

SECTION 10: FINANCIAL AID AND CONSUMER INFORMATION

10.1 Financial Aid

NUNM participates in federal financial aid programs, including loans and work-study. Financial aid is available to students enrolled at least half time. The definition of half time for federal financial aid eligibility is 5.5 credits for all eligible degree seeking programs. Students who have been accepted at NUNM may apply for federal financial aid. This requires filing a Free Application for Federal Student Aid (FAFSA). These forms are available online at fafsa.gov. Eligibility for financial aid is determined by using a federal formula outlined by the U.S. Department of Education. Students must file a new FAFSA each year of study and must file by NUNM's priority packaging date of February 15 to be considered for any need-based aid. Federal work-study is considered a need-based aid award and is awarded to the highest need students as determined by the U.S. Department of Education. Due to limited funding allocations in this program, eligible students who apply after the priority deadline date run the risk of losing the opportunity to receive an award. Although there are no guarantees, students will be placed on a work-study waitlist in the event that funds become available later in the year. Matriculated and deposited students can anticipate receiving their award packets between May and late August each year. Students with demonstrated high need, who met the priority packaging date deadline and begin their enrollment in summer, will be among the first to receive their award packet.

10.2 Cost of Attendance

Budgets are established annually and are used to calculate a student's financial aid eligibility. Financial aid is awarded in early spring of each academic year; February 15 is the early bird priority packaging date for need-based aid consideration.

For NUNM graduate programs, all students are considered "independent" and are eligible to receive the maximum allowable in federal loans. To continue to receive financial aid, students must make satisfactory academic progress (SAP), as defined by academic policies, and must be enrolled at least half time in required courses that are applicable to a student's program of enrollment to qualify for federal aid. Academic or elective credits not required for degree completion are ineligible for federal aid.

The Financial Aid Office can advise students about sources of financial aid and budgeting strategies. This office remains an available resource after the student leaves NUNM. Alumni may contact the Financial Aid Office for contact information pertaining to student indebtedness and loan repayment options and confidential counseling on student debts and loan repayment.

10.3 Scholarships

Money received from scholarship sources does not have to be repaid. At NUNM there are limited scholarships available for both entering and matriculated students. NUNM matriculated scholarships are administered by the Advancement Office. In order to be assured of full consideration for available scholarships, completed applications for admission and scholarship awards, along with all supporting documentation, must be received in the Admissions or Advancement offices by the appropriate deadline dates.

NUNM anticipates awarding scholarships to both new and returning students enrolled during the academic year. The amount and availability varies for all scholarships from year to year. Scholarship recipients must maintain SAP as a condition for receiving a scholarship. Failure to do so will result in cancellation of the scholarship. This policy applies to both internal and external scholarships funding sources.

10.4 Loans

Loans comprise the majority of financial aid at NUNM. Approximately 93% of students attending the university find it necessary to borrow some funding while completing their program. However, students should keep in mind that these loans are not designed to meet the total student

budget to attend programs at NUNM, and that the money borrowed will have to be repaid with interest.

Federal Direct Stafford Loan Program (Title IV Loans)

Eligible ND or concurrent-track graduate and professional students may borrow an unsubsidized loan up to \$40,500 annually under the federal loan program. Students enrolled solely in any of the master's programs, including the DSOM for federal aid purposes, may borrow an unsubsidized loan of up to \$20,500 annually under this program. "Annually" is defined as a standard academic year of nine (9) or 12-months depending on the student's enrollment. **Students should keep in mind that interest on these loans continues to accrue while enrolled in school.** Generally repayment of a Direct Stafford loan(s) will begin six months after the student graduates, withdraws or falls below half-time status. Complete instructions and individual counseling on loan repayment will be given to students before graduation or at the time of separation from the institution.

Federal Direct Graduate PLUS Loan Program

This program is available to students to help offset the cost of their education. This loan is in addition to the Federal Direct Stafford Loan Program to fill the gap between any other forms of financial aid the student may receive, and additional money needed for school up to the student's cost of attendance budget. Students should keep in mind that the interest on these loans continues to accrue while enrolled in school and that the interest rates are generally higher than the Federal Direct Stafford Loan Program. A credit check is required and an endorser option may be available. There is no grace period on this loan and repayment begins 60 days after the final loan disbursement; however, students are eligible to request an in-school deferment on this loan. For more information, contact the Financial Aid Office.

NUNM Emergency Loans

The university provides emergency loan assistance on a short-term basis to students experiencing financial hardship resulting from unexpected emergency situations. A maximum of \$500 may be borrowed, and a \$10 processing fee is charged for each loan. Emergency loans are considered a loan of last resort and available at the discretion of the director of financial aid to students with an acute immediate need. Additional criteria for this loan is outlined in the application process. Students cannot borrow more than one emergency loan per academic year, cannot borrow this loan in the final term of an academic year, and must have this loan repaid in full prior to the end of the respective term. For more information, students can make an appointment to meet with the director of financial aid for consideration.

Professional Judgment Review

The U.S. Department of Education gives the director of financial aid the authority to make adjustments to a student's financial aid package in cases involving unusual circumstances through a process known as professional judgment. Students experiencing unusual/unexpected financial circumstances during the academic year can request a meeting with the director of financial aid to request a review. An academic year is defined as a period of enrollment during the current FAFSA year. Students under review are required to act professionally and respond appropriately, and will be required to sign a release to provide specific documentation. The professional judgment review process is solely at the discretion of the director of financial aid, and all outcomes whether approved or denied are final and ineligible for appeal.

Federal Title IV Refund Procedure

Title IV funds are awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws they may no longer be eligible for the full amount of Title IV funds that they was originally scheduled to receive. Students who withdraw from the program before week eight of any quarter may be

eligible for a refund. If a student receiving financial aid is eligible for a refund, that refund is returned to the federal financial aid program. If the amount of the refund exceeds the total amount of aid, the excess will be returned to the student.

Students whose accounts were paid in full often have a balance due NUNM after withdrawal. The Title IV Return of Funds policy operates independently of the university's tuition refund policy. It is possible for a withdrawing student to owe NUNM money because aid must be returned to the Title IV Program, but the student is not entitled to a refund of institutional charges.

Federal Title IV funds are always returned in the order mandated by the U.S. Department of Education. For graduate-level students attending NUNM the order is:

1. Federal Direct Unsubsidized Stafford Loan
2. Federal Direct Graduate PLUS Loan

The calculation of Title IV funds earned by students has no relationship to their incurred institutional charges. Up through the 60 percent (60%) point in each payment period or period of enrollment, a prorated schedule is used to determine the amount of Title IV funds students have earned at the time of withdrawal.

After the 60 percent (60%) point in the payment period or period of enrollment, students earn 100 percent (100%) of the Title IV funds they are scheduled to receive during the period. For a student who withdraws after the 60 percent (60%) point-in-time, there are no unearned funds. However, a school must still determine whether that student is eligible for a post-withdrawal disbursement.

Federal refund calculations are completely independent of NUNM's tuition refund policies.

Note: The Federal Title IV refund calculations only apply to *withdrawals from all classes*. However, if a student changes track and there is an adjustment made to the tuition charges, the Financial Aid Office will recalculate the student's cost of attendance budget for aid eligibility.

Federal regulations require that any student who has received a loan while attending NUNM and who leaves the university for any reason, including official leaves of absence, must participate in a loan exit interview. Exit interviews are conducted online at studentloans.gov. Additional information may be obtained by calling the Financial Aid Office.

10.5 Federal Work-Study

The Financial Aid Office administers an automated Federal Work-Study (FWS) Program for need-based aid. Job announcements are online at nunm.edu for this program. NUNM's work-study program provides work in positions on- or off-campus. Students can receive wages of \$11 per hour.

NUNM work-study positions allow eligible qualified students to work and earn money for their education. However, due to the demands of the program, students generally find their schedules limit their work hours to 20 hours per week or less. NUNM has a variety of jobs available to students: clerical aides, campus guides, library aides, Medicinary assistants, community clinic aides, etc.

FWS eligibility is awarded to the highest need students as determined by the U.S. Department of Education. **Before a student begins working, all authorizations and approvals must be secured.**

Students considering work-study need to become familiar with the following:

- Students are eligible to be considered for FWS positions if they complete a FAFSA form, and are determined to be a high-need student by the U.S. Department of Education.

- Students must apply by the priority packaging date of February 15 each year to be considered for a FWS award. Funds are awarded on a first-come first-serve basis until all funds have been exhausted.
- If funds are exhausted, qualifying students who met the February 15 deadline will be placed on a work-study waitlist in the event that funds become available later in the year. However, students are advised that there are no guarantees for funding availability.
- March 1 deadline: Students who missed the early-bird deadline of February 15, but who the U.S. Department of Education determines to be a qualifying high-need student, will be placed on the FWS waitlist as long as their FAFSA was filed on or before March 1.
- Those students who meet the awarding criteria for FWS will receive notification of their employment allocation in a financial aid packet.

All work-study positions require job descriptions. These job descriptions are maintained in the Financial Aid Office and posted online at nunm.edu. Job descriptions are renewed July 1 of each year and end June 1 just prior to the end of each academic year. Job approval is at the discretion of financial aid staff. Timesheets are entered online for all NUNM work-study jobs. The online timesheet process starts AFTER a student applies for a hire form and after it is signed by both the student and supervisor and submitted to the Financial Aid Office. After they are approved, students will be notified by email to begin working and filling out an online timesheet for their positions.

- The student employee is responsible for accurately reporting all work hours on the electronic time sheet. Each student must record the time that the shift started and ended, including all lunch breaks. Time sheets are due on or around the 25th of each month. Students must consult the published FWS payroll schedule for the monthly deadline. Supervisors are responsible for reviewing, approving and electronically signing their student employees' time sheets by the deadline date. The payroll office or director of financial aid will not process time sheets if they are incomplete or have not been electronically signed by the appropriate supervisor.
- Students must sign the online Student Participation Agreement and FWS Policy and Procedure Handbook that indicates they have read and understand the program terms and conditions.
- All student employees must complete the required Oregon Occupational Safety and Health Administration (OSHA) training prior to the first day of employment.
- All student employees must complete the following documents in the payroll office before their first pay check will be processed:
 - Tax Withholding form (W-4)
 - INS Eligibility form (I-9)
- All students are required to complete TB testing prior to working.
- Students are paid for their work hours with a university paycheck, issued by the payroll office on the first day of each month.

10.6 Criteria Used in Determining Student Aid Awards

NUNM subscribes to the federally approved and mandated system of needs analysis for the purposes of awarding need-based student aid. This system is subject to review and adjustment by Congress, and is subject to reauthorization as part of the Higher Education Act every five years. NUNM requires students seeking financial assistance to complete an application process for need-based federal student aid. This process involves the following steps:

- The student completes a one-page Office of Financial Aid Institutional Application. This completed document begins the student aid file at NUNM.
- The student completes a Free Application for Federal Student Aid (FAFSA) Needs

Analysis form. The FAFSA collects information about the applicant's income and assets. The applicant submits the completed FAFSA to the central processor, and in response the applicant receives a document called the Student Aid Report (SAR). NUNM receives applicant information from the central processor in an electronic format called the Institutional Student Information Record (ISIR).

- The Financial Aid Office reviews the complete application materials, including the ISIR, and determines eligibility for need-based federal student aid (Federal Direct Stafford Loan and Federal Work-Study). Second, there is a determination for non-need-based federal student aid (Federal Direct Unsubsidized Stafford Loan and Federal Direct Graduate PLUS Loans). Students who are found to have a previous default through any of the federally funded student loan programs are considered ineligible for federal financial aid until the default is resolved.
- NUNM develops a Standard Estimated Student Expense Budget each year for the purpose of estimating educational costs for the academic year. This budget includes estimated tuition and fees, books and supplies, room and board, transportation and miscellaneous personal expenses. The director of financial aid reviews the ISIR and notes the "Expected Family Contribution" (EFC), which the applicant is expected to contribute to their own education. "Financial Need" is then calculated by subtracting the EFC from the Standard Estimated Student Expense Budget as follows: Standard Estimated Budget – EFC = Financial Need.
- The Financial Need figure represents the maximum amount of need-based aid that the applicant is eligible to receive. Federal Work-Study is the only source of need-based aid available at NUNM.
- Federal Direct Stafford Loan amounts are outlined in the Federal Title IV Stafford Loan Program section. Federal Work-Study awards depend on the federal allocation NUNM receives in the spring each academic year. Significant reductions over the years have resulted in changes for how these funds are administered. Annual awards of \$300 translate to approximately one to two hours of part-time employment per week while classes are in session.

After award determination, the Financial Aid Office forwards an award packet to each eligible student, specifically indicating the exact type and amount of aid each applicant is eligible to receive. It is the responsibility of each award applicant to review the award letter and all enclosures, and to return signed copies of appropriate award letter and loan application materials to the Financial Aid Office by the reply date indicated. The reply date is typically 30 days from the generation date of the award letter.

10.7 Estimated Student Expense Budgets for Calculating Student Aid Eligibility

It is the responsibility of the Financial Aid Office to establish reasonable, standard budgets for estimating students' cost of attendance budgets. These standard budgets are updated each year and reflect changes in direct charges (i.e., tuition, fees, books and supplies), as well as changes in a student's living expense budget.

10.8 Criteria for Continued Student Eligibility

NUNM requests that students fill out both the NUNM Institutional Application and the Free Application for Federal Student Aid each academic year. Students must be enrolled for a minimum of 5.5 credits in the ND or master programs, or a combination of programs to receive federal financial aid. **To continue to receive financial aid, the student must make SAP, as defined by academic policies, and must be enrolled at least half time in required courses that are applicable to a student's program of enrollment to qualify for federal aid. Academic or elective credits not required for degree completion are ineligible for federal aid.**

10.9 Resolving Holds / Appealing Suspension of Aid Eligibility

Students experiencing academic difficulty will receive a financial aid warning reminding them of the academic requirements for their aid programs. These students will be notified that further action will be taken if there is not significant improvement. If the student has fallen below the completion ratio standards for SAP, they will be subject to the terms and conditions of the Financial Aid Satisfactory Academic Progress policy (below). Reasons for holds on aid include an incomplete financial aid file or the need to resolve conflicting student information that would affect eligibility for aid. Reasons for suspension typically include enrollment for less than half time, default on federal student loans, and inability to maintain SAP. The Financial Aid Office will provide guidance on how to complete or resolve conflicting information in a financial aid file, the impact of reduced enrollment on aid, and how to remediate loan default. Aid is available for students who have a contract to remediate their academic status. The terms of this contract must be completed in order for the student to remain enrolled and receive aid.

10.10 Financial Aid Satisfactory Academic Progress Policy

Federal regulations require schools to monitor the academic progress of each applicant for federal financial assistance and that the school certify that the applicant is making satisfactory academic progress (SAP). Students who meet the satisfactory academic progress requirements maintain their eligibility for federally funded programs.

Students must maintain satisfactory academic progress toward a degree in order to continue in the program and to continue to receive federal, state and institutional financial aid. “Satisfactory Academic Progress” is defined as passing all program requirements, maintaining pace of progression to complete their degree and completing their program of enrollment within the published timeframe. Students who do not meet the minimum standards will find their financial aid eligibility in jeopardy.

Basic Academic Requirements

- Be admitted and enrolled for the purpose of obtaining a degree;
- Be continually progressing toward your degree;
- Be in good academic standing
- Complete degree requirements per the published curriculum layout for their program of enrollment

Qualitative Standards

Students are expected to pass all courses each quarter in order to stay in good standing for federal student aid programs. All credits attempted are included in the calculation when determining satisfactory academic progress, even if the attempted credit/course was not funded using Title IV Aid.

Quantitative Standards

The quantitative component has two parts, (1) Required completion of courses and (2) Maximum timeframe.

Completion of coursework measures the rate of progress toward the degree, based on how many credits were successfully completed out of all credits attempted. A successful attempt is defined as a course in which a passing grade is earned. Students must complete their program(s) of enrollment within the published timeframe. The maximum lengths of study depend on the degree(s) you are pursuing. All credits attempted are included in the SAP calculation, even if the attempted credit/course was not funded using Title IV Aid.

Using the qualitative and quantitative measures of progress, a student may be placed in one of the following SAP statuses:

Students who fall below SAP standards will be placed in **‘Warning’** status.

- **‘Warning’**: At the point of discovery students will be placed on financial aid ‘Warning’ status if they have or will receive a single grade of “F” (or equivalent failing grade) for their program of enrollment. **Note: Students in ‘Warning’ status may be eligible for financial aid.**
- Students will receive a Financial Aid Warning letter and a temporary hold will be placed on their financial aid award package. This hold extends to all types of aid including federal work-study and student employment programs, and any non-federal or grant aid certifications or awards.
- Students placed on ‘Warning’ status must meet with an academic advisor within one week to sign an academic contract. This agreement will delineate a timetable for repeating failed courses, identify needed resources, and requires that the student not fail any other required courses during the warning/probationary period.
- Students are not eligible for financial aid until a current academic contract is on file and/or a written release has been received from the Registrar’s Office.

Students who fall below SAP standards will be placed on **‘Probation’** status.

- **‘Probation’**: You will be placed on ‘Probation’ status for one term if you receive two or more grades of “F,” or equivalent failing grade. **Note: Students in ‘Probation’ status may be eligible for financial aid.**
- Students not making SAP may be referred to the Academic Review and Appeals Committee (ARAC). Financial Aid will be suspended pending the outcome of ARAC.
- Students will remain ineligible for aid until a new or revised academic contract is on file and/or a written release has been received from the Registrar’s Office.
- Once documentation of a contract has been received the suspension of aid will be lifted, but the student will remain on financial aid probation until all issues have been resolved.
- If at the end of the student’s probationary period they have yet to fulfill the contract requirements or receives additional failing grades, they will be placed on ‘Suspension’ status.

Students who fall below SAP standards will be placed on **‘Suspension’** status.

- **‘Suspension’**: You will be placed on ‘Suspension’ status if you do not fulfill your academic contract, or deemed not making satisfactory academic progress. **Note: Students in ‘Suspension’ status are NOT eligible for financial aid.**

‘Near Maximum Timeframe’ Status

- Once you near completion of your degree(s), you will be placed in ‘Near Maximum Timeframe’ status. This status means you are approaching the maximum timeframe for your degree program. **Note: Although you may still be eligible for aid, you may want to plan your coursework to complete your degree within the maximum timeframe.**

‘Reached Maximum Timeframe’ Status

- Once you have completed all coursework required for your degree(s), you will be placed in ‘Reached Maximum Timeframe’ status. **Note: You are NOT eligible for financial aid and will be required to personally pay for any additional coursework/charges to your student account.**

Incompletes and Course Repeats

- Incompletes do not count in number of courses completed until the course is graded.
- Incomplete grades must be converted to a passing grade by the end of week two of the following term, after which time they are automatically converted to failing grades.

- Federal financial aid is not available for courses that need to be repeated.

Concurrently Enrolled Students

Concurrently enrolled students who fail to maintain SAP in one program will need to follow the SAP policies in place for their given situation. Students who fail to maintain SAP in one program and then decide to withdraw from that program may not find their SAP issues amended and will be subject to the decisions of the director of academic access and success and/or dean for their program of enrollment.

‘Not for Degree Credits’ and Audited Coursework

Courses that are not required for degree completion or audited courses are ineligible for aid.

Notification of Eligibility

The minimum progress standards will be checked after each term of enrollment (summer, fall, winter and spring). If you do not meet the minimum requirements AND you have been placed in either ‘Suspension’ or ‘Reached Maximum Timeframe’ status, refer to the “Appeals” or “Re-Establishing” section.

Appeals

If extenuating circumstances prevented you from meeting the requirements, you may file a Financial Aid Satisfactory Academic Progress (FSAP) Appeal. The appeal requires you to provide information and documentation of extenuating circumstances for specific terms of study. All requests for a FSAP appeal must be done in writing and submitted to the director of financial aid within 10 days from the notice of suspension of aid eligibility. Financial aid appeals are NOT the same as academic appeals. Financial Aid Appeal forms are provided by the Financial Aid Office. Students are ineligible for financial aid while academically suspended from NUNM.

Re-Establishing

If you do not appeal or your appeal is denied, you must enroll in the maximum number of credits required for your program of enrollment in order to demonstrate your ability to maintain satisfactory academic progress within the term you are attempting to reestablish your eligibility. You are personally responsible for paying for all charges incurred during this time. At the end of the term we will review your grades to determine whether you have successfully completed the necessary course requirements to regain your eligibility for federal financial aid.

10.11 Student Loan Fund Disbursement Procedures

The Financial Aid Office receives the details of student loan fund disbursements in paper and electronic format. The Financial Aid Office is responsible for recording receipt date and fund amounts for each student, verifying enrollment status, and certifying the student is not on academic probation. Federal loan disbursements are received at the institution approximately at the start of each term. This detailed information is then forwarded to the Business Office. Business office personnel will verify the total credit hours each recipient is enrolled at the time of disbursement (or when the loan funds received are credited to the student’s account).

10.12 Methodology/Frequency of Student Financial Assistance Disbursements

NUNM operates on a quarter system. This system includes summer, fall, winter and spring quarters. Summer is the header term and begins the academic year at NUNM. For financial aid purposes, the academic year is the same as the FAFSA year, which begins July 1 and ends June 30 of each year.

All financial aid funds are disbursed quarterly through the Business Office. The Business Office applies financial aid funds to a student’s account for unpaid tuition and fees at the time funds are received by the institution. If financial aid funds are in excess of tuition and fees, the resulting credit balance will be refunded to the student to use for other education related expenses. Refund

checks that are available at the start of fall/winter/spring terms are distributed by the Business Office staff on the first day of the term. Refund checks that become available after the first day of classes, or at any time during summer term, are placed in student mailboxes.

If a student receives financial aid after the term begins, any resulting credit balance will be refunded by the Business Office within ten (10) business days of receipt of the funds by the institution. The refund check will be placed in the student's mailbox.

Credit balances resulting from any other financial activity, such as dropped classes, in the first three weeks of the term will be refunded in the fourth week of classes (after the add/drop period has ended and tuition has become due). Credit balances resulting after the third week from any activity other than receipt of financial aid funds will be refunded in the sixth, eighth, tenth and twelfth weeks of the term. Refund checks will be placed in student mailboxes.

10.13 Financial Aid Policy and Drug-Related Convictions

Students are ineligible for Federal Title IV aid if convicted of an offense involving the possession or sale of illegal drugs. The period of ineligibility is contingent upon the offense committed and on whether the student is a first-time or repeat offender.

To restore Title IV eligibility early, students must successfully complete a qualified drug rehabilitation program that conducts two unannounced drug tests; and receives, or is qualified to receive, funds directly or indirectly from a federal, state or local government program. Rehabilitation programs must be administered or recognized by a federal, state, or local government agency or court. The rehabilitation program must be qualified to receive, or currently receives payment directly or indirectly from a state-licensed insurance company; or must be administered or recognized by a state-licensed hospital, health clinic or medical doctor. For more information please see the director of financial aid.