FSEOG Packaging Policy

The Federal Supplemental Educational Opportunity Grant (FSEOG) is packaged for the “most-neediest” students on a “first come first serve basis”. “Most-neediest” is defined as students having an EFC of 0 as calculated by the FAFSA Processor. Initial awards will be packaged with a minimum $500 award. Based upon the final allocation from the US Department of Education, awards may be adjusted to ensure that all the funds are expended. Adjustments will be made to those with an EFC of zero first and then to those with higher EFC’s. The 25% matching funds for the FSEOG program will be made with State grant funds.

Ford Direct Loan Process

All students who complete a FAFSA will be packaged for Ford Direct Loans and notified of their eligibility through an award letter. Loans differ from grants in that loans must be repaid. In order to avail themselves of the Ford Direct Loan, the student must complete an Entrance Counseling session and Master Promissory Note at www.studentloans.gov. As part of the Entrance Counseling students will received information regarding the terms of their loans, a sample loan repayment schedule and the necessity for repaying loans. Also, the student must notify the Director of Financial Aid though an email or written letter of the amount they wish to borrow. The first disbursal of the Ford Direct Loan funds for first time borrowers will be a minimum of 30 days after the first day of class. Students must complete an exit counseling/Interview prior to graduating or after withdrawing or beign terminated from the program. . The Interview will provide the student with very important information regarding their Direct Loan.

Disbursal of Federal Funds

All federal grants and loans will be disbursed approximately 5 days prior to the beginning of each semester. Students who do not attend or withdraw will have their federal funds refunded under the Return to Title IV Regulations below. Half of all federal grants and loans are credited at the beginning of each semester.

Disbursal of NY State TAP Funds

Funds from the New York State Tuition Assistance Program (TAP) will be posted to the students account upon receipt of an official notice from NYS Higher Education Services Corporation (HESC). Initial postings will be in the form of a “credit memo” until such time as the actual funds have been received from HESC. Students will not be billed for the expected TAP funds but refunds based upon a credit balance will not include the TAP funds until they have been received.

Refunds

<table>
<thead>
<tr>
<th>Refund</th>
<th>Student’s last date of attendance is during the</th>
</tr>
</thead>
<tbody>
<tr>
<td>100% of the total Semester’s Tuition</td>
<td>First Week of the Semester</td>
</tr>
<tr>
<td>80% of the total Semester’s Tuition</td>
<td>Second Week of the Semester</td>
</tr>
<tr>
<td>65% of the total Semester’s Tuition</td>
<td>Third Week of the Semester</td>
</tr>
<tr>
<td>50% of the total Semester’s Tuition</td>
<td>Fourth Week of the Semester</td>
</tr>
<tr>
<td>25% of the total Semester’s Tuition</td>
<td>Fifth Week of the Semester</td>
</tr>
<tr>
<td>No Tuition Refund</td>
<td>Sixth week of the Semester</td>
</tr>
</tbody>
</table>
FINANCIAL AID INFORMATION

Ten (10) – Twelve (12) Week Quarter

<table>
<thead>
<tr>
<th>Refund</th>
<th>Student’s last date of attendance is during the</th>
</tr>
</thead>
<tbody>
<tr>
<td>100% of the total Quarter’s Tuition</td>
<td>First Week of the Quarter</td>
</tr>
<tr>
<td>75% of the total Quarter’s Tuition</td>
<td>Second Week of the Quarter</td>
</tr>
<tr>
<td>50% of the total Quarter’s Tuition</td>
<td>Third Week of the Quarter</td>
</tr>
<tr>
<td>25% of the total Quarter’s Tuition</td>
<td>Fourth Week of the Quarter</td>
</tr>
<tr>
<td>0% of the total Quarter’s Tuition</td>
<td>Fifth Week of the Quarter</td>
</tr>
</tbody>
</table>

Refunds are calculated based on the total semester/quarter’s tuition due, not the total tuition paid by the student up to that point. The Center will retain the percentage of tuition it is entitled to keep prior to issuing a refund. In the event that a student has not paid their tuition in full by the date the refund is calculated and/or a refund is required based on the Return to Title IV regulations (see Financial Aid policy as published in the Institutional Catalog) any money due to the Center based on the Center’s refund policy will be deducted from the refund amount. After the above calculations, should a student still have a financial obligation, they must pay their financial obligation in order to remove the financial hold placed on their account. Students with a financial hold may not request any information regarding their academic standings including but not limited to request for transcripts and readmission to a program.

The student’s financial responsibilities are limited to the current semester/quarter provided they are up-to-date on the previous semester/quarter’s financial liabilities.

Please note: All fees paid (i.e. clinical clearance, uniform, clinical, etc.) are non-refundable.

All student accounts that show a credit balance will be reviewed by the Director of Financial Services. The Director of Financial Services functions in a bursarial or business officer capacity and does not participate in the processing of financial aid. All credit balances caused by an excess of Federal funds, (i.e. Pell, FSEOG, Ford Direct Loans and PLUS Loans), will be issued within ten business days of the last posting causing the credit balance. Refunds for TAP funds will be issued upon receipt of the funds.

US Department of Education Return to Title IV (R2T4) Regulations

Federal regulations specify how New York Methodist Hospital must determine the amount of Title IV program assistance (PELL, FSEOG and Ford Direct Loans) that students earn if they withdraw from program. See section on Withdrawals for specific information regarding Leaves of Absence (LOA) and the withdrawal process. The Director of Financial Aid is responsible for calculating R2T4 and the Director of Financial Services is responsible to actually transfer the funds. The Director of Financial Aid uses worksheets and software provided by the US Department of Education to calculate the R2T4 funds. All funds must be returned within 45 days of the last date of attendance. If you have questions about your Title IV program funds, students can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at www.studentaid.ed.gov.

When a student withdraws during a payment period, the amount of Title IV program assistance that has been earned up to that point is determined by a specific formula. The date of withdrawal is the earlier of the date the student notified the Program Director in writing of their intent to withdraw or the date the student submitted the withdrawal form. If the student received (or the program received on the student’s behalf) less assistance than the amount earned, the student may be able to receive those additional funds. If the student received more assistance than was earned, the excess funds must be returned by the program and/or the student.

New York Methodist Hospital is not required to take attendance by its Accrediting Agencies. However, New York Methodist Hospital does require attendance to be recorded. (as published in the Institutional Catalog). Students
who are not in attendance are reported to their Program Director. The Program Director will consult with the student’s faculty to determine if the student never attended classes or to verify the last date of attendance. Without an official Withdrawal Form, NYMH will use the last date of attendance to compute the R2T4 formula.

In the case where a student notifies their Program Director that he or she intends to withdraw, the student must be informed of the need to notify the program in writing by completing a Withdrawal Form and their Program Director should document the date the student notified them and share that information with the Director of Financial Aid. Should the student fail to file the Withdrawal Form or there is a lag between the notification and the filing of the form, the earlier date of notification will be used in calculating the R2T4 formula. In the event a student receives all failing grades for a semester/quarter, their Program Director will contact the faculty members to determine if the “F” grades were earned or represent a lack of attendance. In the event it is determined that those grades were the result of lack of attendance, their Program Director and faculty will attempt to determine the last day of attendance and use that date in the R2T4 calculations. If the exact date cannot be determined, NYMH will assume a 50% attendance, and use that date as the last date of attendance. Students who do not attend even one class, are ineligible for Title IV funds and all of the loan proceeds will be returned to the lender.

The amount of assistance earned is determined on a pro-rated basis. The payment period is the semester/quarter for which the loan was certified and the percent of attendance is calculated by dividing the number of days attended by the total number of days in the payment period. For example, if the student completes 30% of the payment period or period of enrollment, the student has earned 30% of the assistance they were originally scheduled to receive. Once the student has completed more than 60% of the payment period or period of enrollment, all the assistance that the student was scheduled to receive for that period is considered to have been earned. If the student did not receive all of the funds that were earned, he or she may be due after withdrawing for the program a disbursement. Since the post-withdrawal disbursement includes loan funds, the student may choose to decline the loan funds so that additional debt is not incurred. The Director of Financial Aid will use the R2T4 worksheets as provided by the US Department of Education to determine how much of the loan may be retained and how much must be returned.

New York Methodist Hospital may automatically use all or portions of your disbursement after you withdraw for tuition and fees. For all other program charges, the program needs the student's permission to use the post-withdrawal disbursement. If the student does not give permission (which some programs ask for at the time of enrollment) the student will not be offered the funds. However, it may be in one's best interest to allow the program to keep the funds to reduce the debt at the program.

There are Title IV funds that students were scheduled to receive that cannot be earned once a student withdraws because of other eligibility requirements. For example, if a first-time borrower has not completed the first 30 days of the program before withdrawal, the student will not earn any FFEL loan funds that he or she would have received had the student remained enrolled past the 30th day. If the student receives (or the program receives on behalf of the student) excess Title IV program funds that must be returned, the program must return a portion of the excess equal to the lesser of:

1. The institutional charges multiplied by the unearned percentage of the funds, or
2. The entire amount of excess funds.

The program must return this amount even if it did not keep this amount of the Title IV program funds. If the program is not required to return all of the excess funds, the student must return the remaining amount. Any loan funds that must be returned, the student repays in accordance with the terms of the promissory note. That is, scheduled payments are made to the holder of the loan over a period of time. Students who have received a refund of their loan proceeds before withdrawing may be required to return part or all of those funds to the lender.

Title IV funds will be returned in the following order:

1. Unsubsidized Ford Direct Loans
2. Subsidized Ford Direct Loans
3. Federal PLUS Loans
4. Pell Grants
5. Federal SEOG

The requirements for Title IV program funds when students withdraw are separate from any refund policy that the program may have. Therefore, the student may still owe funds to the program to cover unpaid institutional charges. The program may also charge for any Title IV program funds that the program was required to return. Students may receive a copy of the refund Policy from the program.

If you have questions about your Title IV program funds, you can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at www.studentaid.ed.gov.

**Satisfactory Academic Progress**

The U.S. Department of Education requires institutions of higher education to establish minimum standards of satisfactory academic progress for students receiving Federal aid. Satisfactory Academic Progress (SAP) means the student is proceeding in a positive manner toward fulfilling degree or certificate requirements. SAP includes two standards; qualitative and quantitative. Students must meet both standards to continue receiving financial aid.

**Qualitative**

In order to maintain eligibility for financial aid with the qualitative standard, a student must maintain the academic standing necessary to remain in their program. The Director of Financial Aid will conduct a review at the end of each academic year to determine the students successful progress toward obtaining their certificate by comparing cumulative course averages to hours earned. A student must pass all required pre-requisite courses.

For the Bartone School of Radiography, EMS Institute - Paramedic Program, School of Diagnostic Medical Sonography and School of Radiation Therapy a student must earn an overall minimum 75% grade average out of 100% to pass a course. For the School of Clinical Laboratory Science a student must earn an overall minimum 70% grade average out of 100% to pass a course.

For the Bartone School of Radiography, EMS Institute - Paramedic Program, School of Diagnostic Medical Sonography and School of Radiation Therapy in order for a student to meet graduation requirements a student must have a minimum grade average of 75% (unless clearly stated otherwise) in all courses.

For the School of Clinical Laboratory Science in order for a student to meet graduation requirements a student must have a minimum grade average of 70% (unless clearly stated otherwise) in all courses.

All students in all programs must complete their educational objective within 150% of the normal program length as measured in credits.

**Quantitative**

In order to be considered full time, students must be enrolled in all required courses for each semester/quarter as delineated in the program catalog under *Curriculum*.

A student must pass all required pre-requisites and pass all but one course with either a 70% or 75% (as stated above) regardless of their eligibility for or participation in the Title IV program. Termination of students will follow policies and procedures adopted by the program. Students may be dismissed by their Program Director at the end of any semester/quarter if they have not made sufficient academic progress to warrant continuance of study. Students who fail to maintain sufficient academic progress will be dismissed from their program. Dismissal of a student may be appealed. Students who are re-admitted to their program may be issued a one-time waiver to continue receiving financial aid. The details are specified below in *Appeals and Waivers of SAP*.