



Financial Aid Handbook

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Welcome

The Future Generations Graduate School's Financial Aid Office (FAO) offer students financial aid counseling and assistance to help them pursue their educational goals.

The FAO awards aid to students as a part of the means by which they can attend graduate school. Our basic philosophy is that students and their communities have the primary responsibility for paying the student's expenses. Our role is to try to fill the financial gap that may exist between the cost of your education and money available from your family, job income, community, employer, savings and other sources.

If you apply for assistance, the FAO will evaluate your need, and if you are eligible for assistance, offer you a financial aid package. Your aid package may consist of scholarships and/or loans. The amount of your financial need is determined based on your overall financial status.

Because of limited funds, the FAO cannot always offer enough assistance to meet every student's financial need.

The FAO provides financial aid advising to students throughout the year. If you have questions about financial aid after reading this handbook, you can also access our website at www.future.edu. We invite you to call, visit, or make an appointment. Our number is 304-358-2000.

Eligibility Criteria

In order to receive federal financial aid, you must:

- Be a U.S. citizen or eligible non-citizen.
- Have a valid Social Security Number.
- Be registered with the Selective Service, if required.
- Be enrolled at least half-time in a degree program.
- Not be in default of any federal funds.
- Make satisfactory academic progress.

Applying for Admission

Persons holding a bachelor degree from an accredited college or university or equivalent may apply for admission to Future Generations Graduate School. Admission is both limited and competitive and is based upon the potential of the individual, academic qualifications, and support of community the applicant works with.

Application procedures are included in the application packet, which is available either from the Future Generations Graduate School Office, or from www.future.edu.

Applying for Aid

Getting Started

In addition to the Future Generations Graduate School Financial Aid Handbook, you will need the current **Free Application for Federal Student Aid (FAFSA)**. The FAFSA should be filed electronically at www.fafsa.ed.gov. You will also need personal records in order to complete required forms. Keep this handbook as a reference to help answer your questions throughout the financial aid process. Please note that the policies in this handbook are subject to revision without notice or obligation.

- Be sure that you submit the FAFSA by the specified deadline. You may estimate your tax information on the FAFSA if necessary. If this deadline is missed, some financial aid will still be

available to you, including federal student loans, but some types of funds will not be available.

- Tax Information – If at all possible, complete your federal tax return before you submit your FAFSA. This will allow you to import information from your IRS record into your FAFSA. Not only will this save you time, but will also increase your accuracy and help eliminate the requirement for further documentation. If your tax return was completed electronically, wait two weeks to submit your FAFSA. If it was completed by paper, wait eight weeks. ***However, do not wait if this means you may miss deadline. Estimate your tax information to meet this deadline. Once you file your tax return, you must finalize your FAFSA record by authorizing the IRS data retrieval on the FAFSA website.
- The federal government may select your record for further IRS tax documentation. You may contact the IRS to obtain a tax return transcript or import IRS data into your FAFSA. If additional documentation is required, provide these documents by July 1st.

List Future Generations Graduate School on the FAFSA

You must list Future Generations Graduate School as a school to receive your information in order for the FAO to award you financial aid.

Your Name and Student ID Number

Make sure that these two items are on every document submitted to the FAO on your behalf. **Your Future Generations Graduate School email is the primary means by which the FAO will communicate news and information. Check it often.** It is also your responsibility to make sure that Future Generations Graduate School has your current mailing address. Otherwise, you may not receive important financial aid information. The Graduate School's Registrar's Office can help you change your address.

Where We Send Your Mail

During the academic year, financial aid information is mailed to your permanent address. **We frequently send revision notifications via your Future Generations email address.**

Respond to Requests for Information Promptly

Submit required information as soon as possible so that we can process your financial aid application. If you do not send us requested information in a timely manner, your aid may be canceled or your disbursement delayed. **Do not wait until the beginning of the term to take care of financial aid paperwork and questions.**

Contacting Us by Phone

You can reach us by phone at 304-358-2000. We are happy to assist you with any financial aid questions you may have. **In order to discuss your confidential financial aid information (award amounts, your SAP appeal decision, etc.) you must provide your Student ID number and other critical information when asked.** If you do not provide this information, the information that we may provide you is limited.

Confidentiality

The Family Education Rights and Privacy Act of 1974 (FERPA), commonly known as the Buckley Amendment, prohibits the release of a student's educational records (including award information) to parents, spouses, or other parties without the written permission of the student (or Student ID number and other critical information if calling on the phone). If students wish to release their records to another party, they can submit a **notarized** Information Release form to the FAO. This form must be reviewed and approved before any information is released. The student's authorization to release their information must be submitted on a yearly basis, and may be revoked by the student at any time. The Information Release Forms are available at the FAO.

Financial Aid Programs

Future Generations Graduate School's FAO administers federal financial aid in the form of loans. Some aid programs require that you demonstrate financial need while others do not. All types of aid awarded by Future Generations Graduate School and the FAO, along with application information for each, can be accessed online at www.future.edu. The basic types of financial aid are:

- Scholarships - Gift funds that are not repaid.
- Loans - Funds which must be repaid.

Federal Aid Programs

Federal student aid programs that Future Generations Graduate School offers include: Student Loans, PLUS Loans, and Direct Loan Program. The FAFSA is the primary application for this aid. Some federal programs require a separate application in addition to the FAFSA. For further details, consult the U.S. Department of Education's free booklet, *The Guide to Federal Student Aid*, available in public libraries, at Future Generations Graduate School's FAO, and online at <http://studentaid.ed.gov>.

Outside Scholarships and Loans

Outside scholarships or resources are funds that come from civic organizations, churches, educational foundations, Veterans Affairs benefits, Vocational Rehabilitation programs, and other organizations external to the Future Generations Graduate School. **You must notify the FAO in writing as soon as you learn that you will receive an outside scholarship, grant, or loan, since these funds may affect your eligibility for other aid.** Send us a copy of the notification letter (including your name and Student ID Number) or use the Financial Aid Response Form included with your award letter to notify us.

If your award letter does not list all of your outside resources, notify the FAO immediately. We will revise your financial aid award if necessary. Unless Future Generations Graduate School is otherwise informed by the donor, your outside resources will be divided and applied to your account equally among terms

Important Eligibility Requirements

You must meet these guidelines in order to be eligible for any type of federal financial aid:

- You must be admitted to or enrolled in the graduate degree program offered at Future Generations Graduate School.
- You must be making satisfactory academic progress toward a degree. Please read the **Satisfactory Academic Progress (SAP) Policy for Financial Aid Eligibility** to determine if you meet its requirements. If you are not making satisfactory academic progress, you may appeal your status by completing a SAP Appeal form.
- You must be a United States citizen or an eligible noncitizen. Eligible noncitizens may be required to present current, up-to-date, and valid U.S. Citizenship and Immigration Services (USCIS--formerly Immigration and Naturalization Service or INS) I-551 or I-94 forms in person to the FAO to document their eligibility for federal aid. Students on F1, J1, J2 visas, and G series visas are NOT eligible for federal financial assistance or financial aid from Future Generations Graduate School.
- **You must provide all requested documentation. Your financial aid application cannot be processed without necessary documents.**
- You must not be in default on a federal student loan or owe a repayment on a federal grant at any institution or the U.S. Department of Education.
- If required, you must be registered with Selective Service. You can register at their website: www.sss.gov.
- U.S. Citizens must have a Social Security card that carries a current and accurate legal name and Social Security number. Applicants who have changed their legal name due to marriage, etc. must acquire a new card from the Social Security Administration Office.

FAFSA

How Need Is Determined

Many types of aid require that you demonstrate financial need in order to be eligible. To be considered for need-based (state, institutional, and outside) and all federal aid programs, you must file a 2015-2016 FAFSA. The information you provide on the FAFSA establishes whether or not you have financial need.

Expected Family Contribution (EFC)

The federal processor uses a formula known as the Federal Methodology to estimate your family's ability to contribute to your education. This formula, written into law by Congress and reviewed each year, evaluates your FAFSA answers related to income and assets, family size, and number of family members in college in order to calculate your Expected Family Contribution (EFC). **Your EFC is how much money you or your family is expected to contribute to your educational expenses. You do not pay the EFC to Future Generations Graduate School; it is simply used to calculate your aid eligibility.** If you have questions about what family members should be included on your FAFSA, see the instructions included online that are part of the application process.

Cost of Attendance (COA)

Your EFC, in conjunction with the COA, determines the types of financial aid for which you are eligible. **The COA is an estimate of how much it costs to go to school at Future Generations Graduate School.** It includes tuition and fees as well as an allowance travel to residential sites.

Documented Need is defined as a student's Cost of Attendance (COA) minus the Expected Family Contribution (EFC):

$$\begin{aligned} &\text{Cost of Attendance (COA)} \\ &\text{– Expected Family Contribution (EFC)} \\ &= \text{Documented Need} \end{aligned}$$

The FAO will meet as much of each applicant's documented need as possible, given fund availability and fund eligibility requirements. **You should not assume that your full need will be met.**

To apply for most types of aid, you must first complete your FAFSA. You may fill out an electronic or paper application—the electronic web version is very fast and easy—but complete only one type.

FAFSA on the Web Application

The FAFSA may be filed on the web at no cost. The advantages to filing your FAFSA on the Web, compared to mailing a paper FAFSA, includes a faster processing time and interactive editing of your answers to lessen the chance of your application being rejected. The FAFSA can be completed electronically at www.fafsa.ed.gov.

At the end of the FAFSA, the student must sign the FAFSA with a PIN or the student can print, sign, and mail a signature page. A student without a PIN has the option to apply for a PIN, receive it instantly, and immediately use it to sign the FAFSA. After completing and submitting the application on-line, be sure to print out a signature page and mail it immediately to the federal processor, if you have not obtained a PIN. Your application will not be processed until the signatures are received. **If your signature page is not received within fourteen days, the federal processor will reject your application. You will be mailed a rejected SAR Acknowledgement Form that you will need to complete and must return to the U.S. Department of Education to have it reprocessed.**

Paper FAFSA

Any student interested in completing a paper FAFSA must request a paper copy by calling 1-800-4FED-AID. Once completed, students must submit the FAFSA for processing using the accompanying envelope. Students may also print a PDF version of the FAFSA at <http://www.FederalStudentAid.ed.gov>.

Renewal Reminder

If you filed in the previous academic year and provided a valid email address, a Renewal Reminder email or letter will be sent to you from the Federal Processor. The option to complete a Renewal FAFSA will no longer be available on www.fafsa.ed.gov. The Renewal Reminder is an important alert for renewal-eligible students, reminding them that they can use FAFSA on the Web to reapply for aid. Renewal-eligible students who provide valid email addresses on their academic records will be sent a Renewal Reminder email. Renewal-eligible students whose current records do not have email addresses, or whose Renewal Reminder email has been returned as undeliverable, will be mailed a Renewal Reminder letter, provided there is a deliverable mailing address.

Remember you must file the FAFSA each year in order to be considered for federal financial aid. Filing by the priority deadline will give your application "priority" status when awarding aid.

If you have questions about the FAFSA, you can call 1-800-433-3243. If you have a hearing disability you can call the TDD number at 1-800-730-8913.

Student Aid Report (SAR)

When you file your FAFSA electronically, you will receive an email from the federal processors within 6-10 days. Then you can view your SAR online but you will need your PIN to access this information. Within four to six weeks after you file a paper application, you should receive a SAR Information Acknowledgement communication from the federal processor. However, if you include an email address on your paper application, you will receive an email from the federal processors. The email will contain information on how to access your SAR electronically. The SAR lists all the information you provided on the FAFSA. Please be aware that if you submit your application or corrections and do not receive a SAR acknowledgement, you should contact the federal processor at 1-800-433-3243.

Once you receive or are able to view your SAR, review all the information to make sure your application has been processed and that all information is accurate and complete. If your SAR contains comments you do not understand, contact the FAO for help. If you need to make corrections, the fastest way to make them is by submitting them yourself at www.fafsa.ed.gov. You can also write the corrections on the SAR, complete the required signatures and send it to the Federal Processor. If submitting the corrections by the two previous means is unsuccessful, you can submit your SAR with the appropriate signatures to the FAO and we will submit the corrections electronically. If you have difficulty while processing your corrections, you may contact the Federal Processor at 1-800-433-3243.

Check the Information Release section of your SAR to be sure Future Generations Graduate School is listed as a school to receive your information. **If Future Generations Graduate School does not receive your information, we will not know that you want aid.** We receive an electronic record of your SAR automatically, if you listed Future Generations Graduate School on the FAFSA. To receive your information or add Future Generations Graduate School as a recipient of your information, contact the Department of Education at 1-800-433-3243. You will need to know the Data Release Number (DRN) located on the front of your SAR to do so.

Remember that your FAFSA is a snapshot of your status as of the date you complete the application. If you make a mistake, a correction may be made only to correct the error, not to update or add new information.

Special Circumstances

In some instances, the Future Generations Graduate School's FAO can consider highly unusual circumstances that are not reflected by information provided on the FAFSA. However, the FAO is very conservative and adheres to all federal guidelines. We can sometimes make allowances for the death of a parent or spouse, separation of parents, separation of a student and spouse, job loss, or similar situations.

If you wish to report a special circumstance, contact the FAO for the appropriate Professional Judgment forms. Extensive supporting documentation will be required before your situation is reviewed. Do not send any information regarding special circumstances to the federal processor. They will not respond to personal letters or forward the information to us.

Complete Your File

After filing a FAFSA, you must complete your file at the Future Generations Graduate School's Financial Aid Office. There are a variety of documents that you may be required to submit.

Until we have all required documents, we cannot award you financial aid. NOTE: Initial requests for these documents will be sent from the FAO via USPS in the form of a FAO tracking letter. Additional requests will also be sent via e-mail. If necessary, we will make corrections to your financial aid application based on this documentation. Required documents may include, but are not limited to:

Social Security Number (SSN) Documentation

If you file your FAFSA listing the wrong SSN, you must correct this on your application and submit these corrections to the Federal Processor. If you have changed your legal name due to marriage or for other reasons, but have not updated your Social Security record, you must do so and apply for a new card from the Social Security Administration. You must then send a copy of the new card to the FAO before you can be awarded. Make sure that you also give Future Generations Graduate School your correct name and SSN when you apply for admission.

Other Documentation Requirements

Please be aware that sometimes the need for additional documentation arises in the midst of the financial aid process. We cannot continue processing your application until we have all the information we need. As we review information, the status of your file may change. You do not need to provide these documents unless we request them. You may be asked to provide such documentation as, but not limited to:

- A copy of marriage certificate or separation documents
- A copy of your social security card
- Immigration and Naturalization Service documentation
- Proof of Selective Service Registration
- Death certificates

Quality Assurance Program (QAP) Documents

Future Generations Graduate School participates in the Quality Assurance Program (QAP). We review students' information and ask them to provide documentation of their financial status. QAP allows the Department of Education and the Future Generations Graduate School FAO to ensure the accuracy of information used in filing for Federal Title IV funds. The FAO will notify you if you have been selected for this program. **If you are selected, you must provide the required information in order to receive financial aid.** If the QAP/Verification process reveals errors in the data used to determine your eligibility for financial aid, the U.S. Department of Education requires Future Generations Graduate School to recalculate and/or resubmit your information for reprocessing. If you had received an award prior to your selection and by completing the QAP/ Verification process are no longer eligible for the aid you received, you may owe a refund or repayment of those funds. The payments of those funds are due upon notification. Failure to provide information necessary to complete QAP/Verification will prohibit the awarding of your initial

financial aid award or possible cancellation of your federal and need-based aid for the award year. You do not need to provide any QAP/Verification information unless it is requested by the FAO.

Quality Assurance Program document requirements may include, but are not limited to:

- A Verification Worksheet
- A **signed, complete copy** of Federal income tax forms for student, parent, and/or spouse (including all schedules, worksheets and additional forms filed)
- W-2 and 1099 forms for student, parent, and/or spouse
- Documentation of asset information, untaxed income, and Social Security benefits;
- A copy of birth certificate or driver's license
- Documentation of a household member's enrollment status at another post-secondary school

Receive Your Award

After you have filed the FAFSA , have met the basic eligibility requirements, and have completed your file, the award communication process begins with a hard copy award letter mailed from the Future Generations Graduate School FAO. This award letter represents the maximum amount of available aid for which you are eligible.

When you receive your award letter you should do the following:

Verify the accuracy of your award letter

Any discrepancies in your award letter should be reported immediately to FAO as it could potentially result in a change in your award.

- Outside Resources- The award letter should include any outside scholarships, outside loans, VA benefits, vocational rehabilitation benefits, or fellowships, etc.
- Enrollment Status- If you are enrolled less than half-time, you may be ineligible for various grants and scholarships, as well as Federal loans, and your award must be revised.
- Term - Make sure that you were awarded based on the correct terms. If you are attending only one term, your award should be based only on that term.

Specific Requirements

If you are a new student and/or a first time borrower your award letter may request specific forms to be submitted in order to process your financial aid. Timely responses to these requests will prevent delays in processing your financial aid.

Complete the Disbursement Authorization Form and return it to the FAO. The FAO will not credit aid to your student account unless you complete this form.

Entrance Loan counseling must be completed by all first time student loan borrowers.

Accepting Awards

All student loan borrowers must now accept loans online each academic year. The Future Generations Graduate School FAO will provide more information on completing this new required process.

Declining Awards

If you do not wish to accept loans, notify the FAO:

- Financial Aid Response Form- Complete Section C—Declining Awards.
- Loans not previously accepted can be declined.
- Notify FAO in writing immediately.

Once funds are declined, they may not be available at a later date. If funds are not available or it is determined that you are no longer eligible for a fund awarded to you, the FAO is not liable for any changes in your award.

Award Revisions

Your award letter is a conditional offer of the financial aid you are eligible to receive. Federal regulations require that funds received be used for educational expenses for a financial aid-eligible program you intend to complete at Future Generations. Educational expenses can include tuition, fees, books, supplies transportation, etc.

Your award letter may require revisions due to changes in hours of enrollment, failure to maintain academic progress, withdrawal from classes, false or outdated information, outside aid received, the availability of federal, state, or institutional funding, and/or errors. If this is the case, any revised award overrides any previous offer of aid. This sometimes means that you may have to repay funds already received. **Contact the Finance Office for information on the Return of Funds Policy.**

Institutional Scholarships

Future Generations may offer scholarships that are to be disbursed according to the donor's letter of instruction.

Federal Student Aid Loans

Future Generations Graduate School participates in the Federal Family Education Loan (FFEL) Program and the William D. Ford Federal Direct Loan Program. Loans must be repaid with interest.

Applying for Loans

Please read all of the loan information in the award packet carefully. There are separate application procedures for Federal Student, Graduate PLUS, and PLUS Loans. Your award letter only indicates your eligibility for loans. **Unless you fill out the necessary forms and applications, you will not receive any funds from loans.** You must return your loan paperwork promptly. Also, if your loan paperwork is not processed before term bills are printed, your loan amount will not be deducted from your bill. You may decline or reduce your loan offer. Carefully consider the amount you need to borrow. Student loans may not be discharged in bankruptcy; defaulting on student loan debt has serious consequences.

Federal Subsidized/Unsubsidized Loans

The first time you borrow money under the Federal Student Aid Loan Program at Future Generations Graduate School; you must complete a Loan Request Form (LRF) and return it to the FAO. The LRF tells us how much of your offered loan amount you wish to initially accept and which lender you want to use. Submitting the LRF will authorize the FAO to transmit a school certification to your chosen lender. The lender will mail you notification to complete your Master Promissory Note (MPN) online. You will need a Federal PIN to complete this process. **All Federal Student Loans must be repaid.**

- Direct Subsidized Loans
 - Available to Undergraduate students with financial need.
 - School determines the amount you can borrow; the amount may not exceed your financial need.
 - The U.S. Department of Education pays the interest on a Direct Subsidized Loan:
 - While you are in school at least half-time
 - For the first six months after you leave school (grace period)
 - During a period of deferment (postponement of loan payments).
 - Direct Loans have an annual fixed interest rate that varies and is set each July 1.

- The number of years you have to repay is based on the amount borrowed.
- There is a limit on the maximum period of time that you can receive Direct Subsidized Loans: “Maximum Eligibility Period.”

***NOTE: If you receive a Direct Subsidized Loan that is first disbursed between July 1, 2012 and July 1, 2014, you will be responsible for paying any interest that accrues during your grace period. IF you choose not to pay the interest that accrues during your grace period, the interest will be added to your principal balance.

- Direct Unsubsidized Loans
 - Available to Undergraduate and Graduate Students.
 - No requirement to demonstrate financial need.
 - Your school determines the amount you can borrow based on your cost of attendance and other financial aid you receive.
 - You are responsible for paying the interest on a Direct Unsubsidized Loan during all periods.
 - If you choose not to pay the interest while you are in school and during grace periods and deferment or forbearance periods, your interest will accrue and be added to the principal amount of your loan.
 - Direct Loans have an annual fixed interest rate that varies and is set each July 1.
 - There are annual and lifetime limits for both Subsidized and Unsubsidized Federal Direct Loans based on your grade level.

Federal PLUS Loans

The parent borrower must complete a PLUS Loan Request Form (LRF) for each loan request. The FAO will transmit the loan request to the lender selected by the borrower. Federal Plus Loans are credit based; therefore, a credit check will be performed either before or after the Master Promissory Note (MPN) is signed to determine approval or denial of the loan. The borrower will receive notification from the lender if it is necessary to sign a MPN. Follow the lender instructions to complete and submit the MPN back to the lender. Note: Do not return the MPN to the Future Generations Graduate School FAO. Most lenders offer online loan monitoring which includes electronically signing the MPN with the federal PIN for the borrowing parent. Parents can apply for a Federal PIN at www.pin.ed.gov. Once the loan is approved, the lender will mail the borrower a disclosure statement that will inform the borrower of the loan amount and estimated date of disbursement. If the PLUS loan is denied, it is the responsibility of the student to provide this documentation to the FAO. Students may be eligible for additional FSA Loans based on a PLUS denial. For PLUS Loans to be used for deferment purposes on a student bill, the lender must have confirmed receipt of a signed active and valid MPN from the borrower at least 10 BUSINESS DAYS PRIOR to the student's payment deadline.

Federal Graduate PLUS Loans

The Graduate PLUS Loan is a loan for graduate and professional students, NOT their parents. Graduate PLUS loans are available to graduate students, on a case by case basis, who have borrowed their annual or aggregate limit under the FSA program. Graduate PLUS loans feature low interest rates, relative to market rates, and long term repayment options. Graduate students may borrow up to the cost of attendance minus any other aid received by the student annually. While graduate students of all income levels are eligible, a credit-worthiness evaluation is required; therefore, it is recommended that the student receive lender approval before submitting the Graduate PLUS Loan Request Form to the FAO. After receiving the Graduate PLUS LRF, the FAO will transmit the loan request to the lender selected by the borrower. The borrower will receive notification from the lender if it is necessary to sign a MPN. Follow the lender instructions to complete and submit the MPN back to the lender. Note: Do not return the MPN to Future Generations Graduate School. Students can apply for a Federal PIN at www.pin.ed.gov. For Graduate PLUS Loans to be used for deferment purposes on a student bill, the lender must have confirmed receipt of a signed active and valid MPN from the borrower at least 10 BUSINESS DAYS PRIOR to the student's payment deadline.

Borrowing Fees

Your loan will include an origination fee determined by the federal government. This amount will be deducted from the loan amount before disbursement.

Loan Entrance and Exit Counseling

The federal government requires you to complete the Federal Student Aid Entrance and Exit Counseling. Loan counseling includes key information about your rights and responsibilities as a borrower. To complete loan counseling, go to studentloans.gov.

Pay Your Bill

The Future Generations Graduate School Finance Office mails bills to permanent addresses at the beginning of each term and also emails these bills to your student email. If you have questions about your bill, contact the Finance Office at 304-358-2000. You will receive a separate bill for each term's tuition and fees. **You must pay the amount due before the deadline or your classes will be cancelled.** By paying the minimum amount due before the deadline, you will be able to confirm your registration.

Read your bill carefully and follow all instructions. All prior-term unpaid charges will appear on your bill. These prior charges must be paid before you can re-enroll.

Deferring Your Bill

Even though you must pay your bill before the term begins, your financial aid funds cannot be disbursed at that time. Funds cannot be disbursed until the term begins. However, certain types of financial aid can be used to defer part or all of your charges. Your bill should show that your deferrable aid has been subtracted from your charges, as long as you have been awarded financial aid and completed the necessary paperwork before the bill was printed. It is very important that you complete the financial aid application process and all necessary paperwork before bills are printed. Otherwise, your deferrable aid will not be listed and you will be required to pay the bill in full. Some types of financial aid are non-deferrable and will not be subtracted from the charges on the bill. **Non-deferrable aid includes but is not limited to: outside scholarships for which funds have not been received, and military aid or benefits.**

Even though your bill may show deferrable aid subtracted from your charges, the aid is not actually credited to your student account until the funds are received and the term begins. Refer to Step Five below for important requirements you must meet before funds may be applied to your account.

Receive Your Funds

If you have successfully completed steps 1 through 4, financial aid is generally disbursed or credited to your student account at the beginning of the term. If your financial aid funds exceed your charges, you will receive a check for the difference. Please be aware that disbursement procedures may change after the printing of this Handbook. Contact the Finance Office at (304) 358-2000 with questions.

Non-disbursement and Aid Repayment

Your aid may not be disbursed to you if any of the following apply:

- You have not completed the Disbursement Authorization Form.
- You have not turned in all required documents (including all loan forms).
- You are enrolled less than half-time or not enrolled at all.
- You are not making Satisfactory Academic Progress.

You may also be required to repay part or all of your disbursement:

- If you are awarded financial aid based on full-time enrollment and then at the end of the drop/add period you are enrolled less than full-time, your cost of attendance is subject to change. As a result you may have to repay part of your financial aid that you have already received.
- If you have questions concerning disbursement and/or aid repayment, please contact FAO.

Return of Funds Policy

Future Generations Graduate School has a federally mandated Return of Funds Policy that governs the return of Title IV funds disbursed to students who completely withdraw from Future Generations Graduate School. Title IV funds include: Federal Subsidized and Unsubsidized Loans, Federal PLUS Loans, Federal Grad PLUS Loans, Federal Perkins Loans, Federal Pell Grants, Federal Supplemental Educational Opportunity Grants (FSEOG), Federal Academic Competitiveness Grant (ACG), National SMART Grant, Federal TEACH, and Federal Work Study (FWS).

If any student completely withdraws from Future Generations Graduate School, he or she must return unearned student aid. Unearned aid is the amount of disbursed Title IV aid that exceeds the amount of Title IV aid earned. During the first 60% of the term, a student earns funds in direct proportion to the length of time he or she remains enrolled. The period of time during which a student is enrolled is the percentage of aid earned by the student. A student who remains enrolled at or beyond the 60% point is deemed to have earned all aid for the term. Students who have a Federal Student Loan, subsidized or unsubsidized, and drop below half-time status (6 credit hours) must complete the Exit Interview process at www.mappingyourfuture.org.

The percentage of the period that the student remained enrolled is determined by dividing the number of days the student attended by the number of days in the entire term. Calendar days are used in the determination of percentages. Breaks of 5 days or longer are excluded in the calculations.

If the amount of Title IV funds disbursed is greater than the amount of Title IV funds earned by the student, a return of Title IV funds is necessary. Both Future Generations Graduate School and the student may be responsible for returning a percentage of the unearned aid. Students who find that they must withdraw from Future Generations Graduate School should do so by dropping all courses. Students who drop all courses are considered to be withdrawn from the Graduate School and must seek reactivation or readmission through the Graduate School in order to return to the school in subsequent terms.

Satisfactory Academic Progress Policy

The Higher Education Act of 1965, as amended, mandates institutions of higher education to establish a standard of satisfactory academic progress for students who receive financial aid. This standard must apply to the student's entire academic history, whether Title IV financial aid was received or not. In order to remain eligible to receive aid at Future Generations Graduate School, students must meet the standards specified for acceptable academic performance and for satisfactory progress toward the completion of their program of study. The standards are established within the framework of applicable federal regulations specifically for the purpose of determining the eligibility of students to receive aid under the generally funded Title IV programs, including Federal Pell Grant, Federal Perkins Loan, Federal Supplemental Educational Opportunity Grant, ACG, SMART, Federal Work-Study, Georgia's HOPE Scholarship, and Federal Family Education Stafford Loan Programs (Subsidized and Unsubsidized), and the Federal PLUS Loan Program. They should not be confused with Probation or Good Standing as defined by academic regulations.

Satisfactory Academic Progress

For financial aid purposes, satisfactory academic progress in this program is based on federal guidelines. To maintain satisfactory academic progress, your academic history at Future Generations Graduate School must show that you have maintained grades consistent with the graduation requirements for your academic program and a minimum of 3.0 for graduate degree candidates and may not accumulate more than two incomplete grades.

Students who fail to maintain good academic standing or otherwise fail to make satisfactory progress toward their respective degrees, as defined above, may be awarded federal and institutional assistance for one additional payment period to reestablish satisfactory standing. Students who do not reestablish

satisfactory standing will remain ineligible for any additional federal and institutional assistance during subsequent term until they return to good academic standing, as defined above.

Minimum Requirements

The federal and state governments require each educational institution to define standards of progress for students seeking financial aid. All students who wish to qualify for financial aid while attending Future Generations Graduate School will be assessed on the following criterion:

- Minimum grade point average
- Minimum Term Credit Hour Completion Rate
- Completion of a degree within a maximum time frame

These standards are applied uniformly to all Future Generations Graduate School financial aid applicants. If a student meets these standards, they are eligible to be considered for financial aid. If a student does not meet these standards, they are not eligible to receive financial aid. Procedures for reestablishing financial aid eligibility are described in this policy statement. **Financial aid is defined as all federally-funded aid programs, and institutional aid (except as otherwise noted).**

Any term a student earns zero hours, they will lose financial aid eligibility immediately for the upcoming term. In this policy, “eligible for financial aid” means that a student meets the standards of the SAP Policy for Financial Aid Eligibility. A student must also meet all other financial aid requirements in order to receive financial aid.

Minimum Grade Point Average

Graduate students must maintain a minimum cumulative GPA of 3.0. If your graduate cumulative GPA falls below the minimum standard, your financial aid will be canceled immediately. Financial aid will be canceled immediately for any student who is suspended or dismissed.

Minimum Term Credit Hour Completion Rate

Each term a student must earn a minimum of 75% (6 hours) of the hours registered for at the end of the schedule adjustment, or drop/add period.

General Information

Grades of F, WF, W, or I are not acceptable for SAP.

Repeated courses

Repeated courses do not count toward the Overall Earned Credit Hours if no credit is awarded the term it is repeated. A grade of IP is only satisfactory for thesis and dissertation courses.

Graduate students may receive financial aid for a maximum of 150% of the hours required for the degree.

Completion Rate Requirement

You are meeting the Completion Rate Requirement if:

- Overall Attempted Credit Hours are less than or equal to 150% of Credit Hours required for the degree.
- Graduate students seeking a Master’s degree must complete all degree requirements (including practicum) within three academic years from the date of first enrollment.

Disbursement of Aid and SAP

You may be required to repay funds to Future Generations Graduate School if your Financial Aid is disbursed and then you reduce your total credit hours before the last day of schedule adjustment.

Reestablishing Financial Aid Eligibility

The Financial Aid Office will notify students of their failure to meet the standards of this policy. Each student is responsible for knowing their own status, whether or not they receive this notification. Students may access their SAP status by contacting the FAO during office hours.

Students who fail to meet the standards of this policy may reestablish their financial aid eligibility at Future Generations Graduate School in one of two ways:

- The student can earn the number of credit hours for which they are deficient or improve their GPA without financial aid. **(These hours may be earned at Future Generations Graduate School)**. After the deficiency is resolved, the student must submit a written appeal requesting the Financial Aid Office to review their eligibility to receive financial aid.
- If there were circumstances beyond the student's control that prohibited the student from keeping the standards of this policy, and those circumstances are now resolved, the student may submit a written appeal, including documentation, to the Financial Aid Office. Appeals must include a

detailed description of the extenuating circumstances that occurred during the term in which the student failed to meet this policy. The appeal must also include all necessary documentation to support the existence of the circumstances described and evidence that the circumstances have been resolved.

Students seeking to reestablish financial aid eligibility remain ineligible to receive financial aid assistance or deferment of payment until the appeal process is complete and a decision has been made by the FAO. Students should be prepared to pay tuition, fees, and other educational expenses until they have been approved to receive financial aid.

SAP Appeal Calendar

- To receive aid for the fall term, you should appeal between June 1st and August 15th.
- To receive aid for the spring term, you should appeal between November 1st and December 15th.

Appeals may be approved, approved with conditions, or denied. If an appeal is denied, the student may submit a second appeal.