. Pell awards will be adjusted based on enrollment status changes.

15. CALCULATIONS AND ANALYSIS / LOAN CERTIFICATION

The following calculations and analysis are performed with each student's application data in evaluating eligibility and awarding aid.

15.1 Cost of Attendance

Cost of Attendance for students is determined by adding the direct and indirect educational costs that will be realized over the length of the payment period. The direct costs are charges such as tuition, fees, equipment deposit, STRF fee, and computer package, which are paid directly to the school. The indirect costs are those costs associated with maintaining adequate living requirements, equipment costs and transportation needs while enrolled in school. Only the student's indirect costs, not those of their dependents, may be included.

Origination and guarantee fees incurred from the DL Programs are automatically added to the COA for the enrollment period. The total COA is determined by the itemizing and totaling of all components. The direct costs, tuition, fees, books, supplies and equipment represent the school's total charges. Representative standardized allowances are used for the indirect costs (room and board, transportation, personal, and childcare). These allowances are reviewed and revised annually. Individual counseling can be done to determine the student's indirect costs.

For purposes of packaging in the CampusVue database, the "Cost of Attendance" should be used to determine whether a student has been over-awarded.

15.1.1 Student Cost of Attendance

The published Cost of Attendance includes an additional amount that represents the costs for two round trips home over holiday breaks. The costs will reflect either driving (# miles x .37) or reasonable airfare rates.

The Financial Aid staff member may choose to include origination fees of a private sector educational loan to the COA.

The Financial Aid staff member may choose to include a reasonable allowance for the documented rental or purchase of a personal computer (under miscellaneous expenses).

15.2 Estimated Financial Aid

The award year in which the loan period originates is generally the award year of the loan. The FAFSA of that year would then be the source document for the dependency status and family income that are used to determine eligibility. If the following year's data is to be used, the file will be documented accordingly.

All Veterans' Benefits and Vocational Rehabilitation benefits, scholarships and certified private educational loans will be considered as financial aid.

15.3 Estimated Family Contribution

An Expected Family Contribution (EFC) is calculated using Congressional Methodology for each applicant. The EFC can be calculated at the school on an approved needs analysis system or as reported on the ISIR. The EFC is based on the length of the program (12 -month max.) and adjusted to the length of the loan period indicated.

15.4 Determination of "Need"

The Subsidized Stafford Loan need is determined by subtracting the EFC and the EFA from the COA. The certified loan amount will be the greater of this number or the student's maximum eligibility based on the length of the program.

The Unsubsidized Direct Loan and Parent Loan for Undergraduate Students are not considered need- based loans. Therefore, the EFC is not used in determining the maximum amount of loan eligibility.

15.5 Institutional Certification

For Direct Stafford and PLUS Loans, each individual loan will be originated, and disbursements requested via the Common Origination and Disbursement (COD) system. The Los Angeles Film School uses the proprietary software OpenNet to electronically submit private loans for students.

15.6 Delayed Loan Certification

The Financial Aid department holds all Federal loan disbursements until the student attends the entrance interview. Following that, the student enrollment is confirmed, and necessary verification is completed, and the loan is transmitted to the lender with a projected first disbursement date of 31 days after the initial start (based on the 30-day delay for first time borrowers). Students in subsequent academic years will have aid disbursed in first week of semester or after all outstanding issues are resolved with the student file.

LAFS requires 30-day delay of first disbursement requirements for first time. LAFS verifies the NSLDS information in Federal Direct Loan borrowing records as an additional measure to identify all first time, first year borrowers.

LAFS implemented new procedures to include financial aid system activity exceptions identifying early disbursements to prevent a reoccurrence of this finding. Updated FA system configuration has been set up to identify processing exceptions that can cause funds to disburse before 30 days, which are automatically excluded from disbursement.

16. CALCULATION AND ANALYSIS / WORK STUDY

If student is eligible to receive federal funding and they meet the financial aid work study requirements, they are notified that they can participate in the Federal Work Study Program. Students are directed to the Federal Work Study portal via LAFS Student Connect to obtain information on open positions and program requirements. Upon acceptance into a position, the student must meet with the Work Study Coordinator to sign the FA Work Study Agreement as well as paperwork from Human Resources (inclusive of W-4 and I-9 documents). All on-campus positions pay \$15.25 per hour (\$18 per hour for Community Service) with a maximum funding amount not to exceed \$5,500.00. Students may petition to extend their awards beyond this minimum threshold. Petitions are reviewed on a case-by-case basis. Please see “Federal Work Study Policy” for further details.

17. CALCULATION AND ANALYSIS / FSEOG AWARD

FSEOG may be awarded to undergraduate students with exceptional financial need who will also receive Federal Pell Grants during the award year. The funds for this campus-based program are limited and based on a percentage of the institution’s annual award of FSEOG funds that will be allocated for each starting class. Students awarded FSEOG are based on Pell eligibility and need to secure outstanding tuition balances (and living expenses in hardship cases). Award amounts vary based on individual circumstances and are approved by Vice President of Financial Aid. Students with the lowest EFC are given first priority. Please see “FSEOG Policy” for further details.

18. FINANCIAL AID FILE

The primary purpose of the financial aid file is to document the student's eligibility for the financial aid award. Other purposes it serves include documenting changes in student status, recording aid program expenditures and disbursement dates, and demonstrating compliance with the consumer information requirements.

The forms that are completed and filed over the course of a student's enrollment to accomplish these purposes can include, but are not limited to, these documents:

- Enrollment Checklist
- Installment Agreement
- Stipend Letter
- Signed Enrollment Agreement
- Private Loan Paperwork
- VA and/or Voc Rehab forms/documents/correspondence
- Scholarship Paperwork (if any)
- Misc. Paperwork
- Compliance Checklist (Internal Audit)
- Exit Interview
- Entrance Interview
- Signed Award Letter
- Signed PLUS MPN/Denial Letter
- NSLDS Printouts
- ISIR / Eligibility Results
- Verification Worksheet (attached to ISIR)
- Tax Forms (attached to ISIR)
- FAFSA / Needs Analysis

19. SATISFACTORY PROGRESS AND FUNDS DISBURSEMENT

19.1 Defined Increments

The Los Angeles Film School’s Satisfactory Progress Policy regarding grades and attendance is specifically outlined in the Satisfactory Academic Progress Policy portion of this manual, Section 3.5.

Funding may be disbursed at defined increments:

The Los Angeles Film School defines an academic year as 32 weeks and 24 credits in order to progress to the next grade level. 1st time Stafford borrowers are required to wait 31 days to receive freshman level Direct Loans on their student account. For all future disbursements, disbursements are made at the start of each semester and awarded amounts are defined based on enrollment status, grade progression, and satisfactory progress in respective degree program.

19.2 Authorizing / Disbursing

All funds are actualized and disbursed by staff members in the Business Office. Financial Aid will package students and submit batch requests for disbursements to be made based on enrollment status and eligibility. Once confirmation has been received that COD has accepted origination and disbursement records, notification will be provided to drawdown funds from G5 and post individual disbursements to student ledger accounts. There is a 3-business day transit time between drawdown of funds and posting to student ledger.

Accurate, timely reporting to COD is ensured through the automated CampusVue financial aid platform. Inaccuracies in date/amount are flagged within 24 hours of fund disbursement to COD and corrected in CampusVue automation. FA staff are prohibited to make manual changes in CampusVue as it relates to disbursement dates, preventing issues with accurate, timely reporting to COD.

Financial aid staff have been trained to ensure the timely identification of ineligible disbursements and confirm ineligible payments will be returned within the required 30-day period. In addition, LAFS financial aid systems were updated to further check for improper fund disbursement exceptions. Updated FA system configuration has been set up to identify processing exceptions such as ineligible disbursements, which are automatically excluded from payment.

19.2.1 Determining Enrollment Status

At the start of a student's first semester, the Financial Aids Funds Specialist will review all student's status to confirm eligibility and attendance. Once the required 30-day period has expired and verification has been processed, federal aid is disbursed to the student account based on full-time status (private loans and PLUS loans are disbursed within 30 days in order to allow for living expense checks to be disbursed near the start of the program). At the end of the first semester, the Funds Specialist will run a report to determine whether students were unregistered for modules within a semester that resulted in a drop below full-time status. In instances where credits were reduced, the Specialist will return funds based on the student's enrollment status (full time, $\frac{3}{4}$ time, half-time, or below half-time) at the end of the semester. At the start of the subsequent semester, the Funds Specialist will disburse for the next semester based on full time status and will repeat the process of reviewing enrollment status at the end of a semester based on changes in enrollment. Please see "Disbursement Schedule" for a chart of loan disbursements and determining unearned aid.

If a student drops or withdraws from a program prior to the end of a semester, a refund calculation will be performed, and instruction will be given about changes in enrollment status that result in a return of federal funds. Once the calculation is provided, fund returns will be processed and completed prior to closeout of student account.

19.2.2 Receiving EFT

Most Financial Aid funds are received by electronic funds transfer (EFT). Loan proceeds are received via Common Origination and Disbursement website (federal loans) and Sallie Mae's Opennet system (private loans). Funds are received in two disbursements per academic year at appropriate intervals based on the schedule provided by the institution. The Business Office is responsible for drawing down funds via G5 and posting to student account ledgers on a daily/weekly basis.

Approximately two weeks prior to disbursement, the Financial Aid Officer confirms verification status as well as the students' eligibility for the funds based on all other awards received, or expected to be received, during the award period.

As Financial Officers are directly responsible for originating Title IV loans, they are disallowed from

completing the final receipt of funds. Before accepting disbursement, the Financial Aid Funds Team verifies identity, enrollment status, academic progress (credit hours), and satisfactory progress (grades and attendance).

The Business Office is responsible for applying financial aid funds to the students' tuition accounts after the Financial Aid Funds Team has indicated eligibility.

Students are provided a copy of the EFT receipt within 14 days of disbursement. Each receipt contains required information regarding the student's right to cancel the loan within 10 days.

19.2.3 Receiving Checks

In the event funds are sent to the school in the form of a check co-payable to the student and institution, the student is contacted to endorse the loan check. The check will then be deposited and credited to the students' tuition account using the same procedure as funds received via EFT.

19.4 Holds and Refunds

If receipt of funds results in over-award, the institution may accept the funds, then promptly refund all the excess funds to the lender.

If the funds result in the student's eligibility for living expenses above and beyond the tuition amount owed, the school will promptly disburse the funds to the student for such expenses. If funds received are due to an excess of PLUS monies, The Los Angeles Film School will refund the living expense portion directly to the parent borrower unless directed in writing to deliver said portion to the student.

The Los Angeles Film School's policy is to pay all credit balances within 14 days. Credit balances only occur after a disbursement is made on a student account. Once funds are received, the LAFS procedure is to issue a stipend check within 14 days after the date of disbursement. LAFS encourages students to plan accordingly.

If the student failed to begin classes as expected, is not progressing satisfactorily, or eligibility cannot be verified the funds are received and held for up to 3 days. The funds are not disbursed until eligibility is verified. If eligibility is not verified, funds are returned to the lender within 3 days.

Rescheduling of funds that were refunded due to lack of satisfactory progress will be requested if a satisfactory status has been regained within the payment period.

20. LOAN RECERTIFICATION

20.1 Additional Funds

If additional financial aid funds are applied for and received by the student after the origination and receipt of original loans, the Financial Aid Officer will re-certify all loans in that award period with the corrected estimated financial aid and cost of attendance. An immediate refund will be made to the applicable program if an over-award results from the additional funds.

21. STUDENT STATUS CHANGES

21.1 Termination and/or Withdrawal

When a student is terminated or withdrawn from active status, the Financial Aid R2T4 Specialist identifies any refunds and/or balances due. This is calculated within the guidelines of The Los Angeles Film School refund policy and the Federal refund policy, if applicable.

The school's refund policy is found on the Enrollment Agreement as well as The Los Angeles Film School catalog. The refund distribution policy establishes the priority in which the funds disbursed to an aid recipient are returned to the Federal programs.

Students that have received Title IV funds in the form of loans are advised of their outstanding obligations through the Exit Interview. An Exit Interview will be completed for a student even if all of that student's Title IV funds have been returned. If a student fails to attend an Exit Interview, the paperwork is sent to them via U.S. mail.

Every month, LAFS staff review enrollment reporting to determine the effective date of a student withdrawal to the National Student Loan Database System (NSLDS):

1. Registrar Coordinator and Student Records Manager conduct initial and ongoing review of students LDA
2. Registrar audits final Last Date of Attendance (LDA) in school official database (CampusNexus Student database) prior to reporting
3. Financial Aid Department receives and downloads the Student Status Confirmation Report (SSCR) file from Edconnect
4. Registrar processes the file in the school database which is configured to match the SSCR file against registration files (active student records and students recently withdrawn/graduated)
5. Registrar returns the updated SSCR file via Edconnect

21.2 Interruption of Training (IOT)

For tracking purposes, The Los Angeles Film School authorizes one Interruption of Training (IOT) to a financial aid recipient during the length of time required for the completion of his/her degree program. Except in extenuating circumstances approved by the Director of Advising, this temporary interruption of study does not exceed 30 days and Financial Aid funds are not disbursed during this time. Disbursements are rescheduled and received after a student's return and satisfactory academic progress points are met provided the academic and/or payment period has not been exceeded. Student loans are not certified while a student is on a IOT.

21.3 Re-entry after Withdrawal or Termination

If the student was terminated from The Los Angeles Film School he/she must meet with the Student Advisor (if within 45 days of termination) or the Re-Entry Specialist (if after 45 days of termination) in order to be granted re-entry. If the student was terminated for unsatisfactory progress and returns within 45 days, the student will be placed on academic probation for the first term (4 weeks of school) and must sign an Academic Improvement Plan. If the student wants to return earlier than stated policy he/she must appeal in writing to the Vice President of Education.

After 45 days, the Re-Entry Specialist receives the request and forwards an In-process form to determine students' account history and past grades. The form is circulated to all departments who are asked to provide information regarding the student's prior enrollment and give a recommendation for re-entry.

The revision committee will review recommendations from other departments, the student's contract price, a payment schedule, credit for prior training, financial aid packaging, and any probationary period for the student. The student's repayment schedule will be determined on a case-by-case basis by the Business Office.

A Reentry Form is completed by the Re-Entry Specialist with the enrollment prices, academic credit information, the hours credited, the hours that must be retaken, and the new schedule.

22. NON-FEDERAL OR STATE SOURCES OF FINANCIAL AID

22.1 Scholarships

The Los Angeles Film School participates with a variety of Scholarship programs and is always searching

for new information and funding. Information regarding reference sources and Internet addresses are distributed to any current or prospective students who express an interest in any Scholarships or Grants other than the programs provided by Title IV funding.

22.2 Cal Grant

The Los Angeles Film School does not currently participate in the California-based Cal Grant program due to our 3-year Cohort Default Rate being above the maximum threshold of 15%. Please refer to the “Cal Grant Manual” for specifics on policies and procedures pertaining to this state-based program.

22.3 Veteran’s Education Benefits

The Los Angeles Film School is authorized to train student’s receiving Veteran’s Education Benefits as approved by the Department of Veteran’s Affairs. Awards are determined by application with the Veteran’s Education Department and funding is disbursed directly to the institution for the Post 9/11 G.I. Bill and the Yellow Ribbon Program (all other Chapters disburse funding directly to the student). The student is responsible for applying; however the Financial Aid and Military departments (a Veteran’s Affairs Certifying Official) can provide information and assist with the application process. The VA Coordinator on the Military team is directly responsible for maintaining funding information for students receiving VA benefits and keeps these records on file. Any funding information for VA students is provided to the Financial Aid department to make adjustments to award packages as necessary.

22.4 Vocational Rehabilitation Programs

Various states offer funding in the form of Vocational Training Benefits for designated applicants. The Los Angeles Film School does not assist in this application process other than to advise Voc Rehab counselors when questions arise. Students that qualify for Voc Rehab awards are directly responsible for assuring that funds arrive in a timely manner. All Voc Rehab payment vouchers and disbursement dates are handled by the Business office.

22.5 Private Sector Educational Loans

With the exception of specially designated “consumer” education loans, all private sector loans are certified in the same manner as non-need-based Federal Loans. While students still must maintain satisfactory grades and attendance according to policy, funds may be received at any point during the award year certified for, provided it does not result in an over-award.

23. SCHOOL SCHOLARSHIPS

Following are the scholarships currently being offered to students attending The Los Angeles Film School (details on these programs can be found in the institution’s scholarship guide and in the scholarship application):

- Hollywood Dreams Scholarship
- Merit-Based Alumni Scholarship
- Innovation Scholarship
- Need-Based Scholarship

24. DEFAULT MANAGEMENT PLAN

24.1 Default Prevention Program

The Los Angeles Film School:

1. Counsels students on their loan responsibility.

The Financial Aid Department conducts an Entrance Interview during Orientation about student loan responsibility. A signed statement from the student indicating he/she attended the Entrance Interview is required before federal education loan funds are received.

2. Works closely with lenders.

The Default Prevention Team notifies the student by mail if their name appears on a delinquency list produced by the lender. Telephone contact is also attempted.

3. Improves quality of education. (See Section 3.6)
4. Improves retention programs. (See Section 3.10)
5. Reduces defaults by terminated/withdrawn students.

The Default Prevention Team sends the loan information/Exit Interview for dismissed students by U.S. mail. If the student arrives in person to withdraw, the entrance interview will be conducted at that time.

6. Teaches students to budget and manage personal finances as part of the common general education course curriculum.
7. Establishes the importance of gainful employment post graduation that is sufficient to pay student loans on time.
8. Conducts comprehensive Exit Interviews
 - a. Conducts personal interviews at time of graduation or termination when possible.
 - b. Affirms that the school has a Default Prevention Team who is willing to answer any questions
 - c. Students are advised of consolidation and deferment options
 - d. The Coordinator is responsible for completion of any paperwork.
9. Analyzes any default problems at The Los Angeles Film School.

10. Works with servicers, guarantors and U.S. Department of Education to contact students in delinquent status and provide resources and counseling on how to maintain a current status with loan repayment.

The Default Prevention Team maintains default analysis of the current defaulted students as well as analysis of the current delinquent borrowers through Direct Loan delinquency reports, NSLDS, and NorthStar servicer reports.

24.2 Exit Interviews

The Exit Interview consists of a personal meeting with the Default Prevention Specialist to review all details of the student's loan package. If a student fails to attend an Exit Interview prior to graduation, The Los Angeles Film School Diploma will be held until the requirement is met or the documents are forwarded to the student via U.S. mail.

Approximately 30 days prior to graduating from The Los Angeles Film School, students are notified of the requirement to attend an Exit Interview. Students are advised of the appointment times available and reminded of the consequences of failing to attend an Exit Interview. If a student fails to attend an Exit Interview either before graduation or within 30 days immediately following graduation, the Exit Interview paperwork is mailed to the student, with return receipt requested.

Students withdrawing from school are required to meet with the Default Prevention Specialist to receive

counseling involving the repayment of loans. If the student does not, the Exit Interview paperwork will be forwarded via mail. An Exit Interview will be completed for a student even if all of that student's Title IV funds have been returned.

Exit counseling provided to a Stafford Loan or Unsubsidized Stafford borrower will include, but is not limited to the following information:

- Counseling and information regarding a student's indebtedness.
- Sample loan repayment schedules based on the borrower's total loan indebtedness for attendance at The Los Angeles Film School.
- The name and address of the borrower's lender(s) according to The Los Angeles Film School's records
- Guidance on the preparation of correspondence to the borrower's lender(s) and completion of deferment forms and forbearance requests.

24.3 Contacting Potential Defaulters

As soon as a pre-claim assistance request is received, the Default Prevention Specialist:

Checks the student files for updated information such as new address, employer information, Financial Aid and/or Academic Transcript requests

Sends any new information to the lender.

Contacts borrower by telephone or mail.

Provides detailed information regarding the consequences of the failure to repay the loan, including:

- Damaged credit rating for at least 7 years,
- Loss of generous repayment schedule and deferment options,
- Possible seizure of Federal and State income tax refunds due,
- Exposure to civil suit,
- Liability for collection costs,
- Possible referral of the borrower is a Federal employee, and
- Loss of eligibility for further Federal Title IV student assistance.

The Financial Aid Coordinator documents all attempts to contact student.

24.4 Contacting Borrowers during Grace Period

The Los Angeles Film School:

Attempts to contact the borrower during the grace period at least twice by mail. Students are sent correspondences from The Los Angeles Film School's Default Prevention Specialist at timely intervals of three months, six months and one year after a student leaves The Los Angeles Film School. These letters are to serve as reminders of repayment obligation as well as their rights to deferments and forbearances.

Updates records regarding the borrower address, telephone number, employer, and employer's address whenever this information is received from any source.

24.5 Obtaining References

The Los Angeles Film School:

Uses a supplemental reference sheet (PDS) to obtain additional references from the borrower during the admissions and enrollment process.

Collects updated reference information at the exit interview. At the exit interview students complete another separate reference sheet with updated information.

24.6 Counseling Activities

During registration, the Financial Aid Counselor meets with students to review rights and responsibilities of borrowing. At that meeting, the student signs a sheet stating they have attended and understand the information given.

The Manager of Financial Aid meets with Admissions at timely intervals to update them on programs The Los Angeles Film School participates in and the proper way to introduce a student to the possibilities of utilizing those sources. The Financial Aid Department and Admissions Department share a cooperative team relationship. The Admissions Department refers all questions and inquiries to the financial aid department.

As part of the loan counseling provided for a Stafford Loan, Unsubsidized Stafford or Plus Loan borrower, the Financial Aid Staff:

- 1) Provides information to the borrower regarding, the terms and conditions of Direct Subsidized and Unsubsidized loans and PLUS program loans, including:
- 2) Students are counseled on the full amount of eligible loan funds that could cover tuition, fees and living expenses.
- 3) The stated interest rate on the borrower's loans.
- 4) The applicable grace period provided to the borrower and the approximate date the first installment payment will be due.
- 5) A description of the charges imposed for failure of the borrower to pay all or part of an installment payment when due.
- 6) A description of any charges that may be imposed as a consequence of default, such as liability for expenses reasonable incurred in attempts by the lender or guarantee agency to collect the loan, including attorney's fee.
- 7) Explains the borrower's responsibilities in the Stafford and Unsubsidized Stafford and PLUS loan programs including:
- 8) The borrower's responsibilities to inform his or her lender immediately of any change of name, address, telephone number, or SS#.
- 9) The borrower's right to deferment, cancellation or postponement of repayment, and the procedures for obtaining those benefits.
- 10) The borrower's responsibility to contact his or her lender in a timely manner, before the due date of any payment he or she cannot make.
- 11) The availability of forbearances.
- 12) Provides the borrower:
 - General information of the average indebtedness of student borrowers who have obtained Stafford, Unsubsidized Stafford and PLUS program loans for attendance at The Los Angeles Film School and the average amount of a required monthly payment based on that balance.
 - The estimated balance owed by the borrower on Stafford, Unsubsidized Stafford and PLUS loans, and the average amount of a required monthly payment based on that balance.

- Detailed information regarding the consequences of the failure to repay the loan, including a damaged credit rating for at least 7 years, loss of generous repayment schedule and deferment options, possible seizure of Federal and State income tax refund due, exposure to civil suit, account to a collection agency, garnishment of wages if the borrower is a Federal employee and loss of eligibility for further Federal Title IV student assistance.

13) Reviews the repayment options (e.g., loan consolidation, refinancing) available to the borrower.

14) Explains the sale of loans by lenders and the use by lenders of outside aspects of personal financial management.

25. GAINFUL EMPLOYMENT (GE) DISCLOSURES

On an annual basis, in January of each year, the VP of Compliance updates and creates new GE Disclosures for the coming year. This is appropriate as the institution files its annual report with ACCSC in October of each year and files its annual report with BPPE in December of each year. As the institution's annual reports to both ACCSC and BPPE contain data by program/program variant for graduation and employment statistics, and as one essential component of the GE Disclosures is the most recent employment statistics reported to each of ACCSC and BPPE, January is an appropriate month to update the GE Disclosures. Further, it is noted that historically commencing with November 22, 2013 Electronic Announcement on this topic, USDED has mandated the creation of updated GE Disclosures by end of January, with the notable exception 2018 in which USDED mandated such updated not later than April 6, 2018 via Electronic Announcement dated January 19, 2018. It will be the goal of this institution to update GE Disclosures not later than January 31 of each calendar year, or such other date annually as may be mandated by USDED.

A separate and unique GE Disclosure shall be created, using the then mandatory template provided by USDED, for each program/program variant offered by the institution at that time as well as any and all program/program variants no longer offered by the institution but are still reportable to ACCSC and/or BPPE. Each separate GE Disclosures shall be created using the CIP code for such program/program variant as reported to USDED on the institution's ECAR. A separate and unique GE Disclosure shall be created for each program/program variant where the institution offers multiple versions of a program/program variant at differing time lengths, which is appropriate as the institution reports graduation and employments statistics to ACCSC and BPPE separately for each program/program variant where the institution offers multiple versions at differing time lengths.

It is the intent to populate as completely as possible the field available on the template for "Occupations For Which This Program Prepares Student", however it should be noted that the previous templates made available by USDED have provided little flexibility to this field allowing the user to chose either a) the array of SOC codes the USDED associates with the CIP or b) allowing the user to note only one SOC code.

Each GE Disclosures shall be populated with tuition and fees and costs of books/supplies data as well as ancillary charges for each program/program variant as is published in the institution's then Academic Catalog or applicable addenda.

Each GE Disclosures shall be populated with the URL for the institution's Net Price Calculator to provide additional information on cost of attendance.

Each GE Disclosure shall be populated with an accurate number of students who commenced matriculation in each program/program variant during the time period as determined by the template. This time period will vary by the applicable program/program variant's published normal time frame. The data in question shall be gathered by query of the institution's student tracking database, which is CampusNexus as of the writing of this document. Each GE Disclosure shall be populated with an accurate number of the above-mentioned students who graduated from each program/program variant within the normal published time frame of said program/program variant, from which the template will auto calculate a 100% Time Frame Graduation Rate for the cohort group determined by the template. NOTE: These fields may be inapplicable for population dependent upon number of students who commenced the applicable program/program variant during the time frame determined by the template.

Each GE Template shall be populated with the median loan debt for the graduates of each applicable program/program variant who commenced matriculation during the time frame as determined by the template

and subsequently graduated within the published normal time frame of each program/program variant as discussed above. This data shall be supplied to the VP of Compliance by the institution's Financial Aid office based upon the cohort graduates who completed each applicable program/program variant within the published time frame, the list of which shall be provided to the institution's Financial Aid Office by the VP of Compliance. Based upon this data as input, the template will auto-populate the interest rate and will thereafter auto-calculate the typical graduate's monthly debt note payment for said cohort by program/program variant. NOTE: These fields may be inapplicable for population dependent upon number of students who commenced the applicable program/program variant and/or the number of those who graduated from said program/program variant during the time frame determined by the template.

The VP of Compliance shall indicate in the template if said program/program variant is in danger of becoming ineligible for T4 participation within the next year based upon the next round of Debt:Earnings Rates as calculated by USDED. This determination shall be made by the VP of Compliance based upon rules then in place by USDED regarding program/program variants loss of eligibility based upon Pass/Zone/Fail combinations over certain timeframes as determined by USDED.

The VP of Compliance shall select Required to Calculate Job Placement Rate for the Program Completers by Both Our Accrediting Agency and State.

For any program/program variant for which the institution has reported graduation and employment rates, the VP of Compliance shall populate appropriate fields for a) institution's accrediting agency, b) the most recent employment rate reported to the institution's accrediting agency for the program/program variant; c) the URL from the institution's website that summarizes the employment rate methodology; d) select Only Jobs Within the Field of Study; e) a summary of positions held by those graduates in the applicable cohort for whom a positive employment was verified; f) the timeframe in which the graduates in the applicable cohort gained employment for which a positive employment was verified in accordance with accrediting agency standards; g) the method by which the institution tracks graduate's employment which in the case of this institution is "Direct Contact With Graduates", AND a) institution's state regulatory agency, b) the most recent employment rate reported to the institution's state regulatory agency for the program/program variant; c) the URL from the institution's website that summarizes the employment rate methodology; d) select Only Jobs Within the Field of Study; e) a summary of positions held by those graduates in the applicable cohort for whom a positive employment was verified; f) the timeframe in which the graduates in the applicable cohort gained employment for which a positive employment was verified in accordance with state regulatory agency standards; g) the method by which the institution tracks graduate's employment which in the case of this institution is "Direct Contact With Graduates".

NOTE: If in regard to either (or both) the Accrediting Agency section or the State Regulatory Agency section of the Employment Rate data section of a given program/program variant's GE Disclosure, said program/program variant has not yet begun to report employment rates due to lack of graduates (generally applicable to a new program/program variant), select the button for "Program Does Not Yet Have Enough Completers to Calculate a Placement Rate".

At this time, the institution does not offer training/education for careers/professions that requires licensure or to sit for an examination in any state in order to ply trade in such a career/position. Unless (or until) this changes, the VP of Compliance will select "Select All" under "The Following States Do Not Have Licensure Requirements for This Profession".

The VP of Compliance shall provide any additional or explanatory information needed in the field provided. Given the differences between the employment rates reported to ACCSC and BPPE, generally speaking it is appropriate to provides some information as to the reason for this which is a) different cohorts groups and b) different definitions for placement.

When GE Disclosures have been created for each program/program variant applicable in a given year, the VP of Compliance shall forward each such GE Disclosure created to the institution's Marketing Department/Webmaster for the GE Disclosures to be updated on the institution's website.