



**california
college of
music**

Finance & Financial Aid Handbook

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FINANCE & FINANCIAL AID

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CH1 – BUDGETING AND FINANCIAL PLANNING

BUDGETING & FINANCIAL PLANNING: The administration shall provide the primary support and analysis to the Advisory Board in the development of fiscal and budgetary planning to promote achievement of the objectives outlined in the Strategic Plan and Long-Range Strategic Plan, attainment of the Institutional Goals, and overall realization of the College's Mission, Vision, and purpose. The administration shall create and maintain its own rules and procedures to strive to implement sound management and budget practices and procedures in a collaborative fashion with the College community, always remaining responsive to the input of the faculty, the student body, and alumni. To ensure that the College's financial resources are utilized optimally, the administration shall appoint qualified staff members to facilitate the strategic budget allocation, implementation reporting, and efficiency analysis of those resources. The administration must strive to ensure that the budget allocations it recommends to the Advisory Board for personnel, space, equipment, and materials are appropriate and sufficient to sustain the educational programs the College offers from quarter to quarter, and from year to year.

NON-TUITION-BASED REVENUE: In any quarter or year in which the administration expects tuition-based revenue may not cover all of the College's expenses, the administration must indicate this in its proposed budget, as well as recommend a specified amount of fiscal support to the Advisory Board which it expects will compensate for this shortfall. The administration must also outline the measures it intends to take in the short-term to generate non-tuition-based revenue to help reconcile the shortfall. The Advisory Board, then, once it approves the quarterly or annual budget, is required to either find or provide the necessary financial resources to ensure that the College maintains the financial resources necessary to sustain the programs the College offers at all times.

BUDGET PROCESS AND IMPLEMENTATION: The Advisory Board of California College of Music shall approve an annual operating budget for each fiscal year (currently set as January 1 to December 31) that will project income and expenses and will provide for all programs and support services as outlined in the Strategic Plan covering the year in question. The Advisory Board will approve the annual budget before the fiscal year begins. If the Advisory Board determines that the administration requires closer budgetary oversight, it may request that the administration deliver a proposed budget quarterly rather than annually, which it must approve prior to the start of each quarter. Through its Delegations of Authority document, the Board authorizes the President and the Campus Director to implement the approved budget allocations and manage the day-to-day operations of the College in accordance with the approved annual or quarterly operating budget. The board shall review programmatic or operational changes that may have a significant impact on the budget between budget cycles and may lead to a budget revision at the Board's discretion.

PROMISED GIFTS: Through a Promised Gift Agreement, the Chief Financial Officer has agreed to make timed gifts of financial resources to the institution which will be made in full on or before the first day of instruction of each quarter or year. The gifts will be used to support the operating expenses of the College, as projected in the College's approved quarterly and annual budgets, at the amount requested by the Advisory Board above and beyond the ability of the College's own tuition-based revenue to cover the entire actual operating expenses of the College.

The administrative rules, procedures, and guidelines for budgeting and financial planning shall be divided into the following areas:

1.1 - BUDGET DEVELOPMENT, APPROVAL, AND REVIEW

BUDGETING: Budgeting for any fiscal period shall not deviate materially from the College's Mission, Vision, and purpose, nor risk fiscal jeopardy, nor fail to show a generally acceptable level of foresight. Accordingly, the administration shall develop a budget that:

1. Contains enough detail to enable accurate projection of revenues and expenses, separation of capital and operational items, cash flow and subsequent audit trails, and disclosure of planning assumptions;
2. Plans the expenditure in any fiscal year of no more funds than are available or conservatively projected to be received in that period through a combination of tuition-based revenue and financial support from the Board;

3. Maintains current assets (cash, accounts receivable, prepaid expenses, etc.) at any time to no less than 100 percent of current liabilities (accounts payable, debt due in 12 months, etc.), and;
4. Does not deviate materially from Board-stated priorities and Board-approved budgets (except for grant revenues received during a fiscal year and their related expenditures) without seeking Board approval.

BUDGET DEVELOPMENT AND REVIEW: The Budget Development and Review process is designed to provide:

- a means by which spending limits are set based on expected revenue levels
- a system to allow for procedures to compare actual results to the set spending limits
- a means for setting program priorities and allocating resources to those priorities
- a means for comparison of actual financial results to budgeted amounts and analysis of differences from those budgeted amounts

PREPARATION OF BUDGET: Prior to the end of the fiscal year, the President, the Campus Director, and any of their designees from the College administration shall review the financial activity of the institution for each of the prior two fiscal years, including actual results of operations for those two fiscal years, as well as the College's Mission, Vision, and purpose, Institutional Goals, Strategic Plan, Long-Range Strategic Plan, and any other relevant information it deems appropriate. After such a review, it shall prepare an annual budget for the next fiscal year which it feels will most successfully promote achievement of the objectives outlined in the Strategic Plan and Long-Range Strategic Plan, attainment of the Institutional Goals, and overall realization of the College's Mission, Vision, and purpose.

APPROVAL OF BUDGET: After preparation of the budget for the next fiscal year, copies of the budget, proposals for cost reductions (if necessary), and proposals for cost increases (if necessary) shall be sent to all Board members by the Campus Director. At the Board's Fall meeting, the Board members shall meet to discuss and approve or reject the budget. If the budget is rejected, the Board shall direct the President and the Campus Director to amend the budget for changes as directed by the Board.

REVIEW OF BUDGET: Once the budget has been approved for the fiscal year, the budget shall be included in the accounting system of the College. As monthly and/or quarterly financial statements are prepared, a comparison of actual results of operations to budget figures shall also be prepared. The financial statements and budget variance analyses (with detailed explanations and classifications as favorable or unfavorable variances) shall be reviewed by the President and the Campus Director. When deemed necessary, the Board shall revise the budget to fund additional services or make allowances for other unbudgeted revenues or expenses.

GENERAL BUDGETING GUIDELINES: The annual budgeting process should be documented, with tasks, responsibility assignments and deadlines clearly stated. A good budgeting process:

- Engages those who are responsible for adhering to the budget in the creation of the budget;
- Allows time for the Finance Committee to participate;
- Provides adequate time for research, review, feedback, revisions, etc. before the budget is ready for presentation to the Board;
- Incorporates strategic planning initiatives;
- Is characterized by realistic projections for income and expense;
- Is income-based (expenses do not exceed the realistic income projections);
- Identifies fixed costs and relates them to reliable revenue, and;
- Is driven both by mission priorities and fiscal accountability.

A well constructed operating budget will demonstrate in numbers the organization's commitment to fulfilling its mission. It will be based on reliable income projections and expense projections will be well-researched, conservative, and thorough. Those building the budget will understand what components of it are fixed and which can be adjusted as the budget year progresses.

For small and midsize organizations such as our College, priority should be given to building an operating reserve before considering establishment of an endowment. Endowment funds are permanently restricted and the principal cannot be used for

operating, cash flow, or other purpose. Conversely, an operating reserve creates liquidity and financial flexibility for the organization and positions it to withstand emergencies, temporary cash flow fluctuations, or unplanned reductions in revenue or increased demand for its programs. Organizations with sufficient operating and other designated reserves can focus beyond day-to-day cash flow needs and more effectively plan for the long-term health of the organization. Organizations with limited or negative liquidity tend to focus on the short term. Good financial management requires the organization to be conscious and deliberate about planning for both its long term financial goals and immediate financial health.

1.2 - LONG-RANGE FINANCIAL PLANS

Within the [MV-04] Long-Range Strategic Plan, estimated associated costs and/or recommended budget allocations shall be envisioned for each Long-Range Objective presented. Based on these estimates, Long-Range Budget Projections spanning at least five years shall be drafted and included as an exhibit within the [MV-04] Long-Range Strategic Plan. These long-range budget projections shall serve as the basis for each New Year's budget development and proposal process.

Long-range financial projections and plans which develop greater detail in various strategic areas such as Marketing, Equipment, Programs and Curricula, et cetera shall also be drafted and attached to the Long-Range Strategic Plan as deemed appropriate by the Campus Director.

CH2 – ACCOUNTING AND FINANCIAL STATEMENTS POLICY

2.1 - ACCOUNTING PRINCIPLES AND DEFINITIONS

California College of Music (CCM) is a private, proprietary, for-profit institution of higher education in the field of popular music under the governance of the Advisory Board of California College of Music, LLC, a limited liability company engaged in business activities and legally organized in the State of California under the Revised Uniform Limited Liability Company Act of 2014.

GAAP COMPLIANCE: CCM's accounting policies shall conform with accounting principles generally accepted in the United States of America (GAAP) as they apply to private Colleges engaged in business-type activities, as established by the Financial Accounting Foundation (FAF) and its various branches, such as the Financial Accounting Standards Board (FASB) and the Governmental Accounting Standards Board (GASB). The six basic objectives of the generally accepted accounting principles (GAAP) are stated below.

Financial reporting should provide information that is:

1. Useful to present to potential investors and creditors and other users in making rational investment, credit, and other financial decisions;
2. Helpful to present to potential investors and creditors and other users in assessing the amounts, timing, and uncertainty of prospective cash receipts about economic resources, the claims to those resources, and the changes in them;
3. Helpful for making financial decisions;
4. Helpful in making long-term decisions;
5. Helpful in improving the performance of the business, and;
6. Useful in maintaining records.

To achieve basic objectives and implement fundamental qualities, GAAP has three basic assumptions, four basic principles, and five basic constraints.

ASSUMPTIONS:

1. Business Entity: The business is separate from its owners and other businesses. Revenue and expense should be kept separate from personal Expense
2. Monetary Unit: A stable currency is the unit of record. The FASB accepts the nominal value of the U.S. dollar as the monetary unit of record, unadjusted for inflation.
3. Periodicity: The economic activities of an enterprise can be divided into artificial time periods.
4. Going Concern: Continuation of an entity as a going concern is presumed.

PRINCIPLES:

1. Historical cost principle: Companies must account for and report the acquisition costs of assets and liabilities rather than their fair market value. This principle provides information that is reliable (removing the opportunity to provide subjective and potentially biased market values), but not very relevant. Thus there is a trend toward the use of fair values. Most debts and securities are now reported at market values.
2. Revenue recognition principle: Companies should record revenue when earned but not when received. The flow of cash does not have any bearing on the recognition of revenue. This is the essence of accrual basis accounting. Conversely, however, losses must be recognized when their occurrence becomes probable, whether or not it has actually occurred. This comports with the constraint of conservatism, yet brings it into conflict with the constraint of consistency, in that reflecting revenues/gains is inconsistent with the way in which losses are reflected.

3. Matching principle: Expenses have to be matched with revenues as long as it is reasonable to do so. Expenses are recognized not when the work is performed, or when a product is produced, but when the work or the product actually makes its contribution to revenue. Only if no connection with revenue can be established, cost may be charged as expenses to the current period (e.g. office salaries and other administrative expenses). This principle allows greater evaluation of actual profitability and performance (shows how much was spent to earn revenue). Depreciation and Cost of Goods Sold are good examples of application of this principle.
4. Full disclosure principle: The amount and kinds of information disclosed should be decided based on trade-off analysis as a larger amount of information costs more to prepare and use. Information disclosed should be enough to make a judgment while keeping costs reasonable. Information is presented in the main body of financial statements, in the notes or as supplementary information.

CONSTRAINTS:

1. Objectivity principle: the company financial statements provided by the accountants should be based on objective evidence.
2. Materiality principle: the significance of an item should be considered when it is reported. An item is considered significant when it would affect the decision of a reasonable individual.
3. Consistency principle: It means that the company uses the same accounting principles and methods from period to period.
4. Conservatism principle: when choosing between two solutions, the one which has the less favorable outcome is the solution which should be chosen (see convention of conservatism)
5. Cost Constraint: The benefits of reporting financial information should justify and be greater than the costs imposed on supplying it.

Basis of Accounting: Basis of accounting refers to when revenues, expenses, and related assets, deferred outflows of resources, liabilities, and deferred inflows of resources are recognized in the accounts and reported in the financial statements. Specifically, it relates to the timing of the measurements made, regardless of the measurement focus applied.

GAAP Reporting: Although it is not a public institution, CCM intends to follow the GASB's requirement that financial statements be presented using the economic resources measurement focus and the accrual basis of accounting. Revenues, expenses, gains, losses, assets, deferred outflows of resources, liabilities, and deferred inflows of resources resulting from exchange and exchange-like transactions are recognized when the exchange takes place. Revenues, expenses, gains, losses, assets, deferred outflows of resources, liabilities, and deferred inflows of resources resulting from non-exchange activities are generally recognized when all applicable eligibility requirements, including time requirements, are met.

2.2 - PROCESSING AND DOCUMENTING FINANCIAL TRANSACTIONS

The administration shall develop and maintain effective rules and procedures for processing and documenting all financial transactions in order to ensure that the College's [FF-01] Daily Income Report, [FF-02] General Ledger, and all financial records are presented clearly and accurately to the President, the Chief Financial Officer and the Advisory Board. The administration shall ensure that compliance with regulatory and accreditation requirements shall be clearly documented and can be understood by both internal and external reviewers for all financial and accounting transactions.

As outlined in the Advisory Board' Delegations of Authority document, the Chief Financial Officer shall be the only member of the administration with signing privileges for checks drawn on College accounts, and the only members of the administration authorized to process financial transactions shall be the Administration Coordinator, the Admissions Coordinator, the Outreach & Marketing Manager, and the Chief Financial Officer.

The Chief Financial Officer shall receive all of the following documentations of transactions:

EVERY TRANSACTION IS DOCUMENTED ON THE [FF-01] DAILY INCOME REPORT: Every single payment made to the College and processed by the administration shall be documented on the cloud-based [FF-01] Daily Income Report by the approved administrator who processes it. The [FF-01] Daily Income Report shall include columns showing the Date Received and Date Processed for each transaction. These fields may normally show the same date, except in cases such as wire transfers, which are received but not processed until the College is notified in writing by the bank that the wire transfer has cleared, which normally occurs within 3 to 7 days, depending on the bank.

EVERY TRANSACTION IS DOCUMENTED IN THE [FF-03] PAYMENT LEDGER RECEIPT BOOK: All payments of \$5.00 or greater shall be documented within the [FF-03] Payment Ledger Receipt Book by the approved administrator who processes the transaction. All "micro-transaction" payments (reprographics, et al) of less than \$5.00 shall be summed at the end of each day and entered into the [FF-03] Payment Ledger Receipt Book as "Micro-transaction Sum." White original receipts for all transactions (micro-transactions excluded) are given to the payee. In the case that the payee is not present, the white original receipt is scanned and emailed to them, then discarded. The yellow duplicate receipt remains in the [FF-03] Payment Ledger Receipt Book, which is placed in the Deposit Lockbox daily, which is collected at the end of each working day by the President, who is the only one authorized to collect these receipts. When the Payment Ledger Receipt Book is full, the President/CEO shall collect it, replace it with a blank book, and deliver the full [FF-03] Payment Ledger Receipt Book to the Chief Financial Officer, who shall ensure that it is kept permanently.

RECEIPTS ARE GIVEN FOR ALL TRANSACTIONS GREATER THAN \$5.00: It is the responsibility of the approved administrator who processes any transaction larger than \$5.00 to give the payer a receipt for the transaction. The Administration Coordinator shall render all tuition and associated student fees payments onto a student [FF-03] Payment Ledger Receipt Book, with the general purpose of helping students keep track of their past and future tuition and student fees payments.

CASH AND CHECKS HELD IN LOCKBOX: Checks and cash shall be held in the Deposit Lockbox and collected daily by the President and delivered to the Chief Financial Officer for depositing in the College bank account.

CREDIT CARD SETTLEMENT REPORTS HELD IN LOCKBOX: Daily credit transaction settlement reports, which document every credit card transaction processed in the previous 24-hour period, are printed automatically by the credit card machine at 6:00 a.m., and shall be held in the Deposit Lockbox, collected daily by the President, and delivered to the Chief Financial Officer for permanent safekeeping.

CREDIT CARD SETTLEMENT REPORTS HELD IN LOCKBOX: The President and/or the Chief Financial Officer shall cross-reference the payments received in the [FF-03] Payment Ledger Receipt Books with the [FF-01] Daily Income Reports and the Credit Card Settlement Reports to ensure all daily transactions have been accurately recorded, and that no previous entries have been manipulated. After 24 hours have passed, the Chief Financial Officer shall lock each Daily Income Report against any further editing.

2.3 - TUITION AND FEES STATEMENTS AND RECEIPT AND BALANCE STATEMENTS

Every student applying for a program shall receive a [FF-04] Tuition & Fees Statement upon acceptance into his or her program of study. The [FF-04] Tuition & Fees Statement shall include: student name, program, program length, statement date, program start and projected completion date, tuition and fees breakdown, scholarship and financial support package breakdown, total program tuition and fees, and the first quarter tuition and fees amount and due date.

The Administration Coordinator shall create a [FF-04] Tuition & Fees Statement reflecting the tuition and fees payment and due dates including any applicable international student fees, talent-based scholarships, and/or economic tuition reductions. This

statement shall be placed and saved in both the digital and physical student files, then given to the prospective student with his or her Acceptance Letter & Offer of Admission.

Once a prospective student has provided his or her tuition and fees payment for the quarter, the Administration Coordinator shall generate a [FF-03] Payment Ledger Receipt Book which will include: student name, program, program length, statement date, program start and end date, tuition and fees balance recap, next payment due date, and all payments received.

Within 3 to 5 business days of receiving a student's tuition and fees payment, the Administration Coordinator will email a [FF-03] Payment Ledger Receipt Book to the student. Both the physical and digital copy of the receipt and balance statement shall be saved in the student's physical and digital file respectively.

2.4 - TUITION AND FEES PAYMENT METHODS

Students may provide payment of tuition and/or fees using one of the following methods: bank wire transfer, check, cash, or credit card. Payments may include but are not limited to tuition and fees, application fee, housing placement service fee, photocopies or prints, and any associated late fees. The application fee and housing placement service fee may also be paid using PayPal.

STUDENTS PROVIDE PROOF OF WIRE TRANSFER: Any student paying tuition and/or fees with a bank wire transfer shall provide a receipt of the wire transfer initiation from their bank to an approved College administrator. The administrator must notify the Chief Financial Officer to confirm that the wire transfer has been successfully received and cleared. In the case that a student has not notified the administration of a wire transfer payment, the Chief Financial Officer shall send an email to the Administration Coordinator noting the new wired funds. Only the President and Chief Financial Officer are authorized to open bank notification letters; if such letters contain information about incoming wire transfers, they must deliver the letter to the Administration Coordinator, who shall process the bank notification as proof of wire transfer and place copies in the student's digital and physical files.

The Chief Financial Officer must assess and verify all incoming wire transfers and report any student tuition and fee payments to the Administration Coordinator within 3 to 5 business days of the transaction date so that the Administration Coordinator may generate a Receipt and Balance Statement.

The approved administrator who processes any tuition payment must record it within the [FF-03] Payment Ledger Receipt Book. A copy of the transaction receipt must also be scanned and saved within both the physical and digital student files, then given directly to the individual who initiated the transaction. The institutional copy of all receipts remains within the [FF-03] Payment Ledger Receipt Book, which is held in the Administration Office.

ACCEPTED CREDIT CARDS: Visa, MasterCard, and American Express shall be the only accepted credit or debit cards. For credit or debit card transactions, the customer copy of the receipt shall be given to the individual initiating the transaction. The merchant copy shall be saved. A 5% processing fee shall be added to every transaction processed on international credit cards not drawn on an American bank.

Students and/or parents/sponsors must fill out a [FF-06] Credit Card Authorization Form to pay by credit card without coming to the Administration Office in person. The [FF-06] Credit Card Authorization Form must be signed and dated by the cardholder and processed by an approved administrator. All transactions made with a credit or debit card shall be recorded in the [FF-03] Payment Ledger Book and added to the [FF-01] Daily Income Report, and copies of the receipt and the credit card authorization form shall be saved within the student's digital and physical files.

PayPal shall be an acceptable method of payment only for processing application fees and housing placement service fees. Notifications of all payments made via PayPal shall arrive via email addressed to admissions@ccmla.edu. All electronic PayPal receipts will be saved in a prospective student's digital file and printed for the physical file.

2.5 - ACCOUNTING RECORDS AND FINANCIAL STATEMENTS

GENERAL LEDGER: Based on the information provided to the Chief Financial Officer through the [FF-01] Daily Income Report and the [FF-03] Payment Ledger Receipt book, as well as the Chief Financial Officer's own knowledge and documentation of all outgoing transactions and expenses paid on College accounts, he/she must maintain an accurate [FF-02] General Ledger documenting all incoming and outgoing transactions on College accounts.

FINANCIAL STATEMENTS: From the [FF-02] General Ledger and the Chief Financial Officer's computer accounting software, the Chief Financial Officer shall maintain and publish as he/she deems necessary [FF-07] Profit and Loss Statements, Balance Sheets, Income Statements, and Statements of Cash Flows.

2.6 - ANNUAL AUDITS

On an annual basis, the Chief Financial Officer of the College shall contract with a certified public accountant to perform a financial audit with opinion which is crafted according to generally accepted accounting principles. Such audits shall be produced within 180 days after the close of the institution's fiscal year, and preferably within 120 days after the close of the institution's fiscal year, that is, no later than June 30 each year, and preferably by April 30."

2.7 - REPORTING WRONGDOING

REPORTING WRONGDOING: The College is committed to the highest ethical and professional standards of conduct in pursuit of its mission. This mission demands integrity, good judgment and dedication to educational service from all members of the College community. College employees have an affirmative duty to report wrongdoing in a timely manner and to refrain from retaliating against those who report violations or assist with authorized investigations. The College also is committed to preventing and detecting fraud, waste, abuse, and other forms of wrongdoing and taking action when wrongdoing occurs. It is College policy to refer all criminal acts to law enforcement for investigation.

CONDUCT TO REPORT: Wrongdoing is defined as violations of College policies, state or federal law, violations of ethical or professional conduct, and fraud, waste or abuse. Examples of wrongdoing include, but are not limited to: [MV-14] College Code of Conduct violations, discrimination, harassment, academic misconduct and privacy violations. Fraud, waste and abuse are defined further as follows:

DEFINITION OF FRAUD: A false representation of a matter of fact that is intended to deceive another. A fraudulent act may be illegal, unethical, improper, or dishonest and may include, but is not necessarily limited to: embezzlement, misappropriation, alteration or falsification of documents, false claims, asset theft, inappropriate use of computer systems including hacking and software piracy, bribery or kickbacks, conflict of interest, and intentional misrepresentation of facts.

DEFINITION OF WASTE: An extravagant or careless expenditure or allocation of resources in excess of need.

DEFINITION OF ABUSE: The intentional, wrongful, or improper use of resources. Abuse may be a form of wastefulness, as it entails the exploitation of "loopholes" to the limits of the law, primarily for personal advantage.

WHERE TO REPORT: Events presenting an immediate threat to life or property or that are obvious criminal acts should be reported to law enforcement immediately. Employees should report other wrongdoing or concerns through the administrative processes and procedures established at the College. Unless otherwise indicated or circumstances make it inappropriate, employees should report wrongdoing through their supervisory chains.

WHISTLEBLOWER PROTECTION AGAINST RETALIATION: College employees may not interfere with the right of another employee to report concerns or wrongdoing, and may not retaliate against an employee who has reported concerns or wrongdoing, has cooperated with an authorized investigation, has participated in a grievance or appeal procedure, or otherwise objected to actions that are reasonably believed to be unlawful, unethical or in violation of College policy. Violations of this policy may cause disciplinary action, which may include the termination of employment. Retaliation is any action or behavior that is designed to punish an individual for reporting concerns or wrongdoing, cooperating with an investigation, participating in a grievance or appeal procedure or otherwise objecting to conduct that is unlawful, unethical or violates College policy. Retaliation includes, but is not limited to, dismissal from employment, demotion, suspension, loss of salary or benefits, transfer or reassignment, denial of leave, loss of benefits, denial of promotion that otherwise would have been received, and non-renewal. Alleged retaliation by an employee should be reported to the Campus Director or the President.

FALSE REPORTING: The no-retaliation policy stated above shall not protect an employee who files a false report or who provides information without a reasonable belief in the truth or accuracy of the information. Any employee who knowingly files a false report or intentionally provides false information during an investigation may be subject to disciplinary action, which may include the termination of employment.

CH3 – INTERNAL CONTROLS

The administration shall be responsible for maintaining an adequate system of internal controls to protect its assets, ensure the integrity and reliability of its information, secure compliance with rules, regulations, laws, and standards, and ensure optimal efficacy towards achievement of its Mission, Vision, and purpose. Internal controls are a process that is established, reviewed, and continually monitored by the Advisory Board, the President, and the Campus Director. It is the responsibility of the Advisory Board to ensure an adequate internal control system is implemented and used. It is the Chief Financial Officer's responsibility to establish and maintain adequate internal control over financial reporting. It is the responsibility of all employees to understand the internal controls and ensure they are effective. The President and the Campus Director are responsible for communicating the expectations and duties of all administrative staff members as part of a control environment. They are also responsible for assuring that the other major areas of an internal control framework are addressed.

Internal controls are all of the Policies & Procedures the administration uses to achieve the following goals:

1. Safeguard College assets: well designed internal controls protect assets from accidental loss or loss from fraud.
2. Ensure the reliability and integrity of financial information: internal controls ensure that the Advisory Board have accurate, timely and complete information, including accounting records, to plan, monitor and report the business operations of the College.
3. Ensure compliance: internal controls help to ensure the College is in compliance with the many federal, state and local laws and regulations affecting its operations.
4. Promote efficient and effective operations: internal controls provide an environment in which executives and administrators can maximize the efficiency and effectiveness of their operations.

INTERNAL CONTROL FRAMEWORK:

Control environment: A sound control environment is created by the key administrators through communication, attitude and example. This includes a focus on integrity, a commitment to investigating discrepancies, diligence in designing systems and assigning responsibilities.

Risk Assessment: This involves identifying the areas in which the greatest threat or risk of inaccuracies or loss exist. To be most efficient, the greatest risks should receive the greatest effort and level of control. For example, dollar amount or the nature of the transaction (for instance, those that involve cash) might be an indication of the related risk.

Monitoring and Reviewing: The system of internal control should be periodically reviewed by management. By performing a periodic assessment, management assures that internal control activities have not become obsolete or lost due to turnover or other factors. They should also be enhanced to remain sufficient for the current state of risks.

Information and communication: The availability of information and a clear and evident plan for communicating responsibilities and expectations is paramount to a good internal control system.

OTHER CONSIDERATIONS: With a good internal control system in place, other considerations to keep in mind include:

1. Regularly communicate updates and reminders of Policies & Procedures to staff through emails, staff meetings and other communication methods.
2. Periodically assess risks and the level of internal control required to protect College assets and records related to those risks.
3. Document the review process, including when it will occur.
4. The President and the Campus Director are responsible for making sure that all staff are familiar with College policies and changes in those policies.

EVALUATION OF INTERNAL CONTROLS: The system of internal controls shall be evaluated at least once each year by the Campus Director.

An internal control checklist can be massive, and should be tailored to the needs of the College. [FF-17] Internal Controls Checklist must be used when evaluating internal controls.

CH4 – TUITION AND FEES

The administration shall create and maintain a process for the periodic evaluation of tuition and fee rates, and for making recommendations to the Advisory Board, which has ultimate authority for approving tuition and fee rates. The Advisory Board of the College reserves the right to change tuition and fees. All tuition and fee changes take effect on the first day of the quarter following the Advisory Board approval.

DEFINITION OF TUITION: Tuition is defined as payment required for credit-based instruction and related services and shall be charged to all students enrolling into a program at the College. The Advisory Board shall approve tuition rates.

All tuition and fee rates must be made publicly available on the official College website and in [MV-13] General Catalog at all times. The processing of tuition and fee payments is the responsibility of the appropriate members of the administration, as indicated in the Board-approved Delegations of Authority document.

4.1 - STUDENT BASE TUITION

The base tuition for all students shall be \$5,970 per quarter, equivalent to \$23,880 per year.

4.2 - FEES

The approved College fees are as follows (all non-refundable):

1. Domestic Students Application Fee = \$100.00
 2. Late Application Fee = \$70.00
 3. Late Tuition Payment Fee (per week) = \$100.00
 4. Materials and Maintenance Fee (quarterly) = \$300
 5. Change of Program, Emphasis, or Study Status Fee = \$70.00
 6. Student Identification Card (each) = \$25.00
 7. Official Transcript (each (1 free after graduating)) = \$25.00
 8. Attendance Ledger = \$30.00
 9. Degree/Certificate Replacement = \$35.00
 10. Housing Placement Services = \$250.00
 11. Airport Pickup Service = \$150.00
-

4.3 - INTERNATIONAL STUDENT FEES

The additional approved College fees for international students are as follows (all non-refundable):

1. International Students Application Fee = \$150.00
2. Wire Transfer Fee = \$80.00
3. International Processing Fee = \$200.00
4. Optional Practical Training (OPT) Retaining Fee = \$750.00

INTERNATIONAL STUDENT FEES: The Wire Transfer Fee covers incoming wire transfer costs and outgoing wire transfer costs in the case of student refunds. The I-20 Issuance & Mailing Fee covers processing and updating of the student's SEVIS I-20 Form and international shipping via DHL.

4.4 - CONSISTENCY OF CHARGES TO STUDENTS

Any changes in tuition or in fees will not affect students who are already enrolled and have paid tuition for a quarter of study. However, upon completion of a given quarter, students will be assessed for the approved current tuition rate for all following quarters.

4.5 - STUDENT TUITION PAYMENT

DOMESTIC STUDENT PAYMENTS: Tuition payments may either be made in full by the due date, or by the due date(s) shown on a monthly or quarterly payment plan. For students who choose the monthly or quarterly payment plan option, payments must continue to be made on this schedule until all tuition and fees have been paid in full.

Incoming students who elect a quarterly payment plan, must provide a \$250.00 tuition deposit for enrollment. The tuition deposit is due one month prior to the first day of instruction, and the first quarterly tuition payment is due at the time the Enrollment Agreement is signed or by Student Orientation (Monday of Week 0), whichever is later. For the quarterly payment plan, every payment thereafter is due one month before each quarter's first day of instruction.

INTERNATIONAL STUDENT PAYMENTS: For international students, tuition payments and all associated fees may either be made in full or on a quarterly payment plan at the time the Enrollment Agreement is signed or by Student Orientation (Monday of Week 0), whichever is later. If the student's visa application is not approved by the U.S. Embassy in his/her country, he/she shall receive a full refund, minus the application fee and all clearly stated non-refundable fees, not to exceed a total of \$250.00.

NEW STUDENT LATE PAYMENTS: New students who fail to make their initial payment on their scheduled due date will be charged a one-time, non-refundable \$100.00 late fee. If neither the first payment or an [AM-10] Admissions Deferral Request Form is submitted on or before the Monday of Week 0, the [AM-09] Acceptance Letter & Offer of Admission shall be canceled. All attempts shall be made to contact the new student before terminating [AM-09].

DEFAULT ON PAYMENTS: Should the student default on payment completely, or fail to abide by the terms for tuition payment agreed upon in his/her signed Enrollment Agreement, the student will not be allowed to attend classes until tuition payments are made current.

DEFAULT ON QUARTERLY PAYMENTS: Any late tuition payments made on the day after the payment due date or later will be charged an additional \$100.00 non-refundable late fee per week until the tuition payment is made current. If a student has any pending tuition payments due at the end of the quarter, the student will not be permitted to register for the next quarter's classes until payment(s) have been received. No payments will be accepted after the hard deadline for tuition payment, which is Friday of Week 2 by 5:00 pm PST (Last Day to Add/Drop).

DEFAULT ON MONTHLY PAYMENTS: Any late tuition payments made on the day after the payment due date up to five days will be charged an additional \$50.00 late fee. If payment is not received within five days, the student will be suspended from enrolled courses.

Each student accepts the above terms respectively by signing the [FF-11] Enrollment Agreement & Student Ledger. He/she is responsible for all tuition payments to stay in good financial standing with the College. If the student has any outstanding payments when his/her program ends, his/her financial sponsor (if one exists) will be contacted to retrieve all outstanding amounts.

BOUNCED CHECKS: If any student tuition or fee payments made by personal check bounce, the student will be charged a \$40.00 bounced check fee, in addition to any late payment fees accrued. Students who bounce a check must make their next payment in cash or cashier's check.

4.6 - DOMESTIC STUDENT TUITION PAYMENT DUE DATES

DOMESTIC (1ST QUARTER ONLY)

Deposit DUE DATE -- 1 month prior to First Day of Instruction

Tuition Payment DUE DATE -- Monday of Week 0 (Student Orientation)

Tuition Payment HARD DEADLINE (FOR LATE TUITION) -- Friday of Week 2 by 5:00 pm PST (Last Day to Add/Drop)

DOMESTIC (ONCE ENROLLED)

Tuition Payment DUE DATE -- 1 month prior to First Day of Instruction of the new quarter by 5:00 p.m. PST

Tuition Payment HARD DEADLINE (LATE) -- Friday of Week 2 by 5:00 pm PT

DOMESTIC (MONTHLY PAYMENT)

Tuition Payment DUE DATE -- 1st of every month

Tuition Payment HARD DEADLINE (LATE) -- 15 days after the five day probationary period

4.7 - INTERNATIONAL STUDENT TUITION PAYMENT DUE DATES

INTERNATIONAL (1ST QUARTER ONLY)

Tuition Payment DUE DATE -- 1 month prior to First Day of Instruction

Tuition Payment HARD DEADLINE (LATE) -- Friday of Week 2 by 5:00 pm (PST)

INTERNATIONAL (ONCE ENROLLED)

Tuition Payment DUE DATE -- 1 month prior to First Day of Instruction of the new quarter not later than 5:00 pm PST.

Tuition Payment HARD DEADLINE (LATE) -- Friday of Week 2 by 5:00 pm (PST)

CH5 – STUDENT TUITION RECOVERY FUND

California College of Music participates in the State of California's Student Tuition Recovery Fund (STRF). According to the Bureau for Private Postsecondary Education, who collects the STRF assessment quarterly:

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all of part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total fees are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. A third party, such as an employer, government program or other payer pays your total fees, and you have no separate agreement to repay the third party."

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education. You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, the location of the institution, or an educational program offered by the institution was closed or discontinued. You did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of no collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law. However, no claim can be paid to any student without a social security number or a taxpayer identification number.

CH6 – FINANCIAL SUPPORT PROGRAMS

In order to support students in affording the cost of an excellent higher education in music, the administration shall offer an equal opportunity for all students applying to a new program at California College of Music to apply for a financial support program based on both talent and academic achievement, as well as tuition reductions for students facing economic hardship. The administration shall appoint qualified staff members to administer and offer see the financial support program awards.

The administration does not offer full-ride or 100% tuition reduction in financial support programs. The maximum total of institutional awards awarded may not exceed 30% of the program tuition cost.

6.1 - TALENT-BASED SCHOLARSHIP PROGRAM

The College awards a number of scholarships each year to new applicants based on outstanding talent in performance or composition, excellence of overall musicianship, and proven academic ability. The College's Talent-Based Scholarship Program is open to any student pursuing full-time enrollment in the Apprentice in Performance, Certificate in Performance, Certificate in Songwriting & Music Production, or Associate of Science in Performance degree programs.

In order to be considered for a talent-based scholarship, students must provide the following prerequisites:

1. Submit a completed online application for admission into a full-time program with application fee, required audition videos, and all supporting documents;
2. Submit an online talent-based scholarship application with a scholarship statement and an optional new video which differs from the application audition video submissions, and;
3. a letter of recommendation from a teacher, music instructor preferred but not required.

Each talent-based scholarship applicant is evaluated individually by at least two adjudicators comprising (1) the Campus Director and/or the Administration Coordinator, and (2) a respective faculty member, or at least one member of the College faculty who specializes in the applicant's applied emphasis. This Scholarship Award Committee will determine the amount, if any, awarded to the applicant based on artistic merit demonstrated by the audition videos and the Letter of Recommendation(s) provided by the applicant's teacher(s). If the Scholarship Review Committee awards an applicant a talent-based scholarship, they may present a cumulative percentage amount ranging between 5% to a maximum of 25% in tuition reduction. An applicant who receives less than 10% will not be awarded a Talent-Based Scholarship.

TALENT-BASED SCHOLARSHIP PROGRAM APPLICATION PROCESS:

1. Prepare and submit an online [AM-08] Application for Admission. This includes submitting the required application fee and completing the application process.
2. Within the Application for Admission, indicate intention to apply for a talent-based scholarship.
3. Once [AM-08] is completed and submitted, fill out the [FF-24] Talent-Based Scholarship Application Form online.
4. Within [FF-24], submit a 250 word scholarship statement outlining music awards, achievements, performance opportunities, and/or any other accomplishment that highlights the applicant's performance and/or talent.
5. Within [FF-24], submit the name and email contact of at least 1 to 3 teachers willing to write a Letter of Recommendation on the applicant's behalf. Music teachers or band leaders are preferred, but any teacher is acceptable.
6. Within [FF-24], applicants shall be recommended to submit an additional video that demonstrates their exceptional musical ability. This is not required to be considered for a talent-based scholarship and the applicant may re-submit one of his/her songs from [AM-08].

Applicants who submit a [FF-24] prior to [AM-08] shall not be considered for a talent-based scholarship until he/she has completed the application process for a full-time program at the College.

Applicants may not submit a Letter of Recommendation on behalf of their teacher. All Letter of Recommendations must be submitted directly to the Admissions Coordinator at admissions@ccmla.edu from the applicant's teacher. In the instance the teacher does not speak or write in English, he/she must still provide the Letter of Recommendation to the Admissions Coordinator.

Admissions personnel will email an applicant's teacher to collect a Letter of Recommendation to determine an applicant's eligibility for a talent-based scholarship once an online Application for Admission and application fee have been provided. If an admissions personnel does not receive a Letter of Recommendation from the instructor within two weeks, all attempts will be made to contact the applicant for another email address for a teacher willing to write a Letter of Recommendation.

In the instance all required materials for acceptance into the College have been provided and there is no Letter of Recommendation on file, admissions personnel will ask the applicant if they would still like to be considered for a talent-based scholarship. If yes, then the application for admission will be held for evaluation until all talent-based scholarship requirements have been received and reviewed by the Scholarship Award Committee.

Each member of the Scholarship Review Committee must submit the [FF-25] Talent-Based Scholarship Adjudication Form to the Admissions Coordinator separately. Members of the Scholarship Review Committee may not collaborate when reviewing an applicant's audition videos and filling out [FF-25]; this ensures fairness to all applicants. Committee members may discuss their finds after all [FF-25] have been submitted for the applicant.

TALENT-BASED SCHOLARSHIP DISBURSEMENT:

1. Once each member of the Scholarship Review Committee submits [FF-25] Talent-Based Scholarship Adjudication Form, the Admissions Coordinator will calculate the cumulative awarded amount and present his/her findings to the Administration Coordinator. The Admissions Coordinator will save all [FF-25] until that applicant matriculates and a physical file is rendered. In the interim, a scan of all [FF-25] shall be saved in the applicant's digital file.
2. Any awarded scholarship must be divided evenly amongst all initial quarters. Applicants may not request to apply more scholarships to one quarter over another.
3. The Administration Coordinator shall take the cumulative award amount for the scholarship applicant and apply it to the overall base cost of tuition for the applied program. For example, an applicant who applies for a talent-based scholarship for the Certificate in Performance program (\$16,320.00 USD) and receives a 30% scholarship, shall receive \$4,896.00 USD in talent-based scholarship. The talent-based scholarship shall then be divided evenly amongst the initial required quarters needed to complete the program.
4. The statement shall then be saved in the applicant's digital file and attached to an Acceptance Letter & Offer of Admission.

TALENT-BASED SCHOLARSHIP PROGRAM RULES AND REQUIREMENTS:

1. Auditions, transcripts, and letters of recommendation are considered final once submitted by the applicant. Scholarship application packages may not be amended except through special requests to the administration, which must be reviewed by the Admissions Coordinator.
2. All submitted audition videos must belong to the applicant. Submission of another's work or performance is automatic denial of talent-based scholarship consideration and possibly denial of acceptance into the institution.
3. A student's application for a talent-based scholarship award may only be adjudicated once for any given program. Once awarded, a talent-based scholarship award may not be re-adjudicated or re-assessed during a student's program.
4. Scholarships are non-transferable and have no redeemable cash value.
5. Scholarships may only be applied to base tuition costs and may not be applied to institutional fees or cost of living.

The rules and requirements for maintaining the talent-based scholarship award are as follows:

1. Student must pay tuition and fees in full according to the payment schedule in the Enrollment Agreement
2. Students must maintain full-time status (a course load of at least 12 units) at all times. A student who elects to change his/her study status from full-time to part-time will lose his/her remaining scholarship.

3. Student must attend at least 85% of scheduled classes in every course
4. Students receiving scholarships must maintain a minimum cumulative GPA of 3.0 for their scholarship award to be disbursed in each new quarter.
5. Student must make continuous academic progress each quarter and complete his/her program on time
6. A student who must extend his/her program beyond the initial program length as stated in the Enrollment Agreement, whether by choice or due to failed courses, may not reapply for a scholarship or redistribute any remaining scholarship to the new quarters.
7. Students receiving scholarships are not permitted to discuss award amounts with other students at any time.

The College reserves the right to reassess the scholarship award and reduce or eliminate it at any time when the student fails to fulfill all the prescribed conditions and obligations outlined above.

During student orientation, any student who receives a talent-based scholarship must fill out the [FF-12] Scholarship Award Acceptance Agreement with the Admissions Coordinator.

TALENT-BASED SCHOLARSHIP REVIEW PROCESS:

The Administration Coordinator or his/her designee, shall evaluate all talent-based scholarship recipients' final grades and attendance during Week 11 after final grades have been submitted.

A [FF-21] Talent-Based Scholarship Award Review Warning will be issued without an appeal or other action by the student to the student if he/she did not maintain his/her scholarship requirements by the evaluation period. Scholarship recipients on the Talent-Based Review Warning may continue to receive his/her scholarship amount for one payment period. At the next evaluation period, if the student does not meet the minimum requirements to maintain his/her scholarship, then the College shall issue the student a [FF-22] Notice of Talent-Based Scholarship Award Review.

Talent-Based Scholarship recipients who did not meet the minimum requirement during the warning period shall receive [FF-22] Notice of Talent-Based Scholarship Award Review. The student shall be informed that he/she will be reviewed during the upcoming quarter and if by the evaluation period he/she does not meet minimum requirements to maintain his/her talent-based scholarship, the scholarship may be reduced or eliminated for all subsequent quarters. The Administration Coordinator shall provide an updated [FF-03] Payment Ledger Receipt Book any time a scholarship award is reduced or eliminated; the student is responsible for all remaining tuition & fees for the remainder of his/her program.

If mitigating circumstances beyond the student's control caused or contributed to the student not meeting the Talent-Based Scholarship Award requirements, the student may appeal the [FF-22] Notice of Talent-Based Scholarship Award Review by submitting [FF-23] Talent-Based Scholarship Review Appeal Form to the Administration. Mitigating circumstances include illness, death of a family member, disability, or a work schedule conflict. Documentation supporting circumstances cited in [FF-23] is required. Lack of documentation may cause a denial of the appeal. Documentation must be a letter from a medical professional, a letter from an employer, or an obituary, funeral program, or prayer card for a deceased relative. All Campus Director decisions are final. [FF-23] shall include a section for the student to demonstrate why he/she failed to meet the minimum requirements to retain his/her talent-based scholarship, and what has changed in his/her situation that will allow him/her to demonstrate the minimum requirements at the next evaluation.

SUCCESSFUL APPEAL: If the Campus Director deems the mitigating circumstances is sufficient evidence for the student's inability to maintain minimum talent-based scholarship requirements, the student shall receive a new [FF-21] Talent-Based Scholarship Award Review Warning which shall detail (1) why the student is receiving a warning and (2) recap the minimum requirements to maintain his/her scholarship for the subsequent quarter.

UNSUCCESSFUL APPEAL: Any instance the Campus Director does not approve the student's appeal, the Campus Director will reinstate [FF-22] Notice of Talent-Based Scholarship Award Review and either reduce or eliminate the remaining

talent-based scholarship. The Administration Coordinator shall provide an updated [FF-03] Payment Ledger Receipt Book reflecting the change . Students shall be responsible for all remaining tuition & fees for the remainder of his/her program. The student is not eligible to reapply for a new or updated talent-based scholarship.

CH7 – CANCELLATIONS AND REFUNDS

The administration shall adhere to all rules and regulations required by the State of California's Bureau for Private and Postsecondary Education and the National Association of Schools of Music with regards to student refunds and cancellation of enrollment agreement. The administration shall appoint qualified staff to oversee the rules, regulations, and procedures governing cancellations and refunds.

7.1 - STUDENT'S RIGHT TO CANCEL

Every student has the right to cancel their enrollment and obtain a full refund of charges (100 percent of the amount paid for institutional charges minus the application fee) paid through attendance at the first class session, or the tenth school day after enrollment, whichever is later. The student must provide written notice of cancellation to the registrar before 5:00 p.m. on the first day of instruction or the tenth school day after enrollment, whichever is later.

If the student pays tuition but does not show up for class during the entire first week of the quarter (a type of cancellation known as a "no-show"), the student will be issued a full refund (minus the application fee) and will be automatically removed from their classes.

7.2 - REFUND POLICY

If 60% or less of the quarter has been completed, the student shall receive a pro rata refund of any unearned institutional charges minus all non-refundable fees. Students are entitled to a refund regardless if the withdrawal status was voluntary or involuntary. All refunds shall be issued within 45 days from the date of determination (DOD), the date the College receives the students Program Withdrawal Form or the date the College administratively withdraws or expels the student.

The pro rata refund to a withdrawn student shall be calculated by subtracting the total amount paid to the institution (either full tuition or quarterly payment) by the amount the student owes the institution. To determine the amount owed by the student, the College shall multiply the daily charge for the program or quarter (tuition amount divided by the number of days in the program or quarter) by the number of days the student has attended using the last date of attendance (LDA) as determined by faculty attendance ledgers. If a student withdraws after the 1st quarter, there will be no refund for the 2nd quarter tuition and onward.

Example:

An enrolled student who makes quarterly payments voluntarily withdraws from his/her program on a Thursday of the 3rd week of a quarter.

\$4,080 (domestic quarterly tuition)
divided by
50 (number of days of instruction in the quarter) = \$81.60 (daily charge)

\$81.60 (daily charge)
multiplied by
14 days (number of days student attended) = \$1,142.40 (amount owed from student)

\$4,080 (student's tuition payment)
Minus
\$1,142.40 (amount owed from student) = **\$2,937.60 (pro-rated refund to the student)**

CH8 – FEDERAL FINANCIAL AID

Before the College disburses Title IV, HEA program funds for any award year, the student must be notified of the amount of funds that the student or his or her parent can expect to receive under each Title IV, HEA program, and how and when those funds will be disbursed. If those funds include Direct Loan program funds, the notice must indicate which funds are from subsidized loans, which are from unsubsidized loans, and which are from PLUS loans.

The financial aid officer will provide the student with an Award Letter via email that contains in detail the amount they are eligible for for each Title IV program. The notice should be no earlier than 30 days before, and no later than 30 days after, crediting the student's ledger account at the institution, if the institution obtains affirmative confirmation from the student under 34 C.F.R. § 668.165(a)(6)(i); or

No earlier than 30 days before, and no later than seven days after, crediting the student's ledger account at the institution, if the institution does not obtain affirmative confirmation from the student under 34 C.F.R. §668.165(a)(6)(i)

In accordance with 34 C.F.R. § 668.24(b), Fiscal Records:

- An institution shall account for the receipt and expenditure of title IV, HEA program funds in accordance with generally accepted accounting principles.
- An institution shall establish and maintain on a current basis—
 - Financial records that reflect each HEA, title IV program transaction; and
 - General ledger control accounts and related subsidiary accounts that identify each title IV, HEA program transaction and separate those transactions from all other institutional financial activity.

In accordance with 34 C.F.R. § 668.24(c), Required Records:

- The records that an institution must maintain in order to comply with the provisions of this section include but are not limited to—
 - The Student Aid Report (SAR) or Institutional Student Information Record (ISIR) used to determine eligibility for title IV, HEA program funds;
 - Application data submitted to the Secretary, lender, or guaranty agency by the institution on behalf of the student or parent;
 - Documentation of each student's or parent borrower's eligibility for title IV, HEA program funds;
 - Documentation relating to each student's or parent borrower's receipt of title IV, HEA program funds, including but not limited to documentation of—
 - The amount of the grant, loan, or FWS award; its payment period; its loan period, if appropriate; and the calculations used to determine the amount of the grant, loan, or FWS award;
 - The date and amount of each disbursement or delivery of grant or loan funds, and the date and amount of each payment of FWS wages;
 - The amount, date, and basis of the institution's calculation of any refunds or overpayments due to or on behalf of the student, or the treatment of title IV, HEA program funds when a student withdraws; and
 - The payment of any overpayment or the return of any title IV, HEA program funds to the title IV, HEA program fund, a lender, or the Secretary, as appropriate;
 - Documentation of and information collected at any initial or exit loan counseling required by applicable program regulations;
 - Reports and forms used by the institution in its participation in a title IV, HEA program, and any records needed to verify data that appear in those reports and forms; and
 - Documentation supporting the institution's calculations of its completion or graduation rates.

If the College credits a student ledger account with Direct Loan, Federal Perkins Loan, or program funds, the College must notify the student or parent.

The financial aid officer will notify the student and/or parent of a disbursement and include the following:

- The anticipated date and amount of the disbursement;
- The student's or parent's right to cancel all or a portion of the loan,
- The procedures and time by which the student or parent must notify the institution that he or she wishes to cancel or reduce the loan.
- No earlier than 30 days before, and no later than 30 days after, crediting the student's ledger account at the institution, if the institution obtains affirmative confirmation from the student under 34 C.F.R. § 668.165(a)(6)(i); or
- No earlier than 30 days before, and no later than seven days after, crediting the student's ledger account at the institution, if the institution does not obtain affirmative confirmation from the student under 34 C.F.R. § 668.165(a)(6)(i)

In accordance with 34 C.F.R. § 685.304(a)(6) each first-time borrower must complete entrance counseling prior to a disbursement.

The institution is required to provide information published by the U.S. Department of Education to students at any time that information regarding loan availability is provided. The publication includes information about rights and responsibilities of students and schools under the Title IV, HEA loan programs.

The financial aid officer will ensure that the U.S. DOE publication links are located in the Student Consumer Disclosure section of the schools website.

The College must inform the student or parent that any loan will be submitted to the National Student Loan Data System (NSLDS), and will be accessible by guarantee agencies, lenders, and schools determined to be authorized users of the data system. This disclosure must be published in the General Catalog and within the schools FA Handbook.

In accordance with 34 C.F.R. § 685.304(b); 34 C.F.R. § 668.42; 34 C.F.R. § 674.42(b) . The institution must provide counseling to borrowers of loans under the FFEL, Federal Direct Loan, or Perkins Loan programs (other than consolidated or Parent PLUS loans) shortly before the student borrower ceases at least half-time study at the school.

The institution must provide a private education loan lender a self-certification form signed by the applicant for students admitted or enrolled at CCM in compliance with the Truth in Lending Act.

The financial aid officer must have the applicant fill out a **Private Education Loan Applicant Self-Certification** form provided by the U.S. Department of Education.

The institution will publish on its website that it is not affiliated with any private education loan lenders.

In compliance with 34 C.F.R. § 668.41(b)(c), The institution must annually provide a NOTICE directly (one-on-one distribution) to all enrolled students describing the availability of the required consumer information. The notice must contain a brief description of the various disclosures and how to obtain the full disclosures.

The disclosures required will be published in the Financial Aid Handbook, the General Catalog, & the Annual Security Report. These documents will be provided to students during student orientation and annual updates thereafter will be emailed to each enrolled student.

8.1 - FINANCIAL AID REFERENCE DOCUMENTS:

The following reference materials are located in the Financial Aid Office and available on the Department of Education's web page: <http://fsapartners.ed.gov>

- <https://fsapartners.ed.gov/knowledge-center/fsa-handbook/2025-2026>

8.2 - NATIONAL STUDENT LOAN DATA SYSTEM (NSLDS)

All financial aid recipients and parents/guardians participating in Parent PLUS Loans shall be made aware that all loan information will be submitted to the National Student Loan Data System (NSLDS), and will be accessible by guarantee agencies, lenders, and schools determined to be authorized users of the data system. Student status is updated by Financial Aid individually on the NSLDS system within 14 days of status change. All records are extracted and submitted to NSLDS each reporting period.

In compliance with 34 C.F.R. § 668.14(b)(7), CCM will submit reports to the Secretary and, in the case of an institution participating in the Federal Stafford Loan, Federal PLUS, or the Federal Perkins Loan Program, to holders of loans made to the institution's students under that program at such times and containing such information as the Secretary may reasonably require to carry out the purpose of the Title IV, HEA programs;

8.3 - DEPARTMENT OF VETERAN AFFAIRS EDUCATIONAL BENEFITS DISCLOSURE

The College has been approved by the Department of Veteran Affairs through the California State Approving Agency for Veterans Education (CSAAVE) to accept Veterans educational benefits. All veteran applicants shall be eligible to apply for the Talent Based Scholarship.

The Administration Coordinator shall serve as School Certifying Officials who oversee the application, registration, and certifying of enrollment of accepted veteran students at the College. He/she shall ensure compliance with all VA Policies & Procedures, maintain yearly training certification as the School Certifying Official, and submit the yearly Application for Approval of Accredited Institutions to CSAAVE two months prior to the submission of the updated [MV-13] General Catalog.

All incoming Veteran students receiving VA Educational Benefits must submit credit granted from other Colleges or Universities by providing official transcripts prior to enrolling in courses. The Campus Director shall review prior credit to determine which are transferable to the College and the student shall receive [AM-24] Statement of Incoming Transfer Credit and Course Substitutions Applied, if applicable. Any changes to enrollment, projected completion date, and tuition owed shall be reflected in [FF-04] Tuition & Fees Statement and [FF-11] Enrollment Agreement & Student Ledger.

CH9 – ADMINISTRATIVE CAPABILITY

In compliance with 34 C.F.R. § 668.16 & 34 C.F.R. § 668.16(a),(b)(1)&(4),(c)(1),(d)(1),(e)&(j); To begin and to continue to participate in any Title IV, HEA program, an institution must demonstrate to the Secretary that the institution is capable of adequately administering that program under each of the standards established in this section. The Secretary considers an institution to have that administrative capability if the institution:

- Administers the Title IV, HEA programs in accordance with all statutory provisions of or applicable to Title IV of the HEA, all applicable regulatory provisions prescribed under that statutory authority, and all applicable special arrangements, agreements, and limitations entered into under the authority of statutes applicable to Title IV of the HEA;
- Designates a capable individual to be responsible for administering all the Title IV, HEA programs in which it participates and for coordinating those programs with the institution's other Federal and non-Federal programs of student financial assistance. The Secretary considers an individual to be "capable" under this paragraph if the individual is certified by the State in which the institution is located, if the State requires certification of financial aid administrators. The Secretary may consider other factors in determining whether an individual is capable, including, but not limited to, the individual's successful completion of Title IV, HEA program training provided or approved by the Secretary, and previous experience and documented success in administering the Title IV, HEA programs properly;
- Has written procedures for or written information indicating the responsibilities of the various offices with respect to the approval, disbursement, and delivery of Title IV, HEA program assistance and the preparation and submission of reports to the Secretary;
- Administers Title IV, HEA programs with adequate checks and balances in its system of internal controls;
- Establishes and maintains records required under this part and the individual Title IV, HEA program regulations;
- For purpose of determining student eligibility for assistance under a title IV, HEA program, establishes, publishes, and applies reasonable standards for measuring whether an otherwise eligible student is maintaining satisfactory academic progress in his or her educational program;
- Shows no evidence of significant problems that affect, as determined by the Department, the institution's ability to administer a Title IV, HEA program and that are identified in reviews of the institution conducted by the Department; the Department's Office of Inspector General; nationally recognized accrediting agencies; the state agency or official by whose authority the institution is legally authorized to provide postsecondary education; or any other law enforcement agency; or any findings made in any criminal, civil, or administrative proceeding.

Every Financial Aid Administrator at CCM will have to abide by our strict recordkeeping code. All Title IV students must have at least 2 versions of every file made. One physical and one digital. Every file received for each student must be processed and filed physically and digitally within the first 7 days of its existence. These files include:

- Attendance Records
- Financial Aid Eligibility Records
- Ledgers
- G5 & COD Files
- ISIR's
- Forms of Identification (ID, Drivers License)
- Academic Transcripts
- Previous Transcripts
- Graduation Certificates/Diplomas
- Enrollment Agreements
- Application Form
- Receipts (both sides of checks)
- FAFSA Documentation
- Master Promissory Notes (MPN)
- Verification Paperwork (if applicable)
- Withdrawal/Leave of Absence Forms (if applicable)

9.1 - FINANCIAL AID ADMINISTRATORS (FAA) TRAINING

Recently updated training has become available to new FAA personnel. Not only will new hires go through the orientation, but they will spend the first month of their onboarding going through the FSA Fundamentals Training Series. They will create their own account, go through the FSA Fundamentals Online Course. After completion of the online course, they will be able to register for the online classes that go for 5 days, Monday through Friday from 9AM to 5pm. Registration dates for these workshops are limited, it will take time. Training starts at this link: <https://fsatraining.ed.gov>

CH10 – ELIGIBILITY

Before considering Federal Financial Aid, students must have/be the following:

- Be admitted to CCM in a Title IV approved program;
 - Be a U.S. citizen or eligible non-citizen;
 - Not been previously defaulted on student loans;
 - Not have exceeded annual and/or aggregate student loan limits for a particular award year;
 - Valid Social Security Number;
 - High school diploma or equivalent;
 - Males between the ages of 18 and 26 must be registered with Selective Service;
 - Must maintain satisfactory academic progress while attending CCM;
 - Satisfactory repayment status of prior Federal student loans, and;
 - Satisfactory payment arrangements of prior Federal grant over payments.
-

10.1 - APPROVED PROGRAMS ELIGIBLE FOR TITLE IV

1. Certificate in Songwriting & Music Production program (CSMP)
-

10.2 - FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA®)

Students are required to complete the Free Application for Federal Student Aid (FAFSA) each year they are seeking financial aid.

The information provided is used to create an analysis of each student's financial ability to contribute toward their educational costs.

10.3 - APPLICATION PROCESS

How to complete a FAFSA:

- Complete the FAFSA Application at www.studentaid.gov. Be sure to contact 1.800.433.3243 if you have FAFSA submission questions.
- To apply online, the student must create their own FSA ID. An FSA ID is a username and password that is used to log in to FAFSA or other Department of Education websites. It identifies a student as someone who has the right to access their own personal information.
- Students and parents/guardians may not share a FSA ID. Parents/guardians of a dependent student will need to obtain their own FSA ID.
- Within the FAFSA, the student should enter **CCM's School Code: 04293000**.

Financial aid applications will be processed in the order they are received. Submitting the application by CCM's stated deadlines is essential to have timely processing. Only completed files containing the required documentation will be processed. Required documents and information consist of:

- A valid FAFSA containing CCM's federal school code: **042930**
- Any other documentation requested by the Financial Aid Officer for completion of the verification process.

Federal regulations prohibit offers of financial aid to any individual who under IRS regulations is delinquent in filing a federal tax return. If a tax return has not yet been filed but is not delinquent, estimates may be used when applying. However, it is the student/parent's responsibility to make sure they file in a timely manner.

10.4 - ELIGIBILITY & CERTIFICATION APPROVAL REPORT (ECAR)

An institution that participates in a Title IV, HEA program shall notify the Secretary within 9 days of the date that:

- A. The institution enters into a new contract or significantly modifies an existing contract with a third-party servicer to administer any aspect of that program;
- B. The institution or a third-party servicer terminates a contract for the servicer to administer any aspect of that program;
or
- C. A third-party servicer that administers any aspect of the institution's participation in that program stops providing services for the administration of that program, goes out of business, or files a petition under the Bankruptcy Code.

The institution's notification must include the name and address of the servicer. An institution that contracts with a third-party servicer to administer any aspect of the institution's participation in a Title IV, HEA program shall provide to the Secretary, upon request, a copy of the contract, including any modifications, and provide information pertaining to the contract or to the servicer's administration of the institution's participation in any Title IV, HEA program.

CCM's Administration Coordinator will be responsible for making updates/changes to the school's ECAR. If any update is made involving third-party services or otherwise, the ECAR will be updated within 9 days of hearing any change to the ECAR.

CH11 – CRITERIA FOR DETERMINING FINANCIAL AID AWARDS

Financial need is determined by applying a formula to the information provided in the applicant's FAFSA. The formula uses the *Cost of Attendance* and the *Student Aid Index* (SAI). The SAI is a formula-based index number ranging from 1,500 to 999,999. Where your SAI falls within the SAI range helps your school determine how much financial support you may need.

A negative SAI indicates you have a higher financial need. For example, if you have an SAI of -1,500, you'll qualify for a maximum Pell Grant Award, assuming you have not exhausted your lifetime amounts and meet all student eligibility requirements.

The Financial Aid Officer will calculate financial need using the following formula:

FINANCIAL NEED = COA - SAI - FPG - OFA

- COA = Cost of Attendance
- SAI = Student Aid Index
- FPG = Federal Pell Grant (if eligible)
- OFA = Other Financial Assistance (see below)

***Note:** Eligibility is determined one award year at a time. Students should renew their FAFSA applications annually as soon as possible after October 1st.

CH12 – VERIFICATION PROCESS

CCM is required by the General Provision regulations to verify all applicants selected for verification by the Central Processing System (CPS). The Financial Aid Officer may choose to verify any applicant if they have reason to believe that the information provided is inconsistent. All conflicting information must be resolved before any funds are disbursed. The verification requirements are applicable to all financial aid recipients under the following Student Financial Assistance Programs:

- Federal Direct Loan Program
- Federal Pell Grant
- The Federal Supplemental Educational Opportunity Grant (SEOG)
- Federal Work Study

If an applicant is selected for verification, the Financial Aid Officer will notify the student immediately with an email notification letter and/or by phone. The applicant must submit all documents requested on or before the due date specified by the Financial Aid Officer. The processing of the student's federal aid will be delayed and temporary hold of registration from the program if the requested documents are not received within the specified time frame.

The verification is completed when the verification process shows that all of the student's verifiable information reported on the FAFSA is correct, and there are no outstanding issues or conflicting information in the file. If there are any changes that would affect the student's eligibility due to the verification, then the Financial Aid Officer will notify the student in writing and/or by phone that they are required to sign a revised Award Letter.

12.1 - C-CODE FLAGS

For a Student to be eligible to receive Title IV, HEA program assistance, a Student must:

1. Be a citizen or national of the United States; or
2. Provide evidence from the U.S. Immigration and Naturalization Service that he or she -
 - a. Is a permanent resident of the United States; or
 - b. Is in the United States for other than a temporary purpose with the intention of becoming a citizen or permanent resident.

In addition, if the Social Security Administration (SSA) did not confirm the Student's citizenship assertion under the data match with the Financial Aid Administration, the Student can establish U.S. citizenship by submitting documentary evidence of that status to CCM. Before denying Title IV, HEA assistance to a Student for failing to establish citizenship, the Financial Aid office must give a Student at least a 30-day notice to produce evidence of U.S. citizenship.

12.2 - RESOLVING C-CODES

When the Department of Education processes the ISIR, it uses the student's social security number, name, and date of birth to perform several edits with federal databases. Certain data that do not match can cause comment codes, or "C" codes, that are indicated on the ISIR and must be researched and cleared prior to federal aid processing. The common edits that result in files being held for resolution are:

- The student's citizenship status does not match with the Social Security Administration
- The student does not have a valid alien ID number according to INS records
- The student has outstanding defaulted loans
- The student is not registered with Selective Service
- The student's name and/or date of birth do not match the social security number on file with the Social Security Administration
- The student's name or social security number did not match with the NSLDS

If a "C" code is present on the ISIR, you must request documentation from the student to determine eligibility. Follow the simple steps below and use the "C" Resolution Chart to help you.

1. Read all text on the ISIR cover sheet for all "C" codes present.
2. Review the student financial aid file to determine if there is already documentation on file to clear the "C" code.

If there is documentation to clear the "C" status, document on the ISIR. If there is no documentation to clear the file, advise the student for the items necessary to clear the code.

CCM's Financial Aid Office is required to resolve any conflicting information for an applicant. Conflicting information is not exempt from verification requirements.

12.3 - PROFESSIONAL JUDGEMENT

Professional Judgment allows CCM's Financial Aid Officer to use their discretion in changing a student's eligibility (i.e., adjusting need analysis and/or changing a student dependency status) for financial aid based on special circumstances. Use of professional judgment is made on an individual case-by-case basis. The reasons for adjusting a student's eligibility must relate to the student's special circumstances and evidence documenting those circumstances in the student's file.

Professional Judgment consideration may also be made due to a student's change in living conditions (i.e., separation, divorce, death, etc.) or a decrease of one or more data elements used in calculating a Student Aid Index (SAI).

Complete the FAFSA with basic year information from the student, spouse and/or parent. After receiving the ISIR make the appropriate adjustments to the base year information according to the source documents (Professional Judgment forms)

12.4 - SUPPORTING DOCUMENTS FOR PROFESSIONAL JUDGEMENT

It is the responsibility of the Financial Aid Officer to obtain documents to support a student's claim of special circumstances warranting professional judgment determination. Examples of supporting documents include, but are not limited to:

- Unemployment records
 - Medical receipts or cancelled checks
 - Divorce decree
 - Death certification
-

12.5 - CONFLICTING INFORMATION

CCM's Financial Aid Office is required to resolve any conflicting information for an applicant. Conflicting information is not exempt from verification requirements.

12.6 - REQUIRED VERIFICATION DOCUMENTS

In compliance with 34 C.F.R. § 668.14(b)(7), Acceptable Documentation:

- Adjusted Gross Income (AGI), income earned from work, or U.S. income tax paid.
 - An institution must require an applicant selected for verification of AGI, income earned from work or U.S. income tax paid to submit to it—
 - A copy of the income tax return or an Internal Revenue Service (IRS) form that lists tax account information of the applicant, his or her spouse, or his or her parents, as applicable for the specified year. The copy of the return must include the signature (which need not be an original) of the filer of the return or of one of the filers of a joint return;
 - For a dependent student, a copy of each IRS Form W-2 for the specified year received by the parent whose income is being taken into account if—
 - The parents filed a joint return; and

- The parents are divorced or separated or one of the parents has died; and
 - For an independent student, a copy of each IRS Form W-2 for the specified year he or she received if the independent student—
 - Filed a joint return; and
 - Is a widow or widower, or is divorced or separated.
- Number of family members in a household:
 - An institution must require an applicant selected for verification of the number of family members in the household to submit to it a statement signed by both the applicant and one of the applicant's parents if the applicant is a dependent student, or only the applicant if the applicant is an independent student, listing the name and age of each family member in the household and the relationship of that household member to the applicant.
- Number of family household members enrolled in eligible postsecondary institutions:
 - An institution must require an applicant selected for verification of the number of household members in the applicant's family enrolled on at least a half-time basis in eligible postsecondary institutions to submit a statement signed by both the applicant and one of the applicant's parents, if the applicant is a dependent student, or by only the applicant if the applicant is an independent student, listing—
 - The name of each family member who is or will be attending an eligible postsecondary educational institution as at least a half-time student in the award year;
 - The age of each student; and
 - The name of the institution that each student is or will be attending.
- Other Information:
 - If an applicant is selected to verify other information specified in the annual Federal Register notice, the applicant must provide the documentation specified for that information in the Federal Register notice.

12.7 - TIME FRAME FOR COMPLETION OF VERIFICATION

CCM allows 9 days for a Federal Pell Grant and Direct Loan applicant to provide acceptable documentation to the Financial Aid Officer. The 10-day requirement may be extended based on the Financial Aid Director's approval. Students selected for verification will be notified in writing of what documents are required within a specific timeframe.

12.8 - WAIVER OF VERIFICATION

ED permits the Institution to waive verification. The conditions for exclusion are:

- Death
- Incarceration
- Certain Immigration Status
- Certain Spouse/Parent Status
- Parents' or Spouse's Address is unknown
- Completed Verification
- Pacific Island Residency Status
- Transfer Student
- Applicant who is attending a foreign school that participates in the FFELP
- No Funds Disburse

CH13 – COST OF ATTENDANCE (COA)

The Cost of Attendance is an estimate of a student's expenses related to a program which includes tuition and fees, books and supplies, housing, personal and transportation costs within an Academic Year (30 weeks or 3 quarters).

Living with parents:

- Tuition / \$17,910
- Materials, Books, Fees / \$1,017
- Room & Board / \$7,360
- Transportation / \$3,592
- Personal/Misc. / \$6,552
 - ***TOTAL / \$36,431***

Living off campus:

- Tuition / \$17,910
 - Materials, Books, Fees / \$1,017
 - Room & Board / \$10,984
 - Transportation / \$3,592
 - Personal/Misc. / \$6,552
 - ***TOTAL / \$40,055***
-

13.1 - DEADLINES

CCM's priority deadline for completing the FAFSA for the 2025-26 academic year is September 2, 2025. We encourage all eligible students to complete the FAFSA on/before the deadline to receive early consideration for limited federal funding, such as the Federal SEOG. However, please note that the FAFSA may be completed at any time throughout the academic year (July 2025 - May 2026).

CH14 – ENTRANCE & EXIT COUNSELING

14.1 - ENTRANCE COUNSELING FOR STUDENT LOAN BORROWERS & DISBURSEMENTS

Though disbursement is the initial goal for the Student in financial aid, there is a process that must be followed. Before disbursing, each first-time borrower must complete entrance counseling located at studentaid.gov/entrance-counseling.

14.2 - EXIT COUNSELING

Exit counseling is mandatory when a student graduates, leaves the institution (approved leave of absence, withdraws or transfers), or drops below part - time enrollment (6 credits). Exit counseling provides important information that students need to prepare to repay their federal student loan(s). This includes students with Direct Stafford (Subsidized or Unsubsidized) Loans.

In addition to students completing Exit Counseling located at: <https://studentaid.gov/exit-counseling/> The CCM Financial Aid Officer will host an invitation - only workshop for graduating and completing students. Students will review loan repayment, grace period, billing options information, and collected updated borrower information. It will give the borrower rights and responsibilities as a federal loan recipient.

Below are sample loan repayment schedules for a 10 year period.

Federal Direct Subsidized and Unsubsidized Loans – Undergraduate:

Total Debt at Repayment*	Monthly Payment Amount	Total Amount Paid	Total Interest Paid
\$5,000	\$50	\$5998	\$998
\$10,000	\$100	\$11,996	\$1,996
\$15,000	\$150	\$17,994	\$2,994
\$20,000	\$200	\$23,992	\$3,992
\$25,000	\$250	\$29,990	\$4,990
\$30,000	\$300	\$35,998	\$5,998

**Payment calculated using a fixed interest rate of 8.08% over a 10 year period.*

Federal Direct PLUS Loan:

Total Debt at Repayment*	Monthly Payment Amount	Total Amount Paid	Total Interest Paid
\$5,000	\$50	\$6,746	\$1,746
\$10,000	\$112	\$13,492	\$3,492
\$15,000	\$169	\$20,238	\$5,238
\$20,000	\$225	\$26,984	\$6,984
\$25,000	\$281	\$33,730	\$8,730
\$30,000	\$337	\$40,475	\$10,475

**Payment calculated using a fixed interest rate of 7.08% over a 10 year period.*

CH15 – PARTICIPATING IN FEDERAL AID PROGRAMS

CCM is eligible to participate in the following listed Title IV, HEA programs:

1. Federal Direct Student Loan Program (Subsidized, Unsubsidized, Parent PLUS)
2. Federal Pell Grant Program
3. Federal Supplemental Educational Opportunity Grant Program
4. Federal Work Study Program

Below is a brief description of each Federal Aid program. *Please note* that grants are funds that do not need to be repaid and loans are borrowed money that must be repaid with interest.

15.1 - FEDERAL DIRECT STUDENT LOAN PROGRAMS

The federal student loan program grants eligible students and parents to borrow directly from the U.S. Department of Education. The types of Direct Student Loans are as follows below.

To qualify for Federal Direct Loans, students must:

- Meet all eligibility requirements to receive Title IV Aid;
 - Be an undergraduate student enrolled at least half time;
 - Demonstrate financial need;
 - Not have exceeded aggregate loan limits.
-

15.2 - FEDERAL DIRECT LOAN-SUBSIDIZED FOR UNDERGRADUATE STUDENTS

This program is available to students with financial need. This “subsidized” loan accrues interest, but the federal government pays all of the interest on the student’s behalf while they are in school. This loan program allows a student to borrow up to \$3,500 during the first academic year. The interest rate for the in-school period for 2023-24 is 3.73%. The loan is subject to origination fees and the interest begins to accrue as soon as the loan has been disbursed from the lender.

15.3 - FEDERAL DIRECT LOAN-UNSUBSIDIZED FOR UNDERGRADUATE STUDENTS

This program is available for all eligible students, regardless of income or assets. This loan accrues interest while the student is attending school. Students may choose to defer payment of the interest until six months after leaving school. Students may borrow a maximum of \$20,500 annually (depending on the status as a dependent or independent student, the status as an undergraduate or a graduate student, and the total cost of attendance). The interest rate for the in-school period in 2023-24 is 3.73%, and may change annually. The loan is subject to origination fees.

15.4 - FEDERAL PARENT LOAN FOR UNDERGRADUATE STUDENTS (PLUS)

The PLUS loan is available to parents of dependent students as a supplemental source of funds to be used toward their child’s educational expenses. Parent borrowers begin repayment within 60 days after the loan is issued. However, parents may request a deferment while their child is enrolled at least half-time and for an additional six months after their child graduates, leaves school, or drops below half-time enrollment. The parent does not have to make any payments while their loan is deferred. The 2023-24 interest rate is 6.28% and may change annually. The lender obtains a credit report to determine eligibility for this loan. Should the

parent be denied a PLUS loan, the Financial Aid Officer may be able to assist the student in obtaining an Unsubsidized Stafford Loan by using the denial letter as documentation of need.

15.5 - PROCEDURES TO APPLY FOR FEDERAL DIRECT LOANS

To be considered for a Direct Subsidized/Unsubsidized Student Loan or Parent Plus Loans you must:

- Complete a FAFSA;
- Complete verification, if selected;
- Complete Loan Entrance Counseling (first time borrowers only);
- Sign a Master Promissory Note (first time borrowers only).

When it comes to disbursements of these direct loans, refer to 34 C.F.R. § 668.164(a)(2):

- If an institution credits a student's ledger account with institutional funds earlier than 30 days after the beginning of a payment period, the Secretary considers that the institution makes that disbursement on the 30th day after the beginning of the payment period; or
 - If an institution credits a student's ledger account with institutional funds earlier than 10 days before the first day of classes of a payment period, the Secretary considers that the institution makes that disbursement on the 10th day before the first day of classes of a payment period.
-

15.6 - GRANTS

Grants are need-based forms of financial aid that you do not have to repay.

To qualify for grants, students must:

- Meet all eligibility requirements to receive Title IV Aid;
 - Be an undergraduate student enrolled at least half time
-

15.7 - FEDERAL PELL GRANT

These funds are awarded to eligible undergraduate students who have not yet earned a bachelor's degree to help pay for their education. The maximum Pell Grant for the 2023-24 award year is \$6,495 and maximum Pell Grant award for each quarter is \$2,165. These are grants that do not need to be repaid. Not all students will qualify, but all are encouraged to apply.

In accordance with 34 C.F.R. § 668.164(a)(1), Disbursements:

- A disbursement of title IV, HEA program funds occurs on the date that the institution credits the student's ledger account or pays the student or parent directly with—
 - Funds received from the Secretary; or
 - Institutional funds used before receiving title IV, HEA program funds.
-

15.8 - FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (SEOG)

This grant is also awarded to students who demonstrate exceptional need. Federal SEOG funds are very limited as the federal government gives the College a set amount of money to use each year based on the federal budget.

15.9 - FEDERAL WORK STUDY (FWS)

The FWS program provides funds for part-time jobs, which allow students to earn money needed to pay for educational expenses. FWS awards are a form of federal financial aid. To be eligible, students must have completed a current FAFSA, have remaining "unmet need", be a permanent resident or U.S. citizen, be in good academic standing and be enrolled at least half-time.

To qualify for Federal Work-Study, students must:

- Meet all eligibility requirements to receive Title IV Aid;
- Be an undergraduate student enrolled at least half time
- Demonstrate financial need.

To be considered for Federal Work-Study, students must:

- File a FAFSA; and
 - Complete verification, if selected.
-

15.10 - STATE OF CALIFORNIA GRANT ASSISTANCE

Also known as the Cal Grant, State of California Grant Assistance is a California-specific financial aid allocation that does not need to be paid back. Cal Grant applicants must apply for the FAFSA or CADAA by the deadline and meet all eligibility, financial, and minimum GPA requirements of either program. Grants are for students attending University of California, California State University or California Community Colleges, or qualifying independent and career Colleges or technical schools in California.

There are three kinds of Cal Grants — A, B and C — but you don't have to figure out which one to apply for. Your eligibility will be based on your FAFSA or CADAA responses, your verified Cal Grant GPA, the type of California Colleges you list on your FAFSA and whether you're a recent high school graduate.

15.11 - PROCEDURES TO APPLY FOR GRANTS

To be considered for a Direct Subsidized/Unsubsidized Student Loan or Parent Plus Loans you must:

- File a FAFSA;
- Complete verification, if selected;

CH16 – DISBURSEMENTS & RIGHT TO CANCEL OR REDUCE FUNDS

The financial aid funds you qualify for will be disbursed quarterly at the start of each quarter. The first disbursement is received during the first quarter of attendance. Subsequent disbursements are received in following quarters. Said disbursements are calculated through R2T4 calculations and are spread out evenly throughout your program. If you want to cancel or reduce any of the financial aid funds and make the tuition payment with non-loan funds, you have 14 days to contact the school in writing to have the transaction reversed. Six months after separation from the school or reducing your attendance to less than halftime you will receive notice of your minimum monthly payment from your US Department of Education assigned loan servicer. At that time if you are facing a personal or financial hardship and are unable to make the scheduled payments there are varying repayment options, deferments and forbearance. Deferments and forbearance are ways to reduce your monthly payments or postpone payments when borrowers are unemployed or still in school.

Before CCM disburses Title IV, HEA program funds for any award year, we must notify a student of the amount of funds that the student or his or her parent can expect to receive under each Title IV, HEA program, and how and when those funds will be disbursed. If those funds include Direct Loan program funds, the notice must indicate which funds are from subsidized loans, which are from unsubsidized loans, and which are from PLUS loans. (34 C.F.R. § 668.165(a)(1))

Students will be notified by email of disbursements made to their student account. Once your tuition balance has been paid in full, any remaining disbursements that create a credit balance on your account will be disbursed to you for other school-related costs.

*Note that the Federal Pell Grant cannot be cancelled or reduced.

16.1 - RESPONSIBILITIES OF STUDENTS RECEIVING FINANCIAL AID

If the Student wishes to reduce or cancel any loan through Title IV, they must:

- Inform CCM if he or she wishes to cancel all or a portion of a loan or loan disbursement.
- CCM must return the loan proceeds, cancel the loan in accordance with program regulations provided that CCM receives a loan cancellation request—
 - By the later of the first day of a payment period or 14 days after the date it notifies the student or parent of his or her right to cancel all or a portion of a loan, if CCM obtains affirmative confirmation from the student; or
 - Within 30 days of the date CCM notifies the student or parent of his or her right to cancel all or a portion of a loan, if CCM does not obtain affirmative confirmation from the student.
- If a student or parent requests a loan cancellation after the set periods as stated above, CCM may return the loan proceeds, or cancel the loan in accordance with program regulations. (34 C.F.R. § 668.165(a)(4))

The Higher Education Amendment of 1998 requires continued eligibility for federal grants and loans to be based on a student's (1) Satisfactory Academic Progress and (2) successful completion of the studied program. If a student withdraws from school, the amount of financial aid available to pay expenses will be prorated based on the amount of time spent in attendance (if the student has completed 60% or less of the quarter). CCM must return excess funds to Title IV/HEA programs in the sequence required by the U.S. Department of Education. Students should be awarded the remaining responsibility for all appropriate changes not covered by Federal Student Aid.

CH17 – SATISFACTORY ACADEMIC PROGRESS (SAP)

The administration shall establish and maintain Satisfactory Academic Progress (SAP) standards to ensure all enrolled students are successfully completing their coursework and can continue to meet all requirements necessary to complete or graduate from a program at the College within the required maximum time frame. The administration shall appoint qualified staff to oversee and evaluate the satisfactory academic progress for all enrolled students.

The SAP policy shall be made available to students on [MV-13] General Catalog and [MV-12] Student Handbook, and reviewed during mandatory academic advice sessions.

All students within categories of students and educational programs established by the College are required to make qualitative and quantitative academic progress toward program completion while enrolled at the College within the maximum time frame of program completion which cannot exceed 150% of the published program length. To maintain SAP, each student must cumulatively attend at least 80% of the scheduled class hours during each quarter and must make qualitative academic progress towards program completion, which is evaluated through review of the student's grade point average (GPA) at the end of every quarter. The minimum required cumulative GPA is 2.0.

SAP will be evaluated twice during an academic quarter by the Administration Coordinator and/or appointed designees.

1. SAP will be unofficially reviewed during Week 6, prior to the start of academic advice, to assist students meet SAP by the end of the quarter and if not, provide suggestions or solutions on how to improve his/her attendance and grades during advisement sessions.
2. Once final grades have been submitted, an official SAP evaluation will be made during Week 11, the end of the payment period, determining whether or not a student has met the SAP standards.

If a student fails to maintain a cumulative 80% attendance rate and/or has a quarter GPA that falls below 2.0 during the Week 11 evaluation, he/she shall be placed on academic probation for the next enrollment quarter and will receive [EV-16] Notice of Academic Probation from the Campus Director when final grades are released.

17.1 - ACADEMIC PROBATION

During academic probation, the student must maintain a cumulative 80% attendance rate in his/her classes and obtain a 2.0 GPA at the end of the academic probationary quarter to remove probationary status. The Campus Director and/or designee, may create a [EV-13] SAP Academic Plan in addition to requiring a student on probation to meet SAP standards. An [EV-13] can include but is not limited to: reducing course/credit load, mandating weekly tutoring sessions, or requiring the student to enroll in a specific course(s). By the end of the academic probation quarter, if a student does not improve his/her attendance or GPA to meet SAP standards or the academic plan, he/she may be granted a second and final probationary quarter at the discretion of the Campus Director. In the instance a student does not meet SAP standards within the first and/or second probationary quarter, he/she shall be administratively withdrawn from his/her program and provided [EV-18] Notice of Administrative Program Withdrawal.

17.2 - SAP APPEAL PROCESS

If mitigating circumstances beyond the student's control caused or contributed to the student not meeting the SAP standard, the student may appeal the academic probation by submitting [EV-14] SAP Appeal Form. Mitigating circumstances include illness, death of a family member, disability, or a work schedule conflict. Documentation supporting the circumstances cited in the [EV-14] SAP Appeal Form is required. Lack of documentation may cause a denial of the appeal. Documentation must be a letter from a medical professional, a letter from an employer, or an obituary, funeral program, or prayer card for a deceased relative. [EV-14] SAP Appeal Form shall include a section for the student to demonstrate why he/she failed to make SAP, and what has

changed in his/her situation that will allow him/her to demonstrate SAP standards at the next evaluation. All Campus Director decisions are final.

SUCCESSFUL APPEAL: If the Campus Director deems the mitigating circumstance is sufficient evidence for the student's inability to maintain SAP at the College, the student shall receive an [EV-15] Academic Probation Warning which shall detail (1) why the student is receiving a warning and (2) recap the minimum requirements to maintain SAP for the subsequent quarter.

UNSUCCESSFUL APPEAL: Any instance the Campus Director does not approve an appeal made by a student on Academic Probation, the student must meet all criteria stated in his/her original [EV-16] Notice of Academic Probation for the next evaluation period. The student must maintain SAP standards during the following quarter to re-establish good standing.

17.3 - FINANCIAL AID WARNING

Financial aid recipients who are issued an [EV-16] Notice of Academic Probation shall also receive an [FF-28] Financial Aid Warning Notice at the end of the evaluation period. A Financial Aid Warning will be issued without an appeal or other action by the student. Title IV recipients on Financial Aid Warning may continue to receive assistance under the Title IV, HEA programs for one payment period. At the next evaluation period, if the student does not meet SAP standards, then the College shall issue the student an [FF-29] Notice of Financial Aid Suspension.

17.4 - FINANCIAL AID SUSPENSION

Financial aid recipients who did not meet SAP standards during the Financial Aid Warning period or the student is determined he/she will not be able to complete within the 150% maximum time frame, he/she shall receive [FF-29] Notice of Financial Aid Suspension. The student shall be informed he/she shall not be eligible to receive financial aid while on Financial Aid Suspension. Any quarter without Title IV, HEA funds shall still be counted toward the maximum time frame towards program completion. During this period, to reinstate Title IV, HEA funds that have been terminated, the student must meet the minimum standards of SAP by the end of the quarter.

17.5 - FINANCIAL AID APPEALS & PROBATION

If mitigating circumstances beyond the student's control caused or contributed to the student not meeting the SAP standards, the student may appeal this decision by filling out the [EV-14] SAP Appeal Form. In the instance the Campus Director denies a student's appeal, he/she shall remain in Financial Aid Suspension and will not receive Title IV, HEA funds for the subsequent quarter.

If the appeal is approved by the Campus Director, the student shall receive [FF-30] Notice of Financial Aid Probation. Students may receive financial aid for one term during probation. Students on financial aid probation must meet SAP standards and, if issued by the Campus Director, meet the guidelines stated within the [EV-13] SAP Academic Plan by the end of the quarter to remain eligible for subsequent financial aid. If SAP (and, if applicable, the guidelines within the SAP Academic Plan) are not met at the end of a probation period, the student shall be placed back into Financial Aid Suspension and shall not receive Title IV, HEA funds.

The College shall calculate the pace at which the student is progressing by dividing the cumulative number of hours the student has successfully completed by the cumulative number of hours the student has attempted. In making this calculation, the College shall not include remedial courses.

Full-time students enrolled at the College will be recommended to take at least 12 credits per quarter to complete his/her program within the maximum time frame. Part-time students shall be encouraged to enroll in a minimum of 8 credits per quarter to complete his/her program within the maximum time frame.

In the instance a required course is not offered due to lack of student enrollment or not meeting a required tiered course pre-requisite in a consecutive quarter, the student shall be advised to schedule a leave of absence in order to ensure program completion within the 150% of the published program length.

17.6 - INCOMPLETES, WITHDRAWAL, & FAILED COURSES

Regardless of incomplete, withdrawal, or failed courses, students must maintain SAP at all times and complete his/her program within the maximum time frame. Students shall be informed that receiving incomplete, withdrawal, or failed courses will impact his/her overall G.P.A. and could cause not meeting the minimum 2.0 GPA requirement. Students shall also be made aware that attendance violations may also lead to incomplete, withdrawal, or failed courses thus impacting academic progress. Students who are withdrawn or have failed a required course, will be required to repeat that course to meet the minimum graduation requirements for his/her program. Repeating courses may also affect SAP. Continual incompletes, withdrawal, or failed courses may not allow the student to complete his/her program within the maximum time frame of his/her program.

17.7 - REPEATED COURSEWORK

In accordance with 34 C.F.R. § 668.34(a)(5)(ii), when it comes to repeated coursework, involved around SAP:

- For a credit hour program using standard or nonstandard terms that is not a subscription-based program, the pace, measured at each evaluation, at which a student must progress through his or her educational program to ensure that the student will complete the program within the maximum time frame, calculated by either dividing the cumulative number of hours the student has successfully completed by the cumulative number of hours the student has attempted or by determining the number of hours that the student should have completed by the evaluation point in order to complete the program within the maximum time frame. In making this calculation, the institution is not required to include remedial courses.
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17.8 - TRANSFER STUDENTS

Any student who transfers credit from another institution must maintain SAP policy each quarter they are enrolled. Based on the number of approved transferable credits, a student's academic pace may be impacted. In some instances, the required number of courses or remaining credits for program completion could be less than the maximum time frame. Any changes to the program pace for completion will be discussed with an Academic Advisor prior to the start of the student's first quarter at the College to determine the minimum threshold to complete his/her program within the maximum time frame. Students shall also be informed that any approved incoming transfer of credits from other institutions shall be counted towards credits received but shall not impact his/her cumulative GPA.

17.9 - CHANGE IN PROGRAM/EMPHASIS/STUDY STATUS

Any student who elects to change his/her program, emphasis or study status must maintain SAP standards each quarter. Changes in program, emphasis, or study status may impact the pace and/or maximum time frame for program completion and shall be reviewed with an Academic Advisor before and after the change and, if necessary, a new [FF-11] Enrollment Agreement & Student Ledger is signed.

A change in program, emphasis or study status will affect the maximum time frame for program completion. When a new enrollment agreement is signed, the updated maximum time frame for program completion shall be provided to the student. The student is still responsible for all required courses and credit for the remainder of his/her program.

17.10 - PRIVATE EDUCATION LOAN DISCLOSURES

The College is not currently affiliated with ANY lenders that provide private education loans. Therefore we cannot provide any preferred lender lists. However, CCM encourages students to consider Direct Subsidized and Unsubsidized loans first, as they generally have lower fixed interest rates and more flexible repayment options.

Additionally, federal student loans offer deferment options and income-based repayment plans

17.11 - SELF-CERTIFICATION FORMS FOR PRIVATE LENDERS

Students who seek private education loans must fill out a Private Education Loan Applicant Self-Certification form provided by the U.S. Department of Education. You may request this form from the Financial Aid Officer.

17.12 - TERMS AND CONDITIONS

As a recipient of Federal Student Aid at California College of Music, all students who receive an award must agree to the following terms and conditions:

- Aid as offered is provided to supplement payment of educational costs associated with your attendance at California College of Music. Students are expected to use the funds for educational expenses.
- The Financial Aid Officer reserves the right to review or modify your award in determination of eligibility at any time due to changes in your status, conflicting information in your records, or because of availability of funds. You understand the aid offered is made in good faith; however, may be canceled or reduced if funds become unavailable.
- You must notify the financial aid office of any changes in name or address, enrollment status or major program of study. These changes may cause an adjustment to your financial aid award.
- Federal and state regulation restricts the receipt of financial aid funds to attendance at one institution. Under certain conditions, students may be concurrently enrolled at two or more institutions, but may only receive aid at one institution. Receiving aid while attending concurrently at two or more Colleges requires an agreement signed by both institutions.
- You are required to be enrolled in an eligible program offered by the College.
- You must also maintain satisfactory academic progress as defined in the Satisfactory Academic Progress (SAP) policy.
- Receiving an overpayment of funds, withdrawing, dropping, or not attending class, may cause a repayment of federal financial aid funds. Some of the tuition refund will be returned to the appropriate financial aid fund. You are responsible for reading and understanding the financial aid Return of Title IV Funds/Overpayment policy.
- You are responsible for knowing your Rights as a financial aid student.

CH18 – RETURN OF TITLE IV FUNDS (R2T4)

The College shall perform a Return to Title IV (R2T4) calculation when a student withdraws from his/her program (or from all courses for the quarter) voluntarily or involuntarily before the Friday of Week 7, whether any credits were earned or not; the College shall return the aid to the Title IV programs from which it was received. If a student withdraws after completing more than 60% of the quarter, all Title IV aid is considered earned. All information regarding R2T4 shall be made readily available to the student within [MV-13] General Catalog and the [MV-12] Student Handbook.

18.1 - INSTITUTIONAL RETURN OF UNEARNED AID

The College shall return the lesser of the total amount of unearned Title IV assistance as calculated by subtracting the amount of Title IV assistance earned by the student from the amount of Title IV aid that was disbursed to the student as of the date of the College's determination that the student withdrew. The College shall return the amount of Title IV funds for which it is responsible as soon as possible but no later than 45 days after the date the College determines that the student withdrew from his/her program. The date of determination (DOD) is determined by the date the College receives the student's Program Withdrawal Form or the date the College administratively withdraws or expels the student.

(34 C.F.R. § 668.164 (I)) Returning Funds:

- Notwithstanding any State law (such as a law that allows funds to escheat to the State), an institution must return to the Secretary any title IV, HEA program funds, except FWS program funds, that it attempts to disburse directly to a student or parent that are not received by the student or parent. For FWS program funds, the institution is required to return only the Federal portion of the payroll disbursement.
- If an EFT to a student's or parent's financial account is rejected, or a check to a student or parent is returned, the institution may make additional attempts to disburse the funds, provided that those attempts are made not later than 45 days after the EFT was rejected or the check returned. In cases where the institution does not make another attempt, the funds must be returned to the Secretary before the end of this 45-day period.
- If a check sent to a student or parent is not returned to the institution but is not cashed, the institution must return the funds to the Secretary no later than 240 days after the date it issued the check.

Within 30 days of the date the College determines that the student withdrew, the College shall send a [FF-20] Notice of Title IV Overpayment to any student who owes a Title IV, HEA grant overpayment as a result of the student's withdrawal from the institution in order to recover the overpayment.

18.2 - DETERMINING PERCENTAGE OF PAYMENT PERIOD COMPLETED

The College shall determine the percentage of payment period completed by dividing the total number of calendar days in the payment period into the number of calendar days completed in that period as of the student's withdrawal date. The total number of calendar days in a payment period includes all days within the period that the student was scheduled to complete except any scheduled break weeks. These break weeks are excluded from the total number of calendar days in a payment period and the number of calendar days completed in that period. Additionally, the total number of calendar days in a payment period does not include days when the student is on approved leave. Days completed shall be determined using the Last Date of Attendance (LDA) as documented by [EV-01] Attendance & Grading Ledger provided by faculty. Days attended are then divided by days in the term the student was scheduled to complete to calculate the percentage completed. Example: 12 completed days (divided by) 50 scheduled days in a quarter = 24% payment period completed.

18.3 - DETERMINING AID RETURN BY THE COLLEGE

Once the percentage of the payment period completed is calculated, that percentage is multiplied by total aid provided on behalf of the student to determine the amount of aid earned (% completed (x) total aid = earned aid). Next, the College will subtract the earned aid from the total aid provided to determine unearned aid to be returned (total aid – aid earned = aid unearned). Once unearned aid has been determined, the College shall determine the total institutional charges and multiply that figure by the percentage of unearned aid (100% - % completed = % unearned). Institutional charges (times) % unearned = amount returned by the College.

Example:

John Doe stopped attending classes on April 17 (his Last Date of Attendance or LDA) and filled out a Program Withdrawal Form that same day. The quarter began on April 6 and is 75 days long. John attended 12 days of the quarter and earned 16 percent of his financial aid (12 days divided by 75 days equals 16 percent).

Federal Direct Parent PLUS Loan \$2,500

Pell Grant \$2,000

Total aid Spring Quarter \$4,500

1. The amount of federal aid earned is $16\% \times \$4,500 = \720
2. Total federal aid unearned is $\$4,500 - \$720 = \$3,780$
3. The second calculation determines the percentage of the amount unearned based on school charges for tuition. John was charged \$4,080 in tuition + \$300 for his non-refundable quarterly material/maintenance fee for the Spring quarter. Percentage of unearned aid for this second calculation is $100\% - 16\% = 84\%$. Therefore, based on the tuition charges for the term, $\$4,080 \times 84\% = \$3,427.20$
4. Federal guidelines determine the order of aid types to be reduced: Direct Loans (subsidized), Direct PLUS Loans (Parent), Federal Pell Grants until \$3,427.20 has been repaid. Therefore John's aid will be reduced to:
$$\text{Federal Direct Parent PLUS Loan} / \$2,500 - \$2,500 = \$0$$
$$\text{Pell Grant} / \$2,000 - 927.20 = \$1,072.80$$

Total returned by institution: \$3,427.20. The total returned amount reflects the amount to be billed to John's student billing account from his financial aid. Any refunds from tuition that are determined and applied to his account may affect the amount that John owes for Spring quarter.

The College and student must return the amount of unearned aid, up to the maximum received, to each of the Title IV programs in the following order:

- Direct Loan (unsubsidized)
 - Direct Loan (subsidized)
 - Federal Perkins Loan Program
 - Direct Loan / Federal Direct PLUS Loan (Parent loans)
 - Federal Pell Grant Program
 - Iraq-Afghanistan Service Grants
 - Federal Supplemental Educational Opportunity Grant (FSEOG)
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18.4 - STUDENT RETURN OF UNEARNED AID

After the College has allocated the unearned funds for which it is responsible, the student must return his/her unearned funds. Unearned funds must be credited to outstanding balances on Title IV loans made to the student or on behalf of the student for the payment period for which a return of funds is required.

The College shall determine the amount of unearned aid the student is responsible for returning by subtracting the amount returned by the College from the total amount which is unearned (**total amount unearned (-) amount returned by school = amount for which student is responsible**). That remaining amount is the student's share and must be allocated in the same order stated above. Once the College determines the amount and which individual programs must be paid, the Administration Coordinator will then provide the withdrawn student a [FF-19] Notice of Return of Title IV Funds to inform the student any amount he/she owes.

Funds that must be returned by the student to the loan programs can be paid in accordance with the normal loan repayment terms. For grant funds that must be repaid, the amount due from the student is limited to 50% (or half) of the total Title IV grant funds received by the student. A student has 45 days to make repayment and does not have to repay a grant overpayment of \$50.00 or less. Unpaid balances will be reported to the National Student Loan Data System (NSLDS) and reported to the U.S. Department of Education for collection. The student will be notified in [FF-19] that any student who owes an overpayment will be ineligible for further Title IV aid at any institution.

Title IV return policy is separate from the institutional refund policy. Unpaid balances due to the College that result from amounts returned to Title IV programs and other sources of aid will be charged back to the student. If a student does not begin attendance in all classes or ceases attendance during the 100% refund period, aid may have to be reduced to reflect appropriate status prior to calculating Return of Title IV Funds.

If the total amount of Title IV grant and/or loan assistance that the student earned is less than the amount of Title IV grant and/or loan assistance that was disbursed as of the LDA, the difference between these amounts must be returned to the Title IV programs and no additional disbursements may be made to the student for the payment period or period of enrollment.

If the total amount of Title IV grant and/or loan assistance that the student earned is greater than the total amount of Title IV grant and/or loan assistance that was disbursed as of the LDA, the difference between these amounts must be treated as a post-withdrawal disbursement which must be made from available grant funds before available loans.

If outstanding charges exist on the student's account, the College shall credit the student's account up to the amount of outstanding charges with all or a portion of any grant funds that make up the post-withdrawal disbursement and loan funds that make up the post-withdrawal disbursement only after obtaining confirmation from the student or parent in the case of a parent PLUS loan, that they still wish to have the loan funds disbursed. The College shall disburse directly to a student any amount of a post-withdrawal disbursement of grant funds that is not credited to the student's account. The institution must make the disbursement as soon as possible, but no later than 45 days after the LDA.

The College shall also provide within 30 days from the date of determination (DOD), the date the College receives the student's Program Withdrawal Form, a [FF-20] Notification of Title IV Overpayment to the student or parent in the case of a parent PLUS loan, that includes:

1. Requesting confirmation of any post-withdrawal disbursement of loans that the College wishes to credit to the student's account, identifying the type and amount of those loans and explain that a student or parent may accept or decline some or all of those funds;
2. Requesting confirmation of any post-withdrawal disbursement of loan funds that the student or parent can receive as a direct disbursement, identifying the type and amount and explain that the student or parent may accept or decline some or all of those funds;
3. Explain that a student or parent who does not confirm that a post-withdrawal disbursement of loan funds may be credited to the student's account may not receive any of those loan funds as a direct disbursement unless the College concurs;

4. Explain the obligation of the student or parent to repay any loan funds he/she chooses to have disbursed; and
 5. Advise the student or parent that no post-withdrawal disbursement of loan funds will be made, unless the College choose to make a post-withdrawal disbursement based on a late response if the student or parent does not respond within 14 days of the date that the College sends a [FF-20] Notification of Title IV Overpayment.
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18.5 - LEAVE OF ABSENCE (LOA)

The institution recognizes that unforeseen circumstances may arise that necessitate a temporary leave of absence from academic studies. This policy outlines the procedures for requesting, approving, and managing leaves of absence.

Students may be eligible for a leave of absence for justifiable reasons, including but not limited to:

- Serious medical conditions
- Military service
- Family emergencies (e.g., death of an immediate family member)
- Other unforeseen circumstances

To request a leave of absence, students must:

1. Submit a written request: Students must submit a written request to the Registrar's Office, outlining the reason for the leave and the anticipated duration.
2. Provide supporting documentation: If applicable, students may be required to provide supporting documentation, such as a doctor's note or military orders.
3. Meet with an advisor: Students may be required to meet with an academic advisor to discuss the potential impact of the leave on their academic progress.

The institution will review each leave of absence request on a case-by-case basis. Factors to be considered include:

- The nature and severity of the reason for the leave
- The anticipated duration of the leave
- The potential impact of the leave on the student's academic progress
- Compliance with federal regulations regarding Title IV aid

The impact of Leave of Absence on Academic Progress and Financial Aid is this:

- Academic Progress: A leave of absence may affect a student's academic progress and time-to-degree. Students should consult with their academic advisor to discuss potential academic implications.
- Financial Aid: Leaves of absence may affect a student's eligibility for financial aid. Students should consult the Financial Aid Office to understand the impact of their leave on their aid package.

In accordance with 34 C.F.R. § 668.22(d)(3):

- The number of days in a leave of absence is counted beginning with the first day of the student's initial leave of absence in a 12-month period.
- A "12-month period" begins on the first day of the student's initial leave of absence.
- An institution's leave of absence policy is a "formal policy" if the policy—
 - Is in writing and publicized to students; and
 - Requires students to provide a written, signed, and dated request, that includes the reason for the request, for a leave of absence prior to the leave of absence. However, if unforeseen circumstances prevent a student from providing a prior written request, the institution may grant the student's request for a leave of absence, if the institution documents its decision and collects the written request at a later date.

Students returning from vacation must notify the Registrar's Office in advance. The institution will work with the student to develop a plan for re-enrollment and to address any academic challenges resulting from the absence.

If a student fails to return from a leave of absence by the specified date, they may be subject to academic withdrawal or termination.

The institution reserves the right to review and update this policy as needed to ensure compliance with federal regulations and institutional policies.

18.6 - COPYRIGHT POLICY

California College of Music pledges to adhere to the Copyright Act of 1978 and to practice fair and legal methods of distributing music and instructional material. If copyrighted material or music is given to a student for educational purposes, that student is informed of copyright laws and under no circumstances has permission from CCM to further copy the music or pass it along to any third party. Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject the students to civil and criminal liabilities; a summary of the penalties for violation of federal copyright law.

Following are some examples of copyright infringement that may be found in a university setting:

- Downloading and sharing MP3 files of music, videos, and games without permission of the copyright owner;
- Using corporate logos without permission;
- Placing an electronic copy of a standardized test on a department's web site without permission of the copyright owner;
- Enhancing a departmental web site with music that is downloaded and artwork that is scanned from a book without attribution or permission of the copyright owners;
- Scanning a photograph that has been published and using it without permission or attribution as the background of a web site;
- Placing a number of full-text articles on a course web page that is not password protected, thereby making the web page accessible to anyone who can access the Internet;
- Downloading licensed software from non-authorized sites without the permission of the copyright or license holder; and
- Making a movie file or a large segment of a movie available on a web site without permission of the copyright owner.

It is true that some copyright holders give official permission to download MP3 files and you might be able to find a limited number of videos that are not copyright protected. It is also true that some MP3 files are copyright free and some MP3 files can be legally obtained through subscription services. However, most MP3 and video files that are shared do not fall into any of these categories.

U.S. copyright laws allow you to create MP3s only for the songs to which you already have rights. That usually means you purchased the CD or tape. U.S. copyright laws also allow you to make a copy of a purchased file only for your personal use. Personal use does not mean that you can give a copy to other people or sell a copy of it.

Failure to comply may cause suspension or termination of network services, appropriate disciplinary action, termination in the case of employees or expulsion in the case of students.

18.7 - DRUG & ALCOHOL RELATED OFFENSES

CCM is an alcohol and drug-free campus. California College of Music forbids the use, possession, distribution, or sale of drugs or alcohol by students, faculty, or staff anywhere within the College facilities. Anyone in violation of state, federal, or other local regulations with respect to illegal drugs or alcohol may be subjected to both disciplinary action and criminal prosecution.

A student who is convicted of any offense under any Federal or State law involving the possession or sale of a controlled substance for conduct that occurred during a period of enrollment for which the student was receiving any grant, loan, or work assistance under this title shall not be eligible to receive any grant, loan, or work assistance under this title from the date of that conviction for the period of time specified in the following:

If convicted of an offense involving:

The possession of a controlled substance: Ineligibility period is:

- First offense 1 year
- Second offense 2 years
- Third offense Indefinite.

The sale of a controlled substance:

Ineligibility period is:

- First offense 2 years
- Second offense Indefinite.

A student whose eligibility has been suspended under may resume eligibility before the end of the ineligibility period determined under such if:

- the student satisfactorily completes a drug rehabilitation program
 - the student successfully passes two unannounced drug tests conducted by a drug rehabilitation program that complies with such criteria as the Secretary shall prescribe.
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18.8 - VACCINATIONS

California College of Music requires all students, faculty, and staff to be fully vaccinated against COVID-19. Proof of vaccination records must be sent to the Administration Office before entering the College.

18.9 - VOTER REGISTRATION

The College encourages all students who are U.S. citizens to register to vote in the state of California while enrolled in a program. For more information, visit:

www.sos.ca.gov/elections/voter-registration

In California, the deadline to register to vote for any election is 15 days before Election Day; be sure to register early!

18.10 - ANNUAL SAFETY & SECURITY REPORT

The College must ensure the safety and security of all community members by establishing procedures for emergencies.

In compliance with 34 C.F.R. § 668.46; The disclosure of certain crime statistics must be reported so that CCM students, employees, and families can be educated about implemented safety and security measures and relevant crime statistics from January to December.

The Administration shall make available an online Code of Conduct Violation Form for victims and witnesses of a crime who would want to report. The form shall include an option for individuals to have their submission remain anonymous and confidential.

The Administration Coordinator shall publish a document known as the Safety & Security Annual Report annually and sent directly via email to all faculty, staff, & students. The report shall satisfy all requirements set forth by the Clery Act (Campus Security). 34 C.F.R. § 668.46.

The Administration Coordinator has the responsibility of gathering the data used to prepare the annual campus crime statistics. The data used to compile this report will be collected from the local Pasadena Police Department, along with information from CCM's compiled Code of Conduct Violation Forms

In the event that a situation arises, either on or off campus, that in the judgment of the administration office, constitutes an ongoing or continuing threat, a campus-wide "timely warning" will be issued. The warning will be e-mailed to all faculty and staff. Anyone with information warranting a timely warning should report the circumstance to the administration office by phone at 626.577.1753 or in person at the administration office.

The Administration Coordinator will issue the warning through e-mail to all faculty, and staff.

The administration office will provide a directory of public health services available to students and employees. These resources will include mental health, domestic violence, housing, food, & various health care clinic information.

The Administration Coordinator will annually update the [SS-17] Health & Wellness Contact Information, and [SS-19] Pasadena Emotional Health & Well-Being Resource Guide made available for instructors and students.

In compliance with the 1990 Clery Act, California College of Music publishes an annual Safety & Security Report, which discloses information about certain crimes that occur on or near campus. To view the most recent report, visit:

www.ccmla.edu/annual-security-report