VOLUME 1
Original Version: 1/12/2019
Updated Version: 01/07/2025; 02/11/2025; 12/04/2025; 01/29/2026; 3/25/2026; 9/25/2026; 10/26/2026
Executed Version: 10/26/2026

DSDT COLLEGE

TITLE IV, HEA
POLICIES AND PROCEDURE MANUAL
2026

1759 W 20th Street
Detroit, MI 48216
School Phone: 888-688-4234
School Email: admissions@dsdt.edu

Table of Contents

General Administrative Requirement 9
Introduction to the Financial Aid Department 9
Mission & Purpose of the Financial Aid Department 9
Structure and Responsibilities of the Financial Aid Department 9
LEGAL NOTICES AND CERTIFICATION 9
ACCREDITATION 9
Financial Aid Department of Administration 10
Policies & Procedures Development Responsibilities 10

NON- DISCRIMINATION POLICY 10

Administrative Organization & Department Management 11
Separation of Duties 13
Student Eligibility 13

ADMISSIONS POLICY 13

APPLICATION PROCEDURE 13

ENROLLMENT INFORMATION 14

Attendance Policy 14
Distance Education 14

RE-ADMISSION OF WITHDRAWN STUDENTS 14

RE-ADMISSION FOR MILITARY SERVICE MEMBERS 14

Attendance Procedure 15

SATISFACTORY ACADEMIC PROGRESS POLICY 15

SATISFACTORY ACADEMIC PROGRESS PROCEDURES 15

TITLE IV WARNING POLICY 16

WARNING PROCEDURE 16

Appeal Procedure 16

ACADEMIC PROBATION POLICY 17

ACADEMIC PROBATION PROCEDURE 17

OFFICIAL WITHDRAWAL POLICY 17

OFFICIAL WITHDRAWAL PROCEDURE 17

UNOFFICIAL WITHDRAWAL POLICY 19

UNOFFICIAL WITHDRAWAL PROCEDURE 21

POST-WITHDRAWAL DISBURSEMENT POLICY 22

POST WITHDRAWAL DISBURSEMENT PROCEDURE 22

INSTITUTIONAL REFUND POLICY 22

INSTITUTIONAL REFUND PROCEDURE 22

RETURN TO TITLE IV POLICY 23

RETURN TO TITLE IV PROCEDURE 23

HIGH SCHOOL DIPLOMA VERIFICATION POLICY 23

HIGH SCHOOL DIPLOMA VERIFICATION PROCEDURE **24**
FOREIGN HIGH SCHOOL VERIFICATION POLICY **24**
FOREIGN HIGH SCHOOL VERIFICATION PROCEDURE **25**
GRIEVANCE POLICY **25**
PROFESSIONAL JUDGMENT POLICY **25**
Additional Flexibility for Assisting Students with Unusual Circumstances 26
Professional Judgment During a Disaster, Emergency, or Economic Downturn 26
PROFESSIONAL JUDGEMENT PROCEDURE **26**
TIMING OF DETERMINATIONS OF INDEPENDENCE **27**
Acceptable Documentation 27
Special Circumstances 27
Unusual Circumstances 27
VERIFICATION POLICY **28**
VERIFICATION PROCEDURE **35**
CONFLICTION INFORMATION POLICY **35**
CONFLICTION INFORMATION PROCEDURE **36**
CITIZENSHIP & IMMIGRATION STATUS POLICY **36**
CITIZENSHIP & IMMIGRATION STATUS PROCEDURE **37**
DHS-SAVE INSTRUCTIONS FOR U.S. DEPARTMENT OF EDUCATION **37**
ACADEMIC YEAR DEFINITION POLICY **38**
ACADEMIC YEAR DEFINITION PROCEDURES **39**
LEAVE OF ABSENCE POLICY **39**
LEAVE OF ABSENCE PROCEDURES **40**
STUDENT RIGHT-TO-KNOW ACT POLICY **40**
STUDENT RIGHT-TO-KNOW PROCEDURE **40**
FACILITIES & SERVICES FOR STUDENTS WITH DISABILITIES POLICY **41**
FACILITIES & SERVICES FOR STUDENTS WITH DISABILITIES PROCEDURE **41**
COPYRIGHT INFRINGEMENT POLICIES AND SANCTIONS **42**
COPYRIGHT INFRINGEMENT PROCEDURE **42**
CPL (COMPLETION, PLACEMENT AND LICENSURE) DATA **44**
SCHOOL PROGRAM ACCREDITATION POLICY **44**
SCHOOL ACCREDITATION PROCEDURE **44**
LICENSURE POLICY **45**
SCHOOL STATE APPROVAL PROCEDURE **45**
SCHOOL PROGRAM ACCREDITATION PROCEDURE **45**
VOTER REGISTRATION POLICY **45**

VOTER REGISTRATION PROCEDURE **46**
IPEDS POLICY **46**
IPEDS PROCEDURE **46**
CONSTITUTION & CITIZENSHIP DAY POLICY **46**
CONSTITUTION & CITIZENSHIP DAY PROCEDURE **47**
GAINFUL EMPLOYMENT DISCLOSURES **47**
GAINFUL EMPLOYMENT PROCEDURE **47**
FERPA POLICY **47**
FERPA PROCEDURE **48**
DIRECT LOAN QUALITY ASSURANCE POLICY **48**
DIRECT LOAN QUALITY ASSURANCE PROCEDURE **48**
NET PRICE CALCULATOR POLICY **50**
NET PRICE CALCULATOR PROCEDURES **51**
SAFEGUARDING CONSUMER INFORMATION POLICY **51**
SAFEGUARDING CONSUMER INFORMATION PROCEDURE **51**
DISBURSEMENT FOR BOOKS, COURSE MATERIALS, SUPPLIES, AND EQUIPMENT **51**
30-DAY DELAY REQUIREMENT 52
CLERY INFORMATION SAFETY AND SECURITY ANNUAL SURVEY POLICY **54**
CLERY INFORMATION SAFETY AND SECURITY ANNUAL PROCEDURE **54**
UPDATING CLERY POLICY **55**
UPDATING CLERY PROCEDURE **55**
VIOLENCE AGAINST WOMEN ACT POLICY **55**
VIOLENCE AGAINST WOMEN ACT PROCEDURE **56**
VAWA DISCIPLINARY HEARINGS POLICY **56**
VAWA DISCIPLINARY HEARINGS PROCEDURE **57**
VAWA COLLECTING DATA POLICY **57**
VAWA COLLECTING DATA PROCEDURE **57**
VAWA PREVENTION & AWARENESS POLICY **58**
VAWA PREVENTION & AWARENESS PROCEDURE **58**
EMERGENCY RESPONSE & EVACUATION PROCEDURES FSA ASSESSMENTS POLICY **58**
EMERGENCY RESPONSE & EVACUATION PROCEDURES FSA ASSESSMENTS PROCEDURE **58**
FIRE 58
WEATHER 58
TIMELY WARNING & ER NOTIFICATIONS POLICY **58**
TIMELY WARNING & ER NOTIFICATIONS PROCEDURE **59**
DRUG & ALCOHOL ABUSE PREVENTION PROGRAM PROCEDURE **59**

DRUG & ALCOHOL ABUSE PREVENTION PROGRAM PROCEDURE 59
BIENNIAL REVIEW POLICY 60
BIENNIAL REVIEW PROCEDURE 60
CALCULATING PELL GRANT AND OTHER FSA 60
CALCULATING PELL GRANT AND OTHER FSA FOR ADDS OR DROPS A CROSSOVER CLASS PROCEDURE 63
ENTRANCE COUNSELING POLICY 63
ENTRANCE COUNSELING PROCEDURE 64
EXIT COUNSELING FOR STUDENTS WHO WITHDRAWAL (UNOFFICIALLY OR OFFICIALLY) POLICY 64
EXIT COUNSELING FOR STUDENTS PROCEDURE 64
LOAN DEFERMENTS POLICY 64
LOAN DEFERMENTS PROCEDURE 65
ORGANIZATIONAL STRUCTURE- BUSINESS OFFICE & FINANCIAL AID OFFICE POLICY 65
ORGANIZATIONAL STRUCTURE- BUSINESS OFFICE AND FINANCIAL AID OFFICE PROCEDURE 65
COST OF ATTENDANCE BUDGET FOR ALL PROGRAMS POLICY 66
Allowable Costs 68
For Less-than-half-time Students 69
Confined or incarcerated individual's COA 69
Adjustments for Special Circumstances 69
Limitations to Tuition and Fees Component 69
Costs for Periods Other Than Nine Months 70
GENERAL ELIGIBILITY CRITERIA FOR FSA PROGRAM FUNDS POLICY 70
GENERAL ELIGIBILITY CRITERIA FOR FSA PROGRAM FUNDS PROCEDURE 70
ELIGIBILITY CRITERIA FOR STATE AID ASSISTANCE POLICY 71
ELIGIBILITY CRITERIA FOR STATE AID ASSISTANCE PROCEDURE 71
Programs Offered: 71
Programs Offered for Title IV Aid: 71
PROCESSING AID APPLICATIONS POLICY 71
PROCESSING AID APPLICATIONS PROCEDURE 71
CALCULATION OF PAYMENT PERIOD/AWARDING OF AID POLICY 72
CALCULATION OF PAYMENT PERIOD/AWARDING OF AID PROCEDURE 72
Direct Loans 72
Academic Year Limits: 73
Dependent Undergraduate Students: 73
IDENTIFYING PAYMENT PERIODS FOR EACH PROGRAM POLICY 73
IDENTIFYING PAYMENT PERIODS FOR EACH PROGRAM PROCEDURE 74
DISBURSEMENTS POLICY FOR PELL AND DIRECT LOANS POLICY 74
DISBURSEMENTS POLICY FOR PELL AND DIRECT LOANS PROCEDURE 75
DISBURSEMENT FOR PARENT PLUS POLICY 75

DISBURSEMENT FOR PARENT PLUS PROCEDURE **75**
NSLDS RESPONSIBILITIES POLICY **76**
NSLDS RESPONSIBILITIES PROCEDURE **76**
DSDT FISCAL RESPONSIBILITIES POLICY **76**
DSDT FISCAL RESPONSIBILITIES PROCEDURES **77**
FISAP RESPONSIBILITIES POLICY **78**
FISAP RESPONSIBILITIES PROCEDURE **78**
UPDATING ECAR POLICY **78**
UPDATING ECAR PROCEDURE **78**
STATE AUTHORIZATION PROCEDURES POLICY **79**
STATE AUTHORIZATION PROCEDURES PROCEDURE **79**
FINANCIAL AID AND BUSINESS OFFICE FORMS POLICY **79**
FINANCIAL AID AND BUSINESS OFFICE FORMS PROCEDURE **79**
FINANCIAL AID TRAININGS POLICY **79**
FINANCIAL AID TRAININGS PROCEDURE **79**
ANNUAL CALENDAR OF RELATED ACTIVITIES POLICY **79**
ANNUAL CALENDAR OF RELATED ACTIVITIES PROCEDURE **80**
SCHEDULED BREAKS POLICY **80**
BEREAVEMENT LEAVE 80
SCHEDULED BREAKS PROCEDURE **80**
COMMUNICATION OF OFFICIALS FOR FSA FUNDING PURPOSES POLICY **80**
COMMUNICATION OF OFFICIALS FOR FSA FUNDING PURPOSES PROCEDURE **80**
RECERTIFICATION PROCEDURE POLICY **80**
RECERTIFICATION PROCEDURE **81**
SWATTING THREATS: POLICY AND PROCEDURE **81**
INSTITUTIONAL AND PROGRAM ACCREDITATION APPROVAL, OR LICENSURE INFORMATION POLICY **81**
INSTITUTIONAL AND PROGRAM ACCREDITATION APPROVAL, OR LICENSURE INFORMATION PROCEDURE **81**
PROTECTING STUDENT INFORMATION POLICY **81**
PROTECTING STUDENT INFORMATION PROCEDURE **81**
UNACCOMPANIED HOMELESS YOUTH DETERMINATIONS POLICY **82**
UNACCOMPANIED HOMELESS YOUTH DETERMINATIONS PROCEDURE **82**
FOSTER CARE YOUTH POLICY **82**
THIRD-PARTY SERVICER REQUIREMENTS POLICY **83**
THIRD-PARTY SERVICER REQUIREMENTS PROCEDURE **83**
THIRD-PARTY SERVICER- PPA POLICY **83**

THIRD-PARTY SERVICER- PPA PROCEDURE....83
REQUESTING FUNDS FROM THE THIRD-PARTY SERVICER POLICY....84
REQUESTING FUNDS FROM THE THIRD-PARTY SERVICER PROCEDURE....84
EZ AUDIT POLICY....84
EZ AUDIT PROCEDURES....84
CREDITING STUDENT ACCOUNTS POLICY....85
CREDITING STUDENT ACCOUNTS PROCEDURE....85
DRAWING DOWN FEDERAL FUNDS POLICY....85
DRAWING DOWN FEDERAL FUNDS PROCEDURES....86
DISBURSEMENT OF FEDERAL FUNDS POLICY....86
DISBURSEMENT OF FEDERAL FUNDS PROCEDURES....88
FISCAL RECORDKEEPING PROCESS POLICY....88
FISCAL RECORDKEEPING PROCESS PROCEDURE....89
FISCAL REPORTING PROCESS POLICY....89
FISCAL REPORTING PROCESS PROCEDURE....89
MONTHLY AND ANNUAL RECONCILIATION POLICY....90
MONTHLY AND ANNUAL RECONCILIATION PROCEDURE....90
PROCEDURES FOR HANDLING OVERPAYMENTS POLICY....90
PROCEDURES FOR HANDLING OVERPAYMENTS PROCEDURE....91
EXCESS CASH POLICY....91
EXCESS CASH PROCEDURES....92
CREDIT BALANCE AUTHORIZATION/RETENTION PROCEDURES POLICY....92
CREDIT BALANCE AUTHORIZATION/RETENTION PROCEDURES PROCEDURE....93
GAPS AND COD POLICY....93
GAPS AND COD PROCEDURES....93
PRIOR YEAR CHARGES POLICY....94
PRIOR YEAR CHARGES PROCEDURES....94
SEPARATION OF DUTIES POLICY....94
SEPARATION OF DUTIES PROCEDURE....95
ADMINISTRATIVE COST ALLOWANCES POLICY....95
ADMINISTRATIVE COST ALLOWANCES PROCEDURE....95
1098-T, 1098-E, IRS FORMS 1042 & 1042-S REQUIREMENTS POLICY....95
1098-T, 1098-E, IRS FORMS 1042 & 1042-S REQUIREMENTS PROCEDURE....95
FEDERAL BANK ACCOUNT REQUIREMENTS POLICY....96
FEDERAL BANK ACCOUNT REQUIREMENTS PROCEDURE....96

DEFAULT MANAGEMENT PLAN POLICY **96**
DEFAULT MANAGEMENT PLAN PROCEDURE **96**
FISCAL AND CASH MANAGEMENT POLICY **98**
FISCAL AND CASH MANAGEMENT PROCEDURE **99**
COMPLIANCE AUDITS & AUDITED FINANCIAL STATEMENTS POLICY **99**
COMPLIANCE AUDITS & AUDITED FINANCIAL STATEMENTS PROCEDURE **99**
CASH MANAGEMENT REGULATIONS POLICY **99**
CASH MANAGEMENT REGULATIONS PROCEDURES **101**
INTERNAL CONTROLS POLICY **101**
INTERNAL CONTROLS PROCEDURES **102**
STUDENT LEDGER PROCEDURE FOR POSTING POLICY **102**
STUDENT LEDGER PROCEDURE FOR POSTING PROCEDURE **102**
AWARDING POLICIES AND PROCEDURES POLICY **102**
AWARDING POLICIES AND PROCEDURES PROCEDURE **103**

General Administrative Requirement
This financial aid policies and procedure manual is intended to reflect updated federal, state, and institutional regulations and provide guidance to the administrators in administering and monitoring financial aid processes. This is also useful to other offices for appeal and academic review, financial and compliance auditors, state, and federal program reviewers.

Introduction to the Financial Aid Department
DSDT's Financial Aid Department is central in the processing and monitoring of all Federal Student Aid including federal, state, outside agencies and/or institutional. This Department works closely and in coordination with the Business Department, the School Director and Student Services.

Mission & Purpose of the Financial Aid Department
The financial aid department follows DSDT's mission to train, employ, and empower individuals for gainful employment.

The Financial Aid Department provides information, guidance and advice to students securingfunding for their education and financial obligations. The department is responsible for processing all Title IV aid for which students are eligible. The Financial Aid Director and the staff members in the department are available during the normal business hours.

Structure and Responsibilities of the Financial Aid Department
The Admissions and Financial Aid Representative is responsible for administering all Title IV, HEA awards including awarding, cancellation, Exit Counseling, and the return of funds (Business Department).

The Director/Business Office completes all regulatory reporting.

The Financial Aid Representative and staff members counsel, package, complete verification process and resolve "C" code comments concerning FAFSA. They coordinate and consult withthe third-party servicer, Campus Ivy for processing of all Title IV Financial aid.

The Business Office must generate a report to review the group of such students and monitor the14 days' time period to comply with the regulations 668.22(a)(4)(ii) and 668.165(a)(2) -(5) of HEA 1965.

LEGAL NOTICES AND CERTIFICATION
State of Michigan Post-Secondary School Division

ACCREDITATION
DSDT is accredited by the Commission of the Council on Occupational Education.

COUNCIL ON OCCUPATIONAL EDUCATION

Council on Occupational Education,
7840 Roswell Road, Building 300,
Suite 325, Atlanta, GA 30350,
Telephone: 770-396-3898 / FAX:
770-396-3790, wwww.council.org.

DISTANCE EDUCATION



Financial Aid Department of Administration
The Office of Financial Aid is open for prospective and continuing students and parents all year and in the following hours and days except all national and institutional holidays and inclement weather-related emergency closures.

OPEID number: 042752-00
Monday- Friday
9:00am-5:00pm
Telephone: 888-688-4234
Email: Financialaid@dsdt.edu
Website: https://www.dsdt.tech/financial-aid-resources/

The staff in the Financial Aid Department at DSDT provides the necessary tools and resources to open the door for a quality education. Depending on the size of the school, the Financial Aid Department has enough qualified personnel to administer the Title IV programs. While the primary responsibility of meeting postsecondary education costs rests with the student and family, our financial aid professionals seek to maximize financial aid opportunities by providingguidance and information about Title IV grants, loan programs, student employment, and payment options.

Policies & Procedures Development Responsibilities
The Financial Aid Director is ultimately responsible to develop Title IV policies and procedures and maintain periodic reviews and updates. The Director is responsible for ensuring others are aware of any changes to existing policies and procedures or the development of new ones.

Generally, updates are made as the federal and state regulations change, otherwise every year policies and procedures are reviewed and notified to all concerned via email and inter-office memorandum. These policies and procedures manuals are available online in the institution's official website.

The web address is https://dsdt.edu/policies-procedures/. The Financial Aid Representative frequently checks the Department of Education's Informationfor Financial Aid Professionals (IFAP) website as it is a Title IV, HEA requirement for schoolsto have access to the IFAP website. DSDT financial Aid Department subscribes to IFAP's service notifications via email maintaining new and timely statutory and/or regulatory changes.

NON- DISCRIMINATION POLICY
DSDT is committed to a policy of equal opportunity for all people and does not discriminate on the basis of race, color, national origin, age, marital status, sex, disability, in some cases religion, height, weight, or veteran status in employment, educational programs and activities, and admissions. DSDT values and

upholds the equal dignity of all members of its community and strives to balance the rights of the parties in the resolution process during what is often a difficult time for all those involved.
DSDT adheres to all federal, state and local civil rights laws prohibiting discrimination in employment and education. The college does not discriminate in its employment practices on the basis of sex. Sexual harassment, sexual assault, dating and domestic violence, stalking and sexual exploitation are prohibited under Title IX and by college policy.

The law and DSDT's policy prohibit discrimination and harassment of employees or discrimination and harassment between members of the college community: for example, between an employee and a supervisor, between two employees, or between an employee and an applicant or campus guest. Any member of the campus community who acts to deny, deprive or limit an employment opportunity of any member of the DSDT community on the basis of sex is in violation of this policy.

Any person may report sex harassment, discrimination or other forms of sexual misconduct, whether or not the person reporting is the person alleged to have experienced the conduct. Reports may be made by telephone or email directly to the Director of Administration. Reports can be made any time, including during non-business hours, by calling DSDT directly at 888-688-4234 or by emailing the Title IX coordinator, Kathryn Kothe, at katie@dsdt.edu.

Administrative Organization & Department Management
Various departments that make-up the DSDT's administration such as the financial aid, admissions, student services and business cohesively work together to ensure compliance and create a system of checks and balances. This ensures that DSDT is in compliance with Title IV, HEA programs and their regulations. Please reference full job descriptions in Section one of thismanual.

Job Description for Key Positions
Admissions Representative

- Develops and implement Offer tour of DSDT to prospective students
- Develops and implement all admissions goals and strategies.
- Market and promote DSDT to the external community.
- Ensures each class is filled with the appropriate number of qualified students.
- Advise students with consumer information.
- Provide students with consumer information.
- Assesses a student's Financial Aid need and directs them to the Financial Aid Department.
- Works closely with the institution's leadership.
- Works closely with the head of each educational department, as well as the financial aid team.
- Ensures the admissions process runs smoothly.

Financial Aid Representative

- Responsible for all Admissions and Enrollment requirements and processing
- Completing all compliance requirements for third party servicer
- Train to make sure the school is in compliant with third party Client Interface Software
- Collect and review required documents needed to process Financial Aid eligibility with third party servicer
- Ensure all first-time borrowers completed Direct Loan Entrance/Exit Counseling
- Monitor student's satisfactory academic progress
- (SAP) with Student Services
- Monitor student's clock hours for future disbursements

- Keep current with all federal regulations and changes with Financial Aid process to ensure school is complying

Business Office Representative

- Establish and monitor payroll
- Assist with PPA agreement between third party and process of creating G6, PELL, and Direct Loan accounts
- Maintain a system of student accounts that records charges, credits, and amounts due
- Collecting and disbursing any funds to students and/or Department of Education
- Reconcile accounts and maintain records to ensure a clear audit trail
- Ensure functions of authoring and disbursing Title IV funds remain separate
- Calculate return of Title IV funds (R2T4), if it applies to any students, with required time frame according to federal laws and regulations, and submitting calculations to business office
- Return of Title IV (R2T4), if it applies, and authorize post-withdrawal disbursements to students in required time frame according to federal laws and regulations
- Draw down and return Title IV, HEA funds to program accounts
- Establish and implement school's refund policy
- Reporting Title IV, HEA expenditures to the Department of Education in a timely manner
- Completing fiscal reports for federal funds and FISAP
- Maintain records consistent with Generally Accepted Accounting Principles (GAAP),
- And government auditing standards
- Prepare and participate in Financial Students Aid program reviews and audits

Director

- Facilitate and implement policies and procedures of DSDT
- Facilitate day-to-day operations of the school facility
- Support instructors and conduct instructor meetings
- Evaluate instructors and employees
- Monitor SAP and Counsel students on Academics and Attendance
- Instruct students when needed
- Hire and conduct training for new hire orientation
- Implement and make sure Financial Aid Program is following federal guidelines
- Communicates with Campus Ivy, auditors, Financial Aid Representative, and Business Office
- Maintains thorough knowledge of changes to financial aid programs to ensure compliance with federal and state regulations as well as institutional policies.
- Coordinates preparation for accreditation visits, student financial aid audits, and other reviews/audits.
- Provides required reports in a timely and accurate manner.

Instructor

- Instruct students individually and/or in groups, adapting teaching methods to meet student's varying needs and interests.
- Teach and follow the school's published curriculum, using all teaching aids and handouts provided unless deviations are approved.
- Develops lesson plans and prepares materials and classrooms for class activities.
- Establishes clear objectives for all lessons and projects and communicates those objectives to students.
- Assists students who need extra help by tutoring and offering more intimate training sessions
- Establishes and enforces rules for behavior and procedures for maintaining student code of conduct.
- Meets with students to discuss student progress and to determine priorities for the student and their needs.

- Prepare for and participate in new student orientation according to school policy and as assigned.
- Prepares students for advancement by encouraging them to explore learning opportunities and to persevere with challenging tasks.
- Observes and evaluates student performance, behavior, and/or job skill development.
- Conducts quality assurance audits and participates in committees and meetings to receive and report information.
- Attend staff meetings scheduled and participate in discussion of all required agenda items.
- Always maintain a thorough knowledge of the school's mission and educational objectives and strive to attain them.
- Meets with employer affiliates to ensure training is relevant and accurate. Document placement efforts.
- Participates in professional training and/or coursework as needed and required.
- Properly prepare graduating students for the applicable state licensing examinations
- Gain a working knowledge of the school's satisfactory academic progress policy, the standards of conduct, practical course requirement, grading policies and criteria, and state regulations

Separation of Duties

These various offices work independently as required by the regulatory agencies but in close coordination and report to the School Director. The Director of Admissions is responsible for all recruitment and admissions activities performed by Admissions representatives,and registration and orientation of new students. The Financial Aid Department is responsible forprocessing FAFSA application, needs analysis, awarding and processing of all Title IV, HEA aids, institutional and outside grants, and scholarships. The Financial Aid office does not disburse Title IV aid. The Business Office maintains all student needs related to all payments including Title IV, HEA awards. The business office is responsible for maintaining individual student accounts and continuous updating for the student ledger cards. The School Director is responsible for making sure the instructors record grades, monitoring, and implementing attendance. The Director performs SAP and enforces attendance, leave of absence and satisfactory academic progress policies and procedures.

Student Eligibility

The Consumer Information page is intended to supplement the information provided in our schools' Campus Catalog and other publications. In many instances, the website indicates where additional information relating to the subject may be located, either in one of the schools' publications, on the school website, or on a third-party website (e.g., the College Navigator website maintained by the National Center for Education Statistics). For assistance with any of the consumer information discussed herein, prospective, and current students may contact the School Director during normal business hours. A paper copy of consumer information disclosures and school publications are available on request.

Repeated Courses

Financial Aid and Veteran Affairs funding will not pay for a repeated class if the student has already passed the class with a grade that will be counted towards his/her degree. In cases that the student receives a failing grade for their coursework, financial aid will only pay for ONE repeat of any course. All courses affect both the qualitative and quantitative SAP measures by applying the failed and repeated course toward maximum time frame. Students are required to verify attendance for terms in which they receive unsatisfactory grades.

Admissions Policy

For the Full Admissions Policy, please refer to DSDT Student Handbook listed on DSDT's website and in print throughout DSDT in the "Policy and Procedure" Master Handbook.

Application Procedure

Responsibilities of the following parties:
Admissions Representative

- Greets/schedules facility tour for the prospective student or conducts zoom session
- Enters the student into Populi to allow them to complete the pre-enrollment form
- Obtains a copy of their Driver's license/HS Diploma and uploads via secure portal
- Conducts the entrance interview

Financial Aid Representative

- Discuss the process of FA or reviews the obtained ISSR
- Reviews the Award letter
- If the student's goal is to enroll, the FAR representative collects the necessary documents and has the student complete the required registration papers and complete the required paperwork for their aid

Director

- Provides new student with New Student Orientation Guide
- Provides a copy of the enrollment agreement, and orientation dates
- Will Remind and gather student documents into secure portal
- Will Set appointment dates in the event admission requirements are missing

Enrollment Information
DSDT's full policy can be found in the updated Student Catalog, listed on DSDT's website and in print throughout DSDT in the "Policy and Procedure" Master Handbook.

Attendance Policy
For the Full SAP Policy, please refer to DSDT Student Handbook listed on DSDT's website and in print throughout DSDT in the "Policy and Procedure" Master Handbook.

Distance Education
DSDT's full policy can be found in the updated Student Catalog, listed on DSDT's website and in print throughout DSDT in the "Distance Education Disclosures".

Re-Admission of Withdrawn Students
After withdrawal, a student may be allowed to return and complete training subject to a review of the circumstances surrounding the original withdrawal. Students applying for re-admittance to DSDT College will be evaluated according to current Satisfactory Academic Progress (SAP) standards and will re-enter in the same SAP status as at the time of withdrawal. Students permitted to reenter are required to complete their program in accordance with the MAXIMUM TIMEFRAME (PACE OF COMPLETION) REQUIREMENTS detailed in the SATISFACTORY ACADEMIC PROGRESS (SAP) section of the school catalog.
Students re-entering after an interruption of 180 days or more may receive credit for hours previously earned at the discretion of DSDT, taking into consideration the results from a written and practical assessment exam administered by the school and hours previously earned. Credit for hours previously earned and per hour charges must be determined by the managing director prior to the student resuming attendance at DSDT. All students re-admitting must be approved by a campus re-admittance committee. Students are encouraged to apply for re-admittance a minimum of two (2) weeks prior to the date in which they wish to return.

Re-Admission for Military Service Members

A re-entering student who was required to withdraw because of active military status will be promptly re-entered with no advance notice required by the student if re-entering within five (5) years of completion of service, unless unusual circumstances require the institution to admit the student at a later date. Re-entry will be processed into his/her same program of study at the same enrollment status and with the same number of hours previously completed. If that program is no longer offered, the student will be re-admitted to the program that is most similar in terms of content and program hours unless the student requests admission to a different program. If the school assesses that additional academic preparation is required before resuming active enrollment, this will be provided by the school at no charge to the student. In all cases, the student will be charged the same tuition and fees that would have been assessed at the time the student left the school for active military service. Students may contact the managing director for more information about this policy and eligibility, or when ready to re-enroll.

Attendance Procedure
Responsibilities of the following parties:

Financial Aid Representative
- Attempts to contact students who has continuous absences
- Updates the student's time in the event of errors student's attendance due to technical issues, holidays, weather, or students who forgot to clock in or out.

Director of Administration
- Monitor's daily attendance to ensure student maintaining satisfactory academic progress
- Alerts the Campus Director of students who are approaching 10 or 14 due absences.

Instructor
- Monitor's daily attendance
- Attempts to contact student during absences
- Alerts the Campus Director of students who are approaching 10 or 14 due absences.

Director
- Orientates students on how to clock in and out on orientation da Meet with students who are continuously tardy
- Populate withdrawal letters for students who fail to follow the attendance policy.

Satisfactory Academic Progress Policy
For the Full SAP Policy, please refer to DSDT Student Handbook listed on DSDT's website and in print throughout DSDT in the "Policy and Procedure" Master Handbook.

Satisfactory Academic Progress Procedures
Responsibilities of the following parties:

Director of Administration and/or School Director
- Make copies of DSDT progress reports for Financial Aid (FA) files- Place them in the Financial Aid Mailbox
- Place progress reports in Financial Aid folders and alert business office if student successfully meets requirements and is entering new pay period

Instructor
- Provide the student with instructional materials that challenge their knowledge on course objectives, theory, skill, and concepts

- Provide the student with practical and application exams challenge their knowledge on course objectives, theory, skill, and concepts
- Document grades in individual paper grade book and/or electronic grade (Populi) within 48 hours of completing the examination or skill assessment.
- Review progress monthly reports with students.
- Complete student progress reports.

Director of Student Services

- Review the academic status of all students who fall below the 70% and maintain communication with instructors of student who are falling behind.
- Meet with each student who fall below the 70% recommending Probationary status
- Alert Financial Aid of the student's status
- Place signed copies in the student's academic folders.

Title IV Warning Policy
Financial Aid Warning
Students failing to meet the minimum SAP requirements during an official evaluation period will be placed on a Title IV Warning. The student will be advised in writing that they are in warning along with the actions that are required to attain SAP by the next evaluation period. If at the time of the next payment period, the student has still not met both the academic and attendance requirements, the student will be placed on academic probation. Students may not appeal an Academic Warning. A student failing to meet the SAP requirements at the end of the Academic Warning period will be sent a Probationary letter and the option to appeal the decision.

Warning Procedure
Responsibilities of the following parties:

Director of Administration and/or School Director

- Place copy of the Warning in the Financial Aid file

Instructor

- Monitor progress during the Financial Aid Warning

Director

- Will alert the Financial Aid Representative of student falling below SAP and Financial Aid Warning based on program progress and attendance at the end of the payment period.
- Meet with the student to discuss the guidelines of the Financial Aid Warning status
- Give a copy of guidelines of Financial Aid Warning to the student and a copy for Financial Aid file and to the Department of Education.
- Monitor progress during the duration of the Financial Aid Warning as indicated.

Appeal Procedure
If a student is determined to be in academic probationary status, the student may appeal the determination within ten calendar days. Appeals submitted outside of this deadline will be accepted and considered but may be applied for a subsequent academic period. The Director of Student Services at the main location is responsible for making a recommendation on the appeal and electronically submitting the appeal to the Director of Administration at the main location and sending it to the school Director. 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 a written

appeal to the Director of Student Services at the main location describing why they failed to meet SAP 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 SAP by the next evaluation point. Appeal documents will be reviewed, and a decision will be made and reported to the student within 10 business days. All determinations are final. All documentation pertaining to the appeal will be retained in the student's academic file. The appeal and decision documents will be retained in the student file. If the student prevails upon the appeal, the Satisfactory Academic Progress determination will be reversed and the eligibility for Title IV Funds (Financial Aid) eligibility will be re-instated.

Academic Probation Policy
Students who fail to meet the minimum SAP after a warning period may be placed on academic probation. The student will be advised via email of the actions required to achieve SAP by the next evaluation, this is called an academic plan. If at the end of the probation period, the student has NOT met both the attendance and academic requirements to achieve SAP or the guidelines indicated by the academic plan, he or she will be deemed ineligible to receive Title IV funds (Financial Aid).

Academic Probation Procedure
Responsibilities of the following party:

Director

- During the Financial Aid (FA) Warning period, Director will monitor the progress of the student:
- Evaluate the student's progress at the end of the Financial Aid warning period
- Failure to reinstate, will offer the student option to appeal, hence probation.
- Proceed with appeals process
- Alert Director of Administration of student status
- Alert instructor of student status

Reestablishing Eligibility
Students may re-establish satisfactory academic progress and Title IV funding (if applicable), by meeting the minimum requirements by the end of the Warning or Probationary period. Students who re-enroll who were considered as not making SAP at the time of their previous withdrawal, may re- establish FSA eligibility upon meeting the published standards at the end of their first payment period after re-enrollment.

Official Withdrawal Policy
Occurs when a student contacts the Director of Student Services or the Director of Administration at the main location (verbally or in writing) to withdraw. The date the notification is received, is the date of withdraw. The Director of Financial Aid at the main location will then be notified and must begin the withdrawal process. The students last day of attendance will be used in the return to Title IV calculation.

Official Withdrawal Procedure
Responsibilities of the following parties:

School Director

- Complete the Financial Aid Return to Title IV, HEA worksheet
- Complete Institution's withdrawal form
- Alert Financial Aid to the student's DOD, and LDA
- Alert instructors of the withdrawal and for final grades.

Instructor

- Update the student's final grades in Populi system
- Complete student exit form
- Alert Financial Aid Representative and Business Representative

CFO

- Process the withdrawal according to guidelines for Institution and Title IV.
- Print an updated sign in sheet for Financial Aid and Education Department file.
- Alerts the third-party server, (Campus Ivy) of withdrawal and/or termination.
- Campus Ivy will calculate R2T4 and compare with school's calculations.
- Submits notification to the Third-party servicer of request to return monies owed based on R2T4 calculations in writing.
- Submits return within 45 days of the withdrawal
- Submits notification to the student the amount of return monies based on R2T4 calculations in writing.
- Ensure monies retuned is in the proper account for retrieval.
- Print updated Student Ledger Sheet of the R2T4 for Ed and student files.
- Supply the student with a final Student Ledger Sheet

Financial Aid Representative

- Financial Aid Exit Interview
- Place updated copies in the Financial Aid folder (student ledger, sign in sheet, withdrawal letters, notices, etc.)
- Will provide a letter or document of the process for the Return to Title IV process.
- Transfers/file from active the non-active.

Upon receipt of the official withdrawal information, DSDT will complete the following:

1. Determine the student's last date of attendance as of the last recorded date of academic attendance on the school's attendance record;
2. **Two calculations are performed:**
    a. The student's ledger card and attendance record are reviewed to determine the calculation of Return of Title IV, HEA funds the student has earned, and if any, the amount of Title IV, HEA funds for which the school is responsible. Returns made to the Federal Funds Account are calculated using the Department's Return of Title IV, HEA Funds Worksheets, scheduled attendance and are based upon the payment period.
    b. Calculate DSDT's refund requirement (see school refund calculation in refund policy).
3. The student's grade record will be updated to reflect his/her final grade.
4. DSDT will return the amount for any unearned portion of the Title IV funds for which the school is responsible within 45 days of the date the official notice was provided.
5. The school will provide the student with a letter explaining the Title IV, HEA requirements:
    a. The amount of Title IV assistance the student has earned. This amount is based upon the length of time the student was enrolled in the program based on scheduled attendance and the amount of funds the student received.
    b. Any returns that will be made to the Title IV, HEA Federal program on the student's behalf as a result of exiting the program. If a student's scheduled attendance is more

than 60% of the payment period, he/she is considered to have earned 100% of the Federal funds received for the payment period. In this case, no funds need to be returned to the Federal funds.

c. Advise the student of the amount of unearned Federal funds and books, course materials, supplies, and equipment that the student must return, if applicable.

6. Supply the student with ledger card record noting outstanding balance due to DSDT and the available methods of payment. A copy of the completed worksheet, check, letter and final ledger card will be kept in the student's file.

In the event a student decides to rescind his or her official notification to withdraw, the student must provide a signed and dated written statement that he/she is continuing his or her program of study and intends to complete the payment period. Title IV, HEA assistance will continue as originally planned. If the student subsequently fails to attend or ceases attendance without completing the payment period, the student's withdrawal date is the original date of notification of intent to withdraw.

Unofficial Withdrawal Policy

If DSDT unofficially withdraws a student from school, the School Director must complete the Withdrawal Form. An unofficial Withdraw occurs when a student leaves the school without notice and/or when he/she is not meeting satisfactory academic progress. A student's withdrawal date is their last date of physical attendance.

Any student that does not provide official notification of his or her intent to withdraw and is absent for more than 14 consecutive calendar days, will be subject to termination and considered to have unofficially withdrawn.

Their date of determination is 14 days after they cease attendance. Aid received prior to the determination date is aid that could have been disbursed.

If a student withdraws during a leave of absence, the date of determination is the date they officially withdraw. If the student does not return from a leave of absence, their date of determination is the date they were scheduled to return.

Within one week of the student's last date of academic attendance, the following procedures will take place:

1. The Financial Aid Representative and/or School Director will make three attempts to notify the student regarding his/her enrollment status;
2. Determine and record the student's last date of attendance as the last recorded date of academic attendance on the attendance record;
3. The student's withdrawal date is determined as the date the day after 14 consecutive calendar days of absence;
4. Notify the student in writing of their failure to contact the school and attendance status resulting in the current termination of enrollment;
5. DSDT calculates the amount of Federal funds the student has earned, and, if any, the amount of Federal funds for which the school is responsible.
6. Calculate the school's refund requirement (see school refund calculation);
7. DSDT, CFO will return to the Federal fund programs any unearned portion of Title IV funds for which the school is responsible within 45 days of the date the withdrawal determination was made and note return on the student's ledger card.

8. If applicable, DSDT, will provide the student with a refund letter explaining Title IV requirements:
    a. The amount of Title IV, HEA aid the student has earned based upon the length of time the student was enrolled and scheduled to attend in the program and the amount of aid the student received.
    b. Advise the student in writing of the amount of unearned Title IV aid and books, course materials, supplies, and equipment that he/she must return, if applicable.
    c. Supply the student with a final student ledger card showing outstanding balance due the school and the available methods of payment.
9. A copy of the completed worksheet, check, letter, and final ledger card will be kept in the student's file.

Withdraw Before 60%

DSDT must perform a R2T4 to determine the amount of earned aid through the 60% point in each payment period or period of enrollment. DSDT will use the Department of Education's prorate schedule to determine the amount of the R2T4 funds the student has earned at the time of withdraw.

Withdraw After 60%

After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV, HEA funds he or she was scheduled to receive during this period. DSDT must still perform a R2T4 to determine the amount of aid that the student has earned.

DSDT, measures progress in Clock Hours, and uses the payment period for the period of calculation.

The Calculation Formula:

Determine the amount of Title IV, HEA Aid that was disbursed plus Title IV, HEA Aid that could have been disbursed.

Calculate the percentage of Title IV, HEA aid earned:
Divide the number of clock hours scheduled to be completed in the payment period as of the last date of attendance in the payment period by the total clock hours in the payment period.

HOURS SCHEDULED TO COMPLETE
TOTAL HOURS IN PERIOD = % EARNED

a. If this percentage is greater than 60%, the student earns 100%.
b. If this percent is less than or equal to 60%, proceeds with calculation.
c. Percentage earned from (multiplied by) Total aid disbursed or could have been disbursed = AMOUNT STUDENT EARNED.
d. Subtract the Title IV aid earned from the total disbursed = AMOUNT TO BE RETURNED.
e. 100% minus percent earned = UNEARNED PERCENT
f. Unearned percent (multiplied by) total institutional charges for the period = AMOUNT DUE FROM DSDT.
g. If the percent of Title IV aid disbursed is greater than the percent unearned (multiplied by) institutional charges for the period, the amount disbursed will be used in place of the percent unearned.
h. DSDT will issue a grant overpayment notice to student within 30 days from the date the school's determination that student withdrew, giving student 45 days to either:
i. Repay the overpayment in full to DSDT or Sign a repayment agreement with the U.S. Department of Education.

Order of Return
DSDT is authorized to return any excess funds after applying them to current outstanding Cost of Attendance (COA) charges. A copy of the Institutional R2T4 work sheet performed on your behalf is available through the office upon student request.

In accordance with Federal regulations, when Title IV, HEA financial aid is involved, the calculated amount of the R2T4 Funds" is allocated in the following order:

- Unsubsidized Direct Stafford loans (other than PLUS loans)
- Subsidized Direct Stafford loans
- Parent Plus loans
- Direct PLUS loans
- Federal Pell Grants for which a Return is required
- Federal Supplemental Educational Opportunity Grant
- Other Title IV assistance
- State Tuition Assistance Grants (if applicable)
- Private and institutional aid
- The Student

Earned AID:
Title IV, HEA aid is earned in a prorated manner on a per diem basis (calendar days or clock hours) up to the 60% point in the semester. Title IV, HEA aid is viewed as 100% earned after that point in time. A copy of the worksheet used for this calculation can be requested from the Financial Aid Representative and/or Business Representative's office.

Unofficial Withdrawal Procedure
Responsibilities of the following parties:

Instructor
- Update the student's final grades in the gradebooks
- Complete student exit form
- Alert Financial Aid to the student's DOD, and LDA
- Print an updated attendance sheet for student and ED file.

School Director/ Business Representative
- Process the withdrawal according guidelines.
- Alert FA to the student's DOD, and LDA
- Print an updated sign in sheet for Student and ED file.
- Alert instructors of the withdrawal and for final grades.

Business Representative
- Alert (Campus Ivy) of student withdrawal and/or termination. DSDT will calculate the R2T4 worksheet and compare to school's calculation.
- Submits notification to the Third-party servicer of request to return monies owed based on R2T4 calculations in writing.
- Submits return within 45 days of the withdrawal

- Submits notification to the student the amount of return monies based on R2T4 calculations in writing.
- Print updated Student Ledger Sheet of the R2T4 for Student and FA files.
- Supply the student with a final Student Ledger Sheet.

Financial Aid Representative
- Contact student via mail or phone to complete Exit Interview.
- Place updated copies in the Financial Aid folder (student ledger, sign in sheet, withdrawal letters, notices, etc.).
- Will provide a letter or document of the process for the Return to Title IV process via mail.
- Transfers/ file from active the non-active.

Post-Withdrawal Disbursement Policy
If a student receives less Title IV funds than the amount earned, the school will offer the student a disbursement of the earned aid that was not received at the time of their withdrawal which is called a post- withdrawal disbursement. Post-withdrawal disbursements will be made from Pell Grant funds first, if the student is eligible. If there are current educational costs still due to the school at the time of withdrawal, a Pell Grant post-withdrawal disbursement will be credited to the student's account. Any remaining Pell funds must be released to the student without the student having to take any action. Post-withdraw disbursements must be made within 45 days.

If any federal loan funds are due in a post-withdrawal disbursement, they must be offered to the student within 30 days of withdrawal and the school must receive the student's authorization before crediting their account.

The student is required to respond within 14 days to the email notice and state whether they accept or reject the disbursement. If DSDT does not hear back from the student, we will return the funds.

*It is also important to understand that accepting a post-withdrawal disbursement of student loan funds will increase a student's overall student loan debt that must be repaid under the terms of the Master Promissory Note. Additionally, accepting the disbursement of grant funds will reduce the remaining amount of grant funds available to the student should the student continue his/her education at a later time. *
Post Withdrawal Disbursement Procedure
Responsibilities of the following parties:

FA Officer
- Make student aware of any post withdrawal disbursement eligibility by email
- Place printed email in their Financial Aid folder

Institutional Refund Policy
For the Full Institutional Refund Policy, Please refer to DSDT Student Handbook listed on DSDT's website and in print throughout DSDT in the "Policy and Procedure" Master Handbook.

Institutional Refund Procedure
Responsibilities of the following parties:

Admissions representative
Alerts the business office that the perspective student chooses not to enroll within the timeframe of the 3 days allotted

Business Office
- Will refund the amount paid within to the prospective student
- Notify the student in writing the amount of the refund
- Document refund on the student ledger
- Refund amount to student

Monies owed to the school is calculated on a withdrawal form based on actual hours spent in the classroom. (see above policy)

Return to Title IV Policy
For the Full Return to Title IV Policy, Please refer to DSDT Student Handbook listed on DSDT's website and in print throughout DSDT in the "Policy and Procedure" Master Handbook.

Return to Title IV Procedure
Responsibilities of the following parties:

Financial Aid Representative
- Place updated copies in the Financial Aid folder (student ledger, sign in sheet, withdrawal letters, notices, etc.)
- Transfers file from active the non-active
- Files the folder to the non-active file.

Business Office
- School alerts third party of withdrawal and/or termination.
- DSDT calculates the R2T4.
- Submits notification to the Third-party servicer of request to return monies owed based on R2T4 calculations in writing.
- Submits return within 14 days of the withdrawal.
- Submits notification to the student the amount of return monies based on R2T4 calculations in writing.
- Ensure monies retuned is in the proper account for retrieval.
- Print updated Student Ledger Sheet for Educational Department and Financial Aid files.

Campus Director
- Process the withdrawal according to guidelines.
- Alert Financial Aid to the student's DOD, and LDA
- Print an updated attendance record for Financial Aid and Department of Education file.
- Alert instructor of the withdrawal for final grades.

High School Diploma Verification Policy
Admission Requirements for Students with a High School Diploma:
Proof of Age - Applicants who are not 18 years of age prior to their desired start date at DSDT may apply at the age of 17 with parental permission.

Students must also be able to provide proof of appropriate educational requirement such as;
1 . High school diploma
2. Homeschooling

Though homeschooled students are not considered to have a **high school diploma or equivalent**, the student can be eligible to receive FSA funds if their secondary school education was **in a homeschool that state law treats as a home or private school.** Some states issue a secondary school completion credential to homeschoolers. If this is the case in the state where the student was homeschooled, the student must obtain this credential to be eligible for FSA funds. The student can include in their homeschooling self-certification that they received this state credential.

3. **Foreign High School diploma or transcript** - Note: The high school diploma or transcript requirement can also be from a foreign school if it is equivalent to a U.S. high school diploma; Documentation of proof of completion of secondary education from a foreign country must be **officially translated into English and officially certified as the equivalent of high school completion in the United States.)**
4. **Recognized equivalents of a high school diploma-** The Department of Education recognizes several equivalents to a high school diploma:
   A GED certificate.
   A certificate or other **official completion** documentation demonstrating that the student has passed a state-authorized examination (such as the Test Assessing Secondary Completion (TASC) the High School Equivalency Test (HiSET), or, in California, the California High School Proficiency Exam) that the state recognizes as the equivalent of a high school diploma (note that certificates of attendance and/or completion are **not** included in this qualifying category);

Diploma mill definition - An entity that:

1. Charges someone a fee and requires him to complete little or no education or coursework to obtain a degree, diploma, or certificate that may be used to represent to the public that he has completed a program of secondary or postsecondary education or training; and
2. Lacks accreditation by an agency or association that is recognized as an accrediting body for institutions of higher education by the Secretary (pursuant to Part H, Subpart 2 of Title IV) or a federal agency, state government.

High School Diploma Verification Procedure
Responsibilities of the following parties:

Admissions Representative

- Verify all High School Diploma for state in which the HSD/ GED is located in.
- Verify Foreign High School Diploma or transcripts by requesting course description from high school and or outsourcing a company to validate the equivalency of the diploma.
- Diploma mills and Ability to Benefit are not accepted.

Foreign High School Verification Policy
Foreign High School diploma or transcript - Note: The high school diploma or transcript requirement can also be from a foreign school if it is equivalent to a U.S. high school diploma; Documentation of proof of completion of secondary education from a foreign country must be **officially translated into English and officially certified as the equivalent of high school completion in the United States.)**
High school diplomas/transcripts from other countries are acceptable toward the student eligibility general requirement, if the diploma is equivalent to a U.S. high school diploma. All foreign diplomas will be evaluated at the expense of the student by a third-party company experienced and credentialed. This policy is for all non-Title IV programs.

Title IV Programs Foreign High School diploma or transcript
Note: The high school diploma or transcript requirement can also be from a foreign school if it is equivalent to a U.S. high school diploma; Documentation of proof of completion of secondary education

from a foreign country must be **officially translated into English and officially certified as the equivalent of high school completion in the United States.)**

Student's transcripts will be evaluated by a third-party company who is credentialed in the process will examine the transcript for equivalency. Students applying for federal aid will not be required be charged a fee by the school for the evaluation process because that would amount to the school charging a fee to complete the FAFSA, which is prohibited under HEA 483(a)(6). In such cases, because the cost of evaluating a foreign credential is incurred as a charge of admission prior to enrollment in an eligible program, it cannot be included in students' cost of attendance (COA).

If the student is selected for verification tracking groups V4 or V5, in which the student must provide proof of high school completion, when it is impossible for a refugee, asylee or victim of human trafficking to obtain documentation of his or her completion of a secondary school education in a foreign country, you may accept self-certification that they have completed a high school (or equivalent) education from these applicants, along with their entry status documentation that demonstrates the applicant's current or prior status as a refugee, asylee, or victim of human trafficking who entered the U.S. after the age of 15.

Foreign High School Verification Procedure
Responsibilities of the following parties:

Admissions/Financial Aid Representative

- Accept the diploma
- Accept payment for evaluation if student is not a Title IV, HEA student
- Submit diploma for evaluation to third party servicer if student is a Title IV student
- Notify student of outcome in writing of the evaluation.
- Notify FA if student is a Title IV, HEA student.

Grievance Policy
For the Full Grievance Policy, Please refer to DSDT Student Handbook listed on DSDT's website and in print throughout DSDT in the "Policy and Procedure" Master Handbook.

Professional Judgment Policy
Students may pursue an adjustment based on special or unusual circumstances. A student may have both a special circumstance and an unusual circumstance. Financial Aid Administrators (FAAs) may make adjustments that are appropriate to each student's situation with appropriate documentation.
The *FAFSA Simplification Act* distinguishes between different categories of professional judgment by amending section 479A of the HEA.

- **Special Circumstances** refer to the financial situations (loss of a job, etc.) that justify an aid administrator adjusting data elements in the COA or in the EFC calculation.
- **Unusual Circumstances** refer to the conditions that justify an aid administrator making an adjustment to a student's dependency status based on a unique situation (e.g., human trafficking, refugee or asylee status, parental abandonment, incarceration), more commonly referred to as a dependency override.

1) DSDT may use a dependency override determination made by a financial aid administrator at another institution in the same or a prior award year.
2) Institutions must make and document professional judgment determinations on a case-by-case basis without regard to how broadly an event may affect its student population.
3) In making case-by-case determinations, the FAA must substantiate the student's circumstance with supporting documentation.

4) Previous reasons for exercising professional judgment (e.g., unemployment, dislocated worker, school tuition expenses) are still allowable.
5) A dependency override for unusual circumstances is considered unique from a determination of independence for homeless youth or at-risk homeless youth.

Additional Flexibility for Assisting Students with Unusual Circumstances
The FAFSA Simplification Act provides a clearer directive for FAAs to assist applicants with unusual circumstances to adjust dependency status on the FAFSA form to reflect students' situations more accurately. Like other types of professional judgment, institutions must make students aware of their ability to request for an adjustment for unusual circumstances by publicly posting the option on their website. For the award years, applicants must still indicate an unusual circumstance and request a determination of independence with DDBS to allow the Financial Aid Administrator to process their FAFSA form.

Starting with the 2024-2025 Award Year, both initial and renewal applicants who indicate they have an unusual circumstance on their FAFSA form will submit their application under a provisional independent status. This will allow such applicants to receive a Student Aid Index (SAI) with an estimate of their federal student aid eligibility, subject to a final determination by their school.

****As previously provided by law, if a student pursues an adjustment for unusual circumstances and the financial aid administrator does not determine that the student should be considered independent, the student will only be eligible for dependent-level Direct Unsubsidized Loans unless they subsequently complete the FAFSA form as a dependent student by providing parent information.**

Professional Judgment During a Disaster, Emergency, or Economic Downturn
The Act codifies previous guidance from the Department (as issued in earlier Dear Colleague Letters) to use statutory authority to exercise professional judgment during a disaster, emergency, or economic downturn.
Financial aid administrators may, during a qualifying emergency:

- Determine that the income earned from work for an applicant is zero, if the applicant can provide paper or electronic documentation of receipt of unemployment benefits or confirmation that an application for unemployment benefits was submitted; and
- Make additional appropriate adjustments to the income earned from work for a student, parent, or spouse, as applicable, based on the totality of the family's situation, including consideration of unemployment benefits.

Acceptable documentation of unemployment should be submitted not more than 90 days from the date it was issued. However, institutions may use discretion to accept documentation older than 90 days under an institution's general professional judgment authority if they do not have reason to believe there is conflicting information.

Professional Judgement Procedure
Responsibilities of the following parties:

Financial Aid Representative

- Must obtain and maintain documentation of the changed circumstances supporting the Professional Judgment (PJ) decision
- Exercise PJ where appropriate, only the cases of special circumstances
- Seek the assistance of Campus Ivy when necessary

- Notify students about the school's process, requirements, and reasonable timeline to review adjustment requests after their FAFSA form is submitted.
- Provide students with a final determination of their dependency status and financial aid offer as soon as possible after reviewing all requested documentation.
- Retain all documentation, including documented interviews, related to the adjustment for at least 5 years after the students last date of enrollment; and
- Presume that any student who has obtained and adjustment for unusual circumstances and a final determination of independence to be independent for each subsequent award year at the same institution unless the student informs the institution that their circumstances has changed, or the institution has conflicting information about the student's independence.

School Director

- Meet with the Financial Aid Representative to review documentation
- Make the final decision based on adequate documentation

Timing of Determinations of Independence

Institutions now have additional guidance on the timing of determinations of independence for certain student populations. These include unaccompanied homeless youth or at-risk homeless youth, foster care youth, orphans, wards of the court, and students with unusual circumstances.

- Institutions must review all requests for a determination of independence as quickly as practicable, but no later than 60 days after the student enrolls.
- Renewal applicants with an eligible homeless youth, foster care youth, orphan, ward of the court, emancipated minor, or legal guardianship flag on their 2022-23 FAFSA form will have their answers to these questions carried over and pre-populated into their 2023-24 FAFSA form. Other answers to dependency questions (e.g., age, dependent children, veteran status) continue to carry over to the 2023-24 FAFSA form.
- Renewal applicants must still affirm that their previous answers to the dependency questions are correct and applicable prior to submitting their FAFSA form

Acceptable Documentation

In general, when determining a student's special or unusual circumstances, or in verifying homeless or foster youth statuses, schools must ensure that any supporting documentation they collect is adequate to substantiate the student's— and, as applicable, the parent's or spouse's— circumstances. The Act updates, but does not limit, the types of adequate documentation that a school may request from the student.

Special Circumstances

Acceptable documentation may include:

- A documented interview between the student and the financial aid administrator; or
- Supplementary information, as necessary, about the financial status or personal circumstances of eligible applicants as it relates to the special circumstances.

Unusual Circumstances

Acceptable documentation may include:

- A documented interview between the student and the financial aid administrator;
- Submission of a court order or official Federal or State documentation that the students' parents or legal guardian are incarcerated;

- A documented phone call or written statement from an attorney, a guardian ad litem, a court-appointed special advocate (or similar), or a representative of a TRIO or GEAR UP program that confirms the circumstances and the person's relationship to the student;
- A documented determination of independence made by a financial aid administrator at another institution in the same or a prior award year; or
- Utility bills, health insurance, or other documents that demonstrate a separation from parents or legal guardians.

Acceptable documentation may also include a documented phone call or written statement, which confirms the unusual circumstances with:

- A State, county, or Tribal welfare agency;
- An independent living case worker who supports current and former foster youth with the transition to adulthood; or
- A public or private agency, facility, or program servicing the victims of abuse, neglect, assault, or violence.

Verification Policy

All students who have completed a FAFSA are subject to verification of the information submitted when completing their application. This verification must be completed before the student can receive federal aid. Verification flags are noted on a student's SAR or the ISIR received by the school.

Schools have the authority to contact students for documentation and information needed to address verification requirements and student must comply with the requested information. Student must submit the required documents requested for verification within the established timelines to maintain eligibility for federal financial aid. The verification process is in accordance with Title 34, Articles 668.51-61, of the Code of Federal Regulations (CFR). An applicant whose FAFSA information is selected for verification is required to complete verification before the Institution exercises any Professional Judgment adjustments to the applicant's cost of attendance (COA) or to the value of the data items required to calculate the EFC.

Applications And Information to Be Verified

The Department's long-term goal is for a customized approach to verification. A menu of potential verification items for each award year will be published in the Federal Register, and the items to verify for a given application will be selected from that menu and indicated on the student's output documents. Output documents will continue to include only one verification flag to show students who were selected, and they will need to verify all the FAFSA items shown in the margin that apply to them. The verification flag will have a value of "Y," and next to the SAI will be an asterisk referring to a comment in the student section of the SAR that tells applicants they will be asked by their schools to provide documentation. A verification tracking flag will be set on the applicant's Institutional Student Information Record (ISIR) to indicate placement in one of the current award year verification tracking groups.

In some cases, DSDT, not the CPS, will select a student for verification. DSDT must verify any information DSDT has, if/ any, reason to believe is incorrect on any application. At DSDT's discretion, we may require a student to verify any FAFSA information and to provide any reasonable documentation in accordance with consistently applied school policies. In either situation DSDT may, but are not required to, include any of the current award year CPS verification items not already included. Even if DSDT doesn't select for verification, students with these applications are considered selected for verification and, as with CPS-selected applications, all other verification requirements, such as deadlines, allowable tolerances, and interim disbursement rules, apply.

***Effective with the 2024-25 award year, ISIRs will contain fields for both financial information that is manually entered, as well as financial information received via the direct data exchange (FA-**

DDX) with the IRS. Manually entered = Financial information that must be entered manually by a contributor. Federal Tax Information (FTI)= Financial information that is received directly from the IRS. When FTI is transferred to the FAFSA form via the FA-DDX, it is considered verified, while information not transferred from the IRS may be subject to verification.

FAFSA information	Acceptable Documentation
Income information for tax filers (a) Adjusted Gross Income (AGI) (b) Income Earned from Work (c) U.S. Income Tax Paid (d) Untaxed Portions of IRA Distributions (e) Untaxed Portions of Pensions (f) IRA Deductions and Payments (g) Tax Exempt Interest Income (h) Education Credits (i) Foreign Income Exempt from Federal Taxation	**I**tems a through h, if transferred directly from the IRS and unchanged, do not need to be verified. When information is not transferred from the IRS, and for item i, the following documentation is sufficient for verification: (1) A transcript 1 obtained at no cost from the IRS or other relevant tax authority of a U.S. territory (Guam, American Samoa, the U.S. Virgin Islands) or commonwealth (Puerto Rico and the Northern Mariana Islands), or a foreign government, that lists 2022 tax account information of the tax filer; or (2) A copy of the income tax return 1 and the applicable schedules 1 that were filed with the IRS or other relevant tax authority of a U.S. territory, or a foreign government that lists 2022 tax account information of the tax filer. (3) If item d or e contains a rollover, collect a signed statement confirming the amount of the rollover in the untaxed pension or IRA distribution. Note that even if d or e are transferred as FTI, rollovers still need to be verified as they are manually entered.
Income information for tax filers with special circumstances (a) Adjusted Gross Income (AGI) (b) Income Earned from Work (c) U.S. Income Tax Paid (d) Untaxed Portions of IRA Distributions (e) Untaxed Portions of Pensions (f) IRA Deductions and Payments (g) Tax Exempt Interest Income (h) Education Credits (i) Foreign Income Exempt from Federal Taxation	(1) For a student, or the parent(s) of a dependent student, who filed a 2022 joint income tax return and whose income is used in the calculation of the applicant's student aid index and who at the time the FAFSA was completed was separated, divorced, widowed, or married to someone other than the individual included on the 2022 joint income tax return— (a) A transcript obtained from the IRS or other relevant tax authority that lists 2022 tax account information of the tax filer(s); or (b) A copy of the income tax return and the applicable schedules that were filed with the IRS or other relevant tax authority that lists 2022 tax account information of the tax filer(s); and (c) A copy of IRS Form W-2 2 for each source of 2022 employment income received or an equivalent document.
	(2) For an individual who is required to file a 2022 IRS income tax return and has been granted a filing extension by the IRS beyond the automatic six-month extension for tax year 2022— (a) A signed statement listing the sources of any 2022 income and the amount of income from each source; (b) A copy of the IRS's approval of an extension beyond the automatic six-month extension for tax year 2022; 3 (c) A copy of IRS Form W-2 2 for each source of 2022 employment income received or an equivalent document; 2 and (d) If self-employed, the signed statement must indicate the amount of estimated AGI and U.S. income tax paid for tax year 2022.
	(3) If d or e contains a rollover, collect a signed statement confirming the amount of the rollover in the untaxed pension or IRA distribution. Note that even if d or e are transferred as FTI, rollovers still need to be verified as they are manually entered. *Note:* An institution may require that, after the income tax return is filed, an individual granted a filing extension beyond the automatic 6-month extension submit tax information by obtaining a transcript from the IRS, or by submitting a copy of the income tax return and the applicable schedules that were filed with the IRS that lists 2022 tax account information. When an institution receives such information, it must be used to reverify the income and tax information reported on the FAFSA.
	(4) For an individual who was the victim of IRS tax-related identity theft— • A Tax Return **Database** View (TRDBV) transcript 1 obtained from the IRS; and • A statement signed and dated by the tax filer indicating that he or she was a victim of IRS tax-related identity theft and that the IRS has been made aware of the tax-related identity theft. *Note:* Tax filers may inform the IRS of the tax-related identity theft and obtain a TRDBV transcript by calling the IRS's Identity Protection Specialized Unit (IPSU) at 1-800-908-4490. Unless the institution has reason to suspect the authenticity of the TRDBV transcript provided by the IRS, a signature or stamp or any other validation from the IRS is not needed.

	(5) For an individual who filed an amended income tax return with the IRS, a signed copy of the IRS Form 1040X that was filed with the IRS for tax year 2022 or documentation from the IRS that include the change(s) made to the tax filer's 2022 tax information, in addition to one of the following— (a) Updated income and tax information from the IRS on an ISIR record with all tax information from the original tax return; (b) A transcript obtained from the IRS that lists 2022 tax account information of the tax filer(s); or (c) A signed copy of the 2022 IRS Form 1040 and the applicable schedules that were filed with the IRS.
Income information for non-tax filers Income Earned from Work	For an individual who has not filed and, under IRS or other relevant tax authority rules (e.g., the Republic of the Marshall Islands, the Republic of Palau, the Federated States of Micronesia, a U.S. territory or commonwealth or a foreign government), is not required to file a 2022 income tax return— (1) A signed and dated statement certifying— (a) That the individual is not required to file a 2022 income tax return; and (b) The sources and amounts of earnings, other income, and resources that supported the individual(s) for the 2022 tax year; (2) For individuals without a Social Security number (SSN), Individual Taxpayer Identification Number (ITIN), or Employer Identification Number (EIN), that they do not have an SSN, ITIN, or EIN; (3) A copy of IRS Form W-2 2 for each source of 2022 employment income received or an equivalent document 2 ; and (4) Except for dependent students, verification of non-filing 4 for individuals who would file a return with a relevant tax authority other than the IRS dated on or after October 1, 2023. *Note:* The collection of documentation to verify income earned from work is also used to determine if the applicant (and the applicable spouse or parent) was required to file a U.S. income tax return for the 2022 tax year.
Family Size	Since family size is based on the number of individuals listed and claimed on the IRS tax return, if transferred directly from the IRS and unchanged, family size does not need to be verified. However, when information is not transferred from the IRS, or if the applicant updated their family size when presented with the opportunity to do so on their FAFSA, the following documentation is sufficient for verification: A statement signed by the applicant and, if the applicant is a dependent student, by one of the applicant's parents, that lists the name and age of each family member for the 2024-2025 award year and the relationship of that family member to the applicant. *Note:* Verification of family size is not required if— • For a dependent student, the family size indicated on the ISIR is two and the parent is single, separated, divorced, or widowed, or the household size indicated on the ISIR is three if the parents are married, remarried or unmarried and living together; or • For an independent student, the family size indicated on the ISIR is one and the applicant is single, separated, divorced, or widowed, or the household size indicated on the ISIR is two if the applicant is married or remarried.
Identity/Statement of Educational Purpose	(1) An applicant must appear in person and present the following documentation to an institutionally authorized individual to verify the applicant's identity: (a) An unexpired valid government-issued photo identification 5 such as, but not limited to, a driver's license, non-driver's identification card, other State-issued identification, or U.S. passport. The institution must maintain an annotated copy of the unexpired valid government-issued photo identification that includes— i. The date the identification was presented; and ii. The name of the institutionally authorized individual who reviewed the identification; and (b) A signed statement using the exact language as follows, except that the student's identification number is optional if collected elsewhere on the same page as the statement: *Statement of Educational Purpose* I certify that I _____ am (Print Student's Name) the individual signing this Statement of Educational Purpose and that the Federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending for 2024-2025. (Name of Postsecondary Educational Institution) _____ _____ (Student's Signature) (Date) _____ (Student's ID Number) (2) If an institution determines that an applicant is unable to appear in person to present an unexpired valid government-issued photo identification and execute the Statement of Educational Purpose, the applicant must provide the institution with— (a) A copy of an unexpired valid government-issued photo identification,5 such as, but not limited to, a driver's license, non-driver's identification card, other State-issued identification, or U.S. passport that is acknowledged in a notary statement or that is presented to a notary; and (b) An original notarized statement signed by the applicant using the exact language as follows, except that the student's identification number is optional if collected elsewhere on the same page as the statement: *Statement of Educational Purpose* I certify that I _____ am (Print Student's Name) the individual signing this Statement of Educational Purpose and that the Federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending _____ for 2024-2025.

	(Name of Postsecondary Educational Institution) _____ _____ (Student's Signature) (Date) _____ (Student's ID Number)

[1] This footnote applies, where applicable, whenever an income tax return, the applicable schedules, or transcript is mentioned in the above chart.

The copy of the 2022 income tax return must include the signature of the tax filer, or one of the filers of a joint income tax return, or the signed, stamped, typed, or printed name and address of the preparer of the income tax return and the preparer's Social Security number, Employer Identification Number, or Preparer Tax Identification Number.
For a tax filer who filed an income tax return other than an IRS form, such as a foreign or Puerto Rican tax form, the institution must use the income information (converted to U.S. dollars) from the lines of that form that correspond most closely to the income information reported on a U.S. income tax return.

An individual who did not retain a copy of his or her 2022 tax account information, and for whom that information cannot be located by the IRS or other relevant tax authority, must submit to the institution—
a. Copies of all IRS Form W-2s for each source of 2022 employment income or equivalent documents; or
b. If the individual is self-employed or filed an income tax return with a government of a U.S. territory or commonwealth or a foreign government, a signed statement certifying the amount of AGI and income taxes paid for tax year 2022; and
c. Documentation from relevant tax authorities other than the IRS that indicates the individual's 2022 tax account information cannot be located; and
d. A signed statement that indicates that the individual did not retain a copy of his or her 2022 tax account information.
If an individual who was the victim of IRS tax-related identity theft is unable to obtain a TRDBV, the institution may accept an equivalent document provided by the IRS or a copy of the signed 2022 income tax return the individual filed with the IRS.
[2] An individual who is required to submit an IRS Form W-2 or an equivalent document but did not maintain a copy should request a duplicate from the employer who issued the original or from the government agency that issued the equivalent document. If the individual is unable to obtain a duplicate W-2 or an equivalent document in a timely manner, the institution may permit that individual to provide a signed statement, in accordance with 34 CFR 668.57(a)(6), that includes—
(a) The amount of income earned from work;
(b) The source of that income; and
(c) The reason why the IRS Form W-2, or an equivalent document, is not available in a timely manner.
[3] For an individual who was called up for active duty or for qualifying National Guard duty during a war or other military operation or national emergency, an institution must accept a statement from the individual certifying that he or she has not filed an income tax return or a request for a filing extension because of that service.
[4] If an individual is unable to obtain verification of non-filing from a relevant tax authority and, based upon the institution's determination, it has no reason to question the student's or family's good-faith effort to obtain the required documentation, the institution may accept a signed statement certifying that the individual attempted to obtain the verification of non-filing from the relevant tax authority and was unable to obtain the required documentation.
[5] An unexpired valid government-issued photo identification is one issued by the U.S. government, any of the 50 States, the District of Columbia, the Commonwealth of Puerto Rico, a federally recognized American Indian and Alaska Native Tribe, American Samoa, Guam, the Virgin Islands,

the Commonwealth of the Northern Mariana Islands, the Republic of the Marshall Islands, the Federated States of Micronesia, or the Republic of Palau.

Verification tracking flag	Verification tracking group name	FAFSA information required to be verified
V1	Standard Verification Group	*Tax Filers* • Adjusted Gross Income. • Income Earned From Work. • U.S. Income Tax Paid. • Untaxed Portions of IRA Distributions. • Untaxed Portions of Pensions. • IRA Deductions and Payments. • Tax Exempt Interest Income. • Education Tax Credits. • Foreign Income Exempt from Federal Taxation.
V2	Reserved	N/A
V3	Reserved	N/A
V4	Custom Verification Group	Identity/Statement of Educational Purpose
V5	Aggregate Verification Group	*Tax Filers* • Adjusted Gross Income. • Income Earned From Work. • U.S. Income Tax Paid. • Untaxed Portions of IRA Distributions. • Untaxed Portions of Pensions. • IRA Deductions and Payments. • Tax Exempt Interest Income. • Education Tax Credits. • Foreign Income Exempt from Federal Taxation. *Non-Tax Filers* • Income Earned from Work. *Tax Filers and Non-Tax Filers* • Family Size. • Identity/Statement of Educational Purpose.
V6	Reserved	N/A

Changing tracking groups

A student may move from Verification Tracking Group V1 or V4 to group V5 based on corrections made to his or her CPS record or on other information available to the Department. If verification was already completed for the previous group, the student is only required to verify the V5 information that was not already verified. If verification was not completed for the previous group, the student needs to verify all the V5 information. No disbursements of Title IV aid may be made until the V5 verification is satisfactorily completed. If the student doesn't complete verification, the school is not liable for any Title IV aid it disbursed prior to receiving the group V5 ISIR. The student is liable for the full amount because without verification there is no evidence, he or she was eligible for that aid.

If the applicant doesn't complete verification, the school is not liable for any Title IV aid it disbursed prior to receiving the group V5 ISIR. The applicant is liable for the full amount because without verification there is no evidence, she was eligible for that aid.

Reporting results for groups V4 and V5

DSDT must report the verification results of identity for any student for whom you (1) receive an ISIR with tracking flag V4 or V5—***as selected by the CPS, not DSDT***—and (2) request verification documentation. You report this information on the FAA Access to CPS Online website **no more than 60 days** following your first request to the student for documentation of identity. If there is a change in a result you have already submitted, you can submit the new code using the above process and must make that change **within 30 days** of becoming aware that a change occurred.

Verification for confined or incarcerated students

The Consolidated Appropriations Act, 2021 added section 484(t) to the Higher Education Act of 1965, as amended (HEA) to formally establish Pell Grant eligibility for confined or incarcerated students, if they are enrolled in a prison education program as defined under the HEA. The Department is currently in the process of establishing regulations to implement the statutory requirements, which will be effective July 1, 2023.

For the 2023-24 award year, a confined or incarcerated student as indicated through the new incarcerated applicant flag will only be required to verify their identity and statement of educational purpose if selected for Verification Tracking Group V4 or V5. In addition, institutions are not required to verify a confined or incarcerated student selected under Verification Tracking Flag V1. See GEN-22-09 for additional information on verification requirements for confined or incarcerated students.

There are times when DSDT doesn't need to verify a student's application. DSDT is, however, still required to resolve conflicting information.

You don't have to verify FAFSA information of a student in the following situations:

- ***Not an aid recipient.*** The student won't receive Title IV aid for reasons other than a failure to complete verification. This includes being ineligible for that aid and withdrawing without receiving it.
- ***The applicant is eligible to receive only unsubsidized student financial assistance***.
- ***Applicant verified by another school***. The student completed verification for the current award year at another school before transferring. His or her FAFSA data must be the same as it was at the previous school, and you must get a letter from that school stating that it verified the student's application and providing the transaction number of the pertinent valid ISIR.
- ***Post enrollment.*** The student was selected for verification **after** ceasing to be enrolled at your school, he or she does not intend to reenroll for the award year, and no further (including late) disbursements will be made.

Unless DSDT has reason to believe it is inaccurate, DSDT doesn't have to verify the reported FAFSA information of the **parents of a dependent student** if any of the following apply (including in cases where there is only one parent):

- Both parents are mentally incapacitated.
- Both parents or the custodial parent has died.
- They are residing in a country other than the United States and can't be contacted by normal means.
- They can't be located because the student does not have and cannot get their contact information.

Unless you have reason to believe it is inaccurate, DSDT doesn't have to verify the reported FAFSA information of the **spouse of an independent student** if any of the following apply:

- The spouse has died.
- The spouse is mentally incapacitated.
- The spouse is residing in a country other than the United States and can't be contacted by normal means.
- The spouse can't be located because the student does not have and cannot get his or her contact information.

Verification following disasters

The Secretary will not enforce the verification requirements during the award year for applicants whose records were lost or destroyed because of a disaster if the school has tried to preserve and reconstruct any records. The school must document when it does not perform verification for this reason and use status

code “S” when reporting the disbursement of Pell Grants to affected students. Also, the requirement for dependent students to submit a statement signed by a parent regarding household size and number in college is waived if the parents cannot provide the signature due to the disaster. The school must note why no parent was able to provide the statement.

HEROES Act modifications
Provides for the modification and waiving of some statutory and regulatory provisions related to students who receive financial aid and who are on active duty during a war or other military operation or who reside or are employed in a declared disaster area. These adjustments apply to return of funds and signature requirements for verification and application, among other things. The most recent update to the HEROES Act authorized its provisions through September 30, 2017. See pages 59311–59318 of the Federal Register dated September 27, 2012, for the details on the act and a list of the eligible students.

Not an aid recipient
The student won’t receive Title IV aid for reasons other than a failure to complete verification. This includes being ineligible for that aid and withdrawing without receiving it.
The applicant is eligible to receive only unsubsidized student financial assistance.
Applicant verified by another school- The student completed verification for the current award year at another school before transferring. Her FAFSA data must be the same as it was at the previous school, and you must get a letter from that school stating that it verified her application and providing the transaction number of the pertinent valid ISIR.

Post enrollment
The student was selected for verification after ceasing to be enrolled at your school and all (including late) disbursements were made.

Student Death Policy

DSDT will follow federal Title IV regulations when notified that a current student may be deceased. The institution will suspend all Title IV disbursements, including any pending aid or credit balance, until the information has been verified.

If the student’s death is confirmed, DSDT will complete all required Title IV processes, including determining the withdrawal date, performing a Return of Title IV Funds (R2T4) calculation if applicable, and updating federal reporting systems. All actions will be handled in a timely and compliant manner in accordance with federal regulations.

Student Death Procedure
Responsibilities of the following parties:

Financial Aid Representative

- Suspend all Title IV disbursements immediately upon notification
- Attempt to verify the student’s death through public records, institutional records, and available contacts within 30 days
- Attempt to contact the student using last known contact information if necessary
  Obtain and maintain documentation confirming the student’s death (e.g., death certificate or equivalent)
- Determine the student’s withdrawal date in accordance with attendance requirements
- Complete Return of Title IV Funds (R2T4) calculation, if applicable
- Ensure no post-withdrawal disbursements are made

- Resolve any Title IV credit balance in accordance with federal regulations
- Update the student's status in NSLDS in a timely manner

Instructors

- Provide attendance and last date of academic activity upon request
- Notify administration if any additional relevant information is known regarding the student

Campus Director

- Ensure all documentation is maintained in the student file
- Oversee compliance with Title IV regulations and institutional policy
- Ensure timely reporting and proper handling of all related records

Verification exclusions 34 CFR 668.54(b)

- Both parents are mentally incapacitated.
- Both parents and the custodial parent has died.
- They are residing in a country other than the United States and can't be contacted by normal means.
- They can't be located because the student does not have and cannot get their contact information.
- Unless you have reason to believe it is inaccurate, you don't have to verify the reported FAFSA information of the spouse of an independent student if any of the following apply:
    - The spouse has died.
    - He is mentally incapacitated.
    - He is residing in a country other than the United States and can't be contacted by normal means.
    - He can't be located because the student does not have and cannot get his contact information.

Verification Procedure

Responsibilities of the following parties:

Financial Aid Representative

- Notify the student that they have been selected for verification via email and/or phone call.
- Provide required documentation to satisfy the requirement.
- Set a deadline for student to submit necessary documents clarify conflicting information. The deadline is to have documents in well in advance to receive an award letter prior to the start date. If they don't have an award letter prior to start date, they will be moved to the next round of enrollment.
- Correct information as needed.
- Notify the student that of the results of the verification, if, the applicant's EFC changes and results in a change in Title IV totals via email and/or phone call.

Standard Procedures For Referring A Student To The Office Of Inspector General Under 34 C.F.R. § 668.16 (G)

The Financial Aid Office will report any suspected fraud or falsified information on the part of the student, parent, or preparer of the FAFSA to the U.S. Department of Education as instructed in the Federal Financial Aid Handbook.

Confliction Information Policy

Applications are selected for verification either by the CPS or by the school. The student's ISIR shows an asterisk next to the EFC, in the upper right-hand section of the ISIR. Comments are found in the student section of page 1. The asterisk indicates to applicants that they will be required to provide certain financial documents and family information. Beginning with the 2019-20 Award Year, the student/parent may ask the IRS to update information on the FAFSA with IRS tax information which eliminates the need to collect tax returns. If the student has not asked the IRS to update the information on the ISIR, the student/parent will be asked to provide tax transcripts. On page 3 of the ISIR, below the dotted line on the right side there will be a Verification Tracking Flag, V-1 through V-6 which indicates the verification information which must be collected.

The DSDT Financial Aid Representative must verify any application information that it has reason to believe is incorrect or discrepant. These applications are selected for verification by DSDT even though it may not be verifying the same data as for the CPS selected applicants.

Even if the student is not selected for verification, inconsistent information must be resolved.

Confliction Information Procedure
Responsibilities of the following parties:

Financial Aid Representative

- Verify information provided on the student's pre-enrollment application form, ISIR and on the Taxes.
- Notify students of conflicting information and allow them 5-7 business days to provide documentation correction or proving the information provided (except for extenuating circumstances with the approval of director and/or financial aid representative)
- Ask students to make any corrections that is conflicting such as number of dependents on taxes and number of dependents on ISIR or marital status.
- Correct errors or inconsistencies and once ISIR is received with all changes, aid may be disbursed.
- Notify student of changes due to corrected ISIR
- Submit award letter to student

Citizenship & Immigration Status Policy
A student must be one of the following to be eligible to receive federal student aid:

- A U.S. citizen or national;
- A U.S. permanent resident or other eligible noncitizen
- A citizen of the Freely Associated States

If a student must prove his status as a U.S. citizen or national, only certain types of documents are acceptable. A Social Security card or driver's license isn't acceptable for documenting U.S. citizenship or national status since noncitizens and non-nationals can also have these forms of identification. "Enhanced" driver's licenses (provided by a limited number of states to permit non-air travel entry to the U.S. from Canada, Mexico, and the Caribbean) are also not acceptable.

Before DSDT can disburse aid, the student must present documentation that verifies he is a U.S. citizen. If the documents indicate that the student is a U.S. citizen or national, DSDT may award and disburse aid to the student and the C-code may remain on the student's ISIR. Unlike the case of eligible noncitizens, DSDT doesn't submit the documents to DHS/USCIS or any other agency for verification of U.S. citizenship, but DSDT must keep a copy of the documentation in the student's file. Older versions of the Certificate of Citizenship and of the Certificate of Naturalization instruct the holder not to photocopy

them. The student can also contact the Social Security Administration to update its record. This updating is not required to receive aid. If the student presents acceptable documentation, the C code can remain on the student's record.

The Department doesn't specify all the acceptable documents, but here are some documents DSDT may consider:

- A copy of the student's birth certificate showing that the student was born in the United States, which includes Puerto Rico (on or after January 13, 1941), Guam, the U.S. Virgin Islands (on or after January 17, 1917), American Samoa, Swains Island, or the Northern Mariana Islands, unless the person was born to foreign diplomats residing in the U.S. If a student has a birth certificate from a U.S. jurisdiction showing that the student was born abroad (i.e., not in the U.S. or its territories), that birth certificate is not acceptable documentation.
- A U.S. passport, current or expired, (except "limited" passports, which are typically issued for short periods such as a year and which don't receive as much scrutiny as a regular passport when applying). In the case of nationals who are not citizens, the passport will be stamped "Noncitizen National." Five-year-duration U.S. passports (commonly issued to younger students) are considered acceptable documentation and are not considered "limited". Passport cards are also acceptable; however, one-year-duration U.S. passports are NOT acceptable documentation.
- The State Department issues a wallet-sized passport card that can only be used for land and sea travel between the United States and Canada, Mexico, the Caribbean, and Bermuda. It is adjudicated to the same standards as the passport book and is therefore a fully valid attestation of the U.S. citizenship and identity of the bearer.
- A copy of Form FS-240 (Consular Report of Birth Abroad), FS-545 (Certificate of birth issued by a Foreign Service post), or DS-1350 (Certification of Report of Birth). These are State Department documents.
- A Certificate of Citizenship (N-560 or N-561) issued by USCIS to individuals who derive U.S. citizenship through a parent.
- A Certificate of Naturalization (N-550 or N-570) issued by USCIS (or, prior to 1991, a federal or state court), or through administrative naturalization after December 1990 to those who are individually naturalized.

Citizenship & Immigration Status Procedure

Students who are not U.S. Citizens or who do not have documented authority to work in the United States will not be eligible to attend DSDT. DSDT does not use the SAVE Third Step Verification of Eligible Noncitizen Status due to DSDT not currently offering eligibility status to non-citizens. DSDT, the school, is not responsible for students denied work without proper documentation showing proof of citizenship. DSDT does not admit students to English-as-a-second language courses.

Responsibilities of the following parties:

Financial Aid Representative

- Alert the student of the documents needed for verification
- Verify the documents
- Place a copy of the documents in the FA and student records

DHS-SAVE Instructions for U.S. Department of Education

Policy

DSDT does not use the SAVE Third Step Verification of Eligible Noncitizen Status due to DSDT not currently offering eligibility status to non-citizens. To establish institutional procedures for completing the third step citizenship verification.

Website link- Https://save.uscis.gov/web

Procedure
If the student doesn't pass the primary or secondary citizenship matches with DHS or if you have conflicting information about his immigration status after receiving a match result, you must review the record for third step verification.

- Request the student's most current, unexpired immigration document(s).
- Carefully review the student's immigration documentation and determine if it supports eligibility for federal student aid.
- If it does not support an eligible status, you can tell the student that he is not eligible now but may be eligible if/when he provides eligible noncitizen documentation.

If student appears eligible, school users will then submit the documentation and student information for review by the United States Citizenship and Immigration Services (USCIS) through the Systematic Alien Verification for Entitlements (SAVE) system.

Financial Aid Overawards

An overaward occurs when a student's total amount of financial aid exceeds their Cost of Attendance (COA) budget1 or when their need-based aid exceeds their financial need2. This most commonly occurs when a student receives an outside grant or scholarship after their Federal and State aid has been awarded.

Federal regulations require that all overawards be corrected. When adjustments are made to correct overawards, the student will receive an email notification stating what caused the overaward and how their aid was adjusted to correct the overaward.

If an adjustment to aid creates a balance on the student's school account, the student is responsible for paying the balance.

1 Cost of Attendance (COA) is the estimate of tuition and fees, cost of housing/living expenses, cost of books, supplies, transportation and personal expenses that a student could incur for attending. COA is adjusted accordingly for the student's enrollment level; full-time, three quarter-time, half-time or less than half-time.

Per Federal regulation, a student's overall financial aid cannot exceed their COA.
2 Financial Need is calculated by subtracting the student's Expected Family Contribution (EFC), as determined by the FAFSA, from their Cost of Attendance (COA). Need-based aid can only be received up to the Financial Need amount. Need-based aid includes the Pell Grant, FSEOG (grant), and Subsidized Direct Loan.

Academic Year Definition Policy
For purposes of defining an academic year, a week is a consecutive seven-day period; a week of instructional time is any week in which at least one day of regularly scheduled instruction or examinations occurs or, after the last scheduled day of classes for a term or payment period, at least one day of study for final examinations occurs; and instructional time does not include any vacation periods, homework, or periods of orientation or counseling.

Clock Hour: For a program that measures program length in clock hours, a minimum of 30 weeks of instructional time and 900 clock hours.

Credit Hour:
For a program offered in **credit hours**, the academic year must include at least 30 weeks of instructional time.

Academic Year Definition Procedures
Responsibilities of the following parties:

Admission/Financial Representative

- Communicate to students what an academic year is in clock hours

Leave of Absence Policy
An authorized leave of absence (LOA) is a temporary interruption in a student's program of study. LOA refers to the specific time period during a program when a student is not in attendance. A LOA is not required if a student is not in attendance only for an institutionally scheduled break. However, a scheduled break may occur during a LOA.

A LOA must meet certain conditions to be counted as temporary interruption in a student's education instead of being counted as a withdrawal requiring an institution to perform a refund calculation. For a student at DSDT to be approved for a Leave of Absence whether for medical or personal reason, the following conditions must be met:

- The school's policy for a Leave of Absence (LOA) requires a student to submit a request in writing.
- The written request must contain the dates for the leave and the reason for the request and include student's signature.
- The LOA together with any additional leaves of absence must not exceed a total of 180 days in any 12- month period.
- The school's policy requires a student to apply in advance for a LOA unless unforeseen circumstances (emergency) prevent the student from doing so. For example, if a student were injured in a car accident and needed a few weeks to recover before returning to school, the student would not have been able to request the LOA in advance.

The school may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances if the school documents the reason for its decision and collects the request from the student later either via mail, email, fax, an authorized individual or in person. In this example, the beginning date of the approved LOA would be determined by the school director/Representative to be the date the student was unable to attend school because of the accident.

The request for Leave of Absence Form is made available in the Student Handbook & Catalog.
A student granted a LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time. For the Leave of Absence to be approved, there must be a firm and clear reasonable expectation that the student will return from the LOA. If it is determined that the student has no intention of returning, refer to the Withdrawal Policy. The student's contract will be extended by the same number of days taken in the LOA. Changes to the contract period on the enrollment agreement must be initialed by all parties. If the student does not return the withdrawal date for the purpose of calculating a refund is always student's last day of attendance.

When the student returns from a LOA, the student's education will continue from the actual hours earned. The start and ending date will be adjusted accordingly.
Please note that any student who fails to return to the school at the end of an approved leave of absence is considered to have withdrawn from the school.
Students who do not follow the procedure for obtaining an *approved Leave of Absence* will be subject to the school's stated policies on attendance for any and all absences recorded, regardless of circumstances.

Leave of Absence Procedures
Responsibilities of the following parties:

School Director

- Receive request in advance in writing, include the reason for the student's request, and include the student's signature within two weeks.
- Approve the leave.
- Make sure the leave of absence does not exceed 30 days with any additional leaves with a twelve-month period (only 1 leave will occur within 12 months. Period).
- Make an addendum on original contract to make sure it is the same amount days taken in the LOA.
- Make sure the education of the student continues upon his return.

Student

- Request in advance in writing a request for a leave of absence.
- Get approval following the policy of the institution.
- Make sure it doesn't exceed 30 days with any additional leaves with a twelve-month period.
- Make sure an addendum is made to student contract.
- Return with request days of actual leave of absence

Student Right-To-Know Act Policy
Federal regulations and the Student Right-to-Know Act require institutions participating in Federal Student Aid to provide additional disclosures to students. It is designed to inform current and prospective students and their parents about information that is vital to understanding their rights and responsibilities and the policies of DSDT.
The disclosures include:
Completion/Graduation Rates
Licensure Rates
Placement Rates
Student Body Diversity Data

Information related to these required disclosures will be available to all current and prospective students by July 1 each year via the DSDT's student handbook. Paper copies of this information are available upon request from the School Director. This information is located on the College Navigation website at: https://nces.ed.gov/collegenavigator/?q=dsdt&s=all&id=492139.

Student Right-to-Know Procedure
Responsibilities of the following parties:

Admissions Representative

- Will inform perspective students of their rights and given appropriate handouts during the enrollment process or alert them to website with the proper information. Paper copy is available in FA office if student request a copy.

- Enrollment packet
- Clery Information
- FERPA forms
- Drug and Alcohol Policies and Procedures
- Consumer Information

School Director

- Will send out FERPA form links yearly in January for all current students
- Will review and update the website every six months in May and December with Consumer information as needed
- Will post and DISTRIBUTE Clery information to students every year by Oct 1st as well as update the DSDT.edu website with the three most current award years.
- Will make available the Drug and Alcohol Policy and Drug and Alcohol Abuse Prevention Program yearly in February and update the website
- Will review and update policies in the Consumer Handbook every year in November.
- Will ensure the annual Clery Survey is completed and submitted by 1 October of each year.

Financial Aid Representative and/or School Director

- Will share with new students the consumer information and student's right to know information during orientation through
- Power Point Presentations/Paper copy if available and requested
- Website/Students will sign an acknowledgement page verifying viewing this information

Facilities & Services for Students with Disabilities Policy

Students with Disabilities
DSDT does not discriminate against students and applicants based on disability, in the administration of its educational and other programs. DSDT reasonably accommodates qualified students (including applicants) with disabilities as defined by applicable law, if the individual is otherwise qualified to meet the fundamental requirements and aspects of the program of DSDT, without undue hardship to DSDT. For purposes of reasonable accommodation, a student or applicant with a disability is a person who has learning, physical or psychological impairment which limits one or more major life activities (such as walking, seeing, speaking, learning, or working).

Facilities & Services for Students with Disabilities Procedure
Responsibilities of the following parties:

Admission Representative

- Notifies the student of the option to share their disability on their medical history form.
- Encourages the student to provide the necessary documentation outlining his or her disability.

School Director

- Evaluates if DSDT can accommodate and can give reasonable accommodations.
- If reasonable accommodations can be met, DSDT will complete an accommodations page, submit a copy to the instructor, one to the student, and the other in the student's file.
- If reasonable accommodations cannot be met by DSDT, the student will be referred to additional resources for assistance in providing such accommodations either with DSDT or with a different institution.

Copyright Infringement Policies and Sanctions
DSDT takes Copyrighting Infringement very seriously. Whether it be distribution of Copyrighted material or unauthorized peer-to-peer file sharing, may subject the students to civil and criminal liabilities.

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than **$750** and not more than **$30,000** per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to **$250,000** per offense. For more information, please see the website of the U.S. Copyright Office at (**www.copyright.gov**).

Works protected by copyright may be copied only with the copyright holder's permission, unless the copying is considered a "fair use". The Copyright Act provides for but does not clearly demarcate the boundaries of fair use. Thus, a determination using the available standards and guidelines should be undertaken before making copies of a copyrighted work without permission of the copyright holder.

Copyright Infringement Procedure
Responsibilities of the following parties:

Instructors and Administrative Staff

- Instructors must use the textbooks and workbooks provided to each student
- There shall not be copying from workbooks, exercises, standardized test booklets answer sheets, or a similar material intended to be consumed in the course of study or teaching.
- In the event of obtaining permission to copy, the following steps must be taken:

  1. Obtain Name and Address of Owner/Controller Determine who holds the copyright to the material. The page containing a notice of copyright can help you determine who holds the copyright, the year of publication and the publisher's address. The acknowledgement page may also contain information regarding copyright ownership or control.
  2. Request Permission to Duplicate. A request containing the information listed below should be sent to the permission department of the publisher in question. Provide complete and accurate information regarding the work to be duplicated such as:
     - Title, author and/or editor; copyright or publication date and edition of the book in which the materials to be duplicated appear;
     - Exact material to be used, giving amount, page numbers, chapters and, if possible, a photocopy of the material and title and copyright page;
     - Number of copies to be made;
     - Use to be made of duplicated materials and form of distribution (e.g., as course material and whether collected with other excerpts or materials, whether bound or unbound);
     - Whether the material is to be sold,
     - Type of reprint (ditto, photocopy, offset, typeset).

- Prior to making the copies, the information above must be submitted to the Director. After verification, only then can copies be made.
- To monitor this policy and procedures, all printing and copying are limited to under 500 copies for each instructor per month. Additionally, all copies are reviewed by the administrative staff member as copies are obtained from the copy machine located in the FA Department.
- Material may be posted to a password protected learning management system (LMS) such as Canvas WITHOUT PERMISSION only if the following conditions are met:
    - The instructor owns the copyright. NOTE: Authors of academic papers are often required to transfer copyright to publishers, and therefore retain no rights in the work. In this case, permission to post a digital copy must be obtained from the publisher
    - The College has a license in place that permits posting to an LMS (examples include library databases and NBC Learn)
    - A publisher has provided digital supplements (ePacks, course packs, course cartridges) with a textbook and the license explicitly permits posting to an LMS, or WRITTEN permission has been obtained from the publisher
    - The material has been obtained under a Creative Commons license or from Open Access sources: Creative Commons: http://creativecommons.org/ or Open Access Journals: http://www.doaj.org/
    - The material is in the public domain. Material enters the Public Domain 50 years from the death of the author(s) (or translator)
    - Federal documents and publications are NOT eligible to be copyrighted so they may be used without written permission
- Access to audio/video recordings that are on the public Internet, such as those found on YouTube should be provided using a link rather than by uploading a file directly to the LMS. Additionally, the Perusal application within canvas will enable access of materials such as textbooks, videos, websites, and audio files and prevent downloading and copyright infringement.
- Access to online resources is provided via links rather than uploading the items directly into the LMS
- Published material that is not covered by a suitable license, not in the public domain, and not available through a Creative Commons or Open-Source provider, should not be uploaded to the course
- Copies of published worksheets or other materials intended as “consumables” by students (i.e., study guides, workbooks, etc.), or any copyrighted book or video in its entirety, should not be included in the LMS without obtaining appropriate written permission
- After ensuring that copyrighted material can be legally used in a course, the instructor should include a citation of the original source and a copyright notice

Copyright compliance in a course is ultimately the responsibility of the instructor delivering that course. The following information is intended to aide with compliance. A simple breakdown of copyright law can be found here and should be placed in each course to aid students and faculty: https://www.copyright.gov/title17/title17.pdf.

CPL (Completion, Placement and Licensure) Data

CPL DATA
REPORTED AS OF JUNE 30TH, 2025

Combined Data Reported
2025 Reported Data
Completion Rate: 90%
Graduation Rate: 87%
Placement Rate: 80%

Per Program Reported
2025 Reported Data

Digital Marketing Professional
Completion Rate: 87%
Graduation Rate: 79%
Placement Rate: 82%

Technology Professional 2
Completion Rate: 93%
Graduation Rate: 93%
Placement Rate: 70%

Technology Professional 6
Completion Rate: 78%
Graduation Rate: 78%
Placement Rate: 100%

Business Information Technology Specialist
Completion Rate: 88%
Graduation Rate: 85%
Placement Rate: 71%

Full Stack Developer
Completion Rate: 100%
Graduation Rate: 100%
Placement Rate: 88%

AI Prompt Specialist
Completion Rate: 95%
Graduation Rate: 95%
Placement Rate: 73%

Machine Learning Specialist
Completion Rate: 87%
Graduation Rate: 82%
Placement Rate: 74%

Home Inspection Professional
Completion Rate: (Coming Soon)
Graduation Rate: (Coming Soon)
Placement Rate: (Coming Soon)

Associate Degree of Applied Science in Information Technology
Completion Rate: (Coming Soon)
Graduation Rate: (Coming Soon)
Placement Rate: (Coming Soon)

Associate Degree of Applied Science in Magnetic Resonance Imaging (MRI) Technology
Completion Rate: (Coming Soon)
Graduation Rate: (Coming Soon)
Placement Rate: (Coming Soon)

School Program Accreditation Policy

DSDT was awarded its National Accreditation from the Council on Occupational Education and adheres to the rules, regulations and standards of quality of the Commission.

School Accreditation Procedure

Responsibilities of the following parties:

Main Campus School Director

- Review the Institutional Self Study yearly updating areas in need.
- Oversee the planning of all in-services required by state and accreditation agencies
- Maintain the COE (Council on Occupation Education) accreditation folder with all necessary documents
- Submit all documents for new employees and programs for approval when necessary.
- Submit all documents needed for Reporting information

    - Annual Report data- - December of each year for COE Graduation data- - December of each year for COE
    - Placement data- - December of each year for COE
    - Licensure/certification Rates- - December of each year for COE

Licensure Policy
DSDT is licensed by the LARA and adheres to the rules and regulation of LARA.

School State Approval Procedure
Policy: See above policy
Purpose: To ensure that DSDT remains in the guidelines of the accreditation agency guidelines and state approvals.
Responsibilities of the following parties:
Main Campus School Director

- Oversee the planning of all in-services required by state and accreditation agencies
- Submit all documents for new employees and programs for approvals.
- Submit all documents needed for Reporting information

Graduation data- November of each year for LARA
Auditing data- November of each year for e-Z audit

School Program Accreditation Procedure
Responsibilities of the following parties:

Main Campus *School Director*

- Review the Self Study yearly updating areas in need.
- Oversee the planning of all in-services required by state and accreditation agencies
- Submit all documents for new employees and programs for approvals when necessary.
- Submit all documents needed for Reporting information
    - CPL data- December of each year for COE June of each year for LARA
    - Graduation data- December of each year for COE June of each year for LARA
- Auditing data-
    - December of each year for COE
    - April of each year of DOE
    - June of each year for LARA

Voter Registration Policy
DSDT must make the voter registration forms widely available to its students. It must individually distribute the forms to its degree- or certificate-seeking (Federal Student Aid-eligible) students. The school can mail paper copies, or, alternatively, it may distribute voter registration forms by electronically transmitting to each student a message containing an acceptable voter registration form or an Internet address where that form can be downloaded.

The electronic message must be devoted exclusively to voter registration. In states where this condition applies, schools must request voter registration forms from the state 120 days prior to the state's deadline for registering to vote. This provision applies to general and special elections for federal office and to the elections of governors and other chief executives within a state. If a school does not receive the forms within 60 days prior to the deadline for registering to vote in the state, it is not liable for failing to meet the requirement during that election year.

Voter Registration Procedure
Responsibilities of the following parties:

Admissions Representative
- Ensure that voter registration forms are in all perspective student's enrollment packet

Financial Aid Representative
- Guide new students to the website giving them access to the voting registry link during every orientation
- Have students sign the acknowledgment page

IPEDS Policy
The information on completion, graduation rates and, if applicable, transfer-out rates must be made available by the July 1 immediately following the 12-month period ending August 31 during which the expiration of 150% of normal time took place for the group of students on which DSDT bases its completion and transfer-out rate calculation.

Schools must disseminate the information on completion or graduation and, if applicable, transfer-out rates to enrolled and prospective students upon request, through appropriate publications, mailings, or electronic media (for example, school catalogs or admissions literature). DSDT provides hard copies to other interested parties, upon request.

IPEDS Procedure
Responsibilities of the following parties:

Director of Financial Aid
- Will input the data required into the Database during the reporting periods
    - Data will be gathered through electronic means and physical means by the School Director along with other administrative support
- Will input the data required into the IPEDs reporting system during the reporting periods.
- A binder will be kept in the Director's office with the necessary documents supporting the IPEDS reporting data until such data is available electronically.
- Will ensure the reporting data is uploaded to the DSDT.edu website for review along with the following links.
    - College Navigator
    - Net Price Calculator

Constitution & Citizenship Day Policy
In 2004, Congress passed a provision that every school and college that receives federal funding must teach students about Constitution of the United States each year on September 17, the day this historical document was adopted in 1787. Each year on September 17 (or the 16th or 18th if the 17th falls on a weekend) holds a Constitution Assembly for its students. The students are exposed to elements of the

Constitution through creativity, classroom involvement, and break time activities. Each instructor is required to add an element of instruction that involves the Constitution into their daily lesson plan.

Constitution & Citizenship Day Procedure
Policy: See above policy
Purpose: To provide education of the importance of Constitution Day
Responsibilities of the following parties:
Instructors

- Have each instructor share information from the Constitution books in the classroom ice breaker
- Conduct school wide informational activities to inform students of the Constitution Day. (power point presentation)

Director of Financial Aid

- Order Cake for Refreshments two days prior to event (optional)
- Decorate the schools with Flags the day before the event'
- Place order using requisition for Flags, etc.
- Have instructors present about Constitution Day
- Design a school song play list with American focus songs in DSDT lobby

Gainful Employment Disclosures
The Federal government requires institutions of higher education to disclose to prospective students' certain information about programs that lead to gainful employment, including books, course materials, supplies, and equipment, the amount of time to complete the program, the number of graduates, job placements, and the median loan debt accumulated by students completing the program. This information allows prospective students to compare different educational institutions offering similar programs to determine which best fits their personal and professional goals.

Associate Degree of Applied Science in Magnetic Resonance Imaging (MRI) Technology

Associate Degree of Applied Science in Information Technology

Gainful Employment Procedure
Responsibilities of the following parties:

Main Campus School Director

- Ensure DSDT is complying with the department of education's rules and regulation changes as they are delivered

Director of Financial Aid

- *Report Gainful Employment metrics via NSLDS yearly by July 1*
- *Ensure DSDT is reporting eligible GE programs only*
- *Create a warning to current and prospective students for any year the department notifies the institution that the GE program could become ineligible in the next award year based on D/E rates or EP measures*

FERPA Policy
The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correctly records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

FERPA Procedure
Responsibilities of the following parties:

Admissions Representative
- To ensure that all students understand the FERFP form during the enrollment agreement and have all students completed a FERPA form during the enrollment process.

Main Campus School Director or Designee
- To release the FERPA form to all current students notifying them of their option to change or update their FERPA information. During this time, they are also updated on their FERPA rights.
- Employees are also given an in-service on FERPA, students' rights, confidently and the policy of the FERPA.

Direct Loan Quality Assurance Policy
The Direct Loan Program regulations at 34 CFR 685.300(b) (9) require schools to implement and document a quality assurance process to ensure that they are complying with program requirements and meeting program objectives.

A school should have a quality assurance process in place that documents that the school is:
- Reporting loan records, disbursements, and adjustments to disbursements correctly to the Common Origination and Disbursement (COD) System,
- Disbursing and returning loan funds in accordance with regulatory requirements,
- Disbursing the correct loan amount to the correct student,
- Completing monthly reconciliation and Program Year Closeout.

Direct Loan Quality Assurance Procedure
Responsibilities of the following parties:

Business Office Representative
1. All reports reconciliation reports from Campus Ivy are compared with COD for accuracy.

2. Disbursement reporting will be conducted monthly in COD by the CFO utilizing the procedure document 'Disbursement Reporting'
3. Errors from all reports will be corrected by the financial aid director and resubmitted to our third-party servicer to change in COD.
4. The Director and Loan Officer will verify that the submitted changes processed correctly.
5. All adjustments to a student's COD record as a result of a R2T4 will be calculated, documented and submitted by the CFO utilizing the procedure document 'Withdrawal and R2T4.doc'.
6. Any return of funds to the U.S. Department of Education will be processed via DSDT's Business Office.
7. Business office will update student accounts and ledgers.
8. Monthly SAS statements from Campus Ivy's website will be obtained by the business office for loan reconciliation. These documents will then be signed by the Director of Financial Aid.
9. Year-end closeout will be undertaken by our third-party servicer, Campus Ivy and using applicable reports, DSDT confirm $0 balance in COD.

All procedure documents will be made available to our auditor as part of the annual Financial Statement Audit.

Action Plan
Where processes are found to be deficient, improvements and changes will be documented in the form of an action plan where procedures will be updated, and copies of documents stored electronically.

Clock to Credit Hour Conversion

Clock to Credit Hour Regulations
The federal regulations information regarding reduction of payable financial aid credit hours if you are admitted to one of the following programs of study is listed below. These programs do not lead to an associate degree; therefore, according to federal regulations, institutions must complete a clock to credit hour conversion when awarding federal financial aid (Federal Financial Aid includes Pell Grants, FSEOG, Federal Direct Student Loans, and Federal Work-Study).

The Department of Education has made changes to the Clock to Credit Conversion Requirements. The final regulations effective as of July 1, 2021, continue to require programs that do not lead to an Associate's Degree to use the clock-to-credit hour conversion formula.

The formula will determine if, after the conversion, the program includes the minimum number of credit hours to qualify as an eligible program for Federal Student Aid purposes. The formula also determines the number of Title IV credit hours associated with each class that an institution can use to determine a student's enrollment status during the program.

Previously, the conversion formula for determining the number of credit hours in an educational program required an institution to use a ratio of 30 in-class clock hours to each semester credit hour, except the institution could include out-of-class hours if the in-class hours met a lower ratio – 30 clock hours to one semester hour.
Under the new regulations, there is no longer any consideration of out-of-class hours for purposes of the clock-to-credit conversion. Therefore, the revised formula for determining the number of credit hours in each class of an educational program is a semester hour must include at least 30 in-class hours of instruction. This determination is made by dividing the total number of clock hours in a course by 30. The result is the new total credit hours for the course in which financial aid will be paid. This total will be used when calculating financial aid awards.

Example: If you are enrolled in a 3-credit hour course that has 75 clock hours, we would divide 30 into the 75 clock hours (75/30 = 2.5). You would end up being eligible for only 2.5 financial aid credit hours.

Net Price Calculator Policy

DSDT set up a Net Price Calculator template, so DSDT can use to comply with one of the new requirements that was created in the Higher Education Opportunity Act of 2008. Title IV institutions are required to post a net price calculator on the DSDT.edu website. DSDT now has a Net Price Calculator that uses institutional data to provide estimated net price information to current and prospective students. The estimates that are generated by the calculator do not represent a final determination or award financial assistance or final price by the school. Rather, they are only estimated based on the cost of attendance and financial aid provided to students in any given year.

HEOA states, "The calculator shall be developed in a manner that enables prospective students, families and consumers to determine an estimate of a prospective student's individual net price at a particular institution."

The Calculator template has eight elements for the students to enter:

- Age
- Marital Status
- Family Size
- Number of family members in college
- Parents income for dependents (or household income for independents)
- Living status (on campus, off campus, or with parents)
- Residency Status (in-state or out of state)

The following is the data that the institutions must provide to populate the calculator. DSDT can add data to provide a more accurate estimate of their net price. At a minimum, each institution can add data to provide a more accurate estimate of their net price. A minimum each institution must provide the following data:

- Estimated total price of attendance
- Estimated books, course materials, supplies, and equipment
- Living expenses (Food and housing)
- Estimated other expenses (including personal expenses and)
- Total estimated merit- and need-based grant aid
- Estimated net price (price of attendance minus grant aid)

DSDT uses the department of education calculator. DSDT updates the calculator on an annual basis when new data becomes available. An institution that has any full-time, first-time students, no matter how few, must have a net price calculator.

How It Works –Institutions input the following data:

- Price of attendance
- Median amounts of grant and scholarship aid awarded to, and accepted by, first-time, full-time degree/certificate-seeking students by SAI range –Users are asked nine questions to establish the following:
- Their dependency status
- Their estimated cost of attendance
- Approximated EFC

How It Works –The template uses a look-up table populated with data from the FAFSA applications database to identify a median SAI –Median SAI is matched with the median grant and scholarship aid amount entered by DSDT for the corresponding EFC range to determine the student's estimated amount of total grant aid –Estimated net price is calculated by subtracting estimated total grant aid from the estimated total price of attendance Net Price Calculator Template.

Net Price Calculator Procedures
Responsibilities of the following parties:

Financial Aid Director
- Create Net Price Calculator
- Make sure there is a link to completing the FAFSA Application
- Work with liaison/director to into data
- Counsel incoming students to view the Net Price Calculator
- Update the Net Price Calculator annually

School Director
- Make sure the Net Price Calculator is updated

Safeguarding Consumer Information Policy
For the Full Standards for Safeguarding Customer Information Policy and Procedures, Please refer to DSDT Operational Manuel listed on DSDT's website and in print throughout DSDT in the "Policy and Procedure" Master Handbook.

DSDT establishes and maintains a comprehensive information security program. This policy can be found under This program must include the administrative, technical, or physical safeguards the school uses to access, collect, distribute, process, protect, store, use, transmit, dispose of, or otherwise handle customer information. The safeguards achieve the following objectives:

- Ensures the security and confidentiality of customer information
- Protects against any anticipated threats or hazards to the security or integrity of such information, and
- Protects against unauthorized access to or use of such information that could result in substantial harm or inconvenience to any customer

Safeguarding Consumer Information Procedure
Responsibilities of the following parties:

School Director
- Oversees and manage the employee training and management of information systems of storage and transmittal of confidential information.
- Will change password codes monthly to programs such as Online testing system (if applicable) and share with staff members who need access to the system.

All Staff
- Will ensure that all documents containing student grades, Social Security, or personal information are shredded- (shedder located in the Director of Administration's Office)
- Will ensure that all passwords are secure and will not share their password codes with other members of the team or outside of the team.
- Will remember to log out of all computers and programs that allows access to exams and grades.

Disbursement for books, course materials, supplies, and equipment
Special provisions for books and supplies / Proration Requirements as outlined in the following Guidance: 34 CFR 668.164(c), (c)(5) and (m).

DSDT provides PDF Versions of the books, and books are not necessary to complete the program. However, if a student would like to purchase a physical book, DSDT will follow the following guidelines. Therefore, by the seventh day of a payment period, a school must provide a way for a student who is eligible for FSA (PELL) funds to obtain or purchase the books and supplies required for the payment period if

- ten days before the beginning of the payment period, the school could have disbursed FSA funds to the student; and
- disbursement of those funds would have created an FSA credit balance.

DSDT must consider all the FSA funds a student is eligible to receive at the time it makes the determination, but the school need not consider aid from non-FSA sources.

DSDT includes the costs of books in the tuition charged and provides all the books to the students at the start of his or her classes meets the requirement of these regulations. On the seventh day of a payment period, DSDT will provide a way for a student who is eligible for PELL funds to obtain required supplies.

The amount a school must provide is the lesser of the presumed credit balance or the amount determined by the school that the student needs to obtain the books and supplies. In determining the required amount, a school may use the actual costs of books and supplies or the allowance for those materials used in estimating the student's fasfa for the period.
The student has the right to "opt out" to participate in the process the school provides for the student to obtain or purchase books and supplies.

If a student uses the method provided by the school to obtain or purchase books and supplies, the student is considered to have authorized the use of FSA funds, and the school does not need to obtain a written authorization for this purpose.

Authorization not required if a Pell-eligible student uses the process provided by the school to obtain books or supplies, the student is considered to have authorized the use of the FSA funds, and no written authorization is required.

Effect of Verification to be eligible to receive the disbursement for books and supplies, a student must meet all the student eligibility requirements before the start of the student's payment period.

A student who has not completed the verification process, has an unresolved "C" code on the SAR and ISIR, or has unresolved conflicting information is not covered by the special provisions for books and supplies if those issues have not been resolved at least 10 days before the start of the student's payment period.

30-day Delay Requirement
If the 30-day delayed disbursement provisions for Direct Loans apply to a student, and a Direct Loan is the only Title IV aid the student is receiving, a school does not have to comply with the provisions of 34
Clarification
A school is required to provide, in its financial aid information and its notifications provided to students receiving FSA funds, information on the way the school provides for Federal Pell Grant eligible students to obtain or purchase required books and supplies by the seventh day of a payment period under certain conditions and how the student may opt out. The information must indicate whether the school will enter a charge on the student's account at the school for books and supplies or pay funds to the student directly. Also, during the financial aid counseling process, the school must explain to a student who qualifies for

the funds advanced to purchase books and supplies how the method is handled at the school and how a student may opt out.

Institutional Charges vs. Non-Institutional Charges
The Department's longstanding guidance has been that a charge for books and supplies must be considered an institutional charge if a student does not have a real and reasonable opportunity to purchase the required course materials from any other source but the school. A student has a "real and reasonable" opportunity to obtain required course materials from another source if:

1. The required course materials are available for purchase at a relatively convenient location unaffiliated in any way with the institution; and
2. DSDT does not restrict the availability of financial aid funds, so the student can exercise the option to purchase the required course materials from alternative sources in a timely manner.

If students do not have a real and reasonable opportunity to obtain the required books, supplies, and equipment from another source, DSDT must ensure that it meets the requirements found in 34 CFR 668.164(c)(2) for including those items in books, course materials, supplies, and equipment, e.g., having an arrangement with a book publisher or other entity that enables it to make those books or supplies available to students below competitive market rates.

Prorating Institutional Charges
If an institution routinely debits students' ledger accounts for the charge for books, supplies, and equipment along with books, course materials, supplies, and equipment, it is an institutional charge. We consider all institutional charges to be part of a student's books, course materials, supplies, and equipment for the purposes of implementing the regulations found in 34 CFR 668.164(c)(1)(i) relating to the crediting of a student's account. The regulations provide a specific formula for prorating charges if an institution assesses charges for more than a payment period at a time. For programs with substantially equal payment periods where DSDT charges up-front for the whole program, total institutional charges, including any books, supplies or equipment charges, must be divided by the number of payment periods in the program. For other programs, DSDT must divide the number of credit or clock hours in the payment period by the number of hours in the program and multiply the result by the total institutional charges for the program.

Regardless of whether DSDT charges for other types of books, course materials, supplies, and equipment by the payment period, the cost of books, supplies, and equipment (including kits) must be prorated when determining the amount of Title IV aid to credit for a given payment period if students do not have a real and reasonable opportunity to purchase the books, supplies, and equipment elsewhere and those items are intended for use over a greater timeframe than a payment period. In cases where an institution charges books, course materials, supplies, and equipment by payment period, but is required to prorate the cost of books, supplies, and equipment over more than one payment period, DSDT should add the cost of the books and supplies prorated under the regulatory formula to the books, course materials, supplies, and equipment it charges for the payment period when determining the amount of Title IV aid to credit to the student's account for that payment period and the amount to provide to the student as a credit balance.

Return of Title IV Funds Considerations
Unless an institution receives funds under the reimbursement or heightened cash management monitoring payment methods, a student or parent may provide an optional authorization for DSDT to hold his or her Title IV credit balance refund under 34 CFR 668.165(b)(1)(ii). Under that authorization, DSDT may retain Title IV funds in excess of the prorated amount. If this occurs and the student subsequently withdraws from a non-term program measured in either clock or credit hours, under 34 CFR 668.22(g)(3) DSDT must use as "institutional charges" in Step 5 of the Return of Title IV Funds calculation, the greater of:

1. The prorated amount of the student's institutional charges as determined under **34 CFR 668.164(c)(5); or**
2. The amount of Title IV funds that DSDT retained as of the student's withdrawal date, which may exceed the prorated amount as a result of the student or parent's authorization for DSDT to retain those funds.

Additionally, when a student withdraws, the Department's longstanding guidance limits the amount of the Title IV aid that an institution must return to the Department for aid credited for certain types of unreturnable equipment, even if charges for such equipment would otherwise be considered an institutional charge under 34 CFR 668.164(c)(1)(i). When performing a Return of Title IV Funds calculation, an institution may exclude from institutional charges the total documented cost of unreturnable equipment and the documented cost of returnable equipment if not returned in good condition within 20 days of withdrawal. Note that the amount that may be excluded is the amount that DSDT actually paid for the materials, not necessarily what it charged students to purchase them.

Clery Information Safety and Security Annual Survey Policy
In 1990, Congress enacted the Crime Awareness and Campus Security Act of 1990 (Title II of Public Law 101-542), which amended the Higher Education Act of 1965 (HEA). This act required all postsecondary institutions participating in HEA's Title IV student financial assistance programs to disclose campus crime statistics and security information. The act was amended in 1992, 1998, 2000 and 2008.

Under the Clery Act, the on-campus category includes the following: Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by DSDT in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and Any building or property that is within or reasonably contiguous to the area identified in paragraph (1) of this definition, that is owned by DSDT but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

U.S. Department of Education, Office of Postsecondary Education, The Handbook for Campus Safety and Security Reporting, 2016 Edition, Washington, D.C., 2016.

DSDT strictly maintains and enforces the safety and security of the campus population. DSDT complies with safety and security guidelines as requested and suggested by the Crime Awareness and Security Act of 1990; The U.S Department of Education; State and Local Laws and local law enforcement agencies; and various publications. DSDT strictly forbids the possession of firearms or other weapons on school property or during school related outings. DSDT has zero tolerance policy regarding immortal conduct and enforces campus safety and security regulations pertaining to verbal, sexual, and physical harassment of a fellow student or staff member as well as threat of physical violence against a fellow student or staff member.

Clery Information Safety and Security Annual Procedure
Responsibilities of the following parties:

Main Campus School Director
- Appoint a Campus Security Awareness (CSA) Coordinator
- Oversee the CSA Coordinator
- All incidents are evaluated by School Director and/ or CSA Coordinator
- Criminal incidents may be turned over to local authorities for further investigations.
- Due to the nature of the incident other sanctions may be implemented on the accused or the accuser.

- School must distribute by October 1 each year, a security report.
- The security report will be posted on the class bulletin.
- Yearly a one (1) hour presentation will be held in the spring to address dating violence, domestic violence, sexual assault, and stalking.

Campus Security Awareness Coordinator

- Perform yearly trainings for the CSA team's members on Crime Logs and Emergency Reporting (ER) procedures
- Submit the Crime Logs to School Director and alert Director of all criminal activities.

Updating Clery Policy

The campus crime statistics is updated yearly and is made available to all perspective students, current employees, and current students. Copies of this information are duplicated and may be found available at any time. They are located:

- www.dsdt.edu
- Media resources room
- In Financial Aid Department Office

Updating Clery Procedure

Responsibilities of the following parties:

Admissions Representative

- Alert the perspective student of the report during the enrollment process through the enrollment packet.

Financial Aid Director

- Alert current students of the report and it's components and location on the campus and the website.
- Send out alert monthly to employees, current students and prospective students.
- Release the report by Oct. 1 of each year.
- Contact local police department with a formal request via email or postal mail service requesting a crime report for the geographical location of DSDT for previous year. (Example: if we are in a current year, we should request information for the previous completed calendar year)
- Obtain the Crime Logs from the Crime Security Awareness Coordinator no later than July 1 of each year
- Contact local police department with a formal request via email or postal mail service requesting a crime report for the geographical location of DSDT for previous year. (Example: if we are in a current year, we should request information for the previous completed calendar year).
- Based on the information retrieved, compile a report with the most 3 completed years updated.
- Send out notifications to all employees and students of the newly reported report via email and text messaging.

Violence Against Women Act Policy

On March 7, 2013, President Obama signed the Violence Against Women Reauthorization Act of 2013 (VAWA) (Pub. Law 113-4). The HEA defines the new crime categories of domestic violence, dating violence, and stalking in accordance with section 40002(a) of the Violence Against Women Act of 1994 as follows:

"Domestic violence" means a "felony or misdemeanor crime of violence committed by—

- A current or former spouse or intimate partner of the victim,
- A person with whom the victim shares a child in common,

- A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner,
- A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies [under the VAWA],
- Any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction"

In the event of a crime act of this nature, all information will be held in the strict confidence. Only information pertain to the incident will be disclosed to the personnel or law enforcement on an as needed basis. The victim must sign a FERPA to release information to other parties (family members etc.).

DSDT is committed to providing options, support and assistance to victims/ survivors of sexual assault, domestic violence, dating violence, and stalking.

Violence Against Women Act Procedure
Responsibilities of the following parties:

School Director, In the absence of the School Director, individuals should seek out any DSDT staff member.

- DSDT encourages all students and employees to be responsible for their own security and the security of others. Please report any known criminal offenses occurring on campus to the school administration. In the event a sex offense should occur on campus; the victim should take the following steps:
    - Report the offense to the school administration.
    - Preserve any evidence as may be necessary to the proof of the criminal offense.
    - Request assistance, if desired, from school administration in reporting the crime to local law enforcement agencies.
    - Request a change in the academic situation if necessary.

VAWA Disciplinary Hearings Policy
Campus disciplinary action in cases of alleged sexual assault will be based on the findings of the law enforcement agency investigating the facts pertaining to the crime and other mitigating circumstances.

These records are available upon request through the administrative offices.

Information for crime victims about disciplinary proceedings. DSDT will, upon written request, disclose to the alleged victim and the accuser of any crime of violence, or a non-forcible sex offense, (alleged dating violence, domestic violence, sexual assault, or stalking as defined in 34 CFR 668.46(a) the results of any disciplinary proceedings conducted by DSDT against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased because of the crime or offense, the information shall be provided, upon request to the next of kin of the alleged victim. This provision applies to any disciplinary proceeding conducted by DSDT on or after August 14, 2009.

The institutions will provide a prompt, fair, and impartial disciplinary proceeding in which

1. officials are appropriately trained conflict of interest or bias for or against the accuser or the accused;
2. the accuser and the accused have equal opportunities to have others present, including an advisor of their choice;
3. the accuser and the accused receive simultaneous notification, in writing, of the result of the proceeding and any available appeal procedures;

4. the proceeding is completed in a reasonably prompt timeframe;
5. the accuser and accused are given timely notice of meetings at which one or the other or both may be present; and
6. the accuser, the accused, and appropriate officials are given timely access to information that will be used after the fact-finding investigation but during informal and formal disciplinary meetings and hearings.

Note: An institution must provide simultaneous notification, in writing, to both the accuser and the accused, of:

- The result of any institutional disciplinary proceeding that arises from an allegation of dating violence, domestic violence, sexual assault, or stalking
- The school's procedures for the accused and the victim to appeal the result of the institutional disciplinary proceeding, if such procedures are available
- Any change to the result
- When such results become final

VAWA Disciplinary Hearings Procedure
Responsibilities of the following parties:

Student

- Formal complaint via writing, video, or verbally
- Accuser will be notified in writing or verbally of alleged crime

School Director

- Report allegation to official authorities DSDT and/ or law enforcement (may be optional)
- DSDT and/or Law enforcement conducts a full investigation of allegations along with collection of evidence
- Possible sanctions during investigation may include suspensions, Leave of Absence, or change in program section until investigation is complete.
- Victim may have the option of utilizing Victim Rights (see rights on Financial Aid website)
- Based on the findings made by law enforcement DSDT, a written notice will be issued to the accuser and the victim of the outcome.

VAWA Collecting Data Policy
Campus Security Awareness Team members are defined as an individual or individuals who have responsibility for campus security but who do not constitute a campus police department or campus security department. The DSDT Team members are responsible for documenting all crimes on official log and reporting them to the CSA Coordinator. These individuals collect data throughout the year on activities that fall under the VAWA and Campus Crime Reports. They are assigned by the School Director.

VAWA Collecting Data Procedure
Purpose: To gather data and documentation of crimes.
Responsibilities of the following parties:
CSA Coordinator

- Collect data yearly via Crime logs
- Submit logs to School Director monthly

School Director

- Reviews the logs
- Ensures that all incidents have been reported to local officials

- Contacts the local law enforcement by July each year via email for the information for the annual report
- Compile the information for the annual report
- Updates the information
- Submits by October 1 to Clery department, current students, and employees.

VAWA Prevention & Awareness Policy
DSDT will conduct yearly school wide event each Spring that incorporates information on the Sexual Violence and Violence Against Women. It offers resources and information on how to protect and protect others who may be a victim of criminal activity.

VAWA Prevention & Awareness Procedure
Responsibilities of the following parties:
Financial Aid Representative
- Contacts the local battered women's shelter or qualified counselor to schedule a presentation to address the students during an assembly.
- Place order to any promotional items at least a month in advance, if desired
- Ensure that each student and employee signs the sign in sheet.

Instructors
- Prepare lesson plans to incorporate 1 hour for a presentation on Sexual Violence and Violence Against Women

Campus Director
- Keeps copies of sign in sheets and documents of presentation in Director's office.

Emergency Response & Evacuation Procedures FSA Assessments Policy
For the Full EREP Plan, Please refer to DSDT Operational Manuel listed on DSDT's website and in print throughout DSDT in the "Policy and Procedure" Master Handbook.

Emergency Response & Evacuation Procedures FSA Assessments Procedure
Responsibilities of the following parties: This policy is the primary duty of all employees on staff.

Fire
- All parties are notified of a Fire Emergency by the building fire alarm/ and or verbal drill
- All Instructors are to immediately obtain Walkie Talkies/ and/ or announce verbally and begin vacating from the building
- All instructors and students are to immediately exit to the nearest and safest exit door.
- Once all persons are exited, everyone should move to the parking lot away from the building.
- Instructors should immediately take role to ensure all students are accounted for using DSDT attendance books/ roster print-outs.
- Once emergency staff gives clearance, all parties will be allowed to exit or enter the building.

Weather
- All instructors and staff members should move to the middle of building away from all windows. This procedure should be done until all is clear it is safe to either exit the building or return to designated classroom.

Timely Warning & ER Notifications Policy
Timely warnings are issued at the discretion of DSDT and the nature of the incident. Notification of these warning may be communicated via email, institutional texting system, letter, or phone.

A school must, in a manner that is timely and will aid in the prevention of similar crimes, report to the campus community on crimes that are included in campus crime statistics, such as arson, robbery, burglary, motor vehicle theft, aggravated assault, criminal homicides, and sex offenses if it represents a treat to students and employees.

If there is an immediate threat to the health or safety of students or employees occurring on campus, DSDT must follow its emergency notification procedures. If DSDT follows its emergency notification procedures, DSDT not required to issue a timely warning based on the same circumstances; however, the school must provide adequate follow-up information to the community as needed.

Timely Warning & ER Notifications Procedure
Responsibilities of the following parties:
School Director

- Will issue a timely warning in the event of emergency situations via text and voice messages through DSDT email and/or phone.
- Will issue test text and voice notifications via twice a year. This will be conducted once in the Spring and once in the Summer.
    - Student will be notified of the test 1 week prior to the test.
    - If the test is unsuccessful,

Students

- If the test is unsuccessful, the students will notify the Director to update or trouble shoot reason for failed test.

Financial Aid Director

- Will update the student's record
- Notify the School Director of the update via private message.

School Director

- Submit an additional timely notification test to students who updated their information**.**

Drug & Alcohol Abuse Prevention Program Procedure
DSDT's full Drug & Alcohol policy can be found in the updated Consumer Info at a Glance guide, listed on DSDT's website and in print throughout the institution in the "Policy and Procedure" Master Handbook.

Drug & Alcohol Abuse Prevention Program Procedure

Responsibilities of the following parties:
Representative

- Place order to any promotional items at least a month in advance.
- Place order or obtain literature to validate information in the PowerPoint.
- Make available to students, the DSDT Drug and Alcohol policy in the policy and procedures handbook located in the Student Resource Center.
- Ensure that each students and employee signs the sign in sheet.

Instructor

- Present the PowerPoint during a school wide event and or provide a guest speaker to present to the students.
- Ensure that lesson plans include 1 hour of presentation time for the school wide presentation.

Main Campus School Director

- Ensure that event take places every year before July 1
- Ensure that above documents are issued to all students and employees
- Ensure that DSDT Presentation survey is issued to all students and employees
- Evaluate the survey results
- Obtain the sign in sheet and components of the survey and presentation for documentation purposes.

Biennial Review Policy

DSDT makes available upon request to the Department of Education and to the public, the information distributed to students and employees and the results of the biennial review of DSDT's Drug and Alcohol Program that:

- Determines the effectiveness of the program and implements needed changes.
- Determines the number of drug and alcohol related violations and facilities that occur on the school's campus or as part of the school's activities and are presented to DSDT's administrative staff.
- Determines the number of and type of sanctions that are imposed.
- Ensures that sanctions are consistently enforced.

Biennial Review Procedure

Responsibilities of the following parties:

Main Campus School Director and Financial Aid Director:

- On the odd years, during the 2nd Quarter by July 1st a review of the Drug and Alcohol handbook will take place updating all needed changes; the first review is schedule in 2019 and then every 2 years thereafter.
- The updated review will be posted on school's website, school student break area, and at the financial aid office
- Each school must make available, upon request, to the U.S. Department of Education and to the public, the information distributed to students and employees and the results of a biennial review of the school's program that:
    1. Determines the effectiveness of the program and implements needed changes
    2. Determines the number of drug and alcohol-related violations and fatalities that occur on the school's campus or as part of the school's activities, and are presorted to campus officials
    3. Determines the number and type of sanctions that are imposed
    4. Ensures that sanctions are consistently enforced
- DSDT will also provide a copy of the report to anyone form the public a copy upon request.
- An updated copy will be made available upon a request to the Main Campus School Director or Financial Aid Director.

Calculating Pell Grant and other FSA

FAFSA simplification and the 2024-25 FAFSA ushered in a new way to determine Pell eligibility. Now families can predict some eligibility prior to completing the FAFSA and full eligibility through FAFSA completion.
Pell eligibility through summer 2024 was based on EFC and a chart issued by the Department of Education.
Beginning with fall 2024, students are evaluated in 3 ways and receive the greatest of these Pell awards:

1. Determine eligibility for maximum Pell.
2. Calculate Pell as the difference between a maximum Pell award and the Student Aid Index (SAI).
3. Determine eligibility for minimum Pell.

At the same time, the Pell Grant is designated for high-need students, and some students will not be eligible for Pell after completing each of these evaluations.
For maximum and minimum Pell Grant evaluation, use the family AGI from the taxes and family size relative to national poverty determinations for the same year as the taxes reported on that aid year's FAFSA.

Maximum and minimum Federal Pell Grant determination

Student Type	**Max Pell Limit**	Min **Pell Limit**
Dependent student with single parent	225% of poverty guideline	325% of poverty guideline
Dependent student with non-single parent	175% of poverty guideline	275% of poverty guideline
Independent student who is not a parent	175% of poverty guideline	275% of poverty guideline
Independent student who is a single parent	225% of poverty guideline	400% of poverty guideline
Independent student who is a non-single parent	175% of poverty guideline	350% of poverty guideline

2022 poverty guideline is used for 2024-25 FAFSA aid year. 2023 poverty guideline will be used for 2025-26 FAFSA aid year.

Family Size	**2022 Poverty Guideline**	**2023 Poverty Guideline**
1	$13,590	$14,580
Each additional person	$4,750	$5,140

Health and Human Services poverty guidelines for the 48 contiguous states and DC*

* Poverty guidelines are slightly higher for residents of Alaska and Hawaii.

Eligibility for Pell Grants outside of maximum and minimum thresholds is determined by subtracting your SAI from the maximum Pell Grant award for the year and rounding to the nearest $5. In cases of a negative SAI, use -0- in this calculation.

Students can more easily anticipate if they are eligible for a Pell Grant as they must fall within the limits for maximum and minimum considerations noted above or their SAI has to be lower than the Pell Grant maximum award amount.

Maximum Pell Grant award for 2023-24 was $7,395. Maximum Pell Grant award for 2024-25 was set to be the same with the final bill to fund the government signed on 3/22/24. Minimum Pell Grant is 10% of maximum Pell.

Part-time Enrollment
Students attending part-time for any term will have their Pell adjusted to reflect their enrollment intensity. Pell Grants will adjust with each adding and dropping of courses when as student is less than full-time (12 hours) through the 15th day of the term for fall and spring or at any point during summer.

- Through summer 2024: Students attending less than 12 hours are categorized as part-time, half-time, and less-than-half-time and have Pell adjusted to 75%, 50%, or 25%, ly, for the term.
- Beginning fall 2024: Enrollment intensity is measured in credit hours as a percentage of 12 hours for full-time: 100% at 12+ hours, 92% at 11, 83% at 10, 75% at 9; 67% at 8, 58% at 7, 50% at 6, 42% at 5, 33% at 4, 25% at 3, 17% at 2, and 8% at 1. This percentage is then calculated against the Pell term amount.

Your Pell award will lock in on the 15th day of the term in fall and spring and will not increase or decrease after that date with late adding or dropping courses. Be sure to register for or drop any coursework in the first 2 weeks of those terms (even if some courses may start later) to ensure correct Pell use. Summer, because it does not have a Pell lock date given so many sub-sessions, will have your Pell Grant adjust up and down with each add or drop of courses under full-time.
Additionally, students who are reported as not having attended a course with an X or WX grade are subject to Pell-recalculation once grades for the term have been posted. And any student who withdraws from all courses can have aid returned depending on when the final course drop for the term occurred.

Lifetime Limit
Student eligible for a Federal Pell Grant can only receive it for the equivalency of 6 full-time years.
At DSDT, we use semesters for our credit hour program, so each full-time term uses half (0.5) of a full-time year Pell. Students who attend fall and spring full-time then have used 1.0 full-time year in Pell. Student who attend full-time for summer as well can use up 1.5 full-time equivalent years in Pell over the 3 terms of fall-spring-summer. Any term where you only use a part-time Pell, your Pell usage will reflect that reduced amount.
Pell usage calculations are based on the Pell applied to each term. You want to use the amount awarded and disbursed as you are eligible.
Once you have reached 6.0 years in Pell usage, you can no longer receive Pell, even if you have not graduated with your bachelor's degree.

Adds or drops a crossover class Policy:
Students who fall within the crossover period must complete the new award year FASFA for the new award year. DSDT measures progress in Clock Hours and uses the Payment Period for the period of calculation for clock hour programs and semester based for credit hour programs.

Calculation Formula for clock hour programs:
The formula determines the amount of Title IV Aid that was disbursed plus Title IV that could have been disbursed.

Calculate the percentage of Title IV Aid earned:

A. Divide the number of clock hours scheduled to be completed in the payment period as of the last date of attendance in the payment period by the total clock hours in the payment period.

HOURS SCHEDULED TO COMPLETE
TOTAL HOURS IN PERIOD = % EARNED

B. If this percentage is greater than 60 %, the student earns 100%.
C. If this percent is less than or equal to 60%, proceed with calculation.
   -Percentage earned from (times) total aid disbursed or could have been disbursed = **Amount Student Earned.**
   -Subtract the Title IV aid earned from the total disbursed = Amount to be Returned.
   -100% minus percent earned **= Unearned Percent**
   -Unearned percent (multiplied by) total institutional charges from the period = **Amount** Due from the School.

If the percent of Title IV Aid disbursed is greater than the percent unearned (times) institutional charges for the period, the amount disbursed be used in place of the percent unearned.

If the percent unearned (times) institutional charges for the period are less than the amount due from the school, the students must return or repay one-half of the remainder unearned Federal Pell Grant.

Student is not required to return the overpayment if this amount is equal to or less than 50% of the total grant assistance that was disbursed and/or could have been disbursed. The student is also not required to return an overpayment if the amount is $50 or less.

Calculating Pell Grant and other FSA for adds or drops a crossover class Procedure

Responsibilities of the following parties:

Financial Aid Representative

- Completed the new award year FASFA
- Bring in updated supporting documentation
- If required complete verification forms
- Meet with students about new award year information

Entrance Counseling Policy

Entrance Counseling is required before you can receive your first Direct Subsidized Loan, or Direct Unsubsidized Loan as an undergraduate, or your first Direct PLUS Loan as a graduate/professional student.

If you're a student and have not previously received a subsidized/unsubsidized loan or PLUS loan (graduate/professional students only) under the Direct Loan Program, you must complete entrance counseling for that loan type before receiving a loan to ensure that you understand your responsibilities and the obligations you're assuming.

Documentation of approval and any prior approvals of Title IV, HEA funds will be available for review from the National Student Loan Data System (NSLDS). This includes previously received Title IV or a transcript, or other documentation from a previous institution that demonstrates Title IV enrollment.

A counseling session will take 20-30 minutes to complete. You must complete the counseling in a single session. You cannot save a partially completed counseling session.

Entrance Counseling Procedure
Responsibilities of the following parties:

Financial Aid Representative

- Contact student via mail or phone to complete Entrance Counseling
- A counseling session will take 20-30 minutes to complete. You must complete the counseling in a single session.
- Inform Student Entrance Counseling is required before you can receive your first Direct Subsidized Loan, or Direct Unsubsidized Loan as an undergraduate, or your first Direct PLUS Loan as a graduate/professional student.
- Print a copy of the Entrance Exam for the FA file.

Exit Counseling Policy
Regulations mandate that all students who have received Direct Loans or Direct PLUS Loans must complete exit counseling. DSDT requires students to fulfill this requirement within 30 days of their graduation. Exit counseling options include in-person workshops, guided meetings, and online sessions on studentaid.gov. Students are notified of their obligation to complete exit counseling via email sent to both their school and personal email addresses.

Exit Counseling for Students who Withdrawal (unofficially or officially) Policy
Regulations require that schools provide exit counseling. DSDT requires all students who have received a student loan to complete the in-person exit counseling workshops or online exit counseling at studentloans.gov.

Exit Counseling for Students Procedure
Responsibilities of the following parties:
Financial Aid Representative

- Contact student via mail or phone to complete Exit Counseling and send them a copy of DSDT's PowerPoint.
- A counseling session will take 20-30 minutes to complete. You must complete the counseling in a single session.
- Inform Student Exit Counseling is required.
- Print a copy of the Exit Exam for the FA file.

Loan Deferments Policy
Under certain circumstances, you can receive a *deferment* or *forbearance* that allows you to temporarily postpone or reduce your *federal student loan* payments. Postponing or reducing your payments may help you avoid *default*.

You'll need to work with your *loan servicer* to apply for deferment or forbearance; and be sure to keep making payments on your loan until the deferment or forbearance is in place.

A deferment is a period during which repayment of the *principal* and interest of your loan is temporarily delayed.

During a deferment, you do not need to make payments. What's more, depending on the type of loan you have, the federal government may pay the interest on your loan during a period of deferment.

The government may pay the interest on your

- Federal Perkins Loan,
- Direct *Subsidized Loan*, and/or
- Subsidized Federal Stafford Loan.

The government does not pay the interest on your unsubsidized loans (or on any PLUS loans). You are responsible for paying the interest that accrues (accumulates) during the deferment period, but your payment is not due during the deferment period. If you don't pay the interest on your loan during deferment, it may be capitalized (added to your principal balance), and the amount you pay in the future will be higher.

Loan Deferments Procedure
Responsibilities of the following parties:
Financial Aid Representative

- In School Deferment Request
  - If the student had a Direct Loan at a previous school they attended, they can request a deferment while attending your school. If the student had a loan from a bank or other lender the student must get the deferment form from their lender. The student fills out their part and DSDT will complete its part and send it in.
- Out of school Deferment Request
  - Most deferments are not automatic, and you will likely need to submit a request to your loan servicer, the organization that handles your loan account. If you are enrolled in school at least half-time and you would like to request an in-school deferment, you'll need to contact the DSDT Financial Aid Department as well as your loan servicer.
  - Your deferment request should be submitted to the organization to which you make your loan payments.
    - Direct Loans Program loans: contact your loan servicer

Organizational Structure- Business Office & Financial Aid Office Policy
DSDT has 2 main departments, Business, Admission/Financial Aid.

- The Business department includes Institutional Eligibility. It maintains recertification, and all administration capabilities. It manages and consumer information, Fiscal Management, and reporting and reconciling monthly financial reports, return to FSA funds.
- The Admission/Financial Aid department handles enrollment and student eligibility.
- The Director of Student Services provides educational tools and resources to students for completion of program, success and transition.
- Director of Financial Aid makes sure the financial Aid program follows regulations, determines Title IV student eligibility and handles the Default Management Prevention.

Organizational Structure- Business Office and Financial Aid Office Procedure
Responsibilities of the following parties:

Financial Aid Representative

- Work with the Business Representative and Campus Ivy to process the Federal Financial Aid PELL grants and loans.

Business Office Representative

- Work with Financial Aid Representative, Campus Ivy, and School Director with the disbursement of Financial Aid funds.
- Fiscal Management, Reporting and reconciling monthly financial reports and returns of FSA funds.

Director of Financial Aid

- Makes sure the Financial Aid Programs are following the federal regulations set forth by the State Department of Education
- Update Gainful Employment Disclosures if any changes occur
- Update Handbooks/ website if any changes occur

Cost of Attendance Budget for all Programs Policy

2025-2026 Cost of Attendance

Clock Hour Programs	Digital Marketing- Detroit, Michigan		Machine Learning Specialist- Detroit, Michigan		Business Information Technology Specialist- Detroit, Michigan	
	w/parent	not w/parent	w/parent	not w/parent	w/parent	not w/parent
tuition and fees	17995	17995	17995	17995	17995	17995
books, course materials, supplies, and equipment	0	0	0	0	266.59	266.59
food and housing	9000	12810	9000	12810	9000	12810
Transportation	6832.5	8955	6832.5	8955	6832.5	8955
Personal/ Misc	3030	10267	3030	10267	3030	10267
Total Cost of Attendance	**36857.5**	**50027**	**36857.5**	**50027**	**37124.09**	**50293.59**

2025-2026 Cost of Attendance

Credit Hour Program	Associate of Applied Science in Information Technology (1)	
	w/parent	not w/parent
tuition	10320	10320
and fees- books, course materials, supplies, and equipment (2) Lab Fees	1016.59	1016.59
food and housing (3)	14100	18588.5
Transportation (5)	11868	14299.75
Personal/ Misc (4)	4747	13219
Registration Fee	825	825
Application Fee	25	25
Technology Fees	1179	1179
Student Services Fees	438	438
Matriculation Fee	125	125
Total Fall/ Winter/Summer (1 year) Cost of Attendance (5)	**44643.59**	**60035.84**

1 Associate of Applied Science in Information Technology is 100% online
2 Tuition estimate is for full time enrollment. Tuition is charged per credit hour at 322.50/ credit hour
3 Living expenses includes both an amount for housing and food, calculated at three meals per day.
4 Personal Miscellaneous Expenses includes amounts for clothing, personal hygiene, healthcare, and personal communications.
5 Transportation reflects travel to and from school, home and/or work.
6 47 weeks per acedemic year (3 semesters) 94 weeks in total (6 total semesters)
7 Adjusted based on SSA published 2026 COLA of 2.8% https://www.ssa.gov/cola/

2025-2026 Cost of Attendance Credit Hour Program	Associate of Applied Science in Magnetic Resonance Imaging (MRI)	
	w/parent	not w/parent
tuition	8385	8385
and fees- books, course materials, supplies, and equipment		
(2)Lab Fees	1585	1585
food and housing (3)	1171.00	1545.04
Transportation (5)	985.00	1187.65
Personal/ Misc (4)	391.58	13219.00
Registration Fee	550	550
Application Fee	25	25
Technology Fees	786	786
Student Services Fees	292	292
Total Fall/ Winter/Summer (year 1) Cost of Attendance (5)	**14170.583**	**27574.6875**

1 Tuition estimate is for full time enrollment. Tuition is charged per credit hour at 322.50/ credit hour
2 Living expenses includes both an amount for housing and food, calculated at three meals per day.
3 Personal Miscellaneous Expenses includes amounts for clothing, personal hygiene, healthcare, and personal communications.
4 Transportation reflects travel to and from school, home and/or work.
5 47 weeks per acedemic year (2 semesters) 90 weeks in total (5 total semesters)

2025-2026 Cost of Attendance Credit Hour Program	Associate of Applied Science in Magnetic Resonance Imaging (MRI)	
	w/parent	not w/parent
Tuition	16125	16125
and fees- books, course materials, supplies, and equipment		
(2)Lab Fees	0	0
Food and housing (3)	14100	18588.5
Transportation (5)	11868	14299.75
Personal/ Misc (4)	4747	13219
Registration Fee	825	825
Application Fee	0	0
Technology Fees	1179	1179
Student Services Fees	438	438
Matriculation Fee	125	125
Total Fall/ Winter/Summer (year 2) Cost of Attendance (5)	**49407**	**64799.25**

1 Tuition estimate is for full time enrollment. Tuition is charged per credit hour at 322.50/ credit hour
2 Living expenses includes both an amount for housing and food, calculated at three meals per day.
3 Personal Miscellaneous Expenses includes amounts for clothing, personal hygiene, healthcare, and personal communications.
4 Transportation reflects travel to and from school, home and/or work.
5 47 weeks per acedemic year (3 semesters) 90 weeks in total (5 total semesters)

The COA for a student is an estimate of that student's educational expenses for the period of enrollment. DSDT establishes student COA using average expenses (for students with the same enrollment status) rather than actual expenses. Students must be awarded on the basis of a COA comprised of allowable costs assessed all students carrying the same academic workload.

The types of costs that may be included are the same for all FSA programs. For Direct Loan programs, the COA is based on the student's enrollment status, is a student's cost for the period for which the aid is intended. For Pell Grants and Iraq & Afghanistan Service Grants, the COA is always the full-year costs for a full-time student, so DSDT may have to prorate actual or average costs for students who are attending less than an academic year (or who are part-time in a term program) or prorate down for students who are attending for periods longer than an academic year. As explained above, the types of costs included in the COA are determined by law in accordance with section 472 of the HEA. These costs, as described below, are the only costs that may be included in a student's COA. If a cost is not listed below, it may not be included as part of the COA.

Allowable Costs
A student's COA is the sum of the following:

1) **The tuition and fees normally assessed for a student carrying the same academic workload.** This includes graduation fees, if incurred while the student is still enrolled and when required by the program and paid by all students, and costs of rental or purchase of equipment (including equipment for instruction by telecommunications), materials, or supplies required of all students in the same course of study.
2) An allowance for books, supplies, transportation, and miscellaneous personal expenses. This allowance can include
    a) A reasonable amount, as determined by your school, for the documented rental or purchase of a personal computer that the student will use for study for the enrollment period. For example, a computer purchased in the summer for use in the fall term may be included.
    b) Costs for operating and maintaining a vehicle that is used to transport the student to and from school, but not for the purchase of a vehicle.
    c) Costs incurred by a student for a prior learning assessment (e.g., an exam or a portfolio evaluation).
3) **An allowance for room and board.** For all students, schools must include in their COA an allowance for room and board. For students residing in institutionally owned or operated housing, the allowance should be based on the amount normally assessed most of the school's institutionally-housed residents for room and board. For all other students, the allowance should be based on the expenses reasonably incurred by each type of student for room and board.
4) **For a student with dependents, an allowance for costs expected to be incurred for dependent care.** This covers care during periods that include but are not limited to class time, study time, field work, internships, and commuting time for the student. The amount of the allowance should be based on the number and age of such dependents and should not exceed reasonable cost in the community for the type of care provided. Note that because students are often unaware of this allowance, schools should make clear when counseling students, about the availability of the dependent care allowance and how to request that an allowance for dependent care be included in their cost of attendance.
5) **An allowance for the direct costs of obtaining a first professional license or certificate for students who are enrolled in a program that requires such professional licensure or certification.** This allowance may be provided per student per eligible academic program. Examples of allowable costs include fees charged to take a licensing exam, costs of applying for and obtaining the license or certification, and, at the discretion of the school, costs incurred in traveling to a residency interview for a medical student. Under this provision, the costs must be incurred during (not after) a period of enrollment, even if the exam is after the end of the period.

6) For study-abroad programs approved for credit by the student's home institution, reasonable costs associated with such study. This is not applicable for study at DSDT.
7) **For a student with a disability, an allowance for expenses related to the student's disability.** These expenses include special services, personal assistance, transportation, equipment, and supplies that are reasonably incurred and not provided by other agencies. A student is considered to have a disability if he or she has a physical or mental impairment that substantially limits a major life activity, such as if the student is deaf, has a mental disability, is hard of hearing, has a speech or language impairment, is visually disabled, is seriously emotionally disturbed, orthopedically impaired, autistic, has a traumatic brain injury, is otherwise health impaired, or has specific learning disabilities that require special education and related services.
8) **For students engaged in a work experience through a cooperative education program, an allowance for reasonable costs associated with such employment.**
9) **For students receiving loans, the fees required to receive them (for example, the loan fee for a Direct Loan).** You may also include the fees required for nonfederal student loans that must be considered estimated financial assistance (EFA) for the student when packaging aid. In all cases, you can either use the exact loan fees charged to the student, or an average of fees charged to borrowers of the same type of loan at your school. To be included in the COA, any loan fees for private loans must be charged to the borrower during the period of enrollment for which the loan is intended.

For Less-than-half-time Students
For students enrolled less-than-half-time, COA can include only:

- Must include any components (tuition and fees; books, course materials, supplies, and equipment; and transportation) normally applied to students who are enrolled less than half-time, along with any other components (disability expenses, etc.) that are not expressly prohibited for less than half-time students (e.g., miscellaneous personal expenses).
- May also include an allowance for living expenses, including food and housing costs, for up to three semesters, or the equivalent, with no more than two semesters being consecutive.

The types of expenses that an institution may include in the COA for a student who is enrolled less than half time has been broadened to include components not otherwise prohibited by the law. For example, an allowance for students in work related to a cooperative education program is permissible because that COA element [HEA Sec. 472(a)(12)] does not exclude less-than-half-time students, while miscellaneous personal expenses [HEA Sec. 472(a)(4)] are not includable.

Confined or incarcerated individual's COA
- Tuition and fees
- Books, course materials, supplies, and equipment
- The cost of obtaining a license, certification or a first professional credential

Distance Education Students
For students receiving all or part of their instruction by means of **distance education**, no distinction may be made with respect to the mode of instruction in determining costs. For example, an institution may not eliminate the transportation cost component for a distance education student.

Adjustments for Special Circumstances
The Director of Financial Aid has the authority to use **professional judgment** to adjust the COA on a case-by-case basis to allow for special circumstances. Such adjustments must be documented in the student's file.

Limitations to Tuition and Fees Component

Overtime charges. A school may not use Title IV funds to pay overtime charges for a student who fails to complete his or her academic program within the normal time frame. Section 472 of the HEA defines COA as the tuition and fees normally assessed a student carrying the same academic workload required of all students in the same course of study. Overtime charges are in addition to normal tuition and fees, and since they are not charges normally assessed, they may not be included in a student's COA for Title IV purposes, and therefore Title IV funds may not be used to pay charges, even if a school obtains a student's (or parent's) authorization to do so.

This restriction applies to both clock-hour and credit-hour programs. For example, some clock-hour programs assess "overtime charges" for students who don't complete the program within an established timeframe. Some credit-hour programs also charge additional tuition or fees for each course a student takes if the student fails to complete his/her program(s) within an established time-frame. In both cases, such charges may not be counted in the Title IV COA, and Title IV funds may not be used to pay for the additional charges

Finance Charges. You may not use Title IV funds to pay finance charges or fees that are incurred because a student utilizes a financing method provided by the school to pay for educational expenses over time. Because students or families choose to incur these additional expenses rather than paying the balance due at registration, the additional charges are not considered educational expenses and may not be included in a student's cost of attendance.

Costs for Periods Other Than Nine Months
The COA used to package Campus-Based aid and Direct Loans covers the student's actual period of enrollment. Therefore, if the student will be attending for more than nine months, you must use a higher COA that includes living expenses, such as room and board, for the longer period of time. If the student will be attending for less than nine months, you must use a lower COA. You can choose to prorate the allowances you use for nine months, or you can calculate the cost in any other reasonable way. When calculating for periods other than nine months, be sure to use the rules for the corresponding EFC type. There are three types of EFC for periods other than nine months, each with their own treatment: EFC for dependent students; EFC for independent students without dependents other than a spouse; and EFC for independent students with dependents other than a spouse.

Adjusting Costs for Pell Grants
The types of costs included in the Pell Grant budget are the same as those for the other FSA programs; however, Pell Grant costs are always based on the costs for a full-time student for a full academic year. For Pell, costs for programs or enrollment periods longer or shorter than an academic year must be prorated so that they are the costs for one full academic year. This is true for both parts of the academic year definition: if either the number of weeks or the number of clock/credit-hours differs from the academic year standard, the costs must be prorated to determine the full-time, full-year Pell budget.

General Eligibility Criteria for FSA Program Funds Policy
It is the policy of DSDT to ensure that each student is eligible to receive Federal Student Aid (FSA) programs. The Financial Aid department is provided to help student determine their eligibility for FSA.

General Eligibility Criteria for FSA Program Funds Procedure
Responsibilities of the following parties:

Admissions Representative
- Verify High School Diploma
- Sign all enrollment forms

Financial Aid Representative

- Interviews the student and assist if needed on the application process for Financial Student Aid
- Check to ensure that student is not in Default
- Have a valid ISIR
- If selected for Verification, submit all documents to clear the verification request
- Complete the entrance counseling
- Check the NSLDS web site for borrowing limits and other documents needed form previous schools (transcripts)

Eligibility Criteria for State Aid Assistance Policy
DSDT maintains a state approval with the Michigan Dept. of Licensing & Regulation (LARA) to operate as a post-secondary school. This approval is renewed yearly by July 18th.

Eligibility Criteria for State Aid Assistance Procedure
Responsibilities of the following parties:
School Director

- To submit the necessary documents to LARA yearly by November 2nd.
- Keep copies of all documents and approvals in the Director's Office.

Programs Offered:
Associates of Applied Science in Magnetic Resonance Imaging (MRI) Technology- 76 Semester Credit Hours
Associates of Applied Science in Information Technology- 64 Credit Hours
Technology Professional 6 Certification of Completion- 240 Clock Hours
Technology Professional 2 Certification of Completion- 80 Clock Hours
AI Prompt Specialist Certification of Completion- 80 Clock Hours

Programs Offered for Title IV Aid:
Associates of Applied Science in Magnetic Resonance Imaging (MRI) Technology- 76 Semester Credit Hours
Associates of Applied Science in Information Technology- 64 Credit Hours

Processing Aid Applications Policy
DSDT encourages students to utilize Federal Student Aid to assist them with funding for programs eligible for Title IV, HEA Aid. DSDT has an Admissions/Financial Aid Representative on staff to assist any students who choose to complete the application on site, or they can choose to complete the process at home and use the counselors at DSDT for questions. After completed DSDT will obtain their FASFA and work with their ISIR to determine their eligibility.

Processing Aid Applications Procedure
Responsibilities of the following parties:

Financial Aid Representative

- Student applies for Financial Aid or visits the campus for info and applies
- Financial Aid interview
- Discuss FA options
- Student Acceptance
- Complete the FAFSA
- Interviews the student and assist if needed on the application process for FSA
- Check to ensure that student is not in Default
- Verify High School Diploma

- Verify Dependent or independent status
- Complete verifications on student if applicable
- Check Default rate
- Verify all info on ISIR is correct
- Package student- Award letter
- Have students accept, deny, or reduce possible loan amounts
- Check the NSLDS web site for borrowing limits and other documents needed form previous schools (transcripts)
- Complete the entrance counseling
- Contact business office of new students and refunds to be received

Calculation of Payment Period/Awarding of Aid Policy
DSDT has set up payment periods with the assistance of the Financial Aid Representative and the Business Representative. DSDT is a clock hour school and payment period are defined not only in clock hours but also in weeks of instructional time.

Calculation of Payment Period/Awarding of Aid Procedure
Responsibilities of the following parties:

Business Representative and Financial Aid Representative
notify the students of the information below:

- If the program is one academic year or less, the academic year or program is divided into four payment periods.
- The first payment period is the period in which the student successfully completes 1/4 the clock hours AND 1/4 the weeks of instructional time in the program.
- The second payment period is 2/4 the clock hours and 2/4 the weeks of instructional time in the program.
- The third payment period is ¾ the clock hours and ¾ the weeks of the instructional time in the program.
- The fourth payment period is 4/4 the clock hours and 4/4 the weeks of the instruction time in the program.
- Pell Grant
- Maximum Award - $7395
- Minimum Award - $0
- Aggregate Limit – None

Direct Loans

- Interest Rates:
- Congress has passed, and the President has signed the Bipartisan Student Loan Certainty Act of 2013 which ties federal student loan interest rates to financial markets. Under this Act, interest rates will be determined each spring for new loans being made for the upcoming award year, which runs from July 1st to the following June 30th. Each loan will have a fixed interest rate for the life of the loan.

<u>FEDERAL DIRECT UNSUBSIDIZED</u>

- Starting July 1, 2025-6.39%
- Starting July 1, 2024-6.53%
- Starting July 1, 2023-5.28%
- Starting July 1, 2022-4.99%

- Starting July 1, 2021-3.73%
- Starting July 1, 2020-2.75%
- Starting July 1, 2019-4.53%
- Starting July 1, 2018-5.05%

FEDERAL DIRECT SUBSIDIZED

- Starting July 1, 2025-6.39%
- Starting July 1, 2024-6.53%
- Starting July 1, 2023-5.50%
- Starting July 1, 2022-4.99%
- Starting July 1, 2021-3.73%
- Starting July 1, 2020-2.75%
- Starting July 1, 2019-4.53%
- Starting July 1, 2018-5.05%

Academic Year Limits:

- To be eligible for Full Subsidized Loan amounts, students must have a "Need", according to their Need Analysis.
- Credit checks for a Direct PLUS Loan applicant are valid for 180 days.
- Independent Undergraduate Students:
- -1st Year Max Subsidized - $3,500 /Unsubsidized - $6,000 Max - $9500
- -2nd year Max Subsidized -$4,500/Unsubsidized - $6,000 Max-$10,500
- -3/4-year Max subsidized -$5,500/Unsubsidized - $7,000 Max-$12,500

Dependent Undergraduate Students:

- -1st Year Max Subsidized-$3,500/Unsubsidized - $2,000 Max - $5,500
- -2nd Year Max Subsidized-$4,500/Unsubsidized -$2,000 Max - $6,500
- -3rd/4th Year Max Sub $5,500/Unsubsidized -$2,000 Max - $7,500
- Parent PLUS Loans* annual maximum depends on Cost of Attendance (COA) less other financial aid.
- *If Parent PLUS Loan is denied, a Dependent Student may borrow at the Independent Levels.

Independent Undergraduate Students (and Dependents whose parents cannot borrow PLUS):

- $57,500 – with a maximum of $23,000 Subsidized
- Dependent Undergraduate Students:
- $31,000 – with a maximum of $23,000 Subsidized
- Graduate Students (Independent):
- $138,500 – with a maximum of $65,500 Subsidized.

Identifying Payment Periods for Each Program Policy

To ensure that students meet their clock hour, weeks of instruction, attendance and grade point average (GPA) requirements in order to be eligible for the next Title IV, HEA funding disbursement. Each student will be evaluated at the end of each payment period to determine eligibility.

Responsibility/Tasks included in this policy:

Title IV, funding and SAP Evaluation points for SAP evaluation periods are based on instructional hours and weeks completed for the program of enrollment at the school. Students will be notified of all SAP evaluation results at the end of each payment period.

Credit Hour Disbursement Schedule:

Title IV funding is disbursed to eligible students after the completion of the Add/Drop period, which is six (6) days after course commencement, or thirty (30) days after the start of classes for first-time borrowers when applicable. To be eligible for Title IV HEA aid disbursement, students must complete at least six (6) days of attendance and demonstrate active participation in academically related activities.

The following is an example of the disbursement schedule for a Title IV student enrolled in a credit-hour program.

The Associate of Applied Science (AAS) in Magnetic Resonance Imaging (MRI) is a 76-credit-hour program with enrollment occurring during the Fall, Winter, and Spring/Summer semesters each academic year. Title IV aid would be disbursed at:

Enrollment Term	Start Date	Disbursement Date
Winter 2026	01/05/2026	01/12/2026
Spring/Summer 2026	05/04/2026	05/11/2026

The Associate of Applied Science (AAS) in Information Technology (IT) is a 64-credit-hour program with enrollment occurring during the Fall, Winter, and Spring/Summer semesters each academic year. Title IV aid would be disbursed at:

Enrollment Term	Start Date	Disbursement Date
Winter 2026	01/05/2026	01/12/2026
Spring/Summer 2026	05/18/2026	05/25/2026

.

Identifying Payment Periods for Each Program Procedure
Responsibilities of the following parties:

Instructors/ Director of Student Services

- Monitors clock hours, attendance, and Grade Point Average monthly.
- Notifies Director of students who are not progressing satisfactorily based on the attendance or academic progress

Director of Financial Aid

- Conferences students of lack of hours, attendance or poor GPA
- Alert the business office when a student has met the minimum qualitative and quantitative SAP requirement.

Business Office Representative

- Alert Financial Aid of the students have met the payment period for their program

Disbursements Policy for Pell and Direct Loans Policy

DSDT uses a third-party servicer, Campus Ivy, to assist with ensuring that disbursements for Pell Grants and Loans are applied to students' accounts in a timely fashion. Disbursements are applied to student's ledger cards and are notified via text messages and or via email through the business office.

Disbursements Policy for Pell and Direct Loans Procedure
Responsibilities of the following parties:
Student

- Completes the FASFA

Financial Aid Representative

- Receive the ISIR from the TPS site Campus Ivy
- Checks the ISIR for correctness, comments and verification
- Enters corrections into the Campus Ivy website and waits for new ISIR
- Resolves all comments
- Completes verifications
- Packages student on the Campus Ivy website

Business Office Representative

- Once ISIR is cleared for payment, DSDT enters the disbursement information in the Campus Ivy website and sends the student a disbursement notification via email.

Educational Consultant Management

- Campus Ivy submits disbursement information to COD for all students.
- Campus Ivy requests fund and places the funds transfers on the Campus Ivy site; an email is automatically sent to the Financial Aid Office at the school; and receipts/award notifications for students who received their first disbursements are automatically put on the site.
- On the date of the Funds Transfer, the funds are deposited by USDE into the school's federal bank account.
- The school moves funds from their federal bank account to school's operating account. The school credits each student's ledger card with the Pell or Loan payment using the date of the funds transfer with the funds transfer number in the reference column of the ledger.
- Students are notified via text or email of the disbursements
- Campus Ivy is notified through the business office.

Disbursement for Parent Plus Policy
The disbursements may be credited to the student's account or made directly to the student or parent. Note that these time frames for disbursing to the student's account (or directly to the student or parent) are different than those for paying FSA credit balances to the student or parent. DSDT generally has 14 days to pay a Financial Student Aid credit balance to the student or parent, unless it has written permission to hold the credit balance.

Disbursement for Parent Plus Procedure
Responsibilities of the following parties:
Financial Aid Representative

- Alerts the Business Representative of the disbursement for the student
- Place a copy of all student ledgers in the student's files

Financial Aid Director

- Ensures the student is good academic standing (attendance and academic progress)

- Prints and updated ledger card for student's FA and Ed files

Business Representative

- Applies the disbursement to the student ledger card/student account
- Sends notification of disbursement to student via student portal email / text message
- If, and overpayment is received check with FA to ensure that the Parent Plus loan can be addressed to the parent.
- Prepare overpayment to be mailed to parent or call parent to pick up overpayment within 14 days of receipt of the disbursement.
- Apply overpayment to student's account- print ledger card for Financial Aid and Education Department Files.

NSLDS Responsibilities Policy

Student enrollment information is important, and since DSDT is approved to participate in the Financial Student Aid programs, is required to have online enrollment access and have some arrangement to report student enrollment data to the National Student Loan Data System (NSLDS) through an enrollment roster file. Enrollment information is used to determine if the student is still considered in school, must be moved into repayment, or is eligible for an in-school deferment. For students moving into repayment, the out-of-school status effective date determines when the grace period begins and how soon a student must begin repaying loan funds. DSDT is required to report changes in the student's enrollment status, the effective date of the status, and an anticipated completion date. Changes in enrollment to less than half-time, graduated, or withdrawn must be reported within 30 days.

NSLDS Responsibilities Procedure

Responsibilities of the following parties:

Financial Aid Representative

- The Financial Aid Representative downloads an up-to-date enrollment status list from our secure student EMS.
- The Financial Aid Representative manually updates each student in the NSLDS enrollment reporting section.
- Reports enrolled students to the NSLDS database along with anticipated competition dates
- If a student withdraws or goes on a LOA, their enrollment status in updated in NSLDS within one week to 30 days
- DSDT updates enrollment status' (i.e. LOA, withdraw or graduation) every 30 days at the first of each month
- Reports students has a change in enrollment status, graduated or withdrawn within 30 days
- Reviews the NSLDS database to ensure students have not received Title IV monies for the current semester.
- Verify the roster file within 15 days and return to NSLDS.

Financial Aid Director

- If a student withdraws or goes on a LOA, the financial aid director verifies their enrollment status in updated in NSLDS within one week to 30 days
- The Financial Aid Director verifies enrollment statuses in NSLDS one week after the financial aid rep completes updates

DSDT Fiscal Responsibilities Policy

Managing Financial Student Aid assistance is a school-wide responsibility. Financial Student Aid program funds are provided to DSDT and all offices at DSDT must work together to ensure successful

program management. DSDT's Financial Student Aid program management generally takes place in four functional areas:

The Financial Aid Office
The Business Office
Student Services
School Directors Office

DSDT Fiscal Responsibilities Procedures
Responsibilities of the following parties:
School Director/Owner

- Ultimate responsibility for DSDT's Financial Student Aid (FSA) programs resides with the school's School Director. Although authority and responsibility are to other offices at DSDT, the leadership and support of the School Director are crucial to successfully administering Financial Student Aid programs. By recognizing the importance of federal aid programs, making Financial Student Aid program administration a high priority, and holding key officials accountable, the School Director leadership can foster an environment that promotes an effective and responsive financial aid program that meets institutional goals, students' needs, and federal requirements.
    - accurate, current, and complete disclosure of the financial condition of each federal aid program or project sponsored by Education Department;
    - effective control over and accountability for all funds, property, and other assets, including adequate safeguarding of all such assets to ensure that they are used solely for authorized purposes
    - comparison of actual expended amounts with amounts budgeted for each Financial Student Aid program;
    - procedures according to the applicable terms of the FSA program for determining reasonableness, allowability, and allocability of costs
    - examinations in the form of external or internal audits, which must be made according to generally accepted auditing standards and government auditing standards

Financial Aid Representative

- While a school's financial aid office is usually assigned most of the responsibility for administering FSA programs, its role in the institution's fiscal operation is a limited one.
    - ensuring proper filing of timely applications

Business Office Representative

- This office may also be known as the fiscal office, finance office, comptroller's office, bursar's office, treasurer's office, or student accounts office. The business office provides critical services to DSDT in managing both federal and non-federal financial aid programs. Administering the accounting, recordkeeping, and reporting functions related to DSDT use of federal and other funds requires many detailed, complex systems that
    - records that adequately identify the source and application of funds for sponsored activities and contain information on institutional awards, authorizations, obligations, unobligated balances, assets, income, liabilities, revenues, expenditures, and cash disbursements.
    - procedures to ensure the timely, efficient transfer of funds when they are advanced through electronic methods (these procedures must limit the time between the transfer of funds from the U.S. Treasury and cash disbursement by the school to students so that

funds are disbursed no later than three business days following the receipt of funds, and do not result in excess cash.
- accounting records that are supported by audit trail documentation

FISAP Responsibilities Policy
DSDT does not currently file a FISAP.

FISAP Responsibilities Procedure
Responsibilities of the following parties:
Main Campus School Director/Owner

- Review if DSDT is eligible and would like to proceed with the FISAP by October 1st each year and complete the application.

Updating ECAR Policy
DSDT updates the ECAR in the event of a change of ownership, adding new programs, recertification, closure of a location, changing to clock hours to credit hours, and or adding additional locations.

Updating a program
The school must update information about its educational programs when completing its recertification application. This includes updating CIP codes, program names, and program lengths. A school must update its E-App with changes to GE programs within 10 days of making the change. Schools should note that making a substantive change to a program may result in the creation of a new program.

CIP codes Classification of Instructional Programs (CIP) codes are developed by the U.S. Department of Education's National Center for Education Statistics.

Approval for clock-hour programs at proprietary schools
If a proprietary school submitting an E-App is in provisional status, any new program needs to have been continuously provided for at least two (2) years prior to the application date, or it cannot be approved until the school reaches the two-year mark.
Short-term programs at all institutions must have been continuously provided for twelve months to be considered for approval.

Limitations for school's subject to "2-year rule"
For school's subject to the 2-year rule, during the school's initial period of participation in the FSA programs, the Department will not approve adding programs that would expand the school's eligibility beyond the current ECAR. An exception may be considered if the school can demonstrate that the program was legally authorized and continuously provided for at least two years prior to the date of the request.

In addition, a school subject to the 2-year rule may not award FSA funds to a student in a program that is not included in the school's approval documents.

Updating ECAR Procedure
Responsibilities of the following parties:
School Director/Owner
- Complete the ECAR with updated information to Department of Education
- Completes the E-APP no later than 90 calendar days before the PPA is expires for re-certification

State Authorization Procedures Policy
Generally, an eligible institution must be in a state. A school is physically located in a state if it has a campus or instructional site in that state. DSDT renews their authorization and their approval status with the Michigan Department of Licensing and Regulation (LARA).

State Authorization Procedures Procedure
Responsibilities of the following parties:
School Director/Owner

- Completes the renewal application annually by June 30th.

Financial Aid and Business Office Forms Policy
Financial Aid and business office forms are reviewed for updates as needed. These updates are driven by the DSDT third-party servicer and federal mandated updates. Hard copies of these forms are stored in the DSDT Financial Aid Office in a binder, electronic file folder, and USB. Past copies are archived in the Financial Aid Administrative office as hard copies in a binder and/or fire safety secured file.

Financial Aid and Business Office Forms Procedure
Responsibilities of the following parties:
School Director/ Financial Aid Representative/ Business Office Representative

- Responsible for reviewing updates and modifying forms as needed.

Financial Aid Office

- Responsible for keeping hard copies of former forms as well as current copies of updated forms in a binder in the Financial Aid Administrative office.

Business Office

- Uploading forms on the computer's FA folder and DSDT binder with hard copies.

Financial Aid Trainings Policy
It is the policy of DSDT to ensure that all Financial Aid Representative and affiliated personnel are trained in Financial Aid. Therefore, those persons are required to attend the necessary trainings to become trained to service students who are receiving funding. Each person much complete the 20-hour online training (Fundamentals), attend the online webinar with Financial Aid Services and create an account with the FSA Partners- Knowledge Center to obtain valuable information about GCL, Financial Aid (FA) webinars, FA handbooks and other updates.

Financial Aid Trainings Procedure
Responsibilities of the following parties:
Financial Aid Representative / Business Representative

- Complete 20 online trainings within 1 month of the date of hire
- Obtain access to the Knowledge Center within 2 weeks of date of hire
- Register for Campus Ivy's online training within 6 months of date of hire

School Director

- Monitors, supervises, and plan travel arrangements the training to ensure that training is completed in the time permitted.

Annual Calendar of Related Activities Policy
It is policy for all Financial Aid Representative and related personnel to be up to date with Financial Aid (FA) activities and trainings. Therefore, all employees in the department of FA and the business office

must have a log in to FSA Partners- Knowledge Center to have access to the Financial Student Aid calendar and related activities.

Annual Calendar of Related Activities Procedure
Responsibilities of the following parties:
Financial Aid Representative / Business Representative

- Create a log in to FSA Partners- Knowledge Center
- Visit the site regularly for updated activities and its content

Scheduled Breaks Policy
All student scheduled breaks follow major holidays for the geographical location of DSDT. Breaks are in the catalog and posted on the student portal.
DSDT operates on a 12-month academic calendar, with the classes in session January through the end of December.

Bereavement Leave
DSDT will allow for time off in the event of the **death** of a member of your immediate family, **students** are permitted three (3) consecutive days (Monday thru Saturday) off from classes. Upon return the **student** must work with each faculty member to make up any missed class work or assignments.

Scheduled Breaks Procedure
Responsibilities of the following parties:
Main Campus School Director or designee

- Will update the campus catalog, bulletin board, and student portal of scheduled breaks.

Instructors

- Will remind students of scheduled breaks and ensure to reflect breaks on pacing charts and lesson plans.

Communication of Officials for FSA Funding Purposes Policy
DSDT Financial Aid Representatives must communicate with related departments and the third-party server Campus Ivy (Financial Aid Services) about ensuring that all documents for funding requirements, eligibility and requirements maintained.

Communication of Officials for FSA Funding Purposes Procedure
Responsibilities of the following parties:

Admissions & Financial Aid Representative / Business Representative

- Meet weekly in staff meeting to share important information regarding student funding.
- Meet daily to discuss individual students regarding specific requirements, verifications, etc.
- Communicate via student portal in the Admission tab to keep each department updated in the finding process of each student.
- Documents all appointments for Financial Aid, Enrollment, or business office Representative in administrative calendar for all departments to view.
- Communicates with the third-party server and the business office for funding requirement, eligibility and requirements maintained.

Recertification Procedure Policy

Recertification is the process through which a school that is presently certified to participate in the Financial Student Aid programs applies to have its participation extended beyond the expiration date of its current Program Participation Agreement (PPA). The Department will notify a school six month prior to the expiration of the school's PPA. The school must submit a materially complete application before the expiration date listed in its PPA.

Recertification Procedure
Responsibilities of the following parties:

School Director

- Complete the APP no later than 90 days prior its current eligible PPA expires and submit.
- Once approved submit two signed PPA documents to the Department of Education.
- Once signed by the Department of Education, one signed copy will be returned to the school.
- Once received, a signed copy will be placed into the school files.
- Ensure that Part 2 Certification is signed and returned by the Third-Party Servicer Campus Ivy.

Swatting Threats: Policy and Procedure
DSDT College is committed to maintaining a safe environment for students, faculty, and staff. All threats, including anonymous threats and suspected swatting incidents, must be treated as credible until properly assessed. Any individual who receives or becomes aware of a threat must immediately notify college administration. The College will prioritize the safety of the campus community and coordinate with local law enforcement and emergency services to assess the situation and determine the appropriate response. Upon receiving a threat, designated College officials will activate applicable emergency procedures, which may include emergency notifications, evacuation, or shelter-in-place instructions. The College will work with law enforcement to evaluate the credibility of the threat, maintain communication with appropriate authorities, and provide timely updates to the campus community as necessary. All incidents will be documented, and the College will review its response procedures periodically to support preparedness and campus safety.

Institutional and Program Accreditation Approval, or Licensure Information Policy
It is mandatory for DSDT to maintain all current institutional accreditation and approvals and/or licensure information on campus.

Institutional and Program Accreditation Approval, or Licensure Information Procedure
Responsibilities of the following parties:

Main Campus School Director

- Will maintain all current approvals for accreditation agencies, state approvals and licensed information on cite. This information will be secured in a binder or filing cabinet labeled by agency or body. All information will be filed with the most recent information first.

Protecting Student Information Policy
DSDT views PII (Personally Indemnifiable Information) as a high priority. Students are required to sign media permission form, and all employees are required to understand the important of PII. DSDT monitors the controls and protects student's information and ensure that system users are trained properly.

Protecting Student Information Procedure
Responsibilities of the following parties:
School Director

- Limit access to only modules needed in the student portal.

- Audit review use of information of students by accessing and monitoring log in reports.
- Identify and authenticate of users by issuing passwords throughout portal system to gain access modules.
- Limit individuals to access certain modules by only allowing access to modules needed.
- Monitor and control interoffice communications by only using student portals for communication.

Admission/Financial Aid Representative

- Have all students sign a media release form accepting or denying photographs and posting photographs.

Unaccompanied Homeless Youth Determinations Policy

In determining independence due to homelessness, FAAs must consider documentation from the following entities—provided through a documented phone call, written statement, or verifiable electronic data match—to be adequate:

- A local educational agency homeless liaison, as designated by the *McKinney-Vento Homeless Assistance Act* (42 U.S.C. 11432(g)(1)(J)(ii)), or a designee of the liaison;
- The director of an emergency or transitional shelter, street outreach program, homeless youth drop-in center, or other program serving individuals who are experiencing homelessness, or a designee of the director;
- The director of a Federal TRIO program or a Gaining Early Awareness and Readiness for Undergraduate program (GEAR UP) grant, or a designee of the director; or
- A financial aid administrator at another institution who documented the student's circumstance in the same or a prior award year.

In the absence of documentation from any of the individuals described above, FAAs must make a case-by-case determination:

- Based upon a written statement from, or a documented interview with, the student that confirms that they are an unaccompanied homeless youth, or unaccompanied, at risk of homelessness, and self-supporting; and
- Made without regard to the reasons that the student is unaccompanied and/or homeless.

Unaccompanied Homeless Youth Determinations Procedure

Responsibilities of the following parties:

Financial Aid Representative

- Ask for help with determining eligibility from local school district homeless liaisons, state homeless education coordinators, or the National Center for Homeless Education (http://center.serve.org/nche).
- Use discretion when gathering information and respect the student's privacy. Some information, such as that protected by doctor-patient privilege, is confidential.
- Determine eligibility based on the legal definitions provided.
- Unaccompanied homeless youth may use the address of your school as their own on the FAFSA.
- Use third party servicer, Campus Ivy, to assist in this process to determine the professional judgment.

Foster Care Youth Policy

If an institution requires that a student provide documentation that they were in foster care at age 13 or older, FAAs must consider any of the following documentation to be adequate in the absence of conflicting information:

- Submission of a court order or official State documentation that the student received Federal or State support in foster care;
- A documented phone call or a written statement from an attorney, guardian ad litem, or Court Appointed Special Advocate;
- Verification of the student's eligibility for an education and training voucher under the John H. Chafee Foster Care Program under section 477 of the *Social Security Act* (42 U.S.C. 677); or
- A documented phone call or written statement from a financial aid administrator who documented the student's circumstance in the same or a prior award year.

FAAs must also consider a phone call, written statement, or verifiable electronic data match from one of the following sources to be adequate documentation:

- A State, county, or Tribal agency administering a program under part B or E of title IV of the *Social Security Act* (42 U.S.C. 621 et seq. and 670 et seq.);
- A State Medicaid agency; or
- A public or private foster care placing agency or foster care facility or placement.

All supporting documentation, including documented interviews, used in the financial aid administrator's final determination must be maintained in the student's file for a minimum of 3 years after their last term of enrollment. This is in line with standard record keeping requirements outlined under 34 CFR 668.24.

Third-Party Servicer Requirements Policy

DSDT uses a third-party servicer, Campus Ivy to assist in the
Financial Student Aid process. They are considered a consultant in administering the FSA programs.

Third-Party Servicer Requirements Procedure

Responsibilities of the following parties:
The follow departments work with Campus Ivy in maintaining compliance in the areas / duties below.

Financial Aid Representative/Business Office Representative/ Director

- Processing student financial aid applications, performing need analysis, and determining student eligibility or related activities;
- Certifying loans, servicing loans, or collecting loans;
- Processing output documents for payment to students, and receiving, disbursing, or delivering FSA funds;
- Conducting required student consumer information services;
- Preparing and certifying requests for cash monitoring or reimbursement funding
- Preparing and submitting notices and applications required of eligible and participating schools, or preparing the Fiscal Operations Report and Application to Participate (FISAP); and
- Processing enrollment verification for deferment forms or NSLDS enrollment reporting

Third-Party Servicer- PPA Policy

DSDT uses a third-party servicer, Campus Ivy to assist in the Financial Student Aid process. DSDT and Department of Education requires a signed Part 2 Certification by Campus Ivy and DSDT's School Director.

Third-Party Servicer- PPA Procedure

Responsibilities of the following parties:

School Director

- Sign the Program Participation Agreement (PPA) .
- Forward the PPA to Campus Ivy for signature.
- Forward the signed PPA to Department of Education with both signatures 90 days prior to the expiration date of the current PPA.

Requesting Funds from the Third-Party Servicer Policy
DSDT uses Campus Ivy's portal, a tool to collect and disburse Title IV disbursements for students. Disbursements are made at the student's payment period.

Requesting Funds from the Third-Party Servicer Procedure
Responsibilities of the following parties:

Instructor/ Director of Student Services
- Alerts Financial Aid that student has reached their payment period based on attendance and Grade Point Average.
- Sign in sheet is printed along with progress report and is submitted to Financial Aid Representative

Financial Aid Representative
- Places current attendance sheets and progress reports in student's FA file

Business Office Representative
- Request disbursement from Campus Ivy After receiving notification of funds available
- Transfer funds to operating account
- Notate the disbursement on the student ledger card
- Print the ledger card submit Ed. File and FA file
- Notify student in writing of disbursement

eZ Audit Policy
DSDT utilizes eZ- Audit for financial compliance. EZ-Audit is a web based paperless single point of submission for financial statements and compliance audits. **Nathan Ferguson, CPA L.L.C.**, our third-party auditor hired by the school simply signs on to eZ-Audit, enters summary audit and financial data directly from your report into a web form, attaches an electronic version of the report, and hits the submit button. The institutions' submission through eZ-Audit will allow for more rapid and efficient processing by the Department of Education (ED) and therefore provide us with immediate feedback. If DSDT expends less than 300,000 in federal funds ending after December 31, 2003, DSDT in not required to submit a compliance audit.

The regulations at 34 C.F.R. 668.23(a)(4) incorporate the audit submission deadline established at 2 C.F.R. 200.512(a)(1), through reference to the Single Audit Act. Institutions under the Single Audit Act have an audit submission deadline of the earlier of 30 calendar days after receipt of the audit report, or nine months after the end of the audit period. For purposes of establishing the date of the institution's receipt of the audit report to determine whether a submission under the Single Audit Act meets the past performance requirements at 34 C.F.R. 668.174(a)(3), the Department will use the auditor signature date. When there are separate auditor signature dates on the audited financial statements and the compliance audit, the relevant date is the later of those two dates.

eZ Audit Procedures
Responsibilities of the following parties:

School Director

- Contacts **Nathan Ferguson, CPA L.L.C.** auditors and submits its compliance audit data and summary financial data via an internet web form.
- Submits a registration request on the school's letterhead to input the institutions data.
- The school/auditor attaches an electronic copy of the school's financial statement and compliance audit in a non-editable pdf format (using Adobe Acrobat).
- The eZ-Audit system automatically forward flagged financials and deficient audits to FSA's Case Management Team for resolution.
- Case Teams communicates with the school director to reach resolution.
- As desired, you can periodically check eZ-Audit for status of your report.
- Audit year is Jan. 1- Dec. 31
- submission deadline of the earlier of 30 calendar days after receipt of the audit report, or nine months after the end of the audit period.

Crediting Student Accounts Policy
DSDT credit's student's accounts as cash payments are made and as disbursements are requested. Accounts are updated on the day of payment or the day the disbursement was made, and students can view their balances using the student's portal as well as obtain a receipt.

Crediting Student Accounts Procedure
Responsibilities of the following parties:

Business Office Representative

- Credit's students account to ledger card
- Prints receipts for students who make cash payments
- Notifies students of disbursements made to the ledger card
- Prints an updated ledger card for all disbursements for Financial Aid and Department of Education files.

Drawing Down Federal Funds Policy
DSDT and Campus Ivy use the G6 payment system to request payments, adjust drawdowns and refund/return funds. G6 also provides continuous access to current grant and payment information, such as authorized amounts, cumulative net drawdowns, refunds, returns, current award balances and payment histories. A school's available balance is the amount of cash available for a school to draw down through G6. The available balance is the difference between the authorized amount and the school's net drawdowns to date. A separate Authorization is maintained for each program by award year.

A school may not request more funds than it needs immediately for disbursements the school has made or will make to eligible students and parents. Therefore, a school must make the disbursements as soon as administratively feasible, but no later than three business days following the date the school receives those funds.

If G6 accepts a school's request for funds, it will make an electronic funds transfer (EFT) of the amount requested to a bank account designated by the school.
A school's authorization is the amount of FSA funds a school is eligible for in the year and program in question. The authorization is called the Current Funding Level (CFL) in the Pell, IAS Grant and

ACG/SMART Grant programs, and Cash Control Account (CCA) in the Direct Loan and TEACH Grant programs.

Drawing Down Federal Funds Procedures
Responsibilities of the following parties:
Business Office Representative

- Request funds to drawdown from Campus Ivy
- Wait for the drawdown from Campus Ivy
- Campus Ivy to be deposited into bank accounts
- Meet with student to share findings of drawdown
- Disburse funding to student

Disbursement Of Federal Funds Policy
DSDT must notify a student of the amount of funds the student and his or her parent can expect to receive back from each FSA program, including FWS, and how and when those funds will be disbursed. This notification must be sent before the disbursement is made. If the funds include a Stafford Loan (whether Direct Loan), the notice must indicate which funds are from subsidized loans and which are from unsubsidized loans. A school must provide the best information that it has regarding the amount of FSA program funds a student can expect to receive. Because the actual disbursements received by a student may differ slightly from the amount expected by the school (due to loan fees and rounding differences), you may include the gross amount of the loan disbursement or a close approximation of the net disbursement amount. A school must also notify the student or parent in writing (in writing means on paper or electronically) when Stafford or PLUS loan funds are being credited to a student's account. This notification must be sent no earlier than 30 days before and no later than 30 days after crediting the student's account. The notification must include:

- the date and amount of the disbursement,
- the student's (or parent's) right to cancel all or part of the loan or disbursement, and
- the procedures and the time by which the student (or parent) must notify the school that he or she wishes to cancel the loan or disbursement.

These rules apply to the following programs: Pell Grant or Direct Loan.

Rules for crediting FSA funds to the student's account and making direct disbursements to the student or to the parent (PLUS), with provisions for early disbursements, delayed disbursements, and late disbursements:

1) Notifications & Authorizations
    - notification of disbursement
    - required student/parent authorizations
    - notification/authorization by electronic means

2) Method of disbursement
    - credit to student's account (school may hold credit balance if authorized)
    - disbursement directly to student or parent

3) Disbursement rules/ timing of multiple disbursements
    - Students must be paid at least once a month
    - funds may be disbursed up to 10 days before classes begin (in most cases)
    - disbursements to 1st-time, 1st-year, Stafford borrowers must be delayed 30 days

- requirement to successfully complete coursework in clock-hour and nonterm credit-hour and certain nonstandard term credit-hour programs
- school may make unequal disbursements to meet uneven costs
- under certain conditions, late disbursements must be made to students

4) Prompt disbursement rules
    - usually 3-day timeframe for school to disburse to student/parent after receiving funds
        - exception: school may delay returning Stafford/PLUS funds to lender in some cases
    - The school may not use an in-person or telephonic conversation as the sole means of notification because these are not adequate and verifiable methods of providing notice.
        - However, a school may use in person and telephone notices in addition to those provided in writing.

If the student or parent borrower wishes to cancel all or a portion of a loan, he or she must inform the school. The school must honor a request if it receives the request before the start of the payment period, or if it receives the request within 14 days after it sent the notice to the borrower. If the school receives a student's or parent's request for cancellation after these dates, the school may, but is not required to, honor the request. Regardless of when the request is received, the school must inform the student or parent of the outcome of the request.

When acting upon a loan cancellation request, your school must return the loan proceeds and/or cancel the loan as appropriate. A school is not responsible for returning any portion of a loan that was disbursed to a student or parent directly before the request for cancellation was received. However, you are encouraged to take an active role in advising the borrower to return the funds already received.

Before the school can perform any of the following activities, you must obtain authorization from a student (or parent borrower):

- Disburse FSA funds by EFT to a bank account designated by the student or parent.
- Use FSA funds to pay for allowable charges other than tuition, fees, and food and housing if the student contracts with the school.
- Hold an FSA credit balance.
- Apply FSA funds to minor prior-year charges.

A school may not require or credit the student or parent to provide the authorization and must clearly explain to the student or parent how to cancel or modify the authorization. The student or parent may cancel or modify the authorization at any time.

A cancellation or modification is not retroactive—it takes effect on the date that the school receives it from the student or parent. If a student or parent cancels an authorization to use FSA program funds. If you are notifying the student of the next disbursement by electronic mail or other electronic means, you are encouraged to follow up on any electronic notice for which you receive an "undeliverable" message.

Anytime a school returns a loan disbursement or any portion of a loan disbursement to a lender, the origination fee and insurance premium are reduced in proportion to the amount returned. If a student returns the full amount of a loan within 120 days of disbursement, the loan is cancelled, and the origination fee and insurance premium are eliminated.
If a student borrower not in repayment returns a loan disbursement or any portion of a loan disbursement to the lender within 120 days after disbursement, the origination fee and insurance premium are reduced in proportion to the amount returned.

Disbursement Of Federal Funds Procedures
Responsibilities of the following parties:
Business Office Representative

- Notify the student and/or parent in writing in advance the amount and date the funds will be received
- Notify student or parent of the amount of funds awarded
- Inform student or parent they have the right to cancel all or part of funding received
- Must get authorization to disburse funds from student or parent
- Set up a conference to receive funds

Fiscal Recordkeeping Process Policy
DSDT must keep comprehensive, accurate program and fiscal records related to its use of Federal Student Aid (FSA) program funds. The importance of maintaining complete, accurate records cannot be overemphasized. Program and fiscal records must demonstrate DSDT can meet the administrative and fiscal requirements for participating in the FSA programs. DSDT has a CPA that keeps documentation on all fiscal records; as well as, the third-party auditor, **Nathan Ferguson, CPA L.L.C.** that keep all secure electronic fiscal data. In addition, records must demonstrate proper administration of FSA program funds and must show a clear audit trail for FSA program expenditures. For example, records for each FSA recipient must clearly show that the student was eligible for the funds received and that the funds were disbursed in accordance with program regulations. In addition to the general institutional record keeping requirements discussed here, DSDT must also comply with all program-specific record keeping requirements contained in the individual FSA regulations.

DSDT maintains all required records in a systematically organized manner. Unless a specific format is required, DSDT may keep required records in:

- hard copy
- microform
- computer file
- optical disk
- CD-ROM
- other media formats

All other record information, regardless of the format used, must be retrievable in a coherent hard copy format (for example, an easily understandable printout of a computer file) or in a media format acceptable to the Department. The requirement providing for other media formats acceptable to the Department allows for the use of new technology as it is developed. The Department will notify DSDT of acceptable media formats; schools should not apply for approval of a media format.

DSDT must comply with the following laws of record retention:
Minimum Record Retention Periods of FSA approximately 3 years.
Loans are retained UNTIL End of the award year in which the student last attended.
The loan is satisfied, or the documents are needed to enforce the obligation
The date on which a loan is assigned to the Department, cancelled, or repaid
End of the award year for which the aid was awarded
End of the award year in which the report was submitted

Any document that contains a signature, seal, certification, or any other image or mark required to validate the authenticity of its information must be maintained in its original hard copy or in an imaged media format. This includes tax returns, verification statements, and Student Aid Reports (SARs) used to determine eligibility, and any other document when a signature seal, etc., contained on it is necessary for the document to be used for the purposes for which it is being retained.

DSDT may maintain a record in an imaged media format only if the format can reproduce an accurate, legible, and complete copy of the original document. When printed, the copy must be approximately the same size as the original document.
Please note that promissory notes that are signed electronically, must be maintained electronically in accordance with the requirements of 34 CFR 668.24(d)(3)(i) through (iv).

Census Date
DSDT College provides a six-calendar-day add/drop period beginning on the published program or semester start date. The census date is the calendar day immediately following the end of the add/drop period and is used to establish official enrollment for institutional reporting and applicable financial aid administration. For applicable credit-hour programs, the census date also serves as the Pell Recalculation Date. Financial aid eligibility, attendance, withdrawal, and payment-period requirements remain subject to applicable federal regulations.

Fiscal Recordkeeping Process Procedure
Responsibilities of the following parties:
Financial Aid Representatives & Director of Student Services

- Satisfactory Academic Progress (SAP) documentation
- Admission enrollment documentation
- Enrollment status
- Certification statements
- Verifying application data resolving conflicting information
- Professional Judgment decisions
- Financial Aid history information for transfer students

Main Campus School Director

- State agency reports
- Self-evaluation reports
- Program participation agreement, approval letter, and Eligibility and Certification Approval Report (ECAR)

Director of Financial Aid

- Audits and program review reports

Business Office

- Pell grant statements
- Can request quarterly statements monthly reports from G6
- Reconciliation reports
- State grant and scholarship award rosters and reports

Fiscal Reporting Process Policy
DSDT is required to submit audited financial records by a CPA with the GAAP credentials, Department of Education (DOE), and the COE annually. The audited financials' outcome must fall within the guidelines of the DOE and COE's regulations to remain in good standing with both agencies.

Fiscal Reporting Process Procedure
Responsibilities of the following parties:
School Director

- Contact the CPA on September 1st to request documents needed to complete the audit
- Submit documents no later than 30 days

- Submit final audited Financials to Department of Education (DOE) no later than December 31st
- Make corrections that may be needed by DOE
- Make final submission by December 31th
- Prepare monthly records
- Communicate with auditing companies to keep books in compliance.

Monthly and Annual Reconciliation Policy
DSDT reconciles monthly and annually all cash and funds disbursed each month to the business office records, ledger cards and banks statements.

Monthly and Annual Reconciliation Procedure
Responsibilities of the following parties:

Business Office Representative
- Determines the amounts disbursed and cash collected each month according to the business office records, ledger, bank statements
- The Business Office Representative compares the monthly reconciliation report the Campus Ivy completes with COD and logs any discrepancies in an excel sheet.
- In the case of a discrepancy, the BOR works with our third-party servicers, Campus Ivy, to reconcile any reports.

Third Party Service (Campus Ivy)
- Prepares monthly reconciliation reports
- Works with DSDT Business Office Representative to resolve discrepancies

Procedures for Handling Overpayments Policy
Any amount of unearned grant funds that you must return is called overpayment. Occasionally and R2T4 results in an overpayment that a student is required to return to a grant or loan program. Grant over payments of $50 or less do not have to be returned.

A student who owes an overpayment remains eligible for Title IV, HEA program funds during and beyond 45 days from the date the school sends a notification to the student of overpayment, or 45 days from the date the school was required to notify the student of the overpayment if, during those 45 days the student:
- Repays the overpayment in full to the school.
- Enters into a repayment agreement with the school in accordance with repayment arrangements satisfactory to the school; or
- Signs a repayment agreement with the Department, which will include terms that permit a student to repay the overpayment while maintaining his/ her eligibility for Title IV, HEA program funds.

Within 30 days of the date of the school's determination that the student withdrew, an institution must send a notice to any student who owes a Title IV, HEA grant overpayment as a result of the student's withdrawal from the school in order to recover the overpayment.

If the student does not repay the overpayment in full to the school or enter a repayment agreement with the school or the Department within the earlier of 45 days from the date the school sends notification to the student of overpayment, or 45 days from the date the school was required to notify the student of the overpayment.

At any time, the student fails to meet the terms of the repayment agreement with the school:

- The student chooses to enter into a repayment agreement with the Department.
- The student who owes an overpayment is ineligible for Title IV HEA program funds.

You must make arrangement with the school or Department of Education to return the amount of unearned grant funds.

Procedures for Handling Overpayments Procedure
Responsibilities of the following parties:

Business Office Representative

- Apply the student's ledge card with the disbursement amount
- Alert the Financial Aid Representative of the overpayment due to the student confirming the amount
- Notify the student of the disbursement and the overpayment within 14 days of the disbursement
- Issue the overpayment to the student, apply it to the ledger card.
- Make a copy of the ledger card for the Financial Aid File and Education Department file

Financial Aid Representative

- Place copy of student ledger in the Financial Aid file

Excess Cash Policy
A school must disburse requested funds no later than three business days following the date the school receives the funds. "Excess cash" is any amount of SFA Program funds, other than funds received under the just-in-time payment method that a school does not disburse to students by the end of the third business day. Excess cash must be returned to the Department immediately. However, sometimes a school is prevented from disbursing funds in the required three days because of circumstances outside the school's control. For example, a school may not have been able to disburse funds because of a change in a student's enrollment status, a student's failure to attend classes as scheduled, or a change in a student's award as a result of verification. To take these circumstances into account, under the following circumstances, a school may maintain an excess cash balance for up to seven additional days.

For a period of peak enrollment (see below) at the school during which a drawdown of excess cash occurs, the school can maintain the excess cash balance in its federal account if the excess cash balance is less than 3% of the school's total prior-year drawdowns. The school is required to eliminate the excess cash balance within the next seven days by disbursing SFA Program funds to students for at least the amount of that excess cash balance.

- A period of peak enrollment at a school occurs when at least 25% of the school's students start classes during a given 30-day period.
- A school determines this percentage for an award year with the following fraction:
- Number of students who started classes in the comparable 30-day period in the prior award year Total number of students who started classes during the entire prior award year.
- For any period, other than a period of peak enrollment, the school can maintain the excess cash balance if the excess cash balance is less than 1% of the school's prior-year drawdowns. In this case also, the school is required to eliminate the excess cash balance within the next seven days by disbursing SFA Program funds to students for at least the amount of that balance.
- If a school that is participating in the Direct Loan Program does not have prior-year drawdown data for the Direct Loan Program because it did not participate in the Direct Loan Program for that prior award year, the school may include the total amount of loans guaranteed under the

Direct Loan Program for students attending the school during that year in determining total prior-year drawdowns.
- The Department reviews schools to determine where excess cash balances have been improperly maintained and to seek recovery from those schools of the resulting losses to the government.

Upon a finding that a school has maintained an excess cash balance in excess of allowable tolerances, a school is required to reimburse the Department for the costs that the government incurred in making those excess funds available to the school. In addition, where excess cash balances are disproportionately large to the size of the school or represent a continuing problem with the school's responsibility to administer efficiently the FSA Programs, the Department may initiate a proceeding to fine, limit, suspend, or terminate the school's participation in one or more of the SFA Programs. (For more on fines and other actions against schools, see Chapter 11 in FSA Handbook)

Generally, a check is "issued" when the school releases, distributes, or makes available the check by mailing the check to the student or parent (if applicable), or by notifying the student or parent expeditiously that the check is available for immediate pickup. However, upon a finding that a school has maintained excess cash balances, the Department considers the school to have issued a check on the date that check cleared the school's bank account, unless the school demonstrates to the satisfaction of the Department that it issued the check to the student shortly after the school wrote that check.
Finally, the Department will assess a school that maintains excess cash balances a liability that is equal to the difference between the earnings those cash balances would have yielded under a Treasury derived rate and the actual interest earned on those cash balances.

Excess Cash Procedures
Responsibilities of the following parties:

Business Office Representative
- Disburse FSA funds to students
- Monitors Excess Cash in accounts
- Return excess cash to the State Department of Education immediately after third day of school receiving funds.
- May keep fund beyond the third day if there is an extenuating circumstance. (7 days)

Credit Balance Authorization/Retention Procedures Policy
A Credit Balance Authorization is issued to the student if a student or parent would like to place hold on a credit balance. In order place a hold on such funds, the student or parent must complete the Authorization to Hold a Federal Student Aid Credit Balance form.

A Title IV credit balances occurs whenever the amount of Title IV funds credited to a student's account for a payment period exceeds the amount assessed the student for allowable charges associated with that payment period.

If FSA disbursements to the student's account at the school create an FSA credit balance, you must pay the credit balance directly to the student or parent as soon as possible but no later than 14 days after:

- the first day of class of a payment period if the credit balance occurred on or before the first day of class of that payment period;
- the balance occurred if the credit balance occurred after the first day of class of a payment period.

The law requires that any excess PLUS Loan funds be returned to the parent. Therefore, if PLUS Loan funds create a credit balance, the credit balance would have to be given to the parent. However, the parent may authorize your school (in writing or through StudentLoans.gov) to transfer the proceeds of a PLUS Loan credit balance directly to the student for whom the loan is made (for example, to a bank account in the student's name).

The Department does not specify how a school must determine which FSA funds create an FSA credit balance. A school may not require a student to take any actions to obtain his or her credit balance. It is the sole responsibility of the school to pay, or make available, any FSA credit balance within the 14-day regulatory time frames.

Notwithstanding any authorization obtained by the school, the school must provide the student with any remaining FSA credit balance resulting from FSA loan funds by the end of the loan period and any other FSA program credit balances by the end of the last payment period in the award year for which the funds were awarded.

Credit Balance Authorization/Retention Procedures Procedure
Responsibilities of the following parties:

Business Office Representative

- Determine if the student will have a credit balance
- Offer the student or parent (in the event of a parent plus) the option to complete the Credit Balance form
- If chosen not to complete the form, overpayments must be issued to the parent or student-information submitted to the Business Office.

GAPS and COD Policy
DSDT requires that each student receives a person search called Common Origination and Disbursement (COD). This information consists of student and borrower demographics along with details about the awards they hold. It determines what percentage of the scheduled award for the current year has been used. DSDT requires the use of a core financial system (GAP) which integrates the following processes: financial management, contracts and purchasing, grants administration and payment management. DSDT's third party servicer, Campus Ivy, provides full financial management support services including obligation of award authorizations, disbursement of funds, and final grant closeout.

GAPS and COD Procedures
Purpose: To view students' previous demographics along with details about the awards they hold.

Responsibilities of the following parties:

Admission/Financial Aid Representative

- After the interview and application is complete the Financial Aid Representative will do a COD search on each student.
- The COD search will give the FAR demographics along with the details about the awards they hold.

Business Office Representative

- Provide and Review Campus Ivy's Disbursement of Funds
- Provide and Review Campus Ivy's Final Grant Closeout

Prior Year Charges Policy
Prior-Year Charges in general, FSA Program funds can be used to pay only for educational expenses a student incurs in the period for which those funds are provided. However, a school is permitted to use a student's FSA Program funds to pay minor prior-year institutional charges if the student has, or will have, an FSA credit balance, and the school obtains the student's or parent's authorization to pay the prior year charges.

A school may obtain authorization from a student in advance to use FSA Program funds to cover prior-year charges that are less than $200. To pay prior-year charges for amounts equal to or greater than $200, in addition to obtaining an authorization, a school must determine that payment would not prevent the student from paying for his or her current educational expenses.

- If a student's title IV aid package includes only a Direct Loan, the current year is the current loan period.

- If a student's title IV aid package includes only non-Direct Loan aid, the current year is the award year.

- If a student's title IV aid package includes both a Direct Loan and other aid, DSDT may choose to use either the loan period or the award year as the current year.

Prior Year Charges Procedures
Responsibilities of the following parties:

Business Office Representative
- Obtain authorization from a student or parent in advance to use FSA Program Funds to cover prior-year charges that are less than $200.
- Pay minor prior-year institutional charges if an FSA credit balance occurs only to pay for student's costs for the period for which the funds are provided.
- Current-year funds for prior award year charges for books, course materials, supplies, and equipment (and with permission, educationally related charges) for a total of no more than $200. May not pay prior year charges in excess of $200.

Separation of Duties Policy
To manage DSDT financial aid programs effectively, the aid Representative must be supported by an adequate number of professional and clerical personnel. The number of staff that is adequate depends on the number of students aided, the number and types of programs in which the DSDT participates, the number of applicants evaluated and processed, the amount of funds administered, and the type of financial aid delivery system the school uses.

The Department will determine on a case-by-case basis whether a school has an adequate number of qualified persons, based on program reviews, audits, and information provided on the school's application for approval to participate in the FSA programs. Each department is responsible for specific duties to assist in facilitating the duties of each office. Currently DSDT staff is as follow:

- Director of Financial Aid
- CFO (Business Office)
- School Director
- Director of Student Services (SAP)
- Director of Administration

- Instructors
- Admission Representatives

Separation of Duties Procedure
Responsibilities of the following parties:

School Director
- Will evaluate the staff, number of students to determine when and if an increase of staff is needed.
- If an increase in staff is needed, the School Director will have a Strategic Planning Meeting with Upper Management and the CPA to budget for upcoming hiring of individuals and the departments that are needed

Administrative Cost Allowances Policy
DSDT chart of accounts must identify all general ledger and subsidiary ledger accounts relevant to the Federal Student Aid Programs. In addition, DSDT accounts, journals, and records must follow federal cash from the moment the funds are drawn through G6 to when funds are disbursed to students, including when cash is deposited into institutional bank accounts, transferred between bank accounts, posted to general and subsidiary ledger, posted to the individual student account ledgers, and if applicable, disbursed directly to students.

Administrative Cost Allowances Procedure
Responsibilities of the following parties:

Business Office Representative & School Director
- Enable timely internal and external financial reporting
- Meet documentation requirements;
- Ensure proper filing of applications
- Create accurate report
- CPA
- Make sure records are recon ciliated monthly and yearly audit is following the Department of Education and The Council on Occupational Education.

1098-T, 1098-E, IRS Forms 1042 & 1042-s Requirements Policy

IRS Form 1098-E
DSDT must provide IRS Form 1098-E, Student Interest Statement, to all individuals who paid student loan interest of $600 or more on loans held by your school during a calendar year.
IRS Form 1098-T
DSDT must provide Form 1098-T, Tuition Statement, for each student enrolled for credit and for each student whom a reportable transaction is made.

IRS Forms 1042 & 1042-s
DSDT is required to meet withholding and reporting requirements for nonresidents. Nonresidents eligible for Title IV aid include asylees, refugees, and parolees. DSDT must generate a 1042-S for each nonresident student receiving taxable income other than wages. This includes Title IV need based aid and other grants or scholarships. DSDT must also prepare a 1042 summarizing the data reported on the individual 1042-S forms. See IRS instructions for forms 1042 and 1042-S for filing requirements

1098-T, 1098-E, IRS Forms 1042 & 1042-s Requirements Procedure

Responsibilities of the following parties:
Business Office Representative

- Contact IRS to order 1098-T and 1042 forms by January 1st of each year or as soon as they are available for purchase.
- Complete all 1098-E forms for all students who paid student interest in excess of $600.00 or more.
- Complete 1098-T Tuition statement for each student enrolled for credit and for each student whom a reportable transaction was made.
- Make copies of all forms for student's files.
- Mail all files to students no later than January 30th each year.
- In the event of unforeseen circumstances, request for an extension.

Federal Bank Account Requirements Policy
For each account that contains Federal Student Aid program funds, DSDT who is located in the state of Michigan- must identify that FSA funds are maintained in the account by including the phrase **Federal Funds** in the name of the account and the specific type of funds (PELL/DL); or notifying the depository institution that the depository account contains Title IV program funds that are held in trust and keeping a copy of this notice in its records and, except for public institutions, filing a Uniform Commercial Code Form (UCC-1) statement with the appropriate state or municipal government entity that discloses that an account contains federal funds. DSDT must keep a copy of the UCC-1 statement in its records.

The Department may require DSDT to maintain Title IV funds in a separate depository account that contains no other funds if the Department determines that the school failed to comply with: (1) the cash management regulations, (2) The recordkeeping and reporting requirements, or (3) applicable program regulations.

Federal Bank Account Requirements Procedure
Responsibilities of the following parties:
Business Office Representative & The School Director

- Ensure that all bank accounts that receive federal funds are identified as Federal Funds on the account or the account with Title IV.
- Keep copies of its data.

Default Management Plan Policy
If DSDT has a single CDR equal to or greater than 30% must establish a Default Prevention Task Force and develop a Default Management Plan to reduce defaults and prevent loss of institutional eligibility that:

- Identifies the factors causing the schools CDR to exceed the threshold.
- Establishes measurable objectives and identifies steps to improve the CDR.
- Specifies actions the school will take to improve student loan repayment including loan repayment counseling.

Default Management Plan Procedure
Responsibilities of the following parties:

Admission Representative

- Keeps records updated regarding borrowers' addresses, telephone numbers, employers, and employers' addresses.
- If necessary, uses activities such as skip tracing and sending letters "Forwarding and Address Correction Requested" to maintain contact with borrowers who have moved.

Instructors

- Reteaching/Tutoring if on academic probation.
- How to assist students with health problems.
- How to assist students with language problems.
- Is transportation a problem?
- Does the student have financial difficulties and are they financially literate?

Director of Workforce Development

- Helping non-completers find a job.
- Assists borrowers who are having trouble in finding employment through career counseling, job placement assistance, and information about repayment options, including the availability of deferments and forbearances.
- Does the student have financial difficulties and are they financially literate?

Main Campus School Director

- Identifies and allocates the personnel, administrative, and financial resources appropriate to implement the default management plan.
- Ensures that its admission policies and screening practices only admit students who have a reasonable expectation of succeeding in their program of study.
- Evaluates and improves, if necessary, its curriculum, facilities, materials, equipment, qualifications and size of faculty, and other aspects of its educational program to ensure that borrowers remain in school and that they are employed after they complete their program of study.

Financial Aid Representative

- Establishes a process to ensure the accuracy of data used to calculate its draft and official cohort default rates.
- Establishes a data collection system to track and analyze borrowers who default on their loans.
- Defines evaluation methods, sets default reduction targets, and conducts an annual comprehensive self-evaluation of its administration of the Title IV programs to identify institutional practices that should be modified to reduce defaults, and then implements those modifications.
- Enhances the enrollment retention and academic persistence of borrowers through counseling and academic assistance, especially for academically high-risk students.
- Understand who is defaulting and why. Create a picture of who is at-risk and what works.
- If possible, identifies and implements alternative financial aid award policies and develops alternative financial resources to reduce the need for student borrowing.
- In addition to requirements in 34 CFR 682.604 and 34 CFR 685.304, provides the information listed in the "Enhanced Initial and Exit Counseling" section, on the following page, during initial and exit counseling.
- If possible, uses interactive electronic materials, audio-visual materials, and written tests during counseling to ensure that borrowers understand the terms and conditions of their loans.
- If borrowers demonstrate that they do not understand the terms and conditions of their loans (for example, by failing a written test), provides additional, more intensive counseling.
- Frequently reviews borrowers' in-school status to ensure that it recognizes instances in which borrowers withdraw without notice
- Contacts borrowers during their grace period to remind them of the importance of the repayment obligation and of the consequences of default.

- Tracks borrowers' delinquency status by obtaining reports from the Department and from Direct Loan Program guaranty agencies and lenders.
- Exit Counseling
- Information about delinquency and default
- Requesting borrower information.

All Staff

- Student success/completion is a key to less default.

Fiscal and Cash Management Policy
DSDT's financial management system (including DSDT's accounting system) provides effective control over and accountability for all funds received from the U.S. Department of Education's (ED's) Grant Administration and Payment System (G6).

Maintaining And Accounting for Funds
All schools must maintain a bank account into which the Department transfers, or the school deposits, FSA program funds. The account must be federally insured or secured by collateral of value reasonably equivalent to the amount of FSA program funds in the account. A school is not required to maintain a separate account for FSA program funds unless the Department specifies otherwise.

A school is not required to maintain a separate bank account for Direct Loan program funds that the school receives from a lender by EFT. A school must maintain and account for Direct Loan program funds in the same manner required for other FSA program funds.

Maintaining and Accounting for Funds Cite 34 CFR 668.163
Bank account notification requirements for each account that contains FSA program funds, a school must identify that FSA program funds are maintained in the account by:

• including the phrase federal funds in the name of the account, or
• notifying the bank or investment company of the accounts that contain FSA program funds and keeping a copy of this notice in its records and, except for public institutions, filing an UCC-1 statement with the appropriate state or municipal government entity that discloses that an account contains federal funds.

The school must keep a copy of the UCC-1 statement in its records.
The requirement that a school file a UCC-1 statement when an account's name does not include the phrase federal funds was established to reduce the possibility that a school could misrepresent federal funds as its own funds to obtain a loan or secure credit.

Interest-bearing or investment account
A school is required to maintain Title IV funds in an interest-bearing depository account, except if (1) the school receives less than $120,000 in Federal funds per year, (2) the best reasonably available interest-bearing account would not be expected to earn interest in excess of $500 per year on Federal cash balances, (3) the depository would require an average or minimum balance so high that it would not be feasible within the expected Federal and non-Federal cash resources, or (4) a foreign government or banking system prohibits or precludes interest bearing accounts (as provided in 2 C.F.R. § 200.305(b)(8)). The school may retain earnings up to $500 per award year, excluding Perkins earnings. All earnings in excess of $500 must be returned annually to the

Department of Health and Human Services, but not later than 30 days after the end of that award year.

A school is not required to maintain Direct Loan, Pell Grant, FSEOG, and FWS program funds in an interest-bearing account or an investment account for an award year if:

- the school drew down less than $3 million from these funds in the prior award year and anticipates that it will not draw down more than $3 million in the current award year;
- the school can demonstrate that it would not earn over $500 in interest on the funds it will draw down during the award year; or
- the school requests these funds under the just-in-time payment method.

Schools that request funds under the just-in-time payment method are exempt because this method would ensure the expeditious accounting for and disbursement of program funds. Therefore, little or no interest would be earned on funds provided to the school.

Fiscal and Cash Management Procedure
Responsibilities of the following parties:

Director of Administrator
- Maintains student payments in the accounting system

Business Office Representative
- Ensures that all disbursements are valid and eligible
- Ensure proper filing of applications.
- Ensure timely internal and external Financial Aid reporting.
- Keep accurate and auditable records including providing the clear audit trail required by cash management regulations

Compliance Audits & Audited Financial Statements Policy
A school that participates in any Federal Student Aid (FSA) program, including a participating foreign school, generally must have an independent auditor conduct an annual audit of the school's compliance with the laws and regulations that are applicable to the FSA programs in which the school participates (a compliance audit), and an audit of the school's financial statements (a financial statement audit).

DSDT participates in a yearly FSA compliance audit conducted under the Inspector General's Audit Guide (for FSA school audits) by a CPA and the Third-Party Auditor, **Nathan Ferguson, CPA L.L.C.** Partners, LLC. This audit is submitted to Department of Education (DOE) annually.

Compliance Audits & Audited Financial Statements Procedure
Responsibilities of the following parties:

School Director & Director of Financial Aid
- Contacts the CPA by September 1st of each year to request documents needed to begin audit
- Submits the documents to the CPA no later than September 1st
- Submit the completed audit by December 31st
- Wait for Department of Education possible corrections
- Submit corrections by January 15th

Cash Management Regulations Policy

The cash management regulations are intended to promote sound cash management of FSA program funds by schools; minimize the costs to the government of making FSA program funds available to students and schools; and minimize the costs to students who receive FSA loans. Except for funds provided by the Secretary for administrative expenses and funds used for the Job Location and Development Program under 34 CFR part 675, subpart B, funds received by an institution under the Title IV programs are held in trust for the intended beneficiaries.

The school, as a trustee of those funds, may not use the funds as collateral or engage in any practice that risks the loss of those funds. Moreover, a school must exercise the level of care and diligence required of a fiduciary in managing Title IV program funds.

To ensure adequate cash management practices, a school must have in place a cash management system that adheres to federal regulations and other standards. A school's cash management practices are governed by:

- Generally Accepted Accounting Principles (GAAP),
- standards prescribed by the federal Office of Management and Budget (OMB),
- U.S. Department of Treasury regulations, and
- U.S. Department of Education (ED/the Department) regulations.

Requesting Funds
DSDT utilizes a federal third- party servicer Campus Ivy to provide services to process Financial Aid data, provide training, and make sure DSDT is following the federal regulation and policies.

Managing Excess Cash
A school must disburse funds no later than three business days following the date the school receives them. The department considers excess cash to be any amount of FSA funds that a school does not disburse to students or parents by the end of
the third business days following the date the school:

- Received those funds from the Department; or
- Deposited or transferred to its depository account previously disbursed FSA funds received from the Department, such as those resulting from award adjustments, recoveries, or cancellations.

If a school cannot disburse funds in the required three days because of circumstances outside the school's control. (Change in student enrollment status, student's failure to attend classes as scheduled, or a change in a student's award as a result of verification. In view of these circumstances, a school may maintain some excess cash for up to seven additional days if the excess cash does not exceed 1% of the total amount of funds the school drew down in the prior award year. The school must return immediately to the Department of Education any amount of excess cash over the 1% tolerance and any amount remaining in it account after the seven-day tolerance period.
Where excess cash balances are disproportionately large or where they represent a continuing problem with school's ability to responsibly administer the FSA program, the Department may initiate a proceeding to fine, limit, suspend, or terminate the school's participation in one or more of the FSA programs.

Returning Funds to the Department of Education
If Pell Grant funds are required to be returned, a school must either enter the student's revised Pell Grant award in the COD System; and or return the funds to the Department through G6, or if applicable,

disburse the funds to other eligible students. *Note that for Pell funds from a prior award year, a school may not use the funds for an eligible student in the current year.*
In addition, if Pell funds are returned after the FISAP has already been filed, the school must make any appropriate changes to the Pell Grant expenditures section of the corresponding FISAP.

In addition, schools must ensure that all unclaimed Title IV credit balance funds are returned no later than 240 days after the date it issued the first check. If an EFT to a student's or parent's financial account is rejected, a school may make additional attempts to disburse the funds, provided that those attempts are made no later than 45 days after the EFT was rejected (attempts cannot exceed the overall 240 day time frame). In cases where the school does not make another attempt, the funds must be returned to the Department before the end of this 45-day period.

Cash Management Regulations Procedures
Responsibilities of the following parties:

Business Office Representative
Request funds from Campus Ivy
Disburse funds to eligible student and/or parent
Manage excess cash
Return funds to the Department of Education
Reconciliation
Report the activities to Third-Party Servicer Campus Ivy

Internal Controls Policy
The Internal Control at DSDT is a system of check and balances. DSDT has a well-organized financial aid office member who has been trained by Campus Ivy and the State Department of Education. The school's plan of organization and all the policies, procedures, and actions taken by the school to provide reasonable assurance that the school will achieve its objectives in the following areas:

1. Effectiveness and efficiency of operations.
2. Accuracy of operating data.
3. Reliability of program reporting.
4. Protection of funds against fraud and misuse.
5. Compliance with organizational policies and applicable FSA laws and regulations.

The school's administrative objectives, including performance and financial goals and safeguarding of resources addresses the internal control.
The decisions made by DSDT on its day-to-day operations are based on accurate information.
DSDT preparation of financial statements, audits, and other fiscal and operational reports a school is required to make to the Department.
The school's fiduciary responsibility is to safeguard FSA funds and ensure they are used for the purposes and by the recipients intended. The school complies with all applicable federal, and state, laws and regulations, as well as the regulations of its accrediting agency.

DSDT utilizes **Nathan Ferguson, CPA L.L.C.** Partners LLC, Campus Ivy, and eZ audit to make sure the school is complying and safeguarding FSA funding.

The components are:

- Control Environment—the control environment sets the tone of an organization and influences the mind-set of its employees. It is the foundation for all other components of internal control, providing its discipline and structure. Control environment factors include the integrity, ethical

values, and competence of the school's people; management's philosophy and operating style; and the way a school's administration assigns authority and responsibility and organizes and develops its employees.
- Risk assessment—every entity faces a variety of risks from external and internal sources. Risk assessment is the identification and analysis of risks that have the potential to negatively affect a school's satisfactory management of the FSA programs, its financial strength, its public image, and the overall quality of its programs and services.
- Information and communication. Pertinent information must be identified, captured, and communicated in a form and time frame that enables employees to carry out their responsibilities.
- Monitoring—Internal control systems need to be monitored— a process that assesses the quality of the system's performance over time. This can be accomplished through ongoing monitoring activities, separate evaluations, or a combination of the two.
- Control Activities—Control activities are the policies and procedures that help ensure a school's administrative directives are followed. They help guarantee that the actions necessary to reduce risk are carried out.
-

Internal Controls Procedures
Responsibilities of the following parties:
Business Office Representative
- Follow the rules and safeguard funding
- Authorize and disburse funds

Student Ledger Procedure for Posting Policy
DSDT's business office is responsible for most financial accounting. The Director of Administration is responsible for recordkeeping. The remainder of this chapter is designed to help the business office satisfy its accounting responsibilities efficiently and with a minimum of effort.

The business office is responsible for posting to all student ledger cards and maintain accurate records with a detailed description (Sub, Unsub, Pell) of the type of payment posted to the students account. The accounting records and systems for FSA funds must provide a clear audit trail that makes it possible to trace all federal cash from drawdown to its destination. Any student who receives Title IV funds, the school must maintain a student ledger that clearly identifies the date and amount of each transaction, and the balance after each.

Student Ledger Procedure for Posting Procedure
Responsibilities of the following parties:
Business Office Representative
- As payments are submitted (cash) payments are posted to student ledger within in 24 hours of making the payment.
- As disbursements are made, it is posted to student ledger cards and send disbursement notifications to students via email or in-person paper.

Director of Administration
- Copies of student ledger cards are printed for Financial Aid folders.
- Issue out recipes via email or printed copies as requested.

Awarding Policies and Procedures Policy
DSDT award policies and procedures as needed to support the services required by governmental and accrediting agencies. These policies are written and shared with parties of interest to ensure that the applicable persons are trained in order to implement them within their departments. These policies and procedures are maintained in hard copies and electronic copies, which are issued to appropriate personnel.

They are reviewed and updated as new polices are issued through Campus Ivy, Knowledge Center, and Accrediting Agency and other training entities.

Awarding Policies and Procedures Procedure
Responsibilities of the following parties:
School Director

- Create Policies and Procedures as needed or required
- Review polices yearly or as needed or required
- Issue polices to specified personnel

Director of Financial Aid

- Train staff as needed to new policies and regulations
- Supervise and monitor the implementation of policies within all departments

*****DSDT does not have any Campus Based Programs at this time.**