



## Office of Financial Aid

# A Guide to Terms, Eligibility, and Helpful Information

**Financial Aid Programs:** There are various financial aid programs that depending on eligibility may be available to you. Students want to pay attention to grants and scholarships since these are types of aid programs that do not need to be repaid. In addition to grants and scholarships, award packages may also include Federal Work-Study and student loans through the Federal Direct Loan Program (Subsidized, Unsubsidized or PLUS).

- **Scholarships/Awards (University/Other):**

- **Immaculata University Scholarships/Awards:** Aid received directly from the University in the form of scholarships and/or grants. The University offers a variety of grants/scholarships to incoming students. Students must be enrolled full-time to be eligible. The level of scholarship assistance depends on the quality of your academic record submitted with your admission application. Students must maintain the required cumulative Grade Point Average (GPA) for the scholarship to be renewed each year. Please visit [www.immaculata.edu/admissions/financial-aid/scholarships-grants/](http://www.immaculata.edu/admissions/financial-aid/scholarships-grants/) for more information.
- **Outside Scholarships:** Immaculata encourages students to utilize and search multiple aid related sources to help fund their education through outside scholarships. Please note that you are required to report to the Office of Financial Aid all scholarships or grants awarded to you from any source outside the University, including employment tuition reimbursement/assistance programs. Examples of where you can search for outside scholarships are: [www.finaid.org](http://www.finaid.org), [www.scholarships.com/financial-aid/college-scholarships/](http://www.scholarships.com/financial-aid/college-scholarships/), and [www.fastweb.com](http://www.fastweb.com).

- **Grants (Federal/State):**

- **Federal Pell Grant/ Federal Supplemental Educational Opportunity Grant (FSEOG):** Provides financial assistance to students who demonstrate financial need as established by the Federal Government. Eligibility is determined by the Federal Government upon completion of the Free Application for Federal Student Aid (FAFSA) application. Students must be enrolled in a degree seeking or approved certificate program. FSEOG is a federal program representing a source of gift assistance awarded based on need. Awards are contingent upon availability of federal funds provided to the University and the policies established by the U.S. Department of Education.
- **Pennsylvania State Grant Program:** The state grant program is sponsored and funded by the Pennsylvania Higher Education Assistance Agency (PHEAA). Initial student eligibility is determined by PHEAA upon completion of the FAFSA and PA State Grant Form. FAFSA applications must be completed by May 1<sup>st</sup> to be reviewed for potential eligibility. Pennsylvania residency requirements are determined by PHEAA.
- **Federal Direct Loan Program:** Includes Subsidized, Unsubsidized and PLUS (Parent/Graduate) loans for eligible students enrolled at least half-time in a degree seeking or approved certificate program. These are loans through the Federal Government that are disbursed directly to the school. For more information regarding these types of loans and how to obtain them, please visit [www.immaculata.edu/admissions/financial-aid/student-loans/](http://www.immaculata.edu/admissions/financial-aid/student-loans/).
- **Federal Work Study Programs:** Eligible to students who demonstrate financial need, which is determined by the Federal Government upon completion of the FAFSA. The Federal Work Study program allows qualified students to obtain a part-time job on campus. Students are required to complete Federal and University paperwork prior to starting the position. Students receive payment by check or direct deposit bi-weekly.

**Eligibility:** Students who have applied and been accepted will receive a financial aid package which could include, federal, state, and institutional aid. For the majority of student financial aid packages, Immaculata University awards are applied toward the fall and spring semesters, thus excluding the summer term. Generally, financial aid awards are created assuming the student will enroll in a full-time undergraduate program. Enrollment for less than full-time may result in the reduction or elimination of various award resources. Students who are registered for part-time course work may be eligible for federal and state grant programs contingent on being enrolled in an aid eligible program.

- **Federal Aid:** Must complete the FAFSA [www.studentaid.gov](http://www.studentaid.gov)
- **Pennsylvania State Grant:** Must complete FAFSA prior to May 1<sup>st</sup> and complete PA State Grant Form. Full-time student must be enrolled in at least 12 credits per semester and part-time students must be enrolled in at least 6 credits per semester in an undergraduate degree program. Both full-time and part-time students must be enrolled in at least 15 weeks per semester. See [www.pheaa.org](http://www.pheaa.org) for other eligibility requirements.
- **Institutional Aid:** Awarded based on student's admissions application. Full-time undergraduate students are eligible for institutional aid for up to 8 semesters.



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**How Financial Aid is determined:** A financial aid award package is the total amount of financial aid offered to a student by all sources, including scholarships, grants, loans, and employment (Federal Work-Study). Your total award amount is subtracted by the Office of Financial Aid from Immaculata's educational expense budget.

### **Need Calculation:**

- **Educational Expense Budget** - This is an estimated total cost of attending Immaculata University which includes tuition/fees, books and supplies, housing, food, transportation, and personal/miscellaneous expenses.
- **Student Aid Index (SAI)** is a measure of your family's financial strength, namely its ability to pay for college. The Student Aid Index (SAI) replaced the Expected Family Contribution (EFC) starting with the 2024-2025 FAFSA. It is a calculated number based on the information you submit on your FAFSA and is intended to represent your family's financial strength and ability to pay for college.
  - **\*\*Note:** Your SAI is *not* the amount of money your family will have to pay for college *nor* is it the amount of federal student aid you will receive. It is a number used by your school to calculate the amount of federal student aid you are awarded.
- **Financial Need** - Determines how much need-based aid is awarded.

### **Standards of Academic Progress for Financial Aid:**

The receipt of financial aid is a privilege that creates both rights and responsibilities. An academic progress evaluation process is performed at the completion of each semester for federal and institutional aid.

- **Federal Aid:** The United States Department of Education requires every post-secondary institution receiving federal funds (Title IV) to have an academic progress policy that is used to determine aid eligibility. Title IV funds include the Federal Pell Grant, SEOG, Federal Work-Study program, Federal Direct Stafford Loans and Federal PLUS Loans. The measures of progress are listed below:
  - **Qualitative Standards:** Students must meet the 2.0 cumulative GPA requirements established by the Federal Government.
  - **Quantitative Standards:** Students must be pursuing degree requirements at a reasonable pace. All students must complete at least 75 percent of all courses attempted. The completion ratio is measured by dividing the total earned credits by the total attempted credits. No student may be considered for Federal aid after reaching 150 percent of his or her published program length.

Students failing academic progress requirements will be granted one semester of financial aid warning. After that semester, if the student fails to meet satisfactory academic progress standards, Federal aid will be denied. Students who fail to meet the established standards may appeal for reconsideration based on unusual, mitigating, or extraordinary circumstances to the financial aid office.

- **PA State Grant:**
  - Students must make satisfactory academic progress in accordance with PA State Grant policy. Full-time students must earn 24 credits each academic year they receive the full-time PA State Grant. Part-time students must earn 12 credits each academic year they receive the part-time PA State Grant.
  - Students failing to meet satisfactory academic progress for the PA State Grant can appeal directly with PHEAA.
- **Institutional Aid**
  - IU merit scholarship GPA requirements are listed in a student's initial award letter. The GPA is evaluated at the end of each semester.

Students failing to meet the GPA requirement will be granted one semester of scholarship probation. Students who fail to meet the established standards may appeal for reconsideration based on unusual, mitigating, or extraordinary circumstances to the financial aid office.



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**Immaculata University Verification Policy:** Some students are required by the Federal Government to document financial circumstances with Immaculata University's Office of Financial Aid. This process, called verification, is required by the Federal Government to confirm the data submitted on the FAFSA or to confirm students' eligibility to receive financial aid. Students may be selected for verification either by the U.S. Department of Education or by Immaculata University's Office of Financial Aid. Any consideration for unusual circumstances, special circumstances, professional judgments, or other financial aid reevaluation decisions will be considered after the University receives confirmation of the completed verification process.

- **Only students selected for verification need to complete this step.** For students selected for verification, federal funds will not be disbursed until the process is complete and satisfied. Immaculata University will request required information to process the verification. Failure to fully submit requested information after three notifications will result in the cancellation of all federal and university need-based funds. Any changes to aid eligibility as a result of the completion of the verification process will be communicated to the students in writing reflecting the changes/updates made to the FAFSA information, and changes/updates to the financial aid awards. If the student owes a repayment because of the changes, the financial aid award(s) will be adjusted, and the student will be billed for any balance due the university as a result.

**Reevaluation of Financial Assistance:** Upon reviewing this guide, if you think that your resources are insufficient for you to attend Immaculata, you may request a reevaluation for unusual circumstances or special circumstances. While it may not be possible to adjust your aid package, we can review your situation for possible adjustments to your Student Aid Index (SAI) when:

- **Unusual Circumstances** are scenarios that prevent a dependent student from providing parent information on the FAFSA. This may result in a dependency override. Documentation will need to be collected.
- **Special Circumstances** are scenarios that may impact federal student aid eligibility. Federal regulations permit a Financial Aid Administrator discretion or professional judgment on a case-by-case basis with adequate documentation to make adjustments to students' financial aid. For example, your family has experienced a change in financial circumstances, such as unemployment, recent divorce or separation, or a death in the family, etc.

**Student Responsibilities:** The determination of eligibility for aid is based on the submission of a needs-analysis (FAFSA) application. Should Immaculata University representatives detect and verify irregularities which are not subsequently corrected, they have the right to suspend an award and request any appropriate documentation deemed necessary to verify data on the FAFSA application. Withholding requested information will result in the suspension of the award process or previously awarded funding. A student must also notify the Office of Financial Aid of any changes to name, address, housing status (on campus, off campus, or commuting), marital status, income, or financial assistance due to the receipt of additional resources (external scholarships, Vocational Rehabilitation, etc.)

**Payment Plan:** Families may choose to divide payments into eight (8) equal installments during an academic year (four per semester) for easier budgeting. There is an enrollment fee that will be in addition to the first month's payment. Payment begins prior to the start of each semester. An installment form can be found online Self-Service Account (SSIU). For additional information and fee amounts, contact the Business Office at: 610.647.4400 ext. 3174.

**Refund Policy:** Students who withdraw from Immaculata University within the first three weeks of classes will have their charges and financial assistance reduced on a prorated basis. Regulations require that any refunds of federal aid be returned to the proper federal fund. The complete refund policy is available in the Student Handbook. Federal aid will be affected if the student withdraws before completing 60% of the semester. Refer to the handbook for State Grant policy.



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### **Financial Aid Helpful Items:**

- Review for accuracy the FAFSA Submission Summary (FSS) you received via email or postal mail after filing the FAFSA.
- Promptly respond to any school requests for additional information or documentation, such as verification worksheets, proof of citizenship, or other forms.
- Sign and return your financial aid award letter to accept, reduce or deny any aid offered in a timely manner.
- Notify the Office of Financial Aid of any outside or private scholarships, grants, or other types of aid you have received or expect to receive. A change in these resources may affect your financial aid award.
- Remember to keep copies of all application materials for your records to reference if need be.
- Keep in mind that you must reapply for financial aid each year by filing a new FAFSA application. The FAFSA deadline for Pennsylvania residents for PA State Grant is May 1<sup>st</sup>.
- All electronic communication to current Immaculata University students will be sent to their Immaculata University email account.
- All financial aid and billing information may be viewed through the students' online Self-Service Account (SSIU).

### **Supporting Documentation:**

In order to confirm a student's eligibility for federal aid, the student may be asked to submit required documentation to the Office of Financial Aid in order to receive aid. Below is a list of possible items you may be asked to submit. We ask that if requested, any requested documents be submitted promptly to allow time for processing.

- A. Federal Income Tax Return Transcripts:** Income tax return transcripts are not required for every applicant. Do not send in tax forms until requested. You may, however, be required to provide the appropriate tax return transcripts if your application is selected for verification by Immaculata University. You should be aware that financial aid awards may be adjusted after verification. If you do not provide tax return information when asked, no need-based financial aid will be made available.
- B. Documentation of Independent Students (Undergraduate Only):** Although the primary responsibility for financing your education rests with you and your parents, Immaculata recognizes that some students are legally self-supporting. If you claim independence, you will be informed of specific documentation that is required to support your claim (Unusual Circumstance). Need-based aid cannot be awarded until requested documentation is received.
- C. Documentation of Citizenship:** Students who are not U.S. citizens are subject to different regulations that may require supporting documentation depending upon financial aid requested. You will be contacted if this applies to you. U.S. citizens may also be required to document their citizenship status.
- D. Social Security Number:** The Federal Government will confirm that the Social Security number on your FAFSA application matches other data in their files. Students whose records do not match will be required to verify their Social Security number, date of birth, or official name before aid can be disbursed. If you have changed your name, be sure to notify the Social Security Administration or aid cannot be disbursed.
- E. Veterans:** Students who claim that they are veterans may need to verify their status and benefits. Financial aid cannot be disbursed without such verification.
- F. Additional Information:** Other information may be requested. Delays will occur if any information requested is not submitted in a timely manner.

### **Helpful Contact Information**

Immaculata University: [www.immaculata.edu](http://www.immaculata.edu)

Office of Financial Aid: [www.immaculata.edu/admissions/financial-aid/](http://www.immaculata.edu/admissions/financial-aid/)

My IU/S.S. IU: (Self-Service Online) [mviu.immaculata.edu](http://mviu.immaculata.edu)  
Use this site to review your current account balance; view your financial aid award; and review any outstanding requirements.

Email: [fnaid@immaculata.edu](mailto:fnaid@immaculata.edu)

Phone: 484-323-3028

Fax: 484-395-0068