

Financial Aid

Applying for Financial Aid

Financial aid consists of federal loans that provide funds for students to assist them in paying for educational expenses. At Doane College, funds are awarded to students based on their financial need. Financial aid that is based on need must be applied for and reviewed annually.

A new student applying for financial aid should:

1. Complete the application for admission and submit it along with the non-refundable application fee.
2. Complete the Free Application for Federal Student Aid (FAFSA). *Doane's Title IV code is 002544.* Doane College encourages students to complete the FAFSA electronically. The web address is www.fafsa.ed.gov. In order to file electronically, the student needs to request a pin number (PIN) from the Department of Education. (The PIN is the electronic signature when completing the FAFSA.) The web address to request a PIN is www.pin.ed.gov. The application is used to determine eligibility for all federal aid based upon financial need. Doane's

preferred date for filing is March 1. Students who file after this date cannot be assured the same availability of funds. This application must be completed annually.

A continuing student applying for financial aid should:

1. Complete the Renewal Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov. *Doane's Title IV code is 002544.* This application must be completed annually. Commitments for financial aid based upon financial need are made annually. Doane's preferred date for filing is March 1. Students who file after this date cannot be assured the same availability of funds.
2. Preregister for classes each term.

Requirements and Availability of Financial Aid

All types of financial aid are normally awarded for an academic year and credited equally to each term's charges. Each term, the Financial Aid Office examines the records of students receiving financial aid to determine if they are fulfilling the necessary requirements for the aid items awarded to them.

1. Federal Subsidized and/or Unsubsidized Stafford Loans are awarded proportionately for each term. Loan proceeds are issued in multiple disbursements during the academic year, generally each term. Loan funds are generally advanced after census day.

Student loan proceeds will be less than the loan amount due to a deduction of up to a four percent guarantee fee and origination fee on all Federal Subsidized and Unsubsidized Stafford Loans. These fees help cover the costs of the loan programs and are returned to guarantee agencies that participate in the program and to the federal government.

2. Aid is awarded proportionately for each term as determined by the provider.
3. Federal Stafford Loan Maximums: Federal financial aid is awarded based on the Doane graduate direct costs only. Graduate and professional students may borrow up to the Federal Stafford cumulative maximum of \$138,500.
4. Financial aid awards are generally based on full-time enrollment. If a student changes to part-time status,

it may affect his/her financial aid package.

5. Students receiving any additional scholarships or tuition assistance from any outside source or employer must report this resource to the Financial Aid Office. All resources available must be included in the financial aid award. In some instances, it may be necessary to adjust other financial aid.
6. Students receiving veteran's benefits must notify the Financial Aid Office of these benefits. Verification of enrollment must be sent by the college to the Veteran's Administration (VA) before benefits will be received. Any change in enrollment (dropping or adding credit hours) **must be** reported to the VA. It is the student's responsibility to notify the college of any change in enrollment. Repeated courses that are used to improve the student's GPA cannot be included in the credit hours reported to the VA. A required class that is failed can be repeated one time for purposes of VA assistance.

Verification

Any student filing for federal financial aid may be selected for verification. This is a process mandated by the federal government in

which students are asked to provide certain documents so the Financial Aid Office can verify the accuracy of the information used on the aid application (FAFSA). Students need to provide:

1. Student Aid Reports (SAR's), if Doane was not listed.
2. A signed copy of the student's tax returns and W-2 forms from the most recent calendar year, if applicable.
3. Signed and completed verification worksheet provided by the school.
4. Title IV certifications, as required.
5. Documentation for social security benefits, welfare benefits (food stamps, energy assistance, etc.) or any other untaxed income or benefits received by the student and/or student's family, if requested.
6. Documentation for veteran's benefits received by the student and/or family.
7. Other documents as requested by the Financial Aid Office.

A student's application that is selected for verification is not considered for any federal aid until all requested documents are received. Once verification is complete, students are considered for any funds available. All verification documents must be submitted before April 1 of the award year to the

Financial Aid Office, or all federal aid may be cancelled.

If an award changes as a result of the verification process, the student receives a revised award letter. Students who are required to make corrections on their Student Aid Reports (SARS) as a result of verification will either:

1. Ask the Financial Aid Office to submit the corrections to the processing agency, or
2. Obtain the corrections from the Financial Aid Office and submit them to the processing agency.

In either case, the student receives a corrected set of Student Aid Reports (SARs). If corrections are made electronically, students will receive copies of the corrected report received by the Financial Aid Office.

Required disclosures:

http://www.doane.edu/Finaid/Feddiscreq_gp.asp

Satisfactory Academic Progress for Financial Aid

The Education Amendment of 1980 requires Doane College to define and monitor standards of satisfactory academic progress for students receiving federal financial aid from one or more of the following programs: 1) Federal Pell Grant, 2) Federal SEOG [Supplemental Educational Opportunity Grant], 3) SSIG/SSAP [State Stu-

dent Incentive Grant/State Scholarship Award Program], 4) Federal Work-Study [FWS], 5) Federal Perkins Loan, 6) Federal Stafford Loan, 7) Federal PLUS [Parents Loan to Undergraduate Students].

Standards of Satisfactory Academic Progress are established for two reasons: 1) To encourage students to meet and maintain the college's minimum academic standard or grade point average, and 2) to ensure students' progress toward a degree.

Procedures

A graduate student not maintaining good academic standing is subject to academic probation or dismissal at the end of any term. A student is considered to be in good academic standing if he/she is maintaining a graduate cumulative grade point average of 3.00 or higher and has no more than one course grade lower than a "B-". Specific conditions of probation or suspension are communicated in writing to the student by the appropriate Dean.

In addition to these standards which apply to all students, federal aid recipients must also meet the following standards to continue receiving aid.

1. For financial aid purposes, students enrolled in a program of study are considered in good standing if they are in good standing according to the aforementioned guidelines.
2. All terms of attendance are evaluated, including those

for which no financial aid is received. All terms are evaluated in the same manner.

3. Students may receive Title IV aid according to the following stipulations, or until a master's degree is earned, whichever comes first:
 - a. A student is expected to complete the Master of Arts in Management program by the time 54 credits have been attempted.
 - b. A student is expected to complete the Master of Arts in Counseling program by the time 69 credits have been attempted.
 - c. A student is expected to complete the Master of Education program by the time 54 credits have been attempted.

A student must be in good standing academically as previously defined and must receive credit for a minimum of 75 percent of the total number of credits attempted as registered for at the end of the add period (Census Day). This is monitored on a cumulative basis each term. Only credits which are passed (grades A through D, and P) are

counted as credits earned. Grades of I, IP, and IF are not counted as credit earned until they are replaced by a satisfactory letter grade. It is the student's responsibility to notify the Financial Aid Office when I's or IP's are completed. Withdrawals "W" and repeated courses for which credit was previously earned do not count as credit received. Grades of I, IP, and F are included in credits attempted. A grade of "W" is also included in credits attempted for purposes of financial aid.

4. Any transfer student who has not previously enrolled at Doane College is usually considered to be making satisfactory academic progress if admitted to a degree program, and is monitored from the point of enrollment at Doane. If a student was not making satisfactory progress at the previous institution, the Director of Financial Aid may review the case and put the student on probation or suspension at Doane.

The percentage of credits passed over credits attempted are calculated on only those credits taken at

Doane College. If a student already attending Doane College takes classes at another institution and transfers them to Doane, these credits are not calculated in the percentage. The student may appeal, and the case is reviewed on a case-by-case basis by the Director of Financial Aid in conjunction with the Financial Aid Committee.

5. The Doane College Standard of Satisfactory Progress may be waived for students receiving financial aid for the first time under the following circumstances:
 - a. Death of a relative;
 - b. Personal injury or illness of the student;
 - c. Special circumstances as determined by the institution. The Financial Aid Office may request special documentation for these situations. The Director of Financial Aid, in conjunction with the Financial Aid Committee, makes the determination if the student is eligible for consideration for waiver of satisfactory academic progress under the guidelines outlined in the Doane College Policies and Procedures Manual for Student Financial Aid.

Financial Aid Probation

Students who are not in good standing or do not have standing consistent with graduation or are not earning the minimum percentage of total credits attempted are placed on financial aid probation status for the ensuing term of the student's enrollment. Students are allowed to retain their financial aid during the probationary term. A student receives two probationary terms while at Doane if he/she is enrolled in either the Master of Arts in Management or Master of Arts in Counseling program and one probationary semester if he/she is enrolled in the Master of Education program.

Financial Aid Suspension

Financial aid suspension occurs following the final term of probation or any subsequent term after the final probationary term if the student fails to achieve the required grade point average or the minimum 75 percent of total credits attempted. Students do not receive federal financial aid during financial aid suspension.

Reinstatement

Reinstatement of financial aid occurs at the end of any grading period in which the minimum percentage of credits attempted is achieved and the student meets the required grade point average and attains standing consistent with graduation requirements. Students may, at their expense, take courses to attempt to reinstate their eligibility for financial aid.

Appeals

If extenuating circumstances have affected a student's progress, a student may appeal the decision to suspend or terminate financial aid. Requests for appeals must be made in writing to the Director of Financial Aid and should state reasons for the appeal. Financial aid appeals must be received by the Financial Aid Office as outlined in the notification letter. Decisions regarding financial aid suspension and granting of appeals are made by the Director of Financial Aid in conjunction with the Academic Standing Committee.

If a student does not meet the Doane policy of Satisfactory Academic Progress, the Director of Financial Aid may review individual files to determine if extenuating circumstances exist which warrant an extension of eligibility for the student. This is done only if, in the professional judgment of the Director of Financial Aid, conditions outside the student's control exist which have impaired his/her ability to perform academically at Doane College. It is the student's responsibility to bring these extenuating circumstances to the attention of the Director of Financial Aid with a written petition. A judgment will not be made on this petition until the student complies with all requests for documentation of any unusual circumstances. Petitions are considered only in situations which are considered to be extreme and beyond the norm of those experienced by the general Doane student.