

## FINANCIAL AID INFORMATION

outside of the program are acceptable towards completion of the certificate. In the event that a Program Director accepts outside credits, those will be considered in determining eligibility.

### **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](http://www.studentloans.gov). As part of the Entrance Counseling, students will receive information regarding the terms of their loans, a sample loan repayment schedule and the necessity for repaying loans. In addition, the student must notify the Director of Financial Aid through an email or written letter of the amount they wish to borrow. The first disbursement 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 being 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**

Refunds of each semester’s tuition payments are limited to the fifth week of each term as detailed below:

<b>Semester</b>	
<b>Refund</b>	<b>Student’s last date of attendance is during the</b>
100% of the total Semester’s Tuition	First Week of the Semester
80% of the total Semester’s Tuition	Second Week of the Semester
65% of the total Semester’s Tuition	Third Week of the Semester
50% of the total Semester’s Tuition	Fourth Week of the Semester

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25% of the total Semester's Tuition	Fifth Week of the Semester
No Tuition Refund	Sixth week of the Semester

Refunds of each quarter's tuition payments are limited to the fourth week of each quarter as detailed below:

Refund	Quarter Student's last date of attendance is during the
100% of the total Quarter's Tuition	First Week of the Quarter
75% of the total Quarter's Tuition	Second Week of the Quarter
50% of the total Quarter's Tuition	Third Week of the Quarter
25% of the total Quarter's Tuition	Fourth Week of the Quarter
0% of the total Quarter's Tuition	Fifth Week of the Quarter

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](http://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**

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the amount earned, the student may be able to receive those additional funds. If the student received more assistance than was earned, the program and/or the student must return the excess funds.

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 of 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 30<sup>th</sup> 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:

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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](http://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 Student 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 Radiography Program, Paramedic Program, Diagnostic Medical Sonography Program and Radiation Therapy Program a student must earn an overall minimum 75% grade average out of 100% to pass a course.

For the Radiography Program, Paramedic Program, Diagnostic Medical Sonography Program and Radiation Therapy Program 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.

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 satisfactory 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*.

New York Methodist Hospital evaluates Satisfactory Academic Progress on an ongoing basis but makes a final determination at the end of each semester/quarter. Students must complete all required courses by the end of their certificate program. Students who achieve a passing grade may not repeat a course. Students who fail a

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required course must repeat the course and obtain a passing grade before completion of their program. When a student repeats a course and achieves a passing grade, the original grade will be counted in the overall cumulative average. There are no noncredit remedial courses. Scheduled awards for the next academic year for students who are not making Satisfactory Academic Progress will be canceled.

Financial aid will be disbursed on the first day of each semester/quarter. Students who withdraw after that will have their eligibility to retain part of their financial aid calculated on the percentage of the semester attended. Students who attend more than 60% of the term may retain all of their aid. See the section on Return to Title IV (R2T4) below.

### **TAP Standard of Satisfactory Academic Progress for Determining Eligibility**

Before being certified for this payment	First	Second	Third	Fourth	Fifth	Sixth
a student must have accrued at least this many credits	0	6	15	27	39	51
with at least this grade point average	0	1.3	1.5	1.8	2.0	2.0

### **Appeals and Waivers of SAP**

Students may be dismissed from their program 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 satisfactory academic progress will be dismissed from their program.

Students who are readmitted to their program may apply in writing to the Director of Financial Aid for a one-time waiver to continue receiving financial aid. The student should specify the exceptional circumstances that lead to the poor academic performance and state the reasons why those circumstances will not affect future academic progress. Each case will be individually reviewed and the Director of Financial Aid will use his or her professional judgment to determine if the original situation has been resolved to the point where the student can reasonably be expected to succeed and issue a one-time waiver of SAP for the next term. If the student still does not make satisfactory progress, then he or she will be ineligible for future aid. The decision of the Director of Financial Aid may differ from that of the Program Director in that a student may be readmitted to the program but may not be eligible for financial aid or vice versa.

In order to maintain eligibility for Federal Student Aid (grants or loans), the student:

Radiography Program, Radiation Therapy Program, Paramedic Program and Diagnostic Medical Sonography Program

- Must pass all required pre-requisites and obtain a 75% or above in each course.

Medical Assistant Program and Surgical Technology Program

- Must pass all required pre-requisites and obtain a 70% or above in each course.

If any of the above are not met, it is up to the Program Director to put the student on probation or dismiss them from the program. A student may be placed on probation at the discretion of their Program Director for academic, clinical or disciplinary reasons. The student shall remain on probationary status until such time as their Program Director deems the reasons have been rectified. Failure to rectify the reasons within the proscribed period of time may result in dismissal from the program.

In order to provide the students with a well-rounded education (coordination of the clinical aspects of the program with the didactic aspects), New York Methodist Hospital utilizes a Clinical Competency/Proficiency Evaluation Program. This program is designed to provide students with a logical mechanism for practicing their skills and evaluating their performance.