Trinity*Quest*

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Associate Dean for
Adult Education

Welcome…

Trinity*Quest's* accelerated degree completion program at Trinity College of Florida is designed to allow working adults an opportunity to finally complete a bachelor's degree in about two year's time. Why Trinity College of Florida? In addition to academic achievement and career advancement objectives, Trinity College of Florida provides a vibrant Christian environment with the distinct advantage of a Christian worldview and Biblical values being integrated into coursework and discussions.

More than a million Floridians over the age of 25 have completed a significant amount of college work, but for one reason or another have never finished their degree. Trinity*Quest* provides a flexible and unique way for non-traditional students to finally come back and finish their degree at an affordable price, while maintaining an already busy lifestyle. A college degree often means increased income, new skills, and a competitive advantage in the workplace. According to the U.S. Census Bureau (2000), college graduates earn about 40% more per year than high school graduates.

Isn't it time you FINISH WHAT YOU STARTED years ago? Isn't it time to invest in your future?

Please contact the Trinity*Quest* Offices for additional information at trinityquest@trinitycollege.edu or 866.526.8575. You are also welcome to visit Trinity College of Florida online at *www.trinitycollege.edu*.

The quality of a university is measured more by the kind of student
it turns out than the kind it takes in.
- Robert Kibbee

General Information

DOCTRINAL STATEMENT

We believe the Scriptures of the Old and New Testament are verbally inspired by God, inerrant in the original writings, and that they are the supreme and final authority in faith and life.

We believe in one God, eternally existing in three persons, Father, Son and Holy Spirit.

We believe that Jesus Christ was conceived by the Holy Spirit and born of the Virgin Mary and is true God and true man.

We believe that man was created in the image of God, but that he sinned and thereby incurred not only physical death, but also spiritual death which is separation from God.

We believe that the Lord Jesus died for our sins according to the Scriptures as a representative and substitutionary sacrifice, and that all who believe in Him are justified on the ground of His shed blood.

We believe in the resurrection of the crucified body of our Lord, in His ascension into heaven, and His present life there for us, as High Priest and Advocate.

We believe in "that blessed hope," the personal, pre-millennial, and imminent return of our Lord and Savior Jesus Christ.

We believe in the bodily resurrection of the just and the unjust, the everlasting bliss of the saved and the everlasting conscious suffering of the lost.

Trinity College believes and teaches the essential doctrines of the Christian faith that are commonly held to be the historic, Biblical, conservative, and evangelical position. The doctrinal statement above is applied within the academic and spiritual understanding of the interdenominational character of our student body and faculty.

CHRISTIAN CONDUCT

Certain standards and norms have been adopted to create an atmosphere conducive to the best possible educational experience for all students. The College expects each student to maintain personal conduct that is spiritually and morally constructive – honoring to the Lord in all things.

The student should understand that attendance at Trinity College of Florida is a privilege reserved for those individuals who desire to work together in living out the high standards of a Christian college. It is expected that the conduct of each student will give evidence of Christian standards of honesty, morality, and courtesy.

When a student has been accepted, it is implied that he or she has agreed to be diligent in studies and compliant to the student handbook. The administration reserves the right to request any student to withdraw from the program who is considered to be out of harmony with the spirit of the College.

Program Features

INTRODUCING TRINITY*QUEST*

Trinity College of Florida's accelerated degree completion program is designed to meet the needs of adult students who are at least 24 years of age with previous substantive college experience. Typically, students are employed full-time and are interested in completing their bachelor's degree in evening classes while continuing their employment. Adults seeking a career change, newly empty nesters, non-clergy and clergy church leaders alike are enrolled in Trinity College of Florida's degree completion program.

Open enrollment provides opportunity for individuals to begin classes at different times throughout the year. Students attend classes year-round, one night a week and one class at a time. Classes are designed for the working adult, taught by highly qualified professors who relate well to adult students and make each course an exciting and valuable learning experience.

The Trinity*Quest* degree completion track offers the Bachelor of Science degree with majors in Business and Leadership, Counseling, and Christian Ministry. Majors are designed to bring a heightened level of professional skills and ministry effectiveness to the work place.

Most applicants can know their acceptance status within three weeks of beginning the application process. BEGIN TODAY and receive your **free** Degree Completion Needs Analysis!

PROGRAM BENEFITS

- Bachelor's degree earned in about two years
- Professional knowledge and skills increased
- Friendly Christian campus environment
- Growth in daily personal walk with God
- Leadership skills strengthened
- Classes one night a week and one class at a time
- Each course (3 credits) is completed in five weeks
- Seminar format and small classes (usually 15-20)
- Nationally accredited
- Credit for significant life experience (CDC)
- Preparation for advanced graduate studies
- Veterans Benefits
- Variety of financial resources and payment plans
- Free Degree Completion Needs Analysis
- Career Assessment coaching available

PROGRAM MODULES

Instructional Modules

Designed to allow students to fit college back into their already busy lives, Trinity*Quest* schedules 18 modular courses one night a week for the duration of the program as follows:

> **Trinity campus**
>
> Mondays, 6:00 p.m.-10:00 p.m.
>
> **St. Petersburg/Largo Extension Center**
>
> Tuesdays, 6:00 p.m.-10:00 p.m.
>
> **Tampa Extension Center**
>
> Thursdays, 6:00 p.m.-10:00 p.m.
>
> **Online Campus**

Customarily organized into small groups, students progress through the accelerated degree completion program together.

Students may earn 54 semester hours of credit in four semesters of traditional length. All students take one modular course at a time (normally five consecutive weeks).

Options for Earning Additional Credits

Students entering the Trinity*Quest* program with fewer than 69 credit hours, or who must still meet general education requirements, may earn credits through the *Quest* online program. Students may also earn up to 24 additional credits through Trinity*Quest* electives and the following methods:

CDC

Credit by Demonstrated Competency (CDC) may be awarded to individuals who have acquired substantive life learning through various sources, including workshops, seminars, self-study, non-credit classes, training programs, and work experiences. The College evaluates and grants appropriate credit where substantive life learning is documented and demonstrated from these sources.

CLEP

College Level Examination Program (CLEP) is a means by which students may earn college credit for select courses by obtaining a minimum score on an exam that is a national standard.

DANTES

<u>Defense Activity for Non-Traditional Education Support</u> (DANTES) provides qualified individuals with military experience appropriate college credit for select military courses.

DISTANCE EDUCATION

The Trinity*Quest* office for distance education strives to welcome, prepare and support the entrance of new students into the Trinity College of Florida community. New students receive an orientation and appropriate online technical support and library resources.

Online students are provided a Trinity College e-mail address to be used with all correspondence with administration, faculty, staff and students. Students are responsible for obtaining their own internet service providers and use their own computer systems (modern internet browsers such as Firefox or Chrome). Students may earn their entire degree online.

Online Course Access and MyTitus

Trinity College of Florida provides links for current students to access courses and other services through the Trinity College of Florida website. Students use MyTitus for account services and Atheneo (Instructional and technical support is provided through the Knowledge Elements Education Network.) and eCampus Web for the Online Platforms. These support relationships are facilitated by the Trinity*Quest* office, the Knowledge Elements staff, and the learning management system.

Trinity College of Florida online education provides students with the freedom to attend their courses when most convenient to their own schedule. The asynchronous offering is also accompanied by the additional opportunity to voluntarily meet with other students online, at the initiative and scheduling of the course instructor. Long-term course access allows students to review important course information long after completing a course, including documents on the Atheneo system.

The online learning environment fosters long-term relationships through the chat/instant messaging component, forum discussions in each course, and a message center (inbox/outbox) for students and faculty.

Academic Advising and Support Programs

Academic resources are designed to enrich each student's educational experience. The Trinity*Quest* office provides academic advisors to work closely with students, faculty and the Academic Dean to provide individual academic advising and assistance related to academic policy. Interested persons may receive help by e-mailing questions to the following e-mail addresses:

Application: *http://trinityquest.edu*
Admissions: *trinityquest@trinitycollege.edu*
VA Benefits: *registrar@trinitycollege.edu*
Financial Aid: *finaid@trinitycollege.edu*

Bookstore services are available through *ecampus.com*. Additional links are provided for optional price comparisons. The Director of Library Services is available for reference/research assistance for both students and faculty. Students may enter the library through the Trinity College of Florida's website with user name and password. The library catalog is automated for user access. The Center Library is a member of the Tampa Bay Library Consortium, which affords access to the area's library resources, as well as to nationwide library resources. In addition, students have full access to the Raymond H. Center M.D. Library of online religion journals.

Student learning outcomes are stated in each course syllabus and evaluated at the conclusion of the course. Achievement by each student is documented through the assessments of learning activities that are correlated with the learning outcomes of the course.

ADDITIONAL INFORMATION

Library

The two-story Raymond H. Center M.D. Library was completed in the Fall of 1993. The chapel, computer lab, additional classrooms, and the 47,000 volume library collection are included in this building. The library catalog is automated for user access. The Center Library is a member of the Tampa Bay Library Consortium, which affords access to the area's library resources.

Computers

Trinity College students have access to designated computers located inside the library and in the upper level computer lab. All computers are equipped with internet access, available to students during posted operational hours on a first come basis.

Equal Opportunity Policy

Trinity College of Florida admits qualified students who are personally committed to Jesus Christ. Students are admitted to the Trinity*Quest* program without regard to race, color, handicap, sex, age, national or ethnic origin, and are provided all rights, privileges, programs and activities generally accorded or made available to

students at the College. Trinity College of Florida does not discriminate in administration of its educational policies, admission policies, scholarship, and other school-administered programs.

Change of Information Notice

Trinity College of Florida reserves the right to make any changes in the programs presented, tuition and fees, and the courses offered in this publication. The provisions of this catalog are subject to change without notice and do not constitute an irrevocable contract between any student and the College.

Substance Abuse Policy

Trinity College of Florida meets all Federal, State, and Local laws. Please refer to the Community Life Policies section of the College Catalog for more specific and detailed information.

QUEST PROGRAM TUITION & FEES

Application Fee	$35
QUEST Tuition (per credit hour)	$390
Online Tuition (per credit hour)	$390
Student Fees (per semester)	$75
Online Technology Fee/per Course	$50
Embedded book cost (some online courses)	$50
ACE Fee (some online courses)	$50

Other Fees

Audit (per course)	$210
CDC (per credit hour)	$95
Directed Study Fee	$110
Graduation Fee	$115
Mailbox Key Replacement	$20
Parking Decal (annual)	$25

Trinity*Quest* degree seeking student accounts must be paid in full, or students must have enrolled in the Advanced Educational Services payment plan by the end of the drop/add period for the first course in which the student is enrolled. **Important Note**: The College is not a lending institution. The Advanced Educational Service payment plan is available only for students who wish to pay-as-they-go, or for students who have exhausted their eligible financial aid awarded to them, yet have insufficient funds for the semester. Students who decline acceptance of their full student awards, as noted on their "awards letter," are not eligible for the college payment plan. Student accounts must be in good standing to enroll in the next semester. Senior year student accounts must be paid in full prior to being seated for the final class.

Non-degree seeking student accounts must be paid in full prior to the beginning of the first course in which the student is enrolled. Failure to pay the balance in full, or to be enrolled in the Advanced Educational Service payment plan by the deadline, will result in the student being administratively withdrawn from classes and suspended from access to campus facilities and other college services.

Employer reimbursement for tuition and fees will require appropriate documentation from the student BEFORE registering for classes (see Financial Aid for details.)

OTHER FINANCIAL INFORMATION AND POLICIES

Printing/Copying Costs - Trinity Campus

Students will be charged for usage of college owned prnters/copiers. Payment will be made through prepaid funds using the Student ID Card.

Independent/Directed Study Fee

A $110 fee is assessed for an approved Independent/Directed Study, which is in addition to the course tuition.

Credit by Demonstrated Competency (CDC)

The College assesses a $95 fee for each credit hour accepted by *demonstrated competency*. A faculty member in the field evaluates a student's work to determine acceptable credits.

Tuition Refund Policy

By registering for classes the student makes a financial commitment to pay all applicable tuition and fees to Trinity College of Florida. The institution relies on student enrollment to determine its budget for an academic year. The College recognizes that occasionally it is necessary for a student to totally withdraw from coursework for a variety of valid reasons. A student who officially withdraws from the College will be entitled to an adjustment on their student account per the schedule listed below.

It is the responsibility of the student to obtain the official withdrawal form from the Registrar's office and to complete that form with all required signatures. An administrative withdrawal fee of $100.00 will be applied to the student account prior to calculation of the refund.

Failure to complete the entire withdrawal process causes the student to forfeit any potential refunds.

The following refund schedule applies to all tuition and student fees, except for the withdrawal fee.

Withdrawal during the drop/add period .... 100% Refund

Withdrawal within 20% of the enrollment period........ 75% Refund

Withdrawal within 40% of the enrollment period........ 50% Refund

Withdrawal within 50% of the enrollment period........ 25% Refund

Withdrawal after 50% of the enrollment period ....No Refund

For other policy clarifications, see Catalog, Page 22.

Return of Title IV Funds

See Catalog, Page 22.

Application Fee

The Application Fee is not refundable.

Payment Plans

1. **Semester Payment Plan** - Student makes payment for tuition and applicable fees for each semester in advance. Payment may be made by credit card or check ($20 fee for returned checks).

2. **Installment Payment Plan** - Trinity College of Florida offers the Advanced Educational Services Payment Plan to assist students in paying educational expenses over equal monthly installments. It is convenient and affordable. A student can choose either direct debit from their bank account, or charge to their credit card for automatic payments. The only cost to participate is a $20 per semester enrollment fee.

3. **Employer Payment Plan** - In cases where a student's employer has agreed to pay the cost of tuition and fees, the student must provide documentation from the employer at or prior to registration. Documentation would need to be on company letterhead or the appropriate company form. The College will submit a list of expenses directly to the employer. The employer must pay the semester charges prior to the start of the second module of that semester.

4. **Employer Reimbursement Plan** - In cases where a student's employer will reimburse tuition costs only upon successful completion of a course or semester, the student must still make advance payment at registration. Students are encouraged to apply for loans and immediately pay down loans upon receipt of reimbursement from their employer.

FINANCIAL ASSISTANCE

Financial Aid Office

Most degree seeking students are eligible to receive financial assistance. Each student is encouraged to apply for financial assistance through the Financial Aid Office. Students should complete all documents required for receiving financial aid at least four weeks prior to the beginning of current semester in order for an award notification letter to be expedited in a timely manner. It is recommended that students apply early and complete their FAFSA after the first of the year, updating it immediately after they have filed their taxes. Some types of aid are limited and priority is given to students who have filed all documented paperwork by March 15th.

Forms to Be Completed

1. Free Application of Federal Student Aid (FAFSA). Go to www.fafsa.ed.gov and complete and submit. **It is highly recommended that students and/ or parents (of a dependent student) use the IRS Data Retrieval Tool to import their tax information into the FAFSA application.** You may need to wait approximately two weeks prior to using the IRS data retrieval tool in order for your information to update to the FAFSA application. You may select WILL FILE and go back in later and update using IRS Data Retrieval Tool. In order to authenticate the FAFSA application, students and their parents must sign the FAFSA with a PIN number. You may register for a PIN at www.pin.ed.gov. *TRINITY'S SCHOOL CODE IS 030282.*

2. Financial Aid Application. (See Note)

3. Other forms as needed to determine eligibility by the Financial Aid Office. (Will notify student by e-mail if additional forms are needed.)

NOTE: All forms can be downloaded at www.trinitycollege.edu, select Financial Aid, select Forms, select Appropriate Form. Complete and return to the financial aid office.

SUBMISSION OF THESE FORMS AS WELL AS OTHERS WILL HELP DETERMINE FINANCIAL AID ELIGIBILITY.
PRIORITY DEADLINE FOR SUBMISSION OF FORMS IS MAY 15th.

Eligibility for Aid

To be considered for financial assistance under the Title IV programs listed below, a student must:

1. Be a citizen or permanent resident of the United States with a high school diploma or its equivalent,

2. Have been accepted as a regular student by the Admissions Office or be currently enrolled as a regular student in a degree-seeking program at Trinity College,

3. Not be in default on a Perkins or Stafford Student Loan, and

4. Not owe a refund on any Title IV financial aid.

To remain eligible for assistance from federal, state, or institution sources, students must maintain satisfactory academic progress as outlined under "Satisfactory Academic Progress." To qualify for any of the programs of financial assistance provided by the U.S. Department of Education, it is necessary for the student to fill out the necessary forms listed under "Forms Needed" in the Financial Aid Office section above. Also there are additional sources of funding, such as VA Benefits or State Rehabilitation and Trinity College's institutional grants and scholarships.

Students desiring not to receive any financial help, or who do not want all aid awarded to them, may decline any or all aid listed on their Trinity College Award Notification Letter. However, students are still responsible for their educational cost.

Grants and Loans

There are many types of aid for which a student may be eligible based on their FAFSA application. Awarding of grants, scholarships, and loans depend upon a variety of factors, primarily the student's demonstrated financial need. Most common forms of federal assistance include the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (SEOG), Federal Work Study, and Loans. There are state programs such as Florida Student Assistance Grant (FSAG), Florida Bright Futures Scholarship Program and Florida Work Experience Program. There are also Trinity College's Institutional Grants and additional sources of funding such as Veteran's Benefits and State Rehabilitation. Most grants, scholarships and loans are applied for when an eligible student fills out the forms listed under forms needed in the Financial Aid Office Section. A student must also sign and return their Award Notification Letter informing the Financial Aid Office they accept the award. Students have the right to accept, deny, and/or adjust any section of the award notification letter. **However, students are still responsible for their educational costs.**

It is recommended by the Financial Aid Office that a student only accept the amount needed to cover their actual cost and therefore limit the amount of loans they *have to pay back. Please compare your statement from the Business Office with your Award Notification Letter to determine your actual need.*

Federal Pell Grant

This grant is provided by the U.S. Department of Education and is based on need. *This is a grant and does not require repayment.* Those receiving a Pell Grant may be eligible for an early refund in order to purchase books. Students may see the Business Office to see if they qualify. Awards are based on financial need and enrollment status.

To apply for a Pell Grant, it is necessary to complete and submit all the forms listed under Financial Aid Office forms needed.

Pell Grants have a Lifetime Eligibility Used (LEU) of 600%. Once a student has reached 600% they have reached their maximum lifetime limit. Please see nslds. ed.gov for Pell eligibility used.

Loans

Although loans are a common source of financing a college education, students should enter into them carefully. The Financial Aid Office recommends that students discuss each loan option with them prior to initial application. Federal law requires all borrowers to complete a Master Promissory Note and to complete an Entrance Counseling Session prior to receiving the first loan and an Exit Counseling Session prior to leaving the College.

Both the Entrance and Exit Counseling Sessions will provide students with their rights and responsibilities. The Department of Education will notify the school when these are complete. For assistance please contact the Financial Aid Office.

You may complete the Master Promissory Note and Entrance Counseling Session at www.studentloans. gov. You will need your FAFSA PIN number to access.

The Department of Education requires students attending Trinity College for the first time and/or first time borrowers to have their loans held for 30 days into the academic year before they are deposited against the student's account. Loans must also be disbursed in two payments. Therefore, the student will receive one disbursement in the fall and one in the spring or for fall only or spring only the student will receive a disbursement in the beginning of the semester and then the disbursement after the 50% mark.

Subsidized Federal Stafford Loan

This program allows the student to borrow money from the Department of Education to help pay for college. A Subsidized Federal Stafford Loan is one in which the U.S. Government pays the interest on the loan while the student is currently enrolled in at least six credit hours in a college. Interest generally does not begin until six months (grace period) after the student has graduated or is not enrolled in a college or drops below half time or six credits; however, starting with July 1, 2012 interest will accrue during the grace period for loans disbursed on or after July 1, 2012.

Eligibility is determined by completing and submitting all the forms listed under Financial Aid Office forms needed, as well as the Loan Request Form which is also located under Forms. You must also complete and submit to the Department of Education the Master Promissory Note and Entrance Counseling Session. (See instructions for completing under *Loans*.)

UnSubsidized Federal Stafford Loan

An Unsubsidized Stafford Loan is one in which the interest is not paid by the U.S. Department of Education under any circumstances. Eligibility is determined by completing and submitting all the forms listed under Financial Aid Office forms needed, as well as the Loan Request Form which is also located under Forms. You must also complete and submit to the Department of Education the Master Promissory Note and Entrance Counseling Session. (See instructions for completing under *Loans*.)

You are limited to the amount you can borrow. It is based on your enrollment status (i.e., freshman, sophomore, Junior and Senior) and your yearly and lifetime aggregate loan limits. To check your aggregate loan limits go to www.nslds.ed.gov. You will need your FAFSA PIN number to access your information.

Federal Parent Plus Loan for Undergraduate Students

This program enables parents of a dependent undergraduate student (usually 24-year-olds and up are considered to be independent) to borrow in order to finance their child's education. Payments will begin within 45-60 days after the loan is fully disbursed. The Parent Plus Loan is limited to parents who do not have an adverse credit history. If the parent is denied a Federal Parent Plus Loan, a dependent student may receive up to $4,000 in additional unsubsidized loans for the academic year.

Veterans' Benefit

Trinity College is approved by the U.S. Government to enable the certified veteran to gain financial supplement for education. Veterans qualify for educational assistance according to their length of military service. Widows and children of veterans who died or were disabled as a result of a service connected injury or disease may also be eligible for educational benefits. Information may be obtained from the Veterans Administration or from a Veterans Service Officer.

Veterans who wish to receive veterans' benefits to cover tuition must submit the Application for Veterans Benefits, along with a copy of their DD214, and follow the instructions given by the Registrar's Office.

Satisfactory Academic Progress (SAP)

According to federal regulations, in order for a student to remain eligible for financial aid, they must maintain Satisfactory Academic Progress. Satisfactory Academic Progress (SAP) is a way to show that students are progressing at a reasonable rate toward achieving their degree.

There are two components of SAP:

1. *Qualitative*: Minimum Cumulative Grade Point average (CGPA)--Maintaining a term and CGPA of 2.0.

2. *Quantitative*: includes both the completion ratio (pace) and the maximum time frame--The completion ratio means maintaining a 67% semester credit hour completion ratio. For example, if the student signed up for 12 credits, they must earn at least 9 credits in order to be in compliance. Nine divided by twelve is 75% (over the minimum 67%). Maximum time frame is completing all required courses and graduating within the 150% maximum time frame. For example, if your degree requires you to complete 120 credit hours, those credits must be completed before the student reaches 180 credit hours. Students cannot take more than 150% of the credit hours required to complete their degree.

Only grades A through D- will be considered as credits completed. SAP will be reviewed at the end of each semester/term.

Financial Aid Warning/Probation/Suspension

Students will be officially evaluated for SAP at the end of each semester. Students will be placed on Financial

Aid Warning if they have not maintained Satisfactory Academic Progress as outlined above for a period of one semester.

Students may receive financial aid during the warning period. If the student does not meet Satisfactory Academic Progress by the end of the warning semester, he/she will be placed on Financial Aid Suspension unless an appeal is **submitted and approved**. During the suspension period the student will be ineligible to receive any Federal, State, or Institutional aid.

If the student chooses to appeal suspension, and it is approved, then the student will be placed on Financial Aid Probation and receive an academic plan. Students on probation will remain eligible to receive financial aid as long as they adhere to their academic plan. If the student fails to adhere to their academic plan, they will be placed on Financial Aid Suspension and will be ineligible to receive financial aid until the above SAP requirements are met. (Note: Some Federal, State, and Institutional programs may have more stringent policies than listed above for Satisfactory Academic Progress.) Financial aid can be reinstated upon meeting the Satisfactory Academic Progress in any subsequent semester, regardless of whether or not the student filed an appeal.

Financial Aid Appeals

Students who have a question about their Financial Aid Suspension have the right to appeal to the Financial Aid Director. This appeal must be made in writing within thirty days after the date of the student's suspension notice. The student must submit a Trinity College SAP Appeal Form, including a detailed explanation of how their circumstances kept them from meeting SAP requirements in the past, and what has changed that will enable them to meet SAP guidelines in the future.

If the student had extenuating circumstances, such as: a medical condition or serious illness, a learning disability, the death of an immediate family member, an involuntary call to active military duty, a documented change in conditions of employment, or other extraordinary/ emergency circumstances (such as natural disasters), the student must provide legitimate documentation to support their explanation along with an appeal form.

Letters from family and friends are not considered legitimate documentation. Appeals submitted without detailed explanation and necessary documentation will not be approved. Successfully submitting an appeal does not guarantee approval, however, not successfully submitting an appeal could lead to continued ineligibility for financial aid. You can download an appeal form from the college website or request from the Financial Aid Office.

The Federal Refund Policy (R2T4)

A statutory schedule is used to determine the *amount of federal funds* a student has earned when he or she ceases attendance based on the period the student was in attendance. When a student determined to be a recipient of a Title IV grant or loan program withdraws from an institution during a payment period or period of enrollment in which the student began attendance, the institution must begin the Title IV Refund (R2T4) process to determine the student's eligibility of Title IV funds based in accordance with the calculations prescribed by regulations.

There are several factors used to determine Title IV Refund (R2T4) calculations: official or unofficial withdrawal date, payment period or period of enrollment, amount of aid that was disbursed, amount of aid that could have been disbursed, percent of Title IV earned, post-withdrawal or late disbursement, institutional cost, amount of Title IV aid to be returned *(if applicable),* time limits, and reporting requirements.

Up through the 60% point in each payment period or period of enrollment, a prorata schedule is used to determine how much *federal funds* the student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the federal funds. Upon the completion of Title IV Refund (R2T4), a school is required to determine if a post-withdrawal disbursement is necessary for funds earned and not disbursed to students and/or parents. Recent regulations state that all withdrawals must undergo Title IV Refund (R2T4) if federal monies apply.

The Federal Refund Policy (R2T4) is very encompassing and this is intended to be an overview of the policies and procedures that govern regulations pertaining to Title IV Refund (R2T4). *For further guidance on Title IV Refund's (R2T4) policies and procedures, please see the reference material found in Volume 5 of the Federal Student Aid Handbook under Withdrawals. You may access a copy in the Financial Aid Office.*

ADMISSION PROCESS

Most applicants can learn of their acceptance status within 3 weeks of beginning the application process. Begin today! The process is quick and easy, only requiring a prospective student to take immediate action on the first three steps of the admission process:

Step 1: Application

<u>Complete</u> an application online at *www.trinitycollege.edu*, or request an application from the Trinity*Quest* Offices (application includes personal references). The application fee is waived if completed online.

Step 2: Free Degree Completion Needs Analysis

<u>Call</u> the Trinity*Quest* Offices to schedule your FREE Degree Completion Needs Analysis (866.526.8575).

Step 3: Transcript

<u>Request</u> all previously attended colleges to send official transcripts directly to Trinity College of Florida. Responses are normally made within 48 hours of a request. If necessary, the Trinity*Quest* Offices are able to assist students in locating contact information.

Step 4: Financial Aid

<u>Complete</u> the financial aid applications:

- Free Application for Federal Student Aid (FAFSA)
- Trinity*Quest* Financial Aid Application (FAA)

ADMISSION REQUIREMENTS

Eligibility for admission into the adult degree completion program is based on the following:

- 24 years of age or older
- 2.0 grade point average (GPA)
- 3 to 5 years of significant work experience
- 24 transferable semester credit hours (recommended minimum)

If assistance is needed in meeting one or more of the criteria, contact the Trinity*Quest* Office.

GRADUATION REQUIREMENTS

To graduate a student must:

I. Complete 123 semester hours acceptable to the College including the following:

  A. 54 hours in the Trinity*Quest* program.

  B. 36 hours in General Education, which include the following requirements:

   1. Fine Arts and Humanities (3 hours). Includes courses in Literature, Biblical Literature, Philosophy, Music, Art and Drama.

   2. English and Literature (6 hours). Two courses in English Composition are required.

   3. Science or Mathematics (3 hours). Includes courses in Biology, Physics, Chemistry, Geology, Astronomy, Environmental Science, College Algebra, Calculus, etc.

   4. Social and Behavioral Science (3 hours). Includes courses in History, Political Science, Economics, Psychology, Cultural Anthropology, Sociology, or other similar courses.

   5. General Education Electives (21 hours). Includes courses from above categories and, in addition, courses in Speech, Critical Thinking, Ethics, Languages, Computer Science, Physical Education, and College Orientation.

  C. 33 hours in Open Electives.

II. Achieve a cumulative GPA of at least 2.0 (on a 4.0 scale) on all Trinity*Quest* course work.

III. Satisfy all financial obligations to the College and be in good standing with the College.

IV. Satisfy Christian Service requirements.

V. Show continued evidence of a consistent, genuine, Christian testimony.

VI. Show continued essential agreement with the Doctrinal Statement of the College.

VII. Be recommended for graduation by the faculty, Vice President for Academic Affairs, and the Board of Trustees.