

Financial Aid

University Policy on Financial Aid

The goal of the Office of Financial Aid at NHU is to deliver student aid efficiently and to ensure availability of aid for students who without such assistance would be unable to pursue their educational goals.

Eligibility for financial aid is based on academic merit and financial need. Financial need is the difference between the cost of attending NHU and the Expected Family Contribution (EFC), the amount the student and student's family are expected to contribute toward their education for the current academic year.

All students are encouraged to apply for every available form of aid.

Applying for Financial Aid

To apply for financial aid, the student must:

- Obtain a US Department of Education (DOE) personal identification number (PIN) at www.pin.ed.gov, which serves as the student's electronic signature when completing your online Free Application for Federal Student Aid (FAFSA). Federal Student Aid (FSA) will send an e-mail with the student's PIN information and steps for using the PIN.
- More information and the application are available at <http://www.fafsa.gov>. NHU's school code is 016968.
- Students who need to apply using a paper application, should contact FSA at 1-800-433-3243.

A new application with supporting documents must be filed every academic year a student wishes to receive financial aid and/or scholarship. Additional requirements are needed for students applying for loans.

The following criteria apply to all federal aid programs:

- Be a US citizen or eligible non-citizen
- Be registered for the selective service, if required to do so
- Have a high school diploma or GED, or have successfully completed an *Ability to Benefit Test*
- Be enrolled as a degree-seeking student or enrolled in an eligible certificate program
- Not owe a refund on any federal grant, be in default on a federal student loan, or have borrowed in excess of the loan limits under the Title IV programs at any institution
- Maintain good academic standing in your program and make satisfactory progress toward the degree

During a period of enrollment for which the student is receiving federal student aid, conviction for any offense under any federal or state law involving the possession or sale of illegal drugs will result in the loss of eligibility for any federal student aid.

Financial Aid Deadlines

The Office of Financial Aid processes awards on a rolling basis. It is recommended that students have a complete Financial Aid Application at least four weeks prior to the start of a semester, but students must have a complete Financial Aid Application 30 days prior to the end of the semester in order for

funds to be processed for that semester. A complete Financial Aid Application includes all documents required for the awarding and disbursing of funds. Students must also maintain all federal aid eligibility requirements for the entire semester.

New students: Award notifications will be made to students with completed financial aid files. However, NHU cannot process the student’s financial aid until all official transcripts are received by the Office of Admissions.

The Office of Financial Aid will continue to accept applications, offer awards, and process disbursements in the last 30 days of the semester, but NHU cannot be held responsible if funds are not able to disburse for the semester. Delays can occur that are outside of the control of NHU. For example, a student may not be able to obtain required third-party documentation, such as selective service letters or federal tax returns.

Verification Policy

In accordance with US Department of Education regulations, NHU is required to verify the accuracy of financial aid application information on selected students. Students may be selected randomly or on the basis of predetermined criteria. This selection process occurs at the Department of Education. NHU may also select applications for verification.

Financial aid awards cannot be determined until verification is complete. Failure to complete the verification process by the end of the period of enrollment will result in a student’s inability to utilize federal financial assistance for that period. Students intentionally misreporting information and/or altering documentation for the purpose of increasing aid eligibility or fraudulently obtaining federal funds will be reported to the US Department of Education Office of the Inspector General or to local law enforcement officials.

Enrollment Policy

Undergraduate Students

Financial aid is offered based on the assumption that undergraduate students will be enrolled for 12 units per semester for the entire period of the award. When students enroll for fewer units in a semester, their aid may be adjusted at the end of the add/drop period to reflect their current enrollment status. Students must be enrolled at least half-time to remain eligible for federal student aid.

Graduate Students

Financial aid is offered for most programs based on the assumption that students will be enrolled in at least 6 units per semester for the entire period of the award. When students enroll for fewer units in a semester, their aid may be adjusted at the end of the add/drop period to reflect their current enrollment status. Students must be enrolled at least half-time to remain eligible for federal student aid.

Enrollment Status	Graduate MAED	Teacher Credential and Certificate Translation and Interpretation (TNI)	Undergraduate Students
Full time	6 units per semester	12 or more units per semester	12 or more units per semester
Three-quarter time	n/a	9–11 units per semester	9–11 units per semester
Half-time	3–5 units per semester	6–8 units per semester	6–8 units per semester
Less than half-time	1–2 units per semester	1–5 units per semester	1–5 units per semester

Adjustments to Financial Aid

Federal financial aid is awarded based on an estimate of the student's enrollment. The Office of Financial Aid may have to cancel or reduce financial aid before or after disbursement, based on new information that becomes available. Examples of changes that would require adjustments to aid:

- Student does not begin attendance in any courses
- Pell recipient does not begin attendance in all courses of the semester
- Student withdraws from all courses in the semester (officially or unofficially)
- Receipt of other resources not reported at the time of awarding or disbursement
- Student becomes federally ineligible based on the receipt of updated information from the US Department of Education
- Student does not meet course participation requirements
- Students who enroll in only one course will require an adjustment of federal aid

Financial Aid Disbursement Process and Requests for Excess Funds

Most financial aid is disbursed in two equal payments over the award period.

Students in good standing will have any excess balance in their account returned to them to pay for indirect education expenses. Any time financial aid proceeds credited to a student's account exceed direct charges, the Bursar's Office will automatically forward the credit balance directly to the student, no later than 14 calendar days after the credit balance occurs.

Students are responsible for payment of tuition and fees incurred after a full credit balance refund has been released (e.g., added courses and fees). Credit balance refund distributions are made in accordance with applicable federal guidelines. Any outstanding debt to NHU as a result of a required credit balance refund is the responsibility of the student.

Generally financial aid begins disbursing on the 10th day of the start of the student's enrollment, and credit refunds are released by the 26th day of the semester (14 days after funds have disbursed to the student's account). Students must participate in their coursework to establish eligibility and remain eligible for federal aid. Failure to participate in academically related activity will result in loss of eligibility for all or part of the semester. If two sequential courses make up the semester and the student does not register for the first half of the semester, federal aid cannot disburse until the 10th day of the second half of the semester. Disbursements may be delayed if the student is subject to academic progress review for a prior semester.

If a Pell Grant recipient will have a credit balance, the student may request a book advance online prior to the first day of class: http://www.nhu.edu/pdf/Bursar_Forms/Book_Loan_Request_Form.pdf

Over-Award of Federal Aid

The receipt of additional estimated financial assistance and/or a reduction in the cost of attendance that was not accounted for at the time of initial awarding may cause an over-award of federal funds (the term "over-award" refers to any estimated aid that exceeds a student's financial need and/or cost of attendance). Estimated financial assistance includes, but is not limited to: tuition reductions, tuition waivers, scholarships, third party payments, and/or other resources. In such instances, the Office of Financial Aid will correct the over-award by adjusting the federal financial aid. Federal aid may be adjusted by reducing or reallocating funds prior to disbursement or returning funds to federal programs

if disbursement has already occurred. Loans will be reduced before any reduction is made to scholarship or grant awards.

Overlapping Financial Aid

Federal aid received at another institution can impact the amount of federal aid that a student may receive at NHU. According to federal regulations, NHU participates in the federal transfer monitoring process, whereby the US Department of Education may take up to 90 days into the start of the first semester to notify NHU that a student has federal aid awarded at another institution that overlaps into enrollment dates at NHU. The Office of Financial Aid may not be able to make an initial award offer or may have to cancel aid that has already been awarded if it receives information that the student has applied for and/or received federal aid at another institution for an overlapping period. For example, an overlapping period occurs if the loan period at the prior institution ends even one day after the student starts at NHU, and the university must deduct aid received at the other institution from the student's annual NHU eligibility.

The Office of Financial Aid may ask the student to have the prior institution complete an *Overlapping Financial Aid* form to confirm the last date of attendance and disbursed loan amounts at the prior institution. To prevent duplication of living allowance between schools, NHU must remove the living allowance from the student's cost of attendance during periods of overlap. Students must make alternative arrangements for payment if they become ineligible for federal aid based on aid received at another institution.

Study at Another Institution or Study Abroad

Enrollment in certain programs at another school or study abroad approved for credit by NHU may be considered enrollment at the university for the purpose of applying for assistance under the Federal Title IV financial aid programs.

To access federal Title IV aid, a consortium agreement is required between schools whereby the home school disburses federal aid for courses taken at a host school. The host school agrees not to disburse federal aid and to monitor the student's enrollment for the home school. Consortium agreements may be made between NHU (home school) and a host school if the student has been approved by NHU to take coursework at the host institution that will fully transfer toward the NHU degree program.

NHU degree-seeking students must submit a copy of the NHU *Permission to Take a Course at Another Institution* form, which is signed by NHU's Admissions Office, and a *Consortium Agreement* form, which is signed by the host school's financial aid office and provided to NHU's Office of Financial Aid.

Students must also meet all other federal eligibility requirements. If the student is approved for a consortium agreement here, NHU will disburse federal aid to the NHU student account, and the Bursar's Office will issue the refund to the student. The student is responsible for meeting payment deadlines set by the host school. Typically, NHU does not pay the host school on behalf of the student and does not alter the financial aid disbursement schedule to meet deadlines set by the host school.

Financial Aid Programs

Federal Pell Grant

Federal Pell Grants are generally awarded to undergraduate students who have not yet earned a Bachelor or professional degree. The US Department of Education determines eligibility using a standard needs-based formula established by Congress. The Pell Grant ranges from \$200- \$5,550 for the 2011-12 award year (July 1, 2011 to June 30, 2012). How much students receive depends on their expected

family contribution, cost of attendance, whether they are enrolled full-time or part-time, and whether they are attending for a full academic year or less. Students may not receive Pell Grant funds from more than one school at a time.

Federal Supplemental Educational Opportunity Grant

The Federal Supplemental Educational Opportunity Grant (FSEOG) is a campus-based program that awards grants to undergraduate and teacher credential students to help pay for the costs of post-secondary education. To qualify, students must submit a completed FAFSA and demonstrate exceptional financial need. Award amounts are to be determined by the Financial Aid Office according to NHU's packaging policy and available funds. FSEOG is a gift aid award and does not have to be repaid.

Federal Work Study Program

Federal Work Study (FWS) is a campus-based program that provides job opportunities, both on and off campus, to federal aid eligible students to help meet the costs of postsecondary education. Students qualify by submitting a complete FAFSA and by being hired by a FWS employer. Award amount is based on need and determined according to NHU's packaging policy and available funds. FWS is a self-help aid and does not need to be repaid.

Federal Direct Loan Program

Federal Direct Loans are low interest loans for students enrolled in a degree or certificate program to help pay for the costs of post-secondary education. To participate, the student must submit a completed FAFSA and sign a promissory note with the US Department of Education. The school disburses funds to the student's account. Both subsidized and unsubsidized loans are available. Loan amounts are determined by need and student's year in school. Repayment may be deferred until six months after the student either graduates or drops below half-time (6 units per semester) enrollment.

- **Federal Direct Subsidized Loans** are needs-based. The federal government pays the interest on the subsidized portion of the loan while the student is enrolled at least half-time in school. For subsidized loans first disbursed on or after July 1, 2011, the interest rates are 3.4% for undergraduates and 6.8% for graduate students.
- **Federal Direct Unsubsidized Loans** require that the student pay the interest while enrolled, unless the student arranges to postpone the interest payment by checking the appropriate box indicated on the promissory note. Students should be careful when choosing this option: it means that the interest will be capitalized (the accrued interest will be added to the principal amount), and that will increase the amount of the debt. For unsubsidized loans, the interest rates are 6.8% for both undergraduate and graduate students.

Both the subsidized and unsubsidized loans have default fees deducted from each disbursement. For loans first disbursed after July 1, 2011, a 1% federal default fee will be deducted from a student's loan disbursement.

Students will have a 6-month repayment grace period after graduating, leaving school, or dropping below half-time status, after which payments must be made. During the grace period, interest will not be charged on subsidized loans but will on unsubsidized loans. Payments are usually due on a monthly basis.

Creditworthiness is not a requirement to obtain subsidized or unsubsidized loans. Under this program, students may borrow up to their maximum loan limit every award year (i.e., 12 months for semester-based programs). Loan funds can be used to cover direct education costs such as tuition and fees, room

and board, as well as indirect costs such as travel to and from school, books, and other education-related expenses.

Entrance Counseling

First-time borrowers are required to complete Direct Loan Entrance Counseling prior to receiving the first disbursement of a Federal Direct Loan. Counseling is completed online at www.Studentloans.gov and will help students understand their rights and obligations as a student loan borrower.

Exit Counseling

To help manage student loans after graduation, federal regulations also require that the student complete exit loan counseling, which is available online at www.nslds.ed.gov. Counseling should be completed:

- Before graduation
- Before transferring to another institution
- Before withdrawal and leaves of absence
- If enrolled less than half-time

Undergraduate Students: Direct Loan Maximums *

Grade Level	Dependent Undergraduate Student†	Independent Undergraduate Student
Year 1* (0–29 units)	\$5,500—Only \$3,500 of this amount may be in subsidized loans	\$9,500—Only \$3,500 of this amount may be in subsidized loans
Year 2* (30–59 units)	\$6,500—Only \$4,500 of this amount may be in subsidized loans	\$10,500—Only \$4,500 of this amount may be in subsidized loans
Years 3–4* (60 units to program completion).	\$7,500—Only \$5,500 of this amount may be in subsidized loans	\$12,500—Only \$5,500 of this amount may be in subsidized loans
Lifetime Maximum Total Debt from all federal loans	\$31,000—Only \$23,000 of this amount may be in subsidized loans	\$57,500—Only \$23,000 of this amount may be subsidized loans

**† Dependent students whose parents have been denied a federal Parent Loan for Undergraduate Student are eligible to borrow at the independent undergraduate level.*

**Students in some certificate programs are not eligible or in undergraduate certificate programs may be eligible for reduced amounts due to required pro-rating.*

Graduate Students: Direct Loan Maximums

Per Academic Year	\$20,500—Only \$8,500 of this amount may be in subsidized loans
Lifetime Maximum Total Debt from Direct Loans	\$138,500—Only \$65,500 of this amount may be subsidized loans Note: <i>The graduate debt limit includes FFELP Loans and Direct Loans received for undergraduate study.</i>

Annual Loan Limits vs. Lifetime Aggregate Loan Limits

Annual Loan Limits: The federal government limits the annual amount of Federal Direct Loans that a student can borrow. NHU defines its annual award year as fall and spring semesters. Students cannot exceed the annual Direct Loan maximums in the award year. Loans from a prior institution can impact the student’s eligibility at NHU. NHU’s Office of Financial Aid may ask the student to provide additional information about prior loans in order to process new loans at NHU.

Lifetime Aggregate Loan Limits: The federal government limits the aggregate amount of Federal Direct Loans that students may borrow in their lifetime as follows:

- Graduate students: \$138,500 combined (only \$65,500 may be subsidized; includes amounts borrowed as an undergraduate)
- Dependent undergraduate students: \$31,000 combined (only \$23,000 may be subsidized)
- Independent undergraduate students: \$57,500 combined (only \$23,000 may be subsidized)
- Parent PLUS Loans and Graduate PLUS Loans do not have a lifetime maximum.

The student loan borrower is responsible for knowing the total amount of federal loans borrowed. A summary of an individual's federal loan debt is available via the National Student Loan Data System at www.nslds.ed.gov.

Exceeding Annual or Aggregate Loan Limits

A student may have inadvertently borrowed in excess of the Federal Direct Loan limits. For example, it is possible that a student was inadvertently allowed to borrow federal undergraduate loans in excess of undergraduate limits at a prior institution, while not exceeding the graduate loan limits. Before NHU can award a graduate-level Direct Loan, the student must reaffirm the debt by either consolidating the prior loans that exceed the limits or obtaining a reaffirmation letter from the holder of the loan(s).

Loan Deferments

Under certain circumstances, an enrolled borrower is entitled to have loan repayment deferred. During deferment, the borrower is not required to pay the principal, and interest on subsidized loans does not accrue. After the in-school deferment, the borrower is entitled to one grace period of six consecutive months.

Students who have a valid social security number on file at NHU will have their enrollment at NHU reported and updated monthly with the National Student Clearinghouse (NSC). The NSC communicates electronically with the federal and non-federal loan servicers to ensure that students who remain enrolled maintain the in-school deferments for which they are eligible.

NHU's Policy: Students who seek to defer repayment of their prior student loans and do not want to rely on the electronic exchange with the NSC must fill out forms to have their enrollment status verified. Students must get the forms from their lender(s) and send them directly to NHU's Office of the Registrar, Attn: Loan Deferment, 650 S. Exeter Street, Baltimore, MD 21202; fax: 1-410-843-6416. At the top of the form, students must include their enrollment start date and the semester for which they are requesting an in-school deferment.

Note: Any deferment paperwork sent to the registrar's office for enrollment verification is forwarded to the NSC on a weekly basis.

Federal Direct Graduate PLUS Loans

Federal Graduate PLUS loans are available to graduate students enrolled at least half-time who do not have an adverse credit history. Students may borrow up to the cost of attendance minus any other aid. The total education cost may include tuition, living allowance, books and supplies, and transportation. The interest rate is 7.9%. Students can defer payments while in school, and there is no prepayment penalty. Interest accrues during in-school periods and may be paid or added to the principal at repayment.

Federal Direct Parent Loans for Undergraduate Students

Federal Parent Loans for Undergraduate Students (PLUS) Loans are available to all parents and legal guardians of dependent undergraduate students, regardless of income. Qualification is based solely on good credit. There are no debt-to-income ratio guidelines or employment verification requirements. Parents may borrow up to the total education cost for the year, minus any other financial aid that the student is receiving. The total education cost may include tuition and fees, room and board, books and supplies, transportation, and living allowance. The interest rate is 7.90%. Repayment normally begins within 60 calendar days after the loan has been fully disbursed. In certain circumstances, parents may elect to repay the loan on a graduated repayment schedule, making interest-only payments (with the amount based on the term of the loan, at least \$50 per month) for a portion of the repayment term.

Department of Education Student Loan Ombudsman

NHU is always ready to assist with any questions or concerns regarding loans. If loan issues cannot be resolved, the Department of Education's Office of the Ombudsman for student loan issues is available. An ombudsman resolves disputes from a neutral, independent viewpoint. The Federal Student Aid Ombudsman will informally research a borrower problem and suggest solutions. Student borrowers can contact the Office of the Ombudsman via the following:

- Online assistance: www.ombudsman.ed.gov
- Toll-free telephone: 1-877-557-2575
- Fax: 1-202-275-0549
- Mail: US Department of Education
FSA Ombudsman
830 First Street, NE, Fourth Floor
Washington, DC 20202-5144

Private Education Loans

Comparing Private and Federal Loans

Private education loans may have significant disadvantages when compared with federal education loans. NHU strongly encourages students to first borrow any federal loans for which they are eligible. The chart below delineates the differences between federal and private loan funds.

Comparison Chart of Federal and Private Education Loans

	Federal Loans	Private Loans
Credit Check Required?	Direct Loan: No	
PLUS/GradPLUS: Yes (limited)	Yes	
Credit Score or Debt-to-Income considered?	Direct Loan: No	
PLUS/GradPLUS: No	Yes	
Co-Signer Required?	Direct Loan: No	
PLUS/GradPLUS: Usually no	Usually yes	
Deferment Options	Several options	Depends on lender
Grace Period	Direct Loan: 6 months	Depends on lender
Interest Rate	Fixed	Usually variable
Loan Fees	Direct Loan: up to 1%	
PLUS/GradPLUS: up to 4%	Depends on lender	

	Federal Loans	Private Loans
Flexible Repayment options	Many options available	Generally none
Loan Forgiveness Options	Several options available	Generally none
Penalties for Early Repayment	None	Depends on lender

Choosing a Private Loan

When choosing a private education loan, students should compare the terms offered by several lenders to choose the best fit for their situation. A resource for finding active private education loan programs is <http://www.finaid.org/loans/privateloan.phtml>. When choosing a lender, students should make sure that NHU is eligible for their loan programs.

The following are several points that students should research when considering a private loan:

- What is the interest rate; is it fixed or variable; is the rate capped?
- What fees must be paid for this loan and when are they paid?
- How will I receive my loan funds?
- When does repayment begin and is there a grace period?
- What will my monthly payment be?
- What will be the total cost if I use the full repayment period?
- Are there penalties for early repayment?
- Are there deferment, forbearance, or cancellation options?

Most private loan programs require NHU Financial Aid Office to certify a student's eligibility before approving the loan. Students who receive financial aid must notify NHU Financial Aid Office of any private loans because it may affect financial aid eligibility.

Truth in Lending Act

Under the Federal Truth in Lending Act (TILA), the private lender must provide the borrower with the following documents:

- **Self-Certification Form:** Student must complete this form and return it to the private lender before receiving first disbursement of loan funds.
- **Final Disclosure and Right-to-Cancel Period:** After the student signs the promissory note, the Final Disclosure Statement confirms the terms and conditions of the loan. The "right-to-cancel" period begins when the final disclosure is delivered to the student. During this period of three to six days, the loan may be cancelled by contacting the lender. The lender cannot release the first disbursement of loan funds until the end of the right-to-cancel period.

State Grant Aid

Some states have grant programs that they permit their state residents to use to attend NHU. Students from states other than California can check here for information:

http://wdcrobcolp01.ed.gov/Programs/EROD/org_list.cfm?category_ID=SHE

California residents who are US Citizens or eligible non-citizens may be eligible for the Cal Grant Program. This state-funded educational opportunity grant program assists students in paying for the costs of post-secondary education. To be eligible, students must submit a completed FAFSA and a *Grade*

Point Average Verification form by March 2 of the year before the award year. Students must not be in default of a student loan and must meet satisfactory academic progress as defined by NHU.

Cal Grant A (Entitlement and Competitive Awards)

Cal Grant A Entitlement Awards help California residents attending qualifying institutions pay for tuition and fees. Entitlement awards are guaranteed for students with at least a 3.0 GPA who meet need qualifications. Those who do not qualify will be considered for competitive awards, which are issued to students from middle-low income families. Cal Grant A is a gift and does not have to be repaid.

Cal Grant B (Entitlement and Competitive Awards)

Cal Grant B Entitlement Awards help California residents attending qualifying institutions pay for the costs of post-secondary education. Entitlement awards are guaranteed for students with at least a 2.0 GPA who meet need qualifications. Those who do not qualify for entitlement awards will be considered for competitive awards, which are awarded to students from low-income, disadvantaged backgrounds, and are used for access costs (room and board, transportation, etc.). Cal Grant B is a gift and does not have to be repaid.

Assumption Program of Loans for Education

Assumption Program of Loans for Education (APLE) assume up to \$11,000 in loan debt for California students pursuing a K-12 teaching career, in exchange for four years of teaching service. APLE is also available for undergraduate students who intend on pursuing an initial teaching credential.

Veteran's Benefits

NHU has been approved for the training of Veterans and eligible persons under the Title 38 US Code. Students who are eligible to receive Veteran's Educational Benefits should contact the Office of Financial Aid regarding their funding.

Satisfactory Academic Progress

The Implications for Financial Aid

Each semester, Satisfactory Academic Progress (SAP) for all registered students is defined, calculated, and reported by the Office of Admissions and Registrar, who then forwards reports to the Office of Financial Aid. The Office of Admissions and Registrar also circulates a list of students on different levels of academic probation to certain campus departments.

NHU's satisfactory academic progress requirements to receive Title IV student financial aid comply with US Department of Education regulations. These standards are intended to establish minimum, reasonable levels of advancement toward degree completion and to guard against abuse of federal financial aid programs. Satisfactory progress requirements for receipt of federal financial aid **are separate and distinct from the university's academic progress requirements for academic continuance. The federal rules have changed effective July 1, 2011. What follows is the new federal policy as it relates to maintaining federal aid eligibility.**

SAP for all students is reviewed after each period of enrollment. Students receive written notification to their NHU email account if they are placed on ***financial aid warning***. When a student receives this warning, he/she has one period of enrollment to return to the requirements listed below. Students who do not meet the requirements may appeal for a period of financial aid **probation**. If the appeal is not granted, the student becomes ineligible for federal financial aid.

It is the student's responsibility to know the Satisfactory Academic Progress requirements. Failure to receive notification will not nullify a student's financial aid status with NHU.

Program Type	Minimum Financial Aid Unit Completion Rate	Minimum Cumulative Financial Aid GPA	Maximum Time Frame to Receive Federal Aid
Bachelor degree and Certificate in Translation and Interpretation	70%	2.0	192 financial aid attempted units
Master's degree and Teacher Credential	70%	3.0	15 semesters

Treatment of Courses and Units for Satisfactory Academic Progress for Financial Aid Eligibility

- **Course Repetitions:** Only the most recent grade is counted in the cumulative GPA, but the units from all attempts must be counted in the course completion rate and maximum time frame.
- **Drops:** Courses dropped before the end of the "add/drop" period are not included in the Financial Aid Satisfactory Progress calculations.
- **Incompletes:** Incomplete grades count as units attempted and not completed, but do not impact GPA.
- **Periods with No Financial Aid:** Financial aid progress requirements include all periods of enrollment including periods in which the student did not receive federal aid.
- **Second Program:** The maximum timeframe will be reset for students who complete one program or degree at NHU and begin a subsequent program or degree.
- **Transfer Units:** All units accepted toward the NHU degree or programs are considered as both attempted and completed when calculating the Minimum Unit Completion Rate and Maximum Timeframe.
- **Withdrawals:** Courses dropped after the add/drop period are considered to be attempted but not completed.

Policy and Definitions

- **Appeal:** Occasionally, a student's academic progress may be impacted by unusual circumstances that are beyond the student's control. Students may appeal for an extension of financial aid if they can document that unexpected, unusual, and temporary circumstances affected their ability to progress at the required rate. See the **Right to Appeal** section below for details.
- **Maximum Timeframe:** Federal financial aid eligibility expires without warning when the student reaches the maximum timeframe or if the financial aid academic progress review makes it clear that the student cannot mathematically finish the current program within the maximum timeframe.
 - The maximum timeframe will be reset for students completing a second or further degree at NHU.
 - The maximum timeframe for students who change programs without earning an NHU degree is cumulative for all programs attempted and is measured against the maximum timeframe for the current program.

- The maximum timeframe excludes semesters of non-enrollment and semesters in which all courses are dropped before the start of the semester or during the drop period.
- Financial aid eligibility for an academic program ceases as soon as all academic requirements for graduation have been met, regardless of maximum timeframe standing.
- **Minimum Unit Completion Rate:** A percentage calculated by dividing cumulative successfully completed units by total units attempted. For example, a student who has successfully completed 27 units at NHU out of a total of 40 attempted units has a course completion rate of 67%. This rate includes units transferred into NHU.
- **Minimum GPA, Cumulative:** The grade point average for all coursework pertaining to the current program of study.
- **Minimum GPA, Period of Enrollment:** The grade point average for all courses attempted during the most recent period of enrollment.
- **Period of Enrollment:** One semester.
- **Status - Financial Aid Warning:** This status is assigned to a student who failed to make satisfactory academic progress during the most recent period of enrollment during which the student was in attendance. The student has one period of enrollment to return to standard during which the student is eligible for financial aid.
- **Status - Financial Aid Probation:** This status is assigned to a student who failed to make satisfactory academic progress during a period of enrollment, failed to return to standards during one semester of Financial Aid Warning, completed a successful appeal for mitigating circumstances, and has eligibility for financial aid reinstated. Financial Aid Probation will be for one period of enrollment or will be accompanied by an:
 - **Academic Plan** to bring the student back to standard by a specified date. The option for extended probation with an Academic Plan is only available if it is not reasonable to expect the student to return to standard during the next period of enrollment. An Academic Plan may be a course-by-course plan for degree completion, a specification for number of units and/or grade requirements for particular periods of enrollment, and/or requirements for the student to get academic support or to use other academic resources. A student must comply with an Academic Plan to retain eligibility for financial aid.
- **Status - Financial Aid Ineligibility:** This status is assigned to a student who failed to return to the required standards during the period of Financial Aid Warning. Students who do not complete a successful appeal, who do not return to standards during a single semester of Financial Aid Probation, or who do not comply with an Academic Plan for an extended period of Financial Aid Probation will lose all federal financial aid eligibility. A student in Financial Aid Ineligibility status is not eligible for federal financial aid until meeting the requirements. Simply sitting out a semester, paying cash, or changing academic programs will not return a student to satisfactory academic progress standards.

Right to Appeal

Occasionally, a student's academic progress may be impacted by unusual circumstances that are beyond the student's control. Students may appeal for an extension of financial aid after a period of Financial Aid Warning if they can document that unexpected, unusual, and temporary circumstances affected their ability to progress at the required rate. Examples of such mitigating circumstances are a death in the immediate family, illness, or other significant life change.

- Students may appeal to the Office of Financial Aid no later than 15 calendar days following the end of the Financial Aid Warning period of enrollment.
- Students who wish to appeal must complete the *Financial Aid Academic Progress Appeal Form* and provide supporting documentation to the Office of Financial Aid for review.
- Failure to provide supporting documentation will result in an automatic denial.
- If the appeal is accepted, the student must meet the requirements outlined in the written approval of the appeal.
- A preexisting condition (a condition or illness that a student had before beginning any NHU program) is not cause for appeal unless there was an unexpected change in that condition.
- Students may not use the same circumstances in a subsequent appeal, although a student may submit an appeal for a future period of difficulty for different mitigating circumstances.
- Decisions by the Office of Financial Aid are final.

Loss of Federal Financial Aid Eligibility

Students who become ineligible to receive financial aid but remain in compliance with the academic progress standards for continuance in their program are not withdrawn from the program but must arrange for alternative payment with the Bursar by the appropriate tuition due date. Students may still be eligible for private educational loans if federal aid eligibility is lost.

Leave of Absence

A student who takes an approved leave of absence is considered, for financial aid purposes, to have withdrawn from the school. A leave of absence is approved if the following criteria are met:

- The student has made a written request for the leave of absence.
- The leave of absence does not exceed 180 calendar days.
- The student has had only one leave of absence in a 12-month period.

The federal Return of Title IV refund (R2T4) calculation applies to leaves of absence and withdrawals for recipients of Title IV aid.

These leave of absence requirements also affect students' in-school status for the purposes of deferring payment of Federal Direct Loans. Students on an approved leave of absence are considered to be enrolled less than half-time and are not eligible for an in-school deferment for their Federal Direct Loans. Students who take an unapproved leave of absence or fail to return to the school at the end of an approved leave of absence are no longer enrolled at the school and are not eligible for an in-school deferment of their loans.

Withdrawal from a Semester

Students withdrawing from all courses in the semester prior to the completion of 60% of the semester may find that funds are owed to the university as a result of the R2T4, discussed in more detail below.

Students who stop engaging in academically related activities during the semester, without officially withdrawing from the courses, are subject to the R2T4 calculation. In such cases, the last date of academically related activity, as determined by the university, is used as the withdrawal date for the semester.

Prior to withdrawing from all courses in the semester, students should contact the Office of Financial Aid to determine the amount of federal aid that must be returned. Federal student aid may not cover all unpaid charges due to NHU when the student withdraws.

Confirmation of Return Enrollment after Withdrawal from Part of a Term

Students who withdraw from a course in the first part of a term and remain registered for a course in the second part of a term will be asked to confirm that they plan to return. Federal rules do not allow NHU to rely on student's previous registration if they withdraw from the first course. An R2T4 calculation will be processed using the earlier withdrawal date when a student indicates that he/she will return and does not.

Federal Return of Title IV Funds

Federal regulations require the Office of Financial Aid to apply an R2T4 formula established by the US Department of Education to determine the amount of federal financial aid a student has earned as of the student's withdrawal date. The amount of the federal financial aid returned to federal aid programs is determined by the amount of time a student spends in academically related activity. Students have earned 100% of their federal financial aid after 60% the semester has passed.

Examples of R2T4 Calculations

Example 1

Sam Silent is an undergraduate degree student in Liberal Studies. His semester begins on January 3 and ends on April 24. On February 14 (42 days into the semester), he drops his classes.

Sam's cost of attendance is as follows:

▪ Tuition	\$3,396
▪ Fees	\$150
Total.....	\$3,546

Sam's financial aid package consists of:

▪ Direct Subsidized Loan	\$2,750
▪ Direct Unsubsidized Loan.....	\$1,000
Total.....	\$3,750

Amount refunded to Sam: \$204

As Sam has completed only 42 days of his semester, he earned 50% of the \$3,750. According to the federally mandated calculation, 50% of the unearned portion of his aid (\$1,875) must be returned.

NHU is required to return the following:

▪ Direct Subsidized Loan	\$875
▪ Direct Unsubsidized Loan.....	\$1,000
Total Sam owes to National Hispanic University	\$1,671

Sam is not eligible to receive a tuition refund because he dropped his classes after the refund period. A collections hold is placed on Sam's account at the time the funds are returned to the government, which prevents Sam from registering for any additional classes or receiving transcripts until he repays NHU what he owes.

Example 2

Dan Smith is a graduate student in the Master's in Education program. His semester begins Jan 3 and ends May 8. On March 12 (68 days into the semester), Dan accepts a full-time job and drops his classes.

Dan's cost of attendance is as follows:

▪ Tuition	\$,3396
▪ Fees	150
Total	\$3,546

His financial aid package consists of:

▪ Direct Subsidized Loan	\$2,750
▪ Direct Unsubsidized Loan.....	\$1,000
Total	\$3,750

Based on Dan's attendance (61% of the term), he has "earned" all of his financial aid for the term and will not have to return any funds.

Refunds

In accordance with federal regulations, refunds to financial aid recipients are first applied to repayment of aid disbursed as follows:

1. Federal /Direct Unsubsidized Loans
2. Federal Direct Subsidized Loans
3. Federal PLUS Loans
4. Federal Pell Grant Program
5. Federal Supplemental Educational Opportunity Grant (FSEOG)
6. State Student Financial Assistance
7. Institutional Financial Assistance
8. Student

Right to Information

Students have the right to a full explanation of NHU financial aid programs, policies, and procedures. Complete information is contained in the NHU *Financial Aid Policies and Procedures Manual*, *Financial Aid Student Handbook*, and the other regulations available in the Office of Financial Aid.

Confidentiality and Access to Financial Aid File

All records and conversations between an aid applicant, his or her family, and the staff of the Office of Financial Aid and Scholarship are strictly confidential and are entitled to protection given to a counseling relationship. No information concerning a student's financial aid record may be released to anyone outside the Office of Financial Aid and Scholarship without written consent from the student and/or parent(s), except as circumstances/requirements may dictate (e.g., reports of and to federal financial aid programs, agencies, and reports to Department Chairs and other Administration staff who would normally have access to privileged information).