

Satisfactory Academic Progress Clock Hour Policy

A student's Satisfactory Academic Progress (SAP) in the program is reviewed to determine if a student is eligible to continue to the next evaluation point. SAP applies to all students regardless of whether they are receiving Title IV funds. SAP is measured at 375 clock hours and 750 clock hours. The school must determine that the student has successfully completed both the clock hours and weeks of instructional time required for the period evaluated. At 375 scheduled clock hours if a student is not meeting the SAP requirement they will be placed on financial aid warning status for the next evaluation period. A Title IV eligible student is still eligible for Federal Student Aid Title IV funding while on financial aid warning. At the end of the financial aid warning period, if the student is not meeting the SAP requirements the student that wishes to remain in school must appeal the unsatisfactory progress status. The appeal must be given to the School Director for evaluation. If the school director approves the appeal, the student would be placed on probation for the next evaluation period. Students who had been receiving Title IV funds would not receive any additional financial aid funding at this point.

There are two SAP requirements. One is qualitative and one is quantitative.

Qualitative - a student must maintain a cumulative GPA of 76% or better in order to remain in school and be considered in good academic standing at each evaluation point of 375 and 750 scheduled hours. The School Director may permit a student to retake a failed examination. A passing grade on the retaken examination would replace the original failed grade. The school maintains all student progress records.

If the student's cumulative GPA is below a 76% at the evaluation point of 375 scheduled clock hours, the student will be placed on financial aid warning for the next evaluation period. The student must raise their cumulative GPA to a 76% or better by the end of the warning period. If they fail to do so financial aid eligibility is terminated. They must file an appeal with the School Director if they want to remain in school. After a successful appeal the student will be placed on financial aid probation and will not be eligible for additional funding.

Quantitative - Attendance is checked at each evaluation point. A student must have at least 67% attendance at the 375 clock hour evaluation period, or the student will be placed on financial aid warning for the next evaluation period. If the student fails to meet the 67% attendance by the end of the warning period, financial aid eligibility is terminated. The student must file an appeal with the School Director if they wish to remain in school. If the appeal is approved the student will be placed on financial aid probation and will not be eligible for any additional financial aid

The students must also complete the program within maximum timeframe. Maximum timeframe is 1.5 times the normal time frame required to complete the program. Normal time frame for full time students is 8 months and maximum timeframe is 12 months with each payment period no longer than 7 months.

If a student is not a Title IV recipient, and at the time of an SAP evaluation is not meeting the minimum standards of 67% attendance and a cumulative GPA of 76% or better, they will be placed on academic warning. The student will be counseled on the risks and consequences of reaching the maximum

timeframe for program completion. Students not receiving Title IV funding who are in a Title IV program will be evaluated at the same time as a Title IV student.

Official Leaves of Absence, withdrawals, and other official interruptions of training are not computed in the maximum timeframe.

Appeal Process - A student who fails to meet SAP at the end of the financial aid warning period must submit an appeal to the School Director based on mitigating circumstances such as illness, death in the family, etc. The appeal from the student must state why they did not meet satisfactory academic progress and what has changed that would now allow them to meet satisfactory academic progress. The School Director will review the appeal and advise the student of the final decision. If the student's appeal is approved, they will remain in school on financial aid probation but will not be eligible for financial aid.

Course incompletes and noncredit remedial courses do not apply to the SAP policy at the school and will have no effect on satisfactory academic progress.

Reinstatement Policy - Students who have been terminated from enrollment for failure to maintain satisfactory academic progress may apply for readmission to the School Director but not less than 30 days after having been terminated. They will be placed on financial aid probation for an evaluation period and not be eligible for financial aid. Failure to reestablish satisfactory academic progress by the end of the probation period will result in termination from the school. No student will be allowed to reenroll more than twice.

Students who have voluntarily withdrawn from the school or who were terminated for reasons other than failure to maintain satisfactory academic progress may apply for readmission to the School Director. If approved for readmission the student must sign a new enrollment agreement and must start in the next scheduled start date and will return in the same status as prior to withdrawal or termination.

The point in time that a student returns to school will depend on the previous class training that school credits the student.

Reestablishing Title IV Eligibility - Students returning to school after failing to maintain satisfactory academic progress must file an appeal explaining why they were not making satisfactory progress and what has changed to now allow them to succeed. After a successful appeal, the student will be placed on financial aid probation for the next evaluation period. Title IV students will not be eligible for any additional funding. Failure to reestablish satisfactory academic progress by the end of the financial aid probation period will result in termination from the school. If the student meets satisfactory academic progress at the end of the probation period, the student will be allowed to complete the program and reestablish Title IV funding if remaining eligibility exists.