

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.

- Student status: Students enrolled in the High School Advantage program will remain in a non-degree seeking status, will not be considered a regular student, and will not be eligible to participate in financial aid. A student who withdraws from or fails a course while enrolled under the High School Advantage program must successfully appeal in writing to the academic department to continue enrollment under this program.
- Additional benefit: Students taking advantage of the early entrance start date will receive a course free of tuition charge during that quarter if they carry a minimum of 12 quarter credits and maintain Satisfactory Academic Progress standards.

PROFESSIONAL CERTIFICATION SCHOLARSHIP

The Globe Education Network schools encourage students to seek professional certifications in their fields. The school offers Professional Certification Scholarships that reimburse students for certification examination fees. The following chart lists qualifying programs, exams and courses, as well as maximum dollar values.

Relevant Program	Professional Exam	Qualifying Course	Maximum Value
A.A.S. Accounting and Tax Specialist			
	Accredited Business Accountant/ Advisor (ABA)	AC260	\$300
All Accounting and Business Programs			
	Certified QuickBooks User Exam	AC170	\$50
B.S./A.A.S. Health Fitness Specialist			
	American College of Sports Medicine (ACSM) Certified Personal Trainer (CPT)	HS254	\$300
	National Strength and Conditioning Association (NSCA) Certified Personal Trainer (CPT)	HS254	\$300
	National Academy of Sports Medicine (NASM) Certified Personal Trainer (CPT)	HS254	\$300
B.S./A.A.S. Information Technology			
	Exams through Comp-TIA		
	A+ 220-601 Essentials	IT205	\$168
	A+ 220-602 IT Technician	IT155	\$168
	Network+	NT242	\$168
	Security+	IT315	\$168
	Exams through Microsoft		
	70-640 Server 2008 Active Directory Configuration	IT255	\$125
	70-642 Server 2008 Network Infrastructure Configuration	NT272	\$125
	70-643 Server 2008 Applications Infrastructure Configuration	IT333	\$125
A.A.S. Massage/Massage Diploma			
	Massage and Bodywork Licensing Exam (MBLEx)	MS271	\$275
	National Certification Examination for Therapeutic Massage and Bodywork (NCETMB)	MS271	\$275
	National Certification Examination for Therapeutic Massage (NCETM)	MS271	\$275
A.A.S. Medical Assistant/Medical Assistant Diploma			
	Certified Medical Assistant (CMA)	MA230	\$125
	American Registry of Radiologic Technologists (AART) Limited Scope Operator Test	MA227	\$125

Guidelines:

1. The applicant must:
 - Be a current student in good standing enrolled for at least six credits at Utah Career College
 - Be enrolled in the relevant program for the desired professional exam
 - Be enrolled in, or have successfully completed, the qualifying course for each professional exam as listed above
 - Have a current GPA of 3.0 or higher
2. A student may apply separately for a maximum of two professional certification scholarships.
3. Scholarship applications must be received between the beginning of the first and third weeks of any quarter.
4. Winners will be notified in writing by the beginning of the sixth week of the quarter.
5. The professional certification exam must be taken within six months of the date on the scholarship award letter.

Selection Criteria:

Scholarship recipients will be selected by a Globe Education Network faculty committee based on:

1. Scholarship
2. Personal statement of career goals (500 words or less) that addresses the following:
 - Specific career goals
 - How the certification will enhance their career
 - How the students will use the experience and knowledge gained from UCC in their careers
 - Plans for continuing education
3. Faculty recommendation

Payment:

The scholarship covers the fees for taking each professional certification exam up to the maximum amount listed above. Scholarship recipients will receive reimbursement for test fees upon submission of:

- Receipt for payment of test fee
- Confirmation of scheduled test date

Applications are available at <http://www.utahcollege.edu/scholarship-applications>

COMMUNITY SERVICE SCHOLARSHIP

To reward students for community service and continued enrollment, Utah Career College offers eight community service scholarships each year. Two scholarships are available to be awarded each quarter to qualifying applicants. The scholarship provides tuition assistance to selected students based on the following criteria:

Award Amount: \$2,000 Annually

Eligibility Guidelines:

1. Must be enrolled in a diploma, associate or bachelor's degree program
2. Must be a continuing student by completing at least one term at UCC
3. Must not be in arrears with financial aid or have an outstanding balance with UCC
4. Must maintain a 3.5 GPA or higher
5. Must meet and maintain a 90% attendance ratio of the required contact hours
6. Must be enrolled in a minimum of 11 credits per term

7. Award amounts are designated for tuition only and are divided in ¼ increments, unless enrolled in a 3-quarter program and then are awarded in ½ increments
8. Must provide a minimum of a ½ page written summary of community service activity performed within prior 3 months
9. Awards are forfeited if attendance is discontinued or interrupted.
10. Students receiving the scholarship are only eligible for one community service scholarship per year.
11. Students applying for the scholarship agree to let UCC promote their community service involvement.

Selection Criteria:

The scholarship recipient will be selected by a UCC staff/faculty committee based on:

1. Meeting all eligibility guidelines
2. Community service activity that benefits the community and supports education
3. Applications received by the end of week 8 will be considered for the scholarship beginning the following quarter.

BUSINESS ALLIANCE SCHOLARSHIP

In order to form strong partnerships for building a globally competitive workforce, Utah Career College offers a Business Alliance Scholarship to students currently employed by businesses that are approved strategic partners through the UCC business alliance. A total of ten partnerships will be approved annually. In order to be eligible, the business must have a minimum of 100 employees.

Students currently employed by approved business partners must meet the following criteria to be eligible:

1. Provide a personal goal statement (one to two pages) with the applicant’s interests and aspirations and how the student will incorporate his or her education into improving the workforce
2. A statement from a supervisor or manager employed by the strategic partner that defines the reasons the student should be considered
3. A current resume

Businesses can become eligible for the partnership program through the following:

1. Provide a quarterly message to employees regarding educational opportunities through Utah Career College
2. Host semi-annual “lunch and learn” sessions at which UCC staff can provide information on educational opportunities
3. Agree to make the partnership public knowledge via press release and provide mutually agreed upon testimonials/success stories

Utah Career College offers the following benefits to our business alliance partners:

1. Access to our customized professional development services – online training modules developed with our educational partners
2. Specially designed workshops focusing on topical issues impacting your corporation, such as project management, IT integration, financial regulation, and building a knowledgeable workforce
3. Free employee candidate reviews – access to the best of our student population as screened by our career services department
4. Preferred access to our scholarship and training programs

Approved scholarships will be awarded for 10% of the cost of tuition only, up to a maximum of \$5,000, for students accepted into degree programs. Scholarships will be awarded and applied to the student’s account each quarter of attendance in equal disbursements. Awards will be adjusted

based on the total cost of tuition minus credits applied for prior learning assessment, work experience, advanced standing, transfer of credit, and other credit granted without tuition charges.

MILITARY SCHOLARSHIPS

Military Active Duty Scholarship

Utah Career College offers a military scholarship designed to reward students for their active military service to our country.

Active duty service members of the United States Army, Navy, Air Force, Marines, Coast Guard, and Drilling Reserve/National Guard and their spouse/dependents are eligible for the scholarship in an amount equal to the difference between the current tuition rate and \$250 per credit hour. Additionally, the application fee will be applied to first quarter books/supplies and fees.

Students will be responsible for any other costs including books, supplies and fees associated with the program or classes enrolled.

Eligibility Guidelines:

1. Students must provide a copy of their Military ID Card.*
2. Students must be enrolled in an approved UCC program.
3. The scholarship is not available to students enrolled in the Nursing or graduate degree programs.
4. The effective date of the scholarship is 4/6/09 and is not retroactive.
5. Award amounts are designated for tuition only, with the exception of the application fee, and will be applied after the Drop/Add period.
6. Scholarship may not be used in conjunction with other military scholarships.
7. Student must maintain satisfactory academic progress or will lose eligibility for the scholarship.

*Spouse/dependents must provide copy of military ID card for active duty, reserve and National Guard, dependent ID card, marriage license, birth certificate or federal tax form to show proof of dependent status. A student can receive the Military Advantage Scholarship as a dependent student based on the U.S. Department of Education’s Title IV determination of the dependency status.

The education department will evaluate credit for military education or occupational courses taken while in the military for credit applied toward a UCC program. The evaluation will follow recommendations from the American Council on Education (ACE) on transfer of credit and granting credit for military work experience.

Military Advantage Scholarship

Utah Career College offers a military scholarship of 10 percent off quarterly tuition and books for qualified military personnel (the 10 percent benefit cannot be used in conjunction with other awards). The Military Advantage Scholarship supplements any additional military education benefits (i.e. GI Bill/College Fund) as well as other grants and loan programs available to students. The award will be applied as a credit to tuition and books on the receiving student’s account.

United States Military personnel in the following classifications* are eligible for the Military Advantage Scholarship each quarter:

- Veterans Honorably Discharged
- Active Duty and Active Reserves/National Guard and their Spouse/dependents enrolled in Nursing and graduate degree programs.
- Spouse/Dependents of Honorably Discharged Veterans.

*Documentation with DD Form 214 (showing Character of Service) is required for veterans, spouses/dependents. Active duty, drilling Reserve/National Guard Spouse/dependents must provide copy of their current valid military dependent ID card, marriage license, birth certificate or

INTERNATIONAL STUDENT INFORMATION

ENROLLMENT

The institution is authorized under federal law to enroll non-immigrant alien students. Upon receipt of a student's enrollment application and appropriate fees, the school will immediately advise the student regarding acceptance.

If the applicant is accepted, the school will supply the necessary form to be presented to the American Consular Office at the time of visa application. If a visa is denied, all monies will be refunded. The enrollment application should be forwarded to the school at least 90 days in advance of the selected starting date.

With the exception of a student enrolled in a program that requires curricular practical training (CPT), it is unlikely that immigration authorities will grant permission for an international student to hold a part-time job during the training period. Therefore, an international student should have sufficient funds available to cover both tuition and living costs. International applicants are required to meet all entrance requirements and may require campus director approval.

FINANCIAL ASSISTANCE

Some international students may be eligible for Title IV student aid programs. A student must be one of the following to be eligible:

- U.S. Citizen or national (American Samoa or Swain's Island)*
- Legal permanent resident of the US
- Eligible non-citizen in one of the following categories:
 - A conditional permanent resident with an I-551 C
 - A non-citizen with an I-94 stamped Refugee, Asylum Granted, Indefinite Parole, Humanitarian Parole or Cuban-Haitian Entrant

A student who is not in one of the above categories must have one of the following documents from the U.S. Citizenship and Immigration Service (USCIS), an agency within the Department of Homeland Security (DHS):

- I-94 Arrival-Departure Record with an appropriate endorsement
- Official documentation that the student has been granted asylum in the U.S.
- Other proof from USCIS that the student is in the United States for other than a temporary purpose

A student who is in one of those three categories should check with the financial aid administrator, who can advise the student of eligibility.

*The student must provide USCIS documents to the financial aid department.

TUITION AND FINANCIAL ASSISTANCE

EFFECTIVE 7/1/2009

FEES

Utah Career College requires a \$50 application fee at the time of application.

All Nursing students are required to pay a \$200 processing fee due at time of financial aid completion.

Full refund of the application fee will be made if the enrollment is not accepted. A student may cancel enrollment any time prior to midnight of the fifth business day after the date of enrollment and all monies will be refunded within thirty days.

Book and supply fees listed on the enrollment agreement are approximations. Students will be charged for actual book and supply fees accrued during the quarter.

federal tax form to show proof of dependent status. A student can receive the Military Advantage Scholarship as a dependent student based on the U.S. Department of Education's Title IV determination of the dependency status.

The education department will evaluate credit for military education or occupational courses taken while in the military for credit applied toward a UCC program. The evaluation will follow recommendations from the American Council on Education (ACE) on transfer of credit and granting credit for military work experience.

Military Service Scholarship

For military personnel who have been severely injured during service in Iraq and Afghanistan and for their families.

To facilitate the transition of military personnel back to civilian life, the Department of Defense opened the Severely Injured Joint Operations Center. The Center deals specifically with issues concerning care, recuperation, health and benefits for men and women returning from military service in Iraq and Afghanistan. UCC offers a scholarship to help in this regard.

Qualifier: Program participant in the Department of Defense Severely Injured Joint Operations Center.

Award Amounts:

- \$1,000 for applicants enrolled in diploma programs
- \$2,500 for applicants enrolled in associate degree programs
- \$5,000 for applicants enrolled in bachelor degree programs

Eligibility Guidelines:

1. Recipients must provide proof of participation in the Severely Injured Joint Operations Center as either the injured service member or provide documentation as the spouse and/or child of the injured service member.
2. Award amounts are designated for tuition only and are divided in ¼ increments unless the student is enrolled in a 3-quarter program and then will be awarded in ½ increments.
3. All recipients will be notified of the award in writing once application has been received along with the required documentation.
4. Students must carry a minimum of 9 credits per quarter and maintain satisfactory academic progress or the award is forfeited from that point forward.
5. Awards are forfeited if attendance is discontinued or interrupted.

PURPLE HEART SCHOLARSHIP

Utah Career College is proud of our country's heroes who have given so much so that we may enjoy our freedom. In recognition of their selfless sacrifices, we offer the Purple Heart Scholarship to service members and veterans who were wounded in the Gulf Wars: Operation Desert Storm, Operation Enduring Freedom and Operation Iraqi Freedom. Spouses and dependents of service members killed in action during these conflicts are also eligible for this scholarship.

A student approved for this scholarship will be awarded an amount to cover all remaining tuition and fees once federal and state financial aid, military aid and Veterans Affairs benefits have been deducted from the total amount. Students can apply for the Purple Heart Scholarship online at <http://www.utahcollege.edu>. Please provide a copy of your DD Form 214 and/or orders of being awarded the Purple Heart. If a dependent, please provide your military ID card.