

# FINANCIAL AID

## STUDENT FINANCIAL AID POLICY

---

**PURPOSE:** To guide and direct students.

### **POLICY:**

The School of Nursing receives and offers a wide variety of financial aid packages. Over 90% of all of our students receive some type of financial aid. This handbook outlines what aid is available and how to apply for it.

### **FINANCIAL AID PROGRAMS:**

The Federal government offer several different funding sources to our students. These include Federal PELL Grants, Federal Direct Loans, and PLUS Loan.

All students seeking financial aid must complete the "Free Application for Federal Student Aid" (FAFSA). The Financial Aid Officer may need an IRS Tax return transcript for you, your spouse and/or parent's from two years prior to the current FAFSA. We may also need copies of other information.

Presently, the deadline for filing the FAFSA application is May 1st for new applicants. It is urged that you do not wait this long. Apply after October 1st or as early as you can. Seniors must apply before March 15th. In order to apply for financial aid you need to go to <https://studentaid.gov/> and complete the FAFSA online.

**All students must re-apply for financial aid each award year they are in School.**

### **STUDENT ELIGIBILITY REQUIREMENTS:**

To receive any type of aid, a student must be enrolled in the School of Nursing as at least a half-time student and must maintain a passing grade. **You cannot receive federal funds to repeat a course previously failed.** Federal PELL Grants will not be awarded if you already have an undergraduate degree.

### **SELECTION CRITERIA:**

Financial aid funds are allocated based upon financial need. Congress has adopted a financial analysis model that takes into consideration a wide variety of economic factors in determining the "Expected Family Contribution." Factors such as earned income, savings, etc. all enter into these calculations. This information is derived from the FAFSA application described earlier.

### **AMOUNT OF LOAN OR GRANT:**

Financial aid funds provide a base level of aid for most students. They were not intended to fund the entire cost of attendance at the post-secondary level. The basic formula in determining the financial need of students is as follows:

- a. Cost of Attendance (Tuition, Fees, Living Expenses)
- b. Minus Expected Family Contribution
- c. Minus Other Financial Aid
- d. Equals Financial Need

### **Verification of Financial Aid Information**

Roxborough Memorial Hospital will verify financial aid application received that are federally selected for verification by the U.S. Department of Education's Central Processing System.

A financial aid applicant who is federally selected for verification will be notified that their FAFSA was selected for verification and requests documents that must be submitted to verify data. The student must provide the requested documentation within forty-five days of receiving the written notification. Failure to comply may result in a loss of grant and/or loan eligibility under Title IV.

If changes are required as a result of verification, the School will make the changes to the FAFSA electronically. The student will receive a corrected Student Aid Report from Central Processing. Once the changes have been processed the student will be issued a Financial Aid Award Letter by Roxborough Memorial Hospital, which indicates the award the student is eligible to receive.

Suspected cases of fraud and abuse must be reported to the Regional Office of the Inspector General in accordance with regulation 34 CFR 668.14 (G). Fraud may exist if the institution has reason to suspect any of the following:

- Falsified or forged documents or signatures;
- Use of false or fictitious names, addresses, or social security numbers;
- A pattern of misreported information from one year to the next;
- A pattern of filing special condition applications for two or more years for the same reasons;
- Stolen or fraudulently endorsed financial aid checks;
- Kickbacks to receive grants or loans;
- Unreported prior loans or grants during one award year.

### **STUDENT'S RESPONSIBILITIES:**

All students receiving grants or loans must sign an Affidavit of Educational Purpose relating to the student's education. This affidavit is on the FAFSA application.

All students must notify the School of any name or address change occurring during enrollment.

All students must notify the Financial Aid Office of any significant change in financial resources. Increases as well as decreases must be reported.

### **BASIC INFORMATION ON TITLE IV GRANTS AND LOANS:**

NOTE: Students can file the FAFSA over the Internet. The website is: <https://studentaid.gov/>

### **I. FEDERAL PELL GRANTS:**

- A. Grants range from \$757.00 to \$7,395.00 at present but change annually based on congressional appropriations.
- B. Eligibility Requirements:
  - 1. Demonstrated financial need based on Department of Education analysis
  - 2. Must not possess a Bachelor's degree
  - 3. U.S. citizen or eligible non-citizen
  - 4. Satisfactory academic progress
- C. Application Fee: none
- D. Application Form: "Free Application for Federal Student Aid (FAFSA)"
- E. Application Process: Complete the application online at <https://studentaid.gov/>
- F. Application Deadline: March 15<sup>th</sup>
- G. Students who are Pell eligible and have a Title IV credit balance after required charges are paid will have access to their Title IV credit balance within **SEVEN** days of the start of the payment period.
- H. Pell Grant duration of eligibility. Once you have received a Pell Grant for 6 full years, you are no longer eligible for Pell Grants.

## **II. FEDERAL DIRECT LOANS (Federal Family Education Loan)**

- A. Annual maximum loan: (independent students)
  - \$9,500 for first level students
  - \$10,500 for second level students up to a maximum of \$57,500 during your undergraduate years of study
- B. Eligibility Requirements:
  - 1. U.S. citizen or eligible non-citizen
  - 2. Satisfactory academic progress
  - 3. Must carry at least 6 credits per semester
- C. July 1, 2023 Origination Fees and Interest Charges. NOTE: Origination Fees and interest are subject to changes from year to year. Presently, fees are 1.059% for unsubsidized loans and 1.057% for subsidized loans. Subsidized Direct Loans are at a 5.5% fixed rate and unsubsidized Direct Loans are at a 7.05% rate for the 2023-2024 academic year. Direct Loan Application (Master Promissory Note.)
- D. Application Process: All students must first complete Free Application for Federal Student Aid (FAFSA). Next you must go to [www.studentaid.gov](http://www.studentaid.gov) and complete a Direct Loan Master Promissory note. You will also need to complete Direct Loan Entrance Counseling at [www.studentaid.gov](http://www.studentaid.gov).
- E. Application Deadline: 30 days prior to the end of the School year to avoid a request for late disbursements.
- F. Loan Repayment: Must begin following a grace period of 6 months after graduation, withdrawal or decrease in academic load to less than 6 credits per semester. Interest may have to be paid while in School if loan is unsubsidized. Borrower may have option to capitalize interest into the original loan amount.
- G. There is a limit on the maximum period of time (measured in academic years) that you can receive Direct Subsidized loans. In general, you may not receive Direct Subsidized loans for more than 150% of the published length of any program of study. The published length of any program of study is in a School's catalog or on their website. If you lose eligibility for Direct Subsidized loans, you will be responsible for interest

that accrues on your Direct Subsidized loans for the period when you meet the 150% limit. You can still be eligible to receive a Direct Unsubsidized Loan. You can check your Pell grant and Federal Stafford loans history at [www.nslds.ed.gov](http://www.nslds.ed.gov).

### **III. FEDERAL PLUS LOANS:**

- A. The dependent student must complete a current year FAFSA before the parent can apply for a Plus Loan.
- B. Annual Maximum Loan: Parents of dependent students may borrow up to the amount of unmet need per year for each undergraduate child attending School on at least a part-time basis.
- C. Fees and Interest Charges: The interest rate for the loans is 8.05%. Fees are 4.22% of the Loan.
- D. Application Process and Deadline: Students may apply for these loans any time up to six weeks before the end of the School year. It is strongly recommended, however, that all students apply for all aid 60 days before School starts.
- E. The parent needs to complete a Plus Application and a Master Promissory Note go to [www.studentaid.gov](http://www.studentaid.gov). to complete.

### **OTHER SOURCES OF FINANCIAL AID:**

In addition to these sources of aid, there are many private foundations and companies that offer aid. These sources are too numerous to list here but are compiled in a convenient report that is available in our library and may be photocopied. Alternative loan programs are also available for qualified students. Students can also search the Internet for other sources of financial aid through most common search engines. e.g. AOL, GOOGLE.COM, Bing etc.

**ROXBOROUGH MEMORIAL HOSPITAL  
SCHOOL OF NURSING**

**STUDENT LENDING CODE OF CONDUCT**

Roxborough Memorial Hospital School of Nursing, here after known as RMH/SON, is committed to providing students and their families with the best information and processing alternatives available regarding student borrowing. In support of this and in an effort to rule out any perceived or actual conflict of interest between RMH/SON officers, employees or agents and education loan lenders, RMH/SON officers, employees or agents and education loan lenders, RMH/SON has adopted the following:

- RMH/SON does not participate in any revenue-sharing arrangements with any lender.
- RMH/SON does not permit any officer, employee or agent of the School who is employed in the financial aid office or is otherwise involved in the administration of education loans to accept any gifts of greater than a nominal value from any lender, guarantor or servicer.
- RMH/SON does not permit any officer, employee or agent of the School who is employed in the financial aid office or is otherwise involved in the administration of education loans to accept any fee, payment or other financial benefit (including a stock purchase option) from a lender or affiliate of a lender as compensation for any type of consulting arrangement or contract to provide services to a lender or on behalf of a lender relating to education loans.
- RMH/SON does not permit any officer, employee or agent of the School who is employed in the financial aid office or is otherwise involved in the administration of education loans to accept anything of value from a lender, guarantor, or group of lenders and/or guarantors in exchange for service on an advisory board, commission or other group established by such a lender, guarantor group of lenders and/or guarantors. RMH/SON does allow for the reasonable reimbursement of expenses associated with participation in such boards, commissions or groups by lenders, guarantors, or groups of lenders and/or guarantors.
- RMH/SON does not assign a lender to any first-time borrower through financial aid packaging or any other means.
- RMH/SON recognizes that a borrower has the right to choose any lender from which to borrow to finance his/her education. RMH/SON will not refuse to certify or otherwise deny or delay certification of a loan based on the borrower's selection of a lender and/or guarantor.
- RMH/SON will not request or accept any offer of funds to be used for private education loans to students from any lender in exchange for providing the lender with a specified number or volume of Title IV loans, or a preferred lender arrangement for Title IV loans.
- RMH/SON will not request or accept any assistance with call center or financial aid office staffing.

## **FINANCIAL AID POLICY:**

1. All first-time borrowers requesting a Federal Direct Loan must complete entrance counseling before any financial aid can be credited to their School account. Entrance counseling can be completed online at [www.studentaid.gov](http://www.studentaid.gov).
2. Upon withdrawal or before graduation all students, who received a Federal Direct Loan, must have an exit interview. This interview is conducted with the Financial Aid Officer. The purpose of the interview is to make students familiar with their rights and obligations for the loans they took while a student and to apprise them of repayment schedules, grace periods, etc. Exit counseling must also be completed online at [www.studentaid.gov](http://www.studentaid.gov).
3. Commitment of federal or state funds are made contingent upon the regulations of the individual program. Such funds are subject to annual legislative approval and are not, in any way, under the direct control of the School of Nursing. Signed affidavits are usually required on such matters as drug use and draft status.
4. Each applicant seeking financial aid must submit the FAFSA application before any aid can be awarded. In addition, you may be asked to verify your income and other financial information. Refusal to provide these documents will automatically prevent you from receiving any needs-based aid. Willfully false information on finances can lead to federal or state prosecution for fraud. The School is required by law to report cases of fraud to the Inspector General. In addition, the School may dismiss any student for fraud, as this is a direct violation of the student code of conduct.
5. Students are to report any change in address or name to the Financial Aid Office. All grants, scholarships or other financial aid must be reported to the Financial Aid Office as these awards may affect your eligibility for government appropriated funds.
6. Roxborough Memorial Hospital is committed to all qualified persons regardless of their gender, race, religion, place of birth or origin, economic status, or sexual orientation.
7. The definition of an academic year for financial aid awarding is 900 clock hours or 24 credit hours.
8. All financial aid funds are made in two disbursements. The first at the start of the fall semester and the second at the start of the spring semester.

## FINANCIAL AID ENTRANCE AND EXIT COUNSELING POLICY

---

**PURPOSE:** To guide and direct students.

### **POLICY:**

All Roxborough students are provided Entrance and Exit counseling regarding financial aid. Exit counseling is done prior to graduation or upon withdrawal from the program. Prior to the start of the program Entrance Counseling must be completed at [www.studentaid.gov](http://www.studentaid.gov). Exit counseling is completed online at [www.studentaid.gov](http://www.studentaid.gov). There is also a group exit counseling meeting prior to graduation.

#### **Subsidized Direct Loan**

- This is a need-based loan.
- Interest on the loan is paid by the federal government while you are in School, during your grace period, and during authorized periods of deferment.
- The interest rate is 5.5% effective 7/1/2023.
- You must be enrolled at least halftime in an eligible program of study to qualify.
- Repayment begins six months after you are no longer enrolled on at least a half-time basis.

#### **Unsubsidized Direct Loan**

- This is not a need-based loan.
- You are responsible for paying all of the interest on your loan.
- The interest rate is a fixed rate of 7.05% effective 7/1/2023.
- You must be enrolled at least halftime in an eligible program of study to qualify.
- Repayment begins six months after you are no longer enrolled on at least a half-time basis.

### **Important!**

It is **important** to remember that loans must be repaid even if you do not complete your education, are not employed upon completion of your studies, or feel that the education you received did not meet your expectations. Information about your rights and responsibilities will be provided by your financial aid counselor. Please review it carefully.

### **What is the Loan Agreement ( Master Promissory Note) (MPN)?**

Once you have decided to borrow money to finance your education, the Financial Aid Office at your School will verify your need for funds and provide you with instructions as to how to request a loan. Before you can receive the loan funds you must sign a Master Promissory Note. A Promissory Note is a binding legal document that you sign to indicate that you agree to repay your student loans. It must be signed by you before loan funds are disbursed by the lender. It lists the conditions under which you are borrowing and the terms for your repayment of the loan. The MPN is designed to be used a multi-year note. The multi-year feature means borrowers sign one MPN to receive maximum loan eligibility for all years of borrowing under the subsidized



and unsubsidized Federal Direct Loan programs. The MPN simplifies the loan application process for borrowers and also serves to provide significant process improvements for Schools. It is important that you thoroughly read and save this document for when you begin repaying your loan.

### **Who uses the MPN?**

All borrowers may use the MPN for Federal Direct Loans. Roxborough Memorial Hospital School of Nursing uses the multi-year feature of the MPN. Only first year students need to complete the Direct Loan Master Promissory Note. The Master Promissory can be completed at [www.studentaid.gov](http://www.studentaid.gov).

### **Do I have to accept the financial aid amount recommended?**

Because our School uses the multi-year MPN, you will not have to reapply/request funds for each year. Your School will certify you for the maximum amount of loans dollars for which you are eligible. If you do not need/want the certified loan amount you will have the opportunity to reduce it via one or both of the following ways:

- A. The School will mail you a Financial Aid Award Letter listing out all of the aid for which you are eligible. If you wish to reject any of the awards, you need to indicate that on the award letter, sign the letter and return the award letter to the School.
- B. You will receive written notice of credit to account. You must request loan return/cancellation within 14 calendar days of the date that you receive the letter.

### **When is a new Loan Agreement( MPN) required?**

Generally, a Multi-year promissory note is good for ten years.

### **PLUS Loan**

- Dependent student must complete a FAFSA
- This is not a need-based loan.
- Parents borrow the money.
- The interest rate for the loans is 8.05%. Fees are 4.22% of the Loan.
- Repayment of a Direct PLUS Loan begins 60 days after the full amount you've borrowed for a School year has been disbursed. This means that you generally must begin repayment while your child is still in School. For Direct PLUS Loans with a first disbursement date that is on or after July 1, 2008, you may request that repayment be delayed while your child is enrolled at least half-time and during the 6-month period after your child graduates or is no longer enrolled at least half-time. If you would like to postpone repayment of your PLUS Loan based on your child's enrollment status, you must contact the Direct Loan Servicing Center.

- Parents applying for a Plus Loans must complete a Plus Application and a Plus Master Promissory Note at [www.studentaid.gov](http://www.studentaid.gov)

## FEDERAL DIRECT LOAN LIMITS 2023--2024

Grade Level	Base Loan Amount Subsidized and Unsubsidized Loans	Additional Unsubsidized Eligibility for Dependent Students (Exclusive of dependent students whose parent(s) is not eligible to borrow a PLUS Loan)	Additional Unsubsidized Eligibility for Independent Students and Dependent Students whose parent(s) is not eligible to borrow a PLUS Loan
1 <sup>st</sup> Year Undergraduate	\$3,500	\$2,000	\$6,000
2 <sup>nd</sup> Year Undergraduate	\$4,500	\$2,000	\$6,000
3 <sup>rd</sup> , 4 <sup>th</sup> , 5 <sup>th</sup> Year Undergraduate	\$5,500	\$2,000	\$7,000
Graduate Students	Ø		\$20,500

Total Borrowing Allowed	Sum of Years
Dependent Undergraduate	\$31,000 of which no more than \$23,000 may be subsidized Stafford Loans
Independent Undergraduate	\$57,500 of which no more than \$23,000 may be subsidized Stafford Loans

\*Or dependent student whose parents cannot borrow a PLUS loan. The amount an independent student or eligible dependent student can borrow under the unsubsidized Direct Loan Program during an academic year is (A) the amount indicated in the first column minus the subsidized loan amount for which the student is eligible, plus (B) the amount indicated in the second column.

### **Important! Important! Important!**

It is important to remember that loan must be repaid even if you do not complete your education, are not employed upon completion of your studies, or feel that the education you received did not meet your expectations.

Once you are out of School, you will have to pay back the loan. It is important that you develop a budget and stick with it while you are in School. This will keep you from accumulating a large debt and allow you to manage your monthly student loan payments when you have finished School.

## KEEPING TRACK OF YOUR LOAN

Keeping a detailed file of your loan paperwork is essential. This is important when the time comes to communicate with your School or servicer concerning any aspect of your loan. These organizations process thousands of documents and electronic data and rely on many administrative systems to record and retrieve your information. Keeping your paperwork up-to-date and readily accessible will ensure your official records are kept accurate.

When the time comes to begin loan repayment, your servicer offers several flexible repayment options to help you easily transition into repayment.

- Standard repayment is the traditional approach. Standard repayment requires minimum monthly payments of \$50. The payment amount may be higher depending on your loan balance.
- Graduated repayment sets your payments to be smaller in the beginning of repayment and gradually increases in stages throughout the repayment period.
- Income-sensitive repayment adjusts your payment annually based on your gross income.

Everyone experiences financial difficulty at one time or another. Your lender understands this and therefore offers you several options that temporarily reduce or suspend your monthly payment.

A **deferment** is a period of time during which your lender temporarily suspends your regular payments. Types of deferments include: Full-time student, unemployment, active duty status in the Armed Forces, full-time volunteer in approved programs, temporary total disability, internship or residency, parental leave, full-time teaching in shortage areas, and economic hardship.

The federal government will pay the accrued interest on your subsidized Stafford Loan during deferment. You are responsible for the interest on unsubsidized Stafford Loans.

Your lender must determine your eligibility for any of these deferments. In order to receive a deferment, you must request deferment from your lender, complete the form with all required documentation, and return it promptly to your lender.

**Forbearance** is a period of time during which your lender temporarily reduces or suspends your regular payments. You may request forbearance if you are willing but unable to make your payments. You may also request a forbearance to reduce your payment amount for a short period of time. Unlike deferments, you are responsible for the interest that accrues during the forbearance period. You may choose to pay the interest as it accrues or allow it to capitalize.

Capitalization of interest may result in a higher monthly payment upon conclusion of the forbearance. You need to contact your lender for more information on applying for forbearance.

If you become totally and permanently disabled or you die, your loan obligation will be cancelled.

Notify your servicer immediately if you anticipate difficulty making a payment. Failure to pay all or part of an installment payment when due can result in the addition of late charges. In addition, your servicer has the option, in some cases, to file a lawsuit against you for failure to make timely payments.

You must start paying back your student loan six months after you are out of School. Failure to do so will put you in **default**.

Defaulting on your student loan can result in:

- Damage to your credit rating.
- Garnishment of your wages.
- Withholding of your IRS refund.
- Lawsuit.
- Liability for court costs/legal expenses.
- Loss of deferment entitlements.
- Loss of eligibility for further financial aid.
- Referral of account to a collection agency.

There are three basic loan maintenance guidelines to follow:

- Inform your School and servicer of changes in your name, mailing address, telephone, or Social Security Number so that all correspondence is promptly directed to you.
- Read and keep all documents you receive pertaining to your student loan.
- If you're experiencing financial hardship and are unable to make your payments, call your servicer for information regarding possible temporary postponement or reduction of payments through a deferment or forbearance.

Loan consolidation is available after you have completed your educational program. This program enables you to combine loans from different lenders or services into one loan, with one interest rate and repayment schedule.

While loan consolidation can extend your repayment period and lower your monthly payments, the interest rate and total interest you pay on the loan may be greater than if you kept the loans separate.

## **Loan Servicer**

Mod. 12/24/2023 CB

Your loan may be sold to another servicer at any time during the life of the loan. If this happens, you will be notified in writing, and you must direct all future correspondence to the new lender.

## **HAVING PROBLEMS WITH YOUR LOANS?**

Your first resource is the Financial Aid Office at the School you attended. Next would be the servicer who is servicing your loan. After you have exhausted these resources, if you are still unable to resolve your situation, the Department of Education, Office of Student Financial Assistance (OSFA) has an Ombudsman who works informally with student borrowers to resolve loan disputes and problems. Please use the following information to contact the FSA Student Loan Ombudsman Group.

Via on-line assistance: <http://studentaid.gov/repay-loans/disputes/prepare>.

Via telephone: 877-557-2575

Via Fax: 606-396-4821

Via Mail:

FSA Ombudsman Group  
P.O. Box 1843  
Monticello, KY 42633

## **TRACK YOUR FEDERAL LOANS AND GRANTS USING THE NSLDS STUDENT ACCESS WEBSITE.**

### **What is the National Student Loan Data System (NSLDS)?**

NSLDS is the U.S. Department of Education's (ED's) central database for student aid records. NSLDS provides a centralized, integrated view of your federal Title IV education loans and grants, tracking from when they're approved through when you pay off your loans.

### **What is the NSLDS Student Access Web site?**

The NSLDS Student Access Web site was designed for student and parent borrowers to track and manage their federal student loans and/or grants. The site displays information on your loan and/or grant amounts, outstanding balances, loan status, and loan amounts you receive. Both student and parent borrowers can use it.

### **What is the Web site's address?**

It's at <https://nslds.ed.gov>. You can use it 24 hours a day, 7 days a week. Sometimes database maintenance occurs during weekends or late-night hours; scheduled maintenance hours are posted ahead of time.

### **How do I access the NSLDS Student Access Web site?**

To access the Web site, you key in:

- your Social Security Number (SSN),
- the first two letters of your last name,
- your date of birth, and
- your government-provided user name and password.

These are your "identifiers."

### **What if I enter my identifiers but no data or wrong data appear?**

Check to be sure you entered all your personal information correctly. If so, and you still have problems, call the Federal Student Aid Information Center at 1-800-4-FED-AID.

**How secure is the NSLDS Student Access Web site?** Very. The unique combination of SSN, user name and password, and other personal information needed to access the Web site makes it as secure as using an automatic teller machine (ATM).

#### **TUITION AND FEES FOR 2023-2024**

<b>Required Fees</b>	<b>Year I</b>	<b>Year II</b>
*Tuition	\$13,846.00	\$14,792
*Matriculation (non-refundable)	300.00	
*Library	250.00	250.00
*Testing - ATI	1,512.50	1,512.50
*ACLS course- (book & card)		55.00
*Computer & Technical Maintenance Fee	300.00	300.00
*Activity Fee	150.00	150.00
*Graduation		350.00
*NSNA-SNAP (2 year membership)	80.00	
NSNA-SNAP (convention registration- paid directly to company)		50.00
Pearson VUE Registration (NCLEX -paid directly to company- estimate)		200.00
License by Examination (PA-paid directly to State Board of Nursing- estimate)		95.00
Uniforms (estimated –paid directly to company)	150.00	
Books (estimated –paid directly to company)	745.00	50.00
Lab Equipment Pack (paid directly to company)	136.00	
Health Requirements (paid directly to company)	200.00	100.00
Child Abuse Clearance (paid directly to company)	10.00	
FBI Fingerprinting (estimated-paid directly to company)	35.00	
Castle Branch (estimated- paid directly to company)	81.00	
Clinical Experience Makeup- scheduled for 4 hours or less (per occurrence if applicable)	50.00	50.00
Clinical Experience Makeup- scheduled for more than 4 hours but less than or equal to 8 hours (per occurrence if applicable)	100.00	100.00
Clinical Experience Makeup- scheduled for more than 8 hours but less than or equal to 12 hours (per occurrence if applicable)	150.00	150.00

**\*Payments are to be made using the SONIS system.**

The Matriculation Fee is non-refundable.

Tuition and Fees are subject to change. MasterCard, VISA, American Express and Discover Card are accepted.

#### **Instruction for Payment**

Semester tuition, as well as all fees are due two (2) weeks before the semester starts. No student will be admitted to class without clearance from the Financial Aid Officer. You will receive an invoice showing all financial aid and the balance that is due. **This balance must be paid two (2) weeks before the start of the semester.** The hospital complies with the Return of Title IV Funds Regulations issued on October 7, 2000.

#### **Refund Policy**

**\*\*It is the policy of Roxborough Memorial Hospital to provide fair and equitable refunds of institutional charges for students who withdraw from the diploma-nursing program. Effective January 1, 2005 the following policy is in effect:**

Mod. 12/24/2023 CB



<b>Date of Withdrawal</b>	<b>Percent Refunded</b>
2 weeks or less from the start of the first semester	80%
Between 2 and 3 weeks from the start of the first semester	60%
Between 3 and 4 weeks from the start of the first semester	30%
Over 4 weeks from the start of the first semester	No refunds
Second Semester	No refunds

The School reserves the right to change its curriculum, educational policies, and expenses at any time.  
REASONABLE NOTICE WILL BE GIVEN.

## **TUITION REFUND POLICY**

---

**PURPOSE:** To provide direction for all students.

### **POLICY:**

This policy applies to tuition and fees for the School of Nursing.

It is the policy of Roxborough Memorial Hospital to provide fair and equitable refunds of institutional charges for students who withdraw from the diploma-nursing program. Effective January 1, 2005 the following policy is in effect:

<b>Date of Withdrawal</b>	<b>Percent Refunded</b>
2 weeks or less from the start of the first semester	80%
Between 2 and 3 weeks from the start of the first semester	60%
Between 3 and 4 weeks from the start of the first semester	30%
Over 4 weeks from the start of the first semester	No refunds
Second Semester	No refunds

### **Official Withdrawal**

To officially withdraw from the School, a student must provide a written Letter of Withdrawal to the Dean of Education within five working days of the last day they attended classes. The letter must state the last day of attendance in the program. The letter must be dated and signed by the student. Students should keep a copy of this letter for their own records. A sample Letter of Withdrawal is provided in this policy. This letter serves to document the correct actual last day of attendance and could affect the amount of the refund.

### **Unofficial Withdrawal**

An unofficial withdrawal occurs if a student leaves the program without providing the School a Letter of Withdrawal. In such cases, the School is required to use the last documented day of

attendance as the legal date of withdrawal. Any student that does not provide official notification of his or her intent to withdraw and is absent for more than 5 consecutive calendar days of absence, will be subject to termination and considered to have officially withdrawn.

### **Return of Title IV Financial Aid When a Student Withdraws from the Program**

The law specifies that RMH must determine the amount of Title IV program assistance that you earn if you withdraw from school. The Title IV programs that are covered by this law are Federal Pell Grants, Direct Loans and Direct PLUS Loans.

Though your aid is posted to your account at the start of each payment period, you earn the funds as you complete the payment period. If you withdraw during your payment period, the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula. If you received (or your school or parent received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds in the form of a post-withdrawal disbursement. If you received more assistance than you earned, the excess funds must be returned by the school and/or you.

The amount of assistance that you have earned is determined on a pro rata basis. For example, if you completed 30% of your payment period, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period you earn all the assistance that you were scheduled to receive for that period.

If you did not receive all of the funds that you earned, you may be due a post-withdrawal disbursement. If your post-withdrawal disbursement includes loan funds, your school must get your permission before it can disburse them. You may choose to decline some or all of the loan funds so that you do not incur additional debt. Your school may automatically use all or a portion of your post-withdrawal disbursement of grant funds for tuition and fees. The school needs your permission to use the post-withdrawal grant disbursement for all other institutional charges. If you do not give your permission, you will be offered the funds. Grants will be disbursed within 45 days. Loans will be offered to a student within 30 days, allowing the student at least 14 days to respond to accept or decline the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school. Any credit balance will be disbursed as soon as possible and no later than 14 days after the calculation of Title IV withdrawal calculation.

There are some Title IV funds that you were scheduled to receive that cannot be disbursed to you once you withdraw because of other eligibility requirements. For example, if you are a first-time, first-year undergraduate student and you have not completed the first 30 days of your program before you withdraw, you will not receive any Direct Loan funds that you would have received had you remained enrolled past the 30th day.

If you receive (or your school or parent receive on your behalf) excess Title IV program funds that must be returned, your school must return a portion of the excess funds equal to the lesser of:

1. your institutional charges multiplied by the unearned percentage of your funds, or
2. the entire amount of excess funds

The school must return this amount even if it did not keep this amount of your Title IV program funds.

If your school is not required to return all of the excess funds, you may be required to return the remaining amount.

For any loan funds that you must return, you (or your parent for a Direct PLUS Loan) will repay the loan funds in accordance with the terms of the promissory note. That is, you will not be required to repay any loan funds immediately, but instead, you will make scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that you must return is called an overpayment. The maximum amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You do not have to repay a grant overpayment if the original amount of the overpayment is \$50 or less. You must make arrangements with your school or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when you withdraw are separate from any refund policy that your school may have. Therefore, you may still owe funds to the school to cover unpaid institutional charges. A student will be informed that if he or she withdraws, institutional charges that were previously paid by Title IV funds might become a debt that the student will be responsible for paying before being reinstated. Your school may also charge you for any Title IV program funds that the school was required to return. If you do not already know your school's refund policy, you should ask your school for a copy. Your school can also provide you with the requirements and procedures for officially withdrawing from school.

RMH will return to the Federal fund programs any unearned portion of the Title IV funds for which the school is responsible within 45 days of the last date of academic attendance as determined by attendance records and note return on the student's account card. The student will be provided with a copy of the Return to Title IV Calculation Worksheet.

Return to Title IV funds are allocated in the following order:

Unsubsidized Federal Direct Loans

Subsidized Direct Loans

Federal Parent Loans

Mod. 12/24/2023 CB

## Federal Pell Grant

**Time frame for returning an unclaimed Title IV, HEA Credit balance.** RMH will attempt to disburse the credit balance by check if check is not cashed, the school must return the funds no later than 240 days after the date the school issued the check. If a check is returned to the School, the School will make additional attempts to disburse the funds provided that those attempts are made not later than 45 days after the funds were returned. RMH will cease all attempts to disburse the funds and return them no later than 240 days after the date it issued the first check.

-----  
-

### **SAMPLE: LETTER OF WITHDRAWAL**

I, (student's name), do hereby formally withdraw from the Roxborough Memorial Hospital School of Nursing. My last day of attendance was (date).

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Printed name: \_\_\_\_\_

\*Copies must be submitted to the Dean of Education, Director of Recruitment, Admissions and Student Health Services and Financial Aid Officer.

## SATISFACTORY ACADEMIC PROGRESS POLICIES

---

### Minimal Standards for Satisfactory Academic Progress for Financial Aid Applicants

Federal regulations require that an institution establish, publish, and apply reasonable standards for measuring whether a student who is otherwise eligible for aid, is maintaining satisfactory academic progress in his or her course of study. The standards must be the same or stricter than the institution's standards for a student enrolled in the same academic program who is not receiving financial aid. In light of this federal requirement and existing Roxborough Memorial Hospital Grading Policy, which is outlined in detail in the student Handbook, listed below is the statement of Minimum Standards for Satisfactory Academic progress for financial aid recipients.

### Financial Aid Satisfactory Academic Progress (SAP)

To receive financial aid a student must meet the Financial Aid Satisfactory Academic Progress (SAP) standard requirements at the end of each term.

The Financial Aid Satisfactory Academic Progress (SAP) policy, as required by federal regulation, is written to measure its standards as strict as the school's academic progress standards for the Nursing Program. The SAP standards are:

- **Cumulative Grade Point:** must maintain a cumulative grade average (GPA) of at least 77% (C) throughout the entire program. That is, a student must complete all courses with a grade of 77% (C) or better.
- **Cumulative Completion Rate:** must maintain a 100% completion rate throughout the entire program.
- **Maximum Time Frame:** must complete the program of study within three (3) calendar years of the student's original start date.
- **Transfer credits are not accepted.**

### Student Academic Progress Failure

1. Student Academic Progress will be measured at the end of each semester and is posted in Sonis after the final semester exam.
2. If a student has failed SAP they are notified via a certified letter from the Dean with in 14 days of final semester exam.
3. If a student does not successfully complete the semester with a grade of 77% or better, they are not considered to be making Satisfactory Academic Progress (SAP) for Financial Aid purposes and are no longer eligible for Federal Funds.

4. A student is eligible to appeal a SAP failure but will repeat a semester at their own expense. Student must provide 50% of tuition 120 days prior to start date and remainder within 14 days of class start. When a student successfully repeats the semester with a grade of 77% or higher, they will then be making Satisfactory Academic Progress (SAP) and will be eligible to receive Federal financial aid funds. In the instance that the appeal requirements are not met a student cannot repeat a course.
5. All required Financial Aid Paperwork must be completed before aid can be reinstated. If a student has failed SAP they are not eligible to appeal (apply for re-entry) unless they meet SAP appeal policy requirements.

### **INCOMPLETE, WITHDRAWN AND REPEATED GRADES REGARDING SAP**

---

- A. Students are expected to complete all required course work within the semester.
- B. In rare circumstances, a temporary grade of Incomplete (I) is given to a student who has not been able to complete the required work in a course or has withdrawn from the program. The student must complete the work within two weeks after the end of the course; otherwise, the Incomplete items (I) will become an F and will be averaged into the overall GPA. Extensions may be granted at the discretion of the Dean of Education in consultation with the Academic Coordinator.
- C. An exception to the two-week completion time occurs in N400 with the ATI Virtual Course requirements (see NCLEX Success Policy).
- D. A student receiving an Incomplete will not graduate with an "I" on the transcript. The incomplete grade is not counted in the overall GPA for the semester. The attempted credit hours for the Incomplete grade are included in the student's overall SAP quantitative completion measurement.
- E. A grade of Withdrawn (W) is not counted in overall GPA for the semester; however, the attempted credit hours for withdrawn (W) grades are included in the students overall SAP quantitative measurement.
- F. In the instance from the appeal approval where the repeat course requirements are not met, the student is placed on probation for the next semester. Repeated course grades are accumulated into GPA once semester is completed, and previously recorded grades are no longer calculated into total. The attempted credit hours for repeated attempts are included in the overall SAP quantitative measure of completion.

## **STUDENTS APPEALING SAP FAILURE (Re-Entry Policy)**

---

**PURPOSE:** To facilitate students' reentry into the program after SAP failure

**POLICY:**

**1. Any student who failed a nursing course may only appeal for reentry to the program once and only once when the following criteria occurs:**

- A. No violation of academic integrity or professional conduct during their time in the program.
- B. No clinical failure.
- C. If a student failed a previous nursing program, they are not eligible for reentry.
- D. Students that do not complete the Virtual ATI program will not be eligible for reentry (See NCLEX Success Plan Policy)
- E. Student Must Request in Writing:
  - i. A written statement sent to Admissions from the student explaining why they failed to make SAP and what has been resolved to pass SAP. Statement must be received within 30 days of receipt of Deans letter. Supporting documentation (examples: letters from professors, medical documentation, ect.) will be reviewed by the Admissions Committee. Students are informed via letter from Admissions that they are re-admitted into the program with in 30 days of receipt of statement.
- F. Appeal circumstances are reviewed on a case by case basis and may include but are not limited to:
  - i. A student becomes seriously ill
  - ii. Student is severely injured
  - iii. Student's relative dies

**2. Probation Policy**

- A. Student is considered on a probationary status while repeating a course for one semester. Once course is completed with a grade of 77% or higher a student is determined off probation and considered passing SAP. Financial Aid will then be re-instated when student is considering passing SAP.

## **REQUIREMENTS FOR RE-ADMISSION OF A STUDENT WHO WITHDREW PASSING THE COURSE**

---

- A. The student must be in good standing
  - i. Good standing is defined as no violation of academic integrity or professional conduct during their time in the program.
- B. If withdrawal was for any reason other than a medical cause, the letter requesting return must be submitted to the Recruitment and Admissions Coordinator at least eight weeks prior to the start of the course.
- C. Include in the request to return:
  - i. A written statement that the original circumstances requiring the withdrawal have been resolved.
  - ii. Indications of readiness to return and factors which may influence the student's success in completing the program.
- D. Requests for return received beyond the designated period will be reviewed at the discretion of the Faculty Organization Committee.
- E. Students that withdrew passing the course in good standing must return in the beginning of the course in which they did not complete.
- F. A grade of "W" will not be issued. Incomplete assignments must be repeated upon re-entry to the course.
- G. Student will continue receiving Financial Aid