

Flagstaff, 86001
928.226.1400



Prescott, 86301
928.717.2747

209 W Main Street
Mesa, 85201
602.833.6500

639 N 6th Avenue
Tucson, 85705
520.343.0338

www.asismassage.com

asis@asismassage.com

Title IV Financial Aid Recipients Policy

Revision Date: January, 2017

Policy: ASIS adheres to all policies and guidelines of the U. S. Department of Education. Satisfactory Academic Progress policies are cumulative, include attendance, and are applied consistently to all students.

Responsibility: Director of Student & Career Services, FA Advisor, and Campus Director

Satisfactory Academic Progress (SAP)

The ASIS Massage Therapy Program is 800 clock hours. Satisfactory progress is evaluated at the program midpoint of 400 clock hours, as described below and includes both quantitative and qualitative measures. Faculty evaluate student progress regularly throughout the program, however those evaluations are not counted in the SAP calculations for Financial Aid eligibility purposes. All students are treated with equal respect, and must demonstrate that they are able to attain the minimum standard at graduation

Quantitative Standard (PACE):

The quantitative measure defines the minimum percentage or amount of work, which allows the student to complete the program within the maximum time frame. This is expressed in clock hours.

	Maximum Time Frame		
	Payment Period 1	Payment Period 2	Additional Hours
	Hours 1-400	Hours 401 - 800	Hours 801 - 1200
Total Hours per Period	400	400	400
90% Required Hours per Period	360	360	360
Cumulative Program Totals	400	800	1200
90% Cumulative Required Hours	360	720	1080

Please note: The evaluation point for continued Financial Aid eligibility is at the end of Payment Period 1, which is the midpoint of the program, 400 hours. At this midpoint, student grades and attendance are evaluated for satisfactory progress and on-track progress for completion within the 150% time frame.

Qualitative Standard (GRADES):

The Qualitative Standard is the cumulative measurement of the student's progress, work projects completed, participation, or comparable factors that are measurable against generally accepted criteria. The policy requires all students to have a minimum of 70% cumulative grade or equivalent by graduation. All grades of incomplete must be successfully completed before the end of the next progress period. Student's individual course grades will be monitored and students will be supported and redirected to complete or retake any learning experiences to increase their cumulative average.

Maximum Time Frame:

The maximum time frame in which a student must complete the program may not exceed 150% of the length of the program. Our full-time, 28 week / 800 hour program must be completed in 42 weeks / 1200 hours, and our part-time 52 week / 800 hour program must be completed in 78 weeks / 1200 hours. Time spent on an approved leave of absence is not counted against the maximum time frame. Students exceeding the maximum time frame will be administratively withdrawn. All attempted hours count towards a student's maximum time frame calculation, except as noted above. The maximum time frame calculation will include all terms of enrollment, including any periods of enrollment in which the student did not receive aid from the Federal Student Aid programs.

Consequences of Failure to Meet SAP Standards:

To successfully graduate, all students must meet Academic and Attendance Requirements. If a student fails to meet the cumulative 70% grade average or 90% attendance at the evaluation point of 400 hours, he/she will be notified that he/she is ineligible for financial aid beginning with the next payment period immediately following the evaluation point of 400 hours.

Eligibility for continued financial aid will only be re-established if the student subsequently meets the Satisfactory Academic Progress requirements; or the student successfully appeals and his or her aid is reinstated. A student who has financial aid eligibility reinstated as the result of an appeal is placed on SAP probation and becomes subject to the terms of an Individual Education Plan.

Appeals Process for Financial Aid:

If a student fails to maintain satisfactory academic progress, he or she will be notified that he or she is ineligible for financial aid beginning with the payment period immediately following the evaluation point the SAP requirements were not met. The student must appeal their ineligibility for financial aid in writing to the Campus Director within 5 business days following the evaluation point of 400 hours. The student must have extenuating circumstances that prevented him/ her from meeting SAP standards. Students may not base their appeal on their need for financial aid or their lack of knowledge that their financial aid was at risk. An appeal can only be approved if the student is able to meet all standard requirements and successfully complete the program. The student must provide specific explanations as to why they failed to meet SAP standards, what has changed in their situation that will allow them to meet standards moving forward, and a detailed plan on how they will return to SAP standards. The Appeal Committee, which consists of Campus Directors, will respond via email or letter on the approval/ denial within 10 business days of receiving the written appeal.

Financial Aid Probation, and IEP

If a student's appeal is approved, the student will be put on Financial Aid probation. The student will be given an Individual Education Plan (IEP) and will be eligible to continue to receive FA contingent on their adherence to their IEP. If the appeal is denied and the student chooses to continue in the program, appropriate financial arrangements must be made to pay all monies owed, or the student may be dismissed in accordance with the dismissal policy. Failure to appeal will also result in the student becoming responsible for all monies owed. All documentation and decisions will be forwarded to the Financial Advisor and copies maintained in the student file. The student is allowed to remain in classes throughout the appeal process.

While on Financial Aid Probation, a student may continue to be eligible for financial aid as long as the student is following their IEP, attending 15 hours or more per week, and able to finish the program within 150% the length of the program, while continuing to meet their SAP. Failure to do so will result in the student becoming responsible for all monies owed.

Limit on Reinstatement Appeals: Financial Aid Students who have become disqualified due to lack of SAP will be considered one time only for an appeal. Any second and subsequent requests for extended probation of aid eligibility will be denied except in the possible case where there are clearly documented, extenuating circumstances presented.

Other Policy Considerations: The SAP Policy will include all periods of attendance and will be counted toward the Maximum Time Frame and the qualitative component.

Transfer Students:

Transfer and re-admitted students will be evaluated by the Campus Director, at the time the student either transfers to another program or is re-admitted to the School, to assure that SAP can be achieved or maintained. The maximum time frame is reduced for transfer students, based upon the remaining length of the program in which they enroll. If the student transfers in 300 hours, and therefore must complete 500 hours at ASIS (500/125 hours per month = 4 months), the maximum time frame is 4 months x 150% or 6 months.