

# The Vocational Nursing Institute, Inc.

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## Exit Counseling

### **PURPOSE:**

To describe the School's policies for entrance and exit counseling for those students who participate in the Title IV Federal Financial Aid Programs that the school is qualified to provide.

### **POLICY:**

The School Financial Aid Office provides entrance and exit counseling to all students who participate in the Title IV Federal Financial Aid Programs.

### **PROCEDURE:**

1. The Financial Aid Director emails the students prior to classes beginning with detailed instructions on how to complete their required entrance counseling using the federal aid website at [studentloans.gov](http://studentloans.gov). This is done at the latest by day 3 of classes commencing, it is preferred that this is completed 7 business days prior to the first day of class. Financial Aid Director verifies in the third party FAME system that counseling was completed.
2. The Financial Aid Director conducts exit counseling with all federal financial aid students via sending an email to the students requiring them to complete their exit counseling on the government website located at: [studentloans.gov](http://studentloans.gov). This is done prior to the last day of class and is arranged with the Director of the Fed Program. The Financial Aid Director verifies in the third party FAME system that counseling was completed. If the student does not complete their counseling, their certificate for graduation will be held until counseling is completed.
3. The Financial Aid Director may require face to face meetings with students held in one of the classrooms as reserved by the Financial Aid Director for non-compliance. The students are notified ahead of time of the counseling session. The face to face class generally is no longer than one hour in length. This is coordinated with the Fed approved Program Director.
4. The Financial Aid Director receives notification when the student has completed the online loan counseling and prints out the verification for the student's financial aid file. The Financial Aid Director is responsible to ensure 100% compliance ongoing with entrance and exit counseling.
5. If a first time borrower and the student DOES NOT complete the online counseling, then the student will not be able to receive direct loans until such time the counseling has been completed. The Financial Aid office will notify the student in writing of the failure to complete counseling. The financial aid office will require ALL students to complete entrance and exit counseling via [studentloans.gov](http://studentloans.gov).

### **FORMS:**

Entrance Counseling Back Up Contacts for Students  
Loan Counseling handout on how to sign in to [studentloans.gov](http://studentloans.gov)  
Power-point Presentation Handout  
In-Service Sign In sheet