FRANKLIN TECHNOLOGY CENTER
FINANCIAL AID POLICY & PROCEDURES

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SCHOOL INFORMATION

Mission Statement
Franklin Technology Centers, also known as FTC, mission is to provide students of all ages the opportunity to gain the technical skills and knowledge consistent with the needs of the local community.

History
Franklin Technology Center is rich with tradition. Secondary training in vocational education began in Joplin in 1937 with 24 students enrolled in Auto Mechanics and Cabinet Making. The first classes were held at 4th and Byers. During WWII, an additional building was constructed at the Lafayette School site to provide war production training programs for workers in defense plants. Programs in machine tooling, welding, and sheet metal were started. Students in the Auto Mechanics program were bused to Fort Crowder daily where they repaired Jeeps and trucks bound for overseas deployment.

In 1946 a large maintenance building from Fort Crowder, Neosho, was donated by the U. S. Government. It was moved to 1301 Pearl, the site of the former Franklin Elementary School. In 1965, a new building was constructed at 2020 Iowa. In 1979, an addition to the building doubled the size of the structure. May 1995 brought expansion to the campus of Missouri Southern State College, when FTC moved its Allied Health programs to facilities at the college.

July 1, 1996, Franklin Technical School changed its name to Franklin Technology Center to better reflect the mission of the institution.

Accreditation
Franklin Technology Center is accredited by the Council on Occupational Education (COE) and is a component of the School District of Joplin R-VIII.

Philosophy
The fundamental purpose of the financial aid program at Franklin Technology Center is to make an education possible for students who would normally be deprived of a technical education because of inadequate funds. Based on the belief that higher education should not be a privilege reserved for those who can afford to purchase it, and that educational opportunities should not be limited by the financial resources of the student and family, the Financial Aid Office of Franklin Technology Center will seek out funds. The Office will then make them available to prospective and current students so as to meet their demonstrated financial need without regard to race, creed, national origin, age, or disability.

Statement of Principles
- The primary purpose of our Financial Aid Program is to provide financial assistance to students who, without such aid would be unable to attend Franklin Technology Center.
- Financial assistance consists of scholarships, grants, loans, and various employments, which may be offered to students singly or in various combinations.
- The family of a student is expected to make a maximum effort to assist the student with school expenses. Financial assistance from the school is viewed only as supplementary to the efforts of the students and family.
- In selecting students to receive financial assistance the school shall place primary emphasis upon using the lowest expected family contribution.
- The total amount of financial assistance offered to students by the school shall not exceed the amount by which their college needs are greater than all other resources available to them.

- In determining the amount of other resources available to the student, the school shall take into account the financial support, which should be expected, from income, assets, and other resources available to the parent and the student. All factors affecting a family's financial strength shall be considered, including other dependents, educational expenses, debts, etc.
- A student who needs financial aid shall provide a reasonable part of the total amount required to meet school costs.
- Awards based exclusively on other criteria may be made to students who do not otherwise qualify for financial assistance; however, such awards will be considered as "other resources" for all students participating in the financial assistance program.
- The school, in cooperation with high schools and colleges, will strive through its publication, and other communications, to encourage post-secondary attendance by all able students.
- In the awarding of funds, those students who have demonstrated need shall be given the opportunity to indicate their preference of aid programs. However, the Financial Aid Office will make the final decision in awarding all types of assistance.

FINANCIAL AID INTRODUCTION

The purpose of FTC Financial Aid Office is to assist full-time post-secondary students in obtaining Federal and State student aid they are eligible to receive. Access to student aid programs is essential to students pursuing post-secondary education. The Financial Aid Coordinator's office is located at Franklin Technology Center, Main Campus, 810 S Wall Ave. Joplin, MO. Hours of operations are Monday through Thursday 7:00am-4:00pm, but we do encourage making appointments. You can contact our Financial Aid Coordinator to set up an appointment by calling 417-680-000 ext. 2062

Notice of Non-Discrimination
The School District of Joplin R-VII / Franklin Technology Center does not discriminate on the basis of race, color, national origin, gender, age, or disability. This policy pertains to admissions, access to, and/or employment in its programs and activities.

Any person having inquiries or grievances concerning compliance with the regulations implementing Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, is directed to contact:

Superintendent	Assistance Secretary for Civil Rights
Joplin Schools	US Department of Education
825 S. Pearl Avenue	330 "C" Street
Joplin, MO 64801	Washington, DC 20202-1242
(417) 625-5200	

Admission Requirements

FTC is an approved institution in disbursement of Title IV funds. The Financial Aid Coordinator is available to assist students in applying for financial aid to meet the costs of their training program.

To be eligible for student aid, a student must meet the following requirements:

- Be a US citizen or eligible non-citizen
- Correct Social Security Number (SSN)
- Be registered with Selective Service (if required)
- Signed Statement of Educational Purpose, certifying Title IV aid will only be used to pay educational expenses
- Attend college that participates in the following program: Federal Pell Grants, Federal Subsidized and Unsubsidized Stafford Loans, Title VII and Public Health Act Programs
- Be working toward a degree or certificate
- Be making satisfactory academic progress
- Not owe a refund on a federal grant or be in default on a federal educational loan
- Have "financial need" as determined by the US Department of Education
- Not have a federal or state drug conviction while receiving Title IV aid
- No borrowing in excess of annual or aggregate Title IV loan limits
- NO property subject to a judgment lien for a debt owed to the U.S. Government
- Repayment of fraudulently obtained Title IV funds

It is very important that all students understand the policies and procedures of financial aid at Franklin Technology Center. The administration of financial aid is extremely complex because of all the federal, state, and local agencies that provide and regulate these resources. As a consumer of educational services and programs, students should fully understand the financial assistance to which they are entitled. The forms asked to complete are absolutely necessary. All forms should be completed accurately and honestly. Information given is held in strict confidence. Any questions or any information needed that is not found in this publication, please call or visit the FTC Financial Aid Office. For more information regarding financial aid, refer to SFA Manual located in the Financial Aid Office.

*All programs have an outline of admission requirements that are clearly stated on our website and in our applications for students.

In an effort to facilitate student success, students are required to take an assessment examination for some of our medical programs. Students who are applying for programs who require the assessment exam are referred to the Adult Education and Literacy Center for assistance with exam preparation. Franklin Technology Center is an Equal Opportunity/Affirmative Action educational/employment institution and is nondiscriminatory relative to race, religion, color, national origin, sex, age and qualified disabled. Franklin Technology Center is committed to providing educational opportunities to all qualified students regardless of their economic or social status and will not discriminate on the bases of handicaps, race, color, sex, creed, or national origin. This policy is in compliance with Title IX of the 1972 Educational Amendments, and Section 504 of the Rehabilitation Act of 1973, respectively.

Transcript Policy

All student transcripts for admission to an FTC program will go through the Program Coordinator and/or the Assistant Director to confirm the student has graduated from an accredited high school. Each high school and GED/HSE transcript will be reviewed by the Assistant Director to document that there is a graduation date.

How to Apply

The Free Application for Federal Student Aid (FAFSA) found online at fafsa.ed.gov must be completed to receive financial aid. Complete the FAFSA utilizing prior-prior year's tax information (i.e. use 2018 tax information for 2020-2021 FAFSA) for students and parents, if applicable. After submitting FAFSA, you will receive the Student Aid Report (SAR) and the school you chose on your FAFSA will receive an ISIR that will include your estimated family contribution (EFC). The EFC will determine the amount of Pell Grant award you will receive. In addition, you will need to complete Franklin Technology Center's Financial Aid Application that can be obtained from the Financial Aid Office.

Electronic Application Process

The electronic process allows students to file the Free Application for Federal Student Aid (FASFA). Students are required to complete the FASFA. Once the FAFSA data has been received it will be reviewed by the Financial Aid Coordinator.

The electronic application is designed to be an integrated system in a decentralized environment that can handle diversity of problems while promoting accuracy, speed, and is cost effective.
Any current or prospective student may use the electronic application.

Policies for Electronic Application

- Students are informed they can use the electronic system Web page at www.fasfa.ed.gov. All applications must be completed and have proper signatures
- After the application is entered the student's Expected Family Contribution (EFC) is calculated, and the student is given a copy if requested. They are counseled concerning their eligibility for financial aid.
- The file will be batched and transmitted to the Central Processor within the week.
- The file will be received back from the Central Processor within the next week at which time the Financial Aid Coordinator will print an Institutional Student Aid Report (ISIR).
- Upon receipt of an ISIR, the student will be packaged if they are accepted into an approved program or put in a hold file until such time as they are accepted.
- If upon receipt of an ISIR, the student is selected for verification, the student will be notified and required documents will be requested.

Direct Subsidized/Unsubsidized Loan Entrance Counseling

All students attending Franklin Technology Center must have completed entrance counseling prior to receiving student loans. Students will receive information during the counseling session concerning the disbursement of their funds, use of student loan proceeds, as well as interest rates, repayment options, and information regarding deferments and forbearance options. It shall be stressed to maintain contact with lender. Record of this counseling session will be signed by the student and placed in their financial aid file.

ADMINISTRATIVE ORGANIZATION OF FRANKLIN TECHNOLOGY CENTER

1. Director
2. Assistant Director
3. Financial Aid Coordinator
4. Effectiveness Coordinator

FTC is a component of the School District of Joplin R-VII. The School District's Board of Education is the policy-making body responsible for Franklin Technology Center.

Division of Responsibility
The division of responsibility for student financial aid is mandated by Federal regulations. Each office has overlapping functions as to properly administer student financial aid. However, some areas are clearly defined. The following is an example of the responsibilities for some of the main offices.

Financial Aid Coordinator Responsibilities
- Establishing Financial Aid policy
- Appealing for outside funds
- Counseling students
- Processing of aid applications
- Determination of need
- Making award offers
- Processing of award acceptances
- Maintenance of financial aid records
- Conducting Loan Entrance and Exit Interviews

Staff Accountant Responsibilities
- Requesting from all sources i.e. state, federal and local organizations
- Requesting disbursements for Federal Pell Grant and Student Loans
- Disbursement for funds as requested by Financial Aid
- Maintenance of records of disbursement for audit
- Billing and collection of all debts

Office Staff Responsibility
- Maintenance of records

Financial Aid Office Responsibilities
The Financial Aid Coordinator is responsible for management, administration, and delivery of all student financial aid programs. The Financial Aid Coordinator creates and maintains student aid records, assesses applicant eligibility, completes federally mandated reports, coordinates with the Staff Accountant, participates in audits and compliance reviews, and designs and implements systems to accomplish these tasks. This position requires knowledge of Federal regulations, State regulations, and institutional policies and procedures. Additionally, it requires the abilities to deal discretely with sensitive information, to keep abreast of continually changing program regulations, and to work with a variety of external agencies.

Contact Information
Lori Clouse, Financial Aid Coordinator, is available by appointment Monday-Thursday 7:00 am-3:00 pm. She may be reached by telephone at 417-680-0004 ext. 2062, or via email loriclouse@joplinschools.org.

STUDENTS WITH DISABILITIES

It is FTC's policy to provide access to its programs and facilities to all students and faculty so that no one shall, solely by reason of a disability, be denied access to, participation in, or the benefits of any program or activity. Students and faculty shall receive reasonable accommodations to provide equally effective access to educational opportunities, programs, and activities in the most integrated setting appropriate unless provision for reasonable accommodation would constitute an undue hardship on the institution or would substantially alter essential elements of the academic program or course of study or would otherwise compromise academic standards. This policy shall apply to all programs, services, and activities of FTC, including but not limited to recruitment, admissions, registration, financial aid, and academic programs.
This policy is intended to be consistent with Section 504 of the Rehabilitation Act of 1973, which states that no recipient of federal financial assistance may discriminate against qualified individuals with disabilities solely by reason of disability. This policy is also intended to be consistent with Title II of the Americans with Disabilities Act of 1990, the Americans with Disabilities Amendments Act of 2008 and the Missouri Human Rights Act. To the extent it is inconsistent with said laws, the legal requirements and standards shall govern.

INFORMATION DISCREPANCIES

FTC will not disburse aid until any conflicting information has been resolved. All resolutions of conflicting information will be documented in the student's file with a detailed explanation of the resolution and any supporting documentation. If a student withdraws with conflicting information in their file, resolution will be made by Financial Aid Coordinator before any late or post-withdrawal disbursement is made.
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Conflicting information consists of, but is not limited to:
- Student name and SSN do not match
- Student has not registered for selective service (male students)
- Conflicting enrollment information
- Student's financial aid history, as reported by NSLDS
- Any output document received from USDE with a "C" flag by the EFC
- Student's immigration status
- Changes to an ISIR, once enrollment has commenced, when changes are not made by the Financial Aid Coordinator

All subsequent ISIR transactions for a student, for the entire processing year, will be reviewed for accuracy and verified again if items required for verification have been changed. Findings will be documented in the student's file with a detailed explanation of the resolution and any applicable supporting documentation.

AWARD AMOUNTS

Award amounts are derived based on the U.S. Department of Education and Missouri Department of Higher Education guidelines.

CITIZENSHIP STATUS

To receive Title IV aid a student must be a U.S. Citizen, a U.S. national or an eligible noncitizen.

Acceptable documentation of U.S. citizenship or national status includes (but is not limited to)
- An U.S. passport (current or expired, but not issued as a limited passport for a short period of time)
- An U.S. passport card (current or expired)
- A copy of the student's birth certificate showing birth in the U.S., including Puerto Rico on or after January 13, 1941, Guam, The U.S. Virgin Islands, American Samoa, Swains Island, or the Northern Mariana Islands (unless the person was born to a foreign diplomat residing in the U.S)
- A Consular Report of Birth Abroad (FS0-240), Certificate of Birth issued by a foreign service post (FS-545) or Certification of Report of Birth (DS-1350) issued by the U.S. State Department.
- A Certification of Citizenship (N-550 or N-570) issued by the U.S Citizenship and Immigration Services
- A Certificate of Naturalization (N-550 or N-570) issued by the U.S. Citizenship and Immigration Services or, prior to 1991, a federal or state court.

FTC offers a variety of financial aid programs. Eligible students may apply for federal or state grants, scholarships and loans including the following:
- Federal Pell Grant
- Missouri A+ Scholarship
- Access Missouri State Grant
- Federal Direct Subsidized and Unsubsidized Loans
- Federal Parent Loans for Undergraduate Students (PLUS) may be available to parents of dependent students; federal regulations determine if a student is eligible and the amount of financial aid for which the student may qualify

COHORT DEFAULT RATES

The Department of Education releases draft default rates in February, which allows FTC an opportunity to review and correct the data that will be used to calculate the school's official cohort default rate. The Department of Education issues the official cohort default rate in early fall of each year. The cohort default rate for Federal Stafford or for Direct Subsidized/Unsubsidized Loans made to students for attendance at FTC must remain below 25% for the three most recent fiscal years if possible.

REPORTING AND RECONCILIATION

FTC's Financial Aid Coordinator and Staff Accountant utilize the reports from COD and DL tools to make sure that the school's reports and origination/disbursements are accurate. FTC Staff Accountant will complete the monthly bank statement reconciliations on the Federal Funds Account.

NATIONAL STUDENT LOAN DATA SYSTEM (NSLDS)

FTC will check each student's financial aid transcript through the National Student Loan Data System (NSLDS) website and print a copy for the students file. The printed documents will be labeled "PII". All enrollment information will be updated monthly for each student attending FTC on the NSLDS website, i.e. date of enrollment, loan periods, branch campus, exit dates, and any drop dates, if applicable. 150% Direct Subsidized Loan data will be updated in the time frames as directed by the U.S. Department of Education.

COST OF ATTENDANCE

The cost of attendance (COA) is calculated by the amount of tuition, books, supplies, and miscellaneous expenses. The miscellaneous expenses include housing, transportation, and personal costs that are determined using the U.S. Bureau of Labor Statistics figures. Only allowable costs as defined by the U.S. Department of Education will be considered in a student's program budget.

PROFESSIONAL JUDGMENT

PJ Authority and Individuals Who May Exercise It
Professional Judgment (PJ) determinations are not taken lightly as doing so alters the student's EFC. PJ is only to be used in extreme cases and when the student can provide the documentation to show that it is justified. FTC's Financial Aid Coordinator, with the assistance of the Assistant Director, makes all PJ determinations. Once the adjustments are determined, the student is notified of any changes and is given a copy of the revised Financial Aid Funding Estimate Letter.

Circumstance Where PJ May Be Used and Possible Actions
PJ is most commonly used in cases where the student, parent(s), and/or spouse, as applicable, has had a significant change in income. PJ could also be used in cases where the student cashed in a 401K, other retirement plan, or a significant investment which was reported on the tax return for the base year, but will not be recurring income. PJ might also be considered if the student, parent(s), and/or spouse, as applicable, had medical expenses in excess of the allowance in the Department's EFC formula.

Request for PJ Consideration
FTC's Financial Aid Coordinator will not consider a professional judgement determination unless it is requested by the student or their parents. Consideration will not take place until all required documentation is received. Students should contact the Financial Aid Coordinator for the Professional Judgment Authorization and necessary forms.

Documentation
The documentation required for a PJ determination will vary, but could include:
- Tax returns
- Letter of unemployment status, including date of termination
- Final pay record from employer with year-to-date income clearly stated
- Benefits letter from the Missouri Division of Employment Security
- Proof that investment or retirement plan funds are no longer available
- Proof of paid medical, unreimbursed medical expenses

RECORDS MANAGEMENT & RETENTION

Record Retention Periods
FTC retains all required records for a minimum of three years from the end of the award year. However, the starting point for the three-year period is not the same for all records. For example, Direct Loan reports must be kept for three years after the end of the award year in which they were submitted, while borrower records must be kept for three years from the end of the award year in which the student last attended.

Minimum Record Retention Periods
- Pell based programs - 3 years from the end of the award year for which the aid was awarded.
- Records related to borrower eligibility and participation - 3 years from the end of the award year in which the student last attended.
- All other records, including any other reports or forms - 3 years from the end of the award year in which the report was submitted.
- Federal Title IV Financial Aid Administrative Files also called: PELL Grant Student Payment Summary; Federal PELL Grant Payment Voucher; IPS Batch Report; Recipient Data Exchange Summary Report Function - 5 years disposition per FSA.
- Student files also called: SAR; ESAR; ISAR; Stafford Loan Function; Verification worksheet and documentation including 1040s, Social Security printouts, Family Services printouts, etc.; Acknowledgements of funds; Enrollment Agreement; Promissory Note; entrance interview acknowledgment; exit interview acknowledgment; Refund Calculation Worksheet.

State of Missouri Scholarship and Grants
FTC follows the Missouri Secretary of State's Local Government Records Retention Schedules and School District of Joplin R-VII's General Records Retention for Public School District.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Franklin Technology Center will not release any information concerning a student to any party (unless by court order or approved in writing by the student) regarding grades, attendance, financial aid, student accounts, or any other information deemed private by a school official. The school is permitted to disclose this information to a parent or a student who is a dependent under IRS laws. All this as ordered by the FERPA Act of 1974.

The Family Educational Rights and Privacy Act (FERPA), affords students certain rights with respect to their education records.

These rights include:

- The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.
- A student will have access to the files pertaining to them during posted office hours at all FTC locations. Students must submit a written request to the FTC office at least 24 hours before viewing their specific file. The person looking at the file must sign in before viewing the file and sign out when they have completed viewing the file. Documentation will be placed in the student file other than if they have looked at their educational file.

- The right to request the amendment of the student's education record, that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- The right to provide written consent before the school discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the School District of Joplin R-VII or Franklin Technology Center in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff personnel); a person or company with whom the school has contracted as its agent to provide a service instead of using school employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Education; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing their tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibilities for the institution.

Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

The student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

VOLUNTARY CONSENT IN ELECTRONIC TRANSACTIONS

Voluntary consent to participate in electronic transactions is required for all financial information provided or made available to student loan borrowers, and for all notices and authorizations to FSA recipients required under 34 CFR 668.165.

Financial Aid Office uses:
- The E-App to submit and update the school's eligibility information through www.eligcert.ed.gov.
- The Student Aid Internet Gateway (SAIG) system at www.fsawebenroll.ed.gov to verify users and access to information.

- The COD Website https://www.cod.ed.gov to confirm completion of entrance counseling and signing of MPN.
- The National Student Loan Data System (NSLDS) to submit the school's student enrolment updates, FSA program overpayments, and NSLDS Transfer Student Monitoring Records at http://www.nsldsfap.ed.gov/secure/logon.asp
- Electronic submission for the school's annual compliance and financial statement audits through https://www.ezaudit.ed.gov
- The Information for Financial Aid Professionals (IFAP) website to review Dear Colleague Letters, announcements, or Federal Registers at ifap.ed.gov

Upon request, individuals are entitled to a paper copy, by contacting the Financial Aid Coordinator at FTC.

PACKAGING PHILOSOPHY

FTC Financial Aid Office will package student aid to meet the financial needs of all students without exceeding the student's cost of attendance (Need=Cost of Attendance minus EFC). This will provide a way for students to pay for their program and cost of living while attending school. The packaging process consists of a review and completion of all federal and institutional applications and forms.

PACKAGING GROUPS & ADDITIONAL PELL GRANT AWARD ELIGIBLITY

Federal Pell Grant
The Federal award year begins July 1 and ends 12 months later on June 30. The amount of a student's Pell Grant award is based on the number of clock hours in the program and the student's Estimated Family Contribution (EFC). The Federal academic year definition is 900 clock hours and 26 weeks in length. A student enrolled in an eligible program with a length meeting or exceeding the Federal academic year is eligible for their maximum scheduled award.

Pell Grants are considered to be the first source of aid to the student and packaging FSA funds begins with Pell Grant eligibility. A correctly determined Pell Grant is never adjusted for other forms of aid. Therefore, if a student's aid package exceeds their need, the over award is eliminated by reducing other aid. The amount of a Pell Grant is based off a schedule the U.S. Department of Education releases every year. The schedule FTC uses is the Full-Time Schedule of Awards. The Institutional Student Information Record (ISIR) provides the Expected Family Contribution (EFC), which is necessary to determine the Pell Grant amount for the award year.

Pell Grants are funded through the U.S. Department of Education. Eligibility is based on the family's financial situation. The Pell Grant maximum award amount is $6,345 for a full-time student in the 2020-2021award year.

FTC recognizes that special circumstances may exist that impact the financial resources a student and family has set aside to pay expenses of attending a program. Therefore, a Professional Judgement Appeal Form is available for those students in the Financial Aid Office.

A+ Scholarship

The A+ Program is available for Missouri high school graduates who participated in the A+ Program in high school. Certain items such as supplemental textbooks and supplies are not covered. The A+ Scholarship is not need based aid. To determine the amount of the A+ Scholarship FTC uses the Missouri Department of Higher Education's (MDHE) instructions for calculation at a clock hour school. To correctly calculate the amount, the Financial Aid Coordinator must use the current Student reimbursement clock hour cap dollar amount which can be found on the MDHE web page at https://dhe.mo.gov, this is used to determine the student's reimbursement cap. The Financial Aid Coordinator must also calculate the standard reimbursement amount (general fees are included in both calculations). The student's reimbursement cap is compared to the standard reimbursement amount and whichever amount is less will be the reimbursement amount. For additional information on the calculations you may go to the Missouri Department of Higher Education (MDHE) web page at https://dhe.mo.gov.

FTC must have the student's OFFICIAL signed and dated high school transcript with the A+ seal and a completed FAFSA. If a student qualifies for any Pell Grant, this must be considered when determining the amount of any A+ award. FTC uses the A+ Scholarship Worksheet for Reimbursement to determine the amount of the scholarship.

If a student does not complete the required number of clock hours for the program and/or does not maintain a 2.5 grade level eligibility for A+ funding will be lost. A+ funding is not guaranteed. In accordance with the A+ School Program "Last Semester of Certificate/Degree" procedures, the student must sign a letter stating they understand it is the last semester of their A+ reimbursement eligibility and taking/attending the appropriate number of hours needed to complete a certificate/degree.

NOTE: *If a student is eligible for a Federal Pell Grant or any other form of federal assistance that does not require repayment as determined by the FAFSA, these funds will be applied to the student's FTC account first. Any covered costs that remain will be billed to the A+ program.*

Access Missouri Grant

FTC participates in the Access Missouri Grant program administered by the Missouri Department of Higher Education (MDHE). The grant is a need-based program and MDHE determines the amount that is awarded to each student. The Financial Aid Coordinator will certify the student in the FAMOUS system in the fall payment period and again in the spring payment period if the student is eligible. Once funding is received the School District of Joplin R-VII Finance Department will notify FTC's Staff Accountant of the funds deposit. The Staff Accountant will then post the funds to the Student Account of all eligible students who were certified. In the event that a student is deemed ineligible the funding must be returned, FTC will request that the Finance Department return Access Missouri Grant funds within 30 days.

Direct Loans

The Direct Loan program was designed to make low interest loans available to students to pay for their costs of attending post-secondary schools. Direct Loans (DL), subsidized and unsubsidized, are processed by the Financial Aid Office, and approved by one of the participating lenders. Franklin Technology Center works with the U.S. Department of Education in order to offer students a choice. Students are eligible to receive a DL if they are enrolled as full-time, completed and filed the Free Application for Federal Student Aid, completed Entrance Counseling, and are not in default on any student loan. Repayment begins six months after the student graduates or leaves school.

FTC will verify each student's status in NSLDS and verify the maximum amount for which the student is eligible. After status and eligibility has been verified and a needs analysis is complete, the following will apply:

- During the award year, undergraduate Dependent and Independent students are eligible to borrow $3,500.00 in Direct Subsidized loan funds as long as all aid received by the student does not exceed their cost of attendance. Students may qualify for up to an additional $2,000.00 (Dependent students) or $6,000.00 (Independent students) in Direct Unsubsidized loan funds, provided that all aid received by the student does not exceed their cost of attendance for the award year.
- There is a borrower's Aggregate Loan Limit. If the student reaches this limit they may not receive any additional loans until the amount borrowed is paid in part or full and additional borrowing would not exceed their Aggregate Loan Limit. This limit includes loans taken at schools prior to attending FTC. Students in a default status may not request loans until the default has been resolved. To resolve a default loan status, a student can check NSLDS for their loan details or call the Financial Aid Office for assistance.
- FTC requires students requesting a Direct Loan to complete the on-line Entrance Counseling and Master Promissory Note (MPN). This can be completed by visiting www.studentloans.gov and login with an FSA ID. Starting in the 2020-2021 school year all students completing the MPN will have to acknowledge that they have seen how much Direct Loans they have outstanding before they can request additional loans. The student is required to take-action to actively confirm the acceptance of any loan made under the MPN before FTC can disburse any loan funds. This borrowing confirmation process must be completed once each award year for the first loan the borrower received for that award year, starting with loans associated with the 2020-2021 award year.

After a student has received loan funds and has completed, withdrawn, or dropped their program, FTC requests that they complete the Exit Counseling at www.studentloans.gov. Each student borrower must complete the Exit Counseling with each school they have requested Direct Loans from.

Direct Plus Loan

Parents can use the Direct Plus loan to borrow money for their student. In order to be eligible for a Direct Plus loan, the parent must be the student's biological or adoptive mother or father (regardless of whether they are the "custodial" parent or provided financial information on the FAFSA) or, in some cases, a stepparent (if their income and assets would be taken into account when calculating the dependent student's EFC). The following eligibility must also be met:

- Be a U.S. Citizen, National, or Permanent Resident/Other Eligible Non-Citizen
- Be the biological or adoptive parent of the student
- Be the spouse of the student's parent and considered to be a parent in accordance with the instructions on the FAFSA for purposes of reporting income and assets on the FAFSA
- Have made satisfactory arrangements to repay the amount owed after receiving more money than eligible for under any Title IV program (e.g. Federal Perkins Loan, Federal Pell Grant, a Federal student loan)
- Have made satisfactory arrangements to repay the amount owed on any Title IV loan that is in default
- Have fully repaid to the U.S. Department of Education (ED) or to the loan holder in the case of a Title IV federal student loan, if convicted of, or pled nolo contender (no contest) or guilty to, a crime involving fraud in obtaining funds under a program authorized under Title IV of the Higher Education Act of 1965, as amended (HEA)

A parent borrower must complete the Plus Counseling and Direct Plus Loan Master Promissory Note (MPN). Both can be found at www.studentloans.gov along with additional information about the Direct Plus Loan

program. The parent must fill out a Direct Plus Loan Application which allows them to authorize the school to use the loan funds to satisfy other educationally related charge after tuition and fees.

Starting in the 2020-2021 school year all parent borrowers completing the MPN will have to acknowledge that they have seen how much Direct Loans they have outstanding before they can request additional loans. The parent is required to take-action to actively confirm the acceptance of any loan made under the MPN before FTC can disburse any loan funds. This borrowing confirmation process must be completed once each award year for the first loan a borrower received for that award year, starting with loans associated with the 2020-2021 award year.

Payment Plans
FTC offers the option of a payment plan as a consideration for students who would like to avoid incurring loan debt to pay the balance on their account. The student must repay the full amount of the payment plan by the end of the month prior to last day of class. For more information on payment plans, contact the Staff Accountant.

Package Construction
To utilize non-repayable resources first and prevent over-awards and/or over-payments, all aid a student receives must be reported to the Financial Aid Office. The Financial Aid Coordinator will make every effort to avoid over-awards and/or over-payments.

PACKAGING OTHER EDUCATION RESOURCES

Vocational Rehabilitation
The Division of Vocational Rehabilitation sends the Financial Aid Office an authorization for any enrolled student they support. Vocational Rehabilitation pays the difference between the cost of the student's program and the amount of the student's Pell award. Vocational Rehabilitation assistance is considered in the student's aid package.

Veteran's Educational Benefits
Franklin Technology Center will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries or other institutional facility's, or the requirement that a Chapter 31 or Chapter 33 recipient borrow additional funds to cover the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of a payment by the U.S. Department of Veterans Affairs.

To use VA benefits at FTC, the student must submit a Certificate of Eligibility (COE) for entitlement to educational assistance to the VA School Certifying Official (SCO) no later than the first day of any course for which the student would like to use VA educational entitlement. The VA SCO is located in the FTC Financial Aid Office. Once the VASCO receives the COE, the official will complete the student's enrollment in the VAOnce system to begin the student's benefits. VA enrollment in VAOnce will be done within 30 days of enrollment.

Displaced Homemaker
A student who meets the criteria of the Displaced Homemaker requirements may receive additional funds from Missouri Department of Elementary and Secondary Education. FTC Financial Aid Coordinator will submit the name of the student who may be eligible. The Financial Aid Coordinator will fill out the FV-2 form and submit. The funding is considered in the student's aid packaging.

FUNDING AGENCY PARTNERSHIPS

Veteran's Educational Benefits - For veterans of the Armed Forces. Contact Veterans Administration for application at 1-888-442-4551.

Vocational Rehabilitation - For persons needing to train or retrain due to handicapping condition which prevents employment success at current level of training, contact Vocational Rehabilitation at 417-629-3067.

Rural Missouri Inc. - For seasonal farm workers and their families who have received wages for farm-work, orchard, or nursery work in the last two years. To apply, contact RMI at 1-800-234-4971.

Trade Adjustment Assistance - Available to persons who have lost their jobs due to the closing of an American business because of foreign industry and need training. To apply, contact the Career Center at 417-629-3000.

New Traditions - A program for single parents, displaced homemakers, non-traditional males and females, and/or girls and women between the ages of 14-25. For an application, contact number at 417-235-7369.

Oklahoma Workforce Development - For Oklahoma residents wanting to attend Franklin Technology Center call 918-542-5561 for services.

Tribal Agencies - For Native Americans requesting tribal assistance for tuition and fees contact their individual tribal office for services.

WIOA - Available to persons with barriers to employment, contact the MO Career Center at 417-629-3000.

STUDENT NEEDS ANALYSIS

FTC employs the Federal Need Analysis Methodology in assessing financial need and eligibility for Title IV Assistance. The Federal Need Analysis Methodology is based on the following philosophy of financial aid:
To the extent that they are able, parents have the primary responsibility to pay for their children's education. Parents will, as they are able, contribute funds for their children's education.
Students, as well as their parents, have a responsibility to help pay for their education (the family should be accepted in its present financial condition).
Need is determined for Pell Grant by a formula developed and updated annually by the Federal Government. A copy of the student's need analysis will be included in every student file.

VERIFICATION

In order to receive financial aid administered through Franklin Technology Center, a student may be required to furnish documentation for verification of information provided on the financial aid application as required by the U.S. Department of Education. Any student unable to provide this information will not receive financial aid.

Students may be required to furnish items such as copies of non-taxable income, interest income, proof of assets, and veteran's benefits. These items may be needed to substantiate information reported on the FAFSA or school financial aid application.

Students must provide the Financial Aid Office with documentation for the verification prior to completion of any financial aid award letter and the disbursement of any Title IV funds.

If the verification procedure discloses information that will change the award to be received by the applicant, the student will be requested to come to the Financial Aid Office to sign a new award letter, if applicable. At the time, the discrepancy will be discussed and the proper steps will be taken to correct the error(s).

If applicable, the Financial Aid Office may need to resubmit the Pell Grant SAR or ISIR for corrections. The students must take the responsibility to insure the financial aid has all the appropriate information. If the student has already applied for a Direct Student Loan, the lender will be notified of the changes to the loan application.

Required Verification Items (subject to change)
- Household size (number of persons in the household)
- Number enrolled in post-secondary education (number of household members attending a post-secondary institution at least half-time)
- Adjusted gross income for the base year, or income earned from work if AGI has not been calculated
- Certain untaxed income and benefits for the base year such as:
  - Social Security benefits, if certain conditions apply
  - Child Support, if certain conditions apply
  - Untaxed payments to IRA and/or Keogh plans
  - Foreign income exclusion
  - Interest on tax-free bonds
  - IRS Tax Transcript

The Financial Aid Coordinator will determine what documentation is necessary for each of the required verification items. You may be asked to provide documentation for items not listed above.

DOCUMENTATION AND FORMS

FTC Financial Aid Office uses dependent and independent student Verification Worksheets. The documentation necessary for verification varies according to the item to be verified.

FTC encourages students and parents to use the IRS Data Retrieval Tool (DTR) to import data form their tax return and to not change it. It is the fastest, easiest, and most secure method of meeting verification requirement. Student and/or parent federal tax return or transcripts are considered to be required documentation. Tax transcripts submitted for verification do not need to be signed by the tax filer unless there is a reason to doubt their authenticity. Whenever the regulations allow for a signed copy of a tax return it may be used in place of a tax transcript. If the student and/or parent were not required to file, they may mark the appropriate box on the verification worksheet. If income is reported, but a tax return not filed, the student and/or parent must submit proof of that income such as, but not limited to W-2 forms, 1099 form, etc. a student and/or parent will also be required to fill out a non-tax filer form.

Filers of amended returns
Students or parents who filed an amended return (IRS Form 1040) cannot use the IRS DRT and, if they amend the return after using the DRT to fill out the FAFSA, FTC cannot rely on that data. Instead, the Financial Aid Coordinator will need to use information from these documents to complete verification:
- A Signed copy of the 1040 form that was filed
- An IRS tax return transcript that will only include information from the original tax return and that does not have to be signed or any other IRS transcript (such as a return transcript for taxpayer or RTFTP) that includes all the income and tax information required to be verified: AGI, income tax paid, education credits, etc.

Victims of identity theft who cannot get a return transcript or use the DRT must submit a Tax Return Data Base View (TRDBV) transcript as well as a signed, dated statement indicating that they were victims of tax-related theft and that it has been reported to the IRS.

DATA ELEMENTS TO BE VERIFIED

FTC's Financial Aid Coordinator will verify the student's household size, the number of family members reported to be in college, the student's and/or parent's adjusted gross income and income earned from work, the amount of income tax paid, any untaxed income and/or benefits, high school completion, identity, and statement of educational purpose (see table below for each verification group for information required to be verified).

2020-2021 ITEMS TO BE VERIFIED

TRACKING FLAG	TRACKING GROUP NAME	FAFSA INFORMATION REQUIRED
V1	Standard Verification Group	Tax Filers Adjusted Gross Income U.S. Income Tax Paid Untaxed Portions of Individual Retirement Account (IRA) Distributions Untaxed Portions of Pensions IRA Deductions and Payments Tax Exempt Interest Income Education Tax Credits Nontax Filers Income Earned from Work Tax Filers and Nontax Filers Number of Household Members Number in College
V2	Reserved	N/A
V3	Reserved	N/A
V4	Custom Verification Group	High School Completion Status Identity/Statement of Educational Purpose
V5	Aggregate Verification Group	Tax Filers Adjusted Gross Income U.S. Income Tax Paid Untaxed Portions of IRA Distributions Untaxed Portions of Pensions IRA Deductions and Payments Tax Exempt Interest Income Education Tax Credits Nontax Filers Income Earned from Work Tax Filers and Nontax Filers Number of Household Members Number in College High School Completion Status Identity/Statement of Educational Purpose
V6	Reserved	N/A

DEADLINES/FAILURE TO SUBMIT DOCUMENTATION FOR VERIFICATION

If a student is selected for verification and refuses or fails to submit the required documentation by the date requested, the student will not receive any Federal or State funds. This includes Parent PLUS Direct Loans. It will be at the discretion of FTC if the required documentation was received after the deadline for providing aid.

CONFLICTING AND INACCURATE INFORMATION

When inaccurate or conflicting information is identified during the verification process, it must be resolved. The student is contacted in an attempt to resolve any conflicts. Additional documentation may be required to resolve the conflict. All identified errors must be corrected on the student's ISIR. These changes could result in a change in the student's EFC, which would then affect the amount of the student's awarded aid package.

STUDENT NOTIFICATION OF VERIFICATION CHANGES

When changes are made to the student's FAFSA application that effect the student's EFC and award, the student will be notified immediately by written letter or email and a new Financial Aid Funding Estimate letter sent reflecting the award amount that corresponds to the student's new EFC.

"C" CODES CLEARANCE

When the Financial Aid Office receives an ISIR with a C flag next to the EFC, the reject codes will be identified. The most common reject C flags are for the following:

- NSLDS Unusual Enrollment History Flag. Resolution is required. Using information from the NSLDS, FTC Financial Aid Coordinator must identify all institutions where the student received a Federal Pell Grant or Direct Loan for any of the award years from 2016-2019. Financial Aid Coordinator must determine whether academic credit was earned at each of those institutions during the award year for which the student received a Federal Pell Grant or Direct Loan. Base on those determinations, discussion with the student may be necessary.
- The student has defaulted on a student loan and is not eligible for FSA. The Financial Aid Coordinator will notify the student immediately and advise them to cure the default and provide them with the contact information provided in the ISIR.
- The student has not registered with Selective Service System. All males between the ages of 18-25 are required to register. If the student is required to register, they may do so by entering a correction on their FAFSA application, registering at the post office, where registration forms are provided, or on-line at www.sss.gov. Any one of these actions will resolve the C flag. If the student is not required to register, they must provide a letter from the Selective Service System stating they are not required to register.
- The student's name and SSN do not match. It is often easier for the student to update the FAFSA when they have entered the wrong SSN. The Financial Aid Coordinator can require proof of name and SSN from the student and proceed the processing. Proof shall be the student's original SS Card, birth certificate, marriage license or court orders if names have been changed by court order.

OTHER "C" CODES CLEARANCE

Database Matches, Reject Codes, and C-Codes Clearance - After processing is complete, the Central Processing System (CPS) produces output documents or records that show the information the student originally provided, the EFC, the results of eligibility match, and information about any inconsistencies identified through CPS edits. If CPS was unable to calculate an EFC, the output record will not show one. There are two types of output documents: Institutional Student Information Record (ISIR), which is made available electronically to the schools the student listed on the FAFSA (or added later) and their state agency, and the Student Aid Report (SAR), which is sent to the student or made available to the student online. The SARs and ISIRs include comment codes and text explaining any questionable results from the matches and edits described here. For some of these there will also be a C code, which must be resolve before paying any student aid.

Once a conflict, highlight, assumption or comment code is identified the Financial Aid Coordinator must consult with the student and/or parent to get clarification and any additional documents needed to clear the file. The Financial Aid Coordinator will contact the student to notify them of the specific flag on their ISIR and outline the items needed to clear the file. The student must be notified that their financial aid will not be processed until all items are received and their file is finalized. Once the student provides documentation it is reviewed for accuracy. Any ISIR changes are completed and submitted to CPS through EdConnect.

Social Security Administration (SSA)- The Social Security Administration may flag an ISIR for the student's or parent's social security number (SSN). This C code is most often identified by codes:
- Student SSN-146, 024, 060, 063, 061, 064
- SSN/Death-076, 140, 145
- Parent SSN-011-012, 369, 014-021, 370-386

The Financial Aid Coordinator must get a copy of the student or parent signed SSN card or documentation from the social security office confirming their SSN. If the documentation matches the information on the ISIR then the file can be cleared. If not, then the student or parent will be asked to log into their FAFSA account and update the social security number.

Department of Homeland Security (DHS)- the Department of Homeland Security may flag an ISIR because they cannot confirm the student's citizenship status. This C Code is most often identified by codes:
- DHS Citizenship- 144, 068, 142, 105, 046, 109

The Financial Aid Coordinator must get a copy of the student's or parent's US Passport, birth certificate, or Resident Card. There are also eligible noncitizen statuses that may require retrieving the student's foreign nation passport and a copy of their I-94 or I-551 card. The Financial Aid Coordinator will also submit at G-845 form for secondary confirmation on a student's status.

Selective Service System- The Selective Service System (SSS) may flag a male applicant for not registering between the ages of 18 to 25. This C Code is most often identified by codes:
- Selective Service- 030, 033, 057

The Financial Aid Coordinator will interview the student to ascertain if he was required to register, if so and it was not done, then he may register through the FAFSA process if he is between the ages of 18 to 25. If the student was exempt from registering then the Financial Aid Office will request a status information letter from

SSS and collect all documentation from the student including a written statement. Male residents who can show proof that they entered the United States after the age of 25 will be required to provide travel documents to support that information.

A student may still be eligible for Federal Student Aid (FSA) if he can demonstrate that he did not knowingly and willingly fail to register. In this case, the student must write to the selective service to get a status information letter addressing his failure to register. The student must provide a well detailed statement describing his situation and will go though the Professional Judgement process to see if he qualifies for FSA. The Financial Aid Office may request additional documentation to support the student's claim.

National Student Loan Data System (NSLDS include UEH)- The NSLDS may flag an ISIR for any of the following reason, using the codes as outlined below:
- NSLDS Default- 132, 124
- NSLDS Overpayment- 133
- Default and Overpayment- 134
- NSLDS UEH- 359, 360
- NSLDS Fraud- 272

The Financial Aid Coordinator must get a letter from the US Department of Education, lender, or agency that confirms clearance of any default, overpayment, or fraud allegations before the student's file can be cleared of those flags.

For the UEH flag, the Financial Aid Coordinator must review the UEH flags 2 and 3 with regard to the receipt of Federal Pell Grant funds.

For the 2020-2021 award year the Financial Aid Coordinator must request the academic transcripts for the 4 previous award years where the student was awarded Pell Grant and/or Direct Loan funds. The Coordinator will contact the student, provide the UEH Form for the student to complete, and collect all supporting documents from the student. A review of all academic transcripts must be completed following the guidelines below.
- Flag 2- For flag 2 the Financial Aid Coordinator must determine if the student received Pell Grant and/or Direct Loan funds at the institution. If the student received funds at the institution then the student can be cleared for flag 2. If not, then they must be treated as a flag 3 student.

- Flag 3- For flag 3 the Financial Aid Coordinator must review the academic transcripts for all institutions where Pell Grant and Direct Loan funds were received for the prior four years. The student must have completed at least one course at each institution attended over the 2016-2017 through 2019-2020 award years. If not, then the student must be denied eligibility for Federal Student Aid (FSA) funds.

If eligibility is denied, FTC will document the decision in the student's file and notify the student of their right to appeal in writing by using the UEH Appeal form.

Department of Defense (DoD)- The Department of Defense will flag ISIRs for students who meet the criteria for children of soldiers or the Iraq & Afghanistan Service Grant. This C Code is most often identified by the code:
- DoD Flag- 298

The Financial Aid Coordinator will collect a copy of the parent's date of death and along with the student's EFC to determine if they are eligible, for either, zero EFC treatment of children of soldiers or an award under the Iraq & Afghanistan Service Grant program.

If the student is eligible for:
- Zero EFC Treatment for Children of Soldiers- The Financial Aid Coordinator will award the student full Pell, update the student's award, and transmit to COD through EdConnect.
- Iraq & Afghanistan Service Grant- The Financial Aid Coordinator will award full Pell less 7.3%, update the students award, and transmit to COD through EdConnect.

Department of Justice (DOJ) via ED Hold File- The Department of Justice may flag an ISIR which will put the student on a hold status and not be able to calculate an EFC. This C Code is most often identified by code:
- DOJ Hold- 009

The Financial Aid Coordinator must notify the student immediately and have the student call (202) 377-3889 to resolve this comment code. No FSA will be awarded until a cleared ISIR is received with a calculated EFC.

REVIEW OF SUBSEQUENT ISIR TRANSACTIONS-POST-SCREENING

The Financial Aid Office will review all subsequent ISIR transactions received on a student enrolled in a program of study at FTC. All correction to a student's FAFSA application will create a subsequent ISIR. When review is complete, the Financial Aid Office may flag the new transaction for verification if information is changed that will affect the student's EFC. FTC's Financial Aid Coordinator notifies students of their award package by an initial Financial Aid Funding Estimate Letter.

PACKAGING APPEALS

Should a student wish to appeal their packaging award notification, they may do so by notifying FTC's Financial Aid Coordinator, in writing, within 15 days of the date of the award notification.

AWARD PACKAGE NOTIFICATION

In the event a student's award package should be changed, the student will be notified, in writing, of the amended award and the reasons for the amendment will be included in the notification. Possible reasons for award revisions would be:
- the student received additional funding (scholarship, grant, etc.) after initial notification was sent
- the student's EFC changed,
- the student requested and received a consideration of special circumstances
- any change in the student's status that would be reflected in their EFC or enrollment status

OVER AWARDS

An over-award will occur any time a student's disbursed financial aid (federal, institutional, and outside aid) and other resources exceed the cost of attendance for the award period by more than an allowable tolerance. FTC's Financial Aid Office will strive to prevent over-awards and over-payments of FSA funds.

Resolving an Over Award When Student is Liable
If it is discovered that a student has received an over-payment due to supplying false information or failing to disclose information, the Financial Aid Office will adjust the amount of the student's aid package to eliminate the over-award.

If this is not possible, the Financial Aid Office will promptly attempt to recover the overpayment by notifying the student in writing and requesting full repayment.

The notice will state that if the student fails to repay the overpayment or to make satisfactory arrangements for repayment, he or she will be ineligible for Title IV funds until the overpayment is resolved.

If the student claims that the school made a mistake in determining the overpayment, FTC will consider any information provided and decide whether the objection is warranted.

FTC will cooperate fully with any efforts and procedures of the U.S. Department of Education to recover the funds including, but not limited to, referring a student to the Office of Inspector General.

Resolving an Overpayment When School is Liable
When the Financial Aid Office discovers a student has been awarded aid which exceeds the student's need, an adjustment will be made to the student's aid package to prevent an over-award.

If funds have already been disbursed when the overpayment is discovered, and the overpayment is a result of an error by the school, FTC's Financial Aid Office will make downward adjustments to the student's award in COD and return the funds through G5.

FTC will then attempt to collect funds that have returned from the student; however, this will not be considered a Title IV debt since the overpayment was due to an error on the part of the school.

STATE SCHOLARSHIP AND GRANT

Access Missouri Grant
FTC participates in the Access Missouri Grant program administered by the Missouri Department of Higher Education (MDHE). This grant is a need-based program and MDHE determines the amount that is awarded to each student. The following list represents the foundational criteria for eligibility:

The student must:
- Be a US Citizen (or Permanent resident) and a Missouri Resident
- Be an undergraduate student enrolled full-time at FTC
- Have a FAFSA on file before February 1, 2019, students with a FAFSA received dated between February 2 and April 1 (including April 1) will be considered for an award based on funding availability
- Have an EFC of 12,000 or less

- Not have received first bachelor's degree, completed the required hours for a bachelor's degree, or completed 150 credit hours

The Missouri Department of Higher Education awards through the FAMOUS website. FTC downloads the list of eligible students from this website and incorporates it into their financial aid award packaging.

A+ Scholarship
The purpose of the scholarship is to assist Missouri students seeking postsecondary education at a Missouri public community college or vocational technical school. The A+ Scholarship provides financial assistance for tuition and fees (assuming that the state funds are available).

To participate in the A+ Scholarship program, the student must provide FTC with a signed, dated copy of their high school transcript that includes the A+ Seal and complete the FAFSA. The amount of the A+ Scholarship is determined by applying Federal Pell Grant first.

Returning Access Missouri Grant and A+ Scholarship Funds
FTC uses the FAMOUS website to return funds for the grant and scholarship program. Returns are made by entering the return amount under the *Awards/Disbursements* tab on the student page in FAMOUS. The return report provides a list of funds, the amount returned for each student, and the academic year of the return. A check in the amount established on the report from FAMOUS is requested from the Staff Accountant. Checks are made payable to Missouri Department of Higher Education and mailed to:

<div align="center">

Missouri Department of Higher Education
Attn: State Student Assistance Programs
3515 Amazonas Drive
Jefferson City, MO 65109

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MDHE completes the return upon receipt of the check. Once the return is complete, the return amount will move from the *Pending Returns* column to the *Returns* column under the *Awards/Disbursements* tab on the student page in FAMOUS and the student's net award will be reduced by the amount of the return.

If the check is not received within 30 days, a message will appear on the *Message Board* page in FAMOUS notifying FTC to contact MDHE. The *Message Board* is accessible from the *Home* link at the bottom of the navigation bar on the left-hand side of the page. Once MDHE completes the return, the amount available for certification on the *Estimated Awards and Certification* pages is increased by the amount of the return.

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SATISFACTORY ACADEMIC PROGRESS

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Once students qualify for financial aid, Federal and State regulations require students to meet certain academic standards to be eligible for financial aid programs. Satisfactory Academic Progress (SAP) means a student must progress forward in a positive manner and in a specific length of time.

Federal financial aid regulations provide for assistance up to 150% of the length of the program due to FTC's stricter 90% attendance policy the maximum time frame is 111%. All periods of enrollment and hours attempted/earned must be counted towards this maximum (whether or not financial aid assistance was received for all periods of enrollment). Satisfactory Academic Progress (SAP): All students who receive Federal Title IV funds will be held to a minimum of satisfactory academic progress set by the institution. FTC

has set these standards as 90% attendance and a "C" average. Two times during the academic year the SAP will be checked, this is the mid-point in each pay period. Individual programs may choose to set more rigorous standards. If this is the case, students in those programs will be held to the higher standards as outlined in their program student handbooks.

Example: The institution's program Practical Nursing is 1,232 clock hours. Satisfactory progress is evaluated two times throughout the program. First payment period at 308 clock hours and the second payment period after total program hours of 616 clock hours are completed.

- The student is required to make quantitative progress toward program completion. To be making satisfactory academic progress, a student must attend at least 90% of the scheduled class hours on a cumulative basis during each evaluation period.
- The student's academic average is reviewed to determine qualitive progress. The minimum required is "C" average at the conclusion of each evaluation period.
- Students who withdraw from the program will receive a grade of 0% in each class interrupted by the withdrawal.

Student Academic Progress Policies

Clock hours earned toward a certificate is determined by the amount of class and/or laboratory/shop/clinical/externship time specified for each course.

Full Time Programs:
- Automotive Technology – 720 clock hours
- Collision Repair- 720 clock hours
- Culinary Arts- 900 clock hours
- Dental Assistant – 900 clock hours
- HVAC- 720 clock hours
- Medical Assistant- 1050 clock hours
- Practical Nursing- 1232 clock hours
- Respiratory Therapy – Associate Degree – 84 credit hours (through MSSU)
- Surgical Technician – 1090 hours clock hours
- Welding- 720 clock hours

Attendance: It is essential in technical education that absenteeism be kept at an absolute minimum. Therefore, all absences will be recorded, regardless of reason. There are no excused absences. Students must maintain 90% attendance in order to receive a certificate.

Students must take responsibility for their attendance and notify the instructor or instructors if they are not going to be in class. Absenteeism that exceeds 10% in any one quarter will have the effect of financial probation and consequences to their grade as defined by each program director.

Grades: Grades are awarded by individual instructors, and are based on a combination of written tests and practical application. Final grades are issued at the end of each period. No final grade report will be issued if the student has a financial obligation to the school.

**Satisfactory Academic Progress: Students must maintain a "C" grade and a 90% attendance to meet minimum progress standards.

**Confidentiality of Student Records: Franklin Technology Center assures the confidentiality of student's educational records in accordance with the Family Educational Rights and Privacy Act of 1974, (known as the Buckley Amendment).

Information, which can be released to the public on any student, is name and program, dates of attendance; certificate earned; awards received; local and permanent address, and telephone number.

Financial Aid Warning
Students are considered to be in financial aid warning if they fail to meet the minimum Satisfactory Academic Progress requirements for one or more of the following reasons:
- The student is below a grade requirement
- The student is below the 90% attendance requirement

Once placed on financial aid warning, the student may continue to receive financial aid for one payment period. The student will be expected to meet the minimum standards before the next payment period. A student who meets the standards while on warning status will return to good financial aid standing. The student will be notified by email, letter, or a meeting with the Assistant Director if they fall below the Satisfactory Academic Progress requirements.

Financial Aid Probation
If a student's grades fall below a "C" average or attendance is less than 90% at any payment period, the student will be placed on financial aid probation for 30 days. The student will be notified in writing of probation status.

Financial Aid Suspension
Financial Aid Suspension is a status assigned to a student who fails to make Satisfactory Academic Progress for the consecutive payment period following the financial aid warning status. Students who are on suspension are ineligible to receive financial aid funding. The student will be notified by email, letter, or meeting if they are placed on suspension. If a student's financial aid is suspended, they may, at the discretion of FTC Adult Education Administration, be allowed to complete the program if they make other payment arrangements.

Appealing Financial Aid Suspension
If a student has been suspended from financial aid funding due to not meeting the Satisfactory Academic Progress minimum standard requirements, and feels that severe or unusual circumstances have kept them from making progress, they may appeal.

Examples of severe or unusual circumstances may include, but are not limited to: personal illness, injury or accident, or serious illness or death of a close family member.

Examples of circumstances under which a request will not be granted include, but are not limited to: poor choices of program, employment obligations, financial difficulties, loss of transportation, relocating, childcare difficulties, loss of internet service, or lack of motivation or interest.

If severe or unusual circumstances can be documented for the specific periods of enrollment when the deficiencies occurred, the student may submit an appeal that will be considered by the Assistant Director of FTC Adult Education.

To appeal, the student must submit a written request to the Financial Aid Coordinator (see Suspension Appeal Application on page 37). A verbal request is not acceptable. The written request to appeal must explain the circumstances which prevented the student from meeting the Satisfactory Academic Progress standards in the past. The student must also describe a course of action moving forward that will allow them to be successful in the future. The student is encouraged to include as many specifics as possible. The student must also meet with the Program Coordinator to discuss a plan of action. The student and Program Coordinator will need to complete a plan of action and submit that plan to the Financial Aid Coordinator within 5 days from date of notification of loss of financial aid eligibility.

The Assistant Director will review the written request to appeal and the plan of action. The Assistant Director will approve or disapprove the reinstatement of aid. If the Assistant Director approves the student's request, the financial aid status may be reinstated under the conditions outlined by the Assistant Director. If the Assistant Director denies the student's request, the student will have to make other payment arrangements until they regain Satisfactory Academic Progress. Once the student regains Satisfactory Academic Progress (SAP), the student must resubmit a suspension override request for additional review. The Financial Aid Office will notify the student via email or letter of the Assistant Directors decision.

Failure to meet Satisfactory Academic Progress (SAP) standards results in the loss of eligibility to receive Title IV Federal funds including loans, state grants, and many other sources of funding.

A suspended student who has successfully appealed for reconsideration is reinstated for aid with a suspension status and a time limit defined by the Assistant Director. At the end of this time limit, the student must meet SAP.

RETURN TO TITLE IV REFUND

Process Overview
When a student withdraws from a program before completing the program or current term, FTC must calculate any potential refund or continued financial obligation for the student based on the charges incurred and the length of time attended. FTC has developed a refund policy that meets the guidelines of state and federal agencies. Title IV funds are awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of Title IV funds that the student was orginally scheduled to receive. Whenever this occurs FTC requests a return to Title IV (R2T4) calculation.

Withdrawal Date
FTC considers a student withdrawn if the student officially provides notification to the Program Coordinator or Financial Aid Coordinator of their intent to withdraw. The date of withdrawal will be the date the student completed the last date of attendance (LDA). If a student withdraws without officially notification, FTC will consider the student's LDA as the unofficial withdrawal date and it will be used for calculating refunds. Students who have not contacted the school and have not attended for five (5) consecutive days are considered to have unofficially withdrawn and are administratively dismissed.

Formula Calculation
For determining the earned and unearned portions of Title IV aid FTC uses hours that were scheduled to be attended up to the LDA. Up to the 60% point in each payment period, a pro rata schedule is used to determine the amount of the Title IV funds the student has earned at the time of withdrawal. After the 60% point in the

payment period, a student has earned 100% of the Title IV funds they were scheduled to receive during the period. For students who withdraw after the 60% point in time, there are no unearned funds; however, FTC must determine whether the student is eligible for a post-withdrawal disbursement (PWD).

The FTC Financial Aid Office uses the payment period Return to Title IV (R2T4) calculation to determine whether a PWD should be made. R2T4 calculations are competed within 30 days of notification of a student's withdrawal. Financial Aid Coordinator completes the R2T4 and a copy of the R2T4 calculation and all supporting documents is placed in the student file. Once the R2T4 calculation and all supporting documents are reviewed and approved, then any refunds are sent to COD via EdConnect.

Post-Withdrawal Disbursements

When a R2T4 calculation reveals a student is entitled to PWD of Federal Pell Grant, the funds are automatically processed and posted to the students account. Any credit balances are returned to the student. When PWD funds include loan money, the student is given the opportunity to notify the Financial Aid Office in writing by email or letter to decline all or a portion of the funds. The student must notify FTC in writing of their decision to either accept all or portion or decline the funds. A copy of the letter is stored in the student file. If the student does not notify FTC of their decision in writing, then the funds are not processed.

Returning Unearned Funds

If a R2T4 calculation determines that unearned Title IV funds were disbursed to a student, FTC will return those funds to the applicable sources. When Federal Pell Grants are a part of the return process, the student's award will be adjusted. Refunds or returns will be processed with 30 days of notification of student's withdrawal.

Refunds due shall be applied in the following order:
- Unsubsidized Direct Loans (Title IV)
- Subsidized Direct Loans (Title IV)
- Direct PLUS loans (Title IV)
- Federal Pell Grants (Title IV)
- A+ Scholarship (State of Missouri Funds)
- Access Missouri Grant (State of Missouri Funds)
- Workforce Investment Act (WIOA)
- Private Scholarships
- Personal Funds

Once the calculation is completed the refunds will be generated base on the order outlined above. A refund is posted to the student's ledgers and sent to COD. The refund notification will inform the student of the refund amount, type of funding being refunded, and refund date.

Over Award Resolution

In the case of an over award, the FTC Financial Aid Office will notify student in writing requesting full payment. The notice will include an invoice and payment instructions.

If the student believes that the school made a mistake in determining the overpayment, FTC will consider any information provided and decide whether the objection is warranted.

If, after notification to the student and consideration of possible objections, an overpayment remains and the student has not repaid it or made payment arrangements to repay it, the student's overpayment will be reported to NSLDS.

Credit Balance Refunds

FTC Financial Aid Office will review and process credit balances each week in order to maintain compliance with Title IV regulations. Federal Student Aid (FSA) funds are posted to the Student Ledger on the disbursement date.

After the FSA funds are posted to the student accounts and applied to allowable charges associated with the current payment period, the Staff Accountant will review the Student Ledger for credit balance.

Allowable charges include the following:
- Tuition and Fees
- Supplies, books, and other services provided by FTC (provided that the student has authorized this in writing)

After the review of Student Ledger, the Staff Accountant will process checks in the amount of the credit balance. The Staff Accountant will notify the student that they can pick up their check. If the student does not pick up their check, the Staff Accountant will mail the check on the 3rd day to the student's address on file.

If a student receives a credit balance check and does not need the funds for other education expense, they can return the check to the school.

The following is instructions for how to return funds:
- Return the uncashed check to the Staff Accountant at Franklin Technology Center
- Sign and date a copy of the check and write an explanation on the copy about where to apply the funds

The Staff Accountant will send a request to the Finance Department to void the check.

If the student would like to reduce a Direct Loan amount, they should request a "Student Federal Direct Loan Change Request Form" from the Financial Aid Office. Once the Financial Aid Coordinator receives a completed "Student Federal Direct Loan Change Request Form", the office will send a request to have the funds returned to the government to refund the student's loan.

Students who are unsure about whether they want to keep a refunded credit balance are encouraged to review their Student Ledger with the Financial Aid Coordinator and advised that the credit balance may present an opportunity to limit or reduce student loan debt.

VA CREDIT BALANCE REFUND AND OVERPAYEMENTS

Generally, overpayment of VA benefits is the responsibility of the student; however, there are instances under the Post-9/11 GI Bill (Chapter 33) when an overpayment is created that needs to be refunded to VA by the school.

VA Debts and Overpayments

A debt to the school is established when:

- The student never attended any classes for which he or she was certified, regardless of the reason for non-attendance
- The student completely withdraws on or before the first day of the term (FDOT)
- The school received payment for the wrong student
- The school received a duplicate payment
- The school submitted an amended enrollment certification, or an Amendment in VAONCE, and reported reduced tuition and fee charges, reduced Yellow Ribbon amount, or both
- The student died during or before start of the term and the VA issued payment above the amount certified on the enrollment certification that was used to process the payment (VA data entry error)

FTC refunds tuition and fee payments to students in accordance with our established refund policies so that the student can resolve any overpayments.

INSTITUTIONAL REFUND POLICY

Refunds are based on many factors which include but are not limited to the total institutional charges assessed to the student, the type of funding received, and the date a student ceased all attendance in the program in which they were enrolled. FTC's Refund Policy is designed to meet all federal and state regulations.

Refund Policy

To be eligible for a refund, the adult student must file for a withdrawal. Failure to attend class does not meet the formal withdrawal requirement. When an adult student officially withdraws from school, all moneys applied to tuition will be refunded on a pro-rata basis. Tuition that was paid for the enrollment period will be refunded according to the hours remaining in the program. A refund will NOT be made after 60% of the program is completed.

Tuition will be refunded as follows:

- Before class begins or cancelled 100% of tuition refunded
- Withdraws on the 1st days of class, total amount, less $10, tuition refunded
- Withdraws from the 2nd through the 4th class day of the period 98% of tuition refunded
- Withdraws from the 5th through the 9th class day of the pay period 95% of tuition refunded
- Withdraws from the 10th through the 15th class day of the pay period 90% of tuition refunded
- Withdraws from the 16th through the 21st class day of the pay period 80% of tuition refunded
- Withdraws from the 22nd through the 30th class day of the pay period 60% of tuition refunded
- Withdraws after the 30th class day of the pay period 0% of tuition refunded

Balances Due

A student leaving FTC with a balance due to the school must either pay the entire balance or make monthly installment payments to pay off the outstanding balance. FTC may withhold the student's official transcript until the outstanding balance is paid in full. Failure to pay any outstanding balance to FTC may also result in the student's account balance being turned over for collection.

WITHDRAWAL AND REFUND POLICIES

Early Withdrawal
Students are considered to have withdrawn from their programs if they do not complete all the clock hours and weeks of instructional time required to complete the program. In the event that a student withdraws, whether voluntarily or involuntarily, all refunds will be made according to the refund schedules outlined in the FTC refund policy.

Refund Calculation
FTC bases refund calculations on payment periods associated with the clock hour and weeks of attendance for programs as defined by the U.S. Department of Education and Council on Occupational Education (COE) accreditation.

Student Tuition, Textbook, Supplies, Fees, & Withdrawal Refund Policy
In the event that a student withdraws from an approved program, the following refund policy shall apply:

- Program Coordinator notifies the FTC's Main Campus Office located at 810 S. Wall Avenue, Joplin MO 64801
- Program Coordinator initiates student's withdrawal form
- Refund policy stated below shall apply. All refunds will be processed within 45 days. Refunds, when due, are made without a request from the student

FSA NOTE: Student tuition, supplies, and fee responsibilities follow the schedule below regardless of the separate regulations governing federal student aid (FSA) disbursement. Students are personally liable based on the fee structure below. Institutional charges and federal student aid will be prorated on a payment period basis. Students may or may not be eligible for receipt of funds during any given payment period based on the amounts and types of FSA funds for which they are eligible.

Orientation Note: All students are required to attend an on-site orientation.

Application processing fees are non-refundable and will not exceed $50 exclusive of pre-entrance assessment costs. No other fees will be collected prior to the start of class.

Textbooks, Supplies, & Fees: Franklin Technology Center charges the costs of textbooks, supplies, and fees are separate from tuition and will provide these materials to the students at the beginning of class. Any supplies and/or fees that are not included are noted within the program's Application Packet. If a student withdraws prior to the first day of class, there will be no charge for textbooks. Students that withdraw after the first day of class will be charged for 100% of the textbooks and may retain them. Supplies and fees will be assessed based on usage within the pay period.

For recipients under the Veterans Benefits and Transition Act of 2018, FTC will not impose any penalty due to the delayed disbursement of a payment by the U.S. Department of Veterans Affairs.

Current individual program costs can be found at: www.franklintechnologycenter.com

Refund Schedule:

If student withdraws:

Short Term Class (under 500 clock hours)	Refund
Before class begins or class is cancelled	100% of tuition*
First day of class	Total Amount, less $100 *
Thereafter	0% of tuition*

If student withdraws:

Full Time Program (over 500 clock hours)	Refund
Before class begins or class is cancelled	100% of tuition*
Withdraws on the 1st day of class	Total Amount, less $100 *
Withdraws from the 2nd through 4th class day of pay period	98% of tuition*
Withdraws from the 5th through the 9th class day of pay period	95% of tuition*
Withdraws from the 10th through the 15th class day of pay period	10% of tuition*
Withdraws from the 16th through the 21st class day of pay period	80% of tuition*
Withdraws from the 22nd through the 30th class day of pay period	60% of tuition*
Withdraws after the 30th class day of pay period	0% of tuition*

* Additional charges for textbooks, fees, and supplies will be assessed on usage.

Student Tuition, Textbook, Supplies, Fees, & Withdrawal Refund Policy for Full-Time Classes

1. **Refunds for Classes Canceled by the Institution**
   If tuition and fees are paid in advance of the start date of a program and the institution cancels the class, 100% of the tuition and fees paid will be processed within 45 days of the planned start date.
2. **Refunds for Students Who Withdraw Before the First Day of Class**
   If tuition and fees are collected in advance of the start date of a class and the student does not begin the class, 100% of the tuition and fees collected will be processed within 45 days of the planned start date.
3. **Refunds for Students Enrolled Prior to Visiting the Institution**
   Students who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within three days following either attendance at a regularly scheduled orientation or following a tour of the facilities and inspection of the equipment. Appropriate refunds shall be processed within 45 days of the class start date.
4. **Refunds for Students Attending the First Day of Class or Thereafter**
   The institution retains no more than $100 of the tuition, fees, and supplies if a student withdraws on the 1st day of class. Thereafter, the institution will follow the refund schedule of tuition, fees, and supplies. Appropriate refunds shall be processed within 45 days of the class start date.

Student Tuition, Textbook, Supplies, Fees, & Withdrawal Refund Policy for Short-Term Classes

1. **Refunds for Classes Canceled by the Institution**
   If tuition and fees are paid in advance of the start date of a program and the institution cancels the class, 100% of the tuition and fees paid will be processed within 45 days of the planned start date.
2. **Refunds for Students Who Withdraw Before the First Day of Class**
   If tuition and fees are collected in advance of the start date of a class and the student does not begin the class, 100% of the tuition and fees collected will be processed within 45 days of the planned start date.

3. **Refunds for Students Enrolled Prior to Visiting the Institution**
   Students who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within three days following either attendance at a regularly scheduled orientation or following a tour of the facilities and inspection of the equipment. Appropriate refunds shall be processed within 45 days of the class start date.
4. **Refunds for Students Attending the First Day of Class or Thereafter**
   The institution retains no more than $100 of the tuition, fees, and supplies if a student withdraws on the 1st day of class. Thereafter, the institution will follow the refund schedule of tuition, fees, and supplies. Appropriate refunds shall be processed within 45 days of the class start date.

All policies of Franklin Technology Center are subject to change without prior notification to its students. If a policy is changed, students will be notified of the change, in writing, as soon as practicable.

NOTE: If a student withdraws from a program and wishes to re-enter the next school year, they will be responsible for any previous tuition, textbooks, fees, and supplies owed and any additional and/or increased tuition, textbooks, fees, and supplies of the year re-entered. If tuition has increased the student will be responsible for the additional costs. The re-entry request must be approved by the Program Coordinator and Assistant Director of FTC Ault Education before a student can begin the program.

If any student withdraws twice from any program at FTC, they will **NOT** be allowed to re-enter **ANY** FTC program.

DISBURSING FSA FUNDS

Financial Aid Payment Disbursements
Prior to the Pell Grant, Direct Loans, and Missouri Student Grant disbursements the Financial Aid Coordinator verifies enrollment, attendance, and academic progress of the student by a report call Satisfactory Academic Progress (SAP.) If the student is in good standing, disbursements from Pell Grants, Direct Loans, and the Missouri Student Grants are deposited. The disbursement amounts are applied to the students' account by the Staff Accountant within 3 days. When the student has a credit balance on their account a check will be given to the student. This process may take up to 5 business days after the money is deposited. Pell Grants, Direct Loans, and the Missouri Student Grant awards are all disbursed in two payments.

There are two disbursements for a Direct Loan that are disbursed directly into FTC's Federal Funds Account by Electronic Funds Transfer (EFT). The student is notified several days in advance of each disbursement in case a student wishes to cancel the disbursement. Cancellation of a disbursement must be done in writing.

Payment Periods
Students must complete required clock hours of each program payment period before receiving their payment of financial aid for that pay period.

2020 – 2021 Disbursement Schedule is based on each program clock hours:

Program	Clock Hours	Hours in each Payment Period	Disbursement
Automotive Technology, Collision, HVAC, Welding	720	360	After completing 225 clock hours each payment period
Culinary Arts, Dental Assistant	900	450	After completing 225 clock hours each payment period
Medical Assistant	1050	525	After completing 263 clock hours each payment period
Surgical Technology	1090	545	After completing 273 clock hours each payment period
Practical Nursing	1232	616	After completing 308 clock hours each payment period
Respiratory Care	Students in the Respiratory Care program will follow Missouri Southern State University policy for financial aid disbursement		

Certified Nursing Assistant and Phlebotomy Technician are NOT eligible for Financial Aid.

STUDENT FRAUD

A student who has been convicted of, or has pled no contest or guilty to, a crime involving fraud in obtaining Title IV aid must have completely repaid the fraudulently obtain funds to the Department or the loan holder before regaining aid eligibility. FTC's administration will decide whether the incident should be reported to the U.S. Department of Education Office of the Inspector General. All referrals to the Inspector General should be submitted as stated in Section34 CFR 668.16(g) OIG referrals.

AUDIT REQUIREMENTS

Financial aid records and/or student files are audited every three years. Upon review, auditors request a sample of student aid files to ensure the Financial Aid Coordinator is meeting compliance requirements with federal, state and institutional policies.

Type of Audit
An independent auditor conducts an audit every three years of FTC's compliance with the laws and regulations that are applicable to the FSA programs in which FTC participates (a compliance audit), and an annual audit of FTC's financial statements (a financial statement audit). The Single Audit Act requires schools to have an audit conducted in accordance with the Office of Management and Budget's (OMB) Circular A-133, Audits of States, Local Governments, and Nonprofit Organizations.

Preparation for Audit
The Financial Aid Coordinator cooperates with the auditor's requests. Typically, the auditor will randomly select a specific number of students to inspect. The files are pulled and given to the auditor. Any additional assistance requested is responded to promptly

REVIEW OF FILES POLICY

Each award year the Financial Aid Coordinator shall review, during the student financial aid filing process, the steps taken by the student and staff to insure all policies are being followed as the process progresses. In addition, to minimize mistakes or eliminate any mistakes, FTC will review each student file after the beginning of each program. The Assistant Director of the institution will randomly select a number of files each year to review in order to keep the integrity of the files with current polies and regulations.

ACCURACY OF EFC INFORMATION

Each award year when a student's EFC is over 10,000 it will be flagged to ensure that all appropriate Direct Student Loan policies are followed i.e. subsidized and unsubsidized loan status awarded. Back-up to this policy the institution will run a report in EdExpress to list all enrolled students who have EFC's over 10,000. From this list the student files will be re-examined for accuracy on the subsidized or unsubsidized loans status.

FILING SYSTEM

The system in which records are kept is mainly the responsibility of the various departments of the educational institution. Each office uses its own system to retain the required data for financial aid programs. The data may be in the form of hardcopy, photocopy, fax, and/or electronic data.

In the Financial Aid Office, records are kept in hard copy files and in electronic format. Each system is designed to complement the other system. Hardcopy files are broken down into active and inactive files, which are located in the file room of the FTC and the vault in the Indiana Campus office. Electronic files are located on personal computers in the Financial Aid Office.

In the Business Office, files are placed in various locations at both the Franklin Technology Center and the Joplin Schools Administration Building. The school is responsible for keeping student records and grade transcripts in a permanent file in their office.

A student or parent, (with written permission from student), will have access to the files pertaining to them during posted office hours at all FTC locations. Students must submit a written request to the FTC office at least 24 hours before viewing their specific file. The person looking at the file must sign in before viewing the file and sign out when they have finished. Documentation will be placed in the student file unless they have looked at their educational file.

ESCHEATING POLICY

Un-cashed student credit balance checks are to be canceled and funds returned to FSA no later than 240 days of issue. School determines where balance of funds was derived. FSA recommends school derive the balance from student loans program if applicable to lower student loan debt.