INTRODUCTION

This guide was developed to provide a clear understanding of The University of Scranton’s administration of student assistance programs. It is important for you to review the guide.

The University of Scranton’s Financial Aid Office administers a full spectrum of programs: scholarships, grants, loans and part-time employment. Program funds are made possible by the University’s participation in Federal Student Grant and Loan Programs, Pennsylvania and other state grant programs, as well as University funded and endowed scholarships and grants. A description of these programs is contained in this brochure. Additional information on endowed awards is contained in the University’s undergraduate catalog.

Participation in programs funded by federal and state agencies requires that the Financial Aid Office comply with the regulations set forth by each agency concerning student eligibility and academic progress standards. Requirements for each program are addressed in later sections of this brochure.

The University of Scranton adheres to the principle that the family has the primary responsibility for educational expenses. Financial aid is regarded as a supplement to the student’s and parents’ resources.

HOW FINANCIAL AID ELIGIBILITY IS DETERMINED

Financial aid award packages are developed after first determining the expected family contribution (EFC). The types of aid awarded will vary with the individual student’s need and may consist of a combination of grant, loan, work and scholarship assistance. In developing a financial aid package, a basic calculation is used:

\[
\text{Total Educational Costs} - \text{Expected Family Contribution} = \text{Student’s Total Financial Need}
\]

The total educational costs include all expenses a student will incur and consist of tuition, fees, living expenses, books, transportation and personal expenses.

The expected family contribution is based on several factors that are reported on the FAFSA (needs analysis application). The contribution takes into account parent and student and, if independent, student’s spouse, taxable and untaxed income, assets, family size, and number of family members enrolled in college. The EFC is used to determine the student’s financial need. It is not necessarily the amount to be paid to the University.

Financial need is the difference between total costs and the student’s resources and is the figure used in determining eligibility for need-based aid.

At The University of Scranton, a student’s financial need can be met by a variety of financial aid resources, including the federal Pell Grant, TEACH Grant, state grants such as PHEAA, federal campus-based programs, and University scholarships and grants.

When a financial aid package is developed, the student’s eligibility for federal grants is estimated first. It is the foundation upon which all other aid is awarded.

After the student’s federal and state grant eligibility is estimated, the student is considered for University of Scranton funds. Awards are based on the student’s academic record, demonstrated financial need or a combination of both.

In addition, students who demonstrate financial need as defined by the federal government may be considered for one or more of the following federal campus-based aid programs: Supplemental Educational Opportunity Grant (SEOG) and Work Study.

To help meet those costs not covered by the financial aid package, students may borrow under the Direct Stafford Loan, the Direct Parent PLUS Loan programs and the Alternative Loan program. Awards for students billed on a per-credit basis will be prorated based on those costs. Students must also notify the Financial Aid Office prior to the beginning of the term regarding their part-time status. Written request must be submitted to the Financial Aid Office prior to the beginning of the term.

Students enrolling for 3 credits during the Intersession and 9 credits for Spring will be packaged as full-time students for the Spring term. Their aid, however, will be calculated based on the actual per-credit tuition and fees charge. Students must contact the Financial Aid Office regarding this status.

FINANCIAL AID APPLICATION PROCEDURES

Financial aid is awarded for one year only and renewal is not automatic. All forms of need-based financial aid must be reapplied for annually. In addition to complying with renewal criteria for the different aid programs described in the following sections, students who wish to be considered for financial aid must submit all required applications by the filing deadline.

Filing Requirements for Freshmen

All incoming freshmen are required to complete the Free Application for Federal Student Aid (FAFSA). Preference is given to applicants who file by January 15 of the academic year prior to entering the University.

Renewal Application Procedures for Undergraduate Students

Every year, at the end of the fall semester, returning students are notified of the guidelines for the financial aid process for the subsequent academic year. The newsletter, containing required procedures is emailed to the students’ University of Scranton email and parents’ FAFSA email. The newsletter is also available online at www.scranton.edu/financialaid and select Publications.

The FAFSA application must be completed by April 15 by all students applying for need-based aid programs. Students completing the FAFSA during the Fall semester, will be considered for University sources of aid for the Spring term only. Any extenuating circumstances for failure to comply with the filing deadline must be submitted in writing. Please attach supporting documentation.

The financial aid review process for returning students begins upon the completion of the spring semester, at which time academic progress is evaluated.

Financial Aid Application Procedures for Transfer Students

New transfer students must follow the same application procedures as all other financial aid applicants.

Transfer students are also responsible for providing academic transcripts from previous college(s) to the appropriate University Admissions Office for transfer credit evaluation. Academic transcripts will also be required for measuring the satisfactory academic progress of PHEAA State Grant recipients as well as determining grade level for loan eligibility.

Students who withdraw or transfer from the University and subsequently are readmitted forfeit a previously awarded merit scholarship. Students will be reviewed for University need based funds provided that a current FAFSA is on file and are maintaining Satisfactory Academic Progress. Please refer to the Satisfactory Academic Progress Requirements on page 8.

Financial Aid Application Procedures for Non-Traditional Undergraduate Students

Non-Traditional Undergraduate students are eligible to apply for several forms of federal and state financial aid. Eligibility for all grants, loans and institutional aid requires the student to submit the Free Application for Federal Student Aid (FAFSA). The student must also submit signed copies of the tax information for the student and spouse/parent (if required). Priority deadline for incoming students is May 1. Returning students must file by April 15.

Financial Aid Application Procedures for Graduate Students

Students accepted as Graduate students and enrolled in at least 3 credits of graduate level work per term may apply for the Federal Direct Stafford Loan Program, Work Study and Graduate PLUS Loan programs. Graduate students applying for any federal financial aid listed above, must complete the Free Application for Federal Student Aid (FAFSA) which is available on-line at www.fafsa.gov.

When a determination of eligibility is made, an e-mail will be sent to the student advising to view their Electronic Eligibility Notification
on the University's Self Service System via my.scranton portal.

International Students may apply for a Private Educational Alternative Loan to help finance their educational costs. Information is available at www.scranton.edu/financialaid, select Loans & Financing Options, and click on Alternative Loan Programs. Students must be credit-worthy and must also apply with a credit-worthy U.S. citizen or a permanent resident who has resided in the United States for the previous two years.

**FINANCIAL AID NOTIFICATIONS**

The Financial Aid Office uses email correspondence to and from the Scranton email accounts and emails listed on the FAFSA.

Requests for outstanding documents will be sent by email to the scranton email account and emails listed on the FAFSA. First and Final requests will also be sent by paper to the home mailing address.

Notifications of eligibility for need-based aid and loans will be sent by email to the Scranton email account and emails listed on the FAFSA. Students are advised to view their Electronic Eligibility Notification on the University's Self Service system via the my.scranton portal.

**TERMS AND CONDITIONS**

**General Provisions**

In accepting the award package offered, you indicate that you understand and agree to abide by the following terms and conditions:

1. All students must maintain satisfactory academic progress in order to remain eligible for financial aid. The satisfactory progress requirement for students at the University is to maintain PACE (earn 65% of total attempted credits for freshman and sophomore undergraduates; 70% for junior and senior undergraduates, and graduate students). In addition, all students must maintain a minimum cumulative GPA of 2.00. Presidential and Dean’s Scholarship recipients are required to maintain a minimum cumulative GPA of 3.25. Loyola Scholarship recipients are required to maintain a minimum cumulative GPA of 3.00. Recipients of the Arrupe Award are required to maintain a minimum cumulative GPA of 2.50.

2. All forms of need-based financial aid must be reapplied for annually. Renewal of awards will be based on continued eligibility and the timely completion of all required documents.

3. All undergraduate financial aid applicants are required to apply for a Pell Grant. Pennsylvania residents must apply for the state grant. Out-of-state undergraduate residents must also apply for their state’s grant, if its use in Pennsylvania is allowed.

4. If a student receives additional aid from outside sources, the financial aid awarded may be subject to adjustments according to the University’s Gift Aid Policy. Receipt of outside awards must be reported to the Financial Aid Office.

5. Recipients of full-tuition scholarships, benefits, or discounts are limited up to the cost of tuition.

6. Financial aid recipients who plan to withdraw from the University or who change their enrollment to part-time status must notify the Financial Aid Office.

7. Awards funded by state or federal programs are subject to revision due to mandated changes in federal or state regulations or funding levels.

8. Direct Stafford Loan and PLUS Loan recipients must be enrolled on at least a half-time (6 credits) basis per semester for Undergraduate students and (3 credits) basis per term for Graduate students.

9. Failure to provide all requested documentation will result in the cancellation of the aid awarded.

10. The amount of aid awarded will be divided equally between the fall and spring semesters unless otherwise indicated.

11. Need-based awards are subject to change as a result of verification of financial information.

12. University of Scranton Undergraduate grants and scholarships are limited to a maximum of eight Undergraduate terms (students enrolled in the Master of Occupational Therapy Program are eligible for two additional terms for fall and spring during Graduate year, exclusive of internal transfers). Aid not to exceed Gift Aid Policy.

13. Undergraduate students enrolled in combined Undergraduate/Graduate programs will be reviewed each term to determine if the coursework being taken is applicable towards their undergraduate degree program. Students will be sent revised notifications if their eligibility for undergraduate financial aid awards changes.

Graduate students enrolled in undergraduate courses cannot use these courses in determining enrollment for purposes of receiving graduate level loans. Students in this situation should contact the financial aid office to determine their loan eligibility.

Students enrolled in prerequisite undergraduate courses for admittance into a graduate level program are limited to one undergraduate loan for one consecutive 12-month period.

14. University of Scranton grants and scholarships for Undergraduate students admitted to the College of Arts and Sciences, the Kania School of Management, and the Panuska College of Professional Studies will be prorated when attendance falls between half-time and full-time attendance.

15. Recipients of endowed and special awards agree to both acknowledge the donor’s generosity and to have their receipt of those funds publicized.

**FINANCIAL AID PROGRAM DESCRIPTIONS**

**Federal Aid**

Students must meet the following requirements to be considered for any of the federal financial aid programs:

- Must have a high school diploma or GED;
- Must be enrolled as matriculating student in an eligible degree program or an eligible certificate program of at least 24 credits;
- Must be a U.S. citizen or eligible non-citizen;
- Must maintain satisfactory academic progress;
- Must not already hold a bachelor’s degree (this requirement does not apply to the Federal Direct Stafford or FWS);
- If required, must be registered with Selective Service;
- Not owe any refund on Federal Aid and not be in default on Federal educational loans;
- Not been convicted of any illegal drug offense that would make you ineligible for Federal aid.

**Federal Pell Grant**

The Pell Grant is considered to be the foundation of financial aid. Eligibility for this program is determined before aid from other sources (federal and non-federal) is awarded. Pell Grants are awarded to students who demonstrate financial need as defined by the federal government. Annual amounts can range between $613 and $6,095 as determined by the student’s “Expected Family Contribution” (EFC), which is indicated on the Student Aid Report (SAR). Grant amounts also vary with the cost of attending a specific institution and the student’s enrollment status.

Participation in the Electronic Pell Exchange Program allows the Financial Aid Office to process corrections and submit payment information electronically to the Pell Grant Program.

The Pell Grant filing deadline for the 2018-19 academic year is June 30, 2019.

**Federal SEOG – Supplemental Educational Opportunity Grant**

The SEOG is a grant awarded to students with exceptional financial need. Priority is given to students who qualify for the Pell Grant. Recipients must meet the same eligibility requirements and renewal criteria as those specified for Pell Grant recipients. SEOG awards at The University of Scranton range between $250 and $1,000.

**The Teacher Education Assistance for College and Higher Education (TEACH)Grant**

Federally funded, renewable grant. Program was established to benefit current and prospective teachers. The award amount is up to $3,724 per academic year or the maximum allowed by
demonstrate financial need.

The Federal Nursing Loan is a low interest (5%) loan that is administered by the University of Scranton. Students must sign an understanding of terms to certify that they are aware of the terms of the grant and the terms of their teaching service requirements. The recipient must teach full-time for at least four years within eight years of completing the program as a highly qualified teacher at a Title I school in a specified subject area (mathematics, science, a foreign language, bilingual education, special education, as a reading specialist, and other “high-need” fields). If service is not met, the grant must be repaid as an Unsubsidized Direct Stafford Loan, with interest from the date(s) of original disbursement(s).

**Federal Carl D. Perkins Loan**

The Carl D. Perkins Loan program ended on September 30, 2017. Repayment begins nine months after graduation, withdrawal or change to less than half-time status. Interest accrues in the student’s name beginning on the tenth month after the student ceases to be enrolled on at least a half-time basis. The maximum repayment schedule is ten years.

A chart showing typical monthly payments and total interest charges for three different 5% loans over a 10-year period is included on page 3.

**Federal Nursing Loan**

Federal Nursing Loan is a low interest (5%) loan that is administered by the University of Scranton for undergraduate students who demonstrate financial need.

Repayment begins nine months after graduation, withdrawal or change to less than half-time status. Interest accrues in the student’s name beginning on the tenth month after the student ceases to be enrolled on at least a half-time basis. The maximum repayment schedule is ten years.

A chart showing typical monthly payments and total interest charges for three different 5% loans over a 10-year period is included on page 3.

**Typical Monthly Payments and Total Interest Charges for 5% Perkins Loan**

<table>
<thead>
<tr>
<th>Total Loan Amount</th>
<th>No. of Payments</th>
<th>Monthly Payment</th>
<th>Total Interest Charges</th>
<th>Total Repaid</th>
</tr>
</thead>
<tbody>
<tr>
<td>$4,500</td>
<td>120</td>
<td>$47.73</td>
<td>$1,227.60</td>
<td>$5,727.60</td>
</tr>
<tr>
<td>$9,000</td>
<td>120</td>
<td>$95.46</td>
<td>$2,455.20</td>
<td>$11,455.20</td>
</tr>
<tr>
<td>$18,000</td>
<td>120</td>
<td>$190.92</td>
<td>$4,910.40</td>
<td>$22,910.40</td>
</tr>
</tbody>
</table>

**Grade Level and Loan Eligibility for the Stafford Loan**

Loan borrowers are eligible to borrow the maximum grade level amount for each academic year provided they are meeting all satisfactory academic progress requirements and not in excess of educational costs or maximum loan limits. For students progressing grade levels after the fall semester, the student must email finaid@scranton.edu through Royal email to have the approved spring loan limit reviewed for eligibility.

The following grade level classification, adhered to by The University of Scranton, will be applied by the Financial Aid Office to determine loan eligibility for loan applicants:

<table>
<thead>
<tr>
<th>Level</th>
<th>Credits</th>
<th>Federal Direct Subsidized Stafford</th>
<th>Federal Direct Unsubsidized Stafford</th>
<th>Federal Direct Unsubsidized Stafford (after Direct PLUS denial and Independent Students)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman</td>
<td>0+</td>
<td>$3,500</td>
<td>$2,000</td>
<td>$4,000</td>
</tr>
<tr>
<td>Sophomore</td>
<td>30+</td>
<td>$4,500</td>
<td>$2,000</td>
<td>$4,000</td>
</tr>
<tr>
<td>Junior</td>
<td>60+</td>
<td>$5,500</td>
<td>$2,000</td>
<td>$5,000</td>
</tr>
<tr>
<td>Senior</td>
<td>90+</td>
<td>$5,500</td>
<td>$2,000</td>
<td>$5,000</td>
</tr>
<tr>
<td>5th Year Teacher Certification &amp; Preprofessional Coursework</td>
<td>$5,500</td>
<td>–</td>
<td>$7,000</td>
<td>–</td>
</tr>
<tr>
<td>Undergraduate Certificate</td>
<td>$2,625</td>
<td>–</td>
<td>$6,000</td>
<td>–</td>
</tr>
<tr>
<td>Graduate</td>
<td>–</td>
<td>$20,500</td>
<td>–</td>
<td>–</td>
</tr>
<tr>
<td>Graduate Masters Health Administration</td>
<td>$33,000</td>
<td>–</td>
<td>–</td>
<td>–</td>
</tr>
</tbody>
</table>
ter from their advisor stating that the course work is required for admission into a graduate or professional degree program. Repeated courses cannot be included when calculating Financial Aid.

**Federal Direct Parent PLUS Loan**

The Federal Parent PLUS Loan for Undergraduate students is available to credit-worthy parents of dependent undergraduate students. A Free Application for Federal Student Aid (FAFSA) is required for all Plus Loan applicants. The maximum parents may borrow in the Federal Direct Parent PLUS Loan per academic year is the difference between the cost of education minus other financial aid received. Apply for the full academic year. Keep in mind a 4.248% fee will be charged. The fees will be deducted proportionately from each disbursement. As of July 1, 2018, the interest rate is fixed at 7.60%.

Parents may choose to defer payments on a PLUS loan until six months after the date the student ceases to be enrolled at least half-time. Accruing interest may either be paid by the parent borrower twice a year, or be capitalized quarterly. A parent may take up to 10 years to repay the loan, depending upon the amount borrowed. Parents may also pay the balance of the loan, plus any interest due, early and without a penalty. Interest will accrue after the first disbursement and repayment of interest and principal begins 60 days after the second disbursement.

**Application**

Parents may apply online at [www.scranton.edu/financialaid](http://www.scranton.edu/financialaid), click on Loans & Financing Options, and select Federal Direct Parent PLUS Loan Programs. Parents must complete the Federal Direct Parent PLUS Loan Request Form. Again apply for the academic year and remember the fees. Borrowers applying for the Federal Direct Parent PLUS Loan will complete the Federal Direct Parent Loan Master Promissory Note (PLUS MPN). The PLUS MPN will usually only be signed once at the time you first borrow. The MPN is valid for up to 10 years unless the loans were approved with an endorser.

**Alternative Loan Programs**

Students with a credit-worthy co-applicant may apply for a private educational loan to finance educational costs. Please note that with current credit market conditions, credit approval for these loans has become more restrictive. There are variable and fixed interest rate loans. Additionally, the continued funding from these loans for all years has become less reliable than the Parent PLUS and Graduate PLUS Loan. Application and credit review requirements vary. Our advice is to apply early if you choose one of these loans as part of your financing plan. Visit [www.scranton.edu/financialaid](http://www.scranton.edu/financialaid), select Loans & Financing Options.

**Loan Disbursements**

For main campus undergraduate and graduate students, loans are scheduled to be disbursed on August 26, 2018 for the fall semester; January 27, 2019 for the spring semester; and June 2, 2019 for the summer semester.

For online undergraduate students in the special requirements vary. Our advice is to apply early if students, loans are scheduled to be disbursed on August 29, 2018 and October 22, 2018 for the fall terms; January 7, 2019 and March 4, 2019 for the spring terms; April 29, 2019 and June 24, 2019 for the summer terms.

**Federal Direct PLUS Loans for Graduate Students**

The Federal Direct PLUS Loan is available to credit-worthy Graduate students who have exhausted their Federal Direct Stafford Loan eligibility in an academic year. A FAFSA is required. Graduate students are required to first utilize the Direct Stafford Loan Program prior to borrowing under the Direct PLUS Loan Program.

The maximum Graduate students may borrow in the Federal Direct Graduate PLUS Loan per academic year is the difference between the cost of education minus other financial aid received. Apply for the full academic year. Keep in mind a 4.248% fee will be charged. The fees will be deducted proportionately from each disbursement. As of July 1, 2018, the interest rate is fixed at 7.60%.

The student may qualify for an in-school deferment as long as they are enrolled at least on a half-time per semester basis. Accruing interest may either be paid by the borrower twice a year or be capitalized. A student may take up to 10 years to repay the loan, depending upon the amount borrowed. The balance of the loan, plus any interest due, can be paid early and without penalty.

**Application**

Students may apply online at [www.scranton.edu/financialaid](http://www.scranton.edu/financialaid), click on Loans & Financing Options, and select Federal Direct Graduate PLUS Loans. Students must complete the Federal Direct Graduate PLUS Loan Request Form. Again apply for the academic year and remember the fees. Borrowers applying for the Federal Direct Graduate PLUS Loan will complete the Federal Direct PLUS Loan Master Promissory Note (PLUS MPN). The PLUS MPN will usually only be signed once at the time you first borrow. The MPN is valid for up to 10 years unless the loans were approved with an endorser.

**Proration of Loan Limits**

Direct Stafford Loan limits will be prorated when an undergraduate student wishes to borrow for an additional period of time which is beyond eight semesters (the time expected to complete a baccalaureate program) and less than an academic year.

**Entrance/Exit Counseling Requirement for Direct Stafford, Nursing Loan and Exit Counseling for Perkins and Nursing Loan Borrowers**

The Higher Education Amendments of 1986 stipulate that schools must conduct entrance and exit counseling for all students borrowing under the Direct Stafford Loan and Nursing Loan. Exit counseling for Perkins Loan Program.

Entrance counseling needs to be completed prior to the crediting of the student's first disbursement. This counseling is intended to give student loan borrowers pertinent information about the terms and conditions of the loan, the borrower’s responsibilities, and the importance of meeting repayment obligations. During counseling, students will also receive sample repayment tables that can be used to estimate monthly payments and information on when loan repayment begins.

Prior to graduation or upon withdrawal from the University, Direct Stafford, Nursing and Perkins loan borrowers will be provided with exit counseling information. The counseling is provided to prepare the student loan borrower for repayment. Information provided will include repayment options, deferment options, loan consolidation, consequences of default, and communication with the lender and/or loan servicer.

For all electronic loan counseling, The University of Scranton will receive the completed information electronically on a daily basis.

**How to Complete Entrance/Exit Counseling for Direct Stafford Loans**

Any new borrower will be required to complete an electronic Federal Direct Stafford Loan Entrance Counseling before receiving the loan. Exit Counseling for student borrowers who are graduating, leaving school or dropping below half-time enrollment. Each counseling will prepare you to repay your student loans. You will need your FSA ID and Password to complete the process. Read and complete all required information. Please visit [www.scranton.edu/financialaid](http://www.scranton.edu/financialaid), click on Loans & Financing Options, click on Federal Direct Stafford Loan Program, and select Entrance Counseling or Exit Counseling.

**How to Complete Entrance Counseling for Nursing Loan and Exit Counseling for Nursing and Perkins Loan**

Any new borrower will be required to complete an electronic Federal Nursing Loan Entrance Counseling before receiving the loan. Prior to graduation, you will be notified on the procedures for completing Exit Counseling for Nursing and Perkins Loan.
To satisfy the counseling requirements, you will need your FSA ID and Password to complete the process. Read and complete all required information. Please visit www.scranton.edu/financialaid, select Loans & Financing Options, and click on Federal Perkins and Nursing Loan.

How to Complete the Master Promissory Note for the Direct Stafford Loan
Any new borrower will be required to complete an electronic Federal Direct Stafford Loan Master Promissory Note (MPN). The note will be valid for 10 years. As the loans are requested for subsequent years, the loans will be added to your MPN. The MPN explains the terms and conditions of your loan and is your legally binding agreement to repay your loan to a Department of Education servicer. You will need your FSA ID and password to complete the process. Read and complete all required information. Please visit www.scranton.edu/financialaid, click on Loans & Financing Options, click on Federal Direct Stafford Loan Program, and select E-sign Your Direct Stafford Loan Master Promissory Note.

How to Complete the Master Promissory Note for the Nursing Loan
Any new borrower will be required to complete an electronic Federal Nursing Loan Master Promissory Note (MPN). The note will be valid for 10 years. If eligible for subsequent years, the loans will be added to your MPN. The MPN explains the terms and conditions of your loan and is your legally binding agreement to repay your loan to the servicer, ECSI. You will need your FSA ID and password to complete the process. Read and complete all required information. Please visit www.scranton.edu/financialaid, click on Loans & Financing Options, click on Federal Direct Nursing Loan, and follow the process.

National Student Loan Data System (NSLDS)
Students and parents with federal loans will have loan information submitted to the National Student Loan Data System (NSLDS), which will be accessible to guaranty agencies, lenders, and schools. It is recommended that students and parents with federal loans periodically visit the NSLDS Student Access website at www.nslds.ed.gov. You will need to use your FAFSA ID and password to access the website.

Federal Work Study
The Federal Work Study Program provides on-campus employment during the summer and academic year to students who demonstrate financial need. As part of its commitment to the community, the University is providing federal work study opportunities both on and off campus in community service learning positions. Students can work up to a maximum of 19 hours per week during the academic year and 35 hours per week during the summer. Students are paid on a biweekly basis for the hours worked the previous two weeks. Work study earnings are not deducted from the student’s charges. The student may, however, make a payment to the University as payment toward the balance due. The minimum hourly rate paid is $7.25 per hour. Some rates will be higher depending upon the type of work performed and skills required.

Pay rates are recommended by the employing department. Due to funding limitations and job availability, the Financial Aid Office cannot guarantee job placement for all eligible applicants.

The online electronic work study application is available to current students beginning in April for the next academic year. New students are able to complete the application after confirmation. The electronic work study application is completed through the University’s Self Service System via my.scranton portal. Students will be referred to jobs beginning in August and continuing through the academic year unless the student indicates that they wish to be reviewed for a summer position.

All students who are new to the work study program must first document that they are eligible to work in the U.S. by completing the U.S. Department of Justice Form I-9. At the time they are completing the I-9 form, students must have original form(s) of identification with them. Acceptable forms of identification are listed on the I-9. Payroll will require completion of a W-4 form. Both the I-9 and W-4 forms are completed in Human Resources.

Pennsylvania State Financial Aid Programs

PHEAA State Grant (PHEAA)
The Pennsylvania State Grant Program is administered by the Pennsylvania Higher Education Assistance Agency (PHEAA) and provides grant assistance to undergraduate students enrolled in at least a two-year program and who are Pennsylvania residents and enrolled at least half-time. Eligibility is based on financial need as determined by PHEAA, and awards range between $500 and $4,123. Eligible students who, in their senior year, enroll for nine or more credits in one of their last two semesters may receive a full-time PHEAA Grant even though they are not enrolled full-time. Reduced tuition cost must be reported to the Agency and may result in adjustment to the grant amount. Recipients must also be high school graduates or have a Pennsylvania GED. Receipt of PHEAA State Grant assistance may not exceed the equivalent of eight semesters of full-time awards. The filing deadline for the 2018-2019 academic year is May 1, 2018. PHEAA State Grant recipients who have received two full-time semesters of awards must complete 24 credits. Part-time students are prorated.

PHEAA State Grant and Ready to Succeed Scholarship Enrollment Mode Reporting for Online Courses
PHEAA State Grant and Ready to Succeed Scholarship Enrollment Mode Reporting for Online Courses
Students who may be eligible for a PHEAA State Grant and Ready to Succeed Scholarship who are interested in taking on-line courses enrollment mode reporting is required for all awarded students on a term-by-term basis for students that are in a mode other than Enrollment Mode 1 -100% Classroom.

Enrollment Mode 2 – Up to 50% distance education. No adjustment will be made to the PHEAA State Grant and/or RTSS Scholarship.
Example: Student enrolled in 15 credits classroom and 3 credits online.

Enrollment Mode 3 – Greater than 50%, but less than 100% distance education. Changes will be made to the PHEAA State Grant and/or RTSS Scholarship.
Example: Student enrolled 6 credits classroom and 9 credits online.

Enrollment Mode 4 – 100% Distance education. Changes will be made to the PHEAA State Grant and/or RTSS Scholarship.
Example: Student enrolled 0 credits classroom and 12 credits online.

Partnerships for Access to Higher Education (PATH) Grant Program
Students are nominated by a participating PATH organization. They must be State Grant recipients the year for which PATH aid is requested, demonstrate financial need and be enrolled in a Pennsylvania postsecondary institution. Additional information can be obtained on line at www.pheaa.org choosing Special Programs or by calling 1-800-692-7392 and choosing Special Programs at the prompt.

Ready to Succeed Scholarship (RTSS) Program
The program is administered by PHEAA in close cooperation with the Pennsylvania Department of Education. The student must meet all other Pennsylvania State Grant eligibility requirements to qualify for RTSS. This includes the submission of a FAFSA and Pennsylvania State Grant Form. The student must have completed one academic year defined as having earned 24 semester credits or the equivalent by the time that the student’s school checks academic progress for the Pennsylvania State Grant. Attain a minimum cumulative Grade Point Average (GPA) of 3.25. Have a family income that does not exceed $110,000. Additional information can be obtained online at www.pheaa.org choosing Special Programs or by calling 1-800-692-7392 and choosing Special Programs at the prompt.

State Work Study Program (SWSP)
The State Work Study Program, administered by PHEAA, provides eligible Pennsylvania students with opportunities to earn money for college education while working for a high tech or community development employer. Participating agencies include non-profit organizations, private businesses and industry. The University of Scranton is also an eligible employer. Students must be enrolled in an eligible program of study to be considered. Applications will be emailed by the Financial Aid Office to state grant applicants and are also available in the Financial Aid Office.

Off-Campus Work Study: This program, administered by PHEAA, offers eligible students the opportunity to work in federal, state and
local government agencies or non-profit community organizations. Placement referrals are made by PHEAA.

**University of Scranton Scholarships and Grants**

University of Scranton grants and scholarships are limited to eight Undergraduate terms (students enrolled in the Master of Occupational Therapy Program are eligible for two additional terms for fall and spring during Graduate year, exclusive of internal transfers). Aid not to exceed Gift Aid Policy.

**Presidential Scholarships**

Renewable, merit-based, full-tuition scholarships awarded to incoming freshmen based on their exemplary academic record. To remain eligible, students must maintain a minimum cumulative GPA of 3.25 and maintain PACE (earn 65% of total attempted credits for freshman and sophomore undergraduates; 70% for junior and senior undergraduates).

**Dean’s Scholarship**

Renewable, merit-based partial-tuition scholarship awarded to incoming freshmen who demonstrate the highest level of academic achievement. Recipients must maintain a cumulative GPA of 3.25 and maintain PACE (earn 65% of total attempted credits for freshman and sophomore undergraduates; 70% for junior and senior undergraduates).

**Loyola Scholarship**

Partial-tuition scholarships are awarded to incoming freshmen and incoming transfer students based on their prior academic record. Renewal is contingent upon the student maintaining a cumulative GPA of 3.00 and maintaining PACE (earn 65% of total attempted credits for freshman and sophomore undergraduates; 70% for junior and senior undergraduates).

**Arrupe Award**

Renewable, merit-based partial-tuition scholarships awarded to incoming freshmen students of color who demonstrate academic potential. Recipients must maintain a minimum of 2.50 and maintain PACE (earn 65% of total attempted credits for freshman and sophomore undergraduates; 70% for junior and senior undergraduates).

**University Award**

Renewable, partial-tuition scholarships awarded to incoming freshmen and transfer students in recognition of high school achievement. Recipients must maintain a minimum of 2.50 and maintain PACE (earn 65% of total attempted credits for freshman and sophomore undergraduates; 70% for junior and senior undergraduates).

**Terms and Conditions of Merit-Based Scholarships**

Students who transfer out of the university to attend another institution automatically forfeit their merit scholarship upon return to the University of Scranton and will only be considered for need based aid.

**Xavier Grant**

These grants are awarded to students who demonstrate financial need. Renewal is contingent upon the student maintaining a cumulative GPA of 2.00, maintaining PACE (earn 65% of total attempted credits for freshman and sophomore undergraduates; 70% for junior and senior undergraduates), and continued demonstrated financial need. Students must file the FAFSA each academic year.

**Claver Award**

This need-based award is made to students of color who demonstrate financial need. Renewal is contingent upon maintaining a cumulative GPA of 3.00 and maintaining PACE (earn 65% of total attempted credits for freshman and sophomore undergraduates; 70% for junior and senior undergraduates), and continued demonstrated financial need. Students must file the FAFSA each academic year.

**University Grant**

These grants are awarded to students who demonstrate financial need. Nonrenewable. Students must file the FAFSA.

**Endowed Awards**

Endowed and Special Awards are funds that benefactors provide to The University of Scranton to assist students in accordance with the award guidelines. To remain eligible, students must maintain the cumulative GPA assigned to their original scholarship fund and maintain PACE (earn 65% of total attempted credits for freshman and sophomore undergraduates; 70% for junior and senior undergraduates).

**Awards for Non-Traditional Undergraduate Students**

**Dexter Hanley Full-Time Grant**

For non-traditional undergraduate students enrolled for a minimum of 12 credits per term. Recipients are chosen based upon demonstrated financial need. Renewal of this award is contingent upon the student maintaining a minimum cumulative GPA of 2.00 and maintaining PACE (earn 65% of total attempted credits for freshman and sophomore undergraduates; 70% for junior and senior undergraduates). Students must file a FAFSA each academic year.

**Dexter Hanley Part-Time Grant**

For non-traditional undergraduate students enrolled for fewer than 12 credits per term. Recipients are chosen based upon demonstrated financial need. Renewal of this award is contingent upon the student maintaining a minimum cumulative GPA of 2.00 and maintaining PACE (earn 65% of total attempted credits for freshman and sophomore undergraduates; 70% for junior and senior undergraduates). Students must file the FAFSA each academic year.

**Special Scholarships**

Other scholarships available to non-traditional undergraduate students are the Robert L. McDevitt Scholarship, the Newcombe Scholarship for Mature Women, and the Oppenheim Award. To be considered for the McDevitt Scholarship, the student must demonstrate financial need and academic excellence. To be considered for the Newcombe Scholarship a student must have completed a minimum of 60 credits and demonstrate financial need and academic excellence. To be considered for the Oppenheim Award, students must demonstrate financial need. Preference is given to displaced homemaker. Renewal is contingent upon the student maintaining a cumulative GPA of 3.00 and maintaining PACE (earn 65% of total attempted credits for freshman and sophomore undergraduates; 70% for junior and senior undergraduates). Students must file the FAFSA each academic year.

**University Work Study**

The University of Scranton funds a number of jobs in various departments and administrative offices for students who do not demonstrate financial need. Applicants must follow the same filing procedures as those specified for the federal work study program. Payment procedures, pay rates, earning limits and maximum hour limitations are identical to those of the federal program.

**Family Tuition Reduction Program**

Whenever two or more dependents from the same family are in attendance at the University as full-time undergraduate students in the same semester or session, a Family Tuition Reduction will apply. Each student will receive a 10% discount on total tuition charges. Fees and room and board are not included in the calculation of the discount.

The discount is not automatic. An application must be filed with the Bursar's Office each academic year to receive the discount. Forms and additional information may be obtained from the Bursar's Office. Visit www.scranton.edu/bursar, click Tuition Discount Programs and select Family Tuition Reduction Program.

**Graduate Assistants**

Graduate Assistants are eligible for a tuition scholarship based on the Graduate Assistant Agreement. The graduate assistantship amount is taken into account when determining eligibility for Financial Aid.

**Resident Assistant (RA)/Community Assistant (CA)**

Resident Assistant/Community Assistant covers full room and 10 meal plans. The Resident Assistant/Community Assistant amount is taken into account when determining eligibility for Financial Aid.
Tuition Remission/Exchange

A Free Application for Federal Student Aid (FAFSA), which covers both state and federal aid, must be filed each year prior to May 1 for the subsequent academic year for eligible employees, spouses and eligible children who intend to enroll as at least a half-time student for any term during the subsequent academic year. Visit www.fafsa.gov. If it is determined that the student is not eligible to receive state or federal aid, a short form may be required in subsequent years. This short form may be obtained from the Financial Aid Office, and must be submitted for review prior to May 1. The tuition remission benefit will not be paid to a student's account until all required financial aid forms and applications are officially filed. If all applicable financial aid forms are not completed in a timely manner, the actual amount of state and/or federal grants that the student would have been eligible for will be deducted from the University's tuition remission benefit. As a result, the student or parent will be responsible for paying the portion of the financial aid package that was forfeited.

The tuition remission policy pertains to the difference between the tuition cost and the financial aid secured, except that, when combined, the total value will be extended to cover the cost of books and academic fees. The maximum allowance for books and academic fees is $250 per semester. Bookstore charges will be issued by the Bursar's Office and placed on the student's Royal Card.

Army ROTC Scholarships

Effective 2018-2019 Academic Year:

The Army provides ROTC Scholarships based on merit. Army ROTC Scholarships provide full tuition and fees, $1,200 for books and a monthly stipend based on grade level. There are two types of scholarships: High School and College Campus. Winners of High School level (four-year and three-year advanced designee) ROTC Tuition and Fees Scholarship recipients also receive free campus room and board at The University of Scranton. Free University room and board awards are available to students offered ROTC tuition and fees scholarships prior to the beginning of the academic year. ROTC College Campus Based recipients receive ROTC Tuition and Fees Scholarship along with free campus ROOM ONLY.

University freshmen and sophomores, as well as prospective graduate students, can apply for College Campus Scholarships. For additional information, contact our Military Science Department by phone at (570) 941-7457, fax (570) 941-4340 or e-mail at ROTC@scranton.edu.

Students are subject to the general financial aid and gift aid policy.

Air Force ROTC Scholarships

Air Force ROTC Scholarships provide up to $18,000 in tuition and a monthly stipend. Four-year Air Force ROTC Scholarship recipients will also receive free on-campus housing at The University of Scranton. Combination of Air Force Tuition Scholarship and University scholarship, grants and/or any other aid (exclusive of loans or work study funds) will not exceed the student's tuition cost.

For additional information contact the Aerospace Studies Department at Wilkes University at 570-408-4860, ext. 4872 or contact rotc@wilkes.edu.

Office of Vocational Rehabilitation (OVR)

OVR provides educational assistance to medically qualified students. When determining the amount of assistance, OVR requests information from the Financial Aid Office pertaining to the student's eligibility for state and federal grant assistance. To find out more about OVR requirements, contact the OVR representative in your area.

Veterans Rehabilitation Benefits

Students eligible to receive Rehabilitation Educational Benefits due to their Veteran Status, are still subject to the federal, state and University gift aid policy. Their monthly educational benefits must be excluded in the total resources received.

Veterans Education Programs

The University of Scranton is partnering with the federal government to help fund the cost of tuition for military veterans and their eligible dependents by participating in the federal Yellow Ribbon GI Education Enhancement Program (Yellow Ribbon Program). The University of Scranton has chosen to contribute the maximum 50% funding. When matched by the VA, this contribution, plus the Post 9/11 GI Bills, will fund the full cost of tuition at The University of Scranton. Therefore, any student that is receiving funding such as merit based scholarships/or grants automatically forfeits this funding. In the event Post 9/11 GI Bills funds are exhausted, it is the student’s responsibility to provide documentation to the financial aid office that their benefits are exhausted. The student will be evaluated for reinstatement of University funding such as merit based scholarships and/or grants provided that they are maintaining Satisfactory Academic Progress and have a completed current academic year FAFSA for consideration for need based funding.

Students receiving less than 100% VA Benefits will be reviewed for University based funding on a case by case basis according to our Gift Aid Policy and Outside Gift Aid Policy. The advantage to veterans is that they can select from a wide range of participating private universities, as well as public universities, to pursue undergraduate and graduate studies.

Veterans should contact the VA to determine eligibility for veterans’ educational benefits, including the Post 9/11 GI Bill® and the Yellow Ribbon Program. Additional information, including contact numbers of regional VA offices, can be found on the VA Web site at www.gibill.va.gov.

Veterans and their dependents that are eligible for veterans’ educational benefits and wishing to enter The University of Scranton must apply for and meet the admission standards of the University. For admissions information, contact the Undergraduate Admissions Office.

After you have been accepted and have confirmed that you will attend, you need to provide the following to the Financial Aid Office.

1. Once and done: You must submit a copy of your Certificate of Eligibility to the Financial Aid Office. You need only provide this at the onset of your enrollment and upon any changes to your eligibility status or VA chapter, as determined by the Veterans Administration. Veterans or eligible dependents may contact the Veterans Administration directly at 1-888-442-4551 or via the internet at www.benefits.va.gov/gibill for your information.

2. Every term: You need to complete the University’s online Veterans Request for Certification Form and submit it to the Financial Aid Office prior to each semester or term for which you wish to use your Veterans Education Benefits. Submission of this form prompts the Financial Aid Office to certify to the VA that you are enrolled so that the VA may issue the benefits for which you are eligible. (The VA makes all determinations of your eligibility. You must be registered for courses in the term before the Financial Aid Office can certify your enrollment.)

To access The Veterans Request for Certification Form:

1. Log into the University portal, my.scranton.edu.
2. Click on the link under the University Links header.
3. Click Veterans Request for Certification Form under the Student Links header.

*GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA).

Financing Your Education at The University of Scranton

Families should develop their own unique financing plan that is based on their individual financial situation. A financing plan provides different approaches, including loans and monthly payment plans that families may consider as options for meeting costs not covered by scholarships and grants. We recommend direct payment to the University, Nelnet monthly payment plan, Federal Direct Stafford Loan, Federal Direct Parent PLUS Loan program, and Alternative Loans.

Direct Payment to the University of Scranton

Payments can be made directly to the Bursar’s Office via check and for payments from S29 or Educational Savings Plan. Electronic check and credit card payment options avail-
able at my.scranton.edu portal or authorized party login nbspayments.com.

**Nelnet Business Solutions Monthly Payment Plan**

Nelnet Payment Plan provides an installment payment plan that allows families to spread payments over 4, 5, or 6 monthly payments per term beginning June and December. This eliminates the need to make lump sum payments prior to the beginning of each term. Families can budget an amount not to exceed term charges less any aid that will be received. No interest is charged. Apply per term. $35 enrollment fee per term.

You may contact Nelnet Campus Commerce at 800.609.8056 or visit mycollegepayment-plan.com/uscranton.

**Federal Direct Stafford Student Loan Program**

Review the Federal Direct Stafford Student Loan Program on page 3.

**Federal Direct Parent PLUS and Graduate PLUS Loan Programs**

Review the Federal Direct Parent Plus and Graduate Plus Loan Programs on page 4.

**Alternative Loan Programs**

Review the Alternative Loan Programs on page 4.

**Payment/Aid Disbursement**

Invoices and class schedules are sent by the Bursar’s Office before the start of each semester. The invoice will list the charges for tuition, fees, room and board. Payment will be due before the start of the semester. Any pending financial aid will be listed and deducted from the total amount due. Financial aid awards are typically divided equally between the fall and spring semesters, therefore, one-half of the annual award will be deducted for the fall and spring semesters. Aid received from federal grants, SEOG, Federal Direct Stafford Loan or PHEAA Grant, as well as all institutional aid, will be credited directly to the student’s account when all eligibility requirements have been satisfied.

**SPECIAL CIRCUMSTANCES**

If after filing for financial aid, you or your parents experience a reduction in income due to unemployment, divorce or separation, death, loss of untaxed income, or other circumstances you should contact the Financial Aid Office. You may be eligible to receive increased financial assistance due to a special condition and will need to find out what information is required in order to determine your eligibility.

Visit www.scranton.edu/financialaid, and select Forms.

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**GIFT AID POLICY**

**Maximum Gift Aid**

University of Scranton scholarship aid, including multiple family discounts and grants, combined with federal and state grants and scholarships are limited as follows:

- Resident students: tuition, room and board charges
- Commuter and off-campus students: tuition, general fee and a $1000 allowance for books and supplies.

Please review the Outside Gift Aid Policy to determine the impact of receipt of private scholarships and grants.

**Outside Gift Aid Policy**

Students should notify the Financial Aid Office if they are receiving any privately funded scholarships or grants by submitting a photocopy of any scholarship notification and information on availability of these funds for subsequent years. The University will then be able to notify students of any impact on their financial aid package.

In recognition of its students’ efforts in securing grants and scholarships from private organizations, the University has developed a Gift Aid Policy that is intended to treat recipients in an equitable manner. The combination of University of Scranton scholarship and grants, federal and state gift aid, and all outside private awards may not exceed tuition, general and course fees, room and board for dormitory students, the maintenance allowance for off-campus students, and the home living allowance for commuter students. Furthermore, recipients of University of Scranton need-based administered awards will have their unmet financial need reviewed before adjusting their financial aid package. Private grants and scholarships may be used to replace up to one-half of a student’s remaining financial need. If no remaining need exists, University need-based administered aid will be reduced by one-half the amount of the outside award. When a PHEAA grant and/or federal aid composes any part of a student’s package, state and federal overaward procedures will be followed even after the above policy is applied. Please see Gift Aid adjustment below.

**ROTC and Air Force ROTC Scholarship Gift Aid Policy**

Four Year and Three Year High School Advanced Scholarship recipients are eligible to receive ROTC Room and Board Scholarships at the University of Scranton. They MUST complete the Terms and Conditions Form to acknowledge that the awards are ONLY available while the student is CONTRACTED and are being charged for University room and board expenses.

Four Year High School Advanced Scholarship recipients are also eligible for Tuition and Fees. Therefore, any student that is receiving funding such as university merit based scholarships/graants, or Tuition Remission automatically forfeits this funding. (If the student is awarded outside scholarships, other outside resources, federal, and state aid in combination cannot exceed room and board charges). If the student is no longer receiving this benefit, they should provide documentation to the Financial Aid Office. The student will be evaluated for reinstatement of University funding such as merit based scholarships and/or grants if they are maintaining Satisfactory Academic Progress and have completed the current academic year FAFSA for consideration of need based funding.

Three Year Advanced recipients are eligible for the ROTC Room and Board awards during their freshman year and retain any other University funding that they are eligible for during the first year ONLY. Once they complete the first year, the ROTC Tuition and Fees Scholarship (same policy applies as indicated above for the Four Year) will replace the previously awarded funding.

**Effective 2018-2019 Academic Year:**

For new recipients of the ROTC College Campus Three 1/2 Year, Three Year, Two ½ Year and Two Year Scholarships are ELIGIBLE FOR ROOM ONLY provided that they are living in the dormitories.

Terms and Conditions are as follows:

- Recipients do not qualify for any other University of Scranton Scholarship, grant, or discount.
- Free Housing in University owned residences for eligible fall and spring terms.
- January intersession housing is provided free to all students on room contract for the academic year. NO ALLOWANCE IS MADE FOR NON UNIVERSITY OWNED HOUSING UNDER ANY CIRCUMSTANCES.
- Room provided by the University of Scranton is considered taxable income by the Internal Revenue Service and recipients of such assistance are responsible for all required reporting and tax liability. Recipients

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**Gift Aid Adjustment Example**

<table>
<thead>
<tr>
<th>Student Need</th>
<th>$ 16,935</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aid: PHEAA Grant</td>
<td>$ 900</td>
</tr>
<tr>
<td>Loyola Scholarship</td>
<td>$ 8,500</td>
</tr>
<tr>
<td>Xavier Grant</td>
<td>$ 1,900</td>
</tr>
<tr>
<td>Aid Total</td>
<td>$ 11,300</td>
</tr>
<tr>
<td>Remaining Need</td>
<td>$ 5,635</td>
</tr>
<tr>
<td>Outside Award</td>
<td>$ 5,000</td>
</tr>
<tr>
<td>Less ½ Remaining Need</td>
<td>$ 2,617</td>
</tr>
<tr>
<td>Excess Award</td>
<td>$ 2,183</td>
</tr>
<tr>
<td>Multiply by 50%</td>
<td>× .50</td>
</tr>
<tr>
<td>Adjustment to Xavier Grant</td>
<td>$ 1,091</td>
</tr>
</tbody>
</table>

An outside award of $2,000 for the same student would result in no adjustment to Xavier Grant.
are also responsible for any applicable state reporting and tax liability.

The Maximum combination of ROTC Scholarship, federal and state scholarships and outside scholarships and grants cannot not exceed the University’s standard cost for tuition, general fees, and room and board. University Room scholarships will be reduced by any excess amount.

University Room scholarships are provided for eligible terms where the member in good standing in the ROTC program as an Army ROTC Scholarship recipient

Three 1/2 Year, Three Year, Two ½ Year and Two Year Scholarships College Campus recipients awarded prior to the 2018-2019 are NOT ELIGIBLE for Free room and board. The following policy applies to the receipt of other University of Scranton funding:

University Scholarships- The combination of all University Scholarships cannot exceed the average room cost provided the student is in the dormitories.

University Grant Aid- 30% of unmet demonstrated need after subtracting the ROTC tuition and Fees scholarship not to exceed the average room cost provided that student is in the dormitories.

Adjustments to University Administered Aid, when federal, state, and external aid exists. Combination of all gift aid cannot exceed tuition, mandatory fees and room and board allowance. When required, University grants, then scholarships will be reduced to meet the maximum amount.

Air Force ROTC Scholarship Recipients

Four Year and Three Year Advanced scholarship recipients will receive free room ONLY. Eligibility for other University of Scranton aid will be governed by the same policy for Army three and three ½, three, two ½, and two year scholarship recipients.

All ROTC Scholarship Recipients

During the terms students are eligible free room or Army/Air Force Scholarship funds. ROTC Tuition and Fees Scholarship recipients are not eligible for the Family Discount; however, their sibling is eligible for the award.

SATISFACTORY ACADEMIC PROGRESS REQUIREMENTS FOR RECEIPT OF FINANCIAL AID

The U.S. Department of Education regulations require that educational institutions measure students’ progress toward a declared educational objective, both quantitatively and qualitatively in order to be eligible to receive Federal Title IV aid, which includes Federal Pell Grants, Federal Supplemental Education Opportunity Grants (SEOG), Federal Work Study, Federal Stafford Loans, Parent PLUS Loans and Graduate PLUS Loans. The Pennsylvania Higher Education Assistance Agency (PHEAA) and other state grant agencies have separate satisfactory academic progress requirements for their scholarship and grant programs. University of Scranton scholarship and grant recipients must meet the minimum federal requirements and are also subject to minimum, cumulative grade point averages, as specified by the award. External scholarships and grants may have different satisfactory academic progress renewal requirements.

Detailed information about academic probation for continuation in a program of study may be found in the Academic Policies and Regulations section of the undergraduate catalog under the topic, Grade Difficulties: Academic Probation and Dismissal, and in the graduate catalog under Standards of Progress.

REQUIREMENTS

The measurement of satisfactory academic progress for receipt of federal student aid is broken down into three categories: maximum time frame, PACE and qualitative measure as explained in the following sections.

### Full Time Undergraduate Student

<table>
<thead>
<tr>
<th>Term</th>
<th>Credits Attempted</th>
<th>Credits Earned</th>
<th>Cumulative Credits Attempted</th>
<th>Cumulative Credits Completed</th>
<th>Percentage Completed</th>
<th>Meeting Pace</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall First Year</td>
<td>16</td>
<td>9</td>
<td>16</td>
<td>9</td>
<td>56%</td>
<td>YES</td>
</tr>
<tr>
<td>Spring First Year</td>
<td>16</td>
<td>10</td>
<td>32</td>
<td>19</td>
<td>59%</td>
<td>YES</td>
</tr>
<tr>
<td>First Annual Measurent</td>
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<td>9</td>
<td>53</td>
<td>34</td>
<td>64%</td>
<td>YES</td>
</tr>
<tr>
<td>Summer After First Year</td>
<td>6</td>
<td>6</td>
<td>38</td>
<td>25</td>
<td>66%</td>
<td>YES</td>
</tr>
<tr>
<td>Fall Second Year</td>
<td>15</td>
<td>9</td>
<td>53</td>
<td>34</td>
<td>64%</td>
<td>YES</td>
</tr>
<tr>
<td>Intersession Second Year</td>
<td>3</td>
<td>3</td>
<td>56</td>
<td>37</td>
<td>66%</td>
<td>YES</td>
</tr>
<tr>
<td>Spring Second Year</td>
<td>16</td>
<td>16</td>
<td>72</td>
<td>53</td>
<td>74%</td>
<td>YES</td>
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</table>

### Part Time Undergraduate Student

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<tr>
<th>Term</th>
<th>Credits Attempted</th>
<th>Credits Earned</th>
<th>Cumulative Credits Attempted</th>
<th>Cumulative Credits Completed</th>
<th>Percentage Completed</th>
<th>Meeting Pace</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall First Year</td>
<td>6</td>
<td>3</td>
<td>6</td>
<td>3</td>
<td>50%</td>
<td>YES</td>
</tr>
<tr>
<td>Spring First Year</td>
<td>9</td>
<td>3</td>
<td>15</td>
<td>6</td>
<td>40%</td>
<td>YES</td>
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<tr>
<td>First Annual Measurent</td>
<td>6</td>
<td>6</td>
<td>21</td>
<td>12</td>
<td>57%</td>
<td>YES</td>
</tr>
<tr>
<td>Summer After First Year</td>
<td>6</td>
<td>6</td>
<td>27</td>
<td>18</td>
<td>67%</td>
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</tr>
<tr>
<td>Fall Second Year</td>
<td>6</td>
<td>6</td>
<td>27</td>
<td>18</td>
<td>67%</td>
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</tr>
<tr>
<td>Intersession Second Year</td>
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<td>3</td>
<td>30</td>
<td>21</td>
<td>70%</td>
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<tr>
<td>Spring Second Year</td>
<td>9</td>
<td>3</td>
<td>39</td>
<td>27</td>
<td>69%</td>
<td>YES</td>
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### Graduate Student

<table>
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<tr>
<th>Term</th>
<th>Credits Attempted</th>
<th>Credits Earned</th>
<th>Cumulative Credits Attempted</th>
<th>Cumulative Credits Completed</th>
<th>Percentage Completed</th>
<th>Meeting Pace</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall First Year</td>
<td>6</td>
<td>3</td>
<td>6</td>
<td>3</td>
<td>50%</td>
<td>YES</td>
</tr>
<tr>
<td>Spring First Year</td>
<td>8</td>
<td>6</td>
<td>14</td>
<td>9</td>
<td>64%</td>
<td>YES</td>
</tr>
<tr>
<td>First Annual Measurent</td>
<td>4</td>
<td>4</td>
<td>18</td>
<td>13</td>
<td>72%</td>
<td>YES</td>
</tr>
<tr>
<td>Summer After First Year</td>
<td>6</td>
<td>3</td>
<td>24</td>
<td>16</td>
<td>66%</td>
<td>YES</td>
</tr>
<tr>
<td>Fall Second Year</td>
<td>8</td>
<td>7</td>
<td>32</td>
<td>23</td>
<td>71%</td>
<td>YES</td>
</tr>
<tr>
<td>Second Annual Measurent</td>
<td>7</td>
<td>6</td>
<td>39</td>
<td>29</td>
<td>74%</td>
<td>YES</td>
</tr>
</tbody>
</table>

### Maximum Time Frame

A student may not exceed a maximum number of attempted credits in any program(s), even if aid was not received during all periods of enrollment. The maximum number of credits is 150% of a student’s program(s) required credits. Once a student reaches the maximum amount of credits attempted as specified by the program(s), the student will be ineligible to receive further Title IV aid. Students in this category may submit appeals in accordance with the Appeals section of this policy.
Examples

Program Credits X 1.5= Maximum Attempted Credits (Note: attempted credits include all transfer and advanced standing credits)
- Biology-134 credits X 1.5=201 maximum attempted credits
- Business Administration-132 credits X 1.5=198 maximum attempted credits
- Early and Primary Education- 137 credits X 1.5=205.5 maximum attempted credits
- Community Counseling-60 credits X 1.5=90 maximum attempted credits
- Educational Administration- 38 credits X 1.5=58.5 maximum attempted credits

Total credit requirements for your major(s) X 1.5= maximum attempted credits

Please note that the maximum time frame measurement always uses a student’s current major(s) credit requirements. Students who experienced a change in major(s) may appeal the maximum time frame restriction, as outlined in the Appeals section of this policy. See current catalog.

PACE

This measurement ensures that a student is completing their program(s) within the maximum time frame allowed. PACE is calculated by dividing total credits earned by total credits attempted and includes accepted transfer and advanced standing credits in both the numerator and denominator. PACE is measured annually at the conclusion of the spring semester. The PACE percentage differs by academic year as shown in the below table.

Qualitative Measure

In addition to the maximum time frame and PACE requirements specified below, all students must maintain a minimum cumulative grade point average of 2.00 in order to demonstrate satisfactory academic progress for receipt of federal aid. The 2.00 cumulative GPA requirements apply to all Federal Student Aid Programs and need-based University of Scranton funds and University of Scranton Work Study Program.

Presidential and Deans’ Scholarship recipients must maintain a minimum cumulative GPA of 3.25, Loyola Scholarship recipients 3.00 and Arrupe Scholarship recipients 2.50. All endowed funds must maintain the minimum cumulative GPA assigned to the originally awarded institutional award.

Monitoring Satisfactory Academic Progress Requirements

Both PACE and GPA requirements are measured at the end of each spring semester. In the interim, all students are responsible to monitor their compliance with all satisfactory academic progress requirements for receipt of aid funds. Students not meeting PACE and/or the minimum grade point average for receipt of federal aid must earn the sufficient number of credits and/or meet the minimum cumulative grade point average requirements before having aid reinstated, or have successfully appealed for an exception to the requirements.

Financial Aid Suspension

In the event a student’s federal and/or University aid is canceled, a formal notice will be sent to the student informing him/her of the action and requirements for reinstatement and procedures for appeal.

Students who have their Presidential Scholarship canceled but have at least a minimum 3.00 cumulative GPA will be awarded a Loyola Scholarship in the amount $16,000; students who have their Deans’ Scholarship canceled but have a minimum cumulative GPA of 3.00 will be awarded a Loyola Scholarship in the amount of $12,000 for the academic year.

Students of color that have their Dean Scholarship cancelled, but have at least a 2.5 CGPA will be awarded an Arrupe Scholarship of $12,000.

Students of color that have their Loyola scholarship cancelled, but have at least a 2.5 CGPA will be awarded an Arrupe Scholarship as follows:
- Loyola Scholarship of $11,000 and up
- Arrupe Scholarship of $10,000
- Loyola Scholarship of $10,000 and below

Arrupe Scholarship will be $2,000 less the original Loyola amount. For example: Loyola of $10,000 will be awarded $8,000 Arrupe and Loyola of $8,000 will be awarded $6,000 Arrupe.

Students who have their Loyola, Arrupe, or endowed award(s) canceled, but have a minimum cumulative GPA of 2.0 and have filed the EAFSA application, will be reviewed for need-based assistance, provided they meet the minimum PACE requirement.

Reinstatement of Aid

Financial aid eligibility may be reinstated when the student has reestablished satisfactory academic standing. It is the student’s responsibility to notify the Financial Aid Office in writing when cumulative GPA requirements have been met and/or PACE deficiencies are corrected.

Once matriculated at the University of Scranton, credits taken at another institution must be approved by the dean of the college in which the student is enrolled. Detailed academic policies about this topic may be found in the Academic Policies and Regulations section of the undergraduate catalog under Transferring Credits from Other Institutions Once Matriculating at the University of Scranton and in the graduate catalog under Transfer of Credits.

Appeals

If, due to extenuating circumstances, students fail to meet academic progress requirements, they may appeal the termination of their financial aid. (Satisfactory Academic Progress Appeal Form and Student Instructions are located on the Financial Aid website under forms.) Appeals must be made in writing to the Director of Financial Aid and must specify the reason(s) why satisfactory academic progress was not achieved and how the deficiencies can be remediated during any approved probationary period. Documentation of the reason(s) for appeal—letters from physicians, copy of death certificate for family member, etc. must accompany the written request. The Financial Aid Office will consult with the Dean’s Office of the college in which the student is enrolled to obtain a recommendation on the appeal request. An appeal will be granted in cases where the University determines that a student should be able to meet the satisfactory academic progress standard during the subsequent payment period or develops an academic plan for a student that, if followed, will ensure that she or he is able to meet satisfactory academic progress by a specific point in time. The academic plan may specify requirements on the part of a student and designate a time frame to meet the satisfactory academic progress requirements. All final decisions will be communicated by the Financial Aid Office.

Financial Aid Probation

A student on financial aid probation may receive federal student aid funds for one payment period, which includes summer and special sessions. The institution may require a student on financial aid probation to fulfill specific terms and conditions such as taking a reduced course load, enrolling in specific courses or availing themselves of specified University or private resources. At the end of one payment period on financial aid probation, the student must meet the University’s satisfactory academic progress standards for receipt of financial aid or meet the requirements of the academic plan developed by the Dean’s Office and the student to qualify for further federal student aid funds.

For University of Scranton Grants and Scholarships, students not meeting the required minimum, cumulative grade point average at the end of the spring term will be allowed to retain their aid for one term. If at the conclusion of the term they are still not meeting the required minimum, cumulative grade point average, yet have exceeded the grade point average required of the grant or scholarship, one final term of University assistance will be allowed. These provisions do not apply to continued receipt of federal student aid for students whose cumulative grade point average is not the minimum, cumulative grade point average of 2.0 except in cases where a student successfully appealed and was placed on Financial Aid Probation, or is meeting the requirements defined in an individual academic plan approved by their college’s Dean’s Office.

Drops, Withdraws and Incomplete Grades

Credits dropped during the drop refund period of the term as defined on the published academic calendar are not counted as attempted credits. Incomplete courses are counted as attempted credits for the determination of PACE and maximum time frame.

Stop Outs and Re-Admitted Students

When a student has a break in enrollment and is readmitted, satisfactory academic progress will be evaluated taking into consider-
ation any transfer and advanced standing credits earned during the break in enrollment and accepted by the University.

**Terms, Parts of Term and Summer**
Terms are comprised of all sessions and parts of term within a term. For measurement of satisfactory academic progress, January Inter session will be combined with spring term.

**Advanced Standing Credit**
All forms of advanced standing credit such as advanced placement, transfer, validation, challenge, that are accepted by the University are considered as both attempted and earned in the calculation of PACE and maximum time frame.

**Audited Courses**
Audited courses are not considered as attempted or earned in the calculation of PACE and maximum time frame.

**Repeated Courses**
Repeated courses will be counted each time attempted and will be only counted in earned once. However, if a course which had been passed is repeated and the latter grade is an “F”, the course will no longer be counted in earned.

**Multiple Majors/Degrees**
The maximum time frame will be calculated using all required credits to complete multiple majors and all credits attempted and earned will be used in the calculation of PACE.

**Change of Major**
The maximum time frame will be calculated using the current major and all credits attempted and earned, including those from prior major(s) will be part of PACE and cumulative grade point average calculations.

**Subsequent Degrees**
Measurement of maximum time frame and PACE will be calculated based on the requirements of the subsequent degree.

**Consortium Agreement**
Credits taken at another institution under an approved Consortium Agreement will be used when determining the student’s number of credits earned. They will not affect a student’s cumulative grade point average.

**STUDENT’S RIGHTS AND RESPONSIBILITIES**

**Student’s Rights**
You have the right to ask for the following information about the University and financial aid:
• What are the terms and conditions of any work program that is included in your financial aid award notification?
• What is the interest rate, repayment schedule, total amount borrowed, and deferment or cancellation provisions for any student loan borrowed?
• What are the satisfactory academic progress standards used, and what needs to be done to reestablish eligibility once one has failed to maintain progress for financial aid?
• What are the names of the organizations that accredit or license the University and its programs?
• What special facilities and services are available to handicapped students?
• What is the cost of attending the University?
• What is the University’s refund policy?
• Information on the University’s programs, and the instructional, laboratory and physical plant facilities associated with those programs.
• What are the names of the University’s faculty?
• Who are the Financial Aid Officers, where are they located and who should I contact with questions on financial aid?

**Student’s Responsibilities**
It is your responsibility to:
• Comply with all financial aid filing procedures including the completion of required applications by the published deadline(s).
• Understand academic progress requirements necessary for retaining aid.
• Complete all financial aid applications accurately, honestly and on time.
• Provide all required documentation when requested.
• Notify the Financial Aid Office of any changes to the information initially reported.
• Notify the University of any changes in enrollment status, permanent home address, phone number, local address or name.
• Complete entrance and exit counseling for loan borrowers.
• Understand and comply with loan repayment obligations.
• Understand the refund policy.
• Perform work study duties in a responsible manner and in compliance with the terms and conditions of employment.
• Request in writing a reevaluation of aid eligibility when academic progress requirements or credit deficiencies have been corrected.
• Read, understand and keep copies of all forms sent to you for signature.
• Complete the third party authorization form to allow access to their student record.

**FINANCIAL AID REFUND POLICY**
In accordance with federal regulations, those students who receive federal financial aid and who completely withdraw from the University during the first 60% of a semester or who fails to earn a passing grade during an enrollment period, will have their federal financial aid (Pell Grants, Supplemental Educational Opportunity Grants, TEACH Grants, Direct Stafford Loans and PLUS Loans) adjusted based on the percent of the semester completed prior to the withdrawal. That is, students will be entitled to retain the same percent of the federal financial aid received as the percent of the semester completed. This percent is calculated by dividing the number of days in the semester (excluding breaks of five days or longer) into the number of days completed prior to the withdrawal. The date of withdrawal will be the date the student begins the withdrawal process in accordance with the official withdrawal procedures outlined in the catalog.

Students who do not follow the official withdrawal procedure but who stop attending classes for all of their courses will be considered to have withdrawn at the midpoint of the semester unless attendance is documented after that time. There will be no adjustment to federal financial aid after the completion of at least 60% of the semester.

**When a student fails to earn a passing grade during an enrollment period**
For students who began attendance and have not officially withdrawn and fail to earn a passing grade in at least one course offered (ALL “F” GRADES) during an enrollment period will be considered to have withdrawn at the midpoint of that semester if a last date of attendance cannot be determined for financial aid purposes.

For students who receive all “I” grades, “P” grades, and “NG” grades, “NG’s” will indicate temporary grades. Temporary grades are issued when a faculty member fails to meet the deadline for submission of grade reports. Such temporary grades will be changed to permanent grade symbols when issued by the professor. If students do not earn a passing grade in at least one course offered, they will be considered to have withdrawn at the midpoint of that semester if a last date of attendance cannot be determined for financial aid purposes.

For students who receive all “NG” grades, “NG’s” will indicate temporary grades. Temporary grades are issued when a faculty member fails to meet the deadline for submission of grade reports. Such temporary grades will be changed to permanent grade symbols when issued by the professor. If students do not earn a passing grade in at least one course offered, they will be considered to have withdrawn at the midpoint of that semester if a last date of attendance cannot be determined for financial aid purposes.

Once the amount of the federal funds to be returned has been calculated, the funds will be returned in the following order and cannot exceed the total amount awarded:
• Unsubsidized Direct Stafford Loans
• Subsidized Direct Stafford Loans
• Direct PLUS Loans
• Pell Grants
• Supplemental Educational Opportunity Grants
• TEACH Grants

Pennsylvania and other state grants will be adjusted in accordance with each agency’s stated guidelines. It is expected that PHEAA Grant funds will be reduced by the same percent reduction in
tuition received by a student when completely withdrawing from the University.

The University of Scranton grants and scholarship funds will be adjusted based on the percentage of reduction of tuition received by a student when withdrawing from the University.

Please note that students who receive a refund of financial aid prior to withdrawal from the University owe a repayment of federal financial aid funds received. Students will be contacted by the Financial Aid Office in such situations and will be given 30 days to repay the funds to the University. Students who fail to return the unearned portion of federal financial aid funds given to them will become ineligible for continued receipt of financial aid at all institutions until such time as the repayment is made.

After determining the distribution of funds to Title IV programs, the Financial Aid Office is required to calculate the PHEAA State Grant refund if a PHEAA Grant was received for the payment period. Other state grants will be adjusted according to each state’s refund policy and will equal the refund percentage applied to the student’s tuition charges.

Title IV Refund Policy Example
Sean Student is a sophomore enrolled for the spring term as a full-time resident student. The spring term began on January 28 and will end on May 17. Sean withdrew completely from school on February 12.

**Sean's Charges**
- Tuition: $21,455
- University fees: 200
- Room: 4,527
- Board: 3,028
- Total University charges: $29,210

**Sean's Title IV Aid**
- Federal Direct Stafford Loan: $2,250
- Federal Pell Grant: + 2,000
- Federal SEOG: + 500
- **Total Title IV Aid**: $4,750

**Percentage of Title IV Aid Earned**
- Completed days: 16
- Divided by total days: 101
- Percentage of days attended: 15.8

If this amount is less than or equal to 60%, an adjustment must be made. If this amount is greater than 60% (with or without rounding), no adjustment is necessary.

**Title IV Aid Earned by Sean**
- Total Title IV Aid: $4,750
- Multiplied by percentage earned: $1,588
- Total Title IV Aid earned: $751

**Title IV Aid to be Returned**
- Total Title IV Aid: $4,750
- Less Title IV Aid earned: $751
- Total Title IV to be returned: $3,999

- Federal Direct Stafford Loan: $2,250
- Federal Pell Grant: 1,749

After determining the Title IV refund and percentage to be returned to PHEAA State Grant programs, the Financial Aid Office will calculate the refund of University of Scranton funds up to the amount of the tuition refund percentage made.

Additional examples of refund calculations, are available for examination in the Financial Aid Office upon request. Students that must totally withdraw from school should consult with the Financial Aid Office on how the refund policy applies to their situation. Students who are recipients of Title IV Funds (Pell, SEOG, TEACH, Direct Stafford Loans, PLUS Loans) and subsequently withdraw and have their tuition reimbursed retroactively due to extenuating circumstances, will still be subject to Title IV Federal Refund Calculation. Students who subsequently return to the University are required to satisfy the academic progress requirements prior to receipt of additional funds. If a student who withdraws is determined to be eligible for a post-withdrawal disbursement, he or she will be notified as soon as the determination is made. If the student does not contact the Financial Aid Office by the specified deadline, the University will assume the student is not interested in receiving the Post-Withdrawal Funds offered.

**OVERPAYMENT POLICY**

If a student leaves the University after receiving a cash disbursement for living expenses from Title IV grants, the University must determine if the student must repay a portion of the cash disbursement. If it is determined that an overpayment has been made, the institution will notify and bill the student for the amount of the overpayment.

A student would owe a repayment if the cash disbursement exceeds the living expenses incurred up to the point of the student’s withdrawal. Certain non-refundable expenses, such as books and supplies, will be included in the overpayment calculation at full cost.

Work Study funds are excluded from the calculation because they have been earned by the student as well as other federal loan funds, because the student is already obligated to repay them.

**FEDERAL VERIFICATION POLICY AND PROCEDURES**

The University of Scranton requires verification of FAFSA data when a student’s record is selected by the federal government. In addition, there may be cases where the University may select a student record to be verified due to inconsistencies on the information reported or to clarify reported data, etc. Students selected for verification by the federal processor are notified on the Student Aid Report. The section below explains your rights and responsibilities. Please read carefully.

The U.S. Department of Education is updating the method of having aid applicants verify the information provided on the Free Application for Federal Student Aid (FAFSA) to the colleges they attend. Actual Internal Revenue Service (IRS) 2016 return transcripts will now be required to be submitted to colleges for selected applicants. Applicants may avoid having to obtain IRS return transcripts by using the IRS data retrieval option when completing the online FAFSA. Provided the IRS data is available and no changes have to be made to the reported tax data, it will not be necessary to submit an official IRS return transcript in the event the FAFSA is selected for federal aid verification. We highly recommend all aid applicants and parents of dependent applicants use the IRS data retrieval. This will not only decrease common errors, but may also eliminate the need to provide additional verification documents. Please note there may be cases where the University may require both the IRS return transcript and a signed copy of tax returns to complete verification for both federal and University of Scranton aid programs.

**Submission of Requested Documentation**

All requested information must be provided to The University of Scranton Financial Aid Office within six weeks of the notification date. If the requested documentation is unavailable at the time of the request, an extension can be granted provided the Financial Aid Office receives a written request explaining the reason the documentation is not provided and an estimated date the information will be available. Please note, however, that Federal and institutional aid cannot be finalized until such time as all requested documentation is provided. Failure to satisfy all requests will result in the cancellation of all Federal aid and University of Scranton need-based grant aid.

**Documentation Required**
- A completed Verification form available at my.scranton.
- Copies of parents and students (students and spouses for independent students) 2016 Return Transcripts for FAFSA filing year. Go to www.IRS.gov and click on the “Get My Tax Record” link, or call 1-800-908-9946. Make sure to request the “IRS return transcript” and not the “IRS account transcript”. Please note transcripts are required for first time need based aid recipients in some cases.
- Copies of all W-2 Forms for parents and students (students and spouses for independent students)
- All non-tax filers must obtain a statement from the IRS indicating no tax return was filed for the FAFSA filing year. Non-tax filers must complete all questions on the Verification form, and attach any W-2 Forms.
- Any other verification forms requested by the Financial Aid Office such as asset verification forms, certification of sibling enrollment, etc.
Review of Information
After all requested information is submitted, application data will be verified. If all application information is accurate or within federally approved tolerances, aid will be processed and/or finalized. If corrections are required, the Financial Aid Office will correct the data and process your aid request.

Notification of Verification Results
Notification of your award eligibility and/or certification of federal loans will indicate your eligibility for federal and institutional funds. In cases where aid had been previously awarded, notification will only be sent when program eligibility changes.

Overpayment of Federal Funds
In cases where corrections result in an overpayment of federal funds, you will receive notice on steps required to repay the federal programs and the consequences of not making proper repayment.

Any questions concerning these policies and procedures should be directed to the Financial Aid Office.

FINANCIAL AID FOR STUDY ABROAD
University students participating in the Study Abroad Program may be eligible to receive financial aid, including federal, state and institutional aid, for their enrollment in a program that is approved by the University’s Study Abroad Advisor. There are several additional requirements, however, that must be met before the Financial Aid Office can process any student’s financial aid for use at another institution.

Please note that the cost for the Study Abroad terms may impact the participant’s financial aid package.

Most commonly asked questions and answers can be found at www.scranton.edu/financialaid.

CONSORTIUM AGREEMENTS WITH OTHER INSTITUTIONS
Upon approval of the dean of the student’s college, the University will execute a consortium agreement with another eligible institution so that the combined costs and credits can be used in determination of financial aid eligibility. Please note that because of differences in costs, a student’s financial aid package could be affected.

THE UNIVERSITY OF SCRANTON
JAMES P. SWEENEY, S.J.
FAMILY OUTREACH PROGRAM
In 1942, Most Rev. William J. Hafey, Bishop of Scranton, invited the Society of Jesus to assume administration of The University of Scranton. It was a time of great uncertainty for the nation and for higher education with college enrollments dropping dramatically due to enlistments and the draft. In today’s uncertain economic times, the University finds great relevance in the words of Very Rev. James P. Sweeney, S.J., Provincial of the Society of Jesus’ Maryland/New York Province, as he accepted Bishop Hafey’s invitation:

“...acceptance of your invitation is of course a challenge in these abnormal times, when all colleges are facing a crisis. Even the fate of well established institutions is in the balance and many smaller colleges may be pushed to the wall during the next six months. However, St. Ignatius was never one to run away from a difficult proposition, and we are supposed to imitate his example.”

Inspired by this example of hope and faith, the University has established the James P. Sweeney, S.J., Family Outreach Program, which reflects the University’s commitment to students and families who have been negatively affected by recent economic conditions and contains the following:

- Responsiveness to reductions in family income due to unemployment, underemployment and other losses of income. The Financial Aid Office’s Special Condition Form gives families an opportunity to update income information when current year income is less than what was collected on the Free Application for Federal Student Aid (FAFSA). The Financial Aid Office will review and verify updated information to determine if any increases can be made to need-based federal, state and University of Scranton financial aid programs.
- The Father Sweeney Grant will be used to supplement students’ regular financial aid packages based on the reporting of families’ financial difficulties. The grant is intended to provide immediate short-term assistance. Renewal of the grant will be based on a family’s continued financial difficulties.
- The University will offer financing counseling to families requesting special assistance to meet their financial educational expenses. Financial Aid and Bursar staff will work with students and their families on the development of financing plans, which will include a combination of federal student and parent loans and may allow for the development of special payment plans outside of the University’s normal payment policy.

CONSUMER INFORMATION
The Higher Education Opportunity Act of 2008 requires all post-secondary institutions to provide prospective and enrolled students with consumer information that includes student outcomes, student financial assistance, health and safety, and intercollegiate athletics. The University of Scranton provides links to consumer information and required disclosures at www.scranton.edu/consumerinfo. The page can be accessed through the Consumer Information link in the footer of all University webpages and is updated periodically as the most current data becomes available.

FINANCIAL AID GLOSSARY
Academic Year: The definition of academic year at The University of Scranton is 30 weeks of enrollment.
Award Package: Notification from the Financial Aid Office detailing the type and amount of aid you are eligible to receive.
Citizen/Non-Citizen: A student must be in one of the following categories to receive federal student aid: U.S. citizen or national, U.S. permanent resident, citizen of the Freely Associated States: the Federated States of Micronesia and the republics of Palau and the Marshall Islands; other eligible non-citizens.
Cost of Education: The total amount it will cost a student to attend school. The cost includes tuition, housing, board, books, fees and other related educational expenses.
Dependency Status: Depending upon how you answer certain questions on your financial aid application you may be considered dependent upon parental support or independent. Your dependency status determines what information must be reported on your aid application.
EFT: Electronic Funds Transfer.
Expected Family Contribution (EFC): Funds that you are expected to contribute toward your cost of education. FAFSA: Free Application for Federal Student Aid.
Federal Direct Stafford Loan: A need-based fixed interest loan with no repayment until six months after graduation.
Financial Need: The difference between the student’s cost of education and the expected family contribution.
Full-Time Enrollment: Undergraduate students enrolled for at least 12 credits per semester. In some cases, students enrolled for 3 credits during intersession and 9 credits for Spring can be considered as full-time students. However, the aid for the Spring term will be recalculated based on the combined reduced per-credit cost for the terms. Graduate students enrolled for 3 credits to 4 credits per semester.
Gift Aid: A type of financial aid that does not have to be repaid, such as grants and scholarships.
Half-Time Enrollment: Undergraduate students enrolled 6 credits to 8.5 credits per semester. In some cases, students enrolled for 3 credits during intersession and 3 credits for spring can be considered as half-time students. However, the aid for the spring term will be recalculated based on the combined reduced per-credit cost for the terms. Graduate students enrolled for 3 credits to 4 credits per semester.
Less Than Half-Time Enrollment: Undergraduate students enrolled 1 credit to 5.5 credits per semester. Graduate students enrolled for 1 credit to 2.5 credits per semester. Students are not eligible for federal loans or deferment.
Master Promissory Note (MPN): The Master Promissory Note (MPN) allows the student to borrow under the Federal Direct Stafford Loan program for up to 10 years. In subsequent years, the student needs only complete the FAFSA. The Master Promissory Note allows creditworthy parents of dependent undergraduate or Graduate/Professional students to borrow under the Federal Direct Parent PLUS or Graduate PLUS Loan Program for up to 10 years. In subsequent years, the student needs only complete the FAFSA and Parent/Graduate student needs to complete the PLUS Request Form for the mandatory credit check.
Information Directory

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<tr>
<th>Office</th>
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<tr>
<td>Academic Advising Centers</td>
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<tr>
<td>College of Arts and Sciences</td>
<td>St. Thomas Hall, 209</td>
<td>570-941-6323</td>
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<td>Kania School of Management</td>
<td>Brennan Hall 206</td>
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<td>Panuska College of Professional Studies</td>
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<td>Admissions Office</td>
<td>The Estate</td>
<td>570-941-7540</td>
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<td>Alumni Relations</td>
<td>Brown Hall, 4th floor</td>
<td>570-941-7600</td>
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<td>Bookstore</td>
<td>DeNaples Center, 107</td>
<td>570-941-7454</td>
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<td>Bursar’s Office</td>
<td>St. Thomas Hall 103</td>
<td>570-941-4082</td>
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<td>Campus Ministries</td>
<td>DeNaples Center, 200</td>
<td>570-941-7419</td>
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<td>Ciszek Hall</td>
<td>570-941-7640</td>
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<td>Center for Teaching and Learning Excellence</td>
<td>St. Thomas, Harper-McGinnis, 5th floor</td>
<td>570-941-4038</td>
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<td>Counseling Center</td>
<td>O’Hara Hall 606</td>
<td>570-941-7620</td>
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<td>St. Thomas Hall, 210</td>
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<td>St. Thomas Hall 401</td>
<td>570-941-7701</td>
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<td>Information Technology Development Applications</td>
<td>Alumi Memorial Hall, 1st floor</td>
<td>570-941-6344</td>
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<td>Military Science</td>
<td>Rock Hall</td>
<td>570-941-7457</td>
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<td>Provost’s Office</td>
<td>St. Thomas, Comm. Wing 5122</td>
<td>570-941-7520</td>
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<td>Public Safety</td>
<td>Parking Pavilion</td>
<td>570-941-7888</td>
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<td>Registrar’s Office</td>
<td>O’Hara Hall, 108 and Second Floor</td>
<td>570-941-7721</td>
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<td>Student Formation and Campus Life</td>
<td>DeNaples Center, 201</td>
<td>570-941-7680</td>
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<td>Student Health Services</td>
<td>Roche, Mulberry &amp; N. Webster</td>
<td>570-941-7687</td>
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<td>570-941-7524</td>
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<td>Wellness Center (CHEW)</td>
<td>DeNaples Center, 205K</td>
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Satisfactory Academic Progress (SAP): Measurement of student’s progress toward a declared educational objective both quantitatively and qualitatively in order to be eligible for Federal Title IV aid.

Self-Help Aid: Financial aid, such as work study and student loans, that requires the student to work while enrolled or repay loan funds after graduation.

SEOG (Supplemental Educational Opportunity Grant): A federal grant awarded to students with exceptional financial need. Priority is given to Pell Grant recipients.

Special Condition: A change in a family’s financial situation, such as loss of employment, death of a parent, divorce, or loss of untaxed income. Any change that affects the family’s ability to contribute toward educational expenses should be reported to the Financial Aid Office.

Student Aid Report (SAR): Received electronically or by paper approximately four weeks after applying for federal student aid. The SAR contains your application information and indicates if you are eligible to receive a Pell Grant.

TEACH Grants: Federal grant allowed by the US Department of Education for students who are or will be full-time teachers in specific fields at Title I schools. Failure to satisfy requirements will result in grant reverting to unsubsidized Direct Student Loan starting from date of original disbursement.

Three-Quarter Time Enrollment: Undergraduate students enrolled 9 credits to 11.5 credits. In some cases, students enrolled for 3 credits during Intersession and 6 credits for spring can be considered as three-quarter-time students. However, the aid for the spring term will be recalculated based on the combined reduced per-credit cost for the terms. Graduate students enrolled for 4.5 credits to 5.5 credits per semester.

Title IV Grants: Pell Grant, SEOG and TEACH Grant.

Work Study: A program that provides campus employment that allows a student to earn money to help pay for college expenses.
Handicapped Services

In compliance with the requirements of Section 504 of the Rehabilitation Act, The University of Scranton has modified existing physical facilities and has developed special coordination services in order to effectively accommodate the academically qualified students with disabilities as defined by applicable law. The Center for Teaching and Learning Excellence (CTLE) maintains and provides information, accommodations, tutoring, coordination, referral and counseling services for students with disabilities. Christine M. Black, Assistant Director and Interim Title IX Coordinator, is the ADA Compliance Officer.

Accreditation

The University of Scranton is accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia PA 19104. Other accreditations include the Commission on Accreditation in Physical Therapy Education, the Council for the Accreditation of Educator Preparation, the Commission on Collegiate Nursing Education, and The Association to Advance Collegiate Schools of Business (AACSB).

This brochure is published in accordance with Title 34, Part 668, Subpart D, Section 668.41 through 668.46 of the Code of Federal Regulations which requires dissemination of Student Consumer Information Services by institutions of post-secondary education which participate in the Title IV Financial Aid Programs.

Obtaining Other Information

Information about Middle States Accreditation is available from Kathryn Yerkes, Middle States Accreditation Liaison Officer.

Information about The University of Scranton’s retention and graduation rates is available from the Office of Institutional Research.

Information about post-graduation outcomes of University students is available from the Office of Career Services.

Information about campus security is available from University Police.

Further information is available at www.scranton.edu/consumerinfo.

The University of Scranton is committed to providing a safe and nondiscriminatory employment and educational environment. The University does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, veterans status, gender identity or expression, sexual orientation, or other status protected by law. Sexual harassment, including sexual violence, is a form of sex discrimination prohibited by Title IX of the Education Amendments of 1972. The University does not discriminate on the basis of sex in its educational, extracurricular, athletic, or other programs or in the context of employment.

Inquiries regarding non-discrimination and sexual harassment and sexual misconduct policies may be directed to Christine M. Black, Assistant Director and Interim Title IX Coordinator, The University of Scranton, Office of Equity and Diversity. Contact information is christine.black@scranton.edu or by calling (570) 941-6645.

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The University of Scranton is an Affirmative Action/Equal Opportunity Employer and Educator.

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