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# Financial Aid Policies & procedures Manual

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**2018-2019 Award Year**



**July 1, 2018**

San ignacio University  
3905 NW 107th Avenue STE 301, Doral Florida 33178

SAN IGNACIO UNIVERSITY – FINANCIAL AID HANDBOOK

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# SAN IGNACIO UNIVERSITY

## FINANCIAL AID HANDBOOK

JULY 2018

SAN IGNACIO UNIVERSITY

OPE ID: 048623900

### **SAN IGNACIO UNIVERSITY MISSION STATEMENT**

Our mission is to provide our students with the tools to succeed in a competitive local, national and international marketplace by providing a high-quality education, fostering an entrepreneurial spirit and sharing experiences with competent professionals in the field of Culinary Arts and Business.

Our supportive objectives for each program are:

- Exhibit a solid knowledge of professional skills that conform to established U.S. professional practices.
- Establish and maintain high standards that conform to and exceed requirements set forth by the best practices and governmental agencies.
- Develop problem-solving techniques in real world applications and demonstrate the ability to act as a team member.
- Conform to established code of ethics and of professional standards in appearance, attitude and performance.
- Demonstrate good presentation techniques and working knowledge of the factors involved in setting up and operating a facility.
- Establish a commitment to the profession through activities such as attending food shows, seminars, continuing education programs, and professional association memberships.
- Use microcomputers for information management.
- Develop a career portfolio with an Entrepreneurial Spirit.

The main attributes that characterized our institution and support our mission statement are:

- Leadership and Teamwork:** Today's professional world requires people that are able to interact, work with, and make decisions with other people; respecting and appreciating other people's points of view, their cultural background as well as strengths and weaknesses. These attributes will help them become more competent professionals and adapt to different circumstances and workplaces.

- **Globalization:** We want our students to think of the world as their marketplace and not only their hometown or country. They must be prepared to adapt to different work environments and cultures and also to seek opportunities in different parts of the world.

**Entrepreneurial Spirit:** We want our students to understand what happens beyond the kitchen so they can have a more holistic understanding of the Food industry and develop the skills to be capable of starting a business of their own such as a restaurant, a catering company and others.

## **INTRODUCTION**

San Ignacio University has written policies and procedures that provide guidance for University operations. The University Academic Catalog, which includes the Student's Handbook, relates to issues applicable to individuals who seek to become students, or who are students of San Ignacio University. The Financial Aid Handbook contains information, policies, and procedures on the financial aid programs of San Ignacio University. The Policies and Regulations Manual, the Academic Catalog, and the Financial Aid Handbook constitute the whole of the policies and regulations of San Ignacio University. All of these publications are available online and the campus.

## **PURPOSE OF MANUAL**

The purpose of this manual is to record policies and procedures applicable to financial aid and services available to San Ignacio University students. The manual:

1. Provides the Financial Aid and Business Services staff and students with current policies and procedures pertaining to eligibility assessment for federal, state, and institution programs.
2. Provides each staff member with general and specific responsibilities of the total staff, their individual responsibilities, and the Financial Aid Office relationship to other University departments.
3. Provides each staff member with general office procedures in order that a systematic and consistent approach may be taken in the operation of all programs; ensuring that similar operations will be handled in a uniform manner.
4. Provides reference to various practices.
5. Facilitates the orientation and training of personnel when changes occur.

## **FINANCIAL AID REFERENCE DOCUMENTS**

The Financial Aid Coordinator maintains financial aid reference documents and publications.

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## **SAN IGNACIO UNIVERSITY OFFICE OF FINANCIAL AID**

### **PRINCIPLES OF GOOD PRACTICE**

San Ignacio University has adopted the following Principles of Good Practice in Administering Financial Aid:

1. The purpose of any financial aid program – governmental or private – should be to assist students who can benefit from further higher education but who find it difficult to do so without some means of financial assistance. The primary purpose of financial aid received by students of San Ignacio University should be to cover educational costs directly related to the student's attendance (tuition, fees, books, supplies, etc.) rather than to cover those expenses the student normally would have if s/he were not enrolled.
2. All students must complete and submit the appropriate forms when applying for financial assistance.
3. All Federal Title IV funds available for financial assistance administered through the Financial Aid Office.
5. The Financial Aid Office shall maintain adequate records to ensure proper administration of aid funds. This includes ensuring that aid given is not in excess of need and/or the cost of attendance and that aggregate awards do not exceed total expenditures of funds under each program.
6. Selection of student to receive financial aid will be made without regard to age, sex, race, color, religion, sexual orientation, national origin, disability, or marital status.
7. All students applying for aid are required to apply annually for Federal assistance.
8. An audit of the operations of the Financial Aid Office will be performed in accordance with the required accounting standards as a part of the University's annual financial audit.

### **CODE OF CONDUCT FOR FINANCIAL AID OFFICE STAFF**

Students should be aware that personnel working in the Financial Aid Office of San Ignacio University have not been implicated in any investigations into prohibited practices in the student loan industry.

#### **San Ignacio University:**

- Does not have any revenue sharing agreements with lenders.
- Has not accepted any offers of funds from lenders to be used for private educational loans in exchange for processing federal or private loans for a particular lender.
- Has not received gifts of stock or other financial compensation from lenders in return for service on the advisory board of a lender.
- Does not have staff who serves on any lender advisory boards.
- Prohibits staff from accepting gifts from a representative of a student loan provider. Gifts include meals, travel, lodging, entertainment, and in-kind services.

## **ADMINISTRATIVE ORGANIZATION OF THE FINANCIAL AID OFFICE**

### **Division of Responsibility between Financial Aid and Fiscal Offices**

There exists a clear and separate division of responsibility for the administration of financial aid programs, which are divided between the Financial Aid Office and the Business Services Office. In order to maintain this division, each office is accountable for the following responsibilities:

#### The Financial Aid Office

The University Financial Aid Office responsibilities include but are not limited to:

- Maintaining Financial Aid Records
- Monitoring Financial Aid Operations
- Processing Federal Pell grants, and Federal Student Loans to Students
- Maintaining Accurate Records in Financial Aid Systems
- Providing Financial Aid Support to Students
- Awarding Financial Aid to Students
- Working with Business Services in the refunding process to return Federal financial aid as needed.

#### The Business Services Office

The University Business Services Office responsibilities include but are not limited to:

- Collecting payments for student accounts
- Maintaining accurate billing for student accounts
- Disbursing statements to students in a timely manner
- Disbursing funds to students as authorized
- Maintaining accurate records in their System
- Working with the Financial Aid Office in the refunding process to return Federal financial aid as needed.

### **POSITION DESCRIPTION: FINANCIAL AID COORDINATOR**

The Financial Aid Coordinator reports to the Vice President for Administrative Services. The Coordinator manages the overall operations of the Financial Aid Office. The Coordinator is responsible for:

- Providing monthly reports to the Vice President for Administrative Services and preparing policies and procedures for the Financial Aid Office.
- Reviewing and approving all external requests regarding financial aid from federal and state officials.

- Continually monitoring department activities for improvement in service, compliance with federal, state regulations and San Ignacio University policy and procedures.
- Advising the Vice President for Administrative Services of needed changes in office policy and/or procedures because of updates/changes in federal, state regulations and SIU procedures.
- Initiating approved changes in office policy and procedures.
- Working closely with the Student Services Offices and the Marketing and Recruiting Department in distributing accurate financial aid information to prospective students.
- Working closely with the Vice President for Strategic Services in providing accurate information to be reported to the Department of Education.
- Working with the Business Office in facilitating accounting for financial aid and in generating reports and statistics as needed.
- Oversees all functions of the SIU Financial Aid Office
- Responsible for completing annual FISAP
- Responsible for IPEDS reporting
- Responsible for OSFA reporting
- Responsible for Enrollment reporting
- Responsible for maintaining PPA/ECAR and updating as required by federal regulations.
- Responsible for ensuring compliance with all state and federal regulations.
- Responsible for R2T4 calculations/processes
- Manages the SAIG mailbox communications
- Download all electronic financial aid documents from the Electronic Service Product ( ESP) and Fame connect
- Advises and assists students seeking federal and state aid
- Receive, review and process incoming student documents including student and parent confidential tax and income information, for accuracy and completion.
- Enter data in computer system; create and maintain student files in paper form.

### **Fame (third Party Processor)**

- Oversees Direct Loan processes (origination, reconciliation, over-awards)
- Responsible for Pell Reconciliation
- Responsible for completing annual FISAP
- Oversees G5
- Oversees Refund transmittal to G5
- COD Reconciliation
- Provide information for Enrollment Reporting
- Oversees Electronic Disbursement request
- Review R2t4 Calculations for accuracy
- Responsible for FA year close out
- Review compliance documents because submitting to EZaudit
- Provide FA Audits documents for yearly compliance audits.

The Financial Aid Office has a responsibility to ensure the University, and specifically the Students, is aware of financial aid procedures, responsibilities, and available resources.

### **GENERAL FINANCIAL AID OFFICE ADMINISTRATION**

Student questions regarding financial aid may be directed to the Financial Aid Office. Financial Office is available from 10:00 am – 7:00 pm Monday – Friday

Students may also send email directly to [flagardere@saignaciouniversity.edu](mailto:flagardere@saignaciouniversity.edu) for answers to any financial aid questions. This email account is monitored during normal business hours by Financial Aid Coordinator.

### **CONFIDENTIALITY OF RECORDS**

The protection and security of financial aid records follow the same confidentiality procedures established for the protection of all student records at San Ignacio University. San Ignacio University ensures the confidentiality of student educational records in accordance with San Ignacio University policies and procedures and state and federal laws, including the Family Educational Rights and Privacy Act of 1974.

To protect student privacy, all records and conversations between the student and the Office of Financial Aid are confidential. No public announcement shall be made of need-based amounts awarded to students. No information concerning the student's financial aid records will be released to anyone outside of the Financial Aid/Business/Administrative Services Offices without the student's permission in accordance with FERPA. If the student wants information released, a signed letter of consent must be submitted.

#### **Active Records**

The Financial Aid Office maintains a master record for each student receiving financial assistance. All financial aid folders are retained for three years after the student's last session of attendance. Any records involved in any claim or expenditure, which has been questioned by the annual federal audit, are retained until the question is resolved.

### **SAN IGNACIO UNIVERSITY'S FINANCIAL PHILOSOPHY**

San Ignacio University's philosophy is to provide an affordable, quality education with reasonable costs enabling students to "pay as they go" and not incur long-term debt. San Ignacio University strives to keep educational costs within reach for every student. When choosing San Ignacio University, students are encouraged to explore all available options.

In keeping with this philosophy, all tuition and fees are due and payable at the time of enrollment. However, the University offers the following convenient payment options, including Veteran's Education Benefits, Federal Student Loans, and Federal Pell Grants (Title IV).

### **ACADEMIC YEAR**

The Academic Year for San Ignacio University begins July 1st of each calendar year and ends on June 30<sup>th</sup> of the following calendar year. San Ignacio University offers three academic semester per year.

- Spring Semester - January to April
- Summer Semester – May to August
- Fall Semester – September to December

The obvious advantage of the 3 semester calendar is time. The schedule allows a student to fulfill all academic requirements for a program less time required to finish a degree.

## **Institutional Eligibility**

### **General Requirements**

Documentation that validates SIUs eligibility to participate in Title IV programs can be found in the catalog, located on the university’s website. SIU makes accreditation and licensing information and documentation available to enrolled and prospective students upon request.

### **Updating Application Information**

The Financial Aid Coordinator is responsible for updating information contained in SIU’s eligibility application as well as tracking the expiration of the Program Participation Agreement and coordinates the recertification process.

San Ignacio University is in compliance with its program responsibilities under Title IV of the 1998 Higher Education Act, as amended. The U.S. Department of Education reauthorized the University to participate in Title IV programs under a Program Participation Agreement signed on behalf of the Secretary of Education, acknowledging that the University is in good standing through June 12, 2018.

## **Program Eligibility**

San Ignacio University qualifies as an institution of higher education because it is For-profit institution that offers a program of at least two academic years in duration that is acceptable for full credit towards a bachelor’s degree, or other recognized credential and prepares students for gainful employment in a recognized occupation.

SIU is ultimately responsible for determining that a program is eligible. In addition to determining that the program meets the eligible program definition, SIU makes certain the program is included under the notice of accreditation from a nationally recognized accrediting agency. Students identify themselves as degree seeking at SIU by indicating such on the Admissions Application. SIU’s academic year is defined at 32 weeks; three 16-week semesters (fall, spring and summer). Grade level progression (freshman to sophomore) is measured by the completion of 30 credit hours.

### **Admission Policy**

Students may be admitted to San Ignacio University if they meet these requirements:

### **Requirements for Domestic Students**

1. Application Form.
2. Application fee of USD \$80.00 (non-refundable) made payable to San Ignacio University.
3. Copy of valid Government Issued Picture Identification (upon admission)

## Requirements for International Students

In order to complete the international admissions process, the candidate must meet the following requirements:

- Application Form for students on an F-1 visa.
- Application fee of USD \$80 (non-refundable) made payable to San Ignacio University.
- Financial statements or certified bank letter in English demonstrating funds to cover a minimum of one year of tuition and fees, books and supplies, living and any other necessary expenses.
- At least (USD \$23,000) (Amounts must be in or converted to USD currency).
- Affidavits of support form if there is a sponsor.
- Proficiency in English: o PTE (54) o TOEFL (70 - IBT) o IELTS (60) o OXFORD (B1) Copy of a valid passport (upon admission)
- Copy of SEVIS / I-901 Receipt <https://www.fmjfee.com>

### For Undergraduate Programs:

- High School diploma translated into English/ GED if applicable.
- For undergraduate transfer students, transcripts and educational credentials; if they are not in English, these must be translated and evaluated by companies that are members of the National Association of Credential Evaluation Services (NACES). For a complete list of accepted evaluation services, please visit: [www.naces.org](http://www.naces.org)

### For Graduate Programs:

- Bachelor's diploma translated into English. For graduate transfer students, transcripts and educational credentials; if they are not in English, these must be translated and evaluated by companies that are members of the National Association of Credential Evaluation Services (NACES). For a complete list of accepted evaluation services, please visit: [www.naces.org](http://www.naces.org)

### Re-Admission

Readmission applies to students who have been previously fully admitted, were in good academic standing prior to leaving the University, and seek to return to the institution after an absence of two consecutive semesters (not including summer sessions). Students must have official transcripts submitted from all schools attended during their absence from the University. Importantly, all students re-entering the University are bound by the policies dictated by the current catalog.

### General Title IV Student Eligibility Requirements

In order to participate in the federal Title IV financial aid programs, a student must meet the definition of an eligible student as found in the FSA Handbook for the appropriate award year.

To be eligible for federally funded financial aid programs at San Ignacio University, the student must be admitted as a regular student and seeking a degree at SIU. Additionally, all students must initially and continually meet the following qualitative and quantitative requirements for satisfactory academic progress. These aid programs include Pell Grants, and Direct and PLUS loans.

The eligibility criteria for Pell Grants, and Direct Loans are as follows:

- The student must be a U.S. Citizen or an eligible non-citizen.

Be a U.S. citizen or Eligible Non-citizen:

- a. You are a U.S. citizen if you were born in the United States or certain U.S. territories, if you were born abroad to parents who are U.S. citizens, or if you have obtained citizenship status through naturalization.
  - b. If you were born in American Samoa or Swains Island, then you are a U.S. National.
- 2) Have a GREEN CARD
- a. You are eligible if you have a Form I-551, I-151, or I-551C, also known as a green card, showing you are a U.S. permanent resident.
- 3) Have an ARRIVAL-DEPARTURE RECORD
- A. Your Arrival-Departure Record (I-94) from U.S. Citizenship and Immigration Services must show one of the following:
    - I. Refugee
    - ii. Asylum Granted
    - iii. Cuban-Haitian Entrant (Status Pending)
    - Iv. Conditional Entrant (valid only if issued before April 1, 1980)
    - v. Parolee
- 4) Have BATTERED IMMIGRANT STATUS
- a. You are designated as a **"battered immigrant-qualified alien"** if you are a victim of abuse by your citizen or permanent resident spouse, or you are the child of a person designated as such under the **Violence Against Women Act**.
- 5) Have a T-VISA
- a. You are eligible if you have a T-visa or a parent with a T-1 visa.
- 6) **U-Visa" holders** are not designated as qualified aliens under the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA), and are therefore not eligible for Title IV program funds. However, U-Visa holders may convert to lawful permanent resident (LPR) status after they have physically been present in the United States for a continuous period of at least three years after the date of admission given on their U-Visa.
- a. Once LPR status has been granted, the holder of LPR status becomes a qualified alien under the PRWORA (see above), and thus potentially eligible for Title IV funds (assuming they meet all other eligibility requirements, for example, being enrolled as a regular student in an eligible program, having a high-school diploma or its recognized equivalent, having a Social Security number. The school year runs from the beginning of the summer session through the end of the spring session. When applying for Federal Title IV Financial Aid, students must complete the Free Application for Federal Student Aid ([www.fafsa.ed.gov](http://www.fafsa.ed.gov)).

- The student must be enrolled as a regular student (**auditing, visiting status, and provisionally admitted students, are considered non-eligible.**)

- The student must meet the academic requirements to be admitted to SIU and to continue enrollment.
- The student must meet the satisfactory academic progress (SAP) requirements established by the Financial Aid Office.
- The student must not be in default or owe a repayment on a student loan or grant. For PLUS loans, the parent must not be in default or owe a repayment on a student loan or grant.
- The student must not have borrowed in excess of loan limits.
- If required, the student must be registered for Selective Service.
- have obtained a high school diploma or have obtained a General Education Development diploma (GED)

### **Financial Aid Application Deadlines**

2018 – 2019 award year – July 1, 2018 to June 30, 2019

2019 – 2020 award year – July 1, 2019 to June 30, 2020

### **Federal deadlines:**

2018 – 2019 award year: June 30, 2019 by midnight CST

2019 – 2020 award year: June 30, 2020 by midnight CST

### **To meet a priority deadline, you must:**

- Have been admitted to or be currently enrolled in a degree-seeking program at the University.
- Have official transcript(s) on file with the University.
- Have submitted a valid FAFSA with the results received by San Ignacio University. To ensure timely delivery, you should submit your application at least two weeks before the priority deadline. This allows time for you to receive and respond to a request for additional information.
- Supply additional documentation required, if any, for the completion of your application. You will be sent a letter notifying you of any missing financial aid documents.

### **After the Priority Deadline**

You may still complete a FAFSA if you do not meet the priority deadline. However, FAFSA applications must be submitted at least three weeks before the end of the term in which you are enrolled to allow time for processing.

### **Federal Aid Programs in Which Institution Participates**

The Title IV programs in which SIU participates are as follows. A brief description of each program follows this section.

1. Federal Pell Grant

2. Direct Subsidized Loan
3. Direct Unsubsidized Loan
4. Plus Loan ( if required)
5. VA Benefits

**Federal Pell Grant**

The Federal Pell Grant is considered gift-aid that does not have to be repaid. The Pell Grant award is based upon the student’s EFC, enrollment status and on financial need. Unlike loans, grants do not have to be repaid unless, for example, the student is awarded funds incorrectly or the student withdraws from school. The amount the student receives depends on his/her financial need, cost of attendance and enrollment status.

Pell Grants are generally awarded only to undergraduate students; those who haven’t earned a bachelor’s or graduate degree. Amounts can change yearly. In order to determine a student’s eligibility; the school must receive a valid Student Aid Report (SAR) or Institutional Student Information Record (ISIR) while the student is enrolled and eligible. To be valid, the SAR/ISIR must contain the following:

- A Pell-eligible EFC;
- All information used in the calculation of the EFC complete and accurate at the time the application was signed;
- Accurate information, subject to updating, at the time the SAR/ISIR (not selected for verification) is submitted to SIU; and
- Accurate information as of the time of verification; at the time the SAR/ISIR (selected for verification) is submitted to SIU.

✓

<b>Pell Grant</b>		
Borrower	Requirement	Award Limit (2018-2019)
Undergraduate Students Only	Based on Federal Need	Maximum award amount of \$6,095/year  (2019-20 maximum award \$ TBA/year)

**Federal Direct Loans (subsidized and unsubsidized)**

Federal Direct Student Loan eligibility is determined by the FAFSA. All students are awarded the maximum that they are eligible for in the current academic year, and are instructed to accept or decline their awards.

**Subsidized Loans:** Direct Loans are made through the Department of Education. Students who are enrolled at least half time and who demonstrate financial need through the financial

aid application process can have the interest paid (subsidized) on their direct loans by the federal government while they are in school.

**Unsubsidized:** Students who are at least half time but who do not demonstrate a financial need for a Stafford loan may still obtain a loan, however, interest will be unsubsidized, and interest will start to accrue while the student is in school.

Students must begin repaying these loans 6 months after he/she ceased to be enrolled at the University. More information about Direct Loans including interest rates and loan fees may be found at [www.studentloans.gov](http://www.studentloans.gov).

### **Federal Parent Loan for Undergraduate Student (PLUS)**

The PLUS loan is not need-based. Financial aid resources are subtracted from the student's cost of attendance. The parent of a dependent student may borrow the remaining amount. There is no annual limit, nor is the EFC considered in PLUS eligibility. The parent should apply online at [www.studentloans.gov](http://www.studentloans.gov).

### **Title IV Loan Counseling**

Prior to receiving the first disbursement of a Direct Subsidized Loan or Direct Unsubsidized Loan, the student must undergo entrance counseling unless the student has received a prior Direct Subsidized Loan, Direct Unsubsidized Loan.

In addition, all student borrowers of a loan made under the Federal Direct Stafford Loan programs must undergo exit counseling after the borrower ceases enrollment at the institution.

1. **Entrance Counseling and MPN** First-time Federal Direct Stafford Loan borrowers must complete a Stafford Loan Master Promissory Note (MPN) and Entrance counseling session.
2. **Entrance Counseling and the Loan Master Promissory Note (MPN)** should both be completed online at [www.studentloans.gov](http://www.studentloans.gov).

Both must be on file before funds can be approved and sent to SIU. This insures that the student fully understands their rights and obligations as a student loan borrower.

Returning borrowers (students who have borrowed a Federal Stafford Loan within the past 12 months) do not need to complete another MPN or Entrance Counseling Session.

### **Exit Counseling**

Once a student has graduated, or has withdrawn from school, the Office of Student Financial Aid will send the student notification to complete Exit Counseling. The letter informs the student that the must visit [www.studentloans.gov](http://www.studentloans.gov) and complete Exit Counseling.

Exit counseling informs students of their various loan repayment responsibilities, including repayment options, interest accrual and aggregate loan limits.

### **Institutional Scholarships**

San Ignacio University offers students the following scholarships, for those who qualify:

1. Scholarships for the Associate of Science in Culinary Program: The San Ignacio Scholarship (\$5,600 tuition scholarship)
2. Scholarships for Associate of Arts in International Business, Marketing, Hospitality Management, Programs: The San Ignacio Scholarship (\$14,280 tuition scholarship/70% Scholarship)
3. Scholarships for Bachelors of Arts in Business, International Business, Marketing, Hospitality Management: The San Ignacio Scholarship (\$28,560 tuition scholarship/70% Scholarship)
4. Scholarships for Master of Business Administration - The San Ignacio Scholarship (\$14,994 tuition scholarship/70% Scholarship)
5. Scholarships for Master in Education and Master of Arts in Hospitality Management: (\*) The San Ignacio Scholarship (\$12,852 tuition scholarship/ 70% Scholarship)

(\*) Important disclosure for all scholarship applicants: For all student applicants that will transfer credits from other institutions, the scholarship will cover the transfer credit amount deduction.

Applicants, who meet the following criteria, may apply:

- Student (12th Grade) or High School Graduate Must be degree-seeking Demonstrated leadership abilities to their community

Exhibit financial need Required Documentation:

- Scholarship Application Updated Resume Typed essay (300 words minimum) San Ignacio University
- Reference letters in a sealed envelope Signed agreement to complete community service Social Security, if applicable (only for local students) Proof of residence, if applicable (only for local students) IRS Transcripts, if applicable (only for local students).

Interested applicants must complete and submit a scholarship application to the Admissions office.

Additional information can be found at

[http://www.sanignaciouniversity.edu/sites/default/files/catalog\\_2017-2018.pdf](http://www.sanignaciouniversity.edu/sites/default/files/catalog_2017-2018.pdf)

### **ENROLLMENT STATUS FOR FEDERAL TITLE IV**

According to federal requirements, financial aid enrollment status is defined as:

Undergraduate – less than half time: 5 or less credit hours attempted

Undergraduate – halftime: 6-8 credit hours attempted

Undergraduate – ¾ time: 9-11 credit hours attempted

Undergraduate – full time: 12 or more credit hours attempted

Graduate – half time: 3 credit hours attempted

Graduate – full-time: 6 or more credit hours attempted

All financial aid recipients **must** contact the Financial Aid Office before dropping a class. Dropping a class may result in cancellation of certain types of grants or loans and could result in the student being responsible for payment of these funds back to the program

### **Veterans Benefits**

San Ignacio University is approved to administer the Veteran’s Education Benefits Program for the following chapters. A variety of financial support sources are available for military veterans, spouses, and dependents of veterans who honorably served in our nation’s armed forces. The eligibility and amount of benefits awarded is determined by the Department of Veterans Affairs and is based on the number of credit hours for which a student is enrolled.

#### **Chapter 30: Montgomery G.I. Bill – Active Duty/Discharged**

- **Chapter 31: Vocational Rehabilitation**
- **Chapter 33: Post 9/11 G.I. Bill**
- **Chapter 35: Dependents Education Assistance**
- **Chapter 1606: Montgomery G.I. Bill \_ Selected Reserve ( MGIB – SR)**
- **Chapter 1607: Reserves Education Assistance**

#### **Chapter 30, 33, 1606 and 1607**

Veterans who wish to use their VA educational benefits for the first time should apply online at <http://www.gibill.va.gov> and complete a form 22-1990, Application for Educational Benefits, to receive a Certificate of Eligibility.

If educational benefits have previously been used, complete a form 22-1995, Change of Program, online at <http://www.gibill.va.gov> to receive a Certificate of Eligibility. Submit the following documents to the Financial Aid Office:

- Certificate of Eligibility
- Certificate of Release of Discharge from Active Duty (DD-214)
- Official academic transcripts from previously attended colleges and universities
- VA Information Form
- VA Degree Plan

#### Chapter 31

Qualifying disabled veterans receiving Veterans Affairs Benefits must contact the VA Department at 800-827-1000 to obtain authorization and certification (VA form 28-1905) prior to registration for classes.

Submit the following documents to the Financial Aid Office:

- Official academic transcripts from previously attended colleges and universities
- VA Information Form

## Chapter 35

Qualified dependents who wish to use their VA educational benefits for the first time should apply online at <http://www.gibill.va.gov> and complete form 22-5490, Application for Survivors' and Dependents' Educational Assistance, to receive a Certificate/Letter of Eligibility. If educational benefits have been used previously, complete a form 22-1995, Change of Program, online at <http://www.gibill.va.gov> to receive a Certificate of Eligibility. Submit the following documents to the Financial Aid Office:

- Certificate of Eligibility
- Certificate of Release of Discharge from Active Duty (DD-214)
- Official academic transcripts from previously attended colleges and universities
- VA Information Form
- VA Degree Plan

**Academic Reporting** In addition to certifying the class schedule, is required to report changes, such as:

- When a student drops below full-time
- Three-quarter time, half-time Or one-quarter time
- Receives an unsatisfactory non-punitive grade
- Is academically dismissed Or is suspended.
- Concurrent Enrollment If a student is obtaining his or her degree at SIU and is completing a course at another institution, he or she may be eligible for GI Bill Education Benefits. Consult with the Business Office to complete the specific procedures for eligibility determination.

Completion of a new Application for VA Education Benefits or a Change of Program/Change in Program may cause a delay in receipt of payments. The FAO Office is responsible for submitting class certifications for the GI Bill Education Benefits programs to the Department of Veteran Affairs.

**San Ignacio University does not make any eligibility determinations as to the receipt or dollar amounts of any funds received by the Department of Veterans Affairs.**

**For assistance in applying for Veteran's Educational Benefits, please contact the Student Financial Aid Office at 305/629-2929 or [flagardere@sanignaciouniversity.edu](mailto:flagardere@sanignaciouniversity.edu)**

### **COST OF ATTENDANCE (estimated)**

The Estimated Cost of Attendance (COA) at San Ignacio University is determined by the Financial Aid Office each year and is based on the average costs you may incur each session. Actual costs will vary from student to student. The cost of tuition is based on twelve (12) credit

hours each session. The cost of living expenses will also vary from student to student. Personal spending patterns, living arrangement choices, and other factors will influence these costs. The current COA is available on the University's website (<http://www.sanignaciouniversity.edu>).

## **Rights and Responsibilities of Students on Financial Aid**

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As a recipient of financial aid, there are certain rights and responsibilities of which students should be aware.

Students have the right to know the:

1. Financial aid programs available at the Institution.
2. Application process that must be followed to be considered for aid.
3. Criteria used to select recipients and calculate need.
4. The Institution refund and repayment policy.
5. The Office of Student Financial Aid & Scholarships policies surrounding satisfactory academic Progress.
6. Disbursement procedures for financial aid.
7. Procedure for determining how his/her financial aid was awarded.
8. Procedure for accepting/declining aid package.

### **Students are responsible for:**

1. Completing all forms accurately and by the published priority deadlines.
2. Submitting information requested by The Office of Student Financial Aid & Admissions staff in a timely manner.
3. Keeping The Office of Student Financial Aid & Admissions informed of any changes in address, name, marital status, financial situation, or any change in student status.
4. Reporting to The Office of Student Financial Aid & Admissions any additional assistance from non-institutional sources such as scholarships, loans, fellowships, and educational benefits.
5. Notifying The Office of Student Financial Aid & Admissions of a change in enrollment status.
6. Maintaining satisfactory academic progress.
7. Re-applying for aid each year.
8. Understanding and accepting responsibility for all agreements signed.

## **File Review**

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### **Verification**

Because students sometimes make errors on their application, there is a process for verifying applications and making corrections. The Central Processing System (CPS) selects which applications are to be verified, but the school also has the authority to verify additional

students. Verification is not required for students who are only eligible for unsubsidized student financial assistance.

**Verification is the process used to check the accuracy of the information a student provides when applying for federal student aid.** In this process, we are required by federal law (Higher Education Act as amended and Subpart E or 34 CFR, Part 668) to compare the information from the FAFSA application with the information provided via the Verification Worksheet, federal IRS tax transcripts, and other required documentation. If there are differences between the FAFSA application data and the documents the student/parent submit, the Financial Aid office will make corrections/updates.

The verification policy of SIU is to verify all applications selected by CPS. In some cases, SIU (not CPS) will select a student for verification to resolve conflicting information.

A menu of potential verification items for each award year is published in the Federal Register, and the items to verify for a given application will be selected from that menu and indicated on the student's output documents (ISIR/SAR).

**The following data elements are subject to verification:**

- **Household size**

Household size is verified by comparing the Verification Worksheet to federal data. Discrepancies must be corrected before further processing. Household size does not need to be verified if family size is:

- A) For independent, single students
- B) For independent, married students

- **Number in college**

Number of family members enrolled at least half-time in postsecondary institutions is verified by comparing the Verification Worksheet to federal data. Discrepancies must be corrected before further processing. If the student is the only family member enrolled at least half-time in postsecondary institutions, number in college does not need to be verified.

- **SNAP benefits (formerly food stamps)**

If a student or spouse (if applicable) indicated receipt of food stamps, the student must provide this information as part of the signed Verification worksheet. The Financial Aid Officer may also request documentation from the benefits agency or other documentation to resolve any conflicting information or address any concerns regarding the accuracy of student submitted information.

- **Child Support Paid**

If a student or spouse (if applicable) indicated receipt of child support, the student must provide this information as part of the signed Verification worksheet. This includes the amount paid, name of child (children) supported, source of support, and to whom it was paid. The

Financial Aid Officer may also request documentation such as a copy of a separation agreement or divorce decree or copies of checks or money order receipts to resolve any conflicting information or address any concerns regarding the accuracy of student submitted information.

- **High school completion status**
- **Identity statement of educational purpose**

**For non-tax filers:**

- Income earned from work

**For tax filers:**

- **Adjusted gross income (AGI)**

The adjusted gross income, federal taxes paid, and most untaxed income is verified through IRS Data Retrieval, which imports tax information from the IRS directly to the FAFSA. This may be completed during the initial FAFSA filing or as a FAFSA correction. If a student cannot or will not use IRS Data Retrieval, he/she must provide an IRS tax transcript for the student and/or spouses, if applicable. If a student did not file a tax return, he/she must submit all W-2s as well as a signed verification worksheet listing any income for which a W-2 was not received.

- U. S. income tax paid
- Education credits
- Untaxed IRA distributions
- Untaxed pensions
- IRA deductions and payments
- Tax-exempt interest
- Other untaxed income

Once all required documents are submitted, the FAO review all information available. If there are differences between the application and the documents submitted, corrections will be made to the FAFSA. Corrections to the verified data elements can be made on the ESP system. A student is not packaged or awarded aid prior to the completion of the verification process. In the event a student had been awarded aid, and then was selected for verification on a subsequent ISIR, any notices of a change in award amounts are provided within a new award notification email and the revised award amounts are posted on ESP.

**Financial aid is not process until verification has been completed.**

Verification must be completed before a loan request is originated or a grant award is made. SIU does not make interim disbursements before completing verification, as the school will be held liable for any overpayments as a result of interim disbursement. If the Financial Aid Office becomes aware of conflicting information after aid has been awarded, the student's file will be reevaluated or reconciled and the student's financial need and awards will be revised accordingly.

**Verification Exclusions**

In the circumstances below, student verification is not required. The Financial Aid Officer documents the specific reason within ESP if any of the following applies:

1. An applicant who died during the award year
2. A student who does not receive Title IV funds
3. A student who is eligible to receive only unsubsidized loans
4. Student was selected for verification after ceasing to be enrolled at the school and after all Title IV aid has disbursed.

### **Database Matches, Reject Codes, and "C" Codes**

A SAR Comment Code is indicated by "C" printed next to the EFC. The "C": **mean the student has an eligibility problem that must be resolved before Title IV aid can be disbursed to the student.**

Below is a list of common areas associated with "C" codes:

- **Selective Service Match**

Males aged 18-25 are required to complete selective service registration. The Financial Aid Officer will verify registration status at <http://www.sss.gov>

If the registration is not complete, the student is instructed to go to the website to complete registration.

**If the student is female, the FAFSA information is corrected and the checklist for additional documentation is waived.**

Male students are exempt from selective service registration if any of the following are true:

- Current active duty military
- Not yet 18 as of the date the FAFSA is completed
- Born before 1960
- Noncitizens who first entered the US after age 26 or who entered the US as lawful nonimmigrants on a valid visa and remained in the US on that visa until after they turned 26

If the Financial Aid Officer has adequate information to determine that the student is not required to register, the Financial Aid Office would note this in ESP and/or in the student file and proceed accordingly.

Otherwise, the student will be asked to register or provide appropriate documentation regarding the selective service registration exemption. If a student has not registered and cannot provide documentation of an exemption, he must contact the Selective Service **to get a status information letter addressing his failure to register.** This letter will be used to determine if the student is exempt from registration or if he knowingly and willfully failed to register. **If the student knowingly and willfully failed to register, he is not eligible for federal student aid.**

- **Department of Homeland Security (DHS) Match**

If the Department of Homeland Security could not verify the student's citizenship, the student must submit additional information. US citizens or permanent residents must submit a copy of a US passport, birth certificate, or naturalization certificate confirming citizenship status. The checklist item is completed by the Officer and a copy of the documentation is stored in the student file. Eligible noncitizens whose A-number did not pass secondary confirmation by Homeland Security must bring unexpired immigration status verification documentation in person to the Financial Aid Office. The Financial Aid Officer completes form G-845 and makes a copy of the front and back of student documentation. This information is sent to the Department of Homeland Security for review. No financial aid is awarded until the office have received confirmation from the Department of Homeland Security regarding student's eligibility for federal financial aid or until 15 business days after the date the documentation was sent, whichever occurs first.

### **Secondary Confirmation**

If the database match with immigration records doesn't confirm a student's claim to be an eligible noncitizen, the DHS will automatically try to otherwise determine the student's status. If this automated process confirms a student's eligible noncitizen status, it obviates the manual secondary confirmation that uses the G-845 form.

The CPS will wait for up to three days to give the DHS time to conduct the automated secondary confirmation. If after three days the DHS has not been able to confirm the student's citizenship status, the CPS will process SARs and ISIRs with a secondary confirmation match flag value of "P," meaning that the procedure is still in progress.

Once the DHS finishes the confirmation, the CPS will generate SARs and ISIRs reporting the results. The school should wait at least five but no more than 15 business days for the result of automated secondary confirmation. If the result has not been received by that time, the school must begin the paper process. A correction made while the DHS is conducting the automated secondary confirmation will start the process over, i.e., the correction will be sent through primary confirmation. Though unlikely, if the new primary confirmation match yields a "Y," the transaction can be used to award aid. A correction made to a transaction that contains secondary confirmation results of "Y" or "C" (or a transaction with a primary confirmation result of "Y") will not be sent through the DHS citizenship match again. Otherwise the record will be re-sent for matching.

### **Paper Secondary confirmation**

If the student didn't pass automated secondary confirmation or if you have conflicting information about his immigration status, you must use paper secondary confirmation. The student has to give you unexpired documentation showing that he is an eligible noncitizen. If you determine the evidence is not convincing, he/she isn't eligible for FSA funds. However, if the documentation appears to demonstrate that he/she is an eligible noncitizen, you must submit it to the USCIS (in the DHS) to confirm it is valid. One exception to this applies to victims of human trafficking, as noted below.

### **Documents that establish aid eligibility**

The standard document for a permanent resident of the United States is the Permanent Resident Card (Form I-551 since 1997) or Resident Alien Card (Form I-551 before 1997). Both forms are referred to as "green cards," but for receiving FSA funds it is acceptable as evidence of permanent residence.

Permanent residents may also present an Arrival/Departure Record (CBP Form I-94) or the new Departure Record (Form I-94A, which is used at land border ports of entry) with the endorsement "Processed for I-551. Temporary Evidence of Lawful Admission for Permanent Residence; Valid until \_\_\_\_\_. Employment Authorized." The form will have an A-Number annotated on it and is acceptable if the expiration date has not passed.

The U.S. Department of State issues a machine readable immigrant visa (MRIV) in the holder's passport. The MRIV will have a U.S. Customs and Border Protection (CBP) inspector admission stamp, and the statement "UPON ENDORSEMENT SERVES AS TEMPORARY I-551 EVIDENCING PERMANENT RESIDENCE FOR 1 YEAR" will appear directly above the machine readable section. An MRIV with this statement, contained in an unexpired foreign passport and endorsed with the admission stamp, constitutes a temporary I-551, valid for one year from the date of endorsement on the stamp.

The USCIS now issues the United States Travel Document (mint green cover), which replaces the Reentry Permit (Form I-327) and the Refugee Travel Document (Form I-571). It is used by lawful permanent residents (as well as refugees and asylees) and is annotated with "Permit to Reenter Form I-327 (Rev. 9-2-03)."

For classes of eligible noncitizens other than permanent residents, evidence of their status typically is on the I-94, but other documents are also acceptable.

- Refugees may have a Form I-94 or I-94A annotated with a stamp showing admission under Section 207 of the Immigration and Nationality Act (INA). They may also have the old Refugee Travel Document (Form I-571) or the new U.S. Travel Document mentioned above annotated with "Refugee Travel Document Form I-571 (Rev. 9-2-03)."

### **Using the G-845 for secondary confirmation**

**To initiate paper secondary** confirmation, you must complete a Form G-845 and send it to the USCIS field office for your area within ten business days of receiving the student's documentation. The G-845 ("Immigration Status/Document Verification Request") is a standard form that asks the USCIS to confirm a noncitizen's immigration status. See the electronic announcement dated June 29, 2009, on the [www.ifap.ed.gov](http://www.ifap.ed.gov) website for more information and to download a copy of the form.

### **Social Security Administration (SSA) - Student's SSN Match**

The student is required to submit a copy of the social security card, confirming the name and SSN, or to correct the FAFSA if errors were made during the initial FAFSA filing.

- **Veterans Affairs Status Match**

## **US National Student Loan Data System (NSLDS)**

If the student's FAFSA indicates that he/she is at or near the federal aggregate loan limit or may be in default or owes an overpayment, the Financial Aid Officer pulls the student's NSLDS record and retains this in the student's file.

If the student is at or near a federal aggregate limit, the financial award is completed accordingly, to either omit any funding from the pertinent federal program or with a reduction from the standard award amount.

If the student is in default or owes an overpayment, the Officer contacts the student to request additional information before completing the financial aid award.

## **Responses to Drug Conviction Question on FAFSA**

If a student has a federal or state drug conviction during a period of enrollment for which the student was receiving federal aid, the student is disqualified from federal financial aid funding. Students self-report this information on the FAFSA. However, in situations of conflicting information, the School is required to confirm this information.

The student regains eligibility based on the timeline in the chart below (Please note if the student is convicted for both possession and sale, the longer period applies):

### **Possession of illegal drugs Sale of illegal drugs**

- a. 1st offense—1 year from date of conviction 2 years from date of conviction
- b. 2nd offense—2 years from date of conviction indefinite period
- c. 3+ offenses—Indefinite period

Students regain eligibility one day after the period of ineligibility ends or after successfully completing a qualified drug rehabilitation program or passing two unannounced drug tests given by such a program. It is the student's responsibility to provide this documentation. Qualified drug rehabilitation programs must include at least two unannounced drug tests and satisfy at least one of the following:

1. Be qualified to receive funds directly or indirectly from a federal, state, or local government program.
2. Be qualified to receive payment directly or indirectly from a federally- or state-licensed insurance company.
3. Be administered or recognized by a federal, state, or local government agency or court.
4. Be administered or recognized by a federally- or state-licensed hospital, health clinic, or medical doctor.

Students identified as ineligible due to a drug conviction (either through the FAFSA information or through confirmation of conflicting information) will be notified in writing of the loss of eligibility, as well as additional information regarding when and how to regain eligibility.

- Unusual Enrollment History
- Pell Lifetime Eligibility Usage
- Aggregate Loan Limits/Subsidized loan lifetime limits

In some cases, a SAR "C" code requires a correction to the ISIR and reprocessing by the CPS. The FAO investigating the SAR "C" Code is responsible to ensure that proper documentation to resolve the SAR "C" code is maintained in the student's file when such documentation is required.

### **Unusual Enrollment History (UEH)**

The U.S. Department of Education established regulations to prevent fraud and abuse in the Federal Student Aid program by identifying students with unusual enrollment histories. Some students who have an unusual enrollment history have legitimate reasons for their enrollment at multiple institutions. However, such an enrollment history requires our office to review the file in order to determine future federal financial aid eligibility. If the student is flagged for UEH by the Department of Education, the UEH must be resolved before the student will receive financial aid.

#### **Unusual Enrollment History Definition**

The specific pattern the Department of Education uses to select students includes those students who have received a Federal Pell Grant and/or Federal Direct Subsidized/Unsubsidized loan at multiple institutions during the past four academic years.

Once the Department of Education indicates that a student has an unusual enrollment history, the Financial Aid office must then take action and review the academic history prior to determining federal financial aid eligibility for that student.

#### **What Will Be Required of the Student?**

If selected, the Financial Aid office will notify the student of what is required. The FAO will check the financial aid history at all previous institutions that the student attended during the last four financial aid years.

The student is required to have received academic credit at ALL institutions where he received the federal Pell grant or Federal Direct Subsidized/Unsubsidized loan while attending in those relevant academic years.

The FAO will notify the student which institutions he/she needs to request official transcripts from for our office to review. These official transcripts should be sent to the Financial Aid office. No aid will be determined until all required documentation has been received.

Once all transcripts have been received, our office will verify the academic credit was received at each institution during the relevant year. If so, FAO will notify the student that he/she has satisfied this requirement.

**If the student failed to receive academic credit at all institutions during the relevant award years, federal financial aid will be denied to the student and the student will be notified.**

#### **Professional Judgment and Dependency Overrides**

Professional judgment (PJ) decisions are made by the SIU Financial Aid Office on a case-by-case basis as the result of examining a particular student's unique circumstances.

The Financial Aid Coordinator, and vice president of Administration will have the authority to exercise professional judgment. PJ will only be exercised after any required verification has been completed, all required institutional forms have been completed, and any conflicting/inconsistent information has been resolved.

The PJ decision of the Financial Aid Office is final and cannot be appealed to the Department of Education.

### **Special Circumstance**

The circumstances outlined as "special circumstances" by SIU include but are not limited to:

- Loss of employment due to termination, layoff, disability, retirement, company closing, or plant shutdown
- Loss of untaxed benefit or income including worker's compensation, child support, pensions and annuities, or social security benefits
- Separation or divorce
- Death of individual whose information was reported on the FAFSA
- Documented excessive out-of-pocket medical expenses

The student should submit in writing, and submit documentation supporting the claim complete in order to be considered for a PJ.

If the PJ is approved, a correction will be made to the ISIR within ESP. In addition, the Financial Aid coordinator will indicate on the ESP system that a PJ has been exercised.

The student will be repackaged for financial aid. A revised award notification email will be generated for the student indicating any new award amounts.

### **Dependency Overrides**

A dependency override occurs when a financial aid administrator exercises professional judgment and overrides the Department of Education's criteria for dependent students. An override may only be granted on a case-by-case basis for students with unusual & exceptional circumstances. These circumstances must show compelling reason for a student to be considered **independent** rather than **dependent**.

The following are some examples of conditions that could warrant a dependency override:

- Documented abandonment
- Parental drug abuse
- Parental mental incapacity
- Physical or emotional abuse
- Severe estrangement from parents
- Parental Incarceration

By Federal Law, the following conditions **DO NOT warrant a dependency override:**

- Parents refuse to provide information on the FAFSA application or for verification

- Parents do not claim student as a dependent for income tax purposes
- Parents unwilling or unable to contribute to student's education
- Student demonstrates self-sufficiency (lives on his own)
- Student reluctant to request the income information from parents
- Student does not wish to communicate with parents

Financial Aid Policy at SIU requires a student seeking a dependency override to complete the SIU Dependency Override Request form. Decisions made at other institutions are not accepted.

Students should complete this form if the student is considered a dependent student for federal financial aid and believes he/she has a compelling extenuating circumstance which should allow the student to be considered an independent student.

Return the completed form with the following documentation:

- (2) letters (statements) stating the situation with parent(s) (ALL LETTERS MUST BE SIGNED)
  - 1 letter (statement) must be from student
  - 1 letter (statement) from non-family member

Letters (statements) MUST INCLUDE:

- name of sender
- address of sender
- phone number of sender
- relationship to student

**If a parent is deceased, student should submit:**

- death certificate of parent AND
- birth certificate of student

**A completed Independent Verification Worksheet**

- A copy of student's IRS tax transcript for current award year and/or copy of all W-2 forms
- Photo ID (the Financial Aid office will make a copy)
- Any paperwork that will document the student's situation.

The determination of whether or not to approve a dependency override is made by the Financial Aid Coordinator and the Vice president of Administration. All decisions made on dependency overrides are FINAL and cannot be appealed to the U. S. Department of Education.

**SATISFACTORY ACADEMIC PROGRESS**

Federal Financial Aid regulations require San Ignacio University to monitor students' progress towards earning a degree. If a student is a financial aid recipient, he or she must meet the University's minimum progress standards to remain eligible for Federal financial aid. If the

student is not a Federal financial aid recipient and would like to apply for Federal financial aid, s/he must meet these minimum progress standards to receive federal financial aid. Failure to meet any one of these minimum requirements will result in the student losing financial aid eligibility. The four components of the Satisfactory Academic Progress policy are:

1. Degree Seeking Program: A student must be enrolled in a degree seeking program to receive financial aid; AND
2. Quantitative Measure: A student must complete at least 67% of his/her attempted term hours with a grade of "C" or better; and
3. Qualitative Measure: A student must maintain a cumulative grade point average (GPA) of 2.0 for undergraduates or maintain a cumulative GPA of 3.0 for graduates; AND
4. Time Frame Maximum: Students must complete their degree program within 150% of the credit hours required for the degree program.

The Financial Aid Office is responsible for ensuring that all students applying for, or receiving federal student Aid, VA benefits, or designated institutional aid, are meeting these standards. The Standards of Satisfactory Academic Progress apply for all applicable financial assistance programs including Federal Pell Grant, Direct Loans, PLUS Loans and VA benefits.

These standards are applied to a student's entire academic history at SIU, including periods when financial aid was not received.

If a student meets these standards, he/she is eligible to be considered for Title IV Federal financial aid.

If a student does not meet these standards, he/she is not eligible to receive Title IV Federal financial aid. Procedures for re-establishing federal financial aid eligibility are described in this policy statement.

For the purposes of this policy statement, "Financial Aid" is defined as all federally funded aid programs and all state-funded student assistance programs. In this policy, "eligible for financial aid" means that a student meets the standards of the Satisfactory Academic Progress Policy for Financial Aid Eligibility but must also meet all other financial aid requirements in order to receive financial aid.

### **Satisfactory Academic Progress (SAP) Criteria**

In order to meet satisfactory academic progress requirements, financial aid applicants and recipients must meet the qualitative and quantitative measurements outlined below:

**1. Degree Seeking Program:** A student must be enrolled as a regular student in an eligible program to receive federal financial aid. A regular student is defined as a student who is

enrolled for the purpose of obtaining a degree offered by San Ignacio University. A student who is not officially declared as degree seeking is not eligible for federal financial aid.

**2. Quantitative Measure:** Minimum semester credit hour completion rate: In an effort to help students complete their programs on time, San Ignacio University has selected a Quantitative measure of 67%. A student must earn 67% of the credit hours attempted in an academic year (summer, fall, spring) in order to continue to receive financial aid. Only grades of A, B, C, and for some program D are considered passing grades. All other grades will be counted as if the student received a letter grade of F. The formula used to figure your completion rate is to divide the hours completed by the hours attempted.

**Example:** An undergraduate student registers for 12 hours in the Fall Semester and drops to 9 hours after the drop/add period. The student goes on to complete all 9 credit hours in the Fall Session with a grade of C or better. In the Spring Semester, the same student registers for 12 credit hours and goes on to complete all 12 credit hours with a grade of C or better. For the Summer Semester, the student again enrolls for 12 credit hours but drops to 6 credit hours after the drop/add period. The student completes the remaining 6 credit hours with a grade of C or better. Does the student meet the quantitative measure of SIU Satisfactory Academic Progress Policy?

**Evaluation:** Fall Semester credit hours attempted (12) + Spring Semester credit hours attempted (12)+Summer Semester credit hours attempted (12)= 36 attempted credit hours

Fall Session credit hours completed (9) + Spring Semester credit hours completed (12)+ Summer Semester credit hours completed (6)=27 completed credit hours

Total credit hours completed (27) divided by total credit hours attempted (36) =75% completion rate

In this example, the student does meet the minimum requirement and will retain his/her financial aid eligibility.

**3. Qualitative Measure – Minimum Grade Point Average (GPA):**

- Graduate Degree students must maintain a minimum cumulative grade point average of 3.0.
- Undergraduate students must maintain a minimum cumulative grade point average of 2.0.

All undergraduate degree programs at San Ignacio University require students to earn a GPA of at least 2.0 to meet the GPA requirements for graduation. Any undergraduate student whose GPA falls below 2.0 will lose financial aid eligibility. Graduate students must earn a minimum GPA of 3.0 to meet graduation standards and to retain eligibility for federal financial aid.

**Example:** An undergraduate student starts in the Summer Session and earns a 1.9 GPA. After completing the Fall Semester, his GPA improves to a 2.1. Upon completion of the Spring Semester, the student's GPA again falls to a 1.9. After the Summer Semester, the GPA improves to a 2.5. Does the student retain federal financial aid eligibility?

Yes! San Ignacio University checks for Satisfactory Academic Progress at the conclusion of the Fall Semester. The student maintained the minimum GPA requirement at the time San Ignacio University performed the SAP Evaluation.

**4. Time Frame Maximum:** Students must complete their degree program within 150% of the credit hours required for the degree program. Federal regulations require that San Ignacio University place a maximum timeframe in which a student can receive federal financial aid to complete a program of study. San Ignacio University allows students to attempt 150% of the required credit hours it takes to complete the student's degree of choice. If a student attempts more than 150% of the credit hours needed to complete his/her degree program, the student loses federal financial aid eligibility.

**Example:** An undergraduate student is pursuing a Bachelor of Business Administration degree, which will take 120 hours to earn. How many hours can this student attempt and still retain federal financial aid eligibility?

In this example, the student can attempt 180 credit hours before losing federal financial aid eligibility ( **$120 \times 1.5 = 180$** ). Students enrolled in eligible licensure and certificate programs may receive financial aid only for those courses that are required to complete the license or certificate program.

### **General Information on Satisfactory Academic Progress (SAP):**

**Transfer Students:** San Ignacio University will use your transfer hours to calculate your maximum timeframe to determine financial aid eligibility. Cumulative grade point average will be calculated on work completed only at San Ignacio University.

**Incomplete Courses:** If a coursework extension is approved, an Incomplete will be given for 30 days and will not be considered in the GPA. If the Incomplete is changed to a letter grade of A, B, C, D or F, it will be calculated into the GPA.

**Withdrawals:** An official withdrawal from a course will be marked as a "W" and will not be calculated into the GPA. Merely ceasing to attend class does not constitute an official withdrawal and may result in the student receiving a failing grade for the course.

### **Appeals Process**

If a student does not meet San Ignacio University's minimum SAP standards and loses his/her federal financial aid eligibility, the student may file an appeal to have his/her financial aid reinstated. These appeals are generally based upon extenuating circumstances that occurred

during the academic year that may have caused the student's GPA or completion rate to decline. These extenuating circumstances might include: prolonged illness, accidents that require the student's hospitalization or the hospitalization of an immediate family member, and/or the death of an immediate family member, or another type of special extenuating circumstance.

The student must provide information as to why he or she did not make SAP and what has changed and improved that will allow the student to make SAP by the next evaluation point.

All appeals submitted to the Financial Aid Office MUST have documentation attached before presented for consideration by the Financial Aid Appeals Committee. A completed Appeals Form must have appropriate documentation attached to the form to verify and support the purpose of the appeal. The decision made by the Financial Aid Appeals Committee is final.

### **Financial Aid Probation**

Upon approval of a student's appeal, the student will be placed on financial aid probation and federal financial aid eligibility will be reinstated. If a student is placed on financial aid probation, his/her SAP will be checked after each term completed until the student either loses financial aid eligibility through financial aid suspension or the student proves a satisfactory progression toward earning his/her degree. To prove a satisfactory progression toward earning a degree, the student must complete 100% of the courses attempted for the term the student is under probation with a GPA of 2.0 or higher for undergraduates or a GPA of 3.0 or higher for graduates.

If the student does not complete all attempted hours and/or does not meet GPA requirements, the student will be placed on financial aid suspension and will lose financial aid eligibility. The Financial Aid Office reserves the right to impose different standards of a student's probation based on the severity of the student's Satisfactory Academic Progress offense.

### **Financial Aid Suspension**

If the student's appeal is denied, he/she will be placed on financial aid suspension and will not receive financial aid. To regain financial aid eligibility, the student will need to attempt and complete, at the student's own expense, the same number of hours attempted before the student was placed on financial aid suspension. The hours must be attempted at San Ignacio University.

Satisfactory Academic Progress (SAP) Evaluation/Appeals Procedures:

1. The student's academic record is reviewed once a year in May after the conclusion of the Spring Semester.
2. The Financial Aid Office notifies suspended students (students who failed to meet SAP standards) of their status and provides access to the Financial Aid Appeals Form.

3. Student completes the Financial Aid Appeals Form, attaches appropriate documentation, and files appeal with the Financial Aid Office.
4. Financial Aid Appeals Committee meets and determines outcome of the appeal.
5. Financial Aid Coordinator informs student of the outcome of the appeal.

**Student may be able to reapply for federal financial aid as determined by the outcome of the Appeals Committee.**

### **FINANCIAL AID POLICY ON REPEATED COURSEWORK**

Per federal regulations (34 CFR Section 668.2) repeated coursework that falls under the following conditions cannot be included in a student's enrollment status for federal aid eligibility. This regulation will also include federal, state, and institutional funding.

- Repeating a previously passed course more than once. A course is considered passed if the student receives a grade of D or better.
- Repeating a previously passed course due to failing other coursework.
- Repeating a previously passed course for the sole purpose of gaining eligibility for financial aid. Federal aid is calculated according to need and the student's adjusted enrollment status. Recalculation will be applied regardless of whether a student received aid for previous courses and is based solely on how many times a course has been taken and passed.

**Example 1:** A student is taking a previously passed 3 credit hour course for the third time. The student is enrolled in a total of 12 credit hours for the term. Per federal regulations, the repeated course must be excluded from the student's aid eligibility. Only 9 of the student's 12 hours can be used to calculate aid eligibility. The student's aid will be adjusted to  $\frac{3}{4}$  time instead of full-time enrollment.

**Example 2:** A student repeats a previously passed course. The student receives an F on the second attempt. The student attempts the course for the third time. The third course attempt will not be counted in total enrollment hours for financial aid.

**Example 3:** A student repeats a previously passed course. The student withdraws from the course on the second attempt. The student attempts the course for the third time. The third course attempt will not be counted in total enrollment hours for financial aid.

### **FEDERAL RETURN OF TITLE IV FUNDS (R2T4) POLICIES**

When a student applies for Federal Title IV Financial Aid, he or she signs a statement that the student will use the funds for educational purposes only. Therefore, if the student withdraws before completing his/her program, a portion of the funds received may have to be returned.

San Ignacio University will calculate the amount of tuition to be returned to the Title IV Federal fund programs according to the policies listed below.

This policy applies to students who complete 60% or less of the enrollment period (summer, fall, spring) for which they received Federal Title IV Aid. **A student who drops a class but still completes one or more classes does not qualify for the Return of Title IV Funds policy. The student who withdraws from a course(s) but remains enrolled in the session will have the amount of aid adjusted according to actual enrollment.**

#### **Withdraw Before 60%**

If the student withdraws before 60 percent of the session has elapsed, a percentage of Title IV, funds will be returned to the federal program(s) based on the length of time the student is enrolled prior to withdrawal. For example, if the student withdraws when 50 percent of the session has elapsed, 50 percent of Title IV, funds will be returned to the federal programs.

#### **Withdraw After 60%**

After 60 percent of the session (payment period) has elapsed, the student is considered to have earned 100% of the Title IV funds he or she was scheduled to receive during this payment period. The institution must still perform a R2T4 to determine the amount of aid that the student has earned.

**Earned AID:** Title IV aid is earned in a prorated manner (calendar days for credit hour institutions) up to the 60% point in the semester. Title IV aid is viewed as 100% earned after that point in time. A copy of the worksheet used for this calculation can be requested from the financial aid office.

**Unearned Aid:** If the student has an unearned portion of funds to be returned, the Office of Financial Aid will notify the student within 30 days of the procedure to repay the unearned funds. If a student receives less Federal Student Aid than the amount earned, the University will offer a disbursement of the earned aid that was not received, called a Post Withdrawal Disbursement. If the student received more than the amount earned, the University and the student, or both must return the unearned funds to the Department of Education within 45 days.

### **R2T4 Policy**

This policy applies to students who **withdraw officially, unofficially or fail to return from a leave of absence or who are dismissed from enrollment** at San Ignacio University. The calculated amount of the Return of Title IV (R2T4) funds that are required for the students affected by this policy, is determined according to the following definitions and procedures as prescribed by regulations.

The amount of Title IV aid earned is based on the amount of time a student spent in academic attendance, and the total aid received; it has no relationship to student's incurred institutional charges. Because these requirements deal only with Title IV funds, the order of return of **unearned** funds does not include funds from sources other than the Title IV programs.

Title IV funds are awarded to the student under the assumption that he/she will attend school for the entire period for which the aid is awarded. When the student withdraws, he/she may no

longer be eligible for the full amount of Title IV funds that were originally scheduled to be received. Therefore, the amount of Federal funds earned must be determined. If the amount disbursed is greater than the amount earned, unearned funds must be returned.

The institution has 45 days from the date that the institution determines that the student withdrew to return all unearned funds for which it is responsible. The institution is required to notify the student if a repayment is owed via written notice. The institution must advise the student that he or she has 14 calendar days from the date that the institution sent the notification to accept a post withdrawal disbursement. If a response is not received from the student within the allowed timeframe or the student declines the funds, the institution will return any earned funds that the institution is holding to the Title IV programs.

### **Definition of Official and Unofficial Withdrawal**

Officially Withdrawing from the University: Official withdrawal means that the approved procedure to withdraw from a course was followed by the student. To be considered official, the withdrawal must be in writing and signed by the student requesting the withdrawal. The official date of the withdrawal is the date the written notice is formally received by the University, NOT the postmarked date or the date stated in the notice. The University's record concerning a withdrawal is indisputable, unless the student can provide reliable evidence of an earlier receipt date. An official withdrawal may be submitted by completing the Request for a Change of Schedule form or by written notice containing the student's name, signature, ID number, and course(s) to be dropped. The notice may be mailed, e-mailed, or hand delivered to the University. The official withdrawal procedure applies to all courses, irrespective of delivery mode or course length. A student may rescind his/her notification in writing and continue enrollment. If the student subsequently withdraws from the University, the student's withdrawal date is the original date of notification of intent to withdraw.

### **Unofficially Dropping a Course or Withdrawing from the University**

Beware of unofficially dropping a course. It will adversely affect your grades and student account. An Unofficial drop means that the approved procedure to withdraw from a course or the university was not followed by the student.

Students are prohibited from dropping a course/withdrawing by:

- Not attending the course;
- Communicating their desire to drop the course/withdraw other than by submitting the Request for Change of Schedule Form or other document containing the student's name, signature, ID number, and course(s) to be dropped to San Ignacio University.

### **Federally Defined Leaves of Absence Policy (FLOA)**

San Ignacio University does not grant federally defined Leaves of Absence for Financial Aid purposes.

Instead of utilizing a federally defined Leave of Absence, the University assists students by:

- Allowing students to work with faculty to finish incomplete coursework
- Allowing an official appeal of the Financial Aid Refund calculation based on unusual circumstances
- Allowing students to "lay-out" for one or more sessions

- Allowing students to drop courses with a “W” rather than an “F” during specific time-frames during the session
- Allowing students to appeal a determination of insufficient satisfactory academic progress under the Financial Aid Satisfactory Academic Progress Policy requirements.

The “Federally Defined Leave of Absence” policy listed above is for student financial aid purposes only.

### **Determining Withdrawal Date for R2T4 Funds:**

**Official Withdrawals:** The date of the termination for return and refund purposes will be the earliest of the following for official withdrawal: The date the University receives the student’s written communication of intent to drop a course or withdraw from the University.

**Unofficial Withdrawals:** The date of the termination for return and refund purposes will be determined by the following for unofficial withdrawals:

For Lecture Classes: For the student who does not provide official notification of his or her intent to withdraw and is absent for more than two consecutive class meetings, the date of termination for return and refund purposes will be the student’s last recorded date of academic attendance or the midpoint of the payment period or period of enrollment for which Title IV assistance was disbursed (unless the University can document a later date).

### **Upon Receipt of an Official Withdrawal:**

San Ignacio University will:

1. Determine the student’s last date of attendance.
2. Perform the following calculations:
  - a. The student’s account and date of official withdrawal are reviewed to determine the calculation of Return of Title IV funds the student has earned, and if any, the amount of Title IV funds for which the University is responsible. Returns made to the Federal Funds Account are calculated using the Department’s Return of Title IV Funds Worksheets, scheduled attendance and are based upon the payment period.
  - b. Calculate the University’s refund requirement
3. The student’s grade record for the session will be updated to reflect his/her final grade for the course(s) dropped.
4. San Ignacio University will return the amount for any unearned portion of the Title IV funds for which the institution is responsible within 45 days of the date the official notice of withdrawal was provided.
5. San Ignacio University will provide the student with a letter explaining the Title IV requirements:
  - a. The amount of Title IV assistance the student has earned. This amount is based upon the length of time the student was enrolled in the program, based on scheduled attendance and the amount of funds the student received.
  - b. Any returns that will be made to the Title IV Federal program on the student’s behalf as a result of exiting the program.

If a student's scheduled attendance is more than 60% of the payment period, he/she is considered to have earned 100% of the Federal funds received for the payment period. In this case, no funds need to be returned to the Federal funds.

c. Advise the student of the amount of unearned Federal funds and tuition and fees that the student must return, if applicable.

6. Supply the student with an account record noting outstanding balance due to the University and the available methods of payment.

A copy of the completed R2T4 worksheet, returned funds confirmation (if any), letter, and final account record will be kept in the student's file and made available to the student upon written request.

In the event a student decides to rescind his or her official notification to withdraw, the student must provide a signed and dated written statement that he/she is continuing his or her program of study, and intends to complete the payment period. Title IV assistance will continue as originally planned. If the student subsequently fails to attend or ceases attendance without completing the payment period, the student's withdrawal date is the original date of notification of intent to withdraw.

### **Upon Determination of an Unofficial Withdrawal:**

San Ignacio University will follow the following procedures within one week of determining the student may have unofficially withdrawn:

1. Make three attempts to notify the student regarding his/her enrollment status.
2. Determine and record the student's last date of attendance.
3. Notify the student in writing of his/her failure to contact the University when requested to do so and notify the student of his/her current termination of enrollment.
4. Calculate the amount of Federal Title IV Funds student has earned, and if any, the amount of Federal Funds for which the University is responsible.
5. Calculate the University's refund requirement.
6. Upon completing the Return to Title IV calculations, San Ignacio University will return to the Federal Funds program any unearned portion of Title IV funds for which the University is responsible within 45 days of the date the withdrawal determination was made and make a record of the return on the student's account and financial aid file.
7. If there is a return, San Ignacio University will provide the student with a R2T4 letter explaining Title IV return requirements:
  - a. The amount of Title IV aid the student has earned based upon the length of time the student was enrolled and scheduled to attend in the program and the amount of aid the student received.
  - b. Advise the student in writing of the amount of unearned Title IV aid and tuition and fees that he/she must return, if applicable.
  - c. Supply the student with a final accounting showing outstanding balance due the University and the available methods of payment.
8. A copy of the completed R2T4 worksheet, returned funds confirmation (if any), letter, and final account record will be kept in the student's financial aid file.

### **Return to Title IV Funds Calculation**

The calculation required determines a student's earned and unearned Title IV aid based on the percentage of the enrollment period completed by the student. The percentage of the period

that the student remained enrolled is derived by dividing the number of days the student attended by the number of days in the period.

Calendar days (including weekends) are used, but breaks of at least 5 days are excluded from both the numerator and denominator. Until a student has passed the 60% point of an enrollment period, only a portion of the student's aid has been earned. A student who remains enrolled beyond the 60% point is considered to have earned all awarded aid for the enrollment period.

Earned aid is not related in any way to institutional charges. In addition, the University's refund policy and Return of Title IV Funds procedures are independent of one another.

**A student who withdraws from a course may be required to return unearned aid and still owe the University for the Course.**

**Example of Calculation: - CREDIT HOUR UNIVERSITY**

1. Determine the percentage of Title IV aid earned by the student by taking the calendar days completed in the payment period, divided by the total calendar days in the payment period (excluding breaks of 5 days or more)  $18(\text{completed days}) = 15.3\%$  (% of completed calendar days)  $118$  (total days).

2. Determine the amount of Title IV aid earned by the student by multiplying the percentage of Title IV aid earned times the total of the Title IV aid disbursed **plus** the Title IV aid that could have been disbursed for the payment period.  
 $15.3\% \times \$2805.00 = 429.17$  (Amount of aid earned by student)

3. If this percentage is greater than 60%, the student earns 100% of the disbursed Title IV funds or aid that could have been disbursed.

4. If this percentage is less than 60%, then the percentage earned is equal to the calculated value.

5. Funds are returned to the appropriate federal program based on the Percentage of aid earned using the following formula:  
Aid to be returned = (100% minus the percent earned) multiplied by the amount of aid disbursed toward institutional charges. If a student earned less aid than was disbursed, the institution may be required to return a portion of the funds and the student may be required to return a portion of the funds. All Title IV funds to be returned by the institution must be made no later than 45 calendar days after the date the school determines that the student withdrew.

6. When Title IV funds are returned, the student may owe a balance to the institution.

**Order of Return of Title Federal IV, HEA Funds**

In accordance with Federal regulations, when Title IV financial aid is involved, the calculated amount of the R2T4 Funds is allocated in the following order:

- Unsubsidized Direct Stafford loans (other than PLUS loans)

- Subsidized Direct Stafford loans
- Parent PLUS loans
- Direct PLUS loans
- Federal Pell Grants for which a Return is required
- Iraq and Afghanistan Service Grant for which a Return is required
- Federal Supplemental Educational Opportunity Grant
- Other Title IV assistance
- State Tuition Assistance Grants (if applicable)
- Private and institutional aid
- The Student

## **Credit Balance**

### **Paying student credit balances**

The University's policy on paying all Student Credit Balances is modeled after the requirements of Title IV student credit balances. A Title IV credit balance occurs whenever the University credits Title IV program funds to a student's account and those funds exceed the student's allowable charges. The University pays by check the excess Title IV program funds (the credit balance) as well as credit balances not related to Title IV funds directly to the student as soon as possible, but no later than 14 days after:

- The date the balance occurred on the student's account, if the balance occurred after the first day of class of a payment period; or
- The first day of classes of the payment period if the credit balance occurred on or before the first day of class of that payment period.

If the University determines that PLUS Loan funds created a credit balance, the University pays the credit balance amount to the parent. Although FSA regulations gives the University the latitude to determine which FSA program funds create an FSA credit balance, the order of the sources of funds that are applied by the University may be found on the Financial Aid Office on this manual.

### **Treatment of Title IV credit balances when student withdraws**

This treatment applies only to the handling of Title IV credit balances when a student withdraws. When a student withdraws from the University during a semester, a Title IV credit balance is handled as follows:

1. The University does not release any portion of the Title IV credit balance to the student, and does not return any portion to the Title IV programs prior to the performing of the Return Calculation by the University's Financial Aid Office.
2. Financial Aid Office performs the Return Calculation, including any existing Title IV credit balance for the period in the calculation as disbursed aid.
3. Any applicable refund policy (state, accrediting agency, institution, etc.) is applied to determine if doing so creates a new or larger Title IV credit balance.
4. Title IV credit balances are then allocated as follows:
  - Any Title IV credit balance must be allocated first to repay any grant overpayment owed by the student as a result of the current withdrawal. The University must return such 2 funds to the Title IV grant account within 14 days of the date the University performs the Return Calculation. Although not included in a Return Calculation, any Title IV credit

balance from a prior period that remains on a student's account when the student withdraws is included as Title IV funds when the University determines the amount of any final Title IV credit balance when a student withdraws.

- Remember, the University must use the final credit balance first to satisfy any current student grant overpayment.
- Within 14 days of the date that the University performs the Return Calculation, the University pays any remaining Title IV funds.

### **De minimus credit balances**

The University does not refund (pay) credit balances of less than a \$1.00 unless the student withdraws or otherwise leaves the University.

### **Holding credit balances**

The University may hold excess FSA funds (credit balances) if it obtains a voluntary authorization from the student or parent. Because FSA funds are awarded to students to pay current year charges, notwithstanding any authorization obtained by the University from a student or parent, the University must pay;

- Any remaining balance on loan funds by the end of the loan period, and
- Any other remaining FSA funds by the end of the last payment period in the award year for which they were awarded.

### **San Ignacio University's responsibilities in regards to Title IV funds follow:**

- Providing students with information in this policy;
- Identifying students who are affected by this policy and completing the return of Title IV funds calculation for those students;
- Returning any Title IV funds due to the correct Title IV programs.

The institution is not always required to return all of the excess funds; there are situations once the R2T4 calculations have been completed in which the student must return the unearned aid.

### **Overpayment of Title IV Funds**

Any amount of unearned grant funds that the student must return is called overpayment. The student must make arrangements with San Ignacio University or the U.S. Department of Education to return the amount of unearned grant funds.

### **Post Withdrawal Disbursement**

The institution must disburse any Title IV grant funds a student is due as part of a post-withdrawal disbursement within 45 days of the date the institution determined the student withdrew and disburse any loan funds a student accepts within 180 days of that date. The institution will offer any post-withdrawal disbursement of loan funds within 90 days of the date it determines the student withdrew.

If the student did not receive all of the funds earned, the student may be due a post-withdrawal disbursement. San Ignacio University may use a portion or all of the student's post-withdrawal disbursement for tuition and fees. For all other school charges, San Ignacio University needs the student's permission to use the post-withdrawal disbursement. If the student does not give permission, the student will be offered the funds. However, it may be in the student's best interest to allow the University to keep the funds to reduce the student's debt at the institution.

### **Student Responsibilities in regards to Return of Title IV, HEA funds**

- Returning to the Title IV programs any funds that were disbursed to the student in which the student was determined to be ineligible via the R2T4 calculation.
- Any notification of withdrawal must be in writing and addressed to the appropriate institutional official following San Ignacio University withdrawal procedures
- A student may rescind his or her notification of intent to withdraw. Submissions of intent to rescind a withdrawal notice must be filed in writing.
- These notifications, to either withdraw or rescind to withdraw must be made to the official records/registration personnel at San Ignacio University.

### **Refund vs. Return to Title IV Funds**

The requirements for the Title IV program funds when a student withdraws are separate from any refund policy that San Ignacio University has in order to return to the student any funds due from a cash credit balance. Therefore, students may still owe funds to San Ignacio University to cover unpaid institutional charges. San Ignacio University may also charge the student for any Title IV program funds that the University was required to return on the student's behalf.

For information on the San Ignacio University refund policy, refer to the current Schedule of Classes, the current University Catalog, the San Ignacio University website ([www.sanignaciouniversity.edu](http://www.sanignaciouniversity.edu)) or contact the Student Financial Aid office.

### **Return to Title IV Questions**

If you have questions regarding Title IV program funds after visiting with the financial aid personnel, please call the Federal Student Aid office at (305) 629-2929 x4015. Information is also available on student aid on the web [www.studentaid.ed.gov](http://www.studentaid.ed.gov).

## **CONSUMER INFORMATION AND DISCLOSURES**

As required by the Department of Education, San Ignacio University will disclose important and necessary information to current and prospective students, and all University employees. Notices and information can be emailed, mailed, and posted on the University's webpage, this information can include, but is not limited to, the following:

- Information on availability of financial aid
- University Policies and Regulations
- Drug/Alcohol Abuse Prevention
- Safety and Security Reports
- Accreditation and State Authorizations.

## **DISCLAIMERS AND NOTICES**

### **Revision and Cancellation**

San Ignacio University reserves the right to review, revise, or terminate all or a portion of financial aid at any time due to the changes in students' financial and/or academic status or failure to comply with laws and regulations, including financial verification and institutional

policies. In addition, all financial aid is subject to revision based on the funds received by the University from all financial aid resources and any federal laws, regulations, or policies.

### **Audits and Program Reviews**

Federal regulations require the Financial Aid Office to have its records and student files audited annually. Each audit must cover the time period since the last audit. An independent auditing firm audits San Ignacio University annually. The auditing firm reviews a sample of student files to ensure the Financial Aid Office is in compliance with federal, state, and institutional policies.

Any exceptions found during the audit will be addressed. The auditing firm then submits findings to the University for review and after that review, the auditing firm then submits the findings to the U.S. Department of Education.

Federal reviews are conducted by the U.S. Department of Education on a basis determined by the Department. Institutions are notified ahead of time when the review will take place. Typically, the auditors will randomly select a specific number of students from each of the Title IV programs. The files are pulled and given to the auditors. Any additional assistance requested must be responded to promptly. A complete listing of financial aid audit guidelines can be found in the Audit Guide published by the U.S. Department of Education. See this reference document for more information.

**\*All policies and procedures contained in this Handbook are subject to change at any time, and without prior notice.**

# Resources

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Federal Student Handbook

[www.ifap.ed.gov](http://www.ifap.ed.gov)

FAFSA Website

[www.fafsa.ed.gov](http://www.fafsa.ed.gov)

National Association Of  
Students Financial Aid Administrators (NASFAA)

[www.nasfaa.org](http://www.nasfaa.org)

Federal Association of students  
Financial Aid Administrators (FASFAA)

[www.fasfaa.org](http://www.fasfaa.org)

San Ignacio University

[www.sanignaciouniversity.edu](http://www.sanignaciouniversity.edu)

VA Benefits

[www.vets.gov/education](http://www.vets.gov/education)