

Dakota College at Bottineau

Financial Aid Office

Policy & Procedure Manual

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By

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SECTION I

NASFAA’S Statement of Ethical Principles and Code of Conduct for Institutional Financial Aid Professionals November 2017

Preamble

Professional ethics encompass the personal and organizational standards of behavior expected of professionals who exercise specialist knowledge and skill. Because of their unique experience and training, financial aid professionals make judgments, apply their skills, and reach informed decisions in situations that the general public cannot. This capability comes with responsibility—an implicit or explicit set of ethics that should govern the decisions and actions of all financial aid professionals.

The National Association of Student Financial Aid Administrators (NASFAA) provides professional development for financial aid administrators; advocates for public policies that increase student access and success; serves as a forum on student financial aid issues, and is committed to diversity throughout all activities. NASFAA members are required to exemplify the highest level of ethical behavior in helping students and families find the best ways to pay for college and demonstrate the highest level of professionalism, all while remaining good stewards of public and institutional funds.

As part of the only national association representing financial aid administrators in all sectors of higher education, NASFAA members are expected to adhere to ethical standards.

In April 1999, NASFAA’s Board of Directors adopted the 12-point Statement of Ethical Principles that has served as a common foundation for accepted standards of conduct for the financial aid profession. Later, NASFAA expanded on those ethical principles through a more prescriptive Code of Conduct. That Code was first adopted by the NASFAA Board of Directors in May 2007 to provide specific standards and guidance in order to assure the public of the profession’s integrity.

The Statement of Ethical Principles is intended to serve as an “aspirational” document—i.e. a set of ideals and ethical goals for all financial aid professionals. The Code of Conduct, on the other hand, is more dogmatic; it is intended to enumerate specific rules and expectations for personal and professional conduct.

In 2013-14, the NASFAA Board again examined the Statement of Ethical Principles and Code of Conduct in light of new issues, challenges, and dynamics in higher education. At the request of 2013-14 National Chair Craig Munier, a task force of Board members was convened to examine the current ethical standards in detail, consult with legal counsel, collect member comment, make updates, and report back to the Board. Led by Mary Sommers from the University of Nebraska-Kearney, the task force presented a revised Code of Conduct and Ethical Principles to the Board in March 2014. NASFAA’s Board subsequently reviewed and updated the Statement of Ethical Principles in November 2017.

NASFAA thanks the following individuals for their work on the Task Force on Ethical Standards:

Mary Sommers (Task Force Chair)	Lisa Hopper	David Page
Ron Day	Craig Munier	Cathleen Patella
Jack Edwards	Eileen O’Leary	Lori Vedder
Pamela Fowler	Lisanne Masterson	

The principles contained herein focus on reaffirming our professional commitment to transparency, compliance, and above all students, who have become reliant on federal, state, and institutional aid programs to fulfill their educational goals and dreams. NASFAA members strive to meet the Statement of Ethical Principles and are required to comply with the Code of Conduct as a condition of membership.

NASFAA Statement of Ethical Principles

The primary goal of the financial aid professional is to help students achieve their educational goals through financial support and resources. NASFAA members are required to exemplify the highest level of ethical behavior and demonstrate the highest level of professionalism.

We, financial aid professionals, declare our commitment to the following Statement of Ethical Principles.

Financial aid administrators shall:

Advocate for students

- Remain aware of issues affecting students and continually advocate for their interests at the institutional, state and federal levels.
- Support federal, state and institutional efforts to encourage students, as early as the elementary grades, to aspire to and plan for education beyond high school.

Manifest the highest level of integrity

- Commit to the highest level of ethical behavior and refrain from conflict of interest or the perception thereof.
- Deal with others honestly and fairly, abiding by our commitments and always acting in a manner that merits the trust and confidence others have placed in us.
- Protect the privacy of individual student financial records.
- Promote the free expression of ideas and opinions, and foster respect for diverse viewpoints within the profession.

Support student access and success

- Commit to removing financial barriers for those who want to pursue postsecondary learning and support each student admitted to our institution.
- Without charge, assist students in applying for financial aid funds.
- Provide services and apply principles that do not discriminate on the basis of race, gender, ethnicity, sexual orientation, religion, disability, age, or economic status.
- Understand the need for financial education and commit to educate students and families on how to responsibly manage expenses and debt.

Comply with federal and state laws

- Adhere to all applicable laws and regulations governing federal, state, and institutional financial aid programs.
- Actively participate in ongoing professional development and continuing education programs to ensure ample understanding of statutes, regulations, and best practices governing the financial aid programs.
- Encourage colleagues to participate in the financial aid professional associations available to them at the state, regional, or national level and offer assistance to other aid professionals as needed.

Strive for transparency and clarity

- Provide our students and parents with the information they need to make good decisions about attending and paying for college.
- Educate students and families through quality information that is consumer-tested when possible. This includes (but is not limited to) transparency and full disclosure on offer notices.
- Ensure equity by applying all need-analysis formulas consistently across the institution's full population of student financial aid applicants.

- Inform institutions, students, and parents of any changes in financial aid programs that could affect their student aid eligibility.
- Strive to ensure that cost of attendance components are developed using resources that represent realistic expenses.

Protect the privacy of financial aid applicants

- Ensure that student and parent private information provided to the financial aid office by financial aid applicants is protected in accordance with all state and federal statutes and regulations, including FERPA and the Higher Education Act, Section 483(a)(3)(E) (20 U.S.C. 1090).
- Protect the information on the FAFSA from inappropriate use by ensuring that this information is only used for the application, offer, and administration of aid offered under Title IV of the Higher Education Act, state aid, or aid offered by eligible institutions.

NASFAA CODE OF CONDUCT

Institutional members of NASFAA will ensure that:

1. No action will be taken by financial aid staff that is for their personal benefit or could be perceived to be a conflict of interest.
 - a) Employees within the financial aid office will not offer aid to themselves or their immediate family members. Staff will reserve this task to an institutionally designated person, to avoid the appearance of a conflict of interest.
 - b) If a preferred lender list is provided, it will be compiled without prejudice and for the sole benefit of the students attending the institution. The information included about lenders and loan terms will be transparent, complete, and accurate. The complete process through which preferred lenders are selected will be fully and publically disclosed. Borrowers will not be auto-assigned to any particular lender.
 - c) A borrower’s choice of a lender will not be denied, impeded, or unnecessarily delayed by the institution, even if that lender is not included on the institution’s preferred lender list.
 - d) No amount of cash, gift, or benefit in excess of a de minimis amount shall be accepted by a financial aid staff member from any financial aid applicant (or his/her family), or from any entity doing business with or seeking to do business with the institution (including service on advisory committees or boards beyond reimbursement for reasonable expenses directly associated with such service).
2. Information provided by the financial aid office is accurate, unbiased, and does not reflect preference arising from actual or potential personal gain.
3. Institutional offer notifications and/or other institutionally provided materials shall include the following:
 - a) A breakdown of individual components of the institution’s Cost of Attendance, designating all potential billable charges.
 - b) Clear identification of each offer, indicating type of aid, i.e. gift aid (grant, scholarship), work, or loan.
 - c) Standard terminology and definitions, using NASFAA’s glossary of offer letter terms.
 - d) Renewal requirements for each offer.
4. All required consumer information is displayed in a prominent location on the institutional web site(s) and in any printed materials, easily identified and found, and labeled as “Consumer Information.”
5. Financial aid professionals will disclose to their institution any involvement, interest in, or potential conflict of interest with any entity with which the institution has a business relationship.

THE NEED FOR STUDENT FINANCIAL AID

Historically, student financial assistance has been viewed as a recruiting device or an aid to the institution as much as it has been considered a tool for assisting students. However, student financial aid programs now reflect a wide variety of individual, national and institutional concerns.

Most current financial aid programs focus on the student as an individual. They intend to remove the financial barrier to education for those who are unable to pay. There are many families who could finance the higher education of their children, but only by imposing stringent economic restrictions upon themselves. With rising college costs, even families with comfortable incomes often find it difficult to pay bills, particularly when there are two or more children in college at the same time.

Many financial aid programs are aimed especially at assisting those students who would not ordinarily consider any education beyond high school. A variety of aid programs recognize the fact that many students have been relegated to life patterns far below their capacities, not for lack of ability, but for lack of finances.

Student aid programs have often been associated with some need felt to be in the national interest. There are excellent reasons for basing student aid programs on critical national needs. Specific manpower requirements must be met for the nation to grow and prosper. An adequate defense status must be maintained. And, in a time of rapid and profound technological and social change, a populace able to comprehend and come to grips with complex and sophisticated problems in need. The nation depends upon these abilities, and education is an essential means for developing them.

One of the chief goals of student aid programs has been to enhance the institution. Other institutional interests can be served by student aid programs which will attract students, particularly disadvantaged students from a variety of regions and diverse ethnic backgrounds.

The cost of educating students is paid only in part by the student. In public institutions much of the cost is borne by taxpayers. Student aid programs are thus an important source of revenue, a fact that is becoming even more crucial as the cost of education continues to rise.

When an individual develops to their capacity, the student not only enhances themselves, but they will contribute to this institution and to the society in which they live.

Aid programs are not an investment in merely an individual or a society or a specific institution, but in all three. While individual programs may have limiting criteria and goals, the collective effect of all programs has been to benefit all of us.

HISTORY OF FEDERAL ASSISTANCE

The interest of the Federal government in students in institutions extends back in time to the post-Depression National Youth Administration of the 1930's. Although this program was not specifically intended to assist students in obtaining a higher education, but rather to promote the economy in general, it did have the result of providing the funds necessary for the education of many people. The Federal government became involved in student aid programs with the Emergency War Loan program of the 1940's and the G. I. Bill of the 1950's. The largest single source of undergraduate student aid that the Federal government has become involved in is the series of programs administered by the U.S. Department of Education. The programs that Dakota College at Bottineau is involved in are described as follows:

The National Defense Student Loan Program was authorized under the National Defense Education Act of 1958. This program was conceived on the premise that no student of ability should be denied an opportunity for higher education because of financial need. Thus, the act established long-term, low-interest loans to qualified students in need of financial assistance to pursue a full-time course of study. This program was originally scheduled to operate for eight years, terminating on June 30, 1966. However, it was extended and, under the Higher Education Act of 1965, as amended in 1972, became the National Direct Student Loan (NDSL) Program. Continued authorization for the NDSL Program was contained in the Education Amendments of 1976 and 1980, and in the Student Financial Assistance Technical Amendments Act of 1982.

Effective October 17, 1986, the Higher Education Amendments of 1986 changed the name of the program to the Perkins Loan Program, in honor of Carl D. Perkins. This legislation extended authorization for the program through the 1991-92 offer year.

As stated previously, the National Direct Student Loan Program authorized by Title IV-E of the Higher Education Act of 1965 was a continuation of the National Defense Student Loan Program authorized by Title II of the National Defense Education Act of 1958. All rights, privileges, duties, functions, and obligations existing under Title II before the enactment of Title IV-E continue to exist.

A National Defense Student Loan is a loan made before July 1, 1972. Loans made after June 30, 1972, under Title IV, Part E of the Higher Education Act (HEA) were known as National Direct Student Loans. Although the name of the program changed on October 16, 1986 to the Perkins Loan Program, loans did not begin to carry the name "Perkins Loan" until July 1, 1987.

The purpose of the Perkins Loan Program is "to stimulate and assist in the establishment and maintenance of funds at institutions of higher education for the making of low-interest loans to students in need thereof to pursue their courses of study in such institutions."

These low-interest, long-term loans are available, on the basis of financial need, to both undergraduate and graduate students to help pay their educational costs.

The Perkins Loan Program actually encompasses two loans: Perkins loans and Direct Loans. The distinctions between the two result from new provisions introduced by the Higher Education Amendments of 1986 (P.L. 99-498) and the Higher Education Technical Amendments of 1987 (P. L. 100-50). Loans made prior to those changes, as well as those made subsequently to the same borrowers, are called Direct Loans.

A Perkins Loan is defined by regulation as a loan made under this program to cover the cost of attendance for a period of enrollment beginning on or after July 1, 1987, to a student, who on July 1, 1987 had no outstanding balance of principal or interest owing on any previous loan made under the program authorized by Part E of Title IV of the Higher Education Act (ACT).

A Direct Loan is a loan made under Title IV-E of the HEA after June 30, 1972, which does not satisfy the definition of "Perkins Loan."

NOTE: Once a student has been designated a Direct Loan borrower under these definitions, they can never become a Perkins Loan borrower. Even if they repay all outstanding balances after July 1, 1987, any subsequent loans made are subject to the Direct Loan provisions, and a Direct Loan promissory note must be used.

The Perkins Loan Program expired September 30, 2017. This expiration does not effect the Direct Loan program as the U.S. Department of Education began administering the Direct Loan program separate from Perkins in 1992 when a pilot version of the Direct loan program was signed into law under the Reauthorization of the Higher Education Act of 1965.

The College Work-Study (CWSP) Program was originally part of the Economic Opportunity Act of 1964 (Public Law 88-452), designed "to mobilize the human and financial resources of the Nation to combat poverty in the United States." In its original form it was primarily a measure to improve the general economy with important but not exclusive emphasis on higher education. The Act was an expression of the concern of our society about the poverty that exists in the midst of affluence. The College Work-Study program was renamed the Federal Work-Study program (FWS).

Title IV, Part C, of the Higher Education Act of 1965 amended and extended the Federal Work-Study Program in two major areas. The responsibility for the administration of the program was transferred from the Office of Economic Opportunity to the Office of Education. Student eligibility was expanded to include all otherwise eligible students who are in need of the earnings from part-time employment to pursue their studies. While these changes did not materially affect the major provision of the program, they did make it more a student aid program and less a poverty program.

The program is currently authorized under Part C, Title IV, of the Higher Education Act of 1965, as amended by the Education Amendments of 1968, 1972, 1976, 1980 and 1986.

The purpose of the Federal Work-Study Program is to stimulate and promote the part-time employment of students who are enrolled as undergraduate, graduate or professional students who are in need of earnings from employment to pursue courses of study at eligible institutions.

Employment under FWS must be made reasonably available to the extent of available funds, to all eligible students in the institution in need thereof. In addition, equivalent employment offered or arranged by the institution must be reasonably available to the extent of available funds to all students in the institution who desire such employment.

The institution must provide assurances that employment made available from FWS funds must, to the maximum extent practicable, complement and reinforce the educational program or vocational goals of each student receiving assistance under the FWS Program.

In carrying out the purpose of the FWS Program, the institution may set a Federal share lower than that required if it chooses. For example, if an institution has a large demand for FWS jobs from its various departments, but does not have enough funds to offer to students, it may stretch Federal dollars by requiring a larger contribution from the employing departments or off-campus employers, thereby reducing the federal share.

The SEOG Program offers grants to financially needy undergraduate students attending institutions of higher education to help them pay their educational costs.

The Supplemental Educational Opportunity Grant Program was established by the 1972 Amendments to the Higher Education Act of 1965. The stated purpose of the SEOG was to provide, through institutions of higher education, supplemental grants to assist in making available the benefits of post secondary education to qualified students who demonstrate exceptional financial need. "Exceptional financial need" was defined as an expected family contribution (EFC) not to exceed 50 percent of the cost of attendance. In the Amendments of 1980, effective October 1, 1980, the required condition of "exceptional financial need" was eliminated. However, the Higher Education Amendments of 1986 reimposed an exceptional need criterion. Exceptional financial need is

now defined as the students with lowest EFC's at the institution. In addition, the 1986 amendments also require that priority be given to PELL Grant recipients.

The SEOG is a grant "supplemental" to the "Basic" Educational Opportunity Grant which was also authorized by the 1972 Amendments. The 1980 Amendments changed the program name to "Pell Grant Program" but the concept of the BEOG as a "basic" grant did not change. The Supplemental Educational Opportunity Grant was established as a new program, not a continuation of the former Educational Opportunity Grant (EOG) Program.

The Basic Educational Opportunity Grant Program (BEOG) was authorized in 1972 as a part of the 1972 Amendments to the Higher Education Act of 1965. During the first year of the program 1973-74, Basic Grants were made only to eligible students who had not been enrolled in post secondary education prior to April 1, 1973. By 1976-77, with the addition of a beginning group each year, the program had expanded to cover all undergraduate students, with a limit of 8 semesters or 12 quarters of eligibility. Exceptions were granted to students in five-year baccalaureate programs and to students requiring remedial work.

The Education Amendments of 1980 changed the name of the Basic Grant Program to the Pell Grant Program, in honor of Senator Claiborne Pell. These amendments removed the former limitation on number of terms of eligibility and opened the program to all otherwise eligible students who had not earned a first baccalaureate degree.

The Higher Education Amendments of 1986 reimposed a limit on the number of years a student may receive Pell Grants, but opened the program to less than half-time students under certain conditions. This legislation also defined cost of attendance parameters and the formula by which expected family contribution is to be calculated, and forbids the Secretary to change those provisions, except as necessary to account for inflation, without the expressed approval of Congress. The Amendments accorded the aid administrator more discretion with respect to the determination of independent student status and expected family contribution, but placed more restrictions on the disbursement of Pell Grant funds.

Administered under Title 34 of the Code of Federal Regulations (CFR), Part 690, the Pell Grant Program is currently the largest student grant program administered by the Department of Education. The purpose of the Pell Program is to offer grants to help financially needy students meet the cost of their post secondary education.

Unlike the campus-based programs (Perkins Loans, College Work-Study, and Supplemental Educational Opportunity Grant programs), the Pell Grant Program is centrally administered by the Federal government. In effect, the student applies directly to the Federal government, although applications are processed by a private agency under contract to the Federal government. Through a voucher-like payment system (the Student Aid Report/SAR) an eligible student may use the grant at any participating school in which they enroll. In this way eligible students are afforded a degree of portability in that they can use their grants at the school of their choice, provided the institution is eligible to participate in the program and the student has sufficient financial resources other than the Pell Grant to meet the total costs. Another important principle of the Pell Grant Program is supported by its original title: The Basic Grant Program. The Pell Grant Program is not currently funded to a level adequate to fully meet the needs of all students. In fact, the program is not intended to be that comprehensive. Instead, it has been construed as a means of providing a basic, or foundation, level of assistance to which other forms of student aid can be added to enable needy students to pursue an education.

Therefore, even at full funding, the Pell Grant cannot exceed a specified percent of the student's cost of attendance or a specified dollar amount, whichever is lower. In this way, the Pell Grant Program operates more as a rationing system to distribute limited funds than as a system which attempts to measure and offer realistic levels of student financial need. The Higher Education Amendments of 1986 specified the dollar amount for 1987-88 as the difference between \$2,300 and the expected family contribution, or 60 percent of the cost of attendance, or the difference between the cost of attendance and the expected family contribution, whichever was least. While the maximum percent of cost of attendance that the student's actual grant may equal remains at 60%. This limit is lower than the progressively increasing percentages authorized by the Education Amendments of 1980, which were to have resulted in a 70 percent maximum by 1985-86. Limited appropriations never allowed the percentage to exceed 60, however.

For 1986-87, the maximum level offer was \$2,100 or 60% of the cost of attendance. However, due to spending cuts imposed by the Balanced Budget and Emergency Deficit Control Act of 1985 (Gramm-Rudman-Hollings), and the necessity to make up for prior year shortfalls, the Pell Grant program operated at less than full funding in 1986-87, necessitating linear reductions in offers.

For 2002-2003, the maximum offer authorized is \$4,000. The statute authorizing the Guaranteed Student Loan Program states:

"The purpose of this part is to enable the Secretary of Education: (A) to encourage states and nonprofit private institutions and organizations to establish adequate loan insurance programs for students in eligible institutions (C) to pay a portion of the interest on loans to qualified students which are insured under this part and (D) to guarantee a portion of each loan insured under a program of a State or a non-profit private institution or organization . . ."

Actually, State guarantee funds are backed by a program of federal "reinsurance" to increase the loan guarantee capacity of the State agency. Since the ultimate purpose of the program is to make long-term, deferred payback, educational loans available to all eligible students, and since students are generally without either loan collateral or a credit history, it is necessary to include loan guarantees to insure the lender against loss through borrower default, bankruptcy, death or permanent and total disability. The extent of the program each year is limited only by the amount of loan capital available and the number of eligible loan applicants.

The basic purpose of the PLUS legislation is to provide non-subsidized deferred payback loan guarantees for parents of dependent students. The purpose of Supplemental Loans is to provide these guarantees to graduate, professional, and independent students, and, under certain conditions, dependent undergraduate students.

With the addition of the special allowance payments to lenders who make these loans, the net return to the lender is at least equal to the GSL Program obligations in the short run, and exceeds the return whenever interest payments are accrued and capitalized. Since no test of financial need is required, added loan capability is afforded those parents and students who are today facing inordinately high costs of education.

Part B of Title IV of the Higher Education Act of 1965 (HEA), as amended, created the guaranteed student loan programs. The Higher Education Amendments of 1992 (P.L. 102-325) reauthorized the HEA and renamed the guaranteed student loan programs the Federal Family Education Loan (FFEL) Program, which now comprises Federal Stafford Loans (formerly Guaranteed Student Loans), Federal PLUS Loans, and Federal Consolidation Loans. The FFEL Program makes these long-term loans available to students attending institutions of higher education; vocational, technical, business, and trade schools; and some foreign schools.

State or private nonprofit guaranty agencies insure FFELs, and these agencies are reimbursed by the federal government for all or part of the insurance claims they pay to lenders. The federal guaranty on a FFEL replaces the security (the collateral) usually required for a long-term consumer loan.

Loan types:

Subsidized Stafford Loan: a student must have financial need

Unsubsidized Stafford Loan: not need-based, but it cannot exceed the student's cost of attendance less the total of EFC, which includes the borrower's subsidized Stafford Loan eligibility.

PLUS: parents may borrow for dependent students only.

HIGHER EDUCATION RECONCILIATION ACT OF 2005 (HERA)

Following the tragedy of 9-11 Congress decided that more emphasis was needed for programs that could directly impact national defense. The Academic Competitiveness Grant (ACG) and National Science and Mathematics Access to Retain Talent Grant (National SMART Grant) programs; 34 CFR part 668 (Student Assistance General Provisions); and 34 CFR part 690 (Federal Pell Grant Program). These final regulations are needed to implement provisions of the Higher Education Act of 1965 (HEA), as amended by the Higher Education Reconciliation Act of 2005 (HERA).

ACADEMIC COMPEATIVENESS GRANT (ACG)

To meet the growing need for improved math and science instruction, on Feb. 8, 2006 President Bush signed into law two new student grant programs--the Academic Competitiveness Grant (ACG) and National Science and Mathematics Access to Retain Talent (National SMART Grant) Programs.

These funds were created by the Higher Education Reconciliation Act of 2005. The grants will encourage students to take more challenging courses in high school--making success in college more likely, according to research--and to pursue college majors in high demand in the global economy, such as science, mathematics, technology, engineering and critical foreign languages.

The Academic Competitiveness Grants were available to students for their first and second academic years of college. National SMART Grants were available to students for their third and fourth academic years of college. ACG Grants were offered at DCB until the federal program was discontinued.

TEACH Grant

Teach Grants are not offered at DCB.

ConnectND Implemented 2003-2004

For the fall semester of 2003-2004, Valley City State University along with Mayville State University became the 'pilot' campuses for the implementation of ConnectND (PeopleSoft). This was a major development move from the old 'legacy' system which had been used since 1981-82. The old system still operated under the 'DOS' method and although ahead of it's time when first implemented, it has since been antiquated.

The University System chose to work with PeopleSoft and use consultants from Maximus to develop a tailored system for the state of North Dakota. In the fall of 2004-2005 more schools were added to the project with NDSU and UND entering for the 2005-2006 academic year. Dakota College at Bottineau began with PeopleSoft in 2004-2005.

Charges per Credit Hour

Dakota College at Bottineau has a 'per-credit-hour' charging on all credits under full-time. Credits over 12 are capped at a standard full time charge unless registration includes collaborative credits. Online credit tuition is capped at 12 credits but any credit over 12 is still charged an access fee of \$39.66 per credit. Students will be considered full-time with 12 or more credits. For Financial Aid budgeting purposes all students are initially offered at full-time and at census date (last day to add or drop a class at 100%) budgets are recalculated and students are rebudgeted. The budget categories are full-time at 12 or more credits, three-quarters-time at 9-11 credits, half-time at 6-8 credits and less-than-half time at 1-5 credits. Tuition charges are calculated based on the residency of the student.

SECTION II

FEDERAL WORK-STUDY

Purpose

The Federal Work-Study Program provides funding for jobs for students with financial need, allowing them to earn money to help pay education expenses. Many of the work study options available at Dakota College at Bottineau are on-campus positions. Some examples of the types of positions available are: clerical/secretarial, maintenance, library assistants, computer lab monitors, and food service positions. Student employees are paid a minimum of \$8.00 per hour.

Eligibility

The eligibility of students has been extended through the amendments to provide for work opportunity for any student who has a demonstrated need of additional funds in order to continue in college. A marked preference for students from low-income families, however, has been retained. In order for a student to establish eligibility at Dakota College at Bottineau, the student must submit a Free Application for Federal Student Aid (FAFSA) to the Financial Aid Office. The student must be at least half-time as determined by Federal regulations and the institution. The student must be a U. S. citizen or a legal National in the United States for other than a temporary purpose and intend to become a permanent resident.

Determination of Need after Application

Each student must submit a FAFSA each year. After the Student Financial Aid Office receives a Institution Student Information Record (ISIR), the Financial Aid Director runs a process which does an analysis of the report to determine the total amount of resources available to the student in relation to the budget for each academic year and summer.

Amount of the Offer

The amount earned on a Work-Study job varies with the hourly wage paid and the number of hours worked. Normally \$1,500.00 can be earned during a nine-month academic year by a student working 5-6 hours per week. Work Study may be offered above \$1,500.00 with prior approval from the Financial aid office based on funds availability.

Supervision

Any staff or faculty member may act in a supervisory capacity. It is the responsibility of both the student and the supervisor to see that the student is punched in and out for each day that the student works. If a punch is missed the student is expected to notify their supervisor so the punch may be entered by Human Resources. The supervisor is expected to give new employees complete and clear cut instructions in regard to the duties they are to perform and to establish with each student employee the hours such duties may be performed and such other working conditions that are in line with good supervision of an employee. If a student employee proves unsatisfactory, judge their conduct as you judge any employee. If the problem is not resolved, contact Financial Aid and Human Resources for directions on how to terminate the employee. Approve the final time sheet in HRM and notify the Financial Aid office explaining the reason for termination. Dakota College at Bottineau student employees are expected to follow and uphold all university policies and guidelines. This includes the Code of Student Conduct which includes Computer & Network Usage Policies.

Maximum Hours

Any student found eligible and assigned to a Work-Study job is limited to the assigned number of hours per week. Students are limited to the work study that they are initially offered through the financial aid process unless prior

arrangements are made with the Financial Aid office based on funds availability. Work study jobs are also listed to each positions need and the desire to provide employment through the academic year.

OFFER AMT	\$/WEEK	HOURS/WEEK	OFFER AMT	\$/WEEK	HOURS/WEEK
100	\$3.13	0.39	1100	\$34.38	4.30
200	\$6.25	0.78	1200	\$37.50	4.69
300	\$9.38	1.17	1300	\$40.63	5.08
400	\$12.50	1.56	1400	\$43.77	5.47
500	\$15.63	1.95	1500	\$46.88	5.86
600	\$18.75	2.34	1600	\$50.00	6.25
700	\$21.88	2.74	1700	\$53.13	6.64
800	\$25.00	3.13	1800	\$56.25	7.03
900	\$28.13	3.52	1900	\$59.38	7.42
1000	\$31.25	3.91	2000	\$62.50	7.81

Payment Procedures

Students must punch in to the HRM system when they start work and they must punch out when they have completed their work for the day. Student hours are calculated from the HRM system on the 15th and last day of the month. Checks are issued by the Business Office on the 15th day of the month and the last working day of the month.

STUDENT RESPONSIBILITY IN WORK STUDY

The Student Will:

Complete a Free Application for Federal Student Aid (FAFSA) and submit the FAFSA via the internet at: studentaid.gov. The application should be submitted to the evaluating agency early (allowing 2 weeks processing time) to receive top consideration.

Students will receive a Financial Aid offer letter. The student will acknowledge acceptance of the offer package within 30 days by accepting/declining on-line in Campus Connection self-service.

The students will receive a brochure of job listing and a contract. The student is responsible for contacting a Supervisor and arrange for an interview appointment.

The Supervisor will define your job responsibility to you and sign a work study contract that the student or supervisor will return to the financial aid office.

Keep an accurate report of hours worked in the HRM system.

Do not work more than the number of hours assigned per week.

Your check will not be issued to you unless you provide the Business Office with correct information for a direct deposit of payroll and employment paperwork.

Address all Work-Study correspondence to:

Dakota College at Bottineau Financial Aid Office
105 Simrall Blvd
Bottineau, ND 58318

Or

Email: fa@dakotacollege.edu

The Work Study brochure can be requested from the Financial Aid office. This will ensure that the most up-to-date information is provided.

FEDERAL PELL GRANT

Purpose

The intent of this program is that every eligible student be entitled to Federal grant assistance as a matter of right. Pell Grants are intended to be the "floor" of a financial aid package and may be combined with other forms of aid in order to meet the full cost of education.

Eligibility

Students must submit a FAFSA for determination of Pell Grant eligibility. Students must be enrolled in an eligible program at an eligible college, university, vocational/technical school and have not previously received a Bachelor's degree from any institution. They must be a U. S. citizen or a legal national in the United States for other than a temporary purpose and intend to become a permanent resident or a permanent resident of the Trust Territories of the Pacific Islands.

Determination of Need

Need is determined by the U.S. Department of Education using a standard formula, established by Congress.

Amount of Grant

The amount of the Grant is determined by referring to the Expected Family Contribution (EFC) reported on the Institution Student Information Record (ISIR). The EFC is then referred to the Pell payment chart where it is matched with the enrollment at the institution to get the amount of the Grant.

Chosen for Verification

If students are federal or institutionally chosen for verification information is requested from a student. This may include copies of tax transcripts, W-2's, an institutional verification form and/or other data as required. If corrections are necessary, the corrections must be filed and a new ISIR received before aid is offered and payments will be processed.

During the 2021-2022 school year the federal government waived most verification requirements due to the COVID-19 National Pandemic. Students chosen for V1 verification had all requirements waived. Students chosen for V4 and V5 verification were only required to complete the Identity & Statement of Education Purpose and High School Completion Status forms. Students may still be required to complete verification if there is conflicting information on their FAFSA.

Disbursement Procedures

The Financial Aid Office enters the offers into the computer system and issues offer letters. Pell grants are credited to the students account unless the student has specified that they do not wish to participate in direct crediting. Payments are usually made at the beginning of each semester.

'Year-round Pell Grant' Offering Policy

Year round Pell was implemented beginning the 2017-2018 year at Dakota College at Bottineau. The Consolidated Appropriations Act of 2017 allows a student to receive Pell Grant funds up to 150% of the student's scheduled offer for any year with Pell offered. In keeping with our practice regarding summer as a 'trailer' of the previous academic year, summer Pell grant eligibility will be determined by using the EFC from the previous

academic year. Case by case exceptions were allowed if necessary. The summer grant follows the Pell payment chart and is determined based on the number of credits for which the student is enrolled during summer session and continued SAP eligibility. The “year-round” Pell grant was initially offered in the 2009-2010 year it was discontinued and then later re-instated in the 2017-2018 year.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (SEOG)

Purpose

These grants are to assist in making available the benefits of post-secondary education to qualified students, who for lack of financial means of their own or of their families, would be unable to obtain such benefits without such a grant.

Eligibility

Must be a Pell grant recipient. Students must be at least a half-time student as determined by Federal regulations and the institution. They must be a U. S. citizen or a national in the United States for other than a temporary purpose and intend to become a permanent resident.

Determination of Need after Application

Each student must submit a Free Application for Federal Student Aid (FAFSA) each year. After the Student Financial Aid Office receives a report from this agency, the Director does an analysis of the report to determine the total amount of resources available to the student in relation to the budget for each academic year. Summer packaging and disbursement is handled by the Director. SEOG is limited as follows: (gift aid is defined as PELL, SSIG and SEOG).

Amount of the Grant

The amount of the grant is determined by the amount of need, amount of funds available, and the number of applicants. Grants cannot be less than \$100 and cannot be more than \$4,000 per academic year. Institutionally, our average amount offered is \$400.00 through the academic year with an additional summer offer possible based on funds availability, the amount of the grant is pro-rated based on enrollment with students enrolled in 12+ credits \$200 per semester and 6-11 credits receiving an average of \$100 per semester. With the COVID flexibilities given to institutions to transfer any work study to SEOG students in summer of may receive a higher offer than average. DCB will transfer any work study funds not spent to SEOG, work study is normally spent through the academic year so remaining SEOG funds will be available in summer semester. On average students in summer of 2021 will receive \$200 for 6-8 credits, 9-11 credits will receive \$300 and 12+ credits will receive \$400. On average students in summer of 2022 will receive \$525 for 6-8 credits, 9-11 credits will receive \$775 and 12+ credits will receive \$1025.

Disbursement Procedures

The Financial Aid office enters the offer into the computer system and issues offer letters. SEOG grants are credited to the students account, if the student meets eligibility requirements and needs analysis.

Academic Term

For financial aid purposes, Fall and Spring are considered standard terms and summer term is considered a non-standard term. Fall and Spring terms are both 16 weeks and contain two 8 week terms within each semester, first and second 8 weeks. Summer is an 8 week. It is our policy that students be registered for all classes that they are going to take within a standard term by census date (the last day to add or drop a class) in a standard 16 week term. One exception to this is new students who just start in the 2nd 8 week classes only.

ACADEMIC COMPETITIVENESS GRANT (ACG)

Established by the HERA ACT starting 2006-2007. Implemented and now discontinued at Dakota College at Bottineau per Federal Law.

The grants will encourage students to take more challenging courses in high school—making success in college more likely, according to research—and to pursue college majors in high demand in the global economy, such as science, mathematics, technology, engineering and critical foreign languages. In addition to the Pell Grant amount, **up to \$750** will be offered to eligible first-year AC Grant students and **up to \$1,300** to second-year AC Grant students. **Up to \$4,000** will be offered to eligible National SMART Grant students for each year in addition to the Pell Grant funds. Students and others can go to www.federalstudentaid.ed.gov to learn more about these new student aid grant programs.

For AC Grants, students—

1. Must apply for financial aid by submitting the Free Application for Federal Student Aid (FAFSA) and have been determined to be eligible for a Federal Pell Grant. Students who have not yet submitted a FAFSA may do so online at www.fafsa.ed.gov;
2. Must be a U.S. Citizen;
3. Must be enrolled in a two- or four-year degree program; and
4. Must be enrolled fulltime.

In addition—

- Students must be in their first or second academic year of a two- or four-year degree program;
- First-year students must have completed high school on or after January 1, 2006;
- Second-year students must have completed high school on or after January 1, 2005;
- All ACG Grant students must have completed a rigorous high school program of study as designated by their state; and
- For a second-year AC Grant, students must have a grade point average (GPA) from their first year of at least 3.0.

Starting on July 1, first- and second-year students who have already completed their FAFSA and who may be eligible for an AC Grant will receive an email or regular mailing from the Department of Education's Federal Student Aid (FSA) office. Applicants will be provided with a link to a secure website where they can learn more about the AC Grant program and provide additional information to determine eligibility.

Applicants without access to the Internet will be able to call 1-800-4FEDAID, toll-free, to provide the additional information. New FAFSA filers will be provided with the opportunity to submit the additional information at the time they complete their FAFSA online. After students log on to the website using their FSA-PIN (or call the toll-free number) they will be asked a few simple questions about their high school course of study, including some questions specific to their state.

A student is eligible for an ACG Grant if—

- The student completed one of his or her state's designated secondary school programs of study, as noted on the website; or
- The student has taken and passed the tests for at least two Advanced Placement (AP) or International Baccalaureate (IB) courses; or
- The student has completed a high school course of study with at least—
 - Four years of high school English;
 - Three years of high school math, including Algebra I and another higher level math course;
 - Three years of high school science, which must include two years of biology, chemistry or physics;

- Three years of high school social studies; and
- One year of high school foreign language.

The information provided by the student on the website (or over the phone) will be sent by FSA to the financial aid office at the student's college or university. While students will receive an on-screen confirmation of their submission, a grant is not confirmed until eligibility is verified by the institution of higher education. Note also that some colleges and universities may determine their student's eligibility without waiting for the information to be sent to them by FSA.

The ACG Grant was discontinued by Federal cuts in the 11-12 offer year.

SMART GRANT Program

Dakota College at Bottineau does not administer SMART Grant.

TEACH GRANT PROGRAM

Dakota College at Bottineau does not administer the TEACH Grant Program.

FEDERAL PERKINS LOAN

Established in 1957, the Perkins loan was established to provide students who had economic need, low-cost loans with flexible repayment terms and generous forgiveness options. The Federal Perkins loan program was not renewed in Congress, ending this program. Implemented and discontinued October 1, 2017 at Dakota College at Bottineau.

Purpose

The purpose of this program is to give assurance that no student of ability be denied an opportunity for higher education because of financial need.

Eligibility

Based on remaining unmet need after determining eligibility for Federal Programs and scholarships.
 Determination of need After Application
 On the Free Application for Federal Student Aid (FAFSA), student must indicate interest in a loan.

Amount of Loan

The amount of the loan is determined by the amount of need, amount of funds available and number of applicants. A student may borrow \$1,000.00 per academic offer year at Dakota College at Bottineau. If Perkins funds are available, there may be limited disbursements of summer Perkins loans up to \$1000.00 per student.

Disbursement Procedures

Once a student has accepted a Perkins loan the origination process will add a checklist and “to-do” list onto the student's Campus Connection Account. Student must complete Perkins Entrance Loan counseling at <http://www.mappingyourfuture.org> and sign the promissory note for advancement of fund before first disbursement. Once both processes are complete the checklists will complete and release the funds. Entrance counseling explains a borrower's rights and responsibilities. The note is open ended note for the student's entire enrollment.

Exit Interview Procedures

Students that complete their program are reported to the Student Loan Service Center. SLSC works with the students to complete their exit counseling requirements. Students can also complete exit loan counseling at <http://mappingyourfuture.org>. Exit counseling reminds a borrower of their rights and responsibilities before they enter repayment.

Collection Procedures

DCB contracts through Student Loan Servicing Center at NDSU – Fargo. This is a state agency established to do Perkins Loan collections for all eleven state campuses.

Federal Student Loans

Student Eligibility Criteria

To be eligible to receive a Federal Student Loan, a student must meet the following general eligibility criteria:

- be enrolled or accepted for enrollment in a degree, certificate or other program leading to a recognized educational credential at an eligible institution as at least a half-time student;
 NOTE: The requirement that a student be in a program leading to a recognized educational credential became effective for periods of enrollment beginning on or after July 1, 1987. Previously the student only had to be enrolled or accepted for enrollment in a participating school at least half-time.
- if already enrolled, be maintaining satisfactory progress
- not owe a refund on a Title IV grant or be in default on a Title IV grant or be in default on a Title IV loan at any institution; Students are reported to the National Student Loan Data System and this information is included in data received on the electronic ISIR
- must be a citizen, natural, or permanent resident of the U.S. or a permanent resident of the Trust Territory of the Pacific Islands, Guam, or the Northern Mariana Islands; or be in the U. S. for other than a temporary purpose and provide evidence from the Immigration and Naturalization Service of intent to become a permanent resident.

Application process

Applicant must submit a Free Application for Federal Student Aid (FAFSA) to the Financial Aid Office. The Director will determine eligibility and inform student by offer letter. The student must accept or decline the loan offer electronically through Campus Connection. The institution then transmits data to the department electronically who places it with a lender for servicing.

Amount of Loan

Dependent	Maximum Subsidized	Additional Unsubsidized	Combined Subsidized & Unsubsidized
Freshman	\$3,500	\$2,000	\$5,500
Sophomore	\$4,500	\$2,000	\$6,500

Independent	Maximum Subsidized	Additional Unsubsidized	Combined Subsidized & Unsubsidized
Freshman	\$3,500	\$6,000	\$9,500
Sophomore	\$4,500	\$6,000	\$10,500

Disbursement Procedures

Once a student has accepted a Federal loan the origination process will add a checklist and “to-do” list onto the students Campus Connection Account. Students must complete Entrance Loan counseling and sign the Master Promissory Note (MPN) for advancement of fund before first disbursement at studentaid.gov. Once both processes are complete the checklists will complete and release the funds. Entrance counseling explains a borrower’s rights and responsibilities. The MPN is a promise from the student to pay back the loan taken by the student for school. The MPN and entrance counseling are good for 10 years from the date signed. The MPN does need to be completed with every new school you attend in which you take federal loan. Student aid is credited to the business office for processing on Fee Payment date.

Following Disbursal/Crediting

Students are sent an email right to rescind notice notifying them that the loan has been applied to their account and giving the student an opportunity to reject the loan in writing. New Perkins loan disbursements were discontinued Federally on October 1st, 2017.

NORTH DAKOTA STATE STUDENT INCENTIVE GRANT ASSISTANCE PROGRAM (SSIG)

Purpose

The North Dakota Student Financial Assistance Program provides non-repayable grants to assist undergraduate students in need of financial assistance.

Application/Eligibility Process

Students must submit a Free Application for Federal Student Aid (FAFSA). Applicants must be enrolled in a qualified institution of a post-secondary education within North Dakota.

Amount of the Grant

Effective 2009-2010 raised to \$1,200 per academic year.
 Effective 2010-2011 raised to \$1,500 per academic year.
 Effective 2012-2013 raised the grant to \$1,648 per year with a prorated amount for part-time students.
 Effective 2014-2015 raised the grant to \$1650 per year with prorated amounts for part-time students.
 Effective 2015-2016, the grant was raised to \$1950 per year with prorated amounts for part-time student and summer term offers.
 Effective 2019-2020, the grant was raised to \$2200 per year with prorated amounts for part-time student and summer term offers.

Disbursement Procedures

Funds are sent to the institution electronically to be applied on the individual student accounts for crediting after fee payment dates.

INSTITUTIONAL SCHOLARSHIPS AND WAIVERS

Purpose

The purpose of institutional scholarships is to recognize academic performance, talent and skills of students planning to enroll or who are enrolled at Dakota College at Bottineau.

Rules/Policies

Scholarship funds are generated by contributions made to the Dakota College at Bottineau Foundation from alumni, individuals, families, businesses and organizations. Scholarship criteria include academic performance and financial need. Scholarship recipients are required to enroll as a full-time student, which is defined as 12 or more credit hours per semester, students must be taking a minimum of 7 credits on Bottineau's campus. Offers are made on a "rolling" basis, which means the scholarship committee will meet to make offers as applications are received. Therefore, students are encouraged to turn in their applications as soon as possible.

1. The Financial Aid office is notified of who is receiving institutional scholarships and the financial aid office will send the students an offer letter showing the scholarship.
2. Scholarships are generally offered for the entire year and if the student does not enroll for the second semester the funds go back into the available scholarship pool. On a funds available basis spring only offers may be made.

DCB Scholarships Include:

Direct Named Scholarships

Amount: \$500- \$5000

Eligibility: Several named scholarships are available to students who demonstrate strong academic achievement. Additional criteria vary among scholarships.

Offering Procedures

Scholarships at DCB are offered by committee, which does not include a financial aid officer.

Disbursement Procedures

The scholarship coordinator sends notices to the students via mail and they must accept the offers. Once accepted by the student, the offer is entered into the system in order to become a part of the financial aid package. Payments are applied through the crediting process at fee payment time, which is about two weeks into each term.

Berge Foundation Scholarship

Amount: \$1,000- \$2,500

Eligibility: Offered on a first come- first serve basis to students that are residents of Bottineau County. Must be a Bottineau County Resident and admitted as a full-time student with a minimum of 7 credits being taken on the DCB campus. Students are only eligible for 2 years of Berge.

Application Process: Students are notified of the availability of the scholarships and must choose to apply.

The application is available on the Dakota College at Bottineau website:

<https://www.dakotacollege.edu/admissions-financial-aid/scholarships>.

Disbursement Procedures

The scholarship coordinator sends notice to the students via mail and they must accept the offers. Once accepted by the student, the offer is entered into the system in order to become a part of the financial aid package. Payments are applied through the crediting process at fee payment time, which is about two weeks into each term.

Foundation Scholarships

Amount: up to \$2,500

Eligibility: New students are eligible if they meet the eligibility criteria as advertised on the DCB web page. Qualifications for the majority of scholarships require that students are in good academic standing, must be enrolled full-time and have a minimum of 7 credits on the Bottineau campus.

Application Process: Students are notified of the availability of the scholarships and must choose to apply.

The application is available on the Dakota College at Bottineau website

<https://www.dakotacollege.edu/admissions-financial-aid/scholarships>.

Offering Procedures

Scholarships at DCB are offered by committee, which includes a financial aid officer.

Disbursement Procedures

The scholarship coordinator sends notice to the students via mail and they must accept the offers. Once accepted by the student, the offer is entered into the system in order to become a part of the financial aid package. Payments are applied through the crediting process at fee payment time, which is about two weeks into each term.

Alumni Scholarships

Amount: up to \$1000

Eligibility: Returing students are eligible if they meet the eligibility criteria as advertised on the DCB web page. Qualifications for the majority of scholarships require that students are in good academic standing, must be enrolled full-time and have a minimum of 7 credits on the Bottineau campus.

Application Process: Students are notified of the availability of the scholarships and must choose to apply. The application is available on the Dakota College at Bottineau website; <https://www.dakotacollege.edu/admissions-financial-aid/scholarships>.

Offering Procedures

Scholarships at DCB are offered by committee, which includes a financial aid officer.

Disbursement Procedures

The scholarship coordinator sends notice to the students via mail and they must accept the offers. Once accepted by the student, the offer is entered into the system in order to become a part of the financial aid package. Payments are applied through the crediting process at fee payment time, which is about two weeks into each term.

Challenge Grant Scholarships (including High Academic Honors, Academic Honors, and Alumni Honors)

Amount: up to \$2000

Eligibility: New and Returing students are eligible if they meet the eligibility criteria as advertised on the DCB web page. Qualifications for the majority of scholarships require that students are in good academic standing, must be enrolled full-time and have a minimum of 7 credits on the Bottineau campus.

Application Process: Students are notified of the availability of the scholarships and must choose to apply. The application is available on the Dakota College at Bottineau website; <https://www.dakotacollege.edu/admissions-financial-aid/scholarships>.

Offering Procedures

Scholarships at DCB are offered by committee, which includes a financial aid officer.

Disbursement Procedures

The scholarship coordinator sends notice to the students via mail and they must accept the offers. Once accepted by the student, the offer is entered into the system in order to become a part of the financial aid package. Payments are applied through the crediting process at fee payment time, which is about two weeks into each term.

INSTITUTIONAL TUITION WAIVERS

The State Board of Higher Education/North Dakota University System allows institutional flexibility regarding the offering of tuition waivers. Waiver value can vary by institution. The option is allowed for waivers to be “full or part-time”. These waivers are to be applied to tuition only, not to fees.

Tuition Waivers 2022-2023

(Assume 12 credits for full-time)	North Dakota Resident & Canada	Minnesota Resident	Contiguous - SD,MT	(WUE) - AK, AZ, CA, CO, HI, ID, NM, NV, OR, UT, WA, WY (MSEP) – IL, IN, KS, MI, MO, NE, OH, WI	Non-resident	International
Tuition Rate	\$ 4,530.30	\$ 5,075.00	\$ 5,663.00	\$ 5,663.00	\$ 6,796.00	\$7,928.00
100%	4,530.30	5,075.00	5,663.00	5,663.00	6,796.00	7,928.00
75%	3,397.73	3,806.25	4,247.25	4,247.25	5,097.00	5,946.00
50%	2,265.15	2,537.50	2,831.50	2,831.50	3,398.00	3,964.00
40%	1,812.12	2,030.00	2,265.20	2,265.20	2,718.40	3,171.20
30%	1,359.09	1,522.50	1,698.90	1,698.90	2,038.80	2,378.40
25%	1,132.58	1,268.75	1,415.75	1,415.75	1,699.00	1,982.00
20%	906.06	1,015.00	1,132.60	1,132.60	1,359.20	1,585.60
10%	453.03	507.50	566.30	566.30	679.60	792.80

Cultural Diversity Tuition Waivers

Amount: Up to 100% of the residents tuition (up to 100% waiver)

Eligibility: Students who are members of a culturally diverse group (Black/African American, American Indian/Alaska Native, Native Hawaiian/Other Pacific Islander, Asian, or Hispanic/Latino) may apply for a Cultural Diversity Tuition waiver.

Room Waivers

Amount: \$500

Eligibility: Offered on a first come-first serve basis to the first 5 students who to students who receive the Berge Scholarship and live in on-campus housing.

International Waivers

Amount: Up to 100% of the residents tuition (up to 100% waiver)

Eligibility: Offered on a first come- first serve basis to international students showing strong academic achievement and current students in good academic standing.

Canadian Waivers

Amount: Up to 100% of the residents tuition (up to 100% waiver)

Eligibility: Offered on a first come- first serve basis to students that are residents of Canada.

FEDERAL PLUS / Additional UNSUBSIDIZED LOAN PROGRAMS

Purpose

The basic purpose of the PLUS legislation is to provide loans for parents of dependent students.

No test of financial need is required for the PLUS program.

Definition of “Parent” for PLUS Loan purposes

For the purpose of determining PLUS Loan eligibility, a parent is a student’s natural mother or father, adoptive parent, legal guardian, or the spouse of a parent who has remarried, if that spouse’s income and assets would be taken into account when calculating the dependent student’s EFC.

A parent may receive a PLUS Loan only to pay for the educational costs of a dependent undergraduate student who meets the eligible student definition.

A parent must meet the same citizenship and residency requirements as a student. Also, a parent who owes a refund on a SFA grant or is in default on a SFA loan is ineligible for a PLUS Loan. Parent’s ineligibility for a PLUS Loan does not affect the student’s eligibility for SFA funds, see Chapter 2 of the Financial Aid Handbook for more information on these general criteria.

Adverse credit history

A parent with an adverse credit history is prohibited from obtaining a PLUS Loan. If a parent is denied for a PLUS loan, an additional unsubsidized loan may be awarded to the student if the parent completes the Plus Loan Denial Form.

Eligibility

Before certifying this loan, the financial aid administrator must:

- ◆ Certify that the loan disbursement schedule provided with the application meets the disbursement requirements for Stafford Loans
- ◆ The school has determined the student’s dependency status, enrollment status, and satisfactory academic progress.
- ◆ A student (or both the student and parent in the case of the PLUS Loan) certifies that he or she is not in default on any SFA loans and does not owe a refund on any SFA grant or scholarship.
- ◆ The school reviews its academic and financial aid records, verifies the information that the borrower (and the student, in the case of a PLUS Loan) certified concerning previous loans or grants, and determines that the total loan or loans certified for the period of enrollment will not cause the borrower to exceed annual or aggregate loan limits. The school must also ensure that
 - for subsidized Stafford Loans, the loan amount or amounts will not exceed the student’s financial need as determined by an approved need analysis system and
 - for unsubsidized Stafford Loans or PLUS loans, the loan amount or amounts will not exceed the difference between the student’s COA.

A School may not certify a loan for more than the least of the following amounts:

- ◆ the amount the borrower requests
- ◆ the student’s COA
- ◆ the borrower’s maximum borrowing limits (explained later in this section)

The following chart shows the annual and aggregate limits for subsidized and unsubsidized loans.

Year	Dependent Students (except students whose parents are unable to obtain PLUS Loans)	Independent Students (and dependent undergraduate students whose parents are unable to obtain PLUS Loans)
First-Year Undergraduate Annual Loan Limit	\$5,500—No more than \$3,500 of this amount may be in subsidized loans.	\$9,500—No more than \$3,500 of this amount may be in subsidized loans.
Second-Year Undergraduate Annual Loan Limit	\$6,500—No more than \$4,500 of this amount may be in subsidized loans.	\$10,500—No more than \$4,500 of this amount may be in subsidized loans.
Subsidized and Unsubsidized Aggregate Loan Limit	\$31,000—No more than \$23,000 of this amount may be in subsidized loans.	\$57,500 for undergraduates—No more than \$23,000 of this amount may be in subsidized loans.

PLUS Loan Application

The Plus loan application is found at studentaid.gov.

Amount of the Loan

There is no minimum or maximum PLUS loan set by Federal statute or regulation. The loan maximum may not exceed the difference between the student's cost of attendance and already offered aid.

Disbursement Procedures

For disbursement of PLUS and Additional Unsubsidized Loan, the institution follows the same procedures specified for other federal aid. Excess funds for loans made to parents of dependent students under the PLUS loan program may have excess disbursement checks either issued to themselves or to the student based on how they indicated on the Plus loan application. Students must complete entrance loan counseling and Master Promissory Note (MPN) prior to disbursement and exit loan counseling prior to leaving school to inform them of their rights and responsibilities as a borrower. Parents must complete a MPN before PLUS loan funds are disbursed.

Private Loans

Students at DCB may apply for private education loans to fill any gap between their aid and cost of attendance budget. DCB does not use a preferred lender list, but we do have a historical lender list. Information on DCB's private lender list can be found at <https://choice.fastproducts.org/FastChoice/home/299500/1>.

Students who walk away from classes or withdraw from school during the semester are not eligible for school certification for private loans for the semester in which they walked away from classes or withdrew from school.

SECTION III

Dakota College at Bottineau
ADMINISTRATIVE ORGANIZATION
THROUGH FINANCIAL AID OFFICE

North Dakota University System	
Chancellor	
Campus Dean	
Student Services Director	
Financial Aid Director	
Financial Aid Assistant	Financial Aid Work Study

STUDENT FINANCIAL AID OFFICE

Purpose of the Office

The Financial Aid office was established to coordinate and administer all financial assistance offered at DCB.

Staff

Financial Aid Director – Full-Time position- see position descriptions below (pages 30-37)

Financial Aid Assistant – Full-Time position- see position descriptions below (pages 38-44) Position is open as of July 1, 2022



POSITION DESCRIPTION INSTRUCTIONS North Dakota University System

This Position Description should be completed cooperatively by the employee and supervisor unless the position is new or vacant, in which case it should be completed by the supervisor. Call your Human Resource representative with questions.

It is important that the information is accurate since the Position Description is used for the following purposes:

- a) job description;
- b) job family/band assignment;
- c) source document for recruitment;
- d) source document for responsibility reviews and employee development;
- e) source document for workers compensation or disability accommodation issues.

When the following information is completed, submit to your Human Resources/Personnel Office, to initiate the job family/band assignment process.

- ___ Completed detailed position description which accurately reflects the duties/responsibilities of the position.
- ___ Cover memo/statement indicating:
 - the applicable reason:**
 - ___ New responsibilities have been added to the existing unit's mission/purpose and assigned to this position;
 - ___ Significant amount of new responsibilities have been reassigned/changed to this position with no substantial change in the unit's mission/purpose;
 - ___ Position is in a job family/band which has been revised by the NDUS Human Resource Council;
- ___ Contact person for the process;
- ___ Department (up to President) Organizational Chart representing reporting relationship used for Responsibility Reviews including each employee's:
 - ___ Name
 - ___ Job Title
 - ___ Position Number
 - ___ Job Family Name/#



POSITION DESCRIPTION
North Dakota University System

PART A - Identification, Duties/Responsibilities, and Task Inventory

1. Name of Employee: April Abrahamson 1a. Position #:		2. Employee ID #:	
3. Sub Band Title: 3000 3a. Job Family #: 3415		4. Functional Title: Director of Financial Aid	
5. Please check all that apply:			
XX	Full Time		Part Time (FTE% <u> </u>)
	<u>9 month</u> position		<u>10 month</u> position
	<u>11 month</u> position	XX	<u>12 month</u> position
	<u>Other</u> month _____		
HR Use only			
XX	Exempt (If exempt, documentation required)		Non-Exempt
6. Institution: Dakota College at Bottineau		7. Division: Student Services	
8. Department:		9. Unit:	
10. Work Mailing Address:		11. Work Phone #:	
12. Name & Title of Supervisor: Heidi Kippenhan, Director of Student Services			
13. University Mission: Provide students with a quality education in a caring environment. The institution values diversity and personal enrichment by promoting engaged learning for employment and university transfer. With the help of a supportive community, DCB emphasizes nature and technology to accomplish its mission through an array of curricula, programs and services.			
14. What is the function of your department? The function of student services offices is to direct and <u>coordinate</u> : admissions, recruitment, registrar/registration/orientation, student health services, residential halls, residential life, personal and substance abuse counseling, financial aid, student conduct/judicial policies, graduation and institutional research.			
15. What is the purpose of your position? (Why does the position exist, how does the position function within the work unit?) To provide financial aid services to DCB students. Financial aid is a responsibility of the office of Student Services.			

Part A - 16. Duties/Responsibilities

Provide a general statement of each major duty or responsibility.

- < List the task(s) involved in accomplishing each major duty/responsibility.
 - < Indicate the percent of time that is spent on each major duty or responsibility. Estimate percentages over the course of the year. (The incumbent could keep a record of the time spent performing each duty of a course of time.)
 - < Begin each statement with a verb that exemplifies the action taken in performing the assignment.
 - < **Indicate Essential/Secondary.** The following questions should be taken into consideration in the determination:
 - Is the duty/responsibility the reason the job exists?
 - Is this a highly specialized task or one that requires special education, training licensure?
- If the answer is yes, the duty is Essential.**
- What is the percentage of time spent on the function?
- If the answer indicates a great % of time, the duty is probably Essential.**
- What are the consequences to others or to the institution of the failure to perform the function?
- If the answer indicates a high level of accountability, the duty is Essential.**

NOTE: See examples and additional instructions attached.

Duty/Responsibility No:		1	Statement of duty/responsibility:	
Percent of Time:		60	Program Administration and Compliance	
For ADA compliance, see instructions. Responsibility is: <u> </u> (Please check one)				
XX	Essential		Secondary	
<p>Tasks involved in fulfilling above duty/responsibility (include description of physical demands for individual task) Read, interpret, and apply regulations and changes to federal regulations for the administration of the Title IV student financial assistance programs. Develop institutional policy and implement procedure to comply with regulations. Responsible for working with federal and state personnel in reviews and audits. Resolve conflicting information involved in student applications and troubleshoot individual and system problems. Maintain and update the DCB Financial Aid Office Policy and Procedures Manual. Maintain working relationships with the administrators of other funding sources (ND Job Service, Vocational Rehabilitation etc.) Ensure the following procedures are completed to comply with Title IV regulations:</p> <ul style="list-style-type: none"> - Updating computer system to administer financial aid annually, including updating FA budgets and packaging financial aid offers each semester. - Determine availability and attrition of funds for disbursement to ensure proper use of federal funds. - Managing and monitoring financial aid disbursements in cooperation with the Business Office. - Providing input on scholarship administration. Integration of scholarship, waivers, and other external aid (including PLUS and private loans) into student aid offers. - Make professional judgments for special condition requests and ensure proper documentation supports decision - Disbursement of financial aid and returning financial aid funds for official and unofficial withdraw. - Providing input and implementing processes for students enrolled in shared programs within the NDUS system including Collaborative students. - Monitoring and management of the work study budget in conjunction with the Business Office. - Maintain Consumer Information on the website and assist the departments with required distribution of consumer information to faculty, staff, and students - Organize <u>Constitution day</u> activities per Department of Education requirements. 				

Duty/Responsibility No:		2	Statement of duty/responsibility:	
Percent of Time:		10	Financial Aid Counseling	
For ADA compliance, see instructions. Responsibility is: <u> </u> (Please check one)				
	Essential		Secondary	
<p>Tasks involved in fulfilling above duty/responsibility (include description of physical demands for individual task) Responsible for providing financial aid information to students, parents, high school counselors, and college faculty and</p>				

staff. Provide outreach information sessions to area high schools. Assist students and parents in obtaining information and completing applications for financial aid. Provide sound and accurate advice to questions regarding eligibility and application of student assistance. Advertise availability of help sessions to students. Determine what students and/or parents need to know regarding financial aid and how to receive. Provide MPN, entrance and exit counseling help.

Duty/Responsibility No:		3	Statement of duty/responsibility:	
Percent of Time:		20	Federal Reporting and Electronic Processing	
For ADA compliance, see instructions. Responsibility is: <input type="checkbox"/> (Please check one)				
XX	Essential	<input type="checkbox"/>	Secondary	
<p>Tasks involved in fulfilling above duty/responsibility (include description of physical demands for individual task) Complete re-certification materials with the Department of Education, as needed, to maintain institutional eligibility for federal funds. Complete, in conjunction with the Business Office, the FISAP (annual report of expenditures and requests for fund) and responsible for the timely submission of the report. Complete IPEDS in an accurate and timely manner. Meet Pell Grant reporting requirements by electronically reporting to COD (Common Origination and Disbursement) through Campus Connection. Report federal grant overpayments to DOE. Ensure satisfactory progress batch programs are submitted at proper intervals and review reports at term end. Provide requested information for audits.</p> <p>Responsible for ensuring the proper use of Campus Connection to administer and comply with the distribution and tracking of Title VI funds, scholarships, and other funding sources. Work with Campus Connection Financial Aid Functional User Group in requesting assistance or providing input on system abilities and weaknesses. Responsible for academic year set-up, summer term set-up and creation of Item Types.</p> <p>Responsible for being knowledgeable about the Department of Education system, FA Access Online, in the application and correction of electronic financial aid records. Ensure that all records are imported and exported promptly to provide timely service to students. Responsible for being knowledgeable in the use of FAFSA, EdConnect, NSLDS, Campus, Connection, Perceptive Content, COD, and other electronic means of processing aid applications and obtaining information.</p> <p>Reporting Higher Education Emergency Relief Fund money to the Federal Government when requested. Keeping the website up to date with the HEERF Funding Quarterly.</p>				

Duty/Responsibility No:		4	Statement of duty/responsibility:	
Percent of Time:		5	Satisfactory Academic Progress	
For ADA compliance, see instructions. Responsibility is: <input type="checkbox"/> (Please check one)				
XX	Essential	<input type="checkbox"/>	Secondary	
<p>Tasks involved in fulfilling above duty/responsibility (include description of physical demands for individual task) Ensure that the DCB Standards of Satisfactory Progress policy meets all federal requirements and guidelines and that the necessary updates are made to the policy to remain as strict or stricter than the academic progress policy. At the end of each term monitor the academic progress of all financial aid recipients and track the status of those on probations or suspension. Responsible for informing those students who are placed on a probation or suspension status. Provide satisfactory progress counseling to students requesting assistance in issues that may affect their eligibility for aid. Make determination of approval or denial of submitted satisfactory progress appeals. Work with the Satisfactory Academic Progress committee to ensure that academic plans are being created and monitored.</p>				

Duty/Responsibility No:		5	Statement of duty/responsibility:	
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Percent of Time:		5	Other duties as assigned.
For ADA compliance, see instructions. Responsibility is: <u> </u>(Please check one)			
XX	Essential	Secondary	
<p>Tasks involved in fulfilling above duty/responsibility (include description of physical demands for individual task) Responsible for participating in financial aid associations such as Rocky Mountain Association of Student Financial Aid Administrators (RMASFAA), the North Dakota Association of Student Financial Aid Administrators (NDASFAA) and the Council of University System Aid Directors (CUSAD) Responsible for committee assignments as requested. Supervise the full-time Financial Aid assistant position. Assist with orientation, registration and first year experience activities. Gather Financial Aid information for required grant reporting. Perceptive Content processing, through workflow and storage.</p>			

PART B
Working Environment

1. EDUCATION/KNOWLEDGE REQUIREMENT - Minimum education required to perform adequately in position could reasonably be attained only by completing the following (If you were to recruit today, what qualifications would you require?):			
REQUIRED EDUCATION/TRAINING (<u>choose one</u>)		DEGREE INFORMATION: Type of degree: (B.S., M.A., <u>etc.</u>)	
less than high school diploma		B.S. required M.S. preferred	
High school diploma or GED.		Major field of study or degree emphasis: <u>(accounting, economics, etc...)</u> Business Administration, Accounting, Finance	
1 year college		2 years college	
3 years college	X	4 years college	
1st year graduate level		Specialized subject knowledge: cost accounting, MACRO economics, etc...	
2nd year graduate level		PeopleSoft/Oracle software, strong knowledge of accounting and budgeting principles	
Required Work Experience in Addition to Formal Education/Training: Required: One year in financial aid or comparable <u>post secondary</u> area			
Required Supervisory Experience: Required: None Preferred: <u>One year</u> supervisory experience			
2. LICENSE/ CERTIFICATION		Identify licenses/certification required:	
3. SPECIFIC SKILLS OR EQUIPMENT REQUIRED		<p>Requires use/operation of (could <u>includes</u> computer software/hardware, tractors, lab equipment, organizational/prioritization ability, interpersonal/oral/written communication skills, customer oriented/service, detail oriented, etc.):</p> <p>Microsoft Office Suite in particular Excel, Oracle/PeopleSoft, other <u>job related</u> software. Must be student service oriented. Must have the ability to maintain confidentiality of records. Must possess strong oral, <u>written</u> and interpersonal communication skills. Must be <u>self motivated</u>, <u>self directed</u> and able to work with minimal supervision.</p>	

4. RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING PERSONS/POSITIONS		
Position #	Title of Person Supervised	FTE %
	Financial Aid Assistant	100%
TOTAL		1

5. INDIRECT SUPERVISION	
Total number of positions indirectly supervised:	
Total number of students or other non-banded <u>staff employees</u> indirectly supervised:	

6. HAZARDOUS WORKING CONDITIONS	Unusual or hazardous working conditions related to performance of duties:
	Precautionary measures taken to avoid those unusual or hazardous working conditions:
	Frequency of occurrence of unusual or hazardous working conditions:

7. PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		X		
Walk		X		
Sit				X
Use hands dexterously (use fingers to handle, feel)				X
Reach with hands and arms		X		
Climb or balance		X		
Stoop/kneel/crouch or crawl		X		
Talk or hear				X
Taste or smell	x			
Lift & carry: up to 10 pounds		X		
up to 25 pounds		X		
up to 50 pounds	X			
up to 75 pounds	X			
up to 100 pounds	X			
more than 100 pounds	X			

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Employee's Signature Date

Supervisor's Signature Date

Please Attach [An](#) Organizational Chart



POSITION DESCRIPTION INSTRUCTIONS North Dakota University System

This Position Description should be completed cooperatively by the employee and supervisor unless the position is new or vacant, in which case it should be completed by the supervisor. Call your Human Resource representative with questions.

It is important that the information is accurate since the Position Description is used for the following purposes:

- a) job description;
- b) job family/band assignment;
- c) source document for recruitment;
- d) source document for responsibility reviews and employee development;
- e) source document for workers compensation or disability accommodation issues.

When the following information is completed, submit to your Human Resources/Personnel Office, to initiate the job family/band assignment process.

___ Completed detailed position description which accurately reflects the duties/responsibilities of the position.

___ Cover memo/statement indicating:

the applicable reason:

___ New responsibilities have been added to the existing unit's mission/purpose and assigned to this position;

___ Significant amount of new responsibilities have been reassigned/changed to this position with no substantial change in the unit's mission/purpose;

___ Position is in a job family/band which has been revised by the NDUS Human Resource Council;

___ Contact person for the process;

___ Department (up to President) Organizational Chart representing reporting relationship used for Responsibility Reviews including each employee's:

___ Name

___ Job Title

___ Position Number

___ Job Family Name/#



POSITION DESCRIPTION
North Dakota University System

PART A - Identification, Duties/Responsibilities, and Task Inventory

1. Name of Employee: Open 1a. Position #: 000101060		2. Employee ID #:	
3. Sub Band Title: 3a. Job Family #: 5205		4. Functional Title: Financial Aid Assistant	
5. Please check all that apply:			
XX	Full Time		Part Time (FTE% <u> </u>)
	<u>9 month</u> position		<u>10 month</u> position
	<u>11 month</u> position	XX	<u>12 month</u> position
	<u>Other month</u> _____		
HR Use only			
	Exempt (If exempt, documentation required)	XX	Non-Exempt
6. Institution: Dakota College at Bottineau		7. Division: Student Services	
8. Department: Financial Aid		9. Unit:	
10. Work Mailing Address: 105 Simrall Blvd		11. Work Phone #: 701-228-5469	
12. Name & Title of Supervisor: April Abrahamson, Director of Financial Aid/Heidi Kippenhan Director of Student Services			
13. University Mission: Provide students with a quality education in a caring environment. The institution values diversity and personal enrichment by promoting engaged learning for employment and university transfer. With the help of a supportive community, DCB emphasizes nature and technology to accomplish its mission through an array of curricula, <u>programs and services</u> .			
14. What is the function of your department? The function of student services offices is to direct and <u>coordinate</u> : admissions, recruitment, registrar/registration/orientation, student health services, residential halls, residential life, personal and substance abuse counseling, financial aid, student conduct/judicial policies, graduation and institutional research.			
15. What is the purpose of your position? (Why does the position exist, how does the position function within the work unit?) To provide financial aid services to DCB students. Financial Aid is a responsibility of the office of Student Services.			

Part A - 16. Duties/Responsibilities

Provide a general statement of each major duty or responsibility.

- < List the task(s) involved in accomplishing each major duty/responsibility.
- < Indicate the percent of time that is spent on each major duty or responsibility. Estimate percentages over the course of the year. (The incumbent could keep a record of the time spent performing each duty of a course of time.)
- < Begin each statement with a verb that exemplifies the action taken in performing the assignment.
- < **Indicate Essential/Secondary.** The following questions should be taken into consideration in the determination:
 - Is the duty/responsibility the reason the job exists?
 - Is this a highly specialized task or one that requires special education, training licensure?**If the answer is yes, the duty is Essential.**
 - What is the percentage of time spent on the function?**If the answer indicates a great % of time, the duty is probably Essential.**
 - What are the consequences to others or to the institution of the failure to perform the function?**If the answer indicates a high level of accountability, the duty is Essential.**

NOTE: See examples and additional instructions attached.

Duty/Responsibility No:		1	Statement of duty/responsibility:	
Percent of Time:		45	Serves as financial aid information specialist for Financial Aid office	
For ADA compliance, see instructions. Responsibility is: <u> </u> (Please check one)				
XX	Essential		Secondary	
Tasks involved in fulfilling above duty/responsibility (include description of physical demands for individual task) Counsel and advise students and families regarding terms and conditions of financial aid, financial aid problems and reevaluation or adjustments of aid eligibility and/or offers. Provide accurate and timely responses to phone calls and emails regarding financial aid. Maintain accurate records of students with loans. Maintain student files in the Financial Aid office. Answer phone calls for Financial Aid and Student Services. Manage updates and reports of work study students. Update and maintain letters, information and forms for Financial Aid office. Maintain and update files of external (outside) scholarships. Assist students with FAFSA (Free Application for Federal Student Aid) applications and corrections. Assist the Business Office with outstanding student accounts.				

Duty/Responsibility No:		2	Statement of duty/responsibility:	
Percent of Time:		10	Manage Federal Loan Counseling and Master Promissory Notes	
For ADA compliance, see instructions. Responsibility is: <u> </u> (Please check one)				
	Essential	XX	Secondary	
Tasks involved in fulfilling above duty/responsibility (include description of physical demands for individual task) Assist students with entrance counseling for Federal Loans. Assist students with the Master Promissory Note for Federal Loans. Notify students regarding loan counseling information and requirements.				

Duty/Responsibility No:		3	Statement of duty/responsibility:	
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Percent of Time:		25	Statement of duty/responsibility: Process verification and offer letters for students selected for verification
For ADA compliance, see instructions. Responsibility is: <u> </u>(Please check one)			
XX	Essential	Secondary	
Tasks involved in fulfilling above duty/responsibility (include description of physical demands for individual task) Request additional information/records from students/families chosen for verification. Evaluate and verify application for determination of eligibility and packaging of aid. Process and mail/email financial aid offer letters. Update the DOE regarding full verifications performed.			

Duty/Responsibility No:		4	Statement of duty/responsibility: Assist the Financial Aid Director.
Percent of Time:		10	
For ADA compliance, see instructions. Responsibility is: <u> </u>(Please check one)			
XX	Essential	Secondary	
Tasks involved in fulfilling above duty/responsibility (include description of physical demands for individual task) Assist Director of Financial Aid as needed and requested. Update and maintain Financial Aid calendar with appropriate plans and events. Coordinate with Student Services Office to complete needed work, using part-time employees if available.			

Duty/Responsibility No:		5	Statement of duty/responsibility: Scan documents and link with the correct student and category using the document imaging system.
Percent of Time:		10	
For ADA compliance, see instructions. Responsibility is: <u> </u>(Please check one)			
XX	Essential	Secondary	
Tasks involved in fulfilling above duty/responsibility (include description of physical demands for individual task) Scan, verify and audit documents. Maintain workflow set-up.			

PART B
Working Environment

1. EDUCATION/KNOWLEDGE REQUIREMENT - Minimum education required to perform adequately in position could reasonably be attained only by completing the following (If you were to recruit today, what qualifications would you require?):					
REQUIRED EDUCATION/TRAINING <i>(choose one)</i>		DEGREE INFORMATION: Type of degree: (B.S., M.A., <u>etc.</u>)			
	less than high school diploma	Preferred-Associates Degree			
XX	High school diploma or GED.	Major field of study or degree emphasis: <u>(accounting, economics, etc...)</u>			
	1 year college				2 years college
	3 years college				4 years college
	1st year graduate level			Specialized subject knowledge: cost accounting, MACRO economics, etc...	
	2nd year graduate level				
Required Work Experience in Addition to Formal Education/Training:					
Required Supervisory Experience:					
2. LICENSE/ CERTIFICATION	Identify licenses/certification required:				
3. SPECIFIC SKILLS OR EQUIPMENT REQUIRED	<p>Requires use/operation of (could include computer software/hardware, tractors, lab equipment, organizational/prioritization ability, interpersonal/oral/written communication skills, customer oriented/service, detail oriented, etc.):</p> <p>Microsoft Office Suite in particular Excel, Oracle/PeopleSoft, other job-related software. Must be student service oriented. Must have the ability to maintain confidentiality of records. Must possess strong oral, <u>written</u> and interpersonal communication skills.</p>				

4. RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING PERSONS/POSITIONS		
Position #	Title of Person Supervised	FTE %
TOTAL		

5. INDIRECT SUPERVISION	
Total number of positions indirectly supervised:	
Total number of students or other non-banded staff employees indirectly supervised:	

6. HAZARDOUS WORKING CONDITIONS	Unusual or hazardous working conditions related to performance of duties:
	Precautionary measures taken to avoid those unusual or hazardous working conditions:
	Frequency of occurrence of unusual or hazardous working conditions:

7. PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand			X	
Walk			X	
Sit				X
Use hands dexterously (use fingers to handle, feel)				X
Reach with hands and arms			X	
Climb or balance		X		
Stoop/kneel/crouch or crawl		X		
Talk or hear				X
Taste or smell	X			
Lift & carry: up to 10 pounds		X		
up to 25 pounds		X		
up to 50 pounds	X			
up to 75 pounds	X			
up to 100 pounds	X			
more than 100 pounds	X			

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Employee's Signature Date

Supervisor's Signature Date

Please Attach an Organizational Chart

SECTION IV

VERIFICATION

Dakota College at Bottineau abides by the Department of Education selection of files for verification purposes in addition to institutionally verifying files for issues that appear to be filing error. Since the implementation of ConnectND, we no longer print a copy of the ISIR. It is now possible to download a list of those students selected for verification and request letters to be sent notifying them of needed verification information. It is possible to also print individual verification letters if they are chosen.

If the individual does not respond within a timely manner (usually within 30 days) of a notification being sent, follow up notices will follow to again request completion of verification. Some consequences of not completing verification: students cannot access federal financial aid and, in some cases, state aid, students may not receive aid they they otherwise would be qualified to receive due to available funds being spent. When the information is received it is compared to the original information. If errors/discrepancies are found, corrections are entered on ConnectND. DCB uses the guidelines and forms as required by the Federal Application and Verification Guide published by the Department of Education each year to comply with the required verification guidelines.

Verification is completed by the Financial Aid Assistant. Following verification the initial mass packaging process should offer aid to all students who have completed the process. If a student is institutionally chosen for verification post offering due to information that was discovered, the student will be notified by mail of the verification and if there are changes made to their offers with this verification they will be mailed a revised offer notice. Federal, and possibly state aid, will not be disbursed until verification is completed

All verification forms must be turned in 45 days before the end of a regular academic term or 20 days before the end of the summer semester to allow for processing. If verification is not turned in by the deadline aid will not be offered for that semester. If the student is enrolled in the next semester aid will be offered based on the verified EFC if the enrollment is within the same aid year.

During the 2021-2022 school year the federal government waived most verification requirements due to the ongoing COVID-19 National Pandemic. Students chosen for V1 verification had all requirements waived. Students chosen for V4 and V5 verification were only required to complete the Identity & Statement of Education Purpose and High School Completion Status forms. Students may still be required to complete verification if there is conflicting information on their FAFSA.

During the 2022-2023 school year the federal government waived most verification requirements due to the ongoing COVID-19 National Pandemic. Students chosen for V1 verification had all requirements waived. Students chosen for V4 and V5 verification were only required to complete the Identity & Statement of Education Purpose form. Students may still be required to complete verification if there is conflicting information on their FAFSA.

Also see:

<https://fsapartners.ed.gov/knowledge-center/fsa-handbook>

Federal Student Aid Handbook (Current and Archived Handbooks)

- Application and Verification Guide

PERKINS COLLECTION PROCEDURES

Graduation or Withdrawal

As a part of the North Dakota University System, DCB contracts with the Student Loan Servicing Center (SLSC) at NDSU. This agency is responsible for all billing, collection agency action and assignment procedures with the federal government for Perkins loans.

As graduation grows near, the Student Loan Servicing Center is sent a list of those students that have applied for graduation, along with copies of any paper Perkins Promissory Notes for these students and dates that the electronic promissory notes were signed.

Students are notified that an Exit Interview is required and instructions are given regarding the process on-line.

Defaulted Loans

SLSC provides DCB with a list of students that have defaulted on loan repayment on a monthly basis, so that the institution may place a “hold” on academic transcripts.

Defaults

DCB’s policy regarding defaults is to place student records on hold. The student must first contact the lender and make arrangements if delinquent. If in default no transcript information will be released until the loan is rehabilitated or paid in full.

PACKAGING PHILOSOPHY OF THE FINANCIAL AID OFFICE

I. In preparing a package.

- A. Pell Grant is determined first.
- B. Gift aid will be determined second.
 - 1. This includes scholarships, internal and external and third party payments.
- C. North Dakota State Grant is Third.
- D. SEOG Grant is determined Fourth.
- E. Self-help ranks fifth, therefore FAFSA must be checked to see if the student is interested in a Federal Work-Study position.
 - 1. If answer is yes, package FWS.
 - 2. The system packages remaining eligible students starting with the neediest students first and continuing until funds are depleted.
- F. Package remaining need with loans per federal loan limits (see graph below).

Year	Dependent Students (except students whose parents are unable to obtain PLUS Loans)	Independent Students (and dependent undergraduate students whose parents are unable to obtain PLUS Loans)
First-Year Undergraduate Annual Loan Limit	\$5,500—No more than \$3,500 of this amount may be in subsidized loans.	\$9,500—No more than \$3,500 of this amount may be in subsidized loans.
Second-Year Undergraduate Annual Loan Limit	\$6,500—No more than \$4,500 of this amount may be in subsidized loans.	\$10,500—No more than \$4,500 of this amount may be in subsidized loans.

- 1. Students are offered loans up to the maximum Cost of Attendance (COA) or to maximum federal loan limits, whichever is reached first.
- 2. Students may accept all of the loan, a portion of the loan or decline the loan.

II. Resident Assistance Employment

- A. This aid is not based on need. However, the contract covers the cost of the room and board for the student. Since this is a component of the budget, the room and board cost waived is counted as aid.

III. Professional Judgments

- A. Unusual Circumstances Appeal - A student experiencing major changes for the upcoming academic year may apply to Financial Aid to see if they qualify for an Unusual Circumstance Appeal. This appeals may either result in changes to a student’s budget, or an evaluation of their FAFSA application for EFC adjustments. To do this:
 - 1. The Unusual Circumstance Appeal form must be filed : <https://www.dakotacollege.edu/student-life/student-forms>
 - 2. The family must document, as thoroughly as possible, circumstances surrounding the situation as noted on the form with the list of required documentation. The following matters will be considered for a variety of adjustments. Please view the circumstances appeal budget for the most up-to-date listing.
 - 3. The student must complete verification as a part of professional judgment requests unless they are just budget appeals.
- B. Determining Dependency - Financial aid administrators have the authority, through Section 480(d)(7) of the Higher Education Act, to change a student's status from dependent to

independent in cases involving special circumstances. Generally students are considered a dependent of their parents unless at least one of the following circumstances apply:

1. For the school year, the student was born before January 1 of the spring term year (i.e., January 1, 1998 for the 2021-2022 academic year), the student must be 24 by January 1st of the academic year; or
2. the student is married; or
3. the student has a child or children who receive more than half their support from the student; or
4. the student has dependents (other than a child or spouse) who receive more than half their support from the student, and who also live with the student; or
5. the student is enrolled as a graduate or professional student (pursuing a master's degree or doctoral degree); or
6. the student is a qualified veteran of the U.S. military, or currently serving on active duty in the U.S. armed forces for purposes other than training; or
7. the student is an orphan (both parents deceased) or ward of the court or in foster care at any time after turning age 13, or was a ward of the court until age 18; or
8. the student is/was in legal guardianship; or
9. the student is/was an emancipated minor; or
10. the student was an unaccompanied youth who was homeless or at risk of being homeless or
11. the student has special and unusual extenuating circumstances that can be documented for their college financial aid administrators, who may then request a "dependency override" on the FAFSA application.

At DCB we issue very few dependency overrides besides the top 10 reasons listed above. Many of the dependency points above are "verified" for accuracy through institutional verification. Other dependency override considerations are only considered with documentation and on a very limited basis.

Also see:

<https://fsapartners.ed.gov/knowledge-center/fsa-handbook>

Federal Student Aid Handbook (Current and Archived Handbooks)

- Application and Verification Guide
 - Chapter 2, Filling out the FAFSA

SUMMER PACKAGING POLICY

I. In preparing a summer package

A. Pell Grants will be determined based on the “actual” hours enrolled.

Enrolled Credits	Enrolled Status
12	Full-Time
9-11	Three Quarter Time (3/4)
6-8	Half-Time (1/2)
1-5	Less than Half Time

1. Students who have used 100% of their Pell eligibility during the academic year can receive Pell grant during the summer if they are enrolled in a minimum of 6 credits.
2. Students must complete the FAFSA and be eligible for aid during the summer term in order to qualify for Pell.

B. SEOG grant will be offered based on pell eligibility, enrollment in a minimum of six units, and funds availability.

C. Students enrolled in 6 credits are eligible to receive federal direct loans as long as there is “need” and the student has not borrowed their yearly limit.

Year	Dependent Students (except students whose parents are unable to obtain PLUS Loans)	Independent Students (and dependent undergraduate students whose parents are unable to obtain PLUS Loans)
First-Year Undergraduate Annual Loan Limit	\$5,500—No more than \$3,500 of this amount may be in subsidized loans.	\$9,500—No more than \$3,500 of this amount may be in subsidized loans.
Second-Year Undergraduate Annual Loan Limit	\$6,500—No more than \$4,500 of this amount may be in subsidized loans.	\$10,500—No more than \$4,500 of this amount may be in subsidized loans.

DEBT MANAGEMENT/LOAN COUNSELING POLICY

- I. All student loan borrowers (Stafford) must go through the process of Entrance Counseling online before they may receive the first disbursement on their first loan. All student and parent loan borrowers (Stafford and Parent PLUS) must go through the process of filling out the Master Promissory Note (MPN) online before they may receive the first disbursement on their first loan This counseling informs them of their rights and responsibilities as a borrower, the MPN is a requirement agreeing to the terms of the loan. Federal entrance loan counseling and the MPN (Stafford and Parent PLUS) are completed at studentaid.gov.
- II. Students who drop below half-time enrollment, graduate or leave school are required to complete exit counseling. This counseling provides students with important information regarding repaying their federal student loans. Federal exit loan counseling (Stafford) is completed at studentaid.gov.

FINANCIAL AID FOR DISTANCE LEARNING CLASSES THROUGH COLLABORATIVE/CONSORTIUM AGREEMENT

- I. Class or Clock hours will be based on semester hours to comply with DCB's system.
 - A. Fall semester enrollment of classes will be considered and counted as hours for fall semester only.
 - B. Spring semester enrollment of classes will be considered and counted as hours for spring semester only.
 - C. Summer semester enrollment of classes will be considered and counted as hours for summer semester only. Summer semester is a non-standard term with class start times varying among the institutions. Summer semester classes can run from May to August.
 - D. J-terms, mini sessions, etc., are non-standard within the North Dakota University system. If implemented by a college or university in the system the determination on when the credit hours will be counted will need to be made.
- II. Within the North Dakota University System, students must register collaboratively to qualify for aid consideration.
- II. Financial Aid will be paid based on the hours enrolled for the semester within which the classes are listed, or in the case of a non-standard term within the semester that has been agreed upon by the university system.
- III. Tuition/fees, paid by the student, will be actual charges from the institution(s) that is offering the course(s).

Withdrawal & Return of Funds Policy

The Department of Education requires DCB to maintain and publish a written policy regarding federal financial aid recipients who withdraw or otherwise fail to complete the term for which their financial aid was disbursed.

Refund for Dropped Courses

(While continuing to stay enrolled in other courses for the same semester)

During the first 8.999% of the calendar days of a semester, students will receive a 100% refund of tuition and fees for dropped courses. Students may drop individual courses directly on Campus Connection. (Campus Connection will not allow students to drop their last course or only course, reference the Withdrawal Procedure section of this policy). During a standard fall or spring semester, students will have approximately 10 calendar days including the first day of the semester to drop classes and receive a 100% refund (8.999% of the total number of calendar days from the first day of classes to the last day of final exams for the semester).

After the first 8.999% of the semester, students will receive a 0% refund of tuition and fees for dropped courses when they continue to be enrolled in other courses for the same semester.

Refund for Total Withdrawal from all Courses in a Semester

Students who officially withdraw from all classes before the semester start date or within the first 8.999% of the calendar days of a session will receive a 100% refund of tuition and fees. During a standard fall or spring semester, students will have approximately 10 calendar days (8.999% of the total number of days in the full standard semester) including the first day of the semester to withdraw from all courses and receive a 100% refund. Students who withdraw after that point will receive a partial refund of tuition and fees for all classes they are enrolled in at the time that they choose to withdraw based on the following percentages in accordance with the North Dakota University System Refund policy 830.2: <https://ndus.edu/state-board-of-higher-education/sbhe-policies/800-heading-policies/>.

If a student drops courses after the 8.999% time but does not withdraw from all classes, then later withdraws from all classes they will only receive the tuition and fee refund on the classes they are still enrolled in when the withdraw occurs (i.e., if you are taking 4 classes and drop 3 in campus connection but do not withdraw completely until later you will only receive a refund for the 1 class in which you are still enrolled.)

% of class completed	Tuition & Fee Refund for Dropped Classes	Tuition & Fee Refund for Withdrawing to Zero Credits
0%-8.999	100%	100%
9.000% -34.999%	0%	75%
35.000% -59.999%	0%	50%
60% -100.000%	0%	0%

Students who must withdraw due to reasons beyond their control (Examples: family emergency, sudden illness, etc.), may request an exception to the refund schedule by petitioning the Registrar's office. Documentation to verify the exceptional circumstances will be required.

Refunds of Room and Board Charges

Students who reside in the Residence Halls who withdraw from all courses in a semester shall receive a prorated refund up to the sixty percent point of the semester for room and board charges. Students who use the residence hall or college food service one day into an instructional week will be charged for that entire instructional week. Refunds are made only after a student has properly checked out of the residence halls.

Official Withdrawal Procedure

Students who wish to withdraw from all courses after the semester start date must officially withdraw to zero credits. To withdraw, complete the Withdrawal Form in Campus Connection, at the bottom of the form there will be a submit button, this will send the form to the appropriate department. Students who intend to withdraw cannot withdraw from all courses (drop to zero credits) in Campus Connection. Campus Connection will not allow you to drop your last or only class.

The official withdraw form is found in Campus Connection. Click on DCB eForms tab then under the academic records folder, Cancel/Withdraw to Zero.

Withdrawal Date and Calculation of Earned and Unearned Title IV Aid

General Requirements, as per Federal Student Aid Handbook, Volume 5: Federal financial aid funds (Title IV Funds) are awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. If a student ceases attendance

(drops or withdraws) from all Title IV eligible courses in a payment period or period of enrollment, the student must be considered a withdrawal for Title IV purposes. The principle is the same for programs offered in modules. When a student withdraws, the student may no longer be eligible for the full amount of Title IV funds that were originally scheduled to receive. Furthermore, when a student withdraws, the student is no longer considered to be enrolled, and DCB must report the withdrawal to a national reporting system. Consequently, the student is no longer eligible for an in-school deferment (re: student loans).

The Department of Education specifies how institutions determine the amount of Title IV program assistance that a student earns if the student withdraws from school. The calculation of earned Title IV funds includes the following grant and loan funds (if they were disbursed or could have been) disbursed to a student for the period for which the calculation is being performed. The Title IV programs that are covered by the regulation are: Pell Grants, Supplemental Educational Opportunity Grants (SEOG), Direct Loans (subsidized/unsubsidized/PLUS). Federal Work Study funds are not included in the calculation.

When a student withdraws during a payment period or period of enrollment, the amount of Title IV program assistance that the student earned up to that point is determined by a specific formula. The amount of assistance that a student earned is determined on a pro rata basis. For example, if the student completed 30% of the payment period or period of enrollment, the student earned 30% of the aid that was received. If the student received more federal aid than earned, the excess funds must be returned by DCB and/or the student.

If the student completed more than 60% of the payment period or period of enrollment, all the assistance that a student was scheduled to receive for that period would be earned. There may be some Title IV funds that a student was scheduled to receive that cannot be disbursed after a withdrawal because of other eligibility requirements.

If a student withdraws and has a credit balance, the 14-day payment requirement is placed on hold to determine the final amount of any Title IV credit balance. DCB must perform the Return of Title IV funds calculation, and to allow DCB time to appropriately apply any credit balance after it has recalculated, a new 14-day deadline begins on the date DCB performs the Return calculation (not the date DCB performs any calculations required by the institutional refund policy). [NOTE: To determine the correct Title IV credit balance, DCB must consider both the results of the Return calculation and any applicable refund policy.] The Return of Title IV notice is sent to the students' campus email and personal email. Students with a credit balance will receive a billing statement sent by postal mail to their mailing address as listed in Campus Connection. Students may also view their bill in Campus Connection. Contact information for the Business office is included in the billing statement and Return of Title IV letter.

If you did not receive all the funds that you earned, you may be due a post-withdrawal disbursement. If your post-withdrawal disbursement includes loan funds, your school must get your permission before it can disburse them. You may choose to decline some or all the loan funds so that you don't incur additional debt. Your school may automatically use all or a portion of your post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with the school). The school needs your permission to use the post-

withdrawal grant disbursement for all other school charges. If you do not give your permission (some schools ask for this when you enroll), you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school. The school must offer any post-withdrawal disbursement of loan funds within 30 days of the date the school determined the student withdrew. A school must always return any unearned Title IV funds it is responsible for returning within 45 days of the date the school determined the student withdrew. The school must provide the student or parent the minimum 14-day (or longer if it chooses) response period for post-withdrawal disbursements of Direct Loan funds.

A school must disburse any Title IV grant funds a student is due as part of a post-withdrawal disbursement within 45 days of the date the school determined the student withdrew and disburse any loan funds a student accepts within 180 days of the date the school determined the student withdrew. However, there are some Title IV funds that you were scheduled to receive that cannot be disbursed to you once you withdraw because of other eligibility requirements.

If a student withdraws and has received excess Title IV program funds that must be returned, DCB must return a portion of the excess equal to the lesser of: the institutional charges multiplied by the unearned percentage of the funds, or the entire amount of excess funds. If DCB is not required to return all the excess funds, the student must return the remaining amount. Any amount of unearned grant funds that the student must return is called an overpayment. The maximum amount of a grant overpayment that the student must repay is half of the grant funds the student received or was scheduled to receive. Students who owe overpayments because of withdrawals initially will retain their eligibility for Title IV funds for a maximum of 45 days from the earlier of: the date the school sends the student notice of the overpayment, or the date DCB was required to notify the student of the overpayment. Within 30 days of determining that a student who withdrew must repay all or part of the Title IV grant, DCB must notify the student that the overpayment must be repaid or make satisfactory arrangements to repay it within 30 days of the notification, students are notified by campus and personal email as well as a letter sent via postal mail to the mailing address listed in Campus Connection. If the student takes no action during the 45-day period, the student's overpayment must be reported immediately to the Department of Education. Any loan funds that the student (or the parent for a PLUS Loan) must return will be repaid in accordance with the terms of the promissory note. That is, the borrower will make scheduled payments to the holder of the loan over a period of time.

When a student withdraws, the requirements for Title IV program funds are separate from the refund policy. Therefore, a student may still owe funds to DCB to cover unpaid institutional charges. DCB may also charge a student for any Title IV program funds that DCB was required to return.

Distribution of Unearned Title IV Aid

In compliance with federal regulations, a school must return Title IV funds to the programs from which the student received aid during the payment period or period of enrollment as applicable, in the following order, up to the net amount disbursed from each source:

- Unsubsidized Direct loans (other than PLUS loans)
- Subsidized Direct loans
- Direct Parent PLUS loans
- Federal Pell Grants
- Federal Supplemental Educational Opportunity Grants (FSEOG)

Federal Work-Study funds paid to recipients will not be included in the computation of earned Title IV aid, nor will these funds be refunded to the federal account from which they were paid.

Unearned Title IV grants and loan funds due from DCB will be repaid to the federal accounts for the specified payment period (semester) within 45 days of the date the school determined the student withdrew. Unearned portions of Title IV grant aid due from the student will be the responsibility of the student unless the student makes arrangements with DCB to pay the grant overpayment. All repayments made by DCB pursuant to this policy will be charged to the student account.

Unofficial Withdrawals

In the absence of an official withdrawal and the student ceases attendance, the following procedures will apply.

1. A list of students who received all F's, I's or U's for a term (period of enrollment) will be extracted from the Registrar's Office records.
 2. Class instructors will be asked to document the last known date of an academically related activity for the student, i.e., an exam, daily assignment, attendance in class, etc.
 3. If the latest date any instructor can document is after the 60% point in the enrollment period, the student is considered to have earned 100% of their financial aid. If the latest date is before the 60% point in the term, the latest documented date will be used as the last date of attendance by the student. A return of Title IV Aid calculation will be completed for all withdraws regardless of date of withdraw. If documentation indicates no attendance in any class, the student will be deemed ineligible for financial aid received per federal regulations and the student will be required to repay all aid received for that semester.
 4. Based on the last date of attendance, a Return of Title IV funds calculation will be processed to determine the type(s) and amount(s) of financial aid to be returned.
 5. All financial aid funds to be returned will be the responsibility of the student.
 6. An unofficial withdrawal letter is sent by the financial aid office within 30 days of the final notification from the instructor(s) of the last date of attendance. The notice of unofficial withdraw is sent to the student's campus and personal email notifying them of their obligation at the time the institution returns the financial aid funds.
 7. The Business Office will place a hold on the student's record at DCB. Institutional collection procedures will be followed in accordance with DCB's policies.
 8. Students will also be placed on Financial Aid Disqualification following the period of enrollment in which they receive all "F", "U" or "I" grades that are permanent.
-

Administrative Withdrawals

Administrative withdrawal from a course, multiple courses or all courses may affect a student's financial aid awards when the withdrawal results in a full-time student losing full-time status.

1. A list of students submitted by Faculty, due to lack of attendance in class, is received from the Registrar's Office.
 - Administrative withdrawals may also be completed by the Registrar's office if notified by a student, staff or faculty of a student's death or other reasonable communication with the student regarding non-attendance/withdraw from school.
 - Students are administrative withdrawn due to academic suspension.
 - Students may be administratively withdrawn due to non-payment.
2. To facilitate proper financial aid disbursement instructors will send to the Registrar any students who have never attended class by the 12th calendar day of classes in a regular 16-week semester and by the 5th calendar day of a summer or 8-week semester.
 - If documentation indicates no attendance in any class, the student will be deemed ineligible for any financial aid already disbursed per federal regulations and the student will be required to repay all aid received for that semester. If financial aid has not been disbursed the student will not be eligible for a disbursement.
3. All financial aid funds to be returned will be the responsibility of the student.
4. A recalculation of funds letter detailing the amount of will be sent to the student's campus and personal email notifying them of their obligation at the time the institution returns the financial aid funds.

Also see:

<https://fsapartners.ed.gov/knowledge-center/fsa-handbook>

Federal Student Aid Handbook (Current and Archived Handbooks)

- Volume 5, Withdraw and Return of Title IV



DAKOTA COLLEGE AT BOTTINEAU
STANDARDS OF SATISFACTORY ACADEMIC
PROGRESS FOR FINANCIAL AID ELIGIBILITY
2021-2022

Dakota College at Bottineau (DCB), in compliance with federal regulations, has established policies and procedures to ensure that all students, full-time and part-time, are making Satisfactory Academic Progress (SAP) towards a degree or certificate. These standards must be met throughout all enrollment periods regardless of whether a student receives federal financial aid. These enrollment periods include Fall, Spring and Summer term. To be eligible for federal financial aid students must meet these standards or they are ineligible for federal financial aid until standards are met. Student must be aware when selecting a program, certain certificates or degrees are not eligible for financial aid. Please view <https://www.dakotacollege.edu/admissions-financial-aid/apply-financial-aid> for a list of programs not eligible for aid. SAP is measured in the following areas.

I. MEASURES OF SATISFACTORY PROGRESS are A: Qualitative academic standards (GPA), and B: Quantitative rate of progress (Pace)

A. Qualitative Academic Standards Grade Point Average (GPA)

At the end of each regular period of enrollment (i.e., semester), all student GPAs are evaluated at DCB. To meet the GPA average requirements, a student will need to have a cumulative grade point average of the following:

Minimum Cumulative GPA Required:

1st Semester: 1.60

2nd Semester: 1.75

After the 3rd semester students must have a minimum cumulative GPA of 2.0.

B. Quantitative Rate of Progress (pace)

1. Maximum Time Frame

Students enrolled at DCB are eligible to receive federal student aid within 150% of the published program length required to complete their declared program. For example, if a program required 60 credits to complete, a student would be allowed 90 attempted credits ($60 \times 150\% = 90$). Students who have attempted 125% of their program credits will receive a financial aid informational notice via email. Students who have attempted 150% of their program credits will receive a notice of disqualification via email and postal mail. The approximate maximum credit guidelines are as follows and may vary depending on the program:

- One Year Program (30 semester credits): 45 credits
- Two Year Program (60 semester credits): 90 credits

2. Completion of Attempted Credits

To maintain Satisfactory Academic Progress for federal financial aid purposes, students must complete a minimum of two-thirds (or 66.67%) of the credits attempted each semester and cumulatively. This percentage is calculated by dividing the total number of successfully completed credits by the total number of credits registered for on financial aid census date. The financial aid census date is the first day after the last day to drop/add classes at a 100% refund, this is the date the financial aid office uses to lock in the enrollment status. This corresponds with the 8.99% of the semester where a student can withdraw at 100%. The cumulative credits calculations include all credits attempted even if they do not pertain to the current degree.

Examples

Semester	Cumulative Credits Attempted	Credits not Completed (Grade received W, I, U, or F)	Completion Rate	SAP Status
Example A				
Semester 1	12	6	50% = 6/12	Warning
Semester 2	24	6	75% = 18/24	Meets
Example B				
Semester 1	12	4	66.67% = 8/12	Meets
Semester 2	24	9	62.5% = 13/24	Disqualified

Attempted Credits at DCB will apply toward the cumulative number of credits. Successfully completed credits earn grades of A, B, C, D or S. Grades of Fail (F), Unsatisfactory (U), Incomplete (I), and Withdrawn (W) count as credits attempted but not completed.

Students have 30 days from the Monday after classes are completed to resolve their "I" grade for a regular term of enrollment or 15 days from the Monday after classes are completed to resolve their "I" grade for an 8-week course.

Grade changes, including changes of "I" grades and letter grade changes, will have their SAP status recalculated to include the updated grade change in their SAP status for the current term.

Repeated coursework does count into attempted credit calculations and the most recent grade counts into GPA. Any course that was previously passed that is being retaken for a higher grade may only qualify for Financial Aid one additional time. Failed courses may be repeated and paid with financial aid until passed if the student is still otherwise eligible for the funding.

Remedial coursework is eligible for federal aid but does not apply towards degree completion or GPA calculations. These courses do increase the number of credits you have attempted and will be measured in satisfactory academic progress.

Treatment of Non-Standard Credits

Type of Credit	Included in GPA Calculation	Included in 66.67% Calculation (Pace)	Included in Max time frame
Audit	No	No	No
Satisfactory/Unsatisfactory	No	Yes	Yes
Transfer	No	Yes (excluding developmental courses and "W" grades)	Yes (excluding developmental courses and "W" grades)
Withdrawn/Dropped	No	Yes (if enrolled at census)	Yes (if enrolled at census)
Consortium/Collaborative	Yes	Yes	Yes

Repeated Courses	Yes (most recent grade)	Yes (each attempt)	Yes (each attempt)
Developmental Courses (ASC)	No	Yes	Yes

Transfer credits/Major Changes/Second Degrees

Students who have changed their major, are pursuing a second degree or have transfer credit are more likely to reach the maximum time frame limit. If a student changes majors or has transfer credits the credits earned will be included in the calculation of attempted credits, earned credits, and maximum time frame. Students seeking a second undergraduate degree are subject to the maximum timeframe component. In general, this is 45 credits in a one-year program or 90 credits in a two-year program. Through the appeal process the financial aid office can approve a student to take additional credits to finish their program. The appeal process can be found under section IV.

II. WITHDRAWALS

- A. **Official Withdrawal** – Students who officially withdraw from all classes during any given semester are placed on financial aid disqualification for their next term of enrollment. Students may appeal their disqualification, if their appeal is approved students will be placed on financial aid probation for that term of enrollment.
- B. **Unofficial Withdrawal** – Students who receive all failing or withdrawal grades (include F and W grades along with “I” grades that are permanent) are considered to have unofficially withdrawn from the college and are immediately placed on financial aid disqualification without a warning first. Federal regulations require that a return of funds calculation be completed on all students who receive federal aid. This calculation may result in a student owing the college or the Department of Education a balance that must be paid prior to the next term of enrollment.
- C. **Administrative Withdrawal or Academic Suspension** – A student who has been administratively withdrawn or academically suspended from school is also disqualified from receiving financial aid.

III. NOTIFICATION AND SAP STATUS

1. **Notification Process and Status:** Students will receive a notification on their SAP status at the end of each semester after grades are posted. Notification will be sent via official campus email and by a service indicator in Campus Connection. Students who are disqualified will also receive a notification via postal mail. Students who are not on any negative status will not receive any notifications.
2. **Financial Aid Warning:** Students can receive one subsequent semester of federal aid while on this status. Students receive the following status if they are not meeting one or more of the SAP requirements. Students in their next semester must meet SAP requirements as specified in section I, Minimum GPA requirements and 66.67% completion rate or they will then be placed on Financial Aid Disqualification.
3. **Financial Aid Disqualification:** Students may not receive any federal financial aid while on this status, some state and institutional aid eligibility may be suspended with this status. Federal aid refers to federal grants, loans, and work-study programs. Students are placed on Financial Aid Disqualification if they have failed to meet SAP requirements or have failed to meet the requirements set forth in their Plan of Study. Students may re-establish eligibility for federal aid by completing the steps below (see section IV). Note: Financial Aid Disqualification is not the same as academic suspension.
4. **Financial Aid Probation:** Students who have failed to meet SAP but have successfully appealed to have their financial aid reinstated may be placed on probation. A student who is placed on this status may receive aid for one more semester but must be able to meet SAP standards by the end of that semester. They may be required to meet certain terms and conditions while on probation, such as taking a reduced course load or taking specific courses. A student assigned a Financial Aid Probation status will be required to submit a Plan of Study signed by the SAP advisor.
5. **Academic Plan of Study (POS):** Students who are on an Academic Plan of Study are students who have failed to meet SAP but have successfully appealed their disqualification. If they are mathematically unable to meet SAP by the end of the next term, they must have an arranged POS created by the SAP advisor. The SAP

advisor, if needed, will consult a student's academic advisor for advice in academic planning. The POS may cover more than one term of attendance.

At the end of each term, students must either:

1. meet regular SAP guidelines or
2. be fulfilling the requirements in their POS.

The SAP advisor will review the plans at the end of each term of attendance. Students who do not meet their POS will be disqualified without appeal until they re-establish eligibility for aid. Students meeting their POS will be granted a POS renewal unless the student changes their academic program.

IV. CRITERIA FOR RE-ESTABLISHING ELIGIBILITY FOR FINANCIAL AID

Students who fail to meet the standards of satisfactory academic progress and are on financial aid disqualification may make a formal request to re-establish eligibility for financial aid funds through multiple methods (Note: Students placed on academic suspension must follow standard university procedures for re-admittance, this is in addition to appealing Financial Aid Disqualification. These are 2 different processes.). If incomplete (I) grades are a factor in failure to maintain satisfactory progress, subsequent prompt completion of these credits may be used to re-establish eligibility for aid.

- 1) Students may re-establish eligibility by completing coursework until they meet the mathematical requirements of the qualitative and quantitative measures of SAP. Students who choose this method will not be eligible for federal financial aid until SAP is calculated and the end of the regular period of enrollment (i.e., semester), eligibility for state and institutional aid may also be affected.
 - (a) If a student does not have a qualifying circumstance on which to base their appeal, they must successfully complete a semester (no minimum registration required) without the benefit of federal aid. Following the successful semester, they may appeal based on demonstrated ability to be successful.
- 2) Students who have failed to make satisfactory progress may appeal to re-establish financial aid eligibility based on the following: medical issues, death or serious injury of a family member, other extenuating circumstances, or cumulative credit limits. Students are responsible for their own appeal applications and the financial aid appeal form is available on the web at <http://www.dakotacollege.edu/student-life/student-forms>. This form should be completed and returned to the DCB financial aid office with all evidence and supporting documents within 45 days after the notice that you were disqualified is received. Students will be notified in writing of the appeal decision by the Financial Aid Office within approximately one week of receipt of all required documentation. Appeals will be dealt with on a case-by-case basis, appeal reviews will begin 30 days before a semester begins or after grades post if a student is enrolled in a semester, students must be enrolled in the semester before their appeal will be reviewed. If an appeal is approved, the student's eligibility for financial aid will be reinstated for one payment period. After this period, the student's progress will be reviewed, and their status changed appropriately.
 - (a) Students who have eligibility reinstated under the above provisions will receive financial aid based upon availability of funds at the time of reinstatement of eligibility.

If the appeal is denied the student may request a 2nd review by the SAP committee, within 10 days, if the student can provide new information and documentation that may have been omitted from the initial appeal. Decisions on the 2nd appeal are final.

Policy updated 04/2022

Also see:

<https://fsapartners.ed.gov/knowledge-center/fsa-handbook>

Federal Student Aid Handbook (Current and Archived Handbooks)

- Volume 1, Student Eligibility
 - Satisfactory Academic Progress

SECTION V

FINANCIAL AID COMMITTEE STRUCTURE/POLICY

PURPOSE

This Committee was established in order to serve as a sounding board and make recommendations/decisions for the Financial Aid Office regarding policies, scholarship criteria, budgeting, packaging and to consider financial aid appeals from students placed on financial aid suspension to determine whether they should be granted probation status.

COMMITTEE MEMBERS

The Financial Aid Committee will consist of the Director of Financial Aid, the Financial Aid Assistant and the Student Services Director.

SECTION VI

ACTIVITIES CALENDAR

January

- Meet with Financial Aid Committee to consider satisfactory academic progress appeals for spring semester.
- Continue verification processing
- Review unusual circumstances forms as received.
- Close out unaccepted aid for fall semester
- Add Third Party Scholarships and Third Party Placeholders to student offers
- Offer/disburse aid for spring semester
- Add 30 day checklists for new students
- Send Student and Parent Right to Rescind forms for federal loans
- Update consumer information page, as needed
- Notify students of Financial Aid probation/suspension
- Process Official Withdrawals
- Conduct Financial Aid night for High School students
- Work on Winter IPEDS
-

February

- Meet with Financial Aid Committee to consider satisfactory academic progress appeals for spring semester.
- Continue verification processing
- Review unusual circumstances forms as received.
- Offer/disburse aid for spring semester
- Remove 30 day checklists for new students
- Send Student and Parent Right to Rescind forms for federal loans
- Update consumer information page, as needed
- Process Official Withdrawals
- Conduct Financial Aid night for High School students
- Submit Winter IPEDS

March

- Meet with Financial Aid Committee to consider satisfactory academic progress appeals for spring semester.
- Continue verification processing
- Review unusual circumstances forms as received.
- Offer/disburse aid for spring semester
- Send Student and Parent Right to Rescind forms for federal loans
- Update consumer information page, as needed
- Update forms
- Process Official Withdrawals
- Distribute information on summer financial aid form

April

- Meet with Financial Aid Committee to consider satisfactory academic progress appeals for spring semester.
- Continue verification processing
- Review unusual circumstances forms as received.
- Offer/disburse aid for spring semester
- Send Student and Parent Right to Rescind forms for federal loans
- Update consumer information page, as needed

- Update forms
- Process Official Withdrawals

May

- Meet with Financial Aid Committee to consider satisfactory academic progress appeals for summer semester.
- Continue verification processing
- Review unusual circumstances forms as received.
- Offer/disburse aid for spring semester
- Send Student and Parent Right to Rescind forms for federal loans
- Update consumer information page, as needed
- Notify students of Financial Aid probation/suspension
 - Stop aid for probation/suspension students who have applied for summer aid
- Process Official Withdrawals
- Process Unofficial Withdrawals- Return of Title IV processing
- Send last date of attendance to NSLDS for unofficial withdrawals
- Notify graduates of exit loan counseling requirement
- Prepare final budgets for upcoming school year
- Update cost of attendance sheets and update on paper and on the website.

June

- Meet with Financial Aid Committee to consider satisfactory academic progress appeals for summer semester.
- Continue verification processing
- Review unusual circumstances forms as received.
- Close out unaccepted aid for spring semester
- Add Third Party Scholarships and Third Party Placeholders to student offers
- Offer/disburse aid for summer semester
- Add 30 day checklists for new students
- Send Student and Parent Right to Rescind forms for federal loans
- Update consumer information page, as needed
- Process Official Withdrawals
- Present at new student orientations

July

- Meet with Financial Aid Committee to consider satisfactory academic progress appeals for summer/fall semester.
- Continue verification processing
- Review unusual circumstances forms as received.
- Offer/disburse aid for summer semester
- Remove 30 day checklists for new students
- Send Student and Parent Right to Rescind forms for federal loans
- Update consumer information page, as needed
- Process Official Withdrawals
- Process Unofficial withdrawals
- Send last date of attendance to NSLDS for unofficial withdrawals
- Notify graduates of exit loan counseling requirement
- Notify students of Financial Aid probation/suspension
 - Stop aid for probation/suspension students who have applied for summer aid
- Present at new student orientations

August

- Meet with Financial Aid Committee to consider satisfactory academic progress appeals for fall semester.
- Continue verification processing
- Review unusual circumstances forms as received.
- Offer/disburse aid for fall/summer semester
- Close out unaccepted aid for summer semester
- Add 30 day checklists for new students
- Send Student and Parent Right to Rescind forms for federal loans
- Update consumer information page, as needed
- Notify students of Financial Aid probation/suspension
- Process Official Withdrawals
- Add Third Party Scholarships and Third Party Placeholders to student offers
- Enter institutional scholarships and waivers including Berge scholarship, cultural diversity waiver, RA waiver and athletic scholarships and waivers.
- Present at first year experience
- Complete Financial aid Allowance spreadsheet for Business Office

September

- Meet with Financial Aid Committee to consider satisfactory academic progress appeals for fall semester.
- Continue verification processing
- Review unusual circumstances forms as received.
- Offer/disburse aid for fall semester
- Remove 30 day checklist for new students
- Send Student and Parent Right to Rescind forms for federal loans
- Update consumer information page, as needed
- Process Official Withdrawals
- Hold Constitution day activities
- Work on FISAP, file before October 1
- Work on PPA/EAPP, if needed, due October 1 (this needs to be submitted every 4 to 5 years)
- Cleary Report (Safety and Security report and fire safety report) due by October 1
- Cancel pre-sequestration loans on September 30, new loans need to be offered after October 1.
- Closeout of Pell with COD
- Closeout of Direct Loans with COD

October

- Meet with Financial Aid Committee to consider satisfactory academic progress appeals for fall semester.
- Continue verification processing
- Review unusual circumstances forms as received.
- Offer/disburse aid for fall semester
- Send Student and Parent Right to Rescind forms for federal loans
- Update consumer information page, as needed
- Process Official Withdrawals
- Conduct Financial Aid night for High School students
- Equity in Athletics report due October 15th
- Issue new loans with rates after sequestration
- Adjust offers for students who are dropped from 8W2 courses, if needed

November

- Meet with Financial Aid Committee to consider satisfactory academic progress appeals for fall semester.
- Continue verification processing
- Review unusual circumstances forms as received.
- Offer/disburse aid for fall semester

- Send Student and Parent Right to Rescind forms for federal loans
- Update consumer information page, as needed
- Process Official Withdrawals
- Conduct Financial Aid night for High School students
- Start manual aid processing for spring semester, after registration opens
-

December

- Meet with Financial Aid Committee to consider satisfactory academic progress appeals for spring semester.
- Continue verification processing
- Review unusual circumstances forms as received.
- Offer/disburse aid for fall semester
- Send Student and Parent Right to Rescind forms for federal loans
- Update forms
- Update consumer information page, as needed
- Process Official Withdrawals
- Process Unofficial withdrawals
- Send last date of attendance to NSLDS for unofficial withdrawals
- Conduct Financial Aid night for High School students
- Work on Winter IPEDS
- Notify graduates of exit loan counseling requirement
- Notify students of Financial Aid probation/suspension
 - Stop aid for probation/suspension students who have applied for summer aid
- Upload new scholarship form to website

Consumer Information

Consumer information will be updated yearly as required by Department of Education.

A school must provide about financial aid and about its campus, facilities, student athletes, and gainful employment programs, as well as information to promote campus security and fire safety and prevent drug and alcohol abuse. Consumer information includes office publications, website updates and dissemination to students. DCB does its best to compile consumer information in one place, it can be found on the website at <http://www.dakotacollege.edu/about/consumer-information>.

See: <https://ifap.ed.gov/federal-student-aid-handbook/1920FSAHbkActiveIndex> (for 2019-2020)

<https://ifap.ed.gov/federal-student-aid-handbook/06-25-2019-complete-2018-2019-federal-student-aid-handbook-active> (for 2018-2019)

Recordkeeping and Privacy

DCB recognizes the importance of recordkeeping and student privacy.

See: <https://ifap.ed.gov/federal-student-aid-handbook/1920FSAHbkActiveIndex> (for 2019-2020)

<https://ifap.ed.gov/federal-student-aid-handbook/06-25-2019-complete-2018-2019-federal-student-aid-handbook-active> (for 2018-2019)

Volume 2, Chapter 7 for official Department guidance. Some records are retained on paper and some records are retained electronically. DCB also abides by FERPA. The link for the FERPA Release form is found at the following link: <https://dmsforms.ndus.edu/iFiller/iFiller.jsp?fref=78c1153b-973f-45a7-a611-5bcca26a4641>.

Program Approval Policy and Procedure

Program Approval Policy

Dakota College at Bottineau recognized the importance of receiving official approval for all programs and the delivery of programs to additional locations. In that regard, DCB will adhere to the following procedures when seeking approval for a new program and/or the delivery of programs to additional locations.

Comprehensive Program Approval Procedure

North Dakota University System Approval

In accordance with NDUS Procedure 403.1, Dakota College at Bottineau will adhere to the following procedures when requesting a new program and/or distance delivery of a program.

1. The vice chancellor for academic affairs shall keep current a listing of all campus programs approved by the State Board of Higher Education. Chancellor approval is required to change a program title if the change does not involve program content or objectives. Campuses shall file a request for a program title change with the vice chancellor of academic affairs, who shall review the request with the academic affairs council. Academic program requests shall be submitted electronically. These procedures govern approval of new programs or changes to existing programs involving program content or objectives:
2. **Preliminary Request:** Announcement to system office
 - a. Campuses shall announce their intent to develop a formal new academic request prior to making a significant investment in developing a new program regardless of method of delivery.
 - b. The announcement shall address the:
 1. Type of funding necessary to implement the proposal
 2. Relationship of the proposal to the strategic plan
 3. A brief description of the program
 4. A short paragraph on relationship to other programs in the state
 - c. The announcement shall be submitted as a one-line document on email on the standard template to the System Office (ndus.office@ndus.edu).
 - d. The System Office will log the academic request in the "Programs Under Consideration" log.
 - e. The program will be reviewed by system office academic staff.
 - f. Upon review from system office, the request will enter into Stage I.
3. **STAGE I:** Announcement
 - a. Academic requests shall be distributed to CTEC (two-year programs only) and Academic Affairs Council members as part of the meeting agendas. Although requests may be distributed simultaneously, all two year campus Stage I requests must be discussed by CTEC before they are discussed by AAC.
 - b. CTEC (two-year programs only) and AAC will discuss announcements including issues of duplication and make a formal recommendation which addresses these issues.

- c. The announcement will be placed on the agenda of the Chancellor's Cabinet for a formal recommendation to the Chancellor.
- d. The Chancellor shall approve or disapprove the announcement and notify the SBHE of that action. Upon receipt of such notice, a Board member may request Board discussion of the proposal in advance of the submission of a Stage II request, in which case such proposal shall be placed on the next regular Board meeting agenda. Absent a request for discussion by a Board member within 30 days of notice of the Chancellor's action, Stage I requests will not be placed on Board agendas.
- e. The announcement shall remain on the "Programs Under Consideration" log for two years if it receives the approval of the Chancellor or Board. If no action has taken place at the end of two years, the request shall be removed from the log.

4. **STAGE II:** Formal Request

a. **Submit an electronic version of the new program request to the AAC listserv in a proposal format which includes:**

1. [*The Academic Affairs Request Cover Page.*](#)
2. A *one-page executive summary* which addresses the need for the program, program objectives, cost and funding resources for implementation and maintenance of program, accreditation information if applicable, relationship of the program internally and externally to the campus, articulation opportunities, viability and plans for assessment of the program
3. *An in-depth review* of the areas covered in the executive summary (see #2 below). All program requests must clearly identify the relationship of the proposed new program with the 2000 Higher Education Roundtable recommendations found in the final Roundtable report.
4. Relationship of the Program
5. Relationship to the Roundtable Recommendations
6. **Program Requirements:** List the program course requirements. Include in the lists of existing and new courses: course discipline/prefix, course number, course title, and the number of semester hours offered for the course.
7. **Viability:** Provide an estimated number of students who will enroll and complete each year in the new program; or the number of students /clients who will be served each year in distance education and/or center requests.
8. **Program Assessment/Evaluation:** Describe the plan for evaluating the success of the proposed program. Who will do the evaluation? What will be the basis of the evaluation? When will it occur? How will the results be acted upon?
9. **Program Delivery:** Describe the plan for delivering this program. Will the program delivery be traditional or distance education? If the program is to be offered through a distance education medium? What is the medium (e.g. IVN, Internet, video tape exchange)? Approval to deliver a program off-campus does not guarantee times, dates, and receiving sites for any distance education medium; e.g. if IVN is the medium of choice, see attached IVN Approval Policy to select times, dates, and sites. See NDUS Procedure [404.1.1](#).
10. **Request Notification:** Unless there is a vote by the Academic Affairs Council to suspend the rules, all formal requests must be postmarked or sent by electronic means to Council members by the proposing campus at least 10 working days prior to an

Academic Affairs Council meeting in order to be placed on the agenda for consideration.

11. New Prefix Requests:

- a. If the new program requires courses with prefixes not already approved for campus use, the initiating campus must formally request that the new prefix be approved as part of the Stage II Request process. The [Stage Two Request Form](#) may also be used to request a new prefix for courses that are not part of a program, or campuses may email their request directly to the Director of Articulation and Transfer
 - b. Colleges must request new prefix designators for upper and lower division courses separately. Universities must request new prefix designators for undergraduate and graduate courses separately
 - c. If a prefix has already been approved for degree credit, there is no need for additional prefix approval for non-degree credit courses; but if a campus has requested prefix approval to offer non-degree courses only and later decides to offer degree courses under the same prefix, a second prefix request must be made for the degree courses.
- b. Distance education approval for delivery of approved programs (programs offered off-campus, including online programs). Refer to abbreviated Stage II section #5.
- c. Program delivery option continuations and expansions can be one of four types:
1. Requests to offer a new (non-existing) program off campus shall follow [Stage II](#).
 2. Requests to renew off-campus delivery without ongoing approval shall use Program Delivery Option Update Notice.
 3. Request to change delivery methods or sites of programs with ongoing approval shall provide a Program Delivery Option Update Notice ([attached](#)) to the Council.
 4. For coordination, inventory, federal reporting and coding purposes the Chancellor's approval is required before existing approved programs can be advertised as complete programs available off campus or through e-learning mechanisms including "online" or other non-site specific (i.e. webcast, TV Broadcast) mechanism. This includes individual campus programs and programs available through the NDUSO. These requests will use the Procedure [404.1 Format Outline for Program Approval Delivery Format](#).
5. [Abbreviated Stage II](#): Campuses shall announce or request academic changes using an abbreviated format in identified areas. Requests and announcements will be placed on the Stage II log.
- a. An abbreviated request requires approval, shall be placed on the Stage II log and include a cover letter to the Chancellor and an abbreviated executive summary that contains the following items:
 1. academic cover sheet
 2. rationale
 3. cost
 4. alternative program delivery
 5. viability

6. duplication
7. effective date

Abbreviated requests should be submitted for:

8. program termination
 9. program delivery change(s)
- b. An abbreviated announcement that does not require approval, shall be placed on the Stage II log and shall include a letter to the Chancellor.

Abbreviated announcement requires a letter that provides rationale and effective date.

Announcements should be submitted for:

1. Course inventories and titles (prefix)
 2. Program title change
 3. Department/college name change
6. Distribution of Stage II Academic Requests: The System Office shall place academic requests on the Chancellor's Cabinet agenda and, if required, on the SBHE agenda. If no new state funds are being requested, a mission change is not involved, and the request has the Chancellor's recommendation and unanimous support of the AAC, the item will be placed on the Board's consent calendar.

Higher Learning Commission- North Central Association Approval (new program and/or additional locations)

1. In accordance with policy Institutional Change (Number: INST.F.20.040), the Campus Dean or his/her designee will complete the appropriate application for:
 - The approval of a new program:
<https://www.hlcommission.org/Accreditation/institutional-change-academic-programs.html?highlight=WyJuZXciLCJwcm9ncmFtIiwicHJvZ3JhbSdzIiwibmV3IHByb2dyYW0iXQ==>
 - The notification for the delivery of a program for additional locations:
<https://www.hlcommission.org/Policies/review-of-institutional-change.html>

US Department of Education Approval

According to the US Department of Education (Department), a school is responsible for ensuring that a program is eligible before offering Federal Student Aid (FSA) funds to students in that program. A school's eligibility extends to all eligible programs and locations that were identified on the school's E-App. All schools are required to report (using the E-App) to the Department when adding an additional accredited and licensed location where they will be offering 50% or more of an eligible program if the school wants to disburse FSA program funds to students enrolled at that location.

1. After receiving official notification of approval of a new program or distance delivery of a program to an additional location from the NDUS, the Associate Dean for Student and Academic Affairs will notify the Director of Financial Aid to use the E-App to submit and update the school's eligibility information at the following website: www.eligcert.ed.gov.

List of Dakota College at Bottineau Links

Consumer Information Links:

<http://www.dakotacollege.edu/about/consumer-information/>

Student Forms:

<https://www.dakotacollege.edu/student-life/student-forms>

Financial Aid Policy:

<https://www.dakotacollege.edu/admissions-financial-aid/policies>

Financial Aid Links:

<http://www.dakotacollege.edu/admissions-financial-aid/apply-financial-aid/financial-aid-links>

Applying for Financial Aid:

<https://www.dakotacollege.edu/admissions-financial-aid/apply-financial-aid>

Types of Financial Aid:

<http://www.dakotacollege.edu/admissions-financial-aid/types-financial-aid>

SECTION VII

Coronavirus Aid, Relief, and Economic Security Act (CARES) & COVID-19 Policies

The CARES Act Higher Education Emergency Relief Fund-IHE/Student Aid provides funding to institutions to provide emergency financial aid grants to students whose lives have been disrupted, many of whom are facing financial challenges and struggling to make ends meet. Students cannot apply for assistance directly from the U.S. Department of Education but should contact their institutions for further information and guidance. Institutions have the responsibility of determining how grants will be distributed to students, how the amount of each student grant is calculated, and the development of any instructions or directions that are provided to students about the grant.

Dakota College at Bottineau signed and returned, on April 20th, 2020, to the Department of Education the Certification and Agreement and the assurance that the institution will use, no less than 50 percent of the funds received under Section 18004(a)(1) of the CARES Act to provide Emergency Financial Aid Grants to students for expenses related to the disruption of campus operations due to COVID-19. Eligible expenses include food, housing, course materials, technology, health care and child care.

Higher Education Emergency Relief Fund (HEERF) Awarding Policy

Students who were living in housing when the national emergency was declared were awarded a \$500 Emergency Grant to help cover expenses which include travel, food and housing. We awarded this amount with the assumption that these students would have these expenses since they could not come back to campus or continue to receive food and housing for the remainder of the semester. These funds were awarded as a block grant that did not require an application.

For the remaining funds:

Students must make an application for consideration of the grant.

- Have a valid 2019-2020 Free Application for Federal Student Aid (FAFSA) on file with DCB.
- Must be a U.S. citizen or eligible non-citizen.
- Males must be registered with Selective Service, if required.
- Must not be in default, owe a refund or repayment to a federal financial aid program.
- Must be meeting DCB Financial Aid's satisfactory academic progress (SAP) policy.
- Must be enrolled in a degree seeking program.
- Have not been convicted for the sale or possession of an illegal drug offense that occurred while you were receiving federal student aid.
- Cannot have been enrolled 100% in online classes during the spring 2020 semester before March 13, 2020.
- Must have been enrolled during the spring 2020 semester.
- Must be registered for classes during the summer 2020 or fall 2020 semesters.

The committee has decided that the maximum a student can receive in grant funding will be determined by EFC. If a student requests a lesser amount than the maximum that is the amount they will receive. If not less than the maximum the following amounts will be awarded:

EFC	Dollar Amount
0-999	\$1200
1000-1999	\$1000
2000-2999	\$800
3000-3999	\$600
4000-4999	\$400
5000-999999	\$300

After disbursing money from May 2020 to October 2020 there are some funds remaining, all funds must be spent within a year of disbursement from the Department of Education but the intent of the grant is to spend the funds as soon as possible. To accomplish this to the greatest extent possible DCB reviewed the applications submitted and determined that in most cases the amount requested could be honored, the decision on the initial maximum amounts were made so the grant could be disbursed to as many students as possible. EFC was not a factor in this disbursement, only amount requested. Any differences of greater than \$1200 in the requested amount and the disbursed amount was awarded an additional \$1200 with 1 student being awarded an additional \$1164.

Email Notice to Students Regarding Availability of Grant

– All grant funds have been spent as of 10-29-2020.

Have you experienced a hardship related to the disruption of DCB on-campus operations due to COVID-19 that resulted in reduced income or extra expenses? Maybe we can help you. We are now accepting applications for emergency relief funding.

The Federal CARES Act, Section 18004 [PDF], Higher Education Emergency Relief Fund (HEERF), allows schools to consider students for federal emergency financial aid grants for: expenses related to the disruption of campus operations due to coronavirus (including eligible expenses under a student's cost of attendance, such as food, housing, course materials, technology, health care and child care).

The application for this grant can be found here: <https://www.dakotacollege.edu/student-life/student-forms/cares-act>. Submitting an application does not guarantee approval of the requested funds.

We recognize that these funds may not be enough to address all the hardships faced by Dakota College at Bottineau students but hope the funds will reduce the burdens faced by you. We understand how challenging and stressful this time is, and we appreciate your patience as we navigate these difficult times together.

HEERF Reporting

The total amount of funds that the institution will receive or has received from the Department pursuant to the institution's Certification and Agreement [for] Emergency Financial Aid Grants to Students: \$117,215

The total amount of Emergency Financial Aid Grants distributed to students under Section 18004(a)(1) of the CARES Act :
\$37,000 (as of 05/27/2020)
\$68,180 (as of 07/10/2020)
\$79,980 (as of 08/25/2020)
\$86,830 (as of 09/30/2020)
\$117,215 (as of 10/29/2020)

The estimated total number of students at the institution eligible to participate in programs under Section 484 in Title IV of the Higher Education Act of 1965 and thus eligible to receive Emergency Financial Aid Grants to students under Section 18004(a)(1) of the CARES Act: 247

The total number of students who have received an Emergency Financial Aid Grant to students under Section 18004(a)(1) of the CARES Act:

74 (as of 05/27/2020)
105 (as of 07/10/2020)
118 (as of 08/25/2020)
128 (as of 09/30/2020)
128 (as of 10/29/2020)

The method(s) used by the institution to determine which students receive Emergency Financial Aid Grants and how much they would receive under Section 18004(a)(1) of the CARES Act:

\$37,000 has been disbursed to on-campus students living in residence halls who were directly impacted by the pandemic and could not return to campus and were forced to find other housing and meal arrangements, thereby occurring additional expenses. Each student received \$500 in emergency grant funding.

The remaining funds will be disbursed to students who submit an application for Student Emergency Relief.

The maximum a student can receive in grant funding will be determined by EFC. If a student requests a lesser amount than the maximum that is the amount they will receive. If not less than the maximum the following amounts will be awarded:

EFC	Dollar Amount
0-999	\$1200
1000-1999	\$1000
2000-2999	\$800
3000-3999	\$600
4000-4999	\$400
5000-999999	\$300

After disbursing money from May 2020 to October 2020 there are some funds remaining, all funds must be spent within a year of disbursement from the Department of Education but the intent of the grant is to spend the funds as soon as possible. To accomplish this to the greatest extent possible DCB reviewed the applications submitted and determined that in most cases the amount requested could be honored, the decision on the initial maximum amounts were made so the grant could be disbursed to as many students as possible. EFC was not a factor in this disbursement, only amount requested. Any differences of greater than \$1200 in the requested amount and the disbursed amount was awarded an additional \$1200 with 1 student being awarded an additional \$1164.

Any instructions, directions, or guidance provided by the institution to students concerning the Emergency Financial Aid Grants:

Students Receiving Email/Letter– Block Grant

Subject: Higher Education Emergency Relief Fund Grant

The Federal CARES Act, Section 18004 [PDF], Higher Education Emergency Relief Fund (HEERF), allows schools to consider students for federal emergency financial aid grants for: expenses related to the disruption of campus operations due to coronavirus (including eligible expenses under a student's cost of attendance, such as food, housing, course materials, technology, health care and child care).

DCB has determined that since you were living in housing when the national disaster occurred and you were not able to return to housing for the remainder of the semester you would have a legitimate expense that is covered under the Higher Education Emergency Relief Fund.

Emergency grant funds should be used for expenses you incurred due to the disruption of campus operations due to COVID-19, such as:

- Housing (rent)
- Food/groceries
- Utilities
- Course materials
- Technology
- Childcare
- Health/medical expenses
- Transportation
- Other

The value of this grant may vary based upon your unique circumstances. We recognize that these funds may not be enough to address all the hardships faced by Dakota College at Bottineau students. Still, we hope that these resources reduce the burdens faced by several of you, including paying for your education. We understand how challenging and stressful this time is, and we appreciate your patience as we navigate these difficult times together.

If you owe an outstanding balance to DCB, these funds will not be applied to any balance to DCB and will be paid directly to you. Once funds are received, if you elect to apply the funds to your student account, you are encouraged to make payment arrangements with the DCB business office, you may contact them at 701-228-5430.

Students who have already received a HEERF Grant from Dakota College at Bottineau may be able to receive additional emergency funds for qualifying, documented financial needs. In the next week we will be sending out information regarding the application process to apply for the remaining HEERF Grant money received by DCB.

Sincerely,
Dakota College at Bottineau

Students Receiving Email/Letter– Application

Subject: Higher Education Emergency Relief Fund Grant

The Federal CARES Act, Section 18004 [PDF], Higher Education Emergency Relief Fund (HEERF), allows schools to consider students for federal emergency financial aid grants for: expenses related to the disruption of campus operations due to coronavirus (including eligible expenses under a student's cost of attendance, such as food, housing, course materials, technology, health care and child care).

Emergency grant funds should be used for expenses you incurred due to the disruption of campus operations due to COVID-19, such as:

- Housing (rent)
- Food/groceries
- Utilities
- Course materials
- Technology
- Childcare
- Health/medical expenses
- Transportation

The value of this grant may vary based upon your unique circumstances. We recognize that these funds may not be enough to address all the hardships faced by Dakota College at Bottineau students. Still, we hope that these resources reduce the burdens faced by several of you, including paying for your education. We understand how challenging and stressful this time is, and we appreciate your patience as we navigate these difficult times together. We are able to award you a grant in the amount of (\$\$\$\$).

If you owe an outstanding balance to DCB, these funds will not be applied to any balance to DCB and will be paid directly to you. Once funds are received, if you elect to apply the funds to your student account, you are encouraged to make payment arrangements with the DCB business office, you may contact them at 701-228-5430.

Sincerely,
Dakota College at Bottineau

Students Receiving Email/Letter– Additional Funds

Subject: Higher Education Emergency Relief Fund Grant Amount Requested

We have reviewed the amount of grant requested by each student and have determined that in most cases we are able to honor the amount requested. This letter is to inform you that we were able to give you additional grant funding. We awarded you an additional grant in the amount of (\$\$\$\$), this will make the total amount of the HEERF Grant funding you received (\$\$\$\$).

The Federal CARES Act, Section 18004 [PDF], Higher Education Emergency Relief Fund (HEERF), allows schools to consider students for federal emergency financial aid grants for: expenses related to the disruption of campus operations due to coronavirus (including eligible expenses under a student's cost of attendance, such as food, housing, course materials, technology, health care and child care).

Emergency grant funds should be used for expenses you incurred due to the disruption of campus operations due to COVID-19, such as:

- Housing (rent)
- Food/groceries
- Utilities
- Course materials
- Technology
- Childcare
- Health/medical expenses
- Transportation

The value of this grant may vary based upon your unique circumstances. We recognize that these funds may not be enough to address all the hardships faced by Dakota College at Bottineau students. Still, we hope that these resources reduce the burdens faced by several of you, including paying for your education. We understand how challenging and stressful this time is, and we appreciate your patience as we navigate these difficult times together.

If you owe an outstanding balance to DCB, these funds will not be applied to any balance to DCB and will be paid directly to you. Once funds are received, if you elect to apply the funds to your student account, you are encouraged to make payment arrangements with the DCB business office, you may contact them at 701-228-5430.

Sincerely,
Dakota College at Bottineau

HEERF Application

COVID-19 emergency relief funding

Have you experienced a hardship related to the disruption of DCB on-campus operations due to COVID-19 that resulted in reduced income or extra expenses? Maybe we can help you. We are accepting applications for emergency relief funding.

Student eligibility for Federal Emergency Relief Grants

The Federal Coronavirus Aid, Relief and Economic Security (CARES) Act has made funding available to colleges and universities to assist eligible students who have been impacted by COVID-19.

Students must:

- Have a valid 2019-2020 [Free Application for Federal Student Aid \(FAFSA\)](#) on file with DCB. If you have not filed a FAFSA and would like to, please do so immediately. Please let the [financial aid](#) office know if you are planning on filing a FAFSA for this reason.
- Must be a U.S. citizen or eligible non-citizen.
- Males must be registered with Selective Service, if required.
- Must not be in default, owe a refund or repayment to a federal financial aid program.
- Must be meeting DCB Financial Aid's satisfactory academic progress (SAP) policy.
- Must be enrolled in a degree seeking program.
- Have not been convicted for the sale or possession of an illegal drug offence that occurred while you were receiving federal student aid.
- Cannot have been enrolled 100% in online classes during the spring 2020 semester before March 13, 2020.
- Must have been enrolled during the spring 2020 semester.
- Must be registered for classes during the summer 2020 or fall 2020 semesters.

Consumer information

The Federal CARES Act, Section 18004 [PDF], Higher Education Emergency Relief Fund, allows schools to consider students for federal emergency financial aid grants for: expenses related to the disruption of campus operations due to coronavirus (including eligible expenses under a student's cost of attendance, such as food, housing course materials, technology, health care and child care).

- Federal funding for the Emergency Relief Grant is limited and will be awarded to eligible students meeting the consideration criteria.
- The Federal Emergency Relief Grant program may likely not meet your full financial need.
- This is a one-time grant and is not renewable.

Grant value and receipt of funds

The value of this grant may vary based upon your unique circumstances. A grant offered will be paid to you through a mailed check. Submitting an application does not guarantee approval of the requested funds. Once the review is complete, students will receive an email to their email account regarding their grant eligibility.

- If you owe an outstanding balance to DCB, these funds will not be applied to any balance to DCB and will be paid directly to you.

Once funds are received, if you elect to apply the funds to your student account, you are encouraged to make payment arrangements with the DCB business office.

I have read and understand the above information.

Student Emergency Relief Fund Application

First Name: _____

Last Name: _____

EMPLID: _____

Phone Number: _____

Email: _____

Emergency Fund Request

Have you completed a FAFSA for 2019-2020?: Yes / No

Did you receive financial aid during Spring 2020?: Yes / No

Are you enrolled in classes during: Summer 2020 Fall 2020

of credits: _____

Amount Requested: _____

Eligible Expenses* (Mark all that apply):

Food

Housing

Course materials

Technology

Health care

Child care

Other (Please describe the expense) _____

*Additional documentation may be requested in certain instances.

Signature: _____

Return of Title IV Waiver Policy

Federal guidance says:

<https://ifap.ed.gov/electronic-announcements/051520UPDATEDGuidanceInterruptStudyRelCOVID19May2020>

Return of Title IV Funds (R2T4)

In General

Section 3508 of the CARES Act directs the Secretary to waive the statutory requirement for institutions to return Title IV funds as the result of student withdrawal related to a qualifying emergency. For any student who begins attendance in a payment period or period of enrollment that begins on or includes March 13, 2020 or begins between March 13, 2020 and December 31, 2020 or the last date that the national emergency is in effect, and subsequently withdraws from the period as a result of COVID-19 related circumstances, an institution is not required to return Title IV funds. Return of Title IV funds relief will not automatically apply to a withdraw during a payment period or period of enrollment unless there is a disruption to instruction during the period.

This includes students who withdrew during the applicable period for whom the institution has already performed an R2T4 calculation and returned funds. According to ED, if you already returned Title IV funds and have documentation that the withdrawal was not due to COVID-19 (regardless of the date of withdrawal), it is reasonable if you choose not to re-disburse those Title IV funds. Likewise, if you have not yet returned funds and have documentation that the withdrawal is not COVID-19 related (again, regardless of the date of withdrawal), you are not required to apply the R2T4 waiver; you can process the R2T4 as you would under pre-COVID regulation and guidance. Where returns have already been made, the institution should disburse **all** Title IV funds to those students including aid that could have been disbursed (post-withdrawal disbursement rules should not be followed in this case), making required adjustments in COD, crediting students' ledger accounts, and requesting any necessary funds from G5. In the case of withdrawn students for whom no returns have been made, the institution should:

1. Perform an R2T4 calculation in order to determine the amount of Title IV funds that would otherwise have to be returned;
2. Make no adjustments to COD as a result of the withdrawal;
3. Make no adjustments (as the result of the withdrawal) to the amount of Title IV aid credited to the student's ledger account.

Qualification for R2T4 Relief

Any institution that moved students from ground-based instruction to distance learning, closed campus housing or other campus facilities, or experienced other interruptions in instruction may consider all withdrawals from students enrolled in ground-based instruction during the covered period to have been the result of circumstances related to the COVID-19 national emergency. For institutions that did not undergo changes in educational delivery or campus operations as a result of the COVID-19 emergency, the institution will be required to obtain a written attestation (including by email or text messages) from the student explaining why the withdrawal was the result of the COVID-19 emergency. Institutions must also obtain written attestations from students who withdrew from distance education programs explaining why the withdrawal was the result of the COVID-19 emergency.

Allowable circumstances include, but are not limited to, illness of the student or family member, need to become a caregiver or first responder, loss of childcare, economic hardship, inability to access wi-fi due to closed facilities, or an increase in work hours as a result of the COVID-19 emergency. Information (which in the judgment of the institution is reliable) provided by the family member of a withdrawn student whom the institution is unable to contact is acceptable for documentation purposes.

DCB implemented the Return of Title IV waiver for Spring 2020 with the assumption that all on campus (Bottineau, Minot, or Valley City) students who had an unofficial withdraw did so because of COVID and the change in the way the classes were offered. If the student had an unofficial withdraw from an online class this assumption was not applied as their class offering did not change. If a student stated that COVID was the reason for the withdraw regardless of whether their classes were offered on-campus or online the Return of Title IV waiver was applied.

In June 2020 the timeline was extended for applying the Return of Title IV waiver. With the new timeline the Return of Title IV waiver could be applied to students who withdrew in summer or fall for reasons related to COVID. All withdraws from summer or fall that stated COVID was the reason for the withdraw had the Return of Title IV waiver applied. Since there was no change in instruction in summer or fall courses the assumption that all unofficial withdraws were because of COVID was not made.

In January 2021 the timeline was extended for applying the Return of Title IV waiver. The new timeframe for the Return of Title IV waiver was extended to September 30, 2021. Since there was no change in instruction in spring courses the assumption that all unofficial withdrawals were because of COVID was not made. The deadline for applying the Return of Title IV waiver to students in the 2019-2020 school year is still December 31, 2020.

Reporting Requirements

The CARES Act requires an institution to report to the Department information specific to each student for whom it was not required to return Title IV funds under the waiver exception (and for each student for which Title IV funds were previously returned and are now being redrawn). The Department has determined that reporting requirements under the CARES Act include:

- Identifying information for each student for whom R2T4 was waived under the CARES Act;
- The payment period “begin” and “end” dates for the period that the student did not complete as a result of the COVID-19 emergency;
- The amount of Title IV grant or loan assistance (other than Federal Work Study funds) that each such student received for the payment period in which he or she withdrew; and
- The total amount of Title IV grant or loan assistance that each institution has not returned to the Secretary as a result of the CARES Act provisions.

Institutions should retain this information for each student who withdraws and qualifies for an R2T4 waiver under the CARES Act, and should plan to provide, for each student, identifying information, payment period begin and end dates, and information regarding the Title IV grant and loan disbursements (except for Federal Work Study) that the student received for the payment period.

In order to fulfill the third reporting requirement, an institution must determine the total amount of grant and loan assistance that otherwise would have been returned, identified in Step 5 of the R2T4 calculation, had the calculation been performed. Therefore, it will continue to be necessary for institutions to perform an R2T4 calculation for each student covered by the CARES Act R2T4 waiver.

Upon receipt of information from an institution indicating that a covered student has withdrawn, the Department will cancel the entire amount of any disbursement of a Direct Loan borrowed by the student or his or her parent for the payment period or period of enrollment. Additionally, under Sections 3506 and 3507 of the CARES Act, the Department will exclude from a student’s Subsidized Loan usage and Pell Grant lifetime eligibility used (LEU) any payment period that the student does not complete due to a qualifying emergency. Additionally, the Department will cancel disbursements of TEACH Grants received by a covered student for the payment period or period of enrollment from which the student withdrew and restore grant eligibility for that amount.

The Department has issued this guidance regarding the implementation of the R2T4 waiver and the changes to COD to support the reporting requirements:

Reporting Requirements for Withdrawn Students who Qualify for Return of Title IV Waiver under the CARES Act

As noted in a May 15, 2020 Electronic Announcement posted on the Information for Financial Aid Professionals (IFAP) website, the CARES Act waives Return of Title IV Funds (R2T4) requirements for students whose withdrawals were related to the novel coronavirus disease (COVID-19) and provides that, for those students:

1. Direct Loan funds received for the period will be cancelled,
2. The period will not count toward the student’s Subsidized Loan usage for purposes of the 150% Direct Subsidized Loan Limit, and
3. Pell Grant funds received for the period will be excluded from the student’s Lifetime Eligibility Used (LEU).

The CARES Act requires schools to report to the Department of Education (the Department) information specific to each student for whom it was not required to return Title IV funds under the waiver exception (and for each student for which Title IV funds were previously returned and are now being redrawn). The law also requires schools to report to the Department the total amount of Title IV grant or loan assistance that was not returned as a result of the CARES Act provisions.

We will implement COD System functionality to support reporting requirements for the CARES Act in two phases. This first phase will be implemented on Aug. 2, 2020. The second phase is planned for late September.

Coronavirus Indicator

Beginning Aug. 2, 2020, the COD website will be updated to include a new Coronavirus Indicator (in the form of a checkbox). A school will use the checkbox to indicate that an aid recipient's **actual** disbursement qualifies for Direct Loan cancellation (and the exclusion from the Direct Loan annual limits and Subsidized Loan usage calculations), and the exclusion from Pell Grant LEU calculations and TEACH Grant award limits. A school should select the Coronavirus Indicator when

- An aid recipient began attendance in a payment period or period of enrollment,
- the aid recipient withdrew during that period due to the COVID-19 pandemic,
- the actual disbursement was made for that period (the Disbursement Release Indicator (DRI) is set to "True"), and
- the disbursement's payment period start date is a date from July 1, 2019 to Dec. 31, 2020. As noted in a Sept. 23, 2020 Electronic Announcement, we expanded the payment period start date window from Jan. 1, 2020 to July 1, 2019.
Note: The Payment Period Start Date is a required field for all disbursements that are marked with the Coronavirus Indicator (set to "true").
- As noted in the January 22, 2021 Electronic Announcement, the timeframe for applying the Coronavirus Indicator for the 2020-2021 Award Year was extended to Sept. 30, 2021. There was no change to the December 31, 2020 deadline for adding the Coronavirus Indicator for the 2019-2020 Award Year.

Once the Coronavirus Indicator is set and accepted by the COD System, a school will not be able to submit any further maintenance on that disbursement record.

In addition, once the Coronavirus Indicator is set, it cannot be "unchecked." Schools will be able to mark the checkbox on the Update Disbursement Information page. The Coronavirus Indicator will be displayed (as view-only) on the following pages: Award Disbursement Information, Disbursement Information, Disbursement History Information, Batch View Record Information, and Batch View Disbursement Information.

The Coronavirus Indicator will only be available on the COD website. It will not be a new tag on the Common Record and will not be returned to schools in the Common Record or web responses. The Coronavirus Indicator will be used for eligible disbursements for Direct Loan for the 2018-19 Award Year and forward, and TEACH Grant, or Pell Grant and Iraq and Afghanistan Service Grant awards for the 2019-20 Award Year and forward.

If a disbursement is flagged with the Coronavirus Indicator, the COD System will create a new system-generated, non-financial type disbursement sequence number, beginning with number 66. For cases in which a disbursement has a previous system-generated sequence number, the COD System will use the next available sequence number (up to 89).

A disbursement flagged with the Coronavirus Indicator will also trigger the following actions—

- For Pell Grant disbursements, we will adjust the LEU for the percentage represented by the flagged disbursement(s). Once the adjustment is made, it will be viewable on the LEU History page and will be identified by the "Disaster Relief" Adjustment Type.

- For Iraq and Afghanistan Service Grant disbursements, we will adjust the LEU through a manual process as there is no automated restoration of LEU for these grants. In addition, the detailed LEU adjustment will not be viewable on the LEU History page.
- For Direct Loan disbursements, we will remove the flagged disbursement from the annual loan limit and Subsidized Usage calculations (this may include systematically changing the Financial Award period start and end dates), and we will notify the appropriate federal loan servicer that the disbursement(s) has been discharged.
- For TEACH Grant disbursements, we will remove the flagged disbursement from the TEACH Grant award limits, and we will notify the TEACH Grant servicer that the disbursement has been cancelled.

If a disbursement is not flagged with the Coronavirus Indicator, the COD System will process the disbursement under existing business rules. The Coronavirus Indicator is not a required data element and can be blank if it is not applicable.

COD System Changes Planned for Phase Two – Fall 2020

In fall 2020, we plan to implement additional COD System functionality to support reporting requirements for the CARES Act, including updates to the SULA calculator and a new school report. We will also begin to pass information about disbursements marked with the Coronavirus Indicator to the National Student Loan Data System (NSLDS®).

In addition, to provide schools with a mechanism for reporting the amount of Title IV grant or loan assistance not returned due to the CARES Act provisions, we plan to make changes to the Return of Title IV (R2T4) calculator to allow schools to perform an RT24 calculation specifically for aid recipients who withdrew due to COVID-19-related circumstances. Schools will be required to use the calculator for all aid recipients who withdrew due to COVID-19; however, these calculations will only be used for reporting purposes. We anticipate making the following updates—

- The COD R2T4 calculator will be updated to incorporate a new Coronavirus Indicator checkbox. The checkbox will be available for the 2019–20 Award Year and forward.
- The R2T4 Review Calculation page will be updated to include a Coronavirus Indicator field.
- The R2T4 Reports page will be updated to allow users to search for calculations with disbursements marked with the new Coronavirus Indicator.

We plan to add some training material specifically about the changes to the R2T4 calculator and will provide additional guidance

Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) & COVID-19 Policies

The Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) Higher Education Emergency Relief Fund-IHE/Student Aid provides funding to institutions to provide emergency financial aid grants to students whose lives have been disrupted, many of whom are facing financial challenges and struggling to make ends meet. Students cannot apply for assistance directly from the U.S. Department of Education but should contact their institutions for further information and guidance. Institutions have the responsibility of determining how grants will be distributed to students, how the amount of each student grant is calculated, and the development of any instructions or directions that are provided to students about the grant.

CRRSAA requires that institutions prioritize students with exceptional need, such as students who receive Pell Grants, in awarding financial aid grants to students. However, students do not need to be only Pell recipients or students who are eligible for Pell grants. In addition, the CRRSAA explicitly provides that financial aid grants to students may be provided to students exclusively enrolled in distance education. Institutions may not (1) condition the receipt of financial aid grants to students on continued or future enrollment in the institution, (2) use the financial aid grants to satisfy a student's outstanding account balance, unless it has obtained the student's written (or electronic), affirmative consent, or (3) require such consent as a condition of receipt of or eligibility for the financial aid grant. Institutions should carefully document how they prioritize students with exceptional need in distributing financial aid grants to students, as the Department intends to establish reporting requirements regarding the distribution of financial aid grants to students consistent with section 314(e) of CRRSAA. Financial aid grants for students may be used for any component of the student's cost of attendance or for emergency costs that arise due to coronavirus, such as tuition, food, housing, health care (including mental health care) or child care.

Higher Education Emergency Relief Fund II (HEERF II) Awarding Policy

Dakota College at Bottineau has received \$117,215 in CRRSAA HEERF II funding to be spent on student stimulus payments. Approximately 90% of the funds will be disbursed to students who have the greatest need (i.e., are Pell Grant eligible). The amount being disbursed to Pell Grant recipients will be \$103,872. Student must have submitted a FAFSA by February 7th, 2021 to be eligible for this block grant. The remaining funds will be available by application for students who are not Pell grant eligible or are Pell grant eligible but did not have a FAFSA submitted before February 7th, 2021. This portion of the student stimulus payment will be handed out on a first come first serve basis until all the money is disbursed. This portion of the grant equals \$13,343. On a weekly basis as applications are received they will be reviewed by the dean of academic and student affairs, the financial aid director and the financial aid assistant.

Block Grants for Pell Eligible Students

Student who have submitted a FAFSA, are enrolled in 6 or more credits in the spring 2021 semester and are Pell eligible will receive a block grant in the amount of \$541. This block grant is being given with the assumption that students who have the greatest need, as determined by the FAFSA, have expenses that are not covered by the financial aid offered or other sources of income. Because this is a block grant students must have had a FAFSA submitted by February 7th to qualify.

Application Criteria for Non-Pell Eligible Students and Pell Eligible Students who did not receive Block Grant Funding

Students must make an application for consideration of the HEERF Grant. They are only eligible to apply for this funding if they were not eligible for the block grant supplied to Pell eligible students and meet the following requirements:

- Have a valid 2020-2021 Free Application for Federal Student Aid (FAFSA) on file with DCB.
- Must be a U.S. citizen or eligible non-citizen.
 - While the CRRSAA does not require students to complete FAFSA to receive funds, the only way we can determine if a student meets the citizenship requirement in an automated

fashion is for a FAFSA to be filed. Upon filing the FAFSA, the federal government conducts a Citizenship Database Match on each application. When the FAFSA data is received by DCB, it indicates whether or not the student passes the citizenship match.

- Must be enrolled in a Financial Aid eligible degree seeking program.
- Must be enrolled in a minimum of 6 credits during the spring 2021 semester.
- Student must not have withdrawn from spring 2021 semester.

Funds will be awarded on a first come first serve basis until all funds are expended. The Federal HEERF II Emergency Grant is awarded on a one-time basis, and is not renewable. Due to limited funding, award amounts are not negotiable at this time.

Student emergency relief funds will be paid directly to students unless they indicate in writing that they would like the funds applied to their account. Students receiving the block grant will be sent an email before the funds are disbursed asking if they would like their grant applied to their bill or sent directly to them. Students submitting an application will have the option on the application to select that they would like the grant applied to their bill.

Block Grant email - Pell Eligible Students

Good Morning,

The Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) Higher Education Emergency Relief Fund- IHE/Student Aid provides funding to institutions to provide emergency financial aid grants to students whose lives have been disrupted, many of whom are facing financial challenges and struggling to make ends meet. CRRSAA requires that institutions prioritize students with exceptional need, such as students who receive Pell Grants, in awarding financial aid grants to students.

Students who have submitted a FAFSA, are enrolled in 6 or more credits in the spring 2021 semester and are Pell eligible will receive a block grant in the amount of \$541. This block grant is being given with the assumption that students who have the greatest need, as determined by the FAFSA, have expenses that are not covered by the financial aid offered or other sources of income.

Financial aid grants for students may be used for any component of the student's cost of attendance or for emergency costs that arise due to coronavirus, such as tuition, food, housing, health care (including mental health care) or child care.

Student emergency relief funds will be paid directly to students unless they indicate in writing that they would like the funds applied to their account.

If you would like your HEERF II grant applied to your bill at Dakota College at Bottineau please reply back to this email and include this statement:

YES, please apply my HEERF II Grant to my bill.

This is your consent to apply your \$541 grant to your total owed.

Email consent must be received back before Thursday March 11th.

Thank you,

Students Receiving Email

(Student Name),

Subject: Higher Education Emergency Relief Grant II

You are receiving this email because your block grant in the amount of \$541 was disbursed from financial aid to your account. This block grant is being given with the assumption that students who have the greatest need, as determined by the FAFSA, have expenses that are not covered by the financial aid offered or other sources of income.

Student should not expect to see any grant payment checks or direct deposits until at least March 22, 2021.

If you have questions about how your grant will be sent please contact the business office at 701-228-5430.

Financial aid grants for students may be used for any component of the student's cost of attendance or for emergency costs that arise due to coronavirus, such as tuition, food, housing, health care (including mental health care) or child care.

We recognize that these funds may not be enough to address all the hardships faced by Dakota College at Bottineau students. Still, we hope that these resources reduce the burdens faced by you, including paying for your education.

Sincerely,
Dakota College at Bottineau

HEERF II Application

On March 17, 2021 an email was sent to students who would qualify to apply for the remaining HEERF II grant, in the amount of \$13,343. This included students who had submitted a FAFSA, who did not receive a block grant, and had more than 6 credits. 25 students submitted applications to receive funds. The minimum requested was \$500. The HEERF Committee, consisting of the Dean of Academic and Student Affairs, financial aid director, and financial aid assistant, met and determined that all the students requests were valid. We determined that we could award each student \$500. This disbursement happened on 04/06/2021 in the amount of \$12,500. DCB still had a remaining \$843 left to disburse. Over the next week DCB received an additional 5 applications. Reviewing the applications we determined that we could give each student a small amount of money. Students with an EFC below 20,000 would receive \$214.34 or 214.33 and the students with EFC's above 20,000 would receive \$100. This would spend the remaining HEERF II money available. The amount of \$843 was disbursed on April 13, 2021.

Application Email

Good Afternoon,

The Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) Higher Education Emergency Relief Fund (HEERF II)-IHE/Student Aid provides funding to institutions to provide emergency financial aid grants to students whose lives have been disrupted, many of whom are facing financial challenges and struggling to make ends meet. Financial aid grants for students may be used for any component of the student's cost of attendance or for emergency costs that arise due to coronavirus, such as tuition, food, housing, health care (including mental health care) or child care.

Students must make an application for consideration of the HEERF II Grant. Students who received the block grant are not eligible to apply for additional funding at this time.

HEERF II Application

<https://www.dakotacollege.edu/student-life/student-forms/HEERF>

Students who have submitted a FAFSA, did not receive a block grant, and are enrolled in 6 or more credits in the spring 2021 semester are eligible to apply.

Student emergency relief funds will be paid directly to students unless they indicate in writing that they would like the funds applied to their account.

Funds will be awarded on a first come first serve basis until all funds are expended.

Thank you,

Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) and Higher Education Emergency Relief Funding II (HEERF II)

Student eligibility for Federal Emergency Relief Grants

The Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) Higher Education Emergency Relief Fund-IHE/Student Aid provides funding to institutions to provide emergency financial aid grants to students whose lives have been disrupted, many of whom are facing financial challenges and struggling to make ends meet.

Students must:

- Have a valid 2020-2021 Free Application for Federal Student Aid (FAFSA) on file with DCB.
- Must be a U.S. citizen or eligible non-citizen.
 - ✦ While the CRRSAA does not require students to complete FAFSA to receive funds, the only way we can determine if a student meets the citizenship requirement in an automated fashion is for a FAFSA to be filed. Upon filing the FAFSA, the federal government conducts a Citizenship Database Match on each application. When the FAFSA data is received by DCB, it indicates whether or not the student passes the citizenship match.
- Must be enrolled in a Financial Aid eligible degree seeking program.
- Must be enrolled in a minimum of 6 credits during the spring 2021 semester.
- Student must not have withdrawn from spring 2021 semester..

Consumer information

Funds will be awarded on a first come first serve basis until all funds are expended. The Federal HEERF II Emergency Grant is awarded on a one-time basis, and is not renewable. Due to limited funding, award amounts are not negotiable at this time.

Grant value and receipt of funds

The value of this grant may vary based upon your unique circumstances. Submitting an application does not guarantee approval of the requested funds. Once the review is complete, students will receive an email to their email account regarding their grant eligibility.

Applying grant funding to bill

If you owe an outstanding balance to DCB, these funds are eligible to be applied to any balance you have with DCB.

Students will need to opt in to use these funds to pay their bill. There is an acceptance on the form that allows you to opt in to apply this grant to your bill.

I have read and understand the above information.

Student Emergency Relief Fund Application

First Name: _____

Last Name: _____

EMPL ID: _____

Phone Number: _____

Email: _____

Emergency Fund Request

Have you completed a FAFSA for 2020-2021?: Yes / No

Are you enrolled in classes during Spring 2021?:

of credits: _____

Amount Requested: _____

Eligible Expenses* (Mark all that apply):

- Tuition
- Food
- Housing
- Course materials
- Technology
- Health care
- Child care
- Mental Healthcare
- Emergency cost (Please describe the expense)

The CRRSAA requires that school prioritize students with exceptional need, please explain how this money would help with expenses you may have due to COVID-19. If possible give examples of the expenses.:

*Additional documentation may be requested in certain instances.

Yes/No I would like the HEERF II Grant payment applied to my bill with Dakota College at Bottineau. **

**Answering yes, typing your name and submitting this form means that you agree to apply this grant payment towards your bill.

Signature: _____

Students Receiving Application Emails

\$500

You are receiving this email because your application for **HEERF II** grant money was approved in the amount of \$500, this will be disbursed from financial aid to your account. Financial aid grants for students may be used for any component of the student's cost of attendance or for emergency costs that arise due to coronavirus, such as tuition, food, housing, health care (including mental health care) or child care.

If you have questions about how your grant will be sent please contact the business office at 701-228-5430.

We recognize that these funds may not be enough to address all the hardships faced by Dakota College at Bottineau students. Still, we hope that these resources reduce the burdens faced by you, including paying for your education.

Sincerely,
Dakota College at Bottineau

\$100

Good Morning,

You are receiving this email because your application for HEERF II grant money was approved in the amount of \$100, this will be disbursed from financial aid to your account. Financial aid grants for students may be used for any component of the student's cost of attendance or for emergency costs that arise due to coronavirus, such as tuition, food, housing, health care (including mental health care) or child care.

If you have questions about how your grant will be sent please contact the business office at 701-228-5430.

We recognize that these funds may not be enough to address all the hardships faced by Dakota College at Bottineau students. Still, we hope that these resources reduce the burdens faced by you, including paying for your education.

Sincerely,
Dakota College at Bottineau

\$214.34

Good Morning,

You are receiving this email because your application for HEERF II grant money was approved in the amount of \$214.34, this will be disbursed from financial aid to your account. Financial aid grants for students may be used for any component of the student's cost of attendance or for emergency costs that arise due to coronavirus, such as tuition, food, housing, health care (including mental health care) or child care.

If you have questions about how your grant will be sent please contact the business office at 701-228-5430.

We recognize that these funds may not be enough to address all the hardships faced by Dakota College at Bottineau students. Still, we hope that these resources reduce the burdens faced by you, including paying for your education.

Sincerely,
Dakota College at Bottineau

\$214.33

Good Morning,

You are receiving this email because your application for HEERF II grant money was approved in the amount of \$214.33, this will be disbursed from financial aid to your account. Financial aid grants for students may be used for any component of the student's cost of attendance or for emergency costs that arise due to coronavirus, such as tuition, food, housing, health care (including mental health care) or child care.

If you have questions about how your grant will be sent please contact the business office at 701-228-5430.

We recognize that these funds may not be enough to address all the hardships faced by Dakota College at Bottineau students. Still, we hope that these resources reduce the burdens faced by you, including paying for your education.

Sincerely,
Dakota College at Bottineau

American Rescue Plan (ARP) & COVID-19 Policies

The Higher Education Emergency Relief Fund III (HEERF III) is authorized by the American Rescue Plan (ARP), Public Law 117-2, signed into law on March 11, 2021, providing \$39.6 billion in support to institutions of higher education to serve students and ensure learning continues during the COVID-19 pandemic. HEERF III provides funding to institutions to provide emergency financial aid grants to students whose lives have been disrupted, many of whom are facing financial challenges and struggling to make ends meet. Students cannot apply for assistance directly from the U.S. Department of Education but should contact their institutions for further information and guidance. Institutions have the responsibility of determining how grants will be distributed to students, how the amount of each student grant is calculated, and the development of any instructions or directions that are provided to students about the grant.

ARP funds are in addition to funds authorized by the Coronavirus Response and Relief Supplemental Appropriations Act, 2021 (CRRSAA), Public Law 116-260 and the Coronavirus Aid, Recovery, and Economic Security (CARES) Act, Public Law 116-136. Emergency funds available to institutions and their students under all emergency funds total \$76.2 billion.

As under the CRRSAA, institutions are directed with the ARP funds to prioritize students with exceptional need, such as students who receive Pell Grants or are undergraduates with extraordinary financial circumstances in awarding emergency financial aid grants to students. Beyond Pell eligibility, other types of exceptional need could include students who may be eligible for other federal or state need-based aid or have faced significant unexpected expenses, such as the loss of employment (either for themselves or their families), reduced income, or food or housing insecurity. In addition, the CRRSAA and ARP explicitly state that emergency financial aid grants to students may be provided to students exclusively enrolled in distance education provided the institution prioritizes exceptional need. Institutions may not (1) condition the receipt of financial aid grants to students on continued or future enrollment in the institution, (2) use the financial aid grants to satisfy a student's outstanding account balance, unless it has obtained the student's written (or electronic), affirmative consent, or (3) require such consent as a condition of receipt of or eligibility for the financial aid grant. Institutions should carefully document how they prioritize students with exceptional need in distributing financial aid grants to students, as the Department intends to establish reporting requirements regarding the distribution of financial aid grants to students consistent with section 314(e) of CRRSAA. Financial aid grants for students may be used for any component of the student's cost of attendance or for emergency costs that arise due to coronavirus, such as tuition, food, housing, health care (including mental health care) or child care.

Higher Education Emergency Relief Fund III (HEERF III) Awarding Policy

Dakota College at Bottineau has received \$661,607 in ARP HEERF III funding to be spent on student stimulus payments. During summer 2021 semester Dakota College at Bottineau will be awarding block grants to students who are pell eligible. \$81,000 was awarded to students who were Pell eligible in Summer of 2021. \$322,500 in block grant and \$151,807 was awarded to students who submitted applications for the funding in Fall 2021. \$106,300 will be given to students in Spring 2022 semester, the money will be given between block grants and student applications.

Block Grants for Pell Eligible Students

Student who have submitted a FAFSA, are enrolled for summer 2021 semester and are Pell eligible will receive a block grant based on their enrollment. This block grant is being given with the assumption that students who have the greatest need, as determined by the FAFSA, have expenses that are not covered by financial aid offered or other sources of income. Because this is a block grant students must have had a FAFSA submitted by June 16th to qualify. Block grants for Pell Eligible students will be in the following amounts: \$500 for 1 to 5 credits, \$1000 for 6 to 8 credits, \$1500 for 9 to 11 credits, and \$2000 for 12 or more credits.

Student emergency relief funds will be paid directly to students unless they indicate in writing that they would like the funds applied to their account. Students receiving the block grant will be sent an email

before the funds are disbursed asking if they would like their grant applied to their bill or sent directly to them.

Student who have submitted a FAFSA and are enrolled for Fall 2021 semester and are Pell eligible will receive a block grant based on their enrollment. This block grant is being given with the assumption that students who have the greatest need, as determined by the FAFSA, have expenses that are not covered by financial aid offered or other sources of income. Because this is a block grant students must have had a FAFSA submitted before September 7th, 2021 to qualify. Block grants for Pell Eligible students will be in the following amounts: \$500 for 1 to 5 credits, \$1000 for 6 to 8 credits, \$1500 for 9 to 11 credits, and \$2000 for 12 or more credits.

Student who have submitted a FAFSA, are enrolled for Spring 2022 semester, have not already received \$3500 or more in HEERF and are Pell eligible will receive a block grant based on their enrollment. This block grant is being given with the assumption that students who have the greatest need, as determined by the FAFSA, have expenses that are not covered by financial aid offered or other sources of income. Because this is a block grant students must have had a FAFSA submitted before February 3, 2022 to qualify. Block grants for Pell Eligible students will be in the following amounts: \$150 for 1 to 5 credits, \$350 for 6 to 8 credits, \$450 for 9 to 11 credits, and \$550 for 12 or more credits.

Application Criteria for Non-Pell Eligible Students, Pell Eligible Students who did not receive Block Grant Funding or Students who did not submit a FAFSA.

Students must make an application for consideration of the HEERF Grant. They are only eligible to apply for this funding if they were not eligible for the block grant supplied to Pell eligible students and meet the following requirements:

- Must be enrolled in a degree seeking program.
- Must be enrolled in fall 2021 semester (any number of credits).

Funds will be awarded on a first come first serve basis until all funds are expended. The Federal HEERF III Emergency Grant is awarded on a one-time basis, and is not renewable. Due to limited funding, award amounts are not negotiable at this time.

Students who have not submitted a FAFSA are still eligible to submit an application but may be asked to provide additional financial information. Students who do not have a FAFSA must also describe in detail how their financial situation has changed due to COVID.

Student emergency relief funds will be paid directly to students unless they indicate in writing that they would like the funds applied to their account. Students receiving the block grant will be sent an email before the funds are disbursed asking if they would like their grant applied to their bill or sent directly to them. Students submitting an application will have the option on the application to select that they would like the grant applied to their bill.

Students must make an application for consideration of the HEERF Grant. They are only eligible to apply for this funding if they were not eligible for the block grant supplied to Pell eligible students, have not received over \$3500 in HEERF and meet the following requirements:

- Must be enrolled in a degree seeking program.
- Must be enrolled in spring 2022 semester (any number of credits).

Funds will be awarded on a first come first serve basis until all funds are expended. The Federal HEERF III Emergency Grant is awarded on a one-time basis, and is not renewable. Due to limited funding, award amounts are not negotiable at this time.

Students who have not submitted a FAFSA are still eligible to submit an application but may be asked to provide additional financial information. Students who do not have a FAFSA must also describe in detail how their financial situation has changed due to COVID.

Student emergency relief funds will be paid directly to students unless they indicate in writing that they

would like the funds applied to their account. Students receiving the block grant will be sent an email before the funds are disbursed asking if they would like their grant applied to their bill or sent directly to them. Students submitting an application will have the option on the application to select that they would like the grant applied to their bill.

HEERF III Letters/Emails

Good Morning,

The American Rescue Plan (ARP) Higher Education Emergency Relief Fund provides monies to institutions for emergency financial grants to students whose lives have been disrupted, many of whom are facing financial challenges and struggling to make ends meet. ARP requires that institutions prioritize students with exceptional need, such as students who receive Pell Grants, in awarding financial grants to students. Students who have submitted a FAFSA, are enrolled in the summer 2021 semester and are Pell eligible will receive a block grant based on the number of credits in which they are enrolled. This block grant is being given with the assumption that students who have the greatest need, as determined by the FAFSA, have expenses that are not covered by the financial aid offered or other sources of income.

Block Grants will be given in the following amounts:

1 to 5 credits- \$500

6 to 8 credits- \$1000

9 to 11 credits- \$1500

12 or more credits- \$2000

Financial grants for students may be used for any component of the student's cost of attendance or for emergency costs that arise due to coronavirus, such as tuition, food, housing, health care (including mental health care) or child care.

Student emergency relief funds will be paid directly to students **unless they indicate in writing that they would like the funds applied to their account.**

If you would like your HEERF III grant applied to your bill at Dakota College at Bottineau please reply back to this email and include this statement:

YES, please apply my HEERF III Grant to my bill.

Email consent must be received back before **Thursday July 1st.**

This grant will be disbursed July 9th.

Thank you,
Dakota College at Bottineau

Good Morning,

You are receiving this email because your block grant in the amount of \$500 (\$1000, \$1500, \$2000) was disbursed to your student account. This block grant is being given with the assumption that students who have the greatest need, as determined by the FAFSA, have expenses that are not covered by the financial aid offered or other sources of income.

Unless you have notified us that you would like this amount applied towards your student bill you will receive this amount directly. This should be sent to you how you usually get your refunds, i.e., if you usually get direct deposit this is how this will also go.

If you have questions on how your account is set up please contact the business office at 701-228-5430.

The HEERF III grant can be used for any component of the students' cost of attendance or for emergency costs that arise due to coronavirus, such as tuition, food, housing, health care (including mental health care) or child care.

We recognize that these funds may not be enough to address all the hardships faced by Dakota College at Bottineau students. Still we hope that these resources will reduce the burdens face by you, including paying for your education.

Thank you,
Dakota College at Bottineau

Greetings,

The American Rescue Plan (ARP) Higher Education Emergency Relief Fund provides monies to institutions for emergency financial grants to students whose lives have been disrupted, many of whom are facing financial challenges and struggling to make ends meet. ARP requires that institutions prioritize students with exceptional need, such as students who receive Pell Grants, in awarding financial grants to students.

Students who have submitted a FAFSA, are enrolled in the Fall 2021 semester and are Pell eligible will receive a block grant based on the number of credits in which they are enrolled. This block grant is being given with the assumption that students who have the greatest need, as determined by the FAFSA, have expenses that are not covered by the financial aid offered or other sources of income.

Block Grants will be given in the following amounts:

1 to 5 credits- \$500

6 to 8 credits- \$1000

9 to 11 credits- \$1500

12 or more credits- \$2000

Financial grants for students may be used for any component of the student's cost of attendance or for emergency costs that arise due to coronavirus, such as tuition, food, housing, health care (including mental health care) or child care.

Student emergency relief funds will be paid directly to students unless they indicate in writing that they would like the funds applied to their account.

If you would like your HEERF III grant applied to your bill at Dakota College at Bottineau please reply back to this email and include this statement:

YES, please apply my HEERF III Grant to my bill.

Email consent must be received back by Tuesday, September 21st .

This grant will be disbursed September 23th.

Thank you,
Dakota College at Bottineau

Good Morning,

You are receiving this email because your block grant in the amount of \$500 (\$1000, \$1500, \$2000) was disbursed to your student account. This block grant is being given with the assumption that students who have

the greatest need, as determined by the FAFSA, have expenses that are not covered by the financial aid offered or other sources of income.

Unless you have notified us that you would like this amount applied towards your student bill you will receive this amount directly. This should be sent to you how you usually get your refunds, i.e., if you usually get direct deposit this is how this will also go.

If you have questions on how your account is set up please contact the business office at 701-228-5430.

The HEERF III grant can be used for any component of the students' cost of attendance or for emergency costs that arise due to coronavirus, such as tuition, food, housing, health care (including mental health care) or child care.

We recognize that these funds may not be enough to address all the hardships faced by Dakota College at Bottineau students. Still we hope that these resources will reduce the burdens face by you, including paying for your education.

Thank you,
Dakota College at Bottineau

Good Morning,
You are receiving this email because your HEERF application was approved in the amount of \$XXX, this amount was disbursed to your student account.

Unless you have notified us that you would like this amount applied towards your student bill you will receive this amount directly. This should be sent to you how you usually get your refunds, i.e., if you usually get direct deposit this is how this will also go.

If you have questions on how your account is set up please contact the business office at 701-228-5430.

The HEERF III grant can be used for any component of the students' cost of attendance or for emergency costs that arise due to coronavirus, such as tuition, food, housing, health care (including mental health care) or child care.

We recognize that these funds may not be enough to address all the hardships faced by Dakota College at Bottineau students. Still we hope that these resources will reduce the burdens face by you, including paying for your education.

Thank you,
Dakota College at Bottineau

Good Morning,

The American Rescue Plan (ARP) Higher Education Emergency Relief Fund provides monies to institutions for emergency financial grants to students whose lives have been disrupted, many of whom are facing financial challenges and struggling to make ends meet. ARP requires that institutions prioritize students with exceptional need, such as students who receive Pell Grants, in awarding financial grants to students.

Students who have submitted a FAFSA, are enrolled in the Spring 2022 semester, have not received \$3500 in HEERF already and are Pell eligible will receive a block grant based on the number of credits in which they are enrolled. This block grant is being given with the assumption that students who have the greatest need, as determined by the FAFSA, have expenses that are not covered by the financial aid offered or other sources of income.

Block Grants will be given in the following amounts:

1 to 5 credits- \$250

6 to 8 credits- \$350

9 to 11 credits- \$450

12 or more credits- \$550

Financial grants for students may be used for any component of the student's cost of attendance or for emergency costs that arise due to coronavirus, such as tuition, food, housing, health care (including mental health care) or child care.

Student emergency relief funds will be paid directly to students unless they indicate in writing that they would like the funds applied to their account.

If you would like your HEERF III grant applied to your bill at Dakota College at Bottineau please reply back to this email and include this statement:

YES, please apply my HEERF III Grant to my bill.

Email consent must be received back by Thursday, February 17th .

This grant will start being disbursed Tuesday February 22nd.

Thank you,
Dakota College at Bottineau

Good Morning,

The American Rescue Plan (ARP) Higher Education Emergency Relief Fund provides monies to institutions for emergency financial grants to students whose lives have been disrupted, many of whom are facing financial challenges and struggling to make ends meet. HEERF III may be used for any component of the student's cost of attendance or for emergency costs that arise due to coronavirus, such as tuition, food, housing, healthcare (including mental health care) or child care.

Students must make an application for consideration of HEERF III. Students who received the block grant are not eligible to apply for additional funding at this time.

HEERF III Application:

<https://www.dakotacollege.edu/student-life/student-forms/HEERF>

Students who are enrolled in a minimum of 1 credits, in a degree seeking program and have not already received \$3500 in HEERF are eligible to submit an application. Submitting an application does not guarantee approval of the requested funds.

Student emergency relief funds will be paid directly to students **unless they indicate on the application that they would like the funds applied to their account.**

Applications review will start February 22nd. Students will receive an email to their email account after the application has been reviewed and an amount for the funding determined.

Thank you,
Dakota College at Bottineau

Good Morning,

You are receiving this email because your block grant in the amount of \$250 (\$350, \$450, \$550) was disbursed to your student account. This block grant is being given with the assumption that students who have the greatest need, as determined by the FAFSA, have expenses that are not covered by the financial aid offered or other sources of income.

Unless you have notified us that you would like this amount applied towards your student bill you will receive this amount directly. This should be sent to you how you usually get your refunds, i.e., if you usually get direct deposit this is how this will also go.

If you have questions on how your account is set up please contact the business office at 701-228-5430.

The HEERF III grant can be used for any component of the students' cost of attendance or for emergency costs that arise due to coronavirus, such as tuition, food, housing, health care (including mental health care) or child care.

We recognize that these funds may not be enough to address all the hardships faced by Dakota College at Bottineau students. Still we hope that these resources will reduce the burdens face by you, including paying for your education.

Thank you,
Dakota College at Bottineau

Good Morning,

You are receiving this email because your HEERF application was approved in the amount of \$XXX, this amount was disbursed to your student account.

Unless you have notified us that you would like this amount applied towards your student bill you will receive this amount directly. This should be sent to you how you usually get your refunds, i.e., if you usually get direct deposit this is how this will also go.

If you have questions on how your account is set up please contact the business office at 701-228-5430.

The HEERF III grant can be used for any component of the students' cost of attendance or for emergency costs that arise due to coronavirus, such as tuition, food, housing, health care (including mental health care) or child care.

We recognize that these funds may not be enough to address all the hardships faced by Dakota College at Bottineau students. Still we hope that these resources will reduce the burdens face by you, including paying for your education.

Thank you,
Dakota College at Bottineau