# Randolph-Macon College

## Financial Aid Consumer Information Booklet 2011-2012

# FINANCIAL AID CONSUMER INFORMATION BOOKLET 2011-2012

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# I. Conditions Governing Financial Aid Awards

## A. General

1. In order to receive financial aid, you must be an enrolled student and maintain satisfactory academic progress in a degree program, must not be in default on a student loan, and must not owe a refund on a grant. See "Standards of Academic Progress" in Section II.

2. You are required to notify the Financial Aid Office in writing of any changes in your financial (including the receipt of any external scholarships, grants, or loans), academic, residency and/or domicile status. Changes in these areas may reduce your financial aid award.

3. You must be carrying at least **12 credit hours** (repeat classes are counted only once and cannot include the repetition of previously passed courses) each fall and spring term in order to be considered a full-time student. If, at the end of the add period, your course load is fewer than 12 credit hours, your financial aid awards may be reduced or cancelled. However, the Pell Grant program requires full-time enrollment at the time the grant is paid. Thus, if you are less than full-time at the time we submit your record to the federal processor for payment, your Pell Grant amount will be reduced.

4. Financial aid awards may be reduced or cancelled in the event of your withdrawal from the College. See Section VII.

5. If you are not satisfied with your financial aid award, you may appeal in writing to the Director of Financial Aid at any time. Also, if changes have occurred since the time you submitted your financial aid application (i.e., loss of employment, divorce or separation, etc.), you may inform the Financial Aid Office and request a reevaluation of your financial need.

6. First-time students must show proof of high school graduation by providing to our Admissions Office an official end-of-year transcript.

## B. Specific Program Conditions

1. If you have accepted a **College Loan**, you must come to the Financial Aid Office after registration to sign a promissory note and other pertinent documents. Failure to sign the promissory note will result in cancellation of this award.

2. If you have accepted a **Pre-Ministerial Grant**, you must come to the Financial Aid Office after registration to sign the Pre-Ministerial Agreement and promissory note. This award is available to students preparing for full-time, church related vocations after no longer being enrolled. If you fail to abide by this requirement, you must begin repayment of the grant beginning three months after you leave school.

3. If you have accepted the **A. Purnell Bailey Scholarship**, you must come to the Financial Aid Office after registration to sign your Pre-Ministerial Agreement and promissory note.

4. If you have accepted a **Family Grant**, you must have one or more siblings enrolled full-time at Randolph-Macon College simultaneously. Failure to adhere to this requirement will result in cancellation of this grant.

5. The **Virginia Tuition Assistance Grant (VTAG)** is a grant from the State of Virginia awarded to Virginia residents who attend a private college in Virginia. The program is administered by the State Council of Higher Education in Virginia (SCHEV). Your TAG award is subject to the following conditions: 1) you must be enrolled full-time (12 hours each semester). You must be eligible for a Fall award in order to receive a Spring award; 2) you must maintain Virginia residency; 3) you must submit a TAG application to the Financial Aid Office by July 31 if you are a first-time TAG recipient; and 4) **TAG awards are subject to the availability of funds**. Additionally, in the event you withdraw from R-MC, your TAG award may be affected. Please feel free to visit http://www.schev.edu/students/factsheetVTAG.asp?from= for more details regarding these conditions.

   Finally, you and your parents are strongly encouraged to write a note to your state representative expressing your appreciation for the TAG award and requesting their continued support of the program. Please log on to the following website to find the names and addresses of your state representatives at http://capwiz.com/cicv/home/. Each year we have a letter-writing campaign in the fall and visit the General Assembly in January to remind our representatives how important this award is to our students. Parents who participate in both of these campaigns would make an even greater impression.

6. Recipients of endowed or named scholarships must write a letter of appreciation to the donor. You will receive details from our Office of College Advancement regarding this later in the school year as well as information regarding the Donor-Recipient dinner.

## C. Disbursement of Funds

1. **Your financial aid award letter is not a bill**. In order to determine the amount you will owe the College, each semester you must subtract the semester's aid, excluding Federal Work-Study Program, from semester charges. See "Paying Your Bill" in Section VI. You may also use the billing calculation worksheet to determine your balance. Initial bills are sent by the Treasurer's Office in July for fall charges, and in November for spring charges. You should contact the Treasurer's Office if you have questions regarding your bill.

2. If your financial aid exceeds direct charges, you may request a refund from the Treasurer's Office after enrollment census each semester. Please note that actual dollars will not be credited to your account until enrollment census each semester.

3. The electronic (EFT) posting of your loan proceeds, or check if your lender does not participate in EFT, will be disbursed to your account no sooner than the last day to add a class each semester. Please refer to the disclosure notice from the U.S. Department of Education for the exact Federal Direct Student Loan disbursement amount, which may be less than the amount shown on your award letter due to the loan fees that may be deducted and dates of disbursements. Please note that disbursements will not be made until the Master Promissory Note has been signed.

4. Parent loans: **Randolph-Macon College Plitt Loans** are credited to your account by the College. The electronic (EFT) posting of loan proceeds of Federal Direct PLUS loans will be disbursed to your son's/daughter's account no sooner than the last day to add a class each semester, after the promissory note has been signed. The amount of your Federal Direct PLUS loan may be less than the amount on the award letter as the U.S. Department of Education may deduct up to 4% (at the time of this printing) origination fee.

5. You will receive notice from the Treasurer's Office regarding your rights to cancel a Federal Perkins, Federal Direct Student Loan, or Federal PLUS Loan at the time your account is credited with actual cash from these programs.

# II. Standards of Academic Progress for Financial Aid Recipients

## A. Introduction

In order to receive financial assistance under the programs authorized by Title IV of the Higher Education Act, as amended (HEA) and available through Randolph-Macon College, a student must be maintaining satisfactory academic progress in the course of study he or she is pursuing according to the standards and practices for the institution in which he or she is enrolled.

## B. Satisfactory Progress**

As a financial aid recipient at Randolph-Macon, you are expected to complete a minimum number of credit hours and achieve a minimum cumulative grade point average. The chart below outlines the minimum levels necessary. If you do not meet these standards, you will be ineligible to receive federal and institutional financial aid until such time as you are again in compliance with these minimums. Credit hours earned at another institution and accepted at Randolph-Macon College will be included in these minimums; however, the grades received with these credits will not affect your cumulative grade point average. Only your cumulative grade point average earned at Randolph-Macon College is counted in these minimums. Credit hours earned in a repeated class will count only one time.

| AT THE COMPLETION OF THIS FULL-TIME ACADEMIC YEAR | 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|---|
| YOU MUST HAVE PASSED AT LEAST THIS MANY CREDIT HOURS | 24 | 48 | 75 | 102 | 129 |
| AND ATTAINED THIS CUMULATIVE GPA IN ORDER TO BE MAKING SATISFACTORY PROGRESS | 1.67 | 2.0 | 2.0 | 2.0 | 2.0 |

## C. Time Frame

You are eligible to receive federal and institutional financial aid for a maximum of 10 semesters. If your program of study is extended, you may appeal for an extension beyond the 10 semester limit.

**D.** All students failing to meet the above standards will automatically receive one one-time semester probation.

## E. Appeals

If your failure to meet these standards of academic progress is due to extenuating circumstances, you may appeal in writing to the Financial Aid Advisory Committee stating reasons for failure to meet the requirements, providing any necessary documentation to support your claim, and outlining a course of action to remedy the situation. You will receive notice in writing of the committee's decision. The Financial Aid Advisory Committee's functions include reviewing financial aid appeals and advising the Financial Aid Office on its Financial Aid Academic Progress Policy.

## F. Incomplete Grades, Withdrawals

If you have incomplete grades, the Financial Aid Office cannot review your adherence to the above standards until your incomplete grades are final. If you withdraw from the college before completing any semester, your most recently complete cumulative grade point average and earned credit hours will be reviewed to determine your adherence to these standards.

## G. Reinstatement

If you lose financial aid, withdraw in poor academic standing, or are dismissed at the end of a semester, you must comply with these progress standards before being reinstated on financial aid. This may mean you will need to use your own resources, or obtain a private loan to pay your college expenses until you are again in compliance.

**This policy applies to the following programs: R-MC Grants, Private Scholarships administered by the College, Minister's Family Grants, Pre-Ministerial Grants, Tuition Remission, Tuition Exchange, Family Grants, Legacy Grants, R-MC Loans, Federal Perkins Loans, Federal Supplemental Educational Opportunity Grants, Federal Work-Study Program, College Scholarship Assistance Program, Federal Pell Grants, Yellow Ribbon, Federal Direct PLUS Loans, and Federal Direct Student Loans. Some private loans and scholarships may also require your adherence to these standards.

## H. Randolph-Macon Academic Scholarship Recipients

1. **Presidential Scholars** must achieve a cumulative grade point average (CGPA) of at least 2.0 at the end of their first year. The Scholarship Committee will not consider appeals for those falling below this CGPA. At the end of their second year and each subsequent year thereafter, all Presidential Scholars must have the required cumulative grade point average outlined in your notification letter from the scholarship committee at the time of your admission to the college. The Scholarship Committee will review all Presidential Scholars only at the conclusion of each academic year for CGPA compliance according to their award letter. There will be no mid-year appeals and/or reinstatements.

2. **R-MC Recognition, Achievement Grant, and Deans Award** recipients must maintain the cumulative grade point average indicated in the Satisfactory Progress chart on Page 3 of this booklet at the end of each academic year in order to renew this award. There will be no mid-year appeals and/or reinstatements.

3. **A. Purnell Bailey** scholars follow the same guidelines as the Presidential Scholars.

# III. Student Employment

## A. On-Campus

1. There are opportunities for student employment throughout the campus. Job descriptions are available beginning July 1 on our web page: http://www.rmc.edu/financial-aid/studentemployment.aspx.

2. **The Financial Aid Office does not place students in jobs**. A student selects the position he or she wishes to apply for and contacts the department and person identified in the job listing for an interview.

3. Students are required by immigration regulations of the federal government to provide verification of their eligibility to work in this country. Required forms of identification are listed on Form I-9 which is available at the Human Resources web page. One form is required from List A or B and another from List C. Students will not be allowed to work on campus until the required forms of identification, tax forms and the Student Employment Authorization Form have been completed and presented to the Human Resources Office of the College.

4. Federal Work-Study recipients who have not obtained employment by mid-October will have this award cancelled.

5. *International students are required to obtain a social security card. The Office of International Education and Study Abroad has information on obtaining the card*.

## B. Off-Campus

If the College is notified of any open off-campus positions in the Ashland-Richmond area, they would be listed in the Center of Counseling and Career Planning. Please contact that office for more information.

# IV. Student Rights and Responsibilities

As a consumer, you have the following rights:

## A. The right to:

1. Know what financial aid programs are available at R-MC.

2. Know the deadlines for submitting applications.

3. Expect fair treatment in the awarding of financial aid.

4. Have full information on the requirements for types of aid available at R-MC.

5. Know what portion of the financial aid received must be repaid, what portion is grant aid, and what portion must be earned.

6. Appeal the financial aid award or any decision of the Financial Aid Office pertaining to you which does not fall under the jurisdiction of federal or state regulations. This right includes answers to questions, explanations of Financial Aid Office policies and decisions, and the request for reconsideration. See #5 under "General Conditions Governing Financial Aid" on page 1.

## B. It is your responsibility to:

1. Be aware of and comply with financial aid application procedures and deadlines **each year**.

2. Provide correct information; misrepresenting information on the financial aid application is a violation of law, subject to fine, imprisonment, or both.

3. Accept responsibility for reading and understanding all forms where your signature, including your electronic signature, is required. You should keep copies for record-keeping purposes.

4. Accept responsibility for all agreements that are signed.

5. Report all new or increased resources if they were not known by the Financial Aid Office at the time you first accepted the offer of aid. Failure to report any resources could jeopardize future eligibility for financial aid or may require repayment of part of all of the funds previously disbursed.

6. Keep track of all loans so that the total amount is known when it is time to begin repayment. In the event of default on any student loan received while attending R-MC, the College reserves the right to withhold your academic transcript until the default has been eliminated.

7. Complete your loan Exit Interview and debt counseling before graduation, transferring, or when withdrawing from the College if a Federal Perkins Loan, College Loan, Federal Stafford Student Loan, or Federal Direct Student Loan was received while at R-MC. The college reserves the right to withhold your academic transcript until you have completed your loan Exit Interview and debt counseling session.

## V. Tax Reform and Financial Aid

**A.** The Tax-Reform Act of 1986 requires that grants and scholarships (not to include loans) received in excess of tuition (not to include room and board), required books, fees and equipment, be reported as taxable income on your federal income tax return.

**B.** The College is not required to issue a 1099, so you must keep accurate records of grants and scholarships received and tuition and book expenses. In other words, it will be your responsibility to report this information to the Internal Revenue Service.

**C.** Please note that grants and scholarships are awarded on an academic year and income taxes are filed on the calendar year. Therefore, in the 2011 income tax year, grants and scholarships in excess of tuition, books, fees and equipment must include those received in Spring ’11, Summer ’11 and Fall ’11.

**D.** We strongly advise that you and your parents contact your tax consultant for details on this aspect of the tax law, and other tax laws pertaining to higher education tax credits.

# VI. Paying Your Bill

**A.** Your bill will be sent to your home address by the Treasurer's Office in July for the first semester and in November for the second semester. The College will bill 55% of the year's charges in the fall, and 45% of the charges in the spring for tuition, room and board; 100% of fees are charged in the fall and fees are prorated if beginning enrollment in the spring.

**B. Payment Options**

Billing at R-MC is on a semester basis. You have two options when paying your R-MC bill:

**Option 1:** You must pay the balance due each semester by the due date for that semester; August 3 for Fall and December 1 for Spring.

**Option 2:** You may make equal monthly payments by participating in the TuitionPay Monthly Payment Plan. Should you choose this option, you must complete the TuitionPay Monthly Payment Plan application online at www.Tuition.SallieMae.com.

**C.** The following is a sample billing statement if you were receiving financial aid and paying through Option 2:

***SAMPLE Billing Statement – Fall/January billing term***

| Description | Charges | Payments/Credits | Account Balance |
|---|---|---|---|
| Tuition | $17,175.00 | | |
| Room – Freshman Village | 2,980.00 | | |
| Board – 19 meal plan | 2,460.00 | | |
| Mandatory Fees – On-Campus | 865.00 | | |
| Matriculation Fee[1] | 100.00 | | |
| Contingency Deposit[1] | 300.00 | | |
| Automobile Registration Fee | 100.00 | | |
| Residence Hall Association Fee | 10.00 | | |
| Reservation Deposit | | $ 300.00 | |
| Presidential Award | | 10,175.00 | |
| Direct Student Loan[2] | | 1,750.00 | |
| VTAG | | 1,300.00 | |
| TuitionPay Monthly Plan[3] | | 8,550.00 | |
| | $23,990.00 | $22,075.00 | $1,915.00 |

It is your family's responsibility to ensure that proper credit has been made to your account and that the balance due is paid. (Financial arrangements other than those outlined above must be made directly with the Treasurer.) You may use the billing calculation worksheet and college fee sheet (included with your award letter) to estimate your balance by term and for the year.

***Failure to pay your account balance can result in late fees and disenrollment. Please make the necessary arrangements to pay your bill so that this does not occur.***

[1]Required of first-time students only.

[2]Federal Direct Student Loan credited to your account is estimated until promissory note has been signed and the loan proceeds are received by the Treasurer's Office. Additionally, please remember that the amount applied to your account, may be less than the amount approved (See "Disbursement of Funds," #3 & #4, page 2).

[3]The Treasurer's Office will credit your account with 57 percent of the amount for which you have applied through the Monthly Plan. In this example, the total amount for the year is $15,000.

## D. External Loans/Scholarships

Any external scholarships or loans (e.g., ROTC scholarships, private scholarships and loans) will not be posted to your account until the funds are received by the Treasurer's Office. This may cause your account to appear past-due. You must keep the Treasurer's Office informed, and do your part to ensure that these funds arrive.

# VII. The Return of Financial Aid Funds If You Withdraw

**A.** The Financial Aid Office is required by federal statute to recalculate federal financial aid eligibility for students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a payment period or term. The federal Title IV financial aid programs must be recaluculated in these situations.

If a student leaves the institution prior to completing 60% of a payment period or term, the Financial Aid Office recalculates eligibility for Title IV funds. Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:

*Percentage of payment period or term completed = the number of days completed up to the withdrawal date divided by the total days in the payment period or term. (Any break of five days or more is not counted as part of the days in the term.) This percentage is also the percentage of earned aid.*

Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula:

*Aid to be returned – (100% of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total amount of aid that could have been disbursed during the payment period or term.*

If a student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement which must be paid within 120 days of the student's withdrawal.

Refunds are allocated in the following order:

- Unsubsidized Federal Direct Student Loans
- Subsidized Federal Direct Student Loans
- Federal Perkins Loans
- Federal Direct Parent (PLUS) Loans
- Federal Pell Grants for which a return of funds is required
- Federal Supplementary Opportunity Grants (SEOG) for which a return of funds is required

**B.** Non-federal aid may be prorated based on the percentage of the term completed, rounded to the nearest dollar. If there are no adjustments to fees, there will be no adjustments to non-federal aid.

**C.** The College's refund policy, which determines adjustments in your charges should you withdraw from the College, is described in the College's catalog. However, before any money is returned to you or your parent, the Financial Aid Office will apply the rules as described in items "A" and "B" of this section.

# VIII. Federal Loan Information

**A. Direct Student Loan**

The Federal Direct Student Loan is a long-term, low-interest loan created to help you, the student, pay for your education. Beginning July 1, 2011, the interest rate is fixed at 6.8% on unsubsidized loans for all borrowers and 3.4% on subsidized loans for first-time borrowers, but rates are subject to change by the U. S. Congress. Repayment begins six months after you graduate or stop attending school at least half-time. The loan is federally funded and insured.

Federal Direct Student Loans are available whether or not you have demonstrated financial need. For those with need, a subsidized loan means the interest will not accrue while you are in school. For those without need, an unsubsidized loan requires that you pay the interest; however, the U.S. Department of Education will allow interest to accumulate while you are in school and be capped (added) to your principal balance at repayment. Depending on need, you may borrow a loan that is part subsidized and part unsubsidized. You must submit the Free Application for Federal Student Aid (FAFSA) in order to receive a Federal Direct Student Loan. The Direct Student Loans may be subject to a loan fee if up to 1%, at the time of this printing. The specific loan fee you are charged will be reflected in the disclosure statement you will receive from the U. S. Department of Education.

**B. Direct Student Loan Entrance Counseling and Direct Loan Master Promissory Note**

All first-time Direct Student Loan borrowers are required to complete an entrance counseling session and a Master Promissory Note before the loan can be disbursed. You may complete these documents on-line.

**C. Direct Parent Loan for Undergraduate Students (PLUS)**

The Federal Direct PLUS Loan is a credit-based loan available to parents to help meet the cost of their child's education. Parents can borrow up to the full cost of attendance less any other financial aid received. The parent borrower is responsible for the interest from the date of the first disbursement, which is a fixed rate of 7.9%, but rates are subject to change by the U. S. Congress. Repayment typically begins within 60 days after the final disbursement for the academic year.

To qualify, the lender conducts a review of the parent's credit history. If the parent's credit is denied, then you, the student, may qualify for more unsubsidized Direct Student Loan funds. Parents of returning students must reapply for a Direct PLUS Loan Pre-approval each year to determine if the student qualifies to receive additional unsubsidized funding. This loan is federally funded and insured. All first-time Direct PLUS Loan borrowers are required to complete a Master Promissory Note before the loan can be disbursed. All Direct PLUS Loan applicants must submit a FAFSA.

***The Federal Direct PLUS Loans*** may be subject to origination fees up to 4%, at the time of this printing. Every Direct Student and Direct PLUS loan is required by law to have at least two separate disbursements. Direct Student and Direct PLUS loans cannot be disbursed in only one disbursement.

**D. Perkins Loan**

If you are a first-time borrower, you must complete the Federal Perkins Loan Master Promissory Note and Federal Perkins Loan Personal Information Form, which will be mailed to you by the Financial Aid Office. If you are a previous borrower, any Perkins Loan awarded to you will be automatically added to your previously signed Federal Perkins Master Promissory Note, unless you tell us other wise by submitting the Financial Aid Change Form.

**E. Loan History**

You may view your loan history on-line at www.nslds.ed.gov. You must have your Federal PIN in order to access your information.

# Sample Loan Repayment Chart

| Amount Borrowed | Monthly Pmt at 3.4% | Monthly Pmt at 4.5% | Monthly Pmt at 5.6% | Monthly Pmt at 6.8% | Monthly Pmt at 7.9% |
|---|---|---|---|---|---|
| $5,000 | $50.00 | $51.82 | $54.51 | $57.54 | $60.40 |
| $10,000 | $98.42 | $103.64 | $109.02 | $115.08 | $120.80 |
| $15,000 | $147.63 | $155.46 | $163.53 | $172.62 | $181.20 |
| $20,000 | $196.84 | $207.28 | $218.04 | $230.16 | $241.60 |
| $25,000 | $246.05 | $259.10 | $272.56 | $287.70 | $302.00 |
| $30,000 | $295.25 | $310.92 | $327.07 | $345.24 | $362.40 |
| $35,000 | $344.46 | $362.73 | $381.58 | $402.78 | $422.80 |
| $40,000 | $393.67 | $414.55 | $436.09 | $460.32 | $483.20 |
| $45,000 | $442.88 | $466.37 | $490.60 | $517.86 | $543.60 |
| $50,000 | $492.09 | $518.19 | $545.11 | $575.40 | $604.00 |

*Estimates based on 10-year repayment term. Loan repayment calculators are available on-line at www.finaid.org.*

Randolph-Macon College values the complexity and diversity of the world in which we live and seeks to be a community that recognizes the dignity and inherent worth of every person. The College does not discriminate on the basis of race, gender, disability, age, national origin, religion or sexual orientation in its admissions, financial aid, athletics, employment or educational programs.

The Provost and Vice President for Academic Affairs coordinates the College's nondiscriminatory efforts.