

2009-10 Comprehensive Guide to Financial Aid Programs



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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 and federally subsidized loan 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, Academic Competitiveness Grant, SMART 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 and at several locations on campus, including the Financial Aid Office.

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 that withdraw and subsequently return to the University will be reviewed for reinstatement of any scholarship funds they had previously received based on their academic status prior to their withdrawal. In some instances, academic performance at the school from where they are transferring from may be taken into consideration. Review for reinstatement will occur only after the student submits a written request to the Financial Aid Office, attaching required documentation, if necessary, i.e., medical certificates, etc.

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 a 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 Loan Program, 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 \$976 and \$5,350 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 2009-10 academic year is June 30, 2010.

Summer Pell Grant Processing

If the student has remaining eligibility from the preceding aid year, the EFC from that year will be used to determine the Pell Grant amount. Also, when processing summer Pell Grants, all summer terms will be combined to determine the student's enrollment status and award amount.

Academic Competitiveness Grant (ACG)

To be eligible for this federal, need- and merit-based, two-year grant, a student must be enrolled full time, be eligible for the Pell Grant within the same term, be a U.S. citizen, and have graduated from a rigorous secondary program of study as defined by the U.S. Department of Education. The annual award is \$750 for the first academic year and \$1,300 for the second academic year. A cumulative GPA of 3.0 at the conclusion of the first academic year is necessary for the second-year award.

National Science and Mathematics Access to Retain Talent Grant (SMART)

In order to be eligible, a student must be enrolled full time, be eligible for the Pell Grant within the same term, be a U.S. citizen, and be enrolled in eligible majors as designated by the U.S. Department of Education. The annual award is \$4,000. A cumulative GPA of 3.0 is required for each eligible term.

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 specified 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.

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

Federal Direct Stafford Student Loan

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

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 Federal Direct 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 Additional Unsubsidized Stafford	Federal Direct Unsubsidized Stafford (after PLUS Direct denial)
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
Graduate	–	\$8,500	\$12,000	–

The Financial Aid Office certifies Direct Stafford Loans for all students who complete the FAFSA and indicate on question 26 an interest in student loans. There are two types of Federal Direct Stafford Loans: the Subsidized Federal Direct Stafford Loan 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 and during the grace period. 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 on page 2. Keep in mind origination fees may be charged. The fees will be deducted proportionately from each disbursement.

As of July 1, 2009, for Undergraduate students, the interest rate is fixed at 6.0% for the Subsidized Direct Stafford Loan and 6.8% for the Unsubsidized Direct Stafford Loan for Undergraduates.

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.

Federal Direct Parent PLUS Loan

The Federal Direct Parent PLUS Loan for Undergraduate students is available to credit-worthy parents of dependent undergraduate students.

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 3% to 4% origination fees 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 monthly or quarterly, 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.

Application

Parents may apply online at www.scranton.edu/financialaid, click on Loans & Financing Options, and select Parent PLUS Loans. Again, apply for the academic year and remember the fees. Parent borrowers applying for the Federal Parent 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.

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

Loan Disbursements

If certified for the academic year, loans are scheduled to be disbursed on August 24, 2009, for the fall semester and February 1, 2010, for the spring semester.

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 coun-

seling, 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 weekly 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 click on the More Information Button Next to Undergraduate Federal Direct Stafford Loans. Select Direct Stafford Loan Entrance Counseling or Direct Stafford Loan 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.

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, sign his/her check over to the University as payment toward the balance due. The minimum hourly rate paid is \$7.15 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. 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 \$4,000. 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 2009-10 aca-

demical year was May 1, 2009. 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 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.) For additional information and criteria contact the Financial Aid Office or PHEAA's Web site at www.pheaa.org or 1-800-692-7392.

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. Information can be obtained by contacting PHEAA, Outreach Services at 1-800-831-0797.

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 business 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. Applications for this program are available at the Financial Aid Office. 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 complete a minimum of 24 credits per year.

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 complete a minimum of 24 credits per year.

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 the completion of 24 credits per year.

Arrupe Award

Renewable, merit-based partial-tuition scholarship awarded to incoming freshmen students of color who demonstrate academic potential. Recipients must maintain a minimum of 2.50 and complete a minimum of 24 credits per year.

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, completing 24 credits per year 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, completion of 24 credits per year, 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.

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 seeking their first undergraduate degree. 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, completion of a minimum 21 credits per academic year, and continued enrollment in the College of Graduate and Continuing Education. 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.

Dexter Hanley Part-Time Grant

For undergraduate students enrolled for fewer than 12 credits per term seeking their first undergraduate degree. 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, continued enrollment in the College of Graduate and Continuing Education and the completion of a minimum number of credits dependent upon enrollment.

The FAFSA must be filed 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 Graduate and Continuing Education are the Robert L. McDevitt Scholarship, the Newcombe Scholarship for Mature Women, the Oppenheim Award and the Dexter Hanley Transfer Scholarship. 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. To be considered for the Dexter Hanley Transfer Scholarship, new transfer students must be enrolled on a full-time basis and have earned a 3.00 GPA from all previous colleges/universities attended as a full-time student. Renewal is contingent upon the student maintaining a cumulative GPA of 3.00 and the completion of 21 credits per year. Students

must be accepted by June 1 to be considered. 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 or at http://matrix.scranton.edu/docs/bursar_family_tuition.pdf.

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 \$15,000 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 also be considered 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 new 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. 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

at 570-941-7540 or the Office of Graduate Admissions at 570-941-6202.

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 1. 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.

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 and the variable interest rates have increased. Additionally, the continued funding from these loans for all undergraduate years has become less reliable than the Parent 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.

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 \$500 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 10.

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

Federal regulations require that educational institutions measure students' progress toward a declared educational objective, both quantitatively and qualitatively.

The University of Scranton has established the following standards to measure a student's academic progress for fall and spring semesters. Intersession and summer sessions are not counted when measuring minimum amount of credits needed to be completed; however, they will be used to satisfy the quantitative requirements. These standards will be applied uniformly to all students when determining their eligibility for federal and/or University of Scranton funds **regardless of whether the student previously received these funds**. Spring transfer students' Satisfactory Academic Progress is measured at the end of the term. If progress requirements are satisfactory, then they are measured again at the end of the following academic year along with all other students. If not, they will be checked at the end of the fall term to determine continued eligibility. Minimum number of credits earned needed to satisfy the PHEAA State Grant Program is based on the State Program credit requirement for academic progress.

Maximum Semesters of Aid Eligibility

The maximum time frame that full-time baccalaureate students may take to complete their program at The University of Scranton is not to exceed 12 full semesters. Part-time students may not take more than 12 academic years to complete their program.

Full-time associate's degree students are allowed five full semesters; part-time associate's degree students may not take more than five academic years to complete their program. Students enrolled in an eligible certificate program of at least 24 credits should consult the Finan-

cial Aid Office for the maximum time-frame allowed for the particular certification program.

Students who change majors are responsible for completing the degree requirements within the time-frame specified above. **With the exception of those students enrolled in the Master of Occupational Therapy program, University of Scranton funds, including endowed scholarships, merit and need-based awards, shall cease after eight full semesters of eligibility, regardless of a change in major, double major or any situation that would require attendance beyond the four-year period. University of Scranton aid is limited to the maximum number of semesters required for the program of study that they were accepted into by the Admissions Office.**

Credits – Quantitative Requirements

Day School

Students enrolled in the College of Arts and Sciences, the Kania School of Management and the Panuska College of Professional Studies who are full-time students must successfully complete a minimum of 24 credits per academic year.

Students Admitted through the College of Graduate and Continuing Education

Undergraduate Students

Satisfactory Academic Progress is measured at the end of the spring semester.

- (a) If enrolled for 24 credits per academic year, a minimum of 21 credits must be completed
- (b) If enrolled for 21 credits per academic year, a minimum of 18 credits must be completed
- (c) If enrolled for 18 credits per academic year, a minimum of 15 credits must be completed
- (d) If enrolled for 15 credits per academic year, a minimum of 12 credits must be completed
- (e) If enrolled for 12 credits per academic year, a minimum of 9 credits must be completed
- (f) If enrolled for 9 credits per academic year, a minimum of 6 credits must be completed
- (g) If enrolled for 6 credits per academic year, a minimum of 3 credits must be completed
- (h) If enrolled for 3 credits per academic year, a minimum of 3 credits must be completed

Students whose enrollment varies by semester must earn a proportionate number of credits.

PHEAA state grant recipients who received assistance as full time students must complete a minimum of 24 credits per academic year, while those who received assistance as part time students must complete a minimum of 12 credits per academic year.

Graduate Students

Satisfactory Academic Progress is measured at the end of the spring semester.

- (a) If enrolled for 18 credits per academic year, a minimum of 15 credits must be completed
- (b) If enrolled for 12 credits per academic year, a minimum of 9 credits must be completed
- (c) If enrolled for 9 credits per academic year, a minimum of 7 credits must be completed.
- (d) If enrolled for 6 credits per academic year, 3 credits must be completed

Students whose enrollment varies by semester must earn a proportionate number of credits.

University Alliance Students

Satisfactory Academic Progress is measured at the end of the spring II semester.

- (a) If enrolled for 24 credits per academic year, a minimum of 21 credits must be completed
- (b) If enrolled for 21 credits per academic year, a minimum of 18 credits must be completed
- (c) If enrolled for 18 credits per academic year, a minimum of 15 credits must be completed
- (d) If enrolled for 15 credits per academic year, a minimum of 12 credits must be completed
- (e) If enrolled for 12 credits per academic year, a minimum of 9 credits must be completed
- (f) If enrolled for 9 credits per academic year, a minimum of 6 credits must be completed
- (g) If enrolled for 6 credits per academic year, a minimum of 3 credits must be completed
- (h) If enrolled for 3 credits per academic year, a minimum of 3 credits must be completed

Enrollment status is determined at the end of the 100% tuition refund period each term.

Grade Point Average Requirements

In addition to the minimum number of credits to be completed each year, all students must maintain a cumulative GPA of 2.00 in order to demonstrate satisfactory academic progress. The 2.00 cumulative GPA requirement applies to all Federal

Student Aid Programs and need-based University of Scranton funds. Presidential and Dean's Scholarship recipients must maintain a cumulative GPA of 3.25. Loyola Scholarship recipients must maintain a minimum cumulative GPA of 3.0. Arrupe recipients must maintain a minimum cumulative GPA of 2.5. All endowed funds recipients must maintain the minimum cumulative GPA assigned to their original scholarship fund.

Monitoring Satisfactory Academic Progress Requirements

Both credit and GPA requirements are measured at the end of each spring semester. Students who first enroll during a spring semester will also be reviewed at the end of their first semester. If one-half of their annual credit requirement is met, progress will then be measured on a regular academic year sequence.

Warning letters will be sent to students with deficiencies at the conclusion of the fall semester notifying them of the total required number of credits they are expected to complete, the number of credits actually completed for the semester, and the number that needs to be completed by the end of the academic year. Deficient minimum GPA warning letters will also be sent to students having federal and/or university, need-based aid who have not maintained a cumulative GPA of 2.0 and/or University scholarship recipients not meeting the minimum GPA required by their particular award. **In all instances, it is the students' responsibility to monitor their compliance with all the Satisfactory Academic Progress Requirements for receipt of aid funds.**

Probationary Terms

Students with credit deficiencies must complete the required credits at their own expense **without the benefit of any probationary term.** Students with GPA deficiencies will be allowed a probationary term of aid to bring their GPA up to the required minimum. At the conclusion of the probationary term the student's GPA will be measured to determine eligibility for future terms. **Please note that, after two calendar years of enrollment at The University of Scranton, all students must maintain a minimum GPA of 2.0 in order to receive federal and University need-based funds. No probationary terms will be granted for the continued receipt of federal funds after two years of enrollment. This includes transfer students. Students who are required to have a minimum cumulative GPA of 2.0 will be allowed to retain their aid until the end of the academic year in which the deficiency occurred.**

Cancelation of Aid

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, requirements for reinstatement and procedures for appeal.

Students who have their Presidential Scholarship canceled but have at least a minimum 3.0 cumulative GPA will be awarded a Loyola Scholarship in the amount of \$12,000; students who have their Deans' Scholarship canceled but have a minimum cumulative GPA of at least 3.0 will be awarded a Loyola Scholarship in the amount of \$8,000 for the academic year.

Students who have their Loyola Scholarships canceled, but have a minimum cumulative GPA of 2.0 and have filed FAFSA application, will be reviewed for need-based assistance based on their new level of eligibility.

These students may apply for reinstatement of their original award once they comply with the minimum respective cumulative GPA required. **These requests must be submitted in writing.**

Reinstatement of Aid

Financial aid eligibility may be reinstated when the student has reestablished satisfactory academic standing and/or has demonstrated a **significant improvement** in progress toward his/her educational objective. **It is the student's responsibility to notify the Financial Aid Office in writing when cumulative GPA requirements have been met and/or credit deficiencies have been corrected.** Aid eligibility will then be reevaluated and reinstatement will be dependent upon the availability of funds, regardless of demonstrated eligibility.

Credits taken during the summer at another approved institution must be approved by the Dean of the college in which the student is enrolled. These credits may be used in determining the student's academic progress for that particular year. However, transfer credits will only count toward the total credits completed and will have no impact on GPA deficiencies. The University accepts only the course credits taken at another institution, not the grade. GPA deficiencies, therefore, can only be corrected by courses taken at the University. Requests for reevaluation of aid eligibility must be made in **writing** to the Financial Aid Office after all transfer credits have been officially recorded on the student's University transcript. It is the student's responsibility to request that official transcripts be forwarded to the Registrar for transfer credit evaluation.

Appeals

If, due to extenuating circumstances, students fail to meet academic progress requirements, they may appeal the termination of their financial aid. Appeals must be made **in writing** to the Director of Financial Aid and must include an explanation of the student's situation along with a request for reinstatement of financial aid. **Any substantiating documentation should be submitted with the letter of appeal.**

Waivers

Based upon its own review of a student's circumstances, the Financial Aid Office may make allowable exceptions to the stated satisfactory progress requirements. All such waivers will be reviewed on an individual basis taking into consideration special circumstances and improved academic performance.

Audited Courses

Audited courses are not counted toward enrollment status when awarding aid and when measuring quantitative academic progress requirements.

Repeated Courses

Repeated courses, if completed successfully, will be counted toward students' enrollment status when awarding aid and when measuring quantitative academic progress requirements.

Incomplete Grades

A grade of incomplete is not considered to be a successfully completed course and therefore is not included in the number of credits earned. If an incomplete grade contributes to a student's credit deficiency, it must be successfully completed before aid can be approved. In the event of a GPA deficiency, a completed grade that corrects a deficiency will satisfy the minimum grade requirement, while ones that result in deficient minimum cumulative grades will not impact eligibility for the current term, however, they will be used to determine eligibility in future terms.

Withdrawal Grades

Students withdrawing from a course and receiving a grade of "W" do not earn credits for the course. This may impact on the minimum number of credits earned to satisfy academic progress standards and in turn continued aid eligibility.

Challenge/Validation Exams/Portfolio Credits

Credits earned through challenge or validation examinations and portfolio courses are not counted when determining students' enrollment status and therefore no aid is granted for such course work. When measuring academic progress however, challenge/validation/portfolio

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	\$ 16,412
University fees	150
Room	3,383
Board	<u>2,337</u>
Total University charges	\$ 22,282

Sean's Title IV Aid

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

Percentage of Title IV Aid Earned

Completed days	16
Divided by total days	<u>101</u>
Percentage of days attended	15.8
<i>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.</i>	

Title IV Aid Earned by Sean

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

Title IV Aid to Be Returned

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

credits will be included in the total number of credits for the term in which they were earned.

Advanced Placement/Non-Credit Courses

No aid is granted for course work that is classified under any of the above titles. **Credits earned in these categories are not counted when determining academic progress.**

Consortium Agreement

Credits earned 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?
- 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, Academic Competitive Grants, SMART 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
- Direct PLUS Loans
- Pell Grants
- Academic Competitiveness Grants
- SMART 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 return any remaining credit balance to The 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, ACG, SMART, 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. The section below explains your rights and responsibilities. Please read carefully.

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 or in the Financial Aid Office).
- Signed copies of parents' and student's (student's and spouse's for independent students) 2008 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.

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.

- 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.

Students participating in the Study Abroad Program are eligible to receive aid based on their elected study option. Students under Option I (paying University of Scranton's tuition) will be eligible to receive University's scholarship and grant funds. Students who elect Option II (paying the Visiting Institution's tuition and Study Abroad Fee) will only be eligible to receive federal and state funds.

Consortium Agreements and other required forms may be obtained from the Study Abroad Coordinator for processing. Completed forms should be returned to the Study Abroad Office unless otherwise specified on the document.

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 Competitiveness Grant (ACG): Federal grant for students eligible for Pell Grant Awards are: \$750 for first year students, and \$1300 for students meeting second academic year requirements (completion of at least 30 credits at the end of the first academic year and minimum 3.0 cumulative GPA.

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.

Direct Stafford Loan: A need-based fixed interest loan with no repayment until six months after graduation. (For more information, visit www.scranton.edu/financialaid)

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.

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 Direct Stafford Loan program for up to 10 years. In subsequent years, the student needs only complete the FAFSA and check "Yes," interested in borrowing.

National SMART Grant: Federal grant for junior and senior students. Must be eligible for Pell Grant, maintain a minimum cumulative GPA of 3.0 and be enrolled in specific science majors.

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

Pell Grant: A federal grant based on need. Full-time awards range from \$976 to \$5,350.

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.

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, Academic Competitiveness Grant, SMART 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	St. Thomas Hall 309	941-6323
College of Graduate and Continuing Education	O'Hara Hall, 2nd floor	941-7580
Kania School of Management	Brennan Hall 206	941-6100
Panuska College of Professional Studies	McGurrin Hall 101	941-6390
Admissions Office (Undergraduate & Graduate)	The Estate	941-7540
Alumni and Public Relations	Scranton Life Building, 3rd floor	941-7660
Bookstore	DeNaples Center, 1st floor	941-7454
Bursar's Office	St. Thomas 201	941-4062
Career Services	Ciszek Hall	941-7640
Counseling Center	McGurrin Hall 235	941-7620
College of Graduate and Continuing Education	O'Hara Hall, 2nd floor	941-7580
Dean's Offices		
College of Arts and Sciences	St. Thomas Hall 304	941-7560
Kania School of Management	Brennan Hall 400	941-4208
Panuska College of Professional Studies	McGurrin Hall 111	941-6305
Financial Aid Office	St. Thomas Hall 401	941-7700
Health Services	Roche Wellness Center	941-7667
Information Resources Help Desk	Alumni Memorial Hall, 1st floor	941-HELP
Center for Teaching and Learning Excellence	St. Thomas Hall, 5th floor	941-4038
Weinberg Memorial Library	Commons	941-7526
Military Science	Rock Hall	941-7457
Provost's Office	St. Thomas Hall, 5th floor	941-7520
Public Safety	Parking Pavilion	941-7888
Registrar's Office	St. Thomas Hall 301	941-7720
Student Affairs	DeNaples Center, 2nd floor	941-7680
University Ministries	DeNaples Center, 2nd floor	941-7419

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.

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

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THE UNIVERSITY OF
SCRANTON
A JESUIT UNIVERSITY

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