

BALDWIN PARK UNIFIED SCHOOL DISTRICT  
ADULT AND COMMUNITY EDUCATION

**FEDERAL PELL GRANT STUDENT ACADEMIC  
PROGRESS AND ATTENDANCE POLICY  
2011-2012 AWARD YEAR**

Baldwin Park Adult and Community Education offers Financial Aid through the Federal Pell Grant Program. This program provides financial assistance to eligible students enrolled in approved post-secondary vocational training courses offering certificates of proficiency. Students pursuing a High School Diploma or GED are not eligible for financial aid. Eligibility is based on financial need. Applicants must have either a High School Diploma or G.E.D. or be beyond the age of compulsory school attendance, and pass a federally approved test that measures ability to benefit. Applicants must also meet citizenship requirements and maintain satisfactory progress and attendance. This grant is not available for students who have a bachelor's or professional degree.

The vocational courses that qualify for the Federal Pell Grant program are listed below:

<b><u>Federal Pell Grant programs:</u></b>	
Automotive Services	1200 Hours
Cosmetology	1600 Hours
Electrician	900 Hours
Food Service & Hospitality	912 Hours
Information Support and Services	900 Hours
Manufacturing Systems and Processes (Computer Repair)	1200 Hours
Support Services Medical AssistantAdministrative and Clinical	1002 Hours
Therapeutic Services (Pharmacy Technician)	810 Hours

**ACADEMIC QUALIFICATIONS**

Students **must give a copy of their High School Diploma or GED to the Financial Aid Office.** Students who do not have a High School Diploma or GED must be at least 18 years of age and have passed the Wonderlic Basic Skills Test (Ability to Benefit), given in our counseling department.

**SATISFACTORY ACADEMIC PROGRESS POLICY**

In order to be making satisfactory progress toward a certificate, and continue to be eligible for financial aid students must maintain a rating of "Satisfactory Progress" or maintain an overall grade average of 70% or a "C" and proceed through the program at a pace leading to completion within a maximum time frame. The students' attendance and progress will be evaluated on a monthly basis by program teachers.

**BPAGE**  
**MISSION STATEMENT**

***"BPAGE meets the needs of the community by providing classes and support services that prepare students to meet their personal, career and college goals."***



**The following hours cannot be counted towards a pay period:**

- Hours from unsatisfactory progress.
- Hours from incomplete course work.
- Hours completed **before** passing the **Wonderlic Basic Skills Test, (WBST)**.
- Hours completed in previous award year if not a Pell Grant participant during that year.

**PROBATION AND REINSTATEMENT PROCEDURES**

In the event that a student fails to meet satisfactory progress, the student will be placed on probation for one month. A student may receive financial aid during the probation period. However, by the end of the probation period, the student must meet satisfactory progress in order to receive any additional financial aid.

**APPEALS PROCEDURES**

If a student is determined to be ineligible for financial aid because satisfactory progress requirements were not met, the student may appeal this decision to the Director of Financial Aid by indicating in writing the reasons why the minimum requirements were not met and why aid should not be terminated. **The Director of Financial Aid will review the appeal and notify the student in writing of the decision.**

**COURSE REPETITION**

Students are not permitted to receive financial aid for repeating courses, which have been completed successfully.

**FEE WAIVERS**

A student may be eligible for a registration fee waiver when all paperwork is completed correctly and he/she is approved and eligible for the Federal Pell Grant. Continuing students may be eligible for a registration fee waiver if the student has met the hours for the next pay period. (Please see pay period hours below).

**PAYMENT PERIODS**

The school defines an academic year as 900 clock hours and 36 weeks of attendance for all programs.

**All programs are divided into two payment periods of 450 hours of attendance each.** Courses with over 900 hours of attendance will extend into the following award year. **Payments for courses under 900 hours will be prorated.** Payments will be calculated according to the number of hours or the number of weeks in the payment period.

Students who complete course work faster than full time status will have pay periods calculated by weeks of attendance which reduces the amount of the award payment.

**FIRST PAY PERIOD = 1 – 450 HOURS / SECOND PAY PERIOD 451 – 900 HOURS**

**CHECK DISBURSEMENT PERIODS**

All checks are dispersed at the last day of each month in which the appropriate number of hours have been completed and verified.

**1<sup>ST</sup> PAYMENT:** Issued on the last business day of the month when all paperwork is completed and verified.

**2<sup>ND</sup> PAYMENT:** Issued on the last business day of the month when the student has completed one half of the second pay period **(451 Hours)**.

**Academic period covered by award: July 01, 2011 through June 30, 2012**

**Crossover Pay Periods:** Students who have crossover payments from one award year to the next will receive payments as stated above. Students who are enrolled in a 1200 hour course and are receiving the last payment from one award year to the next award year will receive the payment when 1100 hours or two thirds of the pay period have been completed. Students must complete the total hours for the certificate program in which they are enrolled.

### **REPAYMENT POLICY FOR THE FEDERAL PELL GRANT PROGRAM**

Students who do not **complete at least 60%** of the hours of each pay period must repay the unearned portion of the Pell Grant for the pay period. This unearned portion is based on the total number hours scheduled to be completed and divided by the total hours in the pay period. Students must repay the amount of money received as an overpayment.

Students who owe repayments or overpayments are ineligible for additional Federal Pell Grant assistance. Students who owe a repayment or overpayment for Federal Pell Grant Funds will be reported to the Federal Government and will not be eligible for Title IV funds. Certificates will not be issued until repayment of an overpayment has been made.

*Sample of Repayment Calculation is available at the Financial Aid Office upon request.*

### **COST OF ATTENDANCE**

Students must be enrolled at least half-time (12 hours per week) to have all cost of attendance components used to calculate the cost of attendance. The cost of attendance determines how much money a student is awarded.

Components for determining the Pell Grant Award:

Tuition and Fees, Room & Board, and Miscellaneous Expenses

**These costs cannot be used to calculate the cost of attendance for students who are not attending at least half-time. Without the Room and Board and the miscellaneous expenses, the grant is greatly reduced. Half-time attendance is 12 hours per week.**

### **MINIMUM HOURS OF ATTENDANCE FOR THE 2011-2012 AWARD YEAR**

These monthly hours represent the minimum hours a student must attend to receive Federal Pell Grant Award based on half-time attendance (12 hours per week). **You must maintain Satisfactory Progress on a monthly basis and attend the required daily hours as described by your course of study.** Students' attendance and progress will be monitored at the end of each month by the Financial Aid Office.

\*These are the minimum number of hours (12 hours a week) based on school calendar.

<u>MONTH</u>	<u>HOURS</u>	<u>MONTH</u>	<u>HOURS</u>
July/Aug.	<u>55</u>	January	<u>38</u>
September	<u>43</u>	February	<u>46</u>
October	<u>50</u>	March	<u>53</u>
November	<u>46</u>	April	<u>36</u>
December	<u>38</u>	May/June	<u>55</u>

### MONTHLY HOURS

Students need to keep monthly records of hours in class. Students must check with the teacher, not the Pell Office, to determine the number of hours accumulated. Use the chart above to track your monthly hours. The Financial Aid office will work with the teachers and the students when there is a conflict regarding the hours.

### MAXIMUM TIME FRAME FOR COMPLETING COURSES

The following information indicates approximately how much time is needed for a student to complete the classes. This is based on the school calendar hours a year that a student may attend. An additional 1/3 of the actual time may be taken to complete the classes if needed.

Class Hours	1/2 Time Student	3/4 Time Student	Full-Time Student
1600 Hours	3 yrs.	2 yrs.	1 yr. & 5 mo.
1200 Hours	2 yrs. & 2 mo.	1 yr. & 5 mo.	1 yr. & 1 mo.
900 Hours	1 yr. & 7 mo.	1 yr. & 1 mo.	1 yr.
800 Hours	1 yr. & 5 mo.	1 yr.	8 mo.
648 Hours	1 yr. & 2 mo.	7 mo.	6 mo.

### REAPPLICATION

Students must reapply each school year for Federal Pell Grant funds if the course is not completed within that school year. Applications must be received by the government in time to be processed before the deadline indicated on the application for financial aid.

### TUITION REFUND POLICY

Tuition refunds are only available for classes that have been canceled. Students must apply for refunds by the third week of the quarter. Fees are transferable for re-enrollment in another class. Refunds and transfers are processed only for the quarter enrolled. **Please bring your receipt when requesting a refund or transfer.**

### COMPLAINT PROCEDURE

The district has established procedures to resolve alleged violations to state/federal funded programs. These procedures require the complainant to submit a written complaint as early as possible to a BPACE administrator or designee or district superintendent. If complaint is not resolved in a timely manner, please contact:

**COE (Council on Occupational Educational) at (770) 396-3898, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350.**