



2009-2010

RETURNING STUDENT AWARD INFORMATION
OFFICE OF FINANCIAL AID, PROVIDENCE COLLEGE

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Welcome back, students! This brochure is meant to explain the financial aid award information (available in your CyberFriar account) and outline the different types of financial aid available to you as well as some office policies and procedures. We strongly encourage you to read the information and print out and save this document for future reference. If you have any questions or concerns, please do not hesitate to contact our office!

FAMILY CONTRIBUTION

In determining aid packages for returning students, Providence College distributes financial assistance based on a number of aspects, including federal policy, institutional policy, academic qualifications, and the availability of resources.

For returning students, Providence College primarily uses **Federal Methodology (FM)** required by the Higher Education Act (1965), as amended. Using the information provided on the Free Application for Federal Student Aid (FAFSA) allows the College to distribute federal financial aid to eligible students in accordance with federal guidelines. In addition, institutional policy and a final review of supporting documentation submitted are used to determine a student's eligibility for institutional funding. Among the most common factors that are considered for the determination of the family contribution to determine institutional funding are the inclusion of home equity and family owned business as an asset, the consideration of business and real estate losses, and the exclusion in number in college for household members in graduate school.

Since the primary responsibility for the cost of education for the student belongs to the individual and his or her parents, it is presumed that the student and the family will make the maximum effort to provide for the expenses of an undergraduate education. Should parents discontinue their support for reasons other than ability to pay, Providence College cannot assume parental responsibility for the student. Financial aid from the College or other sources should always be considered a supplement and not a substitute for parental contributions.

ANNUAL RENEWAL OF AID

Students must reapply for need-based financial assistance each year by completing the FAFSA no later than our April 15th deadline. All need-based financial assistance is renewable for all four undergraduate years provided a student remains in good academic standing and continues to demonstrate similar financial need. Depending upon your calculated need and availability of funding in subsequent years, your aid award may vary. The principle factors used in computing your need are the same every year and include such things as family income, assets, household size, and number of family members in college. The award that you receive for your first year usually provides a rough indication of the level and type of aid that you may expect to receive in subsequent years unless you experience a significant change in one of the aforementioned areas.

CHANGE IN CIRCUMSTANCES

If your family has experienced a change in circumstances (i.e. job loss or unexpected medical expenses) since you completed your application for aid, we are willing to revisit your original need calculations and aid package taking the change in circumstances into consideration. Should you wish to receive such a review you will need to complete our **Special Conditions Form** which is located on our website. From the homepage click on Admission, Undergraduate Financial Aid, then Forms. Please note, we will review your application to determine if you show additional eligibility for federal financial aid, however, it is likely that we will not be able to respond to your request for additional institutional funding until after the start of the Fall semester. Since our resources are limited, it is possible that we may not have any grant funding available to provide additional assistance for those students who have experienced a change of circumstance. We recommend that you make arrangements for paying your bill and plan financing based on the financial aid you have already been offered for the upcoming academic year.

VERIFICATION

In order to ensure that financial aid funds are distributed on an equitable basis, and to meet U. S. Department of Education requirements, a number of student applicants are required to complete a process called "verification." Students selected to complete the verification process are required to submit documentation of the information initially provided on the student's FAFSA. Documentation includes, but is not limited to: signed copies of the student and parent *final* 2008 IRS 1040 forms, (including all schedules and W-2 forms), documentation of untaxed income, and statements that confirm the number of family members receiving parental support and number of family members enrolled in college. Students who must complete the verification process should read our requests outlining the requirements very carefully and respond in a timely manner. Financial

aid offers will not be renewed unless verification requests are completed. Failure to comply with verification requirements can result in loss of all financial aid.

FEDERAL DIRECT STAFFORD AND PERKINS STUDENT LOANS

Previous Borrower

If you have been previously awarded a Federal Direct Stafford Loan and/or a Federal Perkins Loan you are not required to complete another Entrance Counseling or Master Promissory Note. The loan amount that appears on your most recent Financial Aid Notice, minus the origination fee, will be automatically applied to your billing statement at the end of the add/drop period in each semester. If you wish to decline all or part of any loan you have been offered use the Award Letter Response Form. From the homepage, click on Admission, Undergraduate Financial Aid, then Forms to obtain a copy. You can submit the form directly to the Office of Financial Aid.

First-time Borrower

If you are borrowing a Federal Direct Stafford Loan for the first time you are required to complete Entrance Counseling (www.dl.ed.gov) and Master Promissory Note (<https://dlenote.ed.gov>). If you are borrowing a Perkins Loan for the first time you must also complete a Master Promissory Note and Entrance Counseling at <https://signmyloan.com> before the loan can be disbursed. More information will be sent to you at a later date by Providence College's Student Loan Office on how to complete the documents outlined above as well additional information. If you wish to decline all or part of any loan you have been offered, use the Award Letter Response Form. From the homepage, click on Admission, Undergraduate Financial Aid, then Forms to obtain a copy.

For the 2009–2010 academic year the Federal Direct Subsidized Stafford Loan has a fixed 5.6% interest rate. Subsidized Direct Stafford Loans are need-based and do not accrue interest while the student is enrolled at least half-time. Interest will accrue at a rate of 6.8% for students borrowing Unsubsidized Direct Stafford Loans which can be paid on a quarterly basis while the student is in school or can be capitalized (added to the principal) and payable when the student graduates or drops below half-time. Loan funds will be credited to your bill each semester **minus the origination fee**. Repayment for Direct Stafford Loans begins 6 months and Perkins Loan begins 9 months after a student graduates or ceases attending school at least half-time. For the 2009–2010 academic year the annual borrowing limits for the Direct Stafford Loan are as follows:

Credits Completed	Undergrad Dependent		Undergrad Independent	
	Subsidized	Unsubsidized	Subsidized	Unsubsidized
0–28	\$3,500	\$2,000	\$3,500	\$6,000
29–56	\$4,500	\$2,000	\$4,500	\$6,000
57–86	\$5,500	\$2,000	\$5,500	\$7,000
87–116	\$5,500	\$2,000	\$5,500	\$7,000

To determine how much you are eligible to borrow choose the category that best fits your status (i.e. Undergraduate Dependent or Independent). Choose the row that reflects how many credits you have completed. A student can borrow up to the total of the two columns (subsidized + unsubsidized). For example, an Undergraduate Dependent student with 20 credits can borrow a total of \$5,500 no more than \$3,500 of which may be subsidized. Independent students and students whose parents have been denied a Parent Loan for Undergraduate Students (PLUS) can borrow a total of \$6,000 in an unsubsidized Direct Loan the first two years and \$7,000 the remaining years. Parents **MUST** apply and get turned down each year the student wishes to take advantage for the additional unsubsidized loan. Cumulatively, an undergraduate dependent can borrow up to \$31,000 (no more than \$23,000 of which can be subsidized), undergraduate independent or students whose parents have been turned down for a PLUS loan can borrow up to \$57,500 (no more than \$23,000 can be subsidized).

The Federal Perkins Loan continues to be fixed at 5% with no origination fee for the 2009–2010 academic year. Interest does not accrue while the student is enrolled at least half-time and repayment begins nine months after the student graduates or ceases attending school at least half-time. Please note, in 2009–2010 Perkins funding is highly limited and may not be included in your award letter.

STUDENT EMPLOYMENT OPPORTUNITIES

Students who have been awarded Federal Work Study (FWS) as part of their package are responsible for securing their own employment opportunity. Simply being awarded FWS does not guarantee a job opportunity. Students who wish to work during the academic year but have not been awarded or are not eligible for FWS can do so through the Regular Student Payroll (RSP). However, since priority is given to students with FWS, a RSP applicant most likely will not have their application reviewed by the department until all FWS applicants who meet the position qualifications have been considered for hire. These jobs can be searched and applied for in our online system beginning at the start of school. **The links to the job search database and Student**

Employment policies can be found on the Student Employment website. It is important to remember work earnings are **not** credited to the student account. Students are paid on a bi-weekly basis for only the hours worked.

Have a job?

If you are returning to the same FWS or RSP job you had in the prior academic year your supervisor should have already placed you on a rehire list and there is no additional paperwork necessary for you to complete.

Have a new job or changing jobs?

If you are a new hire or changing jobs there is some additional paperwork required from you before you can begin working. For a new hire you will need to complete an I-9 form, a W-4 form, and an Employment Certification Form. If you are changing jobs you will only need to complete a new Employment Certification Form. All these forms can be accessed from the Forms section within the Office of Financial Aid's website.

Have two jobs?

With **prior approval** from the Office of Financial Aid, students are allowed to have two jobs whether it is two FWS, two RSP or one of each **if** one of the jobs offers a limited number of working hours (i.e. less than 5). In all cases and combination of jobs, a student is not permitted to work more than 20 hours in a week during the academic year and must not overlapping hours (i.e. working at two places at the same time).

GRANTS & SCHOLARSHIPS

Need-Based Grants and Scholarships

All institutional need-based grant monies are awarded to undergraduate students on the basis of financial need. Grants are renewed providing the student is making satisfactory academic progress toward the completion of a degree and the student's eligibility has not diminished from the previous year. Some examples of need-based institutional funding would be Providence College Grants, St. Joseph Scholarships, and St. Martin DePorres Scholarships.

Merit-Based Scholarships

Merit awards given to undergraduate students are based upon individual academic achievement prior to enrolling at Providence College. Awards are determined by the Office of Admission and are renewable provided the student maintains the required Grade Point Average (GPA) and other eligibility criteria as outlined in their scholarship contract. Some examples of merit-based institutional funding are the St. Dominic, St. Thomas Aquinas, and St. Catherine of Siena Scholarships. Please note, students not offered a merit-based scholarship at the time of acceptance are not considered for these scholarships in subsequent years even if they are invited to join the Liberal Arts Honors Program. In addition, if you receive another source of funding that is designated solely for tuition, your merit-based award may be reduced since the total of these sources cannot exceed tuition charge on an annual basis.

Endowed/Donor Scholarships

Scholarship recipients for Endowed/Donor scholarships are selected by the Office of Financial Aid. While a student may be selected as a recipient for an Endowed/Donor scholarship, the funds from these sources will be used to replace and not supplement the original grant awarded. No separate application is necessary in order to be considered for these special funds. All eligible students will be considered for scholarships and will be notified beginning in the summer and continuing throughout the academic year. Those students who currently had an Endowed/Donor Scholarships in 2008-2009 were renewed for the 2009-2010 academic year provided they still met the scholarship criteria.

Providence College Family Grants

Family Grants are available when two or more immediate family members attend the College at the same time in the undergraduate program. The tuition of the younger student(s) is reduced by \$1,000. Effective July 2007, if the younger family member is already receiving institutional money covering tuition in full then the Family Grant would be given to the older sibling provided they are not receiving a full tuition scholarship/grant from Providence College. If you feel you are eligible for this grant and it is not reflected on your award, please contact our office.

Federal Pell Grants and Supplemental Educational Opportunity Grant (SEOG)

Eligibility for the Pell Grant and SEOG is based on the information provided on a student's FAFSA. Eligibility for the Pell Grant and SEOG is based on your Family Contribution (FC) as determined by the FAFSA. The amount of these awards will also vary based on your final enrollment status (i.e. full-time or part-time). Since the College only receives a limited amount of SEOG, not all students who are Pell eligible will receive one.

Academic Competitive Grant (ACG) and the National Science & Mathematics Access to Retain Talent (SMART) Grant

The ACG and SMART is available for Pell eligible students who have completed a rigorous program of study as defined by their state. Other criteria that apply include GPA, course of study, major, enrollment, and year in school stipulations. All eligible students will be notified on a rolling basis beginning in the summer.

Specific State Scholarships

Please keep in mind that even though you already have an award letter from your specific state agency, it still does not guarantee the award amount listed. State agencies notify you of your potential eligibility without knowing what other types of aid you are being offered through the College or what your final enrollment will be (i.e. full-time vs. half-time). Therefore, your state grant eligibility is not reviewed and/or posted to your billing statement until the end of the College's add/drop period since final enrollment must be checked on by the College prior to verifying your final award with your state. In addition, some states require verification of final FAFSA data from our office as well. Therefore, it is possible that you may not be eligible for your original state grant offer after the College reviews your eligibility.

Outside Scholarships

Your Financial Aid Notice might have been prepared without any information regarding outside scholarships received from other sources (your parent's employer, your high school, etc.). When you receive an outside scholarship, our office is required to re-evaluate your financial aid package and account for the additional resource. Keep in mind that federal regulations stipulate that an outside scholarship cannot be used to reduce your family contribution. The receipt of outside assistance may require an adjustment to the original aid offer when the additional assistance provides the student with total funds in excess of calculated eligibility. When it is necessary to adjust an aid offer, reductions will be applied first to federal student loans or federal work study before reducing institutional grant/scholarship assistance. If you have received an outside scholarship in a prior year and expect it to be renewed, please let us know using an Award Letter Response Form. If you need a copy, please visit the Forms section of our website. From the homepage click on Admission, Undergraduate Financial Aid, then Forms.

WITHDRAWALS/LEAVE OF ABSENCE

Withdrawing from all courses after the add/drop deadline is considered a separation from the College. If a student withdraws or takes a leave of absence before 60% of the semester is completed (approximately 8-9 weeks into the semester), federal financial aid (including parent PLUS loans) award will be recalculated, according to the percentage of the semester completed as shown below:

$$\frac{\text{(Days enrolled)} - \text{(Official breaks of five days or longer)}}{\text{Total number of class days in the semester}}$$

If you have state grant money it is subject to the individual policy held by the state or agency that awarded you the funding. In addition, the amount of institutional merit and need-based aid a student is able to retain is determined by calculating the original percentage of aid offered compared to the student's original cost of attendance. Lastly, any alternative loans a student has will be subject to pro-ration based on remaining charges left on your bill after all other pro-rations have been completed. Based on the exact withdrawal date, the Office of Financial Aid will calculate the amount of aid earned and return the remainder of these funds to their respective source. Students, who have already received a refund check from the Bursar's Office prior to their separation from the College, may owe money that must be returned to the College.

SATISFACTORY ACADEMIC PROGRESS

A student is required to meet minimum Satisfactory Academic Progress (SAP) standards as defined by the U.S. Department of Education to remain eligible for financial aid each academic year. Each year (or upon re-enrollment to the College) academic performance is reviewed to determine if a student is making SAP. The review is based on qualitative (grade point average) and quantitative measures (credits completed vs. credits attempted).

Making Reasonable Progress—Quantitative measure

You must complete on an annual basis, with passing grades, at least two-thirds (67%) of the total number of credits you attempt (including those attempted during summer and winter sessions, non-degree semesters and transfer credits). For example, if you attempt 30 credits in a one academic year, but only earn passing grades in 24 credits, then you are making reasonable academic progress in 80% of your coursework.

Good Academic Standing—Qualitative measure

Credits Completed	Minimum GPA
0-12	1.60
13-24	1.80
25-36	1.90
37-116+	2.00

A student must receive passing grades in at least two-thirds (67%) of the total number of credits attempted and meet the minimum qualitative standards above. The Office of Financial Aid will send a probation or termination letter stating that eligibility has been

impacted if a student fails to meet any of the quantitative and/or qualitative standards of SAP as specified in the above grid on a yearly basis.

STUDY ABROAD

If you have been accepted into any study abroad program there are some additional steps you will need to take to ensure all of your eligible federal and state funding can be transferred as a payment directly to the program you are attending or directly to a parent/guardian. First, you need to ensure all your financial aid application materials are completed and any requests for additional information, including verification, have been satisfied. Second, a Consortium Agreement and Refund Instruction Form will also need to be completed prior to your departure in order to finalize your financial aid arrangements. These forms can be accessed under the Forms section on our website. From the homepage click on Admission, Undergraduate Financial Aid, then Forms.

At this time, Providence College does not allow any institutional funding (i.e. merit scholarships, grant, or donor funding) to be transferred to study abroad programs. If you now require additional information for alternative ways to finance your semester(s) abroad, information can be accessed under the Alternative Financing Section or Publications section on our website. From the homepage click on Admission, Undergraduate Financial Aid, then Publications or Alternative Financing Options. In addition, any federal or state funding you receive in the semester(s) you are going abroad will first be applied to any outstanding charges you may have at Providence College, including the \$1000.00 (rate effective 2009–2010 academic year) study abroad fee, any prior semester balances or charges due to your housing contract.

DID YOU KNOW?

Did you know our website has even more detailed information about the programs and policies listed in this brochure? Please visit our website where you will be able to access all of our forms, publications and additional information. To access our website, visit www.providence.edu and then click on Admissions then Undergraduate Financial Aid! If there is something you cannot find, please contact us. We are here to help you with all of your questions, comments and concerns.

Did you know that students can now apply for a book advance? If you have a pending credit on your student account, you can access your budgeted allowance for books for the current term, as determined by the Office of Financial Aid. A pending credit is when your total financial aid exceeds your Providence College charges. You can come to the Office of Financial Aid and complete a Book Advance Request Form in person or you can download the form (located under the Forms Section on our website) and mail or fax it to the office. If approved, money will be added to your PC Card which you can then use to purchase your books at the bookstore on-campus only.

Did you know that a majority of our communications with students are now electronic? Students should check their PC email account often since we will be sending communications to them throughout the entire year. The email will either contain the communication or request that students log into their CyberFriar account to retrieve the revised information. It is our hope, that students will partner with and share any and all information they receive with their parent/guardian.