



Fashion Institute of Design & Merchandising

What I Need To Know!

**[Important Information about
Financial Aid and
FIDM's Student Financial Services]**

**Student Consumer Handbook
2016-17
Financial Aid Award Year**

Provisions of the Higher Education Amendments of 1976 require that effective July 1, 1997, each postsecondary Federal Financial Aid funding institution must provide certain student aid information to any enrolled or prospective student who requests such information.

Fashion Institute of Design & Merchandising, in compliance with Civil Rights Legislation, does not discriminate on the basis of race, national or ethnic origin, sexual orientation, age or disability in its educational programs, placement procedures or employment practices.

Other sources of information mentioned in this guide are the FIDM College Catalog, Student Orientation Guide and the FIDM Student Handbook & Planner. The FIDM College Catalog may be obtained from FIDM's Admissions Department; FIDM's Student Handbook & Planner is available from FIDM's Education Department.

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The information contained within this handbook is subject to change without notice.

STUDENT FINANCIAL SERVICES

The Student Financial Services Department staff is pleased that you are pursuing your educational studies at FIDM. We are keenly aware that achieving educational excellence requires intellect, persistence, desire – as well as financial resources. Our department is here to help you to overcome the financial challenges you may encounter in the pursuit of your goals. Our goal in the Financial Services Department is to provide assistance to give you a financial “helping hand”.

This publication provides much of the information you’ll need to know about the way financial aid works at FIDM. Please take the time to review this booklet and get acquainted with the assistance process.

Please remember the Financial Services Department is here to help you achieve success in your education and in your career. Feel free to contact us whenever you have questions or need help. And once again, welcome to FIDM.

Sincerely,

Chris Jennings
Director of Student Financial Aid

Rose Sgroi
Director of Fiscal Operations

General Institution Information

Student Rights and Responsibilities

Rights

1. You have the right to know what financial aid programs are available at FIDM.
2. You have the right to know the deadline for submitting applications for each of the programs.
3. You have the right to know the method and frequency of financial aid payments, how financial aid will be distributed, how decisions on distributions are made, and the basis for the decisions.
4. You have the right to request to know how your financial aid eligibility is determined. This includes the cost for tuition and fees, room and board, travel expenses, books and supplies, personal and miscellaneous expenses.
5. You have the right to request to know what resources (such as parental contribution, other financial aid, your own assets, other educational benefits, etc.) were considered in the calculation of your need.
6. You have the right to request to know how much of your financial need, as determined by FIDM, has been met.
7. You have the right to request and receive an explanation of the various programs in your financial aid package, as well as the criteria for continued student eligibility under each program. If you feel your award is inappropriate you must contact your Financial Services Officer with documented information. All awards are subject to the availability of funds.
8. You have the right to know the refund policy at FIDM and how any Title IV aid funds you have received will be returned to the Department of Education if you do not complete your education at FIDM.
9. You have the right to know what portion of the financial aid you receive must be repaid, and what portion is grant aid. If you receive a loan, you have the right to know the terms and repayment requirements, including what the interest rate is, the total amount that must be repaid, the repayment procedures and the length of time you have to repay the loan and when repayment is to begin. You have a right to view sample loan payment schedules
10. You have the right to know the satisfactory progress requirements related to financial assistance payments, how FIDM determines whether you are making satisfactory progress, and what happens if you are not. You have the right to know how to re-establish aid eligibility after failure to meet institutional satisfactory progress standards.

Responsibilities

1. You must complete all application forms accurately and submit them on time to the proper place.
2. You must provide correct and accurate information. Intentional misreporting of information on financial aid application forms is a violation of law and may be considered a criminal offense which could result in indictment and prosecution under various federal laws.
3. You must return all additional documentation, verification, corrections and/or new information requested by either the Student Financial Services Office or the agency to which you submitted your application. The college, as a trustee of federal and state government funds, requires that financial need be carefully documented. Failure to provide requested documents may result in the loss of eligibility for various aid programs.
4. You are responsible for reading and understanding all forms that you are asked to sign, and you are responsible for keeping a copy of these forms for your future reference.
5. If your resources change, it is your responsibility to notify the Student Financial Services Office, whether your resources are less or more than you had originally reported.

Accreditation Organizations

FIDM is accredited by both the Accrediting Commission for Senior Colleges of the Western Association for Colleges and Universities (WASC) and the National Association of Schools of Art and Design (NASAD). Students may review letters of accreditation. Students seeking such a review should contact the college Vice President of Education.

Ability to Benefit

The college must be able to demonstrate to the Secretary of Education, upon request, that students admitted to the college can realize the potential for academic success. Effective July 1, 2012, applicants who are beyond the age of compulsory attendance and who have not graduated from high school must successfully complete the GED (General Educational Development) test to be admitted to the college. Additional information may be found in the College Catalog.

Academic Programs

Students may review the FIDM College Catalog and/or check with an Academic Counselor for current information regarding the degree programs.

Physical Facilities & Equipment

Students should carefully review the most current FIDM College Catalog or Student Handbook & Planner for this information.

Students with Disabilities

FIDM does not discriminate on the basis of a student's disability. Information on accommodations for students with disabilities may be found in the Student Orientation Guide, FIDM Portal and the FIDM College Catalog, or by contacting the campus ADA Coordinator:

- Los Angeles - Coordinator of Student Affairs, Personal Counselors
- San Francisco - ADA Coordinator
- Orange County – ADA Coordinator
- San Diego - Director of Education

Faculty and Other Instructional Personnel

Information about FIDM Faculty may be found in the FIDM College Catalog and FIDM Website. Students should consult with the appropriate department chairperson or Campus Director for updated information pertaining to instructors.

Student Financial Services Department Information

FIDM's Student Financial Services Department is comprised of two separate offices.

- The Financial Aid Office assists with the steps that need to be taken for students to obtain Federal and State aid and VA Education Benefits to help pay tuition and living expenses.
- The Fiscal Operations Office assists with business office functions such as private loans, financial clearance, and questions about student accounts at FIDM.

Campus SFS Contact Information and Hours of Operation

Los Angeles Campus

919 So. Grand Avenue

Los Angeles, CA 90015

(213) 624-1200 x4210 or (800) 409-3436

Email:

financialaid@fidm.com for financial aid-related questions

fiscaloperations@fidm.com for fiscal operation-related questions

Office Hours: 7:30 - 6:30 Monday through Thursday; 7:30 - 5:00 Friday

Cashier Hours: 8:00 – 5:00 Monday through Thursday; 8:00 – 4:30 Friday

San Francisco Campus

55 Stockton St.

San Francisco, CA 94108

(415) 675-5200 x1545 or (800) 422-3436

Email:

sffinancialaid@fidm.com for financial aid-related questions

fiscaloperations@fidm.com for fiscal operation-related questions

Office Hours: 8:00 - 6:00, Monday-Thursday; 8:00 – 4:30, Friday

Cashier Hours: 8:00 – 5:00 Monday through Thursday; 8:00 – 4:30 Friday

Orange County Campus

17590 Gillette Avenue

Irvine, CA 92614-5610

(949) 851-6200

Email:

ocfinancialaid@fidm.com for financial aid-related questions

fiscaloperations@fidm.com for fiscal operation-related questions

Office and Cashier Hours: 8:30 - 5:00 Monday through Thursday; 8:30 - 4:30 Friday

San Diego Campus

350 10th Avenue

Third Floor

San Diego, CA 92101

(619) 235-2049

Email:

sdfinancialaid@fidm.com for financial aid-related questions

fiscaloperations@fidm.com for fiscal operation-related questions

Office and Cashier Hours: 8:00 - 6:00 Monday through Thursday; 8:00 – 5:00 Friday

In addition, the Los Angeles campus holds classes in the following locations:

The Annex

Standard Oil Building
605 W. Olympic Boulevard
Los Angeles, CA 90015

Hope Street Annex

800 South Hope Street
Los Angeles, CA 90017

Park Annex

Renaissance Building
501 W. Olympic Boulevard
Los Angeles, CA 90015

Jewelry Design Studio

640 S. Hill Street, Plaza 3, Suite 754
Los Angeles, CA 90014

Required Consumer Disclosures

College Information as reported to the U.S. Department of Education may be accessed at the [College Navigator](http://nces.ed.gov/CollegeNavigator/) site at <http://nces.ed.gov/COLLEGENAVIGATOR/>. The site has a large amount of statistical information about expenses, financial aid, enrollment, admissions, retention rates and much more. The site allows consumers to compare information from different colleges.

Completion Rates

Completion rates are reported by July 1st of each year pursuant to the Student Right-to-Know Act. This information is available at the Student Financial Services and Student Advisement Departments of each campus.

Campus Security Information

Institutions are required to collect campus security data. The Security Report is made available annually every October 1st. Enrolled students receive a notification of the availability of the report.

Non-Discrimination/ Title IX Policy

Title IX of the Education Amendments of 1972 and its implementing regulations protect people from discrimination based on sex in education programs and activities operated by recipients of federal financial assistance. Sexual harassment of students, which includes acts of sexual violence, is a form of sex discrimination and is prohibited by Title IX.

FIDM's Title IX Coordinator oversees the centralized review, investigation and resolution of reports of discrimination and sexual harassment. The Title IX Coordinator ensures the college's compliance and fulfillment of its obligations with regards to policies, procedures and relevant state and federal laws, inclusive of VAWA, the Clery Act, Campus SaVE Act, and California's SB 967 (Affirmative Consent).

Further information regarding Title IX and college policies are found in the Annual Security Report on FIDM.edu, ePortal/Faculty Channel, FIDM Portal, or contact the Title IX Coordinator on the LA campus, 213-486-4014

Drug Free Environment

The campus policy related to the use of illegal controlled substances and the health risks associated with the same are made available in the FIDM College Catalog, Faculty channel on the eportal, and the employee personnel handbook. A substance abuse prevention program, as well as counseling and/or referrals, is available through the Education Department.

Penalties for Drug Convictions

A federal or state drug conviction can disqualify a student for FSA funds if they were convicted for an offense that occurred during a period of enrollment for which the student was receiving Title IV aid. This chart illustrates the period of ineligibility for FSA funds.

	Possession of illegal drugs	Sale of illegal drugs
1st Offense	1 year from date of conviction	2 years from date of conviction
2nd Offense	2 years from date of conviction	Indefinite period
3+ Offenses	Indefinite period	

Problem Resolution

Any questions or unresolved problems concerning the college, its faculty or staff should be forwarded in writing to the FIDM Vice President of Education at 919 South Grand Avenue, Los Angeles, CA 90015. Any further issues may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, <http://www.bppe.ca.gov>, toll-free telephone number 888-370-7589 or by fax 916-263-1897.

Student Records Disclosure Information

All FIDM student records are kept private in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA). Schools are permitted to disclose education records without the students' consent in some circumstances, for example:

- When the student has violated a federal, state, or local law; or the school's policies governing substance abuse
- When the information is needed to protect the health or safety of the student or other individuals
- When there is a legitimate educational interest, student education records may be shared between departments within FIDM.

As of January 3, 2012 regulations also allow for disclosure of personally identifiable information (PII), without student or parent consent, where institutions have contracted with organizations to conduct studies or audits of the effectiveness of education programs.

Written consent from the student is required for release of records to outside parties, except for those agencies authorized by law. FIDM keeps a record of the disclosure and provides it upon request to students who wish to know if their parents or an outside party has been notified.

Under this Act, students may:

- review their own educational records
- challenge information (not including grades) they believe to be inaccurate, misleading or not in accord with their right to privacy

- contact the U.S. Department of Education if they feel that the FERPA policy is not being administered correctly
- Exercise limited right to refuse

Students are not entitled to review documents that are specifically the parent's (tax returns, for example). Enrolled students receive a yearly notification of the availability of the information regarding their rights under FERPA. Questions about this policy should be directed to the Vice President of Education at the Los Angeles campus.

Health Information

Each campus provides minor first-aid supplies, as well as information about non-FIDM student health insurance options, even though FIDM does not have a health office or a nurse's center. Students should see their campus receptionist for the specific location of the minor first aid supplies. FIDM does not require vaccinations of staff or students. Students needing information regarding vaccinations should contact a health care professional. Links to health insurance options are available on the FIDM Portal. Students may also see the Student Activities Office for non-FIDM health insurance brochures and other health information.

Constitution Day

Every year, each FIDM campus holds an educational program to commemorate Constitution Day. The event is presented by the campus library and/or the campus Student Activities department. The event is held on September 17th (or the preceding or following week if the 17th falls during a school break, on a Saturday, Sunday or Holiday). The event is sometimes expanded into a week that includes the 17th. Events vary, but are designed to be engaging and informative.

File sharing at FIDM

File sharing of copyrighted works, such as commercial music and videos, is illegal. Students should review FIDM's *Student Technology Use Policy*, which can be found in FIDM's College Catalog. Additional information about student use of technology use may be found in FIDM's Student Handbook & Planner, Faculty channel on the ePortal, and at the FIDM Portal at <http://myfidm.fidm.edu>.

Penalties for sharing copyrighted files

There are civil and criminal penalties for violation of federal copyright laws, which may be summarized as follows:

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, at its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the website of the U.S. Copyright Office at <http://www.copyright.gov/help/faq/>.

How to avoid penalties

- *Do not use file sharing software*, (also known as peer-to-peer or p2p software) to download copyrighted media. You MUST have the copyright owner's permission or your download is illegal!
- Most programs that let you download songs and movies without payment share your computer's files to the Internet by default.
- Popular file sharing programs used to distribute and obtain media illegally include: DropBox, BitTorrent, Gnutella, Warez P2P and many others. While these sites are not illegal, they are used for illegal activities.
- *Use legal downloading or subscription streaming services*, such as Amazon, iTunes, YouTube, Netflix, to view media.
- *Do not share media you obtained legally*, except as the copyright holder permits (iTunes streaming, etc.). Most file sharing software, by default, finds, advertises and shares all music and movies on your computer regardless of whether you have the right to share/upload these files.
- *Protect your computer from malicious software*, by not installing file sharing software. While malware rarely installs file sharing software, that software is routinely exploited by criminals as provide a distribution channel for 'free' files that let them steal your information. Make sure you have obtained virus scanning and malware detection software above and beyond what Windows provides by default.

Laws Governing Illegal File sharing

- [Higher Education Opportunity Act](#)
- [Digital Millennium Copyright Act \(DMCA\)](#)

Aid Information

Aid Programs

Federal assistance programs available to FIDM students include the following:

- Federal Pell Grant (FPELL)
- Federal Supplement Educational Opportunity Grant (FSEOG)
- Federal Work Study (FWS)
- Federal Perkins Loan (FPERK)
- Federal Subsidized Stafford Loan Program (FSTFS)
- Federal Unsubsidized Stafford Loan Program (FSTFU)
- Federal Parent PLUS loan (FPLUS)

State of California aid programs available include:

- Cal Grant A-Entitlement and Competitive (CALA)
- Cal Grant B-Entitlement and Competitive (CALB)
- Cal Grant C (CALC)
- Chafee Grant Program

Private scholarship programs include the following:

- FIDM Foundation Scholarship
- Designer of Tomorrow
- Distributive Education Clubs of America (DECA)
- FIDM/AAMA

Additional information about scholarships available to FIDM students may be found at:

<http://fidm.edu/en/admissions/financial+aid+scholarships/fidm+scholarships/>

and:

<http://fidmscholarshipfoundation.org/>

VA Educational Benefits programs include the following:

- Chapter 30—Active Duty Montgomery GI Bill
- Chapter 31—Vocational Rehabilitation
- Chapter 32—Post Vietnam Era Veterans Educational Assistance Program (VEAP)
- Chapter 33—Post 9/11 GI Bill & Post 9/11 GI Bill Yellow Ribbon Program
- Chapter 35—Survivors and Dependents Educational Assistance Program
- Chapter 1606—Montgomery GI Bill Selected Reserve
- Chapter 1607—Reserve Educational Assistance (REAP)

Private Loan Programs (through lenders)

Private loans should be considered ONLY after exhausting all other sources of aid. Information about private loans and a list of lenders may be accessed at this link:

www.fastproducts.org/choice/FIDM

Federal Aid Eligibility Requirements

To be eligible for assistance from the Federal Perkins, Federal Pell, Federal Work Study, Federal SEOG, Federal Stafford, and Federal Parent PLUS programs the student must:

- Be admitted as a regular student
- Be enrolled, or accepted for enrollment, in an eligible program on at least a half-time basis
- Meet citizenship requirements, or eligible non-citizen requirements
- Have a valid Social Security number
- Complete the Free Application for Federal Student Aid (FAFSA)
- Maintain satisfactory progress in their course of study
- Not be in default on any type of Federal Student Loan (Perkins, Stafford or PLUS loans, e.g.) received at any college
- Not owe a refund on a Federal Pell or Federal SEOG received at any college
- Meet current requirements for selective service.
- Complete required Loan Entrance counseling before federal loans can be disbursed

Aid from the Federal Perkins, Federal SEOG and Federal Work Study programs will be given on a “first come, first served” basis. Because funding is very limited, students who apply late or fail to provide documentation to substantiate need will not receive assistance from these programs.

Limits on Federal Aid Eligibility

Federal Pell Grant - The amount of Federal Pell Grant funds you may receive over your lifetime is limited by federal law to be the equivalent of six years of Pell Grant funding. If you have received Pell Grant funds for multiple years prior to coming to FIDM, your eligibility for Pell could be limited. For more information, click on this [link](#) at the [Federal Student Aid website](#), or contact the financial aid office at FIDM.

Federal Subsidized Stafford Loan - If you are a new borrower of a federal Subsidized Stafford loan after July 1, 2013, the federal government will place a limit on the amount of time for which you can be eligible for a federal Subsidized Stafford loan. The maximum time allowed is tied to the length of the program of study. Because programs vary in length, the maximum time will also vary, according to each student’s program and progress through their college education. This time limit does not apply to federal Unsubsidized Loans or federal Parent PLUS Loans For more information, click on this [link](#) at the [Federal Student Aid website](#), or contact the financial aid office at FIDM.

Selective Service Registration Requirement

All males of draft age are required to register with the Selective Service. Male students not furnishing proof or certification of draft registration will be deemed ineligible for federally funded assistance programs. If you are not registered, you can register by marking the appropriate box in the Free Federal Student Aid Application (FAFSA). The student’s Student Aid Report (SAR) may also be used to verify that the student applicant has “self-reported” his selective service registration.

Online Registration for Selective Service:

<https://www.sss.gov/RegVer/wfRegistration.aspx>

Subsidized Student Financial Assistance Programs

The following Federal aid programs require financial need (as calculated by federal methodology):

- Federal Pell Grant (FPELL)
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Work Study (FWS)
- Federal Perkins loan (FPERK)
- Federal Subsidized Stafford Student Loan (FSTFS)

State of California programs which require financial need are:

- Cal Grant A-Entitlement and Competitive (CALA)
- Cal Grant B-Entitlement and Competitive (CALB)
- Cal Grant C (CALC)
- Chafee Grant Program

Unsubsidized Student Financial Assistance Programs

Federal Parent PLUS loans (FPLUS) and Federal Unsubsidized Stafford Loans are considered to be unsubsidized student financial assistance programs. The Free Application for Federal Student Aid (FAFSA) is required to determine eligibility. A student who has been awarded both subsidized and unsubsidized Stafford loans cannot avoid verification by accepting only unsubsidized aid. Once verification is complete, the student and/or parent may refuse any type of aid.

Students may contact the Student Financial Office at the campus they will attend for additional information concerning aid programs.

Veterans Educational Benefits

For information regarding eligibility for any of the veterans educational programs offered at FIDM, please call the toll-free number **1-888-GI-BILL-1 (1-888-442-4551)** to speak with a Veterans Benefits Counselor or access the website at <http://www.gibill.va.gov/>

Students should refer to FIDM's Veterans Information Bulletin (VIB) for additional information regarding Veterans Educational Benefits. The VIB may be obtained at the Office of Veteran Student Services at the Orange County campus, Registrars or Financial Aid Offices at all FIDM branches. The VIB may also be accessed at this link:

http://fidm.edu/wps/wcm/connect/8acffe804b850112a8afefa8b72031cf/Veterans-Bulletin-Packet.pdf?MOD=AJPERES&CONVERT_TO=url&CACHEID=8acffe804b850112a8afefa8b72031cf

California and other State Grants

Cal Grants

Cal Grants are free money for college that the student does not have to pay back. There are three types of Cal Grants: A, B and C. The student can use their Cal Grant at any qualifying college in California. Depending on the Cal Grant the student receives, the money can be used to pay for tuition, fees, books, supplies, housing, food and transportation costs. All Cal Grant funds are disbursed directly to the student's account.

Basic Cal Grant Requirements

To be eligible for a Cal Grant, the student must:

- Submit a completed FAFSA and a verified Cal Grant GPA by the March 2nd deadline.
- Meet the California residency requirements
- Be a U.S. citizen or an eligible non-citizen*
- Have a Social Security number*
- Attend a qualifying California college
- Have financial need based on the college cost
- Have family income and assets below the established maximums (published yearly by the California Student Aid Commission)
- Meet minimum GPA requirements
- Be in a program leading to an undergraduate degree or certificate
- Be enrolled at least half time
- Meet current requirements for selective service.

Dream Act Applicants for Cal Grants

*Non-citizen students may be eligible for a Cal Grant via the California Dream Act. The California Dream Act Application must be submitted by the March 2 deadline. More information can be found at:

http://www.csac.ca.gov/dream_act.asp

To qualify for a Cal Grant through the California Dream Act (AB131), non-resident students, including undocumented students, must:

- Have attended a California high school for 3 or more full academic years between grades 9 through 12. They do not need to be consecutive years
- Have or will graduate from a California high school, attained a GED, or received a passing mark on the California High School Proficiency Exam (CHSPE)
- Register or be currently enrolled at an accredited institution of higher education in California
- Not hold a valid non-immigrant visa (F, J, H, L, A, B, E, etc.)
- Demonstrate financial need and meet all other program requirements
- In the case of students without legal immigration status, fill out an affidavit stating that they have filed or will file an application to legalize their immigration status as soon as they are eligible to do so
- Meet minimum GPA requirements.

Students attending FIDM with a Cal Grant who have a break in attendance must notify the California Student Aid Commission, by calling toll free 888-CA-GRANT (888-224-7268), going to [WebGrants for Students](#), or by completing and submitting the [Grant Record Change Form for Students](#).

California Chafee Grant Program

The California Chafee Grant Program gives grant funds to current or former foster youth to help pay for college or career and technical training. The grant does not have to be repaid and can be used to pay for things like child care, transportation and rent. The Chafee Grant Program is a federally funded program and is subject to yearly availability of federal funds.

Location and additional information about the California Chafee Grant Program (for foster youth)

California Student Aid Commission
Specialized Programs Operations Branch
Attn: California Chafee Grant Program
P.O. Box 419029
Rancho Cordova, CA 95741-9029
<https://www.chafee.csac.ca.gov/>
1-888-224-7268

For additional information about the California Grant Programs, you may contact:

California Student Aid Commission
Grant Programs Customer Service
P.O. Box 419027
Rancho Cordova, CA 95741-9027
<http://www.calgrants.org/>

Grant and Scholarship Resources for Out of State Students

Because state programs vary, student and school inquiries about LEAP and other grant, scholarship, and work-study assistance should be directed to the state higher education agency that administers the program in their state. You can find this online at the following website:

http://wdcrobcolp01.ed.gov/Programs/EROD/org_list.cfm?category_ID=SHE

In most instances, State Grants/Scholarships are usable only in the states in which they are awarded.

Federal College Work Study (FWS)

The Federal College Work Study program is a need-based program that provides employment assistance to eligible students working in FWS-approved positions.

As a college work-study recipient, the student has the responsibility of completing all necessary pre-employment forms.

Students accepting employment in the Federal College Work-Study Program are responsible for performing their work in a satisfactory manner. FWS employees must arrive at work on time and comply with reasonable employer requirements.

During periods of enrollment student FWS recipients should not work more than 20 hours per week.

Paychecks are issued to work-study recipients twice a month. Checks are made payable to the student only.

Federal College Work Study Awards

The amount of a Federal College Work Study (FWS) award is an estimate based on the student's anticipated earnings during an academic year. A FWS award cannot be applied toward a student's FIDM account. Actual FWS earnings will depend on the hours worked by the student.

The Aid Process

The aid application process can be completed with a minimum of difficulty if requested documents and/or forms are received in a timely manner. The college seeks to ensure the integrity of the application process and to direct limited funds to eligible students. The application process, including requests for additional documents, is intended to protect the interests of students, the government and the college.

Applications and Forms Required

All Financial Aid documents and applications can be obtained through guidance found on FIDM's Student Portal. Once the student has requested financial aid after meeting with their Admissions advisor, they may visit the finance section in the student portal and go to the "What documents are still due?" section for detailed information. The FIDM Portal is found at <https://myfidm.fidm.edu/wps/portal>.

Students applying for assistance from the California aid programs or the Federal aid programs (Pell, SEOG, Perkins Loan, Work Study, and Stafford and PLUS Loans) must complete the Free Application for Federal Student Aid (FAFSA). The application can be accessed at www.fafsa.ed.gov.

To apply for a federal loan (Subsidized and Unsubsidized Stafford and PLUS loans), visit the Direct Loan website at www.Studentloans.gov. This site will allow students, parents and endorsers to complete the steps for the loan application process, including:

- Master Promissory Note (MPN)
- Parent PLUS loan request
- Endorsing a parent PLUS loan
- PLUS Loan Counseling

The student and parent borrower confirms the type and amount of their loans(s) on FIDM's Stafford or PLUS Authorization form. This form is accessed via the FIDM Portal as part of the financial aid documentation process.

Applications for the FIDM Foundation Scholarship may be obtained from the Student Advisement Office at all campuses.

Special Institutional Scholarships are provided on the basis of outstanding achievement as measured by the faculty. No additional application is needed.

Students are advised to carefully review aid applications for deadline dates and any special requirements/instructions.

Non-Citizen Eligibility Criteria

To be eligible for Federal aid programs, students must be either U.S. citizens or eligible non-citizens. Eligible non-citizens (e.g., Permanent Residents) may be asked to provide a copy of approved documentation to determine citizenship eligibility before any estimated financial aid is awarded at the college. If primary confirmation is not received through the Federal government, a secondary confirmation from the Bureau of Citizenship and Immigration Services (*US Department of Homeland Security*) will be required.

California resident students who do not qualify as eligible non-citizens for federal aid purposes may be eligible for a Cal Grant via the California Dream Act. The California Dream Act Application must be submitted by the March 2 deadline. Dream Act Cal Grants can be used beginning in fall 2013. More information can be found at: http://www.csac.ca.gov/dream_act.asp

Application Process

Applicants for financial aid are expected to furnish all documents and/or forms within 10 working days of the initial request. Certain aid funds may be awarded on a FIRST COME, FIRST SERVED BASIS. To find out what financial aid documents you still have to turn in, simply visit the finance section on the [FIDM Portal](#) and go to the "What documents are still due?" section for detailed information.

Failure to comply with requests for information will prevent further processing of the aid application and can result in the loss of certain types of aid. Those types of aid can include Federal Stafford Subsidized/Unsubsidized Loan, Federal Pell Grant, Federal Perkins Loan, Federal SEOG, and Federal PLUS loan. In some cases, an applicant's Cal Grant may be affected.

All applicants with estimated aid eligibility will be notified by the Financial Services Department of their tentative aid package and what documents and/or forms are required to complete the application process. Should an application require correction, a representative from the Student Financial Services Department will notify the aid applicant regarding the effect on the amount of estimated aid. If the amount of estimated aid changes, the schedule of payments will be revised to reflect the change, and may result in an increase or decrease in the amount of cash payments owed to the college.

Any applicant wishing to appeal any decision by the college regarding requested documents must issue a letter to a Financial Services Supervisor explaining why the applicant cannot comply. The Supervisor's decision shall be final and will be communicated to the aid applicant within 10 working days.

Federal Work Study Procedures

The amount of a Federal College Work Study (FWS) award is an estimate based on the student's anticipated earnings during an academic year. A FWS award cannot be applied toward a student's tuition account. Actual FWS earnings will depend on the hours worked by the student.

1. To request federal work-study employment, the student must first meet with the Student Advisement Office to request a FWS request form.
2. The Student Advisor completes section I of the form and the student completes section III.
3. The form is forwarded to a Financial Aid Officer to determine eligibility for federal work-study funds.
4. The financial aid staff utilizes federal need analysis methodology to determine eligibility for available funds. The information reported on the student's FAFSA is used to determine the student's need for FWS. The student must maintain a minimum cumulative GPA of 2.0 to qualify.
5. Prior to employment the student is given a job description by the supervisor to whom they will report. The student then completes an employment package, which is submitted to the payroll department by the supervisor.
6. Before the student who has been awarded FWS can begin working, they will need to successfully meet the same requirements as for regular FIDM employees, including, at minimum, a background check and drug test. Students working as an off-campus tutor must also complete additional requirements.
7. Students can only be employed on campus for positions that meet the federal requirements for a proprietary college which are limited to the following:
 - a. They must provide student services.
 - b. They must complement the student's educational program or vocational goals to the maximum extent possible.
 - c. They do not involve soliciting potential students to enroll at FIDM.
8. Community service related positions are not required to furnish job skills that are directly related to the student's educational goals. However, the positions must provide services that are designed to improve the quality of life for community residents or solve particular problems that are related to those residents' needs. FIDM has ongoing reading tutor positions that are part of offered community service positions. FIDM has partnerships with Elementary Schools in the Los Angeles area for the reading tutor positions.
9. When a student has been awarded FWS funds, a **FWS eligibility notification letter** is generated and a copy is given upon request to:
 - a. The student for official notification of their eligibility for FWS funds.
 - b. The supervisor informing them of the student's total FWS earning potential.
10. The college monitors student earnings each payroll period. If the earnings exceed the student's need, work-study participation is terminated. Notifications are generated to the appropriate supervisor when a student is within approximately \$1000 of their remaining FWS eligibility.

11. If the student extends their program beyond the period originally used to determine FWS eligibility, the student will be required to return to the financial aid office to recalculate their FWS eligibility. If the student is determined to have remaining FWS eligibility for an additional quarter of attendance a new FWS eligibility **notification letter** will be generated.
12. Supervisors are responsible for the following:
 - a. Monitoring the student's dates of eligibility based on the FWS eligibility **notification letter**.
 - b. Preventing the student from working more than 20 hours per week during periods of class attendance.
 - c. Monitoring to ensure that work study students are not working when they are scheduled to be in class
 - d. Notifying the student when they have exhausted their FWS eligibility.
 - e. Maintaining contact with the Fiscal Officer regarding remaining eligibility.
 - f. Referring the student to financial aid when they have extended their program of study.
 - g. Monitoring the student's period of non-enrollment not to exceed one quarter.
 - h. Understanding that the supervisor's department budget will be charged for any payments not authorized by the FWS eligibility notification letter.

FWS Job Descriptions

FWS positions are required to have a job description that includes the following:

- The name and address of the student's employer
- The purpose of the student's job
- The student's duties and responsibilities
- The job qualifications
- The job's wages or range
- The length of the student's employment
- The name of the student's supervisor
- Clear definitions of how the position meets the FWS requirements
- Number of hours per week

A master copy of all Position Descriptions is maintained in the Financial Services Office at the LA campus.

Method and Frequency of Financial Aid Payments

Other than FWS wages, all financial aid will be credited to the student's tuition account. All forms of federal and state financial assistance are disbursed quarterly. Generally, private loans are disbursed quarterly but in some cases may be disbursed in one disbursement. Institutional Scholarships are distributed in one or more disbursements depending on the provisions of the individual scholarship.

Students and parents who borrow federal loans will receive a notification of each disbursement from the school. If the student or parent borrower wishes to cancel all or a portion of a loan, he or she must inform staff in the Financial Services Department within 14 days of the date of the notification.

Requesting Funds to Help Pay for Living Expenses

Once all financial aid scheduled for disbursement in a quarter has disbursed, the student may make a request for funds to pay living expenses. The student will need to complete the Student Check Request form in the Student Financial Services Office. If the student does not take action to complete a check request, a check for the amount of the living expenses will be sent to the current address on record. The check will be generated within 14 days of the creation of the credit balance or the start of the quarter, whichever is first. Credit balances resulting from a Parent PLUS loan will be processed as designated on the PLUS Authorization form.

Schedule of Payments and Tuition Overpayment

The Schedule of Payments informs the student of the dollar amounts of financial assistance and cash payments due on their FIDM student account. Aid recipients are advised to keep a copy of all notifications of assistance for their records. Please note that canceling or refusing awarded aid will affect the schedule of payments, and may result in an increase in the amount of cash payments owed by the student to cover tuition charges.

A student whose aid and cash payments have overpaid the tuition should promptly see the Student Financial Services Office to request an overage that may be due them. Please note: an overpayment of tuition may not exist until **all** cash and aid funds have been credited to the tuition account and those credits exceed the cost of tuition.

Terms and Conditions of Student Loans

Students should carefully review the promissory note for any loan which is accepted. The promissory note will give the borrower the legal requirements of the loan and deferment/cancellation provisions.

Terms and conditions of federal loan programs may be found at the U.S. Department of Education's website:

<http://studentaid.ed.gov/types/loans>

Federal Student Stafford Loan Repayment

Questions regarding repayment of a Federal Student Stafford Loan may be directed to the Stafford Repayment Coordinator, Martha Ramos at the Los Angeles campus at extension 4260.

Please review the loan repayment schedules provided on page 40.

Federal Perkins Loan Repayment

Questions regarding the repayment of a Federal Perkins Loan may be directed to the Perkins Loan Assistant Director, Evelyn Dodd in the Perkins Loan Department at the Los Angeles campus at extension 4211.

Please review the loan repayment schedules provided on pages 42-43

A LOAN IS NOT A GIFT! IT MUST BE REPAID WITH INTEREST.

Student Expense Budget

FIDM uses information of average cost of living based on surveys completed by FIDM students to compute the student's cost of attendance (student expense budget). The budget takes into consideration the following:

Tuition and Fees	Room and Board
Books and Supplies	Transportation Expenses
Personal and Miscellaneous Costs	

Standard costs of room/board, transportation and miscellaneous expenses for a 9-month academic year are:

<u>Students living at home:</u>		<u>Students living away from home:</u>	
Room/ Board	\$5,436	Room/ Board	\$14,148
Transportation	\$2,043	Transportation	\$1,692
Miscellaneous	\$2,142	Miscellaneous	\$2,907
Total	\$9,621	Total	\$18,747

\$700 for travel expenses is included for Out-of-State Students.

When computing their expected cost of attendance, students should use these figures merely as a guide. Tuition and fees and book/supplies cost will be shown in the student's Schedule of Payments. See page 32 for further information about budget expenses.

Packaging Aid

Institutional Philosophy

FIDM believes the responsibility of meeting the cost of education rests primarily with the student and/or family (parents), and secondarily through financial assistance programs.

FIDM uses Federal Methodology to assess financial need (i.e. cost of attendance minus the federally calculated expected family contribution).

Tentative Package example:

Cost of Attendance*	\$40,731
Expected Family Contribution	\$ 999
Need	\$39,732

Aid Package

(\$4825 Pell; \$3500 Federal Stafford subsidized loan; \$6000 Federal Stafford unsubsidized loan)

Total Aid Package \$ 14,325

Unmet Need \$ 25,407

*This is one example of tuition/fees, books/supplies, room/board, transportation, and personal and miscellaneous expenses. All figures with the exception of actual tuition/fees and books/supplies costs are obtained from FIDM Student Surveys.

Aid Petitions

Students encountering expenses which make it difficult to pursue their educational studies should **immediately** contact a Financial Aid Officer or Student Advisor to request information about the possibility of additional aid funds.

Criteria for Continued Eligibility

Students must be enrolled and be making satisfactory progress in order to receive aid funds. Registration will be checked before aid funds are disbursed. Full-time enrollment at FIDM is considered to be 12 units. Federal Pell and Cal Grant awards will be prorated for a student who originally registers full time and subsequently drops below full time enrollment. To maintain eligibility for Title IV Loans, students must maintain at least half-time attendance. Please contact the Student Financial Services Department for specifics.

Students are responsible for reapplying for financial assistance on a timely basis. The federal financial aid award year begins each July 1st. Aid applications are made available to students beginning in October for the following financial aid year.

Students returning from a Leave of Absence must contact their Student Advisor prior to their return to determine if they need to reapply for aid.

Students meeting all program requirements will be deemed by the Student Financial Services Department as being eligible aid recipients.

Loan Proration

The Subsidized and Unsubsidized Stafford loans for students in the last year of their program will be prorated if the student completes the final year in fewer than 45 units or less than one academic year.

Borrower-Based Academic Year (BBAY), and the affect on Student Loans

For purposes of financial aid, FIDM defines its academic year for all students as a 9-month 3-quarter Borrower-Based Academic Year (BBAY). The dates of a BBAY are specific to the student. The student's loan eligibility can be affected by the student's attendance and progression in his or her degree program. The total of all loans a student receives during a BBAY cannot exceed the annual loan limit for the student's grade level.

A student may receive more than one loan during a BBAY if:

- after receiving the first loan, he or she has loan eligibility remaining for that BBAY,
- he or she progresses to a grade level with a higher annual loan limit, or
- his or her dependency status changes from dependent to independent during the academic year.

If your program is taking longer than you thought to complete, or if you have concerns about running out of financial resources or have an outstanding balance on your FIDM account, please see Student Financial Services and request to speak to a financial aid counselor to find out if you have additional federal Stafford loan eligibility.

Reference Information

Program Lengths

The current published program lengths for all FIDM programs:

All “Standard” (other than Professional Designation or Advanced Study) FIDM AA programs:	2 years
All Advanced Study AA Programs:	9 months
Professional Designation AA Programs:	
Apparel Industry Management Professional Designation:	15 months
Beauty Industry Merchandising & Marketing Professional Designation:	12 months
Digital Media Professional Designation:	18 months
Fashion Design Professional Designation:	15 months
Fashion Knitwear Design Professional Designation:	15 months
Graphic Design Professional Designation:	15 months
Interior Design Professional Designation:	15 months
Jewelry Design Professional Designation:	18 months
Merchandise Marketing Professional Designation:	12 months
Merchandise Product Development Professional Designation:	15 months
Social Media Professional Designation:	15 months
Textiles Design Professional Designation:	15 months
Visual Communications Professional Designation:	15 months
All Bachelor of Science Programs:	2 years
All Bachelor of Arts Programs except*	2 years
*Bachelor of Arts in Professional Studies Program:	1 year

Transfer Units

Students who have received unit credit toward degree programs offered at the college should meet with their designated Student Advisor.

Dropping Classes

Students have the first six weeks of a quarter in which to drop a class and not receive a grade for the class. Classes may not be dropped after the sixth week of a quarter. **It is the student’s responsibility to drop a class; instructors do not drop students from a class.** If the student does not officially drop a class by the last day of week six, the student’s final grade for that class will be based on the points earned on all assignments accepted by the instructor throughout the quarter, and in many cases, that final grade may result in an F.

Leaves of Absence and Withdrawing From All Classes

A student sometimes finds it necessary to leave school for a short period of time (Leave of Absence) or for a more extended period (Withdrawal). In either case, it is extremely important for the student to contact the Student Advisement Office at FIDM in order to accurately record your Leave of Absence or Withdrawal status.

Leaves of Absence

An Approved Leave of Absence occurs when a student leaves for a full quarter with the stated intention to return. An Unapproved Leave of Absence occurs when a student takes a leave during the quarter or takes more than one quarter off within a 12-month period. Requests for all Leaves of Absence must be submitted **in writing** to the Student Advisement Office prior to the leave. A request not so submitted to the Student Advisement Office is “not approved”.

Withdrawals

Withdrawals include withdrawing from all classes, academic dismissal, and academic disqualification and may be effectuated by the student’s notice or by the student’s conduct, including, but not necessarily limited to, a student’s lack of attendance and failure to meet financial obligations to the College. The date on which a student officially notifies the Student Advisement Office of their intent to withdraw will be used as the basis for calculating refunds and returns. In the absence of official notification of withdrawal, the withdrawal date will be the last date the College can determine that the student participated in academically related activity.

How Leaves of Absence and Withdrawals affect Refunds and Return to Title IV funds policies

The FIDM Institutional Refund (Refund) and Federal Return of Title IV Funds (Return) policies are required when a student withdraws from all classes (Withdraws) or takes an Unapproved Leave of Absence. The calculations are based on the student’s *date of withdrawal*.

- ***If a student provides official notification when they withdraw:***
 - **If the student withdraws during a quarter**, the withdrawal date is the date that the student submits the official withdrawal notification to FIDM, or otherwise notifies FIDM of their intent to withdraw
 - **If the student withdraws after a quarter**, the withdrawal date is the last date of the quarter
- ***If a student withdraws from all classes without providing official written notification:***
 - **If the student has at least one passing grade for the quarter**, the withdrawal date will be the last date of the quarter.
 - **If the student has no passing grades for the quarter**, the withdrawal date will be the last date of an academically related activity. Examples of academically related activities could include completing a quiz or test, or turning in a class assignment.
 - If no documentation of an academically related activity is available, the date of withdrawal will be the midpoint date of the quarter in which the student withdrew.

Reinstatement of Title IV funds when a Student returns from a Leave of Absence or Withdrawal

When a Student returns to school after a Leave of Absence or Withdrawal, eligibility for need based Financial Aid will be recalculated. Federal Parent PLUS loans may require new determination of credit worthiness

Satisfactory Academic Progress (SAP) Requirements

Students receiving federal or state financial aid and/or veterans benefits must maintain satisfactory academic progress (SAP) in accordance with FIDM's SAP policy. A student who does not meet SAP standards is subject to loss of financial aid. The SAP standards for students receiving financial aid are stricter than those for students who do not receive financial aid.

Financial Aid SAP Standards:

SAP is monitored periodically during the student's program of study. At each monitoring period, the student must meet SAP standards in three areas:

1. GPA
2. Pace
3. Unit completion

GPA: A student must maintain a minimum cumulative Grade Point Average of 2.0 on a 4.0 scale.

Pace: A student must successfully complete a minimum of 67% of the units attempted on a cumulative basis. For financial aid SAP purposes, "units attempted" are defined as units for classes for which the student has a grade at the completion of a quarter, with the exception of the classes Math Skills, Writing Skills and Financial Skills Workshop. Units for classes dropped prior to the deadline to drop in a quarter are not considered attempted, but units for a class with a grade of "W" are considered as units attempted. "Successfully completed" units are units for classes with grades of "A", "B", "C" or "D." Units considered to be *not* successfully completed are units for classes with grades of "F" or "W." Units for classes with a grade of "I" can be either successful or not, depending on the eventual resolution of the incomplete.

Unit completion: A student must successfully complete a minimum number of units at each monitoring point. The chart on the next page shows the minimum requirements for FIDM programs. Contracts of other lengths or units are usually modifications (additions or reductions) of these standard programs, but have the same minimum unit requirement. Contact the Financial Aid Office at financialaid@fidm.com if you have questions about the unit completion requirement for your program.

Monitoring Period:

Except as noted* below, a student's financial aid SAP will be monitored at the completion of three quarters of attendance (once per academic year). To be in compliance with SAP standards, the student must meet all three components of SAP at the point of monitoring, meaning the student must: 1) Have successfully completed at least 67% of the units they have attempted;, 2) Have a cumulative GPA of at least 2.0, and 3) Have successfully completed the minimum number of units during the monitoring period. A student who is not meeting all of these standards is subject to SAP disciplinary action.

**Exception for students enrolled in a 3 quarter Professional Designation or Advanced AA Program. The SAP for students in a program of study of three quarters or less will be monitored on a quarterly basis. If a student in one of these programs fails to meet SAP standards, they will be placed on "Financial Aid Warning" status. A student in "Warning" status may receive financial aid for one additional quarter. If the student fails to meet SAP standards in that additional quarter, they are subject to SAP disciplinary actions as described below.*

Program Description	Program units	SAP Monitoring point	Minimum number of successfully completed units required at each monitoring period:			
			1st	2nd	3rd	4th
3 quarter PD or Advanced AA	45	at the end of every quarter of attendance	11	22	33	45
3 quarter Advanced AA	48	at the end of every quarter of attendance	12	24	36	48
1 year Bachelor	46	at the end of every quarter of attendance	12	24	36	46
2 year AA	90	at the end of every three quarters of attendance	30	60	90	
2 year Bachelor	91	at the end of every three quarters of attendance	30	60	91	
5 quarter PD	72	at the end of every three quarters of attendance	30	60		
5 quarter PD	60	at the end of every three quarters of attendance	27	54		
4 quarter PD	66	at the end of every three quarters of attendance	33	66		
4 quarter PD	60	at the end of every three quarters of attendance	30	60		
4 quarter PD	57	at the end of every three quarters of attendance	30	57		
4 quarter PD	54	at the end of every three quarters of attendance	30	54		
4 quarter PD	51	at the end of every three quarters of attendance	30	51		

SAP Disciplinary Actions:

A student who has not met all of the SAP standards and who wants to retain financial aid eligibility must appeal their SAP determination. If the student does not appeal, the student will lose their financial aid eligibility in the quarter immediately following the period of monitoring. For example, if the student is determined to have not met SAP standards at the end of their third quarter of attendance and does not appeal that determination, the student loses their aid eligibility beginning with their fourth quarter of attendance. Likewise, if the student appeals and the appeal is not approved, the student loses their eligibility for aid in the first quarter following the period of monitoring. The school will notify the student of the outcome of the review.

A student who appeals their SAP standing may regain their financial aid eligibility only after the appeal has been reviewed and approved by FIDM Staff. In some cases, adherence to an academic plan may be required for the student to regain their aid eligibility. An academic plan is specific to the individual student, and may require the student to successfully follow a schedule of specific coursework, unit loads, etc. If a student’s SAP appeal is approved, they are considered to be on “SAP Probation” status, and are eligible for one additional quarter of

financial aid eligibility. If the student's SAP appeal is approved and requires adherence to an academic plan, the student will retain financial aid eligibility as long as the student meets the terms of the plan. If a student who is on SAP Probation subject to the terms of an academic plan meets the minimum SAP requirements at a standard monitoring period, the SAP probation status can be removed at the discretion of FIDM financial aid staff.

Should a student meet the terms of their financial aid academic plan but nonetheless be placed on FIDM academic disqualification or academic dismissal, the student would also be considered to be disqualified for financial aid purposes. If the student is allowed to return to school after academic dismissal or academic disqualification, a new SAP appeal and academic plan would be required.

Appeal Procedures

A student who has not met SAP standards at the point of monitoring (and is not entitled to "Financial Aid Warning" status) will lose their eligibility for financial aid. The student will receive a communication from the Financial Aid Office with instructions on how to appeal. The student must follow all the instructions, including the timeframe for return of the appeal form. The appeal form must be returned to the Financial Aid Office at the student's campus of attendance, unless otherwise directed. FIDM Staff will review and respond to the appeal. The response will inform the student if:

1. the appeal has been accepted and aid has been reinstated,
2. the appeal has been accepted and aid has been reinstated for one quarter subject to the student's successful adherence to the terms of an academic plan, or
3. The appeal has been denied and the student has been disqualified from receiving further aid.

Course incompletes

For purposes of pace, units for a class with a grade of "I" are counted as units attempted but not completed. For purposes of unit completion, units for a class with a grade of "I" are counted as units successfully completed. If the grade is changed prior to the final SAP monitoring for the previous quarter, appropriate action will be taken, depending on the changed grade (SAP status will be changed to warning, suspension, disqualification, "OK", or no action if the SAP status is not affected). If the grade is changed after the final SAP monitoring for the previous quarter, the student's SAP will be monitored as usual at the next monitoring marker.

Course withdrawals

Grades for classes with a grade of "W" are not included in the calculation of GPA. Units for classes with a grade of "W" are counted as attempted but not successfully completed for purposes of pace, but are not counted in the calculation of unit completion.

Quarters of non-attendance

Quarters of non-attendance are not included in SAP monitoring. Students are required to meet standards of attendance in addition to standards of SAP. FIDM's policies that limit the number of quarters of non-attendance can be found on page 27.

Course repetitions

If a student repeats a class for which they received a "D" or an "F," in subsequent SAP monitoring the original grade will not be counted in the GPA calculation, but the pace and unit completion calculations will include the units for the original grade. If a student repeats a class for which they received a grade of "C-" or better, SAP will be monitored normally as if the class was not a repeat. However, a student who repeats a class for which they received a passing grade ("D-" or better) may only receive federal financial aid for one repeat of that class.

Transfer of credit from previous institutions:

For purposes of the measurement of pace, credit accepted in transfer from previous colleges is counted as both units attempted and units completed. The student’s GPA at FIDM is not affected by transfer units. Units accepted in transfer from previous colleges are counted in the calculation of unit completion.

All questions pertaining to this policy should be directed to the Student Financial Services Office.

Examples of Components of a Financial Aid Budget

	At Home with Parents		Off Campus	
	9 months	12 months	9 months	12 months
Housing	5436	7248	11,727	15,636
Food	Included in above	Included in above	2421	3228
Transportation	2043	2724	1692	2256
Personal/misc.	2142	2856	2907	3876
Total	9621	12,828	18,747	24,996

Out of state fees: add \$700.00 to budget (Cost of Attendance)

Cancellation, Withdrawal, & FIDM Refund Policy

When a student cancels (Cancels or Cancellation) or withdraws from all classes (Withdraws or Withdrawal) or takes an Unapproved Leave of Absence, it is necessary to make a calculation of the FIDM Institutional Refund due to Cancellation or Withdrawal as described, as well as a calculation for Return of Federal Title IV Funds, if the student received federal financial aid. An Approved Leave of Absence occurs when a student leaves for a full quarter with the stated intention to return. An Unapproved Leave of Absence occurs when a student takes a leave during the quarter or takes more than one quarter off within a 12-month period. Requests for all Leaves of Absence must be submitted in writing to the Student Advisement Office prior to the leave.

Student's Right to Cancel

The student has the right to cancel an enrollment agreement and obtain a refund of charges paid through FIDM's first week of scheduled classes or the seventh day after enrollment, whichever is later. Within 45 days of notice of cancellation, FIDM will refund all charges paid, less the initial and final application fees totaling \$225. If the student has been provided with a set of books and supplies, a refund will be made in accordance with FIDM's Institutional Refund Policy for Books and Supplies. Cancellation shall occur when the student gives dated, written notice of cancellation to FIDM Admission's Office, 919 South Grand Ave, Suite 215A, Los Angeles, CA 90015. The written notice of cancellation, if sent by mail, is effective when postmarked.

Student's Right to Withdraw

Withdrawals include withdrawing from all classes, academic dismissal and academic disqualification and may be effectuated by the student's notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance and failure to meet financial obligations to the College. On withdrawal, FIDM will refund tuition and fees, less the initial and final application fees totaling \$225, and Books, Supplies, and Course Related Resources as outlined in the calculation presented in the FIDM Institutional Refund Policy. The date on which a student officially notifies the Student Advisement Office of their intent to withdraw will be used as the basis for calculating refunds and returns. In the absence of official notification of withdrawal, the withdrawal date will be the last date the College can determine that the student participated in academically related activity.

FIDM Refund Policy

Upon withdrawal, FIDM will refund tuition, course related resources and most fees, at a prorated amount through the 60% point of each quarter. The initial and final application fees totaling \$225 are nonrefundable. Once the student has attended past the 60% point of the quarter no refund will be made for that period. To determine the quarterly amounts on which the refund will be based, tuition, refundable fees and course related resources for the total period of enrollment are allocated evenly among the number of quarters in the enrollment period as stated in the agreement. Should the student return, the refunded tuition will be reinstated and for refund purposes, allocated equally among the remaining quarters of the enrollment agreement. Upon withdrawal, Books and Supplies are refundable in accordance with FIDM's Refund Policy for Books and Supplies stated below.

Refund Percentages for Refund Calculation of Tuition, Fees and Course Related Resources at varying dates throughout the quarter.

This example is based on a quarter that has 74 days.

	Number of days attended in the period of attendance (one quarter)	Refund Percentage
Cancellation	Prior to the start of classes – no days attended	100%
Cancellation	Prior to or on cancellation date shown on the Enrollment Agreement	100%
Withdrawal	10 th day of the quarter	87%
Withdrawal	20 th day of the quarter	73%
Withdrawal	30 th day of the quarter	60%
Withdrawal	40 th day of the quarter	46%
Withdrawal	45 th day of the quarter	0%

The number of days in the quarter is based on, and includes, the first and last dates of each quarter as published in the FIDM college calendar and is the number of days used to determine the 60% point of each quarter in the refund calculation. These dates, as shown in the calendar are subject to change. The student's agreement with the College specifies the duration of the enrollment period and the number of quarters. Arrangements for financial aid or for additional time in which to complete courses do not change the duration for refund purposes. Transferred-in units may change the program length, and may reduce the total charges for the enrollment period and any resulting refund.

FIDM's Refund Policy for Books and Supplies:

Upon cancellation, students will be charged for all books and supplies received. Charges paid for Books and Supplies will be refunded provided that the materials are returned new and unused within 20 days of the student's cancellation. Used items are non-refundable. eAccess cards and materials showing wear, damage or not in the original packaging (including shrink-wrap) are not returnable. College Services will make these determinations.

Upon Withdrawal from the College, students who have not attended past the 6th week of the quarter may return current quarter Books and Supplies that are new and unused and receive a refund for charges paid. They must be returned by appointment to the College Services Office within 20 days from the student's withdrawal date. Used items are non-refundable. eAccess cards and materials showing wear, damage or not in the original packaging (including shrink-wrap) are not returnable. College Services will make these determinations.

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student receives federal student financial aid funds, the student may be entitled to a refund of moneys not paid from the federal financial aid funds.

Federal Return of Title IV Funds Policy

Title IV funds will be returned by FIDM and/or the student as applicable, according to federal regulations. These federal regulations require that funds be returned to their original source in the following order. In some cases 50% of the federal portion of the Federal Pell and Federal SEOG grants is subject to return by the student.

1. Federal Unsubsidized Stafford Loan Program
2. Federal Subsidized Stafford Loan Program
3. Federal Perkins Loan Program
4. Federal PLUS (Parent) Loan Program
5. Federal Pell Grant Program
6. Federal SEOG Grant Program

Reapply for Financial Aid. Students returning from any absence must reapply for financial aid upon returning to FIDM. Previously awarded financial aid may not be available upon returning depending on funding levels and the remaining units in the student's program.

Students who are subject to the Return of Title IV Funds Policy are:

- A) Students who are awarded Title IV loans and/or grants in the quarter in which they have withdrawn. This includes funds that were or could have been disbursed under federal regulations, as students may be entitled to a Post Withdrawal Disbursement for funds that could have been disbursed by the withdrawal date but were not.

AND

- B) Students who withdraw through the 60% point of the quarter. The percentage is calculated by dividing:
- (a) the number of days from the first day of school to and including the withdrawal date by
 - (b) the total number of days in the quarter from the first day to and including the last day of school.

Debit Balance

In some instances, the FIDM Institutional Refund and/or Return of Title IV Funds Policies may result in funds being returned by FIDM on behalf of the student to the Federal and/ or other financial aid programs. The student agrees that any moneys owed to FIDM, including those as a result of the FIDM Refund and/or Return of Title IV Funds Policies, are payable within 30 days.

Credit Balance

If the student has a credit balance on his/her account, including after any FIDM Refund and/or Return of Title IV Funds calculations, the funds will be returned to the original source, according to the rules set forth by the source, and then to the student or parent, if a Parent PLUS loan recipient, by credit to charge card(s) or by check as applicable. If the amount to be returned to a student who received only Title IV funds is less than \$1.00 (one dollar), the amount will be retained by FIDM and no return will be made; for all other students, balances of \$25.00 or less will be retained.

Department of Veterans Affairs Information

For Veterans, Spouses and Dependents of Veterans

To begin the application process for Veterans Education Benefits, visit the Veterans On-Line Application (VONAPP) at: <https://vabenefits.vba.va.gov/>

For answers to questions about VA Education Benefits call the toll free number at **1-888-GI-BILL-1 (1-888-442-4551)** to speak with a Veterans Benefits Counselor, or visit the VA website at WWW.GIBILL.VA.GOV/.

FIDM's Student Financial Services Office can also provide the Application For VA Education Benefits form (VA Form 22-1990), and guidance for completing the VA application.

FIDM's Veterans Information Bulletin (VIB) provides detailed information about VA Benefits programs and the steps needed to apply for the benefits. The VIB is available from the Registrar or Student Financial Services Office at each campus, or via this link:

http://fidm.edu/wps/wcm/connect/8acffe804b850112a8afefa8b72031cf/VIB+Packet+revised++8.27.13.pdf?MOD=AJPERES&CONVERT_TO=url&CACHEID=ROOTWORKSPACE-8acffe804b850112a8afefa8b72031cf-142IH0y

Student Veterans of America Chapter

The Student Veterans of America (SVA) has a chapter at FIDM. The SVA chapter provides military veterans, dependents and spouses with resources, support, and advocacy to help them succeed in higher education and following graduation. If you would like more information, or would like to become a member of the SVA chapter, go to <http://www.studentveterans.org> and apply online. For more information about Veterans Education Benefits you may contact:

Cheryl Iannello, Director, Veteran Student Services

Telephone: (949) 851-6200 ext. 1735
Fax: (949) 851-6808
Email: ciannello@fidm.edu

Patricia Martinez, VA Educational Coordinator, Student Financial Services

Telephone: (213) 624-1200 ext. 4205
Fax: (213) 624-4777
Email: pchandler@fidm.com

Internet Resources

FIDM Portal:

<https://myfidm.fidm.edu/wps/portal>

FIDM Website:

<http://fidm.edu/>

Scholarships at FIDM:

<http://fidm.edu/en/admissions/financial+aid+scholarships/fidm+scholarships/>

FIDM Scholarship Foundation:

<http://fidmscholarshipfoundation.org/>

U.S. Department of Education Federal Student Aid:

<http://studentaid.ed.gov/>

FSA ID Registration:

www.pin.ed.gov

FAFSA on the Web:

<http://www.fafsa.ed.gov>

U.S. Department of Education Direct Loan Site:

www.Studentloans.gov

U.S. Department of Education National Student Loan Data System Site (NSLDS):

http://www.nsls.ed.gov/nsls_SA/

Access Your Student Aid Information:

<https://studentaid.ed.gov/about/announcements/access-aid-info>

U.S. Department of Education College Navigator Site:

<http://nces.ed.gov/COLLEGENAVIGATOR/>

FIDM's Net Price Calculator:

<https://npc.collegeboard.org/student/app/fidm>

Information about Resolving Disputes with Federal Student Loans (including the Ombudsman Group):

<https://studentaid.ed.gov/repay-loans/disputes>

AmeriCorps:

<http://www.nationalservice.gov/programs/amicorps>

FERPA Guidance:

<http://www.ed.gov/policy/gen/guid/fpco/ferpa/students.html>

Internet Resources (continued)

Web Grants for Students (for Cal Grants):

<https://mygrantinfo.csac.ca.gov/logon.asp>

California Student Aid Commission:

<http://www.csac.ca.gov>

Canadian Financial Aid Information

<https://studentaidbc.ca/apply/eligibility>

Internal Revenue Service United States Department of Treasury:

<http://www.irs.ustreas.gov/>

Online Registration for Selective Service:

<https://www.sss.gov/RegVer/wfRegistration.aspx>

US Citizenship & Immigration Services (Bureau of the US Department of Homeland Security):

<http://www.uscis.gov/graphics/index.htm>

The Official Website of the U.S. Social Security Administration:

<http://www.socialsecurity.gov/>

U.S. Department of Veterans Affairs:

<http://www.gibill.va.gov/>

Veterans On-Line Application (VONAPP):

<https://vabenefits.vba.va.gov/>

Military Friendly School Site:

www.militaryfriendlyschools.com/

FIDM's Veterans Information Bulletin (VIB):

http://fidm.edu/wps/wcm/connect/8acffe804b850112a8afefa8b72031cf/Veterans-Bulletin-Packet.pdf?MOD=AJPERES&CONVERT_TO=url&CACHEID=8acffe804b850112a8afefa8b72031cf

Veterans eBenefits Site:

www.ebenefits.va.gov

Bureau of Indian Affairs:

<http://www.bia.gov/>

Fastweb (source of scholarship and other financial aid information):

<http://www.fastweb.com>

Education Credit Management Corporation (ECMC) (formerly EDFUND):

<http://www.ecmc.org/>

Internet Resources (continued)

USA Funds:

<http://www.usafunds.org/>

Perkins Online Promissory Note (Sign My Loan):

<https://www.signmyloan.com/>

FinAid.org – calculators for college costs, savings, financial aid eligibility and much more:

<http://www.finaid.org/calculators/>

Federal Direct Loan Servicers

Contact information for all Federal Direct Loan Servicers at the U.S. Department of Education's website:

<http://www.ifap.ed.gov/ifap/helpContactInformationDetailedList.jsp?lsc=2>

Individual Direct Loan Servicer contacts:

Loan Servicer	Phone	Website
Aspire Resources Inc.	1-888-866-4352	All Aspire accounts now contact: http://www.mohela.com/
CornerStone	1-800-663-1662	https://www.mycornerstoneloan.org/
ESA/Edfinancial	1-855-337-6884	http://www.edfinancial.com/DL
FedLoan Servicing (PHEAA)	1-800-699-2908	www.myfedloan.org
Granite State – GSMR	1-888-556-0022	http://www.gsmr.org/
Great Lakes Educational Loan Services, Inc.	1-800-236-4300	www.mygreatlakes.org
MOHELA	1-888-866-4352	http://www.mohela.com/
Navient	1-800-722-1300	www.navient.com
Nelnet	1-888-486-4722	www.nelnet.com
OSLA Servicing	1-866-264-9762	http://www.osla.org/DL/Resources.aspx
VSAC Federal Loans	1-888-932-5626	http://vsacfl.org/wps/wcm/connect/Direct/VSAC/VSAC%20Federal%20Loan%20Borrower%20Portal

Sample Repayment Chart for Subsidized and Unsubsidized Stafford Loans

Federal Subsidized Stafford Loan Estimated Monthly Repayment Chart: 4.66% Interest rate*

Amount Borrowed	Number of Payments	Monthly Payment	Total Interest Cost
\$3,500.00	82	\$50.00	\$592.38
\$4,500.00	111	\$50.00	\$1047.41
\$5,500.00	120	\$57.43	\$1391.03
\$8,000.00	120	\$83.53	\$2,023.47
\$11,000.00	120	\$130.51	\$3,161.85
\$13,500.00	120	\$172.28	\$4,173.42
\$19,000.00	120	\$198.38	\$4,805.86

Federal Unsubsidized Stafford Loan Estimated Monthly Repayment Chart: 4.66% Interest Rate

Interest not paid while in school will be added to your principle balance.

Amount Borrowed	Number of Payments	Monthly Payment	Total Interest Cost	Monthly Payment w/capitalized interest	Balance w/capitalized interest included	Interest paid w/Capitalization
\$2,000.00	743	\$50.00	\$326.00	\$50.00	\$2,186.40	\$400.00
\$4,000.00	95	\$50.00	\$1,122.00	\$50.00	\$4,372.80	\$1,350.00
\$8,000.00	120	\$83.53	\$2,769.20	\$91.31	\$8,745.60	\$2,957.20
\$12,000.00	120	\$125.29	\$4,153.20	\$136.97	\$13,118.40	\$4,436.40
\$16,000.00	120	\$167.06	\$5,538.40	\$182.63	\$21,915.60	\$5,915.60
\$24,000.00	120	\$250.59	\$8,307.60	\$261.46	\$26,236.80	\$8,872.80

Unsubsidized Stafford Loans in deferment for 24 months accrue interest daily and will capitalize at repayment.

NOTES:

- These are only estimates. Your actual payment amount is determined by your servicer based on the amount that you borrowed.
- The minimum payment for the Stafford Loan program is \$50.00 per month.
- It is recommended that your educational loan payments represent no more than 10% to 15% of your income.
- *Interest rates may be subject to change based on Congressional action. For information about interest rates and monthly repayment calculators, go to:

<https://studentaid.ed.gov/sa/>

Federal Perkins Loan Sample Monthly Repayment Chart

5% Fixed Interest Rate

Loan Amount Borrowed	Monthly Payment	Total Interest Charges	Total Amount To be Paid	Number of Payments	Final Payment
\$100.00	\$40.00	\$0.76	\$100.76	3	\$20.76
\$200.00	\$40.00	\$2.54	\$202.54	6	\$2.54
\$300.00	\$40.00	\$5.45	\$305.45	8	\$25.45
\$400.00	\$40.00	\$9.45	\$409.45	11	\$9.45
\$500.00	\$40.00	\$14.58	\$514.58	13	\$34.58
\$600.00	\$40.00	\$20.87	\$620.87	16	\$20.87
\$700.00	\$40.00	\$28.35	\$728.35	19	\$8.35
\$800.00	\$40.00	\$37.06	\$837.06	21	\$37.06
\$900.00	\$40.00	\$47.02	\$947.02	24	\$27.02
\$1,000.00	\$40.00	\$58.24	\$1,058.24	27	\$18.24
\$1,100.00	\$40.00	\$70.75	\$1,170.75	30	\$10.75
\$1,200.00	\$40.00	\$84.58	\$1,284.58	33	\$4.58
\$1,300.00	\$40.00	\$99.81	\$1,399.81	35	\$39.81
\$1,400.00	\$40.00	\$116.36	\$1,516.36	38	\$36.36
\$1,500.00	\$40.00	\$134.46	\$1,634.46	41	\$34.46
\$1,600.00	\$40.00	\$153.99	\$1,753.99	44	\$33.99
\$1,700.00	\$40.00	\$174.98	\$1,874.98	47	\$34.98
\$1,800.00	\$40.00	\$197.48	\$1,997.48	50	\$37.48
\$1,900.00	\$40.00	\$221.60	\$2,121.60	54	\$1.60
\$2,000.00	\$40.00	\$247.40	\$2,247.40	57	\$7.40
2,100.00	\$40.00	\$274.82	\$2,374.82	60	\$14.82
\$2,200.00	\$40.00	\$303.92	\$2,503.92	63	\$23.92
\$2,300.00	\$40.00	\$334.78	\$2,634.78	66	\$34.78
\$2,400.00	\$40.00	\$367.55	\$2,767.55	70	\$7.55
\$2,500.00	\$40.00	\$402.07	\$2,902.07	73	\$22.07
\$2,600.00	\$40.00	\$438.49	\$3,038.49	76	\$38.49
\$2,700.00	\$40.00	\$476.95	\$3,176.95	80	\$16.95
\$2,800.00	\$40.00	\$517.33	\$3,317.33	83	\$37.33
\$2,900.00	\$40.00	\$559.93	\$3,459.93	87	\$19.93
\$3,000.00	\$40.00	\$604.57	\$3,604.57	91	\$4.57
\$3,100.00	\$40.00	\$651.40	\$3,751.40	94	\$31.40
\$3,200.00	\$40.00	\$700.61	\$3,900.61	98	\$20.61
\$3,300.00	\$40.00	\$752.06	\$4,052.06	102	\$12.06
\$3,400.00	\$40.00	\$805.96	\$4,205.96	106	\$5.96
\$3,500.00	\$40.00	\$862.44	\$4,362.44	110	\$2.44
\$3,600.00	\$40.00	\$921.38	\$4,521.38	114	\$1.38
\$3,700.00	\$40.00	\$983.13	\$4,683.13	118	\$3.13
\$3,800.00	\$40.31	\$1,036.45	\$4,836.45	120	\$39.56
\$3,900.00	\$41.37	\$1,063.66	\$4,963.66	120	\$40.63

Federal Perkins Loan Sample Monthly Repayment Chart (page 2)
(5% Fixed Interest Rate)

\$4,000.00	\$42.43	\$1,091.01	\$5,091.01	120	\$41.84
\$4,100.00	\$43.49	\$1,118.28	\$5,218.28	120	\$42.97
\$4,200.00	\$44.55	\$1,145.62	\$5,345.62	120	\$44.17
\$4,300.00	\$45.61	\$1,172.96	\$5,472.96	120	\$45.37
\$4,400.00	\$46.67	\$1,200.17	\$5,600.17	120	\$46.44
\$4,500.00	\$47.73	\$1,227.54	\$5,727.54	120	\$47.67
\$4,600.00	\$48.79	\$1,254.77	\$5,854.77	120	\$48.76
\$4,700.00	\$49.86	\$1,281.79	\$5,981.79	120	\$48.45
\$4,800.00	\$50.92	\$1,309.11	\$6,109.11	120	\$49.63
\$4,900.00	\$51.98	\$1,336.28	\$6,236.28	120	\$50.66
\$5,000.00	\$53.04	\$1,363.72	\$6,363.72	120	\$51.96
\$5,100.00	\$54.10	\$1,391.03	\$6,491.03	120	\$53.13
\$5,200.00	\$55.16	\$1,418.35	\$6,618.35	120	\$54.31
\$5,300.00	\$56.22	\$1,445.61	\$6,745.61	120	\$55.43
\$5,400.00	\$57.28	\$1,472.90	\$6,872.90	120	\$56.58
\$5,500.00	\$58.34	\$1,500.20	\$7,000.20	120	\$57.74
\$5,600.00	\$59.40	\$1,527.48	\$7,127.48	120	\$58.88
\$5,700.00	\$60.46	\$1,554.83	\$7,254.83	120	\$60.09
\$5,800.00	\$61.52	\$1,582.05	\$7,382.05	120	\$61.17
\$5,900.00	\$62.58	\$1,609.47	\$7,509.47	120	\$62.45
\$6,000.00	\$63.64	\$1,636.71	\$7,636.71	120	\$63.55
\$6,100.00	\$64.70	\$1,663.97	\$7,763.97	120	\$64.67
\$6,200.00	\$65.77	\$1,690.89	\$7,890.89	120	\$64.26
\$6,300.00	\$66.83	\$1,718.29	\$8,018.29	120	\$65.52
\$6,400.00	\$67.89	\$1,745.59	\$8,145.59	120	\$66.68
\$6,500.00	\$68.95	\$1,772.80	\$8,272.80	120	\$67.75
\$6,600.00	\$70.00	\$1,800.50	\$8,400.50	120	\$70.50
\$6,700.00	\$71.07	\$1,827.52	\$8,527.52	120	\$70.19
\$6,800.00	\$72.13	\$1,854.77	\$8,654.77	120	\$71.30
\$6,900.00	\$73.19	\$1,882.08	\$8,782.08	120	\$72.47
\$7,000.00	\$74.25	\$1,909.42	\$8,909.42	120	\$73.67
\$7,100.00	\$75.31	\$1,936.56	\$9,036.56	120	\$74.67
\$7,200.00	\$76.37	\$1,963.97	\$9,163.97	120	\$75.94
\$7,300.00	\$77.43	\$1,991.26	\$9,291.26	120	\$77.09
\$7,400.00	\$78.49	\$2,018.59	\$9,418.59	120	\$78.28
\$7,500.00	\$79.55	\$2,045.89	\$9,545.89	120	\$79.44
\$7,600.00	\$80.61	\$2,073.15	\$9,673.15	120	\$80.56
\$7,700.00	\$81.67	\$2,100.50	\$9,800.50	120	\$81.77
\$7,800.00	\$82.73	\$2,127.85	\$9,927.85	120	\$82.98
\$7,900.00	\$83.79	\$2,155.09	\$10,055.09	120	\$84.08
\$8,000.00	\$84.85	\$2,182.35	\$10,182.35	120	\$85.20