



Financial Aid

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Satisfactory Academic Progress for Financial Aid Policy

To qualify for financial aid, you must successfully complete (i.e. pass) at least two thirds of the credits you were enrolled in (referred to as Pace of Progression) as of the tenth day of the quarter with no less than a 2.0 grade point average (GPA). You must complete your program after attempting no more than 150% of the units required for the program (referred to as Maximum Time Frame). Additionally, you must maintain a cumulative GPA of 2.0 and a cumulative Pace of Progression of 67%.

Definitions

Appeal: The form and process used to request reinstatement of financial aid eligibility after suspension or dismissal. The YVC appeal form is called the Appeal for Financial Aid Reinstatement. Appeals received on or after the mid-point of the quarter must include mid-term grades or communications from instructors indicating current academic progress in classes.

Enrolled units: The number units of in which you begin attendance at the start of the quarter.

Funded units: Funded units are the number of units for which you receive funding. The unit level for funding is established on the tenth day of the quarter (census date) or on the day aid is processed while the quarter is in session, whichever is later. Washington State aid is not earned until enrollment reaches the census date.

Maximum time frame: Maximum time frame is a maximum number of units for which a student may receive financial aid, 150% of units required for degree. If, at any time, a review of progress shows that the student cannot complete the program within the maximum time frame, the student becomes ineligible for aid and will be notified of their ability to appeal. Maximum time frame is evaluated at the end of each quarter and is calculated using the total number of college-level units attempted, earned and transferred.

Pace of progression: At the end of each quarter, as well as cumulatively, must pass 67% of all units attempted. Pace of Progression is calculated using the total number of units earned divided by the cumulative units attempted. Pace of progression that is 66.5% or higher will be rounded to 67%.

Unacceptable grades that do not count as passed or completed: I (incomplete), W (withdrawal), F (fail), N (audit), V (stopped attending class without officially withdrawing), NC (no credit), * (missing grade), and any "academic renewal" notations.

Warning status: You will be placed on warning status if your quarterly or cumulative GPA falls to less than 2.0; if you pass 50-66% of the minimum number of units for which you registered; or if you fail to meet the 67% progression standard. When you are on warning, you may continue to receive financial aid, but you must rectify your status by the end of the following quarter or lose your eligibility. There is no appeal of Warning Status.

Suspension status: If you fail to make satisfactory progress while on warning status, or you complete fewer than 50% of your enrolled units, you will be placed on financial aid suspension. Under financial aid suspension, you lose financial aid eligibility until you successfully bring yourself back into compliance or you successfully appeal. Please see appeal standards below.

Probation status: If you can achieve good standing within one quarter and your appeal for financial aid reinstatement is approved, you may receive financial aid on probation for one quarter only. However, if you are not making progress at the end of the quarter, you will be placed on financial aid dismissal.

Academic Plan: If it will take more than one quarter to achieve good standing and your appeal for financial aid reinstatement is approved, you may receive financial aid while on an "academic plan." An academic plan enables a student to rebuild academic progress while receiving financial aid. The Financial Aid Office will describe the quarterly requirements to maintain eligibility under the plan. Deviation from the plan results in loss of eligibility.

Dismissal status: If you fail to meet the satisfactory progress requirements while on probation or an academic plan for financial aid, you will be placed on financial aid dismissal. Students on dismissal can appeal but must present detailed evidence of extenuating circumstances that are different from those cited in their previous appeal.

Monitoring Status and Regaining Satisfactory Academic Progress: Satisfactory Progress is assessed at the conclusion of each quarter and prior to the first quarter of funding for each student who will receive financial aid after attendance without financial aid funding.

Grade changes: Revisions may be made to your satisfactory progress standing if a grade was posted late due to an instructor's failure to submit final grades on time, or your grade was changed because the instructor made an error in calculating or posting your quarter grade. Both of these cases require the student to notify us that a grade has been corrected via the completion of an appeal form.

Appeal Process: If your financial aid eligibility is suspended or dismissed, you may appeal for reinstatement if unusual, unforeseeable, or unavoidable circumstances prevented your progress and the circumstances have been resolved. The appeal process requires that you explain



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and document the circumstances that hindered your progress and the remedies you have put in place so that you can meet the academic progress requirements your next term of enrollment. This provision is intended to accommodate students who fail to make progress due to a one-time unanticipated event such as an incapacitating illness or injury to the student or death of a close relative.

Regaining good standing for satisfactory progress: To regain satisfactory academic progress after being placed on warning, probation, or an academic plan, you must pass all the units you take with a quarterly GPA of 2.0 or higher in your next quarter of enrollment. A higher quarterly GPA may be required in some cases. Good standing requires pace of progression of 67% or higher, GPA of 2.0 or higher and the ability to complete your program within 150% of the required units. Failure to achieve good standing will initiate the next level of the academic progress sanctions. Your academic progress is reviewed at the end of each quarter and before the first quarter of financial aid for returning students without prior funding. If you bring yourself back in line with policy requirements using your own resources, you regain financial aid eligibility moving forward.

Repeating courses: Students receiving financial aid may repeat a passed class one additional time. A passed class is considered a D- or higher. Each repeated course counts as units attempted, but course units count as passed only once. Because repeating classes impacts both maximum time frame and pace of progression; it may jeopardize funding your program through to completion.

Transfer units: Units transferred to YVC are counted as units attempted and as units earned.

Below are some examples showing how the policy is applied.

*Not all examples are illustrated below

Enrollment/Aid Awarded	Successfully passed	Progress status
Units Enrolled at Census (10 th day of quarter)	67% or more units with 2.0 or higher GPA	Satisfactory
	Completion rate of 50-66% or GPA below 2.0	Warning (unless already on Warning)
	Completion rate less than 50% or cumulative GPA below 2.0	Suspension (or Dismissal if on Probation/Plan)

Time limits for completing your program with financial aid eligibility.

- You must complete your program of study within 150% of the normal time frame. For example, a 6-quarter program that is 90 units in length must be completed after attempting no more than 135 units. $90 \times 1.5 = 135$
- If at any time we determine that it is mathematically impossible for you to complete your program within the 150% maximum time frame, you will move to suspension and must appeal before receiving further aid.
- Additional time (50% up to 45 units) is granted for remedial classes (courses numbers 099 and below, i.e. Math 085). This can add up to 45 units of remedial coursework. As a result, some students may be funded for up to 45 remedial units and 150% of the required number of units for the program.
- Washington College Grant (WCG), College Bound Scholarship (CBS), and Passport to Careers (PTC) have maximum terms of eligibility of 18 full-time quarters. Similarly, the Federal Pell Grant has a lifetime usage limit of 18 full-time quarters.

Return to Title IV Policy

For federal financial aid, YVC is required to calculate the portion of financial aid that has been “earned” by any aid recipient who does not complete the quarter and determine if “unearned” aid must be returned by the school or the student. Recipients who do not begin attendance must repay any aid that was disbursed. Those who begin attendance, but withdraw from classes, are expelled, or otherwise stop participating, may owe a repayment based on “unearned” aid. The earned portion of aid is calculated by dividing the calendar days of attendance by the calendar days in the term (excluding any period of 5 or more consecutive days when classes are not held). If the student has completed more than 60% for federal aid, the student will not owe a repayment. But if the student did not attend beyond these benchmarks, the “unearned” aid percentage is calculated by subtracting the earned percent from 100%. For this policy, the “award amount” is the amount of grants and the net amount of any loans for which the student was eligible. All federal aid is included in the repayment calculation whether it was disbursed to the student’s account or directly to the student; however, 50% of federal grants are protected from student repayment for term start-up costs; work study earnings are not considered.

- For federal aid, YVC must return the unearned percentage of institutional costs charged by the school. The student is responsible for the remaining “unearned” amount of grant funds (after 50% is protected). If the student had loans, loan funds are repaid according to the loan’s promissory note.
- If attendance is verified but a last date of attendance is not established, 50% of aid must be returned. If the financial aid office is able to determine the last date of attendance, the office may recalculate the repayment amount based on this date.
- The Financial Aid Office must return Title IV funds to the program from which the student received aid in the following order, up to the net amount disbursed from each source: Unsubsidized Direct Loans, Subsidized Direct Loans, Federal Pell Grant, Iraq and Afghanistan Service Grant, and FSEOG.
- The Return of Title IV Aid calculation must be completed no later than 30 days after you officially withdraw or after the school becomes aware that you have ceased attendance. Unearned funds must be returned within 45 days of your withdrawal. You may do your own federal calculations by downloading the worksheet, Treatment of Title IV Funds When a Student Withdraws from a Credit-Hour Program, [here](#).

Examples

Example 1. Amy Student was awarded Federal Pell Grant, Supplemental Grant and a subsidized Direct Loan each quarter. In her second quarter, Amy became ill and missed 2 days of class in the second week. She tried to make up the class work but became ill again a month later and had to withdraw from classes. The day Amy withdrew was the 46th day of the term. There were 75 days in the term. Amy had attended 61% of the quarter ($46 \div 75 = 0.61333$) and did not have to repay any financial aid.

Example 2. Stuart Sample received a Pell Grant and Direct Loan of \$1000 each in the quarter. Stuart was in an accident and was forced to withdraw on the third day of the quarter. Since there were 75 days in the quarter, Stuart earned only 4% of his aid before the accident ($3 \div 75 = 0.0400$). Thus, the unearned portion of his aid was 96% or \$1920. Stuart’s institutional costs (tuition and fees) were \$750 for the quarter. YVC is required to refund to the federal government 96% of the \$750, or \$720, YVC reduced Stuart’s loan for the quarter from \$1000 to \$280 (net).

Since YVC returned \$720 of Direct Loans, Stuart’s potential obligation was reduced from \$1920 to \$1200. Stuart will already have to repay the remaining \$280 Direct Loan based on the promissory note he’s already signed, leaving a remaining obligation of \$920. Federal repayment rules protect 50% of federal grants for start of term costs. So \$500 of the Pell Grant is protected from repayment and Stuart will need to repay \$420 of his Pell Grant (the \$920 potential debt less the protected \$500). Since Stuart withdrew in the first week classes and he was entitled to 100% tuition refund. If Stuart applied the \$30 federal aid payment on his tuition account to his Pell Grant repayment obligation, his Pell Grant repayment would be reduced to \$390.

Example 3. Emmy Awardee was a student who withdrew on the 30th day of the quarter. Like Stuart, Emmy received \$1000 in Pell Grant and \$1000 in Direct Loan that quarter and was charged \$750 in tuition and fees. However, Emmy earned 40% of her financial aid ($30 \text{ days} \div 75 \text{ days} = 0.4000$) and 60% of her aid or \$1200 was “unearned”. YVC returned \$450 to her Direct Loan (60% of her \$750 charges), reducing her net loan for the quarter to \$550. Since she will repay the remaining \$550 Direct Loan according to her promissory note, her remaining obligation is just \$200. Since \$500 of her Pell Grant is protected (i.e. 50% of her federal grant), Emmy will not have to repay any Pell Grant. However, because Emmy did not withdraw until 30 days into the quarter, she is not entitled to a tuition refund. Therefore, of her \$750 tuition, \$450 was returned to the government; Emily now owes \$300 to YVC for her tuition.