



Special Meeting Minutes - Approved September 13, 2018

Members Present

Rachel Salomon
Jennifer Seru
Oyinade Ogunmokun

Hermon Lajar
Monica Gordon
Jacinta Samuel

John D. Villafania
Waisiki Baleikorocau

The meeting was called to order @ 11:15 AM

Agenda Items - Continuing

1. Financial Aid Policies & Procedures
 - Financial Aid Appeal
 - FAA Board
2. Counseling Policies & Procedures

Minutes

1. FINANCIAL AID POLICIES AND PROCEDURES

- **BP 320.09: Financial Aid Satisfactory Academic Progress Appeal Policy**
 - Students have the right to appeal the determination of financial aid ineligibility to the Financial Aid Office and Dean of Student Services by submitting a letter of appeal and fill-out the appeal application. Documents must be submitted by specified deadline each semester.
- **CP 320.10: Procedures**
 - Appeal application and letter must be received by the Financial Aid Office before the deadlines specified on the Academic Calendar.
 - Appeals must be written and must specifically address the extenuating circumstances. Late appeals may be considered on a case by case basis. The committee will provide a written decision to the student within four (4) calendar days of the committee's meeting.
 - Students who file an appeal and who should be able to meet the SAP standards by the end of the subsequent payment period will be placed on probation without an academic plan. If the student, based on the appeal, requires more than one payment period to meet progress standards, the student must provide an Academic Plan completed and signed by the student and his/her advisor to the Office of Financial Aid. The student is eligible to receive Title IV aid as long as the student



continues to meet the academic plan requirements. A 100% pass rate for the term is required. Any withdrawals or failing grades will result in suspension of the academic plan. Student whose appeal was once granted will not be allowed to submit another thereafter.

➤ **BP 320.10: Financial Aid Return of Title IV Funds**

○ Policy

- Withdrawal from all classes during a term may also result in a change in the Title IV (financial aid award) for that term. U.S. Department of Education's Higher Education Amendment (HEA) of 1998 requires schools to implement the Return of Title IV policy when a student, who is a Title IV recipient, withdraws from school. If a Title IV recipient withdraws before the 60 percent point of the term (as calculated by the number of days in the term) will have their financial aid award reduced. Upon withdrawal the Financial Aid Office will calculate the percentage of days in which the student was enrolled prior to withdrawal. This percentage will be applied to the amount of aid received for the term, with the student retaining only the amount of aid for the percentage of the term actually completed. The unearned portion of the financial aid award must be returned to reimburse the appropriate Title IV program (s). Students considering withdrawal from classes should consult the Financial Aid Office prior to initiating the withdrawal process. Withdrawal can have a significant impact on institutional charges, the current financial aid award, and future financial aid eligibility.

➤ **CP 320.14: STUDENT RIGHTS AND RESPONSIBILITIES**

○ **Student Rights - You have the right to ask the school:**

- The names of its accreditation or licensing organizations.
- About its programs; it's instructional, laboratory, and other physical facilities; and its faculty.
- What the cost of attending is, and what its policy is on refunds to students who withdraw.
- What financial assistance is available, including information on all Federal, State, local, private, and institutional financial aid programs.
- What the procedures and deadlines are for submitting applications for each available financial aid program.
- How and when you will be paid and the type and amount of assistance you will receive.

○ **Student's Responsibilities - It is your responsibility to:**

- Understand Financial Aid Policies and Procedures
- Know and comply with all deadlines for applying or re-applying for aid.
- Pay special attention to your application for student financial aid, complete it accurately, and submit it on time to the right place. Errors can prevent or delay your receiving aid



- Pay special attention to your application for student financial aid, complete it accurately, and submit it on time to the right place. Errors can prevent or delay your receiving aid
 - Provide all additional documentation, verification, corrections, and/or new information requested by the financial aid office
 - Notify your school of a change in your name, address, or attendance status
 - Check your grades to know and understand about your Financial Aid Eligibility Status before and end of each semester of enrollment
 - Understand that at any time during a semester of enrollment, your financial aid may change if:
 - Your enrollment status change
 - Withdraw from all courses before you have completed 60% of term.
 - Course attempted more than two times will not be covered by Pell Grant.
 - Course passed with “C” Grade and attempted for second time will not be covered by Pell Grant
 - Pell Grant does not cover more than 30 credits of Developmental.
 - Understand College of the Marshall Islands Financial Aid Satisfactory Academic Progress policy.
 - Understand Withdrawal (Returned of Title IV) Policy
 - Understand the following grades: **F (Fail), W (Withdraw), I (Incomplete) and NP (No Passing)**, will be considered as credits attempted but not successfully earned.
- Jacinta moved to accept the Financial Aid Policies and Procedures. Monica seconded the motion. The motion was unanimously approved.

2. COUNSELING POLICIES & PROCEDURES

- Send back to revise.
- Tabled for next meeting.

Meeting adjourned @ 1:35 PM

Special Meeting next week Tuesday 11am

Kelly Luce Sebastian, Recording Sec.

Scribe

EMC

Reviewed & Approved by

03 - April - 2019

Date approved