

Saint Joseph's College Graduate & Professional Studies Division

FREQUENTLY ASKED QUESTIONS ABOUT FINANCIAL AID

What forms do I need to apply for financial aid?

- **Verification Worksheet**

Available on the Financial Aid page of this web site or by contacting the Office of Financial Aid.

- **Free Application for Federal Student Aid**

FAFSA, use Title IV Code 002051. Available online at www.fafsa.gov or by calling 1-800-4FEDAID for a paper copy.

- **Signed copy of federal tax return** for student (and spouse) from prior year

What is the Title IV Code for Saint Joseph's?

002051. You will need this code to have your FAFSA data sent to Saint Joseph's.

When should I apply for financial aid?

We recommend that you apply for financial aid by **April 15** of each year. The financial aid year for Saint Joseph's GPS division runs from June 1 to May 31. If your start date begins June 1 or later, you must use the next year's application. For example, if your start date is 01/15/2012, you would complete the 2011-2012 application. If the course begins after June 1, 2012, you would file the 2012-2013 application. The New Year application materials will be posted by March each year.

Who is eligible for financial aid?

You must meet the following requirements to be eligible for federal financial aid:

- Admitted to a degree program (students enrolled in our certificate programs are not eligible for aid at Saint Joseph's College)
- U.S. citizenship or eligible non-citizen status
- Not in default on a federal student loan or owe a refund for a federal grant program
- Registered with Selective Service (if required)
- Have a valid Social Security number
- Have a High school diploma or GED

- Have met the satisfactory academic progress standards if already enrolled, i.e., you must complete 70% of the credits you attempt (including all transfer credits) and maintain at least a 2.0 cumulative grade point average. Note: your program may require a higher standard for academic purposes.
- Enrolled at least half-time.

What type of aid is available?

Undergraduates are considered for the Federal Pell Grant and the Federal Direct Loan Program. Depending on the availability of funds, some students may also qualify for additional federal grants such as the Federal Supplemental Grant or state Grant programs. Graduate students are considered for Federal Direct Loans only.

What will aid cover?

Aid is awarded for tuition and books for online courses. During a summer session, you may want to request aid to help cover room/board (cannot exceed campus charges) and documented travel expenses. If additional funds are borrowed for living and other education related expenses, you may not have sufficient funds remaining to complete the program of study.

When will I hear about aid?

About once a week we review the complete financial aid applications that we have received. If a student is a degree candidate and has been admitted and evaluated for transfer credits and registered as at least a half-time student, we will determine that student's eligibility for financial aid. An award letter which outlines aid will be sent to the student via email. Other documents, if required, will be requested at that time. The award letter must be signed and all pages returned to the aid office via email, mail, or fax.

How is aid paid?

Aid is posted to your account after the course begins. Your aid will be disbursed approximately 30 days from the start date of the course(s). A student must be half-time to receive any federal funds. Credit balances, if applicable, are sent to the student via check from the Treasurer's Office within 7-10 days after the aid is posted.

What is half-time?

An undergraduate student will be considered half-time, if he/she is enrolled in 6 credits and submits a unit every 30 days in each course in which he/she is enrolled. The courses must be completed within the 15 week period. A graduate student will be considered half-time if he/she is enrolled in at least 3 credits during the 15 week semester and a unit is submitted at least every 30 days. The 30 day timeframe restarts each time you submit a unit. The course must be completed within the 15 week term thus you will probably need to submit units more often. To be half-time in a cyber course, you must meet the course participation requirements at least every 30 days.

What is full-time?

To be full-time in the Graduate and Professional Studies division, an undergraduate must be enrolled in at least 12 credits concurrently (a graduate student in 6 credits concurrently) and meet the 30 day requirements in each course as listed above.

If aid doesn't pay until after the course starts, how do I enroll?

If you are a new student, your admission counselor will provide information regarding payment options. If you have received financial aid at Saint Joseph's during the three months prior to your new start date, you will not be required to pay a deposit.

What is Satisfactory Academic Progress?

The College is required to evaluate your progress as part of its determination of financial aid eligibility. For financial aid purposes, you must maintain at least a 2.0 cumulative grade point average in order to maintain eligibility for aid. In addition, you must complete at least 70% of all credits attempted including those that have been transferred to Saint Joseph's. You may not receive aid more than twice at the same grade level. Note: your program may require a higher cumulative grade point average.

What if I need an academic extension?

Extensions are not applicable to financial aid or deferment eligibility. You will be considered as less than half-time during any extension period.

What if I need to withdraw from my classes and have federal aid?

Please notify our office immediately. Contact your advisor for more information about the academic and billing aspects of withdrawing from classes. For financial aid purposes, you will be considered to be a withdrawn student. We calculate how much aid you have earned based on the amount of time

you have been enrolled. It is possible that some federal funds will need to be returned and you may owe a bill at the College.

What will you do with my deferment form or other enrollment verification form?

Send these forms to the Office of the Registrar. A deferment form can only be completed once the student has demonstrated half-time status for the period of deferment. Academic advisors cannot complete enrollment forms or advise students on their official enrollment status. We also report your enrollment status every 30 days to the National Student Clearinghouse.

What's the best number to call about paperwork or general questions about financial aid?

207-893-6612 or 800-752-1266

Who do I call about the award letter or special circumstances?

Rhonda Mynahan, Associate Director of Financial Aid, 207-893-6614, rmynahan@sjcme.edu.

CONSORTIUM AGREEMENTS

What is a consortium agreement?

A financial aid consortium allows you to take a course at another accredited institution while you are enrolled at Saint Joseph's. We can include this course when we determine your enrollment status and eligibility for financial aid. The course must be taken at the same time as your SJC course and you are responsible for payment to the host institution.

What do I do with this form?

You will need to complete the first page of the form and send it to your advisor for approval. The form then must be sent to the Financial Aid Office at your host school for completion. The host school will also need to send us a copy of your registration and bill.

When do I need to submit it?

Because the consortium form needs to be signed by you, your advisor and the financial aid officer at the host school, we recommend that you begin this process at least one month prior to the start date of your courses.

What if my other school won't complete the consortium form?

If the other school does not want to complete the form, you will be considered for aid based on your enrollment at Saint Joseph's only.

How do I pay my other school?

If your financial aid creates a credit balance on your Saint Joseph's account, a check will be cut to you for that credit. You will need to pay your host school according to their policies. In some cases, you may be able to defer payment because of the agreement. In other instances, you will need to pay for the course up front and the check you receive from us will be a reimbursement.

How will my transfer credits be handled?

You will need to have an official transcript sent to Saint Joseph's. For more information, please talk with your advisor.