Rights and Responsibilities of Students Receiving Financial Aid
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1. CONFIDENTIALITY OF FINANCIAL AID RECORDS
   All financial grants and scholarship records are maintained by the college on a confidential basis. Students have the right to review their records at any time.

2. REPORTING OTHER FINANCIAL AID
   All aid received from sources outside the college (community, company, private agency, employer, etc.) must be reported to the Financial Aid Office. Any portion of financial aid that has been awarded in response to the student’s financial need is subject to revision if the student’s total aid exceeds his/her financial need. This is necessary in most cases due to government regulations, which restrict the use of funds.

3. VERIFICATION OF INCOME/ASSETS
   A student who is selected for verification and who receives need-based financial aid may be required to submit a copy of his/her own and/or his/her parents’ federal income tax return transcript and W2 forms. Other documentation may be requested to answer questions concerning family income/assets, family size, number in college, non-taxable income, etc. Financial aid awards are subject to change if verification procedures result in a different calculation of need. Financial aid cannot be disbursed to a student’s account until the verification process has been completed.

4. ENROLLMENT REQUIREMENTS
   A recipient of an institutional scholarship or grant must be registered as a full-time or part-time student, depending on the specific requirements of the scholarship or grant awarded. A student withdrawing from the college, or dropping his/her registration to a level of ineligibility during a term in which he or she is receiving a college-funded scholarship or grant, will forfeit the scholarship or grant.

5. FEDERAL AID
   A recipient of federal student aid (Pell Grant, SEOG, Perkins Loan, FWS, Subsidized Stafford Loan) must demonstrate financial need in accordance with an approved needs analysis system; and be enrolled as at least a half-time student, maintaining satisfactory academic progress. Per federal regulations, students are only eligible for a maximum of six years of Pell Grant funding. Need-based aid made available to a student...
from federal and non-federal sources cannot exceed the difference between the student’s cost of education and his/her expected family contribution—as determined by the FAFSA federal calculation. Total financial aid awards (including private scholarships, Unsubsidized Stafford Loan, Parent and Graduate PLUS Loan, Alternative Education Loans, etc.) cannot exceed a student’s cost of attendance.

6. ACADEMIC SCHOLARSHIP AND GRANT TERMS
Academic scholarships and grants administered by Westminster College are given in recognition of academic achievement. Students must adhere to established criteria for the scholarships and grants.

7. TERMS FOR RENEWING AID
All financial aid is awarded on an annual basis. Parents and students must file a FAFSA (Free Application for Federal Student Aid) each year if the student is eligible by the Department of Education criteria for assistance based on need. Independent students must also file a FAFSA each year when applying for financial assistance based on need.

Grade Requirement
Students attending Westminster College must maintain a 2.0 cumulative GPA. Students will be monitored for compliance on an annual basis at the end of the academic year. If a student is placed on academic suspension by Westminster College, the student will not be eligible for financial aid. To reinstate financial aid eligibility, the student must regain a 2.0 GPA at Westminster College.

Cumulative Satisfactory Academic Progress
In addition, a student must have a 70% cumulative completion rate of the hours attempted to continue eligibility for federal financial aid. For example, if a student attempts 24 credit hours over a fall and spring term and only completes 12 credit hours, the student will be considered to be ineligible for federal financial aid and sent a letter of notification.

Program Length Requirement
Undergraduate Students
In addition, quantitative measure is based on completion in a timeframe less than 150% of the program length to continue to receive federal financial aid. An example would be: an undergraduate program that requires 124 credit hours to complete will allow for federal financial aid up to 186 hours or 150% of the
entire program length—as long as a student meets other requirements based on grades and cumulative satisfactory academic progress.

Transfer Credits
Transfer credits taken prior to attending Westminster College are counted as completed hours. Transfer students will have a GPA based only on courses completed at Westminster College. A student that transfers must take 36 credit hours at Westminster College. A maximum of 88 external undergraduate credit hours can be accepted toward a degree. If a student has a bachelor’s degree and is earning a second bachelor’s degree, the student would be automatically awarded 88 hours of transfer credit. This will also count toward the maximum timeframe for completion. If a student changes majors, the coursework will still be counted in the Satisfactory Academic Progress and part of the 150% program length timeframe. If a student pursues a second degree, the timeframe will be evaluated for the 150% program length. Coursework completed during Summer term will be counted in the overall completion rate and entered into the 150% program length.

Incompletes, Noncredit, or Withdrawals
Incompletes, noncredit or withdrawal grades (F, I, NC, W, T, WF) will be counted as attempted and not completed courses. Noncredit remedial courses are not offered at Westminster College and will not count as transfer credit.

8. SATISFACTORY ACADEMIC PROGRESS
Satisfactory Academic Progress Requirements for Receipt of Student Financial Aid
Students must maintain satisfactory academic progress in their academic studies in order to receive Title IV (federal) and institutional financial aid funds. Title IV (federal) student financial aid includes the following programs:

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (SEOG)
- Federal Work Study (FWS)
- Federal Perkins Loan
- Federal Stafford Loans
- Federal PLUS Loans

Students Receiving Financial Aid Funds
The Financial Aid Office will utilize the college’s Academic Standing Policy. Full-time and part-time (undergraduate and graduate) students must complete at least
70% of the credit hours for which they enrolled to be making satisfactory academic progress. Any class that appears on the academic transcript as “graded” will be counted toward total credit hours enrolled. Transcript grades include the following:

- A, A-, Excellent
- B+, B, B-, Above Average
- C+, C, C-, Average, CR (credit)
- D+, D, D-, Poor, R (repeated)
- F (failure), W (withdrawn), NC (no credit), T (temporary), I (incomplete), X (repeat), WF (withdrawn failing), UW (unofficial withdrawal), AU (audit, no credit).

Additionally, the student must maintain a cumulative grade point average (GPA) of 2.0. If satisfactory academic progress requirements are not met, the student will be determined ineligible to receive Title IV and institutional financial aid funds.

Students enrolled in the Project-Based Bachelor of Business Administration (BBA), Project-Based Master of Business Administration (PMBA), and Project-Based Master of Strategic Communication (MSC) programs will be reviewed for compliance with the satisfactory academic progress policy using grade equivalencies. Grades of ‘EX’ (Exceeds Project Standards) are regarded as equivalent to ‘A’ level work; grades of ‘M’ (Meets Project Standards) are regarded as equivalent to ‘B’ or ‘C’ level work; grades of ‘DN’ (Does Not Meet Project Standards) are regarded as equivalent to ‘D’ or ‘F’ level work. Grades of ‘EX’ and ‘M’ will be counted as credit hours completed while grades ‘DN’ will not be counted as credit hours completed.

Timetable for Review
Students’ records will be reviewed at the end of each academic year to determine whether they are in compliance with the Satisfactory Academic Progress Policy. The academic year ends with Spring Semester and will include any period of time during the academic year the student was enrolled. Students who have grade changes that affect academic progress after it has been reviewed are responsible for notifying the Financial Aid Office so that their progress may be re-reviewed for compliance. Grade changes including incomplete grade updates affecting student eligibility for financial aid, must be on file with the Registrar’s Office prior to the first date of classes in the next semester of enrollment in order for the student’s record to be re-reviewed for satisfactory academic progress in that semester.
Grade Reports Special Note
The following will not be counted as credit hours completed:
- F: Failure, I: Incomplete, NC: No Credit,
- X: Repeat, WF: Withdrawn Failing,
- W: Withdrawn, T: Temporary,
- UW: Unofficial Withdrawal

Repeated Coursework
Retaken classes may count against satisfactory academic progress. A student may receive Title IV financial aid funds and count the repeated coursework as part of their enrollment hours, for the first time only, for coursework previously passed. For repeated coursework, passed means any grade higher than an ‘F’. If a student withdraws before completing—or fails a course—the student is allowed to attempt completion of that course a maximum of three (3) times.

Program Length Requirement
In addition, a student becomes ineligible for federal financial aid when it becomes mathematically impossible for him/her to complete their program within 150% of the length of the program. An example would be: an undergraduate program that requires 124 credit hours to complete will allow for federal financial aid up to 186 hours or 150% of the entire program length.

Reinstatement
After becoming ineligible for student financial aid funds, a student can be considered for receipt of financial aid only when the completion percentage and grade point average requirements have been met.

Notification
The Financial Aid Office will notify by letter any student receiving financial assistance who does not meet the satisfactory academic progress requirement and has been determined to be ineligible for financial aid. The notice will be addressed to the student’s most current address on file at the college. It shall be the student’s responsibility to inform the Registrar’s Office of a correct mailing address at all times.

Right to Appeal and Appeal Process
Any student who has been determined to be ineligible for financial aid has the right to appeal. The following appeal process will be utilized:
- All satisfactory academic progress appeals must be submitted and on file with the Financial Aid Office prior to the first date of classes in the next semester of enrollment in order for the student’s appeal to
be reviewed.

- The student appealing the satisfactory academic progress decision will submit a written appeal, along with the Financial Aid SAP Appeal Form, and documentation to the associate director of Financial Aid stating the circumstances which caused the student not to be able to meet the satisfactory academic progress requirements, and what steps have been taken to correct said circumstance. The Appeal Committee will give a decision in writing within five working days of receipt of the appeal.

- If the appeal is not approved, and the student wishes to proceed further with the appeal, the student can submit an appeal to the director of Financial Aid. The Director of Financial Aid will give a decision in writing within five working days of receipt of the appeal.

- If the student’s satisfactory academic progress appeal is approved, the student must set up an academic plan with the START Center and sign a Satisfactory Academic Progress contract. The signed contract and academic plan must be submitted and on file with the Financial Aid Office prior to the last date of add/drop in the next semester of enrollment in order for the student to be awarded financial aid funds.

- Once the academic plan has been submitted, the student must meet 100% of the terms outlined on the plan. A student must continue on the academic plan until the cumulative GPA is at least 2.0 and has completed 70% of the courses attempted.

9. TERMS OF STUDENT LOANS

Federal Perkins Loans are administered by Westminster College and awarded to students who demonstrate financial need and who are enrolled on at least a half-time basis. These loans are interest-free while the student is attending the college on at least a half-time basis. Students must sign a promissory note for Perkins Loans with the student account services coordinator at Westminster College prior to the loan funds being credited to their accounts. On Perkins Loans, principal (minimum $40.00 per month) and interest payments (5% per annum on the unpaid balance) begin six or nine months after the student ceases to be at least a half-time student. The repayment period on the loan may be as long as 10 years, depending upon the amount borrowed. For information on deferment, postponement, and cancellation provisions for Perkins Loans, contact the student account services coordinator at Westminster College.

FEDERAL PERKINS LOAN DISCLOSURE STATEMENT
a. Future Availability: The final year the Federal Perkins Loan will be available to all eligible undergraduate students will be the 2017-18 academic year. All Perkins Loan initial disbursements must be awarded and disbursed prior to September 30, 2017.

b. Repayment/Loan Forgiveness: The repayment and forgiveness options of all Federal Perkins Loans differ from those available to Direct Loan borrowers. The Direct Loan repayment and forgiveness benefits are not available to Perkins Loan borrowers. For more information, contact your loan servicer.

c. Consolidation: Federal Perkins Loans can be consolidated with other eligible education loans, creating a single monthly payment for a term of up to 30 years. Disadvantages to consider are the amount of interest paid would increase from the extended length of the loan term and the potential loss of deferment, forbearance, cancelation options.

d. Interest Rates: The Federal Perkins Loan has a low fixed interest rate of five percent (5%). The Perkins Loan does not accrue interest while the borrower is in school at least half time or in another state of deferment. Interest will start to accrue nine (9) months following the student's departure from school or once they are no longer enrolled as at least a half-time student. Be advised the Perkins Loan interest rate does differ from all Direct Unsubsidized and Subsidized Loan interest rates (3.76% is for loans disbursed on July 1, 2016 through June 30, 2017).

**Federal Stafford Loans** First-year dependent undergraduate students may borrow up to $5,500 per academic year. First-year independent undergraduate students may borrow up to $9,500 per academic year. Second-year dependent undergraduate students may borrow up to $6,500 per academic year. Second-year independent undergraduate students may borrow up to $10,500. Dependent undergraduates past the second year may borrow up to $7,500 per academic year to a total aggregate maximum of $31,000 for all undergraduate education—up to a maximum of an aggregate of $23,000 in subsidized loans. Independent undergraduates past the second year may borrow up to $12,500 per academic year, to a total aggregate maximum of $57,500. Graduate students may borrow up to $20,500 per academic year to a total aggregate maximum of $138,500. Applicants must apply for need-based financial aid using the Free Application for Federal Student Aid (FAFSA) form. The Financial Aid Office will then determine the amount of a loan that the student may qualify for and certify student status to the Department of Education. The Stafford Loan interest rate is determined by the original disbursement
date. The interest rate is capped at 8.25%. Repayment, at a minimum of $50 per month, begins six months after the student leaves school or drops below half-time enrollment status. Depending upon the total amount borrowed, repayment may be extended over a 10-year period. Entrance Counseling and the Master Promissory Note must be completed at www.studentloans.gov.

**Federal PLUS Loans** are available to graduate students and parents of dependent undergraduate students who have no adverse credit history. Parents and graduate students may borrow up to the cost of attendance (budget) minus any financial aid received, and must use the loan funds to pay educational expenses. The PLUS Loan is a fixed interest rate loan; annual interest rates are set every July 1st. Monthly principal and interest payments begin 60 days after the 2nd disbursement; however, in-school deferment is available. The loans are processed through the Department of Education. Students may obtain a PLUS Loan application and Master Promissory Note at www.studentloans.gov.

**10. ENTRANCE AND EXIT COUNSELING**

Stafford Student Loans, Perkins Loans, and Graduate PLUS Loans require that an entrance interview be completed prior to the first loan disbursement. Also, an exit interview must be completed when the student leaves the school. Contact the Financial Aid Office for additional information. All federal loans will have an origination fee deducted from the loan proceeds as required by the federal government.

**Reminder:** The Perkins, Direct Loans, and Parent Plus loans MUST be repaid. The following loan repayment chart can be used to estimate your loan repayment under the standard repayment plan of 10 years. The chart is for estimating purposes only, and depicts loans with a 6.8% fixed interest rate.

**Sample Loan Repayment Chart**

<table>
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<tr>
<th>Amount Borrowed</th>
<th>Monthly Payment</th>
<th># Months</th>
<th>Total Interest</th>
<th>Total Repaid</th>
</tr>
</thead>
<tbody>
<tr>
<td>$3,500</td>
<td>$50</td>
<td>90</td>
<td>$971</td>
<td>$4,471</td>
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<td>$5,714</td>
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<tr>
<td>$20,000</td>
<td>$230</td>
<td>120</td>
<td>$7,619</td>
<td>$27,619</td>
</tr>
</tbody>
</table>

**11. PRIVATE LOANS**

Private loans are available through the lender of your choice. Westminster College adheres to a Code of Conduct for private education loans. Read the Code of Conduct online at westminstercollege.edu/conduct. The
lender you choose will provide you with an applicant and self-certification form. Student may borrow up to the cost of attendance minus any financial aid received, and must use the loan funds to pay educational expenses.

12. TERMS OF STUDENT EMPLOYMENT
Students who are offered Federal Work Study employment as part of their financial aid awards interview for various jobs on campus. The actual amount earned will depend on the number of hours worked. Students are paid at least minimum wage. Most students are employed an average of 12–20 hours per week. Students are paid twice each month. Students who have a balance due on their accounts are expected to apply up to 100% of their earnings to their accounts.

13. PAYMENT OF AWARDS
All grants, scholarships, and loans administered by Westminster College are credited to the student’s account in the Business Office. One half of the academic year (September–May) award is credited to the student’s account in the fall semester and the other half in the spring semester period, unless otherwise noted on financial aid award. Most graduate students awards are credited in thirds (Sept-July) over fall, spring, and summer semesters.

14. REFUNDS
Institutional refunds are determined on the date that add/drop or withdrawal forms are completed and processed in the Registrar’s Office. Refer to the appropriate class schedule for the specific refund schedule for each semester. All institutional charges (tuition, fees, and room and board) are refunded based on the refund schedule.

15. RETURN OF TITLE IV FEDERAL FINANCIAL AID FUNDS
Federal regulations govern the return of Title IV (federal) financial aid funds which have been disbursed for a student who completely withdraws from college during a term, payment period, or period of enrollment. The regulations operate under the principle that a student “earns” her/his financial aid based on the period of time she/he remained enrolled.

Effective July 1, 2000, Westminster College adopted the new “Return of Title IV Funds” regulations, which are part of the updated Higher Education Amendments of 1998.

During the first 60% of the enrollment period, a
student earns Title IV federal financial aid funds in direct proportion to the length of time he/she remains enrolled (that is, the percentage of time during the enrollment period that the student remained enrolled is the percentage of disbursable aid for that period that the student earned). A student who withdraws from college beyond the 60% point has “earned” all Title IV federal financial aid for the period.

Unearned Title IV funds, other than Federal Work Study earnings, must be returned to the federal financial aid programs. Unearned aid is the amount of disbursed Title IV aid that exceeds the amount of Title IV aid earned under the formula. The return of the Title IV program funds to the federal programs is as soon as possible, but no later than 30 days after the date of the school’s determination that the student withdrew.

The responsibility to repay unearned Title IV aid is shared by the institution and the student in proportion to the aid each is assumed to possess. The institution’s share is the lesser of:

- the total amount of unearned aid; or
- institutional charges multiplied by the percentage of unearned aid.

The student’s share is the difference between the total unearned amount and the institution’s share. This is known as a Post Withdrawal Disbursement. The institution will return a post withdrawal disbursement to the student, within 45 days after the date of the school’s determination that the student withdrew.

Westminster College will return the unearned aid for which the school is responsible, by repaying the Department of Education to the following sources, in order, up to the total net amount disbursed from each source.

Title IV Programs Order of Federal Funds Returned:
1. Unsubsidized Direct Loan
2. Subsidized Direct Loan
3. Perkins Loan
4. Direct Grad PLUS Loan
5. Direct Parent PLUS Loan
6. Pell Grant
7. FSEOG
8. Iraq & Afghanistan Service Grant

Additional information, worksheets, and examples of return-of-federal-funds calculations can be obtained from the Financial Aid Office.
Basic Rights and Responsibilities of All Students

STUDENT RIGHTS
1. You have the right to know what financial aid programs are available.
2. You have the right to know the deadlines for submitting applications for each of the financial aid programs available.
3. You have the right to know how financial aid will be distributed, how decisions on that distribution are made, and the basis for these decisions.
4. You have the right to know how your financial need was determined. This includes how costs for tuition and fees, room and board, travel, books and supplies, personal and miscellaneous expenses, etc., are considered in your budget.
5. You have the right to know what resources (such as parental contribution, other financial aid, your assets, etc.) were considered in calculation of your need.
6. You have the right to know how much of your financial need as determined by the institution has been met.
7. You have the right to request an explanation of the various programs in your student aid package.
8. You have the right to know your school’s verification policies and procedures and how your application will be affected if you fail to meet established requirements and/or deadlines.
9. You have the right to know your school’s refund policy.
10. You have the right to know what portion of the financial aid you received must be repaid and what portion is grant aid. If the aid is a loan, you have the right to know what the interest rate is, the total amount that must be repaid, the payback procedures, the length of time you have to repay the loan, and when repayment is to begin.
11. You have the right to know how the school determines whether you are making satisfactory progress and what happens if you are not.

STUDENT RESPONSIBILITIES
1. You must complete all application forms accurately and submit them on time and to the appropriate entity.
2. You must provide correct information. In most instances, misreporting information on financial aid application forms is a violation of law and may be considered a criminal offense which could result in indictment under the US Criminal Code.
3. You must promptly submit additional documentation, verification, corrections, and/or new information requested by either the financial aid office or the agency to which you submitted your application.
4. You are responsible for reading and understanding all forms that you are asked to sign and for keeping copies of them.
5. You must accept responsibility for all agreements that you sign.
6. You must perform the work that is agreed upon in accepting a Federal Work Study award.
7. You must be aware of and comply with the deadlines for application or reapplication for aid.
8. You must be aware of your school’s refund policy and procedures.

**EQUAL EDUCATION OPPORTUNITY**
Westminster College administers all of its educational programs, related support services, and benefits in a manner which does not discriminate against students or prospective students with regard to race, color, religion, gender, gender identification, sexual orientation, age, national or ethnic origin, disability, or a person’s status as a veteran.

**ROTC Awards**
All Westminster College institutional ROTC related funds are contingent upon the student contracting and validating their ROTC scholarship from the respective branch of the military. In cases where the ROTC scholarship is suspended or the student is disenrolled from the ROTC program, the student may have any merit award or other funding that was awarded to them as incoming student reinstated, assuming they still meet the college’s requirements for scholarship renewal and Satisfactory Academic Progress.

Any student receiving ROTC scholarship funds is required to maintain the academic and enrollment requirements for both Westminster College as well as the respective branch from which the student is receiving ROTC schol-