

## **Consumer Information**

Student consumer information is provided by the Financial Aid Office (FAO) and is the responsibility of the director of Financial Aid to oversee. Publications are reviewed and updated on an ongoing basis. Information may be provided to the media for publication.

### **Methods of Disseminating Consumer Information**

FAO disseminates information through various channels, including our public website where all programs, application processes and deadlines are listed. Financial aid information is also included in AIMT school catalog. FAO also has various information pieces that are emailed to the student. FAO uses this as the primary means for contacting a student.

### **Procedures and Forms Required to Apply for Financial Aid**

All students who wish to receive federal or state funds must complete the Free Application for Federal Student Aid (FAFSA). Students may be asked to submit documentation such as tax returns, birth certificates and Social Security cards, along with other items necessary to verify financial or dependency status. Students who do not wish to submit requested documentation will not receive a financial aid award.

Students who are chosen for verification by the Department of Education (ED) are required to supply additional information to FAO. Verification of related documents include items such as a verification form and tax forms, including but not limited to, tax return transcripts, W2 forms, 1099 forms or 1040X forms. Should additional information be required to complete the verification process, FAO contacts the student via email, phone, or direct meeting.

Students are notified when it is time to reapply for financial aid.

### **Student Eligibility Requirements**

- Be admitted as a regular student
- Be enrolled or accepted for enrollment in an eligible program
- Be a citizen or an eligible non-citizen
- Not owe a refund on a PELL Grant or Title IV loan at any school
- Not be in default on a Title IV loan at any school
- Have financial need
- Be registered for selective service (if a male aged 18 through 25)
- Have a high school diploma, GED or foreign equivalent.

## **Professional Judgment and Dependency Overrides**

The Higher Education Act of 1992 allows financial aid administrators to make professional judgment decisions for special or unusual family or student circumstances. These circumstances must be documented by the student.

## **Criteria for Selecting Recipients and Determining Award Amounts**

Students who have a completed financial aid file are reviewed for financial aid eligibility. Pell EFC determines Pell eligibility. Title IV loan is awarded to students who demonstrate financial need.

## **Cost of Attendance**

Institutional charges for tuition, fees, and books combined compose the cost of attendance or educational budget for an academic year or less. Additionally, the Net Price Calculator is also available on the school website.

## **Textbook Information**

Students may also view textbook information through the school catalog.

## **Refund Policy**

Students are notified of Refund Policy by various media including school catalog, enrollment agreement, and through the orientation.

## **Withdrawal Procedures**

Students may find information on withdrawing from courses in the school catalog. Students should also review the school catalog information on how refunds are issued for students who withdraw.

## **Academic Programs Offers**

Academic program information is available from the Office of Admissions, Office of the Registrar and various methods, including the website and school catalog.

## **Information for Students with Disabilities**

Information for students with disabilities is available on the catalog.

## **Drug & Alcohol Abuse Prevention Information and Policies**

Drug & Alcohol Abuse Prevention Information and Policies can be found in the school catalog.

## **Crime Statistics**

Crime Statistics are provided to students through orientation.

## **Family Educational Rights and Privacy Act (FERPA)**

Contact the school administrator for information regarding FERPA.

## **Information on Accreditation**

AIMT is institutionally accredited by The Commission on Massage Therapy Accreditation (COMTA).

## **Voter Registration**

Voter Registration information is available on <http://mvp.sos.state.ga.us/>.

## **Satisfactory Academic Progress**

Students receiving federal and state financial aid must meet Satisfactory Academic Progress (SAP) Standards as outlined in the school catalog.

## **Attendance Policy**

Attendance policy can be found in the school catalog.

## **Copyright Information**

Copyright information is found in AIMT Corporate Policies and Procedures Manual.

## **Vaccination Policy**

Vaccination policy is found in AIMT Corporate Policies and Procedures Manual

## **Establishing and Maintaining an Information Security Program**

Information is available in AIMT Corporate Policies and Procedures Manual.

## **Misrepresentation**

Information is available in AIMT Corporate Policies and Procedures Manual