

# North Florida Cosmetology Institute, Inc.

## *Policy and Procedure Manual for Federal Financial Aid*

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Commission for Independent Education  
325 West Gaines Street, Suite 1414  
Tallahassee, FL 32399  
850.245.3200 or 888.224.6684

### **Accredited By:**

National Accreditation Commission of Cosmetology Arts and Sciences (NACCAS)  
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# North Florida Cosmetology Institute, Inc.

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# North Florida Cosmetology Institute, Inc.

## **Mission Statement & Goals**

The North Florida Cosmetology Institute (NFCI) office of Financial Aid is committed to providing financial resources to all students who would otherwise be unable to pursue the attainment of their educational and professional goals.

The purpose of this document is to comply with the Federal Department of Education's requirement for a policy and procedure manual. The manual is available online at [www.cosmetologyinst.com](http://www.cosmetologyinst.com) or a written copy by request.

Communicate with our students clearly and frequently. Provide efficient and effective access through personalized service and the use of creative, innovative employees who communicate with empathy, compassion and respect. Value and take care of our employees and recognize and reward their work and contributions.

Coordinate the administration of all students financial assistance awarded to ensure equity and consistency in the delivery of funds to students and make the most efficient use of funds available.

## **Philosophy of Financial Aid**

North Florida Cosmetology Institute provides a variety of programs to assist students who have financial need.

North Florida Cosmetology Institute believes it is the primary responsibility of the student and his/her family to meet the costs of education. NFCI also recognizes that economic circumstances may require the student to seek additional assistance from other sources. When family resources do not meet the total cost of attending the institution, a financial need is established. The total cost of attending NFCI includes tuition and all fees, room and board, books and supplies, personal expenses, and allowable transportation costs.

In the event that economic circumstances beyond the student/parent control prevents a student from receiving assistance, the Financial Aid Director or the director's designee might use professional judgment. Professional judgment decisions are final. (See Professional Judgment Section)

## **General Information**

Financial need is computed by a standard need analysis system using confidential information submitted by the parents or the self-supporting student. The analysis of a family's financial strength includes consideration of current family income, assets, family size, and number of children in college and any other factors that seriously alter a family's

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financial strength. **Federal aid programs, state aid programs, and many college programs do not permit aid awards that exceed the computed need. Information on all other sources of aid the student receives must be provided to the Financial Aid Office.** The Free Application for Federal Student Aid (FAFSA) is the need analysis accepted at NFCI. – apply here <http://www.fafsa.ed.gov/>

Applicants for financial aid are not required to enroll to apply for financial aid. **However, the student must be enrolled and complying with all satisfactory progress requirements before disbursements are made.**

Transfer students from other colleges should have a transcript and an admission application on file at the time of application for financial assistance. This is important in that it will prevent this institution from paying a student whose file is not complete at the time of registration.

## Policies & Practices

1. All awards are contingent upon receipt of funds from all funding sources and are made according to the specific stipulations for awarding each source of aid. Should the guidelines for distributing specific funds change, NFCI has the right to adjust awards.
2. The Financial Aid Office reserves the right on behalf of NFCI to review and cancel an award at any time because of change in financial or academic status.
3. **Recipients of financial assistance from NFCI are to notify the Financial Aid Office of any other scholarships, grants, or loans extended to them from other sources outside NFCI, prior to acceptance of outside aid.**
4. All students are expected to make immediate payment of all school obligations, tuition, fees, and supplies at the time of fee payment. If the financial aid award does not cover the total fees, it is the student's responsibility to pay the difference.
5. NFCI does not offer Federal Work Study at this time.
6. All assistance is awarded on the basis of demonstrated need or academic achievement. Those students with greatest need will have their need filled with grants and/or loans. Those with less need will have their need filled primarily with loans.
7. Financial need will be re-evaluated each year and appropriate increases or decreases in the amount of assistance offered will be made. For this

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evaluation, a renewal or new application for Federal Student Aid will be required. It is the student's responsibility to secure the necessary forms and have them processed as soon as possible after completion of the prior year's income taxes or before July 1st. (Ex. Application for 10-11 aid requires 2011 income taxes and financial data). Those students whose files are properly completed by July 1<sup>st</sup> will receive aid as need indicates.

8. Students with loans who withdraw during the academic year must immediately notify NFCI in writing. Those students must make arrangements for repayment/exit interview with Financial Aid office of NFCI.
9. Federal Assistance checks are mailed from the office of Anita Coppedge and/or Kim Matthews.
10. Assistance is based on half-time 15 hours per week or full time 30 hours per week. No student is to attend more than 35 hours/per week on average!
11. Students should complete entrance counseling and Master Promissory Note via the Internet at <https://studentloans.gov/myDirectLoan/index.action> soon as possible before he/she registers for classes. **Four** weeks prior to the start of any term should be sufficient. If a student does not have access to a computer NFCI will provide computer access for the loan application process.
12. In certain circumstances, students withdraw or drop below half time before their loan proceeds arrive. Normally, the funds would be returned to the lender. If the student owes the institution, this amount will be deducted from the proceeds and the remainder will be returned to the lender.
13. In preventing over awards, the Pell Grant is never reduced. Aid will be reduced based on needs with any other aid awarded. However, if the school later learns that there are other non-need based scholarships, these scholarships may be added, even though it exceeds the cost of attendance. Care must be taken not to exceed the need by adding a **need-based** scholarship.

## Leave of Absence Policy

Requests for LOA must be submitted in advance in writing, include the reason for the request, and the student's signature. If unforeseen circumstances prevent the student from requesting the LOA in advance the institution may grant a LOA to a student if the institution documents the reason for its decision and collects the request from the student at a later date. Example – if a student was in an accident and needed a few weeks to recover, the student would not have been able to request for the LOA in advance – the beginning date of the LOA would be determined by the institution to be the first date the

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student was unable to attend school because of the accident.

- There shall be no more than two LOA in any 12-month month period and the LOA together with any additional leaves of absence must not exceed a total of 180 days in any 12-month period. A leave of absence must not exceed sixty 60-days, unless for medical reasons. Medical leaves of absence must be documented and must not exceed 180-Days.
- The status of a student upon LOA absence will remain the same as prior to that leave.
- The institute will extend the student’s contract period by the same number of days taken in the LOA. All parties must initial changes to the contract period on the enrollment agreement or an addendum must be signed and dated by all parties.
- The institute may not assess the student any additional charges as a result of the LOA.
- A student granted an LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time.
- Students who do not return from a leave of absence, the date of withdraw date for the purpose of calculating a refund is always student’s last day of attendance.

## Satisfactory Academic Progress Policy

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

### EVALUATION PERIODS

Students are evaluated for Satisfactory Academic Progress as follows:

Cosmetology 1500	450 – 900 – 1350 clocked (actual) hours
Cosmetology 1200	450 – 900 clocked (actual) hours
Restricted Barber	450 – 900 clocked (actual) hours
Barber	450 – 900 clocked (actual) hours
Full Specialist	300 clocked (actual) hours
Facial/Skin Care Specialist	130 clocked (actual) hours
Nail Technology	120 clocked (actual) hours

\*Transfer Students- Midpoint of the contracted hours or the established evaluation periods, whichever comes first.

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course.

### ATTENDANCE PROGRESS EVALUATIONS

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Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

## MAXIMUM TIME FRAME

The maximum time (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

COURSE	MAXIMUM TIME ALLOWED	
	WEEKS	SCHEDULED HOURS
Cosmetology (Full time, 30 hrs/wk) - 1500 Hours	50	2250
Cosmetology (Part time, 15 hrs/wk) - 1500 Hours	100	2250
Cosmetology (Full time, 30 hrs/wk) - 1200 Hours	40	1800
Cosmetology (Part time, 10 hrs/wk) - 1200 Hours	80	1800
Restricted Barber (Full time, 30 hrs/wk) - 1200 Hours	40	1800
Restricted Barber (Part time, 30 hrs/wk) - 1200 Hours	80	1800
Barber (Full time, 30 hrs/wk) - 1200 Hours	40	1800
Barber (Part time, 30 hrs/wk) - 1200 Hours	80	1800
Full Specialist (Full time, 30 hrs/wk) - 600 Hours	20	900
Full Specialist (Part time, 15 hrs/wk) - 600 Hours	40	900
Facial/Skin Care Specialist (Full Time, 30 hrs/wk) - 260 Hours	9	390
Facial/Skin Care Specialist (Part time, 15 hrs/wk) - 260 Hours	17	390
Nail Technology (Full Time, 30 hrs/wk) - 240 Hours	8	360
Nail Technology (Part time, 15 hrs/wk) - 240 Hours	16	360

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 150% of the scheduled contracted hours.

## ACADEMIC PROGRESS EVALUATIONS

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 70% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

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100 – 90	Excellent
89 – 80	Very Good
79 – 70	Fair
69 – Below	Below Standards - Unsatisfactory

## **DETERMINATION OF PROGRESS STATUS**

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard-copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Academic Progress will lose Title IV Funding eligibility; unless the student prevails upon appeal (see appeal procedure).

## **PROBATION**

Students who fail to meet minimum requirements for attendance or academic progress will be placed on probation and considered NOT making satisfactory academic progress. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress on or before the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will be deemed ineligible to receive Title IV funds.

## **APPEAL PROCEDURE**

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress or before the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

## **RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS**

Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements on or before the end of the probationary period.

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## **INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS**

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

## **NONCREDIT, REMEDIAL COURSES, REPETITIONS**

Noncredit, remedial courses and repetitions do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory academic progress standards.

## **TRANSFER HOURS**

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted.

## **APPLICATION PROCEDURES**

The application process can be accomplished by obtaining an application at <http://www.fafsa.ed.gov/index.htm> and completing the form electronically. NFCI will also provide computer access and assistance for those who do not otherwise have electronic access. Students should file as soon as possible after January 1 of each year after completion of the prior year income taxes.

After NFCI Financial Aid Office receives the Institutional Student Information Record (ISIR), an award notification package is assembled for the student. The financial aid package is determined by the need of the student based on college costs and the availability of funds. A written award explains the package contents which may include loan or grant assistance, depending upon the amount of need and the types of aid for which the student is eligible. The awarded funds are made available to the student, if the amount of the award is not sufficient to cover total costs, the student must be prepared to pay the remainder at registration or agree to a monthly payment plan.

NFCI will attempt to meet the need of every eligible aid applicant. However, all awards are contingent upon the availability of funds and satisfactory progress regulations.

All financial aid must be used for legitimate educational costs.

1. Meet with the admissions office, discuss program, and complete entrance counseling and MPN if loans are needed.

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2. Submit the Federal Aid Application (FAFSA) at <http://www.fafsa.ed.gov/index.htm> or NFCI will provide computer access and assistance for those who do not otherwise have electronic access.
3. Remember to include the school code (**0035573**) on the FAFSA application. Inclusion of the school code allows the institution access to student's information electronically.
4. Submit all follow-up requests as soon as possible after notification from the Financial Aid Office for completion of file.
5. Financial aid is not automatically renewed. Continuing students must reapply for aid each year. Therefore, items should be in the Financial Aid Office by April 1<sup>st</sup> each year for new and continuing students to receive priority awards.

## Awarding Financial Aid

NFCI will award financial aid to students with **greatest need in the following order:**

1. Grants (Pell)
2. Loans (Direct Loans)

## Packaging Concepts

1. The Federal Pell Grant and known outside resources will be the “foundation” upon which a financial aid package is built.
2. Ideally, the package will include a mixture of gift aid and self-help.
3. The concept will be applied consistently across the board (like-type students will receive like-type packages).
4. If need-based federal or state funds are included in the award, the financial need cannot be exceeded.
5. Students are eligible for aid equal to the need but not necessarily entitled to it.

## Appeals Process

Each student has the right to appeal if his/her financial aid is terminated for any reason other than lack of funds.

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1. A written letter of appeal must be submitted to the Financial Aid Office at NFCI. A letter of explanation must be provided by the student along with the letter of appeal (documentation). For example, a letter from a medical doctor should accompany a letter of appeal about a medical condition.
2. Types of appeals that will be considered are: (a) Medical, (b) Family Death or (c) other extenuating circumstances.
3. All appeals must be received prior to the beginning of the financial aid year the student plans to attend. The student will be notified in writing of the decision by the Financial aid Office not more than 10 days after the receipt of the appeal letter and required documentation.
4. Any student wishing to appeal higher may do so.

## Types of Aid

### **“GRANTS”**

*Federal Pell Grant:* This grant is a federal aid program designed to provide financial assistance to those who have established need and who are enrolled in an eligible undergraduate program on at least a half-time basis. It is designed to be the floor of the financial aid award and should meet approximately one-half of the student’s need. The amount of the Federal Pell Grant is determined on the basis of the family’s financial resources and the cost of college.

### **“LOANS”**

*Federal Direct Student Loan Program – FDSLP:* A program that provides low-interest loans to postsecondary students and their parents. The William D. Ford Federal Direct Student Loan Program is issued and managed by the U.S. Department of Education and is the only government-backed loan program in the United States. Students who wish to apply for funding from the FDSLP must first submit the Free Application for Federal Student Aid (FAFSA).

*Direct Subsidized and Unsubsidized Loans:* Eligibility for Direct Subsidized and Unsubsidized Loans is based on the information reported on the *Free Application for Federal Student Aid* (FAFSA). No interest is charged on subsidized loans while you are in school at least half-time, during your grace period, and during deferment periods. Interest is charged on unsubsidized loans during all periods.

*Direct PLUS Loans*—Direct PLUS Loans are low-interest loans available to parents of dependent students and to graduate and professional degree students. Interest is charged during all periods.

*Direct Consolidation Loans*—Direct Consolidation Loans are loans for borrowers who want to combine their eligible federal student loans into a single loan.

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For additional information or questions on FDSLSP: <http://www.direct.ed.gov/>

## Federal Pell Grant Calculation

The Expected Family Contribution (EFC) is the amount that a family can be expected to contribute towards college costs. By comparing the EFC to the student's cost of attendance, the Financial Aid Director can determine the student's financial need for Federal student aid from the U.S. Department of Education (ED) and other sources.

The Federal Pell Grant is calculated using an official EFC and the cost of attendance (COA) determined by the institution. ED provides the institution with a Pell Payment Schedule, which shows the Pell for which a student could qualify. Where the EFC and the COA intersect is the location of the grid that displays the amount of Pell for the academic year. This amount is divided by the terms in the academic year.

## Verification Procedure

1. After an ISIR (electronic data) is received by the school and flagged for verification by The Department of Education, NFCI will contact the student and request the documentation. **It is the student's responsibility to see that all requests from the Financial Aid Office are satisfied.**
2. If a change is made subsequent to the award, the student will receive a revised award notification for review and signature.
3. **Financial Aid office will help the student make corrections to their application.** During the verification process, all corrections will be made electronically based on the documentation received.
4. In the event an award must be reduced because of subsequent verification, the student is responsible for repayment of any funds disbursed in error due to the incorrect information. If funds are not repaid, the overpayment will be reported to The Department of Education.

### Verification items may consist of the following:

1. Adjusted Gross Income (AGI)
2. U.S. Taxes Paid
3. Social Security
4. TANF
5. V.A.
6. Other Income and Benefits
7. Untaxed Income & Child Support

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8. Number in College
9. Number in Family
10. Dependency Status
11. Citizenship
12. IRA/KEOGH Payments

## Process of Verification – work flow and communication.

1. U.S. Department of Education processes data from the Free Application for Federal Student Aid (FAFSA) and sends a Student Aid Report (SAR) to student and ISIR to schools listed on the application.
2. Student is contacted about documents needed for processing purposes.
3. Student completes documents needed for file.
4. NFCI reviews the documents for errors.
5. NFCI performs recalculation of expected family contribution after resolution of conflict (if any).
6. If the change affects the original EFC, the correction is done electronically using FAA Access Online.
7. Corrections are entered electronically using FAA website
8. After a seventy-two (72) hour period, correct ISIR's are downloaded to NFCI.
9. Verification process is then completed if there are no additional errors found.

The applicant has fifteen (15) days in which to supply the FAA with the requested information for verification provided the student has reasonable access to such information. Applicants who miss the stated deadline but later supplies this needed information shall be awarded, but the institution will not take responsibility for the delay or loss of other aid if funds are depleted at that time. Depending on the timeframe in which the information is presented (during registration, for example), it could be a two-week delay in processing. The student is responsible for fee payment until the verification process is complete.

## **Methods of Notification**

Applicant will be notified by telephone, email, or a letter to the local address, whichever is most appropriate for that student? If items must be clarified or discussed, the applicant

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may be asked to bring supportive documentation and come by the Financial Aid Office. When the student's file is complete, the student will receive an award letter. The student will be given a copy of the award letter and the Financial Aid Office will keep the original. Any questions on the award should be addressed to the Financial Aid Office. All questions about the bill and checks should be addressed to the Admissions office.

## Professional Judgment Policy

This policy was established to act as a standard by which consistent and equitable decisions can be made. This policy will attempt to identify circumstances that may occur and list the documentation required and the action that should be taken. Cases brought to the Financial Aid Office will be reviewed. Every case is different, therefore circumstances the same or similar to the ones listed below will be evaluated on a case by case basis. Not all circumstances relate to need analysis. Adjustments may have to be made regarding the dependent/independent status of the student.

### Adjustable Elements

Professional judgment gives the financial aid administrator authority to make changes in the cost of education and data elements. The EFC alone cannot be adjusted for professional judgment.

Circumstances that may require review by the Financial Aid Office

Listed below are a number of circumstances that may require professional judgment during the academic year. Students falling into one of these categories will not necessarily receive a change in his or her financial aid information; however, a review may be warranted on a case-by-case basis.

**A. Spouse or parent has dies since the student has filed a need analysis document.**

Documentation: Tax return for applicant or parent, W-2 forms, Death certificate or statement from applicant or parent regarding the circumstances.

Action Taken: Determine the amount of income from wages, salary, tips, etc. from the W-2 forms of the surviving parent or spouse. If accounts were jointly owned, one-half (1/2) the amounts should be reported. To determine the amount of U.S. tax paid, use a percentage based on the amount the applicant or parent contributed to the combined adjusted gross income. After AGI and taxes pad have been

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determined, the SAR will be recalculated on the students or parents information.

**B. Divorce or separation has occurred since the student filed a need analysis document.**

Documentation: Tax return of applicant or parent divorce papers and or statement from parent or spouse regarding divorce of separation.

Action Taken: If applicant or parent filed joint return, use the same procedure that was required for the death of spouse or parent.

**C. Unusually high medical or dental expenses not covered by insurance.**

Documentation: Statement by applicant or parent regarding the expenses accompanied by the appropriate bills for the applicant or parent. Must give proof that the expenses were not covered by insurance.

Action Taken: Treatment of large indebtedness from medical and dental bills incurred during the base year is to consider the indebtedness as an allowance against assets. Therefore an adjustment to the AGI should be made. The Student Aid Report will be sent back to the Federal Student Aid Processor if necessary.

**D. Student had court appointed guardian; however, the legal relationship has ended. This student was not claimed on the guardians or parents tax return.**

Documentation: Court documents stating the student did have a legal guardian. If documentation can be provided then student can file as independent. Student may have contact with parent, however, guardianship superseded authority of parents.

Action Taken: If student filed as a dependent on guardian information then a correction application is necessary. If student has not completed a need analysis document, then the correction application can be filed as the initial application with a dependency override code.

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- E. Loss of Income/Benefits including Social Security Benefits, Court ordered child support, Welfare Benefits, AFDC or ADC, Untaxed retirement or disability benefits, Loss of wages involuntarily through lay-off or termination.**

Documentation: Statement from the appropriate agency or business-listing amount of benefits received in the base year and date benefits will be or were terminated.

Action Taken: Recalculate the EFC by disregarding the benefits received in the base year. Estimate future earnings using income from current sources such as unemployment or lower wages from new job.

## **Institutional Documentation**

In each of the circumstances listed above, a statement including date, description of circumstance, sources of information, the decision and the signature of the decision maker should be included.