



July 15, 2015

Nyce Daniel, Principal
Lindsey Hopkins Technical Education Center
750 NW 20th Ave.
Miami, FL 33127

Tracking #: 1ZA879640794213096

RE: Final Program Review Determination

OPE ID: 00558600

PRCN: 201420428510

Dear Mrs. Daniel:

The U.S. Department of Education's (Department's) School Participation Division - Atlanta issued a program review report on April 23, 2014 covering Lindsey Hopkins Technical Education Center's (LHTEC) administration of programs authorized by Title IV of the Higher Education Act of 1965, as amended, 20 U.S.C. §§ 1070 et seq. (Title IV, HEA programs), for the 2012-2013 and 2013-2014 award years. LHTEC's final response was received on July 18, 2014. A copy of the program review report (and related attachments) and LHTEC's response are attached. Any supporting documentation submitted with the response is being retained by the Department and is available for inspection by LHTEC 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.

Purpose:

Final determinations have been made concerning all of the outstanding findings of the program review report. The purpose of this letter is to: (1) identify liabilities resulting from the findings of this program review report, (2) provide instructions for payment of liabilities to the Department, (3) notify the institution of its right to appeal, and (4) close the review.

This FPRD contains one or more findings regarding LHTEC's failure to comply with the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (*Clery Act*) in Section 485(f) of the HEA, 20 U.S.C. § 1092(f), and the Department's regulations at 34 C.F.R. §§ 668.41, 668.46, and 668.49. Because *Clery Act* findings do not result in a financial liability, such findings may not be appealed. If an adverse administrative action is initiated, additional information about LHTEC's appeal rights will be provided under separate cover.

The total liabilities due from the institution from this program review are \$130,099.

Federal Student Aid

An OFFICE of the U.S. DEPARTMENT of EDUCATION

School Participation Division - Atlanta - 61 Forsyth Street, SW, Room 18T40, Atlanta, GA 30303-8918
StudentAid.gov

This final program review determination contains detailed information about the liability determination for all findings.

Appeal Procedures:

This constitutes the Department's FPRD with respect to the liabilities identified from the April 23, 2014 program review report. If LHTEC wishes to appeal to the Secretary for a review of financial liabilities established by the FPRD, the institution must file a written request for an administrative hearing. Please note that institutions may appeal financial liabilities only. The Department must receive the request no later than 45 days from the date LHTEC receives this FPRD. An original and four copies of the information LHTEC submits must be attached to the request. The request for an appeal must be sent to:

Director
Administrative Actions and Appeals Service Group
U.S. Department of Education
Federal Student Aid/PC
830 First Street, NE - UCP3, Room 84F2
Washington, DC 20002-8019

LHTEC's appeal request must:

- (1) indicate the findings, issues and facts being disputed;
- (2) state the institution's position, together with pertinent facts and reasons supporting its position;
- (3) include all documentation it believes the Department should consider in support of the appeal. An institution may provide detailed liability information from a complete file review to appeal a projected liability amount. Any documents relative to the appeal that include PII data must be redacted except the student's name and last four digits of his / her social security number (please see the attached document, "Protection of Personally Identifiable Information," for instructions on how to mail "hard copy" records containing PII); and
- (4) include a copy of the FPRD. The program review control number (PRCN) must also accompany the request for review.

If the appeal request is complete and timely, the Department will schedule an administrative hearing in accordance with § 487(b)(2) of the HEA, 20 U.S.C. § 1094(b)(2). The procedures followed with respect to LHTEC's appeal will be those provided in 34 C.F.R. Part 668, Subpart H. **Interest on the appealed liabilities shall continue to accrue at the applicable value of funds rate, as established by the United States Department of Treasury, or if the liabilities are for refunds, at the interest rate set forth in the loan promissory note(s).**

Lindsey Hopkins Technical Education Center

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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)(1), (e)(2), and (e)(3).

The Department expresses its appreciation for the courtesy and cooperation extended during the review. If the institution has any questions regarding this letter, please contact Vinita Simpson at 404-974-9260. Questions relating to any appeal of the FPRD should be directed to the address noted in the Appeal Procedures section of this letter.

Sincerely,



Christopher Miller
Division Director

Enclosure:

Protection of Personally Identifiable Information
Final Program Review Determination Report (and appendices)
Program Review Report (and appendices)

cc: Barto G. Davis Jr., Financial Aid Administrator
FL Commission for Independent Education - Florida Department of Education
Council on Occupational Education
Department of Defense (DOD)
Department of Veterans Affairs
Consumer Financial Protection Board

PROTECTION OF PERSONALLY IDENTIFIABLE INFORMATION

Personally Identifiable Information (PII) being submitted to the Department must be protected. 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).

PII being submitted electronically must be encrypted. The data must be submitted in a .zip file encrypted with Advanced Encryption Standard (AES) encryption (256-bit is preferred). The Department uses WinZip, however, files created with other encryption software are also acceptable, provided that they are compatible with WinZip (Version 9.0) and are encrypted with AES encryption. Zipped files using Win Zip must be saved as Legacy compression (Zip 2.0 compatible).

The Department must receive an access password to view the encrypted information. The password must be e-mailed separately from the encrypted data. The password must be 12 characters in length and use three of the following: upper case letter, lower case letter, number, special character. A manifest must be included with the e-mail that lists the types of files being sent (a copy of the manifest must be retained by the sender).

Hard copy and electronic files containing PII must be:

- sent via a shipping method that can be tracked with signature required upon delivery
- double packaged in packaging that is approved by the shipping agent (FedEx, DHL, UPS, USPS)
- labeled with both the "To" and "From" addresses on both the inner and outer packages
- identified by a manifest included in the inner package that lists the types of files in the shipment (a copy of the manifest must be retained by the sender).

PII data cannot be sent via fax.

Prepared for
Lindsey Hopkins Technical
Education Center

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OPE ID 00558600
PRCN 201420428510

Prepared by
U.S. Department of Education
Federal Student Aid
School Participation Division-Atlanta

Final Program Review Determination

July 15, 2015

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A. Institutional Information

Lindsey Hopkins Technical Education Center
750 NW 20th Street
Miami, FL 33127

Type: Public

Highest Level of Offering: Non-Degree 1 Year

Accrediting Agency: Commission of the Council on Occupational Education (COE)

Current Student Enrollment: 1,437 (2012/2013)

% of Students Receiving Title IV: 19% (2012/2013)

Title IV Participation (PC Net Funding Report):

	<u>2012/2013 Award Year</u>
Federal Pell Grant (FPell)	\$1,228,229

B. Scope of Review

The U.S. Department of Education (the Department) conducted a program review at Lindsey Hopkins Technical Education Center (LHTEC) from February 10, 2014 to February 14, 2014. The review was conducted by Vinita Simpson and Lynette Davis.

The focus of the review was to determine LHTEC'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 LHTEC'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 (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 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 LHTEC'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 LHTEC of its obligation to comply with all of the statutory or regulatory provisions governing the Title IV, HEA programs.

C. Findings and Final Determinations

Resolved Findings

Finding 1, 3, 5, 6, 10-13, 15, 16, and 19

LHTEC has taken the corrective actions necessary to resolve Findings 1, 3, 5, 6, 10-13, 15, 16, and 19 of the program review report. Therefore, these findings may be considered closed. Appendix D contains the institution's written response related to the resolved findings. Findings requiring further action by LHTEC are discussed below.

Resolved Findings with Comments

Findings 17 and 18

The following program review findings have been resolved by the institution, and may be considered closed. These findings are included solely for the purpose of discussing resolution of the finding.

Finding 17: **Crime Awareness Requirements Not Met - Failure to Publish and Distribute Annual Security Report in Accordance with Federal Regulations**

Noncompliance:

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) and the Department's regulations require that all institutions that receive in Title IV, HEA funds must, by October 1 of each year, publish and distribute to its current students and employees, a comprehensive Annual Security Report (ASR) that contains, at a minimum, all of the statistical and policy elements enumerated in 34 C.F.R. § 668.46 (b). With the exception of certain drug and alcohol prevention program information, cross-referencing to other publications is not sufficient to meet the publication and distribution requirements. 34 C.F.R. § 668.46(b).

The ASR must be published and actively distributed as a single document. Acceptable means of delivery include U.S. Mail, hand delivery, or campus mail distribution to the individual or posting on the institution's website. If the institution chooses to distribute its report by posting to an internet or intranet site, the institution must, by October 1 of each year, distribute a notice to all students and employees that includes a statement of the report's availability, its exact electronic address, a description of its contents, and an advisement that a paper copy will be provided upon request. 34 C.F.R. § 668.41(e)(1). These regulations also require institutions to provide a notice containing this information to all prospective students and employees. This notice must also advise interested parties

of their right to request a paper copy of the ASR and to have it furnished upon request. 34 C.F.R. § 668.41(e)(4).

The ASR must include statistics for incidents of crimes reported during the three most recent calendar years. The covered categories include criminal homicide (murder and non-negligent manslaughter), forcible and non-forcible sex offenses, robbery, aggravated assaults, burglary, motor vehicle theft, and arson. Statistics for certain hate crimes, as well as arrest and disciplinary referral statistics for violations of certain laws pertaining to illegal drugs, illegal usage of controlled substances, liquor, and weapons, also must be disclosed in the ASR. These crime statistics must be published for the following geographical categories: 1) on campus; 2) on-campus student residential facilities; 3) certain non-campus buildings and property; and, 4) certain adjacent and accessible public property. 34 C.F.R. § 668.46(c)(1).

Additionally, the ASR must include several policy statements. These disclosures are intended to inform the campus community about the institution's security policies, procedures, and the availability of programs and resources as well as channels for victims of crime to seek recourse. In general, these policies include topics such as the law enforcement authority and practices of campus police and security forces, incident reporting procedures for students and employees, and policies that govern the preparation of the report itself. Institutions are also required to disclose alcohol and drug policies and educational programs. Policies pertaining to sexual assault education, prevention, and adjudication must also be disclosed. Institutions also must provide detailed policies on the issuance of timely warnings, emergency notifications, and evacuation procedures. All required statistics and policies must be included in a single comprehensive document, known as an ASR. With the exception of certain drug and alcohol program information, cross referencing to other publications is not sufficient to meet the publication and distribution requirements of the Act. § 485(f) of the HEA; 34 C.F.R. § 668.46(b).

Finally, each institution must also submit campus crime statistics for inclusion in the Department's "Campus Safety and Security Data Analysis Cutting Tool." 34 C.F.R. § 668.41(e)(5).

LHTEC failed to prepare, publish, and distribute an accurate and complete ASR in accordance with Federal regulations. While the institution was able to provide documentation of the submission of its crime statistics to the Department for inclusion in the Office of Postsecondary Education's "Campus Safety and Security Data Analysis Cutting Tool", LHTEC was unable to produce any of its ASRs or supporting documentation evidencing that any ASRs were ever distributed in the required manner (such as e-mail records, affidavits, receipts, etc.). For these reasons, the Department has determined that this persistent violation constitutes a failure to properly implement even the most basic requirements of the Clery Act since the institution was initially approved to participate in the Title IV programs.

Failure to publish an accurate and complete ASR and to actively distribute it to current students and employees in accordance with Federal regulations deprives the campus community of important security information.

Directives From Program Review Report:

As a result of this finding, the LHTEC was required to review and revise its existing internal policies and procedures regarding the preparation, publication, and distribution of its ASRs and promulgate any new policies and procedures as needed to ensure that these violations do not recur. The LHTEC was reminded that they must ensure that all campus security operations are carried out in accordance with the Clery Act going forward.

Using its new and revised policies and procedures as a compliance guide, LHTEC was required to document that it has taken full remedial action by submitting a copy of its 2013 ASR, if that document was in fact published and distributed in accordance with all Clery Act requirements. Alternatively, LHTEC could have prepared and published an accurate and complete modified 2013 ASR that includes all of the statistical disclosures and policy, procedure and programmatic information required under 34 C.F.R. § 668.46(b). A copy of LHTEC's new policies and a materially-complete 2013 ASR were to be submitted to the Department for approval within 60 days of the date of this letter.

Finally, LHTEC was required to provide documentation to the Department evidencing the distribution as well as a statement of certification attesting to the fact that the materials were distributed in accordance with the Clery Act. This certification should also affirm that the LHTEC understands its Clery Act obligations and that it has taken all necessary corrective actions to ensure that this violation does not recur.

As noted above, the exceptions identified in this finding constitute serious violations of the Clery Act that by their nature cannot be cured. LHTEC was given an opportunity to publish and distribute an accurate and complete ASR and in doing so, will begin to bring its campus security operations into compliance with the Clery Act for the first time as required by its Program Participation Agreement (PPA). However, the school was advised that these remedial measures cannot and do not diminish the seriousness of these violations nor do they eliminate the possibility that the Department will impose an adverse administrative action and/or require additional corrective measures as a result.

It was suggested that LHTEC officials review the Department's "Handbook for Campus Safety and Security Reporting" (2011) during the preparation of its response. The handbook is available online at: <http://www2.ed.gov/admins/lead/safety/handbook.pdf>. The regulations governing the Clery Act can be found at 34 C.F.R. §§ 668.14, 668.41, 668.46, and 668.49.

Final Determination:

In its official response dated July 18, 2014, LHTEC concurred with the finding and stated that LHTEC has developed and implemented policies and procedures to ensure that the contents of its current and future ASRs are accurate and complete. LHTEC claimed that it has used these new policies and procedures to develop its most-recent ASRS and that the current reports include revised crime statistics and all required policy information. The institution also asserted that procedures were put in place to distribute ASRs in the required manner. The response stated that all students, faculty and staff are notified of the availability of the ASR but did not specify if or how the reports would be distributed. The institution also referenced that the annual distribution would occur after the report is finalized and submitted to the Department. Finally, LHTEC stated that the ASRs will be posted on its official website: <http://lindsey.dadeschools.net> and will be made available in hardcopy format through the LHTEC Office of Building Operations.

Finding 17 of the program review report cited LHTEC for its failure to comply with multiple provisions of the Clery Act. These violations related primarily to the institution's failure to produce a 2013 ASR. As a result of this violation, the institution was not able to comply with the requirement to actively distribute the report to enrolled students and current employees. The Department also determined that LHTEC failed to comply with the ASR active notification requirements that pertain to prospective students and employees. Indeed, LHTEC was unable to document that it had produced and distributed any ASRs during its participation in the Title IV, student financial aid programs. As a result of these violations, the institution was required to develop policies and procedures to govern the preparation, production, and distribution of ASRs in a manner that will reasonably ensure that this and similar violations will not recur. Then, using its new policies and procedures as a guide, LHTEC was required to produce a 2013 ASR that included all of the statistical disclosures and policy, procedure and programmatic information required by 34 C.F.R. § 668.46(b).

In its response, LHTEC concurred with the finding and stated that remedial action was taken. The institution also submitted documentation in support of its claims. The Department carefully reviewed all available information, including LHTEC's response. Based on that review, the Department has determined that all components of this finding are sustained. This analysis also indicated that while some improvements were made, significant Clery Act deficiencies remain. Specifically, the institution did not submit a copy of an actual ASR and also failed to submit any evidence of active distribution, as directed in the program review report. In addition, the website link that was provided to students as a corrective measure only includes the institution's revised campus crime statistics. This triggers a special regulatory concern for the Department as the official response indicated that the ASR would only be distributed after the report was submitted to the Department. The Clery Act does not require institutions to submit the entire ASR to the Department. An institution's crime statistics are submitted to the Department via

the annual data collection survey. LHTEC's actions indicate that management does not understand the difference between an ASR and its survey response.

The Atlanta School Participation Division made a concerted, good-faith effort to assist LHTEC toward full compliance with the Clery Act; however, the record demonstrates that these efforts were not successful. For these reasons, the Department has determined that this finding is now considered to be closed for purposes of this program review and that this matter is to be referred to the Clery Act Compliance Team (CACT) for additional action. Pursuant to this referral, the officials and directors of LHTEC are specifically advised to immediately take all additional action that is necessary to finally address the deficiencies and weaknesses identified in the program review report with special attention to the persistent ASR production and distribution deficiencies and as may otherwise be needed to ensure that these and similar Clery Act violations do not recur. Within 30 days of LHTEC's receipt of this FPRD, the institution also must submit a copy of its 2013 and 2014 ASRs along with credible proof of active distribution to all required recipients. Such evidence may include a copy of an e-mail used to transmit the report or other similar documentation. This documentation must be submitted to the CACT via electronic mail at clery@ed.gov.

LHTEC's submission must reference the Program Review Control Number (PRCN) noted on the cover letter in the subject line of its e-mail submission. If any of the requested records were not produced or do not exist, LHTEC officials must clearly communicate that fact to the Department in writing via electronic mail. In this context, LHTEC officials are advised that no new documents are to be created at this time for the purpose of demonstrating compliance with any Clery Act requirement for past periods. The institution is also advised that any failure to respond to the supplemental request for document production will result in a referral for the imposition of administrative actions in addition to any such referral that may be made to address the original violations identified in Finding 17 of the program review report.

Although this finding is now closed for program review purposes, LHTEC is reminded that the exceptions identified above constitute serious violations of the *Clery Act* that by their nature cannot be cured. There is no way to truly "correct" a violation of this type once it occurs. LHTEC was required to initiate all necessary remedial measures; however, the institution failed to do so, as required by the terms and conditions of its Program Participation Agreement (PPA). LHTEC's failure to take adequate corrective action calls its ability and/or willingness to properly administer the Title IV, FSA Programs into serious question. By way of the aforementioned referral, the Department is renewing its order that LHTEC finally take the necessary steps to demonstrate full compliance with the *Clery Act*. Notwithstanding this requirement, the institution is advised that remedial actions, whether already completed or undertaken pursuant to Department's instructions above, cannot and do not diminish the seriousness of these violations nor do they eliminate the possibility that the Department will impose an adverse administrative action and/or require additional corrective actions as a result.

In light of the serious consequences associated with compliance failures of this type, the Department strongly recommends that LHTEC re-examine its campus security and general Title IV policies and procedures on an annual basis to ensure that they continue to reflect current institutional practices and are compliant with Federal regulations. As part of these periodic reviews, LHTEC officials are encouraged to consult the Department's "Handbook for Campus Safety and Security Reporting" (2011) as a reference guide for *Clery Act* compliance. The Handbook is online at: www2.ed.gov/admins/lead/safety/handbook.pdf. The Department also provides a number of other *Clery Act* training resources. LHTEC can access these materials at: www2.ed.gov/admins/lead/safety/campus.html. The regulations governing the *Clery Act* can be found at 34 C.F.R. §§ 668.14, 668.41, 668.46, 668.49.

Finding 18: **Failure to Comply with Drug and Alcohol Abuse Prevention Program Requirements**

Noncompliance:

The Drug-Free Schools and Communities Act (DFSCA) and Part 86 of the Department's General Administrative Regulations require each institution of higher education (IHE) to certify that it has developed and implemented a drug and alcohol abuse prevention program (DAAPP). The program must be designed to prevent the unlawful possession, use, and distribution of drugs and alcohol on campus and at recognized events and activities.

The DAAPP disclosure must include all of the following elements:

- A written statement about an institution's standards of conduct that prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees;
- A written description of legal sanctions imposed under Federal, state, and local laws and ordinances for unlawful possession or distribution of illicit drugs and alcohol;
- A description of the health risks associated with the use of illicit drugs and alcohol abuse;
- A description of any drug or alcohol counseling, treatment, and rehabilitation/re-entry programs that are available to students and employees; and,
- A statement that the IHE will impose disciplinary sanctions on students and employees for violations of the institution's codes of conduct and a description of such sanctions.

The DAAPP disclosure must be actively distributed to all employees and students enrolled for academic credit (except for continuing education credits) on an annual basis. The distribution plan must make provisions for providing the DAAPP disclosure annually to students who enroll at a date after the initial distribution and for employees who are hired at different points throughout the year.

In addition, each IHE must conduct a biennial review to determine the effectiveness of its DAAPP and to ensure consistent enforcement of applicable drug and alcohol-related statutes, ordinances, and institutional policies against students and employees found to be in violation. The IHE must also produce a report of findings, maintain its supporting materials, and provide them to the Department upon request. 34 C.F.R. §§ 86.3, 86.100.

LHTEC violated multiple requirements of the DFSCA. LHTEC's DAAPP disclosure did not include:

- A description of the applicable legal sanctions under local, State, or Federal law for the illegal possession or distribution of illicit drugs and/or alcohol;
- A description of the health risks associated with the use of illicit drugs and the abuse of alcohol;
- An adopted and implemented drug prevention program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on school premises or as part of any of its activities;
- Annually distributed written information about its drug prevention program(s) to students and employees. Simple inclusion of drug and alcohol information in the institution's publications does not qualify as an acceptable means of active distribution to students and employees;
- A description of any drug or alcohol counseling, treatment, or rehabilitation or re-entry programs that are available to students and employees;
- Verification that a Biennial Review was conducted in order to prove the following: 1) the institution assessed the effectiveness of its DAAPP; 2) evaluated the consistency of sanctions imposed for violations of its disciplinary standards and codes of conduct related to drugs and alcohol; 3) identified areas requiring improvement or modification; and, 4) to produce a report of biennial review findings.

The Department's review indicates that LHTEC has never fully complied with the DFSCA during its participation in the Title IV, FSA programs.

Failure to comply with the DFSCA's DAAPP requirements deprives students and employees of important information regarding the educational, disciplinary, health, and legal consequences of illegal drug use and alcohol abuse. Failure to comply with the biennial review requirements also deprives the institution of important information about the effectiveness of its own drug and alcohol programs. Such failures may contribute to increased drug and alcohol abuse as well as an increase in drug and alcohol-related violent crime at LHTEC.

Directives From Program Review Report:

LHTEC was required to take all necessary corrective action to resolve these violations. At a minimum, LHTEC was instructed to:

- Develop and implement a comprehensive DAAPP that includes all of the required elements found in the DFSCA and the Department's Part 86 regulations and publish a compliant DAAPP disclosure;
- Develop procedures for ensuring that the DAAPP disclosure is distributed to every student who is currently enrolled for academic credit and all employees (including part-time, intermittent, and as-needed personnel). When the new program materials are complete, LHTEC must submit a copy of its new and revised policies and a draft copy of its DAAPP with its response to this Program Review Report to the Department of Education no later than 60 days from the receipt of this letter. Once the materials are approved by the Department, the institution will be required to distribute them in accordance with the Part 86 regulations, and provide documentation evidencing the distribution as well as a certification statement attesting to the fact that the materials were distributed in accordance with the DFSCA;
- Conduct a biennial review to measure the effectiveness of its DAAPP. The institution must describe the research methods and data analysis tools that will be used to determine the effectiveness of the program and identify the responsible official(s) and office(s) that conducted the biennial review. Finally, LHTEC's biennial review report must be approved by the institution's chief executive and/or its Board. The biennial review must be completed by July 15, 2014 and the institution's report of findings must be submitted to the Department by July 31, 2014.
- Establish policies and procedures to ensure that all subsequent biennial reviews are conducted in a timely manner and are fully documented and to take all other necessary action to ensure that this violation does not recur.

As noted above, the exceptions identified in this finding constitute serious violations of the DFSCA that by their nature cannot be cured. At the issuance of the PRR, LHTEC was given an opportunity to develop and distribute an accurate and complete DAAPP disclosure and to finally bring its drug and alcohol programs into compliance with the DFSCA as required by its PPA. However, the institution was advised that these remedial measures cannot and do not diminish the seriousness of these violations nor do they eliminate the possibility that the Department will impose an adverse administrative action and/or require additional corrective measures.

Final Determination:

In its official response dated July 18, 2014, LHTEC concurred with the finding and stated that the institution has enhanced and updated its DAAP. The response also stated that DAAPP information would be made available through administrative offices but did not

explain if or how such information would be distributed to enrolled students and current employees. In addition, management asserted that an initial biennial review will be conducted, although a specific timeframe was not given. Finally, the institution stated that new policies and procedures were created to ensure subsequent reviews are conducted at least every two years going forward. LHTEC also submitted documents in support of its claims.

Finding 18 of the program review report cited LHTEC for multiple violations of the *DFSCA* and Part 86 of the Department's General Administrative Regulations. Specifically, the LHTEC failed to develop and implement a comprehensive DAAPP that included all required components. Reviewers noted that LHTEC's DAAPP disclosure did not include all the components listed in the Noncompliance section above. In addition, the institution did not produce a DAAPP disclosure that summarized its program and as a result, also failed to actively distribute such program materials to required recipients. As a consequence of these failures, LHTEC was not able to conduct a biennial review of the DAAPP's effectiveness. These separate and distinct violations necessarily follow from each other because the biennial review is primarily a study of the DAAPP's effectiveness. Therefore, an institution cannot conduct a proper biennial review until it has a fully-functional DAAPP in place and program requirements are communicated to members of the campus community. As a result of these violations, LHTEC was required to enhance its DAAPP, produce and distribute an annual disclosure, and conduct a substantive review of the program's effectiveness.

In its response, LHTEC concurred with the violations and stated that the DAAPP was revised to include required content. Although LHTEC submitted its new program materials, the institution did not indicate how this information would be distributed. The Department notes that LHTEC did not actually conduct a biennial review and merely asserted that one would be conducted in the future with any indication of a timeframe for completion.

The Department carefully reviewed all available information, including LHTEC's response. Based on this review, the Department determined that all components of this finding are sustained. Moreover, the review team's analysis shows that LHTEC has continued to violate the *DFSCA* even after these infractions were brought to the attention of management via the program review report. While some improvement was noted, several aspects of the finding were not addressed satisfactorily, including the failures to distribute a DAAPP disclosure and to conduct a biennial review.

As with the *Clery Act* finding above, the Atlanta School Participation Division made a concerted, good-faith effort to assist LHTEC toward full compliance with the *DFSCA*; however, the record once again demonstrates that these efforts were not successful. For these reasons, the Department has determined that this finding is now considered to be closed for purposes of this program review and that this matter will be referred to the CACT for additional action. Pursuant to this referral, the officials and directors of

LHTEC are specifically advised to immediately take all additional action that is necessary to finally address the deficiencies and weaknesses identified in the program review report with special attention on the persistent DAAPP and biennial review deficiencies and as may otherwise be needed to ensure that these and similar *DFSCA* violations do not recur. Within 30 days of LHTEC's receipt of this FPRD, the LHTEC must submit a copy of the revised DAAPP disclosure and credible proof of distribution to all required recipients. Such evidence may include a copy of an e-mail used to transmit the report or other similar documentation. This documentation must be submitted to the CACT via electronic mail at clery@ed.gov.

Furthermore, LHTEC must conduct a substantive biennial review to evaluate the effectiveness of its DAAPP, to assess the consistency of its disciplinary sanctioning processes, and to identify necessary improvements. As noted in the program review report, the institution's biennial review report must describe the research methods and data analysis tools that were used in the conduct of the examination and do so with specificity. The report must also identify the official(s) who conducted the review. In addition, the report must address how management assessed whether or not its disciplinary standards and codes of conduct regarding illegal drug use and alcohol abuse were enforced consistently and equitably. Finally, the biennial review report must indicate that it was approved by the institution's President and/or its board. The institution's biennial review must be completed by February 28, 2015 and its report also must be submitted to the CACT via electronic mail by March 10, 2015. Once these materials are submitted, reviewed, and determined to be at least minimally adequate, the referral will be closed.

Although this finding is now closed for program review purposes, LHTEC is reminded that the exceptions identified above constitute serious violations of the *DFSCA* that by their nature cannot be cured. There is no way to truly "correct" a violation of this type once it occurs. As such, LHTEC officials must understand that compliance with the *DFSCA* and the *Clery Act* are essential to maintaining a safe and healthy learning environment. The compliance failures identified during the program review deprived students and employees of important information regarding the educational, financial, health, and legal consequences of alcohol abuse and illicit drug use. LHTEC's failure to conduct a comprehensive biennial review also deprived the institution of important information about the effectiveness of any drug and alcohol programs that may have been in place.

LHTEC was required to initiate all necessary remedial measures; however, the institution failed to do so, as required by its PPA. LHTEC's failure to take adequate corrective action calls the institution's ability and/or willingness to properly administer the Title IV, FSA Programs into serious question. By way of this referral to the CACT, the Department is renewing its order that LHTEC finally take all necessary steps to demonstrate full compliance with the *DFSCA*. Notwithstanding this requirement, the institution is advised that remedial actions, whether already completed or undertaken

pursuant to Department's instructions above, cannot and do not diminish the seriousness of these violations nor do they eliminate the possibility that the Department will impose an adverse administrative action and/or require additional corrective actions as a result.

In light of the serious consequences associated with compliance failures of this type, the Department strongly recommends that LHTEC re-examine its drug and alcohol policies, procedures, and programs on at least an annual basis and revise them as needed to ensure that they continue to reflect current institutional policy and are in full compliance with the *DFSCA*. Please be advised that the Department may request information on a periodic basis to test the effectiveness of the institution's new policies and procedures.

Findings with Final Determinations

The program review report findings requiring further action are summarized below. At the conclusion of each finding is a summary of LHTEC's response to the finding, and the Department's final determination for that finding. A copy of the program review report issued on April 23, 2014 is attached as Appendix B.

Note: Any additional costs to the Department, including interest, special allowances, cost of funds, unearned administrative cost allowance, etc., are included in individual findings. Details of the additional costs to the Department are listed in the summary of liabilities table in Section D of the report.

Finding 2: Verification Violations/Conflicting Information

Noncompliance:

An institution must establish procedures to request, receive, and verify applicant data for students selected by the Central Processing System (CPS) each award year. See 34 C.F.R. § 668.53. The purpose of verification is to ensure that Title IV funds are awarded to student applicants in the correct amount. Students are selected for verification on the basis of application edits specified by the Secretary. 34 C.F.R. § 668.54. The items to be verified are set forth by the Secretary each award year. 34 C.F.R. § 668.56. In general, the items include household size, number enrolled in college, adjusted gross income, U.S. income tax paid, and certain untaxed income and benefits. Supporting documentation obtained from the student (and parents or spouse) is compared to the information reported on the Institutional Student Information Record (ISIR). If the initial information submitted on the financial aid application is incorrect, the institution must have the student resubmit his/her application with the correct information. 34 C.F.R. § 668.59. If all steps of the verification process are not properly completed and/or all required documentation is not submitted, the student is ineligible to receive Title IV funds. See 34 C.F.R. § 668.60. Documentation must be retained in the student's file as evidence that the verification process was completed. 34 C.F.R. §§ 668.24(c)(1)(i),(ii).

In addition to reviewing applications selected for verification by the CPS, a school must have an adequate system to identify conflicting information that would affect a student's eligibility, such as information from the financial aid, admissions, or any other office.

See 34 C.F.R. § 668.16 (f). If a school has conflicting applicant information, it must resolve the discrepancies before disbursing funds. If an institution discovers discrepancies after disbursing funds, it must still reconcile the conflicting information and take appropriate action under the specific program requirements. *Federal Student Aid, Application and Verification Guide, Chapter 5*.

An institution is required to update the verification status codes for those who are selected for verification. The verification status codes must accurately reflect the student's verification status. See *Federal Student Aid, Application and Verification Guide, Chapter 4*; see generally 34 C.F.R. § 668.83(b)(2).

When an institution disburses a FPell, it must report through the Common Origination & Disbursement (COD) system the student's verification status even if he wasn't selected for verification. The accepted verification status codes are:

- V - The institution verified the student. This includes students selected by the CPS and those the school chose to verify based on its own criteria.
- W - The student was selected for verification by the CPS or the institution, and it chose to pay a first disbursement of FPell without documentation. This code must be updated once verification is complete, or COD will reduce the FPell to zero.
- S - The CPS selected the student for verification, but the institution did not verify him because it already reached the 30% verification threshold (not applicable after award year 2011/2012), because the applicant satisfied one of the exclusions under 34 C.F.R. § 668.54(b), or because the institution participates in the Quality Assurance Program and the student's application did not meet its verification criteria.

Federal Student Aid, Application and Verification Guide, Chapter 4.

LHTEC failed to update the verification status codes reported in COD. LHTEC incorrectly reported the Verification Status Report in COD of "S" for two students for the 2012/2013 award year and one student for the 2012/2013 and 2013/2014.

Student 2: The school reported a verification status code of "S" for the 2012/13 and 2013/14 award years. This code indicates that the school did not complete verification for this student. This code was improperly used for this award year.

Student 14: The school reported a verification status code of "S" for the 2012/13 award year. This code indicates that the school did not complete verification for this student. This code was improperly used for this award year.

Student 23: The school reported a verification status code of "S" for the 2012/13 award year. This code indicates that the school did not complete verification for this student. This code was improperly used for this award year.

Additionally, LHTEC did not accurately complete verification or resolve conflicting information for the following students:

Student 1: The student listed an uncle as the parent on the 2012/2013 Verification Worksheet and uses his income on the ISIR. There is no evidence to support that the uncle meets the criteria for a parent. The student's 2012/2013 ISIR Transaction Record (TR) 01 was selected for verification. Additionally, the student's file contains a 2011 1040A form as well as a 2011 Tax transcript for the uncle. The exemption amount on the 1040A is reported as 02; however, the 2011 tax transcript reports an exemption amount of 01. This is conflicting information.

Student 2: This is a dependent student on the 2012/2013 ISIR. The student's 2012/2013 ISIR TR 01 was selected for verification. There are no 2011 taxes for the parent in the student file. In addition, the student's 2013/2014 TR 01 was selected for verification. There are no verification documents in the student file.

Student 4: The student's 2012/2013 ISIR TR 01 was selected for verification. The 2011 1040 tax form in the file was not signed. There is no verification worksheet in the student's file.

Student 6: The student's 2013/2014 ISIR TR 01 was selected for verification. There are no verification documents in the student's file.

Student 7: The student's 2012/2013 ISIR TR 02 was selected for verification. The ISIR reports the student paid child support in the amount \$562. The verification worksheet does not indicate a child support paid amount. This is conflicting information.

Student 9: The student's 2012/2013 ISIR TR 01 was selected for verification. There are no 2011 taxes or verification worksheet in the student file.

Student 10: The student's 2012/2013 ISIR TR 02 was selected for verification. There are no 2011 taxes or verification worksheet in the student file.

Student 14: The student's 2012/2013 ISIR TR 02 reports a taxable grant and scholarship amount of \$894. This amount is not listed on the verification

documents. This amount should be the amount reported to the IRS; however, the student did not file taxes for 2011. This is conflicting information.

Student 29: The school did not properly complete the verification process for this student. The student's ISIR TR 02 for the 2013/2014 award year was selected for verification. The student's taxes paid amount on the ISIR was reported as \$0. However, the tax transcript in the file is missing pages and the amount of taxes paid cannot be verified.

Student 30: The school did not properly complete the verification process for this student. The student's ISIR TR 01 for the 2013/2014 award year was selected for verification. The student's taxes paid amount on the ISIR was reported as \$1128. However, the tax transcript in the file shows \$0 as the amount of taxes paid. The student has no verification worksheet in the file to properly verify items such as household size, number in college or SNAP.

Directives From Program Review Report:

The institution was required to correct all incorrectly reported verification status codes in COD for the 2012/2013 and 2013/2014 award year. The school was required to also make the appropriate verification corrections for the 10 students above. The school must then determine if those corrections would have constituted a change to the students Estimated Family Contribution (EFC) and/or award amounts.

In addition, LHTEC was required to perform a full file review for all students selected for verification for the 2012/2013 and 2013/2014 award years and determine if all verification was completed and all conflicting information was resolved. Results of the full file review were to be included in LHTEC's response to the PRR. LHTEC was required to identify recalculated EFCs and any changes in student eligibility and provide the results of this review in an Excel or a similar spreadsheet format that identifies any over-awards/payments of Federal Pell Grant (FPell).

In addition to the corrections and file review, the institution was required to also update its procedures regarding updating status codes, requesting and maintaining verification documents, and the processing of verification and resolution of conflicting information to ensure that these errors do not happen again in the future. A copy of the institution's revised policies and procedures for verification were to be included with the institution's response to this report.

Final Determination:

On July 18, 2014, the school submitted its response to this finding. In this response, the school confirms that all possible updates were made to the verification statuses for the

award years and for the students mentioned in the PRR. The institution also stated that updates for the 2012/2013 award year will be made at the time the refunds are processed for this award year. Instructions on this process will follow. Additionally, the school confirmed their review of the 10 students mentioned above, as well as provided a spreadsheet indicating all students with errors in verification. The school has revised its policies and catalog to ensure the proper processing of verification in the future.

The school reviewed and recalculated the EFC for all students that received Title IV in which verification was incorrectly completed. As a result of this review for the students mentioned in the PRR and the additional file review that was required, the total liability for this finding is \$14,804. Please see Appendices C, F, and G for further details regarding the liability for this finding.

Finding 4: Satisfactory Academic Progress (SAP) Not Met/ Monitored

Noncompliance:

In order to maintain eligibility for Title IV aid, a student must make and maintain satisfactory academic progress. In order to meet Title IV administrative capability standards and institution, 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. 34 C.F.R. § 668.16(e).

The following standards must be included:

1. Qualitative Measure: Grades, work projects completed, or comparable factors, which are measured against a norm. 34 C.F.R. § 668.34(a)(4).
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. 34 C.F.R. §§ 668.34(a)(5),(b).
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. 34 C.F.R. § 668.34(a)(5)(ii).
4. A determination at the end of each increment by the institution whether the student has successfully completed the appropriate percentage or established schedule. See 34 C.F.R. § 668.34(a)(3).

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. 34 C.F.R. § 668.34(a)(2).
6. ~~Specific policies defining the effect of course incompletes, withdrawals, repetitions, and non-credit remedial course on satisfactory progress.~~ 34 C.F.R. § 668.34(a)(6).
7. Specific procedures under which a student may appeal a determination that he or she is not making satisfactory progress. 34 C.F.R. § 668.34(a)(9).
8. Specific procedures for reinstatement of aid. 34 C.F.R. §§ 668.34(a)(9), (10).

An institution must maintain records establishing compliance with these standards. See 34 C.F.R. § 668.24(a)(3); Federal Student Aid Handbook, Vol. 1—School-Determined Requirements, Chapter 1, pages 1-9 thru 1-13.

There were a number of instances found where students were not properly monitored for SAP standards. The details for these students are listed below:

Student 2: The student was in attendance long enough to have been evaluated with evidence in the file, however; there was no evidence in the file of the student's SAP status being checked.

Student 4: The student was in attendance long enough to have been evaluated with evidence in the file, however; there was no evidence in the file of the student's SAP status being checked.

Student 5: As of the end of the 20121 Term, the student earned 365.75 hours. The student by this point had 655 hours scheduled. This is a 56% completion rate. There is no evidence of SAP being checked in the student file.

Student 6: The student was in attendance long enough to have been evaluated with evidence in the file, however; there was no evidence in the file of the student's SAP status being checked.

Student 7: The student attempted 460 hours by the end of the 20122 Term and earned 240.25. This is a 52% completion rate. There is no evidence SAP was checked for this student.

Student 9: The student was in attendance long enough to have been evaluated with evidence in the file, however; there was no evidence in the file of the student's SAP status being checked.

Student 10: The student was in attendance long enough to have been evaluated with evidence in the file, however; there was no evidence in the file of the student's SAP status being checked.

Student 12: Student's detailed attendance shows the student missing more than 65% of the scheduled hours. In addition, the missed more than 6 consecutive days and violated the attendance policy which states that a student will be withdrawn after 6 consecutive days absent.

Student 14: The student was in attendance long enough to have been evaluated with evidence in the file, however; there was no evidence in the file of the student's SAP status being checked.

Student 16: The student was in attendance long enough to have been evaluated with evidence in the file, however; there was no evidence in the file of the student's SAP status being checked.

Student 17: The student was in attendance long enough to have been evaluated with evidence in the file, however; there was no evidence in the file of the student's SAP status being checked.

Student 18: The student was in attendance long enough to have been evaluated with evidence in the file, however; there was no evidence in the file of the student's SAP status being checked.

Student 19: SAP was checked on 4/15/13 and 1/16/14. Documentation in file states on these dates that the student was meeting SAP standards.. However, the form does not indicate the timeframe to be completed. This field on the form says "TBD".

Student 20: The student was in attendance long enough to have been evaluated with evidence in the file, however; there was no evidence in the file of the student's SAP status being checked.

Student 21: The student was in attendance long enough to have been evaluated with evidence in the file, however; there was no evidence in the file of the student's SAP status being checked.

Student 22: The student was in attendance long enough to have been evaluated with evidence in the file, however; there was no evidence in the file of the student's SAP status being checked.

Student 23: The student was in attendance long enough to have been evaluated with evidence in the file, however; there was no evidence in the file of the student's SAP status being checked. As of the disbursement date (12/16/2013), the student attempted 650

hours and completed 301 hours, which is a completion percentage of 46.30%, and indicates that SAP was not being met at the time of disbursement.

Student 24: There was no evidence in the file of the student's SAP status being checked. While only 25% of the student's FPell was paid, the student was in attendance long enough to have been evaluated with evidence in the file.

Student 25: The student was in attendance long enough to have been evaluated with evidence in the file, however; there was no evidence in the file of the student's SAP status being checked.

Student 27: SAP was checked on 5/23/13 and 12/11/13. Documentation in file states that the student was meeting SAP standards on these dates. However, as of the 10/23/13 disbursement, the student completed 526.75 of the 730 scheduled hours which is a 72.15 completion percentage, indicating that the student is not meeting SAP.

Student 28: The student was in attendance long enough to have been evaluated with evidence in the file, however; there was no evidence in the file of the student's SAP status being checked.

Student 30: The student was in attendance long enough to have been evaluated with evidence in the file, however; there was no evidence in the file of the student's SAP status being checked.

Directives From Program Review Report:

Due to the significant error rate found, LHTEC was required to perform a full file review for all 2012/2013 and 2013/2014 award year Title IV recipients. Using the revised SAP policy, the school was required to determine if the new calculations would result in a change to the students' eligibility. Results of this review with any changes to student eligibility were to be included in the response to the report.

Final Determination:

On July 18, 2014, the school submitted its response to this finding. In this response, the school recalculated SAP for all students mentioned in the PRR. Additionally, the school provided the spreadsheet as required by the file review. The school has revised its policies and catalog to ensure proper determination of SAP in the future.

The school reviewed and recalculated all students that received Title IV for which SAP was incorrectly calculated. The review of these recalculations resulted in some students being ineligible for Title IV funds that were received. As a result of this review for the students mentioned in the PRR and the additional file review that was required, the total

liability for this finding is \$19,833. Please see Appendices C, F, and H for further details regarding the liability for this finding.

I. Title IV Return Violations

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. 34 C.F.R. § 668.22(a). The amount of assistance that was earned by the student is based on the percentage of the payment period or period of enrollment that the student completed as of the student's withdrawal date if that date occurs prior to 60% of the clock hours scheduled to be completed for the payment period or period of enrollment. 34 C.F.R. § 668.22(e)(2). For a clock hour institution, the percentage of a payment period or period of enrollment completed is determined by dividing the total number of clock hours in the payment period or period of enrollment into the number of clock hours scheduled to be completed as of the student's withdrawal date. 34 C.F.R. § 668.22(f)(1)(ii). An institution must return the amount of title IV funds for which it is responsible as soon as possible but no later than 45 days after the date of the institution's determination that the student withdrew. 34 C.F.R. § 668.22(j).

If a student who began attendance and has not officially withdrawn fails to earn a passing grade in at least one course offered over an entire period, the institution must assume, for Title IV purposes, that the student has unofficially withdrawn, unless the institution can document that the student completed the period. In the absence of evidence of a last day of attendance (LDA) at an academically related activity, a school must consider a student who failed to earn a passing grade in all classes to be an unofficial withdrawal. *2012-2013 Federal Student Aid Handbook, Vol. 5, page 5-56.*

Finding 7: Return to Title IV Refund Not Made

Noncompliance:

Review of the student files revealed one instance in which LHTEC failed to return the required funds to the Department in the required timeframe. Detailed information regarding the student is included below.

Student 26: The student file contains a R2T4 calculation with a date of determination and withdrawal date of 9/10/13. The R2T4 was completed on 2/4/14. Per the R2T4 calculation of aid earned by the student, a refund of FPell for \$34.51 should have been returned to the Department. As of 3/31/2014, FPell had not been returned.

Directives From Program Review Report:

LHTEC was required to revise its R2T4 Policy/Procedures to include a clear and accountable strategy to prevent future instances of this finding. In response to the Program Review Report, LHTEC was required to submit a revised R2T4 Policy/Procedures to the Department.

Final Determination:

On July 18, 2014, the school submitted its concurrence to this finding. The school also provided all updated policies and procedures as requested in the PRR.

As a result of the institutions non-compliance identified in the PRR, the school is required to return \$35 in 12/13 Pell funds for one student. This liability is included in the total liability for the school. Please see Appendices C and F for further details regarding the liability for this finding.

Finding 8: Return to Title IV Calculations Not Performed

Noncompliance:

On February 4, 2014, the school Principal confirmed by email that no R2T4 calculations had been completed for any student during the 2012/2013 award year. Review of the student files confirmed this information and the following results of non-compliance.

Student 1: There is no R2T4 on file for this student. The student's LDA was 12/16/2013.

Student 5: Student's detailed attendance is through 11/19/2012. However, the student has documentation in the file of withdrawing due to maternity leave on 11/2/2012. There was no R2T4 completed for this student.

Student 7: There was no R2T4 completed for this student. The student's LDA was 6/11/13 and the end of the student's payment period was 7/31/13.

Student 8: There is no R2T4 on file for this student. The student's withdrawal date and LDA were 7/31/2013. There is a possible Post Withdrawal Disbursement (PWD).

Student 12: There is no R2T4 on file for this student. The student's withdrawal date and LDA were 12/20/2012.

Student 13: There is no R2T4 on file for this student. The student's LDA was 2/19/2013 and the DOD was 3/6/13.

Student 19: There was no evidence of an R2T4 in the student file. The student's LDA was 5/6/13 and the withdrawal date was 5/17/13. Student re-entered on 10/16/13.

Student 24: There was no evidence of an R2T4 in the student file. The student's LDA was 1/27/14. The student should have been dropped per the attendance policy on page 13 of the catalog that states that students are automatically dropped after six consecutive days of absences. However, at the time of the review, the student was still active and the detailed attendance provided showed 11 consecutive days of absences.

Directives From Program Review Report:

LHTEC was required to complete R2T4 calculations for the students listed above. Copies of these calculations were to be included in the response to the PRR. Based upon the error rate of this finding, the school was also required to conduct a file review for students who withdrew and received Title IV funds during the 2012/2013 and 2013/2014 award years (excluding students identified in Program Review Sample) to determine if R2T4 calculations should be performed for any additional students.

Final Determination:

On July 18, 2014, the school submitted its response to this finding. In this response, the school provided all required R2T4 calculations for students mentioned in the PRR. Additionally, the school confirmed their R2T4 calculations for all Title IV recipients by providing the requested spreadsheet as a result of the file review. The school has revised its policies and catalog to ensure the proper and timely processing of R2T4 calculations in the future.

The school reviewed and completed R2T4 calculations for all students that withdrew and received Title IV funds, including the students mentioned in the PRR. As a result of this finding, the total liability is \$8,392. Please see Appendices C, F, and I for further details regarding the liability for this finding.

Finding 9: Improper Awarding/Disbursing of Federal Pell Grant

Noncompliance:

When determining the Pell award for a payment period that occurs in two award years, the institution must adhere to the following guidelines:

1. The entire payment period must be considered to occur within one award year;

2. The institution must determine for each Federal Pell Grant recipient the award year in which the payment period will be placed;
3. If an institution places the payment period in the first award year, it must pay a student with funds from the first award year; and
4. If an institution places the payment period in the second award year, it must pay a student with funds from the second award year.

34 C.F.R. § 690.64.

During the course of the review, the Department found that the institution incorrectly calculated Pell awards for the following students:

Student 2: Federal Pell Grant was improperly disbursed. For the crossover period of 4/22/13-12/16/13, the student received 25%, \$525 from the 2012/2013 award year and, 25%, \$598 from the 2013/2014 award year. FPell disbursements are based on a payment period and should only be disbursed from one award year per payment period.

Student 21: Federal Pell Grant was improperly disbursed. For the crossover period of 4/22/13-2/28/14, the student received 25%, \$1,387 from the 2012/2013 award year and, 25%, \$1,411 from the 2013/2014 award year. These disbursements are based on a payment period and should only be disbursed from one award year per payment period.

Student 23: Federal Pell Grant was improperly disbursed. For the crossover period of 5/22/13-2/28/14, the student received 25%, \$1,387 from the 2012/2013 award year and, 25%, \$1,411 from the 2013/2014 award year. These disbursements are based on a payment period and should only be disbursed from one award year per payment period.

Directives From Program Review Report:

LHTEC was required to create appropriate procedures for awarding and payment of FPell funds for crossover payment periods. The school was also informed that payment instructions for any liability associated with this finding would be provided in the Department's Final Program Review Determination Letter.

Final Determination:

On July 18, 2014, the school submitted its concurrence to this finding. The school also provided all the updates to the policies and procedures as requested in the PRR. As a result of the errors identified in the PRR, the school is required to return \$ 3,326 in Pell funds for the three students. This liability is included in the total liability for the school. Please see Appendices C and F for further details regarding the liability for this finding.

Finding 14: **Ineligible Location**

Noncompliance:

An institution, and all of its additional locations, must be licensed and accredited in order for students attending that institution/location to be eligible for Title IV funds. 34 C.F.R. §§ 600.4(a)(3),(5). When an institution receives initial Title IV eligibility, that certification extends to those locations identified and approved at the time the Department certifies the school. 34 C.F.R. § 600.10(b). If an institution wishes to extend Title IV eligibility to locations that are added after the initial eligibility certification, it must notify the Department of those additional locations if the school offers, or plans to offer, 50% or more of students' educational programs at that location. 34 C.F.R. § 600.21(a). An institution may not disburse Title IV funds to students at the additional location until it notifies the Department of that additional location. 34 C.F.R. § 600.21(d).

Students must be enrolled in an eligible program at an eligible institution in order to be eligible for Title IV aid. 34 C.F.R. § 600.32(a).

During the course of the review, the Department discovered that the institution had an additional location at Braman Automotive Training Center, 2060 NE 2nd Avenue, Miami, FL. After reviewing the catalogue, the Department also discovered the institution also had locations at numerous additional sites. An email received on 4/15/2014, confirmed the following postsecondary auxiliary instructional sites:

- Miami-Dade County Department of Corrections and Rehabilitation
- Betterway
- Braman Automotive Center
- The Homeless Assistance Center
- Miami Rescue Mission
- Pierre Toussaint Leadership and Learning Center (Notre Dame Location)
- Miami-Dade County Public Schools' Department of Plant Operations

The school's accreditor approved the additional locations on 7/31/2013. In an email from the school on 7/1/2015, the school reiterates that state approval for locations is not needed as long as the off-campus location meets the criteria established by the district. Lindsey Hopkins failed to notify the Department of these additional locations as required under the regulations.

During the review, the Lindsey Hopkins staff indicated, on more than one occasion, that only students attending the main campus at 750 NW 20th Street received Title IV aid. The reviewers, however, discovered that students at the additional locations were

disbursed Title IV funds prior to the locations receiving accreditor approval. The Department identified at least 6 students who received aid while attending these additional locations.

Directives From Program Review Report:

Due to the additional information found during the review, LHTEC was required to conduct a full file review of all students that attended any location other than the Main Campus located at 750 NW 20th Street. LHTEC was required to determine which students attended these additional locations and received Title IV Aid. LHTEC was required to provide the results of this review in Excel or a similar spreadsheet format.

The institution was also reminded of its obligation to notify the Department when it intends to provide programs at additional locations that have not previously been reported.

Final Determination:

In response to the PRR, the school provided a list of students that had received Title IV funds at one of the additional locations.

The Department has reviewed the information submitted by LHTEC and determined that the institution had disbursed \$83,709 in Title IV funds to student attending the locations prior to them being approved by the accreditor. These students are listed in Appendix J.

A liability in the amount of \$1,387.50 in Pell Grant funds was established for one student in Findings #2 and #14; this amount is not duplicated and is only included in the student's liabilities for Finding #2. Any duplicated student liabilities have been removed in the summary of liabilities table.

D. Summary of Liabilities

The total amount calculated as liabilities from the findings in the program review determination is as follows. The liability amount in the first chart below reflects unduplicated liabilities because some students appear in more than one finding. The payment instructions in Section E have been adjusted to reflect the unduplicated liabilities.

Liabilities	Pell (Closed Award Year)	Interest/SA	Total	
Finding #2	\$14,723	\$81	\$14,804	
Finding #4	\$19,660	\$173	\$19,833	
Finding #7	\$35	\$0	\$35	
Finding #8	\$8,384	\$8	\$8,392	
Finding #9	\$3,300	\$26	\$3,326	
Finding #14	\$83,033	\$676	\$83,709	
Subtotal 1	\$129,135	\$964	\$130,099	
TOTAL (add subtotal 1 + 2)	\$130,099			
Payable To:				Totals
Department	\$129,135	\$964		\$130,099
Students				\$0

E. Payment Instructions

1. Liabilities Owed to the Department

LHTEC owes to the Department \$130,099. This liability must be paid using an electronic transfer of funds through the Treasury Financial Communications System, which is known as FEDWIRE. LHTEC must make this transfer within **45 days of the date of this letter**. This repayment through FEDWIRE is made via the Federal Reserve Bank in New York. If LHTEC's bank does not maintain an account at the Federal Reserve Bank, it must use the services of a correspondent bank when making the payments through FEDWIRE.

Any liability of \$100,000 or more identified through a program review must be repaid to the Department via FEDWIRE. The Department is unable to accept any other method of payment in satisfaction of these liabilities.

Payment and/or adjustments made via G5 will not be accepted as payment of this liability. Instead, the school must first make any required adjustments in COD as required by the applicable finding(s) and Section II – Instructions by Title IV, HEA Program (below), remit payment, and upon receipt of payment the Department will apply the funds to the appropriate G5 award (if applicable).

Instructions for completing the electronic fund transfer message format are included on the attached FEDWIRE form.

Terms of Payment

As a result of this final determination, the Department has created a receivable for this liability and payment must be received by the Department within **45 days of the date of this letter**. If payment is not received within the 45-day period, interest will accrue in monthly increments from the date of this determination, on the amounts owed to the Department, at the current value of funds rate in effect as established by the Treasury Department, until the date of receipt of the payment. LHTEC is also responsible for repaying any interest that accrues. If you have any questions regarding interest accruals or payment credits, contact the Department's Accounts Receivable Group at (202) 245-8080 and ask to speak to LHTEC's account representative.

If full payment cannot be made within **45 days** of the date of this letter, contact the Department's Accounts Receivable Group to apply for a payment plan. Interest charges and other conditions apply. Written request may be sent to:

*U.S. Department of Education
OCFO Financial Management Operations
Accounts Receivable Group*

550 12th Street, S.W., Room 6114
 Washington, DC 20202-4461

If within 45 days of the date of this letter, LHTEC has neither made payment in accordance with these instructions nor entered into an arrangement to repay the liability under terms satisfactory to the Department, the Department intends to collect the amount due and payable by administrative offset against payments due LHTEC from the Federal Government. **LHTEC may object to the collection by offset only by challenging the existence or amount of the debt.** To challenge the debt, LHTEC must **timely appeal** this determination under the procedures described in the "Appeal Procedures" section of the cover letter. The Department will use those procedures to consider any objection to offset. **No separate appeal opportunity will be provided.** If a timely appeal is filed, the Department will defer offset until completion of the appeal, unless the Department determines that offset is necessary as provided at 34 C.F.R. § 30.28. This debt may also be referred to the Department of the Treasury for further action as authorized by the Debt Collection Improvement Act of 1996.

Pell – Closed Award Year

Finding(s): # 2, #4, #7, #8, #9, #14
Appendices: Appendices G, H, I, & J

LHTEC must repay:

Pell ACG SMART or TEACH Closed Award Year			
Finding #2			
Amount (Principal)	Amount (Interest)	Title IV Grant	Award Year
\$ 9,078	\$ 74	Pell	2012-2013
\$ 5,645	\$ 7	Pell	2013-2014
Finding #4			
Amount (Principal)	Amount (Interest)	Title IV Grant	Award Year
\$ 9,736	\$ 104	Pell	2012-2013
\$ 9,924	\$ 69	Pell	2013-2014
Finding #7			
Amount (Principal)	Amount (Interest)	Title IV Grant	Award Year
\$ 35	\$ 0	Pell	2013-2014

Finding #8			
Amount (Principal)	Amount (Interest)	Title IV Grant	Award Year
\$ 3,800	\$ -	Pell	2012-2013
\$ 4,584	\$ 8	Pell	2013-2014
Finding #9			
Amount (Principal)	Amount (Interest)	Title IV Grant	Award Year
\$ 3,300	\$ 26	Pell	2012-2013
Finding #14			
Amount (Principal)	Amount (Interest)	Title IV Grant	Award Year
\$ 45,388	\$ 369	Pell	2011-2012
\$ 37,646	\$ 306	Pell	2012-2013
Total Principal	Total Interest	Total	
\$ 129,135	\$ 964	\$ 130,099	

The disbursement record for each student identified in Appendix E must be adjusted in the Common Origination and Disbursement (COD) system taking into account the refunded amount in Appendix E.

COD adjustments are necessary for the closed award year(s) listed above. Before any student level adjustments can be processed, LHTEC must immediately request extended processing through the COD Website (<http://cod.ed.gov>).

- Click on the Request Post Deadline/Extended Processing link under the School menu.
- On the request screen, the institution should indicate in their explanation that the request is based on a program review, and provide the program review control number.
- The institution will be notified of the status of the request at the time of submission, and will also be notified by email to the FAA and President when extended processing has been authorized. At that time, the school must transmit student/borrower level adjustments to COD for the closed award year(s).

Adjustments in COD must be completed prior to remitting payment to the Department. Payment cannot be accepted via G5. Once the Department receives payment via FEDWIRE, the Department will apply the principal payment to the applicable G5 award. The interest will be applied to the general program account.

A copy of the adjustment to each student's COD record must be sent to Vinita Simpson **within 45 days of the date of this letter.**

Final Program Review Determination
PRCN #: 20142048510

Appendix A
Student Sample

Lindsey Hopkins Technical Education Center - February 2014 - Student

<u>Student Number</u>	<u>SSN</u>	<u>Last Name</u>	<u>First Name</u>	<u>Award Year</u>
1				2012-2013
2				2012-2013
3				2012-2013
4				2012-2013
5				2012-2013
6				2012-2013
7				2012-2013
8				2012-2013
9				2012-2013
10				2012-2013
11				2012-2013
12				2012-2013
13				2012-2013
14				2012-2013
15				2012-2013
16				2013-2014
17				2013-2014
18				2013-2014
19				2013-2014
20				2013-2014
21				2013-2014
22				2013-2014
23				2013-2014
24				2013-2014
25				2013-2014
26				2013-2014
27				2013-2014
28				2013-2014
29				2013-2014
30				2013-2014

Final Program Review Determination
PRCN #: 201420428510

Appendix B
Program Review Report

Prepared for
Lindsey Hopkins Technical Education
Center

Federal Student Aid
An OFFICE of the U.S. DEPARTMENT of EDUCATION

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OPE ID 00558600
PRCN 201420428510

Prepared by
U.S. Department of Education
Federal Student Aid
School Participation Division-Atlanta

Program Review Report

April 23, 2014

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A. Institutional Information

~~Lindsey Hopkins Technical Education Center~~
750 NW 20th Street
Miami, FL 33127

Type: Public

Highest Level of Offering: Non-Degree 1 Year

Accrediting Agency: Commission of the Council on Occupational Education (COE)

Current Student Enrollment: 1437 (2012/2013)

% of Students Receiving Title IV: 19% (2012/2013)

Title IV Participation (PC Net Funding Report):

	<u>2012/2013 Award Year</u>
Federal Pell Grant (FPell)	\$1,228,229

B. Scope of Review

The U.S. Department of Education (the Department) conducted a program review at Lindsey Hopkins Technical Education Center (LHTEC) from February 10, 2014 to February 14, 2014. The review was conducted by Vinita Simpson and Lynette Davis.

The focus of the review was to determine LHTEC'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 LHTEC'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 (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 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 LHTEC'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 LHTEC 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 LHTEC to bring operations of the financial aid programs into compliance with the statutes and regulations.~~

Finding #1: Verification Policy Inadequate

Citation:

34 C.F.R. §668.53, Policies and procedures, states that an institution must establish and use written policies and procedures for verifying an applicant's Free Application for Federal Student Aid (FAFSA) information. These policies and procedures must include—

- (1) The time period within which an applicant must provide any documentation requested by the institution;
- (2) The consequences of an applicant's failure to provide the requested documentation within the specified time period;
- (3) The method by which the institution notifies an applicant of the results of its verification if, as a result of verification, the applicant's EFC changes and results in a change in the amount of eligibility;
- (4) The procedures the institution will follow itself or the procedures the institution will require an applicant to follow to correct FAFSA information determined to be in error; and
- (5) The procedures for making referrals.

In addition, an institution's procedures must provide that it will furnish, in a timely manner, to each applicant whose FAFSA information is selected for verification a clear written, explanation of—

- (1) The documentation needed to satisfy the verification requirements; and
- (2) The applicant's responsibilities with respect to the verification of FAFSA information, including the deadlines for completing any actions required under this subpart and the consequences of failing to complete any required action.

These procedures must also state that an applicant whose FAFSA information is selected for verification is required to complete verification before the institution can make changes to the applicant's cost of attendance or to the values of the data items required to calculate the EFC.

Noncompliance:

LHTEC does not have an adequate verification policy. While many of the elements required for the policy can be found in the Miami Dade County Public Schools Financial Aid Handbook, this information is not provided to students. Regarding Verification, the 2013/2014 School Catalog, page 17, states:

“Federal regulations require that Lindsey Hopkins Technical Education Center validates income and other information reported on the Pell Grant Student Aid Report (SAR) with the parent’s/student’s IRS Transcript and attached schedules. When discrepancies occur, the corrected SAR must be resubmitted to the federal processor. The financial aid office reserves the right to require other documentation when deemed necessary before the student becomes eligible for a Pell Grant.”

In discussing the verification procedures with the financial aid staff, it was confirmed that the policies and available documents are not consistently used.

Required Action:

The institution must review and update its verification policy to ensure all elements are included and implemented. The policy should include the internal requirements as well as the required information that must be provided to students. A copy of the institution’s revised policies and procedures for verification, including the location and method for distributing to students, should also be included with the institution’s response to this report.

Finding #2: Verification Violations/Conflicting Information

Citation:

34 C.F.R. § 668.54(a)(2)(i) of the General Provisions regulation states that an institution is required to verify all recipients selected for verification by the Central Processing System, as described, unless one of the following reasons is applicable:

- 1) A recipient is exempt from verification in accordance with the exclusions from verification provided for in the regulations at 34 C.F.R. § 668.54(b). These exclusions are outlined in the “Application and Verification Guide” of the “Federal Student Aid Handbook” (FSA HB) posted on the Information for Financial Aid Professionals (IFAP) website.
- 2) The institution was not required to verify a recipient because it had already reached the 30% verification threshold as provided for in the regulations at 34 C.F.R. § 668.54(a).
- 3) The institution participates in the Quality Assurance Program, and a recipient’s application did not meet its verification criteria established in accordance with the waiver of verification requirements in the Quality Assurance Program.

The purpose of verification is to ensure that Title IV funds are awarded to student applicants in the correct amount. Students are selected for verification on the basis of application edits specified by the Secretary. A school must establish procedures to request, receive, and verify

applicant data for each award year. Schools are also responsible for resolving conflicting information related to a student's application for Title IV aid.

In general, a school must have correct data before it can pay the student. If a school has conflicting information concerning a student's eligibility or has any reason to believe a student's application information is incorrect, the school must resolve the discrepancies before disbursing Title IV funds. If a school discovers discrepancies after disbursing Title IV funds, the school must still reconcile the conflicting information and take appropriate action under the specific program requirements.

An institution is required to update the verification status codes for those who are selected for verification. The verification status codes must accurately reflect the student's verification status.

When an institution disburses a FPell, it must report through the Common Origination & Disbursement (COD) system the student's verification status even if he wasn't selected for verification. The accepted verification status codes are:

- V - The institution verified the student. This includes students selected by the CPS and those the school chose to verify based on its own criteria.
- W - The student was selected for verification by the CPS or the institution, and it chose to pay a first disbursement of FPell without documentation. This code must be updated once verification is complete, or COD will reduce the FPell to zero.
- S - The CPS selected the student for verification, but the institution did not verify him because it already reached the 30% verification threshold (not applicable after award year 2011/2012), because the applicant satisfied one of the exclusions under 34 C.F.R. § 668.54(b), or because the institution participates in the Quality Assurance Program and the student's application did not meet its verification criteria.

Failure to comply with the verification requirements, including proper disbursements and reporting and resolution of conflicting information, could result in a school being subject to sanctions, including possible administrative action pursuant to 34 C.F.R. § 668, Subpart G - Fine, Limitation, Suspension, and Termination Proceedings.

Noncompliance:

LHTEC failed to update the verification status codes reported in COD. LHTEC incorrectly reported the Verification Status Report in COD of "S" for two students for the 2012/2013 award year and one student for the 2012/2013 and 2013/2014.

Student #2: The school reported a verification status code of "S" for the 2012/13 and 2013/14 award years. This code indicates that the school did not complete verification for this student. This code was improperly used for this award year.

Student #14: The school reported a verification status code of "S" for the 2012/13 award year. This code indicates that the school did not complete verification for this student. This code was improperly used for this award year.

Student #23: The school reported a verification status code of "S" for the 2012/13 award year. This code indicates that the school did not complete verification for this student. This code was improperly used for this award year.

Additionally, LHTEC did not accurately complete verification or resolve conflicting information for the following students:

Student #1: The student listed an uncle as the parent on the 2012/2013 Verification Worksheet and uses his income on the ISIR. There is no evidence to support that the uncle meets the criteria for a parent. The student's 2012/2013 ISIR Transaction Record (TR) 01 was selected for verification. Additionally, the student's file contains a 2011 1040A form as well as a 2011 Tax transcript for the uncle. The exemption amount on the 1040A is reported as 02; however, the 2011 tax transcript reports an exemption amount of 01. This is conflicting information.

Student #2: This is a dependent student on the 2012/2013 ISIR. The student's 2012/2013 ISIR TR 01 was selected for verification. There are no 2011 taxes for the parent in the student file. In addition, the student's 2013/2014 TR 01 was selected for verification. There are no verification documents in the student file.

Student #4: The student's 2012/2013 ISIR TR 01 was selected for verification. The 2011 1040 tax form in the file was not signed. There is no verification worksheet in the student's file.

Student #6: The student's 2013/2014 ISIR TR 01 was selected for verification. There are no verification documents in the student's file.

Student #7: The student's 2012/2013 ISIR TR 02 was selected for verification. The ISIR reports the student paid child support in the amount \$562. The verification worksheet does not indicate a child support paid amount. This is conflicting information.

Student #9: The student's 2012/2013 ISIR TR 01 was selected for verification. There are no 2011 taxes or verification worksheet in the student file.

Student #10: The student's 2012/2013 ISIR TR 02 was selected for verification. There are no 2011 taxes or verification worksheet in the student file.

Student #14: The student's 2012/2013 ISIR TR 02 reports a taxable grant and scholarship amount of \$894. ~~This amount is not listed on the verification documents.~~ This amount should be the amount reported to the IRS; however, the student did not file taxes for 2011. This is conflicting information.

Student #29: The school did not properly complete the verification process for this student. The student's ISIR TR 02 for the 2013/2014 award year was selected for verification. The student's taxes paid amount on the ISIR was reported as \$0. However, the tax transcript in the file is missing pages and the amount of taxes paid cannot be verified.

Student #30: The school did not properly complete the verification process for this student. The student's ISIR TR 01 for the 2013/2014 award year was selected for verification. The student's taxes paid amount on the ISIR was reported as \$1128. However, the tax transcript in the file shows \$0 as the amount of taxes paid. The student has no verification worksheet in the file to properly verify items such as household size, number in college or SNAP.

Required Action:

The institution must correct all incorrectly reported verification status codes in COD for the 2012/2013 and 2013/2014 award year.

The school must also make the appropriate verification corrections for the 10 students above. The school must then determine if those corrections would have constituted a change to the students Estimated Family Contribution (EFC) and/or award amounts. Results of this review, including the updated EFC and/or award amounts, must be submitted with the response to this report.

Due to the significant error rate found in the 2012/2013 and 2013/2014 award year files, LHTEC must perform a full file review for all students selected for verification for the 2012/2013 and 2013/2014 award years. The students that will be included in this file review are all 2012/2013 and 2013/2014 Title IV recipients that were selected for verification, either by CPS or by the school. File reviews must be performed for all students in this category, except those included in selected sample (Appendix A) of this Program Review Report.

Results of the full file review must be included in LHTEC's response to this report. LHTEC must identify recalculated EFCs and any changes in student eligibility. The results of this review must be provided in Excel or a similar spreadsheet format and identify over-awards/payments of Federal Pell Grant (FPell). The spreadsheet must contain the following fields:

1. Student's Name
2. Student's SSN
3. Current EFC
4. Recalculated EFC
5. Date of Disbursement
6. Award Year
7. Difference/ Over-award in amount disbursed and new eligibility amount due to recalculation

Please send the file review summary reports (spreadsheets) to Vinita Simpson by e-mail at vinita.simpson@ed.gov by the deadline specified. See the enclosure – protection of Personally Identifiable Information (PII) for instructions regarding electronic submissions to the Department for data containing PII. Please send a separate e-mail with an access password.

In lieu of performing a file review for the entire population of students who were selected for verification to determine actual liabilities, LHTEC has the option of performing this file review for only the remainder of the statistical sample created by the Department during the program review. The results from this file review using the statistical sample will be used to project liabilities for the entire population (i.e., the average liability for the recipients in the statistical sample will be multiplied by the total population). This option is intended to reduce the burden on the institution of conducting a full file review.

If LHTEC wishes to select the option, the Department will send by e-mail spreadsheets containing the statistical samples for both the 2012/2013 and 2013/2014 award years.

If LHTEC elects to do the full file review, it is recommended that LHTEC first review the students in the statistical sample. At that point, LHTEC may decide to accept a liability projection instead of continuing with a full file review.

In addition to the corrections and file review, the institution must also update its procedures on updating status codes, requesting and maintaining verification documents, and the processing of verification and resolution of conflicting information to ensure that these errors do not happen again in the future. A copy of the institution's revised policies and procedures for verification should also be included with the institution's response to this report. All of the requested information must be provided to Vinita Simpson within 60 days of the Institution's receipt of the Program Review Report. Any liabilities for this finding will be addressed in the Final Program Review Determination (FPRD) letter.

Finding #3: Satisfactory Academic Progress (SAP) Policy/Procedure Inadequate

Citation:

34 C.F.R. §668.34 (a) states an institution must establish a reasonable satisfactory academic progress policy for determining whether an otherwise eligible student is making satisfactory

academic progress in his or her educational program and may receive assistance under the title IV, HEA programs. It also states that if the institution places students on financial aid warning, or on financial aid probation, the policy describes these statuses and that—

(i) A student on financial aid warning may continue to receive assistance under the title IV, HEA programs for one payment period despite a determination that the student is not making satisfactory academic progress. Financial aid warning status may be assigned without an appeal or other action by the student; and

(ii) A student on financial aid probation may receive title IV, HEA program funds for one payment period. While a student is on financial aid probation, the institution may require the student to fulfill specific terms and conditions such as taking a reduced course load or enrolling in specific courses. At the end of one payment period on financial aid probation, the student must meet the institution's satisfactory academic progress standards or meet the requirements of the academic plan developed by the institution and the student to qualify for further title IV, HEA program funds.

The preamble to the October 29, 2011 final regulations (75 FR 66884) states that institutions must incorporate these regulatory changes into the information they provide to students; this includes ensuring that the information made available by the institution uses the terminology used in the regulations. Therefore, to the extent that your institution uses the statuses described in the new regulations, it must use the regulatory terminology.

34 C.F.R. §668.16, General provisions, states that to be eligible for Federal Student Aid a student must make and maintain 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.

Additionally, in order to comply with 34 C.F.R. §668.24, schools must maintain certain records. Federal Student Aid Handbook, Vol. 2—School Eligibility and Operations, 2013–2014, page 2-124, states that a school must keep records that substantiate the eligibility of students for FSA funds, such as documentation of a student's satisfactory academic progress (SAP).

Noncompliance:

The institution's current written Satisfactory Academic Progress policy is not in compliance with federal regulations.

LHTEC's Satisfactory Academic Progress policy, found on page 17 of the 2013/2014 School Catalog states the following:

- A. To make satisfactory progress a student must meet the following standards:
 1. Receive a satisfactory progress report in at least 75% of the classes at the end of each trimester.
 2. Complete 85% of the scheduled hours for which the student was enrolled. Adjustments to this requirement may be made for certain categories of students. (quantitative measurement)
 3. Achieve satisfactory progress which is evaluated each trimester. (quantitative measurement)
 4. Failure to make satisfactory progress at the end of a trimester will result in the student not being eligible for financial assistance for the next trimester. If a student then makes satisfactory progress during the next trimester of attendance, defined as attending 85% of the scheduled class hours and obtaining a satisfactory progress report, financial aid will be reinstated for the following trimester.
- B. The number of trimesters a student will be eligible to receive FPell financial aid will be limited by the number of hours required to complete the program.

Program (Hrs.) of Eligibility	Length of Maximum Trimesters
600	3
750	3
900	4
1080	5
1200	5
1440	6
1550	7
1800	8

If a student exceeds the maximum trimesters of eligibility as defined in the above chart, the student will be considered as not making satisfactory progress and will no longer be eligible for FPELL financial aid. Additionally, a student is allowed to transfer programs once. A student will lose eligibility for financial aid, if the student transfers more than allowed.

C. Appeals Concerning Unsatisfactory Progress

If notified that financial aid is cancelled, the student has the opportunity to appeal such action. The appeal should be in writing and include the following documents:

1. A letter by the student describing mitigating circumstances.
2. A physician's note and/or medical records, if the appeal is based on a medical reason.
3. Any additional supporting documents.

The decision of the appeal committee is final. A student will receive written notification of the decision. After an appeal is denied, reinstatement is possible if a student attends one trimester without financial assistance and maintains satisfactory progress for that trimester. A student may be granted only one appeal during the entire program of study.

The SAP Standards in the 2012/2013 School Catalog, pages 9-10, states:

A. To make satisfactory progress a student must meet the following standards:

1. Receive a satisfactory progress report in at least 67% of the classes at the end of each trimester.
2. Complete 67% of the scheduled hours for which the student was enrolled. Adjustments to this requirement may be made for certain categories of students. (quantitative measurement)
3. Achieve satisfactory progress which is evaluated each trimester. (quantitative measurement)

4. Failure to make satisfactory progress at the end of a trimester will result in the student not being eligible for financial assistance for the next trimester. If a student then makes satisfactory progress during the next trimester of attendance, defined as attending 85% of the scheduled class hours and obtaining a satisfactory progress report, financial aid will be reinstated for the following trimester.
- B. The number of trimesters a student will be eligible to receive FPell financial aid will be limited by the number of hours required to complete the program.

Program (Hrs.) of Eligibility	Length of Maximum Trimesters
600	3
750	3
900	4
1080	5
1200	5
1440	6
1550	7
1800	8

If a student exceeds the maximum trimesters of eligibility as defined in the above chart, the student will be considered as not making satisfactory progress and will no longer be eligible for FPell financial aid.

Additionally, a student is allowed to transfer programs once. A student will lose eligibility for financial aid, if the student transfers more than allowed.

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If notified that financial aid is cancelled, the student has the opportunity to appeal such action. The appeal should be in writing and include the following documents:

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3. Any additional supporting documents.

The decision of the appeal committee is final. A student will receive written notification of the decision. After an appeal is denied, reinstatement is possible if a student attends one trimester without financial assistance and maintains satisfactory progress for that trimester. A student may be granted only one appeal during the entire program of study.

Based on the requirements in the SAP regulations, the school's written policy is inadequate. The policy does not adequately determine how SAP is calculated and when it is evaluated for the students. The process for Warning, Probation, and Appeal are not adequately described in the

policy. The proper wording for Warning, Probation, and Appeal is also not used in the school's policy, as required by 34 C.F.R. §668.34.

Required Action:

LHTEC must update its policy to meet ALL required aspects of the regulations and adopt the appropriate wording as provided. Prior to its response to this Program Review Report, LHTEC must submit a revised SAP Policy/Procedures document to the Department. The revised policy must be submitted to Vinita Simpson **no later than 30 days** from the date of this letter. The policy will need to be approved by the Department prior to the review and correction of any student specific findings indicated below.

Additionally, the school will need to provide clear guidance on how students were evaluated for the 2012/2013 and 2013/2014 award years, prior to the updated policy.

Finding #4: Satisfactory Academic Progress (SAP) Not Met/ Monitored

Citation:

34 C.F.R. §668.16, General provisions, states that to be eligible for Federal Student Aid a student must make and maintain 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:

9. Qualitative Measure: Grades, work projects completed, or comparable factors, which are measured against a norm.
10. 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.
11. 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.
12. A determination at the end of each increment by the institution whether the student has successfully completed the appropriate percentage or established schedule.
13. 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.

14. Specific policies defining the effect of course incompletes, withdrawals, repetitions, and non-credit remedial course on satisfactory progress.
15. ~~Specific procedures under which a student may appeal a determination that he or she is not making satisfactory progress.~~
16. Specific procedures for reinstatement of aid.

Additionally, in order to comply with 34 C.F.R. §668.24, schools must maintain certain records. Federal Student Aid Handbook, Vol. 2—School Eligibility and Operations, 2013–2014, page 2-124, states that a school must keep records that substantiate the eligibility of students for FSA funds, such as documentation of a student's satisfactory academic progress (SAP).

Noncompliance:

There were a number of instances found where students were not properly monitored for SAP standards. The detail for these students is listed below:

Student #2: The student was in attendance long enough to have been evaluated with evidence in the file, however; there was no evidence in the file of the student's SAP status being checked.

Student #4: The student was in attendance long enough to have been evaluated with evidence in the file, however; there was no evidence in the file of the student's SAP status being checked.

Student #5: As of the end of the 20121 Term, the student earned 365.75 hours. The student by this point had 655 hours scheduled. This is a 56% completion rate. There is no evidence of SAP being checked in the student file.

Student #6: The student was in attendance long enough to have been evaluated with evidence in the file, however; there was no evidence in the file of the student's SAP status being checked.

Student #7: The student attempted 460 hours by the end of the 20122 Term and earned 240.25. This is a 52% completion rate. There is no evidence of SAP were checked for this student.

Student #9: The student was in attendance long enough to have been evaluated with evidence in the file, however; there was no evidence in the file of the student's SAP status being checked.

Student #10: The student was in attendance long enough to have been evaluated with evidence in the file, however; there was no evidence in the file of the student's SAP status being checked.

Student #12: Student's detailed attendance shows the student missing more than 65% of the scheduled hours. In addition, the missed more than 6 consecutive days and violated the attendance policy which states that a student will be withdrawn after 6 consecutive days absent.

Student #14: The student was in attendance long enough to have been evaluated with evidence in the file, however; there was no evidence in the file of the student's SAP status being checked.

Student #16: The student was in attendance long enough to have been evaluated with evidence in the file, however; there was no evidence in the file of the student's SAP status being checked.

Student #17: The student was in attendance long enough to have been evaluated with evidence in the file, however; there was no evidence in the file of the student's SAP status being checked.

Student #18: The student was in attendance long enough to have been evaluated with evidence in the file, however; there was no evidence in the file of the student's SAP status being checked.

Student #19: SAP was checked on 4/15/13 and 1/16/14. Documentation in file states on these dates that the student was meeting SAP standards on these dates. However, the form does not indicate the timeframe to be completed. This field on the form says "TBD".

Student #20: The student was in attendance long enough to have been evaluated with evidence in the file, however; there was no evidence in the file of the student's SAP status being checked.

Student #21: The student was in attendance long enough to have been evaluated with evidence in the file, however; there was no evidence in the file of the student's SAP status being checked.

Student #22: The student was in attendance long enough to have been evaluated with evidence in the file, however; there was no evidence in the file of the student's SAP status being checked.

Student #23: The student was in attendance long enough to have been evaluated with evidence in the file, however; there was no evidence in the file of the student's SAP status being checked. As of the disbursement date (12/16/2013), the student attempted 650 hours and completed 301 hours, which is a completion percentage of 46.30%, and indicates that SAP was not being met at the time of disbursement.

Student #24: There was no evidence in the file of the student's SAP status being checked. While only 25% of the student's FPell was paid, the student was in attendance long enough to have been evaluated with evidence in the file.

Student #25: The student was in attendance long enough to have been evaluated with evidence in the file, however; there was no evidence in the file of the student's SAP status being checked.

Student #27: SAP was checked on 5/23/13 and 12/11/13. Documentation in file states that the student was meeting SAP standards on these dates. However, as of the 10/23/13 disbursement, the student completed 526.75 of the 730 scheduled hours which is a 72.15 completion percentage, indicating that the student is not meeting SAP.

Student #28: The student was in attendance long enough to have been evaluated with evidence in the file, however; there was no evidence in the file of the student's SAP status being checked.

Student #30: The student was in attendance long enough to have been evaluated with evidence in the file, however; there was no evidence in the file of the student's SAP status being checked.

Required Action:

Once the information in Finding #3 is received and reviewed, the school must make the appropriate SAP calculations for the students above. The school must then determine if those calculations result in a change to the students' eligibility. Results of this review with any changes to student eligibility must be included in the response to the report. More detail on how to report these changes can be found below.

Due to the significant error rate found, LHTEC must perform a full file review for all 2012/2013 and 2013/2014 Title IV recipients. File reviews must be performed for all students in this category, except those included in selected sample (Appendix A) of this Program Review Report.

Results of the full file review must be included in LHTEC's response to this report and submitted to Vinita Simpson no later than 60 days of the receipt of this letter. LHTEC must identify all students who were not making SAP, based on the revised policy, and received Title IV funds for the 2012/2013 and/or 2013/2014 award years. The results of this review must be provided in an Excel or a similar spreadsheet format. The spreadsheet must contain the following fields:

1. Student's Name
2. Social Security Number
3. Program of Study
4. SAP status and effective date
5. Amount of Ineligible Title IV Funds Received

In lieu of performing a file review for the entire population of students who were not Accurately Monitored for SAP/Failed SAP to determine actual liabilities, LHTEC has the option of performing this file review for only the remainder of the statistical sample not tested by the Department during the program review. The results from this file review using the statistical sample will be used to project liabilities for the entire population (i.e., the average liability for the recipients in the statistical sample will be multiplied by the total population). This option is intended to reduce the burden on the institution of conducting a full file review.

If LHTEC wishes to select the option, the Department will send by e-mail spreadsheets containing the statistical samples for both the 2012/2013 and 2013/2014 award years.

If LHTEC elects to do the full file review, it is recommended that LHTEC first review the remainder of the students in the statistical sample. At that point, LHTEC may decide to accept a liability projection instead of continuing with a full file review.

Finding #5: Federal Pell Grant (FPell) Overpayment/Underpayment

Citation:

34 C.F.R. §690.63 provides guidance on the calculation of a Federal Pell Grant for a payment period. In addition, Volume 3 — Calculating Awards & Packaging, Page 3-54, of the Federal Student Aid Handbook states that FPell awards in non-term programs are not reduced for part-time enrollment unless the student is enrolled less than half-time in which case the student's cost of attendance must be adjusted. However, if the program is less than an academic year (in either clock/credit hours or weeks of instructional time) students enrolled in that program won't receive a full Scheduled Award.

As in the case of the other formulas, you must perform comparable prorations of the award for each payment period in the student's program. The calculation for the payment period prorates a student's Scheduled Award based on the number of credit or clock hours in the payment period as they compare to the credit or clock hours in the defined academic year or the number of weeks of instructional time in the payment period as they compare to the weeks of instructional time in the academic year. To determine the payment for a payment period, multiply the student's Scheduled Award by the lesser of:

Number of credit/clock hours in the payment period
Number of credit/clock hours in the program's academic year

or

Weeks of instructional time * in the payment period
Weeks of instructional time * in the program's academic year (at least 30
for credit-hour, at least 26 for clock-hour)

Noncompliance:

The institution failed to pay the full eligibility for one student and failed to use the correct proration calculation resulting in the overpayment of one student.

Student # 11: This student was enrolled in the Surgical Technology program for 1300 hours. After receiving 100% of the FPell eligibility for 2011/2012, the student received 2012/2013 FPell in the amount of \$2,652 for the remaining 400 hours of the program. FPell award should have been prorated by the lesser of hours or credits and should have been in the amount of \$2,466. This is an overpayment of FPell funds in the amount of \$186.

Student #18: The student was underpaid FPell for 2012/2013. The student was eligible for \$5,550, but only paid \$4,338. This is an underpayment of \$1,212.

Required Action:

In response to this report, the Institution will need to provide written procedures on how proration calculations are performed. In addition, a written plan to improve procedures and prevent the underpayment of students will also need to be submitted in the response to this report. Repayment instructions will be provided in the Final Audit Determination Letter.

Finding #6: Return to Title IV (R2T4) Policy Inadequate

Citation:

34 C.F.R. § 668.43 (a) states institutional information that must make readily available to enrolled and prospective students under this subpart includes, but is not limited to—

(4) A summary of the requirements under §668.22 for the return of title IV grant or loan assistance;

The 2012-2013 Student Financial Aid Handbook, Volume 5, Chapter 1, pp. 6 states in the consumer information a school must make available upon request to prospective and enrolled students, the school must include a statement of –

- any refund policy with which the school must comply;
- the requirements for the treatment of Title IV funds when a student withdraws, and
- the requirements and procedures for officially withdrawing from the school.

A school should provide sufficient information for a student or prospective student to be able to determine the procedures for withdrawing and the financial consequences of doing so. In addition, a student should be able to estimate how much Federal Student Aid he or she will retain, and how much he or she may have to return upon withdrawing. Because the Return provisions do not affect institutional refund policies, a school must provide a student with information on both the school's refund policy and the federal return requirements, and explain the interaction between the two. The information should include a discussion of how a school might adjust a student's charges to take into account any return of FSA funds the school might be required to make. Finally, a student or prospective student should be informed that if he or she withdraws, school charges that were previously paid by FSA funds might become a debit that the student will be responsible for paying.

Noncompliance:

LHTEC's current R2T4 Policy does not satisfy all of the required components. More specifically, LHTEC's current policy does not:

- Document the Return to Title IV Refund Policy
- Adequately explain the financial consequences of withdrawing
- Provide an estimate of the amount of aid the student may earn and an estimate of the amount the student may have to return
- Clearly state that federal funds may not cover all unpaid institutional charges due to the institution upon the student's withdrawal
- Explain the interaction and distinction between LHTEC's institution refund policy and R2T4 policy

Required Action:

LHTEC must revise its R2T4 policy. The policy must adequately address each of the requirements outlined in the noncompliance section of this finding. In response to this Program Review Report, LHTEC must submit a revised written R2T4 policy to the Department.

Finding #7: Return to Title IV Refund Not Made

Citation:

34 C.F.R. § 668.22 (a) (f) states when a recipient of Title IV grant or loan assistance withdraws from an institution during a payment 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.

34 C.F.R. § 668.22 (e)(2) states the percentage of Title IV grant or loan assistance that has been earned by the student is equal to the percentage of the payment period or period of enrollment that the student completed as of the student's withdrawal date.

34 C.F.R. § 668.22 (f) (ii) states for purposes of paragraph (e)(2)(i) of this section, the percentage of the payment period or period of enrollment completed is determined—

In the case of a program that is measured in clock hours, by dividing the total number of clock hours in the payment period or period of enrollment into the number of clock hours scheduled to be completed as of the student's withdrawal date.

(B) The scheduled clock hours used must be those established by the institution prior to the student's beginning class date for the payment period or period of enrollment and must be ~~consistent with the published materials describing the institution's programs, unless the schedule was modified prior to the student's withdrawal.~~

34 C.F.R. § 668.22 (i) states the total amount of unearned Title IV assistance to be returned is equal to the total amount of institutional charges incurred by the student for the payment period or period of enrollment multiplied by the percentage of Title IV grant or loan assistance that has not been earned by the student.

34 C.F.R. § 668.22 (g) states that the institution must return, in the order specified in paragraph (i) of this section, the lesser of—

(i) The total amount of unearned title IV assistance to be returned as calculated under paragraph (e)(4) of this section; or

(ii) An amount equal to the total institutional charges incurred by the student for the payment period or period of enrollment multiplied by the percentage of title IV grant or loan assistance that has not been earned by the student, as described in paragraph (e)(3) of this section.

(2) For purposes of this section, "institutional charges" are tuition, fees, room and board (if the student contracts with the institution for the room and board) and other educationally-related expenses assessed by the institution.

It is also required that an institution must return the amount of title IV funds for which it is responsible as soon as possible but no later than 45 days after the date of the institution's determination that the student withdrew.

Noncompliance:

Review of the student files revealed one instance in which LHTEC failed to return the required funds to the Department in the required timeframe. Detailed information regarding the student is included below.

Student #26: The student file contains a R2T4 calculation with a date of determination and withdrawal date of 9/10/13. The R2T4 was completed on 2/4/14. Per the R2T4 calculation of aid earned by the student, a refund of FPell for \$34.51 should have been returned to the Department. As of 3/31/2014, FPell had not been returned.

Required Action:

LHTEC must revise its R2T4 Policy/Procedures to include a clear and accountable strategy to prevent future instances of this finding. In response to this Program Review Report, LHTEC must submit a revised R2T4 Policy/Procedures to the Department.

Payment instructions for any liability associated with this finding will be provided in the Department's Final Program Review Determination Letter.

Finding #8: **Return to Title IV Calculations Not Performed**

Citation:

34 C.F.R. § 668.22, General Provisions, states 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 668.22.

Furthermore, it also 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.

An institution must have a procedure for determining whether a Title IV recipient who began attendance during a period completed the period or should be treated as a withdrawal. If a student who began attendance and has not officially withdrawn fails to earn a passing grade in at least one course offered over an entire period, the institution must assume, for Title IV purposes, that the student has unofficially withdrawn, unless the institution can document that the student completed the period. In the absence of evidence of a last day of attendance (LDA) at an academically related activity, a school must consider a student who failed to earn a passing grade in all classes to be an unofficial withdrawal. Refer to 1213 FSA HB, Vol. 5.

Noncompliance:

On February 4, 2014, the school Principal confirmed by email that no R2T4 calculations had been completed for any student during the 2012/2013 award year. Review of the student files confirmed this information and the following results of non-compliance.

Student #1: There is no R2T4 on file for this student. The student's LDA was 12/16/2013.

Student #5: Student's detailed attendance is through 11/19/2012. However, the student has documentation in the file of withdrawing due to maternity leave on 11/2/2012. There was no R2T4 completed for this student.

Student #7: There was no R2T4 completed for this student. The student's LDA was 6/11/13 and the end of the student's payment period was 7/31/13.

Student #8: There is no R2T4 on file for this student. The student's withdrawal date and LDA were 7/31/2013. There is a possible Post Withdrawal Disbursement (PWD).

Student #12: There is no R2T4 on file for this student. The student's withdrawal date and LDA were 12/20/2012.

Student #13: There is no R2T4 on file for this student. The student's LDA was 2/19/2013 and the DOD was 3/6/13.

Student #19: There was no evidence of an R2T4 in the student file. The student's LDA was 5/6/13 and the withdrawal date was 5/17/13. Student re-entered on 10/16/13.

Student #24: There was no evidence of an R2T4 in the student file. The student's LDA was 1/27/14. The student should have been dropped per the attendance policy on page 13 of the catalog that states that students are automatically dropped after six consecutive days of absences. However, at the time of the review, the student was still active and the detailed attendance provided showed 11 consecutive days of absences.

Required Action:

LHTEC must complete R2T4 calculations for the students listed above. Copies of these calculations should be included in the response to this report.

Based upon the error rate of this finding, the school must conduct a file review for students who withdrew and received Title IV funds during the 2012/2013 and 2013/2014 award years (excluding students identified in Program Review Sample) to determine if R2T4 calculations should be performed for any additional students. LHTEC must provide the results of this review in an Excel or a similar spreadsheet format and contain the following fields:

- Student Name
- Social Security Number
- Award Year
- Start Date
- Withdrawal Date
- Date of Determination
- Total Amount of Aid awarded for the payment period in which the student withdrew
- Amount of Title IV to be Refunded per the calculation, if applicable
- Amount of Post withdrawal disbursement due to the student, if applicable

Please send the file review summary reports (spreadsheets) to Vinita Simpson by e-mail to Vinita.simpson@ed.gov. LHTEC must submit a copy of each student's R2T4 worksheet. In addition, LHTEC must revise its Withdrawal Policy/Procedures to ensure future compliance. The revised policy/procedures document must be submitted in response to this Program Review Report.

Finding #9: **Improper Awarding/Disbursing of Federal Pell Grant**

Citation:

Federal Student Aid Handbook, Volume 3 — Calculating Awards & Packaging, 2013-2014, page 3-56 states that for FPell purposes, you must consider a crossover payment period to occur within one award year and calculate the student's FPell award and disburse FPell funds from the award year selected. 34 C.F.R. §690.64, Determining the award year for a Federal Pell Grant payment period that occurs in two award years, states the following:

1. If a student enrolls in a payment period that is scheduled to occur in two award years—
 - i. The entire payment period must be considered to occur within one award year;
 - ii. The institution must determine for each Federal Pell Grant recipient the award year in which the payment period will be placed;
2. If an institution places the payment period in the first award year, it must pay a student with funds from the first award year; and
3. If an institution places the payment period in the second award year, it must pay a student with funds from the second award year.

Noncompliance:

Student #2: Federal Pell Grant was improperly disbursed. For the crossover period of 4/22/12-12/16/13, the student received 25%, \$525 from the 2012/2013 award year and, 25%, \$598 from the 2013/2014 award year. FPell disbursements are based on a payment period and should only be disbursed from one award year per payment period.

Student #21: Federal Pell Grant was improperly disbursed. For the crossover period of 4/22/13-2/28/14, the student received 25%, \$1,387 from the 2012/2013 award year and, 25%, \$1,411 from the 2013/2014 award year. These disbursements are based on a payment period and should only be disbursed from one award year per payment period.

Student #23: Federal Pell Grant was improperly disbursed. For the crossover period of 5/22/13-2/28/14, the student received 25%, \$1,387 from the 2012/2013 award year and, 25%, \$1,411 from the 2013/2014 award year. These disbursements are based on a payment period and should only be disbursed from one award year per payment period.

Required Action:

LHTEC must create appropriate procedures for awarding and payment of FPell funds for crossover payment periods that will be implemented going forward. These procedures must be included in the response to this program review report.

Payment instructions for any liability associated with this finding will be provided in the Department's Final Program Review Determination Letter.

Finding #10: Early/Late Disbursement of Title IV Funds

Citation:

34 C.F.R. § 668.4, Payment period, states that the first payment period is the period of time in which the student successfully completes half of the number of credit hours or clock hours, as applicable, in the academic year and half of the number of weeks of instructional time in the academic year; and the second payment period is the period of time in which the student successfully completes the academic year.

34 C.F.R. §690.75, Determination of eligibility for payment, states that for each payment period, an institution may pay a Federal Pell Grant to an eligible student only after it determines that the student has completed the payment period for which he or she has been paid a Federal Pell Grant.

Noncompliance:

The reviewers found one instance where a disbursement was paid prior to the student completing the previous payment period.

Student #13: As of 12/21/2012, the student earned 382.5 hours in a 900 hour academic year. The 2nd disbursement of FPell was paid on 12/17/2012, prior to the student reaching the midpoint of 450 hours. This is an early disbursement of FPell.

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 #11: Late Return of Credit Balances

Citation:

34 C.F.R. § 668.164 (e) states whenever an institution disburses Title IV, HEA program funds by crediting a student's account and the total amount of all title IV, HEA program funds credited exceeds the amount of tuition and fees, room and board, and other authorized charges the

institution assessed the student, the institution must pay the resulting credit balance directly to the student or parent as soon as possible but—

(1) No later than 14 days after the balance occurred if the credit balance occurred after the first day of class of a payment period; or

(2) No later than 14 days after the first day of class of a payment period if the credit balance occurred on or before the first day of class of that payment period.

Noncompliance:

In several instances, documentation shows that LHTEC did not pay the credit balance to the student within 14 days after the credit balance occurred. In each instance, the disbursement date reported to Common Origination and Disbursement (COD) was more than 14 days prior to the date the credit balance was issued. There are no authorizations in the student files to hold credit balances.

Student #5: The credit balance was late. The FPell paid on 7/26/13 caused a credit balance. A check was created for the student on 08/24/12. This is beyond the 14 day requirement.

Student #9: The credit balance was late. The FPell paid on 9/12/12 caused a credit balance. A check was created for the student on 10/11/12. This is beyond the 14 day requirement.

Student #12: The credit balance was late. The FPell paid on 9/13/13 caused a credit balance. A check was created for the student on 10/1/2012. This is beyond the 14 day requirement.

Required Action:

The institution must create a credit balance policy/procedure to ensure that credit balance payments are made to the student within 14 days after the disbursement occurred. In the response to this Program Review Report, LHTEC must include a written Credit Balance Payment Policy/Procedure.

Finding #12: Account Records Inadequate/Not Reconciled

Citation:

The 2013 Blue Book, Volume 4 Chapter 4, Pages 87-88 states at a minimum, a school's financial management system including its accounting system must provide:

- monthly reconciliation of individual student FSA awards as recorded in the financial aid, business office, student account, and Department systems (for FPell and Direct Loan)

The 2013 Blue Book, Volume 4, Chapter 4, page 103, states that reconciliation of FSA funds is a key component of internal control in the FSA programs. To help fulfill its responsibility to

safeguard federal funds and ensure they are expended as intended, a school must perform reconciliation in each FSA program monthly. That is, to provide adequate internal controls, a school must have a system for comparing separately, for each FSA program, the total draws recorded in G5 in a 30-day period to the amount disbursed to students or returned to the Department and explaining all discrepancies.

Reconciliation in the FSA programs is an internal control procedure that helps ensure that a school has met its fiduciary responsibility to use its FSA funds in the manner and for the purposes prescribed by regulations. The process of reconciliation as required in the regulations applies primarily to a school's accounting records. Other internal control procedures ensure that a school's other fiscal records and its program records are being maintained properly and that they accurately reflect the schools' FSA operations.

During reconciliation, a school compares its G5 records to its banking records, and the accounting entries in its FSA cash accounts to the accounting entries in its FSA disbursement accounts. The reconciliation process will serve to explain the differences between the funds the school received and the funds the school disbursed or returned.

Regulations require that all federal funds drawn down be accounted for. Moreover, a school must identify expenditures of FSA funds on a student-by-student basis. So, if the trial balances run for one or more of the FSA programs fail to show that all federal funds received by the school were disbursed or returned in the time frames allowed by regulations, the school will have to examine its accounting detail (student-by-student records) to identify the discrepancies keeping the accounts out of balance. All discrepancies must be explained for the accounts to be considered reconciled.

A key element in the reconciliation process is the clear audit trail a school's accounting records should provide. That audit trail should track FSA funds from G5 to individual students.

Noncompliance:

While on site, LHTEC management advised the reviewers that no monthly reconciliation was conducted. There were various ledger cards that were missing dates and amounts. There was no system to routinely check the funds requested to the individual students.

Review of the student files resulted in the following instances of inadequate ledger cards.

Student #14: Ledger Card has no FPell disbursement dates. However, per COD the student was paid \$2,775 in 2012/2013 FPell, with the latest disbursement on 2/1/2013 and \$1,412 in 2013/2014 FPell with the latest disbursement on 1/21/2014.

Student #18: Ledger card is missing dates for FPell disbursements. FPell amount paid on 7/9/13 was incorrectly reported on the student ledger as \$12,011.50. Per COD, there was one disbursement on 7/9/2013 in the amount of \$1,387.50, which is properly documented on the ledger card.

Student #26: The student ledger card has no amounts or dates. The 2013-14 FPell was paid on 9/16/13 with no ledger documentation in file.

Student #28: Ledger Card has no FPell disbursement dates. However, per COD the student was paid \$2,775 in 2012/2013 FPell funds on 4/24/2013 and \$2,822 in 2013/2014 FPell funds on 11/13/2013.

Required Action:

A school must ensure that its administrative procedures for the FSA programs include an adequate system of internal controls or checks and balances. LHTEC must implement a Title IV reconciliation process that is conducted no less than every 30 days. Internal records must be compared with Department records to ensure that funds are accurately maintained and accounted for. Ledger cards for all students should accurately maintain all charges and disbursements. In response to this Program Review Report, LHTEC must create a Fund Reconciliation Policy/ Procedures document to facilitate a compliant monthly reconciliation process. The Fund Reconciliation Policy/Procedures document must be submitted to the Department with LHTEC's response to this Program Review Report.

Additionally, LHTEC must update the ledger cards for the sampled students to reflect appropriate disbursements, charges and dates for all Title IV funds received. Confirmation that this has been completed and a written process, including the responsible department and schedule for updating ledger cards, will also need to be submitted in the response to this report.

Finding #13: Lack of Separation of Duties

Citation:

34 C.F.R. § 668.15 & 34 C.F.R. § 668.16, General Provisions, states that to continue participation in the Title IV programs, an institution must demonstrate to the Secretary that it is capable of adequately administering those programs. A capable individual must be designated to be responsible for administering and coordinating the Title IV programs with the institution's other federal and non-federal programs of student financial assistance.

In determining whether an institution uses an adequate number of qualified personnel, the Secretary considers the numbers of students aided, the number and types of programs in which the institution participates, the number of applications evaluated, the amount of funds administered and the financial aid delivery system used by the institution. This system at a minimum must separate the functions of authorizing payment and disbursing or delivering funds so that no one person or office exercises both functions for any student receiving FSA funds.

Small schools are not exempt from this requirement even though they may have limited staff. These two functions must be performed by individuals who are not members of the same family and who do not together exercise substantial control over the school.

Noncompliance:

The reviewers found that the financial aid office was responsible for the awarding, packaging and disbursing of funds. The Business office was not involved until a credit balance was credited and a check needed to be created and sent to the student. It has also been noted that all the post-secondary institutions in this school district operate this way as it states in the district Manual.

Required Action:

In order to comply with the regulations listed above, the institution must have a clear separation of duties to continue participation in the Title IV programs. The institution must ensure the functions of the financial aid office are carried out by at least two organizationally independent individuals or entities who are not members of the same family or who do not together, exercise substantial control over the institution. As part of the institution's response to this finding, the institution must explain how the separation of duties will be handled going forward.

Finding #14: **Ineligible Location**

Citation:

34 C.F.R. § 600.10 (b) (3) states eligibility does not extend to any location that an institution establishes after it receives its eligibility designation if the institution provides at least 50 percent of an educational program at that location, unless—

- (i) The Secretary approves that location under §600.20(e)(4); or
- (ii) The location is licensed and accredited, the institution does not have to apply to the Secretary for approval of that location under §600.20(c), and the institution has reported to the Secretary that location under §600.21.

Schools must not disburse FSA program funds to students at a new location before the school has reported that location and submitted any required supporting documents to the Department. Once it has reported a new licensed **and** accredited location, a school may disburse FSA program funds to students enrolled at that location.

Noncompliance:

The institution failed to get approval of the additional location of Braman Automotive Training Center located at 2060 NE 2nd Avenue, Miami, FL 331377 prior to disbursing Title IV funds.

The location was granted initial approval by COE on 7/31/2013. However, the school began instruction for students at this location as early as 1/13/2013, with a disbursement of FPell on 3/20/2013.

Student #8: This student is attending an ineligible location. The student was paid aid for the Auto Tech program at the Braman location. This location was approved by COE on 7/1/2013. The student started the program on 1/13/2013.

The school catalog, page 2, provides a list of the following postsecondary auxiliary instructional sites.

- Miami-Dade County Department of Corrections and Rehabilitation
- Homeless Assistance Center (HAC)
- Miami Rescue Mission
- Greater Miami Service Corps
- Here's Help
- Miami-Dade County Public Schools' Department of Plant Operations

Additionally, an email received on 4/15/2014, confirms the following postsecondary auxiliary instructional sites:

- Miami-Dade County Department of Corrections and Rehabilitation
- Betterway
- Braman Automotive Center
- The Homeless Assistance Center
- Miami Rescue Mission
- Pierre Toussaint Leadership and Learning Center (Notre Dame Location)
- Miami-Dade County Public Schools' Department of Plant Operations

During the review, the staff indicated, on more than one occasion, that only students attending the main campus at 750 NW 20th Street received Title IV. During the visit, the reviewers requested a class list with course dates by term for all locations other than the main campus. Courses at these locations are labeled as OTA courses. Upon review of the class list for the 2012-1 term at the Notre Dame location, there were 5 students that appear to have received Title IV for the 2012/2013 and/or 2013/2014 award years.

<u>Number of Students</u>	<u>Last Name</u>	<u>First Name</u>
1		
2		
3		
4		
5		

Required Action:

The Eligibility and Certification Approval Report (ECAR) lists the educational programs and locations that are eligible. Schools are required to report to the Department, name or address change for other locations.

A school must notify the Department by reporting the change and the date of the change to the Department via the E-App within 10 calendar days of the change. In addition, a school must mail to the School Eligibility Service Group any required supporting documentation, and Section L of the E-App containing the original signature of the appropriate person. Refer to 1213 FSA Handbook, Vol. 2.

The institution must update the above changes via the E-App.

Due to the additional information found during the review, LHTEC is required to conduct a full file review of all students that attended any location other than the Main Campus at 750 NW 20th Street. LHTEC must determine which students attended these additional locations and received Title IV Aid. LHTEC must provide the results of this review in Excel or a similar spreadsheet format and contain the following fields:

- Student Name
- Social Security Number
- Location
- Start Date
- Total Amount of Aid Paid, by award year

Please send the file review summary reports (spreadsheets) to Vinita Simpson by e-mail to Vinita.simpson@ed.gov.

Payment instructions for any liability associated with this finding will be provided in the Department's Final Program Review Determination Letter.

Finding #15: Ineligible Program/Approval Requirements Not Met

Citation:

34 C.F.R. § 600.20 states, an institution must notify the Secretary of its intent to offer an additional educational program, or provide an application to expand its eligibility, in a format prescribed by the Secretary and provide all the information and documentation requested by the Secretary to make a determination of its eligibility and certification.

An institution that notifies the Secretary of its intent to offer an additional educational program under paragraph (c)(3) of this section must at a minimum—

- Submit documentation that the program has been approved by its accrediting agency or is otherwise included in the institution's accreditation by its accrediting agency or comparable documentation if the institution is a public postsecondary vocational institution approved by a recognized State agency for the approval of public postsecondary vocational education in lieu of accreditation.

34 C.F.R. § 600.20 (f)(5) further states, if an institution does not apply to the Secretary to obtain the Secretary's approval of a new location, program, increased level of program offering, or branch, and the location, program, or branch does not qualify as an eligible location, program, or branch of that institution under this part and 34 C.F.R. part 668, the institution is liable for all Title IV, HEA program funds it disburses to students enrolled at that location or branch or in that program.

34 C.F.R. § 668.8 states, an eligible program provided by a proprietary institution of higher education or postsecondary vocational institution provides training that prepares a student for gainful employment in a recognized occupation as provided under §668.6.

An institution must repay to the Secretary all HEA program funds received by the institution for an educational program, and all the Title IV, HEA program funds received by or on behalf of students who enrolled in that program if the institution—

- Fails to obtain the Secretary's approval to offer an additional educational program that prepares students for gainful employment in a recognized occupation as provided under paragraph (c)(1) of this section; or
- Incorrectly determines that an educational program that is not subject to approval under paragraph (c)(1) of this section is an eligible program for Title IV, HEA program purposes.

If a school adds an educational program after receiving its ECAR, the school itself may determine the program's eligibility, if when the added program is an undergraduate program that may admit students who have not completed the equivalent of an associate degree, and provides at least a 15-week (of instructional time) program of 16 semester hours, 24 quarter hours, or 600 clock hours, and prepares students for gainful employment in the same or related recognized occupation as an educational program that the Department already has designated as an eligible program at the school.

Before the school may determine these programs to be eligible and disburse funds to enrolled students, the school must have received both the required state and accrediting agency approvals. The school must include any "self-certified" programs on its next recertification application, and provide copies of the state and accreditor approvals.

Noncompliance:

The institution is fully certified with a Program Participation Agreement (PPA) expiration date of 12/31/2014. Therefore, only notification is required for additional programs. However, before the institution may determine programs to be eligible and disburse funds to enrolled students, the institution must have received both the required state and accrediting agency approvals. Based on the information provided by the school during the review regarding the programs approved by the state approving agency, the Medical Billing and Coding Program is not approved. Students #3 and #10 of the sample reviewed attended this program and received aid for the 2012/2013 award year.

Required Action:

An institution's eligibility does not necessarily extend to all of its programs. Before awarding Title IV funds, LHTEC must make certain that each program is included under its notice of accreditation from a nationally recognized accrediting agency and is authorized by the appropriate state agency to offer the program.

In response to this finding, LHTEC must provide this office with documentation from its state agency to support the date of the approval for the Medical Billing and Coding Program. Please ensure that all programs are accurately reported to the Department to be updated on the ECAR on the next recertification application.

Disbursements to students enrolled in ineligible programs create a financial burden for the Department. If the institution's self-determination of eligibility for the educational programs discussed in this finding is found to be incorrect, the institution is liable for all FSA program funds received by or for students enrolled in those programs. Further instructions will be provided in the Final Program Review Determination letter.

Finding #16: Consumer Information Requirements Not Met

Citation:

Each year a school must distribute to all enrolled students a notice of the availability of the information it must provide in the following general categories:

- o general disclosures for enrolled or prospective students,
- o annual security report (ASR),
- o FERPA information (Family Educational Rights and Privacy Act of 1974).

The notice must list and briefly describe the information and tell the student how to obtain the information.

The general disclosures, found in 34 C.F.R. § 668.41-43, include, but are not limited to—

- The academic programs of the institution
- The institution's faculty and other instructional personnel; and
- ~~The procedures and forms by which students apply for assistance;~~
- The student eligibility requirements;
- The criteria for selecting recipients from the group of eligible applicants; and
- The criteria for determining the amount of a student's award.
- The cost of attending the institution, including—
 - Tuition and fees charged to full-time and part-time students;
 - Estimates of costs for necessary books and supplies;
 - Estimates of typical charges for room and board;
 - Estimates of transportation costs for students; and
 - Any additional cost of a program in which a student is enrolled or expresses a specific interest;
- Any refund policy with which the institution is required to comply for the return of unearned tuition and fees or other refundable portions of costs paid to the institution;
- The requirements and procedures for officially withdrawing from the institution;
- The names of associations, agencies or governmental bodies that accredit, approve, or license the institution and its programs and the procedures by which documents describing that activity may be reviewed;
- A description of the services and facilities available to students with disabilities, including students with intellectual disabilities;
- The titles of persons designated and information regarding how and where those persons may be contacted;
- Institutional policies and sanctions related to copyright infringement, including—
 - A statement that explicitly informs its students that unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject the students to civil and criminal liabilities;
 - A summary of the penalties for violation of Federal copyright laws;
 - A description of the institution's policies with respect to unauthorized peer-to-peer file sharing, including disciplinary actions that are taken against students who engage in illegal downloading or unauthorized distribution of copyrighted materials using the institution's information technology system; and
- A description of the transfer of credit policies established by the institution which must include a statement of the institution's current transfer of credit policies that includes, at a minimum—
 - Any established criteria the institution uses regarding the transfer of credit earned at another institution; and
 - A list of institutions with which the institution has established an articulation agreement; and
 - A description of written arrangements the institution has entered;
- Financial assistance available to students enrolled in the institution.
- The institution's retention rate as reported to the Integrated Postsecondary Education Data System (IPEDS). In the case of a request from a prospective student, the information

must be made available prior to the student's enrolling or entering into any financial obligation with the institution.

- ~~The institution's completion or graduation rate and, if applicable, its transfer-out rate. In~~ the case of a request from a prospective student, the information must be made available prior to the student's enrolling or entering into any financial obligation with the institution.
- The placement of and types of employment obtained by, graduates of the institution's degree or certificate programs.

Noncompliance:

LHTEC has not adequately met the requirements or implemented procedures of timely, consistent notifications required to students. LHTEC is also missing elements of the required consumer information. During the review, it was noted that in addition to the ASR and Drug and Alcohol requirements that were not met, the school was also missing, but not limited to, the following items:

- Disclosures of information under the Student Right-to-Know Act
- Institution's retention rate, as reported to IPEDS
- FERPA
- Verification
- Return to Title IV
- Vaccination Policy, if applicable

Required Action:

LHTEC must review the regulations and FSA handbook guidance on each required element for consumer information. LHTEC must revise its consumer information and develop a written plan on the ways each element will be disseminated to students and the deadlines for each notification. In response to this Program Review Report, LHTEC must submit the updated consumer information and the written procedures regarding dissemination.

Finding #17: Crime Awareness Requirements Not Met - Failure to Publish and Distribute Annual Security Report in Accordance with Federal Regulations

Citation:

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) and the Department's regulations require that all institutions that receive in Title IV, HEA funds must, by October 1 of each year, publish and distribute to its current students and employees, a comprehensive Annual Security Report (ASR) that contains, at a minimum, all of the statistical and policy elements enumerated in 34 C.F.R. § 668.46 (b). With the exception of certain drug and alcohol prevention program information, cross-referencing to other publications

is not sufficient to meet the publication and distribution requirements. § 485 (f) of the HEA; 34 C.F.R. §668.46(b).

The ASR must be published and actively distributed as a single document. Acceptable means of delivery include U.S. Mail, hand delivery, or campus mail distribution to the individual or posting on the institution's website. If the institution chooses to distribute its report by posting to an internet or intranet site, the institution must, by October 1 of each year, distribute a notice to all students and employees that includes a statement of the report's availability, its exact electronic address, a description of its contents, and an advisement that a paper copy will be provided upon request. 34 C.F.R. § 668.41(e)(1). These regulations also require institutions to provide a notice containing this information to all prospective students and employees. This notice must also advise interested parties of their right to request a paper copy of the ASR and to have it furnished upon request. 34 C.F.R. § 668.41(e)(4).

The ASR must include statistics for incidents of crimes reported during the three most recent calendar years. The covered categories include criminal homicide (murder and non-negligent manslaughter), forcible and non-forcible sex offenses, robbery, aggravated assaults, burglary, motor vehicle theft, and arson. Statistics for certain hate crimes, as well as arrest and disciplinary referral statistics for violations of certain laws pertaining to illegal drugs, illegal usage of controlled substances, liquor, and weapons, also must be disclosed in the ASR. These crime statistics must be published for the following geographical categories: 1) on campus; 2) on-campus student residential facilities; 3) certain non-campus buildings and property; and, 4) certain adjacent and accessible public property. 34 C.F.R. § 668.46(c)(1).

Additionally, the ASR must include several policy statements. These disclosures are intended to inform the campus community about the institution's security policies, procedures, and the availability of programs and resources as well as channels for victims of crime to seek recourse. In general, these policies include topics such as the law enforcement authority and practices of campus police and security forces, incident reporting procedures for students and employees, and policies that govern the preparation of the report itself. Institutions are also required to disclose alcohol and drug policies and educational programs. Policies pertaining to sexual assault education, prevention, and adjudication must also be disclosed. Institutions also must provide detailed policies on the issuance of timely warnings, emergency notifications, and evacuation procedures. All required statistics and policies must be included in a single comprehensive document, known as an ASR. With the exception of certain drug and alcohol program information, cross referencing to other publications is not sufficient to meet the publication and distribution requirements of the Act. § 485(f) of the HEA; 34 C.F.R. § 668.46(b).

Finally, each institution must also submit campus crime statistics for inclusion in the Department's "Campus Safety and Security Data Analysis Cutting Tool." 34 C.F.R. § 668.41(e)(5).

Noncompliance:

LHTEC failed to prepare, publish, and distribute an accurate and complete ASR in accordance with Federal regulations. While the institution was able to provide documentation of the submission of its crime statistics to the Department for inclusion in the Office of Postsecondary Education's "Campus Safety and Security Data Analysis Cutting Tool", LHTEC was unable to produce any of its ASRs or supporting documentation evidencing that any ASRs were ever distributed in the required manner (such as e-mail records, affidavits, receipts, etc.). For these reasons, the Department has determined that this persistent violation constitutes a failure to properly implement even the most basic requirements of the Clery Act since the institution was initially approved to participate in the Title IV programs.

Failure to publish an accurate and complete ASR and to actively distribute it to current students and employees in accordance with Federal regulations deprives the campus community of important security information.

Required Action:

As a result of this finding, the LHTEC must review and revise its existing internal policies and procedures regarding the preparation, publication, and distribution of its ASRs and promulgate any new policies and procedures as needed to ensure that these violations do not recur. The LHTEC must ensure that all campus security operations are carried out in accordance with the Clery Act going forward.

Using its new and revised policies and procedures as a compliance guide, LHTEC must document that it has taken full remedial action by submitting a copy of its 2013 ASR, if that document was in fact published and distributed in accordance with all Clery Act requirements. Alternatively, LHTEC must prepare and publish an accurate and complete modified 2013 ASR that includes all of the statistical disclosures and policy, procedure and programmatic information required under 34 C.F.R. § 668.46(b). A copy of LHTEC's new policies and a materially-complete 2013 ASR must be submitted to the Department for approval within 60 days of the date of this letter.

LHTEC's report will be evaluated by the review team for accuracy and completeness. Once approved, LHTEC will be required to actively distribute the ASR to all current students and employees in accordance with 34 C.F.R. § 668.41(e). Finally, LHTEC will also be required to provide documentation to the Department evidencing the distribution as well as a statement of certification attesting to the fact that the materials were distributed in accordance with the Clery Act. This certification must also affirm that the LHTEC understands its Clery Act obligations and that it has taken all necessary corrective actions to ensure that this violation does not recur.

As noted above, the exceptions identified in this finding constitute serious violations of the Clery Act that by their nature cannot be cured. LHTEC will be given an opportunity to publish and distribute an accurate and complete ASR and in doing so, will begin to bring its campus security

operations into compliance with the Clery Act for the first time as required by its Program Participation Agreement (PPA). However, the school is advised that these remedial measures cannot and do not diminish the seriousness of these violations nor do they eliminate the possibility that the Department will impose an adverse administrative action and/or require additional corrective measures as a result.

LHTEC officials may wish to review the Department's "Handbook for Campus Safety and Security Reporting" (2011) during the preparation of its response. The handbook is available online at: <http://www2.ed.gov/admins/lead/safety/handbook.pdf>. The regulations governing the Clery Act can be found at 34 C.F.R. §§ 668.14, 668.41, 668.46, and 668.49.

Based on an evaluation of all available information including LHTEC's response, the Department will determine if additional actions will be required and will advise LHTEC accordingly in its FPRD.

Finding #18: **Failure to Comply with Drug and Alcohol Abuse Prevention Program Requirements, Part 86**

Citation:

The Drug-Free Schools and Communities Act (DFSCA) and Part 86 of the Department's General Administrative Regulations require each institution of higher education (IHE) to certify that it has developed and implemented a drug and alcohol abuse prevention program (DAAPP). The program must be designed to prevent the unlawful possession, use, and distribution of drugs and alcohol on campus and at recognized events and activities.

The DAAPP disclosure must include all of the following elements:

- A written statement about an institution's standards of conduct that prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees;
- A written description of legal sanctions imposed under Federal, state, and local laws and ordinances for unlawful possession or distribution of illicit drugs and alcohol;
- A description of the health risks associated with the use of illicit drugs and alcohol abuse;
- A description of any drug or alcohol counseling, treatment, and rehabilitation/re-entry programs that are available to students and employees; and,
- A statement that the IHE will impose disciplinary sanctions on students and employees for violations of the institution's codes of conduct and a description of such sanctions.

The DAAPP disclosure must be actively distributed to all employees and students enrolled for academic credit (except for continuing education credits) on an annual basis. The distribution plan must make provisions for providing the DAAPP disclosure annually to students who enroll at a date after the initial distribution and for employees who are hired at different points throughout the year.

In addition, each IHE must conduct a biennial review to determine the effectiveness of its DAAPP and to ensure consistent enforcement of applicable drug and alcohol-related statutes, ordinances, and institutional policies against students and employees found to be in violation. The IHE must also produce a report of findings, maintain its supporting materials, and provide them to the Department upon request. 34 C.F.R. §§ 86.3 and 86.100.

Noncompliance:

LHTEC violated multiple requirements of the DFSCA. LHTEC's DAAPP disclosure did not include:

- A description of the applicable legal sanctions under local, State, or Federal law for the illegal possession or distribution of illicit drugs and/or alcohol;
- A description of the health risks associated with the use of illicit drugs and the abuse of alcohol;
- An adopted and implemented drug prevention program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on school premises or as part of any of its activities;
- Annually distributed written information about its drug prevention program(s) to students and employees. Simple inclusion of drug and alcohol information in the institution's publications does not qualify as an acceptable means of active distribution to students and employees;
- A description of any drug or alcohol counseling, treatment, or rehabilitation or re-entry programs that are available to students and employees;
- Verification that a Biennial Review was conducted in order to prove the following: 1) the institution assessed the effectiveness of its DAAPP; 2) evaluated the consistency of sanctions imposed for violations of its disciplinary standards and codes of conduct related to drugs and alcohol; 3) identified areas requiring improvement or modification; and, 4) to produce a report of biennial review findings.

The Department's review indicates that LHTEC has never fully complied with the DFSCA during its participation in the Title IV, FSA programs.

Failure to comply with the DFSCA's DAAPP requirements deprives students and employees of important information regarding the educational, disciplinary, health, and legal consequences of illegal drug use and alcohol abuse. Failure to comply with the biennial review requirements also deprives the institution of important information about the effectiveness of its own drug and alcohol programs. Such failures may contribute to increased drug and alcohol abuse as well as an increase in drug and alcohol-related violent crime at LHTEC.

Required Action:

LHTEC is required to take all necessary corrective action to resolve these violations. At a minimum, LHTEC must:

- Develop and implement a comprehensive DAAPP that includes all of the required elements found in the *DFSCA* and the Department's Part 86 regulations and publish a compliant DAAPP disclosure;
- Develop procedures for ensuring that the DAAPP disclosure is distributed to every student who is currently enrolled for academic credit and all employees (including part-time, intermittent, and as-needed personnel). When the new program materials are complete, LHTEC must submit a copy of its new and revised policies and a draft copy of its DAAPP with its response to this Program Review Report to the Department of Education no later than 60 days from the receipt of this letter. Once the materials are approved by the Department, the institution will be required to distribute them in accordance with the Part 86 regulations, and provide documentation evidencing the distribution as well as a certification statement attesting to the fact that the materials were distributed in accordance with the *DFSCA*;
- Conduct a biennial review to measure the effectiveness of its DAAPP. The institution must describe the research methods and data analysis tools that will be used to determine the effectiveness of the program and identify the responsible official(s) and office(s) that conducted the biennial review. Finally, LHTEC's biennial review report must be approved by the institution's chief executive and/or its Board. The biennial review must be completed by July 15, 2014 and the institution's report of findings must be submitted to the Department by July 31, 2014.
- Establish policies and procedures to ensure that all subsequent biennial reviews are conducted in a timely manner and are fully documented and to take all other necessary action to ensure that this violation does not recur.

As noted above, the exceptions identified in this finding constitute serious violations of the *DFSCA* that by their nature cannot be cured. LHTEC will be given an opportunity to develop and distribute an accurate and complete DAAPP disclosure and to finally bring its drug and alcohol programs into compliance with the *DFSCA* as required by its PPA. However, the institution is advised that these remedial measures cannot and do not diminish the seriousness of these violations nor do they eliminate the possibility that the Department will impose an adverse administrative action and/or require additional corrective measures.

Based on an evaluation of all available information including LHTEC's response, the Department will determine if additional actions will be required and will advise the institution accordingly in the FPRD.

Finding #19: **Lack of Administrative Capability**

Citation:

34 C.F.R. § 668.14 In order to participate in any Title IV, HEA program (other than the LEAP and NEISP programs), the institution must certify that it—

(1) Has in operation a drug abuse prevention program that the institution has determined to be accessible to any officer, employee, or student at the institution; and

(2)(i) Has established a campus security policy in accordance with section 485(f) of the HEA; and

(ii) Has complied with the disclosure requirements of §668.47 as required by section 485(f) of the HEA.

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.

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 LHTEC in administering the Title IV Federal Student Aid Programs.

- Institution Not Following Its Own Policies
- Satisfactory Academic Progress (SAP) Policy Inadequate

- Verification Policy Inadequate
- Return to Title IV Calculations Not Completed
- Return of Title IV (R2T4) Policy and Procedure Violations

- Verification Violations
- Lack of Separation of Duties
- Inaccurate Ledgers
- Lack of Internal Controls
- Failure to Update ECAR
- Ineligible Programs and Locations
- Failure to Notify Students of Required Consumer Information
- Violation of Various Elements of the Signed Program Participation Agreement (PPA)

Required Action:

These matters, as well as additional items, are discussed more fully in this report which outlines the actions necessary by LHTEC 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.

D. Recommendations

The following is a recommendation based upon observations made by the review team during the program review. LHTEC is not required to provide a response to, nor is LHTEC required to act upon, these recommendations. However, the review team believes that adoption of this recommendation will assist the institution in its administration of Title IV, HEA program funds.

During the review, the reviewers noticed students who completed the program with fewer hours than required for the approved program. The student specifics are below. It is recommended that LHTEC request a written approval from the state and accrediting agency to graduate students with fewer hours than listed in the approved programs. This will ensure that any questions or issues going forward have the necessary documentation to support the discrepancies.

Student #3: The student graduated from the 1000 hour MBC program. On 2/7/13 the student received 12/13 FPell for a prorated period of 100 hours, \$617. The student's detailed attendance shows that the student only complete 959 hours, which is 59 hours of the 100 hours paid for.

Student #5: There is a transcript and certificate of completion that states that the student earned 600 hours and completed the Early Childhood Education Program. However, the detailed attendance states that the student only earned 560.75 hours. This is conflicting information.

Student #10: There is a certificate of completion in the student file that states that the student completed the Medical Billing and Coding Program for 1000 hours. However, the detailed attendance shows that the student only completed 941.75 hours. This is conflicting information.

Student #18: There is a certificate of completion in the student file that states that the student completed the LPN Program for 1350 hours. However, the detailed attendance shows that the student only completed 1334 hours. This is conflicting information.

Student #28: Student completed the program on 12/22/13. The Commercial Art Program consists of 1500 hours. The detail attendance shows 1315 hours completed.

E. Appendices

Appendix A (Student Sample), Appendix B (Statistical Sample), and Appendix C (Student Data Recipient Spreadsheet) contain personally identifiable information and will be emailed to LHTEC as an encrypted WinZip file using Advanced Encryption Standard, 256-bit. The password needed to open the encrypted WinZip file(s) will be sent in a separate email.

Final Program Review Determination
PRCN #: 201420428510

Appendix C
Liability Details

Liabilities	Pell (Closed Award Year)	Interest/SA	Total	
Finding #2	\$14,723	\$81	\$14,804	
Finding #4	\$19,660	\$173	\$19,833	
Finding #7	\$35	\$0	\$35	
Finding #8	\$8,384	\$8	\$8,392	
Finding #9	\$3,300	\$26	\$3,326	
Finding #14	\$83,033	\$676	\$83,709	
Subtotal 1	\$129,135	\$964	\$130,099	
TOTAL (add subtotal 1 + 2)	\$130,099			
Payable To:				Totals
Department	\$129,135	\$964		\$130,099
Students				\$0

Pell ACG SMART or TEACH Closed Award Year				
Finding #2				
Amount (Principal)	Amount (Interest)	Title IV Grant	Award Year	See Appendices F & G
\$ 9,078	\$ 74	Pell	2012-2013	
\$ 5,645	\$ 7	Pell	2013-2014	
Finding #4				
Amount (Principal)	Amount (Interest)	Title IV Grant	Award Year	See Appendices F & H
\$ 9,736	\$ 104	Pell	2012-2013	
\$ 9,924	\$ 69	Pell	2013-2014	
Finding #7				
Amount (Principal)	Amount (Interest)	Title IV Grant	Award Year	See Appendix F
\$ 35	\$ 0	Pell	2013-2014	
Finding #8				
Amount (Principal)	Amount (Interest)	Title IV Grant	Award Year	See Appendices F & I
\$ 3,800	\$ -	Pell	2012-2013	
\$ 4,584	\$ 8	Pell	2013-2014	
Finding #9				
Amount (Principal)	Amount (Interest)	Title IV Grant	Award Year	See Appendices F
\$ 3,300	\$ 26	Pell	2012-2013	
Finding #14				
Amount (Principal)	Amount (Interest)	Title IV Grant	Award Year	See Appendices F & J
\$ 45,387	\$ 369	Pell	2011-2012	
\$ 37,646	\$ 306	Pell	2012-2013	
Total Principal	Total Interest	Total		
\$ 129,135	\$ 964	\$ 130,099		

Final Program Review Determination
PRCN #: 201420428510

Appendix D

LHTEC's Response to the Program Review Report

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Finding 1

Verification Policy

Federal regulations require that Lindsey Hopkins Technical Education Center verify the applications of selected students who will receive or have received student financial aid.

Students selected for verification will receive the Missing Information / Additional Documentation Request form (FM 6848) from the Financial Aid Officer in order to obtain all necessary verification information and documentation required to fulfill all aspects of the verification process.

Students will have twenty (20) business days in order to gather and submit all requested documentation to the Financial Aid Officer. The verification items for which students will need to provide documentation in order to fulfill the verification process include:

- Adjusted gross income (AGI)
- Education credits
- Untaxed pension
- Tax-exempt interest
- Income earned from work
- Number in college
- Child support paid
- Identity / statement of educational purpose
- U.S. income tax paid
- Untaxed IRA distributions
- IRA deductions and payments
- Other untaxed income
- Household size
- Supplemental Nutrition Assistance Program
- High school completion status

The verification process will be considered as complete when a student has successfully submitted all requested verification documentation within the required twenty (20) business day timeline. A meeting will be held with the student and Financial Aid Officer at submission in order to review and confirm that all of the proper and required verification documents have been provided.

Follow-up meetings will be held with the student and the Financial Aid Officer in order to notify students if their EFC or financial aid amounts change, discuss the procedures for correcting FAFSA data, request any additional documentation which may be needed to complete verification, and to review the results of the verification process.

Any student who does not submit to the Financial Aid Officer the necessary and required verification documentation within the established timeline, will result in the forfeiture of their Pell Grant for the award year and the student must return any Pell funds already received for the year.

The Lindsey Hopkins Technical Education Center Financial Aid Office reserves the right to require students to submit other information and supplemental documentation when deemed necessary in order to complete the verification process.

Finding 2 – Document is attached as Finding 2 Attachment

Finding 3

Satisfactory Academic Progress Policy

The Satisfactory Academic Progress form must be utilized by the Financial Aid Officers in order to document and monitor students' progress at the successful completion of 67% of the maximum scheduled hours for which the student is enrolled. The Satisfactory Academic Progress Report form (FM 5431) is completed by the career/technical teachers and returned to the Financial Aid Officers. It will indicate the student's current attendance data as reflected in the electronic gradebook and their pace towards program completion as well as the student's current grade based on weekly academic assessments derived from class/shop work, externships, and other practicum which appear in the electronic gradebook as well as in the district's Vocational Tracking System. The school's Registrar will confirm a student's attendance to ensure they have successfully completed the 67% of the maximum scheduled hours for which they are enrolled.

The Satisfactory Academic Progress criteria that are expected from all students are as follows:

- Satisfactorily attain a minimum grade of "C" or better or GPA of 2.0 and above
- Satisfactorily complete outcomes to finish the program within the 150% of the length of the program
- Successfully complete 67% of the maximum scheduled hours for which the student is enrolled

If a student fails to make Satisfactory Academic Progress as reflected on their Satisfactory Academic Progress Report form, a meeting will be held with the student and the Financial Aid Officer. The student will be placed on "Financial Aid Warning" for one payment period. The Financial Aid Officer will closely monitor the student's progress.

If the student fails to achieve Satisfactory Academic Progress, while on "Financial Aid Warning", they will become ineligible for financial aid award. On a case by case basis students may be recommended to appeal in order to be placed on "Financial Aid Probation". They will submit a Financial Aid Student Appeals form (FM 6863) obtained from the Financial Aid Officer in order to request an appeal. All requests for appeal will be heard by the school's Financial Aid Appeals Committee which will be comprised of an administrator, financial aid officer, guidance counselor, and the respective career / technical department chairperson. The committee shall convene as needed and will carefully review all information and documentation related to the student's appeal. The committee will render a written decision to the student within 48 hours of the appeal hearing using the Student Appeals form (FM 6863). The decisions of the Financial Aid Appeals Committee are final.

If the student's appeal is approved, a meeting will be held with the student and the Financial Aid Officer and the student will then be placed on "Financial Aid Probation" status for one payment period. Students will be entitled to one (1) appeal's hearing during the entire length of their program.

The Financial Aid Officers and career/technical teachers will work together in order to closely monitor a student's progress while on "Financial Aid Probation" and should the student regain Satisfactory Academic Progress during the next evaluation, they will be considered as being in academic

compliance and their eligibility will be reinstated. If a student does not make Satisfactory Academic Progress while on "Financial Aid Probation", a meeting will be held with the student and the Financial Aid Officer and the student will be informed that they will not be eligible for the payment period following their "unsatisfactory" academic progress report. Students will be financially responsible for their academic expenses until they have successfully reestablished Satisfactory Academic Progress.

Students who exceed 150% of the length of the program will be considered as not making Satisfactory Academic Progress and will no longer be eligible for financial aid. Through the consistent and daily use of the various school district's data warehouse systems (Electronic Gradebook, Vocational Tracking System, and Data In Your Hands), our Financial Aid Officers will be able to effectively monitor all students' hours and academic grades in order to make the necessary Satisfactory Academic Progress determinations.

Students who transfer will have their hours and grades earned at the previous school counted towards their Satisfactory Academic Progress within the timeframe of enrollment.

If a student withdraws, their existing hours and grades upon re-entering will be counted towards their Satisfactory Academic Progress within 150% of the length of the program.

Awards will be recalculated when needed, in order to ensure proper compliance with the Satisfactory Academic Progress policy.



**MIAMI DADE COUNTY PUBLIC SCHOOLS
Lindsey Hopkins Technical Education Center**

FINANCIAL AID CONTRACT

All students receiving Title IV financial aid are expected to maintain Satisfactory Academic Progress as follows:

- Satisfactorily attain a minimum grade of "C" or better or GPA of 2.0 and above
- Satisfactorily complete outcomes to finish the program within the 150% of the length of the program.
- Successfully complete 67% of the maximum scheduled hours for which the student is enrolled

After a review of these requirements, the Lindsey Hopkins Technical Education Center Financial Aid Office has determined that you do not currently meet one or more of the above mandatory Satisfactory Academic Progress requirements.

You are therefore being placed on: (Check appropriate designation below)

Financial Aid Warning - You are being placed on Financial Aid Warning for one payment period. During this time, the Financial Aid Officer will monitor your progress and if you regain Satisfactory Academic Progress you will be considered as being in academic compliance. If you fail to make Satisfactory Academic Progress while on Financial Aid Warning you will not be eligible to receive financial aid for the payment period following your unsatisfactory academic progress report. You will be financially responsible for your academic expenses until you successfully reestablish acceptable Satisfactory Academic Progress. You are entitled to one (1) financial aid appeal hearing during the entire length of your program.

Financial Aid Probation - As a result of your successful appeal, you are being placed on Financial Aid Probation for one payment period and will be ineligible to receive financial aid. The Financial Aid Officer will monitor your progress during this time and if you regain Satisfactory Academic Progress, you will be considered as being in academic compliance and your eligibility will be reinstated. If you fail to regain Satisfactory Academic Progress while on Financial Aid Probation you will not be eligible to receive financial aid for the payment period following your unsatisfactory academic progress report. You will be financially responsible for your academic expenses until you successfully reestablish acceptable Satisfactory Academic Progress.

COMMENTS: _____

STUDENT'S NAME: _____

I.D. #: _____

Student's Signature _____

Date _____

Financial Aid Officer's Signature _____

Date _____

Finding 4 Document is attached as Finding 4 Attachment

Finding 5

Proration Calculation Policy

In accordance to Article 34 Code of Federal Regulation (CFR) 668.4, the Title IV (Pell) award is comprised of 900 clock hours divided into a minimum of two payment periods. Programs that are less than 900 hours in length are divided into two equal payment periods. Students must complete all the hours in one payment period before they are eligible for the subsequent payment period funds.

Lindsey Hopkins Technical Education Center's annual academic calendar consists of three standard terms: Fall trimester (August – December), Winter trimester (January – April), and Summer trimester (April – July). These trimesters vary in length from 64 days to 82 days. Students attend our day career/technical programs leading to gainful employment for five (5) hours a day for five (5) consecutive days each week, on Mondays thru Fridays, and five (5) hours a night for four consecutive evenings. Our Financial Aid Officers will therefore perform their proration calculations as follows:

- If the program is one academic year or less, the academic year or program is divided into two payment periods. The first payment period is the one in which the student successfully completes half of the clock hours. The second payment period is one in which the student completes the remainder of the program.
- If the program is more than one academic year in length, we will use the rule for one academic year (above) for each full academic year in the program. For any remaining portion of a program that is half of an academic year or less, the remaining portion is treated as a single payment period. For any remaining portion of a program that is more than half of an academic year but less than a full academic year, the remaining portion is divided into two payment periods and the first payment period is the period in which the student successfully completes half of the number of clock-hours.

All proration calculations will be processed adhering to the established Pell Grant formulas and schedules. Financial Aid Officers will verify that:

- students' hours in the current and previous payment periods as reflected in the various school districts' data warehouse systems (Electronic Gradebook, Vocational Tracking System, and Data in Your Hands) are confirmed prior to processing any proration calculations;
- students' current enrollment status are reviewed and confirmed prior to processing any proration calculations;
- students' Pell total and current award amounts prior to processing any proration calculations;
- all proration calculations are correct and accurate prior to processing a disbursement;
- they access the "Information for Financial Aid Professionals" (IFAP) website to keep abreast of current federal Financial Aid procedures and regulations related to proration calculations.

Students, parents and faculty are informed of these calculations.

Finding 6

Return to Title IV Policy

Lindsey Hopkins Technical Education Center has a tuition refund policy that clearly stipulates the amount of tuition and fees that are to be refunded to a student who wishes to withdraw during a term.

If a student elects to withdraw, they must notify the Registrar and the school's refund policy below will apply:

- Before start of class – full refund of course and non-resident fee, but no refund of any special fees paid.
- Within 14 calendar days after start of class – 50 percent refund of course and non-resident fee, but no refund on special fees paid.
- After 14 calendar days of the start of class – no refund of any fees paid.
- A refund will be issued when due and shall be made within 45 days of the last day of attendance. If written notification of withdrawal has been provided to the institution by the student, or from the date the institution terminates the student or determines withdrawal by the student
- Students will be notified in writing if they are due a refund by the school and provided with the necessary form to process refund payment.
- Retention of tuition and fees corrected in advance for a student who does not commence class shall not exceed \$100.

Since federal financial aid award is based on the number of class attendance hours, students are required to attend class regularly. Students who withdraw are subject to the following:

Students who receive Title IV funds and wish to officially withdraw from school must notify the school's registrar. The withdrawal date will be considered the students' last day of attendance as reflected in the school's electronic Gradebook for calculation purposes. For students who do not officially withdraw, the withdrawal date will be the last day that they attended class as recorded by their career / technical instructor in the electronic Gradebook. The Financial Aid Officer will use the Return of Title IV Funds (R2T4) calculation to determine the amount owed from the last date of attendance.

Students who receive Title IV funds and wish to withdraw at or before 60% of the term may have to return a portion of their unearned federal financial aid. They may owe tuition, fees or a repayment of federal funds to the school.

Lindsey Hopkins Technical Education Center will return financial aid funds based on the R2T4 calculations determined by the Financial Aid Officers no later than 45 days after the students' withdrawal date. The school will return the lesser amount of the aid to be returned, as compared to

the institutional charges, multiplied by the percentage of unearned aid. This amount will be the difference between the amount of Title IV aid due from the school, and the amount of Title IV aid to

be returned. Any federal financial aid funds that a student is required to repay will be returned to the Department of Education by the institution, on the student's behalf.

If the student did not receive all of the financial aid funds earned and completed at least 60% of their program, they may be due a post-withdrawal disbursement.

The Financial Aid Officer will notify the student in writing of their revised disbursement after the Return to Title IV Funds calculation is completed. If the student owes unpaid tuition and / or fees, the student will be responsible for the full payment due to the institution.

The Financial Aid officers must submit a list of withdrawn financial aid recipients with calculated R2T4 to the administrator in charge of the department on a monthly basis in order to review, monitor the process, and ensure that all funds are returned to Title IV accordingly.

Finding 7

Return to Title IV Policy

Federal financial aid award is based on the number of class attendance hours; therefore, students are required to attend class regularly. Students who withdraw are subject to the following:

- 1) Students who completely withdraw at or before 60% of the term may have to return a portion of their unearned federal financial aid. They may owe tuition, fees or a repayment of federal funds.
- 2) If students did not receive all of the financial aid funds earned and completed at least 60% of their program, they may be due a post-withdrawal disbursement.
- 3) The Financial Aid Officer will notify the student in writing of their revised eligibility after the Return to Title IV Funds calculation is completed. If the student owes unpaid tuition and / or fees, the student will be responsible for the full payment due to the institution.
- 4) It is important to note that Lindsey Hopkins Technical Education Center's own refund policy is not aligned in any manner with this procedure and does not impact the amount of Title IV aid earned or refunded as part of this policy.
- 5) The Financial Aid officers must submit a list of withdrawn financial aid recipients with calculated R2T4 to the administrator in charge of the department on a monthly basis in order to review, monitor the process, and ensure that all funds are returned to Title IV accordingly.

Finding 8

Return to Title IV Calculations Not Performed

Student # 1: Was enrolled here at LHTEC 1/6/14 to 1/9/14. The student re-entered LHTEC on 3/03/14 and has now completed the Practical Nursing Program. Since the interval between enrolled times was small no R2T4 was needed.

Student #5: Was enrolled in our Child Care program and was a program completer; therefore no

R2T4 calculation was required. The Child Care program at LHTEC is 600 hours.

Student #7: Our R2T4 calculation indicates that the student was entitled to a post-withdrawal disbursement in the amount of \$1,110.00 from the 2012/2013 award year.

Student #8: Our records indicate that this student has been continuously; he will be a program completer at the end of June 2014.

Student #12: Our R2T4 calculation indicates that the student was entitled to a post-withdrawal disbursement in the amount of \$1,000.00 from the 2012/2013 award year.

Student #13: Our R2T4 calculation indicates that the student was not entitled to a post-withdrawal disbursement from the 2012/2013 award year.

Student #19: Our records indicate that the student stopped attending after 5/16/13. He later reenrolled to date. A R2T4 calculation should have been completed in which the student was entitled to a post withdrawal disbursement in the amount of \$1087.50.

Finding 8

Withdrawal Policy

Any student, who completely withdraws from Lindsey Hopkins Technical Education Center and is a recipient of Federal Title IV financial aid, is subject to the following policy:

Federal regulations require institutions to calculate the amount of federal financial aid a student earned if a student withdraws from all of their coursework in any given trimester. In addition, at the end of a trimester, if a student has not successfully completed any coursework, the institution must confirm that the student did attend the courses for which the student received financial aid.

When a student who receives a net disbursement of Title IV funds ceases attendance prior to the 60 percent point in the payment period, LHTEC will determine whether the student must repay a portion of the net disbursement.

A prorated schedule will be used to determine the percentage of Title IV funds the student has earned at the time of withdrawal.

The percentage formula is: total number of calendar days completed in the payment period divided by the total number of calendar days in the payment period equals the percentage of Title IV funds earned.

Lindsey Hopkins Technical Education Center must return the lesser of the amount of Title IV funds that the student does not earn or the amount of institutional charges (tuition and fees) that the student incurred for the payment period multiplied by the percentage of funds that was not earned.

Finding 9

Crossover Payment Period Policy

In accordance to Article 34 Code of Federal Regulation (CFR) 690.64 an institution's FSA program may assign crossover payment periods to the award year that best meets the needs of its students

and maximizes a student's eligibility over the two award years in which the crossover payment period occurs provided that payments are not made that will result in the student receiving more than their scheduled award for an award year.

Therefore, in order for our Financial Aid Officers to accurately determine the award year for a Pell Grant payment period that occurs in two (2) award years, the following policy will be adhered to:

If a student is enrolled in a payment period that is scheduled to occur in two (2) award years, then:

- The entire payment period must be considered to occur within one (1) award year
- The Financial Aid Officers will determine for each Pell Grant recipient the award year in which the payment period will be placed

If the Financial Aid Officer places the payment period in the first award year, they must pay a student with funds from the first award year, and if the Financial Aid Officer places the student's payment in the second award year, the student's payment will then be derived from funds from the second award year.

The Financial Aid Officers may therefore assign the Pell award to a different award year than the rest of the student's Title IV aid. They can make a payment for a crossover payment period out of either award year, if the student has a valid SAR/ISIR for the award year selected.

The Financial Aid Officers may assign two consecutive payment periods to the same award year. They may not make a payment which will result in the student receiving more than his or her scheduled award for an award year.

The decision about which award year is used, will be based on the student's remaining eligibility in the earlier award year.

At Lindsey Hopkins Technical Education Center, our academic year consists of three (3) terms: Fall trimester (August – December), winter trimester (January – April) and summer trimester (April – July).

Our crossover payment period will therefore occur when students are enrolled in our Summer trimester. As a result, our Summer trimester will always crossover from the month of June to the month of July.

Finding 10

Disbursement Policy

In accordance to Article 34 Code of Federal Regulation (CFR) 668.4 an institution's first payment period to a student is the period of time in which the student successfully completes half of the number of clock hours in the academic year and half of the number of weeks of instructional time in the academic year, and the second payment period is the period of time in which the student successfully completes the academic year.

The academic year for Lindsey Hopkins Technical Education Center is comprised of 900 clock hours in length or 36 weeks of classes.

Our annual academic calendar is divided into three trimesters. These trimesters vary in length from 82 days to 64 days. Our day classes meet five days a week for five hours and our evening classes meet four nights a week for five hours.

Because of this, it is not possible for our students to register at any one time for a full 450 hour

payment period. To complete a 450 hour payment period, a student must register for a subsequent trimester.

Before a disbursement is processed, the Financial Aid Officers will determine and document that a student is eligible by confirming the following pre-disbursement procedures:

- Confirm that the student has submitted all required documents and that their Financial Aid folder is complete.
- Confirm that the student is enrolled in classes for the current period;
- Confirm that the student is making Satisfactory Academic Progress
- Confirm that the student has attained the required number of hours needed for disbursement.
- If the disbursement occurs on or after the first day of classes that the student has begun attending classes

Upon determining that a student is Pell eligible, the Financial Aid Officer will forward the Federal Grant Disbursement Authorization to the Business Office. This document provides the names of students, social security numbers, student ID numbers, and the dollar amounts of FSA funds that each student is entitled to receive for that disbursement period.

The Business Office will review the disbursement authorization in order to determine the total FSA funds needed. The available funds on hand will be subtracted from the total funds needed for the current disbursement to determine the additional funds that will be requested.

The Automatic Clearing House / Electronic Funds Transfer (ACH/EFT) Payment Request Record form (FM-6826) is then completed by the Financial Aid Officer, who will request the amount FSA funds needed. The request is submitted electronically using the G5 website. The request will be confirmed by the U. S. Department of Education by assigning it a control number.

Within three (3) working days after the request is made, the FSA funds should be available in the school's federal funds bank account.

Prior to disbursement, the availability of funds must be verified with the bank. The Business Office then will verify the enrollment status of each student appearing on the list for disbursement through VACS system and print each student's schedule screen.

The Business Office then completes the Federal Grant Disbursement Authorization Form (FM-6854) to reflect the following areas:

- Tuition and fees assessed through the VACS system
- Books
- Supplies
- Other items
- Remaining amount to be issued to students
- Records check numbers after writing checks (The Financial Aid Office notifies students when checks are available for pick-up)
- Collects the signatures of students and records the date of checks issued upon presentation of a valid State of Florida photo ID from each student.

Following check disbursement, a copy of the completed Federal Grant Disbursement Authorization form is returned to the Financial Aid Office. Periodically, the Business Office will inform the Financial

Aid Office of any checks that were not picked-up by students. Attempts to contact students who do not pick-up grant checks must be documented.

In order to comply with the excess cash regulations, when requesting funds with which to make disbursements, the Financial Aid Officers will ensure that they do not draw down more cash than they can disburse over the next three (3) days.

The date of disbursement will be defined because of the regulatory requirements which are based on that date. All disbursements of FSA funds will be made to a student within 14 days of the date it was created or within 14 days of the first day of class.

The date of disbursement will also be used to determine when the student has become an FSA recipient and has the rights and responsibilities of an FSA recipient.

A disbursement will be considered as having occurred when the school has issued the student their disbursement check. The Business Office must submit Federal Pell Grant disbursement records no later than 30 days after making a disbursement or becoming aware of the need to adjust a student's disbursement.

The earliest that a disbursement of FSA funds by paying directly to the student is 10 days before the first day of classes for that payment period.

Eligible student's Pell Grant funds will be disbursed each trimester based on the number of hours students have completed in a trimester.

In order to disburse student Pell Grant funds, the Financial Aid Office will adhere to the following disbursement schedule:

Disbursement	Clock Hours Needed	Disbursement Amount	Academic Year
1	150	25%	1 st
2	271 & re-enrolled for next trimester	25%	1 st
3	600 & re-enrolled for next trimester	25%	1 st
4	721 & re-enrolled for next trimester	25%	1 st
5	1050	25%	2 nd
6	1171 & re-enrolled for next trimester	25%	2 nd
7	1500 & re-enrolled for next trimester	25%	2 nd

Finding 11

Credit Balance Policy

In accordance to Article 34 Code of Federal Regulation (CFR) 668.164 which states that whenever an institution disburses Title IV funds by crediting a student's account and the total amount of all Title IV program funds credited exceeds the amount of tuition and fees, and other authorized charges the

institution assessed the student, the institution must pay the resulting credit balance directly to the student as soon as possible but:

- No later than 14 days after the balance occurred if the credit balance occurred after the first day of class of a payment period; or
- No later than 14 days after the first day of class of a payment period if the credit balance occurred on or before the first day of class of that payment period

In order to ensure that Common Origination and Disbursement (COD) transactions occur within the appropriate time frame, the Business Office will conduct daily reviews to ensure that funds are credited to student accounts within the required 14 day time frame.

The Business Office will also daily monitor the interval of time between from when funds are pulled down from the G5 system and the funds are available to students, in order to adhere to the 14 day limit.

Additionally, the Business Office and Financial Aid Officers will coordinate their efforts in order to processing and monitoring disbursements to ensure that these funds are made available to students within the required time frame.

Finding 12: Document is attached as Finding 12 Attachment

Finding 13

Fund Reconciliation Policy

As required by Article 34 Code of Federal Regulation (CFR) 668.15 and (CFR) 668.16, a separation in the functions and operations of the Financial Aid Department and the Business Office is required.

In order to accomplish these separations at Lindsey Hopkins Technical Education Center, the duties of the Financial Aid Department and the Business Office have been more clearly divided among the different individuals in each area of the two areas in order to reduce the risk of error or inappropriate action.

The responsibilities for related transactions have been divided among the various employees so that one employee's work serves as a check on the work of other employees. Thereby, as their duties are clearly separated, there is a heightened checks and balances in the administering of Title IV funds.

As required by federal regulations, we have separated the functions of authorizing payments and disbursing funds so that no single office or individual exercises both functions for any student receiving FSA funds.

The functions of the Financial Aid Department and Business Office are being performed by individuals who are not members of the same family, who do not together exercise substantial control over the school, and who are organizationally independent.

The individuals with the designated responsibilities for authorizing or disbursing FSA funds, are not performing both the authorization and disbursement functions.

Accordingly, no one person has the ability to change data that affects both the authorization and disbursement of Title IV funds.

Below is the breakdown of duties for the members of our Financial Aid Department and Business Office.

Financial Aid Officers / Financial Aid Department Duties

- Assist students and parents with preparing FAFSA and provide information of types of aids available
- Assist student with preparing district Financial Aid application and Required to Know form
- Review and verify Institutional Student Information Report (ISIR)
- Collect and review documentation needed for Verification
- Prepare and maintain student Financial Aid Folders
- Determine student eligibility for Financial Aid
- Verify Expected Family Contribution
- Verify student US Residency
- Monitor and hold meetings with students regarding Satisfactory Academic Progress (SAP)
- Receive student tax documents
- Process Certification of Zero Income form if needed
- Prepare Federal Grant Disbursement Authorization form (Student Name, Id #, Pell Award Amount)
- Submit Federal Grant Disbursement Authorization form to Business Office for processing
- Review checks for accuracy prior to delivery to cashier
- Request G5 Funds for disbursement
- Prepare and maintain Student Account Ledgers
- Process R2T4 for students who have withdrawn
- Perform Reconciliation in conjunction with Business Office
- Verify Cost of Attendance for all programs on an annual basis
- Keep current on changes in federal Financial Aid procedures and regulations
- Review institutional policies and procedures in order to stay current
- Have procedure to monitor and stay updated on career/technical program changes

Business Manager / Business Office Duties

- Maintain a system of internal controls for proper checks and balances
- Maintain records to ensure clear audit trail
- Maintain a system of student accounts that records charges, credits, and amounts due in the VACS system
- Prepare Student Refunds
- View only access in order to review G5 funds available
- Finalize the Federal Grant Disbursement Authorization form (Tuition, Amount Check, Check #)
- Prepare student checks based on deduction of amount for tuition, fees, and outstanding balances
- Review G5 System for verification of deposited funds and date
- Review COD System for requesting, recording, and reconciling financial aid funds
- Perform Reconciliation in conjunction with Financial Aid Office

Finding 14- Document is attached as Finding 14 Attachment

Finding 15 – Document is attached as Finding 15 Attachment

Finding 16

Consumer Information Policy

In accordance to Article 34 Code of Federal Regulation (CFR) 668.41-43 each year schools must distribute to all enrolled students a notice of the availability of the Consumer Information it must provide in the following general categories:

- General disclosures for enrolled or prospective students
- Annual Security Report
- Family Educational Rights and Privacy Act (FERPA)

In order to accomplish this requirement to effectively disseminate all of the required Consumer Information to current and prospective students, Lindsey Hopkins Technical Education Center has reviewed, revised, and updated the information which appears both in our school catalog and the various pages of our school website.

As part of the opening of each trimester, student orientation sessions are held in which all students participate in. As part of our opening of trimester and follow-up orientation sessions every student will receive the attached "Student's Acknowledgment of Receipt" sheet. Students will be instructed to review, sign, and date the sheet and to return the completed sheet within three (3) days to our Registration Department where the "Student's Acknowledgment of Receipt" sheets for each student will be filed and stored.

The "Student's Acknowledgment of Receipt" sheet will provide every student at Lindsey Hopkins Technical Education Center with the school's website address in order for them to access and review each of the various aspects of the Consumer Information section and School Catalog found on our school's website

Lindsey Hopkins Technical Education Center

Student's Acknowledgment of Receipt

Each student enrolled at Lindsey Hopkins Technical Education Center must complete and return this page to the Registration Department located in Room C-106 in order to acknowledge the receipt of **Lindsey Hopkins Technical Education Center's website address to access Consumer Information:**

http://lindsey.dadeschools.net/consumer_info.htm

In order to electronically access and review the following important Consumer Information:

- General Disclosures for Enrolled or Prospective Students
- Clery Act Disclosure / Annual Security Report
- Family Educational Rights and Privacy Act (FERPA)
- Student Right-to-Know Act / Completion - Graduation Rate
- Retention Rate; Placement Rate and Types
- Verification Requirements
- Refund Policy / Return to Title IV Policy

I acknowledge receipt of **Lindsey Hopkins Technical Education Center's website address above** in order to electronically access and review the school's **Consumer Information**

Student's Printed Name

Date

Student's Signature

Student ID Number



**RETURN THIS COMPLETED FORM
TO THE REGISTRATION DEPARTMENT
IN ROOM C-106 WITHIN THREE DAYS
UPON RECEIPT OF THE SCHOOL'S
WEBSITE INFORMATION**



Finding 17

Clery Act Policy

Lindsey Hopkins Technical Education Center (LHTEC) is under the auspices of the School Board of Miami-Dade County Florida and must adhere to Federal, State and School Board Policies and Procedures governing the security and safety of students, employees and visitors on school grounds. The *Jeanne Clery Disclosure Security Policy and Campus Statistics Act* is a federal statute requiring post-secondary institutions, colleges and universities participating in federal financial aid programs to maintain and disclose campus crime statistics and security information.

LHTEC must make this report available to the campus community including current and prospective students, faculty and staff. In addition, the school must annually submit to the *U.S. Department of Education (USDOE)* its campus crime statistics, which is compiled using the FBI's *Uniform Crime Reporting Handbook (UCR)* and *Hate Crime Data Collection Guidelines*. These statistics are made available to the public at: <http://ope.ed.gov/security/>.

The crime statistics for LHTEC are maintained and provided by the *Miami-Dade Schools Police (MDSP) Department* which has jurisdiction for all of the district's public schools. MDSP police works closely with the Miami Dade Police Department and other municipal police departments to respond to school incidents and emergencies as part of City Compacts and MOUS established with the numerous municipalities in Dade County Florida.

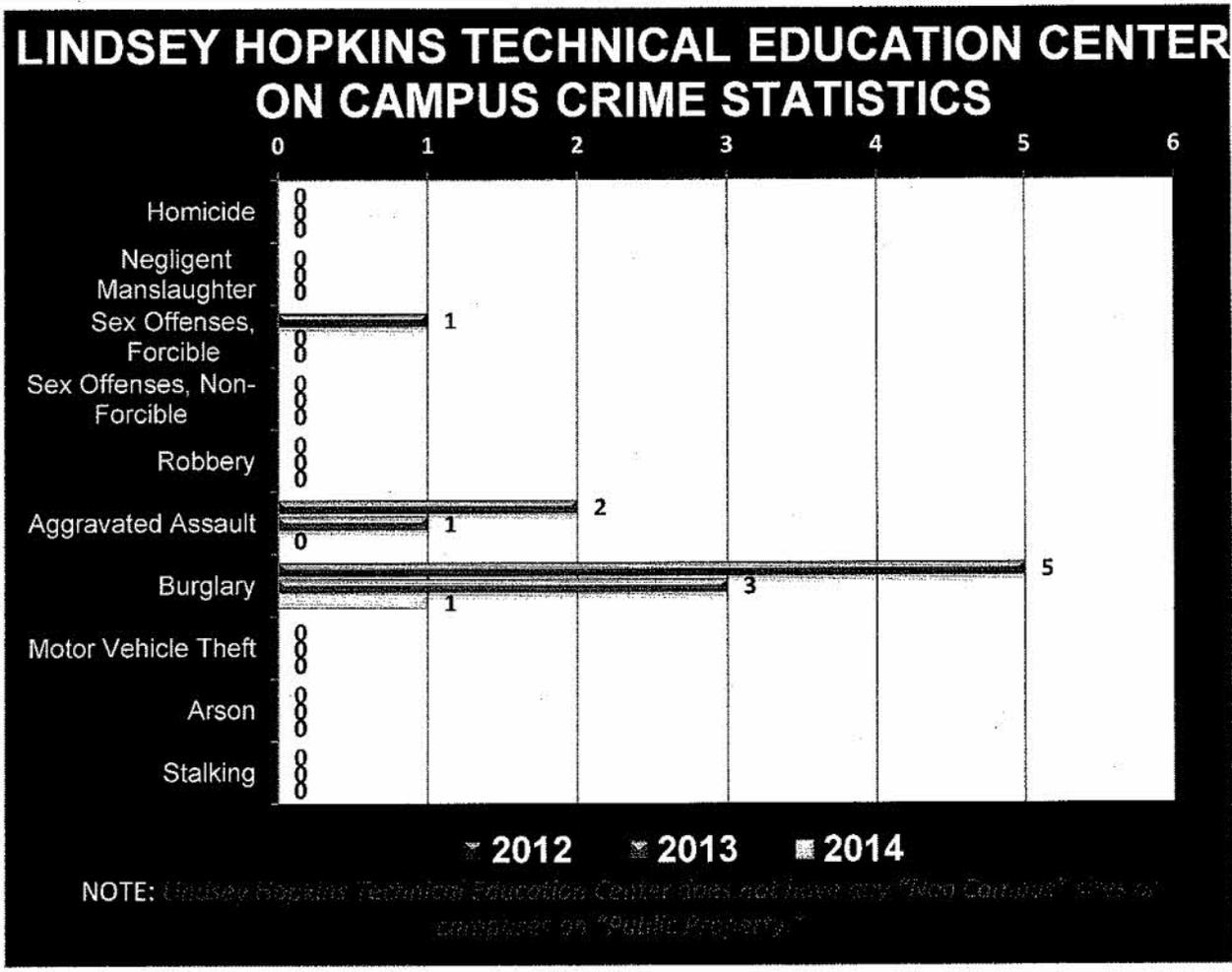
The MDSP provides LHTEC the crime statistics required to complete the *Annual Security Report (ASR)* mandated by the *Clery Act* for the last three calendar years. The report is made available to the public, employees, faculty and staff at <http://lindsey.dadeschools.net>. A hardcopy of the report can be obtained from the Office of Building Operations located in Building E, Room 112. The school will notify all students, faculty and staff of the availability of the annual report once it is finalized and submitted to the USDOE.

In addition to the police department, LHTEC has uniformed security officers that have the authority to ask persons for identification and to determine whether individuals have lawful business at the school. Safety and Security Officers do not possess the arrest power over and above the average citizen. Criminal incidents are reported to MDSP which documents these incidents via the Police Offense Incident Reports. School administrators also document incidents using the *District's Automated Incident Response System (AIRS)* which archives and maintains a log of all major incidents for district schools.

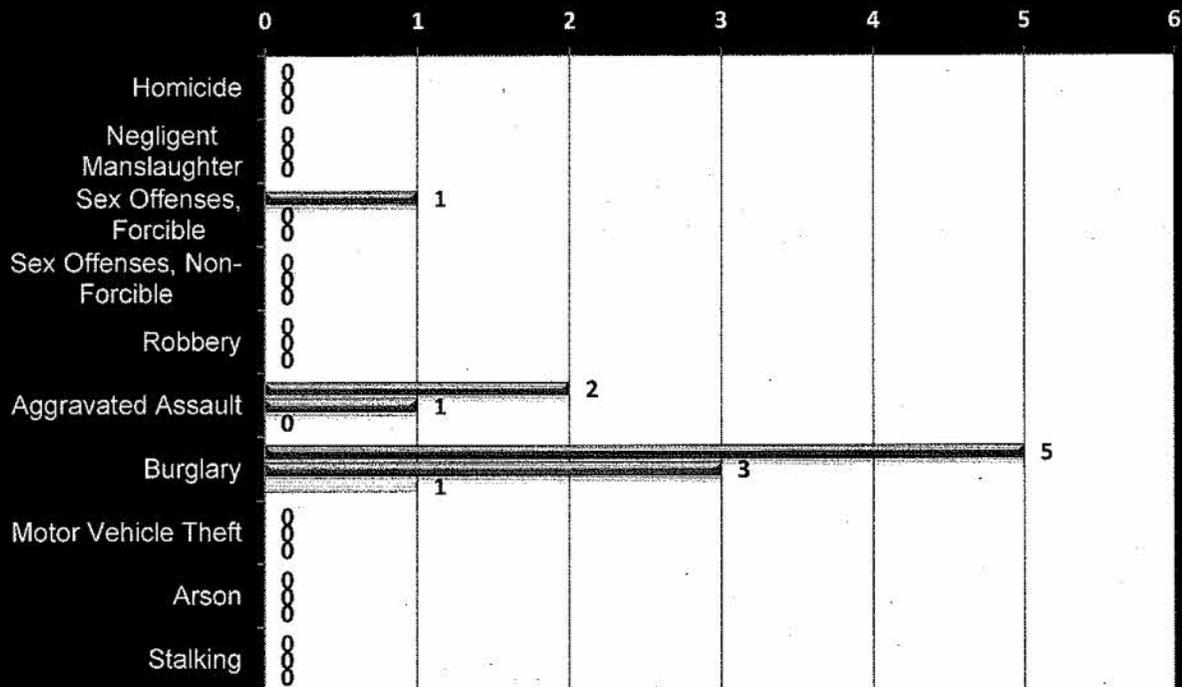
During normal business hours the school is open to students, parents, employees, contractors, guest and invitees. All students and staff must wear a school issued Identification card at all times. All visitors and guest must register at the security desk located at the main entrances of the school.

The *Clery Compliance* is a component of the School's Safety and Security Procedures mandated by the School Board of Miami-Dade County. These procedures can be found in the School's Catalog and accessed at <http://lindsey.dadeschools.net>. Additionally all students and employees must adhere to *School Board Bylaws and Policies* governing *Administration (Policy 1000)*, *Instructional Staff (Policy 3000)*, *Support Staff (Policy 4000)*, *Students (Policy 5000)* and *Operations (Policy 8000)* which encompasses security and safety. School Board Bylaws and Policies can be accessed at www.dadeschools.net.

The school must also adhere to school *Board Policy 8400-Critical Response/Emergency Procedures*. LHTEC must develop and submit to selected district offices including the School's Police a School-Based Critical Incident Response Team Profile. The Profile identifies school employees who are assigned roles and responsibilities should a critical incident or emergency arise.



LINDSEY HOPKINS TECHNICAL EDUCATION CENTER ON CAMPUS CRIME STATISTICS



2012
 2013
 2014

NOTE: Lindsey Hopkins Technical Education Center does not have any "Non-Campus" sites or structures on "Public Property."

Finding 18

Drug and Alcohol Abuse Prevention Program

Lindsey Hopkins Technical Education Center is committed to providing a safe and healthy learning environment for all our faculty, staff, and students. Our institution recognizes that the improper use of alcohol and drugs will interfere with the school's mission and vision by negatively affecting the health and safety of our faculty, staff, and students. It is due to the harm caused by excessive and illegal use of alcohol and drugs that Lindsey Hopkins Technical Education Center has a vested interest in enforcing rules to prohibit the unlawful use, possession, and distribution of these and the penalties that address violations as indicated in the district Post-Secondary Code of Student Conduct and described in district board policies for employees.

All faculty, staff, and students also are governed by district policy and federal, state, and local laws, and will be held accountable for any illegal use or possession of alcohol and drugs. It is the responsibility of all faculty, staff, and students to be aware of these laws. Employees, students, and campus visitors may not unlawfully manufacture, consume, possess, sell, distribute, transfer or be under the influence of alcohol, drugs, or other controlled substances on school property, while driving a school vehicle or while otherwise engaged in any school activity or business.

Any person taking prescription drugs or over-the-counter medication is personally responsible for ensuring that while taking such drugs or medications, he or she is not a safety risk to themselves and others while on school property, while driving a school or privately owned vehicle on campus, or while otherwise engaged in any school related activity. It is illegal to misuse prescription medication, thru the continued use of the medication when the prescription is no longer valid, using prescribed drugs contrary to the prescription, and giving or selling prescribed drugs to another person.

Alcohol and Drug Prevention Strategies / Support

Lindsey Hopkins Technical Educational Center uses the dissemination of information as well as both group and individual counseling in order to discourage and bring awareness to the harmful consequences of alcohol abuse and drug use. Our school guidance counselors and district Office of Employee Assistance staff offer general guidance and referrals to alcohol / drug abuse community agencies to our faculty, staff, and students with alcohol or other drug-related problems in order to seek rehabilitation and treatment.

These include:

- Providing individual and group education, prevention, and awareness activities.
- Providing individual counseling sessions.
- Providing group peer counseling sessions.
- Creating a health-promoting environment throughout the school.
- Enforcing district policies and local, state, and federal laws to address the dangers of alcohol and drug use.
- Providing early intervention and referral to community agencies for rehabilitation and treatment.

HEALTH RISKS

The abuse of alcohol and use of drugs increases the risk for a number of health-related and other medical, behavioral and social problems. Below is a general description of the health risks associated with alcohol and drug use.

ALCOHOL Can cause short term effects such as loss of concentration and judgment; slowed reflexes; disorientation leading to higher risk of accidents and problem behavior; long term effects include risk of liver and heart damage, malnutrition, cancer and other illnesses; can be highly addictive to some persons.

AMPHETAMINES Can cause short term effects such as rushed, careless behavior and pushing beyond your physical capacity, leading to exhaustion; tolerance increases rapidly; long term effects include physical and psychological dependence and withdrawal can result in depression and suicide; continued high doses can cause heart problems, infections, malnutrition and death.

CANNABIS Can cause short term effects such as slow reflexes; increase in forgetfulness; alters judgment of space and distance; aggravate pre-existing heart and/or mental health problems; long term health effects include permanent damage to lungs, reproductive organs and brain function; Can interfere with physical, psychological, social development of young users.

COCAINE (crack) Can cause short terms effects such as impaired judgment; increased breathing, heart rate, heart palpitations; anxiety, restlessness, hostility, paranoia, confusion; long term effects may include damage to respiratory and immune systems; malnutrition, seizures and loss of brain function; highly addictive.

DESIGNER DRUGS/SYNTHETIC CANNABINOIDS (bath salts, K2, spice) Can cause short term effects such as elevated heart rate, blood pressure and chest pain; hallucinations, seizures, violent behavior and paranoia; may lead to lack of appetite, vomiting and tremor; long-term use may result in kidney/liver failure, increased risk of suicide and death.

HALLUCINOGENS (PCP, LSD, ecstasy, dextromethorphan) Can cause extreme distortions of what's seen and heard; induces sudden changes in behavior, loss of concentration and memory; increases risk of birth defects in user's children; overdose can cause psychosis, convulsions, coma and death. Frequent and long-term use can cause permanent loss of mental function.

INHALANTS (nitrous oxide, amyl nitrite, butyl nitrite, chlorohydrocarbons, hydrocarbons) Can cause short term effects such as nausea, dizziness, fatigue, slurred speech, hallucinations or delusions; may lead to rapid and irregular heart rhythms, heart failure and death; long-term use may result in loss of feeling, hearing and vision; can result in permanent damage to the brain, heart, lungs, liver and kidneys.

OPIATES/NARCOTICS (heroin, morphine, opium, codeine, oxycodone, china white) Can cause physical and psychological dependence; overdose can cause coma, convulsions, respiratory arrest and death; long term use leads to malnutrition, infection and hepatitis; sharing needles is a leading cause of the spread of HIV and hepatitis; highly addictive, tolerance increases rapidly.

SEDATIVES Can cause reduced reaction time and confusion; overdose can cause coma, respiratory arrest, convulsions and death; withdrawal can be dangerous; in combination with other controlled substances can quickly cause coma and death; long term use can produce physical and psychological dependence; tolerance can increase rapidly.

TOBACCO (cigarettes, cigars, chewing tobacco) Can cause diseases of the cardiovascular system, in particular smoking being a major risk factor for a myocardial infarction (heart attack), diseases of the respiratory tract such as Chronic Obstructive Pulmonary Disease (COPD) and emphysema, and cancer, particularly lung cancer and cancers of the larynx and mouth; nicotine is highly addictive.

Penalties / Disciplinary Sanctions

The use, illegal possession and distribution of alcohol and drugs increase the risks for behavioral, social, and legal problems resulting in penalties, disciplinary action, and other legal penalties.

Violations of federal, state, or local laws and school district policies related to the use, illegal possession, and illegal distribution of alcohol and drugs may result in misdemeanor or felony convictions accompanied by the imposition of legal sanctions, which include, but are not limited to, the following:

- Suspension or Dismissal from school;
- Suspension or Termination from employment;
- Required attendance at substance abuse education or treatment program;
- Fines as determined under local, state, or federal laws;
- Loss of driving privileges;
- Imprisonment, including up to life imprisonment, for possession or trafficking in drugs;
- Forfeiture of personal and real property;
- Denial of federal benefits such as student financial aid;

Procedures for Biennial Review of Drug and Alcohol Abuse Prevention Program

Lindsey Hopkins Technical Education Center (LHTEC) will conduct a biennial review of its Drug and Alcohol Abuse Prevention program in accordance to 668.14 (c) Title 34 Code of Federal Regulations (CFR) Part 86 Subpart B to ensure compliance with Title IV of the Higher Education Act (HEA) program. The school's program must also be in compliance with School Board of Miami-Dade County Florida Bylaws and Policies regarding Drug Free Schools and Work Place. School Board Bylaws and Policies can be accessed at www.dadeschools.net.

The biennial review will be assigned and conducted by the assistant principal responsible for the Office of Student Services. This office will review all counselors' logs to determine the number of students requesting assistance with drug or alcohol abuse or related problems. They will also review all teacher student referrals to the administration for violations to the Post-Secondary Code of Student Conduct related to drug or alcohol abuse or related issues.

The school will also participate in the District's Red Ribbon Campaign on drug and alcohol abuse that is held every year. This is a national campaign that is considered a best practice in addressing drug and alcohol abuse. Under the direction of the Activities Director, the school will display posters and materials throughout the school as part of the campaign. Guest speakers will be invited to address students on the dangers of drug and alcohol abuse.

Drug abuse prevention materials and information will be readily available in the Office of Students Services for students to read and take as appropriate. Materials are provided to schools by the District's Office of Student Services that also provides a list of community based organizations and agencies that support the drug and alcohol abuse initiatives of our schools.

A survey will be developed to assess student's and employee's opinion on the effectiveness of the school's drug and alcohol abuse prevention program. Survey's will be analyzed and shared with students and faculty.

Based on the analysis of the survey and recommendations from students, faculty, staff and administrators, revisions and updates to the school's Drug and Alcohol Abuse Prevention program will be made.

The Assistant Principal and his staff will also conduct a research to identify and review evidence based intervention programs and publications that can support the school's effort to establish an effective alcohol and drug prevention program. Research and studies provided by the Substance Abuse and Mental Health Services Administration, the National Institute on Drug Abuse, The Rand Corporation's Drug Policy Research Center Brief on the Benefits of School –Based Drug Prevention Programs, and other targeted prevention approaches to select and implement best practices.

Faculty and Staff referrals to the Employee Assistance Program are confidential and school cannot determine how many employees were referred and/or submitted self-referrals for assistance. Employees are provided the Faculty and Staff Handbook which delineates and addresses school policy and drug and alcohol abuse and access to the Employee Assistance Program (EAP). Information on the EAP can be accessed at <http://pers.dadeschools.net/eap/Employees.asp>.

Finding 19

Administrative Competency and Support

The principal of Lindsey Hopkins Technical Education Center will assign an administrator to oversee the Financial aid Office's operation. Both administrators will take time to become familiar with the policies and regulations of the Code of Federal Regulations pertaining to the Title IV program by perusing the FSA website, the federal financial handbooks, and all documents related to the Title IV program.

In addition, the administrators have been communicating with other colleagues for best practices and to plan mock reviews in order to ensure that all procedures are being followed accordingly.

The administrators will hold monthly meetings with the financial aid officers to monitor compliance, reiterate the procedures, randomly check students' folders and other documents, and keep up with updates for the Title IV program.

Furthermore, one administrator will attend the Federal Financial Conference in December; and both administrators will take turn to attend the monthly financial aid meetings conducted by Miami-Dade County Public Schools, Office of Career and Technical Education that cover topics about federal, state, and district financial aid procedures, new trends, and compliance issues.

Final Program Review Determination
PRCN #: 201420428510

Appendix E

FEDWIRE Form/Instructions

**DEPARTMENT OF EDUCATION
FED-WIRE EFT MESSAGE FORMAT & INSTRUCTIONS**

ABA Number 021030004	Type/Sub-Type
Sender No.:	Sender Ref. No.
	Amount 1

Sender Name (Automatically inserted by the Federal Reserve Bank)

Treasury Department Name/CTR/
TREAS NYC / CTR /

BNF=ED / AC - 91020001 OBI=

Name / City / State:

②

DUNS / TIN:

③

FOR:

④

INSTRUCTIONS

A. Complete circled items 1-4 above as follows:

- ① Indicate amount including cents digits.
- ② Indicate Name, City, and State.
- ③ Indicate DUNS Number and Taxpayer Identification Number (TIN).
- ④ Enter the reason for the remittance: Bill Number / Document Number / Other.

B. Provide the sending bank with a copy of the completed form. This form contains other information the bank will need to transmit the FEDWIRE message.

Final Program Review Determination
PRCN #: 201420428510

Appendix F
Cost of Funds Worksheet

Institution Name

OPE ID

Appendix [] - Ineligible Disbursements (Non-Loan) - Cost of Funds and ACA

Ineligible Disbursements (Non-Loan) - Cost of Funds and Administrative Cost Allowance

Name of Institution: Lindsey Hopkins

No.	Description/Name	Ineligible Disbrsmnt	Program	Disburseme nt Date	Return Paid Date	No. of Days	Imputed CVFR	Federal Share	To ED	To Inst Accounts
2		\$1,387.50	Pell Grant	8/5/2013	4/23/2014	261	1.00%	\$ 1,387.50	\$ 9.92	\$ -
2		\$1,387.50	Pell Grant	7/31/2013	4/23/2014	266	1.00%	\$ 1,387.50	\$ 10.11	\$ -
2		\$1,387.50	Pell Grant	6/7/2013	4/23/2014	320	1.00%	\$ 1,387.50	\$ 12.17	\$ -
2		\$203.00	Pell Grant	4/24/2013	4/23/2014	364	1.00%	\$ 203.00	\$ 2.02	\$ -
2		\$437.50	Pell Grant	10/1/2013	4/23/2014	204	1.00%	\$ 437.50	\$ 2.45	\$ -
2		\$925.00	Pell Grant	4/24/2013	4/23/2014	364	1.00%	\$ 925.00	\$ 9.23	\$ -
2		\$1,387.50	Pell Grant	4/25/2013	4/23/2014	363	1.00%	\$ 1,387.50	\$ 13.80	\$ -
2		\$1,387.50	Pell Grant	7/25/2013	4/23/2014	272	1.00%	\$ 1,387.50	\$ 10.34	\$ -
2		\$5,645.00	Pell Grant	8/25/2014	10/11/2014	47	1.00%	\$ 5,645.00	\$ 7.27	\$ -
2		\$575.00	Pell Grant	9/3/2013	4/23/2014	232	1.00%	\$ 575.00	\$ 3.66	\$ -

Total Ineligible \$14,723.00

Totals
ACA Liability \$ 80.97 \$ -

Campus-Based Amounts Spent (from FISAP, Part VI, Section B)

Federal FWS
 Federal SEOG
 Federal Perkins

Total C-B Spent \$ -
 ACA Percentage

	Total	Federal Share
Pell	\$ 14,723.00	\$ 14,723.00
ACG	\$ -	\$ -
SMART	\$ -	\$ -
TEACH	\$ -	\$ -
FWS	\$ -	\$ -
FSEOG	\$ -	\$ -
Perkins	\$ -	\$ -
FWS-50% Match	\$ -	\$ -
FWS-No Match	\$ -	\$ -
FSEOG-No Match	\$ -	\$ -
Perkins-No Match	\$ -	\$ -

Total Campus-Based \$ - \$ -

Interest Breakdown

Pell Grants	\$ 80.97	\$ -
ACG	\$ -	\$ -
SMART	\$ -	\$ -
TEACH	\$ -	\$ -
FWS	\$ -	\$ -
FSEOG	\$ -	\$ -
Perkins	\$ -	\$ -
FWS-50% Match	\$ -	\$ -
FWS-No Match	\$ -	\$ -
FSEOG-No Match	\$ -	\$ -
Perkins-No Match	\$ -	\$ -

ACA Breakdown

FWS	
FSEOG	
Perkins	
FWS-50% Match	
FWS-No Match	
FSEOG-No Match	
Perkins-No Match	

Institution Name

OPE ID

Appendix [] - Ineligible Disbursements (Non-Loan) - Cost of Funds and ACA

Ineligible Disbursements (Non-Loan) - Cost of Funds and Administrative Cost Allowance

Name of Institution: Lindsey Hopkins

No.	Description/Name	Ineligible Disbrmnt	Program	Disburseme nt Date	Return Paid Date	No. of Days	Imputed CVFR	Federal Share	To ED	To Inst Accounts
4		\$ 925.00	Pell Grant	12/19/13	4/23/2014	125	1.00%	\$ 925.00	\$ 3.17	\$ -
4		\$ 1,305.50	Pell Grant	7/31/13	4/23/2014	266	1.00%	\$ 1,305.50	\$ 9.52	\$ -
4		\$ 2,775.00	Pell Grant	4/18/13	4/23/2014	370	1.00%	\$ 2,775.00	\$ 28.13	\$ -
4		\$ 1,850.00	Pell Grant	12/20/12	4/23/2014	489	1.00%	\$ 1,850.00	\$ 24.79	\$ -
4		\$ 2,822.50	Pell Grant	7/31/13	4/23/2014	266	1.00%	\$ 2,822.50	\$ 20.57	\$ -
4		\$ 2,775.00	Pell Grant	12/20/12	4/23/2014	489	1.00%	\$ 2,775.00	\$ 37.18	\$ -
4		\$ 1,411.25	Pell Grant	4/17/14	4/23/2014	6	1.00%	\$ 1,411.25	\$ 0.23	\$ -
4		\$ 1,411.25	Pell Grant	4/18/13	4/23/2014	370	1.00%	\$ 1,411.25	\$ 14.31	\$ -
4		\$ 645.75	Pell Grant	8/1/12	4/23/2014	630	1.00%	\$ 645.75	\$ 11.15	\$ -
4		\$ 1,411.25	Pell Grant	7/31/13	4/23/2014	266	1.00%	\$ 1,411.25	\$ 10.29	\$ -
4		\$ 940.74	Pell Grant	12/19/13	4/23/2014	125	1.00%	\$ 940.74	\$ 3.22	\$ -
4		\$ 1,387.50	Pell Grant	7/31/13	4/23/2014	266	1.00%	\$ 1,387.50	\$ 10.11	\$ -

Total Ineligible \$19,660.74

Totals \$ 172.67 \$ -

ACA Liability

Campus-Based Amounts Spent (from FISAP, Part VI, Section B)

Federal FWS	
Federal SEOG	
Federal Perkins	

Total C-B Spent \$ -
 ACA Percentage

	Total	Federal Share
Pell	\$ 19,660.74	\$ 19,660.74
ACG	\$ -	\$ -
SMART	\$ -	\$ -
TEACH	\$ -	\$ -
FWS	\$ -	\$ -
FSEOG	\$ -	\$ -
Perkins	\$ -	\$ -
FWS-50% Match	\$ -	\$ -
FWS-No Match	\$ -	\$ -
FSEOG-No Match	\$ -	\$ -
Perkins-No Match	\$ -	\$ -

Total Campus-Based \$ - \$ -

Interest Breakdown

Pell Grants	\$ 172.67	\$ -
ACG	\$ -	\$ -
SMART	\$ -	\$ -
TEACH	\$ -	\$ -
FWS	\$ -	\$ -
FSEOG	\$ -	\$ -
Perkins	\$ -	\$ -
FWS-50% Match	\$ -	\$ -
FWS-No Match	\$ -	\$ -
FSEOG-No Match	\$ -	\$ -
Perkins-No Match	\$ -	\$ -

ACA Breakdown

FWS	
FSEOG	
Perkins	
FWS-50% Match	
FWS-No Match	
FSEOG-No Match	
Perkins-No Match	

Institution Name

OPE ID

Appendix [] - Late or Unmade Returns (Non-Loan) - Cost of Funds

Late or Unmade Returns (Non-Loan) - Cost of Funds

complete

Name of Institution:

Lindsey Hopkins

Note: the withdrawal date is necessary to determine if an institution has 30 (default) or 45 days to return funds

No.	Description/Name	Return Amount	Program	W/D Date	Institution Det Date	Return Paid Date	Return Due Date	Days Late	Imputed CVFR	Federal Share	To ED	To Inst Accounts
7		\$34.51	Pell Grant	09/10/13	9/10/2013	4/23/2014	10/25/13	180	1.00%	\$ 34.51	\$ 0.17	\$ -
8		\$ 415.53	Pell Grant	12/17/13	2/21/14	4/23/2014	04/07/14	16	1.00%	\$ 415.53	\$ 0.18	\$ -
8		\$ 384.72	Pell Grant	7/18/13	2/21/14	4/23/2014	04/07/14	16	1.00%	\$ 384.72	\$ 0.17	\$ -
8		\$ 1,109.25	Pell Grant	03/19/14	03/19/14	4/23/2014	05/03/14	0	1.00%	\$ 1,109.25	\$ -	\$ -
8		\$ 1,778.17	Pell Grant	11/01/13	11/01/13	4/23/2014	12/16/13	128	1.00%	\$ 1,778.17	\$ 6.24	\$ -
8		\$ 111.86	Pell Grant	10/29/12	10/29/12	4/23/2014	12/13/12	496	1.00%	\$ 111.86	\$ 1.52	\$ -
8		\$ 308.03	Pell Grant	3/14/13	4/30/14	4/23/2014	06/14/14	0	1.00%	\$ 308.03	\$ -	\$ -
8		\$ 200.00	Pell Grant	7/31/13	4/30/14	4/23/2014	06/14/14	0	1.00%	\$ 200.00	\$ -	\$ -
8		\$ 432.15	Pell Grant	6/18/13	4/30/14	4/23/2014	06/14/14	0	1.00%	\$ 432.15	\$ -	\$ -
8		\$ 616.05	Pell Grant	9/27/12	4/30/14	4/23/2014	06/14/14	0	1.00%	\$ 616.05	\$ -	\$ -
8		\$ 39.47	Pell Grant	10/29/12	4/30/14	4/23/2014	06/14/14	0	1.00%	\$ 39.47	\$ -	\$ -
8		\$ 1,548.50	Pell Grant	5/8/12	4/30/14	4/23/2014	06/14/14	0	1.00%	\$ 1,548.50	\$ -	\$ -
8		\$ 106.95	Pell Grant	5/6/13	4/30/14	4/23/2014	06/14/14	0	1.00%	\$ 106.95	\$ -	\$ -
8		\$ 204.92	Pell Grant	9/13/12	4/30/14	4/23/2014	06/14/14	0	1.00%	\$ 204.92	\$ -	\$ -
8		\$ 925.00	Pell Grant	8/21/12	4/30/14	4/23/2014	06/14/14	0	1.00%	\$ 925.00	\$ -	\$ -
8		\$ 203.04	Pell Grant	5/20/13	4/30/14	4/23/2014	06/14/14	0	1.00%	\$ 203.04	\$ -	\$ -

Total Returns \$ 8,418.15

Total Campus-Based \$ -

Totals By Program

Pell Grant \$ 8,418.15

FSEOG \$ -

Perkins \$ -

ACG \$ -

SMART \$ -

TEACH \$ -

FSEOG-No Match \$ -

Perkins-No Match \$ -

Totals

\$ 8.28 \$ -

Interest Breakdown

Pell Grant \$ 8.28 \$ -

FSEOG \$ - \$ -

Perkins \$ - \$ -

ACG \$ - \$ -

SMART \$ - \$ -

TEACH \$ - \$ -

FSEOG-No Match \$ - \$ -

Perkins-No Match \$ - \$ -

Ineligible Disbursements (Non-Loan) - Cost of Funds and Administrative Cost Allowance

Name of Institution: Lindsey Hopkins

No.	Description/Name	Ineligible Disbrsmnt	Program	Disburseme nt Date	Return Paid Date	No. of Days	Imputed CVFR	Federal Share	To ED	To Inst Accounts
14		\$ 8,300.00	Pell Grant	6/30/2013	4/23/2014	297	1.00%	\$ 8,300.00	\$ 67.54	\$ -
14		\$ 2,775.00	Pell Grant	6/30/2013	4/23/2014	297	1.00%	\$ 2,775.00	\$ 22.58	\$ -
14		\$ 1,550.00	Pell Grant	6/30/2013	4/23/2014	297	1.00%	\$ 1,550.00	\$ 12.61	\$ -
14		\$ 1,387.50	Pell Grant	6/30/2013	4/23/2014	297	1.00%	\$ 1,387.50	\$ 11.29	\$ -
14		\$ 101.52	Pell Grant	6/30/2013	4/23/2014	297	1.00%	\$ 101.52	\$ 0.83	\$ -
14		\$ 6,937.50	Pell Grant	6/30/2013	4/23/2014	297	1.00%	\$ 6,937.50	\$ 56.46	\$ -
14		\$ 58.00	Pell Grant	6/30/2013	4/23/2014	297	1.00%	\$ 58.00	\$ 0.47	\$ -
14		\$ 1,387.50	Pell Grant	6/30/2013	4/23/2014	297	1.00%	\$ 1,387.50	\$ 11.29	\$ -
14		\$ 8,325.00	Pell Grant	6/30/2013	4/23/2014	297	1.00%	\$ 8,325.00	\$ 67.75	\$ -
14		\$ 375.00	Pell Grant	6/30/2013	4/23/2014	297	1.00%	\$ 375.00	\$ 3.05	\$ -
14		\$ 1,125.00	Pell Grant	6/30/2013	4/23/2014	297	1.00%	\$ 1,125.00	\$ 9.16	\$ -
14		\$ 2,775.00	Pell Grant	6/30/2013	4/23/2014	297	1.00%	\$ 2,775.00	\$ 22.58	\$ -
14		\$ 5,537.50	Pell Grant	6/30/2013	4/23/2014	297	1.00%	\$ 5,537.50	\$ 45.06	\$ -
14		\$ 4,800.00	Pell Grant	6/30/2013	4/23/2014	297	1.00%	\$ 4,800.00	\$ 39.06	\$ -
14		\$ 8,325.00	Pell Grant	6/30/2013	4/23/2014	297	1.00%	\$ 8,325.00	\$ 67.75	\$ -
14		\$ 1,387.50	Pell Grant	6/30/2013	4/23/2014	297	1.00%	\$ 1,387.50	\$ 11.29	\$ -
14		\$ 1,387.50	Pell Grant	6/30/2013	4/23/2014	297	1.00%	\$ 1,387.50	\$ 11.29	\$ -
14		\$ 8,325.00	Pell Grant	6/30/2013	4/23/2014	297	1.00%	\$ 8,325.00	\$ 67.75	\$ -
14		\$ 2,935.00	Pell Grant	6/30/2013	4/23/2014	297	1.00%	\$ 2,935.00	\$ 23.98	\$ -
14		\$ 2,550.00	Pell Grant	6/30/2013	4/23/2014	297	1.00%	\$ 2,550.00	\$ 20.75	\$ -
14		\$ 4,162.50	Pell Grant	6/30/2013	4/23/2014	297	1.00%	\$ 4,162.50	\$ 33.87	\$ -
14		\$ 1,387.50	Pell Grant	6/30/2013	4/23/2014	297	1.00%	\$ 1,387.50	\$ 11.29	\$ -
14		\$ 1,375.00	Pell Grant	6/30/2013	4/23/2014	297	1.00%	\$ 1,375.00	\$ 11.19	\$ -
14		\$ 3,101.00	Pell Grant	6/30/2013	4/23/2014	297	1.00%	\$ 3,101.00	\$ 25.24	\$ -
14		\$ 1,387.50	Pell Grant	6/30/2013	4/23/2014	297	1.00%	\$ 1,387.50	\$ 11.29	\$ -
14		\$ 1,275.00	Pell Grant	6/30/2013	4/23/2014	297	1.00%	\$ 1,275.00	\$ 10.38	\$ -

Total Ineligible **\$83,033.02**

Totals
 ACA Liability **\$ 675.70** **\$ -**

Campus-Based Amounts Spent (from FISAP, Part VI, Section B)

Federal FWS	
Federal SEOG	
Federal Perkins	

Total C-B Spent **\$ -**
 ACA Percentage

	Total	Federal Share
Pell	\$ 83,033.02	\$ 83,033.02
ACG	\$ -	\$ -
SMART	\$ -	\$ -
TEACH	\$ -	\$ -
FWS	\$ -	\$ -
FSEOG	\$ -	\$ -
Perkins	\$ -	\$ -
FWS-50% Match	\$ -	\$ -
FWS-No Match	\$ -	\$ -
FSEOG-No Match	\$ -	\$ -
Perkins-No Match	\$ -	\$ -

Total Campus-Based **\$ -** **\$ -**

Interest Breakdown

Pell Grants	\$ 675.70	\$ -
ACG	\$ -	\$ -
SMART	\$ -	\$ -
TEACH	\$ -	\$ -
FWS	\$ -	\$ -
FSEOG	\$ -	\$ -
Perkins	\$ -	\$ -
FWS-50% Match	\$ -	\$ -
FWS-No Match	\$ -	\$ -
FSEOG-No Match	\$ -	\$ -
Perkins-No Match	\$ -	\$ -

ACA Breakdown

FWS	
FSEOG	
Perkins	
FWS-50% Match	
FWS-No Match	
FSEOG-No Match	
Perkins-No Match	

Final Program Review Determination
PRCN #: 201420428510

Appendix G

Finding #2 Spreadsheet



Lindsey Hopkins Technical Education Center

Finding 2

LAST	FIRST	Student's SSN	Student #	EFC Original	EFC New	Recalculat ed EFC	Date of Disbusme nts	Date of Disbusme nts	Date of Disbusme nts	Date of Disbusme nts	Award Year	Difference	Note				
				0	1409	yes need	11/19/12	04/24/13	08/26/13	08/30/13	"12/13	\$575					\$0
				0	0	no	5/22/13	08/05/13			"12/13	\$ 1,387.50					\$575
				0	0	no	7/31/12	09/05/13	09/16/13	09/23/13	"12/13	\$ 183.00	1204.5				\$1,388
				0	0	no	4/23/13	06/07/13			"12/13	\$ 240.00	1147.5				\$1,388
				0	0	no	9/18/12	04/24/13			"12/13	\$ 203.00					\$1,388
			3809	3809	3809	no	10/1/13				"12/13	\$ 437.50					\$203
				0	0	no	12/4/12	04/24/13			"12/13	\$ 925.00					\$438
				0	0	no	4/2/13				"12/13	\$ 1,387.50					\$925
				0	0	no	5/30/13	07/25/13			"12/13	\$ 189.85	1197.65				\$1,388
				0	0		11/14/13	03/05/14	06/05/14		"13/14	\$ 1,411.25	190	131.29	3912.42		\$1,388

Final Program Review Determination
PRCN #: 201420428510

Appendix H
Finding #4 Spreadsheet

								"12/13 AY	"13/14AY	
LAST	FIRST	Student's SSN	Program of Study	GPA	Rate	SAP Status	Date	Amount of Ineligible Title iv Funds Received	Amount of Ineligible Title iv Funds Received	Note
			Child Care	2.00	59.39%	Fail	12/19/13	\$ 925.00	\$ 940.74	4
			Fashion Design		45.85%	Fail	7/31/13		\$ 1,305.50	4
			Commercial	2.50	59.38%	Fail	4/18/13	\$ 2,775.00		4
			Fashion De	2.50	57.26%	Fail	12/20/12	\$ 1,850.00		4
			C S Tech	2.00	64.43%	Fail	7/31/13		\$ 2,822.50	4
			C S Tech	3.00	61.60%	Fail	12/20/12	\$ 2,775.00		4
			Culinary Ar	2.80	50.39%	Fail	4/17/14		\$ 1,411.25	4
			C S Tech	2.50	51.64%	Fail	4/18/13		\$ 1,411.25	4
			Electricity	2.70	58.27%	Fail	8/1/12		\$ 645.75	4
			Commercial	2.50	65.71%	Fail	7/31/13	\$ 1,411.25	\$ 1,387.50	4
Award Year Totals								9736.25	9924.49	
Finding Total								19660.74		

Final Program Review Determination
PRCN #: 201420428510

Appendix I

Finding #8 Spreadsheet

Last Name	First Name	Social Security Number	Award Year	Start Date	Withdrawal Date	Date of Determination	Amount of Aid awarded for the payment Period	Amount of Title IV to be refunded per the calculation, if applicable	Note
			"13/14	11/21/13	12/17/13	2/21/14	\$1,197.50	\$ 415.53	Return
			"13/14	5/16/13	7/18/13	2/21/14	\$2,822.50	\$ 384.72	Return
			"13/14	2/12/13	03/19/14	03/19/14	\$ 2,822.50	\$ 1,109.25	Return
			"13/14	8/19/13	11/01/13	11/01/13	\$ 2,822.50	\$ 1,778.17	Return
			"13/14	9/9/13	10/29/12	10/29/12	\$ 998.75	\$ 111.86	Return
								\$ 3,799.53	
			"12/13	1/9/13	3/14/13	4/30/14	\$ 2,775.00	\$ 308.03	Return
			"12/13	3/18/13	7/31/13	4/30/14	\$ 2,775.00	\$ 200.00	Return
			"12/13	4/22/13	6/18/13	4/30/14	\$ 2,542.50	\$ 432.15	Return
			"12/13	8/21/12	9/27/12	4/30/14	\$ 2,775.00	\$ 616.05	return
			"12/13	8/20/12	10/29/12	4/30/14	\$ 2,542.50	\$ 39.47	return
			"12/13	8/24/13	5/8/12	4/30/14	\$ 2,750.00	\$ 1,548.50	Return
			"12/13	4/29/13	5/6/13	4/30/14	\$ 2,542.50	\$ 106.95	Return
			"12/13	8/22/12	9/13/12	4/30/14	\$ 2,775.00	\$ 204.92	Return
			"12/13	7/31/12	8/21/12	4/30/14	\$ 1,850.00	\$ 925.00	Return
			"12/13	3/18/13	5/20/13	4/30/14	\$ 2,775.00	\$ 203.04	Return
								\$ 4,584.11	
								\$ 8,383.64	

Final Program Review Determination
PRCN #: 201420428510

Appendix J

Finding #14 Spreadsheet

Name	name	ssn	y1 2011-2012	y2 2012-2013	Student total	finding	oth	oth
			\$ 4,162.50	\$ 4,137.50	\$ 8,300.00	14	Braman Auto	8/1/11
			\$ 2,775.00	\$ -	\$ 2,775.00	14	Norte Dame	2/2/12
			\$ 1,550.00	\$ -	\$ 1,550.00	14	Norte Dame	2/2/12
			\$ -	\$ 1,387.50	\$ 1,387.50	14	Braman Auto	1/9/13
			\$ -	\$ 101.52	\$ 101.52	14	Norte Dame	1/7/13
			\$ 4,162.50	\$ 2,775.00	\$ 6,937.50	14	Braman Auto	7/5/11
			\$ -	\$ 58.00	\$ 58.00	14	Norte Dame	2/4/13
			\$ -	\$ 1,387.50	\$ 1,387.50	14	Norte Dame	1/7/13
			\$ 5,550.00	\$ 2,775.00	\$ 8,325.00	14	Braman Auto	7/5/11
			\$ -	\$ 375.00	\$ 375.00	14	Braman Auto	1/9/13
			\$ -	\$ 1,125.00	\$ 1,125.00	14	Braman Auto	1/10/13
			\$ 2,775.00	\$ -	\$ 2,775.00	14	Norte Dame	2/2/12
			\$ 2,775.00	\$ 2,762.50	\$ 5,537.50	14	Norte Dame	2/2/12
			\$ 3,400.00	\$ 1,400.00	\$ 4,800.00	14	Braman Auto	7/5/11
			\$ 5,550.00	\$ 2,775.00	\$ 8,325.00	14	Braman Auto	7/6/11
			\$ -	\$ 1,387.50	\$ 1,387.50	14	Norte Dame	1/16/13
			\$ -	\$ 1,387.50	\$ 1,387.50	14	Norte Dame	9/4/12
			\$ 5,550.00	\$ 2,775.00	\$ 8,325.00	14	Braman Auto	7/6/11
			\$ 2,775.00	\$ 160.00	\$ 2,935.00	14	Norte Dame	2/27/12
			\$ -	\$ 2,550.00	\$ 2,550.00	14	Braman Auto	1/11/13
			\$ 4,162.50		\$ 4,162.50	14	Braman Auto	7/5/11
			\$ -	\$ 1,387.50	\$ 1,387.50	14	Braman Auto	1/9/13
				\$ 1,375.00	\$ 1,375.00	14	Braman Auto	1/10/13
			\$ 200.00	\$ 2,901.00	\$ 3,101.00	14	Norte Dame	2/2/12
			\$ -	\$ 1,387.50	\$ 1,387.50	14	Braman Auto	1/11/13
			\$ -	\$ 1,275.00	\$ 1,275.00	14	Braman Auto	1/10/13
			Yearly Total	\$ 45,387.50	\$ 37,645.52			
			Finding Total	\$	83,033.02			

Accounting Document – Prior Year Monetary Recovery (AD-PYMR)

Institution: Lindsey Hopkins Technical Education Center

City, State: Miami, FL

PRCN: 420428510

TIN: 596000572

DUNS: 184113447

Reviewer: Vinita Simpson

Region: Atlanta

Date: 12/31/2014

Section A - Use if no adjustments are being made in COD

Programs	Type	Amount	Funding Code	Object Class
Federal Pell Grant (Closed AY)	Principal		3220RNOYR	69017
	Interest		1435RNOYR	64020
ACG	Principal		3220RNOYR	69017
	Interest		1435RNOYR	64020
National SMART	Principal		3220RNOYR	69017
	Interest		1435RNOYR	64020
FSEOG (No FISAP Corrections)	Principal		3220RNOYR	69017
	Interest		1435RNOYR	64020
FWS (No FISAP Corrections)	Principal		3220RNOYR	69017
	Interest		1435RNOYR	64020
Direct Loan and Direct Loan EAL	Principal		4253XNOYR	53020 or 53010
	Interest		4253XNOYR	53040
FFEL and FFEL EAL	Interest/ SA/EAL		4251XNOYR	53020
Federal Perkins	Principal		2915RNOYR	53054

Section B: Use if the Institution is instructed to make adjustments in COD

Add rows if necessary			Amount			G5 Program Award # *
Pell, ACG, SMART, TEACH	Program / Award Year Pell/2013- 2014	Principal	\$20,188	3875FNOYR	69020	P063P132743
	Program / Award Year Pell/2013- 2014	Imputed Interest	\$85	1435RNOYR	64020	

	Program / Award Year Pell/2012-2013	Principal	\$63,559	3875FNOYR	69020	P063P122743
	Program / Award Year Pell/2012-2013	Imputed Interest	\$510	1435RNOYR	64020	
	Program / Award Year Pell/2011-2012	Principal	\$45,388	3875FNOYR	69020	P063P112743
	Program / Award Year Pell/2011-2012	Imputed Interest	\$369	1435RNOYR	64020	
Direct Loan (do not use for estimated loss)	Award Year	Principal		3875FNOYR	69020	
	Award Year	Imputed Interest		4253XNOYR	53040	

Comments:

* G5 Award # (P063P104306, first 5 digits = program, next 2 digits = award year, next 4 digits = code unique to school). Note: It is important that the year in the G5 award number correspond to the award year for which any adjustments are being made, or for which the balance has been incurred (in the case of an unsubstantiated cash or negative cash balance). If the reviewer is unsure after looking in G5, contact Susan Lewey for Pell or DL, or Tremia Haythe for FWS or FSEOG.

Example of G5 award numbers for a single school for the 2009-2010 award year, Pell vs. DL:

Pell is designated by "P063P" and DL is designated by "P268K"

P063P091445 (Pell 2009-2010 award - Pell uses the final two digits of the leading award year in the award number)

P268K101445 (Direct Loan 2009-2010 award - DL uses the final two digits of the trailing award year in the award number)

Example of G5 award number for FWS and FSEOG

FWS is designated by "P033A" and FSEOG is designated by "P007A"

P033A092121 (FWS 2009-2010 award - FWS uses the final two digits of the leading award year in the award number)

P007A092121 (FSEOG 2009-2010 award - FSEOG uses the final two digits of the leading award year in the award number)

See FPRD Distribution Form for distribution information for this form and related program review documents.