

institution. All financial aid will be awarded and dispersed from the home institution. The home institution is required to deliver at least 35 percent of the overall program and award the appropriate credential to the student.

A copy of the consortium agreement is kept on file at each campus. Students have right to review and acknowledge agreement prior to taking courses at other campuses.

## FINANCIAL INFORMATION

Utah Career College participates in the administration of most federal Title IV student financial aid programs, including Federal Pell Grants, Federal Supplemental Educational Opportunity Grants, Federal Stafford Subsidized/Unsubsidized Student Loans, and Federal Parent Loans to Undergraduate Students.

Programs of study are approved by the state-approving agency for Veterans' Education Benefits.

Additional information and applications may be obtained by contacting the Student Financial Aid Office.

## MINIMUM TERMS FOR TUITION PAYMENT

When a student is ineligible for or does not otherwise participate in any U.S. Department of Education financial aid program, he or she must pay tuition in advance or establish a payment plan with the Financial Aid department before the first day of each quarter.

Quarterly tuition is due and payable on or before the first day of each quarter.

Students whose financial aid is insufficient to cover the total cost of fees, tuition, and books must establish payment plans prior to the first day of each quarter.

Students whose accounts are more than thirty days past due may be suspended from class attendance until arrangements are made to bring their accounts to current status. A student who fails to adhere to the financial arrangements agreed upon may be suspended from school and may re-enter only after making full payment of the delinquent portion of the account.

All accounts must be paid in full prior to taking final exams each quarter.

Student accounts that are more than ninety days past due may be sent to a collection agency.

## THE RETURN OF TITLE IV FUNDS

The Return to Title IV Funds Policy applies to any student who receives Title IV funding and withdraws. The withdrawal process is defined as occurring when a student notifies, in written or oral form, the education department of his or her intent to withdraw. Whether or not notification is given or whether or not the student begins the withdrawal process, the school will determine the date of withdrawal as the date the student ceased attendance. The Return to Title IV Funds formula determines the amount of Title IV funds a student has earned at the time the student ceases attendance and the amount of Title IV funds a student must return.

The amount of Title IV funds earned by a student is based on the amount of time the student spent in attendance for that term. The amount of Title IV funds a student earns is a proportional calculation based on the amount of time the student attends school through 60 percent of the quarter. If a student ceases to attend school after 60 percent in the quarter, the student earns 100 percent of the Title IV funds. If the amount of Title IV grant or loan funds disbursed is greater than the amount a student earned, unearned funds must be returned. If the amount the student was disbursed is less than the amount the student earned, the student is eligible to receive a post-withdrawal disbursement in the amount of the earned aid not received but otherwise eligible.

If it is determined that unearned Title IV funds must be returned, the responsibility is allocated between the school and the student. The responsibility as to who will return the unearned Title IV funds is determined according to the portion of the Title IV aid that could have been directly disbursed to the student once institutional charges were covered.

## RETURN OF TITLE IV FUNDS DISTRIBUTION POLICY

Return of Title IV Funds will be distributed in the following order:

1. Unsubsidized Federal Stafford loans
2. Subsidized Federal Stafford loans
3. Unsubsidized Federal Direct Stafford loans
4. Subsidized Federal Direct Stafford loans
5. Federal PLUS loans
6. Federal Direct Plus loans
7. Federal Pell Grants
8. Federal SEOG Program
9. Other Title IV grants or loan assistance

## POST WITHDRAWAL DISBURSEMENT (PWD)

A PWD is due when the amount of Title IV aid earned is greater than the amount of Title IV aid disbursed. The actual amount of the PWD is the difference between the amount of Title IV aid earned and the amount of Title IV aid disbursed.

If outstanding charges exist on the student's account, the college may credit the student's account with all or a portion of the PWD. However, if Title IV loan funds are used to credit the student's account the college must first notify the student/parent and provide the opportunity to cancel all or a portion of the loan.

Any amount of a PWD that is not credited to the student's account must be offered to the student within 30 days of the date that the college determined that the student withdrew. The offer must be made in writing and will also notify the student that no PWD will be made if the student does not respond within 14 days of the date that the college sent the notification. Students will be informed that they may accept or decline some or all of the PWD that is not credited to their accounts.

If the student responds within 14 days the PWD funds will be disbursed as soon as possible but no later than 120 days from the date that the college determined that the student withdrew.

If the student responds late (after 14 days have passed but prior to the 120 day deadline) the college may choose to make the PWD at its own discretion, depending on the circumstances. The student is reminded that the college has no obligation to make a PWD after the 14-day timeframe.

## INSTITUTIONAL REFUND POLICY

When a student withdraws from or is terminated from school before completing 60% of the quarter, the amount charged for tuition and fees is prorated based on the percentage of the quarter completed by the student at the time of withdrawal or termination compared to the total length of the quarter. When a student withdraws from or is terminated from school at or after 60% completion of the quarter, the student will be charged 100% of the quarter's tuition and fees. The percentage of the quarter completed by the student is determined by the last date of attendance.

Refunds will be made within 30 days of the earlier of the student's written notification of withdrawal to the school or the date that the school determines that the student is no longer enrolled (after 14 consecutive calendar days of absence).

## TITLE IV VERIFICATION POLICY

If a student's financial aid application is selected for review in a process called verification, the school is required to collect certain documents and adhere to deadlines for processing the application.

Once the student has submitted the required documentation to the financial aid office, the financial aid administrator will make the appropriate corrections to the application information and submit it to the central processing system. If, as a result of verification, the applicant's Title IV eligibility changes, the financial aid administrator will notify the student via a new award letter and in-person consultation (if possible) of the student's new Title IV eligibility.

Utah Career College requires the following from an applicant selected for verification:

### Dependent applicant:

- Dependent Verification Worksheet
- Copy of parent's signed federal 1040, 1040A or 1040EZ form (if filed)
- Copy of student's signed federal 1040 form (if filed)
- W-2 forms (if separation of income is necessary)

### Independent applicant:

- Independent Verification Worksheet
- Copy of student's (and spouse's, if married) signed federal 1040, 1040A or 1040EZ form (if filed)
- W-2 forms (if separation of income is necessary)

## SCHOLARSHIPS

### PRESIDENT'S SCHOLARSHIP

#### For Graduating Seniors

All applicants who meet the eligibility guidelines are eligible for this scholarship.

A student who applies for admission to Utah Career College prior to January 1 or April 1 of his/her senior year of high school and has a cumulative GPA of 2.0 or higher will receive one of the following scholarship awards:

\$2,000 -- Apply prior to January 1

\$1,000 -- Apply between January 1 - March 31

#### Eligibility Guidelines:

1. Applicant must be enrolled prior to April 1 of his or her senior year to be eligible.
2. Eligible applicants must be current year graduating seniors.
3. Award amounts are designated for tuition only and are divided in  $\frac{1}{4}$  increments unless the student is enrolled in a 3-quarter program and then will be awarded in  $\frac{1}{3}$  increments.
4. All recipients will be notified of the award in writing once an official high school transcript is received.
5. All funds are paid directly to the college.
6. The student must begin attending UCC in the summer or fall quarter immediately following the student's senior year.
7. Students must carry a minimum of 9 quarter credits per quarter and maintain Satisfactory Academic Progress standards or the award is forfeited from that point forward.
8. Awards are forfeited if attendance is discontinued or interrupted.
9. The applicant must complete the scholarship application. The application is available on the college's website and in the Financial Aid Office.

### DIRECTOR'S ACADEMIC SCHOLARSHIP

#### For Graduating Seniors

Scholarship Qualification is based on the student's score on the CPAT (Career Profile Assessment test).

Score:	Award:
160-169	\$500
170-179	\$1,000
180-189	\$1,500
190-199	\$2,000
200-202	\$2,500
203	\$5,000

#### Eligibility Guidelines:

1. Applicant must take the test on one of the official dates published in the admissions department.
2. Applicants must be current year graduating seniors.
3. Applicants must begin attending UCC in the summer or fall quarter immediately following their senior year.
4. Award amounts are designated for tuition only and are divided in  $\frac{1}{4}$  increments.
5. All recipients will be notified of the award in writing within two weeks after testing.
6. All funds are paid directly to the college.
7. Students must carry a minimum of nine credits per quarter and maintain satisfactory academic progress or the award is forfeited from that point forward.
8. Awards are forfeited if attendance is discontinued or interrupted.
9. Students can attempt the test only one time to be eligible for this scholarship.

### HIGH SCHOOL ADVANTAGE

Students who apply for admission to Utah Career College will have the opportunity to start their college careers early. High school seniors who enroll in a degree program may take one course per quarter free of tuition charge, beginning in the fall quarter prior to the student's official start date. A student may take up to four courses under this program.

#### Eligibility and Award Guidelines:

The student must:

1. Be a high school senior planning to graduate during the current academic year
2. Have a high school cumulative grade point average of at least 2.0
3. Be formally enrolled in a UCC degree program that begins in the summer or fall quarter after his or her graduation
4. Obtain a signed recommendation from an administrator at his or her high school that confirms the student's ability to complete college level coursework successfully. Students may obtain recommendation forms from the Admissions Department.

#### Additional requirements

- Courses: Courses must be a part of the degree program in which the student has enrolled. Courses with codes beginning with NA or ME (Nursing core courses) are not eligible for this program. Students choosing a course that becomes full before the first day of class may be asked to select another course.
- Student financial responsibility: The student will be responsible for the cost of textbooks, supplies, and/or laboratory fees associated with each course they take.