

FALL FASFAA REGION WORKSHOPS

Clock Hours – What are they?

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Frequently asked questions about processing aid for Clock Hour Schools

Clock hour schools can consist of:
Public Career Technical Schools
State Colleges
Community Colleges
Private Career Training Schools
For Profit Colleges



Q: Why is calculating Title IV aid so difficult with clock hour programs?

Answer:

It isn't difficult to calculate Title IV aid for clock hour programs – it is just different.

People used to calculating Title IV aid for credit hour programs have to look at things differently and a change can seem difficult. If you learn to think NO TERMS – and concentrate on hours and weeks, it will be much easier.



Q: What is a clock hour school?

Answer:

- Any clock hour program that is required by State Regulations, Industry requirements or Federal Guidelines to offer programs by clock hours of instruction as compared to semester or credit hours.
- Common Programs offered as clock hours are Licensed Practical Nursing (LPN), Law Enforcement, Industrial Programs such as Welding or Plumbing and Cosmetology
- Referred to as PSAV Programs or ATD programs in State Curriculum
- There are over 200 PSAV -Post Secondary Adult Vocational or ATD - Applied Technology Diploma programs currently available to be offered in Florida as Clock Hour Programs

Q: Do you have terms in a Clock Hour Program?

Answer: There are **NO TERMS** involved with Clock Hour Programs. Payment Periods, SAP calculations, and R2T4 Calculations are all based upon the number of Clock Hours and/or Weeks in a Payment Period. There is no consideration for when a school started a term.



Q. How long does a clock hour program need to be to receive aid?

Answer:

That depends on what type of aid you are trying to pay.

FEDERAL:

- Federal Pell Grant requires 600 clock hours 15 weeks
- Loans – can offer at 300 to 599 hours with special rules or anything over 600 hours 12/13 FSA HDBK Vol. 2, Chapter 1
- FWS, SEOG – 600 clock hours, amt. based on school policy

STATE:

- FWEP – a program at least 450 clock hours
- FSAG – CE & CSDDV– enrolled at least 180 clock hours per term (but we don't have terms?) and 450 hr. program FS 1009.505
- 10% Financial Aid Fee Trust fund for partial or full tuition payment – institutional decision with applicable state statute TITLE XLVIII, Chp. 1009.22 (5)
- Scholarships may vary

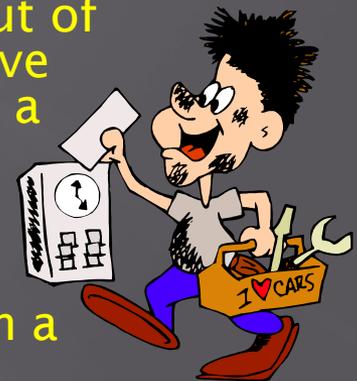
Q: HOW DO YOU MEASURE THE LENGTH OF A CLOCK HOUR?

School must have a system in place to take attendance and track the actual amount of time a student has “butt in seat”

Schools’ responsibility to provide documented seat time in the event of an audit; it could be a teacher attendance record, an electronic clocking in and out of students – but it is the schools responsibility to have actual hours documented when they are paying on a clock hour program.

One Hour is:

- (1) A 50 to 60-minute class, lecture, or recitation in a 60-minute period;
- (2) A 50 to 60-minute faculty supervised laboratory, shop training, or internship in a 60-minute period;
- (3) *Outside hours can not be used* – i.e. you can not state that for every hour in class they do 1 hour of homework and count that hour



Q: How does a Clock Hour School Define their Program Academic Year?

Answer:

In terms of hours and weeks. With the minimum Academic Year (AY) being 900 Clock Hours and 26 Weeks

- * Each program can use the same definition
- * Or each program can use a different definition

Examples:

- * 900 Hours 36 Weeks
- * 1000 Hours 36 Weeks

- * 900 Hours 30 Weeks
- * 1050 Hours 35 Weeks

Q. Since Clock Hour programs do not have terms, how do you know when their payment periods are?

Answer:

Payment periods are based upon the number of hours & weeks in the program and the definition of an academic year. There are two payment periods per award year. If a program is longer than one Academic Year, you must see if the remaining hours are greater than $\frac{1}{2}$ an academic year or less than $\frac{1}{2}$ an academic year. The next slides will show a couple of examples.

Examples of Clock Hour Payment Periods

Ex. 1: AY is 900 hrs./36wks; Program is 900 hrs.../36 wks.

- Pymt Per. 1 = 450 hrs./18 wks., Pymt. Per 2 = 450 hrs./18 wks.

Ex. 2: AY is 900 hrs./36 wks.; Program is 1500 hrs./60 wks.

Yr 1- Pymt Per 1 = 450 hrs./18wks, Pymt. Per 2 = 450/18wks

Yr 2 = 1500 hours - 900 (already paid) = 600 hour/24 wks. left

600 hrs & 24 wks > (1/2 AY) so divide in half

Pymt Per 3 = 300 hrs./12 wks. Pymt Per 4 = 300 hrs./12 wks.

Examples of Clock Hour Payment Periods

Ex. 3: AY is 900 hrs./36 wks.; Program is 1200 hrs./48 wks.

Yr 1- Pymt Per 1 = 450 hrs./18wks, Pymt. Per 2 = 450/18wks

Yr 2 = 1200 hours - 900 (already paid) = 300 hrs./12 wks. left

300 < 450 hrs(1/2 AY) or 12 < 18 wks (1/2AY) only 1 more pymt.

Pymt Per 3 = 300 hrs./12 wks.

If a school has several programs they offer, they will probably have several different payment periods to follow if all of their programs do not have the same number of hours.

This is not difficult to calculate - only different!

Q: HOW DO PAYMENT PERIODS FOR CLOCK HOUR PROGRAMS DIFFER FROM CREDIT HOUR PROGRAMS?

Answer:

There are Three BIG DIFFERENCES

1. For Title IV purposes, Clock Hour Programs have NO TERMS!
2. Clock hour payment periods may not line up with terms for credit-hour programs
3. For Clock hour payment periods the period only ends when the individual student successfully completes the hours and weeks in the pymt period.



Q: HOW DO YOU CALCULATE PELL PAYMENTS FOR CLOCK HOUR PROGRAMS?

- A. You use Pell Formula 4
- B. Always use fulltime Pell payment chart for clock-hour programs
- C. Must be at least $\frac{1}{2}$ time for loan eligibility (which is 12 hrs per wk)

Actual payment calculations will be covered at future FASFAA trainings.

Q: DO CLOCK HOUR PROGRAMS NEED TO BE CONCERNED ABOUT SAP?

Answer:

Of course, if they didn't, every school would offer clock hour programs to make life easier. Clock hour programs define a qualitative (GPA), quantitative (pace of progression) and maximum time frame component.

The difficulty with SAP and clock hour programs is when and how do you measure SAP? When are grades posted and does the timing always correspond with a payment period.

If the clock hour program is one academic year or less, the school must evaluate SAP at the end of each payment period

If program of study is longer than one academic year, school must evaluate at least annually in correspondence with a payment period but can evaluate each payment period.



Q: WHEN IS THE END OF A PAYMENT PERIOD, FOR PURPOSES OF SAP?

Answer:

Schools have three options to choose from and must state in their policy what they are using.

1. Point when the students scheduled clock hours for the payment period have elapsed
2. Point when the student has attended the scheduled clock hours
3. Point when the student successfully completes the scheduled clock hours for that payment period.

**It is important that the school has accurate attendance records to determine when a student hits hours and regular reporting of grades so current grades are available to evaluate.

How do you know last date of attendance when calculating R2T4 with a clock hour program?

Answer:

Clock hour last date of attendance is easy to determine because remember – attendance is required. So for a clock hour program the last date of attendance is the last date you were in class.

When calculating the percentage of Title IV Aid earned you use the scheduled time from the beginning of the pymt. per. through the LDA.

STEP 2: Percentage of Title IV Aid Earned			
Withdrawal date	<input type="text"/> / <input type="text"/> / <input type="text"/>		
H. Determine the percentage of the period completed: Divide the clock hours scheduled to have been completed as of the withdrawal date in the period by the total clock hours in the period.			
<input type="text"/>	÷	<input type="text"/>	= <input type="text"/> . %
Hours scheduled to complete		Total hours in period	

Q. Anything else important about clock hour programs and which payment period they are in?

Answer:

Remember that a student doesn't enter a new payment period until his "time in seat" meets the successful completion of clock hours and weeks in the first payment period. In addition to the time in the seat, the student must be completing the competencies for that period of time to show he/she is progressing.

If your school starts in Aug. and the student should have 450 hours done in December but he had poor attendance, he may not hit his hours in the seat until January 25th or later. Although your school started a new section on January 5 he is not eligible for second payment period until he has successfully completed the hours and weeks in question, regardless of when other students started.

Other things to consider with clock hour programs:

- *When does your school charge tuition and fees? – It probably will not always correspond with a payment period due to attendance*
- *How much tuition will your institution charge at a time? Since payment periods are not always the same length of time it is possible your school may not charge an amount of time equal to a payment period so be careful with charges when calculating R2T4's.*
- *How will you disburse aid if charges don't line up with payment periods? This could impact the "aid to be disbursed" for R2T4.*
- *If your school has smaller components to measure success or completion such as Occupational Completion Points how will they fall within a payment period? OCP's are part of state curriculum definition of a program, but if you include them with part of your SAP definition you need to pay attention to it to ensure students are meeting SAP.*
- *Can a clock hour school break up a payment into installments? Yes, installments can be made to best meet the needs of the student, however, SAP and R2T4 are based on the true payment period not the installments.*

Q. How Can I get more training on Clock Hour Programs?



Look for FASFAA training on Clock Hour Programs and for a clock hour list serve to be hosted on Member Clicks (any volunteers to get it going?)

- ▣ FASFAA Annual Clock Hour Workshop
January 23 – 25, 2013 – Orlando, Florida
- ▣ FASFAA Annual Conference – Clock Hour Sessions
May 21 – 24, 2013 – Bonita Springs, Florida
- ▣ FASFAA Spring Region Workshops - TBA

