SAGRADO
Universidad del Sagrado Corazón

Student Assistance Policy and Procedure for determining eligibility to disburse Financial Aid

The University establishes this policy to comply with the confirmation of a student's eligibility to have Financial Aid funds from programs affiliated with the Federal Department of Education (Title IV) credited to their account as proof that the student has begun attending classes.

Each professor will identify and report:

- The names of students who never attended classes during the first two (2) weeks of each academic session (excluding summer sessions)

Procedure for reporting the first two (2) weeks of classes:

- The professor will have access to the "web" where they can complete the attendance report electronically
- The screen will provide a list of students enrolled in their courses. This screen will allow the professor to indicate whether the student attended during the first two (2) consecutive weeks.
- The professor will mark the student's attendance and maintain the electronic record during the first two (2) weeks of classes to identify students who are not registered in their section. In these cases, the professor must inform the student that they must go to the Integrated Assistance office to complete the registration process.
- The professor will have access to this screen to update the information during the first three (3) weeks of classes. After the third week of classes, this function will no longer be available.

The Integrated Assistance office receives the non-attendance reports and proceeds to credit financial aid based on this information.

This policy is for the purpose of disbursing Financial Aid from Title IV funded programs. According to Financial Regulations, non-attendance does not relieve the student of the debt incurred upon enrollment.