

Measurable Progress Requirement. In order to maintain measurable progress toward the completion of their degrees, students must successfully complete 67 percent of all HBC credit hours attempted. (Hours attempted include non credit courses, dropped courses, withdrawals, and incomplete courses.) This measure becomes effective when a student has attempted 18 credit hours at HBC.

Example A: If you have attempted 32 credit hours and successfully completed 26 of those hours, dropped 3 hours and failed 3 hours, your completion rate will be 26 hours earned divided by 32 attempted = 81.2 percent completion rate. You meet the measurable progress component of this requirement.

Example B: If you have attempted 32 credit hours and successfully completed 20 of those hours, and dropped, failed, repeated, have an incomplete in, or withdrew from the other 12, your completion rate would be 20 divided by 32 = 62.5 percent completion rate. You do not meet the measurable progress component of this requirement and you are not eligible for financial aid assistance.

Reasonable Length of Time Requirement. At HBC, reasonable length of time for the completion of a degree program is generally defined as no more than 150 percent of the normal time required to complete a degree program. Coursework that transfers into a degree program will adjust the time frame accordingly.

Example A: If your degree requires that you complete 120 credit hours, your reasonable length of time will be 120 hours X 150% = 180. You will be within your reasonable length of time during your first 180 hours of attempted course work.

Example B: If your degree requires that you complete 120 credit hours and you have transferred in 54 hours, your reasonable length of time will be 120 - 54 transfer hours = 66 times 150% = 99. You will be within your reasonable

length of time during your first 99 hours of course work attempted at HBC.

A student who is working toward a degree level that he or she has already completed or exceeded (i.e., second bachelor's degree) will have his or her reasonable length of time established at no more than 100 percent of the normal length of the program minus any coursework that transfers into the program.

Second BS Example: If your new BS degree requires 120 credit hours and HBC allows 65 hours from your first degree to count toward your second degree, your reasonable length of time will be 120 credit hours - 65 from your first degree = 55. You will be within your reasonable length of time during your first 55 hours of course work attempted on your second degree.

Reinstatement of Financial Aid Eligibility

If you are ineligible for financial aid because you have not maintained satisfactory progress toward completion of your degree, you may reapply for financial aid when you have cleared the deficiency and are again progressing satisfactorily according to the requirements outlined in the Satisfactory Academic Progress policy. When mitigating circumstances are involved, you may appeal this decision. To do so, you must:

1. Draft a letter of appeal to the Financial Aid Appeals Committee requesting reinstatement. Your letter must include:

- the reason(s) why satisfactory progress is not being made
- any documentation that supports the rationale for the appeal

2. Submit your letter of appeal to the Office of Student Financial Services with the supporting documentation mentioned above.

An appeal board will review your letter, and a decision will be made within two weeks. Appeals may be approved without provision, or they may be approved provisionally entailing a probationary period in which you must earn a given number of credit hours and/or specified

CPA. Appeals may also be denied. It is your responsibility to initiate any appeal for financial aid eligibility. Appeals for academic reinstatement granted by the HBC Admission Officer or other departments do not constitute reinstatement of financial aid eligibility.



**HBC School Code
038943**

Contact Person

Doris K. Lacey
Financial Aid Officer
Phone: 256-469-7333
Fax: 256-469-7549
Email: Finaid@hbc1.edu



Policies Governing Financial Aid Awards



HBC

Huntsville Bible College

- **Additional Awards** - Students who receive educational awards from sources other than HBC must notify the Office of Student Financial Services immediately. Failure to do so may cause the student to be in an over-award situation according to federal and state regulations and may require an immediate repayment of funds that have been disbursed.

- **Availability of Funds** - All financial aid commitments are contingent upon the receipt of total federal and state allocations.

- **Change of Status** - HBC reserves the right to adjust or cancel any aid if there is a change in the academic or financial status of any aid recipient.

- **First Time HBC Borrowers** - Loan proceeds for first time HBC borrowers cannot be disbursed until the student has completed the loan entrance interview process. The entrance interview may be completed in person, in our office or at online www.studentloans.gov.

- Graduate students are not eligible for Pell Grants and other aid specifically awarded for undergraduate studies.

- Most financial aid awards (other than Pell Grants) require that you enroll at least half-time in order to remain eligible for funding. In order to be enrolled at least half time for financial aid purposes you must enroll for a minimum of 6 undergraduate hours or 6 graduate hours.

- **Payment of Awards** - Grant, loan, and scholarship proceeds will be credited to the student account at the beginning of each term according to applicable federal, state, and institutional rules and regulations. The Office of Student Financial Services does not disseminate refund checks. Student aid proceeds are credited to the students account and any resulting credit balance is forwarded to the student in the form of direct deposit or a refund check through the mail. Please be sure that your mailing address is correct in HBC's database. Refund checks are generally received within 10 days after the student aid creates a credit balance on a student's account.

Important:

Student loans must be made in a minimum of two disbursements. If your student loan is made for one term only, the second disbursement will not

be credited to your student account until the mid point of the semester.

- **Pell Grants** - you must enroll full-time in order to receive your full Pell Grant entitlement, Students enrolling on a less than full-time basis will have their grant prorated according to the following general prorations. Students who are awarded a small full-time grant (less than \$700 annually) may not be eligible for less than full-time awards.

Undergraduate Enrollment Level

	Full-time	3/4-time	1/2-time	<1/2-time
Hours Taken	12+	9-11	6-8	<6

Estimated Pell

Proration	100%	75%	50%	25%
------------------	------	-----	-----	-----

- **Satisfactory Academic Progress** - Students must maintain satisfactory academic progress as defined in the Satisfactory Academic Progress Policy on the next page in order to remain eligible to receive financial aid.

- **Student Employment** - Any amount listed on your financial aid award notification for Work-Study is only an estimate of potential earnings. Students will be paid only for work performed. Students who do not perform satisfactory work or who do not work the hours assigned to them will be terminated from the Work-Study program.

- **Student Loans** - Student loan proceeds may be delivered to the student only for the period indicated on the loan disclosure statement sent by the U.S Department of Education. If a student ceases to be enrolled at least half-time, loan proceeds must generally be returned to the U.S. Department of Education.

- The average indebtedness of HBC borrowers is calculated by dividing the number of borrowers in a given academic year into the total amount borrowed by all students over a four year range.

- **Summer Terms** - Students desiring assistance for a summer term may be required to complete a separate form for possible summer funding. Summer funding is generally limited to unused Pell Grant entitlements for students who were not enrolled full-time during the regular academic

year, and loans for students who have not borrowed the annual maximum for their classification during the regular academic year.

- **Teaching Certificate** - Students working to complete a teaching certificate are considered "post-baccalaureate undergraduates" for student loan purposes. These students are limited to the annual and aggregate maximums for undergraduate senior students.

- You must have a high school diploma or have completed the GED before you can receive federal financial aid.

Return of Title IV Funds Policy

The Return of Title IV Funds Policy applies to all federal financial aid programs (except Federal Work Study), including Pell Grants, Supplemental Educational Opportunity Grants, Student Loans, and Parent Loans.

Under this policy students will be required to return financial aid funds received that are in excess of earned financial aid for the term within 14 days of withdrawal. The percentage of the semester completed is the percentage of aid earned. This percentage is calculated by dividing the number of days attended by the number of days in the semester. For example, if a student withdraws on the thirtieth day of a semester 100 days in length, the student will have earned 30 percent of the aid received (30/ 100 = .30). The unearned 70 percent would be subject to the return policy and would have to be repaid within 14 days.

Students who remain enrolled at least 60 percent of the term are considered to have earned 100 percent of aid received and will not owe a repayment of aid received.

Therefore, students considering withdrawing are encouraged to check with the Office of Student Financial Services to determine what amount, if any, of their award must be repaid.

Satisfactory Academic Progress Policy

All students at the Huntsville Bible College who receive federal financial aid must make satisfactory academic progress toward completion of their degrees within a reasonable period of time. HBC's standing committee on financial aid has approved the following standards defining satisfactory academic progress, in accordance with regulations issued by the U.S. Department of Education. Satisfactory Academic Progress status will be determined at least once each year.

Undergraduate Students.

An undergraduate student is considered to be making satisfactory progress if he or she:

- Is admitted and enrolled as a degree seeking student
- Meets the required qualitative measure for financial aid recipients
- Maintains measurable progress toward the completion of the degree
- Completes degree requirements within a reasonable length of time

Required Qualitative Measure. In order to meet the required qualitative measure, the student must maintain a minimum overall HBC GPA as follows:

Hours earned	Minimum HBC GPA required
0-18	1.5
19-45	1.75
46 +	2.0
Graduate Students	3.0

This measure becomes effective when the student has attempted 18 credit hours for Undergraduates.

Students will have at least two semesters to remove the deficiency.