Wesley College is an institution of higher education that seeks to be among the finest student-centered learning communities in the liberal arts tradition. Consistent with our historically United Methodist affiliation, 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.
## Table of Contents

**Manual Introduction** | Page 4  
**Purpose of Financial Aid & Student Eligibility** | Page 5  
**Awards and Funds** | Page 6  
**New Student Award Process, flow chart** | Page 8  
**New Student Award Process, outline** | Page 9  
**Returning Student Award Process, flow chart** | Page 11  
**Returning Student Award Process, outline** | Page 12  
**Graduate Student Award Process, flow chart** | Page 13  
**Graduate Student Award Process, outline** | Page 14  
**Types of Financial Aid** | Page 15  
**Financing Options** | Page 17  
**Financial Aid Appeal Process** | Page 18  
**Satisfactory Academic Progress Policy (sap)** | Page 19  
**Refund Policy** | Page 21  
**Consortium Agreement** | Page 22

### Standard Operating Procedures (SOP)

- **SOP I: SAP Control** | Page 23  
- **SOP II: Enrollment Verification** | Page 24  
- **SOP III: Verification Procedures** | Page 25  
- **SOP IV: Dependency Override** | Page 27  
- **SOP V: Awarding Policy** | Page 28  
- **SOP VI: Exit Counseling** | Page 29  
- **SOP VII: 150% Subsidized Loan Limit** | Page 30  
- **SOP VIII: Year-Round-PELL** | Page 31
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 Room 326
Third Floor

Meet the Staff:

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

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

Howard Flamm
Financial Aid Coordinator/
Work Programs Coordinator
302-736-2417
Howard.Flamm@wesley.edu

Darren Harris
Financial Aid Associate
302-736-2494
Darren.Harris@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 web address: www.wesley.edu

Last updated: 05/29/18
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 (DOE), 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:

- Be accepted for admission;
- Be enrolled as a regular student, attending classes in a degree or certificate program;
- Be a U.S. citizen or eligible non-citizen;
- Meet the financial aid satisfactory academic progress policy;
- Male students must be registered with the Selective Service
- To register or verify registration (obtain registration number): go to www.sss.gov, male students may also register when completing FAFSA.
- 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% if the term, officially or unofficially, from a University or College )
- 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 Supplemental Educational Opportunity Grant (SEOG)
- Federal Work Study Program (FWS)
- Federal Direct Lending Program;
- Federal Direct Stafford Loan Student Loan
- Federal Direct PLUS Loan (PLUS)
As stated in *Funding Education beyond High School: the Guide to Federal Student Aid* published by the US 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 Student Financial Aid Office (FAO) 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 Student Financial Aid Office 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 FAO 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.

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 tax year two years prior to the FAFSA starting year) as well as all copies of W-2 forms from all employers for that same tax year. Other documentation may be requested for clarification.

Based on the verification information, if corrections are required the FAO will submit the corrections to Central Processing System (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.**
Student is Officially accepted by Admissions: Conditional Acceptance is **NOT** an official acceptance

Student completes or updates FAFSA to include Wesley College Federal School Code (**001433**)  

Student & FAO receive SAR email in 3-4 business days  
*FAO reviews student aid eligibility*

- **FAFSA is invalid, incomplete or selected for verification**  
  - If invalid or incomplete: missing information letter will be sent  
  - If selected for verification: missing info. letter, verification worksheet & estimated award letter are sent  
  - FAO receives & reviews all documents. Verification completed &/or update changes are sent to DOE

- **FAFSA is valid & not selected for verification**  
  - Enrollment fee is paid, FAO reserves all accepted awards  
  - No enrollment fee paid, FAO cannot reserve FWS/SEOG

- **FAFSA is valid & selected for verification**  
  - FAO sends award packet listing all aid for which the student is eligible. As well as 2 copies of their award letter. Student signs & returns 1 copy to FAO

Now the family must determine how to cover the outstanding balance:

- **Parent PLUS Loan**  
  - Parent apply at [www.studentloans.gov](http://www.studentloans.gov)  
  - If approved, FAO certifies  
  - If denied, student can be awarded additional Fed Unsub Loan funds

- **Payment Plan**  
  - Make arrangements with Business Office

- **Alternative Loan**  
  - Apply at [www.elmselect.com](http://www.elmselect.com)  
  - If approved, FAO certifies  
  - If denied, student may re-apply w/ a co-signer  
  - If denied again

- **Get a Release from the Business/Finance Office**
1. Student is Officially Accepted by Wesley College Admissions Office
   a. Conditional Acceptance is **NOT** considered an Official Acceptance

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 & FAO receive a Student Aid Report (SAR) via email in 3-4 business days
   a. FAO reviews the student’s aid eligibility

4. 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 sends 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 SAR email in 3-7 business days. The student is now ready to package & the FAO sends out an award packet listing all aid for which the student is eligible

5. 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

6. Using the signed award letter the FAO sends instructions to complete a Direct Stafford Loan form (MPN) & Entrance Loan Counseling (ELC) at www.studentloans.gov
   a. If the student declined the Direct Loan, this step need not happen

7. 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.studentloans.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 be eligible for a “Sail Through” Pass for their check-in at the start of the semester.
Complete a Renewal FAFSA w/ Wesley College school code 001433

Student & FAO receive SAR email in 3-4 business days
FAO reviews student aid eligibility

Does the FAFSA have issues?

No

Award Package is created after spring grades have been submitted to the Registrar’s Office (early May)

Award Student Based On:
1. Original Matrix (Year student was admitted)
2. SAP – If On Warning; packaged for 1 semester.
Order of Eligibility
PELL
Institutional Aid (Merit & Need Based Grant)
Direct Loan Stafford- Sub/Unsub
Campus Based Programs; i.e. SEOG /FWS (if funds remain)

Yes

FAO requests necessary documents by sending missing information letter.

Student submits required documents

FAO Verifies and corrects info

An award package is sent to student containing award letter. Student must sign & return award letter to secure financial aid.

Now the family must determine how to cover the outstanding balance

Parent PLUS Loan

Parent applies at www.studentloans.gov

If approved, FAO certifies

If denied, student can be awarded additional Fed Unsub Loan funds

Alternative Loan

Student applies at www.ELMselect.com

If approved, FAO certifies

If denied, student may re-apply w/ a co-signer

Get a Release from the Business/ Finance Office

Payment Plan

If approved, FAO certifies

If denied again
Outline for the Returning Student Packaging Process

1. Student completes a Renewal Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov
   a. Use Wesley College Federal School Code 001433 in part 6 of the FAFSA

2. Student & Financial Aid Office (FAO) receive a Student Aid Report 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 and 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 is sent explaining what is required
      ii. Once the FAO receives the requested documentation, corrections will be submitted to the Department of Education (DOE)
      iii. Student & Financial Aid Office (FAO) receive a Student Aid Report via email in 3-7 business days. The student now is ready to package. 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

4. The student & family will receive 2 copies of their award package, 1 to sign and return to the FAO and the other for their records

5. Student Awards are based on: Original Matrix from the year the student was admitted; SAP– if Under SAP Warning will only be packaged for one semester: Order of Eligibility; 1 PELL; 2 Institutional Aid (Merit & Need based Grants); 3 Direct Stafford Loans (Sub &/or Unsub); 4 Campus based Programs (SEOG &/or FWS [if funds remain])

6. At this point the student and family must determine how to pay any outstanding balance for the academic year
   a. Options include the Direct PLUS Loan (PLUS); an Alternative Loan; a Payment Plan or to pay the school out-of-pocket
      i. A parent applies for the PLUS at www.studentloans.gov, if approved the FAO will certify the loan; if not the student will be eligible for additional Unsub Stafford Loan funds & the family may still need to make other arrangements
      ii. The student applies for an Alternative Loan at www.elmselect.com, if approved the FAO will certify; if not the student may retry using a co-signer or the family will need to make other arrangements
      iii. The Payment Plan and/ or out-of-pocket options are handled through the Finance Office

7. Once the Wesley College Finance Office confirms the student has enough aid & payment arrangements to satisfy their bill the student will receive a “Sail Through” Pass for check-in at the start of the semester.
Complete FAFSA using Wesley College’s school code 001433

Student & FAO receive SAR via email in 3-4 business days

YES

FAO reviews student eligibility. Does the FAFSA have issues?

NO

FAO verifies number of credits student is taking

Determine Award Eligibility:
Graduate students are eligible for Federal Direct Unsubsidized Stafford loans by taking 3 credits & must maintain SAP.

Student will sign Graduate Award Letter to accept/change/deny awards

As an independent student he or she must decide on their own financial needs for the academic year using their award package and, if applicable, tuition reimbursement etc. to determine if additional funding is required

If no additional funding is necessary the student’s process is complete

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 budg-
1. Student completes a Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov
   a. Use the Wesley College Federal School Code 001433 in part 6 of the FAFSA

2. Student and Financial Aid Office (FAO) receive a Student Aid Report 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 and is ready for packaging (RTP)
   b. The FAFSA is invalid or incomplete
      i. A missing information packet or letter is sent explaining what is required
      ii. Once the FAO receives the requested documents, corrections are sent to the Department of Education (DOE)
      iii. Once the corrections are received from the DOE the student is RTP

4. The FAO verifies 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 Satisfactory Academic Progress (SAP)
   a. The student must sign a Graduate Award Letter & if new to Wesley must complete the Master Promissory Note (MPN) & Loan Counseling (ELC)

6. As an independent student he or she must decide on their own financial needs for the academic year using their award package and, 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 at www.ELMselect.com Note: The loan value cannot exceed the student’s budget as created by the FAO
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 enrolled at least 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.

**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 the dormitories 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 can find job openings on the Financial Aid page of the Wesley web site, www.wesley.edu & complete a job application.

*Wesley College reserves the right to adjust any institutional aid based on outside benefits paid that the Financial Aid Office may not have been aware of when the student’s initial offer was made.*
For those families who will need additional help financing their educational costs, there are several alternative financing options:

**Direct Parent PLUS Loans (PLUS):**

The Direct 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](http://www.StudentLoans.gov)

** When submitting a PMPN for a Direct Parent PLUS Loan, parents must sign in using their information (their FSA ID or email address and Password). **

**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](http://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 or money order. Credit and debit card payments can be made strictly online. Interested families should contact the Finance Office at (302) 736-2331 for more information.
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 Aid 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.
Federal regulations require the College to establish and apply reasonable standards of satisfactory academic progress (SAP) for the purpose of 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
In order to receive and maintain federal financial assistance, students are required to progress satisfactorily toward completion of their course of study. Federal financial assistance includes grants, loans and employment.

Satisfactory Academic Progress is measured in three ways:
1. Students must progress qualitatively by earning the required number of grade points.
2. Students must progress quantitatively by completing the required minimum number of credits each year (PACE).
3. Students must complete their program of study within a reasonable time period.

1. Qualitative Measure
The Student Financial Aid Office strictly adheres to the academic standards established by Wesley College and printed in the College Catalog. Students who have attempted up to a total of 28 hours must earn a 1.67 Cumulative Grade Point Average (GPA). Students who have attempted more than 28 hours but less than 60 hours must earn a 2.0 GPA. Students who have attempted 60 or more hours must also earn and maintain a 2.00 GPA. Graduate Students must earn and maintain a 3.00 GPA.

Transfer Students Note: Coursework transferred from other institutions are included in the total number of credits attempted and earned, but are not factored into the cumulative GPA.

Minimum acceptable academic standards are represented in the following table:

<table>
<thead>
<tr>
<th>Total Hours Attempted (including transfer hours)</th>
<th>Required Cumulative GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-28 credit hours</td>
<td>1.67</td>
</tr>
<tr>
<td>29-59 credit hours</td>
<td>2.0</td>
</tr>
<tr>
<td>60 &amp; above credit hours</td>
<td>2.0</td>
</tr>
<tr>
<td>Graduate Student</td>
<td>3.0</td>
</tr>
</tbody>
</table>

*Note: All letter grades, including F’s, are counted toward a student’s GPA. (Passing grades include A, A-, B+, B-, C+, C, C-, D+, and D. Grades of I, CR, W, NR, NC, IP, and AU will not be accepted as passing grades.)

2. Quantitative Measure (PACE)
Students, regardless of class rank, receiving financial aid must also satisfactorily complete 67% of their financial aid hours at the end of each spring term. Financial aid hours are defined as those hours in which a student is enrolled as of the last day of the Wesley College’s Drop/ Add period each semester.

The following definitions apply to the Qualitative Measure policy regarding the treatment of special grades:

- **Incomplete Grades:**
  Courses for which a student received a grade of “I” are included in the number of attempted credits but don’t count as earned credits for SAP calculations. It is the responsibility of the student to notify the Student Financial Aid Office of all grade changes once complete.

- **Withdrawals:**
  Courses for which a student receives a grade of “W”, “AW and IW” are included in the number of attempted credits but do not count as earned credits for SAP determination.

- **Audited Courses:**
  Courses in this category do not count as credits attempted or earned.
• Repeated Courses:
Regardless of whether the student received financial aid or not, all repeated coursework must be counted as attempted credits. The grade earned in the repeated course is the grade that determines the student’s cumulative grade point average. The most recent grade will replace the old grade in a repeat course. No additional credits will be considered as earned credits for repeated courses for which credits were earned previously.

• Developmental/Remedial Courses:
Are counted as hours attempted and, if successfully completed, as hours earned.

3. Maximum Time Frame
The maximum period in which students may receive Federal financial aid based on their degree program is limited. To remain eligible, the maximum time frame may not exceed 150% of the credits required to complete their degree.

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

Institutional Procedures

Review Process
The Satisfactory Academic Progress of students is monitored at the end of each spring semester. A student will be denied assistance if any one 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 study without achieving their degree.

Financial Aid Suspension
Students who fail to meet the minimum SAP requirements will be placed on Financial Aid Suspension. Students on Financial Aid Suspension are NOT eligible to receive Federal financial aid. The mere passage of time will not restore eligibility to a student who has lost eligibility for failure to make SAP. The student may appeal the Financial Aid Suspension if unusual circumstances beyond their control prevented them from meeting satisfactory academic progress (see appeal process below).

Appeal Process*
Any student denied financial aid, who can document 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 in which eligibility is reinstated.

You must 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.

*Note: The appeal of a Financial Aid Suspension is a separate process from an appeal of an Academic Suspension.

> The two processes are not related!! <
A successful appeal of an Academic Suspension does not remove the suspension of your Financial Aid.

Extenuating/Special Circumstances
The following items may be considered as extenuating/special circumstances under the terms of U.S. Department of Education mandate:

- Improved performance (e.g., your GPA significantly improved during the first two years.)
- Change in 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).
- 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.).
- Other unusual circumstances that are documented by the Student Financial Aid Office or other administrators (i.e., Academic Dean, Dean of Students, professors, etc.).
The student will be notified by letter to the student’s permanent address regarding the results of their appeal.

If the Appeal is approved: Aid is continued under Financial Aid Probation for one term.

The student should carefully review the SAP appeal notification which will outline any unique, individualized SAP requirements that the student must meet in order to maintain eligibility for Federal financial aid.

Standard SAP requirements state that the student must: 1) complete 12 credit hours; 2) cannot withdraw from any courses committed to for the academic period in question; and 3) earn a 2.0 GPA during their probationary semester. The student is strongly encouraged to work with their Academic Advisor during the term to ensure compliance with their academic requirements and their academic plan.

If the Appeal is denied: Aid is immediately suspended until eligibility is re-established.

The Appeal decision is final for the term of enrollment specified in the letter.

A student may still be able to re-establish eligibility on their own, for future enrollment periods, by completing sufficient credit hours and/or by improving their cumulative GPA. The student may appeal no more than two terms at Wesley College. Requests for multiple appeals must be for different circumstances.

Financial Aid Probation

The Financial Aid Probation status is assigned to a student who has successfully appealed their financial aid suspension. The reinstatement under probation may require that the student’s advisor submit an approved academic plan to the Student Financial Aid Office. The plan must be specific as to what courses they will be taking & when. The plan may also indicate how they intend to successfully complete those courses as well as how & when they expect graduate. If they are not graduating that subsequent semester the plan must be approved & re-evaluated after each semester term. Continued success is the goal of the academic plan.

Students placed on “Probation” regain eligibility for Federal financial aid if:

- The student meets ALL the standards of the SAP Policy at the end of an enrollment period; or
- The student is placed on an academic plan that insures graduation & meets SAP guidelines by a specific timeframe

If a student fails to meet the minimum SAP requirements or fails to meet their academic plan at the end of their probation period, the student is placed back into financial aid suspension. The student is not permitted to appeal a suspension following Financial Aid Probation unless there is a new and different circumstance that meets the definition of the acceptable extenuating/special circumstances as discussed earlier within the policy.

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:

- 75% is refunded in the first week of the academic period
- 50% is refunded in the second week of the academic period
- 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 receive failing grades in all classes.

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

**Policy:** Each academic school year the Financial Aid Office personnel check Title IV recipients GPA and Pace, according to Wesley College’s policy as outlined on pages 19-21 of this handbook.
**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.

**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.

**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.

**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.

**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.

**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.
**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 MUST 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’s FAFSA is selected for verification, they will be notified in writing. Both 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, if possible

All verification documents must be submitted within 15 days from the date of the student’s receipt 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.
Goal: To give students with special family issues an 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 items below, singly or in combination, qualify as unusual circumstances that merit a dependency override:

- Parents refuse to contribute to the student’s education;
- Parent unwillingness to provide information for the FAFSA or verification;
- Parents do not claim the student as a dependent for income tax purposes;
- 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, written by the student, explaining the 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 their 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.

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.
**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. i.e.: Books, Transportation, Personal, Loan Fees etc.

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

\[
\text{Cost of Attendance} - \text{Expected Family Contribution (determined by the FAFSA)} = \text{Financial Need}
\]

Packaging rules set up in Wesley College’s financial aid software, 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

**Wesley College reserves the right to adjust any institutional aid based on outside benefits paid that the Financial Aid Office may not have been aware of when the student’s initial offer was made.**
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 Student Financial Aid Office. At the interview, students will receive a print-out of their final charges, with any necessary adjustments, along with a 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)

The e-mail will request that the student complete the counseling session online. Once completed Wesley 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.
On May 16, 2013, the U.S. Department of Education issued an Interim Final Rule which became effective on the date of publication. These regulations only apply to first-time borrowers on or after July 1, 2013, and limit the time students may borrow Direct Subsidized Loans to no more than 150 percent of the published length of their educational programs.

New borrowers who reach the 150 percent limit:

Do not qualify for Direct Subsidized Loans for future enrollment unless they enroll in a longer program of study. May lose interest subsidy for prior loans when they:

- Received Direct Subsidized Loans for 150 percent of the length of a program of study; **AND**
- Have not completed their programs; **AND**
- Continue to be enrolled on at least a half-time basis in the same program, a different program of the same length, or a program of shorter duration.

For students who lose interest subsidy, interest on affected loans may begin to accrue in the same manner as interest on unsubsidized loans. Those prior loans do not become unsubsidized loans; they remain Direct subsidized loans but no longer qualify for interest subsidy.

Subsidized Usage Period (SUP) is calculated for each student and eligibility is determined during the awarding period. Message class CRSU files are loaded into PowerFAIDS (PF) and migrated to the current award year. In addition, the same message class is returned and loaded after “Origination.” Eligibility is determined by screening the “Subsidized Usage Period Information” in Direct Loan Data within PF.

Once the borrower loses eligibility for interest subsidy, the borrower becomes responsible for the accruing interest even if no new loans are obtained. The change to the interest accrual on previously-disbursed loans occurs on the date that the borrower has no remaining subsidized eligibility and begins attendance in any undergraduate or preparatory coursework on at least a half-time basis, at a Title IV-eligible school participating in the Direct Loan program. If interest subsidy on a loan is lost, it cannot be regained. When interest subsidy is lost, the borrower is responsible for any accruing interest during periods of:

- Enrollment, regardless of enrollment status.
- Grace.
- Deferment.
- Repayment (including periods that would otherwise have been subsidized under the “Income-Based” or “Pay As You Earn” repayment options).

Any unpaid interest accrued during periods of enrollment, grace or deferment will be capitalized. A first-time borrower who completes the program of study within the 150 percent timeframe retains interest subsidy on loans received for any completed program, regardless of any future enrollment in a subsequent program of study. This is true whether or not the borrower has any remaining eligibility period.
On May 5, 2017, the President signed into law the Consolidated Appropriations Act, 2017, which included restoration of year-round Pell Grants “effective in the 2017-2018 award year and thereafter.” Under the Act, a student can receive Federal Pell Grant funds for up to 150% of the student’s Pell Grant Scheduled Award for an award year. In other words, a student who has utilized a full Pell Grant Scheduled Award during the 2017-2018 standard academic year can immediately begin using funds from a second Scheduled Award during the summer 2018 crossover payment period.

Schools may begin awarding year-round Pell Grants (YRP) on June 19, 2017.

As a result...

A student may receive up to 50% of an additional Federal Pell Grant Scheduled award within an award year, for extra payment periods attended.

***

**Scenario #1:** a student attends full-time for the fall and spring, utilizing 100% of their initial PELL Grant Scheduled Award (PGSA). If the student attends full-time (12 credits) during the following summer (known as a “footer semester”), the institution may pay a full-time award for this additional semester, since that would be 50% of the PGSA for the year.

Other than the half-time enrollment requirement, there are no special eligibility criteria for YRP. Although there are no “acceleration” criteria, the student must be enrolled at least half-time for the payment period in which any funds in excess of the first Federal Pell Grant Scheduled Award will be used.

***

**Scenario #2:** a student attends full-time in the fall and 3/4-time in the spring during the 17-18 award year. He decides to attend the summer 2018 to make up the deficit coursework. If he enrolls for just one class (3 credits) the institution will consider that as less than half-time, therefore no additional PELL Scheduled Award funds (under YRP) would be available based on current Wesley College policy (summer coursework is designated as a “Footer” to the previous AY).

If he should increase his course load to at least half-time (6-8 credits), he could be paid the remaining funds from the initial Scheduled Award. In other words, if that student had already been paid a full Scheduled Award for full-time attendance in both fall and spring, he could not be paid for less than half-time attendance based on 17-18 eligibility.

If that student had already been paid a full Scheduled Award for full-time time attendance in both fall and spring, he could not be paid for Less Than Half-Time attendance based on 17-18 eligibility.

The example below illustrates an award scenario based on the student being enrolled at least half-time for the additional payment period:

<table>
<thead>
<tr>
<th>Scenario #3: Student’s Pell Grant Scheduled Award (PGSA)* is $5370.00 (based on an Expected Family Contribution [EFC] of 550 &amp; Cost of Attendance [COA] of $10,590.00)</th>
</tr>
</thead>
<tbody>
<tr>
<td>FALL 2017 Full Time</td>
</tr>
<tr>
<td>PELL Award Amount $2685.00</td>
</tr>
<tr>
<td>50.0000% of the PGSA</td>
</tr>
</tbody>
</table>

* PELL Grant Scheduled Award (PGSA) is the amount that a full-time student would receive under the PELL Grant Payment Schedule, for a full academic year based on the student’s EFC and COA.

** The additional PELL Grant award cannot exceed 50% of the student’s PGSA.

In this example, the 50% is made up of 12.4954% ($671.00) remaining from the initial PGSA and 37.5046% ($2014.00) from the additional PELL Grant award. The student has 12.4954% ($671.00) remaining from the additional PELL Grant award for 17-18 award year. If the student has used up 100% of their PGSA for Fall 17 & Spring 18, the entire Summer 18 award amount would be from the additional PELL Grant award.

Institutions are not required to separately track the percentage used from the initial PGSA and from the additional PELL Grant but may combine the amounts and must submit as one amount for reporting to the Common Origination & Disbursement System (COD).