

## **DESCRIPTION OF STUDENT FINANCIAL AID AT WESTERN SEMINARY**

Regardless of your current financial situation you have the right to apply for financial aid, especially if you foresee the possibility of needing assistance in financing your graduate degree program.

Planning ahead is vital. To know in advance if you qualify for assistance or not will enable you to plan intelligently for your education costs.

This information is being provided to you by the Financial Aid Office with the intention of making the process of applying for financial aid as easy as possible and to make clear what is expected of you if you participate in any of the programs offered at Western.

If you have difficulty understanding or dealing with the application process, do not hesitate to contact us. The Financial Aid Director will be more than happy to assist you. The offices are located in Armstrong Hall, Portland campus. The telephone number is (503) 517-1806 or 1(800) 547-4546 x1806.

### **WESTERN SEMINARY INSTITUTIONAL PROGRAMS-Portland Campus**

A limited amount of loan and grant aid is offered by Western Seminary. The following is a general description of these aid monies. If you wish more detailed information, you may contact the Financial Aid Office. Inquiries regarding institutional gift assistance available to San Jose, Sacramento, and Seattle students should be directed to the offices at those locations.

#### **The H. Guy and Marvel E. Bevington Memorial Loan Fund**

Mrs. Marvel E. Bevington provided this short-term loan fund for Western students in memory of her husband, H. Guy Bevington. Special consideration will be given to students with curricular interest in homiletics or missions.

#### **The Hinson/Jones Memorial Student Loan Fund**

This fund has been established in memory of Dr. W. B. Hinson and J. Earl Jones, two of those initially responsible for the founding of Western Seminary. Loans from this fund bear no interest during the time a student is in seminary and repayment is usually made within a three-year period after the borrower leaves school.

#### **President's Scholarship**

Tuition assistance may be available to encourage and assist minority and deprived individuals in the body of Christ in becoming biblically and theologically trained servant-leaders. Deserving students will be considered on the basis of need and potential for the ministry. Awards are made on a year-by-year basis.

#### **Need-based Grants**

Eligible students must be enrolled at least half-time in a degree program. Grants will be based primarily on financial need and will depend in large part on the amount of money available and the need of the applicant. Grants are awarded on a fall-spring-summer academic year. Need-based Grants are funded by the endowment and restricted scholarships listed in the Seminary catalog,

#### **Graduate Fellowships**

These may be awarded to students working for the Th.M. or D.Min. degrees. A Fellow usually

will work in the division of his/her major and assist a professor in doing research and correcting written work. Questions about how to secure a fellowship should be directed to the Academic Dean.

### **Church Partnership Grants**

A church may agree to sponsor a student by paying part or all of the student's tuition costs. Assuming the church pays up to 40% of the tuition, Western will match up to 20%, leaving 40% for the student.

### **Christian Service Grants**

Western Seminary will provide a grant to incoming Portland-campus degree students who come from full-time ministry positions. If the ministry is affiliated with CB America, CB International or Mission to the Americas, the grant will be \$400; if the ministry is independent or affiliated with some other non-CB agency, the grant will be \$300. This grant is always a credit against tuition.

### **Spouses' Tuition Policy-All Campuses**

Spouses of students taking 10 or more credits per semester (or the equivalent) as a degree student may be eligible to take courses (including for-degree credit) at half the normal tuition rate. This discount will also apply if neither husband or wife takes 10 hours, but the total enrollment for the couple equals 16 credits in a semester. In San Jose and Sacramento, the policy applies if a student is taking 8 or more hours or if the combined registration of husband and wife equals 14 hours. This benefit does not apply to courses beyond entry level degrees (i.e., It does not apply to Th.M., D.Min., D.Miss., or postgraduate courses).

### **FEDERAL PROGRAMS- All Campuses**

Of the five major federal student aid programs, Western participates in the Federal Family Education Loan Program (Stafford Loan) only. These low interest educational loans are offered through local lending institutions. Eligibility is determined by the Seminary using information from a processed FAFSA. Several options are available, depending on the status of the student.

### **FEDERAL FAMILY EDUCATION LOAN PROGRAM**

The FFELP program provides low-interest loans through participating lenders such as banks, credit unions, or savings and loan associations. Stafford loans are available in two types. Subsidized loans are based upon "need" and carry the benefit of having the interest paid by the government while the student is in school at least half-time. Unsubsidized Stafford loans are not based upon need, and the interest accrues while the student is attending school, to be paid after leaving. FFELP Loans are insured by a state or private nonprofit "guarantee agency" in each state and reinsured by the federal government. Interest rate is variable. The variable rate for each 12-month period will be equal to the bond equivalent rate of the 91-day Treasury Bills auctioned at the final auction held prior to the preceding June 1, with the following additions: 1.7% during in-school, grace and deferment periods; and 2.3% during repayment, not to exceed 8.25%. No student can borrow more than the cost of education (including living expenses) at the school minus any other financial aid he or she receives.

### **STUDENT MINISTRIES, INC. – All Campuses**

Student Ministries Incorporated is a mission agency that enables seminary students to receive support for the ministries in which they serve. Their support comes from tax-deductible contributions by donors whom they contact.

## **EMPLOYMENT OPPORTUNITIES – Portland Campus**

Though we do not participate in the Federal Work Study Program (part of the federal financial aid programs), we do post jobs called in by people in the community. Information on ministry positions is available in the Placement Office while "secular" jobs are listed through the Student Services Office.

## **GLOSSARY OF FINANCIAL AID TERMS – All Campuses**

The term financial aid refers to a variety of federal, state, local and institutional programs that help students who, because of limited family resources, are unable to meet the high cost of postgraduate education. There are four basic types of financial aid: grants, scholarships, loans and work study employment. Educational loans must be repaid upon completion of your education. There is no repayment obligation for grants, scholarships and work-earnings. The language of financial aid is perhaps one of the most confusing aspects of the process. To help you become acquainted with this new vocabulary, here are definitions for a few of the most commonly used terms:

FREE APPLICATION FOR FEDERAL STUDENT AID FORM (FAFSA)- The document to be completed by the student and submitted to the processor (not the school). A Stafford student loan cannot be processed until this document is in the student's file. The FAFSA is available from the Western Financial Aid Office or on the web.

EXPECTED FAMILY CONTRIBUTION- The amount that the applicant is expected to contribute, based on his/her income and net assets, according to the results of the FAFSA.

STUDENT EXPENSE BUDGET- The educational expenses that are related to a student's attendance at a post-secondary institution for a specified period of time. The components of a student expense budget include tuition and fees, room and board, books, personal expenses and transportation.

FINANCIAL AID TRANSCRIPT- A document used to collect information about financial aid that a student may have received at other post-secondary institutions.

GIFT-AID- Grants, scholarships, any financial assistance not requiring repayment.

SELF-HELP- This is defined as employment, either Federal Work-Study (not applicable at Western) or other employment. Loans are also classified as self-help.

## **ELIGIBILITY AND REQUIREMENTS for Stafford Loan – All Campuses**

In order to be eligible to apply for and receive financial aid you must:

1. Be a citizen of the United States or an eligible non-citizen.
2. Must be enrolled as at least a half-time student. Full-time status is 8 hours; half-time is 4 hours.
3. Maintain Satisfactory Progress Requirements as defined by Western Seminary.
4. Not be in default or owe any refund on Federal Title IV monies to any college or lending institution.
5. Satisfy the Selective Service requirements established by Federal Law.
6. Must be admitted to a regular degree or certificate program, (i.e., "Non-degree Students" or Enrichment Education students are not eligible by Federal Law.)
7. For a subsidized loan, the applicant must demonstrate financial need as determined

by filing the FAFSA and/or the Seminary's application for institutional funds.

8. For mid-year transfers, students must have a Financial Aid Transcript sent to the Seminary from previous colleges/professional schools attended in the past twelve months, whether or not they received financial aid.

9. Any documentation requested by the Financial Aid Director for the purpose of verification of information must be provided by the applicant. Refusal may result in the denial of aid.

## APPLICATION PROCEDURES

### Forms

All students requesting financial aid through federally funded programs must complete a need analysis application (Free Application for Federal Financial Aid) available from the Financial Aid Office as well as a Seminary application form. Packets containing all needed forms may be obtained by contacting the Portland Financial Aid Office or printed off the Seminary web site.

### Federal Aid- Stafford Loans – All Campuses

If you are planning to apply for a student loan, it is best to allow at least 8 weeks prior to the beginning of the school term for which the loan is intended.

### Institutional Aid – Portland Campus

Portland students requesting institutional grant aid should contact the Financial Aid Office. It is necessary to complete a FAFSA for need-based institutional aid. The deadline for fall-spring-summer awards is July 1 and the deadline for spring-summer awards is November 1. Aid is awarded on a point system based primarily on financial need. If new institutional gift aid becomes available mid-year, announcements are made through the Epistle (the Portland campus bulletin).

### Awarding Financial Aid

After receiving all necessary documentation, the Seminary will issue an award letter. Most need is met primarily by the Stafford loan program.

### Student Expense Budget

The following figures are intended to help you estimate your cost of education (1999-2000 figures). The budgets shown below are the standards which will be used in awarding aid. They are updated annually and reflect amounts needed for a moderate but adequate lifestyle. Figures are for one, two, and three term loans.

Portland and Seattle	1term loan	2 term loan	3 term loan
Room & Board	\$2640	\$5285	\$7927
Transportation	\$ 356	\$ 713	\$1069
Personal Expenses	\$ 849	\$1697	\$2546
Books & Supplies	\$ 369	\$ 739	\$1108

No. Cal.	1term loan	2 term loan	3 term loan
Room & Board	\$2114	\$4228	\$6340
Transportation	\$ 285	\$ 570	\$ 855
Personal Expenses	\$ 679	\$1358	\$2037
Books & Supplies	\$ 369	\$ 739	\$1108
Portland Tuition:	M.A.,M.Div., Th.M.		\$260 per hour
	M.A. Counseling Classes		\$275 per hour

	D.Min., D.Miss.	\$300 per hour
Seattle Tuition:	All master programs:	\$325 per hour
San Jose/Sacramento Tuition:	Master's level courses	\$275 per hour
	CNS Courses	\$280 per hour

## VERIFICATION PROCEDURES

Verification is a process whereby federal regulations require certain student loan applicants and information to be cross-checked. Western Seminary verifies those students chosen by the central processor for verification. Among the information routinely verified are: family size, number in school, adjusted gross income, federal income tax paid, independent status and untaxed income. A copy of the applicant's previous year federal tax return is required of verified student loan applicants. Failure to provide the information required for verification will result in the seminary's inability to certify a student's application for a loan and/or to deliver a loan check to the student. Questions about this policy and/or process should be addressed to the financial aid director.

## PAYMENT OPTIONS

Tuition payment is due within the first week of classes each semester. Alternative payment plans (including a monthly payment plan) are available, but there is a charge (either a "flat fee" or an interest charge of no more than 12 percent per annum) for other options. Contact the Branch Business Office for information regarding specific payment plans. A student may not secure grade reports or transcripts, or attend classes in any subsequent semester, if he/she has not completed payment for courses already taken.

## DISBURSEMENT AND REFUND POLICIES

### Disbursement Procedures

Stafford Student Loan checks are disbursed no earlier than the first day of class. All first time borrowers (first time to Western) are required by federal regulations to view an Entrance Counseling Video or complete on-line counseling before the release of their check. Checks must be picked up immediately upon notification that they are available.

Institutional grants are credited to account the first day of class each term.

### Refund Policy

Tuition refunds will be made on the basis of the announced schedule for withdrawals as follows:

#### Portland and Seattle campus:

First and second weeks	100% refund
Third and fourth weeks	80% refund
Fifth and sixth weeks	50% refund
Seventh week	No refund

#### San Jose and Sacramento campus:

Refunds will be made according to the percentage of class meetings of the course for the term as follows:

Number of class clock-hours taken place at time of refund (by credit hour of course):

<u>1 credit hour</u>	<u>2 credit hour</u>	<u>3 credit hour</u>	<u>4 credit hour</u>	<u>% refund</u>
0-2	0-5	0-8	0-11	100%
3-7	6-14	9-22	12-29	80%
8	15-17	23-26	30-35	50%
9	18	27	36	40%
10 or more	19 or more	28 or more	37 or more	No refund

### **Return of Title IV Funds**

If a student receiving a Stafford loan withdraws, the Seminary will apply the provisions of the 1998 HEA in regard to return of unearned funds. The new provisions require a certain percentage of Title IV funds to be returned when a student withdraws before completing more than 60% of the payment period. The new law defines the amount of Title IV funds the student has earned the right to use based on calendar days completed divided by the total calendar days in the loan period. As a result, the Seminary must return some or all of the unearned Title IV funds that had been disbursed and, when a student's Title IV aid exceeded institutional charges, the student must also return a portion of unearned funds. A student who drops without notifying the institution is considered to have withdrawn at the midpoint of the payment period, unless the institution can document a later date. The withdrawal date for a student who formally withdraws is either the date the student began the withdrawal process prescribed by the Seminary, or the date the student otherwise provided official notification to the institution of the intent to withdraw. The calculation of the return of funds may result in the student owing a balance to the Seminary. The Title IV return of funds calculations has no relationship to the Seminary refund policy above. Students desiring a copy of the refund calculations should contact the financial aid office.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

### **SATISFACTORY ACADEMIC PROGRESS**

Students receiving student loans are required to meet the following standards of "satisfactory academic progress."

Student loan recipients must maintain a cumulative and major gpa as listed below and must be enrolled at least half-time making regular progress toward a degree. "Regular progress" is defined as earning in a single academic year the minimum number of credits necessary to earn the degree within the statute of limitations for that degree. Only credits applicable to the student's degree program will be counted. Our policy requires a loan recipient to complete 18 hours and three terms before he/she may get a subsequent loan. The following will not be considered as credits successfully completed: F (failing), I (incomplete), En (enrichment), Au (audit) W (withdrawal). The academic year begins with fall term.

<u>Degree</u>	<u>Semester</u>	<u>Major</u>	<u>Cumulative GPA</u>
M. Div.Dip Div	2.0	2.0	2.0
M. A.	2.5	3.0	2.5
Th.M.Dmiss	3.0	3.0	3.0
Diploma (30 hour)	2.5	2.5	2.5

### **Financial Aid Probation**

Students who complete less than 4 hours and/or whose GPA falls below the required cumulative GPA and major GPA for their degree program for a term in the loan period of their loan will automatically be on Financial Aid probation and will be notified as such. Aid will be continued for

the following term(s) but the student must complete the year meeting the minimum standards before being eligible to apply for or receive additional aid.

If a student fails to meet Western's satisfactory progress policy due to mitigating circumstances (e.g., serious illness, death in the immediate family, financial emergency etc.), he/she may submit a written appeal to the Financial Aid Director asking that his/her aid eligibility be extended an additional term. The appeal may be evaluated directly by the Financial Aid Director upon the basis of professional judgement or may be referred to the Student Development Committee. Students submitting written appeals will be given written notification of approval or denial of their appeal. If the appeal is denied or if no appeal is made the student must complete a minimum 8 hours at his/her own expense. The student must also earn the minimum cumulative and major GPA requirement for their program in that term.

### **WITHDRAWAL OR ALTERING OF FINANCIAL ASSISTANCE**

Financial aid may be withdrawn or altered for any of the following:

- Falsification of information on the Financial Aid Form or admissions information.
- Unreported income which changes the financial situation of the aid recipient.
- Failure to maintain satisfactory academic progress.
- Failure to register as at least a half-time student or full-time depending on aid received.
- Failure to register for one of the terms for which assistance has been awarded.
- Personal behavior that results in dismissal from this institution.

All of the above situations will be dealt with on an individual basis with a right to appeal.

### **CONFIDENTIALITY**

All records and conversations between an aid applicant, his/her family and financial aid staff are confidential and entitled to the protection ordinarily given counseling relationships. No public announcement shall be made of amounts awarded to individual students (other than endowed scholarships awarded at graduation ceremonies). No information concerning a student's financial aid records may be released to anyone outside the Financial Aid Office without written consent of the student or the Associate Director of Student Development as circumstances may dictate. The Associate Director shall determine whose permission is required in consideration of professional ethics surrounding each request for information. All student records will be maintained in the Student Financial Aid Office for a period of not less than three years after the last term of attendance.

### **RIGHT TO APPEAL**

If a student disagrees with the award given (or not given), he/she has the right to appeal the determination. The first step is to contact the Financial Aid Director. If the question is still unresolved, the Student Development Committee serves as final appeal source for students with grievances relative to the awarding of funds or complaints about the general administration of the program. Appeals should be submitted in writing.

## **CHANGE OF ADDRESS**

A student receiving financial aid is responsible to inform the Financial Aid Office and the Business Office of any change of address, name or telephone number.

## **RESOURCE CHANGE REPORTING**

A student receiving financial aid is responsible to notify the Financial Aid Office of any resources or aid received which were not reported in the financial aid application. If such resources or aid places the student in an over-award situation, a re-evaluation and revision will be made of the award.

## **DISCRIMINATION POLICY**

Western Seminary admits as students and offers financial aid to qualified students regardless of sex, race, color, national or ethnic origin, or handicap, who are personally committed to faith in Jesus Christ.

## **ACCREDITATION, APPROVALS, AND AFFILIATIONS**

Western Seminary is a member of and accredited by the Commission on Colleges of the Northwest Association of Schools and Colleges (NASC), the institutional accrediting body for colleges and universities in the northwest region of the United States and recognized by the Commission on Recognition of Postsecondary Accreditation (CORPA) and the United States Department of Education. Western Seminary is also a member of the Association of Theological Schools (ATS), the recognized accrediting association of theological schools in the United States and Canada. Western's accreditation status extends to all campus and teaching site locations, including extension education offered through the Department of External Studies (DES).

## **ACADEMIC PROGRAMS, FACILITIES, AND FACULTY**

A complete description is contained in the Western Seminary Catalog. To request a copy, contact the Admissions, Western Seminary.

## **FOR FURTHER INFORMATION**

For further information regarding financial aid at Western Seminary, contact the Financial Aid Director, Western Seminary, 5511 SE Hawthorne Blvd., Portland, OR 97215. The Financial Aid Office is located on the main floor of Armstrong Hall. Telephone (503) 517-1806 or 1-(800)-547-4546 x1806.