



Financial Aid Guidelines for Returning Traditional Undergraduate Students (2014—2015)

Students accepted into the **Traditional Undergraduate** program seeking a BA, BS or BSN may be eligible for financial aid if they enroll for at least six credit hours per semester at NDC. Full time status (12 credit hours or more) is required for some institutional grants and scholarships.

Fall Semester: Consists of day or evening and online terms D1 or D2

Spring Semester: Consists of day or evening and online terms D3 or D4

You are not required to notify the Financial Aid Office of your *acceptance* of your financial aid award. If you wish to *decline* all or part of the award, please use the form **Request to Reduce or Cancel My Award** found at MY.NDC.EDU under the Financial Aid tab.

YOUR FINANCIAL AID AWARD WILL BE REVIEWED AT THE END OF SPRING 2013 SEMESTER, AND MAY BE REVISED DUE TO THE FOLLOWING:

- Change in grade level: Your federal Stafford loan eligibility may increase if you have advanced a grade level (from freshman to sophomore or sophomore to junior).
- Failure to maintain Standards of Satisfactory Academic Progress (SAP).
- Failure to achieve cumulative GPA requirement of 3.0 necessary to renew Val/Sal Scholarship or 2.75 to renew Presidential Honors Scholarship. (You will be notified in writing if your scholarship is not renewed and have the opportunity to appeal the loss of a merit scholarship.)

MAINTAINING YOUR ELIGIBILITY FOR THE FINANCIAL AID AWARDED TO YOU

- **Utilization of financial aid funds acknowledges the acceptance of all provisions and rules that govern their use as they appear here, and on our website.**
- **To be eligible for federal student loans, you must be in attendance at NDC for at least six credit hours per semester.**
- **To be eligible for institutional scholarships, grants and work-study awards you must be enrolled for at least 12 credit hours each semester**
- **Remember: You earn your federal funds by maintaining attendance across the entire semester. If you cease to attend or withdrawal or earn *all F's, W's, I's*, you may lose all or part of these funds based on federal regulations.**
- **You must make Satisfactory Academic Progress towards your degree. A summary of the policy is attached.**
- Any changes in your enrollment plans must be provided in writing to the Financial Aid Office. Financial aid is awarded based on minimum credit hour combinations. Therefore, if you enroll for fewer hours than indicated on your award letter, you must notify the Financial Aid Office in writing. Please use the **Enrollment Plan Form** found at MY.NDC.EDU under the Financial Aid tab.
- *Work study funds* are not posted to your student account until you have earned them and submitted your paycheck to the Student Accounts Office. (You may set up direct deposit of your work-study pay through MY.NDC.EDU under the Student Accounts tab.) You must locate employment on campus by October 1 (for fall semester) or February 1 (for spring semester) or forfeit your award.
- **Students who enroll in sub-sessions within a semester are awarded financial aid based on their entire semester enrollment (the sum of two sub-sessions). Failure to maintain at least six credit hours of enrollment across a semester (or 12 hours for institutional aid) may result in the cancellation of any financial aid already posted to your account. This is based on federal regulation.**
- This 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 notify us 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.

REVISIONS AND CANCELATIONS: Notre Dame College reserves the right to review, revise or cancel a financial aid award at any time due to:

- Changes in your financial, residential, or academic status.
- Your failure to comply with the policies, GPA requirements and procedures or laws pertaining to those programs.
- The availability of federal, state and college funds for each program.
- Changes in college policy or
- Receipt of additional grant or scholarship funds.
- *The College is not obligated to satisfy the total financial need of every student.*

Fulltime Undergraduate Financial Aid

Students who are seeking their first bachelor's degree, and enroll for at least 12 or more credit hours per semester are considered fulltime. Fall semester consists of day and evening classes as well as D1 and D2. Spring semester consists of day and evening classes as well as D3 and D4. The following assistance may be available to fulltime undergraduate students at the time they are admitted to the college.

Notre Dame College Scholarships and Grants for full time on campus students:

Val/Sal Scholarship – Awarded to select incoming fulltime traditional age freshmen that are valedictorian or salutatorian of their high school class at the end of the first semester of their senior year. This scholarship is renewable for eight more semesters, provided the student maintains the minimum accumulative GPA of 3.0.

Presidential Honors Scholarship – Awarded to select incoming fulltime students that are high achieving academic students based on their SAT or ACT scores. This scholarship is renewable for eight more semesters, provided the student performs at the required accumulative GPA level 2.75.

Notre Dame Achievement Grant – Awarded to select incoming fulltime traditional students based upon their ACT or SAT test score and cumulative GPA. This scholarship is renewable for eight more semesters, provided the student maintains good academic standing.

Notre Dame Grant – Awarded to incoming fulltime traditional students who possess special talent or potential for enriching the campus atmosphere and/or financial need.

Spirit Scholarship/Band Scholarship/Theater Scholarship/Choir Scholarship/Leadership Scholarship

The above scholarships maybe awarded to select incoming fulltime traditional age students who possess special talent or potential for enriching the campus atmosphere and willing to participate in the activity.

Choose Ohio First Scholarship (STEM): Awarded to accepted students planning to major in Biology, who have a cumulative high school GPA of at least 3.0.

Family/Alumni Plan – Special family tuition rates are available to incoming fulltime students who have a brother/sister/parent attending Notre Dame College as a full time matriculating undergraduate student or whose parent or grandparent is an alumni of the college.

Athletic Aid- Eligibility is determined by the college based on NCAA Division II regulations.

Federal or State Funds for On-Campus or *Online Students: Awards based on Federal and State Guidelines

Federal Pell Grant* – Awarded to eligible undergraduate students who have not earned a bachelors or professional degree. Lifetime limit of 12 full-time semesters.

Federal Supplemental Educational Opportunity Grant (FSEOG) – Given to undergraduates with exceptional financial need. Priority is given to students who receive a Federal Pell Grant.

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. A Perkins Loan Promissory Note and Entrance Counseling must be completed and may be found at [Federal Perkins Loan Links](#).

Federal Direct Subsidized and Unsubsidized 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. View annual and lifetime limits below.

Federal College Work Study or College Work Study Program – This program allows you to work on campus for a maximum of 17.5 hours per week. These funds are earned by finding a job on campus, completing employment paperwork with your supervisor, working and submitting a timesheet each month. Students are paid at the end of the month. Students may sign up on [MY.NDC.EDU](#) under the Student Accounts tab to have their monthly pay check directly deposited to their student account or direct deposited into their bank account. *By October 1, students must: (1) locate employment on campus, (2) complete all employment paperwork, and (3) have all paperwork submitted by their supervisor to the Human Resources Office.*

Ohio College Opportunity Grant* – OCOG award amounts are an estimate and may be revised pending notification by the Ohio Board of Regents.

* These funds are also available to students who register between 6-11 credit hours

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 only:

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 > 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 Time Frame: Measured at the end of every semester.

- Undergraduate students have until they have attempted more than 182 credit hours.
- TEEL students have until they have attempted more credit hours than needed in their program.
- Graduate students have until they have attempted more credit hours than needed in their program.

Letters will be sent to students who fail to maintain SAP 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 an **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 **Academic 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 can 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