

Financial Aid Office
2025-2026
Academic Year

Policy & Procedures Manual

Federal School Code: 004058

Federal regulations stipulate institutions have written policies and procedures for the administration of Title IV student financial aid assistance programs. This manual is a tool to assist Gratz College in the administration of the Title IV programs and the delivery of funds and services to our students. The contents featured in this manual include the minimum general statutory and regulatory requirements. If no policy or procedure addresses a given issue, the financial aid staff is expected to follow federal guidance and use professional judgment based upon the intent of all financial aid programs. This manual:

- Sets forth the policies for administering student financial aid and describes the procedures to be taken to implement these policies.
- Provides general procedures to ensure that a systematic and consistent approach is taken in the administration of financial aid.
- Provides quick reference to various practices.
- Facilitates the orientation and training of personnel when changes occur.

Gratz College believes that any student wishing to enroll in the college should not be denied the opportunity because of financial reasons. Therefore, Gratz College continues to promote fellowships, institutional aid and loans for its qualified, deserving students who are in need of funds in order to attend. Provided that the student meets all of the Federal eligibility criteria, the College will do everything possible to help students and their families maximize the amount of aid they receive. The college provides institutional funds to supplement the funds the student may be eligible to receive from Federal, State and private sources. Financial planning issues for families who do not qualify for Federal, State or private assistance, or who feel they still need further assistance beyond their need based financial aid, will be counseled with an emphasis on interest-free payment plans and private loan programs.

While the goal of the College is to meet full financial need, the realities of institutional funding have precluded this in the past and will most likely continue to do so. The Scholarship Committee will continue to distribute the limited institutional funds in a manner to best serve the needs of the students and the institution. The College will continue to fund institutional financial aid as a top priority.

The following are proposed as principles for the Gratz College institutional aid program.

1. Selection of students to receive financial aid will be made without regard to age, sex, race, color, religion, national origin or handicap.

2. The basic premise in awarding financial aid is that the primary responsibility for financing education lies first with the student and his/her family. The family's ability to pay is the first criterion which is examined in determining a student's eligibility for financial assistance. When the total resources which can be provided by the family do not meet their educational expenses, the College attempts to provide assistance in conjunction with Federal, State and private sources.

3. In determining a student's resources, factors which are considered include, but are not limited to, family income, family assets, student assets and prior year earnings, number of people in the household and number in college. Efforts will be made to verify the accuracy of these factors, as reported. Individual circumstances will be taken into account whenever possible.

4. In selecting students to receive aid and determining the amount they receive the college will consider:

a) The date of the student's FAFSA application
b) The availability of funds as of the date of application, for funds which are limited.
c) Factors listed in #3 above.
d) Special factors as determined by the College on an annual basis to serve the needs of special populations.

5. Once the determination of need is made, the College will look first to the Federal Pell Grant program for assistance. Once assistance from the Pell Grant program is subtracted from the student's need, then the Federal Direct Loans are used as an alternative. Students still requiring additional assistance to meet their need will then be considered for Gratz institutional aid.

6. Because the College has limited funds, students are expected to utilize all possible alternatives available to them, in addition to College funds.

7. Financial aid awards, which include any Title IV aid, will not exceed need. If a student receives outside assistance which causes an over award, the student's Gratz College Institutional Aid award will be modified. Every effort will be made to reduce loan assistance before reducing grant assistance.

8. After an institutional aid award has been sent to the student, the student or his/her parents may request a reevaluation. No student will be considered for reevaluation or request for additional assistance, until all other resources (e.g., Federal Direct Loans) have been utilized.

9. Gratz College awards merit scholarships to students displaying no need. No need students receiving merit scholarships will be awarded an amount approved on an annual basis by the Scholarship Committee.

10. There will be limited college funds available to international students. Awards will be made based on a combination of the student's need and merit.

Authorizing Aid, Disbursing Aid & Separation of Duties

The function of awarding and packaging financial aid for a student (authorizing payments) is separate from the function of drawing down funds from G6 and posting to student accounts (disbursing funds). The Gratz College established Financial Aid and Business Office as two separate functions and operational units. These two functions are performed by individuals who are not members of the same organizational family and who do not together exercise substantial control over the College. The system separates the functions of authorizing payments and disbursing or delivering funds so that no one person or office exercises both functions for any student receiving Federal Student aid funds. Awarding funds is performed by the Financial Aid Office while the function of disbursing funds is performed by the Business Office.

The Financial Aid Office is responsible for the following:

- Collect supporting documentation for the determination of aid eligibility.
- Determine/calculate student eligibility for financial assistance.
- Award federal and state aid in compliance with laws, regulations, and policies.
- Notify students of financial aid eligibility.
- Process/certify all student financial aid programs based on student eligibility.

The Business Office is responsible for the following:

- Runs application of payments process to post funds to students' accounts.
- Maintain and disburse accurate bills.
- Collect payments for student accounts.
- Disburse funds to students.
- Issue refund checks to students.

Purpose of the Financial Aid Office

The purpose of the Financial Aid Office is:

- to provide professional financial counseling to students and parents concerning meeting the costs of education
- to administer Title IV Aid programs competently according to the institution's philosophy and policies according to federal/state regulations
- to maintain institutional records of assistance programs
- to maintain financial aid files/records of all students assisted

Responsibilities of the Financial Aid Office

The following list provides the primary responsibilities of the Financial Aid Office. These employees require knowledge of federal regulations and institutional policies and procedures, the ability to deal with students and parents regarding sensitive financial and personal issues, and the aptitude to deal with regulatory changes.

- Publicize the availability of financial aid.
- Assist in counseling students about their access to educational funds by applying for financial aid.
- Assess eligibility of applicants for financial aid and collect the applicable supporting documentation.
- Verify data reported by parents and/or students.
- Maintain student financial aid records/files.
- Calculate cost of attendance.
- Monitor the satisfactory academic progress (SAP) of aid recipients.
- Award financial aid in an equitable manner while complying with policies and regulations.
- Notify students of financial aid eligibility.
- Authorize and process Title IV aid awards and payments.
- Calculate return of funds or overpayments when a student withdraws.
- Provide effective communication with other offices in order to process applications and disburse funds in a timely basis.
- Maintain up-to-date knowledge of relevant federal regulations.
- Coordinate fiscal matters with the Business Office.
- Prepare Federal Title IV reports.
- Administer the federal Title IV programs in accordance to the regulations.
- Design/implement systems to accomplish these tasks.

Responsibilities of the Business Office

The primary responsibilities of the Business Office personnel are to maintain student accounts that records charges, credits, and amounts due in accordance with U.S. GAAP and government auditing standards, reconcile financial data from financial aid and student information software systems to the general ledger, reconcile cash between bank statements and general ledger

(including G6 Electronic Process), implement Gratz College' refund policy, maintain internal controls and general stewardship for federal financial funds. The Business Office personnel are also responsible for all general accounting functions and preparation of Gratz College's financial statements.

Financial Aid Records Management
Gratz College uses EDconnect and EDExpress for its administrative and student financial aid information system, which includes the processing of federal financial aid. A limited contingent of Financial Aid Office staff have access to process financial aid via remote access. Once the CPS (Central Processing System) processes a FAFSA received from a student, the output (ISIR) is made available to Gratz College via the school's SAIG mailbox. ISIR records are uploaded into EDExpress and processes are initiated that populate various forms for reference, edit checking and award processing. Applications selected for verification are flagged and applicants are notified of the required supporting documentation. Disbursements are suspended until all required verification processes are complete. Applications not selected for verification nor flagged with comment codes requiring resolution are processed and awarded and award notices are sent via email to students. The following are office procedures for receiving financial aid applications, Student Aid Report (SAR) or electronic Institutional Student Information Record (ISIR), and other forms.

1. The Institutional Student Information Record (ISIR) is received in electronic format and downloaded in the financial aid system as received with the current date.
2. The ISIR will determine the student's need for federal financial aid, as well as any required verification requirements.
3. Verification documents must be submitted to the Office of Financial Aid.

Location of Financial Aid Records
Financial aid files/records are located in the in the Financial Aid Office. The Financial Aid Director has the responsibility for maintaining these files and records.

Confidentiality and Inspection of Student Financial Aid Records
All information (written or oral) that a student and/or family reveals in the process of seeking assistance is confidential. Access to this information is restricted to Financial Aid personnel, authorized Gratz College personnel as needed, or as requested by independent auditors during annual reviews to ensure compliance with federal, state and institutional policies. Application materials become the property of Gratz College upon submission and are maintained in the student's financial aid file. No information shall be released that falls under the Family Educational Rights and Privacy Act without the signed request of the student or as allowed by FERPA.

Length of Time to Maintain Student Records
Federal regulations require that student financial aid files be maintained for the current award year and three years beyond closing of the previous award years. A student's file ultimately includes the student's FAFSA application, SAR/ISIR and all related documentation.

Institutional and Program Eligibility
Documentation regarding Gratz College's eligibility for all financial aid assistance programs is located in the Financial Aid Office. The Financial Aid Director is responsible for the

coordination of the Program Participation Agreements (PPA), the Eligibility and Certification Approval Report (ECAR), and the five-year federal recertification process.

How to Apply for Financial Aid

1. Every contributor - anyone (you, your spouse, a biological or adoptive parent, or your parent's spouse) who's required to provide information on the FAFSA form needs a StudentAid.gov account before accessing and completing their section of the online form. You can create your account at: https://studentaid.gov/fsa-id/create-account/launch .This will serve also as your electronic signature.
2. Complete the FAFSA for the appropriate year online at: https://studentaid.gov/h/apply-for-aid/fafsa. Use your StudentAid.gov account to sign your FAFSA. Gratz College's federal school code is 004058.
3. Complete the Federal Direct Master Promissory Note (MPN) online at: https://studentaid.gov/mpn/.
4. Complete the Entrance Counseling session online at: https://studentaid.gov/entrance-counseling/.
5. Once all applications are completed, you will receive a Financial Award Letter that details your financial aid eligibility for the academic year.

Student Aid Index (SAI)

The SAI, or Student Aid Index, is an index number used by colleges to determine a student's eligibility for federal student aid, such as grants and loans. Calculated from information on the FAFSA, the SAI replaces the former Expected Family Contribution (EFC). A lower SAI generally indicates higher financial need and thus greater eligibility for aid.

Types of Financial Aid Available for Gratz Students

Federal grants are awarded to undergraduate students based on financial need. Grants are considered "gift" aid and they do not need to be repaid.

Federal Pell Grant: The Federal Pell Grant is the foundation of all need-based undergraduate financial aid. The purpose of the program is to provide a foundation of aid to needy students. Gratz College awards federal financial aid according to federal regulations and guidelines. The Pell Grant is determined by filing the FAFSA (Free Application for Federal Student Aid). Pell Grants are only available for six (6) full-time years and twelve (12) part-time years. To be eligible for a Federal Pell Grant, a student must have an eligible SAI (Student Aid Index). Grant amounts are based upon cost of attendance, the SAI and the credit hours a student will enroll in during an award year.

Federal Direct Loan Program: Loans that are part of the Federal Direct Loan program which help students pay for their educational expenses by borrowing directly from the government. The terms of the loan are covered in greater detail in the required Federal Loan Entrance Counseling and Master Promissory Note. Loan repayment begins six months after a student graduates, withdraws, or drops below half-time status.

Alternative Loan: Credit based Alternative/Private loans are an additional way to finance the costs of higher education when federal options are exhausted. They are offered through private lenders whose loans are unassociated with any federal student loan program. Because of this,

terms and conditions vary greatly.

Federal Direct Loan Program
The Federal Direct Loan Program offers low interest loans to students to help pay for their college education. Interest rates vary from year to year. Principal payments are deferred while students are enrolled at least half-time.

The student must:

- Meet general FSA eligibility requirements.
- Enroll at least half-time each semester.
- File the current year's FAFSA (Free Application for Federal Student Aid).

The types of Federal Direct Loans:

- Federal Direct Subsidized Federal Loan (For Undergraduate Students only): If you have unmet need, a portion of your Direct Loan may be offered as a Subsidized Direct Loan. The federal government pays the interest on subsidized loans while you are enrolled at least half-time.

- Federal Direct Unsubsidized Federal Loan: You are not required to have unmet need to borrow an unsubsidized loan, but you are responsible for interest that accrues during deferment periods with this loan type. Interest accrues on the loan while the student is in school. The student may choose to pay the interest monthly

- Federal Direct Parent PLUS Loan: Parents of dependent students may apply for a Parent PLUS loan, limited to the cost of attendance minus other financial aid received. PLUS loan borrowers cannot have an adverse credit history

- Federal Direct Graduate PLUS Loan**:** A graduate student may apply for a Graduate PLUS loan, limited to the cost of attendance minus other financial aid received. Graduate PLUS loan borrowers cannot have an adverse credit history. The Graduate PLUS Loan will be discontinued as of the 2026-2027 academic year.

Aggregate Loan Limits (the maximum amount a student can borrow in their lifetime):

Undergraduate:

- Dependent Students = $31,000 (no more than $23,000 of which can be Subsidized)
- Independent Students = $57,500 (no more than $23,000 of which can be Subsidized)

Graduate and Professional Students:

- Maximum = $138,500 (no more than $65,500 of which can be in Subsidized)

MPN and Entrance Counseling
First-time Federal Direct Loan borrowers must complete a Master Promissory Note (MPN) and Entrance Counseling session. The MPN can be completed online at: https://studentaid.gov/mpn/. The Entrance Counseling session can be completed online at: https://studentaid.gov/entrance-counseling/. Both must complete before funds can be approved and sent to Gratz College. They ensure that a student fully understands their rights and obligations as a student loan borrower.

Returning borrowers do not need to complete another MPN or Entrance Counseling session.

Exit Counseling
Once a student has graduated, dropped below a part-time enrollment status, or has withdrawn from Gratz College, they must complete Exit Counseling at: https://studentaid.gov/exit-counseling.

Deferments
Under certain conditions, a student can receive a deferment on their loan as long as their loan is not in default. This allows the student to temporarily postpone payments. Students enrolled at least halftime can be considered for an in-school deferment. Federal Direct Loan borrowers must contact the Direct Loan Servicing Center to request a deferment (1-800-848-0979). The student must continue making scheduled payments until he/she is notified that the deferment has been granted, otherwise the loan could enter into default. For additional information, please review: https://studentaid.gov/manage-loans/repayment/plans.

Veteran's Affairs (VA) Educational Assistance Programs
The Department of Veterans Affairs determines the eligibility of educational benefits to which Undergraduate and Graduate students are entitled. Gratz College is dedicated to assisting veterans and their dependents as they reach personal, professional and academic goals. If you have any questions regarding the application for your benefits, remaining entitlement, or any other general benefits questions, please contact the Veteran's Affairs Office of the Philadelphia Education Department at 1.888.GI-BILL-1 (1.888.442.4551) or visit www.gibill.va.go .

Below are some of the different benefits available:

- Chapter 33 – Post 9/11 GI Bill ®
- Transfer of Post 9/11 GI Bill ® Benefits to Dependents (TEB)
- Chapter 30 – Montgomery GI Bill ® - Active Duty
- Chapter 31 – Vocational Rehabilitation
- Chapter 35 – Dependents Educational Assistance

You may be eligible to use VA educational benefits at Gratz College. If you are, you must select which benefit to receive. You cannot receive payment for more than one benefit at a time. If you are eligible for more than one benefit, you should contact the VA to discuss your educational plans.

VA Student Responsibilities:

- Be accepted for enrollment to a degree program or be currently enrolled in a degree program at the Gratz College.
- Submit the Certificate of Eligibility provided to them by the VA to Gratz College's School Certifying Official (SCO).
- Submit a written request (finaid@gratz.edu) to be certified by Gratz College's SCO for each semester of enrollment. The SCO will submit enrollment, tuition and fee information for each semester of enrollment to the VA.
- It is the responsibility of the VA student to provide the SCO with any changes to enrollment (add, drop, withdraw from a course) each semester on a timely basis. This can be done by emailing the SCO at finaid@gratz.edu.

- Whenever you add, drop or withdraw from a course, it may affect your VA benefits. The VA will notify you if the change in enrollment resulted in a debt to the VA. You will be responsible for paying any debt back to the VA.
- Gratz College will hold a student responsible for any portion of tuition and other fees not covered by the VA.

In accordance with Title 38 US Code 3679 subsection (e), Gratz College adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while payment to the institution is pending from the VA.

Gratz College will not:

- Prevent nor delay the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources available to other students who have satisfied their tuition and fee bills to the institution, including but not limited to access to classes, libraries, or other institutional facilities.

Gratz College's School Certifying Official:
Jeanne Cavalieri-Grover
VA Certifying Official / Director of Financial Aid
Gratz College
Office: 215.635.7300 x102
finaid@gratz.edu

Financial Aid Award Notification
If a student meets all eligibility requirements and all required documentation is received (including verification documents, if necessary) and the student's financial aid file is complete, then the amount of the grant and loan eligibility will be calculated by the Financial Aid Office according to federal regulations. The student will receive (via email) their financial aid award letter which contains the amount their financial aid eligibility for the academic year, along with disbursement dates for each semester. A student must return a signed copy of their financial aid award letter to the Financial Aid Office before their financial aid funds can be disbursed.

Revision of Financial Aid Award Letter
There may be instances that warrant a change or recalculation to your original financial aid awards. The Financial Aid Director may review a student's circumstances, make an adjustment to an award and revise the disbursement dates. The student is notified of the change and is also given a copy of the revised financial aid award letter.

Continuance of Financial Aid
Students must apply for financial aid each academic year. The types of aid awarded, and the amount of aid eligibility will be dependent upon the availability of institutional funds, demonstration of financial need as defined by filing the FAFSA and if the student has met the

Satisfactory Academic Progress policy. Receiving funds during one academic year is not a guarantee of the same award in future years.

Disbursement Procedures
The financial aid award letter contains the student disbursement dates for the academic year. A disbursement report is generated by the Financial Aid Director and given to the Business Office each semester indicating the name of the students receiving funds, the amount of the Pell Grant and/or federal loan disbursements and the date of the payment. Once the Business Office receives the disbursement report, they apply the funds directly to the individual student accounts. The Business Manager will the request the funds through the G5 system. The funds are electronically deposited into a designated account. Funds are not drawn down from G5 until after they are disbursed to the student's account. Gratz College never holds funds past 3 business days. The Business Office issues refund checks to students if their financial aid exceeds tuition and fee charges for the semester. All refund check are issued within 14 days of the disbursement date and mailed to the student's home address on file.

Financial Aid Eligibility Requirements
All students must meet the following criteria to receive Federal Student Aid:

- be fully accepted into an eligible program
- be enrolled at least part-time
- be a U.S. citizen or eligible non-citizen
- have a valid Social Security Number (SSN)
- have a high school diploma or equivalent
- meet Satisfactory Academic Progress (SAP)
- not currently in default on a federal student loan and do not owe money on a federal grant

Citizen or Eligible Non-Citizen
To receive federal student aid the student must have a valid Social Security Number and be a:

- U.S. citizen;
- A U.S. national (includes natives of American Samoa or Swains Island), U.S. permanent resident (who has an I-151, I-551 or I-551C [Permanent Resident Card]), or an individual who has an Arrival-Departure Record (I-94) from U.S. Citizenship and Immigration Services (USCIS) showing one of the following designations:

    - "Refugee"
    - "Asylum Granted"
    - "Cuban-Haitian Entrant (Status Pending)"
    - "Conditional Entrant" (valid only if issued before April 1, 1980)
    - Victims of human trafficking, T-visa (T-2, T-3, or T-4, etc.) holder
    - "Parolee" (You must be paroled into the United States for at least one year and you must be able to provide evidence from the USCIS that you are in the United States for other than a temporary purpose and that you intend to become a U.S. citizen or permanent resident.)

The student is NOT eligible for federal student aid if:

- They are in the U.S. on an F-1, F-2 or M-1 student visa;
- They are in the U.S. on a J-1 or J-2 exchange visitor visa;
- They are in the U.S. on a B-1 or B-2 visitor visa;

- They have a G series visa (pertaining to international organizations);
- They have an H series or L series visa (allowing temporary employment in the U.S.);
- They have only a Notice of Approval to Apply for Permanent Residence (I-171 or I-464),
- They have an I-94 stamped "Temporary Protected Status".

Default/Overpayment Status
A student who is defaulted on federal loans or who is in Pell grant overpayment status is not eligible for further Title IV assistance unless satisfactory arrangements for repayment are made. Students in default on loans must have a letter from the holder of the loan stating that the student has made satisfactory repayment arrangements and is eligible for Title IV funds. The Financial Aid Director must receive a new Institutional Student Informational Record (ISIR) and National Student Loan Data System (NSLDS) report showing that the default status has been resolved before any funds may be disbursed.

Statement of Educational Purpose
All applicants must sign a statement on the FAFSA verifying their educational purpose (using Title IV funds only to pay the cost of attending an institution of higher education or educational related expense) and the accuracy of information provided on the FAFSA.

Student Right-to-Know and Responsibilities of Financial Aid Recipients
Student Right-to-Know:

- The institution's accrediting and licensing organizations
- All programs offered and detailed information regarding each program of interest
- Information about the school
- Information on the school's admissions policy
- Cost of Attendance
- Information on financial aid, including eligibility, application, and methods of disbursement
- Information on a consistent needs analysis system to evaluate families in an equitable manner
- Information on students' rights under FERPA
- How Satisfactory Academic Progress (SAP) is determined, including eligibility and appeals
- The institution's refund policy and Return to Title IV policy
- The institution's annual Campus Security Report
- Completion/Graduation, Retention, and Placement Rates
- Drug and alcohol policiesGrievance Procedures
- Non-Discrimination Policy
- Copyright Infringement
- Constitution Day
- Voter Registration, & Vaccination Policies

Student Responsibilities:

- Complete the required paperwork requested by the Financial Aid Office in a timely manner
- Return a signed copy of their financial aid award letter each academic year

- Use financial aid funds for educational related expenses
- Be aware that grant or scholarship amounts received in excess of qualified educational expenses could be subject to taxation
- Report all outside aid (such as grants, scholarships, tuition reimbursement) to the Financial Aid Office
- Recognize that students, as well as parents, have a responsibility to help pay for their education
- Maintain Satisfactory Academic Progress (SAP)
- Report changes in enrollment to the Financial Aid Office
- Notify the Financial Aid Office before you withdraw from Gratz College
- Notify the Financial Aid Office before you drop classes, this may impact your eligibility
- Return to Title IV any received funds the student is determined ineligible for
- Read directions thoroughly, complete all applications accurately, & comply with all deadlines
- Ask questions if you don't understand the financial aid process

Academic Year

The academic year is divided into three semesters: fall, spring and summer. The fall semester typically begins in early September and ends in late December. The spring semester begins in mid-January and ends in May. The summer session begins in June and continues through August. The Gratz College academic year typically consists of 16-week semesters for fall, spring and summer. Specific dates are posted in the academic calendar.

A regular Undergraduate academic course load:

6 to 8 credits = ½ time enrollment
9 to 11 credits = ¾ time enrollment
12 and > = fulltime enrollment

A regular Graduate academic course load:

4.5 to 8 credits = ½ enrollment
9 and > = fulltime enrollment

A regular Doctoral academic course load:

3 to 5 credits = ½ enrollment
6 and > = fulltime enrollment

Class Year Defined by Credits for Financial Aid

A student's grade level classification for financial aid is determined according to the number of credits he/she completes. Such classification is based on the following:

For Undergraduates: *

0-23 credits	freshman
24-47 credits	sophomore
48-71 credits	junior
72+ credits	senior

For Graduates:

0-17 credits	Graduate Level A
18-35 credits	Graduate Level B
36-53 credits	Graduate Level C

54+ credits Graduate Level D

*Successful completion of a total of 120 credits is required for Undergraduate graduation.

Explanation of Verification
Verification is the process of checking the accuracy of information submitted by applicants when they apply for financial aid. Students selected by the Secretary of the U.S. Department of Education, will be required to verify the accuracy of family financial information and other data before any Title IV funds are disbursed.

Selection of Financial Aid Applications to Be Verified
If a Pell Grant application is selected by the Central Processing System (CPS) for verification, an asterisk will appear by the SAI, and comments will appear on part one of the SAR and page one of the ISIR addressing the verification requirements. Even though schools have the authority to verify any applicant, Gratz College only verifies those applicants who are chosen by the federal processor or those who have conflicting information comments. It is the policy of Gratz College to verify all CPS selected applicants and all students who have conflicting information. All student financial aid records and documentation are confidential. Students who are selected for verification by the processor or by the Financial Aid Office in cases of conflicting information will be notified in writing and must submit supporting documentation.

Policy for Verification
Verification is a requirement of the U.S. Department of Education and is the process of confirming information submitted on the Free Application for Federal Student Aid (FAFSA). Applicants should be aware that this federal regulation requires them to submit tax data and other requested information to the Financial Aid Office before the processing of student loans and/or the awarding of funds. Students must submit the required information to complete the verification process within 14 days of the request from the Financial Aid Office.
Documents Required:

- Verification Worksheet
- Number of household members
- Number in college
- Proof of all income reported on the FAFSA (IRS Tax Return Transcripts, W-2, etc.)
- For dependent students: IRS Tax Transcript from the student and the custodial parent(s)/stepparents (if applicable) from the appropriate tax year (as determined by the US Department of Education) and all W-2 forms.
- For independent students: IRS Tax Transcript from the student (and spouse's if
- applicable) from the appropriate tax year (as determined by the US Department of Education) and all W-2 forms.
- Other documentation may be required to verify discrepancies

The Financial Aid Office may also request the following:

- Proof of high school completion status
- Proof of identity/Statement of Educational Purpose

Please Note: Data can be transferred to the FAFSA using the IRS's Direct Data Exchange (DDX), which automatically populates your tax information. For the 2024–25 and 2025–26 applications, granting consent to the DDX is a mandatory step for most applicants and is required for federal student aid eligibility. If the student and/or parent used the DDX tool to transfer their

income from the IRS onto the FAFSA, they are not required to submit their IRS Tax Return Transcripts. If the student and/or parent did not use the DDX, they must request a "Tax Return Transcript" (do not request the IRS "Tax Account Transcript") directly from the IRS. The IRS Tax Return Transcript can be requested by calling 1-800-908-9946 or online at https://www.irs.gov/individuals/get-transcript.

If the student or custodial parent or stepparent (if applicable) did not file a federal tax return, they must provide documentation from the IRS that indicates that an IRS income tax return was not filed. Confirmation of non-filing can be obtained from the IRS using form 4506-T and checking box 7 (Allow at least 10 business days to process your request), or by calling 1-800-908-9946.

Exclusions
Listed below are certain circumstances where students do not have to complete verification. The Financial Aid Office must identify and document in the financial aid file why the student is not required to complete verification.

1. An applicant died during the award year.

2. A resident of Guam, American Samoa, the Northern Mariana Islands, the Federated States of Micronesia, and the Trust Territory of the Pacific Islands (Palau).

3. Additional circumstances:

    - Certain spouse or parent status unavailable
    - A student who is incarcerated.
    - Spouse or parent is deceased, mentally or physically incapacitated
    - Residing outside the United States and cannot be contacted
    - The spouse or parent cannot be located because the address is unknown
    - The applicant is a recent immigrant
    - A student does not receive Title IV funds.

Verification Time Frames
When a student is selected for verification, they will be notified by the Financial Aid Office of their selection. In general, the student will have 14 days to provide the necessary documentation and complete the verification process. If there are unusual circumstances that delay the process, they must be noted in the student file. If the student does not comply with this time frame, no financial aid will be disbursed.

If any information needs to be corrected or updated on the FAFSA, due to the results of verification process, the Financial Aid Office will make the necessary changes online. If the student needs to make any updates due to the verification process, they will be notified via email to go online and make the changes within 14 days. In the event that an award changes due to the results of the verification process, the student will be notified via email of such changes.

Consequences of Failure to Complete Verification
If a student fails to complete verification by the required deadline, all financial aid will be canceled. Any requests for reinstatement must be made in writing to the Financial Aid Office and there is no guarantee that all aid can be reinstated.

C - Codes

An actionable comment code (C-Code) on the FAFSA must be resolved before awarding aid. The student will be notified upon receiving the ISIR of the need to supply additional documentation. This documentation will be reviewed to determine if the issue(s) may be resolved. Common messages that require documentation for resolution include but are not limited to:

▪ Social Security Administration (SSA): The student is required to submit a copy of the social security card confirming the name and SSN, or to correct the FAFSA if errors were made during the initial FAFSA filing.

▪ Citizenship: The student is required to submit a copy of his/her U.S. Passport, Certificate of Naturalization, or a copy of U.S. birth certificate showing birth abroad and confirmation of citizenship status.

▪ Department of Homeland Security (DHS): If the Department of Homeland Security could not verify the student's citizenship, the student must submit additional information for citizenship confirmation. Eligible non-citizens with A numbers not passing secondary confirmation by Homeland Security must submit unexpired immigration status verification documentation to the Financial Aid Office. The Financial Aid Administrator will complete the form G-845 and make a copy of all relevant information to support the immigration status. The information is sent to DHS for review. No financial aid is awarded until we have received confirmation back from DHS regarding the student's eligibility for financial aid or until 15 business days after the date of documentation was sent.

▪ Unusual Enrollment History (UEH): According to Dear Colleague Letter GEN-13-09, the purpose of the UEH Flag is to identify instances of potential fraud and abuse of the Federal aid programs. A review of aid received, and classes taken over the past four years is required. Eligibility for all other Title IV aid is either approved or denied based on the results of this review and evaluation. Applicants are notified of the decision.

Policy for Dependency Status Overrides

On an individual, case-by-case basis, the Financial Aid Director may exercise Professional Judgement to change a students' status from dependent to independent by reason of unusual circumstance. The reason for the decision must be carefully documented in the student's file. Examples of such special circumstances may include but are not limited to abusive family situation or documented proof that the student has lived separately from the parents for a prolonged period of time and has received no financial support from the parents for that period of time. Professional Judgement should not be used simply because a parent is unwilling to provide his/her information.

Policy for Use of Professional Judgement

The Free Application for Federal Student Aid (FAFSA) does not provide families with a place to explain special circumstances affecting their ability to pay for the student's education. The Federal Need Analysis Methodology is a rigid formula with no provisions for exceptions. To remedy this, Congress, through The Higher Education Act (HEA) of 1992, delegated to school's financial aid administrators to make professional judgment decisions when there are special or unusual family or student circumstances that may call for adjustments in determining a student's eligibility for financial aid. Circumstances requiring professional judgment will be analyzed on a case-by-case basis and will be documented.

Professional judgment refers to the authority of a school's financial aid administrator to make adjustments to the data elements on the FAFSA. The Director of Financial Aid may exercise

professional judgment and change elements in the federal need analysis to account for circumstances that he/she feels have not been adequately considered in the original FAFSA. The Director of Financial Aid has the final authority in making professional judgment decisions. There is no appeal. By law, neither the school's president nor the U.S. Department of Education can override the financial aid administrator's decision. (Higher Education Act of 1965, Sections 479A and 480(d) (7).

Circumstances that may warrant a professional judgment decision include, but are not limited to the following:

1. Parent's death or divorce for dependent students; death of or divorce from spouse of independent students.
2. Significant loss of income/loss of employment
3. Loss of untaxed income/benefits (e.g., disability, child support, or other benefits)
4. Excessive medical expenses (not covered by insurance)
5. One-time taxable income used for life changing event (e.g., IRA, pension distribution).

The U.S. Department of Education permits institutions to include in a student's Cost of Attendance (COA) the purchase of a computer for educational use. The Financial Aid Office will include this expense by increasing the student's Cost of Attendance, upon request, and according to the following policy:

- The maximum allowance for purchase of a computer is $3,000, which may include the cost of a printer and maintenance contract.
- A student may receive this allowance only once as an undergraduate and once as a graduate student.
- Additional purchases of software, printer supplies, online service fees etc. will be assumed under the allowances already included in the COA for books and supplies.
- In order to have the cost of the purchase of a computer added to COA, the student must provide a dated, itemized estimate of the cost of the proposed purchase.

Students that believe his/her circumstances may qualify for a professional judgment will need to complete the following steps. All special circumstances are evaluated on a case-by-case basis and must be documented. Professional judgment adjustments may increase or decrease a student's Estimated Family Contribution (EFC). Specified adjustments may be made to data elements, but not to the formula. Any adjustments made to the FAFSA, as a result of a request for a professional judgment decision, may delay or change the financial aid package.

1. Students must complete the Free Application for Federal Student Aid (FAFSA) prior to submitting a request for professional judgement. Special circumstances will be considered only after the school has received a valid Student Aid Record (SAR). If the student has been selected for verification, the school must complete the verification process before considering any special circumstances.
2. Students must submit in writing the special circumstances that may warrant a professional judgement.

3. Students must provide documentation that supports the request for a professional judgement due to special circumstances. Students should make every effort to obtain documentation; any missing documentation may cause the request to be rejected.
4. Students must submit the written document, along with any supporting documentation to the Financial Aid Office.
5. The Director of Financial Aid will review all documentation and make a determination. The decision is final and not subject to appeal. Students will be notified in writing of the decision.

Policy Regarding Treatment of Outside Scholarships
The following policy is regarding the treatment of outside scholarships and grants. It is applied consistently to all financial aid recipients and protects the institution against "over awards" and potential federal liability in the administration of federal financial aid monies. Upon notification of an outside scholarship or grant, the funds are added into the recipient's financial aid package.

1. If the amount of the scholarship or grant does not exceed their "unmet need", the scholarship will simply be recorded on the student's account and in their file, and no modification of their award will be made.

2. If the amount of the scholarship or grant does exceed their "unmet need", their financial aid package will be decreased in Federal Direct Loans.

Return of Title IV Funds
If a student completely withdraws from the College and has utilized Federal Title IV Funds (e.g. Federal Pell Grant, Federal Direct Loan, Federal Direct Parent Loan for Undergraduate Students or Graduate Student (PLUS) during the semester in which they withdraw, the College will observe the federally mandated process in determining what, if any amount of money must be returned to the federal program(s). All unearned Title IV funds must be returned to the Department of Education within 45 days of the date of the student's withdrawal from Gratz College.

Students that receive federal student aid may be subject to a Return of Title IV (R2T4) calculation if the student is determined to be withdrawn for the semester. The calculation is used to determine the percentage of aid that a student has earned based on the amount of time the student has attended classes. A student that is determined to have attended more than 60 percent of the semester is considered to have earned their financial aid. For a student that is determined to have attended 60 percent or less, the calculation will determine the percentage of financial aid that is unearned. Unearned financial aid may include a portion that Gratz College must return to the respective program, and there may be a portion that the student must return directly to the program.

Students who intend to withdraw from the College must complete the process as outlined in the Student Handbook under the Academic Policies section. In cases where a student has received federal financial assistance during that semester, the Financial Aid Office will determine what, if any adjustment must be made. The remaining amount must be returned in the following order:

_ Federal Direct Unsubsidized Loan
_ Federal Direct Subsidized Loan

_ Federal Direct PLUS Loan
_ Federal PELL Grant
_ Federal SEOG
_ Other Title IV Aid

NOTE: Refunds as a result of an official withdrawal or leave of absence will be made in accordance with the College's refund policies which appear in the Refund Policy section of the Academic Catalog.

Once the Return to Title IV Funds calculation has occurred, the Financial Aid Office will notify the student of the results of the calculation and the aid that was returned. The Business Office will notify the student of any outstanding balance now due to the College as a result.

Institutional Refunds
For all students except for M.A. Ed. Students, refund of tuition is allowable on the following terms:

Students may drop and add courses as required until the end of the drop/add deadline listed in the Academic Calendar. Individuals will be held financially obligated for those classes that are not dropped within the timeframe outlined above. Fees are not refundable.
If a student withdraws from one or more courses after the drop/add deadline but remains enrolled in at least one course, no refunds will be granted. If a student withdraws completely from all courses for the semester, the student will receive a refund according to the following schedule:

- Before drop/add deadline - 100% tuition refund.
- After drop/add deadline - no fees or tuition refunded.

The effective date of withdrawal is the date on which a written statement of withdrawal is received by the Office of Academic Affairs. Failure to attend class is not a withdrawal and students will not receive adjustment of charges if they do not attend class.

For M.A.Ed. Students only:
Tuition balances are due no later than 3 business days prior to the start of the course.
A $25 administrative charge will be assessed for withdrawals made prior to the published course registration deadline. For face-to-face courses, no refunds will be made after the first 3 hours of class. For online courses, no refunds will be made as of the Wednesday after the published class start date.

Satisfactory Academic Progress (SAP) Policy
Satisfactory Academic Progress (hereafter referred to as SAP) means a student must be proceeding in a positive manner toward fulfilling graduation requirements in a specific length of time. Students must be enrolled full-time or half-time, in good standing, and making satisfactory progress according to the institutional standards before receiving Title IV assistance.

There are three parts to the Satisfactory Academic Progress requirement:

1. Qualitative Standard - Grade Point Average (GPA)

2. Quantitative Standard – Credits Earned
3. Maximum Time Frame

Students must comply with all three requirements to remain eligible for aid, as explained in the following:

1. **Qualitative Standard - Grade Point Average (GPA) -** Satisfactory Academic Progress regulations require that students maintain a minimum cumulative grade point average (GPA) in order to remain eligible for financial aid. Undergraduate students must maintain a minimum cumulative grade point average of 2.0. Graduate and Doctoral students must maintain a minimum cumulative GPA of 3.0.

2. **Quantitative Standards – Credits Earned -** Satisfactory Academic Progress regulations also contain a quantitative component, meaning that students are required to make steady progress toward their degree by completing at least two-thirds (67%) of all their attempted cumulative credit hours in the program. For example, if a student is enrolled in their second academic year and has earned 25 credit hours out of 36 cumulative attempted credit hours, then the rate of progression in the program is 69.4%.

3. **Maximum Time Frame** - Satisfactory Academic Progress regulations also contain a maximum timeframe component. All students are expected to complete their degree programs within the defined maximum program completion time, which should not exceed 1 ½ times (150%) the normal time frame. Gratz College defines the normal time frame as the length of time it would take an average student to complete the total program credits listed in the Academic Catalog.

Measuring Academic Progress

All academic transcripts are reviewed by the Financial Aid Office at the end of each academic year Measurement begins with the fall semester and ends with the last summer session. All financial aid applicants are subject to the Satisfactory Academic Progress Standards regardless of whether or not they received financial assistance previously.

When the Minimum Standard of Academic Progress is Not Achieved

A student who does not make satisfactory academic progress will be placed on financial aid suspension until the requirements are met. During this suspension, a student is denied federal financial aid. The student will be notified in writing of the financial assistance suspension. A student who is denied assistance will be considered for reinstatement of their financial aid when standards have been achieved.

Reinstatement of Financial Aid

Reinstatement is not automatic. Once financial aid has been discontinued, it will be reinstated provided:

1. The student has successfully achieved the required cumulative grade point average and number of credits (see qualitative and quantitative standards).
2. The student has requested reinstatement in writing.

Appeals

If a student has failed to achieve satisfactory academic progress, the student can appeal the decision to the Financial Aid Office. The appeal must be submitted in writing and specify the extenuating circumstances which prevented the student from achieving satisfactory academic progress. The following types of special circumstances may be considered when a student appeals, such as: injury or extended illness of the student, death in the family, or a change in educational objectives. The Financial Aid Office may request additional documentation and/or require a personal interview with the student.

If a student appeals their SAP and the appeal is approved by the Financial Aid Office, then Title IV program assistance will only be awarded for one probationary period. If SAP is not successfully achieved at the end of that probationary period, then the student is no longer eligible to participate in the Title IV programs.

Gratz Scholarships

Gratz College scholarships are made possible through the generous gifts of alumni, parents, faculty, staff, and friends of Gratz College. Qualifications for these scholarships are based on many factors including financial need and criteria specified by the donors. Scholarship awards are granted by the Institutional Scholarship Committee.

Applicants, accepted students, and current students are eligible to apply for scholarships and fellowships. Scholarship recipients may be notified in their acceptance letters from the admissions staff or separately from the Office of Institutional Advancement.

To be considered for scholarships at Gratz College, you must:

- Complete the current Free Application for Federal Student Aid form (FAFSA). You can complete the FAFSA online at **https://studentaid.gov/h/apply-for-aid/fafsa**. Be sure to designate Gratz College to receive your FAFSA results (Federal School Code: **004058**). Failure to complete the FAFSA will delay your application. *International students are not required to complete the FAFSA but should offer additional information on financial circumstances which have prompted them to request financial assistance.*

- Also submit the Gratz College online Scholarship Application. Applications will be reviewed by the Institutional Scholarship Selection Committee, and each applicant will receive a decision letter. Scholarship applications should be submitted as soon as possible after the program application has been submitted. Applicants should find a link to the scholarship form on their admissions checklist once their online application has been processed by the admissions staff. The deadline for scholarship applications is one month before the beginning of the requested start term.

- Successfully complete the program admissions process to have your scholarship application reviewed and considered by the Scholarship Committee.

Students who successfully complete the admissions process and are awarded a scholarship will have their scholarship award applied directly to their Gratz College tuition bill, according to the terms designated in their award letter, once they register for courses. For more information contact the Office of Enrollment Management **admissions@gratz.edu.**

Gratz College Policy for the Renewal of Scholarships
All scholarship recipients must maintain at least a cumulative 3.0 GPA and earn at least 67% of the attempted credit hours for the fall, spring and summer semesters combined to remain eligible for scholarships awarded through the Admissions Office. Scholarships may be subject to other requirements for renewal.

1. **Grade Point Average (GPA):** The Satisfactory Academic Progress regulations require that students maintain a minimum cumulative grade point average (GPA) in order to remain eligible for financial aid. Graduate and Doctoral students must maintain a minimum cumulative GPA of 3.0.

2. **Quantitative Standards Cumulative (Overall) Progress:** The Satisfactory Academic Progress regulations also contain a quantitative component, meaning that students are required to make steady progress toward their degree by completing at least two-thirds (67%) of all their attempted credit hours. For example, if a student attempts 9 credit hours in a semester, he or she would be expected to satisfactorily complete at least 6 credit hours to comply with the minimum quantitative standards.

The cumulative GPA includes all courses taken through Gratz College. Attempted credit hours are defined as any credit hours for which a student is enrolled after the drop/add period has ended. Earned credit hours are defined as any credit hours for which a student earns a passing grade. Review will take place each year after summer grades are finalized in August. Any break in enrollment without an approved Leave of Absence (LOA) from the Registrar's Office may result in the loss of scholarship.

If a student does not meet the criteria to renew their scholarship, they will be notified in writing about the cancelation of their scholarship. A student may submit an appeal if they have experienced significant, extenuating circumstances. The Scholarship Committee will review the appeal and send the student a written notification of their decision.

Scholarship recipients have 3 years to register for all courses in their degree (including final projects, theses, capstones, proposals, and dissertations). Once a student reaches the maximum timeframe, the student will be ineligible to receive additional scholarship funds.

FERPA and the Financial Aid Office
Gratz College's Financial Aid Office complies with the Family Educational Rights and Privacy Act (FERPA). The Family Educational Rights and Privacy Act of 1974 (FERPA) protects the privacy of student records by requiring prior written consent before disclosing personally identifiable information to a third party. It applies to all colleges and universities that receive funding from the federal government.
Records created and maintained by the Financial Aid Office are considered to be educational records and may not be disclosed without the student's consent. This includes at least all of the following records:

- Records relating to eligibility and disbursement of Federal student aid funds
- Student account records, student ledgers
- Financial aid applications

- SAR's and ISIR's
- Documentation of professional judgment decisions
- Documentation relating to a refusal to certify Federal education loans
- Financial aid history information (for transfer students)
- Cost of attendance information, including documentation relating to any adjustments
- Satisfactory Academic Progress (SAP) documentation
- Documents used for verification
- Entrance and exit counseling records
- Financial award letters

Educational records include any materials received from the student and/or parents. It also includes any records that were used to make decisions about the student. Only those records that are directly related to the student are considered to be educational records.

Information Security Policy and Procedure
Gratz College is committed to maintaining reasonable and appropriate administrative, technical, and physical safeguards to ensure the integrity and confidentiality of federal student aid information. All student financial aid records are collected, accessed, processed, used, transmitted, stored, and disposed of by the Financial Aid Director. Access to this information is restricted to the Financial Aid Director and other authorized personnel or as requested by independent auditors during annual reviews to ensure compliance with federal, state, and institutional policies. All student financial aid files are kept on-site in a locking cabinet within a locked room with access by authorized personnel only. Service providers for financial aid records are limited to the U.S. Department of Education's software programs: EDconnect, EDExpress, NSLDS and COD. Shredding of paper records is handled by authorized personnel only.

Cybersecurity and the Gramm-Leach-Bliley Act (GLBA)
As a post-secondary educational institution entrusted with student financial aid information, Gratz College continues to develop ways to address cybersecurity threats and to strengthen our cybersecurity infrastructure. Under the U.S. Department of Education's Program Participation Agreement and the Gramm-Leach-Bliley Act (GLBA) (15 U.S. Code § 6801), Gratz College protects student financial aid information, with particular attention to information provided by the U.S. Department of Education or otherwise obtained in support of the administration of the Title IV Federal student financial aid programs. This includes, but is not limited to, developing, implementing, and maintaining a security program, limiting access to authorized users, and conducting risk assessments. The Information Technology (IT) Manager oversees Gratz College's cybersecurity program with limited access by other authorized personnel as needed.

Direct Loan Quality Assurance Policy
The Federal Direct Loan program regulations require schools to implement and document a quality assurance process to ensure that they are complying with program requirements and meeting program objectives.

In accordance with the Federal Direct Loan program, Gratz College has implemented and documented a quality assurance process to ensure we are complying with program requirements and meeting program objectives that ensures:

1. Reports loan origination records, disbursements records and adjustments to disbursements correctly to the Common Origination Disbursement (COD) system.
2. Disburses and returns loan funds in accordance with regulatory requirements.
3. Disburses the correct loan amount to the correct student.
4. Completes complete monthly reconciliation with reports from the Financial Aid Office and Business Office.
5. Handles Department of Education year end closeout.

Procedures:

1. The Financial Aid Office will import files into the EDExpress financial aid software system and review any origination and disbursement edit reports and response reports.

2. These reports will be reviewed by the Financial Aid Office for any reported errors.

3. Any errors will be corrected and resubmitted to COD.

4. All student records will be verified by the Financial Aid Office and if a correction is needed, the correction will be made.

5. Corrections to the student's record will be submitted to COD.

6. Corrections to the student's record will be verified by the Financial Aid Office.

7. Any return of student loan funds will be submitted back to the Department of Education through the adjustments made to student's loan record in EDExpress and if necessary through the G5 system.

8. The students' origination record will be decreased by the amount calculated per the Return to Title IV (R2T4) worksheet, if necessary.

9. An adjustment to the student's record will be made for the amount calculated through the R2T4 process, if necessary.

10. Verification of adjustment of funds made to the student record for R2T4 will be verified by the Financial Aid Office

11. Month-end Federal Direct Loan reconciliation will be completed by the Manager of Financial Reporting.

12. Year-end Federal Direct Loan program closeout will be completed by Financial Aid Office. The Financial Aid Office will receive the balance confirmation report from COD and verify that Gratz's ending loan balance agrees with COD's ending balance, which should be zero.

Default Prevention and Management Plan
Gratz College is committed to promoting student success by helping our students learn, graduate, obtain employment and demonstrate financial responsibility through the repayment of the funds

they borrow to finance their education. This default plan is structured for student success and will be implemented as a campus-wide initiative.

Gratz College is making significant efforts in the area of default prevention and debt management. The plan and its initiatives will be the key to the success of our default prevention and management goals.

Overview
Gratz College has determined that a campus-wide policy and effort is the underlying support for a successful default prevention program. Our college focuses not just on those students who are enrolled during a specific term and year, but rather on all students – new students, transfer students, alumni, and those students who withdraw without completing their education at Gratz College.

The Financial Aid Office will include the following information regarding responsible borrowing and default prevention:

1. Current overall loan debt in the United States
2. Average loan debt among graduates
3. Average borrowing rate among graduates
4. How additional semesters (longer degree completion times) can affect overall loan debt
5. Satisfactory Academic Progress (SAP) and its effects on student completion
6. Basic information regarding common barriers to successful repayment

The inclusion of this information has the intent of giving students the ability to consider their overall financial plan while enrolled at Gratz College.

Enrollment Efforts
Our Default Prevention and Management Plan focuses on constant communication with our students while they are still enrolled. It is during this crucial time that student involvement should be encouraged. Gratz College's goal is to ensure that students are active in their communication with financial aid staff and loan services, aware of their debt and prepared to take on future financial responsibility.

Entrance Counseling
Before a student can borrow a Federal Direct Loan, he or she must complete an online Entrance Counseling session. The Federal Government requires the student to complete an Entrance Counseling session to ensure that they understand their rights, responsibilities and obligations they are assuming as a student loan borrower.
Entrance Counseling can be completed online: https://studentaid.gov/entrance-counseling/

Exit Counseling
Exit Counseling provides important information to prepare students to repay their federal student loan(s). Gratz College's Default Prevention and Management Plan requires Exit Counseling to students who:

- Drop below half-time enrollment
- Graduate

- Leave school

Exit counseling can be completed online: https://studentaid.gov/exit-counseling/

Enrollment Reporting
Gratz College recognizes that timely and accurate enrollment reporting to NSLDS is required by regulation and promotes school and student success. Gratz College also believes that there is a correlation between late or inaccurate enrollment reporting and loan defaults. Accurate reporting activity ensures that borrowers receive their full grace period and further ensures that contacts from the loan servicer, such as correspondence and telephone calls, occur in the appropriate timing and sequence.

Default Management Plan Evaluation
On a yearly basis, Gratz College will review the current Default Management Plan to determine what works well and what does not. Gratz College will evaluate plans used by similar institutions to reevaluate the effectiveness of its own plan. Default prevention and debt management is a college-wide initiative. Consequently, efforts are being administered by Gratz College to provide our students with a comprehensive and effective default management program. This is part of our formula for student success, and we will continue to work diligently to assist our students in making sound investments in their education.

What is Default?
Default is the failure of a student loan borrower to make installment payments when due, or to meet other terms of the signed promissory note. If you default on your Federal student loan, the entire balance of the loan (principal and interest) becomes immediately due. This is called acceleration. Once your loan is accelerated, you no longer have access to deferment or forbearance options or a choice of repayment options. In addition, if you do not make repayment arrangements with the holder of your loan - the U.S. Department of Education (ED), a guaranty agency and comply with the terms of the repayment arrangement, your loan holder loan may place your loan with a collection agency.

Default Management is here to assist you.
Jeanne Cavalieri-Grover, Director of Financial Aid
Lovisa Woodson, Financial Aid Assistant
Email: finaid@gratz.edu
Phone: 215-635-7300 x157
Phone: 215-635-7300 x102

Paying for College
Federal student loans are an investment in your future. Before you take out a loan, it's important to understand that a loan is a legal obligation that makes you responsible for repaying the amount you borrow with interest. Even though you don't have to begin repaying your federal student loans right away, you shouldn't wait to understand your responsibilities as a borrower. Students usually pay back the money when they are no longer in school or become enrolled less than half-time. Students are not required to pay for any loans while in school. However, interest can be paid on an unsubsidized loan while in school, if the student elects to do so.

- Federal Student Loan Program - under this program, the U.S. Department of Education is your lender.
- Three types of Federal Direct Loans:
    - Direct Subsidized Loan - available to students who meet certain financial need. The Federal government pays the interest on the loan while you are in school. Available to eligible undergraduate students who demonstrate financial need to help cover the costs of higher education at a college.
    - Direct Unsubsidized Loan - available to students regardless of financial need. Students are responsible for the interest that accumulates on the loan. Available to eligible undergraduate, graduate, and professional students, but eligibility is not based on financial need.
    - Direct PLUS Loan – available to graduate or professional students and parents of dependent undergraduate students to help pay for education expenses not covered by other financial aid. Eligibility is not based on financial need, but a credit check is required. Borrowers who have an adverse credit history must meet additional requirements to qualify.

Financial Basics
By learning financial basics while in college, you will be able to understand how to manage your money now. Default Management is available to assist students to provide counseling on financial basics.

You can learn to:

- Borrow wisely.
- Live with a budget.
- Handle debit cards, credit cards, and checking accounts.
- Prevent identity theft and avoid short-term financial fixes.
- Set goals and save for the future.
- Invest for the future.

Failure to repay your loans enters you into loan default. Avoid default and work with your loan servicer in the event that you encounter repayment problems.

Loan default can result in the following consequences:

- Your entire outstanding loan balance becomes due and payable immediately.
- Your default will be reported to national consumer reporting agencies and will affect your ability to obtain other consumer credit for up to seven years.
- Your federal and state income tax refunds or other government benefit payments may be withheld.
- You will lose deferment, loan forgiveness, and repayment options.
- Your wages may be garnished.
- You will be ineligible to receive any further federal and state financial aid.

Resources to Assist Borrowers
As you repay your student loan(s), you should be aware of additional resources to assist you. You have repayment options: https://studentaid.gov/manage-loans/default/get-out

Students can make monthly installments toward the repayment of student loans. Different repayment plans are available to fit your budget or situation. Speak with the Financial Aid Office or loan servicer about options that are available.

NSLDS for Students

The National Student Loan Data System (NSLDS) is the U.S. Department of Education's central database for student aid. It receives data from schools, agencies that guaranty loans, the Direct Loan program, the Pell Grant program, and other U.S. Department of Education programs. NSLDS provides a centralized, integrated view of Title IV loans and Pell grants that are traced through their entire cycle from aid approval through closure. Students can access loan and grant information by logging into StudentAid.Gov and viewing their Dashboard.

You can also call the Federal Student Aid information center at 1.800.433.3243 for additional information. If you have a dispute with your school, or servicer of your student loan(s), and you've been unable to resolve the issue, you may contact the U.S. Department of Education's Federal Student Aid Ombudsman's office at 1.877. 557.2575.