



FUNDING DISCLOSURES

FINANCIAL AID CODE OF CONDUCT

This policy applies to all I-TAP employees and owners, and it prohibits a conflict of interest with their responsibilities with respect to Title IV loans. The policy is part of the commitment to the highest ethical standards and conduct by its employees.

I-TAP expects the highest levels of professionalism and ethical behavior from all employees whose responsibilities include student financial aid matters. These individuals must avoid even the appearance or perception of any conflict of interest regarding their student aid responsibilities. The Higher Education Opportunity Act conditions the eligibility of educational institutions to participate in Title IV programs on the development of and compliance with a code of conduct prohibiting conflicts of interest for its financial aid personnel [HEOA §487(a)(25)].

SCHOOL RESPONSIBILITIES

An institutional financial aid professional is expected to always maintain exemplary standards of professional conduct in all aspects of carrying out his or her responsibilities, specifically including all dealings with any entities involved in any manner in student financial aid, regardless of whether such entities are involved in a government sponsored, subsidized, or regulated activity. In doing so, a financial aid professional should:

1. Refrain from taking any action for his or her personal interest or benefit;
2. Refrain from awarding financial aid to themselves or their immediate family members.
3. Have a designated person in the institution, handle financial aid for immediate family members, to avoid the appearance of a conflict.
4. Refrain from compiling a preferred lender list.
5. Be transparent, complete, and accurate, do not auto-assign to any particular lenders.
6. Refrain from taking any action he or she believes is contrary to law, regulation, or the best interests of the students and parents he or she serves;
7. Do not deny, impede, or unnecessarily delay the borrower's choice of lender.
8. Ensure that the information he or she provides is accurate, unbiased, and does not reflect any preference arising from actual or potential personal gain;
9. Be objective in making decisions and advising his or her institution regarding relationships with any entity involved in any aspect of student financial aid;
10. Refrain from soliciting or accepting anything of other than nominal value from any entity (other than an institution of higher education or a governmental entity such as the U.S. Department of Education) involved in the making, holding, consolidating or processing of any student loans, including anything of value (including reimbursement of expenses) for serving on an advisory body or as part of a training activity of or sponsored by any such entity; and
11. Disclose to his or her institution, in such manner as his or her institution may prescribe, any involvement with or interest in any entity involved in any aspect of student financial aid.
12. Award notifications and/or other materials shall have a breakdown of cost of attendance, all potential billable charges, identification of each award, standard terminology and definitions, as well as, renewal requirements for each award.
13. All this consumer information will be in a prominent location on our website.
14. Financial aid professional's need to let the institution know of potential conflict of interest with any of the institutions business relationships.

RESPONSIBILITIES OF SCHOOL

The primary goal of the financial aid professional is to help students achieve their educational potential by providing appropriate financial resources. Our members are required to exemplify the highest level of ethical behavior in helping students and families find the best ways to pay for college and demonstrate the highest level of professionalism. We take great pride in our essential task of helping our students and families determine the best ways to meet their educational expenses.

The Financial Aid Professional shall:

1. Be committed to removing financial barriers for those who wish to pursue postsecondary learning.
2. Make every effort to assist students with financial need free of charge.
3. Be aware of the issues affecting students and advocate their interests at the institutional, state, and federal levels.
4. Adhere to all applicable laws and regulations.
5. Support efforts to encourage students, as early as the elementary grades, to aspire to and plan for education beyond high school.
6. Always deal with others honestly and fairly, and always act in a manner that creates trust and confidence.
7. Educate students and families through quality consumer information and teach them to responsibly manage expenses and debt.
8. Educate students and their families through quality information that includes transparency and full disclosure on award notices.
9. Respect the dignity and protect the privacy of students, and ensure the confidentiality of student records and personal circumstances.
10. Ensure equity by applying all need analysis formulas consistently across the institution's full population of student financial aid applicants.
11. Will inform all entities of any changes in financial aid programs that could affect student aid eligibility.
12. Provide services that do not discriminate on the basis of race, gender, ethnicity, sexual orientation, religion, disability, age, or economic status.
13. Private information provided to the financial aid office by the applicant is protected in accordance with FERPA and the higher education act, section 483 (a) (3) (20 U.S.C. 1090) and state and federal statutes and regulations.
14. Promote the free expression of ideas and opinions, and foster respect for diverse viewpoints within the profession.
15. Commit to the highest level of ethical behavior and refrain from conflict of interest or the perception thereof.
16. FAFSA information is only used for the application, award, and administration of financial aid awarded under title IV of the higher Education Act.
17. Maintain the highest level of professionalism, reflecting a commitment to the goals of the National Association of Student Financial Aid Administrators.

REPORTING VIOLATIONS OF THIS POLICY

I-TAP expects officers and employees covered by this policy to report violations of this policy to the Financial Aid Officer. Failure to comply with this policy will result in disciplinary action, which may include termination of employment.

TITLE IV FUNDING – GENERAL INFORMATION

I-TAP educates students and/or parents in all options of financial aid available to those who qualify. We understand that all students/family's needs are unique. We are committed to the student's educational success, a part of which includes securing the proper funding. The information from the FAFSA, provided by the student and/or parent, in conjunction with state and federal regulations determines eligibility for available programs. Many parents borrow money to help cover educational costs for their daughter/son. I-TAP encourages parents of eligible dependent students to apply for the Federal Parent Plus Loan.

TYPES OF FINANCIAL AID AVAILABLE

Federal Pell Grant (Need Based Aid)

Pell Grants provide a foundation of financial assistance that may be supplemental by other resources and doesn't have to be repaid after graduation. Pell Grants are determined after the financial status of a student is fully reviewed. Based on a student's financial circumstances, a specific amount of money is disbursed annually toward the student's education through the Pell Grant. How much you can expect to receive from a Pell Grant is solely based on your financial situation and other criteria.

William D. Ford Direct Loans (Need & Non-Need Based Aid)

Loans made through this program are referred to as Direct Loans, because eligible students and parents borrow directly from the US Department of Education. You must be enrolled at least as a half-time student to be eligible for a loan. Direct Loans include the following:

Direct Loans

- Direct Subsidized Loans – you must have financial need to receive a subsidized loan. The US Department of Education will pay (subsidize) the interest that accrues on your Direct Subsidized Loan during certain periods.
- Direct Unsubsidized Loans – financial need is not a requirement to obtain an unsubsidized loan. You are responsible for paying the interest that accrues on your Direct Unsubsidized Loan.
- Direct PLUS Loans (Plus Loans) are loans parents can obtain to help pay the cost of education for their dependent undergraduate children.

G.I. Bill

If you have spent time in the military, you are eligible to use your G.I. Bill toward your education, or the G.I. Bill can be transferred to your spouse or children. The G.I. Bill was specifically designed for college or vocational education. Certified by State Approving Agency for Veterans' Educational Benefits. *These approvals are state and school specific and may not apply to all SCHOOL's. To apply go to www.gibill.va.gov. Bring your DD214 and certificate of eligibility to the FAO Office to begin enrollment certification with VA.

ELIGIBILITY OF TITLE IV AID

To be eligible for Title IV Aid, the student must:

- have a high school diploma, GED or equivalent
- complete the FAFSA for each financial aid year the student is eligible for aid
- comply with I-Tap's Satisfactory Academic Progress Policy
- not be in default on previous student loans
- not owe repayment on an adjusted Pell Grant
- not exceed the annual and aggregate loan limits

- have remaining eligibility if the student is a transfer student
- be enrolled in an eligible program
- be enrolled at least half time
- have ISIR Social Security successful match or comment code indicates successful INS match
- if male, ages 18-25 have registered with the Selective Service
- be a citizen or eligible non-citizen
- have resolved any drug convictions

STEPS TO APPLY FOR TITLE IV AID

1. The student must complete the FAFSA for each financial aid year in which the student is eligible to receive aid. The Department of Education (DOE) prefers students complete a web FAFSA at www.fafsa.ed.gov. To complete a web FAFSA, the student will need an electronic pin number. This can be obtained at www.pin.ed.gov. This pin is unique to each FAFSA applicant and cannot be shared with anyone else as it acts as the student's signature required to submit a FAFSA. A parent of a dependent student must also apply for a pin. The parent is required to sign the web FAFSA with their uniquely created pin.
2. Once a pin number has successfully been created, a web FAFSA can now be completed. Be sure to follow all instructions when completing the FAFSA. Our school code is 042728. Entering this code will allow the disclosure of information from the FAFSA to I-TAP. In the case of a dependent student, both the student and one parent will need to complete and sign the FAFSA application in order to be eligible for a Pell Grant. Dependency status is determined by the information that is filled out on the student's FAFSA.
3. If the parents of a dependent student refuse to provide information on the FAFSA; the student will not be eligible for Pell Grants and will only be eligible for unsubsidized loan funding.
4. Once the FAFSA is complete, the student will receive a SAR (Student Aid Report). I-TAP will be sent an ISIR (Institutional Student Information Record). All verification and/or corrections must be completed prior to qualifying for aid.
5. If a student's FAFSA is selected for verification, the student will receive I-TAP's verification policy and a verification worksheet. The student is required to return the verification worksheet completed, as well as provide any other requested documents. If parent information is entered in the FAFSA, or the student is a dependent, parents may need to provide additional requested documents. If selected, this verification process must be completed before a student can receive federal aid. The verification process could result in a corrected ISIR and new Expected Family Contribution (EFC) number which could affect the student's unmet need and eligible need based aid, Direct Subsidized Loans and Pell Grants.
6. The Primary EFC provided on the student's ISIR will be used to calculate need and unmet need analysis through the Cost of Attendance Worksheet. This Primary EFC number corresponds with the number of months in each academic year. The Cost of Attendance Budget for each academic year includes the student's tuition costs per academic year. These costs include tuition, applicable fees, kit and books (per the academic year in which the cost is incurred), room and board, personal expenses and transportation costs.
7. I-TAP utilizes the information presented on the student's ISIR and the NSLDS (**National Student Loan Data System**) to determine the student's eligibility and to calculate the student's unmet need for the student's grade level. This is done in compliance with the Cost of Attendance Budget grade level limits based on hours in the academic year.
8. Students who desire low interest Direct Federal Student Loans must complete a Master Promissory Note or Electronic Master Promissory Note (E-MPN) at www.studentloans.gov

9. Parents desiring to take out a low interest Federal Parent Plus Loan on behalf of their dependent daughter or son must complete a Consent to Credit Check document that is made available by the Financial Aid Office. This form must be returned completed along with a readable copy of the parents Driver's License or State ID.
10. Students must complete the Entrance Loan Counseling prior to the student receiving a disbursement of any Federal loans. For Direct Loans, students may access Entrance Loan Counseling at www.studentloans.gov
11. Students will need to accept or decline eligible aid by completing the Students Financial Aid Award Notice with the Financial Aid Officer.
12. Accepted aid will be listed on the student's award letter.
13. Students are required to notify the Financial Aid Officer if they receive any additional financial assistance before or after an award letter has been issued. Scholarships or other types of financial aid could be reported throughout the year. If additional awarded aid causes the student to exceed the cost of attendance, it may be necessary to reduce the amount of previously awarded aid.

SPECIAL CIRCUMSTANCES – DEPENDENCY OVERRIDE & PROFESSIONAL JUDGMENT

Dependency Override – Students who do not meet the Federal definition of an independent, but have unusual circumstances, may appeal their dependency status to the Financial Aid Office. Dependency Status overrides are done on a case by case basis and a determination from the Financial Aid Officer at one institution is not binding at another institution. Successful appeals may result in an increase in the student's eligibility for aid. The Application and Verification Guide (AVG) has identified four conditions that individually or in combination with one another, **do not qualify as "unusual circumstances" or that do not merit a dependency override**. These circumstances are as follows:

1. Parents refusing to contribute to the student's education
2. Parents unwilling to provide information on the application or for verification
3. Parents are not claiming the students as a dependent for income tax purposes
4. Student demonstrates total self-sufficiency.

Students with special circumstances should contact the Financial Aid Office. Those students whose appeals are determined eligible will be required to submit three letters detailing the student's situation. The first letter must be from the student detailing their situation and the other two letters must be from outside sources familiar with the student's situation (i.e.: Clergy, family friend, counselor, etc.)

Professional Judgment – Circumstances beyond the student's control (and/or family) that affect the student's (and/or family) income during the current academic year could result in a reduced estimated family contribution (EFC). Students with special circumstances should always complete a FAFSA and then contact the Financial Aid Office. If a student wishes to appeal the EFC based on special circumstances and is determined eligible to do so, the student should complete a Professional Judgment form and may be requested to supply supporting documentation of said circumstances.

VERIFICATION

Students selected by CPS (Central Processing System) for the process of verification are frequently required to submit additional information and/or parent's financial & household information to the

Financial Aid Office. The verification procedures will be conducted as follows:

1. When selected by CPS for the process of verification, the student must submit all required documentation to the Financial Aid Office within 14 days from the date the student is notified that the additional documentation is needed for this process.
2. If the student does not provide all of the required documentation within the 14 day time frame, the student will be required to make other payment arrangements until the documentation is received and the student's eligibility for federal student aid has been established.
3. The Financial Aid Office reserves the right to make exceptions to the policy stated above on a case by case basis for extenuating circumstances.
4. The Financial Aid Office will provide written notice to the student of any changes to their financial aid award resulting from corrections made due to the verification process. An adjustment will be made to the student's financial aid award as required by federal regulations and an addendum to the existing award letter or a new award letter will be issued.
5. If necessary student will be referred to the Office of Inspector General (OIG).

DEFERMENT

Students who are enrolled at least half time can apply for deferment of previous student loans. Please log on to www.nslsds.ed.gov to find your current loan servicer and to find out more details on "in-SCHOOL deferment".

COST OF ATTENDANCE (COA)

Cost of Attendance falls into two categories, Cost of Attendance for "Dependent" students living at home and "All Others" (Dependent students living in an apartment, and Independent students) It is based on the length of the course, tuition and fees, loan fees, as well as average national room and board, personal expenses, and transportation costs.

Below is the budget for each course.

26 Week Commercial Electrician		
	Dependent	All Others
Number of Months	Six Months	Six Months
Tuition	\$17,895	\$17,895
Books/Supplies	\$0	\$0
Registration fee	\$100	\$100
Other	\$0	\$0
Loan Fees	\$56.00	\$
Room & Board	\$4,686.00	\$7,254.00
Personal	\$4,200.00	\$1,566.00
Transportation	\$2,250.00	\$2,796.00
Total	\$29,187	\$29,611

HOW FUNDS WILL BE DISBURSED:

In order to receive their Pell Grant/Direct Loan Disbursements, students are required to have a Satisfactory Academic Progress (SAP) average of 70%, as well as an 85% or higher attendance requirement.

First disbursement is scheduled for the first day of classes for Pell and thirty days after class begins for direct loans.

Course	Disbursement Schedules (hours)		
	0	450	900
26 Week Commercial Electrician	x	x	

At the time of disbursement, the student will sign a line receipt acknowledging the disbursement and the status of their account.

DISBURSEMENT OF CREDIT BALANCE REFUND SUMMARY

If the student has financial aid that exceeds his or her tuition and fee charges for the payment period in which the disbursement occurred, the student will have a credit balance. All credit balance refunds will be issued by check within 14 calendar days of the date of disbursement.

A CREDIT BALANCE REFUND WILL BE GIVEN TO THE PARENT IF:

The amount of the PLUS loan is greater than the student's tuition and fees charges for the payment period in which the disbursement occurred. All credit balance refunds will be issued by check within 14 calendar days of the date of disbursement.

EFFECTS OF STUDENT LOANS

- If the student receives other forms of financial assistance such as scholarships it may reduce the student or the student's parent eligibility for Federal Aid.
- Loans must be repaid, even if the student does not finish their education. Loan repayment begins 6 months from the date of graduation or withdrawal.
- Failure to repay a student loan will leave a negative mark on the borrower's credit.
- Over borrowing of student loans may cause a borrower to pay more than their earning potential can handle, especially during the early years of repayment.

LOAN DISCLOSURES

- Student loan information published by the US Department of Education (The Guide to Federal Student Aid) is available in the Financial Aid Office.
- NSLDS (National Student Load Data System) – student loans will be submitted to the NSLDS and will be accessible by guaranty agencies, lenders and school determined to be authorized users of the data system.
- Students will be provided written notice of disbursements to his/her account.

PRIVATE LOAN DISCLOSURES

Effective to all students starting after 12/31/2017, I-TAP does not offer educational/institutional loans.

ANNUAL AND AGGREGATE LOAN LIMITS FOR DIRECT LOANS

(3rd yr. and beyond and maximum total debt from direct loans when you graduate can be found in the "Your Federal Student Loans" guide in the FA Office)

Year	Dependent undergraduate students (except students whose parents are unable to obtain PLUS loans)	Independent undergraduate students (and dependent students whose parents are unable to obtain PLUS loans)
First Year	\$5,500-No more than \$3,500 of this amount may be in subsidized loans.	\$9,500-No more than \$3,500 of this amount may be in subsidized loans.
Second Year	\$6,500-No more than \$4,500 of this amount may be in subsidized loans	\$10,500 -No more than \$4,500 of this amount may be in subsidized loans
Third Year	\$7,500-No more than \$5,500 of this amount may be in subsidized loans	\$12,500 -No more than \$5,500 of this amount may be in subsidized loans

Terms and Conditions

Loan Program	Eligibility	Fixed annual interest rate	Annual loan limit	Maximum loan amount allowed when you graduate	Details
Direct Subsidized Direct Loans	Undergraduate and graduate students enrolled at least half time. Must demonstrate financial need	For loans first disbursed on or after July 1, 2017 and before July 1, 2018: 4.45%	\$3,500 - \$5,500, depending on year in school	Undergraduate students: \$23,000	The US Department of Education is the lender and pays the interest on the loan while you are in school at least half time and during grace and deferment periods.
Direct Unsubsidized Direct Loans	Undergraduate and graduate students enrolled at least half time. Financial need is not required	For loans first disbursed on or after July 1, 2017 and before July 1, 2018: 4.45%	\$5,500-\$20,500 (less any subsidized amount received for the same period) depending on year in school and dependency status	Dependent undergraduate students: \$31,000 (no more than \$23,000 of this amount may be in subsidized loans) Independent undergraduate students: \$57,500 (no more than \$23,000 of this amount may be subsidized loans)	The US Department of Education is the lender. You are responsible for paying all interest on the loan starting on the date the loan is first disbursed.

Direct PLUS Loans	Graduate and professional students and parents of dependent undergraduate students. Students must be enrolled at least half time. Financial need is not required. Those qualifying must not have adverse credit history.	6.31%	The student's cost of attendance (determined by the school) minus any other financial aid received	No aggregate limit for PLUS loans	The US Department of Education is the lender. The loan is unsubsidized. (i.e. You are responsible for paying all interest).
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STUDENT (BORROWER'S) RIGHTS

You have a right to know the details of your loan (depending on your loan, some of the following might be included as part of your entrance counseling). Below is what you need to know and must receive from I-TAP, lender or the Direct Loan Servicing Center:

- The full amount of the loan and the current interest rate;
- The date you must start repayment;
- A complete list of any charges you must pay (loan fees) and information on how those charges are collected;
- Information about the yearly and total amounts you can borrow;
- Information about the maximum repayment periods and the minimum repayment amount;
- An explanation of default and its consequences; and
- An explanation of available options for consolidating your loans and a statement that you can prepay your student loan(s) at any time without a penalty.

Before you leave I-TAP, you will receive the following information about your loan (as part of exit counseling), lender or the Direct Loan Servicing Center:

- A current description of your loans, including average anticipated monthly payments.
- The amount of your total debt (principal and estimated interest), your current interest rate and the total interest charges on your loan;
- If you have Direct Loans, the address and telephone number of the U.S. Department of Education's Direct Loan Servicing Center;
- An explanation of the fees you might be charged during the repayment period, such as late charges and collection or litigation costs if you're delinquent or in default;
- A reminder of available options for loan consolidation and a reminder that you can prepay your loan without penalty at any time.
- A description of applicable deferment, forbearance and discharge (cancellation) provisions;
- Repayment options and advice about debt management that will help you in making your payments;
- Notification that you must provide your expected permanent address and the name and address of your expected employer; and
- Notification that you must also provide any corrections to your I-TAP's records concerning

your name, Social Security number, references and driver's license number (if you have one).

If you are attending at least half-time, you have a set period of time after you graduate, leave school or drop below half-time status before you must begin repayment on a Direct or Perkins Loan. This period of time is called a grace period.

- You will receive a grace period before your repayment period begins on a Direct or Perkins Loan.
- Your grace period will be six or nine months depending on the type of loan.
- PLUS Loans do not have a grace period. For more information, see "When do parents and graduate and professional degree students begin repaying a PLUS Loan?"
- If you are in active military duty for more than 30 days, the grace period will be delayed.

Your school, lender or the Direct Loan Servicing Center, as appropriate, must give you a loan repayment schedule that states:

- when your first payment is due;
- the number and frequency of payments; and
- the amount of each payment.

STUDENT (BORROWER) RESPONSIBILITIES

1. **Borrower** – it is the responsibility of the student to:
 - Think about how much you are borrowing: how the amount of loan will affect your future finances, and what your repayment obligation means before you take out a student loan.
 - Students will need to accept or decline eligible aid. Accepted aid will be listed on the student's award letter.
 - Sign a promissory note: you are agreeing to repay the loan according to the terms of the note even if you do not complete your education, can't get a job after you complete the program, or you didn't like the education that you received. You can do this online at www.studentloans.gov. This promissory note can be signed electronically or hard copy before any loan funds can be disbursed.
 - Make payments on time: you are required to make payments on time even if you don't receive a bill, repayment notice, or a reminder. You also must make monthly payments in the full amount required by your repayment plan. Partial payments do not fulfill your obligation to repay your student loan on time.
 - Continue to pay your loans while waiting for deferment or forbearance approval.
 - Keep in touch with your loan servicer: notify your servicer when you graduate; withdraw from school, drop below half-time status, change your name, address, or social security number; or transfer to another school .

2. **Entrance Counseling:** First-time borrowers must complete an entrance counseling session before your first loan disbursement. This session includes useful tips and tools to help you develop a budget for managing your education expenses and help you to understand your loan responsibilities. Each student will complete the Department of Education's entrance counseling online at www.studentloans.gov.
 - Review deferment
 - Importance of keeping financial aid papers
 - Reinforce the importance of repayment
 - Importance that loan repayment is required even if the student does not finish their education
 - Default and its consequences
 - How to use the MPN or E-MPN
 - Explain interest and capitalization
 - Provide sample monthly repayment amounts and the importance of not over borrowing
 - NSLDS and how to access the system
 - Contact information for questions
 - Notification of change of name or address
 - Withdrawal from the program and how the withdrawal will affect the student

3. **Exit Counseling:** Students must complete exit counseling before you leave school to make sure you understand your rights and responsibilities as a borrower. The exit counseling interview will be scheduled no sooner than 1 week after the student completes the course hours. Each student will complete the Department of Education's exit counseling online at www.nsls.ed.gov and www.studentloans.gov, as well as discuss the following during your personal appointment with the FAO :
 - Review information concerning loans from entrance interview
 - Review repayment options including seriousness and importance
 - Review average in-debtness of student borrowers and anticipated monthly repayment amount
 - Provide information on loan consolidation (pros and cons)
 - Discuss how to contact the party servicing the student borrowers direct loans
 - Discuss debt management strategies
 - Provide information on forbearance, deferment and cancellation options
 - Describe the likely consequences of default
 - How to access the NSLDS website and availability of FSA Ombudsman's Office
 - Help the borrower understand their rights and responsibilities concerning loan repayment
 - Collect updated personal contact information for the borrower

4. **Repayment of Loans:** There is a set time period after a student graduates, leaves or drops below half-time status before the student must begin repayment of loan(s). This period of time is called a grace period and gives the student the time to get financially settled and select a repayment plan. The grace period for a direct loan is six months. PlusLoans do not have a grace period. Depending on the type of loan a student receives and the repayment plan chosen, the student may have from 10-25 years to repay the loans. Monthly repayment amount will depend on the type of loan, size of debt, length of repayment period and repayment plan chosen. For more

information, go online to www.studentaid.ed.gov/repaying.

Sample of Schedule of Repayment				
Total Monthly Payments at Various Interest Rates				
Amount Owed	6%	6.80%	7.50%	8.25%
\$1,000	\$50	\$50	\$50	\$50
\$2,000	\$50	\$50	\$50	\$50
\$3,000	\$50	\$50	\$50	\$50
\$4,000	\$50	\$50	\$50	\$50
\$5,000	\$56	\$58	\$59	\$61
\$6,000	\$67	\$69	\$71	\$74
\$7,000	\$78	\$81	\$83	\$86
\$8,000	\$89	\$92	\$95	\$98
\$9,000	\$100	\$104	\$107	\$110
\$10,000	\$111	\$115	\$119	\$123
\$15,000	\$167	\$173	\$178	\$184
\$20,000	\$222	\$230	\$237	\$245
\$25,000	\$278	\$288	\$297	\$307
\$30,000	\$333	\$345	\$356	\$368
\$35,000	\$389	\$403	\$415	\$429
\$40,000	\$444	\$460	\$475	\$491
\$45,000	\$500	\$518	\$534	\$552
\$50,000	\$555	\$575	\$594	\$613

This chart is intended to show monthly payments at various debt and interest rates. This chart is for a standard ten year repayment plan. The amounts above include all outstanding loan balances at the time of entering repayment. The last payment in the ten year cycle may be smaller than the amount listed above.

INTERNAL GRIEVANCE PROCEDURE POLICY

I-TAP maintains an “open door” policy allowing students or other interested parties the opportunity to discuss any issue’s necessary. Most of these issues can be resolved at the school level. I-TAP will receive and process complaints that state facts that reasonably suggest that the school may not be in compliance with the Federal, State, or ACCET standards and criteria. I-TAP makes available to all prospective and enrolled students an Internal Grievance Procedure Policy with which the school is required to comply with for students should they have the desire to register a complaint at any time.

The school will make every attempt to resolve any student complaint that is not frivolous or without merit. Complaint procedures will be included in new student orientation thereby assuring that all students know the steps to follow should they desire to register a complaint at any time. Evidence of final resolution of all complaints will be retained in I-TAP’s files in order to determine the frequency, nature, and patterns of complaints for the institution. The following procedure outlines the specific steps of the complaint process.

1. The student should register the complaint in writing on the designated form provided by the institution within 5 days of the date that the act which is the subject of the grievance occurred.
2. The complaint form will be given to the Training Director.
3. The complaint will be reviewed by Administration and a response will be sent in writing to the student within 10 days of receiving the complaint. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken

regarding the complaint.

4. If the complaint is of such nature that it cannot be resolved by the management, it will be referred to an appropriate agency, if applicable.
5. Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.
6. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, administration will appoint a hearing committee consisting of one member selected by the school who has had no involvement in the dispute and who may also be a corporate officer, another member who may not be related to the student filing the complaint or another student in the school, and another member who may not be employed by the school or related to the school Board of Directors. The hearing will occur within 30 days of committee appointment. The hearing will be informal with the student presenting his/her case followed by the school's response. The hearing committee will be allowed to ask questions of all involved parties. Within 15 days of the hearing, the committee will prepare a report summarizing each witness' testimony and a recommended resolution for the dispute. Administration shall consider the report and either accept, reject, or modify the recommendations of the committee.
7. Students must exhaust the institution's internal complaint process before submitting the complaint to the school's accrediting agency, if applicable. For more information go to ACCET at: www.accet.org

FOR ALL STUDENTS PARTICIPATING IN CONSUMER LOANS OR FEDERAL FINANCIAL AID

PREFERRED LENDER LIST/ARRANGEMENTS

Private educational/institutional loans are not offered by I-TAP nor does I-TAP have preferred lender arrangements.

All students attending school may choose to use any lender and I-TAP will provide required loan documents to process loans from any eligible lender selected by students.

I-TAP's primary goal is to assist students in achieving the educational career goals by providing appropriate financial resources. The Financial Aid Office is committed to:

- Making every effort to assist students and families with their financial need
- Inform students and assist with financial barriers for those desiring to further their education
- Educating students and families concerning all consumer information and aid available for those who qualify
- Protecting and respecting the privacy of students
- Ensuring the confidentiality of student records and personal circumstances
- Performing a needs analysis for each student desiring to apply for financial assistance with all needs analysis performed in a consistent manner

- Providing services that do not discriminate on the basis of race, gender, religion, age, economic status, ethnicity or sexual orientation
- Attending training seminars after approved for Title IV funding to stay current with all DOE regulations
- Remaining at the highest level of ethical behavior
- No Co-branding or sharing of logos with the lender(s)

I-TAP Office is expected to always maintain ideal standards of professionalism in relation to interacting with students and families while carrying out the responsibilities of their position. All school Faculty involved will:

- Remain objective in making decisions and advising in relation to the student's financial aid
- Provide accurate information without any personal bias
- Abstain from taking any actions for personal benefit
- After approved for Federal funding, follow the Title IV laws and regulations
- Will keep the best interest of the student and families first and foremost
- Refrain from soliciting or accepting gifts from loan agencies, or any government agency

CODE OF CONDUCT / SCHOOL ETHICS

- Federal Reserve Board and Department of Education final rules for private education loans and Title IV Funding
- Replaces prior special rules for student credit extension

The Federal Reserve Board (FRB) regulates required disclosures on private education loans and defines certain key terms. The Department of Education (ED) regulates the required disclosures on Title IV Aid, HEA loans and private education loans.

- **The Higher Education Opportunity Act (HEOA) defines:**
 - An Institution-affiliated organization is an entity directly or indirectly related to a covered institution that recommends, promotes, or endorses education loans.
 - Lender-an eligible private education lender or any other person engaged in the business of securing, making or extending education loans on behalf of the lender.
 - Private education loan-is a non-Title IV loan provided by a private educational lender expressly for post-secondary educational expenses and does not include an extension of credit under an open-end consumer credit plan or secured by real property.
 - SCHOOL is not considered a private lender if the extension of credit is 90 days or less and interest will not be applied to the credit balance and the term is one year or less, even if payable in more than 4 payments.
 - Preferred lender arrangement is an arrangement or agreement between a lender and covered institution in which a lender provides education loans to students/families and the covered institution recommend, promotes or endorses the education loan products of the lender.
 - Includes arrangements between a lender and an institution-affiliated organization
 - Does not include:
 - Direct Loan Program Loans through the DOE,
 - Education funds covered by SCHOOL 's own funds
 - Funds by donor-directed contributions

- State funded financial aid programs if the terms and conditions of the loan include a loan forgiveness option for public service
- An Education loan is a Direct Loan, or a private education loan
- Preferred Lender Arrangement (PLA) – SCHOOL will provide disclosures annually for each type of education loan offered pursuant to the PLA before a student borrows.
 - Informational materials-publications, mailings or electronic messaging will be distributed to prospective and current students describing the available financial assistance opportunities. The disclosure will not include any co-branding and must conspicuously disclose that SCHOOL does not endorse the product in question.
 - SCHOOL has no less than two unaffiliated private education lenders. The following chart lists the lenders and the reasons SCHOOL chose these lenders in respect to loan terms and conditions and the methods or criteria used to select these lenders in relation to why they are favorable to borrowers.

CODE OF CONDUCT REQUIREMENTS FOR SCHOOL – AFFILIATED ORGANIZATIONS

- I-TAP will administer, enforce, and review the Code of Conduct for all faculty involved annually.
- Lenders are also required to enforce and review the same Code of Conduct with the affiliate’s agents annually.
- I-TAP prohibits a conflict of interest between the FAO and the lenders.
- I-TAP does not promote any lender during the Entrance/Exit Interview process.
- I-TAP does not promise any loan volume to any preferred lender.
- The Code of Conduct prohibits revenue-sharing arrangements with any lender.
 - I-TAP will not collect a fee in exchange for promoting a lender nor collect any revenue or profit sharing.
 - The Financial Aid Department or Officer or Owner will not receive gifts from any preferred lender
 - “Gifts” include: gratuity, favor, discount, entertainment, hospitality, loan, services, transportation, lodging, meal, or other items deemed as a “gift”.
 - The term “Gift” does not include: food or refreshments during a professional training session meant to improve service and does not include favorable terms to student, standard marketing material, and philanthropic contributions from a lender in exchange for advantages to related loans, or any state aid.
 - I-TAP will utilize marketing materials advantageous to the applicant from the lender(s) to counsel, aid in financial literacy and debt management as long as the lender discloses that the lender prepared the provided materials.
- I-TAP does not hire any consultants contracted by any private lender.
- I-TAP does not have any affiliates of lenders serve on their Advisory Board.
- I-TAP owners/faculty will not participate on any affiliated lenders Advisory Board.

- I-TAP's Financial Aid/Assistance Office is prohibited from directing borrowers to certain lenders or delaying loan certifications. I-TAP does not assign lenders to any student's aid award package and does not refuse or delay loan certification based on the borrowers choice of lender.
- I-TAP is not involved in payment to any lenders, whether directly or indirectly, in exchange for points, premiums, or interest of financial support in exchange for extending credit to a student.

ACADEMIES OFFERING FEDERAL AID UNDER THE PROGRAM PARTICIPATION AGREEMENT WILL:

- Develop, publish, and administer and enforce the code of conduct with respect to loans guaranteed under the Title IV programs or Higher Education Act (HEA) loan programs.
- Compile yearly, maintain, and make available to all students, a list of lenders for loans issued or guaranteed under the Title IV programs or HEA loan programs.
- Upon request from a student or prospective student, I-TAP must provide a Department of Education/FRB self-certification form and information needed to complete the form.
- Self-certification form must contain disclosures stating the applicant may qualify for Federal, State, or school aid. The applicant will be encouraged to discuss available options with the Financial Aid Officer and that private education loans may affect the applicant's eligibility for Federal, State, or school aid. I-TAP will aid the applicant in reviewing what information the applicant must provide on the self- certification form obtained in the Financial Aid Office. Information reviewed with applicant will include Cost of Attendance
- (COA), the student's Estimated Financial Assistance (EFA), and the difference between the two.
- The lender may provide to the applicant a pre-filled self-certification form. This self-certification form must be signed by the applicant.
- The lender must obtain the signed self-certification form before consummation of the loan.
- Lender may receive the self-certification from the applicant or I-TAP.

ADMINISTRATIVE CAPABILITY

- When the PPA is originally signed and upon continuing to participate in Title IV aid or HEA programs, I-TAP will:
 - Report annually to The Department of Education any "reasonable reimbursements" in accordance with State or Federal reimbursement policies that are paid by any private education lenders to any school employees in the Financial Aid Office who is responsible for education loans.

RIGHT TO CANCEL

- The applicant may cancel within 3 business days of receipt of the lenders final disclosure form. Funds will not be disbursed until the cancellation period expires.

REFUND POLICY

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The refund policy located in the Institutional Catalog, will apply to all terminations

for any reason, by either party, including student decision, course or program cancellation, or school closure.

Determination Date/Withdrawal Date (Official/Unofficial Withdrawal):

The last date of attendance would be the last day the student was physically in attendance at the school. A withdrawal date on a student who had been previously attending could be up to, but not to exceeding, 14 calendar days from that student's actual last date of attendance. An active student officially withdraws when they notify the school's administrative office of their intention to withdraw. An active student is considered unofficially withdrawn when they have been absent for 5 consecutive school days (8 calendar days) from their last date of physical attendance without notifying the administrative office.