

NEED-BASED AND NON-NEED-BASED FEDERAL FINANCIAL AID

Federal Pell Grant

The Federal Pell Grant is a need-based federal student aid program designed to provide assistance to any eligible student to aid them in attending a postsecondary institution. Unlike a loan, a Federal Pell Grant does not need to be repaid. This grant is intended to provide the floor or foundation upon which other student aid is awarded. The maximum scheduled award for the Federal Pell Grant for an eligible student is established by the federal government on an annual basis. The Professional Truck Driver Program is the only program that is eligible for the Federal Pell Grant. This program is less than an academic year; therefore, the student's scheduled award is prorated accordingly. The maximum annual award for the 2014-2015 award year is \$3,820.00.

Federal Direct Subsidized Loan

This need-based loan program was established to enable the student to secure long-term loans from the Department of Education to aid them in attending a postsecondary institution. Repayment of this loan generally begins six months after the student ceases to be enrolled on at least a half-time basis. The interest rate for this loan is a fixed rate of 4.66% for loans first disbursed on or after July 1, 2014 and originated prior to July 1, 2015. No interest accrues on this loan during the time the student is enrolled at least half-time or during the six month grace period following the student's last day of attendance. At the conclusion of the grace period, the student enters repayment and interest begins to accrue. The maximum loan eligibility is dependent on the length of the student's program of study and is prorated accordingly. The maximum loan eligibility for an eligible student enrolled in the Commercial Truck Driver Program is \$1167.00. The maximum loan eligibility for an eligible student enrolled in the Professional Truck Driver Program is \$2333.00.

Federal Direct Unsubsidized Loan

This non-need-based loan program is designed to enable middle-income borrowers to obtain educational financing. The same terms that apply to the Federal Direct Subsidized Loan will apply, except that the borrower will be responsible for interest that accrues on the loan from the date of the loan's initial disbursement. All Unsubsidized Direct Loans have a fixed interest rate of 4.66%. Independent students and dependent students whose parents are unable to borrow under the Federal PLUS Program, may borrow up to \$2,000.00 for the Commercial Truck Driver Program and up to \$4,000.00 for the Professional Truck Driver Program. A dependent student, whose parents have been approved under the Federal PLUS Program, will have reduced loan eligibility. If a student does not qualify for the Federal Direct Subsidized Loan, the student may borrow up to \$3,167.00 for the Commercial Truck Driver Program and \$6,333.00 for the Professional Truck Driver Program.

Federal Direct PLUS Loans

Credit worthy parents of dependent students may borrow from the PLUS program each academic year an amount that is equal to the cost of attendance minus any other financial aid received. Federal PLUS Loans are intended to provide additional funds for educational expenses. The interest rate for this non-need based loan is a fixed rate of 7.21%. Interest is charged on the loan from the date of the first disbursement. The repayment period begins on the date the loan is fully disbursed, as there is no grace period.

PRIVATE AND INSTITUTIONAL FINANCIAL ASSISTANCE

Private Loan Program

Credit worthy students who have limited funding available to them through the Federal and State programs may apply for an alternative loan. Students enrolled in the Commercial Truck Driver Program and the Professional Truck Driver Program may apply to finance the balance of their tuition and fees not covered by other Federal Title IV or State programs. The loan amount requested must be at least \$500.00 and cannot exceed the amount certified by the school. Applications are available through the financial aid office of the campus you are attending.

AIT Institutional Loan Program

Credit worthy students who have limited funding available to them through the Federal, State, or Alternative Loan Programs to cover institutional charges may apply for an institutional loan. The interest rate is 18% and the payment begins thirty to forty-five

days after the completion of the resident portion of the program. Applications are available through the financial aid office at the campus you are attending.

Other Aid Programs

A student attending AIT may also be eligible to receive funds to meet educational costs from: Veterans Administration Benefits, Social Security, Bureau of Indian Affairs, Vocational Rehabilitation Workforce Investment Act, and other organizations or agencies providing scholarships and grants.

TERMS AND CONDITIONS UNDER WHICH STUDENTS RECEIVE DIRECT LOANS

Citizenship

A student must be a citizen or eligible noncitizen to receive aid from the Federal Student Aid programs. The general requirement for eligible noncitizens is that they be in the U.S. for other than a temporary purpose with the intention of becoming a citizen or lawful permanent resident, as evidenced by the United States Citizenship and Immigration Service (USCIS) in the Department of Homeland Security (DHS). The eligible statuses are: U.S. citizen; U.S. national (includes natives of American Samoa or Swain's Island); U.S. permanent resident who has an I-151, I-551, or I-551C (Permanent Resident Card).

If a student does not fit into one of these categories, the financial aid office must receive an Arrival-Departure Record (I-94) form U.S. Citizenship and Immigration Services (USCIS) showing one of the following designations: Refugee; Asylum Granted; Cuban-Haitian Entrant, Status Pending; Conditional Entrant (valid only if issued before April 1980); Parolee (Must be paroled into the United States for at least one year and you must be able to provide evidence from the USCIS that you are in the United States for other than a temporary purpose and that you intend to become a U.S. citizen or permanent resident.

If you only have a Notice of Approval to apply for permanent residency (I-171 or I-464), you are not eligible for federal student financial aid.

If you are in the United States on certain visas, including an F1 or F2 student visa, or a J1 or J2 exchange visitor visa, you are not eligible to receive federal student financial aid.

If you have a G series visa (pertaining to international organizations) you are not eligible for federal student financial aid.

Citizens of the Federated States of Micronesia, the republic of the Marshall Islands, and the Republic of Palau are eligible only for Federal Pell Grants, Federal Supplemental Educational Opportunity Grants or federal Work-Study. AIT does not participate in Federal Supplemental Educational Opportunity Grants or Federal Work-Study.

Social Security Number

A student must have a valid Social Security Number (SSN) unless a student is from the Republic of the Marshall Islands, the Federated States of Micronesia, or the Republic of Palau. Information about obtaining a SSN can be found on the following website: www.ssa.gov, or by calling 1-800-772-1213.

Certifications

A student must certify that he or she will use the Federal student aid only for educational purposes. The student must also certify that he or she is not in **default** on a Federal student loan and does not owe money on a Federal student grant.

Selective Service Registration

A male student, born after 1959, must comply with Selective Service registration. If you are a male, aged 18 through 25, and have not registered, you can register at the time you apply for financial aid. You can also register on-line at www.sss.gov.

Regular Student

A regular student must be enrolled or accepted for enrollment for the purpose of obtaining a diploma, be enrolled on at least a half-time basis (at least 18 quarter hours per year), and be enrolled in an eligible program (at least 12 credit hours and 10 weeks in length).

A regular student must have a high school diploma, GED or recognized equivalent for acceptance into the Commercial Truck Driver Program or the Professional Truck Driver Program. Students enrolling the Diesel Truck Driver Program or the Truck Driver Program must have a high school diploma, GED or recognized equivalent, or have the ability to benefit from the training provided.

The Ability-to-Benefit test may be available to students in the Professional Truck Driver Program and the Commercial Truck Driver Program. The student must have received credit for attending at Title IV eligible program prior to July 1, 2012.

In order to demonstrate the Ability to Benefit, a student must take the U.S. Department of Education's approved Wonderlic Basic Skills Test, consisting of verbal and quantitative evaluations. Minimum passing scores are: Verbal 200 and Quantitative 210. The Wonderlic evaluation is administered by independent proctors certified by Wonderlic.

PROCEDURE FOR APPLYING FOR FINANCIAL ASSISTANCE

Federal Financial Assistance

To be considered for federal student aid, a student must complete the Free Application for Federal Student Aid (FAFSA). The FAFSA collects financial and other information used to calculate the Expected Family Contribution (EFC) and to determine a student's eligibility through computer matches with other agencies.

The FAFSA is the only form students must fill out to apply for Title IV aid. The school may require additional information if the student is selected for verification or to resolve any conflicting information. The school may also require additional information for other purposes, such as packaging state, private or institutional aid. If the school collects additional information that affects Title IV eligibility, it must take the information into account when awarding Title IV aid. The financial aid administrator at the campus location will help the student apply through FAA Access to CPS online.

The CPS uses the application data to calculate the EFC and to match against several databases: those of NSLDS, the Department of Justice, the Social Security Administration, and the Department of Veterans Affairs; the Department of Homeland Security's database of noncitizens and the Selective Service System registration database.

After processing is complete, the CPS produces output documents or records that show the information the student originally provided, the EFC, the results of the eligibility matches, and information about any inconsistencies identified through the CPS edits. The school and/or the student receive the output document which allows the school to begin the packaging process.

Private Loan Program

Students may contact the financial aid office at the campus they are attending to obtain additional information and application forms, or they may contact a lender of choice to apply for a private educational loan.

AIT Institutional Loan Program

Students who have limited funding available through the Federal, State, or Alternative Loan Programs to cover tuition and fees may apply for an institutional loan. For further information, they may contact the financial aid office at the campus they are attending.

Other Aid Programs

VA Educational Benefits (Arizona campus only) Students may contact the financial aid office to apply for VA benefits.

To apply for other educational assistance benefits through Social Security, Bureau of Indian Affairs, Vocational Rehabilitation, WIA or other organizations providing scholarships or grants, the student must contact the specific organization for further details and application procedures.

AWARDING OF STUDENT FINANCIAL ASSISTANCE

Independent Students

Under federal regulations, a student may be classified as dependent or independent for financial aid purposes. Independent students must meet the following criteria:

- Born before January 1, 1991
- Married
- Working on a master's or doctorate program in 2014-2015
- Active duty in the U.S. Armed Forces/a veteran

- Has children he/she supports
- Has dependents other than a spouse or children that he/she supports
- Parents deceased/ward of the court/in foster care
- Emancipated minor/in legal guardianship
- Unaccompanied homeless youth as determined by Homeless Liaison or HUD
- At risk of becoming homeless

A student that does not meet any of the above criteria is considered dependent. The FAFSA requires a dependent student applying for Title IV aid to provide personal and financial information about him or herself, as well as that of a parent.

Determining Financial Need

Need-based grants and loans are based on the family's demonstrated financial need for assistance. The student's financial need is the Cost of Attendance minus the Expected Family Contribution (EFC).

The cost of attendance is the cornerstone of establishing a student's financial need, as it sets a limit on the total aid that a student may receive for purposes of the grant programs and Stafford/PLUS loans, and is one of the basic components of the Pell Grant calculation. The cost of attendance for a student is an estimate of that student's educational expenses for the period of enrollment.

A student's cost of attendance at AIT generally is the sum of the tuition and fees normally assessed for a student carrying the same academic workload, an allowance for books, supplies, transportation, and miscellaneous personal expenses, and an allowance for room and board. For students receiving loans, the fees required to receive them (for example, the loan fee for a Direct Loan), and for a student with dependents, an allowance for costs expected to be incurred for dependent care. The cost of attendance used to package Stafford/PLUS loans covers the student's actual period of enrollment. The cost of attendance to package Pell Grants is always based on the costs for a full-time student for a full academic year.

The Expected Family Contribution (EFC) is a measure of how much the student and his or her family can be expected to contribute to the cost of the student's education for the academic year. The EFC is calculated according to a formula specified in the law. Students seeking financial assistance are encouraged to contribute toward their educational expenses through savings and/or employment while attending school.

Packaging Aid

The process of awarding aid without exceeding the student's financial need is traditionally called packaging.

Once the school has received the student's FAFSA information (including EFC) and calculated the student's aid eligibility, we begin to package the student's aid. The general rule in packaging is that the student's total financial aid and other Estimated Financial Assistance (EFA) must not exceed the student's financial need (Need = Cost of attendance minus the EFC). AIT strives to award the best combination of aid to meet the financial need of the students they serve.

Pell Grants are considered to be the first source of aid to the student, and packaging FSA funds begins with Pell eligibility. We then determine if the student has any outside sources to be considered when meeting the remaining need. If there is need remaining, we first determine the student's need for a Federal Direct Subsidized Loan. This is done prior to originating a Federal Direct Unsubsidized Loan. For a dependent student, we may originate a Parent PLUS loan and disburse Parent PLUS loan funds without determining the student's Pell Grant and subsidized Stafford Loan eligibility.

Books and supplies are provided to the students during orientation. The cost of books and supplies is included in the tuition cost. The student is NOT required to purchase any materials ahead of time.

Private Loan Program

If there are outstanding institutional charges remaining after all other aid is awarded, the Alternative Loan Program may be available to creditworthy students who have an outstanding balance of \$500 or more.

AIT Institutional Loan Program

Creditworthy students that have a balance of less than \$500 in outstanding institutional charges after all other aid has been awarded may be considered for an AIT Institutional Loan for that amount.

AIT reserves the right to revise all financial aid awards when circumstances change from those apparent at the time the original packaging was completed.

National Student Loan Data System (NSLDS)

The institution will submit all Title IV, HEA loan information obtained by a student or student's parent to the National Student Loan data System (NSLDS). The loan information will be accessible by guarantee agencies, lenders, and schools determined to be authorized users of the data system.

RIGHTS AND RESPONSIBILITIES FOR FEDERAL DIRECT LOANS

Federal Direct Loan Program

You have the right to the following:

- Receive a copy of your promissory note from your lender once the loan is made.
- Written information on loan obligations and information on rights and responsibilities as a borrower.
- An interest free grace period before the repayment of a Federal Direct Subsidized loan begins. A grace period for a Federal Direct Unsubsidized Loan (interest will accrue on this loan.) PLUS loans do not have a grace period.
- Prepay your loans in whole or part at any time without penalty.
- Receive a payment schedule from your lender, with detailed information about interest rates, fees, the balance you owe, and repayment options available.
- Defer payment of your loan for certain defined periods after the grace period has expired, if you qualify.
- Request a forbearance from your lender if you are willing, but not able, to make payments.

It is your responsibility to do the following:

- Attend a loan counseling exit interview before you leave school.
- Notify your lender or the holder of your loan if you: change your address and/or telephone number, transfer to another school, graduate, withdraw from school, drop below half-time status, change your name, or fail to enroll in school for the intended loan period.
- Repay your loan even if you do not complete your education program, if you are unable to obtain employment, or are dissatisfied with the education received.
- Repay at least the minimum payment each month, unless you have received a deferment or have made special arrangements with the lender.
- Notify your lender of anything that might change your eligibility for an existing deferment.

If you fail to make timely payments on your loan:

- Your school records may be placed on hold.
- You may lose your eligibility to receive any additional federal financial aid.
- Collection efforts will be made to obtain past due amounts.
- The entire unpaid balance of your loan, plus accrued interest, may become immediately due and payable.
- Your loan information will be reported to the credit bureau indicating that you are delinquent (late) or in default (non-payment). This action may seriously affect your credit rating and your future eligibility to borrow.
- Your federal income tax refund may be confiscated and applied to your loan balance.
- Your employer may be required to garnish your wages; the garnished amount will be applied to your loan balance.
- Collection costs, including attorney's fees, may be charged to you.

Consider the following important information before making your decision to borrow Federal Funds for your education:

- If you receive a Federal Loan, it may reduce your eligibility for other types of financial aid.
- Interest will accrue on an Unsubsidized Direct Loan from the time the loan is disbursed. You have the option of paying this interest while you attend school, during your grace period, and during any forbearance periods in the future. Paying interest as it accrues will result in a lower total repayment cost over the life of the loan.

- If you choose not to pay interest on an Unsubsidized Direct Loan, the interest will be added to the total amount of the loan. This is referred to as Capitalization.
- The maximum amount that you are eligible to borrow may be more than is required to cover the cost of your education. Consider the amount of debt you need to incur to complete your program.
- If you chose to withdraw from your program, you must contact the school immediately. One of the most common reasons a loan goes into default is because the school does not have current information on a borrower.
- Loans must be repaid even if you do not complete the program, are dissatisfied with your educational experience, fail to find a job in your chosen field, or do not complete your program in the time usually allotted for program completion.
- Students who become delinquent on their loan repayment may damage their credit rating for other types of loans in the future.

For additional information regarding these items, please refer to:

“Funding Education Beyond High School – The Guide to Federal Student Aid” at:

http://studentaid.ed.gov/students/publications/student_guide/index.html

“The Entrance Counseling Guide for Direct Loan Borrowers” at: <http://www.direct.ed.gov/pubs/entrncounselguide.pdf>

“The Exit Counseling Guide for Direct Loan Borrowers” at:

<http://www2.ed.gov/offices/OSFAP/DirectLoan/pubs/exitcounselguide.pdf>

You can also visit the Direct Loan website at www.direct.ed.gov

RIGHTS AND RESPONSIBILITIES FOR FIRST-TIME SUBSIDIZED LOAN BORROWERS

Maximum eligibility period to receive Direct Subsidized Loans:

- You may not receive Direct Subsidized Loans for more than 150% of the published length of your program. This is referred to as your Maximum Eligibility Period.
- Your maximum eligibility period can change if you change programs.
- All Direct Subsidized Loans received for an earlier program will generally count against your new maximum eligibility period if you change programs.

Periods that count against your maximum eligibility period:

- The periods of time that counts against your maximum eligibility are periods of enrollment also known as “loan periods”.
- Direct Subsidized Loans received for a period of enrollment shorter than an academic year will be reduced accordingly.

The amount of a Direct Subsidized Loan received for a period of enrollment does not affect your maximum eligibility.

Loss of eligibility for additional direct subsidized Loans and becoming responsible for paying interest on Direct Subsidized Loans:

After you have received Direct Subsidized Loans for your maximum eligibility period, you are no longer eligible to receive additional Direct Subsidized Loans. However, you may continue to receive Unsubsidized Direct Loans.

- Once your maximum eligibility period has been exceeded, you will be responsible for paying the interest that accrues on Direct Subsidized Loans for periods when you normally would not have had to.
- If you become responsible for the interest that accrues on your Direct Subsidized Loans, any interest that accrues will be capitalized at the end of your grace, deferment, or other periods.

RIGHTS AND RESPONSIBILITIES FOR PRIVATE AND INSTITUTIONAL LOANS

Private Loan Program

As a borrower of a private loan, you have the following rights:

- A description on the initial amount borrowed, the total interest that will accrue, and the total cost over the established repayment schedule.
- Disclosure of the annual percentage rate.
- The repayment schedule and amount of monthly payments.
- The right to cancel the loan within a certain time frame.
- The application of late charges, collection fees, and non-sufficient fund fees.
- The consequences of default.
- The reassignment of the loan.

As a borrower of a private loan, you have the following responsibilities:

- To repay your loan as scheduled.
- To notify your lender if you move or obtain a new phone contact.

AIT Institutional Loan Program

As a borrower of an institutional loan, you have the following rights:

- A description on the initial amount borrowed, the total interest that will accrue, and the total cost over the established repayment schedule.
- Disclosure of the annual percentage rate.
- The repayment schedule and amount of monthly payments.
- The right to cancel the loan within a certain time frame.
- The application of late charges, collection fees, and non-sufficient fund fees.
- The consequences of default.
- The reassignment of the loan.

As a borrower of an institutional loan, you have the following responsibilities:

- To repay your loan as scheduled.
- To notify your lender if you move or obtain a new phone contact.

SATISFACTORY ACADEMIC PROGRESS

Each student will be evaluated at two intervals throughout the program for the following:

Pace - Progression that ensures completion of the program in the maximum time frame. PACE is defined as credit hours completed/credit hours attempted.

GPA - Each trainee must maintain a minimum GPA at each interval.

Maximum Time Frame

For an undergraduate program measured in credit hours, a period that is no longer than 150 percent of the published length of the educational program, as measured in credit hours.

The table below identifies the qualitative (GPA), quantitative (PACE) and maximum time frame a trainee must achieve at each evaluation period. The first evaluation period is the time at which a student completes ½ the credit hours and ½ of the weeks. The second evaluation period is the remainder of the program and represents a student progressing at the “normal time rate.”

Evaluation Periods

Program	1 st Evaluation Period	2 nd Evaluation Period
Professional Truck Driver	Week 01 to Week 15	Week 16 to Week 24
Commercial Truck Driver	Week 01 to Week 05	Week 06 to Week 10
Diesel Truck Driver	Week 01 to Week 09	Week 10 to Week 18
Truck Driver	Week 01 to Week 02	Week 03 to Week 04

Quantitative and Qualitative Calculations

Program	Title IV Credits				Academic Credits			
	PTD		CTD		DTD		TD	
	1 st	2 nd	1 st	2 nd	1 st	2 nd	1st	2 nd
Evaluation Period								
Maximum Attempted Credits	16	36	10.7	24	13.7	30.75	6	13.5
Minimum Credits Earned (PACE) 75%	12	24	8	16	10.25	20.5	4.5	9
Minimum GPA	1.5	2.0	1.5	2.0	1.5	2.0	1.5	2.0
Maximum Time Frame - 150% of Program		36		24		30.75		13.5

Factors that may affect a student's GPA and PACE are:

Incompletes

An incomplete cannot be given as a final grade. At the end of the program a student may, with the Director's approval, be granted an extension of no more than ten days of class in order to complete all of the required course work, assignments, and tests. The extension cannot be used to make up accrued absences from class. If a student does not complete the required course work, assignments, and tests within the extension period, he/she will receive a grade of "F" or "zero" which will be averaged in with the other grades to determine GPA. PACE will not be affected, since the student is not attempting credits.

Withdrawals

Due to the nature of the curriculum, a student is not able to "withdraw" from a portion of the program. The student must "withdraw" from the entire program, thus stopping satisfactory progress.

Repetitions

If a student is required to repeat a module of study the student will be considered to have attempted double the credits, and the grade earned in the repeat module will prevail.

Transfer of Credit

An applicant with documented previous training and/or job experience may challenge any part of the program and receive credit by successfully passing a challenge exam. If a portion of the program is successfully challenged, credit will be awarded on a quarter credit basis appropriate for that portion of the program. (Credit awarded will be both educational and financial.)

Academic Probation

In the event that a student does not achieve the established criteria for determining satisfactory academic progress, the student will be allowed to present justification of extenuating circumstances as to why he or she should be allowed to continue training. The Director of Training has the authority to allow the student up to a four week probationary period to achieve the established criteria. The student will be considered making satisfactory academic progress during any probationary period. If satisfactory academic progress is not achieved at the end of the probationary period, the student will be removed from the list of eligible Financial Aid recipients and may be terminated from the program.

Financial Aid Warning

If it has been determined that a student has failed to make SAP and/or PACE at the end of the first payment period, he/she will receive a financial aid warning. This warning will be issued in writing by the Corporate Director of Student Records. The student will have one payment period in which to be removed from financial aid warning in order to maintain title IV eligibility. A student who is not making SAP at that time will no longer be eligible for title IV.

Financial aid warning means a status assigned to a student who fails to make satisfactory academic progress at an institution that evaluates academic progress at the end of each payment period. Students who are terminated from financial aid may submit an appeal for reinstatement of eligibility when they have mitigating circumstances beyond their control. Such circumstances include the student's injury or illness, death of a relative, or other special circumstances.

FINANCIAL AID DISBURSEMENTS

How Funds are Disbursed

There are two ways to disburse FSA funds: by crediting the student's account for allowable charges or by paying the student or parent directly. Allowable charges include current charges for tuition and fees.

AIT first credits FSA funds to the student's account, and then disburses any credit balance to the student or parent.

When Funds are Disbursed

A disbursement occurs when the school credits a student's account or pays a student or parent directly with Federal Student Aid funds received from the Department of Education.

Prior to disbursing Federal Student Aid funds, the school confirms that he or she is an eligible student and is making satisfactory academic progress.

Disbursements to eligible students are made at the beginning of each payment period and no later than 3 business days after receiving funds from the Department of Education. An exception to this is a 30 day delayed disbursement of Federal Direct Stafford Loan Program funds for students who are first-year, first-time borrowers. The student is provided with a Cost Worksheet indicating the estimated dates of disbursements.

If Federal Student Aid disbursements to the student's account at the school creates a credit balance, the credit balance is disbursed directly to the student or parent as soon as possible, but no later than 14 days after the date the balance occurred on the student's account, if the balance occurred after the first day of class of a payment period, or on the first day of classes of the payment period if the credit balance occurred on or before the first day of class of that payment period.

The law requires that any excess PLUS Loan funds be returned to the parent. Therefore, if PLUS Loan funds create a credit balance the credit balance is paid to the parent. However, the parent may authorize the school (in writing) to transfer the proceeds of a PLUS Loan directly to the student for whom the loan is made.

TERMS OF FEDERAL DIRECT LOANS

Program	FDL - Subsidized	FDL - Unsubsidized	FPL – Parent PLUS
	Need Based*	Cost Based**	Cost Based**
Interest Rate	Fixed 4.66%	Fixed 4.66%	Fixed 7.21%
Loan Fee	1.051%	1.051%	4.204%
Annual Loan Limits	\$3,500.00	\$7,500.00	Cost of Education***
Cumulative Loan Limits	\$23,000.00	\$46,000.00	No Limit
Grace Period	6 Months	6 Months	None

***Need Based:** The loan amount is based on the difference between the student's cost of attendance and the Expected Family Contribution.

****Cost Based:** The loan amount is based on the student's cost of attendance which includes tuition, fees and living expenses while attending school. The school estimates the cost of attendance with guidelines established by federal regulation. A school will award a maximum need-based Federal Direct Subsidized Loan before awarding a Federal Direct Unsubsidized Loan.

*****Cost of education** minus any other aid

Loan Fee: A fee paid to the government to help reduce the costs of the loan program.

REPAYMENT PLANS AVAILABLE FOR FEDERAL DIRECT LOANS

Repayment Plans

The Direct Loan Program offers loan repayment plans designed to meet the needs of almost every borrower. Direct Loans are funded by the U.S. Department of Education through AIT and are managed by a loan servicer, under the supervision of the Department. The Direct Loan Program allows you to choose your repayment plan and to switch your plan if your needs change.

To find out more about repayment options before receiving a Direct Loan, borrowers may contact their school's financial aid office or the Federal Student Aid Information Center at 1-800-4-FED-AID (1-800-433-3243) or go to: www.direct.ed.gov

Parent Direct PLUS Loan borrowers may only choose from the standard, extended, or graduated options, but student Direct PLUS Loan borrowers may also choose the income contingent repayment plan or the income-based repayment plan.

Standard Repayment

With the standard plan, you'll pay a fixed amount each month until your loans are paid in full. Your monthly payments will be at least \$50, and you'll have up to 10 years to repay your loans.

The standard plan is good for you if you can handle higher monthly payments because you'll repay your loans more quickly. Your monthly payment under the standard plan may be higher than it would be under the other plans because your loans will be repaid in the shortest time. For the same reason—the 10-year limit on repayment—you may pay the least interest.

Extended Repayment

To be eligible for the extended plan, you must have more than \$30,000 in Direct Loan debt and you must not have an outstanding balance on a Direct Loan as of October 7, 1998. Under the extended plan you have 25 years for repayment and two payment options: fixed or graduated. Fixed payments are the same amount each month, as with the standard plan, while graduated payments start low and increase every two years, as with the graduated plan below.

This is a good plan if you will need to make smaller monthly payments. Because the repayment period will be 25 years, your monthly payments will be less than with the standard plan. However, you may pay more in interest because you're taking longer to repay the loans.

Remember that the longer your loans are in repayment, the more interest you will pay.

Graduated Repayment

With this plan your payments start out low and increase every two years. The length of your repayment period will be up to ten years. If you expect your income to increase steadily over time, this plan may be right for you. Your monthly payment will never be less than the amount of interest that accrues between payments. Although your monthly payment will gradually increase, no single payment under this plan will be more than three times greater than any other payment.

Income Contingent Repayment

This plan gives you the flexibility to meet your Direct Loan obligations without causing undue financial hardship. Each year, your monthly payments will be calculated on the basis of your adjusted gross income (AGI, plus your spouse's income if you're married), family size, and the total amount of your Direct Loans. Under the ICR plan you will pay each month the lesser of:

- the amount you would pay if you repaid your loan in 12 years multiplied by an income percentage factor that varies with your annual income, or 20% of your monthly discretionary income*.

If your payments are not large enough to cover the interest that has accumulated on your loans, the unpaid amount will be capitalized once each year. However, capitalization will not exceed 10 percent of the original amount you owed when you entered repayment. Interest will continue to accumulate but will no longer be capitalized.

The maximum repayment period is 25 years. If you haven't fully repaid your loans after 25 years (time spent in deferment or forbearance does not count) under this plan, the unpaid portion will be discharged. You may, however, have to pay taxes on the amount that is discharged.

Income-based Repayment

Under this plan the required monthly payment will be based on your income during any period when you have a partial financial hardship. Your monthly payment may be adjusted annually. The maximum repayment period under this plan may exceed 10 years. If you meet certain requirements over a specified period of time, you may qualify for cancellation of any outstanding balance of your loans.

Pay As You Earn

To qualify for this program, you must have a partial financial hardship. You have a partial financial hardship if the monthly amount you would be required to pay on your Federal loans under a 10-year Standard Repayment Plan is higher than the monthly amount

you would be required to pay under the Pay as You Earn plan. The following types of loans are counted in determining whether or not you have a partial financial hardship;

- Subsidized and Unsubsidized Federal Stafford Loans
- Federal PLUS loans made to graduate or professional students
- Federal Consolidation Loans that did not repay any PLUS loans for parents

You must also be a new borrower as of October 1, 2007, and must have received a disbursement of a Direct Loan on or after October 1, 2011. You are considered a new borrower if you had no outstanding balance on a Direct Loan or FFEL Program Loan as of October 1, 2007, or had no outstanding balance on a Direct Loan or FFEL Program loan when you received a new loan on or after October 1, 2007.

Your payment amount may increase or decrease each year based on your income and family size. Once you have initially qualified for Pay as You Earn, you may continue to make payments under the plan even if you no longer have a partial financial hardship.

*Monthly discretionary income equals your AGI minus the poverty level for your state of residence and family size, divided by 12. For the current poverty level, see the [Poverty Guidelines Chart](#), which is issued annually by the U.S. Department of Health and Human Services.

SAMPLE REPAYMENT SCHEDULE – FEDERAL DIRECT LOANS

Debt	Standard		Extended		Graduated		Income Contingent	
	Per Mo.	Total	Per Mo.	Total	Per Mo.	Total	Per Mo.	Total
\$1,000.00	\$50.00	\$1,080.00	\$50.00	\$1,080.00	\$25.00	\$1,175.00	\$7.00	\$2,222.00
\$2,625.00	\$50.00	\$3,268.00	\$50.00	\$3,268.00	\$25.00	\$4,276.00	\$17.00	\$5,834.00
\$3,500.00	\$50.00	\$4,790.00	\$50.00	\$4,790.00	\$25.00	\$6,036.00	\$23.00	\$7,778.00
\$5,500.00	\$67.00	\$8,095.00	\$60.00	\$8,682.00	\$39.00	\$9,513.00	\$37.00	\$12,223.00
\$7,500.00	\$92.00	\$11,039.00	\$82.00	\$11,840.00	\$53.00	\$12,970.00	\$50.00	\$16,668.00
\$10,500.00	\$129.00	\$15,455.00	\$102.00	\$18,337.00	\$72.00	\$29,135.00	\$70.00	\$23,335.00
\$15,000.00	\$184.00	\$22,078.00	\$146.00	\$26,196.00	\$103.00	\$28,762.00	\$100.00	\$33,336.00
\$18,500.00	\$227.00	\$27,230.00	\$179.00	\$32,308.00	\$127.00	\$35,474.00	\$102.00	\$40,634.00

Consider the additional loan information in addition to the exit counseling you have already received:

- There are five different repayments options available to you: standard, graduated, income-sensitive, pay as you earn and extended. Interest amounts and total payments required will vary based on the repayment option chosen.
- The Department of Education offers several programs available to assist a borrower who may experience financial hardship during loan repayment.
- As a borrower, you have the option to prepay your loan at any time, to request a shorter repayment term, and to request changes to the repayment schedule itself.
- It is important to remain current on your loan payments. Delinquent and defaulted Federal Loans can seriously affect your credit and likelihood of obtaining additional loans in the future.
- Consolidation enables a borrower to combine eligible education loans into one new loan with one monthly payment and a fixed interest rate. Consolidation benefits differ and a borrower may lose certain rights by selecting a consolidation option.
- There are several tax benefits that may be available to borrowers. Tax option information is provided in the exit interview packet.
- You may track your Federal loans through the national Student Loan Data System (NSLDS) at: www.NSLDS.ed.gov
- Loans must be repaid even if you do not complete the program, are dissatisfied with your educational experience, fail to find a job in your chosen field, or do not complete your program in the time usually allotted for program completion.

- Students who become delinquent on their loan repayment may damage their credit rating for other types of loans in the future.

For additional information regarding these items, please refer to:

“The Exit Counseling Guide for Direct Loan Borrowers” at:

<http://www2.ed.gov/offices/OSFAP/DirectLoan/pubs/exitcounselguide.pdf>

You can also visit the Direct Loan website at www.direct.ed.gov

Deferments

A deferment is a postponement of payment on a loan, during which interest does not accrue if the loan is subsidized.

You may qualify for a deferment while you are:

- Enrolled at least half time in an eligible postsecondary school or studying full time in a graduate fellowship program or an approved disability rehabilitation program.
- Unemployed or meet our rules for economic hardship (limited to 3 years).

You may also be eligible for a deferment based on qualifying active duty service in the U.S. Armed Forces or National Guard. Refer to the MPN for your loan or contact the Direct Loan Servicing Center for more information about specific qualifications for deferment based on military service.

In most cases, you need to submit a deferment request to your loan servicer along with documentation of your eligibility for the deferment. If you've gone back to school and your loan servicer receives enrollment information that shows you're enrolled at least half time, it will automatically put your loans into deferment and notify you. You have the option of cancelling the deferment and continuing to make payments on your loan.

If you are in default on your loan, you are not eligible for a deferment or forbearance.

Forbearances

If you can't make your scheduled loan payments, but don't qualify for a deferment, you may be qualify for a forbearance.

Forbearance allows you to temporarily stop making payments on your loan, temporarily make smaller payments, or extend the time for making payments. Some common reasons for getting forbearance are illness, financial hardship or serving in a medical or dental internship or residency. See your copy of the Borrower's Rights and Responsibilities Statement for more examples. You can get more information by contacting your loan servicer.

Under certain circumstances, you can automatically qualify for forbearance, for instance, while processing a deferment, forbearance, cancellation, and change in repayment plan or consolidation, or if you're involved in a military mobilization or a local or national emergency.

Necessity of Loan Repayment

It is very important that you make your loan payments on time. If you are having trouble making your monthly payment, you should immediately contact your loan holder or loan servicer. You've made a commitment to yourself and your future. Be a responsible borrower—you don't want to default on your student loan. Default is the failure to repay your loan according to the terms of the promissory note.

Loan default has serious consequences:

- Your entire loan balance (principal and interest) will be due in full immediately.
- Your college records may be placed on hold.
- You'll lose eligibility for loan deferment.
- You won't be eligible for additional federal student aid.
- Your account may be turned over to a collection agency and you'll have to pay additional charges, late fees and collection costs, all of which become part of your debt.
- Your credit rating will be damaged for several years because defaulted loans are reported to national credit bureaus.

You'll have difficulty qualifying for credit cards, a car loan, a mortgage, or renting an apartment (credit checks are required to rent an apartment). Your federal and state income tax refunds can be withheld and applied to student loan debt. This is called a tax offset.

You may have a portion of your wages garnished (withheld). You may not be able to obtain a professional license or get hired by an employer that performs credit checks.

Remember... Don't Default!

SAMPLE REPAYMENT SCHEDULE – PRIVATE LOANS

AMOUNT	TERM	MONTHLY PAYMENT	INTEREST RATE	TOTAL PAID
\$2,769.00	23 months	\$107.00	18%	\$3,530.94
\$3,993.00	33 months	\$154.30	18%	\$5,091.74
\$4,043.00	33 months	\$156.23	18%	\$5,155.50

SAMPLE REPAYMENT SCHEDULE – INSTITUTIONAL LOANS

AMOUNT	TERM	MONTHLY PAYMENT	INTEREST RATE	TOTAL PAID
\$400.00	12 months	\$36.67	18%	\$440.06
\$800.00	12 months	\$73.34	18%	\$880.13
\$1,200.00	12 months	\$110.02	18%	\$1,320.19

REQUIRED EXIT COUNSELING

Student loans, unlike grants and work-study, are borrowed money that must be repaid, with interest, just like car loans and home mortgages. You cannot have these loans canceled because you didn't like the education you received, didn't get a job in your field of study or because you're having financial difficulty. Loans are legal obligations that you'll have to repay.

For additional information regarding repayment of your student loans, go to:

<http://www.direct.ed.gov/pubs/exitcounselguide.pdf>

Entrance Counseling for Student Borrowers

Prior to the first disbursement, the institution must provide to a first-time borrower of a Federal Direct Loan (other than consolidated or Parent PLUS loans) comprehensive information on the terms and conditions of the loan and of the borrower's responsibilities.

The following information is provided to first-time borrowers of a Federal Direct Loan. Comprehensive information is contained in the Financial Assistance disclosure section.

- An explanation of the use of the Master Promissory Note (MPN)
- An emphasis to the borrower the seriousness and importance of the repayment obligation the student borrower is assuming
- A description of the likely consequences of default, including adverse credit reports, delinquent debt collection procedures under Federal law, and litigation
- The obligation of the borrower to repay the full amount of the loan regardless of whether the borrower completes the program or completes within regular time for completion, is unable to obtain employment upon completion, or is otherwise dissatisfied with or does not receive the educational or other services the borrower purchased from the school
- Information about the monthly payment amounts
- A range of student levels of indebtedness of Direct Subsidized Loan and Direct Unsubsidized Loan borrowers, or student borrowers with Direct Subsidized, Direct Unsubsidized, and Direct PLUS Loans depending on the types of loans the borrower has obtained; or
- The average indebtedness of other borrowers in the same program at the same school as the borrower
- To the extent practicable, provide an explanation of the effect of accepting the loans to be disbursed on the eligibility of the borrower for other forms of student financial assistance
- Information on the accrual and capitalization of interest

- Borrowers of unsubsidized loans have the option of paying interest while in school
- Definition of half-time enrollment and the consequences of not maintaining half-time enrollment
- Importance of contacting appropriate offices if student withdraws prior to completion of program of study
- Sample monthly repayment amounts
- Consequences of default
- Information about NSLDS and how the borrower can access his or her records

Exit Counseling for Student Borrowers

Each student borrower must be provided with exit counseling under the Federal Direct Loan Program before the student borrower ceases at least half-time study at the school. The counseling will provide information on:

- The average anticipated monthly repayment amount.
- Repayment plan options and the option to prepay or pay on a shorter schedule.
- Debt Management Strategies.
- The purpose and use of the Master Promissory Note.
- The seriousness and importance of student's repayment obligation.
- Terms and conditions for forgiveness or cancellation.
- Copy of information provided by the U.S. Department of Education.
- Terms and conditions for deferment of forbearance.
- Consequences of default.
- Options and consequences of loan consolidation.
- Tax benefits available to borrowers.
- The obligation of the borrower to repay the full amount of the loan regardless of whether the borrower completes program or completes within regular time for completion, is unable to obtain unemployment upon completion, or is otherwise dissatisfied with or did not receive the educational or other services the borrower purchased from the school.
- Availability of the Student Loan Ombudsman's office.
- Information about NSLDS. The U.S. Department of Education is required to provide a disclosure form for students and prospective students about NSLDS.

EXIT COUNSELING FOR FIRST TIME BORROWERS

Maximum eligibility period to receive Direct Subsidized Loans:

- There is a limit on the maximum period of time that you can receive Direct Subsidized Loans.
- You may not receive Direct Subsidized Loans for more than **150%** of the published length of your program. This is referred to as your Maximum Eligibility Period.
- Your maximum eligibility period can change if you change programs.
- All Direct Subsidized Loans received for an earlier program will generally count against your new maximum eligibility period if you change programs.

Periods that count against your maximum eligibility period:

- The periods of time that counts against your maximum eligibility are periods of enrollment also known as "loan periods".
- Direct Subsidized Loans received for a period of enrollment shorter than an academic year will be reduced accordingly.
- The amount of a Direct Subsidized Loan received for a period of enrollment does not affect your maximum eligibility.

Loss of eligibility for additional direct subsidized Loans and becoming responsible for paying interest on Direct Subsidized Loans:

- After you have received Direct Subsidized Loans for your maximum eligibility period, you are no longer eligible to receive additional Direct Subsidized Loans. However, you may continue to receive Unsubsidized Direct Loans.
- Once your maximum eligibility period has been exceeded, you will be responsible for paying the interest that accrues on Direct Subsidized Loans for periods when you normally would not have had to.
- If you become responsible for the interest that accrues on your Direct Subsidized Loans, any interest that accrues will be capitalized at the end of your grace, deferment, or other periods.

The Department of Education will inform the student borrower if he or she is responsible for accruing interest on the Direct Subsidized Federal Loans.

As a borrower, you may check on the status of your Federal loans by accessing the NSLDS website at:
http://www.nsls.ed.gov/nsls_SA/

COST OF ATTENDANCE – 2014-2015
PROFESSIONAL TRUCK DRIVER PROGRAM - PHOENIX

Students Living Away From Home or at Home with Dependents

SOURCE	PRORATED MONTHS	MONTHLY ALLOWANCE	BUDGET
Tuition/fees			\$9,250.00
Books/Supplies			\$320.00
Room/Board	6	\$890.00	\$5,340.00
Personal/Misc.	6	\$342.00	\$2,052.00
Transportation	6	\$403.00	\$2,418.00
TOTAL		\$1,635.00	\$19,380.00
<i>Plus Actual Loan Fees = Cost of Attendance</i>			

Students Living At Home without Dependents

SOURCE	PRORATED MONTHS	MONTHLY ALLOWANCE	BUDGET
Tuition/Fees			\$9,250.00
Books/Supplies			\$320.00
Room/Board	6	\$320.00	\$1,920.00
Personal/Misc.	6	\$342.00	\$2,052.00
Transportation	6	\$403.00	\$2,418.00
TOTAL		\$1,065.00	\$15,960.00
<i>Plus Actual Loan Fees = Cost of Attendance</i>			

PROFESSIONAL TRUCK DRIVER PROGRAM – NORTH LAS VEGAS

Students Living Away From Home or at Home with Dependents

SOURCE	PRORATED MONTHS	MONTHLY ALLOWANCE	BUDGET
Tuition/Fees			\$9,250.00
Books/Supplies			\$320.00
Room/Board	6	\$809.00	\$4,854.00
Personal/Misc.	6	\$277.00	\$1,662.00
Transportation	6	\$332.00	\$1,992.00
TOTAL		\$1,418.00	\$18,078.00
<i>Plus Actual Loan Fees = Cost of Attendance</i>			

Students Living At Home without Dependents

SOURCE	PRORATED MONTHS	MONTHLY ALLOWANCE	BUDGET
Tuition/Fees			\$9,250.00
Books/Supplies			\$320.00
Room/Board	6	\$319.00	\$1,914.00
Personal/Misc.	6	\$277.00	\$1,662.00
Transportation	6	\$332.00	\$1,992.00
TOTAL		\$928.00	\$15,138.00
<i>Plus Actual Loan Fees = Cost of Attendance</i>			

FINANCIAL AID INFORMATION | 2014

PROFESSIONAL TRUCK DRIVER PROGRAM – DENVER

Students Living Away From Home or at Home with Dependents

SOURCE	PRORATED MONTHS	MONTHLY ALLOWANCE	BUDGET
Tuition/Fees			\$9,250.00
Books/Supplies			\$320.00
Room/Board	6	\$1,239.00	\$7,434.00
Personal/Misc.	6	\$385.00	\$2,310.00
Transportation	6	\$485.00	\$2,910.00
TOTAL		\$2,109.00	\$22,224.00
<i>Plus Actual Loan Fees = Cost of Attendance</i>			

Students Living At Home without Dependents

SOURCE	PRORATED MONTHS	MONTHLY ALLOWANCE	BUDGET
Tuition/Fees			\$9,250.00
Books/Supplies			\$320.00
Room/Board	6	\$342.00	\$2,052.00
Personal/Misc.	6	\$385.00	\$2,310.00
Transportation	6	\$485.00	\$2,910.00
TOTAL		\$1,212.00	\$16,842.00
<i>Plus Actual Loan Fees = Cost of Attendance</i>			

COMMERCIAL TRUCK DRIVER PROGRAM – PHOENIX

Students Living Away From Home or at Home with Dependents

SOURCE	PRORATED MONTHS	MONTHLY ALLOWANCE	BUDGET
Tuition/Fees			\$7,610.00
Books/Supplies			\$320.00
Room/Board	3	\$890.00	\$2,670.00
Personal/Misc.	3	\$342.00	\$1,026.00
Transportation	3	\$403.00	\$1,209.00
TOTAL		\$1,635.00	\$12,835.00
<i>Plus Actual Loan Fees = Cost of Attendance</i>			

Students Living At Home without Dependents

SOURCE	PRORATED MONTHS	MONTHLY ALLOWANCE	BUDGET
Tuition/Fees			\$7,610.00
Books/Supplies			\$320.00
Room/Board	3	\$320.00	\$960.00
Personal/Misc.	3	\$342.00	\$1,026.00
Transportation	3	\$403.00	\$1,209.00
TOTAL		\$1,065.00	\$11,125.00
<i>Plus Actual Loan Fees = Cost of Attendance</i>			

FINANCIAL AID INFORMATION | 2014

COMMERICAL TRUCK DRIVER PROGRAM – NORTH LAS VEGAS

Students Living Away From Home or at Home with Dependents

SOURCE	PRORATED MONTHS	MONTHLY ALLOWANCE	BUDGET
Tuition/Fees			\$7,610.00
Books/Supplies			\$320.00
Room/Board	3	\$809.00	\$2,427.00
Personal/Misc.	3	\$277.00	\$831.00
Transportation	3	\$332.00	\$996.00
TOTAL		\$1,418.00	\$12,184.00
<i>Plus Actual Loan Fees = Cost of Attendance</i>			

Students At Home without Dependents

SOURCE	PRORATED MONTHS	MONTHLY ALLOWANCE	BUDGET
Tuition/Fees			\$7,610.00
Books/Supplies			\$320.00
Room/Board	3	\$319.00	\$957.00
Personal/Misc.	3	\$277.00	\$831.00
Transportation	3	\$332.00	\$996.00
TOTAL		\$928.00	\$10,714.00
<i>Plus Actual Loan Fees = Cost of Attendance</i>			

COMMERICAL TRUCK DRIVER PROGRAM – DENVER

Students Living Away From Home or at Home with Dependents

SOURCE	PRORATED MONTHS	MONTHLY ALLOWANCE	BUDGET
Tuition/Fees			\$7,560.00
Books/Supplies			\$320.00
Room/Board	3	\$1,239.00	\$3,717.00
Personal/Misc.	3	\$385.00	\$1,155.00
Transportation	3	\$485.00	\$1,455.00
TOTAL		\$2,109.00	\$14,207.00
<i>Plus Actual Loan Fees = Cost of Attendance</i>			

Students At Home without Dependents

SOURCE	PRORATED MONTHS	MONTHLY ALLOWANCE	BUDGET
Tuition/Fees			\$7560.00
Books/Supplies			\$320.00
Room/Board	3	\$342.00	\$1,026.00
Personal/Misc.	3	\$385.00	\$1,155.00
Transportation	3	\$485.00	\$1,455.00
TOTAL		\$1,212.00	\$11,516.00
<i>Plus Actual Loan Fees = Cost of Attendance</i>			

RETURN OF TITLE IV FUNDS POLICY - COLORADO

The portion of the federal grants and loans that a trainee is entitled to receive is calculated on a percentage basis by comparing the total number of calendar days in the period of enrollment to the number of calendar days that the trainee completed as of the last date of attendance. For example, if a trainee completes 30% of the period of enrollment, then 30% of the approved federal aid that was disbursed or could have been disbursed for the period of enrollment would be earned. This means that 70% of the trainee's aid

that was disbursed or could have been disbursed remains unearned and must be returned to the Federal Title IV programs. After the 60% point of the period of enrollment, a trainee has earned 100% of the Title IV funds disbursed or that could have been disbursed for the period of enrollment. This policy governs the earned and unearned portions of the trainee's Federal Title IV financial aid only and determines how much, if any, the trainee and/or the training facility may need to return. If it is determined that a portion of the financial aid received on the trainee's behalf is unearned, the training facility has the responsibility of returning those funds to the Federal Title IV programs within 30 days of the date of determination of withdrawal. Unearned funds are returned in the following order: Unsubsidized Direct Stafford loan, Subsidized Direct Stafford loan, Direct PLUS loan, and Federal Pell Grant. Any trainee eligible for a Post-withdrawal disbursement of loan funds is offered those funds within 30 days of the date of determination and notified if an overpayment is due. The calculation of Title IV funds earned by the trainee has no relationship to the student's incurred institutional charges. The Institutional Refund Policy is outlined above and will be used to determine the reduction, if any, in the trainee's charges. The trainee is responsible for paying any outstanding charges to the training facility.

RETURN OF TITLE IV FUNDS POLICY – ARIZONA AND NEVADA

The portion of the federal grants and loans that a trainee is entitled to receive is calculated on a percentage basis by comparing the total number of calendar days in the period of enrollment to the number of calendar days that the trainee completed as of the last date of attendance. For example, if a trainee completes 30% of the period of enrollment, then 30% of the approved federal aid that was disbursed or could have been disbursed for the period of enrollment would be earned. This means that 70% of the trainee's aid that was disbursed or could have been disbursed remains unearned and must be returned to the Federal Title IV programs. After the 60% point of the period of enrollment, a trainee has earned 100% of the Title IV funds disbursed or that could have been disbursed for the period of enrollment. This policy governs the earned and unearned portions of the trainee's Federal Title IV financial aid only and determines how much, if any, the trainee and/or the training facility may need to return. If it is determined that a portion of the financial aid received on the trainee's behalf is unearned, the training facility has the responsibility of returning those funds to the Federal Title IV programs within 45 days of the date of determination of withdrawal. Unearned funds are returned in the following order: Unsubsidized Direct Stafford loan, Subsidized Direct Stafford loan, Direct PLUS loan, and Federal Pell Grant. Any trainee eligible for a Post-withdrawal disbursement of loan funds is offered those funds within 30 days of the date of determination and notified if an overpayment is due. The calculation of Title IV funds earned by the trainee has no relationship to the student's incurred institutional charges. The Institutional Refund Policy is outlined above and will be used to determine the reduction, if any, in the trainee's charges. The trainee is responsible for paying any outstanding charges to the training facility.

The institution returns Title IV funds to the programs from which the student received aid during the period of enrollment, in the following order:

- Unsubsidized Direct Federal Loans
- Subsidized Direct Federal Loans
- Direct PLUS Loans
- Federal Pell Grants for which a return of funds is required

CANCELLATION AND REFUND POLICY

Prior to Commencement of Classes – Arizona and Nevada Campuses

All monies paid by an applicant are refundable if requested within 3 days after signing an enrollment agreement. An applicant requesting cancellation more than 3 days after signing an enrollment agreement, and making an initial payment prior to entering training, is entitled to a refund of all monies paid minus the registration fee and the cost of the physical/drug screen, if applicable.

Applicants who have not visited the training facility prior to signing an enrollment agreement will have the opportunity to withdraw within 3 days and all monies paid by the applicant are refunded, following either attendance at a regularly scheduled orientation or following a tour of the training facility and inspection of equipment.

Rejects

An applicant rejected by the institution is entitled to a refund of all monies paid minus \$25.00 of the registration fee; physical/drug screen cost, if applicable; and books and supplies that are not reusable or are not returned within 20 days.

Prior to Commencement of Classes – Colorado Campus

All monies paid by an applicant are refundable if requested within 3 days after signing an enrollment agreement. An applicant requesting cancellation more than 3 days after signing an enrollment agreement, and making an initial payment prior to entering training, is entitled to a refund of all monies paid minus the registration fee and the cost of the physical/drug screen, if applicable.

Applicants who have not visited the training facility prior to signing an enrollment agreement will have the opportunity to withdraw within 3 days and all monies paid by the applicant are refunded, following either attendance at a regularly scheduled orientation or following a tour of the training facility and inspection of equipment.

Rejects

An applicant rejected by the institution is entitled to a full refund of all monies paid except physical/drug screen cost *, if applicable; and books and supplies that are not reusable or are not returned within 20 days. **

- Third party fees are not refundable (i.e. physical, drug screen and CDL fees)
- Applicants withdrawing or rejected from the program must return reusable books and supplies within 20 days of the notice of withdrawal or pay for same.

WITHDRAWAL AFTER COMMENCEMENT OF CLASS

The withdrawal date is always the last date of attendance as determined by the institution's attendance records. The withdrawal date is used to determine the percentage of the period of enrollment completed, the amount of the trainee's obligation, and the amount of aid the trainee has earned. The date of determination of withdrawal for a trainee who does not provide notification is, except in unusual circumstances, 14 days after the last day of attendance as determined by the institution's attendance records or the date the trainee violates AIT policy which provides for termination. The date of determination of withdrawal for a trainee that provides notification within 14 days after the last day of attendance, is the date the trainee notifies the Director of Training of the intent to withdraw. If the trainee does not return at the end of an approved leave of absence or a scheduled break of five consecutive days or more, the date of determination is the date the trainee was scheduled to return or the date the trainee notifies the institution he or she will not be returning, whichever is earlier.

Colorado Campus

The student will receive a full refund of tuition and fees paid if the school discontinues a program within a period of time a student could have reasonably completed it, except that this provision shall not apply in the event the institution ceases operation. The policy for granting credit for previous training shall not impact the refund policy.

FORMAL LEAVE OF ABSENCE POLICY

The institution's Leave of Absence Policy requires a student to provide a written, signed, and dated request in advance for a leave of absence. If unforeseen circumstances prevent a student from providing an advance written request, the institution may grant the student's request for a leave of absence, document its decision, and collect the written request at a later date. All requests for extending a leave of absence must be made in writing.

The leave of absence may not exceed 180 days in a 12-month period. The institution, at its discretion, may allow multiple leaves of absence. However, the leave of absence and any additional leaves of absence must not exceed a total of 180 days in any 12-month period. This 12-month period begins on the first day of the student's initial leave of absence.

Upon receipt of the student's request for a leave of absence, the school will determine if there is a reasonable expectation that the student will return to training, and approve or deny the request. There are no additional institutional charges to the student as a result of the leave of absence, the student's need does not increase, and the student is not eligible for any additional federal student aid.

Upon the student's return from the leave, he or she continues to earn the Title IV aid previously awarded for the period. Once the student has earned half the required credits and completed half the number of weeks in the payment period, the student has earned the Title IV funds he or she was previously paid. At that point, if otherwise eligible, the student may receive a second or subsequent disbursement of Title IV program funds.

If a student fails to return to school at the end of an approved leave of absence:

- The withdrawal date is the last date of attendance as documented by the institution's attendance records.
- The determination date is the date the student was scheduled to return from the leave of absence or the date the student notifies the school that they will not be returning, whichever is earlier.
- If the student is a Title IV recipient, he or she is entitled to an initial grace period of six consecutive months before entering into repayment on his or her loans. The six month grace period begins the day after the last day of attendance. Therefore, the borrower will exhaust some or all of the grace period.

INSTITUTIONAL REFUND POLICY

Refunds are calculated based on the portion of the course completed. The date from which refunds are calculated is the student's last date of attendance. Refunds are made within 30 days of the date of the determination of withdrawal in the state of Colorado, and within 45 days of the determination of withdrawal in the states of Arizona and Nevada.

PROFESSIONAL TRUCK DRIVER – PHOENIX AND NORTH LAS VEGAS

WITHDRAWAL	STUDENT'S OBLIGATION
WITHIN THE 1 ST 7 CALENDAR DAYS	\$100.00 + BOOKS AND FEES
AFTER 7 CALENDAR DAYS AND;	
WITHIN THE 2 ND OR 3 RD WEEK OF TRAINING	\$100.00 + 10% OF TUITION + BOOKS AND FEES
WITHIN THE 4 TH , 5 TH , OR 6 TH WEEK OF TRAINING	\$100.00 + 50% OF TUITION + BOOKS AND FEES
WITHIN THE 7 TH THROUGH THE 12 TH WEEK OF TRAINING	\$100.00 + 75% OF TUITION + BOOKS AND FEES
AFTER THE 12 TH WEEK OF TRAINING	\$100.00 + 100% OF TUITION + BOOKS AND FEES

COMMERCIAL TRUCK DRIVER – PHOENIX AND NORTH LAS VEGAS

WITHDRAWAL	STUDENT'S OBLIGATION
WITHIN THE FIRST 3 CALENDAR DAYS	\$150.00 + BOOKS AND FEES
AFTER 3 CALENDAR DAYS AND;	
WITHIN THE 1 ST WEEK OF TRAINING	\$200.00 + 10% OF TUITION + BOOKS AND FEES
WITHIN THE 2 ND OR 3 RD WEEK OF TRAINING	\$200.00 + 50% OF TUITION + BOOKS AND FEES
WITHIN THE 4 TH OR 5 TH WEEK OF TRAINING	\$200.00 + 75% OF TUITION + BOOKS AND FEES
AFTER THE 9 TH WEEK OF TRAINING	\$200.00 + 100% OF TUITION + BOOKS AND FEES

DIESEL TRUCK DRIVER – PHOENIX AND NORTH LAS VEGAS

WITHDRAWAL	STUDENT'S OBLIGATION
WITHIN THE FIRST 7 CALENDAR DAYS	\$100.00 + BOOKS AND FEES
AFTER 7 CALENDAR DAYS AND;	
WITHIN THE 2 ND WEEK OF TRAINING	\$100.00 + 10% OF TUITION + BOOKS AND FEES
WITHIN THE 3 RD , 4 TH , OR 5 TH WEEK OF TRAINING	\$100.00 + 50% OF TUITION + BOOKS AND FEES
WITHIN THE 6 TH , 7 TH , 8 TH . OR 9 TH WEEK OF TRAINING	\$100.00 + 75% OF TUITION + BOOKS AND FEES
AFTER THE 9 TH WEEK OF TRAINING	\$100.00 + 100% OF TUITION + BOOKS AND FEES

TRUCK DRIVER – PHOENIX AND NORTH LAS VEGAS

WITHDRAWAL	STUDENT'S OBLIGATION
WITHIN THE FIRST 3 CALENDAR DAYS	\$150.00 + BOOKS AND FEES
AFTER 3 CALENDAR DAYS AND;	
WITHIN THE 1 ST WEEK OF TRAINING	\$200.00 + 10% OF TUITION + BOOKS AND FEES
WITHIN THE 2 ND WEEK OF TRAINING	\$200.00 + 50% OF TUITION + BOOKS AND FEES
AFTER THE 2 ND WEEK OF TRAINING	\$200.00 + 100% OF TUITION + BOOKS AND FEES

PROFESSIONAL TRUCK DRIVER – DENVER

WITHDRAWAL	STUDENT'S OBLIGATION
WITHIN THE FIRST 7 CALENDAR DAYS	\$100.00 + BOOKS AND FEES
AFTER 7 CALENDAR DAYS AND:	
WITHIN THE 2 ND OR 3 RD WEEK OF TRAINING	\$100.00 + 10% OF TUITION + BOOKS AND FEES
WITHIN THE 4 TH , 5 TH , OR 6 TH 3 RD WEEK OF TRAINING	\$100.00 + 25% OF TUITION + BOOKS AND FEES
WITHIN THE 7 TH THROUGH THE 12 TH WEEK OF TRAINING	\$100.00 + 50% OF TUITION + BOOKS AND FEES
WITHIN THE 13 TH THROUGH THE 18 TH WEEK OF TRAINING	\$100.00 + 75% OF TUITION + BOOKS AND FEES
AFTER THE 18 TH WEEK OF TRAINING	\$100.00 + 100% OF TUITION + BOOKS AND FEES

TRUCK DRIVER – DENVER

WITHDRAWAL	STUDENT'S OBLIGATION
WITHIN THE FIRST 3 CALENDAR DAYS	\$150.00 + BOOKS AND FEES
AFTER 3 CALENDAR DAYS AND:	
WITHIN THE 1 ST WEEK OF TRAINING	\$150.00 + 25% OF TUITION + BOOKS AND FEES
WITHIN THE 2 ND WEEK OF TRAINING	\$150.00 + 50% OF TUITION + BOOKS AND FEES
WITHIN THE 3 RD WEEK OF TRAINING	\$150.00 + 75% OF TUITION + BOOKS AND FEES
AFTER THE 3 RD WEEK OF TRAINING	\$150.00 + 100% OF TUITION + BOOKS AND FEES

DIESEL TRUCK DRIVER – DENVER

WITHDRAWAL	STUDENT'S OBLIGATION
WITHIN THE FIRST 7 CALENDAR DAYS	\$100.00 + BOOKS AND FEES
AFTER 7 CALENDAR DAYS AND:	
WITHIN THE 2 ND WEEK OF TRAINING	\$100.00 + 10% OF TUITION + BOOKS AND FEES
WITHIN THE 3 RD , 4 TH OR 5 TH WEEK OF TRAINING	\$100.00 + 25% OF TUITION + BOOKS AND FEES
WITHIN THE 6 TH , 7 TH , 8 TH OR 9 TH WEEK OF TRAINING	\$100.00 + 50% OF TUITION + BOOKS AND FEES
WITHIN THE 10 TH THROUGH THE 13 TH WEEK OF TRAINING	\$100.00 + 75% OF TUITION + BOOKS AND FEES
AFTER THE 13 TH WEEK OF TRAINING	\$100.00 + 100% OF TUITION + BOOKS AND FEES

COMMERCIAL TRUCK DRIVER – DENVER

WITHDRAWAL	STUDENT'S OBLIGATION
WITHIN THE FIRST 3 CALENDAR DAYS	\$150.00 + BOOKS AND FEES
AFTER 3 CALENDAR DAYS AND:	
WITHIN THE 1 ST WEEK OF TRAINING	\$150.00 + 10% OF TUITION + BOOKS AND FEES
WITHIN THE 2 ND OR 3 RD WEEK OF TRAINING	\$150.00 + 25% OF TUITION + BOOKS AND FEES
WITHIN THE 4 TH OR 5 TH WEEK OF TRAINING	\$150.00 + 50% OF TUITION + BOOKS AND FEES
WITHIN THE 6 TH OR 7 TH WEEK OF TRAINING	\$150.00 + 75% OF TUITION + BOOKS AND FEES
AFTER THE 7 TH WEEK OF TRAINING	\$150.00 + 100% OF TUITION + BOOKS AND FEES

LOAN DISCLOSURES

The **Truth in Lending Act (TILA)**, which originally was enacted in 1968, sets out requirements for lenders in presenting and calculating interest rates and costs of loans for consumers. The purpose of the Act is to provide a way for consumers to compare loan provisions in order to make an informed choice, and so they may understand the costs of loans.

By law, a contract for a private educational loan must include:

- The finance charge - the cost of the credit over the life of the loan
- The Annual Percentage Rate (APR), showing the cost of credit as a percentage
- The schedule of payments - amounts and dates
- The amount financed
- The total of the payments - the total cost of the loan in dollars
- The right to cancel the loan within a specific time frame

The terms and conditions of Title IV loans are more favorable than the provisions of private education loans. The institution will award eligible students Title IV funds prior to offering a private educational loan. Information and paperwork for private education loans is presented to the student separate and distinct from Title IV funding.

Self-Certification Form

A self-certification form must be obtained by an applicant before disbursing a private education loan. The institution is required to obtain this form for students admitted or enrolled at the school who will be obtaining a private education loan.

The self-certification form discloses the following:

- Free or lower-cost Title IV federal, state, or school student financial aid may be available in place of, or in addition to, a private education loan.
- A private education loan may reduce eligibility for free or lower-cost federal, state, or school student financial aid.
- You are strongly encouraged to pursue the availability of free or lower-cost financial aid with the school's financial aid office.
- Cost of attendance
- Estimated financial assistance
- The difference between the cost of attendance and estimated financial assistance

Students are advised that borrowing more than the difference between the cost of attendance and the estimated financial assistance may reduce eligibility for free or lower-cost federal or institutional aid.

PREFERRED LENDER LISTS

The institution does not provide a preferred lender list to students. All available Title IV funding is awarded prior to the discussion of a private education loan. A private education loan is available to students who are in need of additional financial assistance to cover institutional charges. The institution encourages students to pursue a more economic means such as in school cash payments, a low interest credit card, or a personal education loan through a bank or credit union.

Students having questions or seeking additional information regarding financial aid, campus information, completion and graduation rates, security policies, and crime statistics are urged to contact financial aid personnel at the student's specific campus location. Hours for the financial aid offices vary with each location. Please check with your individual financial aid administrator.

Denver: Beth Ulrich (303) 287-2234; **North Las Vegas:** Verena McFadden (702) 644-1234; **Phoenix:** Renee Peace (602) 233-2222