U.S. FEDERAL STUDENT AID PROGRAM
WILLIAM. D FORD DIRECT LOANS
SATISFACTORY ACADEMIC PROGRESS POLICY

GENERAL

This document should be read in conjunction with Avondale College’s Progression Policy and Rules [A.30].

Avondale College is required by US Federal Law (34CFR 668.16) to define and enforce standards of Satisfactory Academic Progress (SAP) for students receiving US Federal funding. These guidelines have been established to encourage students to successfully completed academic programs for which US Federal Aid is received and to be competitive in the US workplace when they graduate.

Students receiving US Federal Financial Aid must meet and satisfy the US Federal Aid SAP requirements and also Avondale’s Progression Policy and Rules.

ENROLMENT REQUIREMENTS

In order to receive US Federal Aid, students must be enrolled at a minimum of half time, which is 12 credit points per semester at Avondale College; however under Australian Government ESOS Regulations, Immigration/Visa requirements and Avondale College requirements, international students should be enrolled full time, which is 24 credit points per semester (or relevant teaching period).

In exceptional circumstances such as unavailability of a required unit in a semester a reduced load may be permitted upon approval of the Academic Registrar.

Only students enrolled in undergraduate degree courses and Masters degrees are eligible for Direct Loan Funds. This excludes postgraduate programs such as Graduate Certificates and Graduate Diplomas, and the VET sector programs.
Students receiving US Federal Aid will be evaluated at the end of each semester (or relevant teaching period). This evaluation will consider the student’s progress under the following categories:

1. Academic Standing
2. Maximum Timeframe

1. ACADEMIC STANDING

A student receiving US Federal Aid is expected to pass more than 50% of the units in which they have enrolled in a teaching period.

2. MAXIMUM TIMEFRAME

A student receiving US Federal Aid is entitled to receive aid for 150% of the allocated course time frame, providing they are meeting the required academic standing. This timeframe will be assessed at the end of each semester (or teaching period).

<table>
<thead>
<tr>
<th>Degree Type</th>
<th>Eligibility for Aid</th>
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<tbody>
<tr>
<td>3 year degree</td>
<td>4.5 years</td>
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<tr>
<td>4 year degree</td>
<td>6 years</td>
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<tr>
<td>5 year degree</td>
<td>7.5 years</td>
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Students should be advised that whilst federal eligibility may allow them to continue Avondale College’s academic progression rules and student visa restrictions may impact on the student’s ability to continue within the program.

ACADEMIC SUPPORT COURSES AND INCOMPLETES

Academic Support courses and units which do not have credit points attached will not be counted in assessing a full time load. A student is required to have received a grade on any incomplete, deferred or supplementary assessments before the relevant census date of the next semester (or teaching period).

NOTIFICATION

Students who fail to meet the SAP requirements will be notified in writing in line with the Avondale College Academic Progression Policy and Rules.
Such students will be placed on Academic Probation for the following semester, during which time they will remain eligible for Federal Aid. If they meet the SAP requirements during that period, they will retain eligibility for Federal Aid, but if they do not they will become ineligible and can receive no further funds until they meet the requirements again. A student who becomes ineligible for Federal Aid may be able to regain eligibility in a subsequent semester (or teaching period) by meeting SAP requirements.

Students who have been placed on probation and subsequently meet the SAP requirements will be placed back into good Federal Aid standing.

**APPEALS**

Students who are placed on academic probation or are deemed ineligible for Federal Aid as result of failing to meet the requirements of the SAP policy may appeal the decision. The US Department of Education has set down guidelines regarding appeals. Appeals are only permissible on the following grounds:

1. Death of a family member (parent, spouse, sibling, dependent child etc)
2. The extended illness of the student – extended illness is defined as a documented chronic or recurring medical or emotional illness that causes the student to be absent from class at least 15 days or more
3. The extended illness of a family member that places hardship on the student. Immediate family member includes parent, spouse, sibling, dependent
4. Mitigating circumstances as determined by the Financial Aid Appeals committee.

All appeals must be made within 10 days of receipt of the Notice of Suspension.

Students should submit an appeal to:

Avondale College
Student Finance
PO Box 19
Cooranbong NSW 2250

Students must indicate in writing the reason(s) for failure to meet the necessary Satisfactory Academic Progress Policy requirements and why Federal Aid should not be suspended. All documentation to support the appeal is required at the time of submission.

The decision of the Financial Aid Appeal committee is final.
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<tr>
<th>Approved by</th>
<th>Date</th>
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<th>Review</th>
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*Satisfactory Academic Progress Policy*