

**2010-
2011**

Holy Names University

Office of Student
Financial Assistance

[FINANCIAL AID HANDBOOK]

An overview of the financial aid application process, rights and responsibilities along with federal, state and institutional requirements.

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Financial Aid Guide

From the Office of Student Financial Assistance

The Office of Financial Aid welcomes your interest in attending Holy Names University (HNU). Our guide will provide an overview of the process of applying for financial aid at the University and will lead you through recent changes in state and federal law that affect your eligibility and will assist you in identifying the aid programs for which you qualify.

The primary objective of the Office of Student Financial Assistance is to provide financial help to the greatest number of eligible students through coordination with and full use of all governmental, community, and on-campus resources. Financial aid is available to students through grants, loans, and scholarships. Whatever form your aid package takes, it will help a student bridge the gap between the cost of your education and family resources.

This means we will provide you with personalized attention throughout the application process. We work carefully to deliver that assistance within the framework, regulations, and policies of federal, state, and institutional donors. Truly, our staff endeavors to fund students to the greatest extent possible under the law and strives to eliminate unnecessary application steps. We provide intervention and liaison support to resolve any problems related to the student's award. In addition, we take a proactive approach to default management and prevention by performing an active role in loan counseling and delinquency notification procedures.

In short, we are committed to helping you obtain the financial support you need to attend Holy Names University. Please feel welcome to contact our office with any questions you may have as you read this guide. We are looking forward to hearing from you - and we are ready to help.

The Student Financial Assistance Office

The Office of Student Financial Assistance is located in the Hester Building, Room 14.

Holy Names University
Financial Aid Office
3500 Mountain Blvd
Oakland, CA 94619

Phone: 510-436-1327
FAX: 510-436-1199
Email: financialaid@hnu.edu

Office Hours are Monday through Friday: 9:30 a.m.to 5:30 p.m. Saturday hours are posted each semester.

The Financial Aid Application Process

- Complete the Free Application for Federal Student Aid (FAFSA) on line at www.fafsa.ed.gov. The Holy Names University FAFSA code is 001183. The Department of Education uses the information on your to calculate your Expected Family Contribution (EFC), so make sure you complete the form accurately. Use a zero instead of leaving number fields blank. The HNU priority deadline for undergraduate students is March 1st. This will allow qualified students to meet the Cal Grant deadline. The suggested FAFSA deadline for graduate programs is April 30th for timely processing of aid however, all FAFSAs will be considered. Files are reviewed in the order they become complete.
- If you need further assistance in completing your application, contact the Financial Aid Office by email at financialaid@hnu.edu or by phone at 510-436-1327.
- The Department of Education's FAFSA processor will notify all applicants that the FAFSA has been received and processed. This notification will be sent via email to the address the applicant enters on the FAFSA. Applicants should review the comments on the FAFSA and response to any requests for additional information or processing issues. HNU will also receive an electronic copy of your data shortly thereafter. The FAFSA information starts the HNU financial aid process for you. Please be sure to pay attention to any requests for additional information from our office and respond within 14 days. It is in the applicant's best interest to respond in a timely manner since funds are awarded in a first come, first served manner and some funds will run out earlier than others.
- Receive a Federal Student Aid Center-Student Aid Report (SAR). You will receive a copy of this report from Federal Student Aid Programs. It confirms that the agency received your FAFSA and has distributed the information to the colleges you listed on the form. The SAR will include the amount of your Expected Family Contribution (EFC).
- Receive a notification from the Office of Student Financial Assistance at Holy Names University. This award letter will indicate that Holy Names has received your FAFSA record from the Federal Student Aid Programs and your eligible Title IV breakdown. At this point in the process, Holy Names University—and every other college which received your FAFSA—may be required to verify the information you entered on the form and processing the data. Students selected for verification will be contacted by the university.
- Process a Master Promissory Note (MPN) at www.studentloan.gov. The processor will send confirmation to the school that this process has been completed. The PIN number given by the DOE, which identifies each applicant, will be as the electronic signature.
- Complete a Student Loan Entrance Interview (also at the www.studentloan.gov) site. The purpose of the entrance interview is to give you an opportunity to review the check disbursement policies, borrowing limits and to help understand repayment responsibilities

as a student borrower. www. It will also show students options for deferring loan and other rights and benefits associated with these loans.

- File the Appropriate information with California Student Aid Commission. Cal Grant awards are state-funded monetary grants given to students to help pay for college expenses. The awards do not have to be paid back. To qualify for Cal Grants, follow these steps:
 - **Fill out and submit a Free Application for Federal Student Aid (FAFSA).** The FAFSA is a federal form available at www.fafsa.ed.gov. This application must be filed by any student who wants to be considered for college financial aid. For a Cal Grant, the FAFSA must be completed and filed with the federal processor by March 2nd of each year.
 - **File a verified grade point average (GPA) with the California Student Aid Commission by no later than March 2nd (new students, recent high school graduates and all applicants who have never applied for Cal Grants in the past.** Some high schools automatically file their students' verified GPAs with the Commission. Some do not. You must confirm whether your school will file your GPA for you, or obtain a GPA Verification Form, get it certified by a school official and mail it yourself. Students selected for Cal Grant A or B will receive notification from the Commission. New awards for Cal Grants A and B will be announced during the months of May through June 2009. Funds for these programs will be received October 2009.
- Select your academic program. As part of your matriculation to Holy Names University, you will select a course of study (major). This information will be factored into the final award amount calculated by the University. Students admitted to HNU on a conditional basis will not be eligible to receive federal, state or institutional funding until the condition(s) have been met and approved by the university. Students admitted to HNU on a provisional basis will be informed by the Admissions Office of the requirements that need to be met to remove the provisional acceptance. Students will generally have two semesters or one academic year to meet the stipulation(s) and while receiving aid. If the deficiencies are not met at that time no further aid may be awarded.
- Your eligibility for financial aid is then determined. There are two types of financial aid. Need-based aid considers an individual's income and family circumstances. This type of aid is designed for students demonstrating financial need. Having an income does not preclude you from receiving need-based aid. The amount of aid you are eligible for may vary. Most grants and some loans are need-based sources of financial aid. Non-need based aid does not consider need or merit.
- The Office of Financial Aid will review documents for accuracy and completeness, and your enrollment may be verified. A financial aid counselor will calculate your aid package based on the need analysis report (Student Aid Report) prepared by the Federal Student Aid Center and will inform you of the types of financial assistance for which you

may apply. Based on this information, you may complete the additional applications required to apply Federal aid programs such as Stafford Loans, Perkins Loans, Pell Grants, and campus-based aid programs.

- ***Students qualifying for federal, state or institutional grants*** will have their funds pro-rated for enrolled semesters (generally divided one half for each semester) and applied to the student's account with the university's Office of Student Accounts.
- ***Student Loan Applicants (Federal Direct Subsidized-Unsubsidized, PLUS or Perkins):*** the Office of Student Financial will certify your loan and start the process for you based on the applicant returning a copy of the financial aid notification letter. There will be other students for the student or parent. That information will be sent to the student or family.
- ***Students and families should not that no funds may be released or loans finalized until all federal requirements have been met.***
- Renew your financial aid yearly. In order to receive financial aid each year you attend the University, you complete the FAFSA process.

Financial Aid at HNU

The Office of Financial Aid provides quality service to students and ensures compliance with federal, state, and institutional legislation and regulations. The Financial Aid staff will make every effort to assist students in obtaining financial aid. However, each student is responsible for completing necessary applications, meeting deadlines, and fulfilling the eligibility requirements established for the various financial aid programs.

Financial Aid at HNU is administered according to the following principles:

- Every effort is made to assist students in meeting their costs for education—including living expenses while in school—in the least expensive manner possible while complying with all state, federal, and institutional policies and regulations.
- Financial aid will be offered only if a student demonstrates eligibility through an approved need-analysis formula (the “Federal Methodology”) which indicates that the student’s resources are insufficient to meet educational expenses. The amount of financial aid offered will not exceed the amount needed to meet the difference between the student’s educational expenses (see Student Budget, below) and the student’s resources (which are made up of scholarships and the Estimated Family Contribution).
- In determining eligibility for HNU-administered funds, contributions from the student (as well as the student’s spouse, if applicable) and the student’s parents, if applicable, will be considered. Parental contributions are calculated from information supplied on the FAFSA or Renewal Application (e.g. income, assets, household size, and number of dependants in college).The need-analysis formula established by Congress, called the “Federal Methodology,” is used to calculate both student and parent contributions.
- HNU administered funds are awarded to students in proportion to their calculated financial need (unless federal regulations require otherwise).
- Awards will be made to students who are making maintaining Satisfactory Academic Progress.
- All funds are applied first towards tuition and HNU fees.

Free Application for Federal Student Aid (FAFSA)

All students applying for federal financial aid must complete the Free Application for Federal Student Aid (FAFSA) available on the Web at <http://www.fafsa.ed.gov>. This form is used to determine eligibility for federal, state and most institutional funds. There is no fee associated with filing the FAFSA at this site. If you are attempting to complete the FAFSA and are requested to pay a fee please log out of that site and be sure you are using the link above.

The information on your application is used to calculate your Expected Family Contribution (EFC) through a formula called the Federal Methodology.

Students (and parents of dependent students) must get a Personal Identification Number (PIN). The PIN number process is included with the FAFSA or available separately at www.PIN.ed.gov. The PIN is used for electronic signatures and as a secure identifier on federal web sites. It will be used for electronic signatures on student loans and when accessing your secure information on line. Do not share your PIN. Be sure to keep a copy of the PIN number handy. The PIN will follow you through the university years and during the life of the student loan.

No determination of financial aid eligibility can be made without a processed FAFSA or Institutional Student Information Report (ISIR) on file in the Financial Aid Office. The University will receive an electronic copy of the FAFSA a few days after the student/family completes and submits the application on line. It is, therefore, essential that the FAFSA is completed in a timely manner meet deadlines mentioned above. Please be sure to complete the FAFSA for the appropriate academic year.

Who is Eligible for Financial Aid?

In general, to be eligible for financial aid assistance an applicant must:

- Be enrolled on at least a half-time basis in an eligible program leading to a degree or certificate.
- Be a U.S. citizen, national, permanent resident, or other eligible non-citizen.
- Demonstrate financial need as determined by the need analysis process, when required by program regulations.
- Have a valid Social Security Number.
- Maintain satisfactory academic progress as defined by HNU.
- Not be in default on any Title IV Stafford, Perkins, SLS or PLUS educational loans at any institution, unless satisfactory payment arrangements are made to repay or otherwise resolve the overpayment or default.
- Not owe a repayment on any Title IV educational grant Pell or SEOG at any institution.
- Use financial aid funds solely to meet educationally related expenses.
- Be registered with the Selective Service, if required by law to be registered.

Dependency Status

An important step in establishing financial aid eligibility is determining whether a student can apply as a self-supporting student (Independent Student). Applicants who meet one of the conditions below will be considered Independent.

- Students who have not reached their 24th birthday.
- Students who are veterans of the U.S. Armed Forces. (This does not include Active Duty students)
- Students who are orphaned or who were wards of the court until they reached age 18.
- Students who have legal dependents other than a spouse.
- Students who are graduate or professional students.(NOT including students enrolled in a Credential program).
- Students who are married.

Students who do not qualify as independent students must provide parental information on the FAFSA application or they will be disqualified. Students with special circumstances should contact the Financial Aid Office.

HNU's Cancellation Policy

Very rarely does the Office of Financial Aid cancel awards. However cancellation of an award will result from a student's failure to sign a Master Promissory Note(s), Award Letter or complete other federal or state requirements. Cancellation of an award will also result if the student or parents misrepresent or provide false or incorrect information on the financial aid application. Financial assistance is awarded on a first-come, first-served basis and funds will awarded funds, except for student loans and federal or state entitlement awards, not be held for incomplete applicants.

If misrepresentation is discovered, a student may be required to repay all or a portion of any funds disbursed. Any refund of student aid funds will be made according to HNU policies in conjunction with the Return of Title IV Funds policy used to calculate the percentage of aid awards to be refunded to the accounts from which they were disbursed. Any loan amounts refunded to the financial aid accounts/lender are cancelled from the student's indebtedness.

Students must report, in writing, any information that modifies their financial need as soon as they have such knowledge. Such information includes a change in personal or family income, change in marital or residency status, change in the amount of fees assessed by HNU receipt of financial aid from an outside source, and changes in enrollment. Following a review of the revised information, any change in a student's financial aid eligibility will be communicated to the student in writing. Failure to notify the Office of Financial Aid of any of the above changes may jeopardize the student's eligibility for continued assistance or necessitate repayment of all or part of an award.

HNU reserves the right to cancel institutional aid due to funding and/or Grade Point Average (GPA) in addition to all other criteria that must be met.

Appeals Procedures for Denial of Financial Aid

All students are entitled to an appeals process. Students who are denied financial aid are entitled to an explanation for the denial. The first step for a student who is denied aid is to make an appointment with a financial aid counselor to discuss the situation in detail. Problems are often resolved at this point. In the event that a resolution is not obtained, the next step would be for the student to submit a Financial Aid petition form and a letter of explanation to the Director of Financial Aid. The appeal must be submitted to the Director of Financial Aid within two weeks of the initial denial. Each appeal will be considered on a case by case basis. Individual cases will not be considered as precedent. The Financial Appeals Committee will review the appeal within two weeks of receipt and will determine whether the financial appeal is considered for reinstatement of financial aid. The student will be advised in writing of the decision.

Student Rights and Responsibilities

A student has a **RIGHT** to know:

- What financial aid programs are available at HNU
- The deadlines for submitting applications for each of the available financial aid programs
- How financial aid is awarded, how decisions on awarding are made, and the basis for these decisions
- How financial eligibility is determined, including how costs for tuition and fees, room and meals, transportation, books and supplies, personal/miscellaneous expenses, etc. are estimated in the budget
- What resources (such as parent contribution, other financial aid assets) are considered in the determination of financial aid eligibility
- How much financial need has been met
- Information about the various components of the financial aid package
- The refund policy of HNU
- What portion of financial aid must be repaid and what portion is grant aid. (If the financial aid package includes loans, a student has the right to know the interest rate, total amount that must be repaid, repayment procedures, deferment availability, length of time over which the loan must be repaid, and date when repayment is to begin.)
- How HNU determines whether a student is making satisfactory academic progress and the consequences if the student is not making satisfactory academic progress

A student is **RESPONSIBLE** for:

- Completing all application forms accurately and submitting them in a timely fashion to the Financial Aid Office; completing the FAFSA or Renewal Application early enough to meet established deadlines
- Providing correct information (misrepresentation of information on a financial aid application is a violation of federal law)
- Supplying all additional documentation and/or information on as requested by either the Office of Financial Aid or the agency to which an application is submitted
- Reading carefully all forms that require a signature and keeping copies of them
- Accepting responsibility for all agreements signed
- Signing an award letter for any HNU administered funds
- Fulfilling an entrance interview as required by federal law on EdteSt. www.edfund.org
- Performing the work that is agreed upon in accepting a Federal Work-Study position
- Knowing the HNU refund policy
- Scheduling an exit interview with the Office of Financial Aid when graduating or leaving Holy Names University for any reason, or going to www.studentloans.gov and do the exit interview online.
- Providing properly completed deferment forms on an annual basis in order to defer repayment of loans
- Following the repayment schedule on all student loans

- Notifying the Office of Financial Aid when additional financial aid is received from outside sources
- Notifying the Office of Financial Aid of any changes in Programs or Unit loads

Satisfactory Academic Progress Policy (SAP)

All students must maintain Satisfactory Academic Progress (SAP) to be eligible for student financial aid funds. The Financial Aid Office, in accordance with federal guidelines, establishes these standards. If you are not maintaining Satisfactory Academic Progress, you will be disqualified from receiving financial aid or be placed on financial aid probation. In determining cumulative units and cumulative GPA only coursework at Holy Names University is considered.

Eligibility Standards

You must:

- Enroll in a HNU program leading to a degree or certificate.(Continuing Education courses are not eligible for Financial Aid)
- Maintain the required GPA for your program as required by the University
- Must complete the minimum required units as required by your academic program
- Maintain both SAP Measurements – Quantitative and Qualitative

Quantitative Requirement

The quantitative requirement has two parts, a maximum time frame and a required completion ratio. The requirements differ for undergraduate and graduate students.

- Undergraduate Students

Maximum time frame (maximum attempted credit hours) – You must earn your degree before reaching 180 *attempted* credit hours, which includes credit attempted at any school prior to and while enrolled at HNU.

Once you reach the maximum attempted credit hours, you are no longer eligible for financial aid as an undergraduate student. Federal regulations stipulate that the maximum time frame for an undergraduate student cannot exceed 150% of the published length of the academic program.

Enroll in at least 12 units to be considered a full-time student and receive aid at that level for traditional undergraduate students. Some types of financial aid require that minimum.

Enroll in at least 6 units to be considered a half-time student.

Completion Ratio – you must earn at least 67% of all credit hours you attempted at any school. This is a cumulative calculation and includes all credits attempted and earned at all schools.

- Graduate Students

Maximum time frame (maximum attempted credit hours) – You must earn your graduate degree within the time limitations set by the Graduate or Credential programs.

Enroll in a minimum of 9 units per semester to for graduate and credential programs.

Completion Ratio – You must earn at least 67% of attempted credit hours.

Qualitative Requirement

The qualitative requirement sets a minimum Cumulative Grade Point Average (CGPA) for the degree level at which you are classified. Note: This is the CGPA used to determine your HNU academic status and does not include grades from courses taken at another school.

- Undergraduate students must maintain a 2.0 CGPA
- Graduate students must maintain a 3.0 CGPA

Please note the federal financial aid may not be used for “retakes”. If a student has not successfully completed a course financial aid may not be used to pay for taking the same course again.

Review Policy

For Financial Aid purposes there are two levels of Satisfactory Academic Progress review:

- Level one: Probation
- Level two: Disqualification

Satisfactory Academic Progress is evaluated during the file review process before a financial aid award is made and after each semester. A Grade Point Average (GPA) review is made at the end of each term when grades are available with the unit review at the end of the student's academic year. A student who does not meet the minimum SAP standards will be placed on financial aid probation. These standards also apply to all HNU institutional scholarships.

If the probation conditions are not satisfied at the end of the semester, the student will be placed on Financial Aid Disqualification and will no longer be eligible to receive federal, state or institutional financial aid funds at HNU until such time as Satisfactory Academic Progress is re-established. Students disqualified from further financial aid may complete a Financial Aid Appeal as outlined below.

Appeal Process

A student who is denied funds because of failing to maintain Satisfactory Academic Progress may appeal to the Financial Aid Director. Students must submit a personal letter explaining the reason(s) for not attaining the minimum number of units/gpa, as well as an academic plan from the student's advisor stating how and when the student will make up the deficiency. If a satisfactory decision cannot be rendered, the Financial Aid Appeals Committee will review the case (appeals are viewed on a case-by-case basis). The Financial Aid Committee works closely with the HNU Office of Academic Affairs to make sure we understand possible issues affecting SAP.

The Financial Aid committee will review the appeal within two weeks of its receipt and will determine whether the financial aid disqualification/suspension is justified. The student will be advised in writing of the decision.

Confidentiality and Access to Financial Aid File (FERPA)

All records and conversations between an aid applicant, his or her family, and the staff of the Office of Financial Aid are strictly confidential and are entitled to the protection ordinarily given to a counseling relationship. No information concerning a student's financial aid record may be released to anyone outside the Office of Financial Aid without written consent from the student except as circumstances/requirements may dictate (e.g. reports of and to federal financial aid programs agencies, and reports to Deans and other Administration staff who would normally have access to privileged information).

Permission to Release Information Forms are available from the Office of Student Financial Assistance or on line at www.financialaid.edu in the Financial Aid section Documents and Forms tab.

Enrollment Requirements

Full-time enrollment for traditional undergraduate students consists of 12 units per semester, for semester credential students 12 units, semester graduate students 9 units. At a minimum, a student must be enrolled at least half time in order to be eligible for federal financial aid. Changes in a student's enrollment may require an adjustment and/or repayment of financial aid funds awarded.

Leave of Absence/Withdrawal from HNU

If at any time, a student decides to leave HNU, it is absolutely necessary for him or her to make an appointment with financial aid counselor for an exit interview prior to leaving the campus. This applies to students who are taking a leave of absence, withdrawing, transferring to another institution, or who are dismissed from HNU. Failure to attend an exit interview may increase the risk of defaulting on student loans as well as incurring a potential liability to HNU for not maintaining compliance with a federal requirement. Students who withdraw or take a leave of absence may be subject to Return of Title IV Funds.

Return of Title IV Funds (R2T4)

The Higher Education Amendments of 1998 (HEA98) created a significant shift in the policies for Return of Title IV Federal Financial Aid. These policies apply to a student the moment he or she withdraws from HNU.

The Title IV policy governs all federal grant and loan programs (Pell, SEOG and other federal grants, Federal Subsidized and Unsubsidized loans, Perkins, and PLUS loans), but does not include the Federal Work-Study program.

In general, the law assumes that a student "earns" approved and verified federal financial aid awards in proportion to the number of days in the term prior to the student's complete withdrawal. If a student entirely withdraws from school during a term, the school must calculate—according to a specific formula — the portion of the total scheduled financial assistance that the student has earned and is therefore entitled to retain up to the time that the student withdrew. If a student received (or the University received on the student's behalf) more assistance than he or she earns, the unearned funds must be returned to the Department of Education or to the Federal Stafford or Parent's Federal PLUS loan lenders. If a student's charges are less than the amount earned, and a refund is due, the student may

be able to receive those additional funds. Students who have not completed the verification process are ineligible to receive any financial aid.

The portion of the federal grants and loans that the student is entitled to receive is calculated on a percentage basis by comparing the total number of days in the semester to the number of days that the student completed before he or she withdrew. For example, if a student completes 30% of the semester, he or she earns 30% of the approved federal aid that he or she was originally scheduled to receive for the term. This means that 70% of the student's scheduled or disbursed aid remains unearned and must be returned to the Federal Programs.

The policy governs the earned and unearned portions of the student's Federal Title IV Financial Aid only. It determines how much, if any, the student and/or the school may need to return. This policy does not affect the student's charges. The University's withdrawal policy will be used to determine the reduction, if any, in the student's tuition and fees or room and board charges. The student is responsible for paying any outstanding charges to the University. If through the Return of Title IV funds (R2T4) calculation it is determined that a portion of the financial aid received on the student's behalf is unearned, the University shares with the student the responsibility of returning those funds. Please refer to the Schedule of Classes for the refund policy.

Applying for and Receiving Financial Aid

Standard Student Budgets

The standard student budget (Cost of Attendance or COA) is the starting place from which all financial aid is awarded. The Cost of Attendance includes both direct costs to the school (tuition, fees and perhaps room and board) as well as allowances for transportation, books, and personal/miscellaneous costs. These allowances for undergraduate students are based on the California Student Aid Commission's allowances for the Cal Grant Programs. Students are not eligible to receive financial aid of any kind (HNU administered funds or outside-administered funds) which exceed the standard student budget less the estimated family contribution as determined by the FAFSA process. Student budgets are designed to provide a reasonably accurate projection of costs while attending Holy Names University. They provide a mechanism by which the Office of Financial Aid can make responsible, equitable award decisions for all students attending HNU. The Office of Financial Aid develops the student budgets on an annual basis to reflect increases in direct and indirect educational expenses. The standard student budget is determined for each student based on his or her year in school (Freshman, Sophomore, etc.) and costs for tuition and general fees. The standard student budgets are designed to cover the educational costs for a single person. Students who are married and/or have dependents are assigned the same budget as a single student. However, the calculation of their expected contribution takes into account their household size by including an Income Protection allowance, which provides an amount for food, clothing, and shelter based on the family size.

Budget adjustments may be considered on an individual basis and require the completion of a Request for Special Circumstances form as well as supporting documentation for the change requested.

Professional Judgment: Budget Adjustments

Occasionally, students will encounter unusual or extenuating circumstances affecting their expenses. These circumstances may be considered in addition to the standard budget. The federal government permits the financial aid administrator to consider an individual student's circumstances when evaluating his/her financial need through use of professional judgment. A Request for Special Circumstance Adjustment form, along with supporting documentation, must be completed and submitted to the Office of Financial Aid for any budget adjustment request. The request will be reviewed and appropriate, documented adjustments will be made accordingly. Examples of possible budget adjustments include:

- Death of
- Loss of income
- Medical/Dental expenses in excess of standard federal allowances
- Divorce/Separation
- Loss of employment
- 6.Disability of student/spouse or parent
- 7.Other

The Office of Financial Aid does not make adjustments for costs associated with pets, car payments, car insurance, credit card debt, or other expenses not directly related to the students' education.

Financial Aid Deadlines

If you wish to be considered for HNU-administered funds (Federal Perkins Loan, Federal Work-Study, and Endowed Scholarships), you must meet the deadlines listed below. Failure to meet the deadlines will preclude you from being considered for funds dispersed from these programs.

- **March 2:** Recommended latest date for undergraduate students to submit the completed Free Application for Federal Student Aid (FAFSA). The FAFSA information is sent to both the University and the California Student Aid Commission's Cal Grant program for all California applicants meeting residency requirements. FAFSA information received after this date will be reviewed on a first come first served basis for Fall HNU-administered funds.
- **June 30:** Deadline for the Office of Financial Aid to receive your completed financial aid file. Students failing to meet this deadline may jeopardize their eligibility for previously awarded HNU-administered funds. All funds are awarded on a first-come, first-served basis.

- **December 15:** Recommended latest date to send the completed Free Application for Federal Student Aid (FAFSA) or Renewal Application for new/transfer Spring students.

Change in Address

Any change of address must be submitted in writing to the HNU Financial Aid Office.

Federal Methodology

Once the standard student budget has been determined, the second step in determining a student's eligibility for need-based financial aid is to assess the student's/family's ability to contribute toward his or her education. A formula mandated by Congress, called the "Federal Methodology," is used to calculate the expected contribution from income and assets. The Federal Methodology helps provide horizontal and vertical equity in assessing each family's ability to contribute toward educational expenses and allows for differences in each family's financial situation.

The formula calculates a contribution from the base year income (2009 calendar year income for the 2010-2011 academic year) by deducting set expenses such as federal, state, and local taxes, FICA tax and income protection allowance (amount to provide food, clothing and shelter based on the family size). Percentage of assets is assessed to determine an expected contribution from assets. The Expected Family Contribution (EFC) is determined by income and assets reported on the FAFSA.

A student's eligibility for need-based funds is determined by subtracting the Expected Family Contribution (EFC) from the appropriate student budget as follows:

$$\textit{Student Budget} - \textit{EFC Eligibility for need-based funds}$$

Verification Process

The Department of Education uses a system of edits to select student financial aid applications in a process known as verification. Verification is not a punitive procedure but rather a method required by the Department of Education involving the collection of additional supporting documentation that is used to compare and correct inaccurate information that may have been supplied on the financial aid application. The University is assigned the verification task on behalf of the Department of Education. Approximately 30 percent of all FAFSA applications are

selected for verification. Students whose applications are selected for verification will be notified by the Office of Financial Aid and informed of any additional documentation/forms that must be completed. Once the verification is completed, any necessary changes will be made and the student's expected contribution may be recalculated. The Office of Financial Aid will make necessary adjustments if warranted, and send notification to the student.

Items Subject to Verification

In order to verify the student's AGI, the student must file his/her 2009 Federal Income Tax Return and submit a copy to our office. Financial aid applications will not be processed with an IRS extension. Students or parents who were not required to file a Federal Income Tax Return will provide other information on the Federal Verification Worksheet that will be provided to the student/family.

Additional documentation may be required from low-income students or from students whose records include conflicting information.

In addition to the verification process, all student financial aid applications are matched with other databases to ensure accurate information and to flag potential problems. The matches include the Selective Service Agency files, Immigration and Naturalization files, Social Security Administration files and National Student Loan Database System (NSLDS). Errors or problems are indicated on the student's Student Aid Report or Institutional Student Information Report (ISIR) and must be resolved prior to the disbursement of any federal funds. The Office of Financial Aid will notify students of any database-match problems and will inform them of the process to resolve the issues.

Notification of Awards

The Office of Financial Aid will notify students of their awards at the earliest possible date. An estimated award letter will be mailed to each student who completes the application process notifying them of their eligibility or ineligibility for all funds. Funding may be cancelled for those award letters that are not returned to the Financial Aid Office by October 1 for the Fall term or February 1 for Spring term.

**Financial Aid Award programs are subject to institutional, federal, and state funding levels, and eligibility requirements. Forms, awards, and requirements are subject to change.*

Qualifying for the Federal Work-Study Program

The Federal Work-Study (FWS) Program provides funding for jobs on campus for students who are in need of funds to meet a portion of their educational expenses. Each year there are jobs available in a variety of offices. FWS jobs pay \$8.50 to \$10 per hour with most students

working approximately 10 hours per week. Time sheets are submitted to the Financial Aid Office and paychecks are issued twice a month. Students missing a payroll deadline will be paid on the following pay period.

To qualify for the FWS Program, a student must complete his or her financial aid applications according to the appropriate deadlines and indicate that he or she would like to be considered for FWS on the Student Data Sheet. Students who are awarded FWS funds must register with Financial Aid Office and obtain a Federal Work-Study Packet. All forms must be completed and signed by the employing supervisor and/or student and returned by the supervisor to the Office of Financial Aid before an employee may begin work. The Office of Financial Aid will forward all employment forms to the payroll office at Holy Names University.

HNU also offers a University Employment Program for students not qualifying for Federal Work Study. All student employment is coordinated by the Student Employment Office which is a part of the Financial Aid Office.

PELL Grant

The Pell Grant program is the cornerstone of the financial aid package for students at Holy Names University. For that reason, all students applying for financial aid must establish their eligibility for Pell before packaging can be completed or before a Stafford Loan can be certified. Students must complete the FAFSA or Renewal FAFSA to establish Pell eligibility. Once processed, the FAFSA will result in a Student Aid Report (SAR), which is sent directly to the student by the Central Processor. HNU will receive an electronic copy of the FAFSA information. When the file is completed, the information is verified for accuracy. If the file meets the appropriate standards, HNU can pay on the Pell Grant.

Students with eligible EFCs may use the Pell Grant for any enrollment status. However, the amount of the grant is pro-rated based on less than full-time enrollment. Awards are disbursed according to the Period of Enrollment (POE). The first award is based on the student's projected enrollment status at the beginning of the semester/trimester and the subsequent award is based on actual enrollment at the midway point of the semester/ trimester. The University requires the completion of verification prior to release of Pell awards. Pell payments are posted directly to the student's accounts.

Federal Supplemental Educational Opportunity Grants (SEOG)

Federal SEOG is a grant awarded by the Office of Financial Aid to students who are determined to have exceptional need. Exceptional need students are defined as students who have any eligibility for the Pell Grant. To encourage on-time applications, recognize students with higher costs, and ensure sufficient funds are retained to make FSEOG reasonably available for students who apply throughout the year; priority is given to students with the lowest EFC need who meet the March 2 application deadline. To receive assistance from FSEOG, students must be enrolled

in at least six units and not already possess a Bachelor's degree. Awards vary from year to year based on the allocation received by the University.

Academic Competitiveness Grant (ACG Grant)

An Academic Competitiveness Grant will provide up to \$750 for the first year of undergraduate study and up to \$1,300 for the second year of undergraduate study to full-time students who are U.S. citizens, eligible for a Federal Pell Grant, and who had successfully completed a rigorous high school program, as determined by the state or local education agency and recognized by the Secretary of Education. Second year students must also have maintained a cumulative grade point average (GPA) of at least 3.0. The Academic Competitiveness Grant award is in addition to the student's Pell Grant award.

If you answer YES to all of the following questions, you may be eligible for an Academic Competitiveness Grant.

1. Are you a U.S. Citizen?
2. Did you graduate from high school after January 1, 2009?
3. Are you eligible to receive a Pell Grant?
4. Will you be enrolled as a full-time first or second year student in a two-year or four-year degree program?

If you did not answer YES to all of the above questions, you do not qualify to receive an Academic Competitiveness Grant. However, you may still qualify to receive other types of federal student financial aid. If you have not completed a FAFSA (Free Application for Federal Student Aid), please go to www.fafsa.ed.gov and apply today.

Please note that while the ACG Grant is not going away there are no current funds being made available by the Department of Education beginning in the 2011-2012 academic year.

National Science and Mathematics Access to Retain Talent Grant or National Smart Grant

A National SMART Grant will provide up to \$4,000 for each of the third and fourth years of undergraduate study to full-time students who are U.S. citizens, eligible for a Federal Pell Grant, and majoring in physical, life, or computer sciences, mathematics, technology, or engineering or in a foreign language determined critical to national security. The student must also have maintained a cumulative grade point average (GPA) of at least 3.0 in coursework required for the major. The National SMART Grant award is in addition to the student's Pell Grant award.

To receive a National SMART Grant, *you must be able to answer YES* to all of the following questions:

- Are you a US citizen?

- Are you eligible to receive a Pell Grant?
- Are you enrolled as a full-time third or fourth year student in a baccalaureate degree program?
- Do you have a 3.0 cumulative grade point average?
- Are you currently enrolled in an eligible major in one of the following categories: Computer Science, Engineering, Critical Foreign Languages, Life Sciences, Mathematics, Physical Sciences, Technology, or Multidisciplinary Studies?

If you could not answer YES to all of the above questions, you do not qualify to receive a National SMART Grant. However, you may still qualify to receive other types of federal student financial aid. If you have not completed a FAFSA (Free Application for Federal Student Aid), please go to www.fafsa.ed.gov and apply today.

If you answered YES to all of the above questions and you have already submitted a FAFSA form, please contact the Financial Aid Office to identify yourself as a potentially eligible student.

National Smart Grant (Fields of Study)

- **Computer science:** The branch of knowledge or study of computers, including such fields of knowledge or study as computer hardware, computer software, computer engineering, information systems, and robotics.
- **Engineering:** The science by which the properties of matter and the sources of energy in nature are made, useful to humanity in structures, machines, and products, as in the construction of engines, bridges, buildings, mines, and chemical plants, including such fields of knowledge or study as aeronautical engineering, chemical engineering, civil engineering, electrical engineering, industrial engineering, materials engineering, manufacturing engineering, and mechanical engineering.
- **Foreign Language:** Instructional programs that focus on foreign languages and literatures, the humanistic and scientific study of linguistics, and the provision of professional interpretation and translation services.
- **Life sciences:** The branch of knowledge or study of living things, including such fields of knowledge or study as biology, biochemistry, biophysics, microbiology, genetics, physiology, botany, zoology, ecology, and behavioral biology, except that the term does not encompass the health professions.
- **Mathematics:** The branch of knowledge or study of numbers and the systematic treatment of magnitude, relationships between figures and forms, and relations between quantities expressed symbolically, including such fields of knowledge or study as statistics, applied mathematics, and operations research.
- **Physical sciences:** The branch of knowledge or study of the material universe, including such fields of knowledge or study as astronomy, atmospheric sciences, chemistry, earth sciences, ocean sciences, physics, and planetary sciences.

- Technology: The application of mechanical or scientific knowledge, for example, applied science.
- Several Multidisciplinary Studies are also considered eligible for National SMART Grants.

California Student Aid Commission Awards

CAL Grant A

Cal Grant A is a state funded grant program to help students with tuition cost. Grant recipients are selected based on financial need and grade point average. Students must be California residents working towards a first bachelor's degree. Recipients of this award will be notified by the Student Aid Commission in June 2009. The Cal Grant A helps low- and middle-income students pay HNU tuition and fees.

- Award range: \$300 to \$9,708
- Applications: FAFSA, GPA verification
- Application deadline: March 2, 2009
- Date funding begins: October, 2009

CAL Grant B

The Cal Grant B is a state grant for California residents initially awarded to first year students from financially disadvantaged families to assist with tuition cost. This program is intended to help students with high potential from disadvantaged/low-income families. Students must be California residents who have completed less than one semester of undergraduate studies. Recipients of this award will be notified by the California Student Aid Commission in June 2009. Eligible students receive up to \$775 in stipend per semester to offset the cost of books and supplies and other costs related to their academic programs.

- Award range: \$300 to \$11,259
- Applications: FAFSA, GPA verification
- Application deadline is published by the California Student Aid Commission

The California Student Aid Commission administers the APLE. The APLE is a competitive teacher incentive program designed to encourage outstanding students to become teachers in:

- subject areas where a critical teacher shortage has been identified, or
- designated schools that meet criteria established by the Superintendent of Public Instruction.

APLE Loan Forgiveness for Teachers

Through the APLE Program, the California Student Aid Commission may assume up to \$19,000 in outstanding educational loan balances for each participant who serves as a K-12 public school teacher in California. To receive the full \$19,000 loan assumption, participants must provide 4 consecutive years of full-time teaching service in either a subject area where a critical teacher shortage has been identified or a school that:

- has been designated as serving a large population of students from low-income families
- is located in a rural area, are a State Special School
- has a high percentage of teachers holding emergency permits, OR
- ranks in the lowest 50 percentile of the Academic Performance Index (API)

To qualify for APLE Applicants must:

- Have completed a minimum of 60 semester, or 90 quarter, undergraduate units prior to the fall term of the year of the application;
- Be enrolled in a) a program leading to a baccalaureate degree or b) an approved program of professional teacher preparation;
- Have been approved to receive educational loans issued to students through institutions of higher education;
- Not be in default or become delinquent in any state or federally insured education of higher education; Not have completed all of the coursework necessary to obtain an initial teaching credential, unless you are pursuing a specialist credential in Special Education and Reading and Language Arts.

Applying for APLE

An applicant must:

- complete the first page of the application (G-208), sign and date the back, and
- submit the signed application to the APLE coordinator on campus for completion and submission to the Commission.

For an APLE Application or for further assistance regarding this program, please contact the Financial Aid Office at (510) 436-1327, or by e-mail at: financialaid@hnu.edu. Information is also available at www.csac.ca.gov.

Federal TEACH Grant

The U. S. Department of Education's (the Department's) TEACH Grant Program provides grant funds to postsecondary students who are completing or plan to complete coursework that is needed to begin a career in teaching, and who agree to serve for at least four years as a full-time, highly qualified teacher in a high-need field, in a school serving low-income students. Eligible

full-time students may receive \$4,000 per year in TEACH Grant funds, up to a maximum of \$16,000 for undergraduate and post baccalaureate study, and \$8,000 for graduate.

If you receive a TEACH Grant but do not complete the required four years of teaching service within eight years after completing the coursework for which you received the grant, or if you otherwise do not meet the requirements of the TEACH Grant Program, all TEACH Grant funds that you received will be converted to a Federal Direct Unsubsidized Stafford Loan that must repay in full, with interest, to the Department of Education. Once a TEACH Grant is converted to a loan, it cannot be converted back to a grant.

Student Eligibility Requirements

To receive a TEACH Grant you must meet the following criteria:

- Complete the Free Application for Federal Student Aid (FAFSA) - you don't have to demonstrate financial need
- Be a U.S.citizen or eligible non-citizen
- Be enrolled as an undergraduate, post-baccalaureate, or graduate student in a postsecondary educational institution that has chosen to participate in the TEACH Grant Program
- Be enrolled in course work that is necessary to begin a career in teaching or plan to complete such course work. Such course work may include subject area courses (e.g., math courses for a student who intends to be a math teacher).
- Meet certain academic achievement requirements (generally, scoring above the 75th percentile on a college admissions test or maintaining a cumulative GPA of at least 3.25).
- Sign a TEACH Grant Agreement to Serve (see below for more about the TEACH Grant Agreement to Serve).

Yellow Ribbon Program

What is the Yellow Ribbon Program?

The Yellow Ribbon GI Education Enhancement Program (Yellow Ribbon Program) provides matching funds from the Department of Veterans Affairs as a supplement to the Post – 9/11 GI Bill (which pays up to the highest public in-state undergraduate tuition).

If a student enrolls at a Yellow Ribbon participating institution and the tuition and fees exceed the highest public in-state undergraduate tuition, additional funds may be available for their education program without an additional charge to their entitlement.

These additional funds give eligible vets access to undergraduate (and graduate) programs at private universities that were not previously available.

The program is effective August 1, 2009.

Yellow Ribbon Eligibility Requirements

Individuals entitled to the maximum benefit rate (based on service requirements) may receive this funding. You may be eligible if you:

- Have served an aggregate period of active duty after September 10, 2001, of at least 36 months;
- Were honorably discharged from active duty for a service connected disability and served 30 continuous days after September 10, 2001;
- Are a dependent eligible for Transfer of Entitlement under the Post – 9/11 GI Bill based on a veteran's service under the eligibility criteria listed above.

There is no minimum number of credit hours required for participation and awards will continue in subsequent years in which the student maintains satisfactory progress, conduct and attendance.

Application Process

Step 1: If eligible, students should apply for benefits under the Post – 9/11 GI Bill with the Department of Veteran Affairs.

Step 2: Apply for admission to Holy Names University. You can start the application process by [clicking here](#).

Step 3: Upon acceptance to HNU, forward your Certificate of Eligibility to the Financial Aid Office to be considered for the Yellow Ribbon Program.

If you would like to speak directly with one of our admissions counselors, you can contact Steve Spencer at (510) 436-1124 or spencer@hnu.edu.

For additional information, visit the [Department of Veterans Affairs](#) website or the [Yellow Ribbon Program FAQ](#).

As a participant in the Yellow Ribbon Program, Holy Names University will provide, to qualified students, a minimum of one third the amount of tuition in scholarship money. Should a student qualify academically for an HNU merit scholarship which is greater than one third of the amount of tuition, the student will receive the higher award. Students will not receive both the Yellow Ribbon Scholarship and an HNU academic merit scholarship.

Applying for Loans

All loans (student and parent) require that completion an additional application in addition to completing all requirements specified above for the Holy Names University awarded funds. Information for Federal Direct Student, Parent or Graduate Student Loans is available in the financial aid section at www.hnu.edu or from the Office of Student Financial Assistance.

Processing of loan application will require approximately 7 to 10 working days as long as all other required information is on file. A Master Promissory Notes (MPN) is required of all new loans and a link is available in the loan section of financial aid at www.hnu.edu or at www.studentloans.gov.

Federal Direct Student Loan

Federal Direct Student (DL) Loans are low interest, long-term loans. The amount a student may borrow each year varies on whether the applicant is an undergraduate or graduate student and on the grade level. Loans have two categories: need-based and non-need-based.

DL Loans are not credit-based loans. A credit check will not be performed but the applicant will be asked to provide references during the on-line application process.

There are two types of DL Loans: Subsidized and Unsubsidized. The Subsidized DL Loan is a need-based loan while the Unsubsidized Stafford is not. The primary difference is that the Federal Government will pay the interest on the Subsidized Stafford Loan while the student is enrolled on at least a half-time basis while in school, or during a grace period or deferment. For the Unsubsidized Stafford, the borrower is responsible for the interest while in school, or during a grace period or deferment. Interest payments may be deferred while the student is enrolled on at least a half-time basis. The borrower is also responsible for the interest on both loans during forbearance and repayment periods.

Need-Based Loans (Federal Subsidized Loans, Perkins Loans)

Need-based loans are administered outside of Holy Names University and require that HNU consider a student's contribution from income and assets (Expected Family Contribution) as a resource toward educational costs prior to determining eligibility for this type of loan.

Master Promissory Note:

Will be completed on line at www.studentloans.gov

- Applicants will need the FAFSA PIN, Social Security Number and date of birth to sign into the web site
- Click on Master Promissory Note link
- Students will need to provide two references as part of the process.
- The process will require applicant to open and agree to several parts of the note
- There is an option to print the note for your records but also gives the ability to log back into that web site to view all aspects of the student loan(s)

Entrance and Exit Interviews

Entrance and exit interviews are required are required by federal regulations for all students who are receiving federal student loans.

Entrance Interviews

Entrance interviews are reviewed with all new students who are first-time borrowers at HNU. Student borrowers will be directed to the federal web site www.studentloans.gov to complete the process. The school will receive confirmation when the process has been successfully completed. Students are also encouraged to speak with a financial aid counselor to make sure that both rights and responsibilities are clear.

Exit Interviews

Exit interviews are conducted for all graduating students and students who are leaving HNU for any reason. The purpose of an exit interview is to inform a student of his or her rights and responsibilities regarding student loans, to review payment terms and options, and to assist with debt management counseling. Students are to complete the internet counseling session at www.studentloans.gov. A Student Loan Exit Packet will be mailed to all graduating students, students going on a Leave of Absence or students Withdrawing from HNU. The packet will provide information on loan deferment, consolidation, loan forgiveness, loan repayment options and other related material.

Loan Disbursement

- Once the loan has been E-signed the loan is guaranteed and approved for disbursement
- Loan funds will be sent electronically to the University's Student Accounts Office in time for the start of classes
- Loans will not be released until the applicant has completed the required Federal Student Loan Entrance Interview process

Annual Stafford Loan Limits:

Dependent Students	Base Amount	Additional unsubsidized loan amount	
<i>Prior to July 1, 2008</i>		<i>Effective July 1, 2008</i>	
Freshman	\$3,500	0	\$2,000
Sophomore	\$4,500	0	\$2,000
Junior or Senior	\$5,500	0	\$2,000

Federal Parent PLUS Loan

Federal Graduate PLUS Loan

Private (Alternate) Educational Loans