Financial Aid Handbook 2026-2027

The Financial Aid Handbook applies to all Lex La-Ray Technical Post-Secondary Students enrolled in Title IV eligible programs.

Title IV Eligible Programs at LLRTC

Program	Total Program Length
Practical Nursing	1357 clock hours

STATEMENT OF PURPOSE

The purpose of this student Financial Aid Handbook is to provide information to assist the student in planning his/her educational program. This Handbook is meant to provide basic Financial Aid information along with publications from other sources. The purpose of Financial Aid is to provide assistance to students enrolled in educational programs, which lead to a vocational certificate, who would otherwise be unable to attend.

NOTICE OF NONDISCRIMINATION

Applications for admission and employment, students, parents of elementary and secondary school students, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with Lexington R-V School District are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, age or disability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning Lexington R-V School District's compliance with the regulations implementing Title VI of the Civil Rights Act of 1964 (Title VI), Title IX of the Education Amendments of 1972, 504 of the Rehabilitation Act of 1973 (Section 504), Title II of the American with Disabilities Act of 1990 (ADA), or The Age Discrimination Act is directed to contact the Director of Special Services at the following address: 2323 High School Drive, Lexington, MO 64067, (660) 259-4369.

The Director of Special Services has been designated by Lexington School District to coordinate the district's efforts to comply with regulations implementing Title VI, Title IX, Section 504 and the ADA. For assistance with accessibility to our school facilities, programs and activities, please call the school Office at (660) 259-2264, ext. 6001. For communication auxiliary aid and services, please contact the Technical Center Office at (660) 259-2264 ext. 6001 or the Board of Education Office at (660) 259-4369 ext. 1001. The Lexington School District uses Relay, MO 1-800-735-2966 (TDD)

After admittance to a vocational program, if a student has a disability that may require a modification/accommodation, please notify Paige Pence, Adult Education Supervisor/Financial Aid Administrator prior to the start of class.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

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 students beyond the age of 18 or who are attending a school beyond the high school level.

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.

Students have the right to request that a school correct 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 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 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):

- School officials with legitimate educational interest;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. Schools must tell students about directory information and allow students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify students annually of their rights under FERPA.

Upon written request, the student may inspect information in her or his official file and will be given the opportunity to challenge any information, which he or she considers inaccurate.

POLICIES REGARDING THE FAMILY EDUCATION RIGHTS AND PRIVACY ACT

The Financial Aid Office will not release any student or former student information beyond: student's name, city of residence, honors and awards, and date of graduation. The LLRTC students must notify the Adult Education Supervisor in writing for directory information to be withheld for the student. Students and former students who desire to allow a third party access to their information can submit a signed release form to the Financial Aid Office. The form must state the name of the person, company, agency, etc. to whom the information is to be released. The form may also specify which types of information can be released to the third party.

The LLRTC will not disclose any academic or financial information to any third party not listed in the FERPA section above.

Student or former student information that is not considered directory information will not be released via email, unless: 1) A release form has been submitted by the student identifying the email address to which information can be released; or 2) a signed release form was received from the same address to which the information is to be released; or 3) the email address from which the request is made is on file with the school as belonging to the student making the request.
Current students who choose to release financial information to a third party and have submitted a signed release form to the Financial Aid Office are still required to attend all mandatory financial aid meetings. One mandatory meeting is held prior to the fall semester and one mandatory meeting is scheduled in the spring. This policy is to ensure the student is aware of the financial information and deadlines affecting their education and to ensure that all documents requiring a student signature are completed in a timely manner.

Financial Aid documents require the signature of the student. Third parties named on release forms cannot sign financial aid documents for the student.

CONTACTS FOR MORE INFORMATION

Amy Himbury, Director
Lex La-Ray Technical Center
2323 High School Drive
Lexington, MO 64067
(660) 259-2264 Ext. 6002

Paige Pence, FAA
Lex La-Ray Technical Center
2323 High School Drive
Lexington, MO 64067
(660) 259-2264 Ext. 6005

FINANCIAL AID

Financial Aid (FA) is available to a "student" who meets the qualifications for the specific Financial Aid program. "Student" is defined as an individual who is enrolled or accepted for enrollment in an FA eligible program at LLRTC. To be accepted for enrollment the individual must be at least 18 years of age (PN students must be 18 by last day of class), have obtained a high school diploma or successfully completed the General Education Development Test (G.E.D) or its equivalent, or be beyond the age of compulsory school attendance. Additional enrollment requirements are outlined in the Post-Secondary & Practical Nursing application packets.

FINANCIAL AID RESPONSIBILITY

As a student at LLRTC, you become financially obligated and responsible for paying all charges for tuition and fees by the due date. If your financial aid award, scholarship, or payment from an external source becomes unavailable for any reason, you are ultimately responsible for the balance. Failure to attend classes does not relieve you of the responsibility of paying your balance. To have charges removed or reduced, you must officially drop from the program within the refund period. Any outstanding charges will result in a financial hold on your account. Financial holds will require that you pay your outstanding balance prior to re-enrolling, receiving a transcript, or being issued a diploma.

FINANCIAL AID DUE DATES

All students are required to pay in full or make the indicated payment arrangements by 4pm on the dates listed below. Acceptable payment arrangements are outlined in the section below.

First day of class 8/24/2026	All students must pay for Level I/fall semester, sign a Payment Plan for the Program Costs, if other financial aid is not in process at the Financial Aid Office. All Practical Nursing students must have a signed Enrollment Agreement ` on file (see section titled Enrollment Agreement).
August 24, 2026	First payment for Payment Plan Agreements is due. **For students utilizing financial aid:** ● Must have documentation of FAFSA completion on file ● Must submit copies of their and their parent's (if an FA dependent) Tax Transcripts. ● Must correctly complete and return any provided Verification Documents. ● Students and parents who plan to utilize loans must have documentation of signed Master Promissory Notes on file.
January 5, 2027	All students must pay for Level II/spring semester OR sign a Payment Plan for the remaining Program Costs, if other financial aid is not in process at the Financial Aid Office.

April 2027	Practical Nursing students must schedule an Award Year Two Financial Aid Meeting with the Financial Aid Administrator.
April 12, 2027	Final date for Practical Nursing students to schedule an Award Year Two Financial Aid Meeting with the Financial Aid Administrator. No Award Year 2 Aid can be processed without completion of this meeting.
April, 2027	Post-Secondary Students with Direct Federal Stafford Loans must submit documentation of Exit Counseling completion. Practical Nursing students must pay for Level III OR sign a Payment Plan for the remaining Program Costs, if paying out of pocket or financial aid document submission is incomplete. **For Practical Nursing students utilizing financial aid:** ● Must have documentation of 2026-27 FAFSA completion on file. ● Must submit copies of their and their parent's (dependents only) Tax Transcripts ● Must correctly complete and return any provided Verification Documents. ● Students and parents who plan to utilize loans must have documentation of signed Master Promissory Notes on file.

NOTE: Students who do not meet the deadlines above should expect a delay in the receipt of any requested funding. Students who do not provide documentation of FAFSA completion, copies of Tax Transcripts, all necessary Master Promissory Notes and correctly completed Verification documents by the August 31,2026 due date will be required to sign a Payment Plan before being allowed to return to class. The first payment for these plans will be due September 28, 2026. See the section on Payment Plans for applicable policies regarding this document.

All financial obligations and required documentation must be submitted before any transcripts or completion certificates will be issued for the student.

ENROLLMENT AGREEMENTS

If the PN student withdraws or is dismissed **AFTER** the 5th day of class, (defined as any time AFTER August 28, 2026 at 4:00pm) the seat cannot be filled per Missouri State Board of Nursing Regulations. The student is responsible for the full tuition amount plus any books, supplies, fees, or dues charged to the Student Account on or before the last day of attendance. To ensure understanding and acknowledgement of this financial responsibility, each PN student is required to sign an Enrollment Agreement PRIOR to being admitted to the first day of class. Please refer to the Enrollment Agreement documents for further details and repayment requirements. A copy can be obtained from the Financial Aid Office.

GENERAL FINANCIAL AID ELIGIBILITY REQUIREMENTS

Title IV Federal FA and many other FA programs require that the student complete and file the "Free Application For Federal Student Aid" (FAFSA) at www.fafsa.ed.gov. Additionally, to be eligible for FA Program Funds, a student must:

- Be a U.S. citizen, U.S. National or U.S. permanent resident as determined by federal guidelines.
- Be enrolled in an approved program leading toward a certificate at an eligible institution of higher education.
- Maintain satisfactory academic progress (SAP) - (See "Satisfactory Academic Progress" section).
- Not be in default on any federal education loan or owe a repayment on any Title IV grant.
- Not be receiving Financial Aid from another institution for the same enrollment period.

- Be an undergraduate student (not have a Bachelor's Degree) for a Federal Pell Grant. Students who already have a Bachelor's Degree may apply for loans.

- Sign statements regarding educational purpose, overpayments and defaults, selective service registration, anti-drug abuse and misrepresentation of facts.

- Not have borrowed in excess of the annual or aggregate loan limits for the student Financial Aid loan programs.

- Have demonstrated financial need - (See "Need Based Programs" section for all types of aid, except Federal Unsubsidized Stafford Loan).

- Must be registered with the Selective Service, if required.

- Have a valid Social Security Number (SSN), which you must provide in order to be considered for Federal Student Aid. If you do not provide your SSN, the FAFSA will be returned unprocessed.

PROCEDURES FOR FINANCIAL AID APPLICATION

- Complete the approved "Free Application for Federal Student Aid" (FAFSA) as soon as possible after October 1 at www.fafsa.ed.gov (takes approximately two weeks for processing). Lex La-Ray Technical Center's school code is **014971** and should be entered as the Federal School Code on the FAFSA.

- Apply and be accepted for admission.

- Submit to the Financial Aid Office, a copy of:
    - High School Diploma or GED
    - All Post Secondary Transcripts
    - Driver's License
    - Social Security Card - (Note: Student **MUST** use the name that appears on the student's Social Security card when completing the FAFSA. Name differences must be resolved by the school by requesting appropriate supporting documentation.)

- IF REQUIRED submit proof of income to the student Financial Aid Office:

    - A dependent student (required to include parent's income on the application) may be requested to provide a copy of the student's and parent's federal Income Tax **TRANSCRIPT** for the 2024 tax year.

    - An independent student (not required to include parent's income on the application) may be requested to provide a copy of the student's federal Income Tax **TRANSCRIPT** for the 2024 tax year.

- IF REQUIRED complete a Verification Worksheet listing any required information of the student and/or parents.
- All requested documentation must be submitted to the Financial Aid Office PRIOR to financial aid being processed. Students who fail to meet requested time lines may have a delay in receiving their financial aid and/or applicable disbursement check.

TITLE IV FUNDING AND DRUG LAW VIOLATIONS

Students applying for and/or receiving Title IV funding may become ineligible if convicted of a state or federal drug law violation.

NEED-BASED & NON-NEED-BASED PROGRAMS

With the exception of the Unsubsidized Federal Stafford/Direct and Federal PLUS loan programs (non-need-based), a student must demonstrate financial need to receive aid from the Federal & State Financial Aid (FA) Programs. Need-based aid is awarded to students based on their and/or their family's need for assistance. Financial need is calculated by a standard federal formula:

Cost of Attendance - Expected Family Contribution = Unmet Need

Unmet Need – (Grants + Scholarships) = Remaining Unmet Need*

Remaining Unmet Need - Sub Loan Amount = Unmet Need eligible for UnSub Loan**

*Subsidized Loan cannot exceed this amount. ** UnSubsidized Loan cannot exceed this amount.

Student Aid Index (SAI) - Determined by the financial information provided on the FAFSA. It is the amount in which the federal government expects you and your family to contribute toward your education expenses. The Student Aid Index is based on the formula specified by law called the Federal Needs Analysis Methodology. The SAI is used to award Federal Pell Grants, and Direct Subsidized Federal Stafford Loan; and to determine eligibility for Direct Unsubsidized Federal Stafford Loans. The student's SAI is printed on their Institutional Student Information Record (ISIR), which is automatically submitted to the FA Office of student-selected schools upon completion of the FAFSA.

Financial Need - To determine the amount of a student's Federal Pell Grant, the Financial Aid Administrator applies the COA and the SAI to a payment schedule provided by the Federal Pell Grant Program. The lower the SAI, the higher the award. A student with an SAI greater than the federally set cutoff is not eligible for a Federal Pell Grant.

COST OF ATTENDANCE

Financial aid eligibility is limited by the cost of attendance for the student's program of study, or for each academic year of a program longer than one year in length. As required by law, the cost of attendance includes both institutional charges, such as tuition and fees, and institutionally determined expense allowances for living costs, transportation, and other allowable expenses. Living costs are required to be included in cost of attendance calculations regardless of whether housing is provided by the institution or if students reside off-campus. **These expense allowances do not represent fees assessed to students by the institution**. The only fees for which students are liable are the tuition and other fees outlined in your enrollment agreement. These estimated expense allowances are only used for compliance and financial aid eligibility purposes.

The following monthly expense allowances are used by Lex La-Ray Technical Center in the student's total cost of

attendance determination:
Category 1 includes students who have no dependents and who live with a parent.
Category 2 includes all other students.

	Category 1	Category 2
Monthly Living Expenses (Housing & Food)	**$644**	**$1288**
Monthly Miscellaneous Personal Expenses	**$354**	**$354**
Monthly Transportation	**$195**	**$195**

Additional amounts may be included for dependent care or disability care for students who incur and document such expenses. See a financial aid advisor for assistance.
The following one-time expense allowances are used by [institution name] in the student's total cost of attendance determination:

	Category 1	Category 2
Federal Student Loan Origination Fees 1% May vary by Academic Year	**$55**	**$95**
Occupational Licensing/Certification Fees May vary by Program	**$350**	**$350**
Study Abroad, Correspondence Study, Or Distance Education Expenses May vary by Program	**N/A**	**N/A**

AWARD YEARS

The LLRTC Programs are run on a clock hour system. In a clock hour system, Award Years are used to determine the disbursement time line instead of semesters and clock hours are used to determine award amounts instead of credit hours. Federal Regulations require an Award Year be a minimum of 900 clock hours.

For PN students the Total Program clock hours is 1357 and one (1) award year is 906 clock hours. The Federal Regulations differ on how Direct Federal Stafford Loans are calculated and how Pell Grants are calculated. The calculations below show how this affects the award amounts for Award Year 2.

Program	Total Program Length	Academic Year Length
Practical Nursing	1357 clock hours	906 clock hours

DIRECT LOANS
Award Year 1 is 0 clock hours to 906 clock hours
Award Year 2 is 907 clock hours to 1357 clock hours
Award Year 2 loan amounts are calculated using the following process:
1357 total program clock hours – 906 Award Year clock hours = 451 remaining clock hours

451 remaining clock hours
906 Award Year clock hours = 50%

Thus, each qualifying student is eligible for 50% of the total Direct Federal Stafford Loans available to a Second Year Student.
Maximum total loan amount for Second Year Dependent student $6,500 x 50% = $3,250 available while attending LLRTC.
Maximum total loan amount for Second Year Independent student $10,500 x 50% = $5,250 available while attending LLRTC.

PELL GRANT
Award Year 1 is 0 clock hours to 906 clock hours
Award Year 2 – is 907 clock hours to 1357 clock hours
Award Year 2 Pell amounts are calculated using the following process:
1357 total program clock hours – 906 Award Year clock hours = 451 remaining clock hours

451 remaining clock hours
906 Award Year clock hours = 49.78%

Thus, each qualifying student is eligible for 49.78% of their total Pell Grant Award amount.
NOTE: Per Federal Regulations, all Direct Loan and Pell Grant maximum funds are per Award Year. Transfer and Bridge students should take the following information into account: if a student chooses to take Award Year 2 funds, the Financial Aid amount available for the fall semester of that same calendar year and the following spring semester and summer session will be reduced by the amount taken for Award Year 2.

FINANCIAL AID PROGRAMS

(This is not an all-encompassing list of available Financial Aid)

FEDERAL PELL GRANT
Students may apply for the Pell Grant by completing a "Free Application for Federal Student Aid" (FAFSA) either by using the application booklet or the online version at : www.fafsa.ed.gov. Pell grants are awarded based on family and/or student income and the cost of education at the school in which the student is enrolled. Eligibility for the Federal Pell Grant Program is determined by a formula passed into law by congress and depends on a number called the "Expected Family Contribution (SAI)." This number is an index of the student's ability to contribute to the cost of education. Thus, the students with the greatest need will have an SAI of -1500 and may be eligible for the maximum award if their cost of education is high enough.

PRIVATE STUDENT LOANS
Student loans are a serious financial obligation and must be repaid. Students are urged to apply for other forms of aid and to exhaust all other financial resources before applying for a loan. Loan applications are available through participating lending institutions. Completed loan applications MUST be returned to the Financial Aid Office for certification. Specific information on interest rate, repayment procedures, the length of time for repayment, when repayment begins, and what cancellation or deferment provisions apply must be obtained from the lender.

DIRECT FEDERAL STAFFORD LOANS (SUB & UNSUB) & FEDERAL PLUS LOANS
Loans through the Department of Education can be applied for at: www.studentloans.gov. The Entrance

Counseling can be completed and the Master Promissory Note can be electronically signed on this web site. A copy of the CONFIRMATION PAGE of the Entrance Counseling and the FIRST & LAST PAGE of the Master Promissory Note must be submitted to the Financial Aid Office before loans can be processed. Exit Counseling must be completed on this same web site before a loan borrower ceases enrollment on at least a half-time basis.

MISSOURI PROFESSIONAL & PRACTICAL NURSING STUDENT LOAN PROGRAM This is a scholarship program available to nursing students. Participants are given the option of repaying the money after graduation or earning forgiveness through gainful employment in a non-profit or public institution in an underserved area of Missouri. Scholarships are awarded twice annually. Applications are accepted from

January to postmarked date of June 30 every year. The maximum loan amount for practical nursing is $2,500 per school year. For information contact: Missouri Department of Health and Senior Services at 573-751-6219 or (toll-free) 800-891-7415 or email: info@health.mo.gov. Additional information can also be found at www.health.mo.gov.

WIOA (WORKFORCE INNOVATION AND OPPORTUNITY ACT)

These programs are available to individuals based upon their income, employment status and target population category. The student must apply with the WIA program **before making application at a school.** Contact the Missouri Career Center in your county of residence for more information or to apply.

VOCATIONAL REHABILITATION

Financial assistance is available to disabled students who qualify through vocational rehabilitation evaluation. For contact information, go to: www.dese.mo.gov/vr/vocrehab.htm or call 1-877-222-8963 toll free to find the office in your area.

VETERANS EDUCATION BENEFITS

Available to eligible students having served in the military and qualifying for veterans benefits. For information, contact the local Veterans Office or your Education Officer.

FEE WAIVER FOR DISPLACED HOMEMAKER / PERKINS TUITION GRANTS (SINGLE PARENT & NON-TRADITIONAL)

Available through the Breaking Traditions Office. The Breaking Traditions Career Education Coordinator will present to the class prior to the application deadline. You can call (816) 858-3723 for more details.

MO ACCESS GRANTS

These grants are available to undergraduate students who demonstrate financial need and are enrolled at an approved Missouri school. Students are automatically enrolled if their "Free Application for Federal Student Aid" (FAFSA) is completed prior to the Missouri Priority Deadline. This date can be found on the FAFSA website.

A+ SCHOOLS PROGRAM

Eligible A+ students enrolled full-time and maintaining a 2.5 cumulative GPA may be eligible for tuition assistance & certain fee incentives. Federal Pell Grant or any other form of federal assistance that does not require repayment as determined by the FAFSA, will be applied to the student's account first. Any eligible costs that remain will be billed to the A+ program. Payment for supplies and fees not covered by the A+ program, will be the responsibility of the student. NOTE: As of January 1, 2012 the A+ Program has capped tuition assistance. The rate for the 2020-2021 school year is $4.80 per clock hour. The LLRTC Practical Nursing Program has received an exemption from this cap and all tuition and some fees are eligible for A+ funding.

FAST TRACK – MISSOURI

This is a grant/loan funded by the state of Missouri for adult students returning to school to get a certificate, degree, or industrial-recognized credential. For more information for this program please visit the Missouri Department of Higher Education and Workforce Development's website at https://dhewd.mo.gov/initiatives/fast_track.php

PRIVATE SCHOLARSHIPS

There are many sources for private scholarship funds. Students are encouraged to take the time to apply to these funding sources, as many organizations are not able to award a scholarship each year due to lack of applicants. Reliable scholarship search engine sites can be obtained from the Financial Aid Office.

NOTIFICATION OF FINANCIAL AID (AWARD LETTER)

Students will receive an Award Document informing them of the types and amounts of ***expected*** Financial Aid. However, no awards will be made until ALL required documents have been received and processed by the FA Office, the student begins classes, and the actual cost is determined.

The offer of financial assistance is not a legally binding contract. The offer is subject to adjustments if:

1. There is a change in government regulations.
2. Funds are no longer available.
3. An error was made by you in your application or by LLCTC's Financial Aid personnel in determining your eligibility.
4. The submission of additional financial documentation alters your eligibility.

Intentionally false statements or misrepresentation on your Financial Aid application documents may be punishable under provisions of the U.S. Criminal Code. Information may be subject to verification. Failure to submit all requested documentation may result in delay or cancellation of the award.

PROFESSIONAL JUDGMENT

Federal law provides students with the right to request an adjustment from the institution to their financial aid awards due to special or unusual circumstances. The institution shall consider and evaluate all requests for adjustment on a case-by-case basis, and its determination will be final. Requests for adjustment must be made by students as soon as possible or when the institution is processing the student's financial aid package. The institution shall provide the student with the results of its review, and the details of any change to the student's financial aid package, within 60 days of the date that the institution receives all required documentation from the student. This policy shall be followed for all students who request an adjustment to their financial aid packages based on special or unusual circumstances.

Special Circumstances

Adjustments based on special circumstances allow the institution to adjust ISIR income information in cases where the student's or family's current income is materially less than the income used to determine the student's financial aid eligibility. A special circumstances adjustment may also be requested to modify cost of attendance components to account for additional expenses incurred by the student or family that are not reflected in the standard cost of attendance calculations.

Any request for consideration of an adjustment based on special circumstances must be made by the student, in writing, to the institution's financial aid department. The following information must be submitted to the institution by any student requesting an adjustment:

- A written request for an adjustment due to special circumstances
- The type of adjustment being requested (income adjustment or expenses adjustment)
- A detailed description of the circumstances involved
- Evidence documenting the reduction of income for adjustments based on income
- Evidence documenting the additional expenses for adjustments to the Cost of Attendance

In cases where the student has not submitted all documentation required by the institution, or in cases where the student has already been packaged for the maximum amount of financial aid offered by the institution, the student's request for adjustment shall be declined. In all other

cases, the institution shall review the student's file, consider the special circumstances involved, and determine whether the documentation submitted by the student supports the request for adjustment.

If an adjustment to income is authorized by the institution, a correction to the student's ISIR information will be filed by the institution. The corrected ISIR will then be used to re-package the student's file for any additional financial aid eligibility. For adjustments to cost of attendance components based on additional expenses, the institution shall adjust the cost of attendance accordingly and shall re-package the student's file for any additional financial aid eligibility.

Unusual Circumstances

Adjustments based on unusual circumstances, commonly known as "dependency overrides", allow the institution to treat as independent any student who, based on the criteria and definitions in the in the Higher Education Act, should otherwise be considered to be dependent for federal financial aid purposes. Unusual circumstances adjustments are extremely rare and, in accordance with U.S. Department of Education guidelines, shall only be considered if the student's situation is unusual. An example of a qualifying circumstance would be one that might involve cases of human trafficking, asylum or refugee situations, parental abuse, abandonment, or incarceration. An example of a non-qualifying circumstance would include one in which the student is self-supporting and receives no financial assistance from the parents. While the latter may appear to be a situation in which adjustment is warranted, this example is not "unusual" and based on USDE guidance, would not qualify for an unusual circumstances adjustment.

Any request for consideration of an adjustment based on unusual circumstances must be made by the student, in writing, to the institution's financial aid department. The following information must be submitted to the institution by any student requesting an adjustment:

- A written request for an adjustment due to unusual circumstances
- A detailed description of the unusual circumstances involved
- A detailed description of the sources of financial support covering living costs
- Evidence documenting the unusual circumstances and sources of financial support (must include evidence from unrelated third-party individuals or organizations)

The institution shall decline any request for adjustment due to unusual circumstances if the student has not submitted all documentation required by the institution. In all other cases, the institution shall review the student's file, consider the unusual circumstances involved, and determine whether the documentation submitted by the student supports the request for adjustment.

If an unusual circumstances adjustment (dependency override) is authorized by the institution, the institution shall complete such adjustment to the student's FAFSA / ISIR as required. The corrected ISIR will then be used to re-package the student's file for any additional financial aid eligibility. The student shall continue to be considered independent under the unusual circumstances adjustment for each subsequent award year at the institution unless the student has informed the institution that circumstances have changed, or if the institution determines that it has conflicting information regarding the student's dependency status.

Acceptable Documentation
The following guidance, as published by the U.S. Department of Education's Dear Colleague

Letter GEN-22-15, outlines acceptable documentation for requests for adjustment. Acceptable documentation includes, but is not limited to:
Special Circumstances

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

Unusual Circumstances

- 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, 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
- 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
- A public or private agency, facility, or program servicing the victims of abuse, neglect, assault, or violence

FIRST YEAR STUDENT CLASSIFICATION REQUIREMENT

Federal Regulations stipulate that first-year; first-time borrowers may not receive the first installment of loan proceeds until 30 days after the first day of classes. Per Federal Regulations governing clock hour programs, all students are classified as first-year students during Award Year 1. Thus, the maximum total Direct Federal Stafford Loan amount for Dependent students is $5,500 during Award Year 1 and the maximum total Direct Federal Stafford Loan amount for Independent students is $9,500 during Award Year 1. See "Award Year" explanation for maximum loan amounts available to PN students in Award Year 2. Award Year 2 does not apply to Non-PN Post-Secondary students. See "Award Years" for further explanation.

VERIFICATION POLICY

Verification is a process which requires an institution to confirm the accuracy of information used to determine a student's eligibility for federal student assistance. A student's file may be selected for verification by either the school or by the U.S. Department of Education.

If a student's file has been selected for review under the verification process, depending upon the reason the file was selected, some of all of the following information may be requested from the student:

A completed Verification Worksheet, signed by the student, spouse or parent when applicable.

A copy of an IRS Tax Return Transcript from the U.S. Internal Revenue Service will be required unless the student (and parents where applicable) have properly used the IRS Data Retrieval Tool

to import tax information into the student's FAFSA record. A Tax Return Transcript will serve to confirm the accuracy of income and other tax related amounts that the student reported on his/her FAFSA application if the IRS/DRT has not been used.

Obtaining Tax Return Transcripts

Students can obtain tax return transcripts:

Via the Internet at www.irs.gov
Via phone by calling 1-800-908-9946
Via mail or fax by completing IRS Form 4506T-EZ

Internet and phone requests are easy and tax return transcripts will be mailed to the tax filer's address within 5-10 days. Submission of Form 4506T-EZ can authorize mailing of the transcript to a third party (such as the institution) but will take approximately 30 days.

Other documentation may be requested by the institution to verify the accuracy of your application information including, but not limited to, marital settlement agreements, divorce decrees, W-2 forms, etc.

Students must provide the above information to the institution within 120 days of the student's last date of attendance, or before the respective award year funding processes close in accordance with dates published annually in the Federal Register, whichever is earlier. Failure to complete the verification requirements on a timely basis may result in forfeiture of any federal aid awarded during the award year.

Students will be notified by the institution if any discrepancies are discovered during the verification process. Students may be required to correct any erroneous information by using the ISIR correction process at www.fafsa.ed.gov. The verification process is not considered to be completed during periods of corrective action. Corrections generally include a recalculation of the student's SAI, and electronic resubmission of applicant information through the FAFSA Central Processor.

If a student's award changes as a result of the verification process, the student will be counseled and informed of how the change affects his/her packaging and financial obligations to the institution.

In the event this verification process identifies that a student received an overpayment of federal aid, the student will be required to refund the overpayment promptly. The student will be ineligible for any future federal aid until any and all amounts owed are repaid. If the student fails to repay any refund due, or if the institution determines that the student may have engaged in fraud or misrepresentation regarding the federal aid process, the student will be referred to the U.S. Department of Education for further investigation and prosecution.

Students will forfeit their right to federal assistance for non-compliance with verification policies.

RESOLUTION OF CONFLICTING DATA

Federal regulations mandate that student Financial Aid Offices must reconcile any discrepancies in data.

Even though the U. S. Department of Education may not select a student's ISIR for verification, the student may still be asked to verify inconsistent and/or conflicting data. Federal regulations mandate

that all data submitted for a student's file be accurate and consistent.

As an institution of higher education, Lex La-Ray Technical Center has "full discretion" to verify any item(s) and to require reasonable documentation. LLRTC has "full discretion" to deny awards and/or withhold payments until conflicts are resolved to the satisfaction of LLRTC.

FINANCIAL AID DISBURSEMENT POLICY

Only students who are maintaining Satisfactory Academic Progress (SAP) and are in compliance with the specific program attendance policy are eligible to receive federal Financial Aid disbursement. See the SAP section of this handbook for a definition and further explanation.

All Financial Aid payments are made through the LLRTC financial aid office. Money owed to LLRTC for tuition, fees, supplies, and other program costs will be paid with the student's award. Once the Student Account Balance is **paid in full** for the Level/Semester, additional awarded funds will be issued to the student by check. Refund checks are subject to the rules and regulations of each individual Financial Aid program. Not all Financial Aid programs allow refunds to be issued to the student.

Compliance with Section 103 – Veteran Affairs

Lex La-Ray Technical Center will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries or other institutional facilities, or the requirement that a Chapter 31 or Chapter 33 recipient borrow additional funds to cover the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of a payment by the U.S Department of Veteran Affairs.

PELL and MO Access SCHOLARSHIP PROGRAM funds will be made in two (2) disbursements for Award Year 1; one each for Level I/fall semester and Level II/spring semester. Funds will be made in one (1) disbursement for Award Year 2 during Level III. See Award Years section.

DIRECT LOAN PROGRAM funds will be made in two (2) disbursements for Award Year 1; one each for Level I/fall semester and Level II/spring semester. Funds will be made in two (2) disbursements for Award Year 2; both during Level III. See Award Years section.

COORDINATION OF AID TO PREVENT AN OVER AWARD

All Financial Aid, regardless of source, must be coordinated in the student Financial Aid Office to prevent an OVER AWARD. Should an OVER AWARD occur, the student is responsible to reimburse the amount of the OVER AWARD to the school and/or the Department of Education.

APPLICATION OF FUNDING TO STUDENT ACCOUNT

Students are encouraged to pursue all funding options available to them. Often a significant amount of time can pass from the funding approval date to the date the funds are received. Funds will not be applied to the student account until the funds are received by LLRTC. Funding sources exempt from this policy are: Full Employment Council Grants, Direct Federal Stafford Loans, A+ Scholarship, MoAccess Grant, Pell Grant. Funding from these sources will be posted on the student account as "pending" when documented confirmation of approval is received by LLRTC from the funding source. The funds will be applied to the student account as "received" when the funds are received by LLRTC and the final funding amount is confirmed.

ACCOUNT BALANCES

All account balances must be paid by the due dates listed in the Payment Due Dates section of this

Handbook. Failure to make payments by the due date may result in the student not being able to return to class until payments are brought current. See Payment Plan section for further details. Any time missed due to payment issues, will be counted against the student's attendance. Attendance policies are in the Practical Nursing and Post-Secondary Handbooks.

Students who withdraw or are dismissed are responsible for any balance remaining on their student account after all financial aid has been processed and/or returned in accordance with the regulations for the funding source. If the school is required to return any aid to the funding source, that dollar amount will be posted to the Student Account balance. The student is responsible for repaying these funds to the school. Any outstanding charges will result in a financial hold on the Student Account. Financial holds will require that the outstanding balance be paid in full to receive approval for re-enrollment. Financial holds will require that the outstanding balance be paid in full or brought current prior to approval of transcript requests, or release of a Completion Certificate or other certificates awarded. Students who withdraw or are dismissed may sign a Payment Plan (see below). Students who are no longer enrolled and do not sign a Payment Plan within four weeks of their last date of attendance or do not abide by their signed Payment Plan will be turned over to a third party collection agency. All account balances must be paid in full within three years of the student's last date of attendance (or initial payment date if a Payment Plan was signed at withdrawal/dismissal) or the account will be turned over to a third party collection agency.

PAYMENT PLANS

For dismissed or withdrawn students:

A Payment Plan signed due to withdrawal or dismissal will allow a three (3) month "grace period" and will require that the entire balance on the Student Account be paid within a maximum of three (3) years of the initial payment date. Minimum monthly payments will not be set for less than $100 per month.

Monthly payments must be made until the account is paid in full. Payments are due the last Monday of each month. If the last Monday of the month is a state/federal holiday, payments are due on the next regular business day. If a student misses or is late with three (3) payments, the Student Account may be turned over to a third party collections agency until the balance is paid in full.

If the Student Account Balance is not paid in full within the three (3) year Payment Period, the account will be turned over to a third party collections agency until the balance is paid in full.

For enrolled students:

Payment Plans due dates will be the last Monday of the month (Post-Secondary – August to April and Practical Nursing – August to June). If class is not in session on the last Monday of the month, the payment will be due on the last Monday that class is in session for the month.

If a student does not utilize financial aid or if financial aid will not cover the total Program Costs, the student must "pay out of pocket". A Payment Plan must be signed by the first day of attendance or the student will not be allowed to attend class.
Payment Plan schedules are calculated so that the amounts charged to the Student Account will be paid in full at the end of each Level (Practical Nursing) or semester (Post-Secondary) of the Program. One Payment Plan will be signed for the entire program or remainder of the program, if signed mid-year.

Students utilizing a Payment Plan will not be allowed to move into the next Program Level (PN) or semester (PS) unless the Student Account balance is paid in full at the end of the current Level/semester.

Students who miss three payments or who make three consecutive partial payments will not be allowed to return to class until the amount due is brought current. Any time missed due to Payment Plan violations will be counted against the student's attendance. Attendance policies are in the Post-Secondary and Practical Nursing Handbooks.

2026-2027 Enrolled Student Payment Plan Due Dates

All payments are due by 4pm on the date listed. Payments received after this time will be considered late. Students who miss three payments will not be allowed to return to class until their account balance is brought current.

Level I/Fall Semester
August 31, 2026 September 28, 2026 October 26, 2026 November 30, 2026 December 14, 2026

Level II/Spring Semester
January 25, 2027 February 22, 2027 March 29, 2027 April 26, 2027
Level III (PN only)
May 24, 2027 June 21, 2027

SATISFACTORY ACADEMIC PROGRESS (SAP)

This policy shall be applied to all full-time and part-time students enrolled in a Title IV eligible program (see program list below). These SAP policies will be used to determine FA eligibility. Additional grade and attendance requirements must be met to maintain enrollment at LLRTC. See Post-Secondary and Practical Nursing Handbooks for those requirements. At the end of each payment period the Financial Aid Office will check the Satisfactory Academic Progress (SAP) for each student enrolled in a Title IV eligible program. The minimum requirements to meet SAP will be completion of at least 80% of the scheduled program hours and an overall grade average of 78% or higher. Hours completed will be calculated by dividing the cumulative number of hours successfully completed by the cumulative number of hours attempted. See the definitions below regarding what courses will be included in this calculation.

SAP ACADEMIC WARNINGS & PROBATION

If a student does not have an overall grade average of 78% or higher at the end of a payment period or has not completed 80% of the scheduled program hours for that payment period, the student will be issued a Written SAP Warning stating the student is not meeting SAP. The student will continue to receive all Title IV and other eligible financial aid during this payment period. If during the following payment period the student is still not achieving a minimum of a 78% overall grade average or has not successfully completed at least 80% of the scheduled hours for the payment period the student will be notified in writing that they are being placed on Academic Probation. The student will continue to receive all Title IV and other eligible financial aid during this payment period. The Academic Probation letter will further inform the student they must submit a written appeal to the Financial Aid office to continue to receive Title IV funds for the following payment period. The appeal must be received within two weeks of the date of notification. Incomplete appeals or appeals submitted past the deadline will not be reviewed. The appeal must include an explanation of why the student was unable to meet the SAP requirements (i.e. student injury or illness, death of a relative, serious illness of immediate family member) and what has changed in the student's situation that will allow him/her to make SAP by the end of the payment period. The student may be required to submit documentation to verify the circumstances explained in the letter of appeal. The Financial Aid Administrator will review the letter of appeal and any requested documentation. The Financial Aid Office will have two weeks to review the information and issue a response to the student in writing. If it is determined, based on the appeal, that the student should be able to make SAP by the end of the subsequent payment period, the student will

be placed on an Academic Plan developed in corroboration with the student's instructor(s). The Academic Plan will be released to the student with the appeal response. The determination of the Financial Aid Office regarding the appeal is final. The student will be able to receive all eligible Title IV funding while on the Academic Plan. The student's academic progress will be reviewed at the end of the payment period to determine if the student is meeting the requirements of the Academic Plan. If the requirements of the Academic Plan are being met, Title IV eligibility will continue for the student during the next payment period. If the requirements of the Academic Plan are NOT being met, the student will be ineligible for Title IV funding for the following payment period. The student will be notified in writing regarding the SAP determination. No program at LLRTC has more than three payment periods, so the student will not have adequate time to have Title IV funding reinstated prior to program completion. A student not achieving SAP may also be disqualified for other funding. Policies for the individual aid program will be utilized to determine if a student has met the SAP requirements to be eligible for the aid.

Students must follow the assignment and competency deadlines outlined in the syllabi for their Course(s) to ensure timely achievement of the Program Completion Requirements. Full-time students must meet the Program Completion Requirements within one school year. For all programs, except Practical Nursing, this is defined as a nine-month period from August to May. For Practical Nursing students this is defined as a 10 ½ month period from August to July. Part-time students must meet the Program Completion Requirements within two consecutive school years. Due to the structure of the program, Practical Nursing students are ineligible for part-time attendance.

SAP EVALUATION PROCESS

At the end of each payment period, each instructor/program coordinator will submit overall grade average and attendance records to the Financial Aid Office. Each record will be compared to the minimum requirements for SAP. Any student not achieving a minimum of a 78% overall grade average or who has not successfully completed at least 80% of the scheduled program hours for that payment period, the student will be issued a Written SAP Warning stating the student is not meeting SAP but they will continue to receive financial aid for the payment period.

Grades and attendance will be evaluated at the end of the next payment period. If during the following payment period the student is still not achieving a minimum of a 78% overall grade average or has not successfully completed at least 80% of the scheduled hours for the payment period the student will be notified in writing that they are being placed on Academic Probation and are required to submit a letter of appeal. Details regarding this letter, timeline requirements and documentation can be found in the Academic Warning & Probation section under SAP Policies. The student will continue to receive all Title IV and other eligible financial aid during this payment period.

Students on Academic Probation will be reviewed with all other students at the end of subsequent payment periods. The SAP determinations will be made based on the student achieving a minimum of a 78% overall grade average or completing at least 80% of the scheduled program hours for that payment period or by evaluating if the student achieved all of the objectives outlined in their Academic Plan.

SAP DEFINITIONS

Withdrawal: Students withdrawing from school must contact the PN Program Coordinator (PN students only) or the Adult Education Supervisor and submit a written statement giving the reason for withdrawal, within seven days of their last date of attendance. Any student who stops attending classes and does not contact the PN Program Coordinator or Adult Education Supervisor will be considered dismissed when the maximum number of absences has been reached. A letter of dismissal will be issued to the

student. A student who withdraws/dismissed from a Program may re-apply through the complete admissions process for the following year. All of the Title IV eligible programs at LLRTC are all-inclusive. Thus, if a student withdraws, it is from the entire program. Therefore, withdrawals are considered inapplicable when calculating SAP.

Repeated Courses: All of the Title IV eligible programs at LLRTC are all-inclusive. Thus, if a student withdraws, it is from the entire program. Students who are dismissed/withdraw may re-apply the following year unless reason for dismissal disqualifies student's ability to do so. Re-admittance would be the only situation in which a student would be allowed to repeat a course.

Incompletes: Courses that are not fully completed by the student will be marked as "incomplete" on the transcript and no final score will be issued. For SAP, incomplete courses will not count as hours completed, but will count as hours attempted and a grade of zero will be used when calculating the overall grade average.

Noncredit/remedial courses: Any course taken at LLRTC that is not part of a full-time program course of study is considered to be non-credit or remedial. These courses are not eligible for Title IV funding and will not be included in any SAP calculations or included on the student's transcript.
Transfer classes/hours: Only those that are accepted toward the student's educational program will be utilized when calculating SAP. The accepted transfer classes/hours will be listed on the student's transcript.

GRADING SCALE

Practical Nursing Program (by percentages)

Theory Courses	Clinical Rotation
A - 93-100	Pass – 80 - 100
B – 92 - 85	Fail – below 80
C – 84-78	
Fail – below a 78	

LOSS OF FINANCIAL AID AND PAYMENT

If loss of Financial Aid occurs due to SAP or any other issues, the student will be required to pay any tuition, fees, books, dues, and supplies remaining on the student account . The student will meet with the Financial Aid Administrator to discuss payment options. Students may sign a Payment Plan in accordance with the policies stated in the Payment Plan section of this handbook. All balances must be paid in full. Students can review the Financial Aid Responsibility, Account Balances, and Payment Plan sections of this Handbook for more details and policies regarding account balances. Failure to comply with these requirements may result in the account being turned over to an independent collections company. Students in the PN Program must meet the requirements set forth in the Enrollment Agreement signed prior to attendance. A copy of the student's Enrollment Agreement can be obtained from the Financial Aid Office.

WITHDRAWAL PROCEDURE AND SCHOOL REFUND POLICY

Withdrawal Procedure:

All adult students must notify the Financial Aid Office in writing when withdrawing from school. An Exit Conference will be held to discuss financial obligations of the student, debt counseling, and repayment options. Not submitting withdrawal in writing and/or not attending the Exit Conference does not

eliminate the student's financial responsibility to LLRTC or other Financial Aid sources. If the student does not attend the Exit Conference, pertinent financial aid documents will be sent via certified mail to the last known address for the student. Not attending the Exit Conference; refusing receipt of mailed FA documents; or not receiving the FA documents due to a change of address not reported to the school in no way diminishes any financial obligation the student has in regards to Student Account Balances. Please see School Refund Policy and Return of Title IV Funds for more details on the financial effects of withdrawing from LLRTC.

School Refund Policy:

For Practical Nursing Students:
If the PN student withdraws or is dismissed **PRIOR** to the 5th day of class (for refunds - "prior to the 5th day of class" is defined as any time prior to August 28, 2026 at 3:30pm) a refund of paid tuition and fees will be issued minus a $100 administrative fee.

If the PN student withdraws or is dismissed **AFTER** the 5th day of class, (for refunds - "prior to the 5th day of class" is defined as any time prior to August 28, 2026 at 3:30pm) the seat cannot be filled per Missouri State Board of Nursing Regulations. The student is responsible for the full tuition amount plus any books, supplies, fees, or dues charged to the Student Account on or before the last day of attendance. This is in accordance with the Enrollment Agreement signed by each PN student prior to the first day of class. Refer to the Enrollment Agreement for repayment requirements. A copy can be obtained from the Financial Aid Office.

The above school refund policy is applicable to all practical nursing adult students who execute a complete withdrawal or are dismissed from course work during an academic year. The student's withdrawal/dismissal date is the last day of attendance, as determined in accordance with Title IV regulations:

- The student submits a letter of withdrawal to the Practical Nursing Coordinator or the Adult Education Supervisor. The date of the letter will be considered the date of withdrawal.
- If a student stops attending class without notification, the date of withdrawal will be the date the student reached the maximum absences allowed. A letter will be issued to the student stating the date of dismissal.
- If a student is dismissed for reasons other than attendance, the date of the dismissal letter will be the last date of attendance. The date of the letter will correspond to the date the student was notified of their dismissal and informed they would not be allowed to return to class.
- The last date of attendance will be recorded as the withdrawal date for deceased students.

For students using Veteran Affairs Benefits, if benefits are received and the student DOES NOT attend or withdrawals prior to the start date all benefits will be returned. If there is any tuition or fees on the student account, the student will be solely responsible for this.

POST-WITHDRAWAL DISBURSEMENT

If a credit balance remains on a student account or additional Federal Financial Aid funds are due to the student at the time of withdrawal/dismissal, these funds will be returned to the student in accordance with Federal Regulations.

If the Federal Regulations require a payment be sent to the student, checks for credit balance refund

and/or Federal Financial Aid due to the student will be mailed to the student address on file. It is the responsibility of the student to notify the school of a change in address, while in attendance and after graduation/withdrawal/dismissal.

Even if a student paid all institutional charges and ceased enrollment prior to Title IV funds being disbursed, if Title IV funds could have been disbursed, the student may be eligible for a post withdrawal disbursement. It is required that a Student Aid Report, (SAR) or Institutional Student Information Record (ISIR) with an official expected family contribution (SAI) was successfully processed with the Dept. of Education prior to the student's loss of eligibility. The amount of a post-withdrawal disbursement is determined by following the requirements for calculating earned Title IV aid and has no relationship to incurred educational costs. A post-withdrawal disbursement, whether credited to the student's account or disbursed to the student or parent directly, must be made from available grant funds before available loan funds. Any available post-withdrawal disbursement will be determined and offered to the student within 30 days of the date the school determined the student withdrew. Any Title IV grant funds due will be disbursed within 45 days of the date the school determined the student withdrew and any loan funds a student accepts will be disbursed within 180 days of that date. The school will document the amount of any overpayment and, as applicable, reduce any post-withdrawal disbursement or increase any amount the student must return by the amount of the overpayment owed by the student. Post-withdrawal disbursements due to the student may be picked up at the Financial Aid Office or mailed to the student. Mailed checks will be sent to the last address on file with the school within 45 days of the recorded last date of attendance by the student.

If the check is returned as undeliverable, the Financial Aid Office will make a reasonable attempt to obtain the correct address from the student by phone or email within 45 days of receiving the returned letter. If the student could not be reached or the check is returned as undeliverable a second time, the school will cease all attempts to return the funds to the student. Credit balances will be retained by LLRTC. Federal Financial Aid due to the student will be returned to the funding source within 240 days of the check issue date in accordance with the Return of Title IV Funds procedures (See Return to Title IV section).

The school will obtain confirmation from a student, or parent for a Direct Parent PLUS Loan, before making any disbursement of loan funds from a post-withdrawal disbursement. Without obtaining a student's permission, Title IV grant funds from a post-withdrawal disbursement will be credited to a student's account to pay for tuition and fees. Any credit balance will be disbursed directly to the student. The school will obtain the student's authorization to credit the student's account with Title IV grant funds for charges other than current charges. The student's account will be credited with post-withdrawal disbursement funds for current charges within 180 days of the date the school determined the student withdrew or was dismissed.

RETURN OF TITLE IV FUNDS AND CALCULATIONS

Federal Financial Aid recipients are required to pay back any overpayment of Title IV funds resulting from:

- dropping out of school prior to completion of training
- overpayment of funds made by the school during the verification process
- false information and/or changing circumstances during the Financial Aid period which would affect eligibility and/or amount to be received.
- dismissal from school due to misconduct, suspension, poor attendance and/or unsatisfactory academic progress (See SAP section).

The federal formula requires a return of Title IV funds if the student received federal financial assistance

in the form of a Pell Grant or Direct Federal Stafford Loan and withdrew on or before completing 60% of the payment period. The return of funds will be distributed in the following order and in the amount up to the maximum amount of each award allocated to the student:

1. Unsubsidized Federal Stafford Loan
2. Subsidized Federal Stafford Loan
3. Federal PLUS Loan
4. Federal Pell Grant
5. Other Federal, State, Private or Institutional Aid
6. The student

Any outstanding balances resulting from the return of Financial Aid funds becomes the responsibility of the student. Payment is due at the time of withdrawal unless a Payment Plan (see section below) is signed at the Exit Conference. Failure to attend the Exit Conference and make payment arrangements does not release the student from the stated liability.

RETURN TO TITLE IV CALCULATIONS

Return to Title IV calculations are completed for each withdrawn/dismissed student. If the student was scheduled for over 60% of the payment period, per federal regulations, they have earned 100% of the Title IV aid for that payment period. No Return to Title IV will be due.
The last date of attendance will be determined in one of the following ways:

- The student submits a letter of withdrawal to the Practical Nursing Coordinator or the Adult Education Supervisor. The date of the letter will be considered the date of withdrawal.
- If a student stops attending class without notification, the date of withdrawal will be the date the student reached the maximum absences allowed. A letter will be issued to the student stating the date of dismissal.
- If a student is dismissed for reasons other than attendance, the date of the dismissal letter will be the last date of attendance. The date of the letter will correspond to the date the student was notified of their dismissal and informed they would not be allowed to return to class.
- The last date of attendance will be recorded as the withdrawal date for deceased students.

The Return to Title IV process will commence immediately upon the school's determination that a student has withdrawn or the date the student is dismissed. Any returns will be processed and returned to COD within 45 days of the date of dismissal/withdrawal.
If a student withdraws and, as a result of applying an institutional refund policy, the school reverses, reduces, or cancels a student's charges, the Return requirements still apply.

FINANCIAL AID LETTER TO STUDENT UPON WITHDRAWAL/DISMISSAL

The Financial Aid Office will notify each withdrawn/dismissed student in writing within 30 days of the date the school determined the student withdrew or was dismissed. The letter will include any applicable points below:

- statement of Student Account balance;
- notify the borrower about his or her loan repayment obligations;
- explanation of any Return to Title IV calculations;
- obtain permission to credit loan funds to a student's account to cover unpaid institutional charges; obtain permission to make a post-withdrawal disbursement of loan funds.

The school will notify a student, or parent for a Direct Parent PLUS Loan, in writing prior to making any post-withdrawal disbursement of loan funds, whether those loan funds are to be credited to the student's account or disbursed directly to the student (or parent). The information provided in the notification will include the information necessary for the student, or parent for a Direct Parent PLUS Loan, to make an informed decision as to whether the student or parent would like to accept any disbursement of loan funds. The notice will be provided within 30 days of the date of the school's determination that a student has withdrawn or was dismissed. In addition, the notice will request confirmation of any post-withdrawal disbursement that the student or parent, as applicable, wishes the school to make.

The notice will identify the type and amount of the loan funds the school wishes to credit to the student's account or disburse directly to the student or parent, explain that a student, or parent for a Direct Parent PLUS Loan, may accept or decline all or a portion of the funds. The notice will also explain to the student, or parent for a Direct Parent PLUS Loan, the obligation to repay the loan funds whether they are disbursed to the student's account or directly to the borrower.

The notice will also make clear that a student, or parent for a Direct Parent PLUS Loan, may not receive the direct disbursement loan funds, if the student has a balance on their school account. The school will only agree to issue a disbursement of loan funds if the student account is paid in full. If the student, or parent for a Direct Parent PLUS Loan, does not wish to accept some or all of the loan funds that the school wishes to credit to the student's account, the school will not disburse those funds. If the student, or parent for a Direct Parent PLUS Loan, provides approval for a post-withdrawal disbursement of Direct Loan funds; the school is permitted to credit the student's account for current charges (and minor prior award year charges in accordance with the cash management requirements and an explanation to the student that all or a portion of his or her post-withdrawal disbursement has been used to satisfy any charges from prior award years) without additional permission for the student or parent for a Direct Parent PLUS Loan. The school will include information about the advantages of keeping loan debt to a minimum.

The student, or parent for Direct PLUS Loans, will have 14 days to respond to the notification. If a response is not received from the student or parent within the 14 days, the school will not make a post-withdrawal disbursement. If authorization from a student (or parent for a Direct PLUS Loan) is received after the deadline, the school will notify the student (or parent) in writing that the post-withdrawal disbursement will not be made and why.

POST-WITHDRAWAL RESTRICTIONS

A student can never receive as a post-withdrawal disbursement of any funds from a disbursement that the school was prohibited from making on or before the date the student withdrew. Such cases may include:

- a second disbursement of Direct Loan funds where the student has not reached the later of the calendar midpoint of the loan period of the date that the student completes half of the clock hours in the loan period
- a second or subsequent disbursement of Direct Loan funds unless the student has graduated or successfully completed the loan period
- a disbursement of Direct Loan funds for which the borrower has not signed a promissory note
- a disbursement of a Federal Pell Grant, for a subsequent payment period when the student has not completed the earlier payment period for which the student has already been paid

- a disbursement of a Direct Loan to a first-year, first-time borrower who withdraws before the 30th day of the student's program of study
- a disbursement of a Federal Pell Grant to a student for whom the institution did not have a valid SAR/ISIR by the deadline established by ED annually in the public deadline notice.

VERIFIED STUDENTS AND POST-WITHDRAWAL DISBURSEMENT

If a Pell-eligible student submits the documents required for verification no later than 120 days after the student's last day of attendance or the deadline established each year by the Dept. of Ed, whichever is earlier, the school will make any applicable post-withdrawal disbursement of the student's Pell Grant. Once verification is complete, the school will perform a new Return to Title IV Calculation. A written response summarizing the new Return will be sent to the student (or Parent for Parent PLUS loans) within 14 days of verification completion. Any post-withdrawal disbursement that results from the new Return calculation will be sent to the student within 180 days of the verification completion.

DECEASED STUDENTS

The withdrawal date for a student who has died is the last date of attendance as determined from the school's attendance records. The school will not make a post-withdrawal disbursement of Title IV funds to the account or estate of a student who has died. If a school is informed that a student has died during a period, it will perform a Return calculation. If the Return calculation indicates that the school is required to return Title IV
funds, the school will return the Title IV funds for which it is responsible. The student's estate is not required to return any Title IV funds disbursed to the student.

If a Title IV credit balance created from funds disbursed before the death of the student exists after the completion of the Return calculation and the institutional refund calculations, the institution will resolve the Title IV credit balance as follows:

1. in accordance with the cash management regulations, paying authorized charges at the institution (including previously paid charges that are now unpaid due to the Return of Title IV funds by the institution);
2. returning any Title IV grant overpayments owed by the student for previous withdrawals from the present school;
3. returning any remaining credit balance to the Title IV programs.

STUDENTS RIGHTS AND RESPONSIBILITIES

Students have the Right:

- To know what financial assistance is available, including information on all federal, state, local, private and school Financial Aid programs.
- To know what the procedures and deadlines are for submitting applications for each of the Financial Aid programs.
- To know how Financial Aid recipients are selected, how their aid is determined, and the costs considered in their budget.
- To request an explanation of the various programs in the aid package.
- To reconsider the aid package, if it is believed a mistake has been made or if circumstances have changed.
- To know the cost of attending the school and the school's refund policy.
- To know how and when Financial Aid will be disbursed.
- To know what portion of the aid package is grant aid and loan funds. If the aid is a loan: to know

the interest rate, the total amount that must be repaid, the payment procedures, the length of time you have to repay the loan, when repayment begins, and what cancellation or deferment provisions apply.

- To request deferment from loan payments for a specific time period to avoid default.
- To know the names of the accrediting and licensing organizations.
- To know what services are available for the physically disabled or the learning disabled.
- To know about the school's programs (instructional, laboratory, physical facilities, and faculty).

Students have the Responsibility:

- To review and consider all information about a school's program before enrolling.
- To complete all application forms accurately and submit them on time to the right place.
- Intentional misreporting of information on application forms for federal Financial Aid is a violation of law and is considered a criminal offense subject to penalties.
- To provide documentation, corrections, and/or new information as requested by school's Financial Aid Office.
- To notify the school at once if, for any reason, changes to: name, address, attendance status, etc.
- To read, understand and keep copies of all signed forms.
- To be aware of the institution's refund policy and procedures.
- To repay student loans, and complete the Entrance and Exit counseling sessions.
- To notify the lender if any of the following occur before a loan is repaid: 1) name or address change; 2) transfer or withdrawal or graduation or drop to less than half-time status.

GAINFUL EMPLOYMENT DATA

In accordance with the provisions made available to LLRTC by the USDE, LLRTC are electing to immediately implement the regulations published on 7/1/2019 regarding the rescission of the gainful employment rule.

CLEARY ACT

Cleary Act information regarding campus safety and security statistics can be found on the LLRTC website: www.lexlaray.com

NET PRICE CALCULATOR

The Net Price Calculator that provides information regarding student funding can be found on the LLRTC website: www.lexlaray.com

CERTIFICATE AND DOCUMENT REQUESTS

Transcript requests will be processed in 5 to 10 business days. A document signed by the student must be received by LLRTC providing for the release of all education information prior to transcripts being sent to a third party. There is a $10 fee for all transcripts or any other requested documentation from the student file.

All student records (period of enrollment, academic, financial, and current educational progress) are available at the Lex La-Ray Technical Center.

FINANCIAL AID HANDBOOK ACKNOWLEDGEMENT AGREEMENT

By signing below I agree:

1. I have been given a copy of the Financial Aid Handbook.
2. I understand this can be used as reference for all financial aid policies and procedures.
3. I understand that the LLRTC Financial Aid Office will abide by all of the policies and procedures while performing any duties associated with the financial aid process; unless a change in state or federal regulations, or a conflict with current regulations, require an alteration.
4. I agree to follow all of the financial aid policies and procedures in the Financial Aid Handbook.

Printed Name:_____

Signature:_____ Date:_____