

## **Davis Technical College Student Financial Aid Attendance Policy**

**Effective Date: 12-12-2022**

### **1. Purpose**

- 1.1. Davis Technical College complies with federal regulations to measure attendance for financial aid eligibility. Attendance standards for students who use Title IV funding are the same as or stricter than the institutional standards for students not using Title IV funding.

### **2. References**

- 2.1. Davis Technical College Financial Aid Satisfactory Progress Policy
- 2.2. Davis Technical College Financial Aid Disbursement Policy
- 2.3. Davis Technical College Financial Aid Return to Title IV Policy
- 2.4. Davis Technical College Student Withdrawal Policy
- 2.5. **Davis Technical College Student Attendance Policy**

### **3. Definitions**

- 3.1. **Completed Hours:** Also referred to as “Standard Hours” or “Progress Hours.” Refers to work completed by the student that counts toward student progress.
- 3.2. **Enrolled Hours:** Hours a student is scheduled to be in class.
- 3.3. **Attended Hours:** Hours a student physically attends class.
- 3.4. **Payment Period:** The number of hours a student must attend and the number of hours of work a student must complete in 150% of the scheduled hours for a payment period. For example, if a payment period is 300 hours, the student must attend 300 hours and complete 300 hours’ worth of work within 450 hours.

### **4. Policy**

- 4.1. **Satisfactory Attendance:** A student whose cumulative attendance is less than 67% of enrolled hours will receive a warning for the subsequent payment period. If a student has a cumulative attendance of less than 67% after the warning period, a student’s financial aid will be terminated and will lose any subsequent disbursements of financial aid.
  - 4.1.1. If a program has stricter requirements for attendance, for non-title-IV eligible students, then that minimum requirement must be used when determining a student’s satisfactory attendance.

- 4.2. **Prior Enrollment:** a student's prior enrollment for any certificate program at Davis Tech will be considered when determining eligibility for financial aid. This will include any hours enrolled as a high school student at Davis Tech. This will be based on enrollment in the Northstar system.
- 4.3. **Withdrawals:** If a student withdrew from Davis Tech before completing an entire payment period and they were not meeting attendance standards at the time of their withdrawal, they will be placed on Warning status upon returning to Davis Tech and will need to be meeting or exceeding attendance standards at the end of the payment period to maintain financial aid eligibility. This applies if more than 180 days has elapsed since the date of their withdrawal.
  - 4.3.1.1. If a student returns to school within 180 days of a withdrawal, their attendance status will be what it was at the time of withdrawal.
- 4.4. **Incomplete and Repeat Courses:** hours enrolled in courses that are not completed or that are taken more than 1 time will be counted in the attendance and could lead to a loss of eligibility.
- 4.5. **Termination:** The Financial Aid Office can terminate a student's eligibility if it is determined that the student is not meeting attendance requirements. If a student is withdrawn by student services due to their consecutive absence policy, the Return to Title IV Funds (R2T4) process will be calculated and any funds not earned will be returned to the U.S Department of Education.

## 5. Procedures

- 5.1. **Recorded Attendance:** a student's attendance must be recorded in the student information system (Northstar) for attended hours to be used for determining financial aid eligibility.
- 5.2. **Warning:** If a student's cumulative attendance is less than 67% or the minimum requirement for the program at the time of the first official review period, their financial aid will be placed in a warning status. A student is only allowed one (1) warning period for not meeting attendance.
- 5.3. **Termination:** A student whose cumulative attendance is less than 67% or the minimum requirement for the program at the end of their warning period will be terminated from financial aid eligibility
- 5.4. **Notification:** students that are placed on Warning or Terminated status, will be notified through email.

## 6. Approvals and Notes

President's Council Approval: 06-30-2009  
Effective Date: 07-01-2009  
Reviewed: 01-31-2014  
Revised: 01-31-2014

Revised: 05-17-2021  
Revised: 12-12-2022