



# Consumer Information

## STUDENT CONSUMER INFORMATION

Student consumer information is provided by the Financial Aid office and is the responsibility of the Director of Financial Aid to oversee. The publications are reviewed and updated on an ongoing basis. Information may be provided to the media for publication.

### **Procedures and Forms Required to Apply for Financial Aid**

All student applicants at Mildred/Elley who desire to receive federal or state funds must complete the Free Application for Federal Student Aid. Students may be asked to submit documentation such as tax returns, birth certificates, and Social Security cards and other items needed to verify financial or dependency status. Students who do not wish to submit requested documentation will not receive a financial aid award.

Students attending programs which have eligibility for financial aid funds from more than one award year period are notified at the beginning of each calendar year that it is time to reapply for financial aid. Mildred/Elley begins to collect new award year financial aid information in the month of February and continues to notify students with reminders until June 30<sup>th</sup>.

### **Methods of Disseminating Consumer Information**

The Financial Aid staff disseminates information to student through various channels. Each student who requests a packet receives Financial Aid information in various publications (the Catalogs, newsletters, in consult with a representative, etc.). The Financial Aid office also has various information pieces that are available to the students. Targeted and general announcements are posted on the SonisWeb portal page in addition to posting notices throughout the building in conspicuous view.

### **Student Eligibility Requirements**

The Student Eligibility Requirements are listed in the catalog. They are as follows:

- Must be enrolled in or admitted to an eligible program at Mildred/Elley, be a high school graduate, or have a GED, and/or pass an approved administrative Ability to Benefit examination.
- Students must be enrolled in one of the undergraduate programs, or programs leading to a certificate, and for Student Loan purposes, must be enrolled in at least 6 credit hours (some forms of financial aid allow for enrollment under 6 credit hours).



### **Student Eligibility Requirements, (continued)**

- Must not be in default or owe a refund on any Title IV aid program from any source
- Cannot receive aid for any courses take for audit
- Must meet Satisfactory Academic Progress standards
- Must be a U.S. citizen or U.S. National or an eligible non-citizen. Documentation of status may be required.
- Must have a completed financial aid file
- Must be in an eligible program of study

### **Criteria for Selecting Recipients and Determining Award Amounts**

Students who have a completed file are considered for financial aid. A list is of students who are ready to be awarded during the enrollment periods are processed and shared with the Admissions department staff. Award amounts for any Direct Loan proceeds are determined by the student's grade level and remaining eligibility from need and budget limits. Eligibility for Grant funds through the FPELL program are based on the identified EFC value as determined from the student's ISIR. Other funds such as FSEOG and Federal Work Study are need based and amounts are set at a specific number each year.

### **Availability of Forms and Instructions**

The FAFSA is available in paper form in the Financial Aid office, on the web at <http://www.federalstudentaid.ed.gov/>, and provided by the processor directly to prior awarded students as a renewal notification. A federal PIN is provided by the processor. Students may review and access their financial aid information with a representative year round.

### **Rights and Responsibilities of Students on Financial Aid**

Student Responsibilities are as follows:

- Must complete all requested forms accurately
- Must use all financial aid received solely for expense related to attending an approved Mildred/Elley academic program
- Must submit in a timely manner all additional documentation requested by Financial Aid.

Student Rights are as follows:

- Have the right to know how financial need was determined
- Have the right to know how financial aid will be distributed
- Have the right to request an explanation of programs in the financial aid package
- Have the right to refuse any aid offered



#### Student Rights, (continued)

- Have the right to request an explanation of Mildred/Elley refund policy
- Have the right to know what portion of financial aid must be repaid and what portion is a grant. If a loan has been received, have the right to know the interest rate and loan repayment options and procedures
- Have the right to examine the contents of aid records provided a written request is made to Financial Aid. Students may not review confidential records submitted by parents without the written consent of the parent whose information has been submitted.

#### **Cost of Attendance**

Cost of attendance information is provided to the students during their awarding and packaging process. Adjustments may be made if extenuating circumstances exist.

#### **Refund Policy**

Students are notified of Refund Policies in the Catalog and in the Financial Aid information package.

#### **Academic Programs Offers**

Academic program information is available through the Admissions office as well as in the Registrar's office.

#### **Student Retention and Completion Data**

Student retention and completion data is determined and housed in the Institutional Advancement office of Research and Planning. The Financial Aid office annually reviews all records and determines the proper destruction date. Student files are maintained for 5 years after the last date of attendance. Department of Education (DOE) policy states 3 years but it is Mildred/Elley policy to keep records for a minimum of 5 years.

#### **Information for Students with Disabilities**

Information for students with disabilities is available through Admissions.



## **GENERAL INFORMATION ABOUT THE SCHOOL**

### **Student Right-To-Know Act**

The Student Right-to-Know Act requires that a college provide information on the completion rates of its full-time students to potential and current students. Such information is available from the Office of the Registrar and to all prospective students before they enter into any financial obligation with the college

### **Drug & Alcohol Abuse Prevention Information**

Possession of drugs or alcohol on campus is prohibited and disciplinary action associated with this behavior is outlined in the School Catalog and/or Employee Handbook.

According to the Federal Department of Education, “a drug conviction can disqualify a student for financial aid funds. A conviction that was reversed, set aside, or removed from the student’s record does not count, nor does one received when the student was a juvenile, unless she/he was tried as an adult. The period of ineligibility for financial aid funds depends on whether the conviction was for sale or possession, and whether the student had previous offenses”. (2010-2011 *FSA Handbook*)

### **Family Educational Rights and Privacy Act (FERPA)**

All Mildred Elley students shall have the right to inspect and review their educational records, to request corrections or deletions, and to limit disclosure of the records in accordance with the Family Educational Rights and Privacy Act of 1974, also referred to as the Buckley Amendment. The detailed procedures for exercising one’s rights under the Buckley Amendment are available upon request in the Registrar’s Office. The college reserves the right to release to police agencies and/or crime victims any records or information pertinent to a crime which has occurred on campus, including the details of any disciplinary action taken against the alleged perpetrator of the crime. Students wishing to file a complaint concerning alleged failures of Mildred Elley to comply with FERPA may be sent to: Family Policy Compliance Office; U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-4605.

### **Availability of Employees for Information Dissemination**

All campus offices are generally open year round except posted holidays.  
Monday – Friday 8:00 a.m. to 7:00 p.m.



### **Information on Accreditation**

Mildred Elley is accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) to award diplomas, certificates, and the Associate in Occupational Studies (A.O.S.) degree. The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation. Inquiries should be directed to:

Accrediting Council for Independent Colleges and Schools  
750 First Street, N.E., Suite 980  
Washington, D.C. 20002-4241  
(202) 336-6780  
[www.acics.org](http://www.acics.org)