

2012-13

Comprehensive Guide to Financial Aid Programs



- Introduction 1
- How Financial Aid Eligibility Is Determined 1
- Financial Aid Application Procedures 1
- Financial Aid Notifications 2
- Terms and Conditions 2
- Financial Aid Program Descriptions 2
 - Federal Aid 2
 - Pennsylvania State Financial Aid Programs 5
- University of Scranton Scholarships and Grants 6
 - Family Tuition Reduction Program 6
 - Graduate Assistants 6
 - Resident Assistants/Community Assistants 7
 - Tuition Remission 7
 - Army ROTC Scholarships 7
 - Air Force ROTC Scholarships 7
 - Office of Vocational Rehabilitation (OVR) 7
 - Veterans 7
 - Financing Your Education 7
- Special Circumstances 8
- Gift Aid Policy 8
- ROTC Scholarship Recipients 8
- Satisfactory Academic Progress Requirements 8
- Student's Rights and Responsibilities 10
- Financial Aid Refund Policy 11
- Overpayment Policy 12
- Federal Verification Policy and Procedures 12
- Financial Aid for Study Abroad 12
- Consortium Agreements with Other Institutions 12
- The University of Scranton James P. Sweeney, S.J.
Family Outreach Program 13
- Financial Aid Glossary 13
- University of Scranton Information Directory 14

Introduction

This guide was developed to provide a clear understanding of The University of Scranton's administration of student assistance programs. It is important for you to review the guide.

The University of Scranton's Financial Aid Office administers a full spectrum of programs: scholarships, grants, loans and part-time employment. Program funds are made possible by the University's participation in Federal Student Grant and Loan Programs, Pennsylvania and other state grant programs, as well as University funded and endowed scholarships and grants. A description of these programs is contained in this brochure. Additional information on endowed awards is contained in the University's undergraduate catalog.

Participation in programs funded by federal and state agencies requires that the Financial Aid Office comply with the regulations set forth by each agency concerning student eligibility and academic progress standards. Requirements for each program are addressed in later sections of this brochure.

The University of Scranton adheres to the principle that the family has the primary responsibility for educational expenses. Financial aid is regarded as a supplement to the student's and parents' resources.

How Financial Aid Eligibility Is Determined

Financial aid award packages are developed after first determining the expected family contribution (EFC). The types of aid awarded will vary with the individual student's need and may consist of a combination of grant, loan, work and scholarship assistance. In developing a financial aid package, a basic calculation is used:

$$\begin{array}{r} \text{Total Educational Costs} \\ \text{Less Expected Family Contribution} \\ \hline \text{Equals Student's Total Financial Need} \end{array}$$

The total educational costs include all expenses a student will incur and consist of tuition, fees, living expenses, books, transportation and personal expenses.

The expected family contribution is based on several factors that are reported on the FAFSA (needs analysis application). The contribution takes into account parent and student, and if independent, student's spouse, taxable and untaxed income, assets, family size, and number of family members enrolled in college. The EFC is used to determine the student's financial need. It is not necessarily the amount to be paid to the University.

Financial need is the difference between total costs and the student's resources and is the figure used in determining eligibility for need-based aid.

At The University of Scranton, a student's financial need can be met by a variety of financial aid resources, including the federal Pell Grant, TEACH Grant, state grants such as PHEAA, federal campus-based programs, and University scholarships and grants.

When a financial aid package is developed, the student's eligibility for federal grants is estimated first. It is the foundation upon which all other aid is awarded.

After the student's federal and state grant eligibility is estimated, the student is considered for University of Scranton funds. Awards are based on the student's academic record, demonstrated financial need or a combination of both.

In addition, students who demonstrate financial need as defined by the federal government may be considered for one or more of the following federal campus-based aid programs: Supplemental Educational Opportunity Grant (SEOG), Perkins Loan and Work Study.

To help meet those costs not covered by the financial aid package, students may borrow under the Direct Stafford Loan, the Direct Parent PLUS Loan programs and the Alternative Loan program. **Awards for students billed on a per-credit basis will be prorated based on those costs.** Students must also notify the Financial Aid Office prior to the beginning of the term regarding their part time status. Written request must be submitted to the Financial Aid Office prior to the beginning of the term.

Students enrolling for 3 credits during the Intersession and 9 credits for Spring will be packaged as full-time students for the Spring term. Their aid, however, will be calculated based on the actual per-credit tuition and fees charge. Students must contact the Financial Aid Office regarding this status.

Financial Aid Application Procedures

Financial aid is awarded for one year only and renewal is not automatic. All forms of need-based financial aid must be reapplied for annually. In addition to complying with renewal criteria for the different aid programs described in the following sections, students who wish to be considered for financial aid must submit all required applications by the filing deadline.

Filing Requirements for Freshmen

All incoming freshmen are required to complete the Free Application for Federal Student Aid (FAFSA). Preference is given to applicants who file by February 15 of the academic year prior to entering the University.

Renewal Application Procedures for Undergraduate Students

Every year, at the end of the fall semester, returning students are notified of the guidelines for the financial aid process for the subsequent academic year. The newsletter, containing required procedures, is mailed to students' home mailing addresses. The newsletter is also available online at www.scranton.edu/financial-aid and select Publications.

The FAFSA application must be completed by April 15 by all students applying for need-based aid programs. Students completing the FAFSA during the Fall semester, will be considered for University sources of aid for the Spring term only. Any extenuating circumstances to failure to comply with the filing deadline, must be submitted in writing. Please attach supporting documentation.

The financial aid review process for returning students begins upon the completion of the spring semester, at which time academic progress is evaluated.

Financial Aid Application Procedures for Transfer Students

New transfer students must follow the same application procedures as all other financial aid applicants.

Transfer students are also responsible for providing academic transcripts from previous college(s) to the appropriate University Admissions Office for transfer credit evaluation. Academic transcripts will also be required for measuring the satisfactory academic progress of PHEAA State Grant recipients as well as determining grade level for loan eligibility.

Students who withdraw or transfer from the University and subsequently are readmitted forfeit a previously awarded merit scholarship. Students will be reviewed for University need based funds provided that a current FAFSA is on file and are maintaining Satisfactory Academic Progress. Please refer to the Satisfactory Academic Progress Requirements on page 8.

Financial Aid Application Procedures for Graduate Students

Students accepted as Graduate students to the College of Graduate and Continuing Education and enrolled in at least 3 credits of graduate level work per term, may apply for the Federal Direct Stafford Loan Program, Work Study, the Federal Perkins Loan and Graduate PLUS Loan programs. Graduate students applying for any federal financial aid listed above, must complete the Free Application for Federal Student Aid (FAFSA) which is available on-line at www.fafsa.gov.

When a determination of eligibility is made, an e-mail will be sent to the student advising to view their Electronic Award Notification on the UIS system.

International Students may apply for a Private Educational Alternative Loan to help finance their educational costs. Information is available at www.scranton.edu/financialaid, select Loans & Financing Options, and click on Alternative Loan Programs. Students must be credit-worthy and must also apply with a credit-worthy U.S. citizen or a permanent resident who has resided in the United States for the previous two years.

Financial Aid Notifications

The Financial Aid Office uses email correspondence to and from the scranton email accounts and emails listed on the FAFSA.

Requests for outstanding documents will be sent by email to the scranton email account and emails listed on the FAFSA. First and Final requests will also be sent by paper to the home mailing address.

Notifications of eligibility for need-based aid and loans will be sent by email to the scranton email account and emails listed on the FAFSA. Students are advised to view their Electronic Eligibility Notification on the University's Self Service system via the my.scrantonportal.

Terms and Conditions

General Provisions

In accepting the award package offered, you indicate that you understand and agree to abide by the following terms and conditions:

1. All students must maintain satisfactory academic progress in order to remain eligible for financial aid. The satisfactory progress requirement for students at the University is to maintain PACE (earn 65% of total attempted credits for freshman and sophomore undergraduates; 70% for junior and senior undergraduates, and graduate students). In addition, all students must maintain a minimum cumulative GPA of 2.00. Presidential and Dean's Scholarship recipients are required to maintain a minimum cumulative GPA of 3.25. Loyola Scholarship recipients are required to maintain a minimum cumulative GPA of 3.00. Recipients of the Arrupe Award are required to maintain a minimum cumulative GPA of 2.50.
2. Students who withdraw or transfer from the University and subsequently are readmitted forfeit a previously awarded merit scholarship.

Students will be reviewed for University need based funds provided that a current FAFSA is on file.

3. All forms of need-based financial aid must be reapplied for annually. Renewal of awards will be based on continued eligibility and the timely completion of all required documents.
4. All financial aid applicants are required to apply for a Pell Grant. Pennsylvania residents must apply for the state grant. Out-of-state residents must also apply for their state's grant, if its use in Pennsylvania is allowed.
5. If a student receives additional aid from outside sources, the financial aid awarded may be subject to adjustments according to the University's Gift Aid Policy. Receipt of outside awards must be reported to the Financial Aid Office.
6. Financial aid recipients who plan to withdraw from the University or who change their enrollment to part-time status must notify the Financial Aid Office.
7. Awards funded by state or federal programs are subject to revision due to mandated changes in federal or state regulations or funding levels.
8. Direct Stafford Loan and PLUS Loan recipients must be enrolled on at least a half-time (6 credits) basis per semester for Undergraduate students and (3 credits) basis per term for Graduate students.
9. Failure to provide all requested documentation will result in the cancellation of the aid awarded.
10. The amount of aid awarded will be divided equally between the fall and spring semesters unless otherwise indicated.
11. Need-based awards are subject to change as a result of verification of financial information.
12. University of Scranton grants and scholarships are limited to eight terms (ten for the Master of Occupational Therapy Program, exclusive of internal transfers).
13. **Undergraduate students** enrolled in combined BA/MA programs will be reviewed each term to determine if the coursework being taken is applicable towards their undergraduate degree program. Students will be sent revised notifications if their eligibility changes.
Graduate students enrolled in undergraduate courses cannot use these courses in determining enrollment for purposes of receiving graduate level loans. Students in this situation should contact the financial aid office to determine their loan eligibility.
- Students enrolled in prerequisite**

undergraduate courses for admittance into a graduate level program are limited to one undergraduate loan for one consecutive 12-month period.

14. University of Scranton grants and scholarships for students admitted to the College of Arts and Sciences, the Kania School of Management, and the Panuska College of Professional Studies require full-time attendance unless approved by the Financial Aid Office.

15. Recipients of endowed and special awards agree to both acknowledge the donor's generosity and to have their receipt of those funds publicized.

In addition to the Terms and Conditions listed above, students should refer to the general Scholarship Policy that was provided to all scholarship recipients.

Financial Aid Program Descriptions

Federal Aid

Students must meet the following requirements to be considered for any of the federal financial aid programs:

- Must have a high school diploma or GED;
- Must be enrolled as matriculating student in an eligible degree program or an eligible certificate program of at least 24 credits;
- Must be a U.S. citizen or eligible non-citizen;
- Must maintain satisfactory academic progress;
- Must not already hold a bachelor's degree (this requirement does not apply to the Federal Direct Stafford, FWS or Perkins Loan program);
- If required, must be registered with Selective Service;
- Not owe any refund on Federal Aid and not be in default on Federal educational loans;
- Not been convicted of any illegal drug offense that would make you ineligible for Federal aid.

Federal Pell Grant

The Pell Grant is considered to be the foundation of financial aid. Eligibility for this program is determined before aid from other sources (federal and non-federal) is awarded. Pell Grants are awarded to students who demonstrate financial need as defined by the federal government. Annual amounts can range between \$575 and \$5,550 as determined by the student's "Expected Family Contribution" (EFC), which is indicated on the Student Aid Report (SAR). Grant amounts also vary with the cost of attending a specific institution and the student's enrollment status.

Participation in the Electronic Pell Exchange Program allows the Financial Aid Office to process corrections and submit payment information electronically to the Pell Grant Program.

The Pell Grant filing deadline for the 2012-13 academic year is June 30, 2013.

Federal SEOG – Supplemental Educational Opportunity Grant

The SEOG is a grant awarded to students with exceptional financial need. Priority is given to students who qualify for the Pell Grant. Recipients must meet the same eligibility requirements and renewal criteria as those specified for Pell Grant recipients. SEOG awards at The University of Scranton range between \$200 and \$2,500.

The Teacher Education Assistance for College and Higher Education (TEACH) Grant

Federally funded, renewable grant. Program was established to benefit current and prospective teachers. The award amount is up to \$4,000 per academic year for a total of \$16,000. Incoming freshmen must have a minimum of 3.25 high school GPA on a scale of 4.0 or score in the 75th percentile on an admission test, such as the SAT or ACT. Incoming transfer students must have a cumulative minimum GPA of 3.25 for all accepted credits.

Students must sign an understanding of terms to certify that they are aware of the terms of the grant and the terms of their teaching service requirements. The recipient must teach full-time for at least four years within eight years of completing the program as a highly-qualified teacher at a Title I school in a speci-

fied subject area (mathematics, science, a foreign language, bilingual education, special education, as a reading specialist, and other “high-need” fields). If service is not met, the grant must be repaid as an Unsubsidized Direct Stafford Loan, with interest from the date(s) of original disbursement(s).

Federal Carl D. Perkins Loan

The Carl D. Perkins Loan is a low-interest (5%) loan that is administered by the University for students who demonstrate financial need. Repayment begins nine months after graduation, withdrawal or change to less than half-time status. Interest accrues in the student’s name beginning on the tenth month after the student ceases to be enrolled on at least a half-time basis. The maximum repayment schedule is ten years.

A chart showing typical monthly payments and total interest charges for three different 5% loans over a 10-year period is included on page 3.

Federal Direct Stafford Student Loan

Direct Stafford Student Loans are available to students enrolled at least half-time (six credits per semester for Undergraduate students and three credits for Graduate students) in their program of study. In order to determine eligibility, all applicants must submit the Free Application for Federal Student Aid (FAFSA).

The Financial Aid Office certifies Direct Stafford Loans for all students who complete the FAFSA.

There are two types of Federal Direct Stafford Loans: the Subsidized Federal Direct Stafford Loan (Undergraduate students only) and the Unsubsidized Federal Direct Stafford Loan. For Subsidized Federal Direct Stafford Loans the federal government pays the interest while the student (borrower) is in school. Eligibility for a Subsidized Federal Direct Stafford Loan is based on family income and financial need established by standards set by the federal government. For Unsubsidized Federal Direct Stafford Loans the student (borrower) is charged interest during the in-school period and the grace period. The amount of the approved loan will not exceed the cost of education less other aid. Eligibility is also dependent on satisfactory academic progress.

Loan limits are determined by the student’s grade level. Please refer to the Grade Level and Loan Eligibility Chart for the Direct Stafford Loans listed below. Origination fees of 1.0% will be charged. The fees will be deducted proportionately from each disbursement.

As of July 1, 2012, the interest rate is fixed at 3.4% for the Subsidized Direct Stafford Loan and 6.8% for the Unsubsidized Stafford Loan for Undergraduates. For Graduate students, the interest rate is fixed at 6.8% for the Unsubsidized Direct Stafford Loan.

Federal Direct Stafford Loan repayment begins when students either graduate, withdraw, or enroll less than half-time and have used the allowable grace period; usually six consecutive months.

Aggregate Loan Limits

Dependent Undergraduate students can borrow a total of \$31,000 in the Direct Stafford Subsidized and Unsubsidized Loan programs. No more than \$23,000 of this amount may be in Subsidized Loans.

Independent Undergraduate or Dependent Undergraduate students with PLUS denials can borrow a total of \$57,500. No more than \$23,000 of this amount may be in Subsidized Loans.

Graduate students can borrow a total of \$138,500 in the Direct Stafford Subsidized and Unsubsidized Loan programs which also includes Stafford Loans received for Undergraduate study. No more than \$65,500 of this amount may be in Subsidized Loans.

Loans for Students Enrolled in Teacher Certification or Pre-Professional Course Work

Students admitted in a Teacher Certification program and not in a master’s degree program are eligible to borrow up to \$5,500 in the Stafford Loan and up to \$7,000 in the Addi-

Typical Monthly Payments and Total Interest Charges for 5% Perkins Loan

Total Loan Amount	No. of Payments	Monthly Payment	Total Interest Charges	Total Repaid
\$ 4,500	120	\$ 47.73	\$ 1,227.60	\$ 5,727.60
\$ 9,000	120	\$ 95.46	\$ 2,455.20	\$ 11,455.20
\$ 18,000	120	\$ 190.92	\$ 4,910.40	\$ 22,910.40

Grade Level and Loan Eligibility for the Stafford Loan

Loan borrowers are eligible to borrow the maximum grade level amount for each academic year provided they are meeting all satisfactory academic progress requirements and not in excess of educational costs or maximum loan limits. For students progressing grade levels after the fall semester, the increased loan limits will be processed as a spring loan.

The following grade level classification, adhered to by The University of Scranton, will be applied by the Financial Aid Office to determine loan eligibility for loan applicants:

Level	Credits	Federal Direct Subsidized Stafford	Federal Direct Unsubsidized Stafford	Federal Direct Unsubsidized Stafford (after Direct PLUS denial and Independent Students)
Freshman	0+	\$3,500	\$2,000	\$4,000
Sophomore	30+	\$4,500	\$2,000	\$4,000
Junior	60+	\$5,500	\$2,000	\$5,000
Senior	90+	\$5,500	\$2,000	\$5,000
5 th year Teacher Certification & Preprofessional Coursework		\$5,500	–	\$7,000
Graduate	–	–	\$20,500	–

tional Unsubsidized Stafford Loan (if eligible under this program).

Students admitted under a Pre-Professional status who are enrolled in pre-requisite courses for admission into an eligible graduate or professional program, are eligible to borrow up to \$5,500 through the Direct Stafford Loan program and \$7,000 through the Unsubsidized Direct Stafford Loan (if eligible under this program). Students are limited to one loan for one consecutive 12-month period for these maximum amounts for pre-professional course work. In addition to the required financial aid application process, students must submit a letter from their advisor stating that the course work is required for admission into a graduate or professional degree program. Repeated courses cannot be included when calculating Financial Aid.

Federal Direct Parent PLUS Loan

The Federal Parent PLUS Loan for Undergraduate students is available to credit-worthy parents of dependent undergraduate students. A Free Application for Federal Student Aid (FAFSA) is required for all Plus Loan applicants.

The maximum parents may borrow in the Federal Direct Parent PLUS Loan per academic year is the difference between the cost of education minus other financial aid received. Apply for the full academic year. Keep in mind a 4.0% fee will be charged. The fees will be deducted proportionately from each disbursement.

The interest rate is fixed at 7.9%.

Parents may choose to defer payments on a PLUS loan until six months after the date the student ceases to be enrolled at least half-time. Accruing interest may either be paid by the parent borrower twice a year, or be capitalized quarterly. A parent may take up to 10 years to repay the loan, depending upon the amount borrowed. Parents may also pay the balance of the loan, plus any interest due, early and without a penalty. Interest will accrue after the first disbursement and repayment of interest and principal begins 60 days after the second disbursement.

Application

Parents may apply online at www.scranton.edu/financialaid, click on Loans & Financing Options, and select Federal Direct Parent PLUS Loan Programs. Parents must complete the Federal Direct Parent PLUS Loan Request Form. Again, apply for the academic year and remember the fees. Parent borrowers applying for the Federal Direct PLUS Loan will complete the Federal PLUS Loan Master Promissory Note Application (PLUS MPN). A

parent borrower using the PLUS MPN will usually need only to sign a promissory note once for each student, at the time they first borrow. The MPN is valid for up to ten years unless the loan was approved with an endorser.

Additional Unsubsidized Direct Stafford Loan

Undergraduate students may receive an extra \$2000 in the Unsubsidized Direct Stafford Loan. **Independent and dependent students, whose parents were denied a Parent PLUS Loan, can receive increased loan limits under the Additional Unsubsidized Direct Stafford Loan program.** Please refer to the Grade Level and Loan Eligibility Chart for the Direct Stafford Loans listed on page 3. Repayment begins when students either graduate, withdraw, or enroll less than half-time and have used the allowable grace period; usually six consecutive months.

Federal Direct PLUS Loans for Graduate Students

The Federal Direct PLUS Loan is available to credit-worthy Graduate students who have exhausted their Federal Direct Stafford Loan eligibility in an academic year. A FAFSA is required. Graduate students are required to first utilize the Direct Stafford Loan Program prior to borrowing under the Direct PLUS Loan Program.

The maximum Graduate students may borrow in the Federal Direct Graduate PLUS Loan per academic year is the difference between the cost of education minus other financial aid received. Apply for the full academic year. Keep in mind a 4.0% fee will be charged. The fees will be deducted proportionately from each disbursement.

The student may qualify for an in-school deferment as long as they are enrolled at least on a half-time per semester basis. Accruing interest may either be paid by the borrower twice a year or be capitalized. A student may take up to 10 years to repay the loan, depending upon the amount borrowed. The balance of the loan, plus any interest due, can be paid early and without penalty.

Application

Students may apply online at www.scranton.edu/financialaid, click on Loans & Financing Options, and select Federal Direct Graduate PLUS Loans. Students must complete the Federal Direct Graduate PLUS Loan Request Form. Again, apply for the academic year and remember the fees. Borrowers applying for the Federal Direct Graduate PLUS Loan will complete the Federal Direct PLUS Loan Master Promissory Note

(PLUS MPN). The PLUS MPN will usually only be signed once at the time you first borrow. The MPN is valid for up to 10 years unless the loans were approved with an endorser.

Loan Disbursements

If certified for the academic year, loans are scheduled to be disbursed on August 26, 2012, for the fall semester and January 29, 2013, for the spring semester for Undergraduate and Graduate students. For Graduate students in the special terms, loans will be disbursed every eight weeks.

Proration of Loan Limits

Direct Stafford Loan limits will be prorated when an undergraduate student wishes to borrow for an additional period of time which is beyond eight semesters (the time expected to complete a baccalaureate program) and less than an academic year.

Entrance/Exit Counseling Requirement for Direct Stafford and Perkins Loan Borrowers

The Higher Education Amendments of 1986 stipulate that schools must conduct entrance and exit counseling for all students borrowing under the Direct Stafford Loan or Perkins Loan programs.

Entrance counseling needs to be completed prior to the crediting of the student's first disbursement. This counseling is intended to give student loan borrowers pertinent information about the terms and conditions of the loan, the borrower's responsibilities, and the importance of meeting repayment obligations. During counseling, students will also receive sample repayment tables that can be used to estimate monthly payments and information on when loan repayment begins.

Prior to graduation or upon withdrawal from the University, student borrowers will be provided with exit counseling information. The counseling is provided to prepare the student loan borrower for repayment. Information provided will include repayment options, deferment options, loan consolidation, consequences of default, and communication with the lender and/or loan servicer.

For all of the electronic loan counseling, The University of Scranton will receive the completed information electronically on a daily basis.

How to Complete Entrance/Exit Counseling for Direct Stafford and Unsubsidized Direct Stafford Loans

You may satisfy your entrance/exit interview requirement on-line at www.scranton.edu/financialaid, select Loans & Financing Options,

and select Federal Direct Stafford Loan Program. Select Entrance Counseling or Exit Counseling. Read and complete all the required information.

How to Complete Entrance/Exit Counseling for Perkins Loan

To satisfy your entrance counseling requirement, you should access The University of Scranton's Web site at www.scranton.edu/financialaid, select Loans & Financing Options, and click on Federal Perkins Loan. You will then be able to link directly with the loan counseling by clicking on Satisfy your Perkins Loan Entrance Counseling Requirement and Sign your Master Promissory Note (MPN) using your PIN number. Prior to graduation, you will be notified on the procedures for completing the Exit Counseling.

How to Complete the Master Promissory Note for the Direct Stafford Loan

Any new borrower will be required to complete an electronic Federal Direct Stafford Loan Master Promissory Note (MPN). The note will be valid for 10 years. As the loans are requested for subsequent years, the loans will be added to your MPN. The MPN explains the terms and conditions of your loan and is your legally binding agreement to repay your loan to a Department of Education Servicer. You will need your FAFSA PIN to complete the process. Read and complete all required information. Please visit www.scranton.edu/financialaid, click on Loans & Financing Options, click on Federal Direct Stafford Loan Program, and select E-sign Your Direct Stafford Loan Master Promissory Note.

National Student Loan Data System (NSLDS)

Students and parents with federal loans will have loan information submitted to the National Student Loan Data System (NSLDS), which will be accessible to guaranty agencies, lenders, and schools. It is recommended that students and parents with federal loans periodically visit the NSLDS Student Access website at www.nsls.ed.gov. You will need to use your Federal Student Aid PIN that was used on the FAFSA to access the website. You can request a duplicate PIN be sent to you at www.pin.ed.gov.

Federal Work Study

The Federal Work Study Program provides on-campus employment during the summer and academic year to students who demonstrate financial need. As part of its commitment to the community, the University is providing federal work study opportunities both on and off campus in community service learning positions. Students can work up to a maximum of 20 hours per week during the academic year and

35 hours per week during the summer. Students are paid on a biweekly basis for the hours worked the previous two weeks. Work study earnings are not deducted from the student's charges. The student may, however, make a payment to the University as payment toward the balance due. The minimum hourly rate paid is \$7.25 per hour. Some rates will be higher depending upon the type of work performed and skills required.

Pay rates are recommended by the employing department. **Due to funding limitations and job availability, the Financial Aid Office cannot guarantee job placement for all eligible applicants.**

The online electronic work study application is available to current students beginning in March for the next academic year. Incoming freshmen and transfer students, who were awarded work study in their financial aid package, are notified in late May of the availability of the application. The electronic work study application is completed through the University Information System (UIS). Students will be referred to job openings prior to the beginning of the fall term unless the student indicates that they wish to be reviewed for a summer position.

All students who are new to the work study program must first document that they are eligible to work in the U.S. by completing the U.S. Department of Justice Form I-9. At the time they are completing the I-9 form, students must have 2 original forms of identification with them. Acceptable forms of identification include the student's driver's license **and** social security card **or** birth certificate **and** driver's license, or U.S. Passport. Payroll will require completion of a W-4 form.

Pennsylvania State Financial Aid Programs

PHEAA State Grant

The Pennsylvania State Grant Program is administered by the Pennsylvania Higher Education Assistance Agency (PHEAA) and provides grant assistance to undergraduate students enrolled in at least a two-year program and who are Pennsylvania residents and enrolled at least half-time. Eligibility is based on financial need as determined by PHEAA, and awards range between \$500 and \$4,210. Eligible students who, in their senior year, enroll for nine or more credits in one of their last two semesters may receive a full-time PHEAA Grant even though they are not enrolled full-time. Reduced tuition cost must be reported to the Agency and may result in adjustment to the grant amount. Recipients must also be high school graduates

or have a Pennsylvania GED. Receipt of PHEAA State Grant assistance may not exceed the equivalent of eight semesters of full-time awards. The filing deadline for the 2012-13 academic year was May 1, 2012. PHEAA State Grant recipients who have received two full-time semesters of awards must complete 24 credits. Part-time students are prorated.

Pennsylvania New Economy Technology Scholarship Program (NETS)

Scholarships awarded to Pennsylvania resident students who are at least sophomores and enrolled as full-time students pursuing a bachelor's degree in an approved science or technology field at an approved institution. Scholarships provide up to \$3,000 per year based on total educational costs (tuition and mandatory fees, room, board and an allowance for books) to students who are enrolled full-time, for a maximum of three years (with exceptions for approved five-year degree programs.) Additional information can be obtained on line at www.pheaa.org choosing Special Programs or by calling 1-800-692-7392 and choosing Special Programs at the prompt.

Partnerships for Access to Higher Education (PATH) Grant Program

Students are nominated by a participating PATH organization. They must be State Grant recipients the year for which PATH aid is requested, demonstrate financial need and be enrolled in a Pennsylvania postsecondary institution. Additional information can be obtained on line at www.pheaa.org choosing Special Programs or by calling 1-800-692-7392 and choosing Special Programs at the prompt.

State Work Study Program (SWSP)

The State Work Study Program, administered by PHEAA, provides eligible Pennsylvania students with opportunities to earn money for college education while working for a high tech or community development employer. Participating agencies include non-profit organizations, private businesses and industry. The University of Scranton is also an eligible employer. Students must be enrolled in an eligible program of study to be considered. Applications will be mailed by PHEAA to state grant applicants and are also available in the Financial Aid Office.

Off-Campus Work Study. This program, administered by PHEAA, offers eligible students the opportunity to work in federal, state and local government agencies or non-profit community organizations. Placement referrals are made by PHEAA.

University of Scranton Scholarships and Grants

Presidential Scholarships

Renewable, merit-based, full-tuition scholarships awarded to incoming freshmen based on their exemplary academic record. To remain eligible, students must maintain a minimum cumulative GPA of 3.25 and maintain PACE (earn 65% of total attempted credits for freshman and sophomore undergraduates; 70% for junior and senior undergraduates, and graduate students).

Dean's Scholarship

Renewable, merit-based partial-tuition scholarship awarded to incoming freshmen who demonstrate the highest level of academic achievement. Recipients must maintain a cumulative GPA of 3.25 and maintain PACE (earn 65% of total attempted credits for freshman and sophomore undergraduates; 70% for junior and senior undergraduates, and graduate students).

Loyola Scholarship

Partial-tuition scholarships are awarded to incoming freshmen and incoming transfer students based on their prior academic record. Renewal is contingent upon the student maintaining a cumulative GPA of 3.00 and maintaining PACE (earn 65% of total attempted credits for freshman and sophomore undergraduates; 70% for junior and senior undergraduates, and graduate students).

Arrupe Award

Renewable, merit-based partial-tuition scholarships awarded to incoming freshmen students of color who demonstrate academic potential. Recipients must maintain a minimum of 2.50 and maintain PACE (earn 65% of total attempted credits for freshman and sophomore undergraduates; 70% for junior and senior undergraduates, and graduate students).

Terms and Conditions of Merit Based Scholarships

Students who transfer out of the university to attend another institution automatically forfeit their merit scholarship upon return to the University of Scranton and will only be considered for need based aid.

Xavier Grant

These grants are awarded to students who demonstrate financial need. Renewal is contingent upon the student maintaining a cumulative GPA of 2.00, maintaining PACE (earn 65% of total attempted credits for freshman and sophomore undergraduates; 70% for junior and senior undergraduates, and graduate

students), and continued demonstrated financial need.

Claver Award

This need-based award is made to students of color who demonstrate financial need. Renewal is contingent upon maintaining a 2.00 cumulative GPA, maintaining PACE (earn 65% of total attempted credits for freshman and sophomore undergraduates; 70% for junior and senior undergraduates, and graduate students), and continued demonstrated financial need.

Endowed Awards

Endowed and Special Awards are funds that benefactors provide to The University of Scranton to assist students in accordance with the award guidelines. To remain eligible, students must maintain the cumulative GPA assigned to their original scholarship fund and maintain PACE (earn 65% of total attempted credits for freshman and sophomore undergraduates; 70% for junior and senior undergraduates, and graduate students).

Awards for Adult Undergraduate Students Admitted through the College of Graduate and Continuing Education

Dexter Hanley Full-Time Grant

For undergraduate students enrolled for a minimum of 12 credits per term. Recipients are chosen based upon demonstrated financial need. Renewal of this award is contingent upon the student maintaining a minimum cumulative GPA of 2.00 and maintaining PACE (earn 65% of total attempted credits for freshman and sophomore undergraduates; 70% for junior and senior undergraduates, and graduate students).

Dexter Hanley Part-Time Grant

For undergraduate students enrolled for fewer than 12 credits per term. Recipients are chosen based upon demonstrated financial need. Renewal of this award is contingent upon the student maintaining a minimum cumulative GPA of 2.00 and maintaining PACE (earn 65% of total attempted credits for freshman and sophomore undergraduates; 70% for junior and senior undergraduates, and graduate students).

Students must file the FAFSA each academic year.

The application deadline for new students is May 1 for the fall semester and December 31 for the spring semester. The deadline for returning students is April 15.

Special Scholarships

Other scholarships available to undergraduate students enrolled in the College of Gradu-

ate and Continuing Education are the Robert L. McDevitt Scholarship, the Newcombe Scholarship for Mature Women, and the Oppenheim Award. To be considered for the McDevitt Scholarship, the student must demonstrate financial need and academic excellence. A student must have completed a minimum of 60 credits and demonstrate financial need and academic excellence to be considered for the Newcombe Scholarship. To be considered for the Oppenheim Award, students must demonstrate financial need. Preference is given to displaced homemakers. Renewal is contingent upon the student maintaining a cumulative GPA of 3.00 and maintaining PACE (earn 65% of total attempted credits for freshman and sophomore undergraduates; 70% for junior and senior undergraduates, and graduate students).

To apply for the McDevitt, Newcombe or Oppenheim awards, students must file the Free Application for Federal Student Aid (FAFSA) by April 15. Applications for the Newcombe Scholarship will be mailed by the office of the College to all potentially eligible students.

University Work Study

The University of Scranton also funds a number of jobs in various departments and administrative offices for students who do not demonstrate financial need. Applicants must follow the same filing procedures as those specified for the federal work study program. Payment procedures, pay rates, earning limits and maximum hour limitations are identical to those of the federal program.

Family Tuition Reduction Program

Whenever two or more dependents from the same family are in attendance at the University as full-time undergraduate students in the same semester or session, a Family Tuition Reduction will apply. Each student will receive a 10% discount on total tuition charges. Fees and room and board are not included in the calculation of the discount.

The discount is not automatic. An application must be filed with the Bursar's Office each academic year to receive the discount. Forms and additional information may be obtained from the Bursar's Office. Visit www.scranton.edu/bursar, click Tuition Discount Programs and select Family Tuition Reduction Program.

Graduate Assistants

Graduate Assistants are eligible for a tuition scholarship equal to the number of graduate credits in the master's degree program. The tuition scholarship covers either full or partial tuition and most fees associated with the graduate courses taken during the graduate

assistantship contract period. The graduate assistantship amount is taken into account when determining Financial Aid.

Resident Assistant (RA)/Community Assistant (CA)

Resident Assistant/Community Assistant covers full board and meal plans. The Resident Assistant/Community Assistant amount is taken into account when determining Financial Aid.

Tuition Remission

A Free Application for Federal Student Aid (FAFSA), which covers both state and federal aid, must be filed each year prior to May 1 for the subsequent academic year for eligible employees, spouses and eligible children who intend to enroll as at least a half-time student for any term during the subsequent academic year. Application forms may be obtained from the University's Financial Aid Office or visit www.fafsa.gov. If it is determined that the student is not eligible to receive state or federal aid, a short form may be required in subsequent years. This short form may be obtained from the Financial Aid Office, and must be submitted for review prior to May 1. The tuition remission benefit will not be paid to a student's account until all required financial aid forms and applications are officially filed. If all applicable financial aid forms are not completed in a timely manner, the actual amount of state and/or federal grants that the student would have been eligible for will be deducted from the University's tuition remission benefit. As a result, the student or parent will be responsible for paying the portion of the financial aid package that was forfeited.

The tuition remission policy pertains to the difference between the tuition cost and the financial aid secured, except that, when combined, the total value will be extended to cover the cost of books and academic fees. The maximum allowance for books and academic fees is \$250 per semester. Bookstore charges will be issued by the Bursar's Office and placed on the student's Royal Card.

Army ROTC Scholarships

The Army provides ROTC Scholarships based on merit. Army ROTC Scholarships provide full tuition and fees, \$1,200 for books and a monthly stipend based on grade level. There are two types of scholarships: High School and College Campus. Winners of High School level (four-year and three-year advanced designee) ROTC Tuition and Fees Scholarship recipients also receive free campus room and board at The

University of Scranton. Free University room and board awards are available to students offered ROTC tuition and fees scholarships prior to the beginning of the academic year. All other students are subject to the general financial aid and gift aid policy.

University freshmen and sophomores, as well as prospective graduate students, can apply for College Campus Scholarships. For additional information, contact our Military Science Department by phone at (570) 941-7457, fax (570) 941-4340 or e-mail at ROTC@scranton.edu.

Air Force ROTC Scholarships

Air Force ROTC Scholarships provide up to \$18,000 in tuition and a monthly stipend. Four-year Air Force ROTC Scholarship recipients will also receive free on-campus housing at The University of Scranton. Combination of Air Force Tuition Scholarship and University scholarship, grants and/or any other aid (exclusive of loans or work study funds) will not exceed the student's tuition cost.

Office of Vocational Rehabilitation (OVR)

OVR provides educational assistance to medically qualified students. When determining the amount of assistance, OVR requests information from the Financial Aid Office pertaining to the student's eligibility for state and federal grant assistance. To find out more about OVR requirements, contact the OVR representative in your area.

Veterans Rehabilitation Benefits

Students eligible to receive Rehabilitation Educational Benefits due to their Veteran Status, are still subject to the federal, state and University gift aid policy. Their monthly educational benefits must be excluded in the total resources received.

Veterans Education Programs

The University of Scranton is partnering with the federal government to help fund the cost of tuition for military veterans and their eligible dependents by participating in the federal Yellow Ribbon GI Education Enhancement Program (Yellow Ribbon Program). The University of Scranton has chosen to contribute the maximum 50% funding. When matched by the VA, this contribution, plus the Post 9/11 GI Bill, will fund the full cost of tuition at The University of Scranton. Therefore, any student that is receiving funding such as merit based scholarships/or grants automatically forfeits this funding. In the event Post 9/11 GI Bill funds are exhausted, it is the student's responsibility to provide documentation to the financial aid office that their benefits are

exhausted. The student then will be evaluated for reinstatement of University funding such as merit based scholarships and/or grants provided that they are maintaining Satisfactory Academic Progress and have a completed current academic year FAFSA for consideration for need based grants.

Students receiving less than 100% VA Benefits will be reviewed for University based funding on a case by case basis according to our Gift Aid Policy and Outside Gift Aid Policy. The advantage to veterans is that they can select from a wide range of participating private universities, as well as public universities, to pursue undergraduate and graduate studies.

Veterans should contact the VA to determine eligibility for veterans' educational benefits, including the Post 9/11 GI Bill and the Yellow Ribbon Program. Additional information, including contact numbers of regional VA offices, can be found on the VA Web site at www.gibill.va.gov.

Veterans and their dependents that are eligible for veterans' educational benefits and wishing to enter The University of Scranton must apply for and meet the admission standards of the University. For admissions information, contact the Undergraduate Admissions Office.

Financing Your Education at The University of Scranton

Families should develop their own unique financing plan that is based on their individual financial situation. A financing plan provides different approaches, including loans and monthly payment plans that families may consider as options for meeting costs not covered by scholarships and grants. We recommend the monthly payment plan, Federal Direct Stafford Loan, Federal Parent PLUS Loan program, and Alternative Loans as the last option.

Tuition Payment Plan

ECSI Payment Plan provides an installment payment plan that allows families to spread payments over a 10 month period beginning July 15th for new students and a 12 month period beginning May 15th for returning students. This eliminates the need to make lump sum payments prior to the beginning of each term. Families can budget an amount not to exceed total yearly charges less any aid that will be received. No interest is charged by ECSI and an automatic insurance plan is provided covering the balance of payments due in the event the plan participant becomes deceased. The annual participation fee is \$60.

You may contact ECSI at 1-866-927-1438 or through our link at www.scranton.edu/financialaid, and select Loans and Financing Options.

Federal Direct Stafford Student Loan Program

Review the Federal Direct Stafford Student Loan Program on page 3.

Federal Direct Parent PLUS and Graduate PLUS Loan Programs

Review the Federal Direct Parent Plus and Graduate Plus Loan Programs on page 4.

Alternative Loan Programs

Students with a credit-worthy co-applicant may apply for a private educational loan to finance educational costs. Private Loans should be a **last option loan**. Please note that with current credit market conditions, credit approval for these loans has become more restrictive. There are variable and fixed interest rate loans. Additionally, the continued funding from these loans for all years has become less reliable than the Parent PLUS and Graduate PLUS Loan. Application and credit review requirements vary. Our advice is to apply early if you choose one of these loans as part of your financing plan. Visit www.scranton.edu/financialaid, select Loans & Financing Options.

Payment/Aid Disbursement

Invoices and class schedules are sent by the Bursar's Office before the start of each semester. The invoice will list the charges for tuition, fees, room and board. Payment will be due before the start of the semester. Any pending financial aid will be listed and deducted from the total amount due. Financial aid awards are typically divided equally between the fall and spring semesters, therefore, one-half of the annual award will be deducted for the fall and spring semesters. Aid received from federal grants, SEOG, Perkins Loan, Federal Direct Stafford Loan or PHEAA Grant, as well as all institutional aid, will be credited directly to the student's account when all eligibility requirements have been satisfied.

Special Circumstances

If after filing for financial aid, you or your parents experience a reduction in income due to unemployment, divorce or separation, death, loss of untaxed income, or other circumstances you should contact the Financial Aid Office. You may be eligible to receive increased financial assistance due to a special condition and will need to find out what information is required in order to determine your eligibility. Visit www.scranton.edu/financialaid, and select Forms.

Gift Aid Policy

Maximum Gift Aid

University of Scranton scholarship aid, including multiple family discounts and grants, combined with federal and state grants and scholarships are limited as follows:

- Resident students: tuition, room and board charges
- Commuter and off-campus students: tuition, general fee and a \$1000 allowance for books and supplies.

Please review the Outside Gift Aid Policy to determine the impact of receipt of private scholarships and grants.

Outside Gift Aid Policy

Students should notify the Financial Aid Office if they are receiving any privately funded scholarships or grants by submitting a photocopy of any scholarship notification and information on availability of these funds for subsequent years. The University will then be able to notify students of any impact on their financial aid package.

In recognition of its students' efforts in securing grants and scholarships from private organizations, the University has developed a Gift Aid Policy that is intended to treat recipients in an equitable manner. The combination of University of Scranton scholarship and grants, federal and state gift aid, and all outside private awards may not exceed tuition, general and course fees, room and board for dormitory students, the maintenance allowance for off-campus students, and the home living allowance for commuter students. Furthermore, recipients of University of Scranton need-based administered awards will have their unmet financial need reviewed before adjusting their financial aid package. Private grants and scholarships may be used to replace up to one half of a student's remaining financial need. If no remaining need exists, University need-based administered aid will be reduced by one-half the amount of the outside award. When a PHEAA grant and/or federal aid composes any part of a student's package, state and federal overaward procedures will be followed even after the above policy is applied. Please see Gift Aid adjustment sample on page 11.

ROTC Scholarship Recipients

Recipients of ROTC Scholarships are subject to a different policy. Please direct all inquiries concerning this policy to the Financial Aid Office.

Satisfactory Academic Progress Requirements for Receipt of Financial Aid

The U.S. Department of Education regulations require that educational institutions measure students' progress toward a declared educational objective, both quantitatively and qualitatively in order to be eligible to receive Federal Title IV aid, which includes Federal Pell Grants, Federal Supplemental Education Opportunity Grants (SEOG), Federal Work Study, Federal Perkins Loans, Stafford Loans, Parent PLUS Loans and Graduate PLUS Loans. The Pennsylvania Higher Education Assistance Agency (PHEAA) and other state grant agencies have separate satisfactory academic progress requirements for their scholarship and grant programs. University of Scranton scholarship and grant recipients must meet the minimum federal requirements and are also subject to minimum, cumulative grade point averages, as specified by the award. External scholarships and grants may have different satisfactory academic progress renewal requirements.

Detailed information about academic probation for continuation in a program of study may be found in the Academic Policies and Regulations section of the undergraduate catalog under the topic, Grade Difficulties: Academic Probation and Dismissal, and in the graduate catalog under Standards of Progress.

Requirements

The measurement of satisfactory academic progress for receipt of federal student aid is broken down into three categories: maximum time frame, PACE and qualitative measure as explained in the following sections.

Maximum Time Frame

A student may not exceed a maximum number of attempted credits in any program(s), even if aid was not received during all periods of enrollment. The maximum number of credits is 150% of a student's program(s) required credits. Once a student reaches the maximum amount of credits attempted as specified by the program(s), the student will be ineligible to receive further Title IV aid. Students in this category may submit appeals in accordance with the Appeals section of this policy.

Examples

Program Credits X 1.5= Maximum Attempted Credits (Note: attempted credits include all transfer and advanced standing credits)

Biology- 134 credits X 1.5=201 maximum attempted credits

Business Administration-132 credits X 1.5=198 maximum attempted credits

Early and Primary Education- 137 credits X 1.5=205.5 maximum attempted credits

Community Counseling-60 credits X 1.5=90 maximum attempted credits

Educational Administration- 38 credits X 1.5=58.5 maximum attempted credits

Total credit requirements for your major(s) X 1.5= maximum attempted credits

Please note that the maximum time frame measurement always uses a student's current major(s) credit requirements. Students who experienced a change in major(s) may appeal the maximum time frame restriction, as outlined in the Appeals section of this policy.

PACE

This measurement ensures that a student is completing their program(s) within the maximum time frame allowed. PACE is calculated by dividing total credits earned by total credits attempted and includes accepted transfer and advanced standing credits in both the numerator and denominator. PACE is measured annually at the conclusion of the spring semester. The PACE percentage differs by academic year as shown in the below table:

<i>Academic Year</i>	<i>Minimum Percentage</i>
Freshman & Sophomore Undergraduates	65%
Junior & Senior Undergraduates & Graduate Students	70%

Full Time Undergraduate Student

<i>Term</i>	<i>Credits Attempted</i>	<i>Credits Earned</i>	<i>Cumulative Credits Attempted</i>	<i>Cumulative Credits Completed</i>	<i>Percentage Completed</i>	<i>Meeting Pace</i>
Fall First Year	16	9	16	9	56%	
Spring First Year	16	10	32	19	59%	
First Annual Measurement					59%	NO
Summer After First Year	6	6	38	25	66%	YES
Fall Second Year	15	9	53	34	64%	
Intersession Second Year	3	3	56	37	66%	
Spring Second Year	16	16	72	53	74%	
Second Annual Measurement					74%	YES

Part Time Undergraduate Student

<i>Term</i>	<i>Credits Attempted</i>	<i>Credits Earned</i>	<i>Cumulative Credits Attempted</i>	<i>Cumulative Credits Completed</i>	<i>Percentage Completed</i>	<i>Meeting Pace</i>
Fall First Year	6	3	6	3	50%	
Spring First Year	9	3	15	6	40%	
First Annual Measurement					40%	NO
Summer After First Year	6	6	21	12	57%	NO
Fall Second Year	6	6	27	18	67%	YES
Intersession Second Year	3	3	30	21	70%	
Spring Second Year	9	6	39	27	69%	
Second Annual Measurement					69%	YES

Graduate Student

<i>Term</i>	<i>Credits Attempted</i>	<i>Credits Earned</i>	<i>Cumulative Credits Attempted</i>	<i>Cumulative Credits Completed</i>	<i>Percentage Completed</i>	<i>Meeting Pace</i>
Fall First Year	6	3	6	3	50%	
Spring First Year	8	6	14	9	64%	
First Annual Measurement					64%	NO
Summer After First Year	4	4	18	13	72%	YES
Fall Second Year	6	3	24	16	66%	NO
Spring Second Year	8	7	32	23	71%	
Second Annual Measurement	7	6	39	29	74%	YES

Qualitative Measure

In addition to the maximum time frame and PACE requirements specified above, all students must maintain a minimum cumulative grade point average of 2.00 in order to demonstrate satisfactory academic progress for receipt of federal aid. The 2.00 cumulative GPA requirements apply to all Federal Student Aid Programs and need-based University of Scranton funds and University of Scranton Work Study Program. Presidential and Deans' Scholarship recipients must maintain a minimum cumulative GPA of 3.25, Loyola Scholarship recipients 3.00 and Arrupe Scholarship recipients 2.50. All endowed funds must maintain the minimum cumulative GPA assigned to the originally awarded institutional award.

Monitoring Satisfactory Academic Progress Requirements

Both PACE and GPA requirements are measured at the end of each spring semester. In the interim, all students are responsible to monitor their compliance with all satisfactory academic progress requirements for receipt of aid funds. Students not meeting PACE and/or the minimum grade point average for receipt of federal aid must earn the sufficient number of credits and/or meet the minimum cumulative grade point average requirements before having aid reinstated, or have successfully appealed for an exception to the requirements.

Financial Aid Suspension

In the event a student's federal and/or University aid is canceled, a formal notice will be sent to the student informing him/her of the action and requirements for reinstatement and procedures for appeal.

Students who have their Presidential Scholarship canceled but have at least a minimum 3.00 cumulative GPA will be awarded a Loyola Scholarship in the amount \$12,000; students who have their Deans' Scholarship canceled but have a minimum cumulative GPA of 3.00 will be awarded a Loyola Scholarship in the amount of \$8,000 for the academic year.

Students who have their Loyola, Arrupe, or endowed award(s) canceled, but have a minimum cumulative GPA of 2.0 and have filed the FAFSA application, will be reviewed for need-based assistance, provided they meet the minimum PACE requirement.

Reinstatement of Aid

Financial aid eligibility may be reinstated when the student has reestablished satisfactory academic standing. **It is the student's responsibility to notify the Financial Aid Office in writing when cumulative GPA requirements have been met and/or PACE deficiencies are corrected.**

Once matriculated at the University of Scranton, credits taken at another institution must be approved by the dean of the college in which the student is enrolled. Detailed academic policies about this topic may be found in the Academic Policies and Regulations section of the undergraduate catalog under Transferring Credits from Other Institutions Once Matriculating at the University of Scranton and in the graduate catalog under Transfer of Credits.

Appeals

If, due to extenuating circumstances, students fail to meet academic progress requirements, they may appeal the termination of their financial aid. (*Satisfactory Academic Progress Appeal Form and Student Instructions are located on the Financial Aid website under forms.*) Appeals must be made in writing to the Director of Financial Aid and must specify the reason(s) why satisfactory academic progress was not achieved and how the deficiencies can be remediated during any approved probationary period. Documentation of the reason(s) for appeal— letters from physicians, copy of death certificate for family member, etc... must accompany the written request. The Financial Aid Office will consult with the Dean's Office of the college in which the student is enrolled to obtain a recommendation on the appeal request. An appeal will be granted in cases where the University determines that a student should be able to meet the satisfactory academic progress standard during the subsequent payment period or develops an academic plan for a student that, if followed, will ensure that she or he is able to meet satisfactory academic progress by a specific point in time. The academic plan may specify requirements on the part of a student and designate a time frame to meet the satisfactory academic progress requirements. All final decisions will be communicated by the Financial Aid Office.

Financial Aid Probation

A student on financial aid probation may receive federal student aid funds for one payment period, which includes summer and special sessions. The institution may require a student on financial aid probation to fulfill specific terms and conditions such as taking a reduced course load, enrolling in specific courses or availing themselves of specified University or private resources. At the end of one payment period on financial aid probation, the student must meet the University's satisfactory academic progress standards for receipt of financial aid or meet the requirements of the academic plan developed by the Dean's Office and the student to qualify for further federal student aid funds.

For University of Scranton Grants and Scholarships, students not meeting the required minimum, cumulative grade point average at the end of the spring term will be allowed to retain their aid for one term. If at the conclusion of the term they are still not meeting the required minimum, cumulative grade point average, yet have exceeded the grade point average required of the grant or scholarship, one final term of University assistance will be allowed. These provisions do not apply to continued receipt of federal student aid for students whose cumulative grade point average is not the minimum, cumulative grade point average of 2.00, except in cases where a student successfully appealed and was placed on Financial Aid Probation, or is meeting the requirements defined in an individual academic plan approved by their college's Dean's Office.

Drops, Withdrawals and Incomplete Grades

Credits dropped during the drop refund period of the term as defined on the published academic calendar are not counted as attempted credits. Incomplete courses are counted as attempted credits for the determination of PACE and maximum time frame.

Stop Outs and Re-Admitted Students

When a student has a break in enrollment and is readmitted, satisfactory academic progress will be evaluated taking into consideration any transfer and advanced standing credits earned during the break in enrollment and accepted by the University.

Terms, Parts of Term and Summer

Terms are comprised of all sessions and parts of term within a term. For measurement of satisfactory academic progress, January Intersession will be combined with spring term.

Advanced Standing Credit

All forms of advanced standing credit such as advanced placement, transfer, validation, challenge, that are accepted by the University are considered as both attempted and earned in the calculation of PACE and maximum time frame.

Audited Courses

Audited Courses are not considered as attempted or earned in the calculation of PACE and maximum time frame.

Repeated Courses

Repeated courses will be counted in attempted and earned each time registered.

Multiple Majors/Degrees

The maximum time frame will be calculated using all required credits to complete multiple majors and all credits attempted and earned will be used in the calculation of PACE.

Change of Major

The maximum time frame will be calculated using the current major and all credits attempted and earned, including those from prior major(s) will be part of PACE and cumulative grade point average calculations.

Subsequent Degrees

Measurement of maximum time frame and PACE will be calculated based on the requirements of the subsequent degree.

Consortium Agreement

Credits taken at another institution under an approved Consortium Agreement will be used when determining the student's number of credits earned. **They will not affect a student's cumulative grade point average.**

Student's Rights and Responsibilities

Student's Rights

You have the right to ask for the following information about the University and financial aid:

- What federal, state, institutional and private financial aid programs are available?
- What must students do to apply for aid and how is eligibility determined?
- How is aid distributed to students?
- What are the rights and responsibilities of aid recipients?
- How and when is financial aid awarded?
- What are the terms and conditions of any work program that is included in your financial aid award notification?
- What is the interest rate, repayment schedule, total amount borrowed, and deferment or cancellation provisions for any student loan borrowed?
- What are the satisfactory academic progress standards used, and what needs to be done to reestablish eligibility once one has failed to maintain progress for financial aid?
- What are the names of the organizations that accredit or license the University and its programs?
- What special facilities and services are available to handicapped students?
- What is the cost of attending the University?
- What is the University's refund policy?

Title IV Refund Policy Example

Sean Student is a sophomore enrolled for the spring term as a full-time resident student. The spring term began on January 24 and will end on May 18. Sean withdrew completely from school on February 8.

Sean's Charges

Tuition	\$ 17,846
University fees	175
Room	3,641
Board	+ 2,575
Total University charges	\$ 24,237

Sean's Title IV Aid

Federal Direct Stafford Loan	\$ 2,250
Federal Perkins Loan	500
Federal Pell Grant	+ 2,000
Federal SEOG	+ 500
Total Title IV Aid	\$ 5,250

Percentage of Title IV Aid Earned

Completed days	16
Divided by total days	÷ 101
Percentage of days attended	15.8

If this amount is less than or equal to 60%, an adjustment must be made. If this amount is greater than 60% (with or without rounding), no adjustment is necessary.

Title IV Aid Earned by Sean

Total Title IV Aid	\$ 5,250
Multiplied by percentage earned	× .158
Total Title IV Aid earned	\$ 830

Title IV Aid to Be Returned

Total Title IV Aid	\$ 5,250
Less Title IV Aid earned	= 830
Total Title IV to be returned	\$ 4,420
Federal Direct Stafford Loan	\$ 2,250
Federal Perkins Loan	500
Federal Pell Grant	1,670

- Information on the University's programs, and the instructional, laboratory and physical plant facilities associated with those programs.
- What are the names of the University's faculty?
- Who are the Financial Aid Officers, where are they located and who should I contact with questions on financial aid?

Student's Responsibilities

It is your responsibility to :

- Comply with all financial aid filing procedures including the completion of required applications by the published deadline(s).
- Understand academic progress requirements necessary for retaining aid.
- Complete all financial aid applications accurately, honestly and on time.
- Provide all required documentation when requested.

- Notify the Financial Aid Office of any changes to the information initially reported.
- Notify the University of any changes in enrollment status, permanent home address, phone number, local address or name.
- Complete entrance and exit counseling for loan borrowers.
- Understand and comply with loan repayment obligations.
- Understand the refund policy.
- Perform work study duties in a responsible manner and in compliance with the terms and conditions of employment.
- Request in writing a reevaluation of aid eligibility when academic progress requirements or credit deficiencies have been corrected.
- Read, understand and keep copies of all forms sent to you for signature.
- Complete the third party authorization form to allow access to their student record.

Financial Aid Refund Policy

In accordance with federal regulations, those students who receive federal financial aid and who completely withdraw from the University during the first 60% of a semester will have their federal financial aid (Pell Grants, Supplemental Educational Opportunity Grants, TEACH Grants, Perkins Loans, Direct Stafford Loans and PLUS Loans) adjusted based on the percent of the semester completed prior to the withdrawal. That is, students will be entitled to retain the same percent of the federal financial aid received as the percent of the semester completed. This percent is calculated by dividing the number of days in the semester (excluding breaks of five days or longer) into the number of days completed prior to the withdrawal (excluding breaks of five days or longer). The date of withdrawal will be the date the student begins the withdrawal process in accordance with the official withdrawal procedures outlined in the catalog.

Students who do not follow the official withdrawal procedure but who stop attending classes for all of their courses will be considered to have withdrawn at the 50% point of the semester unless attendance is documented after that time. There will be no adjustment to federal financial aid after the completion of at least 60% of the semester.

Once the amount of the federal funds to be returned has been calculated, the funds will be returned in the following order and cannot exceed the total amount awarded:

- Unsubsidized Direct Stafford Loans
- Subsidized Direct Stafford Loans
- Perkins Loans

Gift Aid Adjustment Example

Student Need	\$ 16,935
Aid: PHEAA Grant	\$ 900
Loyola Scholarship	8,500
Xavier Grant	<u>1,900</u>
Aid Total	\$ 11,300
Remaining Need	\$ 5,635
Outside Award	\$ 5,000
Less ½ Remaining Need	- <u>2,817</u>
Excess Award	2,183
Multiply by 50%	× <u>.50</u>
Adjustment to Xavier Grant	\$ 1,091

An outside award of \$2,000 for the same student would result in no adjustment to Xavier Grant.

- Direct PLUS Loans
- Pell Grants
- Supplemental Educational Opportunity Grants
- TEACH Grants

Pennsylvania and other state grants will be adjusted in accordance with each agency's stated guidelines. It is expected that PHEAA Grant funds will be reduced by the same percent reduction in tuition received by a student when completely withdrawing from the University.

The University of Scranton grants and scholarship funds will be adjusted based on the percentage of reduction of tuition received by a student when withdrawing from the University.

Please note that students who receive a refund of financial aid prior to withdrawal from the University may owe a repayment of federal financial aid funds received. Students will be contacted by the Financial Aid Office in such situations and will be given 30 days to repay the funds to the University. Students who fail to return the unearned portion of federal financial aid funds given to them will become ineligible for continued receipt of financial aid at all institutions until such time as the repayment is made.

After determining the distribution of funds to Title IV programs, the Financial Aid Office is required to calculate the PHEAA State Grant refund if a PHEAA Grant was received for the payment period. Other state grants will be adjusted according to each state's refund policy and will equal the refund percentage applied to the student's tuition charges.

After determining the Title IV refund and percentage to be returned to PHEAA State Grant programs, the Financial Aid Office will calculate the refund of University of Scranton funds up to the amount of the tuition refund percentage made.

Additional examples of refund calculations, are available for examination in the Financial Aid Office upon request. Students that must totally withdraw from school should consult with the Financial Aid Office on how the refund policy applies to their situation. Students who are recipients of Title IV Funds (Pell, SEOG, TEACH, Perkins, Direct Stafford Loans, PLUS Loans) and subsequently withdraw and have their tuition reimbursed retroactively due to extenuating circumstances, will still be subject to Title IV Federal Refund Calculation. Students who subsequently return to the University are required to satisfy the academic progress requirements prior to receipt of additional funds. If a student who withdraws is determined to be eligible for a post-withdrawal disbursement, he or she will be notified as soon as the determination is made. If the student does not contact the Financial Aid Offices by the specified deadline, the University will assume the student is not interested in receiving the Post-Withdrawal Funds offered.

Overpayment Policy

If a student leaves the University after receiving a cash disbursement for living expenses from Title IV grants or a Perkins Loan, the University must determine if the student must repay a portion of the cash disbursement. If it is determined that an overpayment has been made, the institution will notify and bill the student for the amount of the overpayment.

A student would owe a repayment if the cash disbursement exceeds the living expenses incurred up to the point of the student's withdrawal. Certain non-refundable expenses, such as books and supplies, will be included in the overpayment calculation at full cost.

Work Study funds are excluded from the calculation because they have been earned by the student as well as other federal loan funds, because the student is already obligated to repay them.

Federal Verification Policy and Procedures

The University of Scranton requires verification of FAFSA data when a student's record is selected by the federal government. In addition, there may be cases where the University may select a student record to be verified due to inconsistencies on the information reported or to clarify reported data, etc. Students selected for verification by the federal processor are identified by an asterisk (*) next to the expected family contribution (EFC) listed on the Student Aid Report. The section below explains your rights and responsibilities. Please read carefully.

The U.S. Department of Education is updating the method of having aid applicants

verify the information provided on the Free Application for Federal Student Aid (FAFSA) to the colleges they attend. Actual Internal Revenue Service (IRS) 2011 tax transcripts will now be required to be submitted to colleges for selected applicants. Applicants may avoid having to obtain IRS tax transcripts by choosing to file the FAFSA online two weeks after submitting electronic IRS tax returns and using the IRS data retrieval option when completing the online FAFSA. Provided the IRS data is available and no changes have to be made to the reported tax data, it will not be necessary to submit an official IRS tax transcript in the event the FAFSA is selected for federal aid verification. We highly recommend all aid applicants and parents of dependent applicants file their 2011 tax returns to the IRS electronically and use the FAFSA retrieval option to carry over the tax information onto the online FAFSA application. This will not only decrease common errors, but may also eliminate the need to provide additional verification documents. Please note there may be cases where the University may require both the IRS tax transcript and a signed copy of tax returns to complete verification for both federal and University of Scranton aid programs.

Submission of Requested Documentation

All requested information must be provided to The University of Scranton Financial Aid Office within six weeks of the notification date. If the requested documentation is unavailable at the time of the request, an extension can be granted provided the Financial Aid Office receives a written request explaining the reason the documentation is not provided and an estimated date the information will be available. **Please note, however, that Federal and institutional aid cannot be finalized until such time as all requested documentation is provided. Failure to satisfy all requests will result in the cancellation of all Federal aid and University of Scranton need-based grant aid.**

Documentation Required

- A completed **Verification** form (available at www.scranton.edu/financialaid, select Forms or in the Financial Aid Office).
- Signed copies of parents' and student's (student's and spouse's for independent students) 2011 Federal Tax Returns. **If a copy was not retained, contact the IRS at 1-800-829-1040 to request a transcript.** Non-tax filers must complete all questions in section 3 and/or section 4 on the Verification form, and attach any W-2 forms.

- Any other verification forms requested by the Financial Aid Office such as asset verification forms, medical expense forms, household size verification form, etc.

Review of Information

After all requested information is submitted, application data will be verified. If all application information is accurate or within federally approved tolerances, aid will be processed and/or finalized. If corrections are required, the Financial Aid Office will correct the data and process your aid request.

Notification of Verification Results

Notification of your award eligibility and/or certification of federal loans will indicate your eligibility for federal and institutional funds. In cases where aid had been previously awarded, notification will only be sent when program eligibility changes.

Overpayment of Federal Funds

In cases where corrections result in an overpayment of federal funds, you will receive notice on steps required to repay the federal programs and the consequences of not making proper repayment.

Any questions concerning these policies and procedures should be directed to the Financial Aid Office.

Financial Aid for Study Abroad

University students participating in the Study Abroad Program may be eligible to receive financial aid, including federal, state and institutional aid, for their enrollment in a program that is approved by the University's Study Abroad Advisor. There are several additional requirements, however, that must be met before the Financial Aid Office can process any student's financial aid for use at another institution.

Please note that the cost for the Study Abroad terms may impact the participant's financial aid package.

Most commonly asked questions and answers can be found at www.scranton.edu/financialaid.

Consortium Agreements with Other Institutions

Upon approval of the dean of the student's college, the University will execute a consortium agreement with another eligible institution so that the combined costs and credits can be used in determination of financial aid eligibility. Please note that because of differences in costs, a student's financial aid package could be affected.

The University of Scranton James P. Sweeney, S.J. Family Outreach Program

In 1942, Most Rev. William J. Hafey, Bishop of Scranton, invited the Society of Jesus to assume administration of The University of Scranton. It was a time of great uncertainty for the nation and for higher education with college enrollments dropping dramatically due to enlistments and the draft. In today's uncertain economic times, the University finds great relevance in the words of Very Rev. James P. Sweeney, S.J., Provincial of the Society of Jesus' Maryland/New York Province, as he accepted Bishop Hafey's invitation:

"...acceptance of your invitation is of course a challenge in these abnormal times, when all colleges are facing a crisis. Even the fate of well established institutions is in the balance and many smaller colleges may be pushed to the wall during the next six months. However, St. Ignatius was never one to run away from a difficult proposition, and we are supposed to imitate his example."

Inspired by this example of hope and faith, the University has established the James P. Sweeney, S.J., Family Outreach Program, which reflects the University's commitment to students and families who have been negatively affected by recent economic conditions and contains the following:

- Responsiveness to reductions in family income due to unemployment, underemployment and other losses of income. The Financial Aid Office's Special Condition Form gives families an opportunity to update income information when current year income is less than what was collected on the Free Application for Federal Student Aid (FAFSA). The Financial Aid Office will review and verify updated information to determine if any increases can be made to need-based federal, state and University of Scranton financial aid programs.
- The Father Sweeney Grant will be used to supplement students' regular financial aid packages based on the reporting of families' financial difficulties. The grant is intended to provide immediate short-term assistance. **Renewal of the grant will be based on a family's continued financial difficulties.**
- The University will offer financing counseling to families requesting special assistance to meet their financial educational expenses. Financial Aid and Bursar staff will work with students and their families on the development of financing plans, which will include a combination of federal student and parent loans and may allow for the development of special payment plans outside of the University's normal payment policy

Financial Aid Glossary

Academic Year: The definition of academic year at The University of Scranton is 30 weeks of enrollment.

Award Package: Notification from the Financial Aid Office detailing the type and amount of aid you are eligible to receive.

Citizen/Eligible Non-Citizen: A student must be in one of the following categories to receive federal student aid: U.S. citizen or national, U.S. permanent resident, citizens of the Freely Associated States: the Federated States of Micronesia and the republics of Palau and the Marshall Islands; other eligible non-citizens.

Cost of Education: The total amount it will cost a student to attend school. The cost includes tuition, housing, board, books, fees and other related educational expenses.

Dependency Status: Depending upon how you answer certain questions on your financial aid application you may be considered dependent upon parental support or independent. Your dependency status determines what information must be reported on your aid application.

EFT: Electronic Funds Transfer.

Expected Family Contribution (EFC): Funds that you are expected to contribute toward your cost of education.

FAFSA: Free Application for Federal Student Aid.

Federal Direct Stafford Loan: A need-based fixed interest loan with no repayment until six months after graduation.

Financial Need: The difference between the student's cost of education and the expected family contribution

Full-time Enrollment: Undergraduate students enrolled for at least 12 credits per semester. In some cases, students enrolled for 3 credits during Intersession and 9 credits for Spring can be considered as full-time students. However, the aid for the Spring term will be recalculated based on the combined reduced per-credit cost for the terms. **Graduate students enrolled for 6 credits per semester are considered to be enrolled full time.**

Gift Aid: A type of financial aid that does not have to be repaid, such as grants and scholarships.

Master Promissory Note (MPN): The Master Promissory Note (MPN) allows the student to borrow under the Federal Direct Stafford Loan program for up to 10 years. In subsequent years, the student needs only complete the FAFSA.

Needs Analysis: A uniform computation of information provided on your Financial Aid Application that gives the Financial Aid Office your expected family contribution.

PACE: Earn 65% of total attempted credits for freshman and sophomore undergraduates; 70% for junior and senior undergraduates, and graduate students.

Pell Grant: A federal grant based on need. Full-time awards range from \$575 to \$5,550.

Perkins Loan: A federally funded, low interest loan administered by the school. Eligibility is based on financial need.

PHEAA State Grant: Need based grant for Pennsylvania residents

PLUS (Parent Loan for Undergraduate Students and Graduate Students): Available to parents of dependent students and credit-worthy graduate students.

Satisfactory Academic Progress (SAP): Measurement of student's progress toward a declared educational objective both quantitatively and qualitatively in order to be eligible for Federal Title IV aid.

Self-Help Aid: Financial aid, such as work study and student loans, that requires the student to work while enrolled or repay loan funds after graduation.

SEOG (Supplemental Educational Opportunity Grant): A federal grant awarded to students with exceptional financial need. Priority is given to Pell Grant recipients.

Special Condition: A change in a family's financial situation, such as loss of employment, death of a parent, divorce, or loss of untaxed income. Any change that affects the family's ability to contribute toward educational expenses should be reported to the Financial Aid Office.

Student Aid Report (SAR): Received electronically or by paper approximately four weeks after applying for federal student aid. The SAR contains your application information and indicates if you are eligible to receive a Pell Grant.

TEACH Grants: Federal \$4,000 per year grant for students who are or will be full-time teachers in specific fields at Title I schools. Failure to satisfy requirements will result in grant reverting to Unsubsidized Direct Student Loan starting from date of original disbursement.

Title IV Grants: Pell Grant, SEOG and TEACH Grant.

Work Study: A program that provides campus employment that allows a student to earn money to help pay for college expenses.

Information Directory

<i>Office</i>	<i>Location</i>	<i>Phone</i>
Academic Advising Centers		
College of Arts and Sciences	600 Linden Street, 3rd floor	570-941-6323
College of Graduate and Continuing Education	O'Hara Hall, 2nd floor	570-941-7580
Kania School of Management	Brennan Hall 206	570-941-6100
Panuska College of Professional Studies	McGurrin Hall 101	570-941-6390
Admissions Office	The Estate	570-941-7540
Alumni and Public Relations	600 Linden St., 4th floor	570-941-7660
Bookstore	DeNaples Center, 1st floor	570-941-7454
Bursar's Office	St. Thomas 201	570-941-4062
Career Services	Ciszek Hall	570-941-7640
Counseling Center	McGurrin Hall 235	570-941-7620
College of Graduate and Continuing Education	O'Hara Hall, 2nd floor	570-941-7580
Dean's Offices		
College of Arts and Sciences	600 Linden Street, 3rd floor	570-941-7560
College of Graduate and Continuing Education	O'Hara Hall, 2nd floor	570-941-6300
Kania School of Management	Brennan Hall 400	570-941-4208
Panuska College of Professional Studies	McGurrin Hall 111	570-941-6305
Financial Aid Office	St. Thomas Hall 401	570-941-7701
Information Resources Help Desk	Alumni Memorial Hall, 1st floor	570-941-HELP
Center for Teaching and Learning Excellence	St. Thomas Hall, 5th floor	570-941-4038
Weinberg Memorial Library	Commons	570-941-7526
Military Science	Rock Hall	570-941-7457
Provost's Office	St. Thomas Hall, 5th floor	570-941-7520
Public Safety	Parking Pavilion	570-941-7888
Registrar's Office	St. Thomas Hall 301	570-941-7721
Student Affairs	DeNaples Center, 2nd floor	570-941-7680
Student Health Services	Roche, Mulberry & N. Webster	570-941-7667
University Ministries	DeNaples Center, 2nd floor	570-941-7419
Wellness Center (CHEW)	DeNaples Center, 2nd floor	570-941-4253

Handicapped Services

In compliance with the requirements of Section 504 of the Rehabilitation Act, The University of Scranton has modified existing physical facilities and has developed special coordination services in order to effectively accommodate the academically qualified handicapped students. The Director of the Office of Equity and Diversity maintains and provides information, coordination, referral and counseling services for handicapped students.

Accreditation

The University of Scranton is fully accredited by the Middle States Association of Colleges and Schools, the National Council for the Accreditation of Teacher Education, the American Physical Therapy Association, the National League for Nursing, The Association to Advance Collegiate Schools of Business (AACSB) and other appropriate accrediting agencies.

This brochure is published in accordance with Title 34, Part 668, Subpart D, Section 668.41 through 668.46 of the Code of Federal Regulations which requires dissemination of Student Consumer Information Services by institutions of post-

secondary education which participate in the Title IV Financial Aid Programs.

Obtaining Other Information

Information about The University of Scranton's retention rates is available from the Office of Assessment and Institutional Research.

Information about the job placement of University of Scranton graduates is available from the Office of Career Services.

Information about campus security is available from the Department of Public Safety.

Prepared by the Financial Aid Office,
The University of Scranton, Scranton,
Pennsylvania, 18510-4689. Program rules and
regulations are current as of the date of publication
and are subject to change by the Federal and State
governments.

*The University of Scranton is an Affirmative Action/
Equal Opportunity Employer and Educator.*

June 2012

THE UNIVERSITY OF
SCRANTON
A JESUIT UNIVERSITY

Office of Financial Aid
St. Thomas Hall 401
Scranton, PA 18510-4689
Phone: (570) 941-7701
Fax: (570) 941-4370
E-mail: finaid@scranton.edu
Web: www.scranton.edu/financialaid