

## Admissions Policy

### St. John's College | Santa Fe, New Mexico

This Admissions Policy is used to define the enrollment requirements for individuals who wish to enroll at St. John's College, Santa Fe as a regular student. St. John's College, must adhere to the U.S. Department of Education, New Mexico Higher Education Department and Higher Learning Commission guidelines.

#### GENERAL ADMISSION REQUIREMENTS

St. John's College is an equal opportunity employer and follows the same policies in accepting applications from potential students. St. John's College is open to all students without regard to race, color, religion, age, sex, creed, origin, sexual orientation, disability or marital status. The admission policy is in compliance with the U.S. Department of Education, New Mexico Higher Education Department, Higher Learning Commission, and the Veterans Administration Education Department.

To be eligible for admission the student must meet the following requirements:

- Show ability to read and write English. International Students must also show English Proficiency through one or more of the following: TOEFL, IELTS, Pearson Test of English, or Personal Interview.
- Provide 2 letters of recommendation (preferably from one teacher and one counselor)
- Submit the Common Application or St. John's College application, including a completed writing supplement
- Students must also be able to provide proof of appropriate educational requirements by submitting official proof of completion of one of the following;
  - a high school diploma (this can be from a foreign school if it is equivalent to a U.S. high school diploma);
  - a recognized equivalent of a high school diploma, such as a general educational development (GED) certificate or other state sanctioned test or diploma-equivalency certificate;
  - homeschooling at the secondary level as defined by state law;
- **Homeschooling** - has completed secondary school education in a homeschool setting which qualifies for an exemption from compulsory attendance requirements under state law, if state law does not require a homeschooled student to receive a credential for their education;

- Homeschooled students must include an outline of the homeschool curriculum he/she followed, arranged in chronological order by conventional subject matter, with brief descriptions of the course content and any texts used, including grades or a narrative assessment of the work. The student must complete his or her state homeschool graduation requirements. St. John's will also need documentation of homeschool graduation and/or GED results.
- **Foreign High School diploma or transcript** - Note High school diplomas/transcripts from other countries are acceptable toward the student eligibility general requirement, as long as the diploma is equivalent to a U.S. high school diploma.
- High school transcripts and any college transcripts. This must be accompanied by an English translation of records in other languages.
- **Has completed one of the ability-to-benefit (ATB)** - alternatives and is either currently enrolled in an eligible career pathway program or first enrolled in an eligible postsecondary program prior to July 1, 2012.
- **Recognized equivalents of a high school diploma-** The Department of Education recognizes several equivalents to a high school diploma:
  - A GED certificate;
  - a certificate or other official completion documentation demonstrating that the student has passed a state-authorized examination (such as the Test Assessing Secondary Completion (TASC) the High School Equivalency Test (HiSET), or, in California, the California High School Proficiency Exam (CHSPE) that the state recognizes as the equivalent of a high school diploma (certificates of attendance and/or completion are not included in this qualifying category);
  - an associate's degree;
  - successful completion of at least 60 semester or trimester credit hours or 72 quarter credit hours that does not result in the awarding of an associate's degree, but that is acceptable for full credit toward a bachelor's degree at any institution; or
  - enrollment in a bachelor's degree program where at least 60 semester or trimester credit hours or 72 quarter credit hours have been successfully completed, including credit hours transferred into the bachelor's degree program.
  - for a student who enrolls without completing high school, a transcript indicating the student has excelled in high school or has achieved high scores on the SAT or ACT. The student must no longer be enrolled in high school, and must meet St. John's College's admissions criteria

- Note that merely possessing a certificate of attendance and/or high school completion is not sufficient for a student to be Title IV aid eligible. **Such a certificate may be issued without a student having completed all of the academic graduation requirements, including passing any required examinations.** A state must consider a certificate or high-school-completion-equivalency test as equivalent to a high school diploma in that state in order for it to be considered equivalent to a high school diploma for Title IV aid eligibility purposes

### **AMERICANS WITH DISABILITIES ACT OF 1990**

The school complies with the Americans with Disabilities Act of 1990 and is wheelchair accessible. If enrolled under training with a government agency, institution district, and/or other entity, students must meet the admission requirements set out in the training agreement and/or applicable state licensing or certifications requirements. \*Students may not be accepted for enrollment if they cannot prove credit worthiness.

### **FINANCIAL ARRANGEMENTS**

Student(s) who plan to apply for Federal Student Aid must work with the Financial Aid Office in regards to completing the Financial Aid Process and sign an official aid award. All students must make financial arrangements, including paying any remaining balance, prior to enrolling at the college.

### **ENROLLMENT REQUIREMENTS**

Prior to admission the prospective student is given a student handbook, enrollment forms, and other registration documents, in either physical or electronic format, which they are required to read, understand and sign.

### **ATTENDANCE AND ACADEMIC REQUIREMENT**

An explanation on attendance and academic requirement will be given to the prospective student and how those requirements can affect the student's satisfactory performance requirements. The prospective student will be informed that attendance hours may be withheld for non-payment of tuition.

A staff member or instructor will give the prospective student a tour of the school facilities. Any questions from the prospective student will be answered truthfully, promptly and in sufficient detail to eliminate confusion.

## **Admissions Process**

- Complete the application process
- Optional visit to campus
- Optional application for Federal Student Aid (or International Student Aid)
- Submit the \$300 deposit
- Complete the Registration documents.
- Pay the balance of tuition.

### **HOW ELIGIBILITY IS DETERMINED FOR TITLE IV, HEA**

To be eligible to receive Federal Student Aid, you will need to:

1. Qualify to obtain a college or career school education, either by having a high school diploma or General Educational Development (GED) certificate, or by completing a high school education in a homeschool setting approved under state law.
2. Be enrolled or accepted for enrollment as a regular student in an eligible degree or certificate program.
3. Be registered with Selective Service, if you are a male (you must register between the ages of 18 and 25).
4. Men exempted from the requirement to register include;
  - Males currently in the armed services and on active duty (this exception does not apply to members of the Reserve and National Guard who are not on active duty);
  - Males who are not yet 18 at the time that they complete their application (an update is not required during the year, even if a student turns 18 after completing the application);
  - Males born before 1960;
  - Citizens of the Republic of Palau, the Republic of the Marshall Islands, or the Federated States of Micronesia\*;
  - Noncitizens that first entered the U.S. as lawful non-immigrants on a valid visa and remained in the U.S. on the terms of that visa until after they turned 26.
  - Students who have questions about Selective Service registration may contact the Selective Service at 1-(847)-688-6888.
5. Have a valid Social Security number unless you are from the Republic of the Marshall Islands, Federated States of Micronesia, or the Republic of Palau.

6. Completed a FAFSA and the school must have a current ISIR to start the initial eligibility process.
7. Sign certifying statements on the **FAFSA** stating that:
  - you are not in default on a federal student loan
  - do not owe a refund on a federal *grant*
  - Sign the required statement that you will use federal student aid only for educational purposes
8. Maintain **satisfactory academic progress (SAP)** while you are attending college or a career school.
9. Be enrolled at least halftime to receive assistance from the Direct Loan Program.
10. The Pell Grant program does not require half time enrollment, but the student enrollment status does affect the amount of Pell a student may receive. A student may receive Pell for a total of 12 payment periods or 600%. Once the student has reached this limit, no further Pell may be received.

**In addition, you must meet one of the following:**

1. Be a U.S. CITIZEN or U.S. NATIONAL
  - a. You are a U.S. citizen if you were born in the United States or certain U.S. territories, if you were born abroad to parents who are U.S. citizens, or if you have obtained citizenship status through naturalization. If you were born in American Samoa or Swains Island, then you are a U.S. national.
2. Have a GREEN CARD
  - a. You are eligible if you have a Form I-551, I-151, or I-551C, also known as a green card, showing you are a U.S. permanent resident.
3. Have an ARRIVAL-DEPARTURE RECORD
  - a. You're Arrival-Departure Record (I-94) from U.S. Citizenship and Immigration Services must show one of the following:
  - b. Refugee
  - c. Asylum Granted
  - d. Cuban-Haitian Entrant (Status Pending)
  - e. Conditional Entrant (valid only if issued before April 1, 1980)
  - f. Parolee
4. Have BATTERED IMMIGRANT STATUS
  - a. You are designated as a "battered immigrant-qualified alien" if you are a victim of

abuse by your citizen or permanent resident spouse, or you are the child of a person designated as such under the Violence Against Women Act.

5. Have a T-VISA
  - a. You are eligible if you have a T-visa or a parent with a T-1 visa.
6. **U-Visa holders** are not designated as qualified aliens under the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA), and are therefore not eligible for Title IV, HEA program funds. However, U-Visa holders may convert to lawful permanent resident (LPR) status after they have physically been present in the United States for a continuous period of at least three years after the date of admission given on their U-Visa.
  - a. Once LPR status has been granted, the holder of LPR status becomes a qualified alien under the PRWORA (see above), and thus potentially eligible for Title IV, HEA funds (assuming they meet all other eligibility requirements, for example, being enrolled as a regular student in an eligible program, having a high-school diploma or its recognized equivalent, having a Social Security number.

## **VETERANS BENEFITS/OTHER FUNDING SOURCES**

Selected programs of study at St. John's College is approved by the New Mexico Veterans Commission (NMVC) for enrollment of those eligible to receive benefits under Section 3676, Chapters 30 or 32, Title 38. The determination for NMVC funds are made directly through the New Mexico Veteran's Commission. Additional funding may be obtained for eligible candidates through many different programs including; Department of Assistive and Rehabilitative Services (DARS), and Private Scholarship funds. The determinations for these funds are made through the respective organizations.

## **INCARCERATED APPLICANTS**

A student is considered to be incarcerated if she/he is serving a criminal sentence in a federal, state, or local penitentiary, prison, jail, reformatory, work farm, or similar correctional institution (whether it is operated by the government or a contractor). A student is not considered to be incarcerated if she/he is in a halfway house or home detention or is sentenced to serve only weekends. Our attendance policy specifies that all classed and practical studies are done at the school's physical location; therefore, incarcerated students are not eligible for admissions.

## **CONVICTION FOR POSSESSION OR SALE OF ILLEGAL DRUGS**

- A Federal or state drug conviction can disqualify a student for FSA funds. The student self-certifies in applying for aid that he/she is eligible for by using the FAFSA. St. John's College is not required to confirm this unless there is evidence of conflicting information.

- Convictions only count against a student for aid eligibility purposes (FAFSA question 23c) if they were for an offense that occurred during a period of enrollment for which the student was receiving federal student aid—they do not count if the offense was not during such a period, unless the student was denied federal benefits for drug trafficking by a federal or state judge. Also, a conviction that was reversed, set aside, or removed from the student's record does not count, nor does one received when she was a juvenile, unless she was tried as an adult
- The chart below illustrates the period of ineligibility for FSA funds, depending on whether the conviction was for sale or possession and whether the student had previous offenses. (A conviction for the sale of drugs includes conviction for conspiring to sell drugs)

	Possession of illegal drugs	Sale of illegal drugs
<b>1st Offense</b>	1 year from date of conviction	2 year from date of conviction
<b>2nd Offense</b>	2 year from date of conviction	Indefinite period
<b>3+ Offense</b>	Indefinite period	

- If the student was convicted of both possessing and selling illegal drugs, and the periods of ineligibility are different, the student will be ineligible for the longer period. Schools must provide each student who becomes ineligible for FSA funds due to a drug conviction a clear and conspicuous written notice of his loss of eligibility and the methods whereby he can become eligible again.
- A student regains eligibility the day after the period of ineligibility ends (i.e., for a 1st or 2nd offense); or when he or she successfully completes a qualified drug rehabilitation program that includes passing two unannounced drug tests given by such a program. Further drug convictions will make him ineligible again
- When a student regains eligibility during the award year, the institute may award Pell and/or Loan for the current payment period.
- A student regains eligibility the day after the period of ineligibility ends (i.e., for a 1st or 2nd offense); or when he or she successfully completes a qualified drug rehabilitation program that includes passing two unannounced drug tests given by such a program. Further drug convictions will make him ineligible again.

Students denied eligibility for an indefinite period can regain eligibility after completing any of the following options:

1. Successfully completing a rehabilitation program, as described below, which includes passing two unannounced drug tests from such a program);

2. Having the conviction reversed, set aside, or removed from the student's record so that fewer than two convictions for sale or three convictions for possession remain on the record; or
3. Successfully completing two unannounced drug tests which are part of a rehab program (the student does not need to complete the rest of the program).

In such cases, the nature and dates of the remaining convictions will determine when the student regains eligibility. It is the student's responsibility to certify to you that she has successfully completed the rehabilitation program; as with the conviction question on the FAFSA, you are not required to confirm the reported information unless you have conflicting information.

Upon receipt of all required documents and in good order, the prospective student is eligible to enroll in the school. When all admissions criteria and requirements are met, the prospective student is given the date of the next class. The prospective student is asked to bring their Student Permit Fee, if applicable, a color photo of them-selves. The first day of class will include financial aid and academic orientation, in which the students will sign their enrollment contract, student permit from and additional required paperwork.

### **REQUIRED DOCUMENTATION (PROVIDED BY SCHOOL)**

This is a list of required documentation provided to the student during enrollment and orientation, either physically or electronically;

- Deposit Agreement
- Health Forms
- Housing Contract
- Financial Responsibility Agreement
- Pre-Registration Form
- Disclosure to Parents Form (FERPA)
- Campus Consumer Crime Report (Cleary) Statistics information
- Student Handbook
- Consumer information

## Verification Policy and Procedures

When you complete the Free Application for Federal Student Aid (FAFSA) you may be selected by the U.S. Department of Education or by St. John's College for review in a process called *verification*. The student will be placed in one of the **three Verification Tracking Groups: V1, V4 & V5 (explained below)**

As part of this process, the student must submit supporting documentation to the Financial Aid Office. *These supporting documents and items being verified may include, but are not limited to:*

- IRS tax transcripts from the preceding tax year
- Verification of untaxed income and benefits
- Verification form to determine family size
- Number of family members attending college

**Each student selected for verification will be notified in writing** of the documentation that must be submitted. During the verification process the Financial Aid Office will contact you by telephone, email or mail if clarification is needed on any of the data reported on the FAFSA. If corrections to your FAFSA are necessary, the Financial Aid Office will submit them to the U.S. Department of Education. The student will receive a corrected copy of the Student Aid Report (SAR) for review. Your financial aid award is subject to change if verification results in a change to your Expected Family Contribution (EFC). If your Title IV aid amounts change as a result of verification you will be notified by email or mail and may also view your award on the MySJC web portal.

**Upon receiving notification that you were selected for verification** you should submit all requested documents to the Financial Aid Office as soon as you can. Students who have been selected for verification may receive an award letter, however, disbursement of your financial aid to the Student Accounts office will not be processed until all requested documents are received and reviewed by the Financial Aid Office.

**Verifications are completed in date order**, meaning that the earlier your completed verification documents are received, the sooner your financial aid award can be completed. Verifications are typically completed within 14 working days from the receipt date of all required documentation.

Contact the Financial Aid Office at (505) 984-6058 if you have any questions regarding verification or any other aspect of the financial aid process.

**Can I submit a personal copy of my federal tax return?**

No. Schools are no longer allowed to accept a personal copy of the federal tax return from the student or parents (if required) for verification purposes. Either a tax transcript from the IRS or your FAFSA filed using the IRS Data Retrieval Tool are the only two ways to verify tax data. If you do not, or cannot use the IRS Data Retrieval Tool, you will be required to obtain a tax transcript from the IRS.

**How do I request an IRS tax transcript?**

There are a few ways to get an IRS tax transcript: online at: [www.irs.gov](http://www.irs.gov), calling 1-800-908-9946, or by submitting Form 4506T-EZ by mail or fax. These forms can be printed from the IRS website.

**VERIFICATION GROUPS / FAFSA INFORMATION REQUIRED FOR VERIFICATION**

**V1 Standard Verification Group**

***Tax Filers***

- Adjusted Gross Income
- U.S. Income Tax Paid
- Untaxed Portions of IRA Distributions
- Untaxed Portions of Pensions
- IRS Deductions and Payments
- Tax Exempt Interest Income
- Education Credits
- Number of Household Members
- Number in College

***Non-Tax Filers***

- Income Earned from Work
- Number of Household Members
- Number in College

#### **V4 Custom Verification Group**

- High School Completion Status
- Identity/Statement of Educational Purpose

#### **V5 Aggregate Verification Group**

- High School Completion Status
- Identity/Statement of Educational Purpose

#### ***Tax Filers***

- Adjusted Gross Income
- U.S. Income Tax Paid
- Untaxed Portions of IRA Distributions
- Untaxed Portions of Pensions
- IRS Deductions and Payments
- Tax Exempt Interest Income
- Education Credits
- Number of Household Members
- Number in College

#### ***Non-Tax Filers***

- Income Earned from Work
- Number of Household Members
- Number in College

### **FACILITIES/ SERVICES FOR STUDENT WITH DISABILITIES**

The school complies with the Americans with Disabilities Act of 1990 and is wheelchair accessible. The school will provide reasonable modifications and/or accommodations for students with disabilities depending on the student's need.

If you are interested in attending St. John's College but are in need of accommodations, you should submit the Accommodations Form and schedule an appointment with the Assistant Dean and the Executive Director of Student Life. At this meeting, we will discuss the nature of the reported disability and its impact on learning. We will also discuss the process of receiving reasonable accommodations at St. John's College and the types of accommodations available.

Please bring copies of current documentation of a disability to this meeting.

Documentation must be provided by a medical expert within the last three years and include:

- a diagnosis of the disability;
- how the diagnosis was determined (what tests were given and the results); and
- A clinical summary, which includes an assessment of how the disability will impact the individual in a college environment and what accommodations are recommended.

Upon completion of the initial meeting, a formal request for the accommodation must be submitted in writing to the school. The school will respond to the request prior to enrollment. The initial meeting, formal request, and response from the school must take place prior to the pre-enrollment process.

**Note:** In order to be eligible for Title IV, HEA funding, you must be able to benefit from the reasonable accommodations.

### **CONTACT INFORMATION FOR ASSISTANCE IN OBTAINING INSTITUTIONAL OR FINANCIAL AID INFORMATION**

Disclosure Requirement: Made available through appropriate publications, mailings, or electronic media

**HEA Sec 485(a) (1)-(2), 20 U.S.C. 1092 (a) (1)-(2). Not changed by HEOA 34 C.F.R. 668.41 (a) – (d); 668.43 revised August 21, 2009 NPRM (revised 34 CFR 668, 43 added 34 CFR 668.231)**

Each institution must make available to prospective and enrolled students information regarding how and where to contact individuals designated to assist enrolled or prospective students in obtaining the institutional or financial aid information required to be disclosed under HEA Sec. 485(a). This information is posted on St. John's College website ([sjc.edu](http://sjc.edu)) and can be found in the student catalog. Paper copies are available upon request.

### **INSTITUTIONAL CONTACT INFORMATION**

**Name:** Darlene Sandoval, Director of Financial Aid  
Lara Barela, Associate Director of Financial Aid

**Office hours:** Monday–Friday, 9 a.m.–12 p.m. and 1–5 p.m.

**Phone number:** 505-984-6058

**Email:** [santafe.financialaid@sjc.edu](mailto:santafe.financialaid@sjc.edu)