



# FINANCIAL AID CONSUMER INFORMATION

## INSTRUCTION

The school's Financial Aid Program offers assistance to those students who can demonstrate need. All middle and low-income students should apply. Many students will be eligible and should apply to determine their eligibility. Financial Aid consists of grants and loans provided from the federal government. Each program has its own rules and regulations; as a result the student's aid application is complicated. If you still have questions, please contact Financial Aid Office. To assist students with the financial aid process, AUHS has a Financial Aid office. The financial aid staff will announce the availability of various scholarships or other funding source as they become available, counsel students; calculate need, and award loans.

## WHAT WILL MY SCHOOL EXPENSES BE?

See the school's catalog, available from the Admissions Representative, for the school cost and cancellation/refund policy. Student budgets for living expenses are provided in this booklet; however, they must be adjusted according to the length of your program.

## COMMON FINANCIAL AID ABBREVIATIONS

- FAFSA : Free Application for Federal Student Aid
- FFEL : Federal Family Educational Loan Programs
- ISIR : Institutional Student Information Report
- FAO : Financial Aid Officer
- FPLUS : Federal Parent Loan for Undergraduate Students

By filling out the student aid application you will be considered for the following programs:

## PELL (Basic) GRANT

If qualified, these funds come directly from the government, as a gift, in the students behalf to help assist for educational costs.

## FEDERAL SUBSIDIZED AND UNSUBSIDIZED STAFFORD LOANS

This program requires a separate application, which is available at the Financial Aid Office. For new borrowers, the interest rate is variable.

## FEDERAL PARENT LOAN FOR UNDERGRADUATE STUDENTS (FPLUS)

The FPLUS program provides loans to parents of undergraduate students. Payments begin within 60 days after the funds are disbursed. Parents may be eligible for deferment of principal. FPLUS loans require separate applications

## HOW DO I APPLY FOR FINANCIAL AID?

After reading about student aid programs, the required applications are available in the Financial Aid Office. Your Financial Aid Office will assist you in completing the appropriate forms needed to apply for and receive financial aid. Your file is complete when all required application materials and supplementary documents are received. All applications are accepted and considered, as funds are available.

## HOW IS MY FINANCIAL AID ELIGIBILITY DETERMINED?

The school uses the U.S. Department of Education Expected Family Contribution Formulas and your need are analyzed according to pre-established student budgets. You income, net assets, dependency status, etc., are all considered to determine a "Family Contribution," which is the amount you and your family can reasonably be expected to contribute to your educational costs. This figure is subtracted from the appropriate "Student Budget", resulting in your "Financial Aid Eligibility" or "Need".

## HOW IS MY FINANCIAL AID AWARD DETERMINED?

Applicants are offered financial aid award packages composed of grants and/or loans. The school determines which programs the student qualifies for based on their need and availability of funds.

## WHAT IS THE MASTER PROMISSORY NOTE?

The Master Promissory Note, or MPN, is a contract between you and the lender. It's a promise to repay and an agreement to the terms and conditions of the loan. Before signing, be sure to read the MPN carefully, along

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with the instructions and your rights and responsibilities as a borrower. The school uses the MPN as a single loan note. You'll need to complete a new one for each new loan. You'll also need to complete a new MPN if you change lenders, and may need to complete a new MPN if you transfer to a different school.

#### **WHAT ARE MY RIGHTS AS A FINANCIAL RECIPIENT?**

The offer and acceptance of financial aid is a contract between the school and the student. The contract is based on certain conditions and expectations that you should understand clearly before you apply for or accept financial assistance. See the school catalog. Also, be aware of additional responsibilities as follows:

**STATEMENT OF EDUCATIONAL PURPOSE:** You are required to use all federal student aid assistance money for educational purpose, and to certify you will do so.

**DRAFT REGISTRATION:** In order to receive Title IV funds, a student must register with the Selective Service, if required to do so under registration law.

#### **REPORTING CHANGES INFORMATION:**

It is difficult for us to keep up with all the changes that affect your life, such as changes in name or address. You should report to the Financial Aid Office changes in name, address, financial status, e-mail addresses (i.e. moving away from home or back home, loss of job by parent or spouse, illness or death in the family)

#### **OVERAWARDS:**

Failure to report outside employment or other financial assistance may cause you to be over awarded (i.e., resources exceeding need). You may have to repay a portion or all of your financial aid to the lender or lending agency. Student's that owe a refund on a Federal Grant or are delinquent or in default on student loans are ineligible for Financial Aid

#### **PAYMENT PROCEDURE**

Your financial aid award is used to pay for tuition, books/supplies, and other related educational expenses. Your financial aid award will be divided into a minimum of two disbursements. Normally, payments will be made at the beginning of each quarter of the academic year/program. All units paid must be completed before funds in the next payment period will be released.

#### **SATISFACTORY PROGRESS**

Student must maintain satisfactory progress to remain eligible for financial aid. The satisfactory progress policy can be found in the school catalog.

#### **SCHOOL REFUND POLICY**

The school refund policy can be found in the school catalog and the enrollment agreement.

#### **STUDENT AID VERIFICATION POLICY**

##### What is verification?

Your application for student financial assistance could be selected for verification. If so, you, will need to provide our office the documents, which are needed to complete this process. The law requires us to complete verification before we release any disbursement of financial aid.

An outline of the policies and procedures that govern the verification process is provided below. Your responsibilities and the deadlines you must meet are also provided. If you do not submit this information, you may not receive your financial aid award(s). If you have questions about the verification process please contact the Financial Aid Department.

#### **TIME PERIOD**

Applicants are required to submit verification documents to the Financial Aid Department prior to close of second week of enrollment. Exceptions may be made at the discretion of the Financial Aid Director. Please note the Pell Grant application deadlines below:

1. Original application must be received by the processing center by May 1, of the year of award
2. ISIR corrections must be received by the processor by July 1, of the award year.
3. This institute must receive corrected reprocessed ISIR's by the last day of attendance, or within 60 days from the last date of attendance if selected for verification or by September 1, whichever is first.

## CONSEQUENCES

Your failure to submit the required documentation within the specified time period could result in:

- Loss of financial aid for all or part of the award year;
- Future application for financial aid may not be processed;

## COMPLETION OF VERIFICATION

When the verification process is completed, you may receive:

- A follow-up request to make corrections on your application.
- A follow-up interview with the Financial Aid Department if any change occurs in your original estimated financial aid award(s).

## CORRECTION INFORMATION

If you are required to correct information on your application, the following procedures will be followed: PELL GRANT: Make corrections on your ISIR and return it to the Financial Aid Department.

STUDENT LOAN APPLICATION: You may be requested to complete a new form if changes cannot be made on your original application.

## ESTIMATED FINANCIAL AID PACKAGE

It is important that you understand that your financial aid award is an estimate. Your award may change if the information you provided was not accurate or the government makes changes in determining eligibility regarding the institution or the student.

If changes occur to your financial aid award; this could result in a decrease in eligibility which may result in a balance due on tuition and arrangements would have to be made, or an increase in eligibility which may result in excess of funds which would be returned to the student once the tuition balance is paid.

## SUMMARY

The selection of an application for verification review does not mean that we believe your information is incorrect. Some applications are selected based on a random sample basis. Some applications are selected based upon set of common edits, which check data against the Social Security Administration and Veterans Administration to ensure that these benefits are being reported correctly. Finally, data is also checked against prior applications, which may have been submitted to the U.S. Department of Education. During the time the applicant is completing the verification process, no funds may be released have been submitted to the U.S. Department of Education. During the time the applicant is completing the verification process, no funds may be released to the student's account until the process is completed. This verification process is required by federal regulation. We are required to adhere to these procedures.

Please note that applying for a Federal Family Educational Loan means accepting responsibility for repayment of your student loan. Students are obligated to repay the full amount of the loan even if students do not complete the program, are unable to obtain employment upon completion, or are dissatisfied with other education services from the school. Students are still liable if outdated address prevents them from receiving the mail. Consequences of failure to repay the loan includes a damaged credit rating for at least 7 years, loss of generous repayment schedule and deferment option, possible seizure of federal and state income tax refunds due, exposure to civil suit, liability for collection agency, garnishment of wages if the borrower is a Federal Title IV Student Assistance.