OTTAWA UNIVERSITY... INSTITUTIONAL APPLICATION 2013-14 FINANCIAL AID WORKSHEET INFORMATION

<u>Course Enrollments</u>: The information on this form enables us to certify your student loan. Please complete the following areas as <u>completely</u> and accurately as possible. <u>Leave no blanks</u>. If "none" or "NA," please indicate so.

Print Name: _____ Social Security Number: _____ At this time, I intend to enroll for the following number of semester credit hours each term. Please tell us what your enrollment intentions are for the next six terms. NOTE: Financial Aid can only be used for courses that apply toward your degree requirements. Taking courses outside of your program of study may result in you having to repay any/all funds received. SUMMER 2 (July): _____ Credits FALL 1 (Aug): _____ Credits FALL 2 (Oct): ____ Credits SPRING 1 (Jan): _____ Credits SPRING 2 (Mar): _____ Credits SUMMER 1 (May): _____ Credits Term or Date you expect the above loan period to begin: Students transferring to Ottawa, indicate the number of Semester Credits you expect to transfer in Which program are you enrolled in? (mark only one): () Bachelors () Masters () Teacher Cert. () CAGS What is your anticipated graduation/completion date for your current program? Number of people for whom you pay dependent care expenses (i.e. baby sitting, day care, elder care): Are you a military student or family member and/or will you be receiving VA benefits? () YES () NO How much and what type of financial assistance, if any, do you expect to receive from another source (i.e. employer reimbursement, scholarships, Voc. Rehab. etc.)? Please specify type and amount (attach a separate page if needed): Type: Amt \$ Type: Amt \$

HAVE you or WILL you attend any other school after JULY 1, 2013? Please indicate below. (You are required to provide us with this information *regardless of whether you received financial aid*). If none, please write "none."

Previous Schools Attended (including city/state) Since July 1 st 2013	Dates Attended Month/Year To Month/Year
	/20 to/20
	/20 to/20
	/20 to/20

This information will be used to determine my eligibility for federal student aid and I hereby certify that it is complete and correct to the best of my knowledge. I understand and agree with all information provided in this application. I understand that my eligibility for Title IV federal financial aid can be affected and possible over awards created if I take fewer credits than indicated or fail to submit all official transcripts from previous institutions and that it is a crime to provide false information when applying for financial aid. In addition, I hereby authorize Ottawa University to apply current funds to any previous balance due from prior fiscal years, up to \$200. My signature below is authorization to Ottawa University to credit my tuition account electronically with funds received via Electronic Funds Transfer (EFT) where applicable. I also authorize Ottawa University to communicate with me electronically regarding my Financial Aid (document requests, disbursement information, awarding, etc.).

Signature:



Student Loan Request Form

ARIZONA » INDIANA » KANSAS » WISCONSIN» ONLINE

www.ottawa.edu » oufinaid@ottawa.edu

MAXIMUM FEDERAL DIRECT STUDENT LOAN AMOUNTS

Dependent Undergraduates	Maximum Subsidized (if eligible)	Unsubsidized	Total
First Year (0 – 23.9 credits earned)	\$3,500	\$2,000	\$5,500
Second Year (24 – 53.9 credits earned)	\$4,500	\$2,000	\$6,500
Third Year and Beyond (54+ credits earned)	\$5,500	\$2,000	\$7,500
Independent Undergraduates (and dependents whose parents are unable to borrow under the PLUS program)			
First Year (0 – 23.9 credits earned)	\$3,500	\$6,000	\$9.500
Second Year (24 – 53.9 credits earned)	\$4,500	\$6,000	\$10,500
Third Year and Beyond (54+ credits earned)	\$5,500	\$7,000	\$12,500
Teacher Certification	\$5,500	\$7,000	\$12,500
Graduate and Professional Students	NA	\$20,500	\$20,500
LIFETIME MAXIMUM LOAN LIMITS			
Dependent Undergraduates	\$23,000	\$8,000	\$31,000
Independent Undergraduates (and dependents whose parents are unable to borrow under the PLUS program)	\$23,000	\$34,500	\$57,500
Graduate and Professional Students	NA	\$138,500	\$138,500

Direct Subsidized Loans do not accrue interest until your grace period begins – <u>If you are a first</u> time borrower as of 7/1/13, you are limited to 6 years of subsidized loan eligibility. Contact the FA department if you have questions about this.

> Direct Unsubsidized Loans accrue interest from the time funds are disbursed.

Fill in the AMOUNT you want to borrow on ONE line only:

I want to borrow the following amount (total Subsidized AND Unsubsidized):

I want to borrow the following amount (Subsidized ONLY) (not available to Grad students): \$______

I DO NOT want a Federal Direct Student Loan.

By enrolling in classes at Ottawa University, a student makes a financial commitment to pay the tuition and fee charges associated with that enrollment. The enrollment action constitutes a financial obligation between the student and Ottawa University and all proceeds of this agreement will be used for educational purposes and constitute an educational loan pursuant to 11 U.S.C. § 523(a) (8).

Printed Name:	Signature:		
Social Security Number:	ID #:	Date:	
(rev 6.4.13)			

IMPORTANT LOAN DISBURSEMENT INFORMATION

Loans are certified for 4 terms (32 weeks). Undergraduate students must *successfully* complete 24 credits <u>AND</u> 32 weeks *at Ottawa University* before regaining eligibility for a new loan. Graduate students must *successfully* complete 18 credits <u>AND</u> 32 weeks *at Ottawa University* before regaining eligibility for a new loan.

If a student does not meet both criteria, s/he must pay out of pocket until they have been met so be sure to manage your cash and/or borrowing levels to enable continuous enrollment. <u>Withdrawals, transfer credits, CLEP/DANTE and grades of F or NC do not count towards these criteria.</u>

The following sample cash flow scenarios are for illustrative purposes only. These examples assume maximum loan eligibility for an independent student and do not include Pell Grant. The loan figures below are gross dollars and do not reflect fees that may be deducted before disbursement. **Your eligibility and tuition costs may vary.**

Term	1	2	3	4	5	6	7	8	Total
Credits	3	3	3	3	3	3	3	3	24
Est. Loan	\$ 1,563.00	\$ 1,563.00	\$ 1,562.00	\$ 1,562.00	\$ 1,563.00	\$ 1,563.00	\$ 1,562.00	\$ 1,562.00	\$12,500.00
Est. Tuition	\$ 1,350.00	\$ 1,350.00	\$ 1,350.00	\$ 1,350.00	\$ 1,350.00	\$ 1,350.00	\$ 1,350.00	\$ 1,350.00	\$10.800.00
Balance due/refund	\$ (213.00)	\$ (213.00)	\$ (212.00)	\$ (212.00)	\$ (213.00)	\$ (213.00)	\$ (212.00)	\$ (212.00)	\$(1,700.00)
Term	1	2	3	4	Total				
Credits	6	6	6	6	24				
Est. Loan	\$ 3,125.00	\$ 3,125.00	\$ 3,125.00	\$ 3,125.00	\$ 12,500.00				
Est. Tuition	\$ 2,700.00	\$ 2,700.00	\$ 2,700.00	\$ 2,700.00	\$ 10,800.00				
Balance	¢ (125.00)	6 (10 5,00)	¢ (125.00)	(105 00)	A(1 500 00)				
due/refund	\$ (425.00)	\$ (425.00)	\$ (425.00)	\$ (425.00)	\$(1,700.00)				
Ŧ		2	2		-	<i>.</i>	-	0	
Term	1	2	3	4	5	6	7	8	Total
Credits	3	3	3	3	3	3	3	3	24
Est. Loan	\$ 3,125.00 \$ 1,250.00	\$ 3,125.00 \$ 1,250.00	\$ 3,125.00 \$ 1,350.00	\$ 3,125.00 \$ 1,250.00	\$ -	\$ -	\$ -	\$ - \$ 1.250.00	\$12,500.00
Est. Tuition	\$ 1,350.00	\$ 1,350.00	\$ 1,350.00	\$ 1,350.00	\$ 1,350.00	\$ 1,350.00	\$ 1,350.00	\$ 1,350.00	\$10,800.00
Balance due/refund	\$ (1,775.00)	\$(1,775.00)	\$(1,775.00)	\$(1,775.00)	\$ 1,350.00	\$ 1,350.00	\$ 1,350.00	\$ 1,350.00	\$(1,700.00)
Term	1	2	3	4	Total				
Credits	4	8	4	8	24				
Est. Loan	\$ 3,125.00	\$ 3,125.00	\$ 3,125.00	\$ 3,125.00	\$ 12,500.00				
Est. Tuition	\$ 1,800.00	\$ 3,600.00	\$ 1,800.00	\$ 3,600.00	\$ 10,800.00				
Balance	(1 225 00)	¢ 175.00	¢(1.225.00)	* 175 00					
due/refund	\$ (1,325.00)	\$ 475.00	\$(1,325.00)	\$ 475.00	\$(1,700.00)				
Taum	1	2	2	4	5	6	T-4-1		
Term		2	3			6	Total		
Credits Est. Loan	4 \$ 3,125.00	4 \$ 3,125.00	4 \$ 3,125.00	4 \$ 3,125.00	4 \$ -	4 \$-	24 \$ 12 500 00		
Est. Loan Est. Tuition	\$ 3,125.00 \$ 1,800.00	\$ 3,125.00 \$ 1,800.00	\$ 3,125.00 \$ 1,800.00	\$ 3,125.00 \$ 1,800.00	\$ - \$ 1,800.00	\$ - \$ 1,800.00	\$ 12,500.00 \$10,800.00		
Balance	φ 1,000.00	φ 1,000.00	φ 1,000.00	φ 1,000.00	φ 1,000.00	φ 1,000.00	φ10,000.00		
due/refund	\$ (1,325.00)	\$(1325.00)	\$(1,325.00)	\$(1,325.00)	\$ 1,800.00	\$ 1,800.00	\$(1,700.00)		

As of 3/14/13

FINANCIAL AID FACTS AND TIPS

- I. Student loans are scheduled for disbursement on the start of each enrollment period. PELL Grant disbursements are applied to the student's Ottawa University account after the drop/add period of each enrollment period.
- II. Refund checks in the amount of any credit balance on your account will be issued through the Business Office, <u>not financial aid.</u>
- III. If you rely on your credit balance refund to purchase books, <u>PLAN AHEAD! It can take up to 14 days for</u> <u>Student Accounts to mail refund checks to students.</u>
- IV. You can change your Federal PIN to a number of your choosing by going to <u>www.pin.ed.gov</u>. We recommend you do this since your PIN is going to be used many times throughout your education.
- V. Women who get married and change their name must also change their name with the Social Security Administration to avoid creating a conflict when applying for financial aid. If this conflict occurs, it MUST be resolved prior to awarding of federal financial aid.
 - a. Be sure to also notify the Ottawa University Office of the Registrar so we can update our records as well.
- VI. Students can monitor their overall loan indebtedness by logging in to the National Student Loan Data System (NSLDS) at <u>www.nslds.ed.gov</u>. Students can also monitor their current loan activity by logging in to the ELM Network at <u>www.elmresources.com</u> or <u>www.nslds.ed.gov</u>. Questions about information obtained from this site should be directed to the Ottawa University Department of Financial Aid.
- VII. Students who enroll in courses that do not meet at least once each week of the designated term will have their eligibility for aid recalculated. In some instances, this will reduce or change the amount or type of a student's loan.
- VIII. Students who are unable or unwilling to complete a course should contact the Office of the Registrar to officially withdraw. Students who fail to officially withdraw from a course can be considered to have unofficially withdrawn. This can result in financial aid funds being returned to agencies, and the student owing a tuition balance to the University.
- IX. All financial aid students are subject to the University's Satisfactory Academic Progress (SAP) criteria. Students who transfer to Ottawa University with credits earned from other institutions may be placed on probation/suspension and will have to appeal to have their eligibility reinstated. Appeals are determined on a case-by-case basis and may be denied.
- X. Changes, for whatever reason, in the total number of credits for which a student is enrolled could effect their enrollment, and can/will have an affect on the student's eligibility for financial aid.

TIMELY BOOK ALLOWANCE POLICY

Effective with the SU11 term (beginning June 28, 2011), Ottawa University will adopt the following policy. This is being implemented in compliance with new Program Integrity regulations going in to effect in the 2011-12 Award Year.

APOS Book Advance Policy:

In accordance with the final Program Integrity Rules, the University-Wide AR staff will generate a report of all enrolled APOS Pell eligible students 10 days before the start of each term. This report will identify all enrolled Pell eligible students who are expected to have a credit balance once their Title IV funds have been fully disbursed.

Each of these students will be mailed a check via the USPS to cover the estimated cost of their books and supplies. The amount each student will receive is the lesser of 1) the anticipated credit balance or 2) \$150.00 per registered class.

Book advance checks will be mailed within the first 4 days of each term so that the student will receive the check by the 7^{th} day of each term.

A student may opt out of this process by notifying the Student Accounts department in writing that they do not want to receive an advance on their expected refund. Because the institution is required to provide these book advances each term, the student must also provide a written request to opt out each term. No check will be mailed to a student who provides timely, written notification.

These policies are being adopted in compliance with guidance from the 12/8/10 Federal Register which stipulates:

Provisions for books and supplies. (1) An institution must provide a way for a Federal Pell Grant eligible student to obtain or purchase, by the seventh day of a payment period, the books and supplies required for the payment period if, 10 days before the beginning of the payment period—

(i) The institution could disburse the title IV, HEA program funds for which the student is eligible; and

(ii) Presuming the funds were disbursed, the student would have a credit balance under paragraph (e) of this section.

(2) The amount the institution provides to the Federal Pell Grant eligible student to obtain or purchase books and supplies is the lesser of the presumed credit balance under this paragraph or the amount needed by the student, as determined by the institution.

(3) The institution must have a policy under which a Federal Pell Grant eligible student may opt out of the way the institution provides for the student to obtain or purchase books and supplies under this paragraph.

(4) If a Federal Pell Grant eligible student uses the way provided by the institution to obtain or purchase books and supplies under this paragraph, the student is considered to have authorized the use of title IV, HEA funds and the institution does not need to obtain a written authorization under paragraph (d)(1)(iv) of this section and Sec. 668.165(b) for this purpose.

SATISFACTORY ACADEMIC PROGRESS

Students must maintain an adequate rate of progress toward graduation as defined below. All periods of the student's enrollment will be evaluated after the Spring II enrollment period (e.g. May).

This rate of progress is measured using two criteria: Grade Point Average (G.P.A.) and Maximum Time Frame (MTF). Students who fail to meet the Satisfactory Academic Progress will not be eligible to receive Title IV Federal Financial Aid until the minimum eligibility criterion are met or until the student has had an appeal approved by the Director of Financial Aid (see below for more information on appeals).

PROGRESS CRITERIA - Grade Point Average: Students enrolled in an Undergraduate program must meet the following G.P.A. criteria. Progress measurements for the students G.P.A. are based on a 4.0 scale and are reflective of all credits attempted by the student, including credits that are accepted for transfer toward the students Ottawa University program of study.

Total # Undergrad. Credits Attempted	Cumulative G.P.A.	Total # Grad. Credits Attempted	Cumulative G.P.A.
0-23.99	1.60	0-6	2.0
24-53.99	1.80	7-12	2.50
54+	2.0	13+	3.0

Students enrolled in a post-baccalaureate Teacher Certification program must maintain a 2.0 minimum cumulative G.P.A. throughout the entire program length. Students enrolled in a Master's program must maintain a 3.00 minimum cumulative G.P.A. throughout the entire program length.

<u>Maximum Time Frame:</u> Maximum Time Frame (MTF) is defined as 150% of the program length measured in credit hours attempted. An undergraduate student who needs 128 credits to graduate must do so within 192 credit attempts. Likewise, a Graduate student who needs 36 credits to graduate must do so within 54 credit attempts. A student will lose eligibility for financial aid once it is determine that s/he is mathematically incapable of completing their program of study within the defined maximum time frame.

Undergraduate, Teacher Certification and Graduate Students will be placed on a Financial Aid suspension if they fail to meet the minimum time frame requirement as shown below.

Calculation example: If an Undergraduate student attempts 40 cumulative credits at the time of measurement, s/he must have earned at least 24 credits $(40 \times 60\% = 24)$ toward the program completion.

Total # Undergrad. Credits Attempted	Minimum MTF	Total # Grad. Credits Attempted	Cumulative G.P.A.
0-29.99	50%	0-12	50%
30-53.99	60%	13+	66.7%
54+	66.7%		

Incompletes, F's, NC's (no credits), and withdrawals are considered credits attempted but not earned. Grade changes and updates of incomplete and no credit grades would constitute re-evaluation and would be reflected in the new hours earned and/or hours graded total.

Transfer Credits: For the purposes of measuring Satisfactory Academic Progress, all transfer credits accepted toward the students Ottawa University program of study will be used in calculating the Ottawa G.P.A. and MTF.

Programs that are less than an academic year in length: Students who are enrolled in a program of study that is less than an academic year in length (24 Undergraduate credits or 18 Graduate credits) will be evaluated at the end of each term. Failure to meet the minimum requirements will result in the immediate suspension of financial aid eligibility.

APPEALS Students have the opportunity to appeal the loss of federal financial aid eligibility by submitting a written appeal with supporting documentation to the Director of Financial Aid (or designee). Appeals should include information and supporting documentation regarding why the student failed to make SAP (e.g. death of a relative, injury or illness of the student or some other special circumstance) and what has changed in the student's situation that would allow the student to successfully complete the program of study.

The student should also provide details of what steps will be taken to prevent further SAP issues. The decision by the Director of Financial Aid (or designee) will be communicated to the student in writing and is considered final.

Students whose appeal is approved will be monitored after each term. Because there can be a delay in the timing of grades and SAP evaluations, the financial aid disbursements will be delayed pending confirmation that satisfactory progress is being maintained.

Students who have changed programs may have their transcripts re-evaluated so that only courses applicable to their current program of study are considered.

ACADEMIC PLANS, PROBATION & DENIAL STATUS: In some cases, an appeal will be approved and an academic plan may be developed that, if followed, will enable the student to meet the minimum SAP criterion and be removed from Financial Aid suspension. The student's academic performance will be monitored after grades are posted each term to ensure compliance with the plan. Because there can be a delay in the timing of grades and SAP evaluations, the financial aid disbursements will be delayed pending confirmation that satisfactory progress is being maintained. Failure to comply with the terms of the academic plan can/will result in the student losing Title IV eligibility at Ottawa University.

If an appeal is approved, the student will be placed on Financial Aid Probation. The student must improve his/her Cumulative G.P.A. and/or complete enough hours to meet the minimum standards stated above within the terms of the probation or risk being denied further Federal Financial Aid funding. If a student is denied Federal Financial Aid due to unsatisfactory academic progress, he or she may be reinstated upon request once the minimum standards are met, or if another appeal is approved.

If, a student is denied Federal Financial Aid because of unsatisfactory academic progress, s/he will be responsible for any resulting financial obligations to Ottawa University.

FINANCIAL AID INFORMATION SHEET

Types of Financial Aid available at Ottawa University

- I. Eligibility (In order to receive Title IV federal financial aid, you must meet certain eligibility requirements.
 - For example, among other criteria, you must):
 - a. Be admitted to a degree/certificate program.
 - b. Be a U.S. Citizen or eligible non-citizen.
 - c. Be registered with Selective Service (males only).
 - d. Be continuously enrolled at least half time (for loans).

II. Pell Grant

- a. Need based.
- b. Available to <u>undergraduate students</u> only.
- C. Award is for the fiscal year July 1 to June 30.
- d. Award amount is determined each term based in part on the enrolled number of semester credit hours.

III. Federal Direct Loan Program

- a. Subsidized Loan
 - 1. Need based.
 - 2. The federal government pays the interest while the student is in school.
- b. Unsubsidized Loan
 - 1. Not need based.
 - 2. The student can pay the interest while in school, or
 - 3. The student can "capitalize" (add the interest to the loan amount) the interest while in school.

IV. Interest

a. The interest rate on Federal loans can/will vary based on the type of loan and when the loan is taken. Please contact your lender or the Department of Financial Aid for more clarification regarding the rates on your loan(s).

V. Fees

- a. For each loan, the Federal Government may charge an origination fee.
- b. The Guaranty Agency that guarantees the loan may charge a guarantee fee.

VI. Loan Disbursements

- a. Loan periods are usually for four terms.
- b. Ottawa University disburses loans in equal payments over the length of the loan.
- C. Loan periods are based on continuous enrollment of at least half time basis.

VII. Loan Cancellation and Exit Interviews

- a. The Lender and Guaranty Agency must be notified and the **loan canceled** if you:
 - 1. are not enrolled for at least half time for continuous terms.
 - 2. withdraw from school.
 - 3. transfer to another school.
 - 4. graduate.
- b. A **borrower's exit interview form** will be mailed to you for your completion.

NEED HELP FIGURING OUT HOW MUCH TO BORROW?

The amount of loan funds that you are entitled to borrow is based, in part, on your grade level. The following chart shows the maximum amount a student can borrow at each grade level.

MAXIMUM FEDERAL DIRECT STODENT LOAN AMOUNTS				
Dependent Undergraduates	Maximum Subsidized	Unsubsidized	Total	
	(if eligible)			
First Year (0 – 23.9 credits earned)	\$3,500	\$2,000	\$5,500	
Second Year (24 – 53.9 credits earned)	\$4,500	\$2,000	\$6,500	
Third Year and Beyond (54+ credits earned)	\$5,500	\$2,000	\$7,500	
Independent Undergraduates (and dependents whose parents are unable to borrow under the PLUS program)				
First Year (0 – 23.9 credits earned)	\$3,500	\$6,000	\$9.500	
Second Year (24 – 53.9 credits earned)	\$4,500	\$6,000	\$10,500	
Third Year and Beyond (54+ credits earned)	\$5,500	\$7,000	\$12,500	
Teacher Certification	\$5,500	\$7,000	\$12,500	
Graduate and Professional Students	NA	\$20,500	\$20,500	
LIFETIME MAXIMUM LOAN LIMITS				
Dependent Undergraduates	\$23,000	\$8,000	\$31,000	
Independent Undergraduates (and dependents whose parents are unable to borrow under the PLUS program)	\$23,000	\$34,500	\$57,500	
Graduate and Professional Students	NA	\$138,500	\$138,500	

MAXIMUM FEDERAL DIRECT STUDENT LOAN AMOUNTS

To determine how much your loan should be, we suggest you use the Undergraduate or Graduate Aid Estimator tools available on the Financial Aid page of the website. Simply go to <u>www.ottawa.edu</u>, click on the "quick links" and select Financial Aid from the drop down box. Click on the Adult and Online students link and you should see links to both of these valuable tools.

Important things to remember:

- 1. Your loan period is determined by the number of consecutive terms you will be enrolled at least half time.
- 2. Loans are issued in equal amount multiple disbursements throughout the length of the loan period.
- 3. You will need to monitor your cash flow to ensure that sufficient funds are available when needed.
- 4. If you have any questions or need any help, we are only a phone call away.

This chart provides information on the monthly interest accruals and payment amounts using the maximum interest rate

Loan Amount	Monthly Payment at 6.8% Interest	Total Paid (Principal and Interest) at 6.8% Over a 10 year period
\$5,000	\$57.54	\$6,904.80
7,500	86.31	10,357.20
10,000	115.08	13,809.60
15,000	172.62	20,714.40
20,000	230.16	27,619.20
25,000	287.70	34,524.00
30,000	345.24	41,428.80
35,000	402.78	48,333.60
40,000	460.32	55,238.40
45,000	517.86	62,143.20
50,000	575.40	69,048.00
55,000	632.94	75,952.80
60,000	690.48	82,857.60
65,000	753.78	90,453.60
75,000	863.10	103,572.00
85,000	978.18	117,381.60
100,000	1150.80	138,096.00
120,000	1380.96	165,715.20
138,500	1593.86	191,263.20

Average Salary	Manageable Debt
\$43,500	\$23,644
\$47,080	\$25,589
\$67,020	\$36,428
\$39,700	\$21,578
\$68,640	\$37,308
\$48,596	\$26,413
\$22,330	\$12,137
	Salary \$43,500 \$47,080 \$67,020 \$39,700 \$68,640 \$48,596

Average Salary

Source: Bureau of Labor Statistics 2000 data released in 2003.

Suggested Borrower Guideline

Gross Starting Salary After Graduation	Total You Can Afford to Borrow
\$10,000	\$5,522
\$15,000	\$8,241
\$20,000	\$10,961
\$25,000	\$13,763
\$30,000	\$16,483
\$35,000	\$19,202
\$40,000	\$22,004
\$45,000	\$24,724

As a rule, graduating borrowers should not have total annual loan payments in excess of 8% of their gross annual income.

Keep In Touch

It is your responsibility to inform the lender or holder if you change your name, address, phone number, enrollment status, or school.