



RIGHTS & RESPONSIBILITIES OF STUDENTS RECEIVING FINANCIAL AID FROM FEDERAL, STATE, AND/OR UNIVERSITY SOURCES

To benefit from your financial aid, you must follow proper procedures and accept certain responsibilities. You also have rights. This document is designed to explain the various forms of financial aid and help you get the most from your financial aid package.

ACCEPTING YOUR PACKAGE

Your financial aid package has been determined, and you have received an award letter (or electronic communication) listing the amount and type of financial aid that you are being offered, along with educational costs and any other accompanying information. Review the award letter carefully. To accept the award offer, simply follow the instructions provided. Entering freshman students must pay the deposit by the May 1 Deposit deadline. Accepting an award offer does not obligate you to borrow, and you have the right to reduce or decline any offer of student loans.

ENDOWED AND RESTRICTED SCHOLARSHIPS

Students at Arcadia University benefit from the generosity of alumni and friends of the university in many ways, including through direct support of the financial aid program. Each year, during or following the initial awarding process, the financial aid office reviews individual aid recipients to match them with specific named scholarships funded through private donors. A student's grants and scholarships aid typically does not change; but the true source of the funding is clarified to recognize both the student and the donor. Recipients of these scholarships will be contacted by the Office of Institutional Advancement and are expected to write a letter of thanks to the scholarship donor.

AWARD GUIDELINES

This document provides a complete explanation of your award letter, including descriptions of the types of aid awarded and the responsibilities that go with them. Please review your award letter carefully:

- Check for accuracy. Any change in name, address, housing status, or enrollment status must be reported to the Office of Enrollment Management/Financial Aid.
- Note the type of aid awarded to you: grants and scholarships, which do not have to be repaid vs. student loans and work study. Examine the responsibilities outlined in Terms and Conditions of Awards.
- Your award reflects the scholarships, grants, work-study, and loans for which you are eligible. Further revisions may be processed at the discretion of the financial aid office.
- Resolve any questions you have by contacting a representative in the enrollment management office.
- Acceptance of the award offer indicates your understanding and willingness to comply with all applicable financial aid policies, terms and conditions.
- An updated award letter supersedes all previous letters. Compare the updated letter with the previous one to determine the changes, or ask to speak with a financial aid counselor.

OUTSIDE SCHOLARSHIPS AND OTHER AID

Arcadia University encourages students to seek out all potential sources of support for their educational expenses. Because financial need is the basis for much of the financial aid awarded by Arcadia University, students are required, as a condition of their financial aid award, to inform the financial aid office of any grants, scholarships, tuition benefits, or additional financial aid resources of any kind received from any provider/source that is not already listed on their financial aid award package. Outside grants/scholarships/tuition benefits combined with all sources of institutional gift aid cannot exceed the student's tuition costs.

GENERAL ELIGIBILITY REQUIREMENTS

In general, to be eligible for Federal Student Aid a student must:

- Be enrolled or be accepted for enrollment in a degree, certificate, or other program leading to a recognized educational credential.
- Have a high school diploma or equivalent.
- Be a citizen, national, permanent resident, or other eligible non- citizen.
- Maintain satisfactory academic progress.
- Not owe a repayment of Federal Student Aid (FSA) funds at any institution.
- Not be in default on any FSA loans at any institution.
- Have financial need as defined by individual program requirements.
- Meet any other program-specific criteria.
- Register with the Selective Service if required.
- Not have borrowed in excess of annual or aggregate loan limits.
- Have completed the required financial aid application and submitted all other documentation requested by the financial aid office by applicable deadlines.

BILLING INFORMATION AND FINANCING OPTIONS

- Charges for the academic year are billed per semester.
- Bills for the fall semester are typically mailed to new students only in early July and are due August 1, the first bill is paper and all subsequent bills are e-bills and bills for the spring semester are typically posted online in late November and due in early-mid December.
- Arcadia University scholarships and grants, federal grants, state grants, and federal student loans will appear on the bill as anticipated credit (half of the annual award per semester).
- Financial aid that does not appear on the bill can be deducted by referring to your latest financial aid award letter. Subtract the semester total of each fund received
- Federal work study is never deducted from the bill.
- Private Outside Scholarship funds are typically credited upon receipt by Arcadia University. You should deduct the appropriate amount from the total due on your bill.

Financing Options: Loans and other financing options are available to help students and parents bridge the gap between the cost of education and the amount of grants and scholarships received.

- Arcadia University offers a 10- Month Interest Free Payment Plan. Additional information is available online (arcadia.edu/financingoptions)
- Federal Parent Loan for Undergraduate Students (PLUS): Parents of full- or half-time dependent students may borrow this federally guaranteed, variable fixed-interest loan.
- Alternative Student Loans: These are private supplemental loans that are not guaranteed by the federal government. Terms and conditions vary by lender.

ADJUSTMENTS AND CANCELLATIONS

The financial aid office is responsible for administering all financial aid funds in accordance with federal and state regulations, as well as institutional policies. We reserve the right to review, adjust, correct and (or) cancel an award for any of the following reasons:

- Failure to accept a financial aid offer within the specified time period.
- Falsification of information on financial aid documents.
- Failure to meet the academic progress requirements.
- Changes in enrollment or housing status.
- Failure to report changes in financial resources or other circumstances affecting the calculation of the financial aid award.
- Use of financial aid for expenses that are not educationally related.
- Failure to complete, submit, or sign required documents.
- Changes in program guidelines after financial aid has been offered.
- Unexpected cutbacks in funding levels.
- Verification of sibling enrollment or any other applicant data.
- Change in financial need from the initial time of application.
- Any other new information affecting aid eligibility.

FEDERAL VERIFICATION

About one-third of FAFSA's are selected for federal verification and it is intended to improve the accuracy of the information submitted on the FAFSA. Financial aid administrators have the right to ask for any documentation they feel is necessary to complete verification. Requested documentation can include:

- Signed Tax Return
- W2's
- Statements of Income Received or Paid (such as child support)

Arcadia University is unable to disburse federal financial aid until all requested documentation is submitted and federal verification is complete.

FINANCIAL AID POLICIES

Then university holds all family personal and financial information in strict confidence. We consider any financial aid award to be a confidential matter between the university and the applicant and his/her family. It is inappropriate for aid recipients to discuss their personal award package with other students.

- The primary responsibility for financing the student's education rests with the student and the student's family.
- Financial aid awards are made for one academic year, and generally are divided and disbursed equally between the fall and spring semesters.
- The university does not award institutional aid to a student who already holds a bachelor's degree.
- A student must be enrolled on a full-time basis to be eligible for all Arcadia-funded financial assistance. Students who enroll for less than full-time may still be eligible for funding from state and federal programs.
- An evaluation of a student's continuing financial aid eligibility is made at the end of each academic year.
- Arcadia University reserves the right to make changes in the amount and type of a student's financial aid at any time during the year.
- Arcadia University reserves the right to release the names and other directory information of awardees of endowed and restricted scholarships to the donor and in public relations releases.
- Arcadia University does not discriminate against any person in the administration of financial aid policies based on actual or perceived race, color, sex, religion, ancestry, genetic information, national origin, sexual orientation, gender identity or expression, familial status, marital status, age, veteran status, mental or physical disability, use of guide or support animals and/or mechanical aids, or any other basis protected by applicable federal, state, or local laws.

Financial Aid Renewal

Students must reapply for financial aid annually by submitting the FAFSA at fafsa.gov. The application cycle begins each year on October 1; and students are strongly encouraged to submit the FAFSA as soon as possible thereafter in order to meet all applicable federal, state and institutional deadlines. To be considered for all possible sources of aid, you must submit your FAFSA no later than the University's March 15 priority deadline (April 1 for returning students). A student's award may change from year to year, depending upon changes in demonstrated need, academic performance, family circumstances and the availability of funds. Because funds are limited, late applicants are considered only on a funds-available basis.

REDUCED INCOME AND OTHER SPECIAL CIRCUMSTANCES

If, after you submit the FAFSA, personal circumstances change and (or) affordability becomes a concern, we want to hear from you! Circumstances that could result in aid adjustments include, but are not limited to: loss of taxed or untaxed income (e.g., change in employment status, retirement, divorce or separation), natural disaster (e.g., storm, flood or fire), etc. In extraordinary cases, financial aid awards may be adjusted based on documented information.

TERMS AND CONDITIONS OF FINANCIAL AID AWARDS

Arcadia University Merit Scholarships

Arcadia University offers merit scholarships (ie: Distinguished Scholarship, Achievement Award) upon admission to qualified entering freshmen and transfer students without regard to financial need. These scholarships are offered during the admission application process and can be applied toward tuition costs only. Student may receive merit scholarship funding during the fall and spring semesters only, and they require full-time enrollment (minimum of twelve credits per semester) and satisfactory academic progress. Scholarships are annually renewable for up to four years of payment, or completion of the undergraduate degree (whichever comes first). Merit scholarships are automatically renewable provided a student maintains satisfactory academic

progress and continuous full-time enrollment. Academic performance is reviewed at the end of the academic year, or after each successive fall semester for students whose enrollment began mid-year. Scholarships are not renewed if the academic and enrollment requirements are not met.

Arcadia University Grants

Arcadia University Grants are awarded to students according to their demonstrated financial need, based on the information provided on the FAFSA. Annual renewal of institutional grants is subject to review. Changes in financial need, housing, or enrollment status will often warrant revision of the awards.

Pennsylvania State Grant

State grant funds are awarded by the Commonwealth of Pennsylvania on the basis of its financial need formula. To be considered, the FAFSA for Pennsylvania residents must be submitted no later than May 1 prior to the respective academic year. The amount appearing on the award letter reflects an estimate of the value of the award. The student will receive the official eligibility notice from the Pennsylvania Higher Education Assistance Agency (PHEAA). Students with PHEAA grants must advance a minimum of 24 credits per academic year in order to maintain full-time eligibility. This program has an eight-term limit. Residents of other states should check with the appropriate state agency or high school guidance office for additional details regarding state grant eligibility and application requirements. State grant awards are estimated and contingent upon the state grant formula appropriation.

Federal Pell Grant

Funded by the federal government on the basis of its financial need formula, this grant is directly related to the Expected Family Contribution (EFC) calculation determined by FAFSA data.

Federal Supplemental Educational Opportunity Grant (SEOG)

SEOG provides need-based grants intended primarily to supplement Pell for students with extremely high demonstrated financial need. To qualify at Arcadia, a student must be the recipient of a Federal Pell Grant.

Federal Work-Study Program (FWS)

Federal work-study awards are need-based and provide students with an opportunity to seek on-campus employment as part of their financial aid package. The amount offered on the award letter generally indicates the student's maximum earning potential during the academic year. Work-study awards are not credited directly to the student's bill. Students are not guaranteed a job on campus based on being eligible for federal work study alone, students must apply for a position by the deadline. Positions are limited.

Federal Direct Parent PLUS Loan

A separate application is required for this loan, in addition to the FAFSA. Under this program, credit-worthy parents of dependent undergraduate students may borrow up to the cost of education minus other aid received. Parents who do not meet the program's credit requirements may attach another credit-worthy adult "endorser" to the application. Typically, repayment begins within 60 days after full disbursement, although the parent borrower may request that payments be deferred for up to four years while the student is enrolled. The loan is unsubsidized and an origination fee will be deducted from the gross amount of the loan. PLUS proceeds are sent to the school in multiple disbursements, similar to those described under the Federal Direct Loan program.

Federal Direct Loan (Subsidized and Unsubsidized)

Offers of financial aid to eligible applicants typically include Federal Direct Loans. Federal student loans include many benefits (such as fixed interest rates) and repayment flexibility not typically offered with other forms of borrowing. Students who need to borrow are encouraged to review their eligibility of the Federal Direct Loans. There are two types of Federal Direct Loans: subsidized and unsubsidized. A subsidized loan is used to meet a student's financial need. To be eligible for a subsidized loan, the student must demonstrate unmet financial need after all other aid is applied to the student's account. The government pays the interest on this loan while the student is in school. Unsubsidized loans do not require demonstrated need. Interest accrues on an unsubsidized loan while the student is in school. Repayment begins six months after a student borrower ceases half-time enrollment. Annual (per academic year) borrowing limits in the Federal Direct Loan program are based on grade level, as follows: \$5,500 for freshmen (up to \$3,500 may be subsidized), \$6,500 for sophomores (up to \$4,500 subsidized), and \$7,500 for juniors and seniors (up to \$5,500 subsidized). Of these annual loan limits, a minimum of \$2,000 is unsubsidized. Independent students who are not required to report parental information on the FAFSA, as well as students whose parent is denied the ability to borrow PLUS, may be eligible to borrow additional amounts of unsubsidized federal loans. Federal Direct Loans typically are received in multiple disbursements, with half of the total applied in the fall semester and the remaining half in the spring. Loan disbursements are received via electronic funds transfer and are applied directly to the student account. An origination fee will be deducted from the gross amount of the loan. First-time borrowers at Arcadia University are required to complete a Master Promissory Note and Entrance Counseling at studentloans.gov. Additional counseling is required at graduation or upon "exit" from the university.

ACADEMIC PROGRESS STANDARDS

Institutions are required to establish minimum standards of academic progress for all matriculated students, including those receiving federally funded financial aid. Federal regulations limit Title IV Student Financial Aid funding to those students who, according to institutional policy, are maintaining satisfactory academic progress (SAP) toward their degree objective.

Qualitative Standards

To remain eligible to continue receiving federal and institutional financial aid, Arcadia University students must achieve the following academic standards: 1.75 cumulative GPA for students who have completed under 27 college credits and 2.0 cumulative GPA after 27 college credits have been completed.

Quantitative Standards

Students must successfully complete –with a passing grade—at least 70 percent of all attempted credits. All attempted coursework will be counted in this measure, including all courses in the same program of study that are/were taken at any other schools attended. Coursework taken in a summer session or other special sessions is counted in the total units attempted/ completed. Failed courses, incompletes and course withdrawals count as unsuccessful attempts.

Maximum Hours to Earn Degree

To quantify academic progress, a school must set a maximum time frame in which a student is expected to complete a program. For an undergraduate program, the maximum time frame cannot exceed 150% of the published length of the program measured in credit hours attempted. The majority of Arcadia undergraduate programs **require** 128 credit hours for graduation. The maximum time frame for students in these programs is 192 attempted credits. Students whose specific academic programs require more than 128 credits for a degree will have a higher limit. Adult degree-completion students must complete 120 credits in most cases and therefore have a maximum time frame of 180 attempted credits.

Evaluation of Eligibility

An evaluation of a student's academic standing and progress to determine federal, state, and institutional eligibility is made at the end of each academic year. Students who do not meet the minimum qualitative AND quantitative standards for SAP are notified that they are ineligible for financial aid. Students may appeal, one time, to have their aid reinstated for the following term, with subsequent SAP reevaluation to determine future aid eligibility. Students are invited to appeal the discontinuation of their financial aid, particularly if failure to meet SAP was the result of an undue hardship, exceptional medical or personal turn of events, or other extenuating circumstance.

WITHDRAWING OR STOPPING OUT

Students withdrawing from the University either during or at the end of the semester must confer with the Financial Aid Office to make appropriate arrangements for cancelling the student's various types of aid. Students must complete the appropriate form with the Registrar's Office. The date on which this form is received and the room is vacated is used in the calculation of tuition and board refunds. The Return of Title IV Funds Refund policy, as required by federal law, will be applied to determine the percentage of federal aid a student may retain once he/she withdraws or stops out. The amount of tuition you are eligible to be refunded is determined in accordance with this schedule, appendix A.

RIGHTS AND RESPONSIBILITIES

Student Rights: students applying for financial aid have the right to:

- Have all personal and family financial information treated with dignity, sensitivity and confidentiality.
- Know and understand all rules, regulations, and policies pertaining to financial aid.
- Accept or decline any aid offered. Students are not obligated to borrow, and have the right to reduce or decline any offer of student loans.
- Request reconsideration of an award if circumstances change.
- Make an appointment to meet with a member of the financial aid team (see appendix B).
- Know what financial aid programs are available at the university, including all federal, state, and institutional aid programs.
- Know the deadlines for submitting applications, forms and required documentation; and the consequences of not meeting a deadline.
- Have complete information regarding fees, payment and the university's refund policy.
- Know generally how financial aid is distributed and the basis for such decisions.
- Know how their financial aid was determined, including educational costs and eligibility criteria.
- Know what factors (such as parental and student contributions) are considered in the calculation of financial need.
- Request an explanation of the various resources in their financial aid package.
- Know what portion of their financial aid must be repaid, and what portion is gift aid.
- Know who the lender/servicer is for any loan, what the university's relationship is to that particular lender/servicer, the total cost of borrowing, the interest rate, the total amount that must be repaid, the length of time for repayment, when repayment begins, and all other terms and conditions of the loan.
- Choose any lender for your student loans and expect that Arcadia University will process the loan with your requested lender.
- Understand how the university measures satisfactory academic progress and the consequences of not making progress.

Student Responsibilities: students receiving financial aid must assume responsibility for maintaining their aid from semester to semester. Students are expected to:

- Review and consider all information about the university's programs and net cost before enrolling.
- Know and comply with the rules governing all financial aid you receive.
- Complete the FAFSA each year as soon as possible following the October 1 start-up of the application cycle. To maximize your financial aid, your FAFSA must be received no later than April 1 preceding the respective academic year.
- Report all information accurately and completely, to the best of your knowledge.
- Intentional misreporting of information is a criminal offense and subject to penalties under law.
- Provide all supporting documents in a timely manner, including verification items, additional information requests, corrections, loan promissory notes and associated counseling, and (or) new information requested by either the financial aid office or authorized external provider.
- Advise the financial aid office if you change your housing status and (or) change your enrollment status.

- Report any grant/scholarship, tuition benefit, loan or other aid received from any source or provider that does not appear on your financial aid award at Arcadia University.
- Read, understand, and retain a copy of all pertinent financial aid documents.
- Accept responsibility for all signed agreements.
- Monitor your account and meet your financial obligations to the university.
- Perform the work that is agreed upon in accepting a federal work study award.
- Maintain satisfactory academic progress.
- Notify the financial aid office if family financial circumstances change.
- Know and comply with the university's refund policy.
- Notify the university and student loan provider(s) of any changes in contact information.
- Comply with federal IRS taxation and income reporting requirements.

QUESTIONS? We recognize that the financial aid process can feel overwhelming at times. Please know you are not alone. Please feel free to contact our office if you have any questions or would like additional guidance. We are here to help!

Appendix A: TUITION & BOARD REFUND SCHEDULE

WITHDRAW DATE:	TUITION		BOARD	
	CHARGE	REFUND	CHARGE	REFUND
WITHIN FIRST WEEK OF CLASSES	10%	90%	10%	90%
AFTER THE 1ST WEEK AND BEFORE THE END OF THE 2ND WEEK	20%	80%	15%	85%
AFTER THE 2ND WEEK AND BEFORE THE END OF THE 3RD WEEK	40%	60%	20%	80%
AFTER THE 3RD WEEK AND BEFORE THE END OF THE 4TH WEEK	60%	40%	25%	75%
AFTER THE 4TH WEEK AND BEFORE THE END OF THE 5TH WEEK	80%	20%	30%	70%
AFTER THE END OF THE 5 TH WEEK	100%	0%	100%	0%

Appendix B: FINANCIAL AID CONTACT INFORMATION

Phone: 215-572-2980
 Email: finaid@arcadia.edu

Mailing address:
 450 S. Easton Rd
 Glenside, PA 19038