

Davis Technical College Student Financial Aid Attendance Policy

Effective Date: 07/01/09

Admin Approval: 6/30/09

Reviewed: 1/31/2014

1. Purpose

1.1. As part of the federal administrative capability requirements, the College has developed the following standards to measure whether a student is attending adequately.

Attendance standards for students enrolled in an eligible program who receive Title IV Aid, are the same as or stricter than the institutional standards for a student enrolled in the same program who is not receiving Title IV Aid.

2. References

Davis Technical College Financial Aid Satisfactory Progress Policy

Davis Technical College Financial Aid Disbursement Policy

Davis Technical College Financial Aid Return to Title IV Policy

3. Definitions

3.1. **Competency Hours:** A method used by the College campus to measure satisfactory academic progress.

3.2. **Enrolled Hours:** Hours a student is scheduled to be in class.

3.3. **Attended Hours:** Hours a student actually attends class.

3.4. **Payment Period:** When the remainder of the program is greater than or equal to an academic year the payment period is half the academic year. When the remainder of the program is less than an academic year the payment period is half the remainder of the program.

4. Policy

4.1. **Satisfactory Attendance:** Students who attend less than 67% in a payment period will lose the subsequent disbursement due to a failure to complete the minimum number of hours required by federal statute.

4.2. **Suspension:** The Financial Aid Office can suspend aid and terminate a student's benefits if it is determined that the student is not attending classes. In this instance a Return to Title IV will be calculated and reinstatement will be considered based on 4.3.

4.3. **Reinstatement of Benefits:** A student can regain eligibility for the lost payment, if they improve their attendance to 67% within 150% of the hours in the payment period. Therefore a student who has lost the disbursement for payment period 451 to 900 improves their attendance to 67% before hour 1350 their payment can be reinstated.

5. Procedures

5.1. **Probation:** Students who attend less than 80% in a payment period will be notified in writing that they are placing their aid at risk.

5.2. **Loss of Payment:** Students who attend less than 67% will be notified in writing of the loss of

payment.

5.3. **Reinstatement:** Students wishing to be considered for reinstatement must provide evidence to the financial Aid office that they have met the attendance requirements mandated by the policy.