



# Financial Aid Information

## Federal Student Aid

As directed by the U.S. Department of Education (<http://ed.gov>), federal funds are allotted to the lowest income families first, but funds are also available for middle and upper-income families.

Financial aid is available for bachelor and master-level students enrolled at least half time in courses that apply to their current degree program. Enrolling in courses for which transfer credit/advanced standing are granted do not apply toward enrollment status. Pell Grant recipients can take as few as one course, but this is not recommended because of time limitations for the degree program.

Financial aid is available for doctoral students enrolled in at least one course that applies to their current degree program.

## Grants

- *Pell Grant* - The Free Application for Federal Student Aid (FAFSA) is used to determine a student's eligibility and amount of grant available. The amount awarded depends upon the number of courses taken up to a maximum of four courses per semester. Availability per semester can depend upon the number of courses taken earlier during the same financial aid year.

If a student qualifies for a grant that does not completely pay for his or her semester costs, the student is responsible for paying the difference before the first official day of the term. A student can apply for a student loan if additional funds are needed.

## Loans

Students may receive Federal Direct Student Loans each semester of attendance. Federal Direct Student Loans allow for repayment after the student graduates or drops below half-time enrollment. These loans include:

- *Subsidized Loans* - Interest on these loans will be paid by the government while the student is in school.
- *Unsubsidized Stafford Loans* - Interest on these loans will be paid by the student. The student can pay the interest while in school (recommended) or allow the interest to roll into the loan, which the student will pay once the repayment period begins.

Loan funds will be transmitted to Faith Theological Seminary, forwarded to the loan recipient's student account, and then refunded to the student if excess funds are available. All loan disbursements to Faith Theological Seminary will occur when the student is classified at a minimum half-time enrollment status.

## **Federal Student Aid Application Process**

Students are encouraged to complete their financial aid application as soon as possible. Please note applicants must be accepted as FTS students and have their financial aid application completed by the application deadline to begin a particular term. Please contact the Financial Aid Advisor for deadline dates. Students who do not have their financial aid complete at the time of registration will assume personal responsibility for payment.

To apply for federal financial aid, applicants must go to [www.FTS.edu](http://www.FTS.edu) and click on Financial Aid under the Admissions tab. This process includes:

1. Gathering documentation needed for completion of forms
2. Completing a Free Application for Federal Student Aid (FAFSA)
3. Completing a Virtual Financial Aid Office (VFAO) Student Interview

The VFAO provides information to the students of their status in the financial aid process after their interview is completed. Students will be contacted via the email they provided on the online interview. If additional verification is required, students will be sent an email with the documentation that must be submitted. The documentation must be scanned and uploaded to the VFAO website. The overall process takes a minimum of two weeks.

## **Verification Procedures**

Some financial aid applicants will be selected for verification, which means they must supply additional information to verify data from their financial aid application. The following requirements apply toward those selected for verification.

- Those students selected for verification by the U. S. Department of Education or Faith Theological Seminary will be required to submit supporting documentation (e.g., IRS tax transcript, W-2, Verification Worksheet, etc.).
- All students selected for verification will be notified in a timely manner and told what supporting documentation is required. At that time the student will be informed of the time parameters and the consequences of not completing the verification cycle. The student will receive notice of the result of the verification process and any other documentation needed. The institution will assist the student in correcting any information that is inaccurate. The institution will use as its reference the most recent Verification Guide supplied by the U. S. Department of Education.
- No federal financial aid will be disbursed prior to the completion of verification.
- If the student receives an overpayment due to inaccurate or conflicting information on any application and refuses to correct the information or repay the federal funds, the institution will refer the case to the U. S. Department of Education for resolution. Unless required by the U. S. Department of Education, no federal financial aid will be disbursed to the student.

## **Entrance/Exit Counseling**

Every student loan applicant must fill out a student loan entrance counseling form, which will be completed during step three of the financial aid application process listed above. The purpose for the application is to educate the applicant on his responsibilities and rights as a loan recipient. If a loan recipient drops below half-time, either quarter-time or completely withdraws, the recipient must fill out an exit counseling form, even if the loan recipient plans to return to FTS in the future. The exit counseling form is a reminder to the loan applicant of his financial obligations.

## **Satisfactory Academic Progress**

All students receiving federal financial aid and tuition assistance must make Satisfactory Academic Progress (SAP) in order to receive aid. SAP is measured both qualitatively and quantitatively.

### **Bachelor and Master Students**

The qualitative aspect entails a student's cumulative grade point average (GPA). The student must have a minimum 2.00 cumulative GPA to be eligible to receive a future financial aid disbursement. If the student's GPA falls below 2.00, he is ineligible for financial aid until his or her GPA meets the minimum requirement.

The quantitative aspect addresses the number of completed classes. The student must complete and receive a grade of D or higher in at least 2/3 (67%) of his or her classes during a financial aid year. For example, if a student enrolls in three classes in the fall semester and three classes in the following spring semester, he must complete and receive a D or higher in at least four of those classes (2/3 of six total classes = four classes). The grades of F, I (Incomplete), WP (Withdrew Passing), and WF (Withdrew Failing), count as non-completion grades and negatively affect the student's completion rate.

When a student fails to complete the required 67% of his classes in a financial aid year, the student will not be eligible to receive a future financial aid disbursement. In order to regain eligibility, a student must enroll in and successfully complete (no withdrawals or F's) at least three classes. These three courses must be the next classes taken after the student lost financial aid eligibility, and there is no time limit on the completion of these classes. A student cannot use financial aid to pay for these courses.

The FTS Financial Aid Office will review the qualitative aspect of a student's SAP at the end of each term and the quantitative aspect at the end of the spring semester of each financial aid year. One exception to this measuring scale is for new students to FTS. If a student is new to FTS, his quantitative and qualitative aspects will be measured each term during his first three terms of attendance. If he fails to meet either of the measurement conditions, then he will be ineligible for financial aid and must regain eligibility or appeal the denial under the same conditions as all other students. If a student fails to make satisfactory academic progress and is consequently denied financial aid, he may submit an appeal (in writing) to the FTS Financial Aid Office. The

appeal should thoroughly explain why the student failed to make SAP and what has changed that will allow the student to make SAP at the next evaluation. If the appeal is granted, the student will be placed on financial aid probation for one term, possibly placed into an academic plan, and be eligible to receive aid. The student's progress will be evaluated at the end of the probationary term. The decision of the Financial Aid Office is final.

## **Doctoral Students**

The same policy stated above for bachelor and master students applies to doctoral students with the following exceptions. Doctoral students must maintain a cumulative GPA of at least 3.00 and only grades of B or higher count as completion grades. Grades of C, D, F, I, WP, or WF, count as non-completion grades and negatively affect the student's completion rate.

## **Return of Title IV Funds Policy (R2T4)**

Faith Theological Seminary, we honor and practice the Department of Education guidelines on administering the Return of Title IV Funds (R2T4) policies.

Return of Title IV policy is when Federal Student Aid is awarded under the assumption that a student will complete course(s) for the entire semester and/or payment period for which the funds were awarded.

### **The return of Title IV funds policy follows these steps:**

#### **Step 1: Student's Title IV information will determine:**

- A) The total amount of Title IV aid disbursed (Not aid that could have been disbursed) for the term/semester in which the student withdrew. A student's Title IV aid is counted as aid disbursed in the calculation if it has been applied to the student's account on or before the date the student withdrew.
- B) The total amount of Title IV aid disbursed plus the Title IV aid that could have been disbursed for the term/semester in which the student withdrew.

#### **Step 2: Percentage of Title IV Aid Earned:**

Business Office will calculate the percentage of Title IV aid earned as follows:

The number of calendar days completed by the student divided by the total number of calendar days in the semester in which the student withdrew. The total number of calendar day in a term/semester shall exclude any scheduled breaks of more than five days.  $\text{Days Attended} \div \text{Days in Enrollment Period/payment period} = \text{Percentage Completed}$  If the calculated percentage exceeds 60%, and then the student has "earned" all the Title IV aid for the enrollment period.

#### **Step 3: Amount of Title IV Aid Earned by the Student Business Office will calculate the amount of Title IV Aid earned as follows:**

The percentage of title IV aid earned (Step 2) multiplied by the total amount of Title IV aid disbursed or that could have been disbursed for the term in which the student withdrew (*Step 1-B*).  $Total\ Aid\ Disbursed \times Percentage\ Completed = Earned\ Aid$

#### **Step 4: Amount of Title IV Aid to be Disbursed or Returned:**

If the aid already disbursed equals the earned aid, no further action is required. • If the aid already disbursed is greater than the earned aid, the difference must be returned to the appropriate Title IV aid program.  $Total\ Disbursed\ Aid - Earned\ Aid = Unearned\ Aid\ to\ be\ Returned$  • If the aid already disbursed is less than the earned aid, the Business Office will calculate a Post Withdrawal Disbursement.

#### **Earned Aid:**

Title IV aid is earned in a prorated manner on a per diem basis (calendar days or clock /credit hours) up to the 60% point in the Term/semester. Title IV aid is viewed as 100% earned after that point in time. In accordance with federal regulations, when Title IV financial aid is involved, the calculated amount of the "R2T4 Funds" is allocated in the following order:

#### **Return of the Title IV Aid, based on the type of aid disbursed, in the following order:**

1. Unsubsidized Federal Direct Loan
2. Subsidized Federal Direct Loan
3. Federal Direct PLUS received on behalf of the student or Federal Direct Grad PLUS Loan
4. Pell Grant
5. SEOG Program Aid
6. Other Title IV Aid Loans must be repaid by the loan borrower (student/parent) as outlined in the terms of the borrower's promissory note. The student's grace period for loan repayments for Federal Unsubsidized and Subsidized Stafford Loans will begin on the day of the withdrawal from Faith Theological Seminary.

The student should contact the lender if he/she has question regarding their grace period or repayment status. It is the Institutional and student responsibility in regard to the Federal Return of Title IV Funds policy.

#### **The Business Office responsibilities in regard to the Return of Title IV funds policy include:**

1. Providing each student with the information given in this policy;
2. Identifying students affected by this policy and completing the Return of Title IV Funds calculation;
3. Informing the student of the result of the Return of title IV Funds calculation and any balance owed to Faith Theological Seminary as a result of a required return of funds;

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4. Returning any unearned Title IV aid that is due to the Title IV programs and, if applicable, notifying the borrower's holder of federal loan funds of the student's withdrawal date;
5. Notifying student and /or Plus borrower of eligibility for a Post-Withdraw Disbursement, if applicable;

## **The student's responsibilities in regard to the Return of Title IV Funds policy include:**

1. becoming familiar with the Return of Title IV Funds policy and how withdrawing from all his courses effects eligibility for Title IV aid;
2. resolving any outstanding balance owed to Faith Theological resulting from a required return of unearned Title IV aid.

## **Post-Withdrawal Disbursements**

In the event a student is eligible for a post-withdrawal disbursement based on the student's budget, awarded financial aid and Title IV funds and R2T4 calculations, a post-withdrawal disbursement must be made only after the following conditions are met.

1. Student and parents were in most cases verbally notified of the availability of post withdrawal disbursements by Financial Aid within one week from the date of R2T4 calculation was performed.
2. Student and parents in most cases verbally notified Financial Aid within a reasonable time indicating their acceptance of available post-withdrawal disbursement amounts. The reasonable time refers to allowing sufficient time to school to process a post-withdrawal disbursement within the deadlines set by the Department of Education.
3. Student has outstanding institutional charges that are due and wants to pay off those charges by applying his/her post-withdrawal disbursement.
4. Student/Parents completed all necessary paperwork related to such post-withdrawal disbursement within a reasonable time.
5. Financial Aid must track the notification and authorization to make the disbursement and meet deadlines as prescribed by Department of Education. A school must process Title IV aid within 120 days from the last day of the enrollment period. The post-withdrawal disbursement must be applied to outstanding institutional charges before being paid directly to the student.

The procedures and policies listed above are subject to change without advance notice by FTS.

## **Loan Repayment**

Once a student graduates or drops below half-time enrollment, a six-month grace period begins. At the conclusion of this grace period, repayment of a student loan begins. Dropping below half-time enrollment at any point in the student's academic history, at FTS or another institution, will deduct from the six-month grace repayment

period. If the student returns to a minimum half-time enrollment before the grace period ends, the grace period is put on hold and the loan may go into deferment. When the cumulative grace period has been exhausted, the loan goes into repayment immediately.

## **Institutional Student Aid**

### **Tuition Discounts**

#### **Senior Citizen Discount**

Students age sixty or older are eligible for a twenty percent tuition discount.

#### **Disability Discount**

Students receiving Supplemental Security Income (SSI) or Social Security Disability Insurance (SSDI) benefits are eligible for a twenty percent tuition discount when documentation is submitted to the Business Office.

#### **Veterans Discount**

Students who have served in the U.S. Armed Forces are eligible for a twenty percent tuition discount when documentation is submitted to the Business Office.

#### **Spouse Discount**

The spouse of a student at Faith Theological Seminary may be eligible to receive a twenty percent tuition discount.

#### **Eligibility & Requirements**

- Must be U.S. Citizens or Permanent Residents
- Must maintain full time student status at Faith Theological Seminary
- Must maintain a 2.0 GPA

