



Wesley College

Mission Statement

Wesley College is a United Methodist institution of higher education that seeks to be among the finest student-centered learning communities in the liberal arts tradition. Consistent with our Methodist heritage, the College affirms meaning and purpose in life through justice, compassion, inclusion and social responsibility that enhance community life and respect for the environment. Wesley College exists to liberate and empower its students with the knowledge, skills, ethical attitudes and capacity for critical thinking needed to achieve personal and professional goals and to contribute to the local and global society.

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September 2010

POLICIES & PROCEDURES MANUAL

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SECTION 1: MANUAL INTRODUCTION

Introduction to the Financial Aid Office

Address: Wesley College
Student Financial Aid Office
120 North State Street
Dover, DE 19901-3875

Campus Location: College Center
Third Floor
Room 326

Meet the Staff:

J. Michael Hall
Manager, Student Financial Aid
302-736-2483
J.Michael.Hall@wesley.edu

Howard Flamm
Financial Aid Coordinator
302-736-2494
Howard.Flamm@wesley.edu

Debi Ivy
Financial Aid Counselor
302-736-2338
Debi.Ivy@wesley.edu

Chet Long
Work Programs Coordinator
302-736-2417
Chet.Long@wesley.edu

Erneatka Webster
Financial Aid Counselor
302-736-2334
Erneatka.Webster@wesley.edu

Hours of operation: Monday-Friday 8:30am-4:30pm

Telephone Numbers: ☎: 302.736.2494
☎: 302.736.2594

E-mail address: financialaid@wesley.edu

Wesley College website: www.wesley.edu

Last updated: 06/05/2013

Purpose of the Financial Aid Office

Wesley College participates in Federal and state financial aid programs. The college also offers a number of institutional grants & scholarships to eligible applicants. The Financial Aid Office monitors, implements & coordinates all financial aid programs provided by the US Department of Education, states & Wesley College. This handbook is provided to inform students & parents about the federal & institutional programs. For state financial aid programs, the Financial Aid Office encourages students & parents to contact their home state's higher education office for more information.

Student Eligibility

To be eligible for federal financial aid programs a student must complete a Free Application for Federal Student Aid (FAFSA).

Once completed students must:

1. Be accepted for admission;
2. Be enrolled as a regular student, attending classes in a degree or certificate program;
3. Be a U.S. citizen or eligible non-citizen;
4. Meet the financial aid satisfactory academic progress policy;
5. If you are male; Be registered with the Selective Service
 - a. To register or verify registration (obtain registration number): go to www.sss.gov , male students may also register when completing FAFSA.
6. Not be in default on a student loan or owe a repayment of Title IV federal financial aid funds. (A repayment occurs if the student receives financial aid funds, then withdraws within the first 60% of the term, officially or unofficially, from a University or College)
7. Meet specific criteria for a particular financial aid program.

Federal aid offered from the Wesley College Student Financial Aid Office (FAO):

- Federal Pell Grant Program
- Federal Perkins Loan
- Federal Supplemental Educational Opportunity Grant (SEOG)
- Federal Work Study Program (FWS)
- Federal Direct Lending Program;
- Federal Direct Stafford Loan Student Loan
 - Student Loan
- Federal Direct Parent Loan for Undergraduate Students (PLUS)

- Parent Loan

Awards and Funds

As stated in *Funding Education beyond High School: the Guide to Federal Student Aid* published by the United States Department of Education (**DOE**), all financial aid awards are based on the total Cost of Attendance (**COA**) of the college. COA is the total amount it will cost a student to attend school. It is determined using rules established by the federal law. The COA includes tuition and fees; room and board (on or off campus); with allowances for books, supplies, transportation, loan fees, personal expenses and dependent care, if applicable. A student's financial aid package cannot exceed the total COA.

For academic purposes, undergraduate full-time status is at least 12 credit hours and graduate full time status is 6 credit hours. Generally, an undergraduate student is awarded based on the assumption that they are full time unless informed otherwise. Graduate students are not awarded until a schedule has been made for the upcoming semester. Students are encouraged to discuss award amounts if necessary with the Office of Student Financial Planning so they know their eligibility limits per semester and academic year, especially if summer funding will be needed. Students have the option of accepting or declining any portion of their awards. When the financial aid the student has been awarded has been accepted, the student has given his/her permission for accepted awards to be disbursed and credited to the student's account at Wesley College.

Financial aid programs, rules, and regulations are subject to change. Federal funds are conditional upon congressional appropriations. The Office of Student Financial Planning reserves the right and is sometimes required to adjust or cancel awards because of changes in financial or academic status, change of academic programs, or other extenuating circumstances. Each award is contingent on the receipt of funds by the college. Students must regularly attend classes to receive financial aid.

Students should always notify the Student Financial Aid Office if any awards such as scholarships, assistantships, or other types of assistance are not listed on the award letter. These funds must be counted as a funding resource toward the cost of attendance. When a student receives funds after being notified of or receiving the original financial aid award, adjustments to the original financial aid award may be required. Budgets may be adjusted based on individual need i.e. (Study Abroad programs offering course credits). Federal regulations require the college to prevent over awarding a student's financial aid need and/or cost of attendance. Changing a student's residency classification from on campus to off campus will impact financial aid eligibility and may create an over award. If the student has already

received a refund check the student may owe funds back to the college. The student will be required to repay any financial aid funds received in error.

Verification:

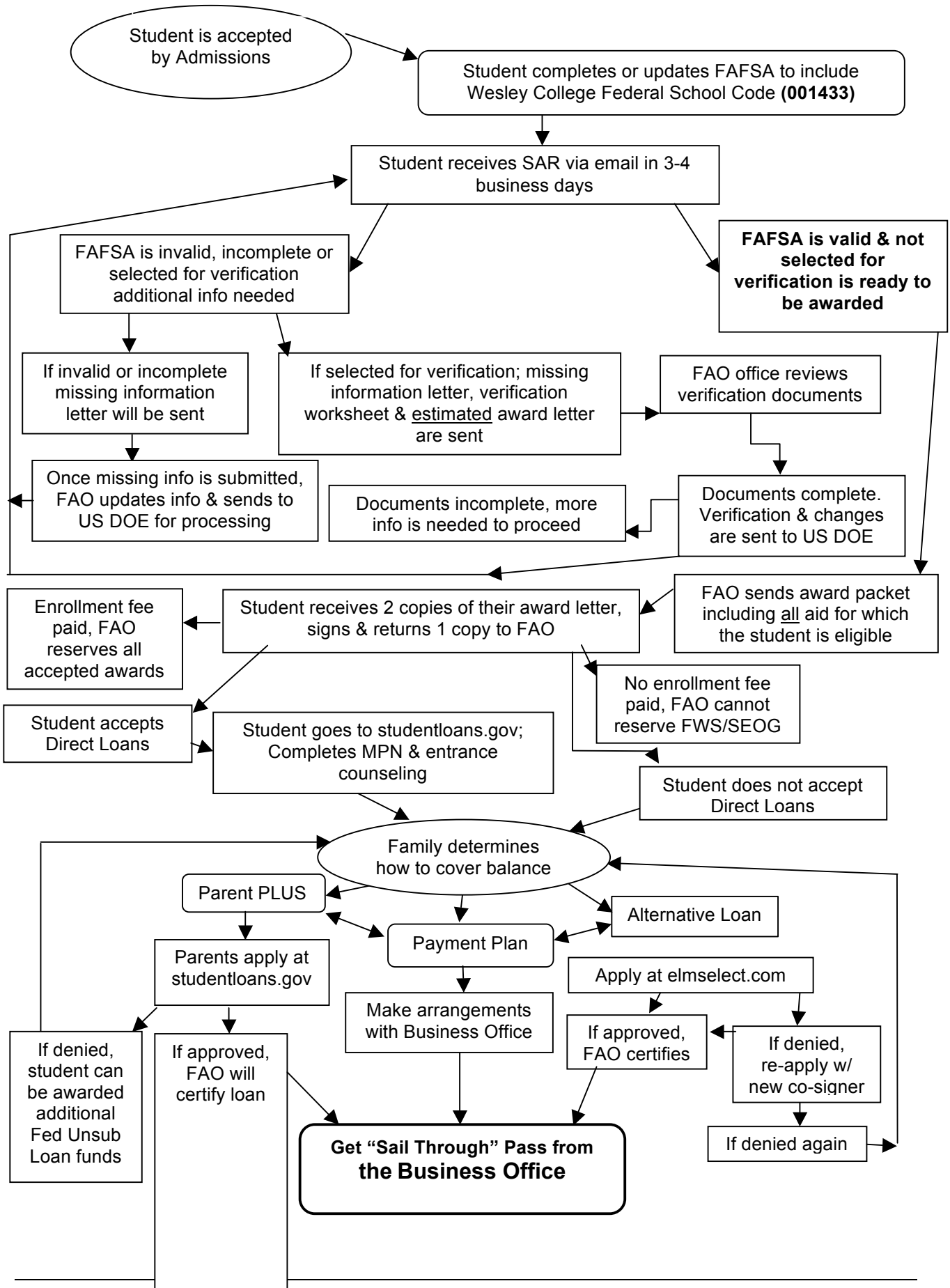
Students are selected for verification by the Federal Student Aid Central Processing System (CPS). Institutions must verify the information submitted on the (FAFSA) by the student, student and parent/s, or student and spouse before an official award can be offered.

Students who are selected for verification will be sent a Missing Information Packet including a Verification Worksheet (to be completed and signed by both the student and at least one parent for a dependent student or just the student if independent (a spouse's signature is optional), a copy of the student's and parent's or spouse's IRS Tax Transcript (from the most recent tax year) as well as all copies of W-2 forms from all employers. Other documentation may be requested for clarification.

Based on the verification information, if corrections are required the FAO will submit the corrections to CPS. The student will receive a Revised Student Aid Report (SAR). Delays in response or submission of verification documentation will delay the offer of a student's award package. **It is very important to respond promptly to all FAO documentation requests for verification due to the limitation of some Federal funding.**



New Student Award Process



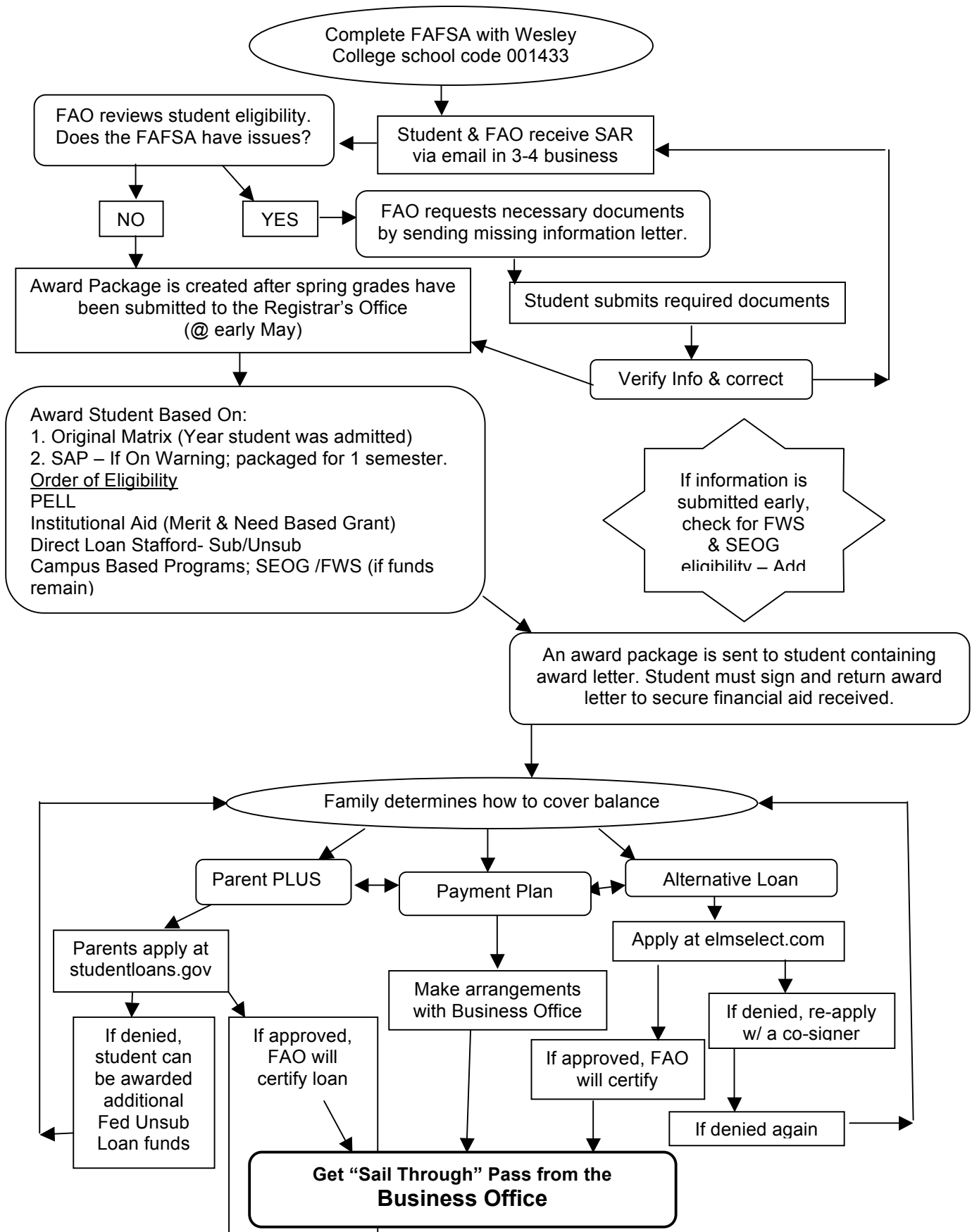
Outline for the New Student Award Process

1. Student is accepted by Wesley College Admissions Office
2. Student completes the Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov
 - a. Uses Wesley Federal School Code 001433 in part 6 of the FAFSA
 - b. Should be done whether student is filing the FAFSA for the first time or is updating an earlier form
3. Student receives a Student Aid Report (SAR) via email in 3-4 business days
4. Financial Aid Office (FAO) receives a SAR in 3-4 business days and reviews the student's aid eligibility
5. Once reviewed there can be 2 possible results
 - a. The FAFSA is valid & has not been selected for verification: the student is ready to package
 - i. Once packaged the FAO send out an award packet listing all aid for which the student is eligible
 - b. The FAFSA is invalid, incomplete or selected for verification
 - i. A missing information packet or letter is sent explaining what is required
 - ii. Once the FAO receives the requested documentation, corrections will be sent to the Department of Education (DOE).
 - iii. Student & school receive an updated Student Aid Report (SAR) via email in 3-4 business days. The student is now ready to package & the FAO send out an award packet listing all aid for which the student is eligible
6. The student & family will receive 2 copies of their award package, 1 to sign & return to the FAO the other for their records
 - a. If the enrollment fee has been paid, once the FAO receives the signed award letter it will accept & reserve all aid desired

- b. If the enrollment fee is not paid, even with the signed award letter certain aid offerings (i.e.: FWS, FSEOG) may be exhausted before they can be claimed by the student
7. Using the signed award letter the FAO sends instructions to complete a Direct Stafford Loan form (MPN) & Entrance Loan Counseling (ELC) at www.studentloan.gov
 - a. If the student declined the Direct Loan, this step will not happen
8. At this point the student & family must determine how to pay any outstanding balance for the academic year
 - a. The options include a Direct Parent PLUS Loan (PLUS); an Alternative Loan; a Payment Plan or to pay the school out-of-pocket
 - i. Parent applies for the PLUS at www.studentloan.gov, if approved the FAO will certify the loan; if not the family will need to make other arrangements
 - ii. The student applies for an Alternative Loan at www.elmselect.com, if approved the FAO will certify the loan; if denied the student may try again using a co-signer or the family will need to make other arrangements
 - iii. The Payment Plan &/ or out-of-pocket options are handled through the Finance Office
9. Once the Wesley College Finance Office confirms the student has enough aid and other payment arrangements to satisfy the bill the student will receive a “Sail Through” Pass for their check-in at the start of the semester.



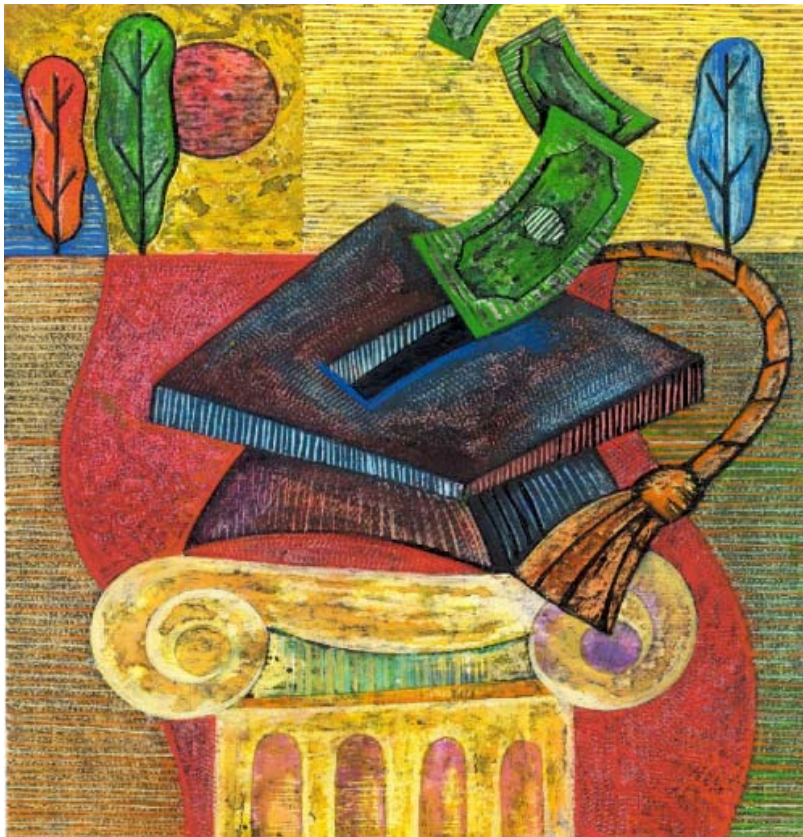
Returning Student Award Process



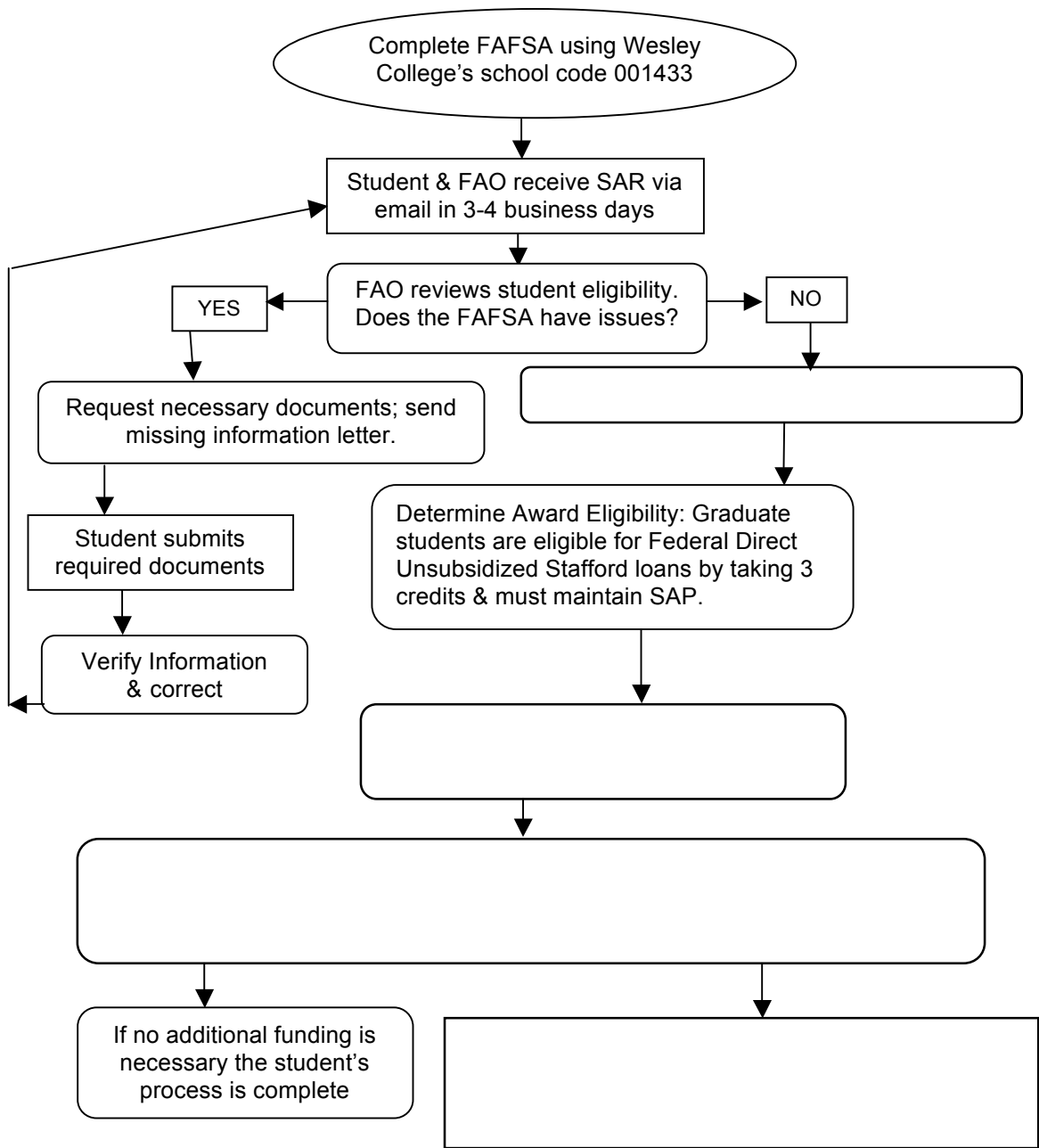
Outline for the Returning Student Award Process

1. Student completes a Renewal Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov
 - a. Use Wesley Federal School Code 001433 in part 6 of the FAFSA
2. Student & Financial Aid Office (FAO) receive a Student Aid Report (SAR) via email in 3-4 business days
 - a. FAO reviews the student's aid eligibility
3. Once reviewed there can be 2 possible results
 - a. The FAFSA is valid & has not been selected for verification: the student is ready to package
 - i. After Spring Semester grades have been submitted to the Registrar's Office (@ early May) the FAO sends out an award letter listing all aid for which the student is eligible
 - b. The FAFSA is invalid, incomplete or selected for verification
 - i. A missing information packet or letter is sent explaining what is required
 - ii. Once the FAO receives the requested documentation, corrections will be sent to the Department of Education (DOE).
 - iii. Student & FAO receive an updated Student Aid Report (SAR) via email in 3-4 business days. The student is now ready to package. After Spring Semester grades have been submitted to the Registrar's Office (@ early May), the FAO send out an award letter listing all aid for which the student is eligible
4. The student & family will receive 2 copies of their award package, 1 to sign & return to the FAO the other for their records
5. Award Student Based On: Original Matrix (year student was admitted); SAP – If On Warning; packaged for 1 semester: Order of Eligibility; 1 PELL; 2 Institutional Aid (Merit & Need Based Grant); 3 Direct Loan Stafford- Sub/Unsub; 4Campus Based Programs; SEOG /FWS (if funds remain)
6. At this point the student & family must determine how to pay any outstanding balance for the academic year
 - a. The options include a Direct Parent PLUS Loan (PLUS); an Alternative Loan; a Payment Plan or to pay the school out-of-pocket
 - i. Parent applies for the PLUS at www.studentloan.gov, if approved the FAO will certify the loan; if not the family will need to make other arrangements

- ii. The student applies for an Alternative Loan at www.elmselect.com, if approved the FAO will certify the loan; if denied the student may try again using a co-signer or the family will need to make other arrangements
 - iii. The Payment Plan &/ or out-of-pocket options are handled through the Finance Office
7. Once the Wesley College Finance Office confirms the student has enough aid and other payment arrangements to satisfy the bill the student will receive a “Sail Through” Pass for their check-in at the start of the semester.

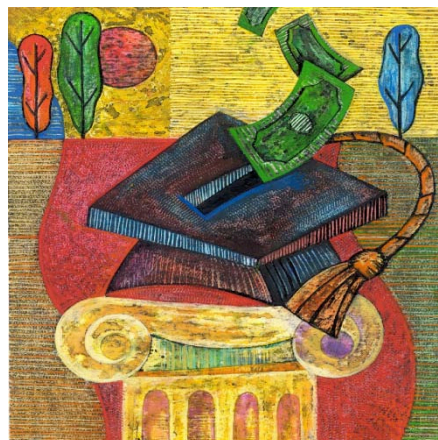


Graduate Student Award Process



Outline for the Graduate Student Award

1. Student completes a Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov
 - a. Use Wesley Federal School Code 001433 in part 6 of the FAFSA
2. Student & Financial Aid Office (FAO) receive a Student Aid Report (SAR) via email in 3-4 business days
 - a. FAO reviews the student's aid eligibility
3. Once reviewed there can be 2 possible results
 - a. The FAFSA is valid & has not been selected for verification:
 - b. The FAFSA is invalid, incomplete or selected for verification
 - i. A missing information packet or letter is sent explaining what is required
 - ii. Once the FAO receives the requested documentation, corrections will be sent to the Department of Education (DOE).
 - iii. Once the corrections are received from the DOE the student is ready to package
4. The FAO will verify the number of credits the student is taking
5. The FAO will determine award eligibility: Graduate students are eligible for Federal Direct Unsubsidized Stafford loans by taking 3 credits & maintaining SAP.
 - a. The student must sign a Graduate Award Letter & if new to Wesley College the student must complete an MPN and ELC
6. As an independent Student As an independent student' he or she must decide on their own financial needs for the academic year using their award package &, if applicable, tuition reimbursement etc. to determine if additional funding is required
 - a. If no additional funding is necessary the Grad Student Financial Aid Process is complete
 - b. If additional funding is needed the student can apply for an Alternative Loan via www.ELMselect.com **Note:** The loan cannot exceed the student's budget



Types of Financial Aid

Following is a list of aid programs in which Wesley College participates and a brief explanation of each. Wesley College participates in federal and state financial aid programs. Wesley College also offers a limited number of institutional grants and scholarships for students who meet specific award criteria. Please note: Not all students will be eligible for all aid programs.

Federal Aid:

Eligibility for Federal aid is restricted to U.S. citizens or eligible non-citizens with a valid Social Security Number. Applicants must have a high school diploma or a General Education Development [GED] Certificate, or have met other approved state standards for completing high school. Enrollment in an eligible program as a regular student seeking a degree or certificate is required and male students between the ages of 18-25 must register (or have registered) with the U.S. Selective Service. All applicants must have a valid FAFSA to be eligible for any federal aid.

Direct Parent Loan for Undergraduate Students (PLUS): Available for parents with dependents in college. This loan allows **parents** to borrow additional funding to pay for a dependent student's college costs not covered by other types of aid. Applicants apply for this loan through the Federal Direct Loan Program. Check for current interest rates. Repayment on the loan may be deferred until six months after the student graduates or stops attending college as long as the student remains enrolled at least half-time (six credit hours).

Direct Stafford Loan : An interest-bearing loan available to eligible students that does not have to be repaid while the student is at least enrolled half-time (six credit hours). Eligibility ranges from \$5500 for freshman, \$6500 for sophomores and \$7500 for juniors/ seniors each academic year. Independent students and students whose parents cannot obtain a PLUS loan are eligible for additional unsubsidized funding. Check for current interest rates. **All students accepting direct loans for the first time must complete a Master Promissory Note (MPN) and Loan Entrance Counseling online at, www.studentloans.gov in order for the loan funds to be disbursed and credited to the student's account.** Each of these will only need to be completed once throughout a student's college career with Wesley College. The student's signature on the MPN allows for all future disbursements while enrolled in college.

Federal Supplemental Educational Opportunity Grant (FSEOG): Awarded to those students eligible for the **PELL Grant** only. The FSEOG at Wesley College is limited by Federal funding

and is awarded on a first-come, first-serve basis to those students with exceptional financial need.

Federal Work Study (FWS): Allows students to work on and off campus earning a specific award amount over a semester or academic year (2 semesters). If students are eligible for and are awarded Federal Work Study, they must attend an orientation on campus and complete all required paperwork. Once all paperwork has been completed, it is the student's responsibility to contact participating supervisors to secure a position. Students are required to submit a timesheet at the beginning of every month containing their hours worked the previous month. FWS will be cancelled after two months if no timesheets are turned in to the FAO from the start of each semester. At Wesley, a student awarded FWS may have their earnings applied to any outstanding balance owed the College for tuition, room and board. If the students do not have a balance, not including FWS funds (as determined by the Finance Office), they may pick up and keep their checks. Paychecks are available on the fifteenth of every month, given that they worked the previous month.

Graduate PLUS Loan: Available to graduate students to assist in paying for their tuition and fees while attending graduate school. Repayment on the Grad PLUS may be deferred until six months after the student graduates or stops attending graduate school. A Master Promissory Note (MPN) must be completed by the borrower in order for the loans to be disbursed to the college. An MPN only needs to be completed once throughout a student's graduate career. Check for current interest rates.

PELL Grant: Eligibility for the Federal Pell Grant is determined by the U.S. Department of Education (DOE). Awards are made to undergraduate students only. PELL Grant amounts will be pro-rated for those students enrolled on a less than full time basis.

Perkins Loan: A loan available to eligible students that carries a 5% interest rate and does not have to be repaid while the student is enrolled at least half-time (6 credit hours). Federal funding for this type of loan is extremely limited at Wesley College. Awards are made by the FAO.

Institutional Aid:

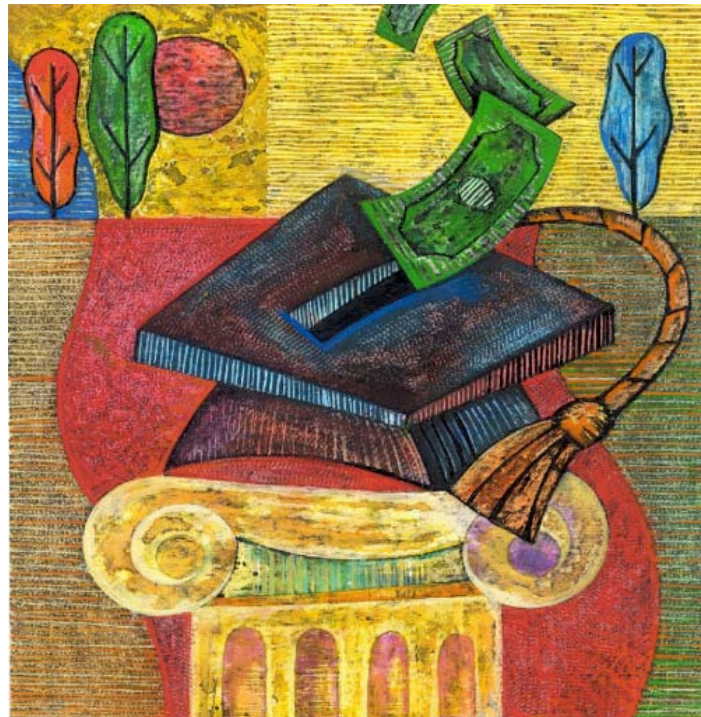
Wesley College institutional financial aid is aid funded directly by the college from a variety of programs for students meeting specific eligibility criteria for individual aid programs.

Admissions Scholarships & Grants: Awarded by the Office of Admissions to new students admitted to Wesley College. These scholarships carry specific cumulative grade point average

requirements for subsequent renewal. These awards are also subject to change should the student choose to move from a residential dorm to a location off campus.

Wesley Need Based Grant: Awarded to eligible students in conjunction with other institutional scholarships and grants who complete the appropriate year's FAFSA and demonstrate financial need as determined by the FAO.

Work-Ship Programs: Students not awarded Federal Work Study may be considered for this student work program funded directly by Wesley College. These positions are limited and depend upon available funding. Students interested in the Wesley Work Ship program should complete a job application on the Financial Aid page of the Wesley web site, www.wesley.edu.



FINANCING OPTIONS

For those families who will need additional help financing their educational costs, there are several alternative financing options:

Direct Parent PLUS Loans:

The Direct Federal Parent Loan for Undergraduate Students (PLUS) allows credit worthy parents of dependent students to borrow needed funds to cover the cost of education **after** all funds received from other sources do not cover the student's COA. Parents may borrow annually and defer repayment until the student graduates or is registered less than a half-time (less than six [6] credits). When a parent is approved for a Direct PLUS Loan, they must also complete a Master Promissory Note (PMPN) to secure funds and ensure their disbursement. A notice will be sent to the parents when the loan funds are received by Wesley College. This notice will list any obligations the parent must meet before the funds can be credited to the student's account. All refunds due a parent from the PLUS will be mailed to the borrowing parent in the form of a paper check **after** the monies have been disbursed to the student's account in the Wesley College Finance (Business) Office. The Finance Office does an audit of the student's account to determine the amount of the refund.

Dependent students whose parents are denied a PLUS Loan are eligible to receive additional Unsubsidized Direct Stafford loan funds. Check for current interest rates.

To learn more or to apply: www.StudentLoans.gov

**** When submitting a PMPN for a Direct Parent PLUS Loan, parents must sign in using their information (their social security number, date of birth, first two letters of their last name, and their FAFSA PIN number). ****

Alternative Loans:

An Alternative Loan, also referred to as a private loan, is a viable source of funding that help students meet college costs. These loans are offered by banks and other lending institutions to credit worthy applicants. Most alternative loans are borrowed in the student's name, but some students may only be eligible with a credit worthy co-signer.

ELMSelect is hosted and maintained by ELM Resources to provide student and parent borrowers with information supporting their ability to choose any educational lender they wish. Interest rates and repayment terms vary depending upon the lender and credit worthiness of the borrower or co-borrower. The total amount you may borrow for an alternative loan is limited

by the cost of attendance at Wesley College after any other financial aid the student has been awarded.

To learn more or to apply: www.elmselect.com

Monthly Payment Plans:

Families may budget the cost of tuition and on-campus room and board in monthly installment payments. There is no interest charged on balances paid through the payment plan, however, a small enrollment fee will be assessed at the time of enrollment.

Another option is to pay in full each semester by cash, check, money order, credit or debit card. Interested families should contact the **Finance Office** at **(302) 736-2331** for more information.

FINANCIAL AID APPEAL PROCESS

Wesley College financial aid award packages are based upon the federally defined calculation of financial need. Wesley College has an appeal process in place to allow for a possible recalculation of financial need based on special or unusual circumstances. These circumstances could include your family's loss of income, unemployment, unusual medical expenses, tuition expenses, or other difficult situations. Not all changes in circumstance will result in an adjustment to financial aid eligibility.

Students interested in pursuing an appeal should request a Special Circumstances Financial Aid Appeal Form from the Student Financial Planning Office. Students should also explain in writing why a change in circumstances makes continuing their education at Wesley College impossible. Once your request is received, a financial aid counselor will contact you regarding the status of your appeal. Please allow up to **two weeks** for a response.



SATISFACTORY ACADEMIC PROGRESS POLICY

Federal regulations require the College to establish and apply reasonable standards of satisfactory academic progress (SAP) for the purpose administering financial assistance under the programs authorized by Title IV of the Higher Education Act. Wesley College students who wish to be considered for financial aid must maintain satisfactory progress in their selected course of study as set forth in this policy.

Institutional Policy

The Student Financial Aid Office evaluates student academic progress at the end of each semester. Students are evaluated on the basis of grade point average (GPA), credit hours completed and maximum time frame limitation at the end of two semesters.

Grade Point Average

To receive financial aid, a student must maintain a minimum qualitative measure of progress defined as cumulative GPA as listed below:

| Classification (Based on completed Cr. Hrs.) | Required Cumulative GPA |
|---|----------------------------|
| Freshman (0-28 cr.hrs.) | 1.75 |
| Sophomore (29-59 cr.hrs.) | 2.00 |
| Junior (60-89 cr. hrs.) | 2.00 |
| Senior (90+cr. hrs.) | 2.00 |
| Graduate Student | 3.00 |

Note: All letter grades, including F's, but excluding authorized W's will be counted toward the GPA.

Credit Hour Completion (Incremental Progress)

Students are also required to meet a measure of incremental progress by end of each academic level as follows:

| Year of Enrollment | % of Required Hours Completed (attempted hrs. include courses student receives an assigned "W") |
|--------------------|--|
| 1st | must complete 65% of hours attempted |
| 2 nd | must complete 70% of hours attempted |
| 3 rd | must complete 75% of hours attempted |
| 4 th | must complete 80% of hours attempted |
| GRAD | must complete 80% of hours attempted |

Maximum Time Frame Limitation (To Complete Degree)

Students are also subject to a quantitative measure of progress.

For graduate and undergraduate programs, the maximum time frame may not exceed 150% of the published length of the program.

For example, a student whose program is 124 credit hours in length may not exceed 186 attempted credits hours (124 x 150%) and receive financial aid.

Institutional Procedures

This SAP information is made available in the FAO. It is also distributed in mailings to students who fall under the SAP criteria.

Denial and Warning

A student will be denied assistance if any of the following occurs:

1. The student's GPA is below the minimum requirements.
2. The student does not make the incremental progress.
3. The student reaches the maximum time frame for completion of his/her program of studies.

Warning

Students notified that they have violated Wesley's SAP policy may be granted one warning period. The student will receive a SAP Warning Contract which they are required to sign and return to the FAO. The student must complete 12 credit hours **and** earn a 2.0 GPA in their subsequent semester. At the end of this warning period he or she will be notified by the FAO as to whether they have successfully satisfied the SAP conditions or their financial aid must be discontinued. If the student is successful under the SAP their aid will continue without issue.

Regardless of the length of time from a student's first SAP violation, a second violation will result in termination of financial aid.

Appeal Process

Any student denied financial aid, who can prove special circumstances pertaining to his or her reasons for their poor GPA, may appeal the decision denying aid. A successful appeal will result in a Financial Aid Probation period of one semester where eligibility is reinstated.

You may appeal a financial aid termination resulting from SAP in writing, if you feel that our records are not accurate or that there are extenuating/ special circumstances. Appeals should be addressed to the Student Financial Aid Office within 10 business days from the date of your aid termination notice.

Extenuating / Special Circumstances

The following may be considered as extenuating/special circumstances under the terms of DOE mandate:

1. Improved performance (e.g., your GPA significantly improved during the first two years).
2. Change of major (i.e., if you realize after a semester of study that your talents lay elsewhere, and you do better in your new course of study).
3. Allowance for one bad semester (e.g., you have three semesters of 2.30 GPA and you subsequently get a 1.0 in one semester for reasons other than illness, etc.).
4. Other unusual circumstances that are documented by the Student Financial Aid Office or other administrator(s) (i.e., Academic Dean, Dean of Students, professors, etc.).



Refund Policy

Any notification of withdraw or cancellation and request for refund must be in writing. A withdrawal form must be completed and all necessary signatures obtained.

Official Notification of Withdraw must be done with the Dean of Students.

Tuition: One hundred percent of the tuition charge, less the confirmation fee, will be refunded if written notification of cancellation is made before the first day of classes. Other refunds of tuition will be made upon receipt of written notification of withdraw or cancellation according to the following schedule:

1. 75% is refunded in the first week of the academic period
2. 50% is refunded in the second week of the academic period
3. 25% is refunded in the third week of the academic period

No refund will be made following the third week of the academic period.

The academic period referred to above is the normal semester (15 weeks) of the College. If a student is enrolled in an academic period of different duration, the refund periods stated above will be adjusted proportionately (in an academic period of one half the length of a normal semester the refund periods above would be one half as long).

Room & Board: One hundred percent of the room and board charges, less the housing confirmation fee, will be refunded if written notification of cancellation is made before the first day of classes. After classes start, room & board charges are refunded on a pro-rata basis through the end of the first month of the semester. After this date, no refund will be given for room and/or board.

Discipline: In case of dismissal for breach of disciplinary guidelines, no refund will be given.

Deposits: Any refundable deposit (for example, a key deposit) will first be applied against the student's outstanding balance.

Appeals: Students and/or parents who feel that unusual circumstances warrant exception from the published refund policy should submit a written explanation of these circumstances to the Vice President for Finance.

WITHDRAWAL POLICY

Any student contemplating withdrawal from the College while the semester is in progress should arrange to discuss this matter with the Dean of Students (graduate students should contact their respective Program Director). Official withdrawal papers at the undergraduate level must be initiated with the assistance of the Dean of Students. A student is not officially withdrawn from the College until the withdrawal papers are properly processed. Withdrawals from the College are not processed during the last two weeks of a term or during final examinations.

Students who leave the College without filing the proper form will receive failing grades in all classes.

Involuntary Withdrawal: A student who is dismissed from Wesley College for disciplinary reasons will be receive an IW (Involuntary Withdrawal) for each class in which he or she is currently enrolled.

RETURN OF TITLE IV POLICY

When a student is officially or unofficially withdrawn from the College, and the student's last day of attendance occurs before completing more than 60% of the semester, federal regulations require the College to recalculate financial aid eligibility. The funds must be returned to the following sources in a specific order until the total amount of the school's responsibility has been satisfied. The order is:

1. Unsubsidized Direct Stafford Loans
2. Subsidized Direct Stafford Loans
3. Perkins Loans
4. Direct PLUS Loans
5. Federal Pell Grants
6. FSEOG
7. Other Title IV Assistance

After receiving notification that a student has withdrawn, the Finance Office will perform the Return of Title IV calculation (R2T4) using the Treatment of Title IV Funds When a Student Withdraws from a Credit-Hour Program Worksheet. The Student Financial Aid Office will then return the appropriate funds as determined by the R2T4 calculations.

Title IV funds must be returned within **45 days** of the Date of Determination of a student withdrawal.

Date of Determination:

Official Withdrawals: The date of determination is also the withdrawal date or the date of notification of withdrawal by the student, whichever is later.

Unofficial Withdrawals: The date of determination is the date that the College became aware that the student has ceased attendance **but** no later than 30 days **after** the end of the semester.

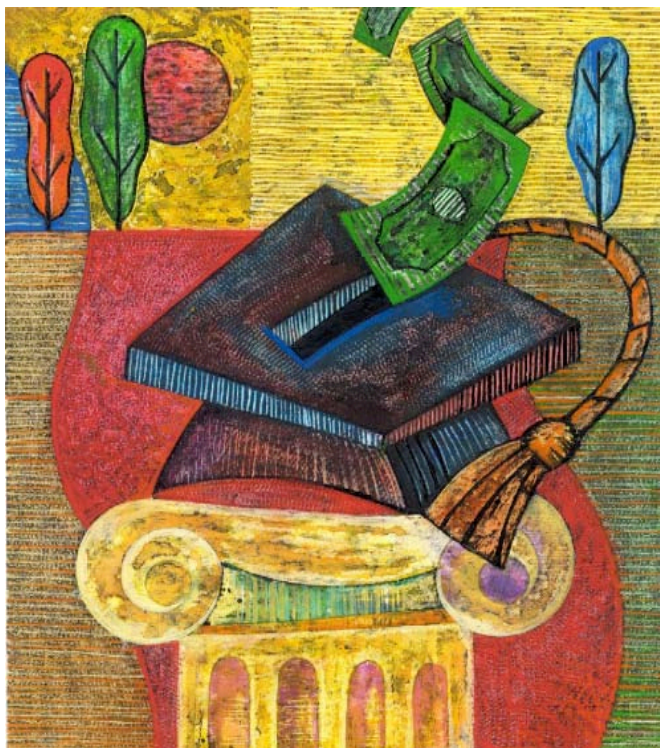
If a student begins attendance but does not earn a passing grade in at least one course, the College must assume that a student has unofficially withdrawn. When this occurs, the withdrawal date is the midpoint date of the semester.

Leaves of Absence: There is no official Leave of Absence Policy at Wesley College.

Consortium Agreement

A Consortium Agreement is a written contract between two or more eligible institutions enabling students to take coursework at different institutions simultaneously for the purpose of completing a degree. Under such an agreement, students may take courses at a “host institution” and have those courses count toward the degree or certificate at the “home institution”.

A Consortium Agreement is not an application for “extra” financial aid. It merely allows a student to get the same amount of financial aid under the cost of attendance at Wesley College that he/she would normally receive for registering for classes at Wesley College. Funds are not automatically sent to host institution on behalf of the student.



Standard Operating Procedure Appendix I

SAP Control

Goal: Insure that students eligible for Title IV Aid are making both qualitative and quantitative progress.

Policy: Each semester check Title IV recipients GPA and Pace, according to Wesley's policy outlined below, to verify eligibility.

Federal regulations require the College to establish and apply reasonable standards of satisfactory academic progress (SAP) for the purpose administering financial assistance under the programs authorized by Title IV of the Higher Education Act. Wesley College students who wish to be considered for financial aid must maintain satisfactory progress in their selected course of study as set forth in this policy.

Institutional Policy

The Student Financial Aid Office evaluates student academic progress at the end of each semester. Students are evaluated on the basis of grade point average (GPA), credit hours completed and maximum time frame limitation at the end of two semesters.

Grade Point Average

To receive financial aid, a student must maintain a minimum qualitative measure of progress defined as cumulative GPA as listed below:

| Classification (Based on completed Cr. Hrs.) | Required Cumulative GPA |
|---|----------------------------|
| Freshman (0-28 cr. hrs.) | 1.75 |
| Sophomore (29-59 cr. hrs.) | 2.00 |
| Junior (60-89 cr. hrs.) | 2.00 |
| Senior (90+cr. hrs.) | 2.00 |
| Graduate Student | 3.00 |

Note: All letter grades, including F's, but excluding authorized W's will be counted toward the GPA.

Credit Hour Completion (Pace)

Students are also required to meet a measure of incremental progress by end of each academic level as follows:

| Year of Enrollment | % of Required Hours Completed* |
|--------------------|--|
| 1st | must complete 65% of hours attempted |
| 2 nd | must complete 70% of hours attempted |
| 3 rd | must complete 75% of hours attempted |
| 4 th | must complete 80% of hours attempted. |
| GRAD | must complete 80% of hours attempted |

***Attempted hours include courses the student receives an assigned "W"**

Maximum Time Frame Limitation (To Complete Degree)

Students are also subject to a quantitative measure of progress.

For graduate and undergraduate programs, the maximum time frame may not exceed 150% of the published length of the program.

For example, a student whose program is 124 credit hours in length may not exceed 186 attempted credits hours (124 x 150%) and receive financial aid.

Institutional Procedures

This SAP information is made available in the FAO. It is also distributed in mailings to students who fall under the SAP criteria.

Denial and Warning

A student will be denied assistance if any of the following occurs:

- The student's GPA is below the minimum requirements.
- The student does not make the incremental progress.
- The student reaches the maximum time frame for completion of his/her program of studies.

Warning

Students notified that they have violated Wesley's SAP policy may be granted one warning period. The student will receive a SAP Warning Contract which they are required to sign and return to the FAO. The student must complete 12 credit hours and earn a 2.0 GPA in their subsequent semester. At the end of this warning period he or she will be notified by the FAO as to whether they have successfully satisfied the SAP conditions or their financial aid must be discontinued. If the student is successful under the SAP their aid will continue without issue.

Regardless of the length of time from a student's first SAP violation, a second violation will result in termination of financial aid.

Appeal Process

Any student denied financial aid, who can prove special circumstances pertaining to his/her case, may appeal the decision denying aid. A successful appeal will result in a Financial Aid Probation period of one semester in which eligibility is reinstated. You may appeal a financial aid termination resulting from SAP in writing, if you feel that our records are not accurate or that

there are extenuating/special circumstances. Appeals should be addressed to the Student Financial Aid Office within 10 business days from the date of your aid termination notice

Extenuating / Special Circumstances

The following may be considered as extenuating/special circumstances under the terms of federal status:

1. Improved performance (e.g., your GPA significantly improved during the first two years).
2. Change of major (i.e., if you realize after a semester of study that your talents lie elsewhere, and you do better in your new course of study).
3. Allowance for one bad semester (e.g. you have three semesters of 2.30 GPA and you will subsequently get a 1.0 in one semester for reasons other than ill-ness, etc.).
4. Any other unusual circumstances that have been documented by the Student Financial Aid Office or other administrator(s) (ie Academic Dean, Dean of Students, professors, etc)

Standard Operating Procedure Appendix II

Enrollment Verification

Goal: Insure that the correct amount of Title IV Aid is disbursed to eligible students.

Procedures: Schools are required to match a student's Title IV eligibility with their enrollment status in order to insure the right students are receiving the right amount of federal aid. Enrollment status includes accounting for making sure students are actually taking classes, and also correctly reporting the number of credit hours they are enrolled. Wesley College implements several measures that the DOE encourages, in order to safeguard the administration of federal funds.

1. **Create a Census Date:** For financial aid purposes, our census date is 3 business days after the drop add period. At that time, our staff checks enrollment status based on the records reported by the Registrar. Both federal and institutional financial aid is adjusted for each student based on the Registrar's records. Inherent in this process is cancelling aid for students not enrolled, and reducing aid for students not enrolled full-time.
2. **Utilize our Network:** Once a student officially withdraws, a calculation is performed to determine the amount of Title IV aid the student earned while attending, and how much must be returned. This "Return of Title IV Aid" (R2T4) is a formal process and is performed on every student Wesley knows withdraws.
3. **Account for Students:** Those who do not officially withdraw, but who just ceased to attend or never attended. At the end of each semester we run a report of students who received failing grades, "F"s, in all of the courses in which they were registered. From this report, we can work to discern students who fall into the "unofficial withdrawal" category, and make the necessary returns.
4. **Our Annual A-133 Audit:** This is to assure Wesley's compliance with the laws and regulations that are applicable to the FSA programs in which Wesley participates. Shortcomings uncovered are reported by the independent auditors directly to the DOE.
5. **Extras:** Constant communication and coordination between the Finance Office, Financial Aid Office, Student Life and Registrar throughout each semester serves to help prevent potential problems that could result in sanctions.

Standard Operating Procedure Appendix III

Financial Aid Verification Procedure

Goal: To comply with Federal DOE regulations insuring financial aid funding is applied to all students in a manner that is fair and equitable.

Federal regulations require school verify all files that are either selected during the FAFSA submission or institutionally selected. The college is required to verify, or confirm, the data reported by students and their parent (s) on the FAFSA.

Definition: Students must submit to the Financial Aid Office requested/necessary documents in a timely manner in order for their aid to be processed and/ or disbursed. Timely manner, for most students, means that their aid will be “Ready to Disburse” (**RD**) before payment to the college is required. The verification process ensures that eligible students receive all the federal financial aid to which they are entitled and prevents ineligible students from receiving financial aid for which they do not qualify.

Procedure: Students are selected for verification by the US Department of Education (**DOE**) Central Processing System (**CPS**). Institutions must verify the information submitted on the FAFSA by the student is correct. The college is required by the federal government to verify, or confirm, the data reported on the FAFSA. Students selected for verification are sent a Missing/ Verification Information Packet stating the following be reviewed:

- ❖ Household size
- ❖ Number in College
- ❖ Adjusted Gross Income
- ❖ Untaxed Income
- ❖ SNAP Benefits/Food Stamps
- ❖ Child Support Paid

The student will also receive a Verification Worksheet that must be completed and signed by both the student and at least one parent for dependent students or for an Independent student only the student’s signature is required, a copy of the student’s and parent’s or spouse’s IRS Tax Transcript (from the most recent tax year) as well as all copies of W-2 forms from all employers. Other documentation may be requested for clarification.

Verification is a federal regulation; if you are selected for verification, you must comply with all requests for documentation from the FAO. Verification means you were chosen randomly, the FAFSA was incomplete, your FAFSA contains estimated information, or the data you provided

on the FAFSA was inconsistent. Failure to comply will result in termination of your financial aid eligibility. If corrections are required based on the verification information, the FAO will submit the corrections to the CPS for the student. The student will receive a revised student aid report (SAR).

Verification should be completed prior to disbursing financial aid. In a case where you were not initially selected for verification, but make changes to your FASFA, you may be selected for verification after the changes are processed. If this should happen and the first disbursement has already been processed your verification must be completed prior to any subsequent disbursement. Additionally, the funds from the first disbursement can be removed from your account or any impending refund delayed, but all aid and refunds will be reinstated after the verification is successfully completed. If you are selected for verification after your financial aid is awarded, but before it is disbursed, the pending disbursement will be on hold until verification is completed. It is very important to respond promptly to all requests for verification information, some funding is limited. Delays in response or submission of incomplete verification documentation will delay the offer of a student's award package.

If a student is selected for verification, they will be notified in writing the new and returning students will receive this notification called a "missing information/verification letter", in the mail. The verification letter will contain the following information:

- ❖ Documentation needed to complete verification
- ❖ Timeframe in which the student must submit the requested documentation
- ❖ Notification of procedures if documents are not submitted in above-mentioned timeframe
- ❖ Notification that financial aid cannot be processed until verification is complete
- ❖ Estimated award letter with estimated aid based off the current FAFSA submitted

All verification documents must be submitted within 15 days from the date of the verification letter. However, the file will be on hold until the documents are received. A student may at any time while still enrolled submit the verification documents to complete the verification process.

The Financial Aid Office will make the corrections for the student unless those corrections require a student or parent signature or changes to the social security number of the student or parent. The student will be informed via a missing information letter to make any corrections themselves. An award letter will be generated upon completion of the verification process.

Standard Operating Procedure Appendix IV

Dependency Override

Goal: To give students with special family issues the opportunity to alter their DOE dependency distinction.

Federal regulations have determined that a student who meets just one of the following criteria is considered to be an independent student:

1. **Born before 1/1/???? (Student is 24 years old or older)**
2. **Married**
3. **Working on a Master's or Doctorate program**
4. **Have children and provide more than half of their support**
5. **Have legal dependents other than spouse or children**
6. **Veteran of U.S. Armed Forces**
7. **Serving on Active Duty in the U.S. Armed Forces for purposes other than training**
8. **Orphan or Ward of the Court or in Foster Care after age 13**
9. **Emancipated Minor**
10. **Under Legal Guardianship determined by the Court**
11. **Homeless Unaccompanied Youth**

If you do not meet any of the above criteria which the DOE designed around the belief that families have the primary responsibility to pay for higher education. You have the opportunity to dispute this belief based on extreme circumstances such as physical abuse, sexual abuse, parent's use of drugs or alcohol or other similarly extreme situations that result in the separation of a family.

None of the conditions listed below, singly or in combination, qualify as unusual circumstances that merit a dependency override:

1. **Parents refuse to contribute to the student's education;**
2. **Parent unwillingness to provide information for the FAFSA or verification;**
3. **Parents do not claim the student as a dependent for income tax purposes;**
4. **Student demonstrates total self-sufficiency.**

When the college grants a dependency override, the student can apply for aid in the same manner as an independent student, using only his or her income and asset information. Each institution is required to institute its own policies regarding the granting of dependency appeals. Students who receive a dependency override from one school do not necessarily receive one from the next school they attend.

Students who wish to do a dependency override must submit the following documentation:

1. A letter of explanation, written by the student explaining the extraordinary family circumstances that led to the student leaving the parent's household. The letter **must** include information on the student's means of support since leaving the parent's.
2. Letters (on letterhead) from three professionals verifying the family circumstances described by the student. Professionals may include guidance counselors, clergy members, teachers, doctors, family counselors, mental health professionals, and law enforcement.
3. Signed copies of the student's IRS Tax Transcript and W-2's for the appropriate tax year.
4. A completed copy of the Wesley College Independent Verification Worksheet for the appropriate award year.
5. Submission of documents **does not guarantee** approval of your request. Approval of your request **does not guarantee** receipt of additional aid.

Please submit all information and documentation by mail, fax or in person to the Student Financial Aid Office. The appeal decision will be sent in written writing; the process may take up to two weeks after receipt of all documentation. Please note that additional information may be requested.

Standard Operating Procedure Appendix V

Awarding Policy

Goal: To inform students and parents of how the Financial Aid Office determines, evaluates and creates a financial aid package.

Wesley College uses the “Federal Methodology” when evaluating students and families for financial aid eligibility. Potential aid recipients are instructed to complete the Free Application for Student Aid (FAFSA). Once the FAFSA Information is received it is loaded into our Financial Aid Management (FAM) software, PowerFAIDS. This software is programmed to comply with accepted packaging practices.

A student’s Cost of Attendance (COA) is calculated each award year based on budget information (COA Budgets are compared each year to the “Academic Year Expense Budget” based on geographic region provided by College Board creator of the PowerFAIDS software).

Budget criteria include:

1. Tuition & Fees (charged by the institution)
2. Room & Board (charged by the institution)
3. Allowances for Expenses
 - a. le: Books, Transportation, Personal, Loan Fees etc

“Financial Need” is then calculated using the following formula:

$$\begin{array}{r} \text{Cost of Attendance} \\ - \text{Expected Family Contribution (determined by the FAFSA)} \\ \hline = \text{Financial Need} \end{array}$$

Packaging rules set up in PowerFAIDS are in place for two reasons:

1. To prevent over awarding of financial aid
2. To insure unmet need uses Federal Student Aid (FSA) programs that would reduce the student’s need to borrow

Standard Operating Procedure Appendix VI

Exit Loan Counseling:

In order to insure students receive “Exit Counseling,” and are educated regarding their remaining balances, Return of Title IV Funds (R2T4) and “Exit Loan Counseling,” Wesley has instituted a policy of requiring a student, who officially withdraws, to attend an exit interview conducted by either a member of the Business Office or the Office of Student Financial Aid. At the interview, students will receive a print-out of their final charges, with any necessary adjustments, along with review loan counseling material. In addition, a printable version of the materials will also be provided.

Students that do not “officially withdraw,” or do not provide required notice will receive an e-mail with the link below to:

“Mapping Your Future” (<http://mappingyourfuture.org/Borrowers/requesting>)

The e-mail will request that the student complete the counseling session online. Once completed Wesley College is notified that the requirement has been met and documents the completion. In addition, records of completed sessions are uploaded to NSLDS. If a student fails to complete the counseling session within 30 days, printed exit counseling materials will be sent to their address of record.