



February 18, 2014

Mary C. Majebe
President
Daoist Traditions College of Chinese Medical Arts
382 Montford Ave.
Asheville, NC

UPS Tracking Number:
1ZA879640295767120

RE: Expedited Final Program Review Determination Letter
OPE ID: 04146400
PRCN: 201410428458

Dear Ms. Majebe:

From November 18, 2013 through November 22, 2013, Sherry Blackman and Margaret McGinness conducted a review of Daoist Traditions College of Chinese Medical Arts' (DTCCMA) administration of the 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). The purpose of this Final Program Review Determination Letter is to close the program review.

The focus of the review was to determine DTCCMA'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 DTCCMA'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 2012-2013 and 2013-2014 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. In addition, the school had only 1 student that had withdrawn. That file was selected to test the school's Return to Title IV Refund calculation for students who had withdrawn. Appendix A lists the names and partial social security numbers of the students whose files were examined during the program review.

Protection of Personally Identifiable Information (PII):

PII is any information about an individual which can be used to distinguish or trace an individual's identity (some examples are name, social security number, date and place of birth). The loss of PII can result in substantial harm, embarrassment, and inconvenience to individuals and may lead to identity theft or other fraudulent use of the information. Appendix A was encrypted and sent separately to the institution via e-mail.

Although the review was thorough, it cannot be assumed to be all-inclusive. The absence of statements in the report concerning DTCCMA's specific practices and procedures must not be construed as acceptance, approval, or endorsement of those specific practices and procedures.

Federal Student

AN OFFICE OF THE U.S. DEPARTMENT OF EDUCATION
School Participation Division - Atlanta
61 Forsyth St. SW, Suite 13140, Atlanta, GA 30303

Furthermore, it does not relieve DTCCMA of its obligation to comply with all of the statutory or regulatory provisions governing the Title IV, HEA programs.

The School Participation Division-Atlanta has made a Final Program Review Determination concerning the findings that were identified during the program review. Following is a discussion of the findings identified and the resolution of those findings.

Program Findings and Final Program Review Determinations:

Finding 1: Incorrect Loan Period

Citation: 34 C.F.R. § 685.102 (b). Generally, if a credit-hour program uses standard terms (semesters, trimesters, or quarters), or has nonstandard terms that are substantially equal in length, with each term at least 9 weeks in length, the minimum loan period is a single academic term (e.g., a semester).

As an example, if a student will be enrolled in the fall semester only and will skip the spring semester, you may originate a loan for that term alone. (Remember, however, that the loan amount must be based on the reduced costs and EFC for that term, rather than for the full academic year.)

Noncompliance: The school failed to use the correct loan period for student #2. The school originated a graduate PLUS loan in the amount of \$5,000.00 for the loan period of 8/5/2013 to 5/9/2014. The loan period was based on new students who began orientation on 8/5/2013. Returning students began classes on 8/26/2013. Student 21 was a returning student and therefore the loan period should have been 8/26/2013-5/9/2014.

Final Program Review Determination: DTCCMA has taken the corrective actions necessary to resolve this finding. Therefore, DTCCMA may consider this finding closed, with no further action required.

Finding #2: Inaccurately Reporting Disbursement Information to COD

Citation: 34 C.F.R. § 690.83 requires institutions to submit a student's payment data (including disbursement dates) to the Secretary by the reporting deadlines published in the Federal Register. Institutions are required to submit Federal Pell Grant and/or Federal Direct Loan disbursement records to the Common Origination and Disbursement (COD) system no later than 30 days after making a disbursement or becoming aware of the need to adjust a student's previously reported disbursement. The disbursement date is the date that the institution:

- (a) Credits funds to a student's account, or;
- (b) Pays funds to a student directly.

Noncompliance: The school failed to report the correct disbursement dates to COD for the following students:

Student #8: COD shows that the first disbursement of the student's graduate PLUS loan was made on 8/27/2012 for the 2012-2013 award year. The student's account ledger shows that the disbursement was made on 11/14/2012.

Student # 24 - COD shows the school reported that the first disbursement of the student's graduate PLUS loan was made on 8/27/2012 for the 2012-2013 award year. The student's account ledger shows that the first disbursement was made on 11/14/2012.

Final Program Review Determination: DTCCMA has taken the corrective actions necessary to resolve this finding. Therefore, DTCCMA may consider this finding closed, with no further action required.

Finding 3: Incorrect Return of Title IV (R2T4) Calculations

Citations: 34 C.F.R. § 668.22(a) and (e), General Provisions. 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.

Noncompliance: The institution performed a R2T4 for student #31, although the student completed the term.

Final Program Review Determination: DTCCMA has taken the corrective actions necessary to resolve this finding. Therefore, DTCCMA may consider this finding closed, with no further action required.

Record Retention:

Program records relating to the period covered by the program review must be retained until the later of: resolution of the loans claims or expenditures questioned in the program review; or the end of the retention period otherwise applicable to the record under 34 C.F.R. § 668.24(e).

We would like to express our appreciation for the courtesy and cooperation extended during the review. If you have any questions concerning this report, please call Sherry Blackman at 404-974-9287.

Sincerely,

Charles Engstrom
Division Director

cc: Juliet Daniel, Financial Aid Director
North Carolina Acupuncture Licensing Board
North Carolina Board of Governors, of the University of North Carolina
Accrediting Commission of Acupuncture and Oriental Medicine