

# 2019-2020 Financial Aid Handbook

## Financial Aid Services at North Central College

The basic philosophy behind financial aid programs, and of the offices that administer them, is that no prospective student should be denied access to higher education because of financial burdens. With this in mind, North Central College has established the Office of Financial Aid. The staff of this office is dedicated to the administration of student financial aid in the most equitable manner to the largest number of qualified students that resources permit. In addition, the Office of Financial Aid is ready and willing to answer any of your questions concerning financial aid and to assist you with any financial challenges you may have while you are a student at North Central College.

The Office of Financial Aid coordinates a variety of state, federal, private, and institutional programs of financial aid, each with different regulations, requirements, procedures, and forms. The primary objective of this office is to administer these programs so that they may benefit the maximum number of students. The Office of Financial Aid is here to serve you, the student, but the office must also protect the integrity of the funds committed to its care. This ensures that students in the future can continue to take advantage of the dollars available from these programs.

### The Financial Aid Staff

Director of Financial Aid – Kristina Bonn  
Associate Director of Financial Aid – Ann Benjamin  
Assistant Director of Financial Aid – Tanya Covey  
Direct/PLUS Loan Representative – Maureen Welch  
Scholarship/Grant Representative – Dana Chaffee  
Administrative Assistant – Holly Dalton

### Office Location

The Office of Financial Aid is located on the third floor of Old Main. Please stop by or contact the office to obtain application materials, turn in forms, receive advice and assistance from the Financial Aid Staff, or schedule appointments. We can be contacted by calling 630-637-5600 or by e-mail at [finaid@noctrl.edu](mailto:finaid@noctrl.edu).

### How to Apply for Financial Aid

The best application strategy in applying for financial aid is to research **ALL** aid opportunities and **apply early**. You apply for financial aid by completing the *Free Application for Federal Student Aid* (FAFSA), or the Renewal FAFSA if appropriate, each academic year. The Office of Financial Aid at North Central College participates in Electronic Data Exchange, which means that if North Central College's Federal School Code 001734 is listed on the FAFSA, the Financial Aid Office will receive an electronic Student Aid Report.

**\*North Central College's Federal School Code is 001734\***

It is recommended that you complete the FAFSA by going to <https://fafsa.ed.gov> during October for the following school year. You should obtain an FSA ID in advance, which becomes your electronic signature. Your parent should also obtain an FSA ID if their financial information is required to be reported; this FSA ID becomes the parent's electronic signature. You and your parent can obtain FSA IDs by going to <https://fsaid.ed.gov> at any time. Apply for the FSA ID as early as possible, even before you are ready to file the FAFSA.

By completing the FAFSA, you are applying for the following types of aid:

- Federal Pell Grant
- Federal TEACH grant
- Federal Supplemental Educational Opportunity Grant
- Federal Work-Study
- Federal DIRECT Student Loan (Subsidized & Unsubsidized)
- ISAC Monetary Award Program
- North Central Need-Based Aid and Grants

## Verification

FAFSA's may be randomly selected by the federal government or institutionally selected for verification. If your FAFSA is selected for verification, you will be required to complete additional information as requested. **As the verification process takes place, you may receive a letter to your mailing address or email to your North Central email address requesting additional information.** It is important that you respond promptly to these requests. Your file will remain in a pending status until all the requested information is received. ***If you have been selected for verification, you cannot receive any financial assistance until we have received and reviewed all requested documentation.*** If the financial aid counselor who reviews your application finds discrepancies between the information you reported and the supporting documentation, your FAFSA will be corrected by us. Electronic corrections will be made to your FAFSA whenever an error is found.

Please note that any person who intentionally makes false statements or misrepresentations on a federal aid application is violating the law and is subject to a fine, imprisonment, or both under the provision of the U.S. Criminal Code.

## Critical Application Dates

You should investigate all financial aid opportunities as early as possible so you do not miss any deadlines. You must **reapply each year for financial aid** through completion of the FAFSA. Your financial aid offer may differ annually based upon your FAFSA result.

**October 2019** – The Financial Aid Office recommends completing the FAFSA during the first month of availability in October if a student is interested in need-based assistance or loans. Students should still complete the FAFSA after October if they have not already done so. Note, endowed scholarship applications are also available beginning in October and should be completed by their individual deadlines. **Looking ahead, the 2020-21 FAFSA is available in October 2019.**

## FINANCIAL AID OFFERS

Award packaging is the method by which the Office of Financial Aid selects the sources and amounts of financial aid offered to a student. The type of financial aid offered depends on the extent of a student's need, academic year, living arrangement and financial aid history. New students must be admitted to North Central before receiving a financial aid package.

North Central College's current policy is to award as much gift assistance as possible, restricted by the limits (annual and cumulative) of each program and by available funding. The remainder of a student's need is then met by loan(s), work, or both, depending on the amount of remaining need, and the limits (annual and cumulative) dictated by each program. Late additions to aid packages will be considered for need-based assistance, and additional non-need-based aid will begin in a subsequent semester if aid has already disbursed for the current semester.

**North Central College *cannot* guarantee that all of your financial need will be met.**

### **Will the amount of my financial assistance remain the same from year to year?**

Provided you do not receive outside scholarships that require us to reduce it, your **Merit Scholarship** will remain the same if you maintain the correct cumulative grade point average and full-time enrollment. **Talent Scholarships** (e.g., Music, Art, etc.) depend upon your participation and departmental funding. **Need-based assistance** (e.g., NCC Grant, Supplemental Grant, Pell Grant, ISAC Monetary Award) is dependent upon federal and state funding and your FAFSA result each year.

You may expect to receive the same level of funds if ... 1) the federal and state funding and eligibility criteria do not change and; 2) your Expected Family Contribution (EFC) remains the same or similar and 3) your living arrangement is the same.

Some of the most common causes for a change in EFC are:

- Parent income and/or assets increased or decreased from prior year
- Student income and/or assets increased or decreased from prior year
- Size of family and number of students in college has changed from the prior year

## FINANCIAL AID NOTIFICATION

The Office of Financial Aid will send you a financial aid offer notification when your package is completed. **New students** will receive a paper award offer package in the mail, and **continuing students** will receive an email to their North Central email account that directs them to Merlin to view financial aid offers.

Enclosed with the award letter packets for new students will be a *Federal Direct Loan* Form. New students must complete and return the form unless they choose to accept or decline their loans in Merlin. Continuing students are expected to accept or decline federal loans through Merlin.

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**Please Note: It is extremely important that you respond to requests regarding Federal Direct Loans**

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You may see some form of financial aid that is identified as “estimated.” In some cases at the time of awarding, the federal or state governments have not finalized an allocation for one of their programs. If we are unable to determine your eligibility, but know you are potentially eligible to receive the award, we will classify those forms of aid as “estimated.” Estimated aid is not guaranteed. Examples of “estimated” aid are the Federal Pell Grant and the State of Illinois Monetary Award Program Grant.

## What Is Available Aid?

### Need-based Grant Assistance

Need-based grants, which do not have to be repaid, are applied for by filing the *Free Application for Federal Student Aid (FAFSA)*. Most students who completed a FAFSA for the prior academic year will receive a *Renewal Reminder* from the federal processor. If North Central College is listed on the FAFSA application, then the Office of Financial Aid will automatically receive your FAFSA results electronically. **Students must reapply each year for financial assistance.**

#### **Federal Supplemental Educational Opportunity Grant (SEOG)**

Federal need-based grants are offered to students with financial need who have not obtained an undergraduate degree. The annual amount of SEOG cannot exceed \$4,000. The amount of SEOG offered is dictated by the student's need, funds available, and the limit set by NCC. Priority consideration for SEOG funds is given to students who are enrolled at least half-time (6 credit hours) in an undergraduate degree program and who are also receiving a Federal Pell Grant. Amounts of this grant may change year-to-year.

#### **North Central College Grants**

Need-based grants available to students with financial need who have not obtained an undergraduate degree. Grants, applied for each year through the FAFSA application, are offered to students based on financial need. Students must be enrolled at least half-time (6 credit hours) in an undergraduate degree program. Grants can be offered for a maximum of four academic years. **The North Central Grant cannot be offered to dependent students choosing to live in off-campus apartments/houses.**

#### **Federal Pell Grants**

Federal Pell Grants are offered to students with financial need who have not obtained an undergraduate degree. Higher grants are offered to students with higher need. As is true with other federal aid, you must be enrolled in an undergraduate degree program and be making satisfactory progress in your course of study to receive a Federal Pell Grant. Amount of this grant is subject to change each year based on federal appropriations.

#### **Federal TEACH Grant**

This program that provides grants of up to \$4,000 per year to education students who intend to teach in a public or private elementary or secondary school that serves students from low-income families. If a student decides not to pursue teaching, the grant is converted to an unsubsidized DIRECT loan. An additional application is required.

#### **Illinois Student Assistance Commission (ISAC) Monetary Award Program (MAP)**

MAP Grants are for Illinois residents who demonstrate financial need and may be applied to tuition and fees only. You should be enrolled at 3 credit hours per semester in an undergraduate degree program. Annual grants ranged from \$534 to \$5,340 in the academic year, updated August 2019. According to the state guidelines for the MAP Grant, a student must be enrolled in at least 15 credit hours each semester to receive full disbursement. You must file the FAFSA application each year to apply for the MAP Grant.

**ISAC PRIORITY DATES:** Students who apply for a MAP Grant during 2019-20 must do so early. The state of Illinois typically anticipates running out of funds and suspends MAP awards at the deadline of their choosing. Applications received after the priority date will be considered by ISAC for awards based on available funds. **PLEASE NOTE: THESE PRIORITY DEADLINES ARE SUBJECT TO CHANGE BY ISAC.**

## Academic Scholarships

Academic scholarships are not based on need. The application for admission is used as a basis to offer these funds unless otherwise noted on the scholarship guidelines received at the time of admission to the College. Students follow the guidelines of the scholarship to renew for subsequent years. Visit the North Central College website for a list of scholarships available through the admission process. Academic scholarship amounts remain the same from year to year.

## Institutional Aid

If a student maintains satisfactory academic progress, undergraduate institutional aid (including academic scholarships, need-based institutional grants, and other institutional awards) is eligible for eight fall/spring semesters for Freshmen or six fall/spring semesters for Transfers. An undergraduate student who has received all semesters of North Central institutional aid may contact the Office of Financial Aid to request additional institutional aid consideration, as long as the student is continuing to pursue a first Bachelor's degree during the additional semester or year of study. Graduate students must also maintain satisfactory academic progress to renewal awards or discounts.

## Endowed and Other Special Scholarships

Endowment funds enable North Central College to provide scholarships for qualified students. Information on the eligibility requirements and application process is included within the description of the scholarship. These funds are considered to be financial aid and will be considered part of a financial aid package should the recipient also apply for need-based financial aid. For scholarships that require application, applications are available when the FAFSA becomes available. Please visit <https://northcentralcollege.academicworks.com/> to complete the scholarship application process.

## Direct Loans

### Federal Student Loan Program

Federal DIRECT Loans are available through the U.S. Department of Education Direct Loan Program. The student is required to complete the *Free Application for Federal Student Aid* (FAFSA) to be considered for this loan program. Federal DIRECT Loans are either Subsidized or Unsubsidized.

A **Subsidized** loan is offered on the basis of financial need. While in school at least half-time (6 credit hours undergraduate/3 credit hours graduate), during an authorized grace period, and during any authorized periods of deferment, you will not be required to make payments on these loans, and interest may not accrue.

An **Unsubsidized** loan is not based on financial need (the student must still file the FAFSA). Students will be charged interest from the time the loan is disbursed until it is paid in full. Students have the option to pay the interest on the loan while in school or let interest accrue and capitalize onto the loan principal balance. Students must set this option up with the loan servicer.

The fixed interest rate for undergraduate subsidized and unsubsidized loans and for graduate unsubsidized loans are available on <https://studentaid.ed.gov/>. The Federal DIRECT Loan Program includes an origination fee deducted by the lender at the time of disbursement, and those fees are also available on Federal Student Aid's website.

The combined maximum loan amounts per academic year for the Unsubsidized and the Subsidized DIRECT Loan Program for dependent students are \$5,500 for First-Year Students, \$6,500 for Sophomores, and \$7,500 for Juniors and Seniors. Graduate students may borrow up to \$20,500 per academic year. Dependent undergraduates are allowed to borrow an aggregate cumulative maximum of \$31,000. Independent undergraduates may borrow an additional \$4000 per year and are allowed to borrow an aggregate maximum of \$57,500. Graduate students are allowed to borrow an aggregate cumulative maximum of \$138,500 (including undergraduate borrowing).

North Central College participates in electronic funds transfer (EFT). Through EFT your student loan proceeds will credit directly to your account at North Central College. This eliminates the delay of paper checks arriving through the mail and students waiting to sign loan checks.

## **Federal Parent Loans to Undergraduate Students (PLUS)**

The PLUS loan program is for parents of dependent undergraduate students. The maximum amount parents may borrow per academic year is the student's cost of attendance less all other financial aid. The PLUS loan is limited to parents who do not have an adverse credit history. Repayment begins at 60 days after the final disbursement. Applications, as well as the current fixed interest rate and origination fee, are available through the U.S. Department of Education at <https://studentloans.gov>.

## **Mandatory Loan Counseling**

**Entrance:** All schools are required by federal regulations to provide "entrance counseling" to first-time Federal DIRECT Loan borrowers. The "entrance counseling" is designed to provide the student with information about the loan program and his/her rights and responsibilities as a borrower. This "entrance counseling" must be completed prior to the disbursement of any loan funds.

**Exit:** Students who receive a Federal DIRECT Loan are required to complete an "exit counseling session" to prepare and inform you about the repayment process. Federal law requires completion of this exit interview.

Both the "entrance and exit counseling sessions" are found on the Internet at the following sites – for **Entrance Counseling** go to <https://studentloans.gov> and for **Exit Counseling** go to <https://www.nsls.ed.gov/>.

## **Veterans Assistance**

Veterans are entitled to use their Chapter benefits in accordance with the rules of the Veterans Administration, while attending North Central College. Applicants are required to complete and submit appropriate documents in order to establish their eligibility. For further information, contact the Registrar's Office at 630-637-5252.

## **Employment Opportunities**

### **Federal Work-Study Program (FWS)**

Eligible students may earn money through on-campus employment with the Federal Work-Study Program. Students must file the FAFSA and complete the financial aid process to be considered for the program. Financial need is required and the offer of FWS is determined by the Office of Financial Aid. Hourly pay rate is the current minimum wage. Students may view the "Work Here" section of the North Central website for a current listing of available jobs on campus. The Federal Work-Study offered is not a guarantee of employment; it is the responsibility of the student to procure employment.

### **Institutional Employment**

Employment on campus is available to all students who apply for and earn a position. Financial need is not a requirement, and the hourly wage is the current minimum wage.

### **Off-Campus Employment**

Students may also seek off-campus employment. Naperville is a community of over 100,000 and the close proximity of North Central to major corporations and shopping malls provides outstanding opportunities for part-time work. A community job fair is sponsored by the Career Development Center in the Fall for students interested in part-time employment.

## **Study Abroad**

Students in programs administered by North Central College, but who are enrolled at another institution may be eligible to receive some financial assistance. The type of financial assistance you may be eligible to receive is determined by the type of program you choose to attend. Please make an appointment to meet with a financial aid counselor if you are interested in a study abroad program.

## **External Aid Resources**

There are many external agencies and organizations that provide financial assistance to students. Each has different requirements, application forms, award amounts, and eligibility criteria.

## **State Financial Assistance Agencies**

Many state agencies offer grant and loan programs to their residents. Please note that most states require that you attend an institution in that state to receive state grant funds.

# GENERAL REQUIREMENTS

## You are eligible for financial aid if:

1. You are a citizen or eligible non-citizen of the United States.
2. You are registered with the Selective Service, if required.
3. You have demonstrated financial need if required by program guidelines.
4. You are making satisfactory progress in the course of study in which you are enrolled in order to retain eligibility. See below for an explanation of satisfactory progress.
5. You are pursuing a course of study that leads to a degree.
6. You are not in default on a Federal Perkins Loan, Federal DIRECT Loan (Guaranteed Student Loan), Federally Insured Student Loan (FISL), Federal Supplemental Loan for Students (SLS) or Federal Parent Loan for Undergraduate Students (PLUS), Auxiliary Loan to Assist Students (ALAS), Illinois Opportunity Loan (IOL), Federal Consolidation Loan or Income Contingent Loan.
7. You do not owe a repayment on a Federal Supplemental Educational Opportunity Grant (SEOG), Federal Pell Grant, State Student Incentive Grant (SSIG), or Illinois Student Assistance Commission Monetary Award Program Grant (MAP Grant).
8. You have a high school diploma or G.E.D.
9. You have been accepted for admission or readmission to North Central College. The Office of Financial Aid begins to review your financial aid application forms after you have been admitted.
10. You have not been convicted of drug-related offenses. Effective July 1, 2000, a student's eligibility for federal student aid is suspended if the student is convicted, under Federal or State law, of any offense involving the possession or sale of a controlled substance. Any such suspension of eligibility begins on the date of conviction and lasts until the end of a statutorily specified period. The suspension of eligibility ranges from one year to indefinite, depending upon the number and type of convictions. A student may regain eligibility early by completing a drug rehabilitation program that meets certain statutory and regulatory requirements or if the conviction is overturned.
11. You are enrolled as at least a half-time student (6 credit hours undergraduate/3 credit hours graduate). Some programs require full-time enrollment as part of their eligibility criteria.

## Award Revisions

After you receive your original award offers, you may wish to request a revision in your financial aid or the Office of Financial Aid may need to make an adjustment. Types of revisions are as follows:

### Changes in estimated outside aid:

The Office of Financial Aid may assume that you will be offered a grant from the Illinois Student Assistance Commission Monetary Award Program (MAP) or a Federal Pell Grant. If you receive notification from one or both of these agencies that your offer will be less than originally assumed or you do not meet the eligibility criteria to apply for these funds, you may request an increase in campus-based aid. Please note that you may *REQUEST* a revision, but additional funds are not automatically granted. However, if funds are available and you qualify for an increase, your request will normally be granted.

### Revisions based on changes in your financial circumstances:

If your financial situation changes after you have completed the FAFSA, you may request a revision in your aid package. To do so, you should obtain the proper "Change in Circumstances" form from the Office of Financial Aid. Please be aware that if you are already receiving the maximum allowable amount in all the programs for which you qualify, a change in your financial situation may not produce a revision in your aid package.

## Revisions Made by the Office of Financial Aid

North Central College reserves the right to revise your financial aid package without prior notice. The reasons for these revisions include, but are not limited to, the following:

1. Outside aid received is higher than originally estimated.
2. Outside resources were not originally taken into account.
3. Factors making you ineligible for the aid offered.
4. Change in enrollment status.
5. Declining an aid resource.
6. Failure to respond to letters or requests for information.
7. Change in living arrangements.

When a decrease in the North Central College portion of your total financial aid package is in order, the Office of Financial Aid will attempt to reduce your loan or employment offer before considering any reduction in grant funds.

## Appeal Procedure

If you should ever find yourself dissatisfied with a decision made by the financial aid staff, you have the right to appeal. For your appeal to be considered, however, you must follow this procedure:

1. Submit a **written** request for an appeal including all pertinent documents.
2. Make an appointment with our office to review your case.
3. Present the appeal to the Director/Associate Director. The Director/Associate Director will either confirm the original decision or resolve the problem. If the problem cannot be resolved to your satisfaction, you may, at that time, request that your appeal be taken to the Director's Review Committee.
4. A majority vote of the Director's Review Committee is necessary to deny your appeal. You will be notified of the decision of the Director's Review Committee, in writing, within fifteen working days of the receipt of your appeal (unless additional information is needed).

**IMPORTANT NOTICE:** Many decisions made by the financial aid staff are a result of federal and state laws or regulations of College statutes. Therefore, these decisions are not eligible for review, since no discretionary authority exists. If this proves to be the case, you will be notified by the Office of Financial Aid.

# What Will it Cost to Attend North Central College?

## Tuition and Fees

Tuition and fees for full-time study (12-18 credit hours) will be set by late March preceding the next academic year. Tuition and fees during the 2019-20 academic year are set at **\$20,020** per semester (for part-time study the tuition is **\$1,246** per credit hour). Students enrolled for more than 18 credit hours each semester are assessed an **overload fee** of **\$1,246** for each credit hour over 18.

## Books and Supplies

You can expect to pay up to approximately **\$600** per semester for books and supplies if you are a full-time student. Certain majors may require more expensive books and supplies. Costs for a part-time student will be considerably less since he or she is enrolled for fewer credit hours.

## Room and Board

Average residence hall and meal plan charges for the 2019-20 academic year average are \$13,014. For further information on residence hall policies and/or contract rules contact **Residence Life** at **630-637-5858**.

## Living Expenses

The living cost budgets are determined by using estimates from the *Bureau of Labor Statistics*. These estimates are for a family with a moderate standard of living, and are updated annually by the Consumer Price Index.

Transportation expenses will vary depending upon whether or not the student is a resident or commutes to campus. For example, the **average** cost of transportation for a student living on campus is \$448, and the **average** cost for a commuter student is \$1,470. Personal costs (e.g. clothing, entertainment, laundry) average \$1,182 per academic year. Self-supporting students, living off campus, qualify for a higher budget than a campus resident due to the additional expenses incurred.

## Budgeting Your Money

Budgeting can be a challenge for anyone. For students, however, it can sometimes be even more difficult. This may be your first experience in handling relatively large sums of money. Sizable expenses, such as tuition and fees, room and board, and books and supplies, must be met at one time. This means that it is critical to know your expenses and when they are due so that you can meet your financial obligations from one semester to the next.

***It is necessary to determine if you can afford to attend North Central College BEFORE you commit yourself to tuition and fees and room and board payments. This is why it is extremely important to apply for financial aid early so that you will have the information needed to determine if North Central College is the school for you.***

# What Do I Need to Know?

## HOW IS FINANCIAL AID DISTRIBUTED?

Each semester you will be sent a notice about your *Statement of Charges* (e.g. room and board, tuition and fees) from the Student Accounts Office. Your statement and financial aid offers can be viewed in Merlin. As long as you have accepted financial aid offers prior to the date the statement was produced **and** you are at the proper enrollment status, your financial aid will be on your statement. Half of the financial aid you have been offered for the academic year, *with the exception of Federal Work-Study*, will appear as *Pending Financial Aid* for fall and spring semesters on the *Statement of Charges*. Any financial aid for summer semester will appear as Pending Financial Aid for summer semester on your statement. Outside scholarships will not credit until the funds have been received.

Please remember that the Office of Financial Aid will not release the Federal DIRECT Loan funds for students until after the end of the 100% tuition refund period. Your loan funds will be released to your student account if your enrollment status **and** academic class have not changed.

## CREDIT HOUR REQUIREMENTS

1. Most financial aid offers are based on full-time enrollment for the entire academic year (12 credit hours minimum each semester) unless otherwise noted on the financial aid package.
2. A financial aid offer based upon full-time enrollment must be revised or canceled if a student enrolls in less than the minimum 12 credit hours. You are encouraged to make an appointment with a financial aid counselor **BEFORE** dropping below full-time.
3. *Veterans Benefits* vary with the number of credit hours carried by the veteran; a reduction in a student's course load during the semester may result in a reduction of benefits for that semester.
4. You will receive full payment of your ISAC MAP award if you enroll for at least 15 credit hours each semester and carry that credit hour load through the end of the refund period (after the 21<sup>st</sup> calendar day of the term). Students enrolled for fewer than 15 credit hours will receive a pro-rated portion of the full semester award. For more information on MAP payment, please contact the Office of Financial Aid.

## Students' Rights and Responsibilities

### Rights

1. You have the right to know the criteria used to determine your eligibility for financial aid and the amount of financial aid you have been offered.
2. You have the right to appeal a decision made. (See "Appeal Procedure" later in this handbook)
3. You have the right to view the contents of your financial aid file, in accordance with the *Family Educational Rights and Privacy Act*.
4. You have the right to decline any offer of aid. However, your decline of certain programs may affect your eligibility for other programs.
5. You have the right to know the conditions of any loan that you accept.
6. You have the right to know the job description and starting rate of pay of any job you accept in the *Federal Work-Study Program*.

### Responsibilities

1. You are responsible for knowing and understanding what type of financial aid you are receiving and the requirements for each.
2. If you accept the *Federal Work-Study Program*, it is your responsibility to go to the Human Resources or the Career Development Center to obtain employment to earn those funds.
3. If you have a *Federal Work-Study* offer, you are responsible for keeping track of your earnings to make sure that they do not exceed your offer.
4. It is your responsibility to notify the Office of Financial Aid of **ANY** change in the following: credit hours carried, address, increase or decrease in wages, receipt of an outside scholarship or loan, legal name, living arrangements, and withdrawal or dismissal from North Central College. Failure to provide this information will cause unnecessary confusion, delays in processing, possible repayment of financial aid, and/or loss of eligibility for future aid.
5. You are responsible for applying each year for financial aid. The Office of Financial Aid and most non-college agencies make aid offers to students for all or part of the regular academic year – *August to May*. A separate *Free Application for Federal Student Aid* (FAFSA) and any requested documents are required for **each** academic year.
6. It is your responsibility to read and understand all pertinent information provided in this handbook, as well as the material provided with your financial aid package. **North Central College cannot take responsibility for your failure to follow the instructions provided by the Office of Financial Aid.**
7. You are responsible for knowing and understanding application deadlines and continued eligibility policies for all financial aid programs you are seeking or receiving.
8. You are responsible for **regularly checking your North Central College email**, and on-campus mailbox if applicable, and for responding in a timely manner to requests made for additional information regarding your financial aid.

**NORTH CENTRAL COLLEGE**  
**FINANCIAL AID STANDARDS OF SATISFACTORY ACADEMIC PROGRESS**  
***UNDERGRADUATE STUDENTS ♦ TEACHER CERTIFICATION ♦ SECOND DEGREE***

The United States Department of Education requires institutions of higher education to establish minimum standards of "satisfactory academic progress" for students receiving federally funded financial aid. These standards have been established to encourage students to complete courses for which financial aid is received and to progress satisfactorily toward a degree. North Central College also applies these same standards of academic progress to the recipients of the Monetary Award Program (MAP) from the Illinois Student Assistance Commission (ISAC) and to the recipients of scholarships, grants, and loans awarded or administered by the Office of Financial Aid at North Central College.

**TYPES OF AID COVERED**

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant
- Federal Work Study
- North Central Scholarships, Grants, and Awards
- Tuition Exchange Programs
- Illinois Student Assistance Commission Monetary Award Program (MAP)
- Other Federal/State Grants and Scholarships
- Federal Direct Loan (Subsidized and Unsubsidized)
- Roller Loan
- Legacy Loan
- Federal Parent Loan for Undergraduate Students (PLUS Loans)

**WHO MUST MEET THESE CRITERIA?**

- Students currently receiving financial assistance under the programs listed above who are classified as degree-seeking undergraduates (including full-time, part-time, second degree, and teacher certification students).
- Students who have not applied for financial assistance, but who have attended North Central College and transfer students seeking financial assistance will be expected to meet the minimum cumulative grade point average prior to receipt of financial assistance.

NOTE: A separate SATISFACTORY ACADEMIC PROGRESS POLICY is in place for Graduate Students. A copy of this policy is available in the Office of Financial Aid.

**POLICY**

A student is considered to be making satisfactory academic progress if he or she:

- Completes with passing grades at least 67% of the credit hours financial aid was based upon;  
**AND**
- Maintains a minimum cumulative grade point average of:
  - FRESHMEN - 1.8 cumulative grade point average (less than 28 credit hours completed)
  - ALL OTHER UNDERGRADUATES - 2.0 cumulative grade point average (28 or more credit hours completed);  
**AND**
- Attempted courses has not exceeded more than 150% of the length of the program (includes courses taken while not receiving federal aid.)

**POLICY NOTES**

- These standards will be measured at the end of each academic semester.
- Some awards require a higher grade point average for yearly renewal.
- For students who transfer hours to North Central, only the credit hours that count toward the current degree program at North Central are included in this monitoring process. All accepted transfer courses will be used in calculating your completion percentage and the 150% total attempted credits outlined above.
- If a student would like to change his or her major/degree program, and s/he has reached the 150% attempted credit hour threshold, the student may provide a letter of appeal in writing to the Office of Financial Aid explaining the change in major/degree program. The Office of Financial Aid will make a determination of whether or not the student's federal aid eligibility can be extended.
- If a student is not meeting satisfactory academic progress, he/she will be mailed/emailed a letter explaining the failure to meet the required standards.

## DEFINITIONS

**COMPLETION OF COURSES** is defined as receiving one of the following grades: A, B, C, D, or P. Credit hours with F grades, withdrawals, or work in progress courses (incompletes) are considered attempted hours but are not considered completed. Although you may not receive credit for some of these courses, they may have been used to determine your financial aid eligibility. Therefore, they must be included in "attempted credits." Courses dropped during the 100% refund period are not included in a student's attempted credits.

**COMPLETION RATE:** The 67% completion rate is measured by taking the total cumulative attempted hours divided by the total cumulative completed hours. The 150% maximum timeframe is determined by taking the scheduled length of the student's program and multiplying it by 150%. For the typical program at NCC it would be 192 attempted credit hours (128 credit hours x 150%.) Credit completion percentage and 150% maximum timeframe will be measured at the end of each semester.

**MINIMUM CUMULATIVE GRADE POINT** requirements will be measured at the end of each semester. The grade point requirements are listed under the "POLICY" section.

## FAILURE TO MEET SATISFACTORY ACADEMIC PROGRESS

**FINANCIAL AID WARNING:** The first semester a student fails to meet the minimum grade point requirements, he/she will be placed on Financial Aid Warning for the succeeding semester. A student in this category is eligible to receive financial aid for the upcoming semester.

**FINANCIAL AID CANCELLATION:** Cancellation occurs if a student fails to maintain the minimum cumulative grade point after their semester of "Warning." Cancellation also occurs if the student is not maintaining the proper completion rate or has exceeded the 150% of the length of their program. The student is ineligible for financial aid while they are in a "cancellation" status. See "APPEAL PROCEDURE" below.

## REGAINING ELIGIBILITY FOR FINANCIAL ASSISTANCE

**REINSTATEMENT:** If a student is denied aid because the required number of courses was not completed for the period that aid was received, the student must complete the necessary course work at his/her own expense before being considered for future aid, unless an appeal is granted. See "APPEAL PROCEDURE."

A student denied aid because he/she did not meet the minimum cumulative grade point average must bring his/her average to the minimum standard to regain eligibility. Course work needed to complete this requirement will be undertaken at the student's own expense, unless an appeal is granted. See "APPEAL PROCEDURE."

**SUMMER SCHOOL:** If a student is denied aid at the end of an academic year, he/she may enroll in summer school (either at North Central College or another college) to regain eligibility for assistance. NOTE: Before enrolling in summer school elsewhere, check with the Registrar's Office at North Central College for approval.

**APPEAL PROCEDURE:** The Office of Financial Aid acknowledges there are certain uncontrollable circumstances that may have influenced the student's ability to maintain satisfactory academic progress (death of a relative, an injury or illness of the student or family member, or other

**CLASS REPEATS** are for the purpose of this policy, any class that can be repeated for a change of grade will count toward completion percentage. However, a failure in a repeated course may affect your ability to maintain satisfactory academic progress. Refer to the sections entitled "COMPLETION OF COURSES" and the "POLICY" for minimum cumulative grade point average.

**INCOMPLETE GRADES:** It is the student's responsibility to notify the Office of Financial Aid when incompletes have been satisfactorily completed. An incomplete is considered an "F" for SAP purposes. Once an incomplete is converted to one of the letter grades, the financial aid SAP status can be reevaluated upon student request.

**DEVELOPMENTAL COURSEWORK:** Developmental course work will count toward satisfactory academic progress if completed satisfactorily. These courses will be included as attempted credit for determining completion percentage and the 150% maximum timeframe, but will not be part of the student's GPA.

**DISMISSAL:** If a student is dismissed from North Central College for any reason, he/she is not eligible for further financial assistance. If the student should be readmitted, he/she must be re-evaluated for financial aid.

**FINANCIAL AID PROBATION:** As you will see in the "APPEAL PROCEDURE" below, a student has the ability to appeal a cancellation. If an appeal is granted, he/she will be placed on probation. The student will receive a letter outlining the terms of their probation. Probationary terms are dependent on the type of SAP requirement the student is not meeting. In general, students must have a GPA above 2.0 each semester they are on probation and if completion percentage is also an issue, the student will be expected to complete 100% of the courses they are enrolled in (for each semester they are on probation). As long as he/she follows the terms of the probation letter, he/she will be eligible to receive financial aid for the upcoming term(s). If the student does not meet the terms of their probation letter, he/she will be placed back on financial aid cancellation and may be ineligible to receive additional financial aid.

special circumstance). If the student has been placed on SAP cancellation, the student may submit a written appeal detailing the reasons for failure to meet the standards as well as appropriate third party documentation (e.g. letter from doctor, counselor, minister, priest, etc.). The appeal should also address steps that will be taken to meet the standards during future semesters. If the appeal is approved, the student will be placed on probation, receive a letter from the Office of Financial Aid with specific requirements that must be met in order to maintain financial aid eligibility. While on probation, a student's progress will be monitored each semester. If the appeal is denied, the student will not be eligible for any type of financial aid listed above until the student takes the necessary steps needed to meet the requirements outlined in the "POLICY" section of this document.

Satisfactory Academic Progress Appeals should be submitted to:

[finaid@noctrl.edu](mailto:finaid@noctrl.edu)

or

North Central College  
Office of Financial Aid  
30 N Brainard Street  
Naperville IL 60540

## Room and Board

Agreements are signed for the full academic year. If a student intends to withdraw from housing during the academic year, the student must follow the procedures outlined in the Room and Board Agreement. In all cases, the student will need to complete the "buyout agreement/contract release" form at Residence Life. Granting of the release is not automatic and refunds (credits) will be determined in accordance with the agreement. **All students should read and understand the Room and Board Agreement before signing.**

## Course Repeat Policy

Students who are recipients of federal Pell or Illinois MAP grants who repeat coursework are limited on the number of times they can receive Pell and/or MAP payment for each course. Once a student receives a passing grade in a course (A,B,C,D, or P), a student is only eligible to receive Pell and/or MAP one more time for that course if a student decides to retake it.

## Withdrawal and Refund Policy

Because North Central contracts with faculty and staff and incurs other expenses in advance of the academic year, a refund formula has been established to reflect the equitable sharing of the loss when a student withdraws from classes. Refunds, due to official withdrawal, suspension, or dismissal will be made on the following basis:

### Tuition Refund Schedule

A student who officially withdraws from the College or a course(s) may receive a full or partial refund (credit) according to the following schedule computed from the first official day of the academic semester. Note, summer semester and all module course schedules may vary and can be found in the North Central College catalog.

Full Fall/Spring Semester Courses:

- 1<sup>st</sup>-5<sup>th</sup> calendar days of the semester – 100%
- 6<sup>th</sup>-12<sup>th</sup> calendar days of the semester – 90%
- 13<sup>th</sup>-26<sup>th</sup> calendar days of the semester – 50%
- 27<sup>th</sup> calendar day and after – 0%

A current schedule with specific effective dates is published in advance of each semester. The date of withdrawal is established by the student's completion of all official steps for withdrawal process and will be based on the date that the Registrar's Office records the withdrawal. If a student withdraws from the College or any courses at any time without having completed the official withdrawal process, no refund credit will be made. **Non-attendance in a class or classes does not constitute official withdrawal from that class or classes. You must follow the official withdrawal/drop procedures. The College reserves the right to modify the refund schedule as circumstances dictate.**

### Changing Enrollment/Dropping a Course during the Refund Period

If you decide to change your enrollment by dropping a course during the refund period, the College reserves the right to reduce North Central funding including all grants and scholarships, and loans.

## Withdrawals — Financial Aid Recipients

Federal regulations require that North Central College have a written policy for the refund and repayment of Federal Aid (Supplemental Educational Opportunity Grant, TEACH Grant, Pell Grant, Iraq & Afghanistan Grant, Federal DIRECT Loans, Federal Graduate PLUS, and Federal PLUS) received by students who withdraw during a semester for which payment has been received. This policy is effective only for those students who completely terminate their registration (i.e. cancels registration, withdraws or is dismissed) or class attendance before completing 60% or more of the enrollment period.

For purposes of this policy, a refund refers to the difference between monies originally paid for institutional charges by financial aid and/or cash payments and the amount retained by the institution after withdrawal. A repayment can occur when cash has been disbursed to a student from financial aid funds in excess of institutional charges.

If the student receives federal financial assistance, and withdraws or ceases attendance in academic activities prior to completing 60% of the academic semester, a portion of these funds must be returned to the programs. The calculation is based on the period of enrollment completed. As a credit hour institution, that percentage is computed by dividing the total number of calendar days in the semester into the number of calendar days completed, as of the date of the student withdrawal. The percentage of federal assistance to which the student is entitled (has "earned") is equal to this percentage of the semester completed, up to 60%. If the withdrawal occurs after 60% of the semester is completed, the student is considered to have "earned" all of the federal aid disbursed. If a student has withdrawn, the institution will determine any possible returns within 30 days from the date it learns of the student withdrawal. A letter will be either mailed to the student or sent through electronic means and will indicate the amount of funds being returned and an overview of the process.

If a student decides to withdraw, s/he should formally notify the Office of Student Affairs who will provide the details of the withdrawal to all other administrative offices on campus. A student's withdrawal date/last date of attendance is determined by the date they officially submit a withdrawal form with the Office of Student Services. If a student fails to provide a withdrawal form, this is considered an unofficial withdrawal and the student will receive "F" grades in all courses not completed. If the institution is unable to determine a last date of attendance due to the student's unofficial withdrawal, the midpoint of the semester will be used for determining the amount of financial aid earned. However, the institution will make a reasonable attempt (through communication with professors) to determine the last date the student participated in an academically related activity and use it as the withdrawal date.

The amount of federal aid to be returned is based on the percentage of "unearned" aid. That percentage is computed by subtracting earned aid from 100%. The College is required to return the lesser of 1) the unearned aid percentage applied to institutional charges and 2) the unearned percentage applied to total federal aid received. The student is required to return the difference between the amount of unearned aid and the amount returned by the College. If the student (or parents in the case of a PLUS loan) is required to return a portion or all of their loan proceeds, the calculated amount is to be repaid according to the loan terms.

In certain situations, a student may be eligible for a post-withdrawal disbursement for federal aid that could have been disbursed, but was not done before the withdrawal occurred. If the student is eligible for a post-withdrawal disbursement, the institution will contact the student in writing giving the student 14 days to approve and post-withdrawal disbursements.

If funds must be returned, they are returned in the following order:

- Federal Unsubsidized Direct Loan
- Federal Subsidized Direct Loan
- Federal Direct Graduate PLUS
- Federal Direct Parent PLUS
- Federal Pell Grant
- FSEOG
- Federal TEACH Grant
- Iraq & Afghanistan Service Grant