

# Heidelberg University 2018-2019 Supplemental Financial Aid Information

## RESPONSIBILITIES OF YOUR AWARD

The following is a list of important responsibilities and obligations of your financial aid award. Read carefully.

1. Full time students must be registered for 12 credit hours per semester and ATTEND class to receive funds from all sources.
2. You must notify the Financial Aid Office if you drop below full-time at any point during the semester.
3. You must maintain Satisfactory Academic Progress (SAP) by successfully completing 67% of all courses attempted and achieving a 2.0 gpa by the end of your sophomore year. SAP is monitored annually by the Financial Aid Office. It is also the student's responsibility to monitor their own progress.
4. You are required to notify the Financial Aid Office of any scholarships you receive from other sources (i.e. high school).
5. If you withdraw from the university before 60% of the semester is completed, the Federal Refund Policy will be used to determine adjustments in your tuition, room, board, and fee charges as well as financial aid.
6. You should check your campus mailbox and Heidelberg email account regularly for information from our office.
7. Keep your mailing address current on OASIS.

**Heidelberg University reserves the right to adjust awards as necessary. Awards may be adjusted for the following reasons:**

1. If your Expected Family Contribution (EFC) plus your financial aid funds exceed the cost of attendance.
2. Administrative or clerical errors which may occur during processing.
3. Errors made by the student or parents in completing the forms.
4. Discrepancies found in reported information during the verification process. Students will be notified of any changes made to award amounts.
5. At the time of the initial award, state and federal appropriations may not have been determined. If legislative bodies fail to provide the amount anticipated, awards could be reduced or canceled.

## TYPES OF FEDERAL STUDENT AID

Grants are funds awarded based upon financial need that do not have to be repaid.

**Federal Pell Grant** is a need-based fund available to undergraduate students.

The expected family contribution (EFC) figure determines eligibility and the amount of the award is based upon a federal table. Amounts range from \$606-5920 for 2017-18.

**Federal Supplemental Educational Opportunity Grants (FSEOG)** are awarded to undergraduate students with exceptional need or the lowest EFCs. Students must be eligible for a Pell Grant. Awards are typically \$500 per year.

The **TEACH Grant** provides up to \$4000 per year to students planning a career in teaching. Students need to have a 3.25 gpa or scored in the upper 75% of an admission test. Student must teach in a high-need field and in a Title I low-income school district for at least four years within eight years after receiving a degree. If the recipient does not carry out the teaching requirement the amount of the TEACH Grants received are treated as an unsubsidized Direct Loan and must be paid with interest. More information is available at [www.teachgrant.ed.gov](http://www.teachgrant.ed.gov).

Loans are borrowed money and must be repaid, with interest. Loans are legal obligations, so before you take out a student loan, think about the amount you'll repay over the years.

The **Federal Perkins Loan** Program is funded by both Heidelberg and the federal government. Students with exceptional financial need in the freshman and sophomore years are awarded the Federal Perkins Loan. Interest is not charged while the student is enrolled at least half-time (6 credit hours per semester). Repayment at 5% interest begins nine months after graduation or termination of a least half-time enrollment. Depending on the amount borrowed, students have up to ten years to repay. Repayment is on a quarterly basis. The student is required to sign a Master Promissory Note, Entrance Interview and Disclosure forms. (This program expired 9/30/2017. No further awards will be made unless Congress reactivates the program.)

**Federal Direct Student Loans** are available to students attending at least half-time (6 credit hours). Students may be eligible to borrow from the subsidized and/or unsubsidized program. You must have financial need to receive a Direct Subsidized Loan. For new loans, both the unsubsidized and subsidized, interest rate is determined annually on July 1st. For the 2017-18 school year the rate is 4.45%. The interest on a Direct Subsidized Loan will be paid by the federal government while the student is enrolled at least half-time. In the Direct Unsubsidized Loan program, financial need is not required. Interest is paid by the student while attending school or can be deferred. Repayment begins following graduation or dropping below half-time attendance. Typical repayment is over a ten year period, but other repayment plans are available depending upon the amount borrowed. First time borrowers must complete their Entrance Counseling and a Master Promissory Note (MPN) at [www.studentloans.gov](http://www.studentloans.gov).

**Direct PLUS Loan for Parents** is a loan option available to parents of dependent undergraduate students. Parents may be eligible to borrow up to the cost of education minus the student's financial aid. Borrowers must not have negative credit history. Repayment begins 60 days after the loan is fully disbursed. Loan repayment can be deferred until after the student graduates or is enrolled less than half time. Depending on the repayment plan, repayment is from 10-25 years. The interest rate is currently a fixed 7% rate. Students whose parents are not eligible for a PLUS may be eligible for additional unsubsidized loan funds of up to \$4000 for freshman and sophomores and \$5000 for juniors and seniors.

*Should you change your mind about borrowing, you have 14 days after the loan funds are disbursed to contact the Financial Aid Office to cancel all or a portion of the loan proceeds from the above listed federal programs.*

**Federal Work Study** provides opportunities for employment to students with financial need. Jobs are on-campus and students are paid minimum wage. Students are not "assigned" a job, but must find their own position according to their interests and schedule. An employment booklet is available at [www.heidelberg.edu/aid/documents](http://www.heidelberg.edu/aid/documents). Students are paid on a monthly basis directly to their bank account. Arrangements can be made for the student to pay the college directly.

**Private Alternative Loans** provide an option for the student or parent to borrow up to the difference between their cost of attendance less financial aid. These non-federal loans are offered through banks and lending institutions, usually have higher interest rates. Student borrowers require a co-signer, credit check and may include application and origination fees. Borrowing limits vary and payment may be deferred while the student is in school. Heidelberg highly recommends that all other financial aid options are exhausted before considering a private loan. A list of lenders can be found at [www.heidelberg.edu/aid/documents](http://www.heidelberg.edu/aid/documents).

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## GENERAL INFORMATION

### Renewing your Financial Aid

All students receiving need-based financial aid must submit the FAFSA each year to determine continued eligibility. Financial aid is renewed annually on the basis of continued financial need, renewal guidelines and satisfactory academic progress. Renewal of aid may be denied or reduced for the following reasons:

disciplinary probation, late application, fraudulent information and reduction in funds the university receives from the state or federal sources.

*Students with scholarship awards requiring a minimum gpa will be evaluated at the end of the year for renewal. Please check your scholarship letter for the required gpa.*

### **Satisfactory Academic Progress (SAP)**

Federal regulations require that we monitor academic progress for financial aid recipients. The maximum time frame in which a student is expected to complete their degree is 6 years or 180 credit hours. Student progress is evaluated yearly at the end of the spring semester. Students must demonstrate measurable progress towards earning a degree by successfully completing at least 67% of all courses attempted. In addition, students must earn a 2.0 grade point average at the end of their sophomore year. Attempted hours include all graded (A,B,C,D,F,FN,P,U,S) and non-graded courses (I, W, WF). Attempted hours also include transfer hours accepted by Heidelberg. To calculate the percentage of credits earned; total all attempted credits and all earned credits, then divide the number of earned credits by the number of attempted.

Total earned/total attempted=percent completed

Students must meet Heidelberg's SAP standards to be eligible for financial aid funds for their next year of enrollment. If standards are not met, students may need to enroll in summer school to improve their Heidelberg cumulative gpa and/or course completion rate. Credit hours can be transferred to help improve the completion percentage, however, to raise the gpa, classes must be taken at Heidelberg. Students have the right to appeal any decision of ineligibility. Appeals must be based upon some unusual situation or condition which prevented the student from successfully completing their classes, such as illness to self or family or death of a close family member. Appeals are granted by the Financial Aid Appeals Committee and are separate from admission, academic or athletic decisions.

### **Study Abroad**

Federal, state and limited institutional funds are available for approved study abroad programs. Contact the Office of International Affairs and Financial Aid Office for information.

### **Verification**

The federal government requires that we confirm the information you reported on your FAFSA. About 30% of our applicants are randomly selected to be verified. A Verification Worksheet must be completed and both student and parent tax filers should use the IRS Data Retrieval Tool on the FAFSA website. Should corrections need to be made to the student's FAFSA information, Heidelberg will submit and a new EFC computed. Any changes to the student's award will be sent either through the mail or via email to the student. Financial aid funding is not finalized nor disbursed until verification is completed.

### **Withdrawal Policy**

The University has a formal withdrawal process. Students wishing to withdraw from Heidelberg must complete a pre-withdrawal interview with the Dean of Student Affairs Office on the 3rd floor of the Campus Center. Students must then talk to a representative from the Financial Aid Office and the Business Office before the withdrawal is official. Students who withdraw prior to completing more than 60% of an enrollment period will have their eligibility for aid recalculated based on the percent of the term completed. This policy governs all Federal grant and loan programs, including Federal Pell Grant, Federal SEOG, Federal Perkins Loan and Federal Direct Loans. The University will use the tuition adjustment percentage for the institution and state fund adjustment. Please contact the Director of Financial Aid with specific questions.

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## **CONSUMER INFORMATION**

### **Outside Scholarships**

Students are encouraged to explore financial sources above and beyond the programs administered through the Financial Aid Office at Heidelberg. If a student is a recipient of an outside scholarship and has received federal financial aid, review of their total award is required. Outside funds will first be applied to the student's unmet financial need. Adjustments to the student's self-help, loans and/or work, will be made before reducing the university grant.

### **Equity in Athletics Disclosure Act**

Information regarding the College's commitment to provide equitable opportunities for men and women students may be requested in the Athletic Office. Heidelberg submits an annual report to the Dept. of Education as required for Title IV Financial Aid eligibility. The results of the report can be found at <http://ope.ed.gov/athletics/>. Heidelberg University is a member of National Collegiate Athletic Association (NCAA) Division III, and the Ohio Athletic Conference

(OAC), and, as such abides by their policies and procedures. A student-athlete may receive financial aid through the established programs for all students at Heidelberg University. Athletic interest and ability is not considered in the formulation of a financial aid award.

### **The Family Rights and Privacy Act (FERPA)**

The Family Rights and Privacy Act of 1974 (commonly referred to as FERPA or the "Buckley Amendment") guarantees a student (1) access to his or her educational record, (2) the right to challenge the accuracy of the record, and (3) the right to limit release of information from the record. Additional information or questions can be directed to the Office of the Registrar.

Heidelberg's policy can be found at: [www.heidelberg.edu/registrar](http://www.heidelberg.edu/registrar).

### **Campus Security Law**

Heidelberg's campus security report may be requested from the Office of Residence Life or can be found on line at the Office of Post Secondary Education Campus Security Statistics Website at: <http://ope.ed.gov/security/>

The Office of Residence Life annually publishes a guide to safety and security in the residence halls, on campus, and surrounding area. It is made available to every student. Students are encouraged to take security issues seriously.

### **Nondiscrimination Policy**

Throughout our history, Heidelberg has been a nondiscriminatory institution. The President appoints an Affirmative Action Council representing the various groups of which the university is comprised. Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in any educational program or activity receiving federal assistance by way of grant, contract or loan. Title IV of the Civil

Rights Act of 1964 is similar in its prohibition of employment discrimination on the basis of sex, religion, color or national origin. Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 prohibit discrimination against qualified individuals with disabilities. Additional information for students can be obtained by contacting the Vice President for Student Affairs on the 3rd floor of the Campus Center or by calling 419.448.2062.

### **Drug-Free Schools and Communities Act**

Heidelberg has adopted and implemented a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees. A Policy Handbook of Substance Abuse is published annually and distributed by the Dean of Students Office.

### **Voter Registration**

In 2000, Congress passed a bill (H.R.6, Section 489b) that requires colleges to make voter registration forms available to their students. Insure you are registered with your local Board of Elections. For Ohio voters, a copy of a voter registration form may be obtained at: <https://olvr.sos.state.oh.us>.

### **Student Right to Know**

In compliance with Section 485 of the Higher Education Act of 1965, as amended by the Student Right-To-Know and Campus Security Act (P.L. 101-542) and the Higher Education Technical Amendments of 1991 (P.L. 102-26), Heidelberg annually publishes graduation rates. This information can be requested through the Office of Registrar or found on line at: [www.heidelberg.edu/registrar](http://www.heidelberg.edu/registrar)

### **Selective Service Registration**

Male students who are 18 years old must be registered with selective service to receive federal aid. Registration forms are available at any post office or you may register on line at: [www.sss.gov](http://www.sss.gov).