



NON-TRADITIONAL AND ONLINE UNDERGRADUATE STUDENTS FINANCIAL AID GUIDELINES 2014-2015

- Your award notification is valid for only the semesters indicated. If you fail to attend a semester or withdraw during a semester the remaining aid is null and void. You must contact the Financial Aid Office to receive a revised award notification.
- You must be in attendance at NDC for at least 6 credit hours in the semester you wish to receive loan funds for that semester. Graduate coursework, reading endorsement courses or coursework taken at another school cannot be used to meet the six credit hour requirement.
 - * Summer Semester 2014: Consists of day or evening, and online terms D5 or D6 - Must Complete Summer Fin Aid Application
 - Fall Semester 2014: Consists of day or evening, and online terms D1 or D2
 - Spring Semester 2015: Consists of day or evening, and online terms D3 or D4

*Summer Application at MY.NDC.EDU under financial Aid tab
- You may decline all or part of the award. Canceling all or part of your loans can be done at MY.NDC.EDU under the Financial Aid Tab. Utilization of these funds acknowledges your acceptance of all provisions and rules that govern their use.
- Any changes in your enrollment plans must be provided in writing to the Financial Aid Office. Please use the [Enrollment Plan Form](#) at MY.NDC.EDU.
- All new students who are borrowing Direct Loan funds for attendance at Notre Dame College must complete [Direct Stafford Loan MPN](#) and [Entrance Loan Counseling](#) at www.studentloans.gov. See page 3 for more detail instructions.
- **If you cease to attend or withdraw or earn all F's, W's, or I's, you may lose all or part of funds disbursed to your student account based on federal regulations.** Students who enroll in online terms within a semester need to be aware that they receive financial aid based on their entire semester enrollment (the sum of two online terms). Should you fail to maintain attendance or drop below six credit hours of enrollment within a semester, any financial aid posted to your account to cover tuition and fees or issued as a refund, may be cancelled for lack of eligibility and will need to be repaid to NDC per federal regulation.
- You must notify the Office of Financial Aid of any financial aid you may have used during the current academic year including summer, fall or spring semesters while in attendance at another school. Failure to do so could have serious financial consequences.
- Notre Dame College reserves the right to review, revise or cancel a financial aid award at any time due to:

✓ Changes in your financial or academic status	✓ Failure to comply with policies or GPA requirements
✓ Availability of federal funds	✓ Changes in college policy or receipt of additional funding
- **Registration** or adding or dropping courses is accomplished through the **Registrar's Office**. Contact the Registrar at 216-373-5213, **FAX:** 216.916.4999, or **E-mail:** registration@ndc.edu
- **Student Account** Information which includes tuition charges, payment deadlines, book vouchers and refunds can be found at <http://www.notredamecollege.edu/resources-and-services/student-Accounts>
- If you are enrolled for the second online term within a semester your loans will post to your student account within 10 days of the start of the second online term. Refunds are issued by the Student Accounts Office, no sooner than two weeks after the start of classes in that term.

IMPORTANT PHONE NUMBERS----Please contact us if you have questions

OFFICE	PHONE	EMAIL	FAX
Finn Center Adult Admissions Office	216.373.5173	877.NDC.OHIO ext. 5355	FAX 216.373.6330
Financial Aid Office	216.373.5213	877.NDC.OHIO ext. 5213 finaid@ndc.edu	FAX 216.803.6673
Student Accounts Office	216.373.5213	877.NDC.OHIO ext. 5213	FAX 216.916.4588
Registrar's Office	216.373.5213	877.NDC.OHIO ext. 5213 registration@ndc.edu	FAX: 216.916.4999

Financial Aid Programs for Non-Traditional & Online Undergraduate Students

FEDERAL AND STATE GRANTS:

- Federal Pell Grant: Awarded to eligible undergraduate students who have not earned a bachelors or professional degree. *Please note: A recent change in the law may affect your Federal Pell Grant award eligibility. This change limits the total number of years a student may receive a Pell Grant to the equivalent of six years. For information on how the Department of Education calculates the "equivalent of six years" visit the following link: www.studentaid.ed.gov/pell-limit. To find how much of your Pell Lifetime Eligibility you have already used, you may visit: www.nsls.ed.gov and click on "Financial Aid Review."*
- Ohio College Opportunity Grant: OCOG award amounts are an estimate and may be revised pending notification by OBOR.

FEDERAL LOAN PROGRAMS:

- Federal Direct Subsidized Stafford Loan/Federal Direct Unsubsidized Stafford Loan: Low interest loans available for degree seeking undergraduates. Repayment begins six months after you cease to attend on at least a half-time basis. Half-time enrollment is six undergraduate credits per semester at Notre Dame College. Interest on the Unsubsidized Stafford Loan accrues while you are in school. You have the option to pay the interest as it accrues or you may defer paying the interest.
- Federal Perkins Loan: A low-interest (5%) loan for undergraduate students with exceptional financial need. Repayment begins nine months after you graduate, leave school, or drop below half-time attendance. If awarded, a Perkins Loan Promissory Note will be mailed to you.

ANNUAL and LIFETIME LIMITS FOR DIRECT FEDERAL STAFFORD LOANS

	<u>Subsidized</u>	<u>Unsubsidized</u>	<u>Total</u>
<u>Dependent Undergraduates</u>			
☑ Grade Level 1 (0-27 earned hours)	\$3,500	\$2,000	\$5,500
☑ Grade Level 2 (28-61 earned hours)	\$4,500	\$2,000	\$6,500
☑ Grade Level 3 and above (62+ earned hours)	\$5,500	\$2,000	\$7,500
Life time Under Graduate Limit:	\$23,000	\$8,000	\$31,000
<u>Independent Undergraduates</u>			
☑ Grade Level 1 (0-27 earned hours)	\$3,500	\$6,000	\$9,500
☑ Grade Level 2 (28-61 earned hours)	\$4,500	\$6,000	\$10,500
☑ Grade Level 3 and above (62+ earned hours)	\$5,500	\$7,000	\$12,500
Life time Under Graduate Limit:	\$23,000	26,000	\$57,000

Please Note: Students who have attended college previously and used federal loan funds and/or Pell Grant funding must pay close attention to the remaining amounts available for you to complete your undergraduate program. You may visit: www.nsls.ed.gov and click on "Financial Aid Review" for more information.

Should you run out of financial aid eligibility you may want to consider the following financing options:

- NDC PAYMENT PLAN, or
- PRIVATE ALTERNATIVE LOAN

If you have questions, please contact the Office of Financial Aid as soon as possible.

William D. Ford Federal Direct Loan Program for New Borrowers at NDC

All new students who are borrowing Direct Loan funds for attendance at Notre Dame College must complete **2 Steps** at www.studentloans.gov to ensure that those funds will be disbursed to your student account at NDC in a timely manner. NDC will receive confirmation electronically that you have completed both steps.

You may reject all or part of your loans at My.NDC.EDU under the Financial Aid tab. NDC will receive confirmation electronically that you have completed both steps.


Step 1: [COMPLETE DIRECT LOAN MASTER PROMISSORY NOTE \(MPN\)](#)

- Complete your MPN at www.studentloans.gov. Select **“Sign Master Promissory Note”** from the menu on the left. This is the Master Promissory Note that you need to sign agreeing to repay this loan.
- Make sure to choose “Subsidized/Unsubsidized” as your loan type. And follow the instructions to complete the MPN.
- Once your loan has been approved, you will receive a Loan Disclosure Statement from the Direct Loan Program. It will indicate the amounts of each disbursement and the dates those funds should be released to NDC.

Step 2: [COMPLETE DIRECT LOAN ENTRANCE COUNSELING](#)

- Complete your Entrance Counseling at www.studentloans.gov.
- After signing in using your PIN, select **“Complete Counseling.”** Be sure to choose **Entrance Counseling.**

www.StudentLoans.gov

- In the box labeled **“Manage Your Direct Loan”**  using your federal PIN (Personal Identification Number). *If you do not remember your PIN, go to www.pin.ed.gov to request a duplicate PIN.*

- Be sure to choose :
 - **Complete Counseling**
 - **Sign Master Promissory Note**



The screenshot shows the StudentLoans.gov website. At the top, there is a navigation bar with links for My Account, Learn More, Tools and Resources, Managing Repayment, FAQs, and Contact Us. The main content area features a large 'Sign In' button and a list of options: Complete Counseling (Entrance, Financial Awareness, and Exit), Sign Master Promissory Note, Complete PLUS Request Process, Endorse Direct PLUS Loan, and IBR/Pay As You Earn/ICR Repayment Plan Request. Below this, there are three columns of links: Learn More (Information on Potential Government Shutdown, Find Information about Student Aid Programs, Interest Rate for New Direct Subsidized Loans, Impact of Sequestration on Federal Student Aid Programs, Direct Loan Overview, What You Need, What To Expect, Glossary), Tools and Resources (Apply for PIN, FAFSA, Counseling Demo, Direct Loan Consolidation, My Financial Aid History, TEACH Grant, Initial and Subsequent Counseling, Agreement To Serve (ATS), Exit Counseling), and Managing Repayment (Repaying Your Loans, Repayment Plans & Calculators, Trouble Making Payments?, Loan Discharge, Public Service Loan Forgiveness, Teacher Loan Forgiveness, Loan Servicers). The website also includes the 'START HERE GO FURTHER FEDERAL STUDENT AID' logo and the 'StudentLoans.gov English | Español' header.

Payment Options

As you review your financial aid award, you may find that a portion of the cost of education is expected to be paid by you. There are several options to consider when preparing to cover this balance. The information below is meant to inform you of these options. It is your responsibility to choose an option(s) that best fits your situation.

Payment in Full:

This may be done with cash or check by mail or on campus. All credit card payments and electronic checks must be processed through Cash Net. Our electronic payment website is at <https://commerce.cashnet.com/ndcpay>. Log on with your NDC Student ID number; password is the last four digits of the student's SSN.

Private/Alternative Loans: Applications should be made before 7/1/2014

Many banking institutions provide educational loans outside of the federal loan programs. These loans are generally referred to as PRIVATE or ALTERNATIVE LOANS. Lenders provide these loans at low interest rates to credit-worthy borrowers. In general, you may borrow funds equal to the cost of education minus any financial aid offered through the school. A credit-worthy borrower or co-signer is needed. A co-signer need not be a parent. Applications for Private/ Alternative loan should be done by July 1st so that the funds are disbursed to the college by the payment deadline of August 1st. Most lenders have a website to access information and apply online. Please refer to our website at www.notredamecollege.edu/finaid/ for a list of alternative lenders used by our students.

NDC Payment Plan: Sign up by August 1st for fall semester and January 1st for spring semester

The monthly **NDC Cash Net Payment Plan** is offered to assist families in handling the cost of education at Notre Dame College. The plan covers one semester at a time. In place of payment in full, a student/family may elect to pay a monthly amount equal to one-fifth of the original balance. The debit balance at the beginning of a semester will determine the first month's payment. On the 15th of each month the college will review the debit balance in the student's account to determine the next month's payment. Notification will be sent via email. This plan is administered by the Student Accounts Office.

Students may sign up online at <https://commerce.cashnet.com/ndcpay>.

For further information about payment please contact the Student Account Office.

Federal Standards of Academic Progress Policy Summary

Federal regulations require that Notre Dame College establish and implement a policy to measure whether students applying for and/or receiving federal financial aid are making satisfactory academic progress (SAP) toward a degree. This regulation applies to all students applying for aid, whether or not financial aid has been previously received. There are three measurements that are used to determine eligibility, Credit Hour Requirement, Grade Point Average and Maximum Time Frame. Not meeting these requirements may result in loss of all financial aid. You will be able to appeal. Please note the Office of Academic Affairs makes decisions about Academic probation and or Academic dismissal.

Below is an explanation of the SAP requirements:

Credit Hour: *Measured at the end of the Academic year after Spring Semester grades are issued.*

Undergraduate students: Must complete at least 70% of their attempted credit hours over the entire program.

TEEL students: Must complete at least 70% of their attempted credit hours over the entire program.

Graduate students: Must complete at least 75% of their attempted credit hours over the entire program.

GPA: *Measured at the end of every semester.*

Undergraduate students: Must maintain a 2.00 when attempted hours are greater than 61 credit hours.

TEEL students: Must maintain accumulative 2.00 GPA at all times.

Graduate students: Must maintain accumulative 3.00 GPA at all times.

Maximum *Measured at the end of every semester.*

Time Frame: *Undergrad students:* Have until they have attempted more than 182 credit hours

TEEL or Graduates: Have until they have attempted the number of credit hours required in their major program. Additional courses unrelated to your major or licensure requirements will not be funded. A request for a list of remaining courses work may be requested when you appear to be within a year of completion of the number of required courses as stated in the catalogue.

Letters will be sent via mail or e-mail at the end of each semester.

SAP Appeal Process

Students who have lost eligibility for financial aid may appeal that decision. Those wishing to utilize this process must indicate mitigating circumstances that occurred during the course of the semester in question, that could not have been anticipated prior to that period, and that adversely affected their ability to successfully complete their required coursework. The submitted SAP Appeal Form will be reviewed by the appeals committee. One of two decisions will be made:

1. If your SAP appeal is approved, you will be given a **Financial Aid-Academic Plan**, which will outline the conditions you will need to meet to receive financial aid again. At the end of your next semester of enrollment, if you meet the conditions then you may continue to receive aid under the **Plan** until you are back in sync with the SAP policy as outlined above.
2. If your SAP Appeal is **denied**, financial aid will be cancelled. **See Regaining Financial Aid Eligibility below.*

Regaining Financial Aid Eligibility

Students denied financial aid after submitting an appeal may regain full eligibility for financial aid by:

1. Successfully completing coursework that will raise their cumulative GPA to meet or exceed the minimum required for their total attempted hours and
2. Raise their overall Cumulative Completion Rate for all coursework attempted to the 75% level.

Students who have reached maximum time frame are not able to regain eligibility for financial aid.

Students who are ineligible to receive financial aid may use one or more of the following payment options while attempting to regain eligibility: student's own resources, Notre Dame College Payment Plan, and/or Alternative/Private Educational Loans. Students who have taken the necessary measures to regain eligibility for financial aid must contact the Office of Financial Aid immediately upon doing so and apply for Reinstatement of Eligibility. Students' academic performance will then be reviewed, and if all required SAP criteria is met, full financial aid eligibility will be reinstated, effective the following semester.

Complete copy of the Policy is available at www.notredamecollege.edu/finaid.
