

## Davis Technical College Student Financial Aid - Disbursement Policy

**Effective Date: 07-01-2011**

President's Council Approval: 04-02-2012

Revised: 03-12-2012

Reviewed: 01-31-2014

### 1. Purpose

- 1.1. The Davis Technical College provides instruction using a method that is referred to in Utah State Code as open-entry, open-exit competency-based. This method of instructional deliver allows for flexible scheduling in response to individual student needs or requirements and demonstrate competency when knowledge and skills have been mastered.
- 1.2. This policy provides guidelines to Financial Aid staff on the policy and procedures for disbursing funds to students in this unique educational environment. The policy is designed to meet federal guidelines and be fiscally responsible while reducing potential student and school liability.

### 2. References

- 2.1. Federal Student Aid Handbook Volume 3
- 2.2. Utah State Code Title 53B
- 2.3. Student Code of Federal Regulations, 34 CFR 668 Subpart K
- 2.4. Davis Technical College Student Financial Aid Satisfactory Progress Policy

### 3. Definitions

- 3.1. **Competency Hours:** Hours of work completed by the student that count toward student 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:** A payment period is defined as the number of hours a student must attend and the number of hours of work that a student must complete in 150% of the scheduled hours for that payment period. For instance, if a payment period is 300 hours, the student must attend 300 hours and complete 300 hours' worth of work by scheduled hour 450.

### 4. Policy

- 4.1. Open-Entry/Open-Exit Programs
  - 4.1.1. The academic year will be defined as 900 clock hours for all programs except Cosmetology, where the academic year will be defined as 1200 hours.
  - 4.1.2. Students are paid in equal disbursements called payment periods. Payment periods are defined at the time of packaging based on requirements defined in the Federal Student Aid Handbook.

- 4.1.3. Students must complete the attended hours and progress hours before 150% of the schedule hours in the payment periods (before schedule hour 676 in a 450 hour payment period). Failure to do so will result in a loss of subsequent disbursements.
- 4.1.4. Vouchers for books and tuition will be made available on the first day of class for students who have completed their paperwork and are eligible for payment or when the student has completed the hours for the prior disbursement and is eligible for payment in the new payment period.
- 4.1.5. Evaluation of students' eligibility for payment is conducted periodically and a schedule for these evaluations is published annually on the Financial Aid page of the Davis Technical College website.
- 4.1.6. The first disbursement is released if, at the time of evaluation, the student's award is packaged and they are enrolled and attending. If the student is no longer attending at the time of evaluation their payment will be pulled back and a Return to Title IV completed.
- 4.2. Defined-Entry/Defined-Exit Programs (Practical Nursing)
  - 4.2.1. The academic year will be defined as 900 hours.
  - 4.2.2. Students are paid in equal disbursements of 450 hours.
  - 4.2.3. Vouchers for books and tuition will be made available on the first day of class for students who have completed their paperwork and are eligible for payment.
  - 4.2.4. The first disbursement is made during the next regularly scheduled payment period following the first day of class for students whose paperwork is complete.
  - 4.2.5. Students must be accepted into the program and registered for classes before disbursement will be made. Progress will be monitored at the end of each payment period. All students must attend 450 hours and successfully complete their courses with an overall grade of "C" or better to receive subsequent disbursements.

## 5. **Procedures**

- 5.1. Verifying Completion Hours and Satisfactory Progress
  - 5.1.1. Progress reports are compiled using the College Student Information System. These reports provide information on enrolled hours, attended hours, and competency hours.
  - 5.1.2. The compiled data are entered into the Davis Technical College Calculations and Disbursement Worksheet by the Financial Aid Technician. This worksheet calculates eligible disbursements based on student completion hours.
  - 5.1.3. Satisfactory Academic Progress is verified by competency hours completed and reported on the report for open-entry/open-exit programs. In defined-entry/defined-exit programs, Satisfactory Academic Progress is verified through the records office grade report.
  - 5.1.4. Students who fail to complete the work before the start of the following payment period will lose their disbursement.
  - 5.1.5. Tuition and bookstore costs are assessed and entered into the deduction columns of the worksheet.
  - 5.1.6. The Financial Aid Director or designee reviews the payment information and balances the disbursement batch.
  - 5.1.7. Information is provided electronically to the Fiscal Office, which processes the disbursement.
- 5.2. Disbursement
  - 5.2.1. All financial aid credit balances will be mailed to the most recent address provided by the student.

- 5.2.2. All students will be required to show valid identification before their award is packaged. Copies of this ID will be kept in the Student Financial Aid file. Valid forms of identification include current state driver's license, state identification, Job Corps identification, military identification, or legal resident alien card. The College does not consider student ID cards adequate in this case.