

### **Principles of Excellence**

Polaris Career Center (PCC) will comply with the Principles of Excellence (Executive Order 13607) following guidance set forth by the Department of Veteran Affairs, the Department of Education, and the Department of Defense. PCC currently complies with the Principles of Excellence in the following ways:

- Each veteran student is provided with Program Information Sheet with program sequence, cost, and program outline during the advising process
- Students are provided with consumer information through direct emails and the schools website for future students
- Students using VA Educational Benefits are encourage to complete the FAFSA and explore Federal and State financial aid opportunities in addition to Veteran Educational Benefits before seeking loans
- The Financial Aid Coordinator offers a student financial aid orientation to answer all financial aid questions and concerns
- The School Certifying Official is the Veteran students main contact for any VA Educational Benefit concerns
- PCC adheres to all Title IV policies related to federal financial aid and refunds
- PCC will accommodate service members and reservists absent due to service requirements;
- In compliance with participation with federal programs, PCC will refrain from fraudulent and aggressive marketing practices and techniques. This policy applies to the recruitment of all students

### **Veterans Policy for Evaluation of Prior Credit**

The Director of Adult Education or School Certifying Official will evaluate official transcripts and documentation of previous education and training to determine if applicable.

### **Veterans Policy for Academic and Attendance Probation**

Attendance for all students will be taken daily and evaluated weekly by the Director of Adult Education or designee. Veteran students failing to make Satisfactory Academic Progress (SAP) (70% or "C" grades or 90% attendance) at the time of their official SAP program evaluation will be placed on academic warning. A Veteran student placed on academic warning will be notified of the status. The Director of Adult Education or designee will meet with the Veteran student and discuss what changes need to be made in order for the student to be meeting SAP at the end of the following payment period. SAP will be evaluated at the end of the following payment period

If at any time it becomes mathematically impossible for a student to meet the SAP requirements, they will be removed from the program. Upon official SAP review at the end of the following payment period, if the Veteran student still does not meet satisfactory academic and attendance requirements, the Veteran student will be removed from the program. The Polaris Career Center Withdrawal/Refund policy will apply.

Veteran students will follow the Veterans Policy for Evaluation of Prior Credit if wishing to re-enroll in the program.

### **Late Fees**

In accordance with the Veterans Benefits and Transitions Act of 2018, Polaris Career Center does not charge late fees, restrict access or impose penalties on the Veteran student for delayed payments by the VA. Late payments that are due from the student will follow the Tuition Payment Plan Policy.