

## Rights and Responsibilities of Financial Aid Recipients at Calumet College of St. Joseph

### APPLICATION PROCESS

To be considered each year for federal, state or institutional aid, students must:

- Be academically eligible for enrollment at the College
- Be degree-seeking and enrolled in an eligible program
- Complete the Free Application for Federal Student Aid (FAFSA). The State of Indiana requires the FAFSA to be completed before March 10 for state awards, which are described below
- Supply all required verification documents to the Office of Financial Aid
- Not be in default on any federal loan or owe a refund on any federal or state grant made under the Title IV higher Education Act of 1965 as amended at any institution. (For more information on rehabilitating a defaulted loan or paying an overpayment, contact the Office of Financial Aid.)
- Be a U.S. citizen or eligible non-citizen and be making satisfactory academic progress as defined by the College and the U.S. Department of Education. (The Satisfactory Academic Progress Policy is explained below.)

If the student is concurrently attending another institution, staff in the Office of Financial Aid must be informed.

Students are encouraged to apply as early as possible in order to ensure that their financial aid packages are sufficient. The U.S. Department of Education encourages the use of their Internet products, "FAFSA ON THE WEB." It is available at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The application requires the College's school code, which is **001834**. There is no charge for filing the FAFSA. This is the **only** website that should be used for this purpose. Other websites are privately owned and charge fees for processing FAFSA forms.

### VERIFICATION

Federal student aid regulations require that the Office of Financial Aid verify data provided by the student on their FAFSA and adjust or cancel awards accordingly. It is important to respond to all requests for information in a timely manner. Students are selected for verification either by the Federal Processor or the institution.

The effectiveness of the federal student aid programs depends on the accuracy of the data reported by students. It directly affects the eligibility of millions of applications for these programs. Because of this the Central Processing System (CPS) follows procedures

established by federal regulations to select students for a process called verification. Calumet College of St. Joseph also has the right to select applications to be verified in addition to those selected by the CPS.

**If the student is selected for verification, we are required to check the information the student reported on the FAFSA, usually by requesting a copy of signed federal tax returns filed by the student, if applicable, by the student's parent(s) or spouse, along with other documents as identified by Calumet College of St. Joseph.**

### **LOAN ENTRANCE COUNSELING**

**If you have not previously received a Direct Subsidized Stafford Loan or Direct Unsubsidized Stafford Loan at Calumet College of St. Joseph, you must complete entrance counseling before Calumet College of St. Joseph can make the first disbursement of your loan. This counseling helps you understand your responsibilities regarding your loan.**

Loan Entrance Counseling can be completed at [www.studentloans.gov](http://www.studentloans.gov)

Note: Parent Direct PLUS Loan borrowers are not required to complete entrance counseling.

### **MASTER PROMISSORY NOTE (MPN)**

**To take out a Direct Loan for the first time, you must complete a Master Promissory Note (MPN). The MPN is a legal document in which you promise to repay your loan(s) and any accrued interest and fees to the Department of Education. It also explains the terms and conditions of your loan(s).**

To complete an MPN online, you will be required to use your Department of Education-issued PIN.

In most cases, once you have submitted the MPN and it is accepted, you will not have to fill out a new MPN for future loans you receive within the next 10 years.

If you are applying for a Direct Parent PLUS loan for the first time, as a parent of a dependent student you will need to complete and sign a PLUS MPN that is separate from the one that you may have used for your Direct Subsidized Stafford Loan and Direct Unsubsidized Stafford Loan.

Your MPN can be completed at [www.studentloans.gov](http://www.studentloans.gov)

Once your MPN is completed, you will receive a disclosure statement that gives you specific information about any loan that the school plans to disburse under your MPN, including the loan amount, fees, and the expected disbursement date and amounts.

### **LOAN EXIT COUNSELING**

Once you are no longer enrolled at least half- time in an eligible program, you'll receive a 6-month grace period on your Direct Subsidized Stafford Loan and/or Unsubsidized Stafford Loan during which time you are not required to make loan payments. You must begin repayment at the end of your grace period.

**Calumet College of St. Joseph is required to ensure that your receive Exit Counseling before you graduate or withdraw.**

**Loan Exit Counseling can be completed at [www.nslds.ed.gov](http://www.nslds.ed.gov)**

Note: Each and every time a borrower ceases to be enrolled at least half-time, loan exit counseling is required.

### **AWARD NOTIFICATION**

In most cases, a financial aid package is a combination of grants, scholarships, loans, and/or employment benefits. The staff in the Office of Financial Aid are committed to assisting in the completion of all required forms and to meeting financial need as fully as possible given constraints of program regulations and funding availability.

Once your FAFSA is submitted, the Federal Processor will forward your information to the Office of Financial Aid at Calumet College of St. Joseph and you will receive an email notification informing you that your award letter (which shows the types of aid for which you qualify) has been created. If you have been selected for verification, you will also receive a notification informing you of what documentation the Office of Financial Aid needs from you. It is important to submit all documents as soon as possible.

If you would like to accept your student loans, complete a CCSJ on-line loan application ([www.ccsj.edu/finaid](http://www.ccsj.edu/finaid): select the *Apply for a Loan* link on the right-hand side of the screen; on the next page you will select *Apply for a Stafford Loan*). New CCSJ borrowers should complete the section for *New Borrowers at Calumet College of St. Joseph*.

CCSJ begins notifying students of their aid eligibility in the spring for the following academic year. In order to receive an award notification, the student must be admitted to Calumet College of St. Joseph as a degree-seeking student in an aid eligible program. The packaging of financial aid occurs on a weekly basis as financial aid files become complete and aid eligibility is determined.

Awards are reviewed and adjusted (+/-), if necessary, throughout the semester based on a student's change in enrollment status and aid eligibility. Also, Indiana State Aid awards are reviewed and adjusted based on the student's enrollment at any point up until the end of the 4<sup>th</sup> week of classes.

### **OUTSIDE (PRIVATE) AWARDS**

The total amount of a student's financial aid may not exceed their calculated cost of attendance. Therefore, **all private scholarships or other resources received by the student from private sources must be reported to the Office of Financial Aid. The student's financial aid eligibility will then be reviewed and adjusted accordingly.**

### **FINANCIAL STATUS CHANGES (SPECIAL CIRCUMSTANCES APPEAL)**

The Higher Education Act and associated federal regulations give financial aid administrators the authority to make adjustments to an individual student's federal aid application based upon special circumstances within the household. The Calumet College of St. Joseph Office of Financial Aid will review and, when appropriate, make adjustments to a student's institutional, state and federal aid when a student, spouse, or parent have demonstrated a decrease in income for a particular year. We reserve the right to delay review until the end of the calendar year on any appeal where reasonable projections cannot be made.

### **SATISFACTORY ACADEMIC PROGRESS**

Federal legislation governing all federal financial aid programs requires that students receiving federal financial aid make satisfactory academic progress (SAP) towards a degree in order to maintain eligibility for this aid. It is the policy of Calumet College of St. Joseph that all recipients of all financial aid programs, including state and institutionally funded programs, are subject to the same satisfactory academic progress standards as those for federal financial aid.

Satisfactory academic progress at CCSJ is monitored at the end of each semester. The Minimum Grade Point Average (GPA) Standard, Percentage of Credits Completed Standard, and Maximum Time Frame Standard are reviewed based on all classes in all semesters taken at CCSJ, and all accepted transfer credits from regionally accredited colleges and universities. (Please note: SAP standards are the *minimum* criteria for maintaining financial aid eligibility. Certain forms of financial aid may carry other requirements for renewal.)

**Minimum Grade point Average Standard**

You must maintain a minimum cumulative GPA of 2.0 while enrolled at CCSJ. Minimum cumulative GPA includes GPA from accepted transfer credits, as well as grades received while enrolled at CCSJ. Cumulative GPA will be monitored at the end of each term.

**Percentage of Credits Completed Standard**

You must successfully complete (with a grade of “D” or above) at least 67% of all credits attempted while enrolled at CCSJ. All transfer hours accepted are also included in the calculation of hours completed and hours attempted. Cumulative credits attempted and completed will be monitored at the end of each term.

**Maximum Time Frame Standard**

You are expected to complete all academic requirements for your degree within 150 percent of the published length of the educational program in which you are enrolled. Accepted transfer credit hours are included in the calculation of the Maximum Time Frame Standard.

If, at the end of a given term, you have failed to meet the GPA or credits completed standard, you will be placed on financial aid warning.

If your financial aid has been suspended due to not meeting the SAP standards after your financial aid warning term, you have the right to appeal your financial aid status by submitting an electronic appeal form to the Office of Financial Aid.

Please note: You are limited to a maximum of two financial aid appeals while enrolled at CCSJ.

A full review of the CCSJ SAP Policy is available online (<http://www.ccsj.edu/finaid/sap.html>)

**CONFIDENTIALITY**

All student records housed in the Office of Financial aid are protected under the Family Educational Rights and Privacy Act.

## **CHANGES IN ENROLLMENT**

Changes in enrollment may result in a revised financial aid award. You must notify the Office of Financial Aid immediately if there is a change in your enrollment, should you stop attending classes, or should you drop below a half-time status (less than 6 credit hours if an undergraduate student or less than 4 credit hours if a graduate student.) **Note: Students who have received a refund whose aid eligibility changes due to a change in enrollment may be required to return part or all of their refund.**

## **PAYMENT OF TUITION & FEES**

Students have primary responsibility for paying their bill for tuition and fees before the payment deadline date each semester and knowing the status of their account. Payment can be made using financial aid funds and/or personal funds, or through participation in a payment plan arranged with the Business Office.

## **REFUNDS**

Students with refundable financial aid greater than the student's total bill will be issued a refund. Financial aid will be disbursed to student accounts 30 days after the start of the semester and refunds will be issued the following week in the Business Office.

**Note: Students who have received a refund and whose aid changes due to a change in enrollment or eligibility, may be required to return all or part of their refund.**

## **REPAYMENT OF UNEARNED FINANCIAL AID**

**Important:** If a student fully withdraws, discontinues attendance, or drops all classes, the Office of Financial Aid will determine the amount of financial aid that was earned and the amount that was unearned. The student will be notified if they are responsible for repaying any part of the unearned financial aid.

**Note:** Students withdrawing from all of their classes after the 60% point of the semester are not required to repay any part of their unearned financial aid.