

**2016-
2017**



Southeastern Technical Institute

Financial Aid Policy & Procedure Manual

POLICY AND PROCEDURE HANDBOOK

The Southeastern Technical Institute's Financial Aid Policy and Procedure Handbook has been prepared to assist you in the financial aid process. STI seeks to offer all students the opportunity to participate in Federal Financial Aid Programs. These programs have been established with guidelines to allow fairness in disbursing available funds to the students who have demonstrated financial need. The information contained in this handbook has been gathered from various agencies, such as the U.S. Department of Education and the Commonwealth of Massachusetts.

As you proceed through the process of applying for financial aid it is imperative that you provide accurate information. The Financial Aid Office will verify information and the Federal Government will monitor the information. Providing false or misleading information for the purpose of obtaining financial aid is considered fraud and is punishable by a fine of up to \$10,000.00 and/or imprisonment for up to five years.

The process of obtaining financial aid is detailed. The following suggestions will help you along the way:

- ◆ Read all directions carefully! Follow them to the letter.
- ◆ Set up a file just for financial matters.
- ◆ Be aware of deadlines and make every effort to meet them.
- ◆ Do not be afraid to ask for help.

Financial Aid Office

STATEMENT OF EDUCATIONAL OPPORTUNITY

The Southeastern Regional School District is in compliance with Federal Regulation, Title II, Title IV, Title IX, Section 504, and the Commonwealth of Massachusetts regulations under Chapter 622 of the Acts of 1972, and does not discriminate in educational opportunities, admission, recruitment, hiring, or employment practices on the account of race, color, sex, handicap, disability, religion, national origin, or sexual orientation.

Southeastern Technical Institute has been designated to coordinate the efforts of the school to comply with the U.S. Department of Health and Human Services regulations lawfully and validly implementing these Federal laws. (*Department regulations promulgated pursuant to the Title IV, Section 504, Title IX, and the Age Discrimination Act appears at 45 CFR 1630*).

Inquires regarding Title II, Title IV, Title IX/Section 504 or Chapter 622, may be directed to the Financial Aid Administrator.

PHILOSOPHY OF FINANCIAL AID

A fundamental principle of financial aid is that students and their families have the primary responsibility for financing the cost of higher education. Student financial assistance programs are designed to help defray costs, which remain after the resources of the student and the student's family has been taken into consideration.

Southeastern Technical Institute (STI) offers a number of financial aid programs to help students with their educational and financial needs. Financial aid is awarded on a need base and on the availability of financial aid resources. No student will be discouraged from attending STI due to limited financial resources.

ELIGIBILITY REQUIREMENTS FOR FINANCIAL AID

In order to be eligible to receive financial aid from STI, a student must meet the following standards:

- Be enrolled as a student at Southeastern Technical Institute
- Be enrolled at least half-time – Federal Title IV programs
- Be enrolled full time – Massachusetts Grant Eligibility
- Be a U.S. Citizen or meet other eligible non-citizen criteria as described in the Federal Student Aid Handbook
- Must have either a High School Diploma, G.E.D, or Hi-set.
- Maintain satisfactory academic progress as defined by STI
- Must not be in default on any federal student loans and/or owe a refund on any grant received while attending any institution of post-secondary education
- Demonstrate financial need (*for need-based aid*) as demonstrated by the results of a valid F.A.F.S.A. (*Free Application for Federal Student Assistance*)
- Signed statement of educational purpose, selective service status, anti-drug use/abuse and certification of rights, and responsibilities for participation in federal aid programs
- Provide all requested documentation to the Financial Aid Administrator to verify determined need, such as a federal tax form, verification worksheet, and untaxed income sheet.

FINANCIAL AID TIMELINE

Programs: Cosmetology, Culinary Arts, Dental Assisting, Heating, Ventilation, & Air Conditioning, Medical Assisting, Practical Nurse.

November – September	Complete FAFSA prior to enrolling
May – September	Admission and Financial Aid notification mailed/Award letter and/or documentation requests
July – September	Cash paying students must make an initial 1/3 payment of cost before the beginning of the school year. Business Office will forward tuition bills on a monthly basis to students that are paying cash or have a balance above their financial aid award
Start of Program	E-Sign the “Master Promissory Note” and complete a Loan Entrance Counseling Session on-line at www.studentloans.gov once award letter is signed
October – February	Financial Aid is disbursed and refunds are processed for student’s whose award exceeds the cost of school
May - June	Complete a Loan Exit Counseling Session on-line at www.nsls.ed.gov/

MASSGrant Deadline:

In order to be eligible for the Massachusetts Full-Time Grant, the FAFSA must be submitted by May 1st.

TYPES OF AID OFFERED

STI offers Federal Pell Grants, William D. Ford Federal Direct Loans (Subsidized and Unsubsidized), Federal Plus Loans, and MASSGrants.

FEDERAL PELL GRANT PROGRAM

Application:

When applying for federal student aid, students are considered for both Pell Grants and Stafford Loan funding. Information received from the FAFSA will be used to determine the Federal Pell Grant eligibility.

Eligibility:

See eligibility on page 4.

Disbursement of Funds:

All Federal Pell Grant funds are credited directly to the student’s account after the term begins.

Eligible Federal recipients receive a minimum of two disbursements. The second disbursement is made at the completion of one-half of the enrolled program.

Refunds

Direct costs are paid before any refund is given to the student. Credit balances are disbursed to students by the end of the semester. Checks will be mailed to the student's residence.

MASSGRANT PROGRAM**Application:**

All full time Massachusetts residents who complete a Free Application for Federal Student Aid (FAFSA) by May 1st of each year will be considered for a MASSGrant scholarship. Recipients of a MASSGrant must be a Massachusetts resident for at least 12 months prior to the start of the academic year and continue to be a Massachusetts resident throughout the school year.

Eligibility and Processing:

A student's eligibility is based on Expected Family Contribution determined by the Federal Department of Education. The prospective student will receive a letter from the office of Student Financial Assisting indicating whether or not he or she meets the eligibility criteria and later will receive award notification letter and acceptance information. The school will complete a verification roster, which will assure that applicants meet all eligibility criteria. All questions regarding the MASSGrant Program should be referred to the Financial Aid Administrator.

Disbursement of Funds:

Funds are received by wire transfer after the certification roster has been completed and returned to the Financial Aid Office. All MASS Grants will be credited directly to the student's account after the term begins.

Eligible MASS Grant recipients will receive two disbursements. The first disbursement will be made after the start of the 1st semester, and the second disbursement will be made at the completion of one-half of the enrolled program, beginning of second semester.

Direct costs will be paid before any refund is given to the student. Credit balances resulting from the payment of the MASSGrant funds will be disbursed to students by the end of the semester.

FEDERAL DIRECT SUBSIDIZED LOAN**Eligibility and Processing:**

It is the responsibility of the school to determine eligibility for a loan based on federal regulations.

Disbursement of Funds:

The federal government will send the funds directly to the school in two disbursements in October and February. Monies are posted to the student's account and deducted from the balance owed by the student.

Decline of Funds:

After the Direct Loans have arrived at the school the student will have 14 days to return all or a portion of the funds.

Principle payments will be deferred until 6 months after graduation, withdrawal and/or until such time they are no longer maintaining at least half-time status at an eligible institution. Interest payments will be paid on this loan while enrolled at least half time at an eligible institution.

FEDERAL UNSUBSIDIZED DIRECT LOAN

Application:

Students who are not eligible for the Federal Direct Subsidized Loan Program may borrow from the Direct Federal Unsubsidized Direct Loan Program. Students will be subject to the same regulations that have been established by the U.S. Department of Education to govern Direct Federal Subsidized Stafford Loan Program.

Eligibility, Processing, and Disbursement of Funds:

Procedures are the same as that described in the Direct Federal Loan Program. For specific guidelines refer to page 6.

Principle payments will be deferred until 6 months after graduation, withdrawal and/or until such time they are no longer maintaining at least half-time status at an eligible institution. *Students have an option to pay the interest while attending school. Interest will accrue monthly.*

FEDERAL PLUS PROGRAM APPLICATION

Application:

This loan is available to parents of dependent students. Parents may borrow up to the full cost of attendance of the program. The Federal PLUS Loan amount will be determined by the financial aid office. Any financial aid assistance the student is expected to receive will be deducted from the cost of attendance and the difference is the maximum available to the borrower for that period of enrollment. The Federal PLUS Loan is available to parents of dependent students only. Students must complete a FAFSA in order for parents to apply for a PLUS Loan. This ensures that student eligibility data matches in various government agencies. Parents can apply online at www.studentloans.gov. No applications will be accepted via the telephone. If the parent is denied the Plus Loan, the student will then be entitled to an additional Unsubsidized funding.

Eligibility and Processing:

All processing for the Plus loan must be completed via www.studentloans.gov. Funds may be used to replace the expected family contribution. Interest rates will be adjusted as the current rate of interest changes. Repayment of the funds can be deferred until the student leaves school or drops below half time. This request must be made to the lender. Parents of the dependent student must also complete a Master Promissory Note

Disbursement of Funds:

Funds will be transmitted electronically to the school on behalf of the parent and student. It is the responsibility of the parent to use the funds for school purposes.

Should the student not enroll or change his or her status, the institution is required to cancel the funding process.

HOW TO APPLY FOR FINANCIAL AID

It is the responsibility of the borrower to obtain the loan application, or apply online at www.fafsa.ed.gov.

Independent Students (*see page 10 for definition*)

FSA ID: An FSA ID is a username and password that you must use to log in to certain U.S. Department of Education (ED) websites. Your FSA ID identifies you as someone who has the right to access your own personal information on ED websites such as the *Free Application for Federal Student Aid (FAFSA)* at fafsa.gov.

Dependent Student (*see page 10 for definition*)

FSA ID for Parents: If you are a parent of a *dependent student*, you will need your own FSA ID if you want to sign your child's FAFSA electronically.

School Code: **012386**

Since filing of the FAFSA is required in order to apply for all forms of financial aid, it is important that the forms be read carefully and completed correctly. It is recommended that the FAFSA be filed after completion of federal tax forms, but prior to the published deadlines for submission. Errors on FAFSA can delay or even disqualify a student from receiving financial aid.

Students will not receive financial aid consideration until they have completed the enrollment process.

Students who do not qualify for financial aid will be required to pay tuition and fees before school begins and/or a payment schedule must be established with the Business Office.

All students must complete the financial aid process before the start of the program. Only hardship cases (*change of circumstance*) will be eligible for review during the school year by the Technical Institute Director on a case-by-case issue. All documentation noting reason for change in circumstance must be submitted to the Financial Aid Office for review.

STUDENT FINANCIAL AID RIGHTS AND RESPONSIBILITIES

Students have the right to:

- know what financial aid programs are available at STI
- know the deadline dates for submitting application for financial aid
- know how the financial aid will be distributed, how decisions on distribution are made, and the basis for these decisions
- know how financial aid need is determined
- know what resources were considered in the calculation of need
- know how much of the determined need has been met
- know the school's refund policy
- know how the school determines satisfactory academic progress and the school's policy on failures relative to academic progress
- know if their records are held in a confidential manner, to have this information released only on their written consent, and to have their right to privacy protected by school policies and procedures
- know student consumer information
- know the procedure and contact person to "Appeal" their awarded financial aid package

- know how to utilize the school’s grievance procedure if they believe that policy or procedure has been violated in their regard

Students have the responsibility to:

- meet the eligibility requirements for financial aid
- complete all application forms required and submit them on time to the proper office
- provide correct and accurate information on all financial aid forms
- provide all requested information to the Financial Aid Administrator
- read and understand all forms before signing them and keep a copy of each one
- accept responsibility for all personally signed agreements
- be aware of and comply with the school’s refund policy
- inform the Financial Aid Office of any change in name, address, marital status, enrollment status, and of any financial change of circumstances
- complete Entrance and Exit Loan Counseling Sessions in order to process Stafford Subsidized and Unsubsidized Loans

DEPENDENT/INDEPENDENT STUDENT STATUS

The terms “dependent student” and “independent student” as used for financial aid purposes have different meanings than they do for yearly taxes.

The criteria for determining the status of a student are set by the U.S. Department of Education. **All students are dependent unless one of the following thirteen conditions apply:**

- The student was born before January 1, 1993
- The student is married
- The student is working on a master’s or doctorate program
- The student is currently serving on active duty in the U.S. Armed Forces
- The student is a veteran of the U.S. Armed Forces
- The student has children who receives more than half of their support from you
- The student has dependents other than children and spouse who receive more than half of their support from you
- The student was in foster care or a ward of the court or both parents deceased before the age of 13
- The student is or was an emancipated minor
- The student is or was in legal guardianship as determined by the court
- The student at any time was considered homeless
- The student at any time was considered an unaccompanied youth or minor
- The student at any time was determined at risk of being homeless

If a student meets at least one of the above criteria, the student is considered “*independent*” for financial aid purposes and does not need to report parental information. If married, spousal information must be reported (*if applicable*). All policies and procedures will strive to protect the student’s right to privacy. FERPA information and form can be found in STI Student Handbook. If a student does not meet any of the above criteria, then that student would be considered “dependent” for financial aid purposes and parental data is required.

CONFIDENTIALITY

STI complies with the Family Educational Rights and Privacy Act of 1974 (*FERPA*). The information that a student provides will not be released without the written consent of the student.

VERIFICATION

STI requires all students to verify information submitted to determine financial assistance. A verification form available from the US Department of Education will be given to students to assist them in obtaining the proper information.

STI requires:

- 2015 IRS tax return transcript
- or use the IRS Data retrieval tool in FAFSA and
- W-2
- Verification of family members living at home
- non-taxable income, not required to file
- other family members attending post-secondary education (may be needed)
- Citizenship status
- SNAP benefits
- social security benefits (may also be required.)

STI will not disburse any financial aid funds until the verification process is complete. The student is encouraged to submit this information as soon as possible to prevent any delay in funding.

STI verifies (*the federally required amount*), 30% of its applicants for financial aid before disbursement of funds in order to insure that there is no conflicting information and that all data reported is accurate.

STI may verify low income households according to the criteria of the 2014-2015 Poverty Level Guidelines Chart and Low Income Verification Selection Criteria Form.

The Financial Aid Office will contact the student in writing if verification documentation is required. Determination of aid will not be made until all required documentation has been provided.

The award year is the academic year in which financial aid will be used, September- June/July. This is different from the calendar year, January - December.

Note: Please do not submit Massachusetts State Tax Returns as they are not necessary and will be destroyed.

COST OF ATTENDANCE: **CONSTRUCTION OF FINANCIAL AID BUDGETS**

Financial aid budgets consist of the direct and non-direct costs of education. In constructing these budgets, the Financial Aid Administrator is guided by the regulations of the U.S. Department of Education. Standard budgets are developed for the different enrollment periods.

A student's award letter will indicate a much higher cost of attendance than the actual bills he/she will receive from the school for an entire year because it includes direct and indirect costs of education.

SATISFACTORY ACADEMIC PROGRESS

In order to be eligible to receive financial aid, in addition to demonstrating need, a student must be making "*satisfactory academic progress*" as defined by federal law and determined by STI; this is true for all programs. Federal regulations require that a qualitative measure (*cumulative grade point average, GPA*) be used as a yardstick to assess satisfactory academic progress for all students receiving financial aid. STI assesses students' qualitative and quantitative progress every semester to determine if the students are progressing at a rate that will allow them to complete their course of study within the maximum allowed time frame (150% the normal time for completion).

STUDENT PAYMENT POLICY

Seat Deposit: All seat deposits are to be paid in full within ten (10) days of the acceptance letter date in order to hold your seat in the program.

Full payment requirement can be met in three ways:

1. Financial aid awarded in the amount to cover tuition and student fees
2. Establish a payment plan with Bursar's Office
3. Full payment made by student before the program start date. Students choosing this option must pay the full amount of their tuition and fees before the start of the program.

Financial Aid Awarded Students: Students, who have been awarded financial aid but not enough to cover the cost of the program, may be interested in a monthly payment plan. The Financial Aid Office and Business Office will establish a payment plan tailored to your needs.

Non-Financial Aid Students: Students not receiving financial aid will also have the opportunity to establish a payment plan.

Delinquent Payments/Balances: Any student who is delinquent with payments, or has an outstanding balance by the end of **April** (*May graduation*), **May** (*June graduation*), and **December** (*January graduation*) will not receive his or her Diploma and student transcripts will not be released.

FINANCIAL AID OFFICE PROCEDURES

The Financial Aid Office will assist students in completing the necessary paperwork to be considered for assistance through Federal Title IV Funding and will determine the student's eligibility for Pell Grants, MASSGrants and Loans.

Record Requirements:

1. All federal financial aid records pertaining to eligibility and awarding will be maintained by the Financial Aid Office. A folder for each student containing all eligibility information will be maintained. These records will be kept for three years as required under federal regulations.
2. All transactions regarding payment of the student's account with federal financial aid will be maintained by the Business Office.
3. All copies of a completed paperwork and ISIR's (Institutional Student Information Report) will be kept in a secure file cabinet. Information maintained in a computer system will be secured with proper safeguards.

Counseling:

The Financial Aid Administrator will provide counseling and detailed information regarding Title IV funding programs to all students who request it.

All required entrance and exit interviews for the Direct Federal Loan programs will be conducted on-line at www.studentloans.gov and www.nslds.ed.gov/

Students will meet with the Financial Aid Administrator during the application process and receive information regarding assistance available.

Verification:

Thirty percent (30%) of STI students are selected for verification. STI will require the student to verify information that was submitted to determine financial aid assistance. A verification form available from the US Department of Education will be given to students to assist them in obtaining the proper information.

STI may require a copy of the student's most current tax return transcript and W-2 for all/or only 30% of students. Verification of household size, non-taxable income, and other family members attending post-secondary education, citizenship status, and social security benefits may be required.

STI will not disburse any financial aid funds until the verification process is complete. The student will be encouraged to submit this information as soon as possible to prevent any delay in funding.

Award Notification:

1. Award notices will provide students with:
 - a. Cost of attendance
 - b. Program *funding (Federal Pell, Federal Direct Loan Program, MASSGrant, and any outside resource).*
 - c. Required statements and affidavits
2. The student will be required to sign the award letter and will be given a copy for their files, a copy will reside in the Business Office, and an additional copy will remain in the student's financial aid folder.

3. Students receiving Federal Direct Loans will need to finalize with an Entrance Interview and completion of the MPN after the award notification is complete. Instructions are printed and kept in the Financial aid Office.
4. All verification forms will be completed at this time.

Appeal Process:

The student may appeal the financial aid award by submitting a letter with documentation substantiating a change in their financial status. The student may appeal the type of award offered, and/or the amount of the award given. The student may NOT appeal the regulations that govern the Federal programs.

The appeal will be considered by a review panel consisting of the Director of the STI, Business Manager, and the Financial Aid Administrator.

The student's appeal will be reviewed and a written response will be sent to the student within 30 days from the date all required information is received.

Budgets:

The school will determine an adequate allowance for living expenses. This allowance will include rent, food, utilities, transportation, and other required miscellaneous expenses as seen necessary for the student's education. If the student is married and/or has dependants the methodology used to determine the student eligibility will have been taken into consideration prior to the family contribution being calculated.

LEAVE OF ABSENCE

There may be occasions when circumstances require that a student request a leave of absence. Regulations governing the guaranteed loan programs will allow for a leave of absence under the following conditions:

1. The student must request it in writing.
2. The school may not charge the student for the leave of absence.
3. The leave of absence may not exceed 180 days.
4. No more than one leave of absence may be granted for the same student in a twelve-month period of time. (*except for LOA's granted for military reasons, under the Family and Medical Leave Act of 1993 and for jury duty*)

If the student does not return from the leave of absence, the student is considered to have withdrawn as of the first day of the leave of absence. The school will have 45 days in which to calculate a refund to the Title IV programs.

REFUND POLICY AND BUYER'S RIGHT TO CANCEL

Southeastern Technical Institute will comply with the policy that applies at the time of the student's enrollment. The student has the right to cancel the initial enrollment agreement until midnight of the fifth business day after the student has been admitted. If the right to cancel is not given to any prospective student at the time the agreement is signed, then the student has the right to cancel the agreement at any time and receive a refund of all monies paid to date within 30 days of cancellation. Notice of cancellation should be made in writing: Director, Southeastern Technical Institute at 250 Foundry Street, South Easton, MA 02375. Phone: 508.238.1860. Unearned tuition and deposit refunds will be made by the school within 30 calendar days from the date of receipt of the student's cancellation.

1. When a student gives notice of cancellation, the school shall provide a refund in the amount of at least the following:
 - a. When notice of cancellation is given before midnight of the fifth business day after the date of enrollment but prior to the first day of class, the seat deposit, all tuition and any other charges shall be refunded to the student.
 - b. When notice of cancellation is given after midnight of the fifth business day following acceptance but prior to the close of business on the student's first day of class attendance, the school may retain no more than the seat deposit. If STI is able to fill the student's seat by the first day of school, the student will be entitled to a full refund of their seat deposit.
 - c. When notice of cancellation is given after the student's completion of the first day of class attendance, but prior to the student's completion of 5% of the course of instruction, the school may retain the seat deposit, 10% of the tuition, and other course fees (up to \$300).
 - d. When a student has completed in excess of 5% of the course of instruction the school may retain the seat deposit, but shall refund a part of the tuition and other instructional charges in accordance with the following:
 - 1) After 5% of the course of instruction, but within the first 4 weeks of classes the school shall refund at least 80% of the tuition;
 - 2) During the first 20% of the course, the school shall refund at least 50% of the tuition;
 - 3) During the second 20% of the course the school shall refund at least 30% of the tuition.
 - 4) During the third 20% of the course, the school shall refund at least 10% of the tuition.
 - 5) In cases of withdrawal after 60% of the course, the school will retain the remaining tuition.
2. Deposits or down payments shall become part of the tuition. In any case which hardship or where other circumstances beyond the control of the student exist, preventing them from completing the course, the school shall make a reasonable and fair settlement for both parties.
3. For enrolled students, all refunds are calculated based on the last day of attendance (LDA) and will be paid within thirty days of the documented drop date (date of determination). The documented drop date is determined according to whichever of the following applies:
 - a. by the date of written notice from the student
 - b. last day of attendance if no notice is given

4. The school shall mail a written acknowledgement of a student's cancellation or written withdrawal to the student within 15 calendar days of the postmark date of notification. Such written acknowledgement is not necessary if a refund has been mailed to the student within the 15 calendar days.
5. All student refunds shall be made by the school within 30 calendar days from the date of receipt of the student's cancellation.
6. Students entitled to a refund do not need to submit a written notice of cancellation in order to receive their refund. The unexplained absence of a student from school for more than 9 consecutive school days shall constitute constructive notice of cancellation to the school. For purposes of cancellation, the date shall be the last day of attendance.
7. The school shall refund all monies paid to it in any of the following circumstances:
 - a. the school did not provide the prospective student with a copy of the student's valid enrollment agreement and a current catalog or bulletin
 - b. the school cancels or discontinues the course of instruction in which the student has enrolled
 - c. the school fails to conduct classes on days or times scheduled, detrimentally affecting the student.

NOTICE OF STUDENT RIGHTS

1. You may cancel your contract for school as described in the refund policy and buyer's right to cancel form that will be given to you upon enrollment. Read the cancellation information for an explanation of your cancellation rights and responsibilities. If you lose your refund policy and buyer's right to cancel form, ask the school for a sample copy.
2. You have the right to stop school at any time and you have the right to receive a refund for the part of the program not taken. Your refund rights are described in the Enrollment Agreement. If you lose your copy of this contract, ask the school for a description of the refund policy.
3. If you have any complaints, questions, or problems with the school, which cannot be resolved by direct negotiation with the school in accordance to its written grievance policy, call or write to: Massachusetts Department of Elementary and Secondary Education (ESE), Educator and School Development Division, Office for Career/Vocational Technical Education, 75 Pleasant Street Malden, MA 02148-4906 Tel. 781-338-3955 / Fax 781-338-3950.

The transfer of credits may affect a student's financial aid status. Please contact the Financial Aid Office with any questions or concerns regarding how transferring credits may affect your financial aid award.

RETURN OF TITLE IV (FINANCIAL AID) FUNDS

Sec. 485 of the Higher Education Amendments of 1998 (P.L. 105-244)

Sec. 484B of the Higher Education Amendments of 1965, as amended

Stature enacted October 7, 1998

NPRM published August 16, 1999

Final Regulation published November 1, 1999

Effective October 7, 2000 or earlier if the institution chooses

If a recipient of Title IV aid withdraws during a payment period (*or period of enrollment*), S.T.I. must calculate the amount of Title IV aid the student earned. Unearned Title IV funds must be returned to the Title IV programs.

Refunds will be calculated according to the length of time the student remains in the program. STI will multiply the percentage of the payment period of enrollment completed or 100% once the student completes greater than 60% by the financial aid that was disbursed and could have been disbursed. This is the earned amount.

STI will then subtract the earned amount from the aid disbursed. This is the amount to be returned. STI will use The Department of Education's software and or paper forms to calculate all Title IV withdrawals.

- 1) Program directors or instructors will notify the Registrar's Office when a student has withdrawn from their program.
- 2) The Registrar's Office will notify the Business Office and the Financial Aid Office when a student who has received financial aid assistance has withdrawn. The Financial Aid Office will then calculate the refund according to the above schedule and then apply the federal formula to determine how much, if any, of the federal dollars should be returned to the programs.
- 3) After the refund has been calculated the school will return the funds to the following programs in the order listed:
 - Unsubsidized Direct Loan Program
 - Subsidized Direct Loan Program
 - PLUS Loan Program
 - PELL Grant ProgramIt is understood that no program will have more money returned to it than was originally disbursed.
- 4) The student will be informed about the amount refunded and how it was disbursed.

SOUTHEASTERN TECHNICAL INSTITUTE CRIME ACT REPORT

	2012	2013	2014	2015
Murder	0	0	0	0
Non-Negligent	0	0	0	0
Manslaughter	0	0	0	0
Sexual Offense (Forcible)	0	0	0	0
Sexual Offense (Non-Forcible)	0	0	0	0
Robbery	0	0	0	0
Aggravated	0	0	0	0
Assault & Battery	0	0	0	0
Burglary	0	0	0	0
Motor Vehicle Theft	0	0	0	0
Liquor Violation	0	0	0	0
Drug Possession	0	0	0	0
Weapons Possession	0	0	0	0
Arson	0	0	0	0
Hate Crimes	0	0	0	0

STI is committed to providing a safe, secure, and welcoming environment for all our students, faculty/staff, friends and visitors.