

**2023-2024**

# **FINANCIAL AID POLICIES AND PROCEDURES**



**Bennett Career Institute**

**FINANCIAL AID OFFICE  
BENNETT CAREER INSTITUTE  
700 Monroe Street, NE  
Washington, DC 20017  
(202) 526-1400 ext. 16 office  
(202) 526-1405 fax  
Email: [denisedavisbci@verizon.net](mailto:denisedavisbci@verizon.net)**

Office Hours

Administrative Staff is available Monday – Friday 9:00 am to 4:00 pm.  
Students wishing to see the Director of Financial Aid are encouraged to schedule an appointment.

Denise Davis  
Financial Aid Director

The mission of the Financial Aid Office is to educate students and parents (in case of dependent) about Financial Aid provided by the federal government. It is our goal to make the financial aid process for students and parents less difficult by providing counseling and assistance with completing the Free Application for Federal Student Aid (FAFSA) on the web. Financial Aid is offered to those who qualify. Financial Aid Information can also be found on <https://studentaid.gov/> and on the institution's website: [www.bennettcareerinstitute.org/financial-aid](http://www.bennettcareerinstitute.org/financial-aid).

The U.S. Department of Education has websites available to students and financial aid staff which provide information regarding schools, costs, regulations, requirements, and application for Federal Student Aid. There is no user fee for using DOE Financial Aid sites.

U.S. Department of Education: <https://ed.gov>  
General Information for Students: <https://studentaid.gov>  
Types of Financial Aid: <https://studentaid.gov/understand-aid/types>  
Applying for Federal Student Aid: <https://studentaid.gov/apply-for-aid/fafsa>  
Eligibility Requirements: <https://studentaid.gov/understand-aid/eligibility/requirements>  
Master Promissory Notes (MPN): <https://studentaid.gov/mpn/>  
Entrance Counseling: <https://studentaid.gov/entrance-counseling/>  
Exit Counseling: <https://studentaid.gov/exit-counseling/>  
College Navigator: <https://nces.ed.gov/collegenavigator/>

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## FINANCIAL AID

Bennett Career Institute participates in the Financial Aid program funded by the federal government. Financial Aid is designed to help eligible students pay for their education beyond high school. Financial Aid is available to those who qualify.

**Types of Financial Aid** available to BCI students:

- **Federal Pell Grant** – financial aid that does not have to be repaid
- **Federal Supplemental Educational Opportunity Grant (FSEOG)** – type of grant that does not have to be repaid
- **Federal Direct Loans** – borrowed money that must be repaid with interest

**\*Federal Work-Study**

\*Bennett Career Institute does not participate in the Federal Work-Study Program.

**Types of Institutional Aid** available to BCI students:

- **Bennett Career Institute Scholarship** – awarded by the Admissions Office to potential students. Potential students must complete the application and meet the requirements. This award is subject to change if the student does not meet the SAP requirements.

### Payment Plan

The total cost of matriculation at Bennett Career Institute (the application fee, enrollment fee, tuition, the cost of kit and tablet) is due in full at the time of enrollment. However, at BCI's discretion, students may be allowed to make a down payment and to pay-as-they-go. Under the payment plan, students are required to make a down payment and to pay monthly payments throughout their tenure at BCI. The down payment and monthly payments must equal the total cost of matriculation.

### Program Participation

BCI is also a participant with the District of Columbia Educational Grant Programs, AmeriCorps, Vocational Rehabilitation Program, and with the U.S. Department of Education Title IV Funding Program. Payments for eligible students are accepted from these programs. All students are required to satisfy their financial obligations in full before receiving grades and accumulated clock hours from BCI.

## ELIGIBILITY REQUIREMENTS

Students must meet the following requirements in order to receive financial aid:

- Have a high school diploma, GED or state certificate, or approved homeschooled certificate,
- Be enrolled in an eligible degree or certificate program,
- Be a U.S. citizen or eligible noncitizen with a valid social security number,
- Demonstrate financial need for some types of aid (Pell Grant and Direct Subsidized Loan), eligibility for aid is determined by FAFSA,
- Maintain Satisfactory Academic Progress,
- Enrolled at least half-time to receive Direct Loans funds,
- Not be in default on a Federal Direct Loan; and
- Sign a statement of educational purpose on the FAFSA (if applicable).

## **APPLYING FOR FINANCIAL AID**

Students must apply for financial aid by submitting a Free Application for Federal Student Aid (FAFSA) on the web at <https://studentaid.gov/apply-for-aid/fafsa> or by submitting a paper FAFSA\* to the Financial Aid Office. As a new security measure, the Department of Education requires students and parents (in case of dependents) to create an FSA ID and password on the web at <https://studentaid.gov/fsa-id>. After the FAFSA has been processed, you will receive a Student Aid Report (SAR). The amount and type of financial aid a student is offered depends upon the student's financial need as determined by the FAFSA, the date of the application, the student's enrollment status, and the institution's funding level.

Students must contact the Financial Aid Office for a list of documents required to complete the financial aid process and the deadline by which these documents must be submitted.

Students must re-apply for financial aid each academic year in order to be considered for additional financial aid assistance (if applicable).

The paper FAFSA is also available at the institution.

## **AUTHENTICATING APPLICANT'S IDENTITY AND CITIZENSHIP**

This institution will not disclose any confidential information (i.e. income or tax information) regarding an applicant (and, if applicable, spouse or parents) without authenticating their identity. The applicant (and, if applicable, spouse or parents) must appear in person with a valid government issued photo identification (i.e. driver's license, non-driver's i.d. card, or US passport) before the Financial Aid Office discuss any information on the FAFSA.

Applicants, whose citizenship needs to be verified, must appear in person with a valid government issued photo identification (i.e. driver's license, non-driver's i.d. card, resident/green card, certificate of Naturalization or US passport) before the Financial Aid Office discuss any information on the FAFSA.

## **DRUG CONVICTION WHILE RECEIVING TITLE IV CRITERIA REMOVED**

On December 27, 2020, the FAFSA Simplification Act was enacted into law as part of the Consolidated Appropriations Act. 2021. Effective June 17, 2021, BCI has implemented the removal of the Drug Conviction eligibility requirement starting with the 2021-2022 Award Year.

For 2022-2023, the drug conviction question will remain on the FAFSA. However, having a drug conviction while receiving Title IV funds will no longer impact a student's financial aid eligibility.

## VERIFICATION POLICIES & PROCEDURES

Verification is a process by which the Department of Education (DOE) requires institutions to verify information provided on the FAFSA for accuracy. The Department of Education's Central Processing System (CPS) selects which applications to be verified. The CPS will place students in a verification group that determine what data on the FAFSA need to be verified.

Each student selected for verification will be notified in writing of the documentation needed to complete the verification process. You will receive the appropriate verification form(s) necessary for your verification group. These verification form(s) will confirm the accuracy of the required verification data. For tax-filers, the institution will consider tax information retrieved through the IRS Data Retrieval Tool (IRS DRT) as acceptable documentation for verification only if tax data items have not been changed or the IRS Request flag on ISIR shows the code 02. However, a tax transcript is required if 1) the IRS DRT was not used, 2) the IRS DRT was used, but data was subsequently changed, 3) a married independent applicant and spouse or the parents of a dependent applicant filed a separate tax return, 4) married in 2021/2022, 5) filed an amended tax return, 6) was a victim of identity theft, 7) filed foreign tax return. Non-tax filers must submit a non-tax filing letter from the IRS. A signed statement clarifying that you did not file taxes and was not required to file a 2021/2022 tax return will be accepted only if there was a failed attempt to get a non-tax filing letter from the IRS. However, you must submit a copy of your W2(s) if you had income earned from work. Other documentation may be requested for clarification if necessary.

The documentation should be submitted within two weeks of the request from the Financial Aid Office. However, sometimes it is necessary to contact outside agencies or sources which could result in additional delays. Therefore, while the student must provide evidence of having made all effort to obtain the necessary documentation, a longer period of time may be permitted, as long as, the student meets all Federal submission deadline dates. If the student fails to submit the required documentation to complete the verification process, it can result in a delay and/or ineligibility for financial aid.

Once all required documentation has been submitted, the Financial Aid Office will upload the verification file to Financial Aid Services for verification. Verification will be completed within 14 business days. If the submitted documentation fails to meet the requirements, a school official will contact you in an effort to complete the requirements. Corrections can be made by either the Institution or by the student. If corrections are made by the Institution, it is necessary for the applicable parties to sign the Institution's ISIR Correction form and submit it for corrections. The student must then wait for the new ISIR. Students will be notified in writing of any changes in financial aid eligibility due to the verification process. The corrections may have a significant impact on the student's initial assessment of financial aid. It is important for the student to make every effort to complete the original application accurately and completely. After the verification is complete the student will receive an updated Financial Aid Offer if applicable. Financial Aid will not be disbursed until the verification process has been completed.

The Institution is required by federal regulations to report to the Office of Inspector General any suspicions of falsified information or documentation used to fraudulently obtain federal funds. Our institution takes very seriously the proper stewardship of federal funds and will cooperate with government agencies in the full prosecution of students who were found to provide falsified information or documents.

Office of Inspector General  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-1500  
1-800-MIS-USED (1-800-647-8733)

## **RESOLVING CONFLICTING INFORMATION**

The institution will verify any application information that we have reason to believe is incorrect. Students with these applications are considered to be selected for verification by the school even though it may not be verifying the same data as the CPS selected applications. The institution will use all documentation provided by the applicant and other agencies to determine if there are any inconsistencies in the information provided to the school. All conflicting or discrepant information that can affect the student's eligibility must be resolved prior to disbursement of Title IV funds.

If the submitted data fail to meet the requirements, a school official will contact the student in an effort to complete the requirements. If corrections must be made to the application, it will be necessary for the applicable parties to sign ISIR Correction Form and resubmit it for corrections. The student must then wait for the new SAR. The corrections may have a significant impact on the student's initial assessment of financial aid. It is incumbent upon the student to make every effort to complete the original application accurately and completely. After the verification is complete the student will be notified that the file meets Federal standards of accuracy.

## **RESOLVING COMMENT CODES (C CODES)**

A "C" printed next to the EFC means the student has an eligibility problem that must be resolved before Title IV funds can be disbursed to the student's account. The financial aid staff must ensure that the proper documentation is maintained in the student's financial aid file to resolve the "C" code. Some "C" codes can be resolved by correcting the ISIR and reprocessing by the CPS.

Common "C" Codes:

- Department of Homeland Security Match
- Social Security Administration Citizenship Status
- Student's Social Security Number Match
- Veterans Affairs Status Match
- NSLDS
- Potential Overpayment (Pell, FSEOG, Perkins, TEACH Grant, Iraq and Afghanistan Service Grant)
- Unusual Enrollment History
- Aggregate Loan Limits/Subsidized Loan Lifetime Limits
- Default – Students' can apply for the Fresh Start program to stop negative effects of defaulted loans including ineligibility for financial aid.

## **INDEPENDENT AND DEPENDENT DETERMINATION**

Federal regulations have determined that a student must meet one of the following criteria to be considered an independent student.

Independent students:

- 24 years of age and older
- Married
- Working on a Masters' or Doctorate program
- Currently serving on active duty in the US Armed Forces
- Veteran of the US Armed Forces
- Have legal dependent(s) and provide more than half of their support
- Have legal dependent(s) other than spouse or children and provide more than half of their support
- Orphan, both parents deceased, ward of the court or in Foster Care after age 13 (documentation required)

- An Emancipated Minor as determined by a court (documentation required)
- Under Legal Guardianship as determined by a court (documentation required)
- Unaccompanied Homeless Youth as determined by homeless liaison, shelter or transitional housing (documentation required)

## **PROFESSIONAL JUDGMENT**

Professional judgment decisions are made by the Financial Aid Office on a case-by-case basis. Applicants can request adjustments on dependency status and/or financial situations. The Financial Aid Administrator upon request can perform professional judgments for unusual and/or special circumstances.

### **Unusual Circumstances**

Unusual circumstances refer to the condition that justify a Financial Aid Administrator to make a dependency override for dependent students based on unique situations like the following:

- Parental abandonment/abuse
- Parent's drug and/or alcohol addiction
- Parent incarceration
- Human trafficking
- Refugee or asylee status

Students must provide a letter detailing unique situation from third parties (i.e. court documents or letters from a high school counselor, case worker, clergy person, teacher, doctors, law enforcement, mental health professionals, and relatives.) to the Financial Aid Office. Submission of these documents does not guarantee approval of your request. If dependency override is approved, FAA must complete a Professional Judgment Form for dependency override detailing reason for dependency override.

None of the following conditions listed below merits a dependency override:

- Parents refuse to contribute to the student's education,
- Parents unwillingness to provide information for the FAFSA or verification,
- Parents do not claim the student as a dependent for income tax purposes,
- Student demonstrates total self-sufficiency.

### **Special Circumstances**

Special circumstances refer to financial situations. A professional judgment can be made for situations like students/parents who have an income reduction or are currently unemployed, death of spouse or parent, divorce/separation, disability of student, spouse, or parent, or local disaster. Students/Parents must submit documentation to support the claim. For those students that are receiving unemployment benefits, the value of those benefits can be "zeroed out". However, parents receiving unemployment benefits income earned cannot use "zeroed out" rule, only a reduction in income.

Students/Parents that are currently unemployed must submit the following information in order to complete the income adjustment:

- Letter of discharge from employer,
- Unemployment benefits statement (if applicable),
- Most recent federal taxes (if applicable),
- W2s,
- Severance statement/check (if applicable),



- Disability award (if applicable), and
- Last paycheck stub, and/or retirement savings (if applicable).

After documentation is collected, the FAA will submit documents to our third-party servicer, FAS to evaluate the information for professional judgment. If it is approved, corrections will be made to the ISIR. Upon receipt of corrected ISIR, the student will be repackaged for financial aid. A revised financial aid offer will be provided to the student indicating any new amounts.

## **PACKAGING AND FINANCIAL AID OFFERS**

The institution will package the student's financial aid based on the FAFSA Student Aid Index (SAI) and Cost of Attendance. The order of packaging is as follows: Pell Grants first, FSEOG, State Aid, then Direct Subsidized Loans, Unsubsidized, Plus Loans and Other Financial Assistance. Students will receive a Student Estimated Financial Aid Offer outlining their eligibility for Title IV Funds which includes but not limited to the Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), State Scholarships, Subsidized/Unsubsidized Loans, PLUS Loans and Other Financial Assistance. Title IV funds will be packaged so that student's financial aid will not exceed the Cost of Attendance. Students will have the option to accept or decline any portion of their Title IV funds.

The student is responsible for signing and returning each Financial Aid Offer received. Students are also responsible for notifying the Financial Aid Office of any other financial assistance (i.e. scholarships, program funds, etc.) or significant changes in their financial situation (i.e. gifts, earnings, etc.) in excess of \$200 that were not listed on the application, or any other change in circumstances such as a change in student status, or marital status which may influence the award.

### **Federal Pell Grant**

The Pell Grant is gift assistance which does not have to be repaid by the student. Pell is awarded to student have a financial need as determined by the U.S. Department of Education standards. Annually, the U.S. Department of Education determines student eligibility for the grant. The maximum Pell Grant for the 2023-2024 Award Year is \$7,395.

Effective 2012-2013 Award Year and after, the aggregate limit is 12 semesters (or its equivalent) of the student's total Pell Grant eligibility. Students can monitor their aggregate eligibility on <https://studentaid.gov>.

### **Federal Supplemental Educational Opportunity Grant (FSEOG)**

Campus based funds include Federal Supplemental Educational Opportunity Grant (FSEOG), Work Study, and Perkins Loans. BCI does not participate in the Work Study or Perkins Loan program. However, BCI does participate in the FSEOG program. Recipients must meet the general requirements for Title IV funds under **Eligibility Requirements**. In addition, an eligible recipient must be an undergraduate student and show financial need. A student who has earned a bachelor's degree or first professional degree is not eligible to receive an FSEOG offer. All recipients must meet the satisfactory academic progress requirement for Academics (70%) and Attendance (67%) as stated in the school's catalog.

The maximum FSEOG amount that institutions can offer is \$4,000 and the minimum award is \$100. Award amounts may vary between \$100 - \$400, depending on the availability of funds. The Federal share of the FSEOG is 75% and the school's share is 25%. The FSEOG award amount will be divided between the first two payment periods. FSEOG awards are listed on the student's financial aid offer.

When awarding FSEOG funds for an award year, the first selection group will be the students who are eligible for the Pell Grant and have the lowest Student Aid Index (SAI). All Pell Grant eligible students with the lowest SAI will receive FSEOG whether full-time, half-time, independent, and dependent.

After all Pell eligible students receive FSEOG payments in an award year and if FSEOG funds are available, the second selection group will be those students with a higher SAI.

If the students lose their Pell Grant eligibility prior to the disbursement of FSEOG funds, the award will be canceled. There is no guarantee that all eligible students will receive an FSEOG payment because funds are limited and are awarded based on the availability of funds. Also, if FSEOG funds still remain, the FAA will notify those Pell eligible students with the lowest SAI of a second award amount before the end of the award year and funds will be divided between the student's most recent two payment period.

## **FEDERAL DIRECT LOANS**

### **Direct Subsidized Loan**

The subsidized Federal Stafford Loan program provides low interest loans through the U.S. Department of Education's Direct Loan Program. The maximum amount for the first academic year is \$3,500 for undergraduate student, less origination fees. The minimum repayment amount is \$50 per month; however, subsidized Federal Stafford Loans provide many flexible repayment plans as outlined in the loan counseling materials. Payments are based on the repayment plan selected by the student. For loans first disbursed on or after 7/1/23, the interest rate is fixed at 5.50% for undergraduate students. Borrowers with other outstanding loans may be eligible to consolidate eligible loans into one consolidated payment. Please refer your Loan Entrance Counseling package for additional information.

Direct Subsidized Loans will no longer be eligible for an interest subsidy during the six-month grace period. A new provision temporarily eliminates the interest subsidy provided during the six-month grace period for subsidized loans for which the first disbursement is made on or after July 1, 2012, and before July 1, 2014. This provision does not eliminate the interest subsidy while the borrower is in school or during eligible periods of deferments.

### **Direct Unsubsidized Loan**

If you do not qualify for a full or partial subsidized Stafford Loan based on your financial need, or need additional loan funding, you may qualify for an unsubsidized Stafford Loan. The federal government does not pay the interest on unsubsidized loans while you are in school or have loans in a deferred status. Student loan borrowers are eligible for all interest that accrues on the loan while enrolled, during your grace period, and any deferment periods. You may elect to make interest payments while in school to avoid the capitalization of interest and lower the overall repayment debt. Loan repayment begins six months after leaving school or if you elect to attend less than half-time. Independent students can borrow up to \$9,500 (Subsidized and Unsubsidized combined), less origination fees, for the academic year. Dependent students can borrow up to \$5,500 (Subsidized and Unsubsidized combined) for the first academic year. For loans first disbursed on or after 7/1/23, the interest rate is fixed at 5.50%.

**NOTE: Loan fees on or after 10/1/23 and before 10/1/2024 are 1.057% for Subsidized/Unsubsidized loans and 4.228% Parent PLUS loans.**

## Parent Federal PLUS Loan

The Federal Plus Loan is available to parents to provide additional assistance for their dependent child's education. A parent's decision not to apply for a Plus Loan does not guarantee the dependent student may receive additional financial assistance. The amount of the Plus Loan cannot exceed the student's cost of attendance less other financial aid awarded. The interest rate varies and is adjusted each year, not to exceed 9% and begins to accumulate on the date of the first disbursement. Plus Loans through the Federal Direct Student Loan Program disbursed on or after 7/1/23 will have a fixed rate of 8.05%. The first payment will be due within 60 days after the final loan disbursement. Payments will include both principal and the interest that accumulates.

Please see your Financial Aid Administrator to receive further information regarding the maximum Federal Direct annual loan amounts for second or subsequent academic years.

### Annual Limits for Subsidized/Unsubsidized Loans

<b>Dependents Undergraduates (excluding those whose parents can't borrow PLUS)</b>	<b>Total Subsidized/Unsubsidized</b>
First Year (maximum subsidized \$3,500)	\$5,500
Second Year (maximum subsidized \$4,500)	\$6,500
Third Year and Beyond (maximum subsidized \$5,500)	\$7,500
<b>Independent Undergraduates &amp; Dependent Students whose parents can't borrow PLUS</b>	<b>Total Subsidized/Unsubsidized</b>
First Year (maximum subsidized \$3,500)	\$9,500
Second Year (maximum subsidized \$4,500)	\$10,500
Third Year and Beyond (maximum subsidized \$5,500)	\$12,500
<b>Graduate and Professional Students</b>	<b>Total Unsubsidized</b>
Total Amount Each Year (unsubsidized only)	\$20,500

### Aggregate Limits for Subsidized/Unsubsidized Loans

<b>Dependent Undergraduates (excluding those whose parents can't borrow PLUS)</b>	<b>Total Subsidized/Unsubsidized</b>
Total Amount Cumulative (maximum subsidized \$23,000)	\$31,000
<b>Independent Undergraduates &amp; Dependent Students whose parent can't get PLUS</b>	<b>Total Subsidized/Unsubsidized</b>
Total Amount Cumulative (maximum subsidized \$23,000)	\$57,500
<b>Graduate and Professional Students</b>	<b>Total Subsidized/Unsubsidized</b>
Total Amount Cumulative (maximum subsidized \$65,500; includes undergraduate loans)	\$138,500

## **RIGHTS & RESPONSIBILITIES FOR STUDENTS APPLYING FOR FINANCIAL AID**

### **Rights – As a student, you have the right to know the:**

- Names and organizations which accredit and authorize the school to operate.
- Educational program details, faculty list, and the physical school facilities.
- Cost of attending the school.
- School's policy on refunds for students who drop prior to completion of a program.
- Financial assistance available from federal, state, local, private, and institutional financial aid programs.
- Procedures and deadlines for submitting applications for each available financial aid program.
- Criteria used to select financial aid recipients.
- Financial need determination process and the amount of financial need that has been or will be met.
- Type and amount of assistance in your financial aid offer.
- The right to ask that your financial aid offer be reconsidered if you believe it to be in error or if financial circumstances have changed.
- Timing and process regarding payment of financial aid funds paid to your account.
- School's Satisfactory Academic Progress policy and how it affects your financial aid eligibility.
- Special facilities and services available for disabled students.
- Interest rate on direct loans available through the school, the amount you must repay, the length of time you have to repay, when you must begin repayment, and any condition and deferment provisions that apply.

### **Responsibilities – If you are applying for Federal Student Aid, as a student, it is your responsibility to:**

- Complete your Free Application for Federal Student Aid (FAFSA) accurately and submit it on time. Errors can delay, and in some cases prevent you from receiving aid. FAFSA on the Web is available online <https://studentaid.gov/apply-for-aid/fafsa>.
- Provide all supporting documentation, corrections, and/or new information upon the request of the Financial Aid Office.
- Notify your school of any information that has changed since you applied.
- Accept/Decline subsequent disbursements of loan funds.
- Read and understand all forms you are asked to sign.

## **DIRECT LOANS TERMS & CONDITIONS**

The Federal Loan programs provide funds to undergraduate students to assist them in meeting their educational expenses. To qualify for Federal Loan program funds, the student must meet the eligibility requirements for Federal Student Aid as well as the loan program specific terms and conditions specified below:

### **Direct Loan (DL)**

- Student must be enrolled at least half-time during the period of enrollment to retain their eligibility for DL program funds. Students whose enrollment status is below half-time are not eligible for DL program funds. If eligibility is lost due to being enrolled less than half-time, the student's six-month deferment will begin; however, a student can regain eligibility if enrolled at least half-time during a subsequent period of enrollment.

- A student who is borrowing a loan for the first time is required to participate in loan entrance counseling prior to the first disbursement of the loan. The first disbursement of a loan cannot be made earlier than thirty (31) days after the start of the period of enrollment.
- Financial Aid Administrators may not perform credit checks on students in connection with awarding them DL program funds.

A student borrower who is in default on an FSA loan is not eligible for additional DL loan funds unless eligibility is regained.

## **RIGHTS AND RESPONSIBILITIES FOR STUDENTS RECEIVING DIRECT LOANS**

As a student, you understand that you have the right to:

- Written information on your loan obligations and information on your rights and responsibilities as a borrower
- A copy of your MPN either before or at the time your loan is disbursed
- Cancel all or part of your direct loans within 14 days after notification of payment
- A grace period and an explanation of what this means
- Notification, if you are in my grace period or repayment, no later than 45 days after a lender assigns, sells or transfers my loan to another lender
- A disclosure statement, received before you begin to repay my loan, that includes information about interest rates, fees, the balance you owe, and a loan repayment schedule
- Choose from among several repayment options and change your repayment plan, if necessary, to obtain affordable loan payments.
- Deferment or forbearance of repayment for certain defined periods, if you qualify and if you request it
- Prepayment of my loan in whole or in part anytime without an early repayment penalty
- Documentation that my loan is paid in full

As a student, you are responsible for:

- Completing exit counseling before you leave school or drop below half-time enrollment
- Repaying your loan according to your repayment schedule even if you do not complete the academic program, you are dissatisfied with the education I received, or you are unable to find employment after you graduate
- Notifying your lender or loan servicer within 10 days if you change your name, address or phone number; drop below half-time enrollment status; withdraw from school or transfer; or change your graduation date, change your social security number; or change employers or your employer's address or telephone number changes
- Making monthly payments on your loan after your grace period ends, unless you have a deferment or forbearance
- Notifying your lender or loan servicer of anything that might alter your eligibility for an existing deferment or forbearance

## **POLICY FOR THE RETURN OF TITLE IV FUNDS**

The Financial Aid Office is required by federal statute to recalculate Title IV eligibility for students who are terminated, withdrawn, or cease enrollment up to completing 60% and after completing 60% of a payment period or term.

The official withdrawal date for the purpose of calculating the Return of Title IV funds is the date that the student notifies the institution in writing of their intent to withdraw. In the event of an unofficial withdrawal (i.e. student did not return from a Leave of Absence or the student missed 14 consecutive days from school), the institution will use the student's last date of attendance for the purpose of calculating the Return of Title IV funds.

If a student ceases enrollment at the institution up to 60% of a payment period or term, a prorated calculation is completed to determine the amount of Title IV Funds the student has earned at the time of withdrawal.

If a student ceases enrollment after 60% of the payment period or term, then the student has earned 100% of the Title IV Funds received. The institution will still complete a refund calculation (R2T4) to determine whether the student is eligible a post-withdrawal disbursement (PWD). PWD is defined as the total amount of Title IV funds earned by a student prior to their withdrawal date.

After receiving notification that a student has withdrawn, the Financial Aid Office will perform the Return of Title IV calculation (R2T4). The Financial Aid Office will then return the appropriate funds as determined by the R2T4 calculations. Title IV funds must be returned within 45 days of the institution's date of determination that the student withdrew.

Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV funds (R2T4) formula:

- Percentage of payment period or term completed = the number of days completed up to the withdrawal date divided by ( $\div$ ) the total days in the payment period or term.

Once the earned Title IV Funds percentage is determined, the institution calculates the amount of unearned Title IV Funds that must be returned to the Department of Education.

Calculating the Return of Title IV funds amount:

- Unearned Title IV Funds Percentage multiplied by ( $\times$ ) the Total of all Title IV Funds Received = Total Unearned Title IV Funds

The Return of Title IV Funds are allocated in the following order:

- Unsubsidized Federal Stafford Loans
- Subsidized Federal Stafford Loans
- Unsubsidized Direct Stafford Loans (other than Plus Loans)
- Subsidized Direct Stafford Loans
- Federal Plus Loans (Parent)
- Direct Plus Loans
- Federal Pell Grants for which a Return of funds are requested
- Federal Supplemental Opportunity Grants for which a Return of funds are required
- Other assistance under this Title for which a return of funds are required (e.g. LEAP)

Students will receive a letter within 30 days after their last day of school notifying them of the amount of Title IV funds that are due to be returned to the Department of Education by the student.

To settle an account a student may owe the institution upon dropping from the institution or graduation, the student should use one of the following methods to settle their account:

The different methods of payments accepted are:

- Cash
- Check
- Money Order
- Debit, Credit
- Title IV Funds

## **DISBURSEMENT AND CREDITING POLICY**

The Financial Aid Office will submit a request for disbursement of Title IV funds once the student's; (1) FAFSA has been completed, (2) Necessary documentation received, (3) Verification/C Codes have been cleared, and (4) Award Letter has been signed. The FAO will determine when a student has met all eligibility requirements for disbursements of Title IV funds (i.e. clock hours met, number of weeks met per payment period, and Satisfactory Academic Progress achieved) before requesting subsequent payments.

The Finance Office will make available the Title IV funds awarded to students for educational purposes by crediting the student's account detail (ledger) with the funds awarded to the student.

The Finance Office will notify students by sending a Notice of Disbursement via email once Title IV funds have been disbursed. To receive a Notice of Disbursement via email, student must sign a consent form prior to disbursal. Students may also request a hard copy of the Notice of Disbursement from the Finance Office. A copy of this notification will be kept in the student's finance file.

## **CREDIT BALANCE POLICY AND PROCEDURES**

The Finance Office will notify students via email, written notice, or in person if they have a Federal Student Aid (FSA) credit balance on their account.

An FSA credit balance is created when the total of all FSA funds credited to a student's account exceeds the cost of tuition, fees, and supplies prorated per payment period. Payment periods are determined by dividing the number of clock hours in a payment period by the total number of clock hours in the program and multiply that total by the total institutional charges for the program. FSA credit balances are created by funds from the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), and /or Federal Direct Loan Program.

Unless a student or parent (in case of a Plus loan) authorizes a school to hold a credit balance, the credit balance must be paid to the student or parent no later than 14 calendar days after the credit balance is created. The Finance Office will disburse credit balances in the form of a check and/or cash to the student or parent (in case of a Plus loan).

A student or parent has the right to withhold agreement from all or part of this authorization. If you elect not to authorize Bennett Career Institute to hold your FSA credit balance, the funds will be paid to the student or parent (in case of a Plus loan) within a 14-day period as noted above. You will be responsible for paying any subsequent charges incurred after the credit balance is disbursed.

Credit balance authorization(s) will remain in effect for each subsequent payment period unless you cancel it. However, in no case will BCI hold an FSA credit balance of loan funds beyond the end of the loan period, nor an FSA credit balance of other funds beyond the end of the last payment period in the award year for which the funds were awarded.

Credit balance authorization(s) may be cancelled at any time by providing a verbal or written request to the Financial Aid Office. (Note that your cancelation is not retroactive.)

Non-FSA credit balances are not required to be processed as the FSA credit balances. The institution will disburse those funds on an ongoing basis upon request. Excess payments made by third parties or outside organizations shall be refunded in accordance with the directions of that organization.

### **Credit Balance Delivery**

Students or parents (in case of a Plus Loan) will be notified when credit balance checks and/or cash will be available for pick up in the Finance Office.

Students or parents (in case of a Plus Loan) who are unable to pick up a refund check and would prefer to have it mailed immediately should send a written request to the Finance Office. Student or parent (in case of a Plus Loan) must include a copy of their photo id and mailing address. Parents (in case of a Plus Loan) can send written authorization that the check be issued to the student. In the case of a cash disbursement, students or parents (in case of a Plus Loan) must report to the Finance Office in person.

### **SATISFACTORY ACADEMIC PROGRESS POLICY**

Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school and is printed in the catalog to ensure that all students receive a copy prior to enrollment. Students may print a copy of the Catalog from the internet or receive a printed copy from the institute. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

### **EVALUATION PERIODS**

Students are evaluated for Satisfactory Academic Progress as follows:

Cosmetology	450, 900, 1200 clocked (actual) hours
Barber-Styling	450, 900, 1200 clocked (actual) hours
Instructor	450, 900 clocked (actual) hours
Manager	300, 600 clocked (actual) hours
Manicuring 1	175, 350 clocked (actual) hours
Esthetics	300, 600 clocked (actual) hours
Braiding	50 clocked (actual) hours

SAP is applied consistently to all students whether they are receiving financial aid or not. It includes both cumulative quantitative and qualitative elements evaluated at designated periods throughout the programs.

Transfer Students will be evaluated at their midpoint of the contracted hours or the established evaluation periods, whichever comes first.

BCI students are responsible for regular and punctual class attendance and must accept the consequences of poor attendance.



## ATTENDANCE REQUIREMENTS

Full-time day students are expected to complete 30 hours of training per week and part-time day students are expected to complete 20 clock hours of training per week. Night students are expected to complete 17-20 clock hours of training per week. A 67% attendance rate is required for students to maintain a “Satisfactory Progress” status.

Student attendance reports are cumulative, meaning that the student’s actual attendance hours are divided by the total number of possible attendance hours, to derive at the student’s overall attendance percentage. In other words, attendance hours are cumulative from the student’s start date, through graduation.

The Satisfactory Progress Policy requires that students maintain a 67% attendance record.

Students failing to meet the 67% attendance requirement at the first specified clock hour evaluation and counseling point will be given a “Satisfactory Academic & Attendance Progress” warning letter informing them that they are not meeting satisfactory progress in attendance. This warning period is limited to one clock hour evaluation period. However, if the student fails to meet the satisfactory progress requirement at the next evaluation point, the student will become ineligible for financial aid assistance. The student may appeal their financial aid ineligibility. If the school approves the appeal, the student will be placed on “Financial Aid Probation”, this probation period is limited to one clock hour evaluation period. You are considered eligible for financial aid while meeting the financial aid ineligibility. If the appeal is not approved the student will be exempt from receiving Title IV funds.

Students who does not achieve the minimum standards is no longer eligible for Title IV, HEA program funds, if applicable, unless the student is on warning or has prevailed upon appeal of the determination that has resulted in the status of probation.

The institution notifies students of any evaluations that impact the student’s eligibility for financial aid.

Students training in Cosmetology and Barber-Styling will receive their report cards and advising services at 450, 900, and 1200 actual clock hours. Students taking the Instructor Course will receive their report cards and advising at 450 and 900 actual clock hours. Students taking the Manager Course will receive their report card and counseling at the 300 actual clock hours. Manicuring 1 will receive their report cards and advising services at 175 actual clock hours, Esthetics Course will receive their report card and counseling at the 300 clock hours, the Make-up Artistry advising services are continuous and Braiding students will receive their report card and advising services at 50 actual clock hours.

## MAXIMUM TIME FRAME

The maximum time frame for completing any BCI program is 150% times the scheduled time of the program.

Name of Course	Scheduled Course Length in Clock Hours	Maximum Time Frame for Course Completion
Cosmetology	1500 hours	2250 hours
Barber Styling	1500 hours	2250 hours
Instructor Course	1000 hours	1500 hours
Manager Course	600 hours	900 hours
Manicuring 1 Course	350 hours	525 hours
Make-up Course	60 hours	90 hours
Esthetician Course	600 hours	900 hours
Braiding	100 hours	150 hours

Full-time Cosmetology and Barber-Styling students will have a maximum time frame of 2250 clock hours or 18 months to complete the Cosmetology and Barber-Styling training course, plus any period of approved leave of absence.

Full-time Instructor students will have a maximum time frame of 1500 clock hours or 13 months to complete the Instructor training course, plus any period of approved leave of absence.

Full-time Manager students will have a maximum time frame of 900 clock hours or 8 months to complete the Manager training course, plus any period of approved leave of absence.

Full-time Esthetics students will have a maximum time frame of 900 clock hours or 8 months to complete the Esthetics training course, plus any period of approved leave of absence.

Students in Manicuring 1 will have a maximum time frame of 525 clock hours or 44 weeks to complete the Manicuring 1 training course, plus any period of approved leave of absence. Only a part time schedule is available for Manicuring 1.

Make-up Artistry students will have a maximum time frame of 90 hours or 6 weeks to complete the Make-up Artistry program.

Braiding students will have a maximum time frame of 150 hours or 7.5 weeks to complete the Braiding Program.

All students who do not complete their clock hours within 10% of the scheduled time frame will be charged the per hour tuition rate indicated on the student's completed "Enrollment Agreement" for the remaining hours to be completed. Students will be credited for all approved Leave of Absence (LOA) periods and any other time frames BCI deem as being beyond the control of the student.

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted.

## **ACADEMIC PROGRESS EVALUATIONS**

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluation will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 70% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed test and incomplete assignments. Numerical grades are considered according to the following scale:

<b>QUALITY</b>	<b>PERCENTAGE SYSTEM</b>
<b>A</b>	90% to 100%
<b>B</b>	89% to 80%
<b>C</b>	79% to 70%
<b>D</b>	69% to 60%
<b>FAIL</b>	Below 60%

## **DETERMINATION OF PROGRESS STATUS**

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding terminated, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

### **WARNING**

Students who fail to meet the minimum requirements for attendance or academic progress are placed on a Financial Aid Warning and considered to be making satisfactory academic progress during the warning period. This warning period is limited to one payment period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation and, if applicable, students may be deemed ineligible to receive Title IV funds.

### **PROBATION**

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on Financial Aid Probation and considered to be making satisfactory academic progress during the probationary period, only if the student successfully appeals the decision. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. This probation period is limited to one payment period. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will be deemed ineligible to receive Title IV funds.

### **APPEAL PROCEDURE**

If a student is determined not to be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit written appeal to the school on the designated form describing why they failed to meet the satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the students' file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

### **RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS**

Students can re-establish satisfactory academic progress and financial aid by bringing his/her attendance and/or academic up to the defined standards by the end of the warning or probationary period. The minimum overall grade point average for theory and practical work is 70%, and the minimum attendance requirement is 67%. Once minimum requirements are met, the student will be considered meeting satisfactory academic progress and eligible to receive financial aid.

## **INTERRUPTIONS AND WITHDRAWALS**

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who are withdrawn prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

## **INCOMPLETES, REPETITIONS, AND NON-CREDIT REMEDIAL COURSES**

Incompletes, repetitions, and non-credit remedial courses do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory academic progress standards.

## **TRANSFER HOURS**

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted.

## **ENTRANCE COUNSELING**

The U.S. Department of Education requires institutions to provide Entrance Counseling to all first-time borrowers. Students are directed to <https://studentaid.gov/entrance-counseling> to complete the DOE's Entrance Counseling (if applicable) and Master Promissory Note (MPN) prior to the disbursement of Direct Loans. Student loan borrowers can also print out the Entrance Counseling Guide online with information on: (1) the current interest rates; (2) fees associated with student loans; (3) terms and conditions; (4) loan repayment amounts, responsibilities and options; (5) cancellation provisions; (6) consequences of delinquency and defaulting on loans; and (7) Federal Loan Servicers. Students that completed Entrance Counseling at a previous school are not required to complete it again upon enrolling. The goal is to enhance the student's knowledge about Direct Loans and to ensure that students make the best financial decisions during enrollment.

## **EXIT COUNSELING**

The U.S. Department of Education requires institutions to provide exit counseling to all Direct Loan borrowers, which includes, students who graduate, withdraw or cease to be enrolled at least half-time. Exit counseling will be completed by the Financial Aid Office immediately upon notification of those students who are about to graduate, withdraw or cease to be enrolled at least half-time. BCI's exit counseling includes but is not limited to students: (1) completing the online counseling at <https://studentaid.gov/exit-counseling>; (2) completing the Borrowers Right and Responsibilities form; and/or (3) completing the Student Contact Information and Acknowledgement form. Students are required to complete at least one of the above exit counseling methods and submit exit counseling confirmation page(s) to the Financial Aid Office. A copy of the documented exit counseling will be filed in the student's financial aid file.

For student borrower's that withdraw without the institution's prior knowledge, or those who fail to complete the exit counseling as required, an exit counseling letter will be mailed to the borrower's last known address within 30 days after the institution's determines that the student is no longer enrolled. This letter includes the student's Federal Loan Servicer's information and the website which give students estimated monthly payments <https://studentaid.gov/loan-simulator/>. A copy of the Borrower's Rights and Responsibilities and Student Contact Information and Acknowledgement form will be included with the exit counseling letter. Students are instructed to do one of the following: (1) complete the exit counseling forms enclosed and return to the Financial Aid Office; (2) complete the exit counseling session online at

<https://studentaid.gov/exit-counseling>; and/or (3) schedule an appointment to complete the exit counseling in person. A copy of the documented exit letter will be filed in the student's financial aid file.

The student borrowers are given a direct loan packet that includes: (1) a copy of the Direct Loan Exit Counseling Guide; (2) Federal Loan Servicer Contact Information; (3) Top 5 Things to Do to Manage Your Student Loans; (4) Borrower's Rights and Responsibilities Exit Counseling Checklist; (5) Ten Things to Know & Do Before You Leave School; (6) Step on the Credit Score Scale; (7) Identity Theft Prevention; and (8) Helpful Resources to Prepare for Student Loan Repayment.

In an effort to deter students from delinquency or default status, the Financial Aid Office, as well as other members of the Default Management Team, will work diligently to make sure students are aware of their responsibility to repay their student loans during and after their tenure at BCI.

## **STUDENT LOAN CODE OF CONDUCT**

The Higher Education Opportunity Act of 2008 (HEOA) requires that institutions participating in the federal student loan program develop, publish and enforce a code of conduct with respect to student loans.

Bennett Career Institute is committed to the highest standard of ethics and conduct, therefore, the Financial Aid Office is bound by the institution's Code of Conduct which requires individuals to comply with legal and regulatory requirements, policies and procedures that pertain to his/her duties. Additionally, to comply with the HEOA BCI has adopted the following Code of Conduct which applies to the officers, employees, and agents of Bennett Career Institute.

The Code of Conduct establishes that:

- Employees shall not enter into any revenue-sharing arrangement with any lender where the lender provides or issues a Title IV loan to the student or student's family in exchange for the school recommending the lender or the lender's loan products in exchange for a fee or material benefit including profit or revenue sharing that benefits the school or a school's employee or agent.
- Employees shall not solicit or accept any gift in the form of a gratuity, favor, discount, entertainment, hospitality, loan, service, transportation, lodging, meals, reimbursement, or other item having a monetary value of more than a nominal amount from a lender, guarantor, or servicer. Certain items and services are exempt from the definition of "gift" as outlined in Addendum A.
- Employees must not accept any fee, payment, or other financial benefit (including the opportunity to purchase stock) from a lender as compensation for any type of consulting arrangement or other contract to provide services to a lender or on behalf of a lender. Exceptions may include service as outlined in Addendum B.
- The institution shall not request or accept funds from any lender for private education loans including funds for an opportunity pool loan to its students in exchange for the school providing promises of a specified loan number or volume or a preferred lender arrangement for educational loans.
- Employees shall not assign, through award packaging or other methods, a first-time borrower's loan to a particular lender or refuse or delay processing of a loan based on the borrower's selection of a lender or guarantor.
- Employees shall not accept or request any assistance with call center or financial aid office staffing from any lender except as allowed by law.

- Employees who serve on an advisory board, commission, or group established by a lender, guarantor, or group of lenders or guarantors, shall be prohibited from receiving anything of value from the lender, guarantor, group of lenders or guarantors. However, the employee may be reimbursed for reasonable expenses incurred in serving on the advisory board, commission, or group.

Addendum A: Exceptions to the term “gift”.

- Materials, activities, or programs related to loan issues, default aversion, default prevention or financial literacy, such as a brochure, a workshop, or training.
- Food, refreshments, training, or informational material furnished to an officer or employee of the school or to an agent as a part to a training session designed to improve the service of a lender, guarantor, or servicer of education loans to the school if such training contributes to the professional development of the school’s staff.
- Favorable terms, conditions, and borrower benefits on an education loan provided to a student employed by the school if the same terms, conditions, or benefits are comparable to those provided to all students at the school.
- Entrance and exit counseling as long as the school’s staff is in control of the counseling (whether in person or via electronic capabilities) and the counseling does not promote the products or services of any specific lender.
- Philanthropic contributions to a school from a lender, servicer, or guarantor that are unrelated to education loans and not made in exchange for any advantage related to education loans.
- Education grants, scholarships or financial aid administered by or on behalf of a State.

Addendum B: Exceptions to “contracting arrangements”.

- Paid or unpaid service on a Board of Directors of a lender, guarantor, or servicer of education loans by an officer or employee of a school who is not employed in the financial aid office and who does not have responsibilities with respect to education loans or an agent who does not have responsibilities with respect to education loans.
- Paid or unpaid service on a Board of Directors of a lender, guarantor, or servicer of education loans by an officer or employee of a school who is not employed in the financial aid office but who does have responsibilities with respect to education loans as a result of a position held at the school or an agent who has responsibilities with respect to education loans if the school has a written conflict of interest policy that clearly sets forth the requirement that officers, employees, or agents must recuse himself/herself from participating in any decision of the Board with regard to education loans at the school.
- Service by an officer, employee, or contractor of a lender, guarantor, or servicer of education loans on a Board of Directors or as a trustee of a school if the school has a written conflict of interest policy the Board member or trustee must recuse himself/herself from any decision with regards to education loans at the school.

**METHOD OF DISCLOSURE**

Students can obtain information on the school’s website at [www.bennettcareerinstitute.org](http://www.bennettcareerinstitute.org) or contact the Admissions/Financial Aid Office at (202) 526-1400 to request paper copies.

## SUBMIT A COMPLAINT

To submit a complaint or report suspicious activity or scam, go to <https://studentaid.gov/feedback-center/>. If you have questions or want to speak to an FSA agent call 1-800-433-3243.

## FEDERAL STUDENT AID OMBUDSMAN NOTIFICATION

Student should contact the Financial Aid Administrator at the institution who is always ready to assist with any questions or concerns regarding Federal Student Loans.

If a situation arises that the Financial Aid Administrator cannot resolve, students can contact the U.S. Department of Education's Office of the Ombudsman for student loan issues. This office resolves disputes from a neutral and independent viewpoint. The Office of Student Financial Assistance Ombudsman will informally research a borrower's issues and suggest solutions to resolve. Student borrowers can contact the Office of the Ombudsman by:

Email: [fsaombudsman@ed.gov](mailto:fsaombudsman@ed.gov)

Online: [www.ombudsman.ed.gov](http://www.ombudsman.ed.gov)

Toll free Telephone: 1-877-557-2575

Fax: 1-202-275-0549

Mail: U.S. Department of Education, FSA Ombudsman, 830 First Street NE, Washington, DC 20202

## BORROWERS DEFENSE LOAN DISCHARGE

Borrowers who have federal student loans can apply for a Borrower Defense Loan Discharge at <https://studentaid.gov/borrower-defense/> if you can demonstrate that there was misleading information from the school during enrollment or while attending. If you have questions about borrower defense, call 1-855-279-6207.

## GAINFUL EMPLOYMENT METRICS

The Gainful Employment (GE) program accountability framework will help protect students from starting programs that do not prepare them for gainful employment. The GE program accountability framework will improve the options available to students planning to enroll in certificate programs at all institutions as well as degree programs at private for-profit colleges. Under the GE program accountability framework, the Department determines whether career programs meet the requirement of preparing students for gainful employment in a recognized occupation using two separate and independent metrics:

- A **debt-to-earnings rate** that compares the median annual payments on loan debt borrowed for the program to the median earnings of its Federally aided graduates. For a program to pass, its graduates' debt payments must be no more than 8% of annual earnings or 20% of discretionary earnings, which is defined as annual earnings minus 150% of the Federal poverty guideline for a single individual (about \$21,870 in 2023).
- A new **earnings premium test** that measures whether the typical graduate from a program who received Federal aid is earning at least as much as a typical high school graduate in the labor force (i.e., either working or unemployed) in their State between the ages of 25 and 34. This is equal to roughly \$25,000 nationally but varies across States.

Gainful Employment (GE) program accountability will go into effect on July 1, 2024, with the first official metrics published in early 2025.

## **INSTITUTIONAL DISCLOSURES UNDER THE HIGHER EDUCATION ACT OF 1965, AS AMENDED BY THE HIGHER EDUCATION OPPORTUNITY ACT OF 2008**

The Higher Education Act of 1965 (HEA), as amended by the Higher Education Opportunity Act of 2008 (HEOA), includes many disclosure and reporting requirements. A disclosure requirement is information that an institution of higher education is required to distribute or make available to another party, such as students or employees. A reporting requirement is information submitted to the U.S. Department of Education or other governmental agencies. Disclosure and reporting requirements sometimes overlap. For certain topics, institutions are required to make information available to students or others and to submit information to the Department of Education. Bennett Career Institute is committed to providing access to information that will allow consumers such as students, parents, counselors, researchers, and legislators to make informed decisions about postsecondary education. This web page provides a single access point to all federally mandated reports and disclosures.

<https://studentaid.gov>

### **NOTICE OF AVAILABILITY OF INSTITUTIONAL AND FINANCIAL AID INFORMATION**

Disclosure Requirement: Notice is distributed to each enrolled student HEA Sec. 485(a)(1) (20 U.S.C. 1092(a)(1)). Not changed by HEOA 34 CFR 668.41(c) October 29, 2009 FR notice (revised 34 CFR 668.43) Institutions of higher education must annually provide to all enrolled students a notice setting forth the information required to be made available to students under the Family Education Rights and Privacy Act of 1974 (FERPA) and under the Higher Education Act of 1965 (HEA), as amended by the Higher Education Opportunity Act of 2008 (HEOA). The notice must list and briefly describe the information and include a statement of the procedures required to obtain the information. For information listed in the notice that is disclosed on an institution's website, the notice must include the exact electronic address and a statement that the institution will provide a paper copy upon request. This information is posted on Bennett Career Institute's website via the links set forth below. Paper copies are available upon request from the individuals and offices listed in the relevant sections below.

[www.bennettcareerinstitute.org](http://www.bennettcareerinstitute.org)

### **CONTACT INFORMATION FOR ASSISTANCE IN OBTAINING INSTITUTIONAL OR FINANCIAL AID INFORMATION**

Disclosure Requirement: Made available through appropriate publications, mailings, or electronic media HEA Sec. 485(a)(1)-(2) (20 U.S.C. 1092(a)(1)-(2)). Not changed by HEOA. 34 CFR 668.43, 34 CFR 668.44 October 28, 2009 FR notice (revised 34 CFR 668.43) Each institution must make available to prospective and enrolled students' information regarding how and where to contact individuals designated to assist enrolled or prospective students in obtaining the institutional or financial aid information required to be disclosed under HEA Sec. 485(a). This information is posted on Bennett Career Institute's website via the links set forth above. Paper copies are available upon request from the individuals and offices listed in the relevant sections below.

Admissions Office: Ms. Tara Gregg (202) 526-1400 ext. 108

Financial Aid Office: Ms. Denise Davis (202) 526-1400 ext. 105



## FINANCIAL AID ACKNOWLEDGEMENT

Student Name \_\_\_\_\_

Program \_\_\_\_\_ Date \_\_\_\_\_

This acknowledgement is for those students applying for or will apply for financial aid to attend Bennett Career Institute. Students can find financial aid information at <https://studentaid.gov/understand-aid/types>, and [www.bennettcareerinstitute.org/financial-aid](http://www.bennettcareerinstitute.org/financial-aid).

By signing this form, I acknowledge that:

1. I received the Financial Aid Consumer Information which includes but is not limited to the following:
  - Federal Student Aid at a Glance
  - Federal Student Grant Programs
  - Federal Student Loans Programs
  - Entrance Counseling Guide
  - Borrowers Rights & Responsibilities
2. I have received a copy of the Financial Aid Policies and Procedures from the Financial Aid Office prior to enrollment. The Financial Aid Policies and Procedures includes but is not limited to the following:
  - Satisfactory Academic Progress Policies
  - Verification Policies and Procedures
  - Direct Loan Cancellation Notification
  - Federal Student Aid Credit Balance Policies and Procedures
  - Entrance/Exit Counseling Policies and Procedures
  - Return of Title IV Funds Policy
3. I have been counseled by a Financial Aid Administrator on my payment options; and
4. I have signed my Estimated Financial Aid Offer; and (if applicable)
5. I have completed the Entrance Counseling session online at <https://studentaid.gov/entrance-counseling>; and (if applicable)
6. I have printed and submitted my Entrance Counseling Confirmation and Master Promissory Note (MPN) to the Financial Aid Office; and (if applicable)
7. I have been scheduled to attend Orientation.

Signature \_\_\_\_\_ Date \_\_\_\_\_