

# Index Sheet

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October 31, 2012

Michael Simineaux, President  
Brewton Parker College  
201 David Eliza Fountain Circle  
Mt. Vernon, GA 30445

UPS Tracking #:  
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RE: **Final Program Review Determination**  
OPE ID: 00155700  
PRCN: 201220427887

Dear President Simineaux:

The U.S. Department of Education's (Department's) School Participation Division – Atlanta issued a program review report on May 16, 2012 covering Brewton Parker College's (BPC) administration of programs authorized pursuant to Title IV of the Higher Education Act of 1965, as amended, 20 U.S.C. §§ 1070 *et seq.* (Title IV, HEA programs), for the 2011 and 2012 award years. The institution's final response was received on September 4, 2012.

The School Participation Division – Atlanta has reviewed BPC's responses to the Program Review Report. A copy of the program review report (and related attachments) and BPC's response are attached. Any supporting documentation submitted with the response is being retained by the Department and is available for inspection by BPC upon request. Additionally, this Final Program Review Determination (FPRD), related attachments, and any supporting documentation may be subject to release under the Freedom of Information Act (FOIA) and can be provided to other oversight entities after this FPRD is issued.

BPC's responses have resolved all findings. In addition BPC has provided assurances that the appropriate corrective actions have been taken to resolve and prevent future occurrences of all findings. Therefore, BPC may consider the program review closed with no further action required.

Program records relating to the period covered by this program review must be retained until the later of: the resolution of the loan(s), claim(s) or expenditure(s) questioned in the program review [34 C.F.R. § 668.24(e)(3)(i)] or the end of the retention period applicable to the record [34 C.F.R. § 668.24(e)(1) and (e)(2)].

**Brewton Parker College**

**OPE ID: 00155700**

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If you have any questions please call Robert Scott at (404) 974-9300.

Sincerely,

(b)(6); (b)(7)(C), (b)(7)(C)

Charles Engstrom  
Director

Enclosure: Program Review Report (with attachments)  
BPC Response to the Program Review Report

cc: Richard Woolverton, Financial Aid Administrator  
Georgia Professional Standards Commission  
Southern Association of Colleges and Schools Commission on Colleges

Prepared for

**Brewton Parker College**



START HERE  
GO FURTHER  
FEDERAL STUDENT AID

OPE ID 00155700

PRCN 201220427887

Prepared by

**U.S. Department of Education**

**Federal Student Aid**

**School Participation Division - Atlanta**

## Program Review Report

May 16, 2012

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**A. Institutional Information**

Brewton Parker College  
201 David Eliza Fountain Circle  
Mt. Vernon, GA 30445

Type: Private-Nonprofit

Highest Level of Offering: Bachelor's Degree

Accrediting Agency: Southern Association of Colleges and Schools Commission on Colleges

Current Student Enrollment: 585 (2011)

% of Students Receiving Title IV: 77.61% (2011)

Title IV Participation: Summary Funding Report

	2011
Federal Pell Grant	\$1,633,973.00
Federal Supplement Education Opportunity Grant (FSEOG)	\$ 109,350.00
Academic Competitiveness Grant (ACG)	\$ 8,450.00
National Science and Mathematics Access to Retain Talent (SMART)	\$ 12,000.00
Teacher Education Assistance for College and Higher Education (TEACH)	\$ 0.00
Federal Work Study (FWS)	\$ 94,462.00
Perkins Loans	\$ 32,075.00
William D. Ford Federal Direct Loan Program (Direct Loans)	\$3,287,906.00

Default Rate FFEL/DL:	2009	10.7%
	2008	8.0%
	2007	8.9%

Default Rate Perkins:	2010	0.00%
	2009	27.5%
	2008	28.8%

## **B. Scope of Review**

The U.S. Department of Education (the Department) conducted a program review at Brewton Parker College (BPC) from February 27, 2012 to March 2, 2012. The review was conducted by Robert Scott, Toyoko Woodard and Brian Huckaby.

The focus of the review was to determine BPC's compliance with the statutes and federal regulations as they pertain to the institution's administration of Title IV programs. The review consisted of, but was not limited to, an examination of BPC's policies and procedures regarding institutional and student eligibility, individual student financial aid and academic files, attendance records, student account ledgers, and fiscal records.

A sample of 30 files was identified for review from the 2011 and 2012 (year to date) award years. The files were selected randomly from a statistical sample of the total population receiving Title IV, HEA program funds for each award year. Appendix A lists the names and partial social security numbers of the students whose files were examined during the program review.

### **Disclaimer:**

Although the review was thorough, it cannot be assumed to be all-inclusive. The absence of statements in the report concerning BPC's specific practices and procedures must not be construed as acceptance, approval, or endorsement of those specific practices and procedures. Furthermore, it does not relieve BPC of its obligation to comply with all of the statutory or regulatory provisions governing the Title IV, HEA programs.

This report reflects initial findings. These findings are not final. The Department will issue its final findings in a subsequent Final Program Review Determination letter.

## **C. Findings**

During the review, several areas of noncompliance were noted. Findings of noncompliance are referenced to the applicable statutes and regulations and specify the actions to be taken by BPC to bring operations of the financial aid programs into compliance with the statutes and regulations.

### **Finding #1. Lack of Administrative Capability**

**Citations:** *34 C.F.R. § 668.24 (a), states that an institution shall establish and maintain, on a current basis, any application for Title IV, HEA program funds and program records that document—*

*(1) Its eligibility to participate in the Title IV, HEA programs;*

- (2) *The eligibility of its educational programs for Title IV, HEA program funds;*
- (3) *Its administration of the Title IV, HEA programs in accordance with all applicable requirements;*
- (4) *Its financial responsibility, as specified in this part;*
- (5) *Information included in any application for Title IV, HEA program funds; and*
- (6) *Its disbursement and delivery of Title IV, HEA program funds.*

*An institution shall account for the receipt and expenditure of Title IV, HEA program funds in accordance with generally accepted accounting principles. An institution shall establish and maintain on a current basis—*

- (i) *Financial records that reflect each HEA, Title IV program transaction; and*
- (ii) *General ledger control accounts and related subsidiary accounts that identify each Title IV, HEA program transaction and separate those transactions from all other institutional financial activity.*

*In addition, 34 C.F.R. § 668.32 of the General Provisions states that a school participating in the FFEL Program is eligible to receive Title IV, HEA program assistance if the student—*

- (i) *Is a regular student enrolled, or accepted for enrollment, in an eligible program at an eligible institution;*
- (ii) *For purposes of the FFEL and Direct Loan programs, is enrolled for no longer than one twelve-month period in a course of study necessary for enrollment in an eligible program; or*
- (iii) *For purposes of the Federal Perkins Loan, FWS, FFEL, and Direct Loan programs, is enrolled or accepted for enrollment as at least a half-time student at an eligible institution in a program necessary for a professional credential or certification from a State that is required for employment as a teacher in an elementary or secondary school in that State;*

*For purposes of the FFEL and Direct Loan programs, is at least a half-time student; Is not enrolled in either an elementary or secondary school.*

**Noncompliance:** During the review, the following areas of Title IV non-compliance were noted and are considered to demonstrate a lack of administrative capability by Brewton Parker College in administering the Title IV Federal Student Aid Programs.

- Institution Not Following Its Own Policies
- Satisfactory Academic Progress (SAP) Policy Inadequate
- Leave of Absence Deficiencies
- Failure to Perform Entrance/Exit Counseling
- Return of Title IV (R2T4)

- Verification
- Aggregate Loan Limits Exceeded
- Award Letters Not Signed
- Cost of Attendance/Need Exceeded

**Required Action:** Each area is discussed more fully in other sections of this report which outline the actions necessary by Brewton Parker College to correct these deficiencies. However, in response to this finding the institution must submit to the Department a comprehensive plan to improve the school's administrative capability.

**Finding #2. Inaccurate COD/Ledger disbursement dates**

**Citation:** *34 C.F.R. 668.24(c), Student Assistance General Provisions, states the records that an institution must maintain in order to comply with the provisions of this section include, but are not limited to, the date and amount of each disbursement or delivery of grant or loan funds, and the date and amount of each payment of Federal Work Study wages.*

*34 C.F.R. 668.24(d), Student Assistance General Provisions, states an institution shall maintain required records in a systematically organized manner. A school's fiscal records must provide a clear audit trail that shows that funds were received, managed, disbursed, and returned in accordance with federal requirements.*

*34 C.F.R. 668.162, Requesting funds, states that the Secretary has sole discretion to determine the method under which the Secretary provides title IV, HEA program funds to an institution. In accordance with procedures established by the Secretary, the Secretary may provide funds to an institution under the advance, reimbursement, just-in-time, or cash monitoring payment methods.*

*Cash monitoring payment method. Under the cash monitoring payment method, the Secretary provides title IV, HEA program funds to an institution under the provisions described in paragraph (e)(1) or (e)(2) of this section. Under either paragraph (e)(1) or (e)(2) of this section, an institution must first make disbursements to students and parents for the amount of title IV, HEA program funds that those students and parents are eligible to receive, before the institution—*

*(1) Submits a request for funds under the provisions of the advance payment method described in paragraph (b) of this section, except that the institution's request may not exceed the amount of the actual disbursements the institution made to the students and parents included in that request; or*

*(2) Seeks reimbursement for those disbursements under the provisions of the reimbursement payment method described in paragraph (d) of this section, except*

*that the Secretary may modify the documentation requirements and review procedures used to approve the reimbursement request.*

**Noncompliance:** The reviewers found that the disbursement dates in the Common Origination and Disbursement System (COD) did not match the disbursement dates on the student ledgers at the school. For example:

Student #1: COD shows Pell Grant disbursements on 08/13/2010 and 01/03/2011 for \$2,775.00 each (totaling \$5,550.00); however, the student ledger shows postings on 11/18/2010 for \$1,500.00, 02/15/2011 for \$1,500.00, and two postings on 03/03/2011 for \$1,275.00 each (totaling \$5,550.00).

Student #2: COD shows loan disbursements for the student on 08/13/2010 of \$1,742.00 and \$995.00 but these disbursements were not posted until 02/21/2011. Additionally, the student also had disbursements on 01/04/2011 for \$1,742.00 and on 01/03/2011 for \$995.00 but these disbursements were not posted until 02/21/2011.

Student #26: COD shows a Pell Grant disbursement of \$1,388.00 on 08/15/2011 that was not posted to the student ledger until 09/15/2011 which is the COD processing date. The second Pell Grant disbursement of \$1,387.00 was disbursed on 01/10/2012 but was not posted to the student ledger until 02/13/2012. The student's loans were disbursed and posted in a similar fashion.

**Required Action:** This issue is systemic across both award years and affects both grant and loan funds. Therefore, the institution must reenter the COD system and adjust the COD disbursement dates for any Title IV disbursements made for the 2010-2011 and 2011-2012 award years so that they accurately reflect the actual disbursement dates shown on the student ledgers. The school must inform the Department of when this corrective action is expected to be resolved and going forward, the institution must work diligently to ensure that the COD disbursement dates are correct and in alignment with the student ledger disbursement dates. The institution must update its procedures for processing Title IV funds and provide a copy of the updated procedures to the Department detailing resolution of this issue so that it will not occur in the future.

### **Finding #3. Financial Aid Cost of Attendance/Need Exceeded**

**Citation:** *The cost of attendance is determined by the Higher Education Act, Sec. 472. The law specifies the types of costs that are included in the COA. The COA is the cornerstone of establishing a student's financial need, as it sets limits on the total aid a student may receive. 34 C.F.R. 668.603, Student Assistance General Provisions, states a school may not certify a Stafford or PLUS loan, or a combination of loans for a loan amount that exceeds the student's estimated cost of attendance for the period of enrollment, less the student's financial assistance for that period; and in the case of a subsidized loan, the expected family contribution for that period.*

**Noncompliance:** The reviewers found two (2) students that had a need based over award and a COA over award. Further, the cost of attendance was not made available to students.

Student #11: The Cost of Attendance is listed at \$8,610.00 for this student. The student has a zero Estimated Family Contribution (EFC). This equals a need of \$8,610.00. The student was awarded \$9,775.00 in need based funding and an additional unsubsidized loan in the amount of \$1,235.00. This equates to total funds of \$11,010.00 that were disbursed to this student. The need based aid for the student exceeds the student's need by \$1,165.00. This student is also over the cost of attendance for \$2,400.00 with \$1,235.00 of that amount in unsubsidized Federal Direct Loan funds.

Student #15: The Cost of Attendance is listed at \$11,535.00 for this student. The student has an EFC of \$5,657.00. This equals a need of \$5,878.00. The student was awarded \$6,200.00 in need based funding and additional unsubsidized loans in the amount of \$7,000.00. This equates to total funds of \$13,200.00 that were disbursed to this student. The need based aid for the student exceeds the student's need by \$322.00. This student is also over the cost of attendance for \$1,665.00 in unsubsidized Federal Direct Loan funds.

**Required Action:** Exceeding the financial need of a student's education may lead to the student receiving loans that are not necessary and a financial burden on the student. The institution must update its procedures and detail how this issue will be avoided in the future. Further, the institution must explain how it will make the cost of attendance available to students going forward. Should any liabilities exist for this finding, they will be addressed in the Final Program Review Determination (FPRD).

**Finding #4. Federal Supplemental Educational Opportunity Grants (FSEOG)  
Made in Unequal Payments/Not Posted/Incorrectly Labeled**

**Citation:** *34 C.F.R. 668.164, Disbursing funds, states that an institution must disburse title IV, HEA program funds on a payment period basis. An institution must disburse title IV, HEA program funds once each payment period.*

*34 C.F.R. 676.16, Payment of an FSEOG, states that an institution shall pay in each payment period a portion of an FSEOG awarded for a full academic year. The institution shall determine the amount paid each payment period by the following fraction:*

FSEOG

---

N

*Where FSEOG = the total FSEOG awarded for the academic year and N = the number of payment periods that the institution expects the student will attend in that year. An institution may pay the student, within each payment period, at such times and in such amounts as it determines best meets the student's needs.*

**Noncompliance:** The reviewers found one (1) instance of a student being awarded FSEOG funds with equal payments being posted to student ledgers on the same day instead of within subsequent payment periods. The reviewers found one (1) instance of a student having FSEOG funds disbursed but the funds did not show on the student's award letter. The reviewers also found one (1) instance of FSEOG funds listed on the student ledger as an Institutional Federal Subsidy instead of as FSEOG funds.

Student #1: Student has equal amounts for FSEOG posted to ledger on same day.

Student #5: Student ledger indicates FSEOG is Institutional Federal Subsidy.

Student #10: FSEOG awarded but not showing on award letter.

**Required Action:** The school's response to this finding must explain corrective actions the institution will take to ensure the correct disbursement of Federal funds in the future. The school must update the student's award letter where funds were disbursed but not included in the award notification and going forward, the school must annotate student ledgers properly to show the funds being disbursed.

#### **Finding #5. Award Letters Not Signed**

**Citation:** *34 C.F.R. 668.165, Notices and authorizations, states that before an institution disburses title IV, HEA program funds for any award year, the institution must notify a student of the amount of funds that the student or his or her parent can expect to receive under each title IV, HEA program, and how and when those funds will be disbursed. If those funds include Direct Loan or FFEL Program funds, the notice must indicate which funds are from subsidized loans and which are from unsubsidized loans.*

*Except in the case of a post-withdrawal disbursement made in accordance with §668.22(a)(5), if an institution credits a student's account at the institution with Direct Loan, FFEL, Federal Perkins Loan, or TEACH Grant Program funds, the institution must notify the student or parent of—*

- (i) The anticipated date and amount of the disbursement;*
- (ii) The student's right or parent's right to cancel all or a portion of that loan, loan disbursement TEACH Grant, or TEACH Grant disbursement and have the loan proceeds returned to the holder of that loan, the TEACH Grant proceeds returned to the Secretary. However, if the institution releases a check provided by a lender under the FFEL Program, the institution is not required to provide this information; and*

- (iii) *The procedures and time by which the student or parent must notify the institution that he or she wishes to cancel the loan, loan disbursement, TEACH Grant, or TEACH Grant disbursement.*

*The institution must provide the notice described in paragraph (a)(2) of this section in writing—*

- (i) *No earlier than 30 days before, and no later than 30 days after, crediting the student's account at the institution, if the institution obtains affirmative confirmation from the student under paragraph (a)(6)(i) of this section; or*  
(ii) *No earlier than 30 days before, and no later than seven days after, crediting the student account at the institution, if the institution does not obtain affirmative confirmation from the student under paragraph (a)(6)(i) of this section.*

*A student or parent must inform the institution if he or she wishes to cancel all or a portion of a loan, loan disbursement, TEACH Grant, or TEACH Grant disbursement. The institution must return the loan or TEACH Grant proceeds, cancel the loan or TEACH Grant, or do both, in accordance with program regulations provided that the institution receives a loan or TEACH Grant cancellation request and the institution must inform the student or parent in writing regarding the outcome of any cancellation request.*

**Noncompliance:** The reviewers found multiple, unsigned student award letters which is indicative of a systemic issue.

Student #6: Student did not sign award letter to accept/decline aid.

Student #7: Student did not accept revised amounts of additional loans on revised award letter.

Student #16: Student did not sign award letter to accept/decline aid.

Student #19: Student did not sign award letter to accept/decline aid.

**Required Action:** The institution must update its policies and procedures on this issue and provide a copy of the updates to the Department as part of its response to this finding.

**Finding #6. Late disbursement of Title IV Funds**

**Citation:** 34 C.F.R. 668.164, *Disbursing funds*, states that an institution must disburse title IV, HEA program funds on a payment period basis. An institution must disburse title IV, HEA program funds once each payment period unless—

- (i) *For FFEL and Direct Loan funds, 34 C.F.R. 682.604(c)(6)(ii) or 34 C.F.R. 685.301(b)(3) applies;*

- (ii) *For federal Perkins Loan, FSEOG, Federal Pell Grant, ACG and National SMART Grant funds, an institution chooses to make more than one disbursement in each payment period in accordance with 34 C.F.R. 674.16(b)(3), 34 C.F.R. 676.16(a)(3), 34 C.F.R. 690.76, or 34 C.F.R. 691.76, as applicable; or*
- (iii) *Other program regulations allow or require otherwise.*

*34 C.F.R. 682.604, Processing the borrowers loan proceeds and counseling borrowers, states that unless the provision of 682.207(d) applies, if a loan period is more than one payment period, the school must deliver loan proceeds at least once in each payment period; and for a loan certified under 682.602(f)(1)(i)(B), the school may not make the second delivery until the student successfully completes half of the number of credit hours or clock hours and half of the number of weeks of instructional time in the payment period. The school must deliver loan proceeds in substantially equal installments and no installment may exceed one-half of the loan.*

**Noncompliance:** The reviewers found two (2) instances where loan proceeds were not posted to the student ledger within the awarded payment period. The proceeds were posted in subsequent payment periods.

Student #8: Student had subsidized and unsubsidized loans for \$2,480.00, \$5,500.00, \$2,000.00 and \$1,000.00 for the 2010/2011 award year. All loan proceeds were posted to the student's account on 04/28/2011 and 05/11/2011. The COD disbursement dates for the loans were 09/08/2010, 01/03/2011, 04/27/2011 and 05/10/2011.

Student #14: Student had subsidized and unsubsidized loans for \$3,500.00 and \$2,000.00 for the 2010/2011 award year. All loan proceeds were posted to the student's account on 02/01/2011. The COD disbursement dates were all 01/27/2011.

**Required Action:** The school's response to this finding must explain corrective actions the institution will take to ensure the correct disbursement of Federal funds in the future.

#### **Finding #7. Pell Under Award**

**Citation:** *34 C.F.R. 690.62, Federal Pell Grant Program, states the amount of a student's Pell Grant for an academic year is based upon the payment and disbursement schedules published by the Secretary for each award year.*

**Noncompliance:** The reviewers identified (1) student for whom Federal Pell Grant funds were under awarded.

Student #9: Student awarded \$1,176.00 in Pell funds which was disbursed in COD on 02/01/2011. Only one disbursement of \$588.00 showing on ledger on 02/15/2011.

**Required Action:** The Institution must review the student file in question, credit the student for the under awarded amount and forward proof to the Department that this action has been taken. The institution must also provide a copy of its procedures to ensure that future students are not under awarded Federal Pell Grant funds.

**Finding #8. Verification Violations**

**Citation:** *34 C.F.R. 668.51 states that an institution shall establish and use written policies and procedures for verifying information contained in a student aid application in accordance with the provisions of this subpart. These policies and procedures must include –*

- (1) The time period within which an applicant shall provide the documentation;*
- (2) The consequences of an applicant's failure to provide required documentation within the specified time period;*
- (3) The method by which the institution notifies an applicant of the results of verification if, as a result of verification, the applicant's EFC changes and results in a change in the applicant's award or loan;*
- (4) The procedures the institution requires an applicant to follow to correct application information determined to be in error.*

*34 C.F.R. 668.54 states that if an institution has reason to believe that any information on an application used to calculate an EFC is inaccurate, it shall require the applicant to verify the information that it has reason to believe is inaccurate.*

*34 C.F.R. 668.55, Updating information, states that an applicant is required to update— The number of family members in the applicant's household and the number of those household members attending postsecondary educational institutions, in accordance with provisions of paragraph (b) of this section; and his or her dependency status in accordance with the provisions of paragraph (d) of this section.*

*If the number of family members in the applicant's household or the number of those household members attending postsecondary educational institutions changes for a reason other than a change in the applicant's marital status, an applicant who is selected for verification shall update the information contained in his or her application regarding those factors so that the information is correct as of the day the applicant verifies the information.*

*34 C.F.R. 668.56(a), Items to be verified, states that an institution shall require an applicant selected for verification under 668.54(a)(2) or (3) to submit acceptable documentation described in 668.57 that will verify or update the following information used to determine the applicant's EFC:*

- (1) *Adjusted gross income (AGI) for the base year if base year data was used in determining eligibility, or income earned from work, for a non-tax filer.*
- (2) *U.S. income tax paid for the base year if base year data was used in determining eligibility.*
- (3) *For an applicant who is a dependent student, the aggregate number of family members in the household or households of the applicant's parents if—*
  - (A) *The applicant's parent is single, divorced, separated or widowed and the aggregate number of family members is greater than two; or*
  - (B) *The applicant's parents are married to each other and not separated and the aggregate number of family members is greater than three.*

*34 C.F.R. 668.57, Acceptable documentation, states that an institution shall require an applicant selected for verification to verify AGI and U.S. income tax paid by submitting to it, if relevant—*

- (1) *A copy of the income tax return of the applicant, his or her spouse, and his or her parents. The copy of the return must be signed by the filer of the return or by one of the filers of a joint return;*
- (2) *For a dependent student, a copy of each Internal Revenue Service (IRS) Form W-2 received by the parent whose income is being taken into account if—*
  - (A) *The parents file a joint return; and*
  - (B) *The parents are divorced or separated or one of the parents has died.*

**Noncompliance:** The reviewers found one (1) instance of incomplete verification.

Student #26: 2011/2012 ISIR shows \$350.00 of untaxed income but the verification worksheet shows \$4,200.00. The ISIR shows child support received per month instead of the total amount per year which is reflected on the verification worksheet.

**Required Action:** The institution must update the ISIR and send the Department proof that the error has been corrected. The institution must also update its procedures to ensure that this issue will be properly dealt with in the future.

**Finding #9. Aggregate Loan Limits Exceeded**

**Citation:** *34 C.F.R. 682.204(e), Federal Family Educational Loans, States the aggregate unpaid principal amount of all Stafford Loans, Federal Direct Stafford/Ford Loans, Unsubsidized Stafford Loans, Federal Direct Unsubsidized Stafford/Ford Loans and SLS loans, but excluding the amount of capitalized interest, may not exceed the following:*

*\$31,000 in the case of any student who has not successfully completed a program of study at the undergraduate level.*

**Noncompliance:** The reviewers identified one (1) student who exceeded the aggregate limit for Federal Stafford Loans.

Student #5: A review of the National Student Loan Data System (NSLDS) shows that the student has \$25,125.00 in subsidized loans and \$29,477.00 in unsubsidized loans for a total outstanding principal balance of \$54,602.00. The student has a pending unsubsidized disbursement of \$4,441.00.

**Required Action:** The institution must correct the error and update its procedures to ensure that this issue does not come up in the future. The institution must forward a copy of its updated procedures, along with proof that the error has been corrected to the Department as part of its response. Should any liabilities exist for this finding, they will be addressed in the Final Program Review Determination (FPRD).

**Finding #10. Entrance/Exit Counseling Not Documented**

*Citation: 34 C.F.R. 685.304, Counseling borrowers, states that a school must ensure that initial counseling is conducted with each Subsidized or Unsubsidized loan borrower prior to making the first disbursement of the proceeds of a loan to a student borrower unless the student borrower has received a prior Direct Subsidized, Direct Unsubsidized, Federal Stafford or Federal SLS Loan.*

*34 C.F.R. 682.604, Federal Family Education Loan Program, states that a school shall conduct exit counseling with each borrower either in person, by audiovisual presentation, or by interactive electronic means. The institution must ensure that exit counseling is conducted shortly before the borrower ceases at least half-time study. In addition, if the borrower withdraws from school without the school's prior knowledge or fails to attend an exit counseling either in person or through interactive electronic means, the institution must mail written counseling materials to the student borrower at the student borrower's last known address within 30 days after the school learns that the student has withdrawn from the school or failed to complete the exit counseling as required.*

**Noncompliance:** The reviewers found three (3) instances where students were not counseled regarding loans.

Student #4: Exit counseling for student not in file.

Student #13: Exit counseling not conducted.

Student #23: Entrance counseling for student not in file.

**Required Action:** For students #4 and #13 who are no longer at the institution, exit counseling documentation must be provided to them. The students can be notified via mail and telephone regarding the completion of the counseling which can be done in person or via electronic/interactive means. For student (#23), as he is still enrolled at the institution, the school may have him complete entrance counseling for his loans and forward proof of completion along with the institution's response to this finding.

The institution must update its procedures and detail to the Department how this issue will be handled in the future.

### **Finding #11. Satisfactory Academic Progress (SAP) Policy Not Monitored**

**Citation:** *34 C.F.R. 668.16, General provisions, states that to be eligible for Federal Student Aid, a student must make satisfactory academic progress. Your school must have a satisfactory academic progress policy that includes both a qualitative (such as the use of cumulative grade point average) and a quantitative measure (such as a maximum time frame of 150% for completion) of the student's progress.*

*The following standards must be included:*

- 1. Qualitative Measure: Grades, work projects completed, or comparable factors, which are measured against a norm.*
- 2. Quantitative Measure: A maximum timeframe in which the student must complete his or her educational program. The time frame must be (1) based on the student's enrollment status; (2) for an undergraduate program, no longer than 150 percent of the published length of the educational program for a full-time student; and (3) divided into increments of equal size, not to exceed the lesser of one academic year or one-half the published length of the educational program.*
- 3. A schedule established by the institution designating the minimum percentage or amount of work that a student must successfully complete at the end of each increment to complete his or her educational program within the maximum time frame.*
- 4. A determination at the end of each increment by the institution whether the student has successfully completed the appropriate percentage or established schedule.*
- 5. Consistent application of standards to all students within categories of students, i.e. full-time, part-time, undergraduate and graduate students, and educational programs established by the institution.*
- 6. Specific policies defining the effect of course incompletes, withdrawals, repetitions, and non-credit remedial course on satisfactory progress.*
- 7. Specific procedures under which a student may appeal a determination that he or she is not making satisfactory progress.*
- 8. Specific procedures for reinstatement of aid.*

**Noncompliance:** The reviewers found one (1) student who is not making SAP.

Student #15: Student was admitted conditionally and is not making SAP.

**Required Action:** The school must address the issues of conditional admittance and why the student is still enrolled while not making SAP as part of its response. The school must also forward to the Department a copy of its updated procedures detailing how this will be handled in the future so that the issue does not reoccur.

### **Finding #12. Return of Title IV (R2T4) Not Performed**

**Citation:** *34 C.F.R. 668.22, General Provisions, states that the amount of Title IV aid that is earned by a student is calculated by determining the percentage that is equal to the payment period of enrollment that the student completed as of the student's withdrawal date. The school must calculate Return to Title IV refunds pursuant to 34 C.F.R. 668.22 and retain a copy of the documentation in each student's file.*

*Financial responsibility regulation 34 C.F.R. 668.171, General Provisions, states that making refunds to students as prescribed in regulation 34 C.F.R. 668.22 is one of the standards the Secretary uses in determining whether an institution is financially responsible.*

**Noncompliance:** The reviewers found one (1) instance where a student withdrew from the institution but an R2T4 calculation was not performed.

Student #20: R2T4 calculation required but not completed. Student withdrew 10/11/2010 and notified school of withdrawal on 09/22/2010.

**Required Action:** The institution must complete the R2T4 calculation and return it as part of the institution's response to this finding. The institution must also update its procedures to ensure that this error does not happen again in the future. Any liabilities for this finding will be addressed in the Final Program Review Determination (FPRD).

### **Finding #13. Leave of Absence Not Monitored/Inadequate Policy**

**Citation:** *34 C.F.R. 668.22, Approved Leave of Absence, states that the number of days in the approved leave of absence, when added to the number of days in all other approved leaves of absence, does not exceed 180 days in any 12-month period. If a student does not resume attendance at the institution at or before the end of a leave of absence that meets the requirements of this section, the institution must treat the student as a withdrawal in accordance with the requirements of this section.*

*An institution's leave of absence policy is a "formal policy" if the policy –*

- A. *Is in writing and publicized to students; and*
- B. *Requires students to provide a written, signed, and dated request that includes the reason for the request, for a leave of absence prior to the leave of absence. However, if unforeseen circumstances prevent a student from providing a prior written request, the institution may grant the student's request for a leave of absence, if the institution documents its decision and collects the written request as a later date.*

*34 C.F.R. 682.604(c)(4), Federal Family Education Loan Program, states that a school may not credit a student's account or release the proceeds of a loan to a student who is on a leave of absence, as described in 668.22(d).*

*34 C.F.R. 668.22, Treatment of title IV funds when a student withdraws, stated when a recipient of title IV grant or loan assistance withdraws from an institution during a payment period or period of enrollment in which the recipient began attendance, the institution must determine the amount of title IV grant or loan assistance that the student earned as of the student's withdrawal date in accordance with paragraph (e) of this section.*

*34 C.F.R. 682.605, Determining the date of a student's withdrawal, states that except in the case of a student who does not return for the next scheduled term following a summer break, which includes any summer term or terms in which classes are offered but students are not generally required to attend, a school must follow the procedures in 668.22(b) or (c), as applicable, for determining the student's date of withdrawal.*

**Noncompliance:** The reviewers found one (1) student who withdrew from the institution but returned at a later date, completed the classes she withdrew from and received grades for those classes.

Student #20: Student withdrew from school as of 09/22/2010. Student notified school of withdrawal but was allowed to come back in May of 2011 and complete several courses from the previous semester which resulted in grade changes. No leave of absence forms were completed, the school does not have a leave of absence policy and the timeframe for a leave of absence was exceeded (student was out 210 plus days).

**Required Action:** The school must address why this student was allowed to return in a new semester without reenrolling and complete classes taken previously. Further, if the school is going to allow students to take such actions in the future, a formal leave of absence policy must be developed and meet the criteria specified by the Secretary. Should the school decide to institute a formal leave of absence policy, the policy must be included as part of the school's response to this finding.

**Finding #14. Annual Reporting/Campus Crime Report Missing Components**

**Citation Summary:** 34 C.F.R. 668.41(e), reporting and disclosure information, states that by October 1 of each year, an institution must distribute, to all enrolled students and current employees, its annual security report described in Sec. 668.46(b), through appropriate publications and mailings, including –

- i. Direct mailing to each individual through the U.S. Postal Service, campus mail, or electronic mail;
- ii. A publication or publications provided directly to each individual; or
- iii. Posting on an Internet website or an Intranet website, subject to paragraphs (e)(2) and (3) of this section.

*Enrolled students – If an institution chooses to distribute its annual security report to enrolled students by posting the disclosure on an Internet website or an Intranet website, the institution must comply with the requirements of paragraph (c)(2) of this section.*

*Current employees – If an institution chooses to distribute its annual security report to current employees by posting the disclosure on an Internet website or an Intranet website, the institution must, by October 1 of each year, distribute to all current employees a notice that includes a statement of the report's availability, the exact electronic address at which the report is posted, a brief description of the report's contents, and a statement that the institution will provide a paper copy of the report upon request.*

*Prospective students and prospective employees – The institution must provide a notice to prospective students and prospective employees that includes a statement of the report's availability, a description of its contents, and an opportunity to request a copy. An institution must provide its annual security report, upon request, to a prospective student or prospective employee. If the institution chooses to provide its annual security report to prospective students and prospective employees by posting the disclosure on an Internet website, the notice described in this paragraph must include the exact electronic address at which the report is posted, a brief description of the report, and a statement that the institution will provide a paper copy of the report upon request.*

*Submission to the Secretary – Each year, by the date and in a form specified by the Secretary, an institution must submit the statistics required by Sec. 668.46(c) to the Secretary.*

**Noncompliance:** The school's annual and campus crime reports are missing key components necessary for compliance with Department regulations.

**Emergency Response and Evacuation Procedures:**

1. No statement that the institution will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless the notification, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.
2. No statement regarding plans to conduct a test of the emergency response and evacuation procedures on at least an annual basis. The test may be announced or unannounced, but it must be conducted at a time when most of the students, faculty, and staff are expected to be present on campus. The institution must document each test, including the date, time and whether it was announced or unannounced.

**Annual Fire Safety Report:**

1. The institution has no description of on-campus student housing facility fire safety systems.
2. The institution did not list the number of fire drills held the previous calendar year.
3. No indication of institution's policies or rules on portable electrical appliances, smoking and open flames in a student housing facility.
4. No indication of policies for fire safety education and training programs for students, faculty, and staff.

**Campus Security:**

1. The institution does not have information on current policies concerning campus law enforcement that addresses the enforcement authority of security personnel, including their relationship with State and local police agencies and whether those security personnel have the authority to arrest individuals.
2. No information programs designed to inform students and employees about the prevention of crimes.
3. No statements of policy regarding the institution's campus sexual assault programs to prevent sex offenses, and procedures to follow when a sex offense occurs.
4. No revision of crime classification for burglary vs. larceny
5. No definition of On-Campus student housing facilities (Clery Act/HEA fire safety)

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**Required Action:** The school must submit, as part of its response, completed annual and campus crime reports.

**Appendix A: Student Sample**

Student #      Last Name      First Name

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(b)(6); (b)(7)(C), (b)(7)(C)
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## Program Review Response

OPE ID 00155700

PRCN 201220427887

### Finding #1. Lack of Administrative Capability

**Noncompliance:** During the review, the following areas of Title IV non-compliance were noted and are considered to demonstrate a lack of administrative capability by Brewton Parker College in administering the Title IV Federal Student Aid Programs.

- Institution Not Following Its Own Policies
- Satisfactory Academic Progress (SAP) Policy Inadequate
- Leave of Absence Deficiencies
- Failure to Perform Entrance/Exit Counseling
- Return of Title IV (R2T4)
- Verification
- Aggregate Loan Limits Exceeded
- Award Letters Not Signed
- Cost of Attendance/Need Exceeded

**Required Action:** Each area is discussed more fully in other sections of this report which outline the actions necessary by Brewton Parker College to correct these deficiencies. However, in response to this finding the institution must submit to the Department a comprehensive plan to improve the school's administrative capability.

*The institution does acknowledge and agree with many of the deficiencies listed in this review. Brewton-Parker College (BPC) feels that a plan has already been instituted to address the lack of administrative capability.*

*I offer the following four short paragraphs as the best evidence of a plan to improve the schools administrative capability, the new and now seasoned financial aid office, 3 new vice presidents, and finally, a new president. The FAA has 20 years in higher education experience, 15 years as a financial aid director, the 3 new vice presidents also have many years in higher education and finally, the president has more than 20 years of higher education experience at the vice president level.*

*The first step in the plan for improvement was implemented in the fall of 2010 (October) with the hiring of a seasoned financial aid director. While the institution understands this is not in and of its self a fix, a complete change in financial aid staff followed in the spring of 2011. BPC recognized there was a problem after the 09-10 annual audit. As a result the institution*

*increased the funding for improved training. The staff attended numerous state as well as regional trainings during the 11-12 year increasing their knowledge and networking to better perform their duties. Webinar trainings have been increased during the current year to continue expanding knowledge. Additionally, GASFAA, and SASFAA conferences, as well as the weeklong SASFAA regional training in North Carolina were attended in 2012. The staff has already made reservations for the Federal Student Aid conference in Orlando in November.*

*Prior to the 11-12 year and the change to the current staff and administration training and conference attendance had virtually ceased.*

*In addition to increased training and networking to gain knowledge the 6-7 year old and outdated policy & procedures manual that was sitting on a shelf in 2010 was updated and made available on a shared drive to every staff member in 2011.*

*Keeping the 3 previous paragraphs in mind, I would like to point out what I see as an indication of improvements in just the first year of the new staff that is borne out in this review. Findings, 4, 6, 7, 9, 10 and 12 are from 2010 with no indication of them carrying over into 11-12 as the COD dates did. Additionally we respectfully disagree with findings 3, 11, and 12. I would like to quickly point out with these observations that I feel there is plenty of room for improvement in a number of areas. However, there have been major changes and continuous improvements are under way.*

***Verification:***

*While finding number 8 was an error we agree with, it resulted in no EFC change and thus no harm to the student or the Department of Education. We do not take finding 8 lightly and will continue to strive for no verification errors.*

***Award Letter's Not Signed:***

*The introduction of Net Partner to PowerFAIDS will correct the missing signatures on the Award letters and will allow students to see the COA upon logging into the BPC system to view and accept their award offer.*

***Institution Not Following Its Own Policies:***

*The Policy and Procedures manual was from 2005 and did not appear to have been updated at the time of the transition in staff. Since that time an updated Policy and Procedures manual has been created and is being adhered.*

***Satisfactory Academic Progress (SAP) Policy Inadequate:***

*A new SAP policy was created in the spring of 2012 and implemented this fall. A copy of the new policy is attached for your review.*

***Leave of Absence Deficiencies:***

*This is addressed in finding # 13.*

***Failure to Perform Entrance/Exit Counseling:***

*This finding appears to only be represented in the 2010-2011 academic year before the transition to new staff in financial aid. Since the transition PowerFAIDS has had a required document field added which prohibits the disbursing of a DL without verification of the Entrance. Exit Interview information is performed in person if the student withdraws through normal means. All other means of separation is sent to the financial aid office from the Registrar's office and separating students are sent Exit Interview information electronically or snail mail.*

***Aggregate Loan Limits Exceeded:***

*This error is from the 10-11 academic year and prior to the transition to the current staff. The student's loans were corrected in COD and a copy of the NSLDS is attached for documentation purposes.*

*Policy and procedures were updated in the spring of 2012. A copy of the updated procedure can be found under Finding # 9.*

***Cost of Attendance/Need Exceeded:***

*The COA will be corrected with the addition of NetPartner. To address informing the students of the COA the institution will be implementing Net Partner an additional module that allows students to access their financial aid information through the web. Net Partner offers a feature that allows the student to view the COA each time they log in to view/accept offered aid.*

*The need being exceeded is explained in Finding #3. PowerFAIDS was corrected after the transition to new staff to accurately calculate COA and thus avoid issues of exceeding need.*

***Return to Title IV (R2T4):***

*This is one of the items we respectfully disagree on. Please see Finding #12 for additional details.*

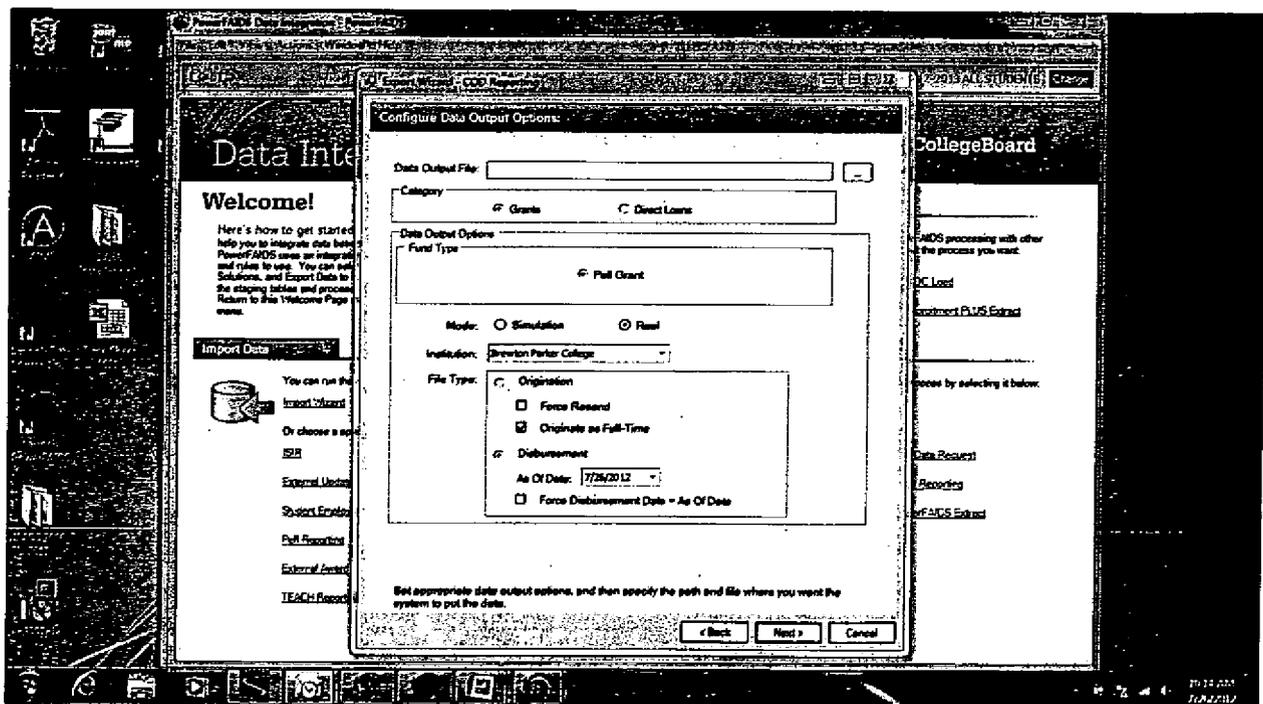
**Finding #2. Inaccurate COD/Ledger disbursement dates**

**Noncompliance:** The reviewers found that the disbursement dates in the Common Origination and Disbursement System (COD) did not match the disbursement dates on the student ledgers at the school.

*Brewton-Parker College (BPC) has corrected the disbursement dates in COD in both the 10-11 and 11-12 academic years.*

**Required Action:** This issue is systemic across both award years and affects both grant and loan funds. Therefore, the institution must reenter the COD system and adjust the COD disbursement dates for any Title IV disbursements made for the 2010-2011 and 2011-2012 award years so that they accurately reflect the actual disbursement dates shown on the student ledgers. The school must inform the Department of when this corrective action is expected to be resolved and going forward, the institution must work diligently to ensure that the COD disbursement dates are correct and in alignment with the student ledger disbursement dates. The institution must update its procedures for processing Title IV funds and provide a copy of the updated procedures to the Department detailing resolution of this issue so that it will not occur in the future.

*BPC uses PowerFAIDS as its Financial Aid Management (FAM) system. Beginning in the 12-13 year BPC will be using DLDA capability offered by PowerFAIDS which allows an anticipated disbursement date to be entered (see screen shot below).*



*This feature was not previously implemented and its use will allow BPC to anticipate the disbursement date prior to requesting it as well as more fully comply with the dates matching.*

*BPC will upload to COD the origination records for the students registered for classes the first week of the semester. Disbursements will be generated at the end of the add/drop period, our census date.*

### **Finding #3. Financial Aid Cost of Attendance/Need Exceeded**

**Noncompliance:** The reviewers found two (2) students that had a need based over award and a COA over award. Further, the cost of attendance was not made available to students.

Shortly after the current FAA's arrival it was discovered that PowerFAIDS was not properly set up to automatically recalculate COA when students were less than full-time. As a result of the improper setting a number of students were found to be over-awarded. Upon discovery every student found to be over-awarded was corrected. **Student #11** was one of those corrected in the spring of 2011 (documentation is attached).

**Student #15:** This finding appears to be taking the COA from 10-11 and applying it to the awards from the 11-12 year which would result in an over award. If using the awards and COA from 11-12 there doesn't appear to be an over award.

The counselors are responsible for packaging the students. The counselors began to access the registrar's module in the 12-13 year to verify each student's correct grade level prior to packaging.

To address informing the students of the COA the institution will be implementing Net Partner an additional module that allows students to access their financial aid information through the web. Net Partner offers a feature that allows the student to view the COA each time they log in to view/accept offered aid.

#### **Finding # 4. Federal Supplemental Educational Opportunity Grants (FSEOG) Made in Unequal Payments/Not Posted/Incorrectly Labeled**

**Noncompliance:** The reviewers found one (1) instance of a student being awarded FSEOG funds with equal payments being posted to student ledgers on the same day instead of within subsequent payment periods. The reviewers found one (1) instance of a student having FSEOG funds disbursed but the funds did not show on the student's award letter. The reviewers also found one (1) instance of FSEOG funds listed on the student ledger as an Institutional Federal Subsidy instead of as FSEOG funds.

**Student #1:** Was initially awarded ISE SEOG (institutional SEOG) in the fall of 2010. After the transition in FAA's in January of 2011 the current FAA discovered that the allocation of FSEOG had not been utilized. This student along with several other Pell eligible students had their ISE SEOG replaced with OFS SEOG (FSEOG). Additionally, some Pell eligible students who had not received SEOG were awarded FSEOG such as **Student #10**.

**Student #5:** This student was awarded ISE SEOG (an institutional SEOG). The ISE SEOG was eliminated at the conclusion of the 2010-2011 award year because it was a tuition discount and the name simply lead to confusion. The only SEOG currently used in our system is FSEOG (OFS SEOG).

**Student #10:** After the transition in FAA's in January of 2011 the current FAA discovered that the allocation of FSEOG had not been spent. This student along with several other Pell eligible

*student's were awarded SEOG late. When the disbursement generated it was disbursed late and thus as only one disbursement.*

**Required Action:** *A new award letter has been generated for Student #10 this student and a copy is attached.*

#### **Finding # 5: Award Letters Not Signed**

**Noncompliance:** The reviewers found multiple, unsigned student award letters which is indicative of a systemic issue.

Student #6: Student did not sign award letter to accept/decline aid.

Student #7: Student did not accept revised amounts of additional loans on revised award letter.

Student #16: Student did not sign award letter to accept/decline aid.

Student #19: Student did not sign award letter to accept/decline aid.

**Required Action:** The institution must update its policies and procedures on this issue and provide a copy of the updates to the Department as part of its response to this finding.

*Below is a copy and paste of our updated policy on award letters.*

##### **14.5 Award Letter and Acceptance of Awards**

*Students receive notice of financial aid via an award letter. Students are required to accept or decline their award letter or accept/decline or reduce just the loan(s) that is on the Financial Aid Award Acceptance form that is sent with each new or updated award letter. Currently the student is required to sign and return the award letter.*

*When the office receives an award back from a student it is checked for acceptance or decline of awards and a signature on the award letter. Any adjustments are updated in PowerFAIDS to insure agreement with the students wishes. The award letter is then scanned into the system for viewing by all office staff.*

#### **Finding #6. Late disbursement of Title IV Funds**

**Noncompliance:** The reviewers found two (2) instances where loan proceeds were not posted to the student ledger within the awarded payment period. The proceeds were posted in subsequent payment periods.

**Required Action:** The school's response to this finding must explain corrective actions the institution will take to ensure the correct disbursement of Federal funds in the future.

*There was a transition in FAA's in January of 2011. At the time of the transition it was discovered that many of the students Direct Loans had not been processed. Also at this time there had been a turnover in staff with only the new FAA having a background in financial aid. The requested loans were processed as quickly as possible while training a new staff. The new*

*staff added at that time has remained a part of the current team and no additional staff turnover has occurred.*

*PowerFAIDS was pulling a fixed disbursement date when uploading disbursement information to COD. All of the incorrect dates in COD have been corrected.*

*BPC uses PowerFAIDS as its Financial Aid Management (FAM) system. Beginning in the 12-13 year BPC will be using DLDA capability offered by PowerFAIDS which allows an anticipated disbursement date to be entered (see screen shot finding # 2). This feature was not previously implemented and its use will allow BPC to anticipate the disbursement date prior to requesting it as well as more fully comply with the dates matching.*

*BPC will upload to COD the origination records for the students registered for classes the first week of the semester. Disbursements will be generated at the end of the add/drop period, our census date.*

#### **Finding #7. Pell Under Award**

**Noncompliance:** The reviewers identified (1) student for whom Federal Pell Grant funds were under awarded

**Required Action:** The Institution must review the student file in question, credit the student for the under awarded amount and forward proof to the Department that this action has been taken. The institution must also provide a copy of its procedures to ensure that future students are not under awarded Federal Pell Grant funds.

*The ledger appears to be listing both Pell disbursements, one on 11/08/2010 and the other on 02/15/2011. Copies of the disbursements being made in PowerFAIDS as well as the student statement have been attached for your review.*

*The policy and procedure below was updated in the 11-12 year, finding #7 was from the 10-11 academic year.*

##### **18.3 Procedures**

*BPC electronically transfers aid to the student's account if all appropriate papers have been signed and the student is registered for the correct number of hours.*

*The business office posts the disbursements received from the financial aid office after confirming the transmittal balances and then notifies the financial aid office that both the figure transmitted and that posted agrees.*

#### **Finding #8. Verification Violations**

**Noncompliance:** The reviewers found one (1) instance of incomplete verification.

**Required Action:** The institution must update the ISIR and send the Department proof that the error has been corrected. The institution must also update its procedures to ensure that this issue will be properly dealt with in the future.

*The students corrections were made and submitted resulting in ISIR #3(attached). The correction did not change the EFC.*

*The policy and procedure for verification was in place for untaxed income. The staff member overlooked the proper procedures causing the error. The staff member has received additional instruction on proper procedures to avoid a repeat of this in the future.*

#### **Finding #9. Aggregate Loan Limits Exceeded**

**Noncompliance:** The reviewers identified one (1) student who exceeded the aggregate limit for Federal Stafford Loans.

**Required Action:** The institution must correct the error and update its procedures to ensure that this issue does not come up in the future. The institution must forward a copy of its updated procedures, along with proof that the error has been corrected to the Department as part of its response. Should any liabilities exist for this finding, they will be addressed in the Final Program Review Determination (FPRD).

*This error is from the 10-11 academic year and prior to the transition to the current staff. The student's loans were corrected in COD and a copy of the NSLDS is attached for documentation purposes.*

*Policy and procedures were updated in the spring of 2012. A copy of the updated procedure to avoid a repeat of this finding is below.*

#### 12.3.5.2 Institutional Policy Statement

##### Determining Eligibility

*In order to determine eligibility for any federal financial aid program, students must file a Free Application for Federal Student Aid (FAFSA) and have the results sent to BPC. The FAO will accept results through electronic transmission with the Central Processing System (CPS). Student eligibility is determined only through the CPS of the Department of Education using the Federal Methodology need analysis formula. The FAO must have an official EFC before eligibility for any fund may be determined. A Direct Subsidized Loan is awarded to a student, upon*

request, if he/she has remaining eligibility after the Federal Pell Grant, HOPE Scholarship, GTEG, any other state funding, and FWSP, have been awarded. Direct Subsidized Loan funds are also awarded to part-time students (registered for at least 6 credit hours).

Students are notified of the amount of their Direct Loan eligibility through an award letter. With the award letter, the student receives documentation stating how funds are to be disbursed and when the student may receive a disbursement to his/her student account and when refunds are estimated to be ready after the funds are posted. Direct Loan recipients must complete a Master Promissory Note, entrance counseling session, a Financial Aid Award acceptance letter, before the loan funds can be credited to their school account. See Section 18 for additional information.

#### Certification of Loan Funds

Loan certification will not be completed until:

1. Data from NSLDS has been reviewed on the FAFSA or if the student is a mid-year transfer that the data from the NSLDS is received.
2. Documentation of dependency status is on file.
3. Verification is complete.
4. All other financial assistance is reported.
5. Financial Aid Award Acceptance is received.

Exceptions should be carefully documented and monitored by the certifying Aid Administrator to ensure proper disbursement of loan funds occurs.

#### **Finding #10. Entrance/Exit Counseling Not Documented**

**Noncompliance:** The reviewers found three (3) instances where students were not counseled regarding loans.

*I was able to locate an Entrance Counseling in COD for student # 23. Students #4 and #13 have been sent Exit Counseling information (FAA name on letter is different than current FAA since letter was generated from the correct year). A confirmation copy of all of these documents is attached from the proper year (10-11).*

*This finding appears to only be represented in the 2010-2011 academic year before the transition to new staff in financial aid. Since the transition PowerFAIDS has had a required document field added which prohibits the disbursing of a DL without verification of the*

*Entrance. Exit Interview information is performed in person if the student withdraws through normal means. All other means of separation is sent to the financial aid office from the Registrar's office and separating students are sent Exit Interview information electronically or snail mail.*

**Finding #11. Satisfactory Academic Progress (SAP) Policy Not Monitored**

**Noncompliance:** The reviewers found one (1) student who is not making SAP.

*In reviewing student eleven's transcript a SAP issue was not apparent to the institution. The student transferred in the fall of the 09-10 academic year. We were only calculating SAP on hours earned at BPC and reviewing progress once a year after the spring term.*

- *At the end of 09-10 fall the student completed 75% of the work and had a 1.9 GPA*
- *At the end of the spring 10-11 the student had still completed 75% of the attempted hours and had a 1.8 GPA*

*This appears to leave student # 15 meeting the SAP policy we were operating under in 10-11. Please find a copy of the catalog attached for your convenience attached. Catalogs from 2004-2005 through 2011-2012 can be viewed online at:*

*[http://www.bpc.edu/news\\_and\\_info/catalog/bpc\\_catalog.htm](http://www.bpc.edu/news_and_info/catalog/bpc_catalog.htm)*

**Finding #12. Return of Title IV (R2T4) Not Performed**

**Noncompliance:** The reviewers found one (1) instance where a student withdrew from the institution but an R2T4 calculation was not performed.

Student #20: R2T4 calculation required but not completed. Student withdrew 10/11/2010 and notified school of withdrawal on 09/22/2010.

*Student # 20 dropped 3 of their 5 courses but did not withdrawal. The institution therefore believes that an R2T4 would not have been required. Please find documents labeled Finding #12 attached for your consideration.*

**Finding #13. Leave of Absence Not Monitored/Inadequate Policy**

**Noncompliance:** The reviewers found one (1) student who withdrew from the institution but returned at a later date, completed the classes she withdrew from and received grades for those classes.

Student #20: Student withdrew from school as of 09/22/2010. Student notified school of withdrawal but was allowed to come back in May of 2011 and complete several courses from the previous semester which resulted in grade changes. No leave of absence forms were completed,

the school does not have a leave of absence policy and the timeframe for a leave of absence was exceeded (student was out 210 plus days).

**Response:**

After investigating the situation of Student #20, it was discovered that the student never intended to withdraw on 09/22/2010 but was requesting Incompletes due to personal issues. It was a clerical error to register the request as a withdrawal. This is why the student was allowed to complete the work in the subsequent semester. However, this would still be beyond the typical allotment of time for incompletes. Brewton Parker does not intend to have a leave of absence policy. Steps have been taken to ensure that this situation does not occur in the future and that incompletes would also fall within the 180 day requirement.

**Finding #14. Annual Reporting/Campus Crime Report Missing Components**

**Noncompliance:** The school's annual and campus crime reports are missing key components necessary for compliance with Department regulations.

**Emergency Response and Evacuation Procedures:**

1. No statement that the institution will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless the notification, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

**Response: Student Handbook page 2 (revision)**

<http://www.bpc.edu/studentlife/documents/2011CampusSecurityReport.pdf>

**Timely Warnings**

The College, through the "Campus Alert System" (which may be activated by the President, Chief Operating Officer, Vice President of Student Services, Vice President of Academic Services and the Vice President of Enrollment Services) will issue timely warning notices to the campus about any serious safety issues occurring on campus, where prior knowledge would aid others in avoiding harm or becoming a victim in a continuing criminal episode.

2. No statement regarding plans to conduct a test of the emergency response and evacuation procedures on at least an annual basis. The test may be announced or unannounced, but it must be conducted at a time when most of the students, faculty, and staff are expected to be present on campus. The institution must document each test, including the date, time and whether it was announced or unannounced.

**Response:** *(A new policy is now in place)*

Brewton-Parker College completes tests of the emergency response and evacuation procedures twice a year. Documentation of each test, including the date, time and whether it was announced or unannounced is maintained by the Chief Safety Officer.

### **Annual Fire Safety Report**

- 1. The institution has no description of on-campus student housing facility fire safety systems.**

**Response:**

The below information will be updated and reported annually in the Clery Report.

Student housing at Brewton-Parker College consists of six resident halls. These residents' halls are Dowling, Friendship, LeRoy, McAllister, Thompson, and Baron Ridge.

The number and location of fire extinguishers in each are as follows:

- Dowling: 3 extinguishers; 1 in Laundry Room and 2 by exits
- Friendship: 4 extinguishers; 1 in Lobby and 1 by each exit door
- LeRoy: 6 extinguishers; 3 on 1<sup>st</sup> floor and 3 on 2<sup>nd</sup> floor
- McAllister: 9 extinguishers; 5 on 1<sup>st</sup> floor and 4 on 2<sup>nd</sup> floor
- Thompson: 2 extinguishers, both located on 1<sup>st</sup> floor
- Baron Ridge: 3 extinguishers

- 2. The institution did not list the number of fire drills held the previous calendar year.**

**Response:**

Four fire drills are conducted for each resident hall during the calendar year. One fire drill is conducted each semester at an unannounced date and time by building managers for each facility.

Date and time will be recorded for each fire drill on the annual Clery Report hence forth.

- 3. No indication of institution's policies or rules on portable electrical appliances, smoking and open flames in a student housing facility.**

**Response**

Student Handbook: page 39 (*revision*)

<http://www.bpc.edu/studentlife/documents/StudentHandbook2011-2012.pdf>

10. FIRE SAFETY—Fire alarms and extinguishers are provided in each residence hall and are to be used only in the event of fire. Tampering with the fire safety system is forbidden.

Removal or tampering to any of the fire alarms in the dorm rooms/suite lobbies will result in a \$50.00 charge to the room occupant's account.

No open flames (candles, incense, and so forth) or *hot plates* are allowed in the residence hall. NO SMOKING IS ALLOWED IN ANY RESIDENCE HALL.

4. **No indication of policies for fire safety education and training programs for students, faculty, and staff.**

**Response:**

Fire safety education programs for all students living in student housing and all faculty and staff are held at the beginning of each semester. These programs are designed to familiarize students and staff with the fire safety system in each student housing facility and academic building on campus; train students and staff on the procedures to be followed in case of a fire on campus and to distribute information on the universities fire safety policies.

During these training sessions students and faculty are encouraged to take all fire and safety drills seriously. Students with disabilities are given the option of having a "safety buddy" assigned to them.

If a fire occurs, students are instructed to leave hazardous area using the posted evacuation routes and move immediately to predetermine areas before calling 911 for help. Students are to remain in that location until an all clear is issued by the local fire agency responding to the fire or any campus administration in command of the situation. In case of a fire, Resident

Assistants are instructed to pull the fire alarms as they are leaving the building if they can do so without any risk to their or anyone else safety.

**Campus Security:**

1. **The institution does not have information on current policies concerning campus law enforcement that addresses the enforcement authority of security personnel, including their relationship with State and local police agencies and whether those security personnel have the authority to arrest individuals.**

**Response: Student Handbook page 14 (revision)**

<http://www.bpc.edu/studentlife/documents/StudentHandbook2011-2012.pdf>

**Brewton-Parker College Security**

Mission is to complement and support the college by providing services which contribute to preservation of life, the protection of property, the safety of the campus community and the facilitation of vehicle and pedestrian traffic movement on campus. The department is to assist with enforcing campus rules and regulations, and uphold Federal, State, and local laws on our campus. The security office is located in the Phillips Student Center. Campus Security officers will monitor the campus 6:00 pm until 6:00 am. Student Affairs Department will monitor the campus 6:00 am until 6:00 pm.

*BPC campus security officers have no arrest authority beyond that of an ordinary citizen. They may make an arrest in the event a felony is committed in his or her presence. As a standard course of action serious crimes are the responsibility of the Mount Vernon Police.*

*Additionally, local law enforcement agencies are invited to patrol the BPC to assist campus security in deterring crime. All law enforcement agencies are expected to check with BPC campus security when they come on campus.*

2. **No information programs designed to inform students and employees about the prevention of crimes.**

**Response:**

Crime Prevention Programs on personal safety and theft prevention will be sponsored by various campus organizations throughout the school year. BPC campus security and administration will facilitate these programs for Resident Advisors, students, and faculty in providing a variety of educational strategies and tips on how to protect themselves from sexual assault, theft, and other potential crimes.

3. **No statements of policy regarding the institutions campus sexual assault programs to prevent sex offenses, and procedures to follow when a sex offense occurs.**

**Response: Student Handbook addition**

**Campus Sexual Assault Program** BPC educates the student community about sexual assaults and date rape through mandatory resident hall meetings each fall. Literature on date rape education, risk reduction, and BPC's response is available through the Counseling center, campus Security, and Resident Life.

Students are taught that if they are a victim of sexual assault, their first priority is to get to a place of safety. BPC strongly advocates that a victim of sexual assault report the incident in a timely manner to the proper authorities. An assault on campus should be reported directly to a BPC security officer and/or Resident Assistant representative. They are then instructed to immediately get medical treatment needed.

**Campus Sexual Assault Response Procedures**

1. Immediately report it to one of the following: BPC Security, the Director of Resident Life or a Resident Life Assistant who will notify the local Police Department and the Vice President of Student Services.
2. Get a medical examination at the hospital or at your private doctor right away. Note: Before seeing the doctor, the victim should not douche, bathe, shower, or change clothes, as this would destroy valuable evidence.
3. Students should inform the doctor of the act committed upon them. The doctor should take semen smears and note any injuries.
4. The victim should inform the police of all details and give police any clothing stained or torn during the attack.

5. Contact the Office of the Vice President for Student Services with regard to a change in the academic situation after an alleged sex offense.

#### **Protecting Evidence in Sexual Offense Cases**

To assist law enforcement authorities in prosecuting violators of sexual assaults, victims should not destroy evidence that may be used in such prosecutions. This evidence could be destroyed by bathing and washing away residue of the violator's semen, hairs, or DNA from their bodies, or by discarding soiled clothing that may still contain important evidence.

**4. No revision of crime classification for burglary vs. larceny.**

#### **Response:**

Brewton-Parker College has revised the Annual Campus Security Report to include a category for burglary: the unlawful entry of a structure to commit a felony or theft and Larceny: the unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another.

**5. No definition of On-Campus student housing facilities (Clery Act/HEA fire safety)**

#### **Response**

The below information will be updated and reported annually in the Clery Report.

Student housing at Brewton-Parker College consists of six resident halls. These residents' halls are Dowling, Friendship, LeRoy, McAllister, Thompson, and Baron Ridge.

The numbers of residents in each hall are as follows:

- Dowling: 45 female residents
- Friendship: 44 female residents
- LeRoy: 94 male residents (includes 2 coaches)
- McAllister: 46 female residents
- Thompson: 85 male residents
- Baron Ridge: 13 male residents (includes 4 coaches)

**Manifest:**

*Word Document-Program Review Response*

*Word Document-Finding #2 Revised Policy*

*Adobe Acrobat document-Finding #3 Student #11*

*Adobe Acrobat document-Finding #4 Student #5 Ledger*

*Word Document-Finding #4*

*Word Document-Finding #4 PowerFAIDS ISE SEOG Fund Screen shot*

*Word Document-Finding #4 Screen shot of OFS SEOG (FSEOG)*

*Word Document-Finding #4 Student #5 PowerFAIDS Disbursement by POE Screen shot*

*Word Document-Finding #7 PowerFAIDS Disbursements*

*Word Document-Finding #7 Revised Policy*

*Adobe Acrobat Document-Finding #7 Student Statement*

*Word Document-Finding #8 Revised Policy*

*Adobe Acrobat Document-Finding #8*

*Word Document-Finding #9 NSLDS*

*Word Document-Finding #10 Entrance*

*Word Document-Finding #10 Exit*

*Word Document-Finding #10 Exit Smith*

*Word Document-Finding #10 Revised Policy*

*Word Document-Finding #11 Updated SAP Policy*

*Word Document-Finding #11 SAP Transcript*

*Word Document-Finding #12 10-11 BPC Catalog SAP Policy*

*Word Document-Finding #12 R2T4*

*Adobe Acrobat Document-Finding #12 R2T4*

**Finding # 8 Verification Violations:**

**9     Section Nine: Verification**

**9.1   Introduction**

Verification is the process of confirming the accuracy of student reported data on financial aid applications. Only a portion of the student population is selected for verification.

**9.2   Selection of Applications to be Verified**

The FAO verifies those applicants identified by the Department of Education (DOE). Typically, the DOE selection criteria translate into verifying above thirty percent of the financial aid population at BPC. In addition, Financial Aid Administrators may select a student for verification if there is a discrepancy or a condition which is unusual and warrants investigation.

**9.2.1 Exclusions**

Listed below are certain circumstances where students do not have to complete verification. Counselors must identify and document in the aid folder why the student is not required to complete verification.

1. An applicant who died during the award year.
  
2. A resident of Guam, American Samoa, the Northern Mariana Islands, the Marshall Islands, the Federated States of Micronesia, and the Trust Territory of the Pacific Islands (Palau).

3. A student who is incarcerated.

4. Applicants whose parents do not live in the United States **and cannot be contacted**.

5. A student immigrant (however, the student must meet the citizenship requirement).

6. A dependent student whose parents cannot comply because of specified reasons (i.e., parents are deceased, are physically or mentally incapacitated, or the student does not know where the parents reside).

7. A student who does not receive Title IV funds.

#### 9.2.2 Conflicting Information for Non-selected Applicants

Financial Aid Administrators are required to resolve any discrepancies discovered in a student's file. Because need analysis information is only collected from the DOE, and additional information is typically not requested from students who are not selected for verification, conflicting information is systematically rare.

#### 9.3 Verification Time Frame

Upon receipt of any documentation that a student intends to apply for financial aid, a Tracking Letter listing missing items is sent to the student when the student record is activated after receipt of a federal transmission. This letter informs the student of any additional information which is required to complete his/her financial aid file. If the FAO has received DOE information identifying the student as being selected for verification, the missing document letter requests the appropriate verification documents (i.e., verification form, student and parent tax returns).

Students are notified that the majority of financial aid funds are awarded on a first-come, first-serve basis and that until the missing items are submitted to the FAO, additional processing of their file is not possible.

If a student submits documentation which appears fraudulent, the FAO staff member must notify the Director of Financial Aid.

#### 9.4 Document Collection Procedures

Required documentation items are identified and receipt date is maintained on an automated tracking system. When documents arrive, the person who opens the mail (generally the Office Manager) enters the document as received in PowerFaid's Document Tracking screen and the system automatically dates the documents the receipt date beside the document name. When all required documents are received, the student is considered complete and ready to be disbursed. The Counselor gathers all documentation and creates a student folder for new students and updates previous year files for returning students.

##### 9.4.1 Documentation

Documentation submitted to the FAO must be legible, appropriate, and have the student's social security number for identification purposes. If the student submits a document which is not legible (i.e., a copy of a tax return in which the income numbers are not identifiable), appropriate (a tax return is requested and the student submits a W-2), or identifiable (student submits a copy of the step-parents' tax return and the last name does not match the student's and there is no student social security number), the documents will be returned and a request for additional documentation is requested. If possible, the return of documentation is recorded on the computer system comment section.

## 9.4.2 Processing Time Period

Students are notified that the majority of financial aid funds are awarded on a first-come, first-serve basis. However, funds are not released until the missing items are submitted to the FAO.

### 9.4.2.1 Failure to Comply

Students who fail to submit verification documents never become complete; therefore, federal aid is not paid to these students. State and institutional aid will be paid.

### 9.4.2.2 Submission After Deadline

Students who submit verification documents beyond the Federal extension deadline (180 days after the last date of enrollment as of July 1, 2008) will not be paid any Federal and State aid.

## 9.4.3 Notification of Verification to Applicants

Students are notified that they are selected for verification on the Student Aid Report (SAR). In addition, students are sent a missing information letter that tells them what is required for verification and the timeframe in which to submit the required documents.

## 9.5 Verification of Data Elements

BPC systematically verifies only those data elements required by the federal government. However, Financial Aid Administrators are free to ask for additional information if further investigation is needed to resolve a discrepancy.

### 9.5.1 Adjusted Gross Income

Adjusted Gross Income is verified by comparing a copy of the student, spouse, or parent income tax return or Income Certification Statement to federal data. Discrepancies outside of tolerance levels (\$400.00) must be corrected before further processing.

### 9.5.2 U.S. Income Tax Paid/Untaxed Income

U.S. Income Tax paid is verified by comparing a copy of the student, spouse, or parent income tax return or Income Certification Statement to federal data. Discrepancies outside of tolerance levels must be corrected before further processing.

W2 as well as the verification worksheet will be checked for any evidence of untaxed income.

### 9.5.3 Household Size

Household size is verified by comparing the Verification Worksheet to federal data. Discrepancies must be corrected before further processing.

#### 9.5.3.1 Exclusions

Although regulations allow situations when verification of household size is not required, the FAO does not have a systematic way to track these exclusions. Therefore, all students selected for verification must submit a response to the Household size question on the Verification Worksheet.

#### 9.5.4 Number in Postsecondary Institutions

Number of family members enrolled at least half time in postsecondary institutions is verified by comparing the Verification Worksheet to federal data. Discrepancies must be corrected before further processing.

##### 9.5.4.1 Exclusions

Although regulations allow situations when verification of number in college is not required, the FAO does not have a systematic way to track these exclusions. Therefore, all students selected for verification must submit a response to the Household size question on the Verification Worksheet.

#### 9.5.5 Institutional Discretionary Items

The FAO verifies those applicants identified by the Department of Education (DOE). Aid Administrators may select a student for verification if there is a discrepancy or a condition, which is unusual and warrants investigation. If a student submits verification documentation (i.e., tax return), the FAO staff must verify the information on the document against the information in the student's file.

### 9.6 Tolerances

A correction due to the verification process does not need to be submitted to CPS as long as the absolute value of the discrepancies does not exceed \$400. If there is a change in number in household, the correction must be submitted.

## 9.7 Notification to Students

Students are notified of the results of verification by receipt of a missing document letter. Since students are not packaged until after verification resulting changes in EFC do not result in perceived bait & switch leading to a better relationship between students and the FAO.

### 9.7.1 Correction Procedures

If a correction needs to be made, this will take place on the FAA online website. This will create a new transaction resulting in an updated ISIR.

### 9.7.2 Overpayments

FAO policies and procedures are designed to eliminate the possibility of an overpayment from any fund. If however, an overpayment does occur, the student is placed on hold until the overpayments can be corrected. Students are not allowed to register for subsequent terms and academic transcripts are withheld until the account has been cleared.

## 9.9 Updating Requirements and Procedures

There are three situations whereby a Financial Aid Administrator may update student information. When students notify the Financial Aid Office of an allowable update, the Aid Administrator may recalculate the student's EFC and the new figure may be used to award financial aid. Updates may occur for:

1) Dependency status (Dependency status may not be changed for previously certified Direct Loans, and may not be changed due to marital status).

2) Family size.

3) Number of family members enrolled in a postsecondary institution.

#### 9.9 Interim Disbursements

Because the FAO is liable for disbursements made prior to verification, the BPC policy does not allow interim disbursements of federal funds. Students must complete the verification process before aid is disbursed. There are No Exceptions.

Student ID #

(b)(6); (b)(7)(C)

EFC

**STEP ONE (THE STUDENT) (Q1-Q31)**

Name (b)(6); (b)(7)(C)  
 Address:  
 Social Security Number  
 Date of Birth  
 Permanent Home Phone #  
 Driver's Lic #  
 Email  
 Citizenship Status  
 Alien Registration Number  
 Marital Status  
 Marital Status Date  
 State of Legal Residence  
 Legal Resident before 1-1-2006  
 Legal Resident Date  
 Male or Female?  
 Register for Selective Service?  
 Drug Conv Affect Elig?  
 Father's Educational Level  
 Mother's Educational Level  
 High School or Equivalent?  
 High School Name/City, State  
 High School Code  
 1st Bachelor's Deg by 7-1-2011?  
 Grade Level in College  
 Degree/Cert  
 Interested in Work Study?

Dependency Status INDEPENDENT

**STEP TWO (STUDENT & SPOUSE) CONT.**

Military or Clergy Allowances 0  
 Veterans Non-education Benefits 0  
 Other Untaxed Income 0  
 Money Received/Paid on Your Behalf 0

**STEP THREE (STUDENT STATUS) (Q45-Q57)**

Born Before 1-1-1988? YES  
 Is Student Married? NO  
 Working on Masters/Doctorate Prog.? NO  
 On Active Duty in US Armed Forces?  
 Veteran of U.S. Armed Forces?  
 Have Children You Support? YES  
 Have Dep Other Than Children/Spouse? NO  
 Orphan or Ward of the Court?  
 Are you an Emancipated Minor?  
 Are you in Legal Guardianship?  
 Homeless Child or Youth?  
 Determined by HUD Homeless?

At Risk for Homelessness?

**STEP FOUR (PARENTS) (Q58-Q92)**

Marital Status  
 Marital Status Date  
 Father's/Stepfather's SSN  
 Father's Last Name  
 Father's First Initial  
 Father's DOB  
 Mother's/Stepmother's SSN  
 Mother's Last Name  
 Mother's First Initial  
 Mother's DOB  
 Email Address  
 State of Legal Residence  
 Legal Resident before 1-1-2006?  
 Legal Resident Date  
 Number of Family Members  
 Number in College  
 Supplemental Security Income Benefits  
 Parent Food Stamp Benefits  
 Free Reduced Price Lunch Benefits  
 Parent TANF Benefits  
 Parent WIC Benefits  
 Tax Return Filed?  
 Type of 2010 Tax Form Used  
 Eligible to File 1040A or 1040EZ?  
 Parent a Dislocated Worker?  
 AGI  
 U.S. Income Tax Paid  
 Exemptions Claimed  
 Father's Income Earned from Work  
 Mother's Income Earned from Work  
 Cash, Savings, and Checking  
 Net Worth of Investments  
 Net Worth of Business/Farm

**STEP TWO (STUDENT & SPOUSE) (Q32-Q44)**

Tax Return Filed COMPLETED  
 Type of 2010 Tax Form Used 1040A/EZ/TE  
 Eligible to File 1040A or 1040EZ? Yes  
 Adjusted Gross Income 21141  
 U.S. Income Tax Paid 0  
 Exemptions Claimed 03  
 Student's Income Earned from Work 21141  
 Spouse's Income Earned from Work  
 Cash, Savings, and Checking 150  
 Net Worth of Investments 0  
 Net Worth of Business/Farm 0  
 Student's Addl Financial Information 179  
 Education Credits 179  
 Child Support Paid 0  
 Taxable Earnings Need-Based Empl 0  
 Grant & Scholarship Aid Reported 0  
 Special Combat Pay/Combat Pay 0  
 Student's Co-op Earnings  
 Student/Spouse Untaxed Income 4800  
 Tax Deferred Pension/Savings 0  
 IRA Deductions and Payments 0  
 Child Support Received 4800#  
 Tax Exempt Interest Income 0  
 Untaxed IRA Distributions 0  
 Untaxed Portions of Pension 0

Student ID (b)(6); (b)(7)(C)  
 Last Name

EFC 00000\* C

STEP SIX (Q101)

College 1	001557	Housing 1	Off Campus
College 2		Housing 2	
College 3		Housing 3	
College 4		Housing 4	
College 5		Housing 5	
College 6		Housing 6	

STEP FOUR (PARENTS) CONT.

Parents' Addl Financial Information  
 Education Credits  
 Child Support Paid  
 Taxable Earnings Need Based Empl  
 Grant & Scholarship Aid Reported  
 Special Combat Pay/Combat Pay  
 Parents' Co-op Earnings  
 Parents' Untaxed Income  
 Tax Deferred Pension/Savings  
 IRA Deductions and Payments  
 Child Support Received  
 Tax Exempt Interest Income  
 Untaxed IRA Distributions  
 Untaxed Portions of Pension  
 Military or Clergy Allowances  
 Veterans Non-education Benefits  
 Other Untaxed Income

STEP SEVEN (Q102-Q106)

Date Application Completed 4/18/2011  
 Signed By Applicant  
 Preparer's SSN  
 Preparer's EIN  
 Preparer's Signature

OFFICE INFORMATION

Primary EFC Type  
 Secondary EFC Type  
 Processed Date 7/25/2012  
 Transaction Data Source Correction Full SAR

SNT: INDEPENDENT WITH DEPS

STEP FIVE (STUDENT HH) (Q93-Q100)

Number of Family Members 03  
 Number in College 1  
 Supplemental Security Income Benefits  
 Student Food Stamp Benefits  
 Free Reduced Price Lunch Benefits  
 Student TANF Benefits  
 Student WIC Benefits  
 Student/Spouse a dislocated worker? No

Source of Correction S  
 Fed School Code Indicator (b)(6)  
 Reject Override Codes:  
 A: B: C: G: J: K: N: W:  
 3: 12: 20:  
 Assumption Override Codes:  
 1: 2: 3: 4: 5: 6:

FAA INFORMATION

Date ISIR Received 7/25/2012  
 Verification Flag Y  
 Professional Judgment NO EFC  
 Transaction Receipt Date 7/25/2012  
 Reprocessing Code  
 Processed Rec Type HIST CORR

CPS Pushed ISIR Flag  
 Rejects Met:  
 Verification Tracking Flag  
 Dependency Override Override Not Requested  
 ETI (IGCO)Schl gen trans,ISIR Daily schl,CPS Pushed  
 Correction # Applied to 01  
 Application Receipt Date 4/18/2011

Pell Elig Flag Y  
 Primary EFC 0 Secondary EFC  
 Mon 1 Mon 7 Mon 1 Mon 7  
 Mon 2 Mon 8 Mon 2 Mon 8  
 Mon 3 Mon 10 Mon 3 Mon 10  
 Mon 4 Mon 11 Mon 4 Mon 11  
 Mon 5 Mon 12 Mon 5 Mon 12  
 Mon 6 Mon 6

Intermediate Values  
 TI 25762 PCA  
 ATI AAI  
 STX TSC  
 EA TPC  
 IPA PC  
 AI STI  
 CAI SATI  
 DNW SIC  
 NW SDNW  
 APA SCA  
 FTI

High School Flag  
 Student IRS Req Flag  
 Parent IRS Req Flag

Auto Zero EFC Flag Yes  
 EFC Change Flag No change  
 SNT Flag YES  
 Rej. Status Change Flag  
 Verif. Selected Change Flag  
 Special Circumstance Flag Flag is not set

Duplicate SSN Flag N/A  
 Address Only Correction  
 SAR C Change Flag

Match Flags: SSN 4 SSA A DHS SS NSLDS 1 VA DHS Sec Conf Father SSN 8  
 DHS Verification # SS Registration Flag Mother SSN 8  
 NSLDS Transaction Number 03 NSLDS Database Results Flag 1 DOD

Comments (b)(6); (b)(7)(C)



START HERE  
GO FURTHER  
FEDERAL STUDENT

# National Student Loan Data System

[Menu](#)[Aid](#)[Enroll](#)[Org](#)[Report](#)[Tran](#)

[Loan History](#) | [Overpayment List](#) | [Grants](#) | [Delinquent Borrowers](#) | [Exit Counseling History](#) | [Student Access Interface](#) | [Address History](#) | [SSN Conflict](#)

SSN: First Name: DOB: 

(MMDDCCYY)

(b)(6); (b)(7)(C)



Close or Equal  
to Undergrad  
Sub Limit



Close or Equal  
to Undergrad  
Comb Limit



Grants



Student is not on your school's Transfer Monitoring List.

[Add Student to Monitoring List](#)

## Loan History



### Aggregate Loan Information

Loan Type	Outstanding Principal Balance	Pending Disbursements	Total
<b>Undergraduate</b>			<b>Award Year: 2012</b> ⓘ
Subsidized Loans	\$23,000	\$0	\$23,000
Unsubsidized Loans	\$34,161	\$0	\$34,161
Combined Loans	\$57,161	\$0	\$57,161
Consolidation Loans, Unallocated	N/A		N/A
<b>Totals</b>			
Subsidized Loans	\$23,000	\$0	\$23,000
Unsubsidized Loans	\$34,161	\$0	\$34,161
Combined Loans	\$57,161	\$0	\$57,161
Consolidation Loans, Unallocated	N/A		N/A
<b>Other</b>			
Perkins Loans	N/A		N/A

## Master Promissory Notes

MPN Type	Code	PLUS Borrower
Direct Stafford	A	N/A
Direct PLUS	N	N/A

## Loan Summary

Sort by:

Display Only:

Currently Sorted by LOAN DATE, No filtering



(b)(6); (b)(7)(C)

<b>Approved Amt:</b>	\$0	<b>Disbursed Amt:</b>	\$0	<b>OPB:</b>	\$0	<b>Agg. OPB:</b>	\$0
<b>Loan Date:</b>	08/15/2011	<b>Sep. Loan Ind:</b>	A	<b>Loan Period:</b>	08/22/2011 - 05/08/2012		
<b>Last Disb. Date:</b>	08/15/2011	<b>Last Disb. Amt:</b>	\$0	<b>Acad. Lv:</b>	4		
<b>ED Servicer:</b>	DEPT OF ED/FEDLOAN SERVICING(PHEAA) - 579						

(b)(6); (b)(7)(C)

<b>Approved Amt:</b>	\$7,339	<b>Disbursed Amt:</b>	\$7,000	<b>OPB:</b>	\$7,000	<b>Agg. OPB:</b>	\$7,000
<b>Loan Date:</b>	08/15/2011	<b>Sep. Loan Ind:</b>	A	<b>Loan Period:</b>	08/22/2011 - 05/08/2012		
<b>Last Disb. Date:</b>	01/27/2012	<b>Last Disb. Amt:</b>	\$3,500	<b>Acad. Lv:</b>	4		
<b>ED Servicer:</b>	DEPT OF ED/FEDLOAN SERVICING(PHEAA) - 579						

(b)(6); (b)(7)(C)

<b>Approved Amt:</b>	\$3,375	<b>Disbursed Amt:</b>	\$3,375	<b>OPB:</b>	\$3,375	<b>Agg. OPB:</b>	\$3,375
<b>Loan Date:</b>	10/29/2010	<b>Sep. Loan Ind:</b>	A	<b>Loan Period:</b>	08/23/2010 - 05/11/2011		

<b>Last Disb. Date:</b>	01/03/2011	<b>Last Disb. Amt:</b>	\$1,688	<b>Acad. Lv:</b>	3
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**ED Servicer:** DEPT OF ED/FEDLOAN SERVICING(PHEAA) - 579  
 (b)(6); (b)(7)(C)

<b>Approved Amt:</b>	\$3,860	<b>Disbursed Amt:</b>	\$3,860	<b>OPB:</b>	\$3,860	<b>Agg. OPB:</b>	\$3,860
<b>Loan Date:</b>	10/29/2010	<b>Sep. Loan Ind:</b>	A	<b>Loan Period:</b>	08/23/2010 - 05/11/2011		

<b>Last Disb. Date:</b>	07/19/2011	<b>Last Disb. Amt:</b>	\$2,125	<b>Acad. Lv:</b>	3
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**ED Servicer:** DEPT OF ED/FEDLOAN SERVICING(PHEAA) - 579

(b)(6); (b)(7)(C)

<b>Approved Amt:</b>	\$1,543	<b>Disbursed Amt:</b>	\$1,543	<b>OPB:</b>	\$1,543	<b>Agg. OPB:</b>	\$1,543
<b>Loan Date:</b>	08/13/2010	<b>Sep. Loan Ind:</b>	A	<b>Loan Period:</b>	08/23/2010 - 07/28/2011		

<b>Last Disb. Date:</b>	07/14/2011	<b>Last Disb. Amt:</b>	\$1,543	<b>Acad. Lv:</b>	3
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**ED Servicer:** DEPT OF ED/FEDLOAN SERVICING(PHEAA) - 579

(b)(6); (b)(7)(C)



<b>Approved Amt:</b>	\$2,419	<b>Disbursed Amt:</b>	\$2,419	<b>OPB:</b>	\$2,419	<b>Agg. OPB:</b>	\$2,419
<b>Loan Date:</b>	07/22/2010	<b>Sep. Loan Ind:</b>	A	<b>Loan Period:</b>	05/17/2010 - 08/02/2010		

<b>Last Disb. Date:</b>	07/22/2010	<b>Last Disb. Amt:</b>	\$2,419	<b>Acad. Lv:</b>	2
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**ED Servicer:** DEPT OF ED/FEDLOAN SERVICING(PHEAA) - 579

(b)(6); (b)(7)(C)

<b>Guaranteed Amt:</b>	\$435	<b>Disbursed Amt:</b>	\$435	<b>OPB:</b>	\$435	<b>Agg. OPB:</b>	\$435
<b>Loan Date:</b>	05/12/2010	<b>Sep. Loan Ind:</b>	A	<b>Loan Period:</b>	08/24/2009 - 05/12/2010		

<b>Last Disb. Date:</b>	05/13/2010	<b>Last Disb. Amt:</b>	\$435	<b>Acad. Lv:</b>	2
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**ED Servicer:** DEPT OF ED/FEDLOAN SERVICING(PHEAA) - 579

(b)(6); (b)(7)(C)

<b>Guaranteed Amt:</b>	\$1,809	<b>Disbursed Amt:</b>	\$1,809	<b>OPB:</b>	\$904	<b>Agg. OPB:</b>	\$904
<b>Loan Date:</b>	09/16/2009	<b>Sep. Loan Ind:</b>	A	<b>Loan Period:</b>	08/24/2009 - 05/12/2010		

<b>Last Disb. Date:</b>	01/04/2010	<b>Last Disb. Amt:</b>	\$904	<b>Acad. Lv:</b>	2
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**ED Servicer:** DEPT OF ED/FEDLOAN SERVICING(PHEAA) - 579

(b)(6); (b)(7)(C)

<b>Guaranteed Amt:</b>	\$4,500	<b>Disbursed Amt:</b>	\$4,500	<b>OPB:</b>	\$4,500	<b>Agg. OPB:</b>	\$4,500
<b>Loan Date:</b>	09/16/2009	<b>Sep. Loan Ind:</b>	A	<b>Loan Period:</b>	08/24/2009 - 05/12/2010		

<b>Last Disb. Date:</b>	01/04/2010	<b>Last Disb. Amt:</b>	\$2,250	<b>Acad. Lv:</b>	2
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**ED Servicer:** DEPT OF ED/FEDLOAN SERVICING(PHEAA) - 579

(b)(6); (b)(7)(C)

<b>Guaranteed Amt:</b>	\$4,500	<b>Disbursed Amt:</b>	\$0	<b>OPB:</b>	\$0	<b>Agg. OPB:</b>	\$0
<b>Loan Date:</b>	07/01/2009	<b>Sep. Loan Ind:</b>	A	<b>Loan Period:</b>	08/10/2009 - 05/16/2010		
<b>Last Disb. Date:</b>	N/A	<b>Last Disb. Amt:</b>	\$0	<b>Acad. Lv:</b>	2		
<b>GA:</b>	HIGHER EDUCATION ASSISTANCE AUTHORITY - 721						
<b>Servicer:</b>	NELNET LOAN SERVICES INC. (DEN) - 700121						

(b)(6); (b)(7)(C)

<b>Guaranteed Amt:</b>	\$6,000	<b>Disbursed Amt:</b>	\$0	<b>OPB:</b>	\$0	<b>Agg. OPB:</b>	\$0
<b>Loan Date:</b>	07/01/2009	<b>Sep. Loan Ind:</b>	A	<b>Loan Period:</b>	08/10/2009 - 05/16/2010		
<b>Last Disb. Date:</b>	N/A	<b>Last Disb. Amt:</b>	\$0	<b>Acad. Lv:</b>	2		
<b>GA:</b>	HIGHER EDUCATION ASSISTANCE AUTHORITY - 721						
<b>Servicer:</b>	NELNET LOAN SERVICES INC. (DEN) - 700121						

(b)(6); (b)(7)(C)

<b>Guaranteed Amt:</b>	\$1,000	<b>Disbursed Amt:</b>	\$1,000	<b>OPB:</b>	\$1,000	<b>Agg. OPB:</b>	\$1,000
<b>Loan Date:</b>	09/26/2008	<b>Sep. Loan Ind:</b>	A	<b>Loan Period:</b>	08/25/2008 - 05/06/2009		
<b>Last Disb. Date:</b>	01/05/2009	<b>Last Disb. Amt:</b>	\$500	<b>Acad. Lv:</b>	2		
<b>ED Servicer:</b>	DEPT OF ED/FEDLOAN SERVICING(PHEAA) - 579						

(b)(6); (b)(7)(C)

<b>Guaranteed Amt:</b>	\$3,166	<b>Disbursed Amt:</b>	\$3,166	<b>OPB:</b>	\$3,166	<b>Agg. OPB:</b>	\$3,166
<b>Loan Date:</b>	09/26/2008	<b>Sep. Loan Ind:</b>	A	<b>Loan Period:</b>	08/25/2008 - 05/06/2009		
<b>Last Disb. Date:</b>	01/05/2009	<b>Last Disb. Amt:</b>	\$1,583	<b>Acad. Lv:</b>	2		
<b>ED Servicer:</b>	DEPT OF ED/FEDLOAN SERVICING(PHEAA) - 579						

(b)(6); (b)(7)(C)

<b>Guaranteed Amt:</b>	\$2,834	<b>Disbursed Amt:</b>	\$2,834	<b>OPB:</b>	\$2,834	<b>Agg. OPB:</b>	\$2,834
<b>Loan Date:</b>	08/08/2008	<b>Sep. Loan Ind:</b>	A	<b>Loan Period:</b>	08/25/2008 - 05/06/2009		
<b>Last Disb. Date:</b>	01/05/2009	<b>Last Disb. Amt:</b>	\$1,417	<b>Acad. Lv:</b>	1		
<b>ED Servicer:</b>	DEPT OF ED/FEDLOAN SERVICING(PHEAA) - 579						

(b)(6); (b)(7)(C)

<b>Guaranteed Amt:</b>	\$3,500	<b>Disbursed Amt:</b>	\$3,500	<b>OPB:</b>	\$3,500	<b>Agg. OPB:</b>	\$3,500
<b>Loan Date:</b>	08/08/2008	<b>Sep. Loan Ind:</b>	A	<b>Loan Period:</b>	08/25/2008 - 05/06/2009		

<b>Last Disb. Date:</b>	01/05/2009	<b>Last Disb. Amt:</b>	\$1,750	<b>Acad. Lv:</b>	1
<b>ED Servicer:</b>	DEPT OF ED/FEDLOAN SERVICING(PHEAA) - 579				

(b)(6); (b)(7)(C)

<b>Guaranteed Amt:</b>	\$875	<b>Disbursed Amt:</b>	\$875	<b>OPB:</b>	\$875	<b>Agg. OPB:</b>	\$875
<b>Loan Date:</b>	06/04/2007	<b>Sep. Loan Ind:</b>	A	<b>Loan Period:</b>	05/21/2007 - 07/29/2007		
<b>Last Disb. Date:</b>	06/05/2007	<b>Last Disb. Amt:</b>	\$875	<b>Acad. Lv:</b>	2		
<b>GA:</b>	HIGHER EDUCATION ASSISTANCE AUTHORITY - 721						
<b>Servicer:</b>	NELNET LOAN SERVICES INC. (DEN) - 700121						

(b)(6); (b)(7)(C)

<b>Guaranteed Amt:</b>	\$4,000	<b>Disbursed Amt:</b>	\$4,000	<b>OPB:</b>	\$4,000	<b>Agg. OPB:</b>	\$4,000
<b>Loan Date:</b>	04/26/2007	<b>Sep. Loan Ind:</b>	A	<b>Loan Period:</b>	08/13/2007 - 05/18/2008		
<b>Last Disb. Date:</b>	03/24/2008	<b>Last Disb. Amt:</b>	\$1,000	<b>Acad. Lv:</b>	2		
<b>GA:</b>	HIGHER EDUCATION ASSISTANCE AUTHORITY - 721						
<b>Servicer:</b>	NELNET LOAN SERVICES INC. (DEN) - 700121						

(b)(6); (b)(7)(C)

<b>Guaranteed Amt:</b>	\$4,500	<b>Disbursed Amt:</b>	\$4,500	<b>OPB:</b>	\$4,500	<b>Agg. OPB:</b>	\$4,500
<b>Loan Date:</b>	04/26/2007	<b>Sep. Loan Ind:</b>	A	<b>Loan Period:</b>	08/13/2007 - 05/18/2008		
<b>Last Disb. Date:</b>	03/24/2008	<b>Last Disb. Amt:</b>	\$1,125	<b>Acad. Lv:</b>	2		
<b>GA:</b>	HIGHER EDUCATION ASSISTANCE AUTHORITY - 721						
<b>Servicer:</b>	NELNET LOAN SERVICES INC. (DEN) - 700121						

(b)(6); (b)(7)(C)

<b>Guaranteed Amt:</b>	\$2,625	<b>Disbursed Amt:</b>	\$2,625	<b>OPB:</b>	\$2,625	<b>Agg. OPB:</b>	\$2,625
<b>Loan Date:</b>	06/21/2006	<b>Sep. Loan Ind:</b>	A	<b>Loan Period:</b>	08/01/2006 - 05/20/2007		
<b>Last Disb. Date:</b>	03/19/2007	<b>Last Disb. Amt:</b>	\$656	<b>Acad. Lv:</b>	1		
<b>GA:</b>	HIGHER EDUCATION ASSISTANCE AUTHORITY - 721						
<b>Servicer:</b>	NELNET LOAN SERVICES INC. (DEN) - 700121						

(b)(6); (b)(7)(C)

<b>Guaranteed Amt:</b>	\$4,000	<b>Disbursed Amt:</b>	\$4,000	<b>OPB:</b>	\$4,000	<b>Agg. OPB:</b>	\$4,000
<b>Loan Date:</b>	06/21/2006	<b>Sep. Loan Ind:</b>	A	<b>Loan Period:</b>	08/01/2006 - 05/20/2007		
<b>Last Disb. Date:</b>	03/19/2007	<b>Last Disb. Amt:</b>	\$1,000	<b>Acad. Lv:</b>	1		
<b>GA:</b>	HIGHER EDUCATION ASSISTANCE AUTHORITY - 721						
<b>Servicer:</b>	NELNET LOAN SERVICES INC. (DEN) - 700121						



**Notes:**

① For the determined award year and academic level displayed, the dependency status is/was Independent.



PRIVACY ACT OF 1974 (AS AMENDED)

FOIA | Privacy | Security | Notices

**Finding #10 Entrance/Exit Counseling Not Documented**

*The Policy and procedure manual was updated. The addition of required documents in PowerFAIDS prevents a student from being cleared without the entrance in place.*

**12.3.5.2 Institutional Policy Statement**

Determining Eligibility

In order to determine eligibility for any federal financial aid program, students must file a Free Application for Federal Student Aid (FAFSA) and have the results sent to BPC. The FAO will accept results through electronic transmission with the Central Processing System (CPS). Student eligibility is determined only through the CPS of the Department of Education using the Federal Methodology need analysis formula. The FAO must have an official EFC before eligibility for any fund may be determined. A Direct Subsidized Loan is awarded to a student, upon request, if he/she has remaining eligibility after the Federal Pell Grant, HOPE Scholarship, GTEG, any other state funding, and FWSP, have been awarded. Direct Subsidized Loan funds are also awarded to part-time students (registered for at least 6 credit hours).

Students are notified of the amount of their Direct Loan eligibility through an award letter. With the award letter, the student receives documentation stating how funds are to be disbursed and when the student may receive a disbursement to his/her student account and when refunds are estimated to be ready after the funds are posted. Direct Loan recipients must complete a Master Promissory Note, entrance counseling session, a Financial Aid Award acceptance letter, before the loan funds can be credited to their school account. See Section 18 for additional information.

## 16.5 Entrance and Exit Counseling

Entrance counseling is required for all new borrowers. Students must complete the online entrance counseling session at <https://www.dl.ed.gov/borrower/CounselingSessions.do?cmd=initializeContext>.

Exit counseling sessions are conducted individually for students who withdraw or who let the FAO know they will not return. Exit letters are mailed to graduating seniors as well as students who did not return to BPC. Exit counseling materials are mailed via first class mail to the student within 30 days. Students are instructed in the Exit letter to go to <https://www.dl.ed.gov/borrower/CounselingSessions.do?cmd=initializeContext> to complete the loan exit counseling session. The Financial Aid Office copy of a paper exit is retained in the student's file. A Loan Debt Summary form is provided by Georgia Student Finance for each student borrower as well as a print out from NSLDS loan summary. Exit interviews completed online are verified and entered in PowerFails.



Person Search

Counseling

Help

Person Info

- Detail
- All Awards
- Direct Loan
- FAFSA
- ACG
- Prerequisite Notes
- Counseling
- Credit Check
- Enroll
- Correspondence
- Additional Eligibility
- Borrower-Service
- Relationship

Records 1 to 1 of 1

DOB	Name	DOB	School ID	Parent Counseling	Counseling	Date	Origination	ATS Web	View
(b)(6); (b)(7)(C)	(b)(6); (b)(7)(C)								

Records 1 to 1 of 1  
View Printer Friendly Version      Export Results to .csv Format

Counseling Search

PRM/ATS Search

PLUS App Search

Credit Check

Applicant Search

Service



(b)(6); (b)(7)(C)

Exit loan counseling is required by law for each student who borrowed a Stafford loan during enrollment at Brewton-Parker College. Our records indicate that you borrowed a Stafford loan during your attendance here.

Since you have ceased to be enrolled for at least one semester, you are required to complete an Exit Interview. Access to this form can be made by going to the Brewton-Parker College website at [www.bpc.edu](http://www.bpc.edu), then go the Financial Aid link from the Quick Links box on the right side of the home page. Click printable financial aid documents for the academic year needed. Click on exit interview. This will direct you to the Mapping-Your-Future website. Follow the instructions provided on this website.

Your lender and/or guarantee agency will be contacting you in the near future regarding your repayment schedule. You have a six month grace period after graduation, withdrawal from college, or dropping below half-time enrollment, before entering repayment.

Federal regulations require that we advise you of your current lender, which is GA Student Finance Author, and your current loan indebtedness of \$0, as indicated on your current FAFSA information. This does not include any loans you may have borrowed for the academic year that just ended. Please consult the enclosed repayment chart to estimate the monthly payment for your current indebtedness. There may be additional loans since this total was processed. You may access your loan history at [www.nsls.ed.gov](http://www.nsls.ed.gov) using your federal pin number.

If you dispute your loan indebtedness you may contact the Financial Student Aid Ombudsman at [www.ombudsman.ed.gov](http://www.ombudsman.ed.gov) or (877) 557-2575 or FSA Ombudsman, 830 First Street, NE, Washington, DC 20202-5144.

If you have questions, please contact the Financial Aid Office at 1-800-342-1087 ext. 209.

Sincerely,

Shannon Mullins  
Executive Director of Financial Aid



August 28, 2012

(b)(6); (b)(7)(C)

Exit loan counseling is required by law for each student who borrowed a Stafford loan during enrollment at Brewton-Parker College. Our records indicate that you borrowed a Stafford loan during your attendance here.

Since you have ceased to be enrolled for at least one semester, you are required to complete an Exit Interview. Access to this form can be made by going to the Brewton-Parker College website at [www.bpc.edu](http://www.bpc.edu), then go the Financial Aid link from the Quick Links box on the right side of the home page. Click printable financial aid documents for the academic year needed. Click on exit interview. This will direct you to the Mapping-Your-Future website. Follow the instructions provided on this website.

Your lender and/or guarantee agency will be contacting you in the near future regarding your repayment schedule. You have a six month grace period after graduation, withdrawal from college, or dropping below half-time enrollment, before entering repayment.

Federal regulations require that we advise you of your current lender, which is GA Student Finance Author, and your current loan indebtedness of \$0, as indicated on your current FAFSA information. This does not include any loans you may have borrowed for the academic year that just ended. Please consult the enclosed repayment chart to estimate the monthly payment for your current indebtedness. There may be additional loans since this total was processed. You may access your loan history at [www.nslds.ed.gov](http://www.nslds.ed.gov) using your federal pin number.

If you dispute your loan indebtedness you may contact the Financial Student Aid Ombudsman at [www.ombudsman.ed.gov](http://www.ombudsman.ed.gov) or (877) 557-2575 or FSA Ombudsman, 830 First Street, NE, Washington, DC 20202-5144.

If you have questions, please contact the Financial Aid Office at 1-800-342-1087 ext. 209.

Sincerely,

Shannon Mullins  
Executive Director of Financial Aid

BREWTON - PARKER COLLEGE

Soc/Sec No:  
Name:  
Address:

(b)(6); (b)(7)(C)

BREWTON - PARKER CREDITS

Dept	Crse No	Div	Title/Description	Crdts Att	Grde	Crdts Cmp	Grade Points
-----Summer Semester 2008-2009-----							
COM	101		Oral Comm. & Pub. Speaking	3.0	B	3.0	9.0
MTH	104		Elementary Statistics	3.0	C	3.0	6.0

Sem Cr Att: 6.00 Cr Cmp: 6.00 GPA Cr: 6.00 Pnts: 15.00 GPA: 2.500  
 Trn Cr Att: 0.00 Cr Cmp: 0.00 GPA Cr: 0.00 Pnts: 0.00 0.000  
 BPC Cr Att: 6.00 Cr Cmp: 6.00 GPA Cr: 6.00 Pnts: 15.00 GPA: 2.500  
 Cum Cr Att: 6.00 Cr Cmp: 6.00 GPA Cr: 6.00 Pnts: 15.00 GPA: 2.500

MORRIS BROWN COLLEGE CREDITS

Dept	Crse No	Div	Title/Description	Crdts Att	Grde	Crdts Cmp	Grade Points
-----Summer Semester 2008-2009-----							
COL	102		Freshman Seminar	1.0	B	1.0	3.0
PE	100		PE Activity	1.0	B	1.0	3.0
ML/SP	101		Elementary Spanish	3.0	B	3.0	9.0
BSOC	100		Social Science Survey	3.0	C	3.0	6.0
ENG	101		College Writing I	3.0	A	3.0	12.0
ML/SP	102		Elementary Spanish II	3.0	A	3.0	12.0
MTH	101		Using & Understanding Math	3.0	C	3.0	6.0
PSY	201		General Psychology	3.0	C	3.0	6.0
BREC	205		Recreational Leadership	3.0	C	3.0	6.0

Sem Cr Att: 23.00 Cr Cmp: 23.00 GPA Cr: 23.00 Pnts: 63.00 GPA: 2.739  
 Trn Cr Att: 23.00 Cr Cmp: 23.00 GPA Cr: 23.00 Pnts: 63.00 2.739  
 BPC Cr Att: 6.00 Cr Cmp: 6.00 GPA Cr: 6.00 Pnts: 15.00 GPA: 2.500  
 Cum Cr Att: 29.00 Cr Cmp: 29.00 GPA Cr: 29.00 Pnts: 78.00 GPA: 2.690

BREWTON - PARKER CREDITS

Dept	Crse No	Div	Title/Description	Crdts Att	Grde	Crdts Cmp	Grade Points
-----Fall Semester 2009-2010-----							
BUS	100		Business Concepts	3.0	C	3.0	6.0
BUS	201		Financial Accounting	3.0	C	3.0	6.0
BUS	320		Business Leadership	3.0	F		
BUS	202		Managerial Acct.	3.0	C	3.0	6.0

Sem Cr Att: 12.00 Cr Cmp: 9.00 GPA Cr: 12.00 Pnts: 18.00 GPA: 1.500  
 Trn Cr Att: 23.00 Cr Cmp: 23.00 GPA Cr: 23.00 Pnts: 63.00 2.739  
 BPC Cr Att: 18.00 Cr Cmp: 15.00 GPA Cr: 18.00 Pnts: 33.00 GPA: 1.833  
 Cum Cr Att: 41.00 Cr Cmp: 38.00 GPA Cr: 41.00 Pnts: 96.00 GPA: 2.342

-----Spring Semester 2009-2010-----							
ENG	102		College Writing II	3.0	C	3.0	6.0

BREWTON - PARKER COLLEGE  
Unofficial SAP Transcript

Soc/Sec No: (b)(6); (b)(7)(C)  
Name:  
Address:

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\* \* C o n t i n u e d \* \*

Dept	Crse No	Div	Title/Description	Crdts Att	Grde	Crdts Cmp	Grade Points
BUS	221		Prin. of Microeconomics	3.0	C	3.0	6.0
ENG	200		Introduction to Literature	3.0	C	3.0	6.0
BUS	222		Prin. of Macroeconomics	3.0	C	3.0	6.0

Sem Cr Att: 12.00 Cr Cmp: 12.00 GPA Cr: 12.00 Pnts: 24.00 GPA: 2.000  
 Trn Cr Att: 23.00 Cr Cmp: 23.00 GPA Cr: 23.00 Pnts: 63.00 2.739  
 BPC Cr Att: 30.00 Cr Cmp: 27.00 GPA Cr: 30.00 Pnts: 57.00 GPA: 1.900  
 Cum Cr Att: 53.00 Cr Cmp: 50.00 GPA Cr: 53.00 Pnts: 120.00 GPA: 2.264

-----Fall Semester 2010-2011-----

BUS	375		Telecommunications/Network	3.0	F		
BIO	101		General & Lab I	4.0	F(R)		
BUS	101		Intro. to Information Systems	3.0	B	3.0	9.0
CHR	102		Intro. to New Testament	3.0	F		

ACADEMIC WARNING

Sem Cr Att: 13.00 Cr Cmp: 3.00 GPA Cr: 9.00 Pnts: 9.00 GPA: 1.000  
 Trn Cr Att: 23.00 Cr Cmp: 23.00 GPA Cr: 23.00 Pnts: 63.00 2.739  
 BPC Cr Att: 43.00 Cr Cmp: 30.00 GPA Cr: 39.00 Pnts: 66.00 GPA: 1.692  
 Cum Cr Att: 66.00 Cr Cmp: 53.00 GPA Cr: 62.00 Pnts: 129.00 GPA: 2.081

-----Summer Semester 2010-2011-----

BUS	350		Topics in Business	3.0	B	3.0	9.0
			Gender Studies				
PE	205		Principles of Wellness	2.0	A	2.0	8.0
BIO	101		General & Lab I	4.0	D	4.0	4.0

Sem Cr Att: 9.00 Cr Cmp: 9.00 GPA Cr: 9.00 Pnts: 21.00 GPA: 2.333  
 Trn Cr Att: 23.00 Cr Cmp: 23.00 GPA Cr: 23.00 Pnts: 63.00 2.739  
 BPC Cr Att: 52.00 Cr Cmp: 39.00 GPA Cr: 48.00 Pnts: 87.00 GPA: 1.813  
 Cum Cr Att: 75.00 Cr Cmp: 62.00 GPA Cr: 71.00 Pnts: 150.00 GPA: 2.113

-----Fall Semester 2011-2012-----

BUS	354		Decision Analysis for Business	3.0	F		
BUS	333		Human Resources Management	3.0	C	3.0	6.0
BUS	321		Principles of Marketing	3.0	C	3.0	6.0
			Grade change I to C; 1/9/12				
BUS	331		Principles of Management	3.0	C	3.0	6.0
			Grade change I to C; 1/24/12				

Sem Cr Att: 12.00 Cr Cmp: 9.00 GPA Cr: 12.00 Pnts: 18.00 GPA: 1.500  
 Trn Cr Att: 23.00 Cr Cmp: 23.00 GPA Cr: 23.00 Pnts: 63.00 2.739  
 BPC Cr Att: 64.00 Cr Cmp: 48.00 GPA Cr: 60.00 Pnts: 105.00 GPA: 1.750  
 Cum Cr Att: 87.00 Cr Cmp: 71.00 GPA Cr: 83.00 Pnts: 168.00 GPA: 2.024

-----Spring Semester 2011-2012-----

ART	200		Art Appreciation	3.0	D	3.0	3.0
HIS	151		World Civilization I	3.0	D	3.0	3.0
HIS	152		World Civilizations II	3.0	C	3.0	6.0

BREWTON - PARKER COLLEGE

Soc/Sec No:  
Name:  
Address:

(b)(6); (b)(7)(C)

\*\*\*\*\*  
\* \* C o n t i n u e d \* \*

\*\*\*\*\*  
Dept Crse Div Title/Description Crdts Crdts Grade  
Att Grde Cmp Points  
BUS 351 Business Law 3.0 D 3.0 3.0  
ACADEMIC PROBATION

Sem Cr Att: 12.00 Cr Cmp: 12.00 GPA Cr: 12.00 Pnts: 15.00 GPA: 1.250  
Trn Cr Att: 23.00 Cr Cmp: 23.00 GPA Cr: 23.00 Pnts: 63.00 2.739  
BPC Cr Att: 76.00 Cr Cmp: 60.00 GPA Cr: 72.00 Pnts: 120.00 GPA: 1.667  
Cum Cr Att: 99.00 Cr Cmp: 83.00 GPA Cr: 95.00 Pnts: 183.00 GPA: 1.926

-----Summer Semester 2011-2012-----  
BUS 451 Managerial Finance 3.0 A 3.0 12.0  
BUS 453 Strategic Management 3.0 I

Sem Cr Att: 6.00 Cr Cmp: 3.00 GPA Cr: 3.00 Pnts: 12.00 GPA: 4.000  
Trn Cr Att: 23.00 Cr Cmp: 23.00 GPA Cr: 23.00 Pnts: 63.00 2.739  
BPC Cr Att: 82.00 Cr Cmp: 63.00 GPA Cr: 75.00 Pnts: 132.00 GPA: 1.760  
Cum Cr Att: 105.00 Cr Cmp: 86.00 GPA Cr: 98.00 Pnts: 195.00 GPA: 1.990

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Cumulative Totals:  
Cr Att: 105.00 Cr Cmp: 86.00 GPA Cr: 98.00 Pnts: 195.00 GPA: 1.990

Brewton-Parker College is required by Federal Regulations to establish minimum standards of satisfactory academic progress (SAP), and the Financial Aid Office is required to review the progress of students in meeting the stated standards. The standards apply to all students who receive federal and state financial aid. (Satisfactory Academic Progress (SAP), SAP Warning and SAP Suspension as measured and defined by the Financial Aid Office differs from Academic Good Standing, Academic Warning, Probation, Suspension and Exclusion as measured and defined by the Registrar's Office.)

Athletic aid will be based on the requirements of the NAIA as well as the Satisfactory Academic Progress (SAP) policy.

Satisfactory academic progress is measured by two criteria: GPA (Grade Point Average) and Pace.

GPA (Grade Point Average): In order to comply with this component of the policy, students must meet the following requirements:

Minimum SAP Requirements	
Semester	Minimum Cumulative GPA Required
1st Semester	1.7
2nd Semester	1.8
3rd Semester	1.9
4th and Following Semesters	2.0

\*Credit hours calculated do not include courses numbered under 100. There are limits on the receipt of state and federal financial aid that apply to students who are enrolled in learning assistance courses.

Students who have aid terminated as a result of this component of the policy may be able to regain eligibility for aid after they are allowed to return to the college.

In order to regain eligibility, students must make a minimum of a 2.5 semester GPA while enrolled at least half time for an individual term. Students must continue to make at least a 2.5 GPA while enrolled at least half time until their cumulative GPA's are raised to a 2.0. Failure to do so will result in final termination of eligibility for federal and state financial aid at Brewton-Parker College.

Satisfactory academic progress (SAP) will be reviewed at the end of each semester. At that time, if the student has not met the minimum requirements for his/her grade level, the student will be placed on Financial Aid Warning. During this semester the student will remain eligible for federal and state financial aid. The student will be informed in writing of the deficiency and encouraged to meet with the Counseling Center to arrange for assistance. The Counseling Center will be given a list of the students who are placed on Financial Aid Warning.

The second consecutive semester a student fails to meet the standards of academic progress, the student will be placed on Financial Aid Suspension/SAP Suspension and is no longer eligible for federal and state financial aid. Students placed on financial aid suspension may still be eligible to attend Brewton-Parker College.

Any student who loses financial aid eligibility may appeal the decision by following the "SAP Suspension Appeal Process" described below, or by attending school, using their own resources, until the cumulative GPA prescribed for the student's grade level has been achieved.

Pace refers to the number of hours earned within specified time periods. There are two measures of pace. First, students are required to earn credit for 70 percent of the hours attempted at the end of each semester. Pace is determined by dividing completed hours by attempted hours.

Second, students may attempt up to 150 percent of the hours required for their majors and degree. Students will be declared ineligible to receive federal and state financial aid once they have earned 150 percent of the number of hours required in their majors. For example:

Degree Requirements*	Maximum Time Frame
123 hours	184.5
136 hours	204
144 hours	216

\*Semester hours calculated do not include courses numbered under 100. There are limits on the receipt of state and federal financial aid which apply to students who are enrolled in learning assistance courses. However, if a student is in jeopardy of exceeding the maximum number of allowable credit hours because of a change in course study, double major or a second degree, financial aid may be extended upon receipt of proper documentation of said change.

Hours attempted include all hours in which students remain enrolled after the expiration of the drop/add period for any term. Grades of A, B, C, and D count as hours earned. Grades of F, W, WP, WF, and I do not count as hours earned. Courses repeated with a passing grade are counted twice in both determining hours earned and in cumulative

GPA. Students who fail to meet the minimum standards will be declared ineligible to receive federal and state financial aid until they meet the indicated standards. Dropped courses count toward the total hours attempted and could possibly jeopardize the receipt of federal and state financial aid.

Only credit taken at Brewton-Parker College or accepted by Brewton-Parker will be counted in determining compliance with the minimum standards of satisfactory academic progress (SAP). The pace component will be reviewed at the end of each semester. If at that time, the student did not meet the minimum 70 percent pace requirement, the student will be placed on Financial Aid Warning.

Satisfactory academic progress (SAP) will be reviewed at the end of each semester. At that time, if the student has not met the minimum requirements for his/her grade level, the student will be placed on Financial Aid Warning. During this semester the student will remain eligible for federal and state financial aid. The student will be informed in writing of the deficiency and encouraged to meet with the Counseling Center to arrange for assistance. The Counseling Center will be given a list of the students who are placed on Financial Aid Warning.

The second consecutive semester a student fails to meet the standards of academic progress, the student will be placed on Financial Aid Suspension/SAP Suspension and is no longer be eligible for federal and state financial aid. Students placed on financial aid suspension may still be eligible to attend Brewton-Parker College.

Any student who loses financial aid eligibility may appeal the decision by following the "SAP Suspension Appeal Process" described below, or by attending school, using their own resources, until the 70 percent pace has been achieved.

Students must meet both standards of academic progress, GPA and Pace. Academic progress is checked at the end of each semester. A student may be placed on Warning or Suspension based on GPA, Pace, or a combination of the two.

#### SAP Suspension Appeal Process

A student may appeal a financial aid suspension by filing an appeal with the Financial Aid Office. This appeal should be based on:

- Injury or illness of the student
- Death of a relative
- Other mitigating circumstance (Students who experience mitigating circumstances (including but not limited to serious illness and injury which require extended recovery time or significant improvement, the death or serious illness of an immediate family member or significant trauma in the student's life that impairs the student's emotional and/or physical health) may appeal the loss of financial aid.)

Supporting documentation should also be included with the appeal, for example: doctor statements, injury reports, death certificate of relative, and any other information that will help explain the reason for the appeal.

Appeals should be sent to the Financial Aid Office, Attention: Financial Aid Appeals Committee. The Director of Financial Aid will coordinate all appeals.

The Financial Aid Appeals Committee will meet on all appeals. The chair of the Financial Aid Committee may appoint a temporary replacement for a permanent member of this committee who is unable to attend a scheduled meeting.

If the appeal is granted, an academic plan will go into effect by which the student will be required to meet and work with the Counseling Office. Each student whose appeal is granted will be placed on probation for a semester, and their academic progress reviewed at the end of the probation period to ensure that they have earned a minimum of a 2.5 semester GPA while enrolled at least half time for an individual term. The student must continue to make a 2.5 GPA while enrolled at least half time until their cumulative GPA is raised to 2.0. Also, the student must continue toward a 70 percent pace achievement rate.

If a student fails to meet the requirements of probation, including, but not limited to the elements of the Academic Plan, then his/her probation will be revoked, the student will return to SAP Suspension status and will no longer be eligible to receive any federal or state aid from Brewton-Parker College.

[Click here for the SAP Suspension Appeal Form.](#)

#### The Academic Plan

Students must make a 2.5 GPA or higher for the semester placed on probation, all courses must be completed, the student cannot fail or withdraw from a course during probation and the student cannot enroll in more than 12 hours. This is not a complete list of the requirements of the Academic Plan. Each student's Academic Plan is different and must be followed accordingly to meet the requirements of the Counseling Center and the Financial Aid Office. The student must also be able to graduate within the 150% time frame.

A student may only appeal a SAP Suspension/Financial Aid Suspension twice during their academic lifetime at BPC. Each appeal must be for a completely different mitigating circumstance.

**From:** Crowe, Sara M  
**Sent:** Monday, August 27, 2012 9:52 AM  
**To:** Woolverton, Rick  
**Subject:** [redacted]

Rick,

Please find a scanned drop/add form and transcript for [redacted]. The transcript shows that during fall 2010 [redacted] dropped 3 courses, but continued in two: BUS 101 and FLM 200.

She completed BUS 101 by the end of the fall term, but received an incomplete for FLM 200.

Dr. Searcy is stating in his response that [redacted] had personal reasons for dropping 3 classes and not medical.

Please let me know if you need more information.

Best regards,



Registrar  
Sara Crowe  
201 David-Eliza Fountain Circle  
Mount Vernon, Georgia 30445  
912.583.3240 Direct  
912.583.4816 Fax  
[www.bpc.edu](http://www.bpc.edu)

Information from ESET Smart Security, version of virus signature database 7421 (20120827)

The message was checked by ESET Smart Security.

<http://www.eset.com>



(F)  
\$30.00  
Withdrawal  
fee

**DROP AND ADD NOTICE**  
**OFFICIAL WITHDRAWAL**

Semester: Fall 2010

Student Name: (b)(6); (b)(7)(C), (b)(7)(C)

(b)(6); (b)(7)(C), (b)(7)(C) Last 4 Digits

DATE OF COURSE ADD, DROP, OR OFFICIAL WITHDRAWAL: Oct. 11, 2010

DATE OF LAST CLASS ATTENDANCE: Sept. 22, 2010

DATES OF CLASS ABSENCES: every class period beginning Sept. 22nd

IS STUDENT RECEIVING V.A. BENEFITS NO

REASON FOR CHANGE: medical  
(b)(6); (b)(7)(C)

Student's Signature

Advisor's Signature

COURSE AND NO.	CDT HRS	Session (I, II, III)	BLDG ROOM O-C CENTER	INSTRUCTOR	INITIALS	DATE	GRADE	DROP OR ADD
PSY 304	3	III	Jer. 102	Dr. Tim				Drop
PSY 302	3	III	Packer 101	Professor Rhoades	LVR	10/12/10	WP	Drop
PSY 401	3	III	Packer 101	Professor Rhoades	CVK	10/14/10	WP	Drop

Note: This form should be printed and completed by the student, professor, and advisor. Please fax this form to the attention of the Office of the Registrar at 912-583-4816.

BREWTON - PARKER COLLEGE

(b)(6); (b)(7)(C)

Soc/Sec No:  
Name:  
Address:

BREWTON - PARKER CREDITS

Dept	Crse No	Div	Title/Description	Crdts		Crdts Cmp	Grade Points
				Att	Grde		
-----Fall Semester 2010-2011-----							
PSY	302		Child Psychology	3.0	W		
PSY	304		Statistics for the Social & Behavioral Sciences	3.0	W		
PSY	401		Personality Theory	3.0	W		
BUS	101		Intro. to Information Systems	3.0	A	3.0	12.0
FLM	200		Film Appreciation	3.0	A	3.0	12.0
Grade change I to A; 5/12/11							

Sem Cr Att: 15.00 Cr Cmp: 6.00 GPA Cr: 6.00 Pnts: 24.00 GPA: 4.000

MIDDLE GEORGIA COLLEGE CREDITS

Dept	Crse No	Div	Title/Description	Crdts		Crdts Cmp	Grade Points
				Att	Grde		
-----Fall Semester 2010-2011-----							
HIS	202		United States History to 1877	3.0	A	3.0	12.0
POL	202		American Government	3.0	A	3.0	12.0
PSY	201		General Psychology	3.0	A	3.0	12.0
ENG	101		College Writing I	3.0	A	3.0	12.0
HIS	203		United States 1877 to Present	3.0	A	3.0	12.0
PSY	202		Human Growth & Development	3.0	A	3.0	12.0
PSY	2104		Intro to Abnormal Psychology	3.0	A	3.0	12.0
BIO	101		General Biology I	4.0	A	4.0	16.0
PE	205		Principles of Wellness	2.0	A	2.0	8.0
MTH	102		College Algebra	3.0	B	3.0	9.0
ML/SP	101		Elementary Spanish I	3.0	A	3.0	12.0
BIO	102		General Biology II	4.0	A	4.0	16.0
COM	101		Basic Oral Communication and Public Speaking	3.0	A	3.0	12.0
ENG	102		College Writing II	3.0	A	3.0	12.0
ML/SP	102		Elementary Spanish II	3.0	A	3.0	12.0
HIS	151		World Civilization I	3.0	A	3.0	12.0
INDS	1001		Intercultural Communication	2.0	A	2.0	8.0
PHY/S	101		Intro to Physcial Science	4.0	A	4.0	16.0
PSYC	2101		Intro to Psy. of Adjustment	3.0	A	3.0	12.0
ML/SP	201		Intermediate Spanish I	3.0	A	3.0	12.0
ENG	206		Survey of American Lit II	3.0	A	3.0	12.0
MTH	104		Elementary Statistics	3.0	B	3.0	9.0
SOC	201		Intro to Sociology	3.0	A	3.0	12.0
ML/SP	202		Intermediate Spanish II	3.0	A	3.0	12.0

Sem Cr Att: 73.00 Cr Cmp: 73.00 GPA Cr: 73.00 Pnts: 286.00 GPA: 3.918

SOUTHEASTERN COLLEGE CREDITS

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BREWTON - PARKER COLLEGE

Soc/Sec No:  
Name:  
Address:

(b)(6); (b)(7)(C)

\* \* C o n t i n u e d \* \*

Dept	Crse No	Div	Title/Description	Crdts Att	Grde	Crdts Cmp	Grade Points
-----Fall Semester 2010-2011-----							
PMIN	104		A/G Min Credentialing Cert	2.0	B	2.0	6.0
PMIN	1222		History & Practice of Evai	2.0	A	2.0	8.0
PMIN	1302		CMC Practicum I	2.0	A	2.0	8.0
PMIN	104C		A/G MIN Credentialing Certif	2.0	B	2.0	6.0
PMIN	1402		Student Ministry/CMC Pract	2.0	A	2.0	8.0
PMIN	2122		Christian Spirituality	2.0	A	2.0	8.0
PMIN	104L		AG Ministerial Credent: Lic Mi	4.0	B	4.0	12.0
PMIN	1302		Student Ministry CMC Pract	4.0	A	4.0	16.0

Sem Cr Att: 20.00 Cr Cmp: 20.00 GPA Cr: 20.00 Pnts: 72.00 GPA: 3.600

BREWTON - PARKER CREDITS

Dept	Crse No	Div	Title/Description	Crdts Att	Grde	Crdts Cmp	Grade Points
-----Fall Semester 2011-2012-----							
PSY	304		Statistics for the Social & Behavioral Sciences	3.0	A	3.0	12.0
PSY	406		Biopsychology	3.0	A	3.0	12.0
PSY	402		Social Psychology	3.0	A	3.0	12.0
FLM	314		Studies in Film I	3.0	A	3.0	12.0

Sem Cr Att: 12.00 Cr Cmp: 12.00 GPA Cr: 12.00 Pnts: 48.00 GPA: 4.000

Dept	Crse No	Div	Title/Description	Crdts Att	Grde	Crdts Cmp	Grade Points
-----Spring Semester 2011-2012-----							
PSY	308		Research Methods of Psy.	3.0	A	3.0	12.0
PSY	404		Counseling Psychology	3.0	A	3.0	12.0
PSY	403		Abnormal Psychology	3.0	A	3.0	12.0
FLM	320		Film Theory & Criticism	3.0	A	3.0	12.0

Sem Cr Att: 12.00 Cr Cmp: 12.00 GPA Cr: 12.00 Pnts: 48.00 GPA: 4.000

Cumulative Totals:  
Cr Att: 132.00 Cr Cmp: 123.00 GPA Cr: 123.00 Pnts: 478.00 GPA: 3.886

# Brewton-Parker College Catalog 2010-2011

## FINANCIAL AID POLICY SATISFACTORY ACADEMIC PROGRESS

Brewton-Parker College is required to establish minimum standards of satisfactory academic progress, and the Financial Aid Office is required to review the progress, and the Financial Aid Office is required to review the progress of students in meeting the stated standards. The standards apply to all students who receive federal and state financial aid. Satisfactory academic progress is measured by two criteria: qualitative and quantitative.

1. Qualitative refers to grade point average. In order to comply with this component of the policy, students must meet the following requirements:

<b>Credit Hours</b>
<b>Calculated*</b>
<b>Minimum Required Cumulative</b>
<b>Grade Point Average</b>
0 – 30 1.5
31 – 60 1.7
61 – 90 1.9
91 – 2.0

\* Credit hours calculated do not include courses numbered under 100. There are limits on the receipt of state and federal financial aid, which apply to students who are enrolled in learning assistance courses. These standards of satisfactory academic progress are in compliance with Brewton-Parker College academic progress standards listed in the section of the catalog titled "Academic Warning, Probation, Suspension and Exclusion." Students placed on academic suspension or exclusion will be declared ineligible to receive federal and state financial aid. Students who have aid terminated as a result of this component of the policy may regain eligibility for aid after they are allowed to return to the college. In order to regain eligibility, students must make a 2.0 semester GPA while enrolled at least half time for an individual term. Students must continue to make a 2.0 GPA while enrolled at least half time until their cumulative GPA's are raised to 2.0. Failure to do so will result in final termination of eligibility for federal and state financial aid at Brewton-Parker College. Satisfactory academic progress will be reviewed at the

end of each semester. All students who lose financial aid eligibility are eligible to appeal the decision by following the appeal process.

2. Quantitative refers to the number of hours earned within specified time periods. There are two measures of quantitative progress. First, students are required to earn credit for 67 percent of the hours attempted at the end of every semester. Second, students may attempt up to 150 percent of the hours required for their majors and degree. Students will be declared ineligible to receive federal and state financial aid once they have earned 150 percent of the number of hours required in their majors. For example:

**Degree Requirements\* Maximum Time Frame**

123 hours 184.5  
136 hours 204  
144 hours 216

\*Semester hours calculated does not include courses numbered under 100. There are limits on the receipt of state and federal financial aid, which apply to students who are enrolled in learning assistance courses.

However, if a student is in jeopardy of exceeding the maximum number of allowable credit hours because of a change in course study, double major or a second degree, financial aid may be extended upon receipt of proper documentation of said change.

Hours attempted include all hours in which students remain enrolled after the expiration of the drop/add period for any term. Grades of A, B, C, D, P and S count as hours earned. Grades of F, W, WP, WF, I, CP, and U do not count as hours earned. Courses repeated with a passing grade are counted only once in determining hours earned. Students who fail to meet the minimum standards will be declared ineligible to receive federal and state financial aid until they meet the indicated standards. Dropped courses count toward the total hours attempted and could possibly jeopardize the receipt of federal and state financial aid.

Only credit taken at Brewton-Parker College or accepted by Brewton-Parker will be counted in determining compliance with the minimum standards of academic progress. The quantitative component will be reviewed at the end of each semester. All students who lose financial aid eligibility are eligible to appeal the decision by following the appeal process.

Students who do not meet the stated standards of satisfactory academic progress for two consecutive semesters are not eligible to continue to receive federal and state financial aid. Students must meet both standards of academic progress, quantitative and qualitative standards. Academic progress is checked at the end of each semester.

Mitigating Circumstances: Students who experience mitigating circumstances

(including but not limited to serious illness and injury which require extended recovery time or significant improvement, the death or serious illness of an immediate family member or significant trauma in the student's life that impairs the student's emotional and/or physical health) may appeal the loss of financial aid.

Probation: The first semester a student fails to meet satisfactory academic progress standards, the student will be placed on financial aid probation. During this semester the student will remain eligible for federal and state financial aid. The student will be informed in writing of the deficiency and encouraged to meet with the Counseling Center to arrange for assistance. The Counseling Center will be given a list of the students who are placed on financial aid probation.

Suspension: The second consecutive semester a student fails to meet the standards of academic progress, the student will be placed on financial aid suspension and will no longer be eligible for federal and state financial aid. Students placed on financial aid suspension may still be eligible to attend Brewton-Parker College.