UNDERGRADUATE LOAN CERTIFICATIONS

The amount of loan money students can borrow depends on their enrollment level at the College and on student status, whether dependent undergraduate, independent undergraduate, or dependent undergraduate whose guardian is unable to get a PLUS Loan. All certificate students are considered first year students. There are two portions to the Stafford Loan, subsidize and unsubsidized.

Loans from the Federal government can be subsidized or unsubsidized long-term, low-interest loans. Under direct lending, the federal government lends funds to eligible students and parents through the higher education institutions they attend.

Subsidized Federal Stafford Loans

These loans are available to full-time and part-time students who demonstrate financial need. The Federal government pays all of the interest on these loans until six months after the student graduates or stops attending college at least half time (6 credits). Borrowing levels are as follows:

- Freshman (0–24 credits) $3,500 per year
- Sophomore (25–60 credits) $4,500 per year
- Junior (61–72 credits) $5,500 per year
- Senior (73–over) $5,500 per year

There is a $31,500 total borrowing limit for dependent undergraduate students and a $57,500 limit for independent undergraduate students, of which no more than $23,000 may be in subsidized loans. Stafford loans are usually disbursed two times per year, typically once in the fall and once in the spring term. If your Stafford loan covers only one term, two disbursement dates are required within that term.

Unsubsidized Federal Stafford Loans

Students who do not demonstrate financial need for the subsidized Stafford Loan may still borrow the same amounts under the unsubsidized Stafford Loan Program.

Unsubsidized loans are available to students who are not eligible for subsidized loans, and to independent students who wish to borrow more than their maximum subsidized amount. The student is responsible for paying all the interest on Unsubsidized Stafford Loans.

Freshmen and sophomores can borrow up to $6,000 per year. Juniors and seniors can borrow up to $7,000 per year. However, a student cannot borrow or receive any form of financial aid greater than his or her total estimated cost of attendance as determined by the college’s financial aid administrators.

Federal PLUS Loan (Parent Loan for Undergraduate Students)

Credit-worthy parents of dependent undergraduate students can borrow money needed to cover the total educational cost of the academic program, minus other financial aid. These loans are not need-based, but are based solely on credit ratings.

SATISFACTORY ACADEMIC PROGRESS

Satisfactory Academic Progress (SAP) is the term used to denote a student’s successful completion of coursework toward a certificate/degree. Federal regulations require the Financial Aid Office to monitor the progress of each student who matriculates toward certificate/degree programs. Students who fall behind in their coursework, or fail to achieve minimum standards for grade point average and completion of classes, may lose their eligibility for all types of federal aid administered by the Financial Aid Office. Please refer to the Peirce College Academic Progress policy, which appears in SECTION I of the Student Policy Handbook.

Satisfactory Academic Progress Requirements

There are three components in maintaining satisfactory progress. Failure to comply with any one requirement may result in a loss of Title IV Federal Aid and/or PHEAA State Grant eligibility. Each component is detailed below:
1. Maintain a minimum cumulative grade point average of 2.0.

2. Maintain a minimum completion rate for attempted credit hours.

   While students are expected to complete all credits attempted for financial aid, each student must complete at least 75% of all credit hours attempted each 14-week term. Students enrolled full-time must complete 21 credits at the end of each 14-week term. Students enrolled ¾ time must complete 15 credits at the end of each 14-week term. Students enrolled ½ time must complete 9 credits at the end of each 14-week term.

3. Complete a degree or certificate program in no more than 150% of the average length of the program.

   Students receiving financial aid are subject to the 150% Rule. According to this rule, students who attempt more than 150% of the credit hours needed to graduate from their program of study will be ineligible to receive financial aid. Under this rule, all credits, taken at Peirce or transferred to Peirce, are counted in this 150% rule calculation. Please note this rule applies to all courses taken regardless of how they were paid for (cash, financial aid, tuition reimbursement, etc.). Remedial credits will count in this formula. The formula for the 150% rule calculation is as follows: career credits earned divided by career credits attempted.

At the end of each term, the Financial Aid Office and the Dean of Students will review the progress of each student. Students who have not met all three of the requirements listed above will be notified in writing that they have not achieved Satisfactory Academic Progress. Only courses for which the student received grades of A, B, C, D or P are acceptable grades for Satisfactory Academic Progress. Grades of F, I, or W, are not acceptable. For more information about academic progress notifications, please see the Peirce College Academic Progress, Probation, and Dismissal policies which appear in SECTION I of the Student Policy Handbook.

FINANCIAL AID WARNING, PROBATION, AND APPEALS

Financial Aid Warning

A status assigned to a student who fails to make satisfactory academic progress at the end of each 14-week term (fall, spring, summer). A student will be notified stating that academic performance was not met under the Satisfactory Academic Progress policy. Students may continue to receive financial aid for the following 14-week term despite a determination that the student is not meeting the academic requirements. A letter or email will be sent to the student informing her/him of their current status. After two consecutive 14-week terms of not meeting Satisfactory Academic Progress, a student will be placed on Financial Aid probation.

Financial Aid Probation

Students who fail to make Satisfactory Academic Progress after two consecutive 14-week terms will have their financial aid suspended. Financial aid probation halts all federal, state, and institutional aid. Students will be notified stating that academic performance was not met under the Satisfactory Academic Progress policy. A letter will be mailed or emailed to students informing them of their status and next steps.

Appealing Financial Aid Probation

Students placed on financial aid probation status have the right to appeal. To appeal, students with special circumstances and proper documentation of (i.e., doctor’s notice, death in the family, etc.), may appeal the SAP probation and/or aid eligibility suspension by completing a Satisfactory Academic Progress Appeal Form. This form is available on the student portal at https://my.peirce.edu under the My Finances tab.
The appeal should include the following information:

A statement in the student's own words explaining why he/she failed to earn the required credits and/or required GPA for two consecutive 14-week terms and actions the student will take, or has taken, to correct or prevent the situation from reoccurring. If the appeal involves a medical reason, documentation from a doctor is required indicating the student is cleared to return to school and the medical condition will not prevent the student from being successful in the future. If the appeal involves exceeding the maximum timeframe, documentation is required from the student’s academic advisor listing the remaining courses needed to complete the degree. Submission of an appeal does not guarantee that financial aid will be reinstated. If an appeal is not received within 15 days of notification, all financial aid will be canceled and a financial aid hold will be placed on the student’s account. No exceptions to this policy will be made.

Approval of Appeal
Once an appeal is approved, financial aid will be reinstated for one additional 14-week term. A student may be required to complete specific courses, reduce course load, and/or complete an education plan when financial aid is reinstated. The student must meet all requirements established to maintain eligibility. Student notification will be forwarded by mail or email with the specific requirements. This information will be provided by a Financial Aid Specialist and/or a Program Advisor.

Denial of Appeal/No Appeal Received
If an appeal is denied or no appeal is received, a student must complete the following steps:

1. Complete a minimum of 6-12 credit hours WITHOUT financial aid from Peirce College or complete 6-12 credits at another institution of higher education, if approved by the student's Program Advisor. If taking classes at Peirce College, complete an education plan with a Program Advisor.

2. Achieve a minimum GPA of 2.0.

3. Complete 100% of attempted credits.

Once a student has successfully completed the above, he/she should contact the financial aid office for a review to be reinstated. A letter or email will be sent to the student with information about updated status.

INSTITUTIONAL REFUND
A student who is receiving any Title IV financial aid funds is subject to the Return of Title IV Fund policy if the student withdraws from Peirce College after the beginning of the semester and before the semester is completed. This policy is mandated by Federal Regulation (HEA, Section 484B; 34 CFR Part 668; 34 CFR Part 682) and affects those students who received any Title IV funds during the semester of withdrawal (Federal Pell Grant, Federal SEOG Grant, Federal Stafford Loan, Federal Perkins Loan, and Federal PLUS Loan).

When a student registers for courses, a seat in one or more classes is reserved for him/her, and tuition and fee costs are incurred. These charges must either be paid by the student or charged to his/her financial aid awards. It is the responsibility of the student to take advantage of the instructional services that have been reserved. If a student does not want to remain in a particular class and does not want to be liable for the tuition and fees for the course, then he/she must officially drop the course within the drop/add period (100% of tuition will be refunded). If the course is not dropped within the drop/add period, tuition is refunded on the basis of the following schedule:

<table>
<thead>
<tr>
<th>Withdrawal Occurring</th>
<th>Percent of Tuition Charged</th>
<th>Percent of Tuition Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>On or Before First Day of Class</td>
<td>0%</td>
<td>100%</td>
</tr>
<tr>
<td>During Drop/Add Period</td>
<td>0%</td>
<td>100%</td>
</tr>
<tr>
<td>After Drop/Add Period</td>
<td>100%</td>
<td>0%</td>
</tr>
</tbody>
</table>

viii. financial aid
RETURN OF TITLE IV FUNDS WITHDRAWAL

Return of Title IV Funds

A statutory schedule is used to determine the amount of Student Financial Aid (SFA) program funds a student has earned when he or she ceases attendance based on the period the student was in attendance. As a result, the order of return of unearned funds no longer includes funds from sources other than SFA programs.

Students who completely withdraw at or before 60% of the term will be processed through a Return of Title IV Funds Calculation.

The withdrawal date is the date determined from attendance records. If attendance records are not available, the College will use the following:

- The date the student began the withdrawal process prescribed by Peirce College.
- The date the student otherwise provided official notification to Peirce College of the intent to withdraw.

Calculation of Amount of SFA Program Assistance Earned

Percentage completed equals the number of days completed as of the withdrawal date divided by the number of days in the semester or payment period. This percentage is also the percentage of aid earned.

Multiply the percentage of aid earned by the total amount of aid that could have been awarded to the student during the semester or payment period. The resulting dollar amount is the actual dollar amount of earned aid.

Compare the actual dollar amount of earned aid to the amount of aid that had been disbursed to the student.

- If the amount disbursed is less than the amount earned, the student must receive a post-withdrawal disbursement of the unpaid earned aid within 120 days of the date of withdrawal. Earned funds in excess posted to the student’s account must be provided to the student. Written notification will be sent to the student and/or parent including the information necessary for the student and/or parent to make an informed decision as to whether the student or parent would like to accept any of the disbursement. This notification will be provided for post-withdrawal disbursements of both Title IV grant and loan funds that are available for direct disbursement. Peirce will send the notification as soon as possible, but no later than 45 calendar days after the date that the College determines that the student withdrew. The notice will identify the type and amount of the Title IV funds that make up the post-withdrawal disbursement and explain that the student and/or parent may decline all or a portion of those funds. In the notification, the College will advise the student and/or parent that he/she has 14 calendar days from the date the school sent the notification to accept a post-withdrawal disbursement. If the information is not received, the College may disburse the funds.

- If the amount disbursed to the student is greater than the amount earned, the difference must be paid back to the Title IV programs. The restorations of monies to Title IV programs will be in the following order:
  1. FFELP Unsubsidized Federal Stafford Loans
  2. FFELP Subsidized Federal Stafford Loans
  3. Federal Direct Unsubsidized Stafford Loans
  4. Federal Direct Subsidized Stafford Loan
  5. Federal Perkin Loan
  6. FFELP parent of Grad PLUS Loans
  7. Direct parent or Grad PLUS loans
  8. Federal Pell Grant
  9. Academic Competitiveness Grant
  10. National Smart Grants
  11. Federal SEOG Teach Grants (as of 7/1/2008)
Return of Title IV Formula Using the Worksheet
A statutory schedule is used to determine the amount of Student Financial Aid (SFA) program funds a student has earned when he/she ceases attendance based on the period the student was in attendance. As a result, the order of return of unearned funds no longer includes funds from sources other than SFA programs. The Return of Federal Funds Worksheet and instructions are available online at http://www.peirce.edu/FinancialAid/FinForms.htm or may be requested from Student Financial Services.

FEDERAL AND STATE AID PENALTIES FOR DRUG VIOLATIONS
Any student who has been convicted of any offense under any Federal or State law involving the possession or sale of a controlled substance shall not be eligible to receive any grant, loan, or work assistance during the period beginning on the date of such conviction and ending after the interval specified in the following table:

If convicted of an offense involving:

The possession of a controlled substance: Ineligibility period is:
First offense ........................................ 1 year
Second offense .................................... 2 years
Third offense ..................................... Indefinite

The sale of a controlled substance: Ineligibility period is:
First offense ........................................ 2 years
Second offense ..................................... Indefinite

A student regains eligibility the day after the period of ineligibility ends or after the completion of a qualified drug rehabilitation program. Any further drug convictions will result in a repeated ineligibility status. Students denied eligibility for an indefinite period can regain it only after successfully completing a rehabilitation program as described below or if a conviction is reversed, set aside, or removed from the student's record so that fewer than two convictions for sale or three convictions for possession remain on the record. In such cases, the nature and dates of the remaining convictions will determine when the student regains eligibility. It is the student’s responsibility to certify to the Program Manager, Student Financial Services that he/she has successfully completed the rehabilitation program. When a student regains eligibility during the award year, Student Financial Services may award Pell, ACG, National SMART, campus-based aid, and Direct and FFEL loans for the current academic term and any future terms.

Standards for a Qualified Drug Rehabilitation Program
A qualified drug rehabilitation program must include at least two unannounced drug tests and must satisfy at least one of the following requirements:

- Be qualified to receive funds directly or indirectly from a federal, state, or local government program.
- Be qualified to receive payment directly or indirectly from a federally or state-licensed insurance company.
- Be administered or recognized by a federal, state, or local government agency or court.
- Be administered or recognized by a federally or state-licensed hospital, health clinic, or medical doctor.

Students planning to participate in a drug rehabilitation program must ensure that their selected program meets the qualified drug rehabilitation program standards. After completion of a qualified program, a student may submit his/her certification statement to the Program Manager, Student Financial Services for review. After review, the student will be contacted by the Program Manager, Student Financial Services to discuss his/her eligibility status for receiving state, federal, and/or campus-based aid.