



MARYLHURST UNIVERSITY

2009-2010
FINANCIAL AID HANDBOOK

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Financial Aid at Marylhurst University

The decision to invest in a quality higher education may be one of the most important decisions you and your family will ever make. Marylhurst University offers a variety of financial aid options to students including institutional scholarships, federal and state grants, Federal Work-Study, and federal student loans. For the 2008-2009 academic year, more than 65% of our students applied for financial assistance and over \$9.5 million in financial aid funds were awarded to students. Financial aid is available to most students to assist with paying tuition and fees. Aid can also be used to help pay education-related expenses such as books, rent, food, and transportation.

Please read this guide carefully and use it as a reference when applying for financial assistance. If you have questions, please call, email, or stop by the Financial Aid Office. We look forward to working with you as you pursue your educational goals.

OFFICE OF FINANCIAL AID

Location: B.P. John Administration Building
Second Floor (next door to Registration)

Address: 17600 Pacific Highway (Hwy. 43)
P.O. Box 261
Marylhurst, OR 97036-0261
(1 mile south of Lake Oswego)

Phone: 800.634.9982, ext. 6253, or 503.699.6253

Fax: 503.635.6585

Web site: www.marylhurst.edu/financialaid

Email: finaid@marylhurst.edu

Office Hours: Monday-Friday, 8am-5pm PST (evenings by appointment)

If you have forms or other information you want to deliver to the office after office hours, you may leave them in the office drop box on the wall just outside the Registration area. Your forms will be secure in the locked box and they will be retrieved during the next business day. We also accept signed faxed or emailed copies.

Financial Aid Office Staff

Tracy Reisinger, Director	treisinger@marylhurst.edu
Jennifer Christian Wright, Assistant Director	jchristianwright@marylhurst.edu
Lilly Foxx, Advisor	lfoxx@marylhurst.edu
Debbie Ramsden, Advisor	dramsdn@marylhurst.edu
Mary Moss, Assistant	mmoss@marylhurst.edu

Contact Information

Who is Eligible for Financial Aid?

To qualify for most types of financial aid you must satisfy the following requirements:

- Be fully admitted to an eligible degree program (Undergraduate Certificate program of less than 24 credits is not an eligible program.)
- Be a U.S. Citizen or eligible non-citizen
- Be enrolled at least half time (for most aid programs)
- Have a High School Diploma or its equivalent (i.e., GED)
- Not be in default on prior federal student loan or in "overpayment" on prior federal grant

Enrollment Status Definitions

Undergraduate	Enrolled Credits
Full-time	12 credits or more
Three-Quarter-time	9-11 credits
Half-time	6-8 credits

Graduate	Enrolled Credits
Full-time	9 credits or more
Three-Quarter-time	7-8 credits
Half-time	5-6 credits

DO I HAVE TO APPLY AND/OR RE-APPLY FOR AID EACH YEAR?

You must re-apply for financial aid each year. Be sure when you are completing the financial aid applications that you are completing the correct year's aid application. Aid applications go from fall term through the following summer term. For example, the 2009-2010 academic year includes Fall 2009 through Summer 2010.

To be considered for most types of financial aid you must complete the application process through the Financial Aid Office. Information about how to apply is available at the Financial Aid Office Web site at www.marylhurst.edu/financialaid.

APPLYING FOR FINANCIAL AID

___STEP ONE: Apply for Admission to Marylhurst University

You do not have to complete the admissions process prior to applying for financial aid but you must be an admitted student prior to receiving financial aid funds.

___STEP TWO: Complete the Free Application for Federal Student Aid (FAFSA)

Financial aid applications for the academic year (Fall, Winter, Spring, and Summer) are accepted from January 1 through June 30 each year. A FAFSA must be completed for each academic year you want to be considered for financial aid.

There are two ways to submit a FAFSA:

1. Electronic applications may be submitted online at <http://www.fafsa.ed.gov>.

You can print a *Pre-Application Worksheet* from the U.S. Department of Education FAFSA Web site (click on Before Beginning a FAFSA). The *Pre-Application Worksheet* consists of all questions related to the student's and/or the student's parents' finances. It is made up of all application questions in the same order as you would see them in the Web version of the FAFSA.

The FAFSA on the Web *Pre-Application Worksheet* is helpful to:

- familiarize yourself with the kinds of questions you'll need to answer
- familiarize your parents with the required information (You will need to provide information about your parent(s) if you are dependent student.)
- inform you of the documents you will need to fill out the FAFSA on the Web

Your FAFSA will not be considered valid and we cannot prepare an award for you unless you sign your FAFSA. If you have a U.S. Department of Education Personal Identification Number (PIN), you may use it to electronically sign your FAFSA. If you do not have a PIN, you may apply for one at www.pin.ed.gov. Or, you may print the signature page, sign it, and mail it when you transmit your FAFSA online. You will subsequently receive your PIN.

If you are a dependent student, a parent signature is also necessary on your FAFSA. A parent will need a separate PIN number to sign your FAFSA electronically.

Keep your PIN. You can use it to:

- Electronically sign your FAFSA each year
- Correct your FAFSA information online
- Review your Student Aid Report information as soon as your FAFSA is processed
- Review personal financial aid history information maintained in the National Student Loan Data System (NSLDS) www.nsls.ed.gov

2. Paper applications are available online at http://federalstudentaid.ed.gov/fafsa/fafsa_options.html.

Mail your completed application to the address listed on the application. Do not return your paper FAFSA to the Financial Aid Office.

PLEASE NOTE: Filing your FAFSA electronically is faster than filing a paper form. In fact, it may be as many as 14 days faster if you sign your application with your PIN as soon as you complete it. FAFSA on the Web also edits your application before you submit it. This helps ensure that the data you submit is ready to be processed.

STEP THREE: Review your Student Aid Report (SAR)

Within four weeks of completing the FAFSA, you will receive a SAR from the Federal Student Aid Processor. If you provided a valid email address on your FAFSA, your SAR will be sent to you electronically. If you did not provide a valid email address on your FAFSA, your SAR will be mailed to you. The SAR is a listing of the information you reported on your FAFSA. Please read through your SAR carefully. If you need to make corrections to any of the information, please follow the instructions or contact the Financial Aid Office for assistance. Make sure to keep your SAR for your records.

STEP FOUR: Complete and Return the Marylhurst University Financial Aid Application, Verification Worksheet and Tax Returns

The Marylhurst University Financial Aid Application and *Verification Worksheet* can be found on our Web site (<http://www.marylhurst.edu/financialaid/>) by clicking on the 'Forms' link on the right hand side of the page.

In addition, we will need signed copies of your federal income tax return. If you are a dependent student and were required to report parent information on your FAFSA, we will also need a signed copy of your parent(s) federal income tax return.

Your completed Marylhurst University Financial Aid Application, *Verification Worksheet*, and signed tax return(s) should be returned to the Financial Aid Office.

We advise students to complete the financial aid application process no later than four weeks prior to the start of your academic year.

YOUR AWARD LETTER

When all required documents as outlined above have been received, your financial aid file is complete. Once your financial aid file is complete, an award letter will be prepared for you within 2 to 4 weeks. Your award letter will detail the types and amounts of aid you are eligible to receive. If additional documents are needed to complete your financial aid award, this will be stated in the award letter.

Your financial aid award is based on:

- Your demonstrated financial need as defined by the results of your FAFSA
- Your cost of attendance using the enrollment plan you specified
- Your grade level

WHAT IS FINANCIAL NEED?

Everybody has financial need and everybody's definition of what their need is, is different. When a type of financial aid is based on financial need, generally it is referring to the federal definition of financial need. To determine a student's federally defined financial need the Free Application for Federal Student Aid (FAFSA) must be completed. The federal processor takes the information from the FAFSA and determines a student's Expected Family Contribution (EFC). This is the number used by schools to determine a student's financial need at their school.

Federal financial need is defined by subtracting a school's Cost of Attendance (COA) minus a student's EFC. The difference is a student's federally defined financial need. The EFC will be constant regardless of which school the student chooses to attend. The cost of the school is what will determine the financial need.

Cost of Attendance – Expected Family Contributions = Federally Defined Need

Schools use the federally defined financial need as a starting point in determining what types and amounts of financial aid a student may qualify for. Schools try to fill as much of a student's financial need as possible. In some instances financial aid can exceed a student's financial need, depending on what type of aid a student qualifies for. However, most aid is limited by a student's overall Cost of Attendance.

Grade-Level Definitions

Grade Level	Earned Credits
Freshman	0-44.9
Sophomore	45-89.9
Junior	90-134.9
Senior	135+

TYPES OF AID AVAILABLE

Marylhurst University's financial assistance program includes institutional scholarships, external resources, federal and state grants, federal loans, Federal Work-Study, and Veteran's Benefits.

GRANT AND SCHOLARSHIP PROGRAMS

Institutional Scholarships

These are Marylhurst University scholarships awarded to students based on academic achievement, the quality of your personal statement, and financial need. Students need to apply for admission and file a FAFSA to be considered for this type of aid. Please review the section below entitled *Applying for Scholarships* for more information about the scholarship application process.

External Resources

Financial aid funds administered by organizations or groups outside of Marylhurst University are called external resources. Examples of external resources include employer-paid benefits and funds awarded to you from your high school, religious, or civic organizations. There are many resources on the Internet designed to help students locate and apply for these kinds of resources.

Here are some Web sites we can suggest if you are interested in researching these opportunities:

www.finaid.org
www.getcollegefunds.com
www.collegeboard.com
www.fastweb.com

If you are an Oregon resident, scholarship opportunities are available through the Oregon Student Assistance Commission (OSAC). Visit their Web site (www.osac.state.or.us) to find out more about their application process.

If you are awarded an external resource, you must let the Financial Aid Office know the amount and source of this resource.

Federal Pell Grant

These grants are awarded to undergraduate students who are admitted to and enrolled in a degree-seeking program. Applications for this grant are accepted throughout the academic year. To be considered for this funding source, students must complete the FAFSA. Award amounts are determined through a mandated federal formula that takes into account the expected family contribution and enrollment status of the student. For 2009-2010, Federal Pell Grants range from \$100 to \$5,350.

Federal Supplemental Educational Opportunity Grant (SEOG)

Federal Supplemental Educational Opportunity Grants are awarded to undergraduate students based on demonstrated financial need. Only students who are eligible for a Federal Pell Grant can be considered for this funding source. These grant funds are extremely limited and are awarded on a first-come, first-served basis. Submitting your aid application early is recommended if you want to be considered for SEOG funds.

Federal Teacher Education Assistance for College and Higher Education (TEACH) Grant Program

The TEACH Grant Program provides grants of up to \$4,000 per year to students (\$16,000 total for four-year programs, \$8,000 total for graduate programs) who intend to teach in a high-need field in a public or private elementary or secondary school that serves students from low-income families. As a recipient of a TEACH Grant, you must teach for at least four academic years within eight calendar years of completing the program of study for which you received a TEACH Grant. If you are interested in this grant program, please contact the Financial Aid Office for more information.

Oregon Opportunity Grant (OOG)

The Oregon Opportunity Grant program provides grants to eligible Oregon residents who are admitted as an undergraduate to a degree-seeking program and enrolled at least half time. Eligibility is based on need as determined by the Oregon Student Assistance Commission after a review of a student's FAFSA data. Applications for this grant are accepted throughout the academic year. However, funds can run out, so we encourage students interested in OOG funds to complete their FAFSA as early as possible.

* Students majoring in Religious Studies are not eligible for the Oregon Opportunity Grant.

Military Tuition Discount

This is a 20% tuition discount offered to students who are either currently serving on active duty or who have been honorably discharged from active duty in any branch of the United States Armed Forces. This does not include the National Guard or Reserves unless the student was called up for active duty for purposes other than training.

Veterans Benefits

All students who feel they may be eligible for Veterans education benefits should submit an application. The VA Regional Processing Office will review the application and officially deny or grant benefits.

For more detailed information regarding eligibility and benefits, please contact the VA Regional Processing Office at 888.442.4551. You may also visit their Web site: <http://www.gibill.va.gov/>

A Certifying Official is located on the Marylhurst University campus in the Financial Aid Office. This individual is available to help students get the Veterans Benefits application process started and to verify enrollment status with the Department of Veterans Affairs each term.

More detailed information about Veterans Benefits can be found on our Web site: <http://www.marylhurst.edu/financialaid/vabenefits.php>

LOAN PROGRAMS

Federal Perkins Loan

The Federal Perkins Loan is a long-term, low-interest loan awarded to eligible undergraduate and graduate students who are admitted to a degree program and enrolled at least half time. These loans are available at a fixed 5% interest rate. Repayment and interest are deferred until nine months after the borrower is no longer enrolled at least half time. These loan funds are extremely limited and are awarded on a first-come, first-served basis. Submitting your aid application early is recommended if you want to be considered for Perkins loan funds.

Federal Stafford Loans

Subsidized loans, awarded to students who demonstrate financial need, do not accrue interest during periods of at least half-time enrollment, the six-month grace period, and lender-approved deferments. Unsubsidized loans accrue interest beginning at the time the loan is disbursed. Interest may be paid during periods of enrollment or may be capitalized and added to the principal amount of the loan when the loan enters repayment. Repayment begins six months after a student graduates or drops below half-time enrollment and continues for 10 years. Alternative repayment schedules and deferment of forbearance options are available.

As of July 1, 2008, the fixed interest rate for undergraduate subsidized Stafford loans is 6%.

The fixed interest rate for all graduate subsidized and unsubsidized Stafford loans and undergraduate unsubsidized Stafford Loans is 6.8%.

As of July 1, 2008, the maximum amount of Federal Stafford Loan funds that a student may borrow for an academic year is as follows:

Grade Level	Student Type	Loan Type	Annual Maximum
Freshman	Dependent	Subsidized	\$3,500
		Unsubsidized	\$2,000
	Independent	Subsidized	\$3,500
		Unsubsidized	\$6,000
Sophomore	Dependent	Subsidized	\$4,500
		Unsubsidized	\$2,000
	Independent	Subsidized	\$4,500
		Unsubsidized	\$6,000
Junior	Dependent	Subsidized	\$5,500
		Unsubsidized	\$2,000
	Independent	Subsidized	\$5,500
		Unsubsidized	\$7,000
Senior	Dependent	Subsidized	\$5,500
		Unsubsidized	\$2,000
	Independent	Subsidized	\$5,500
		Unsubsidized	\$7,000
Graduate Students		Subsidized	\$8,500
		Unsubsidized	\$12,000

If our office receives confirmation that a parent of a dependent undergraduate student has been denied a Federal PLUS loan, we can offer that student additional unsubsidized Stafford loan funds.

Federal Graduate Student PLUS Loan

Graduate students enrolled in a degree-seeking program may be eligible to borrow the Federal Graduate Student PLUS Loan. Students can borrow up to the cost of attendance in an academic year, minus any other financial aid the student may receive. The interest rate on a PLUS loan is fixed at 8.5%. While there is no income criteria associated with this loan, the lender will perform a credit check before making an approval decision.

Federal Parent PLUS Loan

Parents of dependent undergraduate students may be eligible to borrow funds under the Federal Parent PLUS Loan program. Parents can borrow up to the cost of attendance in an academic year, minus any other financial aid. The interest rate on a PLUS loan is fixed at 8.5%. While there is no income criteria associated with this loan, the lender will perform a credit check before approving the loan. Parents interested in applying for this loan should complete the *Parent PLUS Loan Information Worksheet* that accompanies the student's financial aid award letter.

CERTIFICATE PROGRAMS LOAN AID ELIGIBILITY

Undergraduate Certificate Programs

Undergraduate certificate programs that are 24 credits or more can qualify for financial aid. Because of the type and length of the certificate programs, the eligible programs are limited to freshmen-level loan limits. Even if a student has already earned a prior degree of any kind, if they are admitted to an undergraduate certificate program at Marylhurst University, a student would be considered a freshman for financial aid purposes and held to freshmen-level loan limits.

Graduate Certificate Programs

Graduate certificate programs require that a student already have earned a bachelor's degree. However, the certificate is not a graduate degree (such as a master's or doctoral degree). For this reason, any student enrolled in a graduate certificate program at Marylhurst University is limited to the senior-level loan limits. Students will be considered a senior for financial aid purposes and held to senior-level loan limits.

WORK PROGRAMS

Federal Work-Study

Federal Work-Study funds students in the form of wages for part-time jobs on campus. Federal Work-Study is available to undergraduate and graduate students who are admitted to a degree program, enrolled at least half time, and indicate that they are interested in this type of funding on the FAFSA. Eligibility is based on need as determined by an analysis of the FAFSA and is subject to obtaining a position on campus. Students who are eligible for Federal Work-Study should receive a message about their eligibility on their financial aid award letter.

Finding a Job on Campus

On campus Federal Work-Study job openings are posted both on a bulletin board in the Financial Aid Office and online on My Marylhurst. You must stop by the Financial Aid Office to complete the on-campus job application form (where Financial Aid confirms you qualify for Federal Work-Study) before you can apply for any open positions on campus.

Step 1. Applying for a Position

If your award letter specifies you are eligible for Federal Work-Study and you are interested in one of the posted positions, you should complete the following:

1. Obtain a Work-Study job application from the Financial Aid Office.
2. Deliver your completed application to the department listed in the position announcement.
3. If you meet the qualifications for the position, the department supervisor may request an interview with you.

Step 2. Accepting a Position

1. If you are offered and accept a Work-Study position, you must complete the I-9, W-4, and information forms in the Human Resources Department prior to starting work.
2. Human Resources staff will provide instructions on how to complete your monthly electronic timesheet.

Step 3. Wages and Pay Periods

1. You must report to work for the hours agreed upon by you and your supervisor.
2. You must not work more than 20 hours per week when classes are in session.
3. Pay periods begin on the 21st of each month and continue through the 20th of the following month.
4. Timesheets must be submitted online and are due no later than the 21st of each month.
5. Pay rates vary but are never less than the Oregon minimum wage.
6. Paychecks are issued on the last working day of each month and may be picked up at the Reception Desk, second floor, B.P. John Building, on that day.
7. It is your responsibility to monitor earnings and see that you do not exceed your award limit.

Continuing Work-Study Students

If you are a returning student and have a Work-Study position that remains available to you, you will need a current-year award letter from the Financial Aid Office to advise your supervisor of your Work-Study award.

ACCEPTING YOUR FINANCIAL AID AWARD

Your award letter will list the maximum amount of aid that you qualify for based on the information provided in your financial aid applications. If you wish to decline or reduce the amount of loan funds offered to you, you can indicate the amount you want to borrow on the *Loan Confirmation* form (enclosed with the award or available on our financial aid Web site).

If you want to change the number of credits your aid is based on you can indicate the correct number of credits you will be taking each term on the *Revision Request* form (enclosed with the award or available on our financial aid Web site).

SECURING YOUR LOANS

If you wish to borrow any federal loan funds offered to you, there are additional steps you need to take to secure these funds.

Federal Stafford Loans

In order to access these loan funds, you must complete the following steps. All of these steps can be completed via our Web site: <http://www.marylhurst.edu/financialaid/applyforstaffordloans.php>

- Complete and return the *Loan Confirmation* form (sent with award or available on our financial aid Web site).
- If you are a new borrower at Marylhurst University, you need to complete online Federal Stafford Loan Entrance Counseling.
 - ∞ Federal regulations regarding the student loan programs require that, prior to receiving loan funds, all borrowers complete a loan entrance counseling session which explains borrowers' rights and responsibilities. This can be completed at www.mappingyourfuture.org.
- Select a Stafford Loan Lender/Sign a Federal Stafford Loan Master Promissory Note (MPN)
 - ∞ Although you may borrow through any lender you choose, you can access a list of commonly used lenders provided by our office: <http://www.marylhurst.edu/financialaid/selectalender.php>

The MPN is a binding legal document that you sign to indicate your commitment to repay your student loans. In order to complete and sign your MPN, you will need to first select a lender.

You do not need to notify our office when you have completed each step. We will be notified electronically when you have completed loan entrance counseling and when your promissory note is complete.

Federal Perkins Loans

In order to access these loan funds, you must complete the following steps. All of these steps can be completed via our Web site: <http://www.marylhurst.edu/financialaid/>

- Complete and return the *Loan Confirmation* form (sent with award or available on our financial aid Web site).
- Complete online Federal Perkins Loan Entrance Counseling each year that you receive a Perkins Loan.
 - ∞ Federal regulations regarding the student loan programs require that, prior to receiving loan funds, all borrowers complete a loan entrance counseling session which explains borrowers' rights and responsibilities. This is not the same as the Stafford Loan Entrance Counseling and can be completed at www.mappingyourfuture.org.
- Complete and sign the Federal Perkins Loan Master Promissory Note (MPN)
 - ∞ EXCEPTION: If you had a Perkins loan at Marylhurst University in 2008-2009, you are not required to sign a new MPN in 2009-2010.

The MPN is a binding legal document that you sign to indicate your commitment to repay your student loans.

Federal Graduate Student PLUS Loan

In order to access these loan funds, you must complete the following steps. Most of these steps can be completed via our Web site: <http://www.marylhurst.edu/financialaid/applyforgradplus.php>

- Complete and return the *Loan Confirmation* form (sent with award or available on our financial aid Web site).
- If you are a new borrower at Marylhurst University, you need to complete online the Federal Graduate Student PLUS Loan Entrance Counseling.
 - ∞ Federal regulations regarding the student loan program require that, prior to receiving loan funds, all borrowers complete a loan entrance counseling session which explains borrowers' rights and responsibilities.
- Select a Graduate Student PLUS Loan Lender/Sign a Graduate Student PLUS Loan Master Promissory Note (MPN)
 - ∞ Although you may borrow through any lender you choose, you can access a list of commonly used lenders provided by our office: <http://www.marylhurst.edu/financialaid/selectalender.php>

The MPN is a binding legal document that you sign to indicate your commitment to repay your student loans. In order to complete and sign your MPN, you will need to first select a lender.

You do not need to notify our office when you have completed each step. We will be notified electronically when you have completed loan entrance counseling and when your promissory note is complete.

Federal Parent PLUS Loan

In order to access these loan funds, you must complete the following steps. Most of these steps can be completed via our Web site: <http://www.marylhurst.edu/financialaid/applyforparentplus.php>

- Complete the *Parent PLUS Loan Information Worksheet*
 - ∞ If a parent is eligible for the Federal Parent PLUS Loan, a copy of this form will be included with the student's financial aid award. The form will indicate the amount a parent is eligible to borrow. The parent borrower will need to complete the rest of the form and return it to the Financial Aid Office.
- Select a Parent PLUS Loan Lender/Sign a Parent PLUS Loan Master Promissory Note (MPN)
 - ∞ Although you may borrow through any lender you choose, you can access a list of commonly used lenders provided by our office: <http://www.marylhurst.edu/financialaid/selectalender.php>

The MPN is a binding legal document that you sign to indicate your commitment to repay your loans. In order to complete and sign your MPN, you will need to first select a lender.

APPLYING FOR SCHOLARSHIPS

General Scholarships

Marylhurst University Scholarships are awarded in one of two ways. Most undergraduate students will be automatically considered for scholarships by simply being admitted to the University and applying for financial aid each year through the standard financial aid application process. There are also some scholarships that are awarded by specific academic departments who may require a separate scholarship application.

Renewing Scholarships for Returning Students

Generally, if a student is awarded a non-departmentally awarded scholarship one year and continues to meet the donor's criteria for the fund, then the scholarship is renewed from year to year so the student's aid will stay as consistent as possible. If a student no longer meets the scholarship criteria, as set by the donor or academic department, the scholarship funds would have to be removed from the award. Also, if the scholarship funds are no longer available from one year to the next, there is no guarantee the scholarship will be replaced each year.

Re-applying for Aid Each Year

Students must re-apply for aid each year to have their scholarships considered for renewal and to be considered for new scholarships each year.

Deadlines for Applying for Scholarships

Because scholarship funds are limited and are awarded on a first-come, first-served basis, we encourage students to apply as early as possible for maximum consideration. If scholarship funds have run out, then if scholarship funds become available later in the year, any student who has completed the admissions and financial aid application processes will be considered automatically for those funds.

Departmentally Awarded Scholarships

Some scholarships are awarded by specific academic departments to students enrolled in that specific department, and may require a separate scholarship application.

Separate Scholarship Applications and Deadlines

- Graduate Art Therapy Scholarship
Due Date: March 31, 2009
- Binford Writing Scholarships (for students whose major is English Literature and Writing)
Due Date: July 1, 2009
- Graduate Scholarships for students seeking an MBA, MAAT (Applied Theology), MAIS, M.Div., or MAT (Teaching) degree
Due Date: July 1, 2009

These application forms are available in downloadable format at the Marylhurst University Web site at www.marylhurst.edu, or you may call the Financial Aid Office and we will mail applications to you. Instructions, required attachments, and the due dates are included with each application.

THANK-YOU LETTERS AND PHOTOS TO DONORS OF SCHOLARSHIPS

If you have been selected to receive a Marylhurst University scholarship, you will be required to submit a Thank-You letter and photo for the donor of your scholarship before the funds can be disbursed to your student account. Instructions on how to write a Thank-You letter will be included with your award letter.

DEADLINES

The required applications can be filed at any time during the academic year. However, some types of aid do run out. To ensure maximum consideration for the different aid programs, we recommend filing for aid by May 1 prior to the academic year you are applying for. For example, if you are starting school in Fall 2009, we would recommend applying by May 1, 2009. Also, financial aid applications generally need 2 to 4 weeks for processing. If you need your financial aid application processed prior to starting school, we would recommend having all of your aid applications in 2 to 4 weeks prior to the term you plan to start attending. In some instances, applications can be processed up to the end of term, but timelines vary based on the type of aid a student qualifies for.

REGISTERING FOR CLASSES AND PAYMENT OF TUITION AND FEES

If you have been awarded financial aid and completed all of the fund specific requirements and are registered for the correct number of credits for the term, then your financial aid will show as "pending" in the Student Accounts Office until the second full week of classes of the term. During the second week of classes your financial aid funds will be disbursed to your student account and appear as a credit against your charges.

If you revise your registration, this may delay the disbursement of your financial aid or result in a hold being placed on already disbursed aid until your eligibility can be confirmed.

We cannot disburse Federal Student Loan funds until the loan funds are actually received from the lender.

If your financial aid funds are in excess of tuition and fees, you will receive a financial aid refund after the term begins. Refunds are for other educational expenses such as books, travel to and from campus, and living expenses.

The first refunds of each term are issued the Friday of the third full week of the term and are issued each following Friday.

To receive a refund on a Friday, financial aid funds must be disbursed to your account by 5pm the Tuesday prior.

If your financial aid funds do not cover all tuition and fees, you will be responsible for the remaining amount and must make arrangements with the Marylhurst University Student Accounts Office for payment. You should contact the Student Accounts Office for additional information on different payment plan options.

Federal Loan Funds Credited to Your Student Account:

If you decide to decline loan funds credited to your account, you have the right to request the school return the funds to the lender. This must be done within 14 calendar days of the funds being credited to your account. You must contact the Financial Aid Office to begin this process. After 14 days, you will have to return the funds yourself as an "early repayment" to the lender.

Financial Aid Refund Checks:

Your Financial Aid refund check must be cashed within 90 calendar days of the date the check is issued. Checks not cashed within 90 days will be voided and the funds returned to the Federal Aid program as required by Federal regulations. If your check contains Federal loan funds, the funds will be returned to the lender. Be advised that this does not necessarily constitute a cancellation of your loan.

If you cannot cash your check or lose your check, contact the Student Accounts Office immediately.

FINANCIAL AID FOR REPEATED CLASSES

Students may be eligible to receive aid for a repeated course if the course meets one of the following criteria:

1. The course is a Repeatable course in the program as defined by the department in the *Catalog*.
2. For courses that don't carry a Repeatable designation, aid may be authorized for one subsequent enrollment in the same course to replace a grade that does not meet degree requirements, as follows:
 - ∞ A grade of C- or lower
 - ∞ A grade that is not acceptable to meet degree requirements as defined by either the *Catalog* or by the program department
 - ∞ A grade of W, Y, or X

* A student with an I or an IP grade in a course should NOT re-enroll for the course and will not be given aid for the second enrollment while the I or IP is active.

CONSORTIUM AGREEMENTS

Some students take classes at both Marylhurst University and another school. You cannot get federal financial aid at more than one school at a time. If the financial aid you receive at one school is greater than your tuition and fees at that school, you could use the excess funding to help pay your charges at the second school. You could complete a *Consortium Agreement* form to enable the school you are getting aid through (home school) to include the credits at the second school (host school) and possibly increase your financial aid at the school you receive aid through (home school).

Getting Aid at Marylhurst University with a *Consortium Agreement* Form

If you decide to receive your aid through Marylhurst University as the home school, you must be enrolled at least half time at Marylhurst University. The *Consortium Agreement* form is available in the Financial Aid Office at Marylhurst University. It is also available in PDF format on the Financial Aid Office Web site at www.marylhurst.edu/financialaid by clicking on the "Forms" link. The *Consortium Agreement* form must be completed by the student, signed by the Marylhurst University Financial Aid Office, and signed by the student's academic advisor at Marylhurst University to ensure the classes being taken at the host school will transfer to Marylhurst University (the home school). Finally the form must be signed by the Financial Aid Office at the host school and returned to the Financial Aid Office at Marylhurst University. A copy of the student's course registration must be attached to the *Consortium Agreement* form. At the end of the term, the student must submit grades from the host school to the Financial Aid Office at Marylhurst University and to the Office of the Registrar to ensure the classes have been transferred.

Co-enrolled Versus Consortium Agreement

Being co-enrolled means that you don't have to pay an admissions fee when you apply for admissions at two schools that have a co-enrollment agreement. You should contact the Office of Admission for more information on this status. Being co-enrolled means you are considered an active student at both schools and can register for classes at both schools. It does NOT affect your financial aid eligibility in any way. The only way to add your classes together to possibly increase your aid eligibility at the one school you get aid through (the home school) is to complete a *Consortium Agreement* form. In order to be eligible to complete the *Consortium Agreement* form at the home school you must be enrolled at least half time at the home school. The *Consortium Agreement* form allows you to get aid at the home school and the home school will add the credits being taken at the second school (host school) to possibly increase your aid eligibility.

OTHER IMPORTANT INFORMATION

SATISFACTORY ACADEMIC PROGRESS (SAP)

Students must complete the credits for which they receive financial aid. Federal regulations require that schools track SAP in both a qualitative and quantitative way.

Qualitative Measure

To satisfy the qualitative measurement, the school measures a student's GPA.

- Undergraduate students must have a cumulative GPA of 2.00 or higher.
- Graduate students must have a cumulative GPA of 3.00 or higher.
- If a student's GPA falls below those levels, they may be placed on Financial Aid Probation or Financial Aid Suspension.
- Students receiving named scholarships may be required to maintain a significantly higher GPA.
- An undergraduate student who has reached junior status (90 or more credits) whose cumulative GPA is below 2.00 must be placed on Financial Aid Suspension until the GPA reaches 2.00 or higher.

Quantitative Measure

To satisfy the quantitative measure, the school measures the number of credits for which a student receives aid.

- A student must complete the credits for which they receive aid.
- If a student does not complete the number of credits they received aid for in any given term (i.e., they were awarded for 6 credits and only completed 3 credits), they may go on Financial Aid Probation or Financial Aid Suspension.
- Most types of financial aid require that a student be enrolled at least half time to receive financial aid (which is defined as 6 credits for an undergraduate student and 5 credits for a graduate student).

Completing the Degree in a Timely Manner

Undergraduate full-time students are expected to complete their degree in a maximum of five years. Any student enrolled less than full time must complete their degree in a maximum of seven years. All graduate students are expected to complete their master's degree within five years.

FINANCIAL AID PROBATION

Financial aid probation is just a warning status. Students who are on probation may still receive financial aid. Students are placed on financial aid probation as the result of the following scenarios:

- For undergraduate study
 - ∞ Cumulative GPA is less than 2.00 but is at least 1.75
 - ∞ Completion of less than 100% but at least 75% of credits attempted
- For graduate study
 - ∞ Cumulative GPA is less than 3.00 but is at least 2.75
 - ∞ Completion of less than 100% but at least 75% of credits attempted

Examples:

- If an undergraduate student enrolled for 12 credits and withdrew from 3 credits, they would have completed only 75% of the credits for when they received aid
- If a graduate student registered for 9 credits and completed them all, but achieved a cumulative GPA of only 2.85

To have their probationary status removed, students must complete three consecutive semesters with 100% completion rate of all credits and achieve a GPA above the required minimum. Students who do not complete these requirements while on probation will be placed on financial aid suspension.

FINANCIAL AID SUSPENSION

Financial aid suspension halts all federal, state, and institutional aid and most outside scholarships and alternative loans. Students are placed on financial aid suspension as a result of the following scenarios:

- For undergraduate study
 - ∞ Cumulative GPA is less than 1.75
 - ∞ Completion of less than 75% of credits attempted
- For graduate study
 - ∞ Cumulative GPA is less than 2.75
 - ∞ Completion of less than 75% of credits attempted
- A student does not achieve the minimum GPA requirement or 100% of credits attempted during current probationary term
- Undergraduate students who have reached junior status (90 or more credits) must have a cumulative GPA of a least 2.00 in courses taken at Marylhurst University**

Examples:

- If an undergraduate student enrolled for 12 credits and withdrew from 6 credits, they would have completed only 50% of the credits for when they received aid
- If a graduate student registered for 9 credits and completed them all, but achieved a cumulative GPA of only 2.65
- A student who is currently on financial aid probation who enrolls for 6 credits and does not complete 6 credits

Appealing Suspension Status

Students placed on financial aid suspension status and denied financial aid have the right to appeal their status. To appeal, a student must submit a written appeal to the Director of Financial Aid. The appeal should include the following information:

- A statement in their own words explaining why they failed to achieve the required credits and/or required GPA
- The actions they will take or have taken to correct or prevent the situation from re-occurring
- If the appeal involves a medical reason, documentation from a doctor indicating that they are cleared to return to school and that the medical condition will not prevent them from being successful in the future

If the Director of Financial Aid denies the appeal, the student can take their appeal to the Assistant Vice President for Enrollment Management. Appeal forms will be enclosed with suspension notices. They are also available in the Financial Aid Office or online at www.marylhurst.edu/financialaid/.

** Undergraduate students who have reached junior status (90 credits) with a cumulative GPA below 2.00 cannot appeal their suspended status. Students can only regain eligibility once they earn a cumulative GPA of at least 2.00. This is a federal regulation and cannot be appealed to the Director of Financial Aid or the Assistant Vice President for Enrollment Management.

WITHDRAWAL FROM MARYLHURST UNIVERSITY AND REPAYMENT OF STUDENT FINANCIAL AID

If a recipient of federal student aid withdraws from Marylhurst prior to completing 60% of a term, a portion of the aid received must be returned to the federal financial aid programs. If you find it necessary to withdraw from all of your classes, you may be required to repay some or all of the financial aid funds you have received. You should always contact the Financial Aid Office to discuss the financial implications of withdrawing from classes before you take steps to formally withdraw from the University. The cancellation or reduction of financial aid is completely separate from the University's tuition refund policies. You may receive no cancellation or reduction of tuition charges but be required to return a portion of your financial aid.

Federal Financial Aid Refund Policy

The Higher Education Act of 1965 (as amended) outlines the federal regulations for all student aid funds. Within these regulations is the requirement that if a recipient of federal financial aid* withdraws from the University prior to completing 60% of a term for which they received financial aid, a portion of the aid received for that term must be returned to the federal financial aid program.

This requirement is based on the premise that the financial aid a student receives for educational costs (tuition, fees, books, room & board, and so forth) is for the entire term and if the student withdraws prior to completing at least 60% of the term**, a portion of the aid received was not "earned" and must be returned to the federal government. For example, a student withdraws after completing only 30% of the term will have "earned" only 30% of any federal financial aid received. The remaining 70% must be returned by the school and/or the student. In this example, the school would be responsible for returning 70% of any financial aid funds received for tuition and fees charges and the student would be responsible for returning 70% of any federal financial aid funds received for other educational expenses such as books, room and board, and so forth.

* Federal Financial Aid Includes:

- Unsubsidized Stafford Loans
- Subsidized Stafford Loans
- Graduate PLUS Loans
- Parent PLUS Loans
- Perkins Loans
- Pell Grants
- Academic Competitiveness Grants (ACG)
- National Science & Mathematics Access to Retain Talent Grant (SMART)
- Supplemental Opportunity Grants (FSEOG)
- Federal Teacher Education Assistance for College and Higher Education Grant (TEACH)
- Oregon Opportunity Grants

** A Student's Withdrawal Date Is:

- The date the student officially notifies Marylhurst University of intent to withdraw;
- OR -
- The midpoint of the period for a student who leaves without notifying Marylhurst University;
- OR -
- The student's last documented date of attendance in class.

REPAYMENT OF FEDERAL FINANCIAL AID FUNDS

The information below details the calculations used to determine the percentage of aid earned, amount of aid earned and the amount of aid to be returned by the University and by the student once a student withdraws:

1. Percentage of Aid Earned:

Calculated by dividing the number of days completed by the total number of days in the term

2. Amount of Aid Earned:

Determined by multiplying the percentage of aid earned (#1) by the total aid received for the term

3. Amount Aid to Be Returned:

Result of subtracting the amount of aid earned (#2) from the total aid received for the term

4. Amount of Unearned Aid to Be Returned by the University:

Tuition and fees (plus room & board, if applicable) multiplied by the percentage of unearned aid (100% earned)

5. Amount of Unearned Aid to be Returned by the Student:

Determined by subtracting the amount of aid due from the University (#4) from the total amount to be returned (#3)

The amounts to be returned to the federal/national grants programs are reduced by 50%. Loan amounts are returned in accordance with the terms of the promissory note. No further action is required other than notification to the holder of the loan of the student's withdrawal date.

NOTE: The **UNIVERSITY TUITION REFUND POLICY** is separate from the requirement to return unearned federal student aid. Tuition refunds will continue to be calculated using the University's refund policy published in the *Maryhurst University Schedule of Courses* and based on the student's withdrawal date. The student is responsible for any portion of their original tuition charges that are left outstanding after federal aid funds have been returned and any tuition refunds have been applied.

STUDENT RIGHTS AND RESPONSIBILITIES

Rights:

As a student applying for or receiving financial aid you have the right to know:

- What financial aid programs are available through the University.
- The procedures and deadlines for submitting applications for each financial aid program.
- How eligibility is determined, including the cost of education, and how aid is awarded.
- What portion of the financial aid received must be repaid. If the aid is a loan, you have the right to know the interest rate, the total amount to be repaid, the repayment procedures, when repayment begins, and how much time you have to repay the loan.
- How and when your aid will be disbursed.
- The refund policy should you withdraw from school.
- How the University determines if you are making Satisfactory Academic Progress and what happens if you are not.
- How to appeal any decision concerning your financial aid.

Responsibilities:

As a student applying for or receiving financial aid you have the responsibility to:

- Review and consider all information about a school's program before you enroll.
- Complete all application forms accurately and submit them in a timely manner or by stated deadlines.
- Provide all documents requested by either the Financial Aid Office or the Federal Student Aid Program to which the application was submitted.
- Read, understand, and keep a copy of any form you are asked to sign.
- Comply with the provision of any promissory note and all other agreements you sign.
- Notify the Financial Aid Office of a change in enrollment status, marital status, or a change of address.
- Maintain Satisfactory Academic Progress.
- Perform all work agreed upon after accepting a Federal Work-Study job, see that the hours worked each month are correctly reported, and that the amount earned does not exceed the maximum earnings limit indicated on your Award Letter.

NEED MORE INFORMATION?

- The Financial Aid Office is located in the BP John Administration Building.
- Office hours are Monday-Friday, 8am-5pm
- Phone number: 503.699.6253 or 1.800.634.9982, ext. 6253
- Email address: finaid@marylhurst.edu
- Web site: www.marylhurst.edu/financialaid

FREQUENTLY ASKED QUESTIONS

A complete and updated list of Frequently Asked Questions is available at our Web site.

