



Financial Aid Policy and Procedure Checklist

Learner must review and initial each line prior to entry and exit of the CAPS/APP program. By initialing each line, learner agrees, accepts and understands the terms and conditions of the outline policies.

Entry

_____ Learners are entitled to take up to three (3) leaves in a 12 month period. A Leave of Absence (LOA) is defined as an approved break in attendance longer than 29 consecutive days and not exceeding 180 calendar days in a 12 month period.

_____ All Leave of Absence (LOA) requests must be approved by the Financial Aid office prior to the leave.

_____ Learners on an approved LOA and receiving Federal Financial Aid will not be considered withdrawn and a return of funds will not be required.

_____ Learners receiving a New Jersey Tuition Assistance Grant (TAG) will forfeit their grant by taking an LOA.

_____ An LOA will be considered approved if Centenary College APP determines that there is a reasonable expectation that the learner will return. In addition, the learner must follow the Centenary College APP policy in requesting the LOA.

_____ To request an LOA the learner must submit to their Program Advisor, a written, signed, and dated request including the reason for the LOA with the expected date of return, no later than the learner's last date of attendance in the class. Should unforeseen circumstances prevent a learner from providing a request prior to the last day of attendance in the class, Centenary College APP may grant the LOA. Unforeseen circumstance may include medical and family emergencies, business travel, college course cancellation and/or facility closure, and natural disasters.

_____ The LOA will be based on the number of days between the last date attended and the date of re-entry. The count should be based on the number of days between the Last date of Attendance and the re-entry date. The first approved LOA and its associated LDA is used when determining the start date for the 12 month period.

_____ Learners who fail to return from an approved LOA will be administratively withdrawn from the program. The U.S. Department of Education will be notified and the grace period for the repayment of Title IV loans will begin as of the learner's last date of attendance. The Federal Return on Title IV Funds calculation will be completed as of the last date of attendance and any unearned funds will be returned to their federal and/or state source. **PLEASE NOTE: This process may create a balance due the college on your tuition account.**

_____ The LOA request will be forwarded to the Financial Aid Office for approval. Upon approval, the learner's account will be frozen and any unearned additional funds will no be disbursed or posted. Learners will not receive federal financial aid disbursements while on a LOA. A learner on an approved LOA will be considered enrolled and would be eligible for an in-college deferment for their learner financial assistance loans.

_____ Doubling up of classes often results in additional out-of-pocket expenses for the learner receiving financial aid (grants and loans). We recommend that before you decide to double up your classes you discuss this with your financial aid advisor. Contact 908-852-1400 ext 2351.

_____ If the break in attendance resulting from the change of cohort is greater than 29 days, you must complete the LOA Request Form.

_____ Learners who transition from the Associates Program to the Bachelors Program must contact the Financial Aid Office prior to the transition to discuss the impact on their financial aid.

ENTRY

Name (please print)

Date

Signature