



51 U.S. Route 1, Suite K, Scarborough, ME 04074  
1435 Broadway, Bangor, ME 04401  
730 Center St, Suite 6C, Auburn, ME 04210  
(800) 447-1151 | [www.NTINOW.edu](http://www.NTINOW.edu)

## Student Financial Aid and Disbursement Policy

This policy is established in compliance with federal regulations to promote institutional integrity in the administration of federal financial aid programs. Specifically, this policy defines how the institution will disburse funds in such a way that meets federal guidelines.

*Enrolled Hours:* Hours a student is scheduled to attend class.

*Attended Hours:* Hours a student actually attends in class.

*Credit Hours:* Credits that are calculated for each course. Calculation is  $\text{courses hours}/20 = \text{courses credit hours}$ .

*Payment Period:* Is defined as a program that is one academic year or less in length. The first payment period is when a student successfully completes half of the programs required credit hours, along with half of the programs length and hours. The second payment period is when the student completes the remainder of the program. At the time of the second payment period the Director of Financial aid will complete a Satisfactory Academic Progress report and authorize the second disbursement of financial aid if SAP is met. Students who are not making adequate progress and/or attendance will be held to the Satisfactory Academic Progress Policy. Please reference the SAP section on the Consumer Information Guide.

### *Academic Year Definition Per Program:*

- HVAC/R = 900 clock hours and 30 weeks of instruction and 45 FA credits.
- Medical Billing & Coding= 825 clock hours and 33 weeks of instruction and 41.25 FA credits.
- Clinical Medical Assistant= 675 clock hours and 27 weeks of instruction and 33.75 FA credits.
- Cyber Security= 850 clock hours and 34 weeks of instruction and 42.5 FA credits.
- System Technology= 850 clock hours and 34 weeks of instruction and 42.5 FA credits.