When a student repeats any course or courses of any program, any grade(s) received during the repeated course(s) will replace any prior grade(s) for the same course(s). The grade(s) from the repeated course(s) will then be used to calculate the student’s GPA to determine if the student has achieved SAP.

Since denial status, academic warning and the repeating of any course(s) may affect a student’s financial aid eligibility, students in these situations are advised to contact the Financial Aid Department.

Transfer of Credits

Students pursuing diploma programs at the Specs Howard School must take those programs in their entirety. In most cases, no credit is granted for past experience or other academic activities. This ensures that all graduates have fulfilled the stated objectives of the course and that minimum training levels can be reported to prospective employers.

The following reflects changes to policies located on page 49-50 of the Specs Howard School catalog.

Return of Title IV Funds

The federally mandated Return of Title IV Funds policy applies to any student receiving federal financial aid who fails to complete the payment period/semester for which he or she was enrolled. Prior to the return of Title IV Funds calculations, the student’s last date of attendance must be calculated.

The last date of attendance can be calculated in one two ways:

- **Official withdrawal** will be the result of failing to meet satisfactory academic progress (SAP) or other policies as outlined in the Specs Howard School of Media Arts catalog.
- **The last date of attendance (LDA)** is set beginning on the first business day of the week following the last academic activity or onsite attendance by the student. Any portion of an academic week attended, or in which there was academic activity from the student, shall be considered a full week for the purposes of the refund policy.

If a student misses ¼ consecutive calendar days of any program without notifying the Specs Howard School of illness or extraordinary circumstances, he or she will be administratively withdrawn. If the student has an official administrative withdrawal, he or she will be notified by mail of the administrative withdrawal date. The date is set beginning on the first business day of the week following the last academic activity or onsite attendance by the student. Any portion of an academic week attended, or in which there was academic activity from the student, shall be considered a full week for the purposes of the refund policy.

The formula which determines the amount of federal Title IV aid that must be returned to the federal government by the school or student, is as follows:

The refund, calculated by assessment period, applies to any student receiving grant or loan funds that withdraws or is administratively withdrawn from the program or before the 60% point in a payment period. The percentage of Title IV aid to be returned is equal to the number of calendar days remaining in the payment period, as determined by the student’s last date of attendance (LDA), divided by the number of calendar days in the payment period/semester. Scheduled breaks of five or more consecutive days are excluded.

If a Return of Title IV Funds calculation is required, the student may also be obligated to repay a portion of the loans and/or grants obtained for that student’s tuition. Any refund due will be returned to the lending and outside funding agencies before any monies are returned to the student.

Once the Return of Title IV Funds is complete, a “Student Status – Financial” form is completed to detail what was received, what must be returned and what is owed if the student does not return to school. Refunds are issued in the order that best benefits the student: Unsub-loan, Sub-loan, PLUS-loan, Pell, SEOG, other outside funding and finally, the student. If the student had scheduled aid that was earned based on the Return of Title IV Funds calculation, but the school did not receive the aid prior to the student’s withdrawal date, the student is entitled to a post-withdrawal disbursement.

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### GRADE PERCENTAGE (GPA)

- **A** 93 – 100.00% 3.77 – 4.00
- **A-** 90 – 92.99% 3.67 – 3.76
- **B+** 87 – 89.99% 3.33 – 3.66
- **B** 83 – 86.99% 3.00 – 3.32
- **B-** 80 – 82.99% 2.67 – 2.99
- **C+** 77 – 79.99% 2.33 – 2.66
- **C** 73 – 76.99% 2.00 – 2.32
- **C-** 69 – 69.99% 1.67 – 1.99
- **D+** 64 – 66.99% 1.33 – 1.66
- **D** 61 – 63.99% 0.83 – 1.32
- **D-** 60 – 60.99% 0.67 – 0.82
- **E** 0 – 59.99% 0
- **W** Withdrawal
- **R** Repeat
- **I** Incomplete

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Paperwork will be sent to the student notifying them of the post-withdrawal option and/or disbursement (in the case of federal Pell grant funding). Students are offered the option of accepting or declining the post-withdrawal disbursement. Worksheets used to determine the amount of federal Return of Title IV Funds are available upon request from the Specs Howard School Financial Aid Department. For further information on semester definitions, please consult your Specs Howard School Financial Aid Officer.

The following reflects changes to policies located on page 50 of the Specs Howard School catalog.

**General Financial Policies**

1. Refunds are calculated beginning on the first business day of the week following the last academic activity or attendance by the student. Any portion of an academic week attended, or in which there was academic activity from the student, shall be considered a full week for the purposes of the refund policy.

2. If a student misses 14 consecutive calendar days of any program without notifying the Specs Howard School of illness or extraordinary circumstances, he or she will be administratively withdrawn. The student will be notified by mail of the administrative withdrawal.

3. The Specs Howard School reserves the right to administratively withdraw a student at any time for good and sufficient cause, including but not limited to violation of policies noted in this catalog.

4. If a student returns to repeat any part or parts of the program and their enrollment is subsequently ended, whether voluntarily or administratively, any refund will be computed according to the total number of weeks the student has attended the repeat part or parts of the program.

5. Students must exhibit competency in all areas of their program of study and must maintain Satisfactory Academic Progress. In the event that the student's enrollment is reinstated following a voluntary or administrative withdrawal, additional tuition may be charged to reflect the length of the period of retraining.

The Chief Financial Officer, under special circumstances, may waive certain fees. This policy remains in effect regardless of whether the reinstatement occurs as a result of a voluntary or administrative withdrawal. These additional charges may affect the payment schedule of the student, as well. In all cases, the payment schedule must ensure that the tuition account is paid in full by the completion date of the student's program of instruction (see catalog sections on Satisfactory Academic Progress, Administrative Withdrawal, and Reinstatement After Administrative or Voluntary Withdrawal, for more information).

6. A non-refundable transfer fee in the amount of $150 will be assessed to the account of any student who transfers from one class to another. This fee (which may be waived by the Chief Financial Officer under special or extraordinary circumstances) does not apply to students who have not yet attended classes. Per federal regulations, the transfer fee cannot be covered by financial aid.

7. In the event of a prolonged illness, accident, death in the family or other circumstances that make it impractical for a student to complete his or her program of study, the Specs Howard School will consider a settlement that is reasonable and fair to both parties. The student must furnish official or legal written documentation to support such a request.

8. Any student who is experiencing financial difficulties should arrange a meeting with the Business Office to discuss his or her payment schedule. If a student defaults on the payment schedule agreed to in the installment agreement, the Specs Howard School reserves the right to suspend or administratively withdraw that student, withhold all tests, critiques, audition materials and other materials, and revoke all internships until the account is made current or is paid in full. Any student whose balance is unpaid two weeks prior to completion of his or her program of study may be suspended. The student will be readmitted to class only if an acceptable payment agreement is made with the Business Office.

9. All federal loans, Pell, SEOG and student refunds will be made within 45 days from the date of determination of withdrawal.

10. The Specs Howard School reserves the right to notify any funding agency of changes in a student's status.

11. A waiver must be signed by the student in order to divulge any information to persons other than auditors and funding agencies.

12. The school reserves the right to cancel a class start. Students may request a full refund of all monies paid, or apply all monies to the next available class start.

13. The school reserves the right to change or modify the program contents, equipment, staff or materials, as it deems necessary. Such changes may be necessary to keep pace with technological advances and to improve teaching methods or procedures. In no event will any such changes diminish the educational standard or content of any program or result in additional charges to the student.

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