

# Nazarene Bible College

Office of Student Financial Aid

Handbook of Policies and Procedures



### III. Application Requirements and Award Procedures

- A. Apply for admission to N.B.C.
- B. Complete Free Application for Federal Student Aid (FAFSA)
- C.

3. In most cases, students are expected to make a reasonable contribution toward the cost of their education.
4. The amount of assistance a student may receive is determined primarily by the extent of the need. Need, in turn, is determined by an examination of the financial resources of the student and the student's parents (if applicable). Application materials are designed to assist the Financial Aid Office in determining the amount of assistance that can reasonably be offered to the student and/or family.
5. The Financial Aid Office has the authority to use professional judgement when special/extenuating circumstances exist relating to a student's eligibility for Title IV aid.
6. Nazarene Bible College does not discriminate on the basis of race, sex, religion, age, color, national or ethnic origin, marital status, or disability in the administration of any of the financial aid programs.

#### **B. Professionalism in Financial Aid**

As student financial assistance increased during recent years, there has been more concern and emphasis given to the qualifications and importance of the Director of Financial Aid. The position requires the work of a true professional. The term "professional" in this context implies neither degrees nor years of experience. To the point of evaluation of professional status, the following remarks made by Roy and McNeil are worthy of consideration:

...The most important and significant aspects of a professional's services to his clients and to the public cannot be defined as knowledge, nor even as experience<sup>3</sup> BDC e



9. All documents, correspondence, and conversations between and among aid applicants, their families, and Financial Aid officers are confidential and entitled to the protection ordinarily arising from a counseling relationship.

10. Concern for the student should be paramount. Financial Aid should be administered in such a manner that other interests, important though they may be are subordinate to the needs of students.

#### D. Practices of Student Financial Aid Administration

1. Motivation and information – actively encourage students to utilize available Financial Aid services by:

a) Coordinating efforts with those of federal, state, community, and other agencies as well as those of secondary schools to encourage all students who want to continue education beyond secondary school to consider postsecondary education regardless of their financial circumstances.

b) Providing complete and current written information to students and parents about financial Aid policies, full costs of attendance, application procedures, eligibility criteria, and available student financial Aid.

2. Counseling – make explicit the need for student financial planning by:

a) Cooperating with secondary schools and agencies in providing adequate guidance and counseling in financial planning.

b) Providing and maintaining financial counseling programs for all students who seek assistance

3. Organization and administration – establish administrative procedures that are responsive to the needs of students as well as the needs of institutions by:

a) Utilizing a recognized standard need analysis system consistently to determine the ability of students and their families to pay for educational costs.

b) Considering the student's individual circumstances when offering self help aid and in determining the self help expectation.

c) Using all forms of aid grant, loan, employment, and considering other resources available to the student in order to provide the most equitable apportionment of limited funds to eligible students.

- d) Meeting the full need of students to the extent possible within the institution's capabilities.
- e) Providing Financial Aid Offer notifications that clearly indicate the type, amount, and conditions of the aid offered including the expected amount of family contribution and other anticipated resources.
- f) Offering aid to students who apply for renewal of aid by reviewing the student's financial circumstances and establishing the amount of aid needed with full consideration of the student's current need
- g) Advising secondary schools and state and other granting agencies that it is inappropriate to announce individual or aggregate aid received by

c) Encouraging the continued professional development of Financial Aid Administrators by providing opportunities to join and participate in associations and organizations dedicated to the advancement of sound principles and practices and the extension of knowledge and skills.





## B. Definition of Enrollment Status

### 1. Definition of Full, Three-quarter, Half, and Less than Half Time

a) Students will be classified as fulltime,  $\frac{3}{4}$  time,  $\frac{1}{2}$  time or less than half time depending on the number of hours enrolled.

b) Full-time student – one who is enrolled in 8 or more credit hours in a trimester.

c) Three-quarter time student –one who is enrolled between 6 and 7 credit hours in a trimester.

d) Half-time student – one who is enrolled in between 4 and 5 credit hours in a trimester.

e) Less than halftime student –one that is enrolled for less than 4 credit hours in a trimester.

## C. Definition of Grade Level

### 1. Policy

a) The Financial Aid Office will classify students by grade level as found in the college catalog.

b) A student may retake and receive Title IV aid for a previously failed course as long as the student remains in good standing with the institutional SAP policy.

c) The retaken class may be counted toward a student's enrollment status, and the student may be awarded Title IV Aid based on this enrollment status.

d) For SAP purposes, each retake will be counted as an attempt to complete the course. The course credits will be counted as completed only the first time a passing grade is received.

## 2. Procedure

a) The Academic Advising department will notify the Office of Financial Aid when a student chooses to retake a course.

b) The Office of Financial Aid will review student SAP and notify the student if the class is not eligible for Title IV funding.

c) The Director of Financial Aid and Director of Enrollment Management will be responsible for reviewing and tracking repeat coursework information.

## F. Remedial Coursework

### 1. Policy

a) A student may take remedial courses within their eligible program and receive Title IV Aid, up to a maximum of 30 credit hours.

b) The remedial course(s) may be counted toward a student's enrollment status, and the student may be awarded Title IV Aid based on this enrollment status

c) Remedial course credits are not included in the minimum credit hours required for any degree, however they are included in the total number of hours completed and cumulative GPA for SAP review each term.

## G. Satisfactory Academic Progress

1. Federal regulations require that all student financial aid recipients make satisfactory academic progress toward achieving a degree. Progress is measured by the student's grade point average and credits earned in relation to those attempted and the length of the academic program. In order to ensure that students make progress toward their degree both in terms of number of hours completed, and cumulative GPA, Nazarene Bible College will utilize the following satisfactory progress policy.

2. Progress Standards

a) Qualitative progress: Students must achieve and maintain a 2.0 grade point average (“C”) in the courses they attempt.

b) Quantitative progress: Based on the student's academic program, Associate or Bachelor, NBC will utilize the maximum allowable time frame (150%) with regard to hours attempted, when monitoring quantitative progress.

3. Completion Rate

a) Students must maintain a minimum completion rate of 67% of all credit hours attempted. Completion rates are measured by dividing the cumulative number of credit hours earned by the total number of credit hours attempted. Completion of a course is a grade of A, B, C, or D. The following grades: W (withdraw), WF (withdraw fail), NC (no credit), I (incomplete), or F (failure) do not constitute completion of a course.

b) Students must have a “C” average (2.0), or academic standing consistent with the requirements for graduation from the program by the end of the second academic year (measured by period of time, not by the student's grade level).

4. Transfer credits

a) Credit hours from another institution that are accepted toward the student's program will count as both attempted and completed hours.

b) The grades earned for courses transferred from other institutions will not be counted toward a student's cumulative GPA. Reference: Nazarene Bible College Catalog Transfer Credits)

5. Dual Degree students

a) Students pursuing dual degrees will be subject to the maximum time frame allowable.

6. Change of program

a) If a student changes their program, the Director of Financial Aid can exclude





- c) Students at NBC are deemed eligible for a Pell Grant if all program requirements have been met.
- d) Recalculation of Award- A student's Pell Grant will be recalculated if the student changes their enrollment prior to the term census date
- e) The Financial Aid Office will give consideration to mitigating circumstances, if they exist, in determining Pell Grant eligibility(Reference Professional Judgement, Section III, J of this manual).
- f) All course work relating to a student's program of study is eligible for funding.
- g) Procedure
  - (1) The student applies for the Pell Grant by using the Free Application for Federal Student Aid.
  - (2) Receives the Institutional Student Information Record (ISIR) through CPS.
  - (3) Determines accuracy of data. (Reference Verification, Section III, F of this manual)
  - (4) Posts award to student financial aid portal based on actual or estimated enrollment for the entire award year or portion thereof.

2. Federal Supplemental Educational Opportunity Grant (SEOG)

- a) Financial Aid Office will make SEOGs available to as many students as possible.
- b) The Financial Aid Office will award SEOGs as follows:
  - (1) 1<sup>st</sup> group – greatest need – zero EFC
  - (2) 2<sup>nd</sup> group – Pell eligible (partial)
  - (3) 3<sup>rd</sup> group – Non-Pell eligible – low EFC

3. Federal Direct Loans – Subsidized and Unsubsidized

- a) The Financial Aid Office will package subsidized and/or unsubsidized loans to meet direct educational costs to the student's cost of attendance
- b) Confirm that the student has completed a Master Promissory Note and Entrance Counseling. This may be done electronically through the studentaid.gov website.

- c) Certify loans through ED Express ~~or~~ COD.
- d) Notify dis-enrolled, less than-half-





1. Verification is the process used to check the accuracy of the information that a student has given when applying for Federal Financial Aid.
2. The purpose of verification is to make sure that students provide accurate information about their need for financial aid. If students do not provide accurate information, they may receive more (or less) money than they should.
3. Verification covers the following Title IV financial aid programs:
  - a) Pell Grants
  - b) Federal Direct Loans
  - c) Campus Based Programs
    - (1) Supplemental Educational Opportunity Grants (SEOG)
4. The Financial Aid Office will confirm the accuracy of information provided for students who are selected for verification by CPS.
5. Students receiving only unsubsidized Direct loans or PLUS loans are not subject to verification.
6. Verification Issues – Policies
  - a) Deadlines – In general, no aid is disbursed prior to verification. If a student fails to complete verification by the deadlines as outlined by the Department, that student forfeits eligibility for aid.
  - b) Notification – Students will be sent email notification of verification and documentation needed to complete verification.
  - c) Corrections – Corrections needed as a result of verification may be made by the Financial Aid Office, or by the student.
  - d) Publicizing Requirements and Procedures – The Financial Aid Office uses a Missing Requirements email and the verification worksheet to explain verification requirements and procedures.
  - e) ChangJ [(v)3 (eri)4 (f)5 (i)4(gJ [tTc 0 TwMC /H4 <</MCID a)9.1 (n)-0B7 (i12 0.89





3. This evaluation (RT4) will determine if the student has earned all of the aid received or if the student has earned additional aid that was not yet disbursed (post-withdrawal disbursement.)
  - a) Grants – a postwithdrawal disbursement of grant funds will be made within 45 days of the date the school determined that the student withdrew.
  - b) Loans – a postwithdrawal disbursement of loan funds will be offered within 30 days of the date the school determined that the student withdrew, with a 14 day timeframe for the student to accept or decline all or part of the loan offer.
4. If the day the student withdrew occurs after the student has completed more than 60% of the payment period or period of enrollment, the percentage earned is 100%.
5. If the result of the evaluation (RT4) requires a return of unearned aid, funds will be returned within 45 days of the date the school determined that the student withdrew and in the following order:
  - a) Unsubsidized Direct Loan
  - b) Subsidized Direct Loan
  - c) Direct PLUS Loan
  - d) Federal Pell Grant
  - e) Iraq and Afghanistan Service Grants
  - f) Federal SEOG Grant
  - g) TEACH Grant
6. When a student withdraws from a course, the Financial Aid Office will determine if a Pell recalculation is needed and if funds are eligible to be disbursed.
7. If a student withdraws during the refund period the student may also receive a refund of their class costs based on the student's official withdrawal date (Reference – Nazarene Bible College Catalog Financial Information)
8. If a credit balance exists on the student account at the time of withdrawal, the school cannot disburse the credit balance to the student until up to 14 calendar days after the return calculation.
9. NBC does not offer Leave of Absences.
10. Official Withdrawal – Student Notification
  - a) Student submits a Withdrawal Requestform.
  - b) Academic Advising will process the request and notify the Financial Aid Office

(1) The Withdrawal Request form will include the student's name, the term, the course, the last day of attendance, the date the student notified the school, and the percentage of tuition and fees to be refunded.

(2) The Business Office will adjust any discounts received based on the percentage of tuition and fee to be refunded.

c) The Financial Aid Office will determine if a return calculation is necessary. Rules regarding modules will apply.

(1) If the student is currently attending another class, a return calculation is not required, but recalculation of the student's aid eligibility may be required.

(2) If the student is NOT currently attending another class, but is scheduled to attend a subsequent module in the term, the student will be prompted to confirm future enrollment within the subsequent module.

(a) Confirmation will be recorded on the withdrawal form or received from the student in writing

(b) If the student does not confirm future enrollment the Financial Aid Office will perform a return calculation (RT4) to determine if the student is due a Post Withdrawal Disbursement or if Title IV funds must be returned to their sources

(3) If the student is NOT currently attending another class and is not scheduled to attend a subsequent module in the term, the Financial Aid office will perform a return calculation (RT4) to determine if the student is due a Post Withdrawal disbursement or if Title IV funds must be returned to their sources.

11. Official Withdrawal – Student does not attend second module as scheduled (DROP)

a) Student notifies Financial Aid Office of withdrawal

(2) The Business Office will adjust any discounts received based on the percentage of tuition and fee to be refunded.

c) The Financial Aid Office will determine if a return calculation is necessary.

(1) If the student is currently attending another class, a return calculation (RT4) is not required, but recalculation of the student's aid eligibility may be required.

(2) If the student is NOT currently attending another class, the financial aid office will perform a return calculation

( 2 )

(b) If the student does not confirm future enrollment the Financial Aid Office will perform a return calculation (RT4) to determine if the student is due a Post Withdrawal Disbursement or if Title IV funds must be returned to their source.



## I. Disbursement and Student Credit Balances

1. Funds are disbursed to students based on the date the student began classes and the associated disbursement date posted on the Schedule of Funds located in the NBC Student Portal.
2. The Financial Aid Office will work with the Business Office to determine students who have federal aid awards resulting in a credit balance after a disbursement date.
3. The Business Office will process excess funds checks within the regulatory timeframes and in accordance with information provided by students on the Authorization Regarding Title IV form.
4. The Authorization Regarding Title IV form communicates a student's decision regarding the treatment of a credit balance due to federal aid awards, and may be amended at any time during the academic year.

## J. Professional Judgment/Dependency Override

1. The Financial Aid Office has the authority to exercise Professional Judgment on a case by case basis in determining the accuracy of the data on a student's financial aid application and a student's eligibility for Federal Financial Aid.
2. The decision to use Professional Judgment (.)-15 ( )d globally to a sthific category of students (single, dethent, etc..
3. In so()-8instanances, a student may be eligible for aid if certain mitigating circumstances exist.
4. Students must complet1 ( Pr)6 (o)3 (f)5 (es)2 (s)2 (io)3 (nal)3 (J)-1 (u)4 (d)7 (g)6 ( will be based on the student's situation and apth12 (e)12 (a)1 (l)2 ( r)2 (e)12 (a)1 (s)7



(1) Students may apply for an FSA ID at the following web site: [studentaid.gov/fsaid/create-account/personalinfo](https://studentaid.gov/fsaid/create-account/personalinfo)

## V. REFERENCE

### A. Personally Identifiable Information (PII) Policy

#### 1. MANAGEMENT OF RECORDS

a) Personally Identifiable Information (PII) is information that c0.8 ( 4.2 (mp b12 (e)4 (

c) Specific guidelines relating to this are found in the Federal Student handbook.

d) Current and historical records are kept in locking fireproof file cabinets.

2. Disposal

a) Nazarene Bible College disposes of all eligible records by October 1 following the ending date required for retention (usually June 30).

b) Historical records are reviewed and those exceeding the retention period are disposed of.

g) [iam.education.va.gov](http://iam.education.va.gov) used to certify veteran students enrollment to the Department of Veterans Affairs Regional Processing Office.

h) [Grants.gov](http://Grants.gov)– website listing authorizations of federal student aid types.

i) [ufasremprod.regineducation.net](http://ufasremprod.regineducation.net) (NBC staff access) secure financial aid portal that requires a unique username/password.

i) [ufasnapprod.regineducation.net](http://ufasnapprod.regineducation.net) (student access) secure financial aid portal that requires a unique username/password.