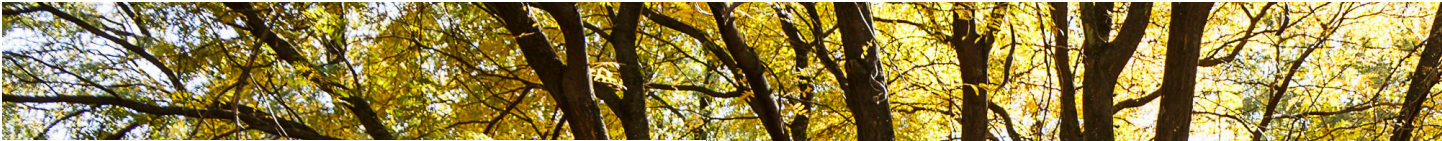


# FINANCIAL AID HANDBOOK







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*“NOT THE CHILDREN OF THE RICH OR OF THE POWERFUL ONLY, BUT OF ALL ALIKE, BOYS AND GIRLS, BOTH NOBLE AND IGNOBLE, RICH AND POOR, IN ALL CITIES AND TOWNS, VILLAGES AND HAMLETS, SHOULD BE SENT TO SCHOOL.”*

*—JOHN AMOS COMENIUS, MORAVIAN LEADER 1592-1670*

## 99% OF MORAVIAN COLLEGE STUDENTS RECEIVE FINANCIAL AID

To benefit from your financial aid, you must follow proper procedures and accept certain responsibilities. You also have rights. This handbook is designed to explain the various forms of financial aid and help you get the most from your financial aid package.

### ACCEPTING YOUR PACKAGE

Your financial aid package has been determined, and you have received an award letter (or electronic communication) listing the amount and type of financial aid that you are being offered, along with educational costs and any other accompanying information. Review the award letter carefully. To accept the award offer, simply follow the instructions provided. Entering freshman students must pay the matriculation fee (“deposit”) by the May 1 universal commitment date. Effective 2018-19, you are NOT required to sign and return a copy of the award letter.

Accepting an award offer does not obligate you to borrow, and you have the right to reduce or decline any offer of student loans. Instructions on revising and declining student loans are provided online at [moravian.edu/financialaid](http://moravian.edu/financialaid). All financial aid awarded is subject to admission or re-admission to the college and is contingent upon meeting the requirements outlined in this handbook.

### AWARD GUIDELINES

This handbook provides a complete explanation of your award letter, including descriptions of the types of aid awarded and the responsibilities that go with them. Please review your award letter carefully:

- Check for accuracy. Any change in name, address, housing status, or enrollment status must be reported to the Office of Financial Aid Services (“financial aid office”) immediately.
- Note the type of aid awarded to you: “gift” aid (grants and scholarships, which do not have to be repaid) vs. “self-help” aid (student loans and work study). Examine the responsibilities outlined in Terms and Conditions of Awards on pages 6-7.
- Your award reflects the scholarships, grants, work-study, and loans for which you are eligible. Further revisions may be processed at the discretion of the financial aid office.
- Resolve any questions you have by contacting an admission counselor or the financial aid office.
- Acceptance of the award offer indicates your understanding and willingness to comply with all applicable financial aid policies, terms and conditions.
- An updated award letter supersedes all previous letters. Compare the updated letter with the previous one to determine the changes, or ask to speak with a financial aid counselor.

### HOW FINANCIAL AID AWARDS ARE DETERMINED

Moravian College awards financial aid resources on the basis of financial need, as well as academic achievement and promise. Financial aid is made available to help bridge the gap between a family’s demonstrated ability to pay and the cost to attend college. Need-based aid is determined by financial and household information provided on the financial aid application. Financial aid that is not need-based, such as merit scholarships, is based on information provided by the student on the application for admission. A student’s financial aid award may include one or both forms of aid.

**Financial Aid Eligibility and Expected Family Contribution** Financial aid is assistance given to students to help meet educational costs: tuition and fees, books and supplies, room and board, transportation, and miscellaneous personal expenses. Funding for financial aid comes from a variety of sources, including federal and state agencies, lenders, private donors, and Moravian College.

Moravian College uses the *Free Application for Federal Student Aid* (FAFSA) to assist the financial aid office in determining each student’s demonstrated financial need. FAFSA information—including family income, assets, household size, number of dependents enrolled in college, and other financial indicators—is analyzed using a fair and equitable methodology to determine a family’s ability to contribute to educational costs.

**Financial Aid Package** When all necessary information has been submitted, a financial aid counselor will review the accuracy of the data reported and begin to assemble a financial aid package. The package may comprise a combination of scholarships, grants, loans, and employment. The exact composition of a student’s financial aid award depends upon several factors, including admission and retention indicators of performance, financial need and the availability of funds. Academic record and progress, date of admission, and the date of receipt of the financial aid application may also affect the makeup of the financial aid package.

All awards are subject to change based on receipt of additional information, and the financial aid office reserves the right to review, revise, correct and/or cancel an award at any time. Award revisions may be warranted due to changes in need; changes in enrollment or housing status, changes in academic standing; federal, state, or institutional requirements, availability of budgeted funds; or unusual circumstances (see Adjustments and Cancellations, page 5).

**Endowed and Restricted Scholarships** Students at Moravian College benefit from the generosity of alumni and friends of the college in many ways, including through direct support of the financial aid program. Each year, during or following the initial awarding process, the financial aid office reviews individual aid recipients to match them with specific named scholarships funded through private donors. Please note a student's total gift aid (grants and scholarships) typically does not change; rather, the true source of the funding is clarified to recognize both the student and the donor.

Recipients of these scholarships will be contacted by the Office of Institutional Advancement and are expected to express gratitude by writing a letter of thanks to the scholarship donor.

**Outside Scholarships and Other Aid** Moravian College encourages students to seek out all potential sources of support for their educational expenses.

Because financial need is the basis for much of the financial aid awarded by Moravian College, students are required, as a condition of their financial aid award, to inform the financial aid office of any grants, scholarships, tuition benefits, or additional financial aid resources of any kind received from a provider/source that is not already listed on their financial aid award package.

The first \$5,000 of "outside" (from an external provider) grants, scholarships or tuition benefits awarded to a student may first be used to meet any existing unmet financial need and then used to reduce self-help (student loans and work study). Any outside grant, scholarship, and (or) tuition benefit that causes total gift aid to exceed a student's calculated financial need will result in a dollar-for-dollar reduction in need-based grant money from Moravian College.

Outside grants/scholarships/tuition benefits exceeding \$5,000 will result in a dollar-for-dollar reduction in need-based institutional aid. Reduction in need-based loans and (or) work study may also be required by federal regulations. Total financial aid from all sources, including educational loans, cannot exceed a student's cost of attendance as determined by Moravian College. Outside grants/scholarships/tuition benefits combined with all sources of institutional gift aid cannot exceed the student's billable cost of tuition, standard fees, room and board. Institutional aid will be reduced dollar-for-dollar to eliminate any over-award.



## GENERAL ELIGIBILITY REQUIREMENTS

In general, to be eligible for Federal Student Aid a student must:

- Be enrolled or be accepted for enrollment in a degree, certificate, or other program leading to a recognized educational credential.
- Not be enrolled in elementary or secondary school.
- Have a high school diploma or equivalent.
- Be a citizen, national, permanent resident, or other eligible non-citizen.
- Maintain satisfactory academic progress as outlined on page 7.
- Not owe a repayment of Federal Student Aid (FSA) funds at any institution.
- Not be in default on any FSA loans at any institution.
- Have financial need as defined by individual program requirements.
- Meet any other program-specific criteria.
- Register with the Selective Service if required.
- Not have borrowed in excess of annual or aggregate loan limits (see Federal Direct Loan information on page 7 for further details).
- Have completed the required financial aid application and submitted all other documentation requested by the financial aid office by applicable deadlines.

## BILLING INFORMATION AND FINANCING OPTIONS

- Charges for the academic year are billed per semester.
- Bills for the fall semester will be mailed approximately the second week in July and due three weeks prior to the start of the semester.
- Bills for the spring semester will be mailed approximately the first week in December and due the first business day in January.
- Moravian College scholarships and grants, federal grants, state grants, and federal student loans will appear on the bill as anticipated credit (half of the annual award per semester).
- Financial aid that does not appear on the bill can be deducted by referring to your latest financial aid award letter. Subtract the semester total of each fund received, with the exception of work-study, from the amount due on your bill and then remit the difference by the due date.

**Private Outside Scholarships** Scholarship funds typically will be credited upon receipt by Moravian College in the current semester unless otherwise noted. You may then deduct the appropriate amount from the total due on your invoice. (Refer to Outside Scholarships and Other Aid on this page for details.)

- If you do not pay your bill or otherwise satisfy your account by the due date, you will be assessed a late fee by the Office of Student Accounts. The late fee will not be charged if you have made arrangements for deferral of an amount anticipated from a governmental or outside source. Students whose payment arrangements are not complete before the start of the term are not permitted to attend classes.

**Preferred Financing Options** Loans and other financing options are available to help students and parents bridge the gap between the cost of education and the amount of grants and scholarships received.

- **Monthly Payment Plans** Moravian College offers a choice of two payment plans for your convenience. Additional information is available online ([moravian.afford.com](http://moravian.afford.com)) and from the college's

Office of Student Accounts. Once you have established your total contract amount for the year and made the appropriate payment, deduct one-half of the total contract from the amount due on your tuition bill.

- **Federal Direct Loan** Students who are U.S. citizens or eligible non-citizens (as indicated on the FAFSA) and enrolled at least half-time may qualify for this federally guaranteed student loan. Fixed interest rates and flexible repayment options are among the reasons this loan is an excellent resource to assist in paying for one's education.
- **Federal Parent Loan for Undergraduate Students (PLUS)** Parents of full- or half-time dependent students may borrow this federally guaranteed, fixed-interest loan. Please refer to page 7 for further information on federal education loan programs.
- **Alternative Student Loans** These are private or state-sponsored supplemental loans that are not guaranteed by the federal government. Terms and conditions vary by lender. Additional information is available online at [moravian.edu/financialaid](http://moravian.edu/financialaid) or by request from the financial aid office.

## ADJUSTMENTS AND CANCELLATIONS

The financial aid office is responsible for administering all financial aid funds in accordance with federal and state regulations, as well as institutional policies. We reserve the right to review, adjust, correct and (or) cancel an award for any of the following reasons:

- Failure to accept a financial aid offer within the specified time period.
- Falsification of information on financial aid documents.
- Failure to meet the academic progress requirements.
- Changes in enrollment or housing status.
- Failure to report changes in financial resources or other circumstances affecting the calculation of the financial aid award.
- Use of financial aid for expenses that are not educationally related.
- Failure to complete, submit, or sign required documents.
- Changes in program guidelines after financial aid has been offered.
- Unexpected cutbacks in funding levels.
- Verification of sibling enrollment or any other applicant data.
- Change in financial need from the initial time of application.
- Any other new information affecting aid eligibility.

## FINANCIAL AID POLICIES

The college holds in strict confidence all family personal and financial information. We consider any financial aid award to be a confidential matter between the college and the applicant and his/her family. It is inappropriate for aid recipients to discuss their personal award package with other students.

- The primary responsibility for financing the student's education rests with the student and the student's family.
- Financial aid awards are made for one academic year, and generally are divided and disbursed equally between the fall and spring semesters.
- No student may receive more than 10 semesters of institutionally funded financial assistance.
- The college does not award institutional aid to a student who already holds a bachelor's degree.

- A student must be enrolled on a full-time basis to be eligible for all college-funded financial assistance. Students who enroll for less than three (3) course units in one semester may still be eligible for funding from state and federal programs.
- An evaluation of a student's continuing financial aid eligibility is made at the end of each academic year.
- Moravian College reserves the right to make changes in the amount and type of a student's financial aid at any time during the year.
- Moravian College reserves the right to release the names and other directory information of awardees of endowed and restricted scholarships to the donor and in public relations releases.
- Moravian College does not discriminate against any person in the administration of financial aid policies based on actual or perceived race, color, sex, religion, ancestry, genetic information, national origin, sexual orientation, gender identity or expression, familial status, marital status, age, veteran status, mental or physical disability, use of guide or support animals and/or mechanical aids, or any other basis protected by applicable federal, state, or local laws.

**Refund Policy** Because financial aid is expected to help meet educational costs, any tuition and fee adjustment up to the amount of financial aid received will be calculated and reimbursed to the source of the aid, such as federal, state, or institutional programs. Aid to federal FSA recipients is refunded according to Title IV of the Higher Education Act of 1965, as amended. The exact provisions of this policy are available in the financial aid and student accounts offices. Withdrawal from the college or other changes in enrollment may affect a student's eligibility for financial aid. Students must notify the financial aid office immediately of any changes in enrollment status. Any reimbursement resulting from withdrawal or dropping courses will be calculated using the college's refund policy and application of federal and state regulations governing return of financial aid funds. Please refer to the Moravian College Catalog and online Student Handbook for further details.

**Financial Aid Renewal** Students must reapply for financial aid annually by submitting the FAFSA at [fafsa.gov](http://fafsa.gov). The application cycle begins each year on October 1; and students are strongly encouraged to submit the FAFSA as soon as possible thereafter in order to meet all applicable federal, state and institutional deadlines. To be considered for all possible sources of aid, you must submit your FAFSA no later than Moravian College's February 1 priority date. A student's award may change from year to year, depending upon changes in demonstrated need, academic performance, family circumstances and the availability of funds. Because funds are limited, late applicants are considered only on a funds-available basis.

## REDUCED INCOME AND OTHER SPECIAL CIRCUMSTANCES

If, after you submit the FAFSA, personal circumstances change and (or) affordability becomes a concern, we want to hear from you! To initiate an appeal, please notify the financial aid office in writing. Appealable circumstances include, but are not limited to: loss of taxed or untaxed income (e.g., change in employment status, retirement, divorce or separation), natural disaster (e.g., storm, flood or fire), economic downturn, and unanticipated major expenses (e.g., unreimbursed medical cost or untimely expense of major repairs to the home). In extraordinary cases, financial aid awards may be adjusted on appeal based on documented information.



## STUDY-ABROAD AND OTHER OFF-CAMPUS PROGRAMS

In order to receive federal and (or) state aid, including grants and loans, students must enroll in a program approved by the college. A consortium agreement may be required between Moravian College and the off-campus school. Moravian College will determine the student's eligibility for financial aid based on anticipated costs, process the necessary financial aid application, disburse funds, and maintain required records. Students interested in studying off-campus are well advised to meet with a financial aid counselor early in their planning prior to departure.

## TERMS AND CONDITIONS OF FINANCIAL AID AWARDS

**Moravian Merit Scholarships** Moravian College offers merit scholarships upon admission to qualified entering freshmen and transfer students without regard to financial need. These scholarships are offered during recruitment to recognize outstanding achievements, special talents, and future promise of students who have demonstrated the potential to make significant contributions while enrolled at the college. Scholarship payment occurs during the fall and spring semesters only, and requires continuous, full-time enrollment (minimum of three course units per semester) and satisfactory academic progress. Information on merit scholarships is available from the Office of Admission.

Scholarships are annually renewable for up to five years of payment, or completion of the undergraduate degree (whichever comes first). A minimum 3.0 cumulative grade point average is required for renewal of the college's Presidential Scholarship (formerly "President's Scholarship" for students entering in 2015-16, and "Comenius Scholarship" prior to Fall 2015). Effective 2018-19, renewal of other admission scholarships is conditioned on maintaining satisfactory academic progress and continuous full-time enrollment.

Academic performance is reviewed at the end of the academic year, or after each successive fall semester for students whose enrollment began mid-year. Scholarships are not renewed if the academic and enrollment requirements are not met. If the scholarship is lost, it may be reinstated one time. If it is subsequently lost for any reason, the scholarship is lost permanently.

Scholarship reinstatement is not an automatic process. Students requesting scholarship reinstatement must submit an appeal in writing to the Director of Financial Aid Services. The appeal should clearly state the reasons for the scholarship loss, steps the student is taking to address the deficiency and plans to complete the degree.

**Moravian College Grants** are awarded to students according to their demonstrated financial need, based on the information provided on the FAFSA. Annual renewal of institutional grants is subject to review by the financial aid staff, in keeping with available funds. Changes in financial need, housing, or enrollment status may warrant revision of the awards. Date of FAFSA filing and academic performance also play a role in distribution of limited institutional funds.

**Pennsylvania State Grant (PHEAA)** State grant funds are awarded by the Commonwealth of Pennsylvania on the basis of its financial need formula. To be considered, the FAFSA for Pennsylvania residents must be submitted no later than May 1 prior to the respective academic year. The amount appearing on the award letter reflects an estimate of the value of the award. The student will receive the official



eligibility notice from the Pennsylvania Higher Education Assistance Agency (PHEAA). Subsequent changes in eligibility may require a corresponding change in Moravian College need-based grants. Students with PHEAA grants must advance a minimum of six (6) units per academic year in order to maintain full-time eligibility. This program has an eight-term limit.

**Note:** Residents of other states should check with the appropriate state agency or high school guidance office for additional details regarding state grant eligibility and application requirements.

State grant awards are tentative and contingent upon approval of the state grant formula appropriation and actual receipt of funds by Moravian College.

**Federal Pell Grant\*** Funded by the federal government on the basis of its financial need formula, this grant is directly related to the Expected Family Contribution (EFC) calculation determined by FAFSA data.

**Federal Supplemental Educational Opportunity Grant (SEOG)\*** SEOG provides need-based grants intended primarily to supplement Pell for students with extremely high demonstrated financial need.

**Federal Work-Study Program (FWS)\*** Federal work-study awards are need-based and provide students with an opportunity to seek on-campus employment as part of their financial aid package. The amount offered on the award letter generally indicates the student's maximum earning potential during the academic year. Work-study awards are not credited directly to the student's bill. Refer to the Campus Employment section on page 9 for further information.

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\* Any commitment of federal funds for Pell, SEOG & FWS is tentative and contingent upon subsequent congressional appropriation and actual receipt of the funds by Moravian College.

**Federal Direct Loan (Subsidized and Unsubsidized)** Offers of financial aid to eligible FAFSA filers typically include Federal Direct Loans (formerly “Stafford Loans”). Because federal student loans include many benefits (such as fixed interest rates and income driven repayment plans) and repayment flexibility not typically offered with other forms of borrowing, students who need to borrow are well advised to take advantage of Federal Direct Loans. Accordingly, all students seeking educational loans must file the FAFSA to determine eligibility.

There are two types of Federal Direct Loans: subsidized and unsubsidized. A *subsidized* loan is used to meet a student’s financial need. To be eligible for a subsidized loan, the student must demonstrate unmet financial need after all other aid is applied to the student’s account. The government pays the interest on this loan while the student is in school. *Unsubsidized* loans do not require demonstrated need. Interest accrues on an unsubsidized loan while the student is in school. Repayment begins six months after a student borrower ceases half-time enrollment.

Annual (per academic year) borrowing limits in the Federal Direct Loan program exist at each college level, as follows: \$5,500 for freshmen (of which up to \$3,500 may be subsidized), \$6,500 for sophomores (up to \$4,500 subsidized), and \$7,500 for juniors and seniors (up to \$5,500 subsidized). Of these annual loan limits, a minimum of \$2,000 is unsubsidized. “Independent” students who are not required to report parental information on the FAFSA, as well as students whose parent is denied the ability to borrow PLUS (see below), may be eligible to borrow additional amounts of unsubsidized federal loans.

Federal Direct Loans typically are received in multiple disbursements, with half of the total applied in the fall semester and the remaining half in the spring. Loan disbursements are received via electronic funds transfer and are applied directly to the student account. An origination fee of approximately one percent will be deducted from the gross amount of the loan.

First-time borrowers at Moravian College are required to complete a Master Promissory Note (promise to repay) and entrance counseling at [studentloans.gov](http://studentloans.gov). The counseling component provides important information on borrowing rates and terms, and helps students understand their rights and responsibilities as student loan borrowers prior to loan disbursement. Similar counseling is required at graduation or upon “exit” from the college.



**Federal Parent PLUS Loan** A separate application is required for this loan, in addition to the FAFSA. Under this program, creditworthy parents of dependent undergraduate students may borrow up to the cost of education minus other aid received. Parents who do not meet the program’s credit requirements may attach another credit-worthy adult “endorser” to the application. Typically, repayment begins within 60 days after full disbursement, although the parent borrower may request that payments be deferred for up to four years while the student is enrolled. There is no in-school federal interest subsidy for PLUS loans. Fees of approximately 4.3% will be deducted from the gross amount of the loan. PLUS proceeds are co-payable to the school and the parent and sent to the school in multiple disbursements, similar to those described under the Federal Direct Loan program above

## ACADEMIC PROGRESS STANDARDS

Institutions are required to establish minimum standards of academic progress for all matriculated students, including those receiving federally funded financial aid. Federal regulations limit Title IV Student Financial Aid funding to those students who, according to institutional policy, are maintaining satisfactory academic progress (SAP) toward their degree objective. In practice, SAP is required for essentially all financial aid at Moravian College. The primary interest, from a financial aid perspective, is to assure the best and most equitable use of financial aid funds from all sources. Moravian College has established the following SAP policy for financial aid in accordance with these regulations.

**Qualitative Standards** To remain eligible to continue receiving federal and institutional financial aid, Moravian College students must achieve the following academic standards:

- 1.50 cumulative GPA for up to 11.99 attempted course units
- 1.80 cumulative GPA after 12 attempted course units
- 2.00 cumulative GPA after 16 attempted course units

The standard applied to a continuing student applying for financial aid for the first time will be determined by the number of course units the student has scheduled at the time he or she first receives financial aid.

**Quantitative Standards** Effective January 2018, students are expected to successfully complete –with a passing grade—at least 70 percent of all course units (or credits) attempted. All coursework will be counted in this measure, except courses officially dropped during the college’s drop/add period at the start of each term. Included are all courses in the same program of study that are/were taken at any other schools attended.

Although full- or part-time students are not required to maintain continuous enrollment to remain eligible for financial aid, students returning after a period of absence will have their records and eligibility reviewed before financial aid is granted. Coursework taken in a summer session or other special sessions is counted in the total units attempted/completed. Failed courses, incompletes and course withdrawals count as unsuccessful attempts. Exceptions may be made for students on an approved medical or military leave of absence.

**Statement of Standards for Part-time Students** Students enrolled less than full-time will be required to meet the same minimum cumulative grade point averages as students enrolled full-time, and must complete at least 70 percent of all coursework attempted.





first appeal for reinstatement, following instructions provided by the Office of the Provost. If the student is reinstated academically, the appeal documentation (including improvement plan and any required conditions) is forwarded to the Director of Financial Aid Services or designee and serves as an appeal for continuation of financial aid. It is important to emphasize that SAP reviews to address continuation of financial aid are independent of academic decisions and can have very different outcomes. Financial aid staff reviews each appeal on a case-by-case basis, and the aid-related decision is subsequently communicated to the student. If the appeal is approved, the student generally is given one probationary semester of financial aid, with reevaluation at the conclusion of the semester to determine future eligibility. In extraordinary cases of demonstrated academic improvement following a probationary semester, a student may be given multiple probationary semesters of aid with required conditions. If an appeal is denied, financial aid will be discontinued until the student is again meeting the minimum standards for SAP.

## RIGHTS AND RESPONSIBILITIES

**Student Rights** Students applying for financial aid have the right to:

- Have all personal and family financial information treated with dignity, sensitivity and confidentiality.
- Know and understand all rules, regulations, and policies pertaining to financial aid.
- Accept or decline any aid offered. Students are not obligated to borrow, and have the right to reduce or decline any offer of student loans.
- Request reconsideration of an award if circumstances change or if they feel they have been treated unfairly.
- Make an appointment to meet with a member of the financial aid team.
- Know what financial aid programs are available at the college, including all federal, state, and institutional aid programs.
- Know the deadlines for submitting applications, forms and required documentation; and the consequences of not meeting a deadline.
- Have complete information regarding fees, payment and the college's refund policy.
- Know generally how financial aid is distributed and the basis for such decisions.
- Know how their financial aid was determined, including educational costs and eligibility criteria.
- Know what factors (such as parental and student contributions) are considered in the calculation of financial need.
- Request an explanation of the various resources in their financial aid package.
- Know what portion of their financial aid must be repaid, and what portion is gift aid.
- Know who the lender/servicer is for any loan, what the college's relationship is to that particular lender/servicer, the total cost of borrowing, the interest rate, the total amount that must be repaid, the length of time for repayment, when repayment begins, and all other terms and conditions of the loan.
- Choose any lender for your student loans and expect that Moravian College will process the loan with your requested lender.
- Understand how the college measures satisfactory academic progress and the consequences of not making progress.

**Statement of Standards for Graduate Students** Students enrolled in graduate programs will be expected to complete 70 percent of all coursework attempted and generally maintain a minimum cumulative grade point average of 3.0 to remain eligible to receive financial aid assistance. Some graduate programs have a different GPA requirement or may allow an escalating GPA standard.

**Time Allowed to Complete Degree Requirements** A full-time undergraduate student is expected to complete all degree requirements within a maximum of 10 regular semesters. Special sessions (for example, summer sessions) are not included as regular semesters, although completed special session courses do count toward the 32 course units required for graduation. Some financial aid programs have an eight-term limit. To graduate in four years (8 semesters), a student would have to complete four courses each semester, or eight courses each academic year. Federal regulations specify that the absolute maximum time frame during which a student can continue to receive Title IV SFA funds may not exceed 150 percent of the published length of the program.

**Evaluation of Eligibility** An evaluation of a student's academic standing and progress to determine federal, state, and institutional eligibility is made at the end of each academic year. Students who do not meet the minimum qualitative AND quantitative standards for SAP are notified that they are ineligible for financial aid. Students who could achieve the minimum standards within approximately one regular term may appeal to have their aid reinstated for the following term, with subsequent SAP reevaluation to determine future aid eligibility.

**Appeal Process** Students are invited to appeal the discontinuation of their financial aid, particularly if failure to meet SAP was the result of an undue hardship, exceptional medical or personal turn of events, or other extenuating circumstance. Appeals must be in writing, and include an explanation of mitigating circumstances and a plan for improvement (i.e., steps or conditions the student agrees to meet). Because academic dismissal results in automatic termination of all financial aid eligibility, students notified of academic dismissal must



**Student Responsibilities** Students receiving financial aid must assume responsibility for maintaining their aid from semester to semester. Students are expected to:

- Review and consider all information about the college's programs and net cost before enrolling.
- Know and comply with the rules governing all financial aid you receive.
- Complete the FAFSA each year as soon as possible following the October 1 start-up of the application cycle. To maximize your financial aid, your FAFSA must be received no later than February 1 preceding the respective academic year.
- Report all information accurately and completely, to the best of your knowledge. Intentional misreporting of information is a criminal offense and subject to penalties under law.
- Provide all supporting documents in a timely manner, including verification items, additional information requests, corrections, loan promissory notes and associated counseling, and (or) new information requested by either the financial aid office or authorized external provider.
- Advise the financial aid office if you change your housing status and (or) change your enrollment status.
- Report any grant/scholarship, tuition benefit, loan or other aid received from any source or provider that does not appear on your financial aid award at Moravian College.
- Read, understand, and retain a copy of all pertinent financial aid documents.
- Accept responsibility for all signed agreements.
- Monitor your account and meet your financial obligations to the college.
- Perform the work that is agreed upon in accepting a college employment award.
- Maintain satisfactory academic progress.
- Notify the financial aid office if family financial circumstances change.
- Know and comply with the college's refund policy.
- Notify the college and student loan provider(s) of any changes in contact information.
- Comply with federal IRS taxation and income reporting requirements.

## CAMPUS EMPLOYMENT

Campus employment consists of two programs: federal work-study, which includes community service jobs, and institutional employment. Priority for jobs is given to students with federal work-study awards, which are included in the financial aid award package based on demonstrated financial need. A student's earnings are limited to the amount of the award. Students are paid by check every other week for hours worked. Paychecks are delivered to campus mailboxes or direct-deposited upon receipt of a signed timesheet, in which bi-weekly hours are recorded and submitted to the Payroll Office.

Each year students must complete an employment agreement form in the financial aid office for each job they hold. Students must also complete an I-9 and a W-4 form from Payroll before working on campus. These documents are available at the job fair held early in the fall semester. **Employment is not guaranteed**; however, students who are flexible and persistent are usually able to find work.

## QUESTIONS?

At Moravian College, we recognize that the financial aid process can feel overwhelming at times. Please know you are not alone. With that in mind, we designed this Handbook to provide an introduction to essential financial aid programs and concepts, clarify some points of confusion, offer answers to the most frequently asked questions, and point to useful tools online.

**Please feel free to contact Financial Aid Services if you have any questions or would like additional guidance. We are here to help!**



## RESOURCES

### [FAFSA Processing](#)

800 433-3243

[www.fafsa.ed.gov](http://www.fafsa.ed.gov)

School Code 003301

### [Pennsylvania Higher Education Assistance Agency \(PHEAA\)](#)

State Grant Division

800 692-7392

[www.pheaa.org](http://www.pheaa.org)

### [Free Scholarship Searches](#)

[fastweb.com](http://fastweb.com)

[bigfuture.collegeboard.org/scholarship-search](http://bigfuture.collegeboard.org/scholarship-search)

[finaid.org/scholarships](http://finaid.org/scholarships)

[scholarships.com](http://scholarships.com)









# FINANCIAL AID SERVICES

[finaid@moravian.edu](mailto:finaid@moravian.edu)  
[moravian.edu/financialaid](http://moravian.edu/financialaid)



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