

Central Christian College of the Bible

Financial Aid Policies for On-line Classes

Beginning with the summer term of 2010, the following Financial Aid policies will be in place for students who participate in Central's on-line and consortium classes.

Attendance Qualifications

Students who choose to participate in Central's on-line and consortium classes must demonstrate that they are participating in each individual class in order to receive Federal and Institutional aid. In order to establish this, student must have completed the first week of assignments for each on-line class. Central's On-line Coordinator will be responsible for determining and informing the Financial Aid Office of students who have met the attendance requirements.

Non-Attendance Responsibilities

Students who pre-register for an on-line class and do not begin the class are responsible for any costs that Central incurs for that class even if they do not complete the registration process. In order to avoid paying these costs, students must inform the Registrar's Office in person or by email their intent to drop the on-line course from their schedule before the last day of official registration for the semester. The date of the email will be used to determine the date of withdrawal. The student will be charged the change of schedule fee when the course is dropped.

Students who have officially registered for their on-line class and want to drop the online class during the grace period will not receive a credit for the up charge but will not be charged the change of schedule fee. The **grace period** is defined as one week from the start date of the course. The course will not appear on the transcript.

Satisfactory Academic Progress

On-line students will be subject to the same SAP standards as Central's regular student body. This includes GPA requirements and Attempted/Completed percentages for disbursement of Federal and Institutional aid as well as graduation requirements. However, students must have a cumulative 2.5 GPA to be considered eligible to take CCCB, consortium, Nazarene Bible College (NBC) and Knowledge Elements (KE) on line classes. Student's who take CCCB and NBC on-line classes must pass the on-line orientation before starting the on-line course.

Distribution of Federal & Institutional Aid

In order to be in compliance with Federal Regulations, Central's Financial Aid Office will not certify nor will the Business Office disburse aid until the attendance qualifications have been met. Aid will be given out in increments as the student progresses through the semester. It will be possible for students to receive multiple disbursements during the semester until they reach

full-time status. Cost of Attendance will be adjusted as students move from one enrollment status to another, i.e. less than ½ time to ½ time to ¾ time to full time.

If students enroll in a class that was not part of their semester schedule at the beginning of the semester, the Registrar will notify the Financial Aid Office. If this changes the student's enrollment status and the student could receive more aid, the Financial Aid Office will adjust their aid accordingly.

For students who are considered traditional classroom students, who are also enrolled in an on-line class too, and already have a full-time enrollment status which meets the census requirements, aid will be disbursed at the full-time enrollment status. If, however, the on-line class is what constitutes full-time enrollment, then aid will be disbursed based on the students traditional classes until the attendance qualifications are met for the on-line class.

On-Line Only Students

For students who are considered on-line only, disbursements of Federal Aid will be disbursed as students move from one enrollment status to another. However, if a student is enrolled for a total of 6 hours taking 1 class (3 hours of credit) for the first session of a semester and 1 class in the second session, they will not receive their student loan funds until attendance qualifications have been met for both classes. (In other words if you are in two different sections of classes that have different start dates within one semester, you may not receive your loans until you have completed the first class and met the attendance qualifications for the second class.) Federal Law states a student must be considered at least half-time in order to receive Federal Student Loan funds. A student would not, in the above example, be considered half-time until the second session attendance qualifications have been met.

Return of Title IV Funds

If students who are enrolled in on-line classes are dropped from the classes because they have not met the continuing attendance requirements a Return of Title IV Funds may take place. The Financial Aid Office will evaluate each situation on an individual basis to determine if a student has completely withdrawn from the program or still maintains eligibility to keep the Title IV funds.

For example, if a student drops out of the on-line program, the last completed assignment by the student will mark their last day of attendance (LDA) If, however, a student is still enrolled in other classes or is scheduled to begin another class within that current semester, calculations will be postponed until enrollment verification and attendance qualifications can be verified. If it is determined that a student did not begin classes or did not meet the attendance qualifications, the last completed assignment in the last class the student was enrolled will mark their LDA.

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