

Educational Costs and Business Regulations

Summary of Program Costs for the Academic Year 2006-2007

Tuition per credit	\$194.00
Application fee, non-degree-seeking	20.00
Application fee, degree-seeking	20.00
Program fee, degree-seeking	65.00
Mandatory fees per course	5.00
Portfolio credit	97.00
Teacher Perceiver	194.00

There may be additional costs associated with certain courses for text books, materials, laboratory fees, and computer access charges.

Business Regulations

A student is not eligible to attend classes until his/her registration has been approved by the Registrar and the Vice President for Financial Affairs.

Full payment for courses is due on or before registration preceding each term, unless a deferment plan has been authorized by the Business Office at least two weeks prior to registration. Deferments are authorized for students on financial aid, if it appears that their whole balance will be covered by federal grants or loans, and for students who receive reimbursement from their employers.

Registration may be refused for any student whose previous term account is not in good order. No refund of charges is made to a stu-

dent suspended or dismissed from college. Registration may be canceled for students delinquent in their payments.

A finance charge of one percent per month, or a late fee of \$15 per month, may be added to all unpaid accounts after the 25th day of the month. At the discretion of the administration of Doane College, a student may be suspended for non-payment of his/her indebtedness.

A transcript or diploma is not issued to a student who has failed to pay off any indebtedness to Doane College. At the discretion of the Vice President for Finance and Administration, a transcript may be released to a currently enrolled student entering graduate school or a professional school who has a bal-

ance on his/her account, provided the student is current with the payment plan.

Official Business Day

The college's official business day, as defined for federal financial aid delivery purposes, is 8:30 a.m. to 3:00 p.m., Central time.

Cross Enrollment

In rare instances, students are permitted to cross-enroll between the Lincoln/Grand Island and Crete campuses, with permission of the Vice President for Academic Affairs and the Dean of Undergraduate Studies. A cross-enrolled student must pay all costs, including tuition, associated with enrollment at other than his/her main campus. Directed Study and Internship courses can be offered only from a student's home campus.

Refunds

Registration constitutes a financial contractual agreement between Doane College and the enrollee.

If a student withdraws from college prior to the official start of a term, all tuition and fees are refunded. After the term begins, a student who withdraws is refunded a portion of tuition and fees for all classes in which the student has enrolled on or after census day. (Census day is listed on the college calendar as the last day for registration.) The amount of the refund and the manner in which it is calculated depends upon the student's status at Doane College.

For a student who is not receiving Federal Title IV student financial aid and is not a first-time attendee at Doane College, the refund is determined by the number of days that have passed from the official beginning of a term according to the following schedule:

0-7 days:	100%
8-15 days:	25%
After 15 days:	0%

Tuition and fee refunds are generally based on the last documented date of attendance or official withdrawal date. For a student who does not officially withdraw, refunds are generally based on the last date of class attendance.

After census day, no refund is made unless a complete withdrawal occurs. Refunds are not made for students dropping credits or classes, or students dropping from full-time to part-time status. Students adding credits after census day need to pay additional tuition for these credits.

Under very special circumstances, the policy for refund of tuition may be waived. If a student's work schedule is changed and the change makes class attendance impossible, the student may petition the Vice President for Finance and Administration for refund of tuition. That petition must be accompanied by a letter from a work supervisor to verify the schedule change. If the student or a member of the student's immediate family devel-

ops a serious illness which makes class attendance impossible, the student may petition the Vice President for Financial Affairs for refund of tuition. That petition must be accompanied by a letter from a doctor verifying the illness.

Federal law requires a specific calculation be used for those students who are Federal Title IV recipients, and who withdraw from the institution during the first 60 percent of the period for which they have been charged. (*Institutional costs are defined as charges that Doane College assesses a student for education expenses that are paid to Doane College directly.*) If a student drops after the 60 percent point in the enrollment period, the percentage earned is 100 percent. There is no refund, nor is there a calculation of Title IV Assistance earned. Doane College retains 100 percent of all charges.

The following education expenses are considered institutional costs:

- All charges for tuition, fees, room and board (if contracted with Doane College)
- Expenses for required course materials, if the student does not have a “real and reasonable opportunity” to purchase the required course materials from any place but Doane College.

The total amount of all institutional costs must be used in the calculation of a refund, including the calculation of unpaid charges, if they are specifically designated as excludable.

Excludable costs are defined as costs that the regulations permit Doane College to exclude from the total amount of institutional charges when calculating the refund. They include:

- An administrative fee
- Documented costs of unreturnable equipment
- Documented costs of returnable equipment, if not returned in good condition within 20 days of withdrawal.

Refunds are based upon the official start of the term and the withdrawal date. A term is defined as one complete eight-week period, including seminars. The official registration and withdrawal process must take place during the appropriate time frame for the student to be considered for a refund. In some cases the actual start date of a course may be after a refund is no longer available.

If a withdrawing student received federal financial aid, a portion of any refund calculated must be returned to the federal student aid program(s) used. Doane College restores funds to the student aid programs in the following order:

1. Federal Stafford Student Loan Program — unsubsidized subsidized
2. Federal Perkins Loan Program
3. Federal Parent (PLUS) Loan Program
4. Federal Pell Grant Program
5. Federal Supplemental Educational Opportunity Grant (SEOG)

6. SSIG/SSAP
7. Doane College Grants Scholarships
8. Outside Scholarships
9. Student

Funds are restored to each program up to the total amount disbursed for the term before any funds are replaced in the next program.



Financial Aid

Applying for Financial Aid

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

A new student who wishes to apply for financial aid should:

1. Complete the application for admission, pay the application fee, and be admitted.
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, a PIN is needed. Please request the PIN at *www.PIN.ed.gov*. This application is used to determine eligibility for all federal and Doane 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 who wishes to apply 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 the coming year.

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 awarded to them.

1. **Federal Pell Grants** are awarded proportionately for each term as determined by the U.S. Department of Education based on financial need and federal funding. Grant proceeds are credited directly to the student's Doane account after census day.
2. **Federal Subsidized and/or Unsubsidized Stafford Loans** are awarded proportionately for each term. Loan proceeds are issued in multiple disbursements, generally each term. Loan funds are generally credited to the student's Doane College account after census day. Students borrowing for the first time at Doane College **must** participate in entrance counseling prior to receiving their first loan disbursement. 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.
3. **Undergraduate loan maximums:** Federal financial aid is given based on the direct costs only. Dependent students may borrow up to the federal Stafford cumulative undergraduate maximum of \$23,000. Independent students may borrow up to the federal Stafford cumulative undergraduate maximum of \$46,000. There is no stated cumulative limit for federal Parent Loans (PLUS). Contingent on funds available, the federal Perkins Loan program cumulative undergraduate maximum is \$15,000.
4. **Award packages for part-time students** may include the following programs if the student is eligible, based on the direct costs of education: federal Pell Grant, federal Stafford Student Loan, federal Parent Loan (PLUS), and other aid programs on a funds-available-only basis.
5. **Students who already have a baccalaureate degree** are not eligible for institutional scholarships and/or grants. Pell Grants are available to those students seeking their first undergraduate degree.
6. **Financial aid award notification** is generally based on full-time enrollment (six credit hours), unless a student indicates part-time attendance. If a student changes to part-time status (fewer than six

- hours), it can affect the financial aid package.
7. Employee scholarships are available. *For more information, please refer to the Doane College Employee Handbook.*
 8. **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.
 9. **Students receiving veteran benefits** must notify the Financial Aid Office of these benefits. Verification of enrollment must be sent by the college to the Veterans' Administration before benefits can be received. Any change in enrollment (dropping or adding 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.
 10. **Student loans** are awarded to assist students with their college investment. Applications for loans vary with the individual programs: Federal Perkins Loan or Federal Stafford Loan. Any student who participates in a loan program is required to participate in entrance and exit counseling. Federal Parent Loans (PLUS) are available to parents of dependent students to help with educational costs. A variety of deferments (i.e., postponing the repayment of both principal and interest) are available for the federal Stafford and/or PLUS loans. There are a variety of deferment options, including service under the Domestic Volunteer Service Act of 1973, or comparable service as a volunteer for a tax-exempt organization of demonstrated effectiveness in the field of community service or service in the Peace Corps.

Additional deferment information is available from the applicant's lender, servicer or guarantor. Additional student loan information is available from Student Loan Ombudsman at www.ombudsman.ed.gov.

Satisfactory Academic Progress for Financial Aid

The Education Amendments of 1980 require 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) NSG [Nebraska State Grant] 4) FWS [Federal Work-Study] 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
- 2) To ensure students' progress toward a degree by completing a minimum percentage of credit hours each academic year.

Procedures

A student not maintaining a minimum grade point average based on credits attempted is subject to academic probation or suspension at the end of any term according to the following formula (transfer credits are not included in the number of credits attempted for financial aid purposes):

Credits Attempted	Minimum Academic Average
12-35	1.70
36-59	1.85
60 or over	2.00

The Vice President for Academic Affairs may place a student on academic probation or suspend a student who is not making satisfactory progress and is in danger of failing to meet any all-college requirement, including the grade point average in the major. Specific conditions of probation or suspension are communicated in writing to the student by the Vice President for Academic Affairs.

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. All students receiving aid are reviewed at the end of eight terms, regardless of enrollment status. At that time, the student must have academic standing consistent with the graduation requirements outlined previously.
2. Students may receive Title IV aid for up to 176 total

attempted credits, or until a bachelor's degree is earned, whichever comes first.

A student must be in good standing academically as defined above 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 and IP 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. The number of credits accepted by Doane in the transfer are added to the credits attempted at Doane to determine the total number of credits.

3. 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 (credits passed divided by credits attempted) is 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 Academic Standing Committee.

4. 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 Academic Standing 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.

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 at Lincoln or Grand Island.

Suspension

Financial aid suspension occurs following the second term of probation or any subsequent term after the second probationary term if the student fails to achieve the required grade point average or the minimum 75 percent of total credits attempted, or if the student is not in good standing consistent with graduation requirements. 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 per-

centage 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 no later than the Tuesday before census day for the term or 14 days after the date of the letter. Decisions regarding financial aid suspension and granting of appeals are made by the Director of Financial Aid and/or 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 student files on a case-by-case basis 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 the student's ability to perform academically at Doane College. It is the student's responsibility to bring these extenuating circumstances to the at-

tion of the Director of Financial Aid with a written petition. A professional judgment will not be made on this petition unless the student complies with all requests for documentation of any unusual circumstances. Petitions are only considered in those situations which are considered to be extreme and beyond the norm of those experienced by the general student at Doane College.

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 required 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 Report (SAR), if Doane was not listed.
2. A signed copy of student's tax returns from the most recent calendar year, if applicable, and parents, if requested.
3. Signed and completed verification worksheet provided by the school.
4. Doane College Application for Financial Aid.
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.

6. Documentation for veteran's benefits received by the student and/or family.
7. Other documents as requested by the college.

Note: All documents must be submitted two weeks prior to the end of the term.

A student's application that is selected for verification is not paid any federal aid until all requested documents are received. Once verification is complete, students are considered for payment.

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

1. Have the Financial Aid Office submit the corrections to the processing agency for the student, or
2. Receive the corrections from the Financial Aid Office and submit them to the processing agency.

In either case, the student receives a corrected Student Aid Report (SAR). If corrections are made electronically, parents (if applicable) and students shall receive the corrected report. If the corrected SAR is not received in the Financial Aid Office either electronically or via paper, the student loses aid eligibility.

