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SYSTEM: HSHS	**MANUAL(S): HSHS St. John's College Policies**
TITLE: Financial Aid Policy	**ORIGINATING DEPARTMENT: St. John's College**
EFFECTIVE DATE: 11/01/20245	**REVISION DATE(S):**
SUPERCEDES: Local ministry handbooks/catalogs/policies adopted prior to the effective date of this policy.	

Purpose:

This policy ensures compliance with federal and state financial aid regulations and promotes equitable and transparent financial practices at St. John's College of Nursing ("the College"). It details the eligibility criteria, disbursement timelines, refund processes, and payment plan options available to students receiving financial aid. The policy supports the College's mission by facilitating access to education through responsible management of student financial support and by ensuring institutional accountability in the administration of all aid programs.

Policy:

1. **Scope / Applicability**
   This policy applies to:
   a. All students enrolled in degree or certificate programs at St. John's College who apply for and/or receive financial aid.
   b. All College employees responsible for administering or overseeing financial aid programs and student billing processes.
2. **Definitions**
   a. Anticipated Aid: The total amount of financial assistance a student is expected to receive during a semester or academic year, including federal, state, institutional, and external aid. Anticipated aid does not represent finalized or disbursed funds until all eligibility and confirmation requirements are met.
   b. Affirmative Confirmation: The process by which the College verifies that a student is actively enrolled and academically engaged prior to the disbursement of federal, state, or institutional aid.
   c. Title IV: Federal student financial aid programs authorized under the Higher Education Act of 1965, including Pell Grants, Federal Direct Loans, and Federal Supplemental Educational Opportunity Grants (FSEOG).
   d. Satisfactory Academic Progress (SAP): The qualitative (GPA), quantitative (pace of completion), and time frame standards students must meet to maintain financial aid eligibility, as defined in the College's SAP Policy.
   e. Unusual Enrollment History (UEH): A federal flag indicating that a student has received aid at multiple institutions with limited academic credit earned, requiring additional review by the Financial Aid Office.
   f. Disbursement: The process by which approved financial aid funds are applied to a student's institutional account to pay tuition, fees, and other authorized charges.

g. Refund: Surplus financial aid returned to the student after tuition and fees are satisfied.
h. Last-Dollar Awards: Institutional awards, such as HSHS Education Assistance and HSHS Foundation Scholarships, that are applied only after all other forms of financial aid have been finalized and disbursed.

3. Policy Provisions / Requirements

a. Enrollment Requirements

i. Full-time enrollment (12 or more credit hours) is required for most institutional scholarships and full federal grant eligibility.
ii. Half-time enrollment (6 or more credit hours for undergraduate students; 5 for graduate students during fall/spring or 3 in summer) is required for Federal Direct Loan eligibility and most state aid programs.
iii. Students must attend at least one class session or participate in an academic activity in each course to confirm eligibility before disbursement (affirmative confirmation).

b. Affirmative Confirmation of Enrollment

i. Before any financial aid funds are released, the College will:
1. Verify enrollment in an eligible program and minimum required credit hours.
2. Confirm attendance or academic participation through faculty reporting.
3. Ensure all verification documentation, loan entrance counseling, and Master Promissory Notes (MPNs) are complete.
4. Confirm that the student is not subject to suspension or dismissal.
5. Financial aid disbursement will be delayed until all affirmative confirmation criteria are met.

c. Disbursement of Financial Aid

i. Federal and state aid will be disbursed no earlier than 10 days after the start of each semester once affirmative confirmation is complete.
ii. Institutional and foundation awards, including HSHS Tuition Assistance and HSHS Foundation Scholarships, are last-dollar awards. These funds will be applied approximately three months into the semester after all other aid sources have been finalized and disbursed.
iii. Aid is applied only to the term for which it was awarded.
iv. Refunds of excess aid (if any) are processed according to institutional refund procedures.

d. Cancellation or Adjustment of Aid

i. Students who withdraw before completing 60% of the semester may be required to return unearned funds in accordance with the Return to Title IV (R2T4) calculation.
ii. Students earning only non-passing grades may be subject to repayment if attendance cannot be verified.
iii. Institutional and state aid will be prorated and adjusted after federal returns are processed.
iv. Students considering withdrawal must meet with the Financial Aid Office to review potential impacts on aid and loan repayment.

4. Satisfactory Academic Progress (SAP)

a. Students must meet SAP standards as defined in the College's SAP Policy, including:
i. A minimum cumulative GPA requirement.
ii. Completion of at least 67% of attempted coursework.

iii. Completion of the program within 150% of the published length.

b. Failure to meet SAP results in loss of financial aid eligibility until satisfactory progress is reestablished.

5. Unusual Enrollment History (UEH)

a. Students flagged for UEH by the U.S. Department of Education will be reviewed individually.
b. The Financial Aid Office may request official transcripts or proof of earned credit.
c. Aid may be withheld pending documentation review.
d. Students denied aid due to UEH may regain eligibility after two consecutive successful semesters of enrollment.

6. Refunds and Excess Aid

a. Refunds (excess aid after tuition and fees) will be issued to students for educational expenses.
b. Students must complete the Consumer Authorization for Direct Payment via ACH (ACH Debits) form to receive refunds electronically.
c. Without ACH authorization, no direct deposit will occur, and refunds will be issued by check.
d. The ACH authorization remains active until canceled by the student with the Bursar's Office.
e. Financial aid awards will be recalculated after the add/drop period based on final enrollment.

7. Payment Plan

a. Tuition and fees are due by the first day of each semester.
b. Students may enroll in an optional four-payment installment plan (three payments for summer).

i.

Term	Installment Dates
Fall Semester	July, September, October, November
Spring Semester	December, February, March, April
Summer Term	May, June, July

ii. Enrollment in a payment plan does not defer financial aid documentation or disbursement requirements.

8. Adjustments and Communication

a. Awards may be adjusted if a student's enrollment changes, additional aid is received, or FAFSA data are corrected.
b. The Financial Aid Office communicates all award changes and disbursement updates through official College email and the student portal.
c. Students are responsible for monitoring communications and maintaining updated contact information.

9. Record Retention and Auditing

a. The Financial Aid Office maintains financial aid records in accordance with federal and state record retention regulations.
b. Records are retained for a minimum of three years from the end of the award year and are subject to internal and external audit.

i. Refunds (excess aid) are returned to the student for educational use.

10. Procedures / Implementation Steps

a. Verification and Affirmative Confirmation:
   i. The Financial Aid Office verifies enrollment, attendance, and documentation completion before authorizing disbursement.
b. Disbursement and Accounting:
   i. The Business Office applies funds to student accounts and processes refunds within federally required timelines.
c. Award Adjustments:
   i. Adjustments are made promptly for enrollment or eligibility changes, with written notification to the student.
d. Monitoring and Compliance:
   i. Annual audits and reconciliation of Title IV funds ensure ongoing compliance with U.S. Department of Education regulations.

11. Related Documents / References

a. St. John's College Satisfactory Academic Progress Policy
b. Title IV of the Higher Education Act of 1965
c. 34 CFR 668.1(c)- Student Assistance General Provisions
d. U.S. Department of Education Guidance on UEH
e. Federal Student Aid Handbook
f. College Catalog and Student Handbook
g. Consumer Authorization for ACH Debits Form