

Additional Guidelines and Procedures:

Student Packaging Policy

Financial aid packages are created for students throughout the academic year. Applicants whose financial aid files are complete by College priority deadlines will receive maximum consideration in the distribution of funding resources according to funding criteria. Eligible applicants completing a file after the priority deadline will be packaged with Federal Pell Grant, Federal Work-Study (dependent on the availability of funds), and loans. Due to limited funding, the College cannot attempt to meet the financial need of students. Huntsville Bible College employs an up-front policy of Grants awards first, work-study second, and loans last.

Guidelines for Awarding Financial Aid:

The Expected Family Contribution (EFC) is determined as a result of the Free Application for Federal Student Aid (FAFSA).

The Federal Pell Grant is the foundation of the financial aid package and eligibility is based on the Expected Family Contribution (EFC).

Federal Supplemental Educational Opportunity Grant (FSEOG) is awarded according to federal guidelines. Federal Pell Grant recipients with the lowest Expected Family Contribution have priority for FSEOG funding. The second priority is given to students with no Federal Pell Grant eligibility and the lowest Expected Family Contribution. The FSEOG award is \$600.

Award packages are created based on expected full-time enrollment. Pell Grants will be disbursed on a prorated basis based upon enrollment status.

HBC reserves the right to issue adjusted award letters due to an error in calculating or change in enrollment status.

Students are notified by email of their Financial Aid Offer to review, sign and accept. Students also have options to reduce or decline their aid offer before returning to the Financial Aid Office. No aid will be posted to their account until these actions are taken.

Also:

The new student must attend New student orientation. Master Promissory Note (MPN) and Entrance Counseling must be completed before accepting their Direct Loan.

Expected Family Contribution

The formula to determine the ability to contribute toward the cost of education is legislated by Congress. The Expected Family Contribution (EFC) is the result of the Free Application for

Federal Student Aid (FAFSA). For dependent students, the EFC is the result of a combination of the parent and student income and asset information. For independent students, the EFC is the result of the student and spouse (if married) income and asset information.

Professional Judgment

A financial aid professional may exercise professional judgment and change elements in the federal need analysis to account for circumstances that he/she feels have not been adequately considered in the original FAFSA.

Professional Judgment Policy

The Free Application for Federal Student Aid (FAFSA) does not provide families with a place to explain special circumstances affecting their ability to pay for the student's education. The Federal Need Analysis Methodology is a rigid formula with no provisions for exceptions. To remedy this, Congress, through The Higher Education Act (HEA) of 1992, delegated to school's financial aid administrators to make professional judgment decisions when there are special or unusual family or student circumstances that may call for adjustments in determining a student's eligibility for financial aid. Circumstances requiring professional judgment will be analyzed on a case-by-case basis and will be documented.

Professional judgment refers to the authority of a school's financial aid administrator to make adjustments to the data elements on the FAFSA.

The Director for Financial Aid may exercise professional judgment and change elements in the federal need analysis to account for circumstances that he/she feels have not been adequately considered in the original FAFSA. The Financial Aid Administrator has the final authority in making professional judgment decisions. There is no appeal. By law, neither the school's president nor the U.S. Department of Education can override the financial aid administrator's decision. (Higher Education Act of 1965, Sections 479A and 480(d) (7).

Circumstances that may warrant a professional judgment decision include, but are not limited to the following:

- Parent's death or divorce for dependent students; the death of or divorce from the spouse of independent students.
- Significant loss of income/loss of employment
- Loss of untaxed income/benefits (e.g. disability, child support, or other benefits)
- Excessive medical expenses (not covered by insurance)
- One-time taxable income used for life-changing event (e.g. IRA, pension distribution)
- Other special circumstances not listed

Circumstances that are NOT considered extenuating include, but are not limited to:

- Standard living expenses (e.g. utilities, credit card payments, children's allowances, etc.)
- Mortgage payments
- Car payments
- Credit card or other personal debts
- Vacation expenses
- All other discretionary expenses

Budget adjustment for computer purchase:

The U.S. Department of Education permits institutions to include in a student's Cost of Attendance (COA) the purchase of a computer for educational use. The Financial Aid Office will include this expense by increasing the student's Cost of Attendance, upon request, and according to the following policy:

The maximum allowance for the purchase of a computer is \$2000, which may include the cost of a printer and maintenance contract.

A student may receive this allowance only once as an undergraduate and once as a graduate student.

Additional purchases of software, printer supplies, online service fees, etc. will be assumed under the allowances already included in the COA for books and supplies.

Students that believe his/her circumstances may qualify for a professional judgment will need to complete the following steps. All special circumstances are evaluated on a case-by-case basis and must be documented.

Students must complete the Free Application for Federal Student Aid (FAFSA) before submitting the Special Circumstance Request form. A valid FAFSA must be filed according to the instructions provided by the Department of Education. Special circumstances will be considered only after the school has received a valid Student Aid Record (SAR). If the student has been selected for verification, the school must complete the verification process before considering any special circumstances.

Students need to review and complete all sections of the Special Circumstance Request form.

Students must provide documentation that supports the request for a professional judgment due to special circumstances as listed on the Special Circumstance Request form. Students should make every effort to obtain all the listed documentation, missing documentation may cause the request to be rejected. Additionally, the need may arise for students to submit documentation not listed on the request form.

Students need to submit the Special Circumstance Request form and all supporting documentation to the Financial Aid Office.

Once a complete documentation package has been received by the college, the Financial Aid Officer will review all documentation and decide. The decision is final and not subject to appeal. Students will be notified in writing of the decision and will include the date of the decision and the signature of the Financial Aid Officer.

Professional judgment adjustments may increase or decrease a student's Estimated Family Contribution (EFC). Specified adjustments may be made to data elements, but not to the formula. Any adjustments made to the FAFSA, as a result of a request for a professional judgment decision, may delay or change the financial aid package.

All our academic programs are perfect for working adults. Earn your degree or diploma by distance learning while maintaining your family and professional life...

Return to Title IV Policy (R2T4)

The Higher Education Amendments of 1998 established the concept that financial aid must be earned through class attendance. When you withdraw from all classes, The HBC Student Financial Aid Office must calculate the amount of financial aid you have earned before withdrawing. Any Title IV aid received more than the earned amount is considered unearned. Unearned aid must be returned to the respective Federal Aid program(s) and returned to the U.S. Department of Education.

Revision of Financial Aid Awards

Once an award letter is sent to the student, there may be instances that warrant a change to the original notification.

Verification Policy

The HBC Office of Student Financial Aid will inform a student of what is required for verification, as processing occurs. Documents missing will be noted on the missing item list or document-tracking letter and given or mailed to the student.

What is Verification?

Verification is a process required by the Department of Education (ED) to confirm the accuracy of the information listed on a student's Free Application for Federal Student Aid (FAFSA). A student's FAFSA may be selected by either the Department of Education or by the institution. Through the collection and review of additional documents, this process ensures fair and accurate distribution of federal funds and need-based institutional funds when financial aid is awarded.

After completion of the FAFSA, a student will receive a Student Aid Report (SAR) from the Department of Education. If selected for verification the SAR will contain a comment notifying the student of the selection. The Office of Financial Aid will also notify a student of missing documentation required for verification through HBC emails or U.S. Mail. Missing information communications will be sent out regularly until all required documents are received. The specific documentation needed will be listed on the Missing Information letter.

Schools are required to correct any inaccurate information discovered through the verification process and use the verified FAFSA results when determining eligibility for financial aid. Corrections to your FAFSA may result in a change in your eligibility and result in revisions to aid offered before the completion of verification. If corrections to a student's FAFSA are required as a result of the verification process, the Office of Financial will send the corrections electronically to the Department of Education. Once verification is completed, any resulting changes in a student's financial aid award will be communicated by a revised financial aid award offer.

No federal or need-based institutional awards can be disbursed to a student's account until verification is completed. All required documentation should be submitted as soon as possible to finalize an accurate financial aid award. However, to receive federal funds or need-based institutional funds, a verification must be completed before the first day of class. If a student has not completed the verification process by that date, federal institutional aid will be removed from the student's financial aid award and the student will be responsible for covering the resulting balance on their student account in Finance or pay out of pocket or by other means.

Additionally, if a student requests consideration of extenuating circumstances not reflected on the FAFSA, HBC will complete verification of the student's FAFSA before determining if any adjustments can be made to the FAFSA as a result of the extenuating circumstances.

The Department of Education requires schools to refer any credible information indicating that an applicant for federal student aid may have engaged in fraud or other criminal misconduct in connection with his or her application to the Department's Office of Inspector General (OIG). Fraud is the intent to deceive as opposed to a mistake. HBC, in compliance with the Department's guidance, will refer suspected cases of fraud to the OIG for further review.

What is a verification form?

The dependent verification form requires the student and parent to answer questions concerning the current household as well as the members of the household attending a Title IV eligible college/ universities during the current academic year. Student and parent tax transcripts and W-2's may be requested as well.

The independent verification form requires the student and spouse (if married) to answer the same questions as noted previously regarding the household and members of the household attending college. The student's (and spouse's) tax transcript and W-2's may also be required.

How long does the process of verification take?

Documents should be provided promptly. Any delay in the receipt of required documents will delay the financial aid award. Once all documents are submitted, verification can take up to 10 business days to process. Verification documents should be submitted a minimum of 6 weeks before the start of the term.

How am I notified of the requirements for the verification?

The Financial Aid Office will send an email to your current email address or to your most current mailing address providing instructions on how to view the verification form.

Financial Aid Terms and Conditions of Awards

The financial aid identified on your Financial Assistance Offer Notification is being offered to you with the following conditions:

You must be a U.S. citizen or eligible non-citizen.

You must be classified as a degree-seeking student at the Huntsville Bible College to be eligible for financial aid. Unclassified students, non-degree-seeking students, and provisionally admitted students are not eligible for financial aid. If you are a graduate student, you must be fully admitted to your program.

Your financial assistance is offered based on merit and/or calculated need as determined from the information provided on your financial aid application forms. Financial aid is subject to adjustments or cancellations due to changes in laws, regulations, appropriations, changes in your financial situation, verification, the discovery of data errors, changes in your enrollment status, or changes in your residency status amongst others.

Students who have been previously incarcerated or are currently incarcerated or who might be incarcerated during their current term of attendance must identify themselves to the financial aid office to determine their financial aid eligibility.

If you receive any financial assistance from an outside source (e.g., a private scholarship) that is not included in your Financial Aid Offer Notification, you must inform the Office of Financial Aid.

You must be enrolled at least half-time (six credit hours minimum for undergraduate students for all semesters; five credit hours minimum for graduate students for the fall and spring semesters and three credit hours minimum for the summer semester) to be eligible for the Federal Direct Loan(s).

If you drop below half-time status after the add/drop period, all loans for future semesters will be canceled. You will be required to complete exit loan counseling and an exit counseling hold will be placed on your student account until this requirement is completed. You must submit a written request for a review of your financial aid status to determine if the canceled loans can be reinstated. If you have any questions about your enrollment and continued eligibility for financial aid, please contact the Financial Aid Office.

Please remember that enrolling in courses is not enough to secure your financial aid. You must also attend the courses in which you enroll. The Financial Aid Office is required to verify that students who receive a non-passing grade (any grade other than A, B, C, D, CR, or Inc.) in any class you have been attending. For example, if you receive an F or an NC in a course, or no grade is reported, we will follow up to determine whether or not you attended the class. Failure to attend can be expensive: your aid could be reduced retro-actively and you could be required to repay aid you have received. If you have any questions about your enrollment and eligibility for financial aid, please contact the Financial Aid Office.

Your financial aid package is usually based on enrollment in 12 credit hours per semester for undergraduates, 9 credit hours for graduate students, and 6 credit hours for doctoral students. If you enroll for fewer credit hours, your financial aid (including the Federal Pell Grant, Federal Direct Loans, Loan, and the Federal Supplemental Educational Opportunity Grant (SEOG) will be adjusted/reduced or canceled accordingly.

You must only be enrolled in classes required to complete degree requirements in your specified program of study as specified in the HBC Catalog. You should refer to your Program degree audit to determine that the coursework you are enrolled in is required to meet graduation requirements in your program.

Classes taken for audit are not eligible for financial assistance and do not count toward enrollment for purposes of financial aid. It is the student's responsibility to inform the HBC Office of Financial Aid if he/she enrolls in a class for an audit grade.

If requested, you must provide documents to verify the accuracy of the information reported on the FAFSA before financial aid can be offered or disbursed.

All financial assistance offered in your Financial Aid Notification Offer is contingent upon continued funding from federal, state, and institutional sources. If funding for any of your aid is reduced, suspended, or eliminated, the affected aid will be reduced or rescinded accordingly. If the aid was disbursed to your account, the amount of the reduction or rescission will be charged back to your account no later than the end of the term for which the aid was made, and you will be responsible for paying the account balance following HBC payment policies.

You will be responsible for repaying any funds you receive that exceed your financial need, or if for any reason, you become ineligible for the financial aid. If you drop classes, withdraw, or make other academic changes, your financial aid offer may be adjusted and repayment may be

required. Please contact the HBC Financial Aid Office before dropping or withdrawing from the College. It may impact your current or future aid eligibility.

If you stop attending classes without officially withdrawing (unofficial withdrawal), your financial aid offer may be adjusted and repayment may be required.

You must maintain Satisfactory Academic Progress (SAP).

Fraud

There are difficult situations where students and/or parents purposefully misrepresent information in hopes of obtaining additional assistance