

READING HOSPITAL SCHOOL OF HEALTH SCIENCES POLICY NO. 630

SUBJECT: Certification

Responsibility of: Director of Financial Aid and Budget
Originated: June, 2012 Revised: July, 2014 Reviewed: July, 2014

SCOPE: General Provisions Regulations requirement for an Institution

PURPOSE: In order for Reading Hospital School of Health Sciences (RSHSHS) to participate in the FSA programs it must demonstrate that it is eligible to participate and must (re)apply to and receive approval from the Department of Education (ED). A school may be certified to participate for up to 6 years.

POLICY: It is the intent of RSHSHS to maintain certification and compliance with all regulations for Federal Financial Aid, and to ensure that a renewal of certification is completed at least 90 days prior to the expiration of its current period of participation.

DEFINITIONS: N/A

PROCEDURE: ED will notify RSHSHS 6 months prior to the expiration of its Program Participation Agreement (PPA). The current expiration date is 03/31/2018. The school must submit a materially complete application before that date. (The reapplication due date is 90 calendar days prior – 12/31/2017).

1. Notification from ED of the pending recertification is expected by 9/30/2017.
2. The Director of Financial Aid and Budget will schedule monthly meetings with the Director of RSHSHS during the months of September and October of 2017 to implement and monitor progress of the application submission. In addition, The Director of Financial Aid and Budget will provide updates during scheduled weekly meetings in September through the final approval of the recertification process.
 - a. Current ED practice indicates that when the RSHSHS submits its materially complete application to ED no later than 90 calendar days (12/31/2017) before the PPA expires on 03/31/2018, the PPA remains valid, and the eligibility to participate in the FSA programs continues until the application is either approved or not approved.
 - b. If RSHSHS application is not received at least 90 days before the PPA expires or is not materially complete, the PPA will expire on 03/31/2018 and the FSA program funding will cease until RSHSHS receives ED's notification that it is again eligible to participate in the programs.
3. When the school's application has been approved, ED will send an electronic notice to the CEO and the Director of Financial Aid and Budget notifying them the PPA is available to print, sign and return. If the application for PPA is not approved, ED will

notify the CEO and Director of Financial Aid and explain the deficiencies and reasons for the rejection of the application.

4. In the case of a change in ownership that results in a change in control, the Director of RSHS and the Director of Financial Aid and Budget will submit the necessary applications and documentation to ED no later than 10 business days after the change becomes effective in order to seek provisional certification and continue participation in the FSA programs.

EDUCATION AND TRAINING: N/A

REFERENCES: CFR 668.13

COMMITTEE AND COUNCIL APPROVALS: SHS Director's Meeting, 9/22/14

CANCELLATION: Reading Health System policies directly related to this topic shall supersede this RSHS policy. This policy supersedes all previous policies, memoranda, and/or other communications pertaining to this policy.