

2010-2011

FINANCIAL AID HANDBOOK

For

Medical Assistants

**Nebraska Methodist College
of Nursing and Allied Health
The Josie Harper Campus
Financial Aid Office
720 North 87th Street
Omaha, NE 68114-2852**

Financial Aid:

Director of Financial Aid402-354-7225
Mark Araujo, Associate Director of Financial Aid...402-354-7227
Mike Evert, Financial Aid Counselor.....402-354-7011

Counselor for Medical Assistants – Mike Evert
e-mail: mike.evert@methodistcollege.edu

E-MAIL ADDRESS: financial.aid@methodistcollege.edu

TOLL FREE 1-800-335-5510

FAX NUMBER 1-402-354-7020

YOU HAVE THE RIGHT TO KNOW THE FOLLOWING:

Costs of Attending Methodist College

- *Costs of Tuition and Fees*
- *Estimated Costs of Necessary Books and Supplies*
- *Typical Charges for Room and Board*
- *Transportation costs for Commuters, Living on Campus and with Parents*
- *Any additional costs of a program which the student is enrolled or expresses an interest*

For each Federal, state, local, private, and institutional need-based and non-need-based program available to students:

- *a program description*
- *application procedures and forms*
- *student eligibility requirements*
- *criteria for selecting aid recipients*
- *criteria for determining the amount of a student's award*

State Assistance

- *Availability of and eligibility requirements for state grant assistance in the school's state*
- *Source for state grant assistance in other states*

Students Receiving Aid have certain Rights and Responsibilities:

- *Criteria for continued eligibility under each program*
- *Standards for Satisfactory Progress and Criteria for Re-establishing eligibility for a Student who has failed to maintain Satisfactory Progress*
- *The Method and frequency of financial aid disbursements*
- *Terms of any loan, sample repayment schedule, necessity of repayment, exit counseling*

Statement of Methodist College's Refund Policy including:

- *Procedures to follow to obtain a refund*
- *The refund distribution order*

Examples of the Application of Methodist College's Refund Policy

TABLE OF CONTENTS

FINANCIAL AID HANDBOOK OF POLICIES AND PROCEDURES.....	1
COMMUNICATION TO STUDENTS AND NET PARTNER.....	1
COLLEGE WEB-SITE.....	1
YOUR AWARD LETTER.....	1
TITLE IV FINANCIAL AID FUNDS APPLIED ONLY TO ALLOWABLE CHARGES.....	1
BOOK WAIVERS.....	1
DISBURSEMENTS.....	1
Initial.....	1
Subsequent.....	1
Monitoring Clock Hours for Disbursements.....	2
REFUNDS TO STUDENTS	2
STAFFORD LOANS.....	2
Grade Determination.....	2
Entrance Interviews.....	2
Continued Eligibility at Time of Disbursement.....	2
Notification of Receipt of Loan Funds.....	2
ADDITIONAL RESOURCES.....	3
NEBRASKA METHODIST COLLEGE SCHOLARSHIPS.....	3
METHODIST CHURCH SCHOLARSHIPS.....	3
SCHOLARSHIPS FROM COMMUNITY SOURCES.....	3
METHODIST EMPLOYEES' EDUCATIONAL BENEFITS.....	3
OTHER EMPLOYERS.....	3
SATISFACTORY PROGRESS POLICY – DEGREE PROGRAMS.....	4
QUALITATIVE PROGRESS (CGPA).....	4
Probation and Suspension.....	4
An Exception to the Probation Policy.....	4
QUANTITATIVE MEASUREMENT.....	4
Excused Absences.....	4
Suspension.....	4
Reinstatement After Suspension.....	4
Appeals.....	5
REFUND OF <u>METHODIST COLLEGE</u> FINANCIAL AID.....	6
Methodist Scholarships or Grants.....	6
Nebraska State Funds.....	6
RETURN OF <u>UNEARNED FEDERAL</u> FINANCIAL AID.....	6
Earned Financial Aid.....	6
Repayment of Unearned Aid.....	6
Grant Overpayment.....	6
Post Withdrawal Disbursements.....	7
Leave of Absence.....	7
Order of Return of Title IV Funds.....	7
Definitions.....	7

FINANCIAL AID HANDBOOK OF POLICIES AND PROCEDURES

As a student receiving financial aid, you have the responsibility to be an informed student and to understand that financial aid is not an entitlement but a privilege extended to those students who complete the application process and observe the various regulations and deadlines pertinent to financial aid. We are including information on what you can expect of the Financial Aid Office and what we expect of you. **By signing your Award Letter, you are affirming that you have read this information and understand it completely. Be sure to read:**

- the *Satisfactory Progress Policies* - financial aid is dependent upon your satisfactory progress in your program. The *Methodist College Tuition Refund Policies* – understand what you must do to receive a refund of tuition if you withdraw from some or all of your courses.
- The *Return of Federal Financial Aid*. **Be aware of the potential harsh financial consequences if you withdraw from all of your courses on or before the 60% in time of your payment period. Students should understand that financial aid must be earned in order to be able to keep it.**

These policies are enclosed in this Handbook and are available on the College website under Financial Aid>Financial Aid Policies or obtained from the Financial Aid Office. These policies are also found in the College Catalog.

COMMUNICATION TO STUDENTS AND NET PARTNER

All new students at the College will have letters and notices mailed to their home by US Mail. Once students begin their courses, most letters and notices will be by e-mail through their College e-mail account. Each student will be assigned a college e-mail address along with a password. Students can access their e-mail account from their home computers or by using the College computers. Required documents will be attached which the student can print, complete and return to the Financial Aid Office. If the student is not able to print the required forms, they may call the Financial Aid Office and they will mail the forms to your home.

Students may also access NET PARTNER from the College website under Quick Links. Net Partner is a student portal that allows students to view their financial aid, documents, disbursements and more at any time, 24-7. Students use their social security numbers for their ID. First-time users will need to click on the “First Time User” link to set up their password.

COLLEGE WEB-SITE

The Financial Aid area of the Methodist College web-site is a destination for students for financial aid information. Also on the site are links to the FAFSA On-The-Web, Net Partner, our Suggested Lender List and scholarship resources. Loan counseling and calculators are additional aids for students. A complete listing of **financial aid programs** available at Nebraska Methodist College can be found in the College catalog.

YOUR AWARD LETTER

An Award Letter shows what aid you may be eligible for. You *may* also receive Revised Award Letters if awards change due to changes in eligibility. You are required to notify the Financial Aid Office if you receive additional outside scholarships or other resources. Failure to do so in a timely manner may result in an overaward of financial aid and may need to be repaid. Any loans indicated on the Award Letter require a separate application.

TITLE IV FINANCIAL AID FUNDS APPLIED ONLY TO ALLOWABLE CHARGES

Federal Regulations require that Title IV Financial Aid funds may be applied only to allowable charges, which are tuition, fees and room. They cannot be applied to other fees, syllabus charges or textbooks unless the student has given the College permission to do so (Permission to Apply Financial Aid to Other Charges.) If you give us this permission, all charged costs will be deducted from the financial aid and the proceeds or excess will be given to you. *Failure to sign this permission will require you to write a personal check or submit cash for these charges. The charges must be paid prior to registering for a subsequent class and/or graduation.*

BOOK WAIVERS

If you have excess financial aid over tuition and fees and have given permission to charge excess financial aid funds to other charges, a Book Waiver will automatically be given to the Bookstore. You may generally charge textbooks and supplies one week prior to the beginning of the term and during the *first* week of class. After the first week of class, you are expected to use your own funds. If your financial aid does not become available for whatever reason, you are still financially responsible for your Bookstore charges.

DISBURSEMENTS

All required forms and documents must be received prior to disbursements and Stafford Entrance counseling interview (if required) must be completed.

Terms I and II are combined into a first payment period. Financial aid will be disbursed in two installments within the payment period approximately one week after each term begins. Disbursements to students will be approximately one week later. The Business Office will send a notice to students when refunds (if any) are ready.

Terms III and IV are combined into a second payment period. Students must complete at least one-half of the program hours ($930/2 = 465$ hours) before a disbursement will be scheduled for Term III. For students transferring hours into the program, the number of hours that

students need to complete before disbursement is calculated is computed by deducting the transfer hours from the total hours of the program and then dividing by two. There are also two installments of disbursements in this payment period. The second installment will occur the first week of Term IV with refunds to students (if applicable) scheduled about one week later.

REFUNDS TO STUDENTS

Financial aid disbursements to students are *generally* “scheduled” for the Friday of the **second** week of class. If you are using your financial aid for living expenses, please plan accordingly.

You may view your bill on IQ Web. When you see your aid credited in full and the result is a balance in excess of what you owe, a refund will be issued to you by the Business Office.

- A credit balance occurring by 3 pm on Tuesday will generate a refund on Thursday.
- A credit balance occurring after 3 pm on Tuesday will generate a refund available on Thursday of the following week.

Refund checks are available from the Business Office. Check your NMC email for notification from the Business Office of refund check availability.

STAFFORD LOANS

Grade Determination

Student in the certificate programs are always considered freshmen students.

Entrance Interviews

An Entrance Counseling Interview is required for all new borrowers who have never received a Stafford Loan prior to the first disbursement. The Interview can be conducted in person or by Internet. If you wish to complete the Interview by Internet, the address is <http://mappingyourfuture.org>. Follow the instructions. We will receive an e-mail that it was successfully completed. You will know when that happens because we will respond with an acknowledgement and written materials for your information and files. If you wish to have an in-person interview, please call the Financial Aid Office at 402-354-7225 to make an appointment. **Remember: This interview must be completed prior to certification of your Stafford Loan.**

Continued Eligibility at Time of Disbursement

Students’ continued eligibility will be determined by the Financial Aid Office prior to release of funds to the NMC Business Office. This will include continued enrollment, satisfactory progress, and review of your previous financial aid history.

Notification of Receipt of Loan Funds

- For Loans **Received as Checks**: The NMC Business Office will notify students by College e-mail when their check may be endorsed. Students *must* endorse check within 30 days of receipt at the College or the funds will be returned to the lender.
- For Loan Funds **Received by Electronic Funds Transfer (EFT)**: The student will receive notification from the NMC Business Office in the student’s College e-mail account when their funds have been applied to their student account.

Students will be advised by the NMC Business Office when funds have been applied. Excess funds due to them after their NMC account is paid in full are returned to the student. Students will be advised via email by the NMC Business Office when that date will be. Students should check their college email often. (Also see Disbursements and Refunds above.) Refunds are available as a paper check or through electronic deposit. You will receive an e-mail from ECSI, or electronic funds processor to sign up for e-refund.

Students are encouraged to apply for scholarships or other resources in order to reduce their loan burden.

ADDITIONAL RESOURCES

A listing of the financial aid programs offered is available in the Financial Aid section of the College Catalog on the Methodist web-site. More information regarding federal financial aid may be found at www.federalstudentaid.ed.gov or www.studentaid.ed.gov.

Students are encouraged to apply for scholarships or other resources in order to reduce their loan burden.

NEBRASKA METHODIST COLLEGE SCHOLARSHIPS

Funds are provided from the generosity of the Methodist Hospital Foundation. Scholarships are awarded based on aspects of these criteria: academic potential, leadership potential, service to college or community, financial need and personal and professional development.

Applications are available in the Financial Aid Office, the Admissions Office or on the College web site at www.methodistcollege.edu. Unless otherwise stated, scholarships are awarded on a rolling basis, as funds are available, following acceptance to a degree program.

Students please note: Scholarships awarded singly or in conjunction with other free monies that total more than tuition, fees and textbooks may be taxable. Be sure to consult your tax advisor.

SCHOLARSHIPS FROM COMMUNITY SOURCES

The Financial Aid Office often receives information on a variety of resources and scholarships available from community resources. These resources can be found on the College web-site at www.methodistcollege.edu. Click on Financial Aid>Scholarships and go to external Scholarship Opportunities. Links to scholarship searches are also found here. This information is updated frequently.

METHODIST EMPLOYEES' EDUCATIONAL BENEFITS

Methodist Health Care System has two programs to help employees that are students. Both programs have specific criteria for eligibility.

- The Employee Development Grant (EDG) is provided by the Methodist Foundation. Information and application is available on the College web-site at Scholarships>Other Methodist-Based Scholarships.
- The Tuition Assistance Program is available through Human Resources. The application is found on ERNIE.

OTHER EMPLOYERS

Students that are employed at other companies should inquire if tuition reimbursement programs are available to them.

Satisfactory Progress compliance insures that a student will:

1. Graduate within the maximum allowed amount of time.
2. Maintain the minimum requirements to remain in school.
3. Be entitled to receive federal aid (grants and/or loans) at each disbursement.

Satisfactory Progress is measured in two ways:

- **Qualitative** – in terms of quality of work
- **Quantitative** – in terms of cumulative clock hours

Qualitative Measurement (CGPA)

A student must maintain a Cumulative Grade Point Average (C.G.P.A.) of at least 2.0.

- The effects of course withdrawals or repeated courses on CGPA are stated in the Catalog.
- Incomplete courses will be treated as hours not completed for these calculations. If the student subsequently completes an incomplete course, he or she may request a recalculation from the **Financial Aid Office of the percentage completed.**
- New or transfer students will be considered to be making Satisfactory Progress for the first term.
- Readmitted students will be treated as transfer students for one term.
- Readmitted students with a prior Satisfactory Progress suspension from Methodist College, see below.

Probation and Suspension

Students not attaining CGPA of a minimum 2.0 at the end of each term will be placed on probation for the next term that they are enrolled. Students will be eligible to receive financial aid for the probationary term. At the end of the probationary period, a minimum CGPA 2.0 must be attained. **Students not achieving a minimum 2.0 by the end of the probationary term will be suspended from receiving financial aid.**

An Exception to the Probation Policy

Federal regulations require a student to attain minimum CGPA of 2.0 at the end of the 4th term. A term is counted regardless of the number of clock hours enrolled. **If the student does not have a minimum CGPA of 2.0 by this point, he or she will not be given a probationary period and the student will no longer eligible for financial aid.**

Quantitative Measurement

Federal regulations require that no more than 150% of the total clock hours in their program are eligible for Federal financial aid. To ensure that the student does not receive federal financial aid over this amount, students will be measured incrementally at the end of each term they have completed. Students must complete 66 percent of the *scheduled* clock hours less transfer hours for each term in order to maintain satisfactory progress. Review of the student's progress will be made at the end of each term. To remain eligible for federal financial aid, the students must meet the minimum clock hours during the respective term:

An example of Calculating 66 Percent of Clock Hours of each Enrollment Period Where Financial Aid Has been Earned assuming no transfer hours				
	Term I	Term II	Term III	Term IV
Medical Assistant	133	133	133	220

By following the above schedule, students ensure that they will complete their programs within their scheduled contract time. The number of hours that a student can accumulate far exceeds this minimum requirement when attending on a regular daily basis. Only students who qualify and maintain satisfactory progress are eligible to receive Title IV assistance. Students who meet the minimum requirements for attendance and academic progress shall be considered to be making satisfactory progress at the time of each scheduled disbursement as outlined on the Disbursement Schedule.

Excused Absences. Excused absences must be made up.

Suspension. Failure to attain the minimum clock hours at the end of the term will result in the student's suspension from federal financial aid. No probationary period will be granted. The student will be notified in writing of his/her suspension. The student will not be eligible for federal financial aid.

REINSTATEMENT AFTER SUSPENSION

Students must correct the problem that resulted in the suspension in order to reinstate their eligibility.

- Students that have been suspended because of a QGPA below a 2.0 may reinstate their eligibility by completing coursework and achieving a minimum QGPA 2.0 or greater.

- Students that have been suspended for failure to complete a minimum 66 percent of attempted clock hours must complete at least 200 clock hours (need not be taken in one semester) without financial aid and must complete at least 66 percent of the of the clock hours attempted.

A student re-establishing their financial aid eligibility may be paid financial aid after the period in which he or she re-establishes satisfactory progress, but not during the period(s) when the student was attempting to re-establish satisfactory progress. Example: During the Term I, the student is establishing eligibility for financial aid and is not receiving financial aid. After attaining the above criteria, the student is eligible to receive financial aid during the following period, which would be Term II.

A student that has been suspended from Title IV financial aid eligibility and has withdrawn from Methodist College and has re-applied and been accepted into a program at Methodist College; will be placed on a one term probation. At the end of the probation period, the student must

- achieve at least a 2.0 QGPA and
- complete 66% of the attempted courses.

A student achieving this goal will be reinstated for financial aid for the following term. During this probationary period, the student will be eligible for financial aid. A student not achieving this goal will be suspended from further financial aid.

APPEALS

A student may appeal the decision based on these mitigating circumstances:

1. Injury or illness to the student.
2. Death of a relative.
3. Undue hardship as a result of special circumstances.

Appeals to this policy may be made in writing to the Appeals Committee. The Committee's decision may be appealed to the Vice-President of Student Affairs or (in the case of an advising conflict), the Dean of Students; whose decision is final.

Revised May/2008

REFUND OF METHODIST COLLEGE FINANCIAL AID

(Used only for students withdrawing from all courses.

Do not confuse with the Return of Unearned Federal Financial Aid below.)

Students receiving **Methodist Scholarships or Grants** will be allowed to keep the scholarship or grant earned on the census day (the Friday of the first week of class). However, the amount the student is allowed to keep will not exceed the amount of tuition, fees and dorm charges which Methodist College retains.

Students receiving Nebraska State Grant funds will be able to keep the same refund percentages as the tuition refund schedule. Portions of this grant are subject to the Return of Federal Financial Aid Policy.

Note: If a student drops to less than half-time prior to or on the census date (the Friday of the first week of class) the student will not receive a state grant.

RETURN OF UNEARNED FEDERAL FINANCIAL AID FOR STUDENTS IN MEDICAL ASSISTANT PROGRAM

Applies to Students Who:

- Withdraw from all classes, *and*
- Receives federal financial aid, *and*
- Withdraw up to and including 60 percent of the payment period.
(See definition of Payment Period)

Awards Affected:

- Pell Grant
- AC Grant
- SEOG Grant
- Perkins Loan
- Stafford Loan

Students should be aware that this policy may result in a student owing funds

to the College and/or federal government.

The Federal Policy requires that Nebraska Methodist College determine the amount of federal financial Aid that the student has *earned* at the time of complete withdrawal at Methodist College. The amount of *unearned* financial aid must be returned to program funds.

Earned Federal Aid

A student must repay a portion of his financial aid if he/she withdraws from all courses prior to completing 60 percent of the scheduled hours in the student's payment period. If the student withdrawing from all courses, completes more than 60 percent or more of his/her scheduled hours in the student's payment period, he/she has *earned* all of his/her financial aid for the payment period. Institutional costs for these calculations will be prorated for the student's payment period.

Repayment of Unearned Aid

Repayment of unearned aid is shared by Methodist College and the student in proportion to the aid each is assumed to possess. Federal formula determines each share and the allocation to each program.

- Nebraska Methodist College will return the lesser of the amount unearned aid or the institutional charges times the percent of unearned aid. Institutional refunds due a student will first be applied to the NMC share of repayment of unearned aid, then to a student's share (if any) and then to the student (if any). If the institutional refund does not cover all of the Nebraska Methodist College's share, the balance will be charged against a student's account.
- The student will return the amount of unearned financial aid less the amount Nebraska Methodist College returns. Students return their share of unearned aid attributable to a loan under the terms and conditions of the promissory note. Any amount that a student owes to a grant program is then reduced by half.

Grant Overpayment

A student does not have to repay a grant overpayment of \$50 or less.

A student owing an overpayment will continue his eligibility for Federal aid for 45 days from the earlier date:

- Date the College sends notification to the student.
- Date the College was required to notify the student of the overpayment.

During that time, the student will have an opportunity to either:

- Repay the grant in full to the institution.
- Sign a repayment agreement with the Department of Education.

For students temporarily ceasing enrollment at Nebraska Methodist College, a student may (at the College's option) instead sign a repayment agreement with the College. If the student does not take one of these three actions during the 45 day period, the student becomes ineligible for Title IV funds from the 46th day and beyond. The maximum repayment period is two years.

Post Withdrawal Disbursements

Financial aid that *could* have been disbursed (but not disbursed) may be disbursed late up to the amount of the earned financial aid. Only certified Stafford Loans may be disbursed late. Late disbursements will only be made for students who:

- Submitted a valid Student Aid Report by date of withdrawal.
- Completed verification (if required) by date of withdrawal.
- Submitted all required documents for disbursement by date of withdrawal.

Students will be notified within 14 days of receipt of a post withdrawal disbursement of any funds available to them after the credit has been applied towards their unpaid institutional charges. Students will have 14 days to accept or reject these funds. If the student does not respond to the notice, these funds will be returned to the program.

Effect of a Leave of Absence

Students receiving an approved Leave of Absence from the College and indicating an intent to return the next enrollment period will not be considered as withdrawn for purposes of the Federal Unearned Financial Aid Calculation or Tuition and Fees Refund Calculation. However, if the student does not return the following term (including Summer for a Spring withdrawal), the date of the Official Leave of Absence will be used to determine the Unearned Financial Aid Calculation and the Tuition and Fees Refund Calculation. Students should be aware of their responsibilities regarding their loan repayments when taking an Official Leave of Absence. Only one Leave of Absence for purposes of refunds will be granted in any 12 month period unless for reasons of jury duty, military service or circumstances covered under the Family and Medical Leave Act of 1993.

Order of Return of Title IV Funds

Unearned funds will be returned in the following order:

1. Unsubsidized Federal Stafford Loan
2. Subsidized Federal Stafford Loan
3. Federal Perkins Loan
4. Federal PLUS Loan
5. Federal Pell Grant
6. Academic Competitiveness Grant
7. Federal SEOG

Relevant Definitions

- **Withdrawal Date.** The withdrawal date to determine *earned* financial aid is the date when the student begins the withdrawal process or officially notifies the College of the intent to withdraw or the midpoint (50 percent) of the period of enrollment for a student who leaves without notifying the institution. The student may begin the withdrawal process either orally or in writing but the student must ensure that the withdrawal date is documented by a College Official. If there is a conflict of when the student stated his or her intent to withdraw and the official withdrawal, the earlier date will be used in the calculation of Federal aid earned. A student may rescind his or her withdrawal by declaring, in writing, his or her intent to continue attendance and complete the term.
- **College Official.** The student may begin the process to withdraw with any of the following College Officials: his or her advisor, his or her instructor, Registrar, College Counselor, Financial Aid Officer, or Student Accounts Representative.
- **Federal Financial Aid.** Federal financial aid includes Federal Pell Grant, Academic Competitiveness Grant (AC Grant), Federal Supplemental Educational Opportunity Grant (SEOG), Federal Stafford Loan (both subsidized and unsubsidized), Federal PLUS Loan and Federal Perkins Loan.
- **Payment Period.** A payment period is not an enrollment term. The Medical Assistant program consists of two payment periods, each consisting of one-half of the program of 465 clock hours. For students with transfer hours, a payment period is calculated by deducting the number of transfer hours from the program total of 930 and then dividing by two for the number of hours in each payment period. See "Disbursements" on page 1 for more details regarding disbursements within a payment period.

Revised 1-2009