

# Financial Aid Handbook

## 2009-2010



# ANDERSON UNIVERSITY

Academic and Christian Discovery

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# GENERAL INFORMATION

At Anderson University we realize the importance of providing a strong, effective financial aid program — one that offers the greatest variety of aid sources to meet students’ financial needs. Scholastic ability and financial need are the two primary criteria used in determining students’ eligibility for financial aid.

We realize that many people view private education as being too expensive to consider. We trust the aid programs we participate in and make available to our students will make Anderson University an affordable institution. Nonetheless, a college education is a major investment. It is only natural that students and their families recognize education as a life goal, thereby placing the highest priority upon it. We anticipate students’ families, insofar as they are able, will bear primary responsibility for financing the college education.

## Cost to Attend Anderson University

The cost to attend Anderson University for one academic year (two semesters) varies from student to student. Spending habits depend on individual tastes, personal needs, and other obligations. In determining costs, we assume that students will be enrolled full time for the entire academic year unless otherwise indicated in the application process.

<b>Tuition and Other Costs (2009-2010)</b>	<b>Amount</b>
<b>Undergraduate</b> — full time (12-17 hours) .....	\$22,910
part time (less than 12 hours), <i>per hour</i> .....	955
<b>School of Adult Learning</b> — full time (12-17 hours) .....	22,910
part time (less than 12 hours), <i>per hour</i> .....	330
<b>ADVANCE Program</b> — <i>per hour</i> .....	330
<b>Teachers in Transition</b> — <i>total program</i> .....	12,528
<b>Master’s, Falls School of Business</b> — <i>total program</i> .....	14,800
<b>Master’s (Residential), Falls School of Business</b> — <i>total program</i> (37 hours) .....	24,420
<b>Master’s, School of Education</b> — <i>per hour</i> .....	305
<b>Master’s, School of Music</b> — <i>per hour</i> .....	320
<b>Master’s, School of Nursing</b> — <i>per hour</i> .....	400
<b>Master’s, School of Theology</b> — full time (12-17 hours) .....	11,280
part time (less than 12 hours), <i>per hour</i> .....	470
<b>Doctorate, Falls School of Business</b> — <i>per hour</i> .....	425
<b>Doctorate, School of Theology</b> — <i>total program</i> (32 hours) .....	12,320
<b>Books and Supplies</b> — full time (12-17 hours) .....	1,000
part time (less than 12 hours), <i>per hour</i> .....	<i>prorated</i>
<b>Living Expenses</b>	
Dependent, living on campus .....	7,980
Dependent, living with parents .....	5,250
Dependent, living off campus .....	5,800
Independent .....	15,430
<b>Transportation</b> .....	1,000
<b>Personal and Miscellaneous</b> .....	1,600

## Applying for Financial Aid

Students wishing to apply for need-based financial aid must file the Free Application for Federal Student Aid (FAFSA).

## Filing the FAFSA

All students, regardless of class standing, who are requesting financial aid based on financial need must file the FAFSA each academic year (see Filing the FAFSA Electronically). March 1 is the priority date for filing the FAFSA. Applicants who file the FAFSA by this date are given priority in the awarding process.

## Filing the FAFSA Electronically

You are encouraged to file the FAFSA online by visiting [www.fafsa.ed.gov](http://www.fafsa.ed.gov). To be able to “sign” the FAFSA electronically, you will need a PIN number provided by the Department of Education. To request your PIN, go to [www.pin.ed.gov](http://www.pin.ed.gov). If you are filing the FAFSA as a dependent student, your parent will also need to request a PIN as their signature is required on the FAFSA as well. For more information, visit our Web site at [www.anderson.edu/financialaid/apply.html](http://www.anderson.edu/financialaid/apply.html).

## Indiana Residents

To be considered for Indiana state aid, your FAFSA **must be received by March 10** — a deadline established by the State Student Assistance Commission of Indiana.

## Verification

Based on criteria established by the federal government, students receiving federal financial aid may be selected for verification. The verification process checks the accuracy of the financial information students and their parents provided when filing the FAFSA. Copies of parents’ and students’ income tax forms are usually required to complete this process. Additional information may be required.

## Determining Financial Need

Eligibility for most aid at Anderson University is determined on the basis of financial need, which is calculated by the Office of Student Financial Services. Financial need is simply the difference between the cost of education (see page 3) and the amount students and their parents might reasonably be expected to contribute to meet college costs. Families’ anticipated contributions are determined by using a needs analysis mandated by federal law.

Our office uses the FAFSA to collect information about the family’s financial situation and the parents’ ability to contribute toward college costs. In addition to income, factors such as number of parents employed, family size, number of family members in college, assets, and family expenses are used to evaluate each family’s financial strength.

## Independent Students

Independent status is defined by law. A student is considered independent if he or she meets *any* of the following criteria:

- born before January 1, 1986
- a veteran of the U.S. Armed Forces
- currently serving on active duty for purposes other than training
- since turning age 13, both parents were deceased, you were in foster care, or you were a dependent or ward of the court
- married
- a graduate or professional student
- provides at least half of the support for your children or a legal dependent (other than a child or spouse) who lives with you.

Independent students do not automatically qualify for more aid. Students who qualify as independent do not need to supply parents' information on their FAFSAs. The Office of Student Financial Services, however, reserves the right to request further documentation to verify applicants' status.

## Enrollment Requirements

When determining the need for financial assistance, our office assumes students will be enrolled full time unless indicated otherwise. It is best for students to complete 15-16 credit hours each semester so that eligibility for aid is not exhausted before the degree requirements are completed. Most aid programs are available to students enrolled on at least a half-time basis. There may be a limit on the amount students are allowed to receive during a period of enrollment or a limit on the number of years of eligibility. Failure to enroll as full-time students can drastically reduce the amount for which students are eligible. Even though less than full-time enrollment is permissible, it is not advisable for students who depend on financial aid to pay for their education.

Full-time enrollment is defined as enrollment in at least 12 credit hours per semester during the academic year and as defined by the registrar for summer terms. During the academic year, recipients may enroll in as few as 12 credit hours per semester and remain eligible for full-time financial aid.

Under circumstances which depend on program restrictions and funds available, financial aid may be awarded to part-time students who demonstrate financial need.

## Satisfactory Academic Progress Policy

Federal regulations mandate that colleges and universities establish standards of satisfactory academic progress for students who receive financial aid. To maintain a consistent policy for all students receiving financial assistance, Anderson University makes these standards applicable to all institutionally awarded funds.

Full-time undergraduate students are eligible to receive financial aid for a maximum of 10 semesters, provided all other requirements of the satisfactory academic progress policy are met. The maximum time for part-time students is prorated.

To meet satisfactory academic progress, students must earn a minimum number of credit hours per academic year (excluding summer terms and International Opportunity), based on their status as part-time or full-time students.

Enrollment Status	Hours to be Earned
<b>Full-time Students</b>	
at least 24 hours enrolled per year	at least 24 hours
<b>Part-time Students</b>	
1-5 hours enrolled per semester	total hours enrolled
6-8 hours enrolled per semester	at least 6 hours
9-11 hours enrolled per semester	at least 9 hours

Students must maintain minimum cumulative GPAs based on the following schedule:

Hours Earned	Minimum Cumulative GPA
1-29 hours	1.60
30-59 hours	1.80
60 or more hours	2.00

Students who fail to meet the required number of credit hours or GPA are automatically placed on probation. During this probationary status, students are eligible for financial aid on a year-by-year basis, provided they earn 24 credit hours (prorated if part time) with a 2.00 GPA for the year. Students on probation who meet or exceed the cumulative minimum credit hours and GPA requirements are no longer considered to be on probation. Students on probation are considered to be making satisfactory academic progress.

Students on probation who *do not* meet the cumulative minimum credit hours and GPA requirements during the year they are on probation *are not* eligible for financial aid in subsequent semesters (*see Reinstatement of Eligibility below*).

No probationary status is granted to students whose cumulative GPA is less than 1.00 or who have failed to earn at least 12 hours during the academic year. Those students are ineligible for financial aid (*see Reinstatement of Eligibility below*).

Repeated courses and letter grades of I, F, U, W, and NC are not considered in calculating credit hours earned.

After completing two semesters, students are reviewed for satisfactory academic progress and are then reviewed annually at the end of Semester II.

Graduate students may obtain a statement of their graduate school's policy of Satisfactory Academic Progress for purposes of determining financial aid eligibility by contacting the respective graduate school administrative office.

### Reinstatement of Eligibility

Students who fail to meet satisfactory academic progress are not eligible to receive financial aid. Students in this situation are eligible for reinstatement following completion of 12 credit hours with a 2.00 GPA. Students are then placed on probation and are eligible for financial aid on a year-by-year basis provided they earn at least 24 credit hours (prorated if part time) with a 2.00 GPA for each year they are on probation.

## Appeals Process

Students who wish to appeal their status may request a review by the Financial Aid Review Committee by contacting the director of Student Financial Services. Students are required to make appeals in writing and, if they wish, may appear personally before the committee. The committee reserves the right to request a personal appearance. In their appeals, students should state clearly the extenuating or mitigating circumstances which contributed to their failure to make satisfactory academic progress.

## Required Statements

To receive federal financial aid, all students must sign a Statement of Educational Purpose, Statement of Draft Registration, and Certification Statement on Refunds and Defaults, which are found on the FAFSA. By signing these statements, students affirm:

- the financial aid received will be used solely for expenses related to their attendance at Anderson University
- they do not owe refunds on any grants or loans or have made satisfactory arrangements to repay them
- they are not in default on any Title IV loans
- they will notify the Office of Student Financial Services if they default on a federal student loan
- they will not receive a Federal Pell Grant from more than one school for the same period of time

## Confidentiality of Records

Financial aid awards generally reflect the financial circumstances of students and their families. These are held in strictest confidence by the Office of Student Financial Services. We encourage students to consider financial aid awards as private information.

The Family Educational Rights and Privacy Act of 1974 (the Buckley Amendment) is federal legislation which provides students access to their educational records and limits dissemination of the information without students' written consent.

"Educational records" are defined as those records directly related to students and which are maintained by the university or by an individual acting on behalf of the university. Under the Family Educational Rights and Privacy Act of 1974, students have the right to inspect their financial records with one exception: they may not have access to their parents' financial records and statements without their parents' prior written consent. Other information may be inspected and reviewed by students and copies of such information will be provided to students upon request. Professional staff in the Office of Student Financial Services will assist students wishing to review their financial aid records.

## Athletic Scholarships

In keeping with the NCAA Division III philosophy and regulations, no scholarships are granted for athletic participation. All student athletes are eligible to receive all forms of aid for which they qualify by virtue of their academic and/or economic backgrounds.

# FINANCIAL AID AWARDS

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## Determining Amount of Award

The Office of Student Financial Services has a philosophy which meets several objectives when awarding financial aid. These objectives include:

- awarding gift assistance (grants, scholarships) to students demonstrating financial need in order to increase their access to private education
- providing self-help (loans or employment) in each award
- meeting the full need of as many students as possible
- awarding students the best combination of funds
- spending the total amount of funds according to donor specifications

## Award Notification

All students who complete the FAFSA will receive notification indicating their eligibility for financial aid. The award notification outlines the exact types and amount of aid to be received for the period of enrollment. It is important to read and thoroughly understand the assistance being provided and the rights and responsibilities of participating in the programs being made available.

## Accepting or Declining

Please review the award notification carefully. It indicates the aid being offered by Anderson University as well as other available sources of aid. The notification represents the most equitable offer of aid that can be made based on the information provided and the funds available to the university. Students may accept or decline any portion of the offer by notifying the Office of Student Financial Services.

Students who are unable to attend Anderson University during the first semester, but who plan to enroll during the second semester, should notify the Office of Student Financial Services of their plans in writing. Failure to do so will result in cancellation of their financial aid award.

## Payment Arrangements

Tuition, room, board, and other costs charged to your student account are due prior to the start of each semester. Failure to make payment arrangements may result in the cancellation of your schedule of classes. Refer to the “Payment Arrangements” sheet, available online at [www.anderson.edu/finaid/repayment-flyer.pdf](http://www.anderson.edu/finaid/repayment-flyer.pdf).

## Change in Housing or Financial Situation

A move either on or off campus during the school year will change your financial need and potentially change the amount and/or the type of financial aid you receive. You are encouraged to request from your financial aid counselor a review of the possible changes prior to moving on or off campus.

In the event of a substantial change in family circumstances after submitting the

FAFSA (i.e. loss of employment, death, unusually high and unexpected family expenses), students should request a re-evaluation and possible adjustment of awards by completing an **Additional Information Request Form**, available from the Office of Student Financial Services. This information is also available on the Web at [www.anderson.edu/finaid](http://www.anderson.edu/finaid).

## Unreported Financial Assistance

Students should notify the Office of Student Financial Services of any financial assistance received which was not awarded by the Office of Student Financial Services. Initial awards may be revised to ensure that total financial assistance from all sources does not exceed the estimated financial need.

### Financial Assistance Which Must Be Reported

- scholarships
- monetary awards
- vocational rehabilitation benefits
- fee reduction or remission
- grants
- veterans' benefits
- assistantships
- loans and employment

Scholarships, grants, and other forms of assistance from outside sources are awarded as "miscellaneous scholarships." They are not credited to students' accounts or otherwise made available to students until they are received by the university.

## Withdrawing from Classes

Registration constitutes a contractual agreement between the university and the student. Students who withdraw from all classes after classes have begun, or reduce the number of hours carried, may be entitled to a reduction in charges for tuition, room rent, and meal plan.

Withdrawal or Changes Occurring	Reduction Amount
before end of first week of classes	90 percent reduction
before end of second week of classes	80 percent reduction
before end of third week of classes	60 percent reduction
before end of fourth week of classes	40 percent reduction
before end of fifth week of classes	20 percent reduction
sixth week of classes and thereafter	no reduction

Adjustments are based upon the date of official withdrawal. The official date of withdrawal will be the date that contact is made with the applicable office (*see table on page 10*). In extenuating circumstances, students may initiate complete withdrawal from all classes by telephone or letter. The official withdrawal date would be the date such contact is received.

Reductions are based on charges made to students and not the amount paid on student accounts. There is no reduction of any charges for students who have been dismissed or suspended for disciplinary reasons. Proportional adjustments may be made for summer terms.

## Contacts for Initiating Withdrawals

### Undergraduate Programs

Undergraduate .....	Dean of Students
School of Adult Learning .....	Dean, School of Adult Learning
ADVANCE Program .....	Director, ADVANCE Program

### Graduate Programs

Falls School of Business .....	Dean, Falls School of Business
School of Theology .....	Dean, School of Theology
School of Education .....	Dean, School of Education
School of Nursing .....	Dean, School of Nursing
School of Music .....	Dean, School of Music

Students who are eligible to receive federal student aid (Title IV funds) and who withdraw from Anderson University during the first 60 percent of an enrollment period are deemed not to have earned all of their aid. The unearned portion of their federal student financial aid, based on the percentage of the enrollment period that the student was enrolled, must be returned to the federal student aid programs.

Federal student aid funds will be returned in the following order:

1. Unsubsidized Federal Stafford Loan
2. Subsidized Federal Stafford Loan
3. Federal Perkins Loan
4. Federal Parental Loan to Undergraduate Students (PLUS)
5. Federal Pell Grant
6. Federal Supplemental Educational Opportunity Grant (SEOG)

Institutional financial aid is adjusted based on the same percentage used in the reduction of costs for tuition. For students receiving the Indiana Higher Education Award, Freedom of Choice Scholarship, or the 21st Century Scholarship, the State of Indiana requires these funds to be returned in full if withdrawal occurs during the Anderson University refund period (through week five).

Following the adjustment of charges and financial aid, students are issued a final bill. The amount due may be more than what was originally owed Anderson University. This amount becomes immediately due and is subject to finance charges and collection attempts. No grade transcript will be released until full payment is received.

## Overawards

Notwithstanding errors of the Office of Student Financial Services, if at any time it is determined that students have been over-awarded, adjustments are made to their financial aid. This could result in students having to return some of the funds already received. Until repayment is made, students are not eligible for additional financial aid.

## PROGRAM REQUIREMENTS AND ELIGIBILITY

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The Anderson University Office of Student Financial Services offers three basic types of aid: scholarships and grants, loans, and employment. However, due to the reduced tuition rate available to part-time students enrolled through the School of Adult Learning and the availability of the Anderson University Tuition Subsidy to full-time adult education students, the university does not make scholarships or grants available to those students.

Scholarships and grants are gift awards which students have no obligation to repay after graduation and for which employment is not required. Payment is credited directly to students' accounts in the Business Office.

Low-interest loans are to be repaid after students cease to be enrolled at a postsecondary institution on at least a half-time basis. Payment is credited to students' accounts after they sign the required promissory notes.

Employment awards make students eligible to work on campus or in contracted community agencies off campus. Students must earn the amount of the award. Payment is made through the bi-weekly payroll.

### Scholarship Programs

**Academic Honors Scholarship** — Recipients of the Academic Honors Scholarship whose first semester at AU is fall 2009 receive \$15,000. This scholarship is competitive and is available to first-time students only. Full-time enrollment is required. A minimum cumulative GPA of 3.50 is required for renewal of this scholarship for up to three years at the same level as originally awarded. The Academic Honors Scholarship is awarded in lieu of the Dean's and Distinguished Student Scholarships.

**Dean's Scholarship** — The amount of this scholarship is \$12,000 for freshman with combined SAT scores of 1150 or higher who rank in the top 10 percent of their high school class. In lieu of class rank, students must have a minimum high school GPA of 3.2 to qualify. Recipients must maintain full-time enrollment to remain eligible and a minimum cumulative GPA of 3.0 for renewal. The Dean's Scholarship is not awarded in addition to the Distinguished Student Scholarship.

**Distinguished Student Scholarship** — The amount of this scholarship is \$10,000. It is awarded to freshman when combined SAT test scores are greater than 1050. First-time upper-class applicants must have a minimum cumulative GPA of 3.0 from the previous academic year. Recipients must maintain full-time enrollment to remain eligible, and a minimum cumulative GPA of 3.0 for renewal.

**Anderson University Matching Scholarship** — Anderson University will match scholarships awarded to students by their churches or a chapter of the Anderson University Alumni Association up to \$1,500 per year. For full-time students. Enrollment in the program and notification of intent must be submitted by March 1 each year.

**Church of God Ministers Scholarship** — \$1,000 scholarships for children of Church of God ministers who are active in ministry and listed in the current edition of the Church of God yearbook. Qualifying students should notify the Office of Student Financial Services. Requires full-time enrollment.

**International Student Scholarship** — Awarded to students from countries other than the United States. Based on academic ability, financial need, and the mission of the university to prepare students for service in their own countries. Full-time status is preferred. Renewal contingent upon satisfactory academic progress.

**Endowed Scholarship** — Awarded to qualifying students based on donors' guidelines. Amount varies and may be renewable.

## Grant Programs

**Federal Pell Grants** — Eligibility based on financial need as determined by the federal government. Amounts for 2009-2010 range from \$976 to \$5,350 and are reduced if recipients enroll for less than 12 hours each semester. Restricted to students pursuing their first undergraduate degree.

**Academic Competitiveness Grant** — Awarded to first- and second-year students receiving a Pell Grant and who have completed a rigorous secondary education program before Jan. 1, 2006 and 2005 respectively. Second-year students must maintain at least a 3.0 grade point average. Award amount is \$750 for first-year students and \$1,300 for second-year students.

**National SMART Grant** — Awarded to third- and fourth-year students receiving a Pell Grant and who are pursuing a major in physical, life, or computer sciences; mathematics; technology; engineering; or a critical foreign language. Must maintain at least a 3.0 grade point average. Award amount is \$4,000.

**TEACH Grant** — Provides up to \$4,000 per year to students who intend to teach full time in a high-need subject area for at least four years at schools that serve students from low-income families. If you fail to meet the service requirements, the grant becomes a Federal Direct Unsubsidized Loan, with interest accrued back to the initial disbursement date of the TEACH Grant. For additional information, visit [www.teach-ats.ed.gov](http://www.teach-ats.ed.gov).

**Federal Supplemental Educational Opportunity Grants (SEOG)** — Awarded to undergraduate students with financial need. Priority given to students enrolled at least half time and who have eligibility for Federal Pell Grants. Amounts range from \$200-\$4,000 per academic year.

**Anderson University Grants** — Preference given to full-time undergraduate students who have been accepted for enrollment at Anderson University. Amount determined by financial need and total funds available.

**Indiana Higher Education Award/Freedom of Choice** — Available to Indiana residents based on financial need. Application is made annually to the State Student Assistance Commission of Indiana by filing the FAFSA. To be considered an on-time application, the FAFSA must be received by March 10.

**21st Century Scholarship** — Available to Indiana residents who were eligible to join the program in the eighth grade. Application is made annually to the State Student Assistance Commission of Indiana by filing the FAFSA. To be considered an on-time application, the FAFSA must be received by March 10.

## Loan Programs

Eligibility for long-term educational loans is determined by the Office of Student Financial Services. Each loan program has specific eligibility criteria, repayment, cancellation, and/or deferment conditions. Students should read carefully the following loan descriptions before deciding to accept loans.

Students are urged not to accept loans for amounts larger than absolutely necessary and are encouraged to consider both part-time employment and reducing expenses to keep the total debt to a minimum. A lesser amount than is offered on the award notification may be accepted.

The proper promissory notes must be completed before loans can be used as payment on student accounts. Promissory notes explain the loan terms and repayment in detail, and students are urged to read their copies carefully and keep them for future reference.

**Federal Perkins Loans** — Awarded for amounts up to \$5,500 per academic year to undergraduate and up to \$8,000 per academic year to graduate students. The total amount borrowed during students' undergraduate years may not exceed \$27,500. The total of loans made for all years may not exceed \$60,000, including graduate and undergraduate years. The interest rate is five percent. Repayment, deferment, and cancellation are summarized on the following pages. Students accepting their Perkins Loan will complete the loan process electronically and will be contacted via e-mail by Signmyloans.com with further instructions. You will need a Department of Education-provided PIN number, which can be obtained at [www.pin.ed.gov](http://www.pin.ed.gov), if you do not already have one.

**Federal Parental Loan to Undergraduate Students (PLUS)** — Parents of undergraduate students are eligible to borrow additional funds equal to the cost of education less other financial aid. The interest rate is 8.5 percent fixed. A fee of up to four percent is deducted from the loan proceeds. Repayment and deferment provisions are summarized on the following pages.

**Federal Stafford Loans** — Available to all students regardless of financial need. Borrowing is through a bank or other lending agency. Students with financial need may borrow the *subsidized* Federal Stafford Loan, for which the federal government pays the interest while students are in school. Students who do not have financial need may borrow the *unsubsidized* Federal Stafford Loan, for which students pay the interest while they are in school. It is possible to receive both subsidized and unsubsidized loans.

<b>Stafford Loans</b>	<b>Max. Per Year</b>	<b>Subsidized or Unsubsidized (1)</b>	<b>Additional Unsubsidized (2)</b>
<b>Dependent Students</b>			
Freshmen	\$5,500	\$3,500	\$2,000
Sophomores	6,500	4,500	2,000
Juniors	7,500	5,500	2,000
Seniors	7,500	5,500	2,000
<i>Total aggregate loan limit:</i>	<i>\$23,000</i>		
<b>Independent Students</b>			
Freshmen	\$9,500	\$3,500	\$6,000
Sophomores	10,500	4,500	6,000
Juniors	12,500	5,500	7,000
Seniors	12,500	5,500	7,000
<i>Total aggregate loan limit:</i>	<i>\$57,500</i>	<i>(\$23,000 subsidized; \$34,500 unsub.)</i>	
<b>Graduate Students</b>	\$20,500	\$8,500	\$12,000
<i>Total borrowing limit:</i>	<i>\$138,500</i>	<i>(\$65,500 subsidized, \$73,000 unsub., incl. undergraduate loans outstanding)</i>	

(1) Loan will be subsidized if need-based

(2) Available to all students regardless of need

The interest rate is a fixed rate of 6.0 percent for subsidized loans and 6.8 percent for unsubsidized loans. A loan origination fee (currently 1.0 percent) and a loan guarantee fee (up to one percent) are deducted from the loan by the lender when the loan is made. Repayment and deferment provisions are summarized below.

Loan counseling is required for all new Federal Stafford Loan borrowers before the first check is released and can be done on the Web at [www.anderson.edu/finaid](http://www.anderson.edu/finaid).

### **Deferment, Forbearance, or Cancellation of Loan**

Certain borrowers of Federal Perkins, PLUS, or Stafford loans may be eligible for a deferment, forbearance, or cancellation of loan repayment, based on the criteria listed below.

<b>Deferment Type</b>	<b>Max. Length</b>	<b>Participating Programs</b>
Half time in school	no limit	Perkins, PLUS, Stafford
Rehabilitation program for disabled individuals	no limit	Perkins, PLUS, Stafford
Graduate fellowship	no limit	Perkins, PLUS, Stafford
Military service	no limit	Perkins
Unemployment	3 years	Perkins, PLUS, Stafford
Economic hardship	3 years	Perkins, PLUS, Stafford

## Qualifications for Cancellation of Federal Perkins Loan

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### **Teaching**

Full-time teachers in public or nonprofit elementary or secondary schools with high concentrations of students from low-income families; full-time special education teachers in public or nonprofit elementary or secondary schools; full-time teachers in public or nonprofit elementary or secondary schools who teach mathematics, science, foreign languages, bilingual education, or other fields of expertise that are determined by the State Department of Education as having a shortage of qualified teachers in that state.

### **Early Intervention Services**

Full-time qualified professional providers of early intervention services in public or other nonprofit programs.

### **Law Enforcement or Corrections Officer**

Full-time law enforcement or corrections officers for eligible local, state, or federal agencies.

### **Nurse or Medical Technician**

Full-time nurse or medical technicians providing health-care services.

### **Child or Family Service Agency**

Full-time employees of eligible public or private nonprofit child or family service agencies who provide or supervise provision of services to high-risk children from low-income communities and the families of such children.

### **Head Start**

Full-time staff in the educational component of Head Start programs.

### **Military**

Members of the United States Armed Forces in areas of hostility.

### **Volunteer Service**

Volunteers with the Peace Corps or Vista programs.

### **Death and Disability**

In the event of death or permanent and total disability.

### **Bankruptcy**

In rare cases, if bankruptcy court rules that repayment would cause undue hardship.

## Qualifications for Cancellation of Federal Stafford and PLUS Loans

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### **Death and Disability**

In the event of death or permanent and total disability of the borrower; or, in the case of the Parent PLUS Loan, death of the student for whom the loan was acquired.

### **Bankruptcy**

In rare cases, if bankruptcy court rules that repayment would cause undue hardship.

## Forbearance of Federal Stafford and PLUS Loans

	Stafford		PLUS	
	Lender may	Lender must	Lender may	Lender must
Financial hardship	x		x	
Illness	x		x	
Serving in a medical or dental internship or residency		x		x
Debt burden for Title IV loans that collectively equals or exceeds 20% of total monthly gross income ( <i>limited to three years</i> )		x		x
Serving in a national service position for which a national service education award is being received		x		
Qualifying for partial repayment under the Student Loan Repayment program		x		
Qualifying for loan forgiveness under the Teacher Loan Forgiveness Program or Childcare Provider Loan Forgiveness Program ( <i>limited to five years</i> )		x		

## Employment

Student employment is a form of financial aid. Students may work under a Federal Work Study (FWS) award received as part of their financial aid package for the academic year or Indiana College Work Study (ICWS) for the summer. Students who do not have a FWS award and who are registered for six or more credit hours (international students must be registered for 12 hours or more) may seek employment through Anderson University Employment (AUE). Adult Education and graduate school students are eligible to work on campus only if they qualify for FWS or work in a designated job.

Although many students desire part-time employment on campus, jobs are not guaranteed even to students with FWS awards. Questions regarding student employment should be directed to the Office of Human Resources.

### Types of Employment

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#### Hourly

The majority of student jobs are paid bi-weekly for the hours worked. Jobs are diverse and include office/clerical, food service, grounds, audio visual set-up, and maintenance. Students must receive a referral from Human Resources to interview for these positions.

#### Stipend

Positions such as resident assistant or yearbook and newspaper editors are paid a “salary” or stipend. Students may be contacted directly by faculty or staff about stipend positions or referred by Human Resources. Notify Human Resources of stipend employment to ensure completion of the necessary payroll forms.

#### Off-campus

Students must have FWS to be eligible for these community and social service jobs in the Anderson area. A referral from Human Resources is required to interview for available positions.

#### Federal Work Study (FWS)

A federally subsidized program which provides 75 percent of students’ salaries for on-campus employment and 50 percent of students’ salaries for off-campus employment. FWS awards are made by the Office of Student Financial Services based on students’ financial need.

#### Anderson University Employment (AUE)

Employment which is fully funded by Anderson University.

## **Wages and Maximum Earnings**

The current Anderson University student wage rate is between \$7.25 and \$10 per hour. Stipend amounts vary and are paid by the semester.

Students may work a maximum of 15 hours per week. Earnings may not exceed \$1,500 per semester or \$3,000 per academic year. This maximum earning limit also applies to students employed in stipend positions or a combination of hourly and stipend positions. Students may work full time during periods of non-enrollment.

International students, as provided by United States government regulations, are permitted to work a maximum of 20 hours per week and earn \$2,000 per semester or \$4,000 per academic year. International students may work full time during periods of non-enrollment.

Regardless of student status, earning more than these amounts could result in a reduction or change in other financial aid.

## **Employment Procedures**

Students interested in part-time jobs on or off campus must first contact Human Resources and are asked to complete employment applications. Referrals to available positions are based on skills, ability, prior experience, available hours, and other job-related requirements. Students with FWS and those qualified for designated jobs are given priority over other students seeking employment.

Students returning to the same position they worked the previous academic year can normally report directly to work upon returning to campus. All necessary forms should have been completed the previous spring or summer. If these forms were not completed, students and/or supervisors will be contacted. If FWS has been converted to a loan over the summer, the job worked the previous academic year may be forfeited. The Office of Student Financial Services advises students of this consequence when they request loans rather than FWS.

## **Other Employment Obligations**

Student employees are required to complete federal and state tax forms and an I-9.

All student employment income is subject to federal income tax; some students may also be subject to state and/or Madison County taxes depending on residency. FICA is not withheld from student paychecks for academic year employment. However, summer employment is subject to FICA taxes.

Contact the Office of Human Resources with questions regarding tax liability and reporting.

## STUDENT RIGHTS AND RESPONSIBILITIES

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By accepting financial aid awards, students acknowledge certain rights and responsibilities including:

- The responsibility to report any change in the financial situation from that reported on the Free Application for Federal Student Aid.
- The responsibility to report any wages, loans, grants, or scholarships received from sources external to the university.
- The responsibility to use funds awarded solely for educational expenses incurred to attend Anderson University during the period for which the award was made.
- The responsibility to attend class on a regular basis and to make normal progress toward graduation. Full-time students normally take eight semesters to graduate, while a part-time student might require up to 16 semesters. Repeated course withdrawals may jeopardize eligibility for financial assistance.
- The responsibility to repay all educational loans according to the repayment provisions agreed on at the time loans were accepted and promissory notes were signed.
- The right to apply for additional assistance when increased financial need can be demonstrated and funds are available.
- The right to appeal a decision to the director of Student Financial Services or Financial Aid Review Committee.
- The right to expect and receive complete confidentiality of financial aid award information by the Office of Student Financial Services.

# FINANCIAL PLANNING AND COUNSELING

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The Office of Student Financial Services exists to help students in any way they need assistance. Some parents assist students in managing their finances, but for many this is the first time to assume that responsibility. The Office of Student Financial Services believes that ultimately it is students' responsibility to handle their own financial and academic affairs.

Successful financial planning begins well in advance of need, and financial aid counselors are available to assist in financial planning. Students should feel free to call upon the office for assistance in finding available solutions and alternatives in any circumstance.

## Contact Information

**Office of Student Financial Services** — *Decker Hall, room 288*  
(765) 641-4180; Toll free: (800) 421-1026; Fax: (765) 641-3831;  
*boheider@anderson.edu*

Kenneth Nieman	.....	Director
Janet Blackburn	.....	Associate Director
Stacey Rhodus	.....	Counselor
Shelley Coale	.....	Counselor
Mary Trent	.....	Senior Counselor
Bev Heider	.....	Office Manager
Beth Parker	.....	Processing Coordinator
Corene Foust	.....	Assistant Counselor
Nelda Ely	.....	Graduate Counselor
		<i>Hardacre Hall, room 252; (765) 641-4368</i>
Leigh Ann Hayes	.....	Adult Student Counselor
		<i>Hardacre Hall, room 251; (765) 641-4563</i>

**Office of Human Resources** — *Decker Hall, room 10; (765) 641-4130*

Denise Kriebel	.....	Director
Kathy Hughel	.....	Assistant Director
Pauletta Swank	.....	Office Assistant



Academic and Christian Discovery

Anderson University  
**Office of Student Financial Services**  
1100 East Fifth Street  
Anderson, IN 46012-3495

(800) 421-1026

[www.anderson.edu/finaid](http://www.anderson.edu/finaid)

