

Trinity Quest

Adult & Online Learning

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John Keller
Quest Coordinator



Kenyata Hayes
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Trinity Quest's accelerated degree completion program at Trinity College of Florida equips working adults with an opportunity to return to college and complete a bachelor's degree in two years. The Quest program allows students the flexibility to attend college full time by attending one evening per week or online.

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 with 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 Trinity *Quest* program is designed to meet the needs of adult students, preferred to be at least 24 years of age, with a minimum of 60 transferable college credits. Typically, students are employed full time and are interested in completing their bachelor's degree in evening classes, or online, while continuing their employment. Adults seeking a career change, newly empty nesters, nonclergy, and clergy alike are enrolled in Trinity College of Florida's Trinity *Quest* program. Open enrollment provides opportunity for individuals to begin classes with two start dates in the spring, one in the summer and two in the fall each year. Students attend classes year-round, one night a week on campus or online. 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 three Bachelor of Science degrees with majors:

- Business Organizational Leadership or
Business Organizational Leadership-Church Management Administration Concentration
- Counseling Psychology
- Christian Ministry

Majors are designed to bring a heightened level of professional skills and ministry effectiveness to the workplace. Most applicants can know their acceptance status within a few days of beginning the application process.

Program Structure

Instructional Modules

The Trinity *Quest* Program consists of two semesters and a summer session each year for two years (four regular and two summers). Internships and capstone courses would be 16-week courses in either fall or spring.

Each fall or spring semester would contain two 8-week modules of two classes each module. Summer classes are two classes each session.

Each class would require 127.5 hours of instruction (37.5 hours) and assignments (90 hours) (ABHE requirements). The instruction will take place through 16 hours of meetings for each course as well as an additional 21.5 hours of virtual instruction through the LMS. The 90 hours of work in the content area would be fulfilled through assignments and projects such as reading, research, writing, and practical projects.

Location/Times

Trinity College of Florida campus

Mondays, 6:00 pm - 8:00 pm and 8:00 -10:00 pm

Options for Earning Additional Credits

Students entering the Trinity *Quest* program with fewer than 61 credit hours, or who must still meet general education requirements, may earn credits by taking online courses or Trinity Access referred to as backfill courses. 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, noncredit 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

Defense Activity for Non-Traditional Education Support (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 email address to be used in all correspondence with administration, faculty, staff, and students. Students are responsible for obtaining their own internet service providers and must use their own computer systems (modern internet browsers such as Firefox or Chrome). Students may earn their entire degree online.

Online Course Access and OasisSIS

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.

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.

Additional Information

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. Questions related to Admissions, VA Benefits, or Financial Aid should be directed to the following email addresses:

Quest Admissions: admissions@trinitycollege.edu

Financial Aid: financial.aid@trinitycollege.edu

Registrar: registrar@trinitycollege.edu

VA Benefits: finaid@trinitycollege.edu

Learning Resource Center

Students enjoy access to the Learning Resource Center, located in the Library, including online tutoring and help with the use of OasisSIS, Canvas, Word, and Powerpoint.

Computers

Trinity College students have access to designated computers located inside the Library and in the Learning Resource Center. All computers are equipped with internet access, available to students during posted operational hours on a first come basis.

Disclaimer

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. All addendums will be posted on the Trinity College website once approved.

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.

Grievance Policy *See catalog Grievance Policy page*

Library

The Librarian is available for reference/research assistance for both students and faculty. The library catalog can be searched online through OasisSIS. This is accessible from the Trinity College of Florida website or the library website directly. Electronic resources such as academic databases and e-books are available for all students. These can also be accessed from the Raymond H. Center Library website trinitycollege.edu/library. The library has resources in both print and electronic format to meet the needs of students. In print, the library holds roughly 26,000 volumes and access to over 43 print periodicals. For electronic resources, the library offers multiple databases for academic journals.

For any resources that the library may not have currently, students can receive access to these books and journals through interlibrary loan. Search OCLC's worldwide library catalog through worldcat.org to find available resources that may help with research. These items can be requested from the Librarian and typically delivered within a week or two. The Raymond H. Center library is also a part of the Christian Library Consortium and Association of Christian Librarians groups. This extends its resources available to students exponentially.

Trinity Quest Program Tuition & Fees

Tuition and Fees

- Application Fee \$35.00
- Deposit after Acceptance \$50.00
- *Quest* Tuition (per credit hour) \$510.00
- Online Tuition (per credit hour) \$510.00
- Senior Citizen (65+) Tuition (per credit hour) \$255.00
- Student Fees (per semester) \$95.00
- Online Technology Fees (per course) \$75.00
- Embedded book cost (some online courses) \$50.00
- ACE Fee (some online courses) \$50.00

Other Fees

- Audit (per course) \$210.00
- CDC (per credit hour) \$95.00
- Directed Study Fee \$110.00
- Graduation Fee \$125.00
- Late Graduation Application Fee \$50.00
- Late Registration Fee \$50.00
- Parking Decal (annual) \$25.00

Trinity *Quest* degree-seeking student accounts must be paid in full, or students must have enrolled in a 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 payment plan is available 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. *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.*

Nondegree-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 Tuition Management 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

Printing and copying will be available at the library and the business office. Every black and white copy will cost \$0.10, while every colored copy will cost \$0.25.

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. CDC materials must be submitted at least three months prior to graduation. The evaluation of the material must be turned into the Registrar by the time all graduating grades are due.

Quest Pro Rata 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 electronically. An administrative withdrawal fee of \$100.00 will be applied to the student account prior to calculation of the refund.

The following refund schedule applies to all tuition and student fees, except for the withdrawal fee (module based semesters):

For 16-week course:

Withdraw within drop/add period-100% Refund

Withdraw within two weeks after drop/add period-75% Refund

Withdraw within four weeks after drop/add period-50% Refund

Withdraw within six weeks after drop/add period-25% Refund

Withdrawal after six weeks of the drop/add period-No Refund

For 8-week course:

Withdrawal during the drop/add period-100% Refund

Withdrawal within two weeks after drop/add period-75% Refund

Withdrawal within three weeks after drop/add period-50% Refund

Withdrawal within four weeks after drop/add period-25% Refund

Withdrawal after four weeks after drop/add period-No Refund

For other policy clarifications, see *Catalog, Financial Information Section*.

Return of Title IV Funds, See *Catalog, Financial Information Section*,

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 a 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 \$25 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 for the next academic year by October 1st.

Forms to Be Completed:

1. Completion of the Free Application for Federal Student Aid (FAFSA). Go to studentaid.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.* In order to authenticate the FAFSA application, students and their parents must have a verified FSA ID (user name and password). You can register for your FSA ID at studentaid.ed.gov/sa/fafsa/filling-out/fsaid

TRINITY'S SCHOOL CODE IS 030282.

2. 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 through the Financial Aid Portal. 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 January 1st.

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 Federal Student Loan
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.

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.

Types of Aid

There are many types of aid for which a student may be eligible based on the FAFSA. Awarding of grants, scholarships, and loans depend upon a variety of factors, primarily the student's demonstrated financial need. The 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. A student will receive an award letter directing them to log into their student portal to view their financial aid offers. Through this online portal, students will have the ability to accept, decline, or adjust their award offers. Adjustments can also be made through the Financial Aid Office. Please note that students are still responsible for their educational costs, regardless of any adjustments made to the award offer.

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.

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 studentaid.gov for Pell eligibility used.

Loans

Loans are a common source of financing a college education, and students should enter into them carefully. The Financial Aid Office recommends that students discuss each loan option with them prior to deciding to borrow. 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 and the Exit Counseling Session at studentaid.gov. You will need your FSA ID and password to access the site.

The Department of Education requires students who are 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 disburse evenly across semesters of attendance. Therefore, a student will receive half their loan amount in the fall and the other half in the spring. If a student is attending fall only or spring only, they would

receive one disbursement at the beginning of the semester and the remaining amount halfway through the semester.

Federal Direct Subsidized Loan

This program allows the student to borrow money from the Department of Education to help pay for college. A Federal Direct Subsidized 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 accruing until six months (grace period) after the student has graduated or is not enrolled in a college, or drops below half-time (six credits); however, starting July 1, 2012, interest will accrue during the grace period for loans disbursed on or after July 1, 2012.

You are limited to the amount you can borrow. It is based on your dependency status (dependent or independent), 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 studentaid.gov. You will need your FSA ID and password to access your information.

Eligibility is determined by completing and submitting the FAFSA. You must also complete and submit to the Department of Education the Master Promissory Note and Entrance Counseling Session (see above for directions). (See instructions for completing under LOANS.)

Federal Direct Unsubsidized Loan

A Federal Direct Unsubsidized 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 the FAFSA. 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. The limit is based on your dependency status (dependent or independent), 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 studentaid.gov. You will need your FSA ID and password to access your information.

Funds from Other Sources

Quest Ministerial Grant

TCF will award \$500 per year to any fulltime, paid staff member of a church or missionary. TCF will also match scholarship funds given by the student's church or missions organization; combined church scholarship/TCF matching portion cannot exceed 50% of the student's tuition. The church/organization must pay TCF directly; matching amount will not be applied until payment is received. The TCF match is renewable as long as the student's church/organization is still providing them with the scholarship, up to 150% of the published program length and/or three school years. Status as church staff/missionary must be verified; this award is not stackable with the *Quest* Grant. Any student awarded this grant prior to the 2022-2023 school year can continue receiving it in the amount at which it was initially awarded as long as

they maintain their current level of enrollment. If a student does not enroll or drops below halftime enrollment for one semester, this award can be reinstated for a future semester, but under the new terms instituted beginning with the Fall 2022 semester. The student will only be eligible for 150% of the published program length and/or three school years.

Quest Grant

Based on EFC; must have FAFSA on file

EFC	Per Year
4001-6000	\$500
2001-4000	\$1000
1-2000	\$1500
0	\$2000

This grant is renewable if the student maintains at least a 2.0 cumulative GPA or higher. If student drops below 2.0, they will be given one semester during which to bring their GPA back up to the 2.0 standard. If they do not, then the grant will not be renewed and cannot be regained in any future semesters. Student will only be eligible for 150% of the published program length and/or three school years. This award is not stackable with the *Quest Ministerial Grant*; can stack with the Church Matching Grant and is prorated based on enrollment level. Any student awarded this grant prior to the 2022-2023 school year can continue receiving it in the amount at which it was initially awarded as long as they maintain their current level of enrollment. If a student does not enroll or drops below halftime enrollment for one semester, this award can be reinstated for a future semester, but under the new terms instituted beginning with the Fall 2023 semester. The student will only be eligible for 150% of the published program length and/or 3 school years.

Church Matching Grant

This grant is Awarded to students whose home church is providing them with a scholarship to attend TCF; TCF will match up to \$500 per semester. The church must pay TCF directly; the matching amount will not be applied until payment is received. The grant is renewable as long as the student's church is still providing them with the scholarship. The student will only be eligible for 150% of the published program length and/or three school years. This grant can stack with *Quest Grant* but not *Quest Ministerial Grant*.

Veteran Benefits and State Rehabilitation

Trinity College's VA Certifying officials:

- Karly Dooley, Financial Aid Director
- Corry Moore, Financial Aid Advisor

Trinity College is approved by the Florida State Approving Agency for Veterans' education and training. 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.

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.

The Federal Refund Policy

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 pro rata 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. Additional regulations apply to module based semesters.

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.

A Pending Payment Compliance

Facility Name/Address: Trinity College of Florida, 2430 Welbilt Blvd., Trinity, FL 34655. VA Facility Code: 319B2110.

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:

- Prevent the student's enrollment
- Assess a late penalty fee to the student
- Require the student to secure alternative or additional funding
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the VA Certificate of Eligibility (COE) by the first day of class

- Provide a written request to be certified
- Provide additional information needed to properly certify the enrollment as described in other institutional policies.

Military Tuition Assistance (TA)

Trinity College of Florida is approved to accept Military Tuition Assistance. Students using military tuition assistance should first check with their Education Service Officer (ESO) within their military unit or command for approval.

The Student and Financial Aid

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 cumulative GPA of 2.0 or higher. Cumulative GPA includes transfer work if applicable.
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 nine 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 receive financial aid for 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 by the stated deadline*. During the suspension period the student will be ineligible to receive any Federal or State. Institutional aid is given at the discretion of the college. 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 success plan. Students on probation will remain eligible to receive financial aid as long as they adhere to their academic success plan. If the student fails to adhere to their academic success 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 should 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 may not be considered legitimate documentation. Appeals submitted without detailed explanation and necessary documentation may 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 request a Satisfactory Academic Progress (SAP) appeal form from the Financial Aid Office or download it through the Financial Aid Portal.

The Federal Refund Policy (R2T4)

A statutory schedule is used to determine the amount of federal funds a student who has earned when he or she ceases attendance based on the period the student was in attendance. When a student who is 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

The time for acceptance is determined by an applicant completing all the application steps. (Normally two weeks). Complete an application online trinitycollege.edu/apply-now/

Request Official Transcripts

Degree Completion Needs Analysis is determined once the Registrar receives official transcripts. Step one is to request official transcripts from all previously attended colleges. Official transcripts are to be sent directly to Trinity College of Florida. Once the official transcripts are received, degree completion analysis will be made as soon as possible by the registrar and the academic advisors. For assistance in locating transcripts, contact the Admissions office.

Complete Financial Aid applications

Free Application for Federal Student Aid (FAFSA) studentaid.ed.gov/sa/fafsa/filling-out/fsaid

TRINITY'S SCHOOL CODE IS 030282

Financial Aid Application (FAA)

Admission Requirements

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

- Minimum 2.2 Grade point average (GPA)
- 60 transferable credit hours (meets the requirements of TCF) as follows:

General Education (36 semester hours acceptable to the College)

Fine Arts and Humanities

3

Includes courses in Literature, Biblical Literature, Philosophy, Music, Art, and Drama.

English and Literature

6

Two courses in English Composition are required

General Education requirements continued...

Science or Mathematics

3

Includes courses in Biology, Physics, Chemistry, Geology, Astronomy, Environmental Science, College Algebra, Calculus, etc.

Social and Behavior Science

3

Includes courses in History, Political Science, Economics, Psychology, Cultural Anthropology, Sociology, or other similar courses.

General Education Electives

21

Includes courses from above categories and, in addition, courses in Speech, Critical Thinking, Ethics, Languages, Computer Science, Physical Education, And College Orientation.

Open Electives (24 Semester Hours acceptable to the College.

Graduation Requirements

To graduate a student must:

- I. Complete 121 semester hours acceptable to the College including the following:
 - a. 61 hours in the Trinity Quest program (with at least a 2.0 cumulative grade point average on all Trinity Quest course work)
 - b. 60 transferable credit hours
 - c. 1 credit hour course *Introduction to Quest Program*
- II. Satisfactory completion of the Bible Theology Test and Trinity College assessment evaluations
- 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

Academic Policies (Adding / Dropping / and Class Withdrawal)

Changes in the student's schedule may be made during the Drop/Add Period without penalty. Courses may not be added after the Drop/Add Period.

A completed electronic Drop/Add Form must be submitted within seven days from the semester start date for changes to 16-week semester courses, and an electronic Drop/Add Form must be submitted within five

days from the course start date for 8-week courses. Students may withdraw from a 16-week course with a “VWD” (Voluntary Withdrawal) until the 10th Friday of the semester. Students may voluntarily withdraw from an 8-week course, until the 25th day after the course start date. Class withdrawals will be effective on the date the Registrar’s Office receives the completed Class Withdrawal Form.

A “VWD” will show on a transcript and affect the SAP (Satisfactory Academic Progress) at the College, but it will not affect a student’s GPA. The student will also be responsible for tuition and fees. However, consequences of withdrawing from a course may include:

- 1) Loss of tuition and fees paid for the course,
- 2) Reductions and recalculation of the financial aid award,
- 3) Loss of work-study hours,
- 4) Loss of on-campus housing, and
- 5) Loss of some veterans’ benefits. Once the Withdrawal Period is over, students will earn the grade from all submitted assignments.

School Withdrawal

A *Quest* student who officially withdraws from the College will be entitled to an adjustment based on the *Quest* Pro Rata Tuition Refund Policy. It is the responsibility of the student to request the “School Withdrawal Form” from the Registrar’s office, complete and submit the form.

Christian Service

The Christian Service program involves weekly participation in a specific ministry or community service activity approved by the Vice President for Student Development. Students involved in an internship are excused from Christian Service. Students graduating from Trinity must have at least a “satisfactory” mark in Christian Service for every semester they are enrolled at the College.

Class Attendance

The Adult & Online Learning program is a concentrated accelerated program, requiring full attendance for all campus class sessions. If a situation involving health or work demands cause a rare or unavoidable absence, the following guidelines will apply:

1. Homework assignments for the missed session **MUST** be submitted the following class. In the event the absence occurs the last day of class, the assignment is due within one week.
2. A student will forfeit any grade for class participation, **UNLESS** the instructor provides an optional assignment.

A student will be considered tardy if he/she arrives more than one-half hour late or leaves earlier than one-half hour before the end of class. Two such instances are equivalent to an absence. In the event that a student accumulates an absence in this manner, the above three guidelines will be in effect.

NOTE: If a program schedule conflict is anticipated for a particular module, application may be made for permission to take the course under an Independent/Directed Study if it is not available online.

Student attendance in online courses will be defined as active participation in the course by submitting weekly forum postings, assignments, and responding to classmates and/or the instructor when engaged. Incomplete Courses In case of an emergency, such as a serious illness or death in the family, a student may request a grade of "INC" (incomplete) for a course. In order to do this, a student must complete a Request for Grade of Incomplete Form prior to the end of the course, and it must be approved by the professor and Vice President for Academic Affairs. All work for courses in which an "INC" is given must be completed by the date noted by the instructor. After that time, the "INC" will automatically become a grade of "F".

Cancellation of Classes

In the event classes are canceled due to a natural weather condition or a physical problem at the College, and/or other locations where classes are held (loss of power, flooding, etc.), one of the following options may be exercised by the Associate Dean for Adult Education following discussion and consultation with the Vice President for Academic Affairs:

1. A separate make-up class may be scheduled at the convenience of the class and the professor.
2. An online replacement class session may be scheduled.

NOTE: It is necessary for students to keep their contact information *email and phone* current with the Trinity Quest Office.

Probation, Suspension, Dismissal

Level One Probation

A student whose GPA is below 2.0 the previous semester, and all incoming students who are accepted on probation, will be placed on level one probation for the following semester. This warning status requires the student to improve their academic performance and includes the following conditions for continued enrollment:

- The student must sign a Student Agreement with the Director of Learning Resource Center.
- The student must demonstrate that they are meeting all the course requirements in the weekly meetings with the Learning Resource Center.

Level Two Probation

A student who does not attain a GPA greater than 2.0 while on Level One probation, will be placed on committing to weekly appointments with the Student Learning Center on the main campus and other requirements as stipulated in the Agreement; Level Two Probation the following semester. Students on Level Two probation will have the following stipulations and requirements:

- The student must sign a Student Agreement with the Director of the Learning Resource Center committing to weekly appointments with the Learning Resource Center on the main campus and other requirements 12 credit hours or less.
- No extracurricular activities (sports, student groups, resident assistants, praise band, etc.) will be allowed while on Level Two Probation.

Final Probation

If a student's GPA is below 2.0 for the semester in which they are on Level Two Probation they will be put on Final Probation the following semester. Students on Final Probation must sign a Student Agreement with the Director of the Learning Resource Center (same as Level two Probation) plus the following restrictions:

- Traditional in-seat students can only take six hours and not be allowed to take online courses. Traditional online only students can only take six credit hours.
- No extracurricular activities (sports, student groups, resident assistants, praise band, etc.) will be allowed while on Final Probation.

NOTE: These restrictions may affect the availability of financial aid.

Academic Dismissal

A student whose GPA is below 2.0 for the semester in which they have been on Final Probation will be dismissed for an indefinite period. The student may not apply for readmission for one calendar year and must provide evidence of successful academic performance in another college or university as a part of the readmission process.

Academic Grievance

Any student has the right to file a grievance according to the appropriate procedures listed in the Student Handbook. Decisions of the Academic affairs Committee are final. *(See page)*