

## **Davis Technical College Student Financial Aid – Disbursement Credit Hour Policy**

**Effective Date: July 1, 2023**

### **1. Purpose**

- 1.1.** This policy is established in compliance with federal regulations to promote institutional integrity in the administration of federal financial aid programs. Specifically, this policy defines how the institution will disburse funds in such a way that meets federal guidelines and assures fiscal responsibility while reducing potential student and school liability.

### **2. References**

- 2.1.** Federal Student Aid (FSA) Handbook Volumes 3 and 4
- 2.2.** Utah State Code Title 53B
- 2.3.** Student Code of Federal Regulations, 34 CFR 668
- 2.4.** Davis Technical College Student Financial Aid Satisfactory Progress Policy
- 2.5.** Davis Technical College Grading and Performance Policy
- 2.6.** Davis Technical College Financial Aid Offers and Packaging Policy

### **3. Definitions**

- 3.1. Completed Hours:** Also referred to as “Standard Hours” or “Progress Hours.” Refers to credit hours completed by the student that counts toward student progress.
- 3.2. Payment Period:** For programs that are one academic year or less in length, the first payment period is the period in which the student successfully completes half of the credit hours of the 1<sup>st</sup> academic year. Second payment period is when the student successfully completes remainder of the credit hours and all of the weeks of instruction for the program’s defined academic year. . For programs greater than an academic year in length, subsequent payment periods are prorated based on the remaining hours in the program.

### **4. Policy**

- 4.1. Academic Year:** The academic year for number of credit hours and weeks of instruction will vary based on the program. Defined academic year for each program listed below:

#### **4.1.1. Defined Academic Years for Title IV Eligible Programs**

Title IV Eligible Programs	Credit Hours	Academic Year	
		Credits	Weeks
Esthetician	16	24	30
Master Esthetician	16	24	30
Pharmacy Technician	17	24	30
Advanced Automotive	20	24	30
Automotive Technology	20	24	30
CNC Machining	20	24	30
Information Technology	20	24	30
Heating and Air	24	24	30
Welding Technology	24	24	30
Composite Materials Technology	25	25	30
Practical Nurse	26	26	30
Dental Assisting	29	29	30
Architectural and Engineering Design	30	30	30
Automation and Robotics	30	30	30
Business Administrative Services	30	30	30
Culinary Arts	30	30	30
Cybersecurity	30	30	30
Diesel/Heavy Duty Technology	30	30	30
Medical Coding and Billing	30	30	30
Software Development	30	30	30
Web And Graphic Design	30	30	30
Hair Designer	30	24	30
Medical Assistant	32	28	30
Cosmetology	42	26	30
Surgical Technology	46	24	30

**4.2. Payment Periods:** Students are paid in equal disbursements called payment periods. Payment periods are defined at the time of packaging based on requirements as outlined in the most recent version of the FSA handbook.

**4.2.1.** Alt Doc can reduce the length of subsequent payment periods, therefore decreasing eligibility and the amount of the subsequent disbursements.

**4.2.2.** Students must successfully complete the credit hours before progressing to the next payment period. At the end of each payment period a student's progress will be reviewed to ensure that the student is on track to complete their program within 150% of the published program length. Students not on track to complete the program within 150% will result in the loss of financial aid eligibility.

Example: student enrolled in a 20-credit hour program would need to complete the program within 30 attempted credits. In the first payment period the student completed 10 credit hours but attempted 22 credits. At this point the student would not be able to successfully complete the required 20 credits for the program before they attempt 30 credits so they would be ineligible for financial aid for their second payment period.

- 4.2.3. Tuition and Fees: a Pell sponsorship will be added to a student's file for the estimated amount of all tuition and fees for the payment period. The Pell tuition sponsorship can only cover the first attempt of required tuition and fees for the payment period. Fees include program fees and inclusive access fees.
- 4.2.4. Residual Pell Funds: If students have Pell eligibility that exceeds the estimated amount of tuition and fees for the payment period those funds will be added to a residual sponsorship. Upon request funds on the residual sponsorship can be used at the bookstore on the first day of class for books and supplies.
- 4.3. **Disbursement Process:** The disbursement process is completed every 2-4 weeks. If at the time of disbursement, the student has remaining residual sponsorship funds those funds will be released to the student if a student has an active schedule.

**5. Procedures**

- 5.1. Completion of credit hours and progress will be evaluated prior to each disbursement.
  - 5.1.1. At the time of disbursement, files will be updated with the Department of Education through the Common Origination and Disbursement (COD) system. These files must be approved and processed within COD before a disbursement is made to a student.
- 5.2. For students who are making adequate progress and have an active schedule, aid will be disbursed within 6 weeks of the beginning of each payment period.
- 5.3. Students who are not making adequate progress will be held to the Satisfactory Academic Progress Policy.
- 5.4. All disbursements made to students will be directly deposited to the account provided by the student or mailed to the address on the student's file.

**6. Approval and Notes**

President's Council Approval: 06/12/2023  
Effective Date: 07/01/2023