

The Vocational Nursing Institute, Inc.

Exit Counseling

PURPOSE:

To describe the School's policies for entrance and exit counseling for those students who participate in the Title IV Federal Financial Aid Programs that the school is qualified to provide.

POLICY:

The School Financial Aid Office provides entrance and exit counseling to all students who participate in the Title IV Federal Financial Aid Programs.

PROCEDURE:

1. The Financial Aid Director conducts entrance counseling with all federal financial aid students face to face with an in-house power point presentation and online through the Government website located at: studentloans.gov. This is done at the latest by day 3 of classes commencing, it is preferred that this is completed 7 business days prior to the first day of class.
2. The Financial Aid Director conducts exit counseling with all federal financial aid students face to face with an in-house power point presentation and online through the Government website located at: studentloans.gov. This is done prior to the last day of class and is arranged with the Director of the VN Program.
3. The face to face meeting is held in one of the classrooms as reserved by the Financial Aid Director. The students are notified ahead of time of the counseling session. The face to face class generally is no longer than one hour in length. This is coordinated with the VN Program Director. Generally this occurs during student orientation as needed during the first day of class.
4. The Financial Aid Director receives notification when the student has completed the online loan counseling and prints out the verification for the student's financial aid file.
5. If a first time borrower and the student DOES NOT complete the face to face and online counseling, then the student will not be able to receive direct loans until such time the counseling has been completed. The Financial Aid office will notify the student in writing of the failure to complete counseling. The financial aid office will encourage ALL students to complete entrance and exit counseling via studentloans.gov.

FORMS:

Entrance Counseling Back Up Contacts for Students
Loan Counseling handout on how to sign in to studentloans.gov
Power-point Presentation Handout
In-Service Sign In sheet