

Financial Aid GUIDELINES

GRADUATE STUDENTS

Students accepted into the **Graduate Masters of Education, Masters of Arts Program, Masters of Nursing Program or Graduate Certificate Program** as degree-seeking may be eligible for federal loans if they enroll for at least six graduate credit hours per semester at NDC.

- Summer Semester consists of day or evening and online terms D5 or D6.
- Fall Semester consists of day or evening and online terms D1 or D2.
- Spring Semester consists of day or evening and online terms D3 or D4.

HOW TO VIEW YOUR FINANCIAL AID AWARD

1. Log on to My.NDC.edu and go to the Financial Aid tab.
2. Under "Financial Aid Awards" click on the "View Financial Aid Award" button. (Be sure to select the correct award year.)

DECLINING OR REDUCING FINANCIAL AID AWARDS

1. You are not required to notify the Financial Aid Office of your *acceptance* of your financial aid award.
2. To decline or reduce federal loans or work-study awards, log on to My.NDC.edu and click on the link *Accept/Decline Aid* on the "Financial Aid Awards" screen.
3. Select "Decline" or "Accept a lower amount" (and enter new amount). Click "Next," "Submit," and "Continue."

CHECKING REQUESTED/RECEIVED DOCUMENTS

1. Log on to My.NDC.edu and go to the Financial Aid tab.
2. Under "Missing Financial Aid Documents" click on the link *View Financial Aid Document Tracking*. (Be sure to select the correct award year.)
3. You should see a list of RECEIVED DOCUMENTS and MISSING DOCUMENTS (with links to instructions or more information).

REVISIONS AND CANCELLATIONS:

Notre Dame College reserves the right to review, revise or cancel a financial aid award at any time due to:

- Changes in your financial or academic status.
- Your failure to comply with the policies, GPA requirements and procedures or laws pertaining to those programs.
- Changes in college, state or federal policy or receipt of additional grant or scholarship funds.

The College is not obligated to satisfy the total financial need of every student.



Office of Financial Aid

PH: 216.373.5213 / FAX: 216.803.6673 / finaid@ndc.edu

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Maintaining Your Eligibility **FOR FINANCIAL AID**

Utilization of financial aid funds acknowledges the acceptance of all provisions and rules that govern their use as they appear here, and on our website.

Graduate students may not receive aid for courses not listed as part of their program requirements. Please work with your advisor to be sure you are taking only those courses required in your program.

If you are enrolled for the second online term within a semester, your loans will post to your student account within 10 days of the start of the second online term. Refunds are issued by the Student Accounts Office no sooner than two weeks after the start of classes in that term.

Any changes in your enrollment plans must be provided in writing to the Financial Aid Office. Please use the "Enrollment Plan Form" at My.NDC.edu under the Financial Aid tab.

Registration: Adding or dropping courses is accomplished through the Registrar's Office. Contact the Registrar's Office at 216-373-5213, FAX: 216.916.4999, or e-mail: registration@ndc.edu.

Please use the form "Summer Application" at My.NDC.edu under the Financial Aid tab to apply for summer financial aid.

You earn your federal funds by maintaining attendance across the entire semester. If you cease to attend or withdraw or earn all F's, W's, or I's, you may lose all or part of these funds based on federal regulations.

You must make **Satisfactory Academic Progress** towards your degree. (More information on page 5.)

Students who enroll in online terms within a semester are awarded based on their entire semester enrollment (the sum of two online terms). Should you fail to maintain attendance or drop below six credit hours of enrollment within a semester, any financial aid posted to your account to cover tuition and fees or issued as a refund, may be cancelled for lack of eligibility and must be repaid to NDC per federal regulation.

Your award notification is valid for only the semesters indicated. If you fail to attend a semester or withdraw during a semester the remaining aid is null and void. You must contact the Financial Aid Office to receive a revised award notification.

Student Account Information, which includes tuition charges, payment deadlines, book vouchers and refunds can be found at <http://www.notredamecollege.edu/resources-and-services/student-Accounts>.

What happens if you withdraw from all of your classes after the first day or withdraw from a sub-session?

Federal financial aid is awarded at the beginning of the semester with the assumption that you will attend throughout the entire semester. When you withdraw (either officially, through the Registrar's Office, or unofficially, by not going to your classes), the Financial Aid Office is required by federal regulation to calculate how much of your financial aid you have "earned" through your attendance.

Unearned federal aid must be returned to the federal government, which likely will create a balance on your student account. If you have questions about how dropping or withdrawing from your courses might affect your financial aid, contact the Financial Aid Office for assistance at 216.373.5213 or finaid@ndc.edu.

New NDC STUDENTS

All NEW federal Direct loan borrowers must complete Loan Entrance Counseling and an electronic Master Promissory Note (MPN) at www.studentloans.gov.

Entrance Counseling is a mandatory information session which takes place before you receive your first federal loan that explains your responsibilities and rights as a student borrower. Sign in at www.studentloans.gov and then select "Complete Counseling." Be sure to choose "Entrance Counseling."

The Master Promissory Note (MPN) is a legal document in which you promise to repay your loan(s) and any accrued *interest* and fees to the U.S. Department of Education. It also explains the terms and conditions of your loan(s); for instance, it will include information on how interest is calculated and what *deferral* and *cancellation* provisions are available to you. Sign in at www.studentloans.gov and select the MPN for Subsidized/Unsubsidized loans.

Financial Aid Options

The William D. Ford Federal Direct Loan Program is available for degree-seeking students. Repayment begins six months after you cease to attend on at least a half-time basis. Half-time enrollment is six graduate credits per semester at Notre Dame College. Interest on the unsubsidized Direct Loan accrues while you are in school. You have the option to pay the interest as it accrues or you may defer paying the interest.

Federal TEACH Grant/Loan Program: Provides grant assistance to students who agree to serve for at least four years as full-time "highly qualified" teachers in high need fields in elementary or secondary schools that serve students from low income families. Refer to www.notredamecollege.edu/finaid for further requirements and obligations.

New TEACH Grant applicants may apply using the "TEACH Grant Application" at My.NDC.edu under the Financial Aid tab. Renewal TEACH Grants will be automatically awarded to students who meet TEACH Grant eligibility requirements. Please remember, funds will only disburse to your account if you have a GPA of 3.25, and have completed the annual Agreement to Serve and TEACH Grant counseling at www.teach-ats.ed.gov/ats/index.action.

Private Alternative Loans: Many banking institutions provide educational loans outside of the federal loan programs. These loans are referred to as PRIVATE or ALTERNATIVE LOANS. Lenders provide these loans at low interest rates to credit-worthy borrowers. In general, you may borrow funds equal to the cost of education minus any financial aid offered through the school. A credit-worthy borrower or co-signer is needed. (Applications for these loans should be completed by July 1 so that the funds are disbursed to the college by the payment deadline of August 1. Most lenders have a website with information and online application. Please refer to our website at www.notredamecollege.edu/finaid/ for a listing of alternative lenders used by our students.

Federal Loan Limits

Annual Limit for Graduate/Professional Degree Students	\$20,500
Maximum Total Debt from Subsidized and Unsubsidized Loans	\$138,500 for graduate or professional students (No more than \$65,500 of this amount may be in Direct subsidized loans.) The graduate debt limit includes all federal loans received for undergraduate study.

Payment **OPTIONS**

Payment in Full may be done with cash or check, by mail or in person. All credit card payments and electronic checks must be processed through CashNet, our electronic payment website at <https://commerce.cashnet.com/ndcpay>. Log on with the NDC Student ID number; password is the last four digits of the student's SSN.

Private/Alternative Loans: Many banking institutions provide educational loans outside of the federal loan programs. These loans are referred to as PRIVATE or ALTERNATIVE LOANS. Lenders provide these loans at low interest rates to credit-worthy borrowers. In general, you may borrow funds equal to the cost of education minus any financial aid offered through the school. A credit-worthy borrower or co-signer is needed. (The co-signer need not be a parent.) Applications for these loans should be completed by July 1 so that the funds are disbursed to the college by the payment deadline of August 1. Most lenders have a website with information and online application. Please refer to our website at www.notredamecollege.edu/finaid/ for a listing of alternative lenders used by our students.

NDC Payment Plan is offered to assist families in handling the cost of education at Notre Dame College. The plan covers one semester at a time. In place of payment in full, a student/family may elect to pay a monthly amount equal to one-fifth of the account balance. The debit balance at the beginning of a semester will determine the first month's payment. On the 15th of each month, the college will use the debit balance in the student's account to determine the next month's payment. Notification is sent via email. This plan is administered by the Student Accounts Office.

Students and parents may sign up online at My.NDC.edu on the Student Accounts tab. If you have questions related to the payment plan, contact Student Accounts at studentaccounts@ndc.edu or 216-373-5213.

Sign up and make your first payment by August 1.

Important Phone Numbers

Finn Center (Adult Admissions Office)	Financial Aid Office	Student Accounts Office	Registrar's Office
PH: 216.373.5173 or 877.NDC.OHIO, ext. 5355	PH: 216.373.5213 or 877.NDC.OHIO, ext. 5213	PH: 216.373.5213 or 877.NDC.OHIO, ext. 5213	PH: 216.373.5213 or 877.NDC.OHIO, ext. 5213
FAX: 216.373.6330	FAX: 216.803.6673	FAX: 216.916.4588	FAX: 216.916.4999
finncenter@ndc.edu	finaid@ndc.edu	studentaccounts@ndc.edu	registration@ndc.edu

What are Standards of **SATISFACTORY ACADEMIC PROGRESS?**

Federal regulations require that Notre Dame College establish and implement a policy to measure whether students applying for and/or receiving federal financial aid are making Satisfactory Academic Progress (SAP) toward a degree. This regulation applies to all students applying for aid, whether or not financial aid has been previously received. Three measurements are used to determine eligibility: (1) Credit Hour Requirement, (2) Grade Point Average, and (3) Maximum Time Frame.

Failure to meet at least one of these requirements may result in loss of all financial aid. Students who fail SAP are able to appeal. *Please note: The Office of Academic Affairs makes decisions about academic probation and/or academic dismissal.*

Credit Hour: Measured at the end of the academic year after spring semester grades are issued.	Graduate students must complete at least 75% of their attempted credit hours through the entire program.
GPA: Measured at the end of every semester.	Graduate students must maintain an accumulative 3.00 GPA at all times.
Maximum Time Frame: Measured at the end of every semester.	Graduate students have until they have attempted more credit hours than needed in their program.

Letters will be sent to students who fail to maintain SAP via mail or e-mail at the end of each semester.

SAP Appeal Process

Students who have lost eligibility for financial aid may appeal that decision. Students who appeal must indicate mitigating circumstances that occurred during the course of the semester in question that could not have been anticipated prior to that period, and that adversely affected their ability to successfully complete their required coursework. The submitted SAP Appeal Form will be reviewed by the appeals committee. One of two decisions will be made:

- 1) If your SAP Appeal is approved, you will be given a Financial Aid Academic Plan, which will outline the conditions you will need to meet to receive financial aid again. At the end of your next semester of enrollment, if you meet the conditions then you may continue to receive aid under the Academic Plan until you are back in sync with the SAP policy as outlined above.
- 2) If your SAP Appeal is denied, financial aid will be cancelled. ***See "Regaining Financial Aid Eligibility."**

Regaining Financial Aid Eligibility

Students denied financial aid after submitting an appeal can regain full eligibility for financial aid by:

- Successfully completing coursework that will raise their cumulative GPA to meet or exceed the minimum required for their total attempted hours and
- Raising their overall cumulative completion rate for all coursework attempted to the 75% level.

Students who have reached maximum time frame are not able to regain eligibility for financial aid. Students who are ineligible to receive financial aid may use one or more of the following payment options while attempting to regain eligibility: student's own resources, Notre Dame College Payment Plan or Alternative/Private Educational Loans. Students who have taken the necessary measures to regain eligibility for financial aid must contact the Financial Aid Office immediately upon doing so and apply for Reinstatement of Eligibility. The student's academic performance will then be reviewed, and if all required SAP criteria is met, full financial aid eligibility will be reinstated, effective the following semester.

Complete copy of the policy is available at www.notredamecollege.edu/finaid.