
Students accepted into the Graduate Masters of Education, Masters of Arts Program or Graduate Certificate Program as degree seeking may be eligible for federal financial aid if they enroll for at least 6 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

- 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.
- If you wish to decline all or part of the award, please log into MY.NDC.EDU. View your award and make changes if needed or use the Request to Reduce or Cancel My Award form at MY.NDC.EDU under the Financial Aid tab.
- 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.
- Please take time to read the college’s Financial Policies located under Student Accounts on our website for important information about dropping classes, refunds, tuition charges and late fees.
- 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 Office. Contact the Registrar at 216-373-5213, FAX: 216.916.4999, or e-mail: registration@ndc.edu
- Students who wish to receive financial aid for Summer 2014 must complete a Summer Application Form. Please use the form Summer Application at MY.NDC.EDU under the Financial Aid tab.

MAINTAINING YOUR ELIGIBILITY FOR THE FINANCIAL AID AWARDED TO YOU

- To be eligible for federal financial aid, you must be in attendance at NDC for at least six credit hours per semester.
- Remember: 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, I’s, you may lose all or part of these funds based on federal regulations.
- You must make Satisfactory Academic Progress towards your degree. A summary of the policy is attached.
- 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.

ADDITIONAL FINANCIAL AID OPTIONS

Federal TEACH Grant/Loan Program: Returning TEACH Grant Students: If you met TEACH Grant eligibility in the previous academic year, you have been awarded the grant for the 2014—15 financial aid year. Please remember funds will disburse to your account only if you have a GPA of 3.25, and have completed an Agreement to Serve (ATS) and TEACH Grant counseling for 2014—2015 at the Department of Education’s website at www.teach-ats.ed.gov/ats/index.action. If you have not been awarded a TEACH Grant and wish to apply, Please use the form Teach Grant Application at MY.NDC.EDU under the Financial Aid tab.

Private Alternative Loans: Many banking institutions provide educational loans outside of the federal loan programs. The amount you may borrow is limited based on your cost of education as defined by the federal government. These loans are generally referred to as PRIVATE or ALTERNATIVE LOANS. Applications for these loans should be done by July 1 so that the funds are disbursed to the college by the payment deadline of August 1. Please refer to our website at www.notredamecollege.edu/finaid/ for a list of alternative lenders used by our students.

IMPORTANT PHONE NUMBERS

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<thead>
<tr>
<th>Department</th>
<th>Phone 1</th>
<th>Phone 2</th>
<th>FAX</th>
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<tr>
<td>Finn Center Adult Admissions Office</td>
<td>216.373.5173</td>
<td>877.NDC.OHIO ext. 5355</td>
<td>216.803.9925</td>
</tr>
<tr>
<td>Financial Aid Office</td>
<td>216.373.5213</td>
<td>877.NDC.OHIO ext. 5213</td>
<td>216.803.6673</td>
</tr>
<tr>
<td>Student Accounts Office</td>
<td>216.373.5213</td>
<td>877.NDC.OHIO ext. 5213</td>
<td>216.373.5243</td>
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William D. Ford Federal Direct Loan Program

All new students who are borrowing Direct Loan funds for attendance at Notre Dame College must complete two federal requirements to ensure that funds will be disbursed to the college in a timely manner. If you wish to reject your loans you may do so at MY.NDC.EDU under the Financial Aid tab.

Step 1: COMPLETE DIRECT LOAN MASTER PROMISSORY NOTE (MPN)

Complete your MPN by accessing www.studentloans.gov. The Master Promissory Note is your agreement to repay this loan. Select “Sign Master Promissory Note” from the menu on the left.

- Make sure to choose “Subsidized/Unsubsidized” as your loan type.
- Follow the instructions to complete the MPN.

Once your loan has been approved, you will receive a Loan Disclosure Statement from the DIRECT LOAN PROGRAM. It will indicate the amounts of each disbursement and the dates those funds should be released to NDC.

Step 2: COMPLETE DIRECT LOAN ENTRANCE COUNSELING

All new students to Notre Dame College must complete Student Loan Entrance Counseling to learn about the rights and responsibilities of a federal student loan borrower. This can be completed at the Department of Education website www.studentloans.gov After signing in by using your PIN, select “Complete Counseling.” Be sure you then choose Entrance Counseling.

How to navigate the website:

In the box labeled “Manage Your Direct Loan” using your federal PIN (Personal Identification Number). If you do not remember your PIN, go to www.pin.ed.gov to request a duplicate PIN.
Federal Standards of Academic Progress Policy Summary

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. There are three measurements that are used to determine eligibility, Credit Hour Requirement, Grade Point Average and Maximum Time Frame. Not meeting these requirements may result in loss of all financial aid. You will be able to appeal. Please note the Office of Academic Affairs makes decisions about Academic probation and or Academic dismissal. Below is an explanation of the SAP requirements only:

Credit Hour:  Measured at the end of the Academic year after Spring Semester grades are issued.
- Undergraduate students: Must complete at least 70% of their attempted credit hours over the entire program.
- TEEL students: Must complete at least 70% of their attempted credit hours over the entire program.
- Graduate students: Must complete at least 75% of their attempted credit hours over the entire program.

GPA:  Measured at the end of every semester.
- Undergraduate students: Must maintain a 2.00 when attempted hours are > 61 credit hours.
- TEEL students: Must maintain accumulative 2.00 GPA at all times.
- Graduate students: Must maintain accumulative 3.00 GPA at all times.

Maximum Time Frame:  Measured at the end of every semester.
- Undergraduate students have until they have attempted more than 182 credit hours.
- TEEL students have until they have attempted more credit hours than needed in their program.
- 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. Those wishing to utilize this process 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 an 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 below

Regaining Financial Aid Eligibility
Students denied financial aid after submitting an appeal can regain full eligibility for financial aid by:
1. Successfully completing coursework that will raise their cumulative GPA to meet or exceed the minimum required for their total attempted hours and
2. Raise 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, and/or Alternative/Private Educational Loans. Students who have taken the necessary measures to regain eligibility for financial aid must contact the Office of Financial Aid immediately upon doing so and apply for Reinstatement of Eligibility. Students’ 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