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**Financial Aid Non-Attendance Adjustment Policy
2017-18 Graduate & Professional Studies Programs**

Per Department of Education Federal Regulations, Title IV funds (Pell, SEOG, TEACH Grants, Direct Subsidized and Unsubsidized student loans, and Plus loans) are awarded to a student with the expectation that the student will attend school for the entire period for which the aid is awarded. Tusculum College is an attendance taking institution and is charged with monitoring attendance. If a student does not complete all of the days in the academic period or semester, the Financial Aid Office must determine earned and unearned portions of Title IV aid as of the date the student ceased attendance.

In the case of non-attendance, the Financial Aid Office must know if a student plans to complete the semester within 14 days of the student’s last recorded date of attendance. The GPS program is structured so that students typically attend classes one night a week, with the options of attending multiple nights and/or online classes. **Not attending class(es) will result in an adjustment calculation being completed and possible reductions to a student’s financial aid. This can result in a large balance owed to Tusculum College as Federal and State funds may be reduced by the adjustments due to the lack of attendance.**

Example: Jane is registered for the following during the fall semester:
 *Session 1: 8/14 – 10/7 2 classes, 6 credit hours total (8 weeks)
 Session 2: 10/9 – 12/9 2 classes, 6 credit hours total (8 weeks)
 Across-Semester Course: 8/14 – 12/9 3 credit hours (16 weeks)*

* Jane completes both session 1 classes and earns passing grades.
* She then misses the first class of session 2 (10/9) and is marked absent (excused, emergency, unexcused all equal an absence under the Federal Regulations).
* The Financial Aid Office sends an email reminder**\*** about the importance of attending class.
* Due to an unforeseen circumstance, Jane is also marked absent for the second class of session 2 (10/16).

While Jane may have contacted her instructor, she has not contacted the Financial Aid Office to confirm that she will be completing the remainder of her courses in the semester.

The Financial Aid Office staff must adjust Jane’s financial aid based on the amount of the credit hours she has attempted, as well as the number of days the student has attended, to this point in the semester. **Dropping or not attending a class can change a student’s enrollment status from full-time to part-time and aid may have to be adjusted for this change.** The aid she’s not eligible for will be returned to the Department of Education and Jane will need to make payment arrangements for the bill she has now with the college.

**\***Due to the 14 day deadline and the limited timeframe to know whether an adjustment will be necessary, *the Financial Aid Office sends the email reminder about attendance after the first absence from a class.* Department of Education regulations about attendance do not differentiate between excused and unexcused absences for recalculation adjustment purposes.

If a student begins attendance again later in the semester, the Financial Aid Office will re-evaluate the student’s eligibility for aid and request funding to be returned to the student’s account based on the student’s enrollment status.