



## Office of Financial Aid

### Office of Financial Aid: A Guide to Terms, Eligibility, and Helpful Information

**How Financial Aid is determined: Overview:** 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 (like Federal College 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 – Expected Family Contribution = Financial Need

- **Educational Expense Budget-** This is an estimated total cost of attending Immaculata University which includes tuition/fees, books and supplies, room and board, transportation and personal/miscellaneous expenses.
- **Expected Family Contribution (EFC)-**is a measure of your family's financial strength and is calculated according to a formula established by law. Your family's taxed and untaxed income, assets, and benefits (such as unemployment or Social Security) are all considered in the formula. Also considered are your family size and the number of family members who will attend college during the year. The information you report on your Free Application for Federal Student Aid (FAFSA).

*\*\*Note: Your EFC 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 eligible to receive.\*\**

- **Financial Need-**Determines how much need-based aid a student is eligible for.

**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. While it may not be possible to adjust your aid package, we can review your situation for possible adjustments to your expected family contribution when:

- Your family has experienced a change in financial circumstances, such as employment, recent divorce or separation, or a death in the family.
- Your family has extenuating circumstances which distinguish them from other families and which were not previously considered.

**Student Responsibilities:** The determination of eligibility for aid is based on the submission of a needs-analysis (FAFSA) application. Should 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), meal plan, marital status, income or financial assistance due to the receipt of additional resources (external scholarships, Vocational Rehabilitation, etc.)

**Eligibility: Overview:** 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 on a full-time basis. Enrollment for less than full-time may result in the reduction or elimination of various award resources. In order to be eligible for many aid programs, please note below some necessary requirements:

- **Enrollment Status for Institutional Aid Programs:** Eligibility for Immaculata University scholarships and grants requires students to be enrolled full time (12 credits or more).
- **Enrollment Status for Other Programs:** 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.
- **Academic Progress and Grade-Level Requirements:** The receipt of financial aid is a privilege that creates both rights and responsibilities. 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 eligibility for students. Title IV funds include the Federal Pell Grant, Federal Work-Study program, Federal Perkins Loan, Federal PLUS Loan along with Federal Direct Stafford Loans.
- **Standards of Academic Progress:** An evaluation process is performed at the completion of each semester. Three measures of progress (Qualitative, Quantitative, and Time) is conducted which are listed below:
- **Qualitative Standards:** Students must meet the Grade Point Average requirements established by the University which is currently 2.00. In addition, all students must complete at least 75 percent of all courses attempted during the previous semester. The completion ratio is measured by dividing the total hours earned by the total billing hours.



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### **Eligibility (Cont'd):**

- **Quantitative Standards:** Student must be pursuing degree requirements at a reasonable pace. Specific requirements are detailed in the Student Handbook.
- **Time Frame:** A student may receive institutional and PA State grant aid for eight semesters. No student may be considered for Federal aid after reaching 150 percent of his or her published program length.
- **Progress Failure:** Students failing academic progress requirements will be granted one semester of financial aid probation. After that semester, if the student fails to meet satisfactory academic progress standards, further aid will be denied.
- **Appeals:** Students who fail to meet the established standards may petition for reconsideration based on unusual, mitigating, or extraordinary circumstances to the financial aid office.

**Immaculata University Verification Policy: Overview:** Some students are required by the federal government to document financial circumstances with the Immaculata University 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 the University's office of financial aid. Any consideration for extenuating 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, funds will not be disbursed until the process is complete and a confirmation acknowledgement is received from the Department of Education. Immaculata University will request information, both in writing and from the FAFSA IRS Data Retrieval Process from the student upon notification from the federal government. 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 as a result 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.

**Refund Policy: Overview:** Students who withdraw from Immaculata University within the first nine 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.

**Financial Aid Programs: Overview:** 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, the amount of financial need, availability of funds and whether you are a full-time or part-time student. Students must maintain the required GPA for the scholarship to be renewed each year. Please visit <https://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.chegg.com/scholarships](http://www.chegg.com/scholarships) and [www.fastweb.com](http://www.fastweb.com).



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### **Financial Aid Programs (CON'T):**

- **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 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 on the basis of 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 applications. FAFSA applications must be completed by May 1<sup>st</sup> in order to be reviewed for potential eligibility.
  - **State Scholarship/Grant Programs:** All students attempting to secure assistance must apply for their respective state grant programs. Some states outside of Pennsylvania allow funds to be used at Immaculata University. Currently, students from Delaware, District of Columbia, Massachusetts, Ohio, Vermont and West Virginia permit the use of state funding to Immaculata.
- **Federal Loans:**
  - **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 [immaculata.edu/admissions/financial-aid/student-loans/](http://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 Free Application for Federal Student Aid (FAFSA). The Federal Work Study program allows qualified students to obtain a part-time job on campus. Students are required to complete Federal, State, and University paperwork prior to starting the position. Students receive payment by check once a month.

### **Payment Plan:**

- **Overview:** 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. Payment begins prior to the start of each semester. An installment form will be included with the billing statement. For additional information and fee amounts, contact the Business Office at: 610.647.4400 ext. 3174.

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

- Review for accuracy the Student Aid Report (SAR) 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 Immaculata University priority deadline for the new year is May 1<sup>st</sup>.
- All electronic communication to current Immaculata University students will be sent to their University email account.
- All financial aid and billing information may be viewed through the students' online Self Service Account (SSIU).



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**Supporting Documentation**

**Overview:** In order to confirm eligibility of federal aid, you 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 with all W-2's 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. 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 sought. You will be contacted if this applies to you. U.S. citizens may also be required to document their citizenship status.
- D. Selective Service:** Males born after 1960 must register with Selective Service to receive financial aid. The federal government may require students to verify registration. Financial aid cannot be disbursed without verification.
- E. 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.
- F. Veterans:** Students who claim that they are veterans may need to verify their status and benefits. Financial aid cannot be disbursed without such verification.
- G. 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:** <http://www.immaculata.edu>
- Office of Financial Aid:** <https://www.immaculata.edu/admissions/financial-aid/>
- My IU/S.S. IU: (Self-Service Online)** <http://myiu.immaculata.edu>  
Use this site to: review your current account balance; view your financial aid award; and review any outstanding requirements.
- Email:** [finaid@immaculata.edu](mailto:finaid@immaculata.edu)
- Phone:** 484-323-3028
- Fax:** 484-395-0068
- Mailing Address:** Office of Financial Aid  
Immaculata University  
1145 King Road  
Lillian P. Lettiere Center 219,  
Immaculata, PA 19345
- Office Hours:** Monday thru Friday .....9:00 a.m. - 4:30 p.m.