

# DOANE UNIVERSITY

## FINANCIAL AID INFORMATION & POLICIES

### APPLICATION PROCESS:

Each academic year, the student must file a Free Application For Federal Student Aid (FAFSA) to qualify for any federal financial aid each academic year. The FAFSA considers actual income, value of family resources, family size and number in college to calculate the student's Expected Family Contribution (EFC). Doane determines need by subtracting the Doane Cost of Attendance (COA) from the EFC. The difference equals the student's financial need.

Doane University offers the maximum amount of aid a student qualifies for, as funds permit. Within available resources, Doane University attempts to meet the financial need of students as funding permits. ***However, Doane University, in accordance with federal methodology, considers the family and the student to have the first financial obligation to provide for the education of the student.***

The US Department of Education may select a student's FAFSA for a process called verification. This will require the student and/or spouse or the student and/or parent to provide additional documentation to Doane to verify the accuracy of the information reported on the FAFSA. No federal aid can be disbursed until this process has been completed. The financial aid office will notify you of the additional information that is required. More information on the verification process can be found at:

<https://www.doane.edu/costs-aid/verification>

Students receiving educational assistance from outside sources (i.e. local scholarships, employer reimbursement, etc.) must report this information to the Financial Aid Office. Federal regulations prohibit a student from receiving financial aid totaling more than the school's cost of attendance for a given year. In the event this situation occurs, Doane would first reduce loans and/or federal work-study employment (if offered) first.

Financial aid offers are awarded each academic year and are renewable as long as you meet the requirements of the institutional aid awarded and/or continue to file the FAFSA and demonstrate need and meet federal aid eligibility requirements.

### THE FINANCIAL AID OFFER:

Students are usually eligible for different types of aid from various sources; therefore, we offer a financial aid "package" of funds. Sources of aid offered depend on the student's filing status, funds available at the time of application, and demonstration of financial need. To receive Doane scholarship or grant assistance, students must be degree seeking on the Crete campus, enrolled full-time each term, meeting the requirements as stated in the University catalog, and be making satisfactory academic progress.

***COST OF ATTENDANCE:***

A student’s financial aid package cannot exceed Doane University’s Cost of Attendance (COA). Doane Cost of attendance is based on the student’s program and location and includes tuition, general student fees, average room and board, average book cost, transportation and personal expenses. These costs are based on averages and not actual figures.

***Crete student costs:***

<https://www.doane.edu/tuition-costs>

***Adult Learner and Graduate Programs:***

<https://www.doane.edu/graduate-and-adult/tuition-costs>

**DOANE INSTITUTIONAL AID:**

Doane Institutional scholarships and grants are institutionally controlled by the University and/or University donors. If it is determined that all or a portion of the student’s institutional scholarship is provided by a designated source (Donor), a notification is sent to the student indicating the name of the Endowed scholarship and what other Doane aid it replaced.

***MERIT SCHOLARSHIPS:***

Doane academic scholarships are granted based on academic achievement in high school and in anticipation of continued excellence at Doane University. Financial need is not a determining factor. Students must maintain a certain cumulative GPA based on the type of merit award received.

***SPECIALIZED (CO-CURRICULAR) SCHOLARSHIPS:***

Doane’s co-curricular scholarships are available in the areas of fine and performing arts, forensics, and athletic and leadership. Scholarships are given in recognition of a student’s performance in high school in anticipation of continued achievement in college. Student athletes awarded any athletic awards must meet the National Association for Intercollegiate Athletics (NAIA) and the Great Plains Athletic Conference (GPAC) regulations in order to compete. The coach/director will notify the student of participation requirements to continue to receive the scholarship each year.

***SUPPLEMENTAL SCHOLARSHIPS:***

Other Doane scholarship and grants have specific criteria to receive and retain the scholarship. Examples are (but not limited to) are the Doane Legacy Award, Doane Visit grant and the Doane Inclusiveness scholarship.

More information can be found on the Doane University Website:

[https://www.doane.edu/financial-aid/scholarships?field\\_financial\\_type\\_tid=2731&field\\_school\\_tid=119](https://www.doane.edu/financial-aid/scholarships?field_financial_type_tid=2731&field_school_tid=119)

**FEDERAL GRANT PROGRAMS:**

Federal grants are available to students who file the FAFSA and meet the eligibility requirements. Grant amounts are dependent upon annual federal appropriation levels established and approved by Congress

and the President of the United States. A student must complete a FAFSA each academic year to determine eligibility of federal grants.

**FEDERAL PELL GRANT PROGRAM:**

Federal Pell Grants are available to high-need undergraduate students taking at least one credit hour per term. The amount a student can receive is determined by the following:

- your Expected Family Contribution determined from filing the FAFSA,
- the cost of attendance (determined by your school for your specific program),
- your status as a full-time or part-time student, and
- your plans to attend school for a full academic year or less.

**IRAQ & AFGHANISTAN SERVICE GRANT PROGRAM:**

- For students whose parent or guardian was a member of the U.S. armed forces and died as a result of performing military service in Iraq or Afghanistan after the events of 9/11
- Must be ineligible for a Federal Pell Grant due to having less financial need than is required to receive Federal Pell Grant funds
- Must have been younger than 24 years old or enrolled at least part-time at a college or career school at the time of the parent’s or guardian’s death
- Amount is determined by the US Department of Education (see link)  
<https://studentaid.ed.gov/sa/sites/default/files/federal-grant-programs.pdf>

**FEDERAL SUPPLEMENTAL OPPORTUNITY GRANT PROGRAM (limited availability):**

The Federal Supplemental Educational Opportunity Grant (SEOG) is a federally funded grant.

- Awarded to full time students that demonstrate exceptional financial need and have not earned a bachelor’s degree.
- Amount of award is based on financial need; \$4000 annual maximum.
- Limited availability of funds; awarded on a first come first serve basis to students with the greatest need.

**FEDERAL TEACHER EDUCATION ASSISTANCE FOR COLLEGE HIGHER EDUCATION GRANT (TEACH):**

- For undergraduate or graduate students who are enrolled in a Federal TEACH grant eligible program
- Must agree to serve for a minimum of four years (within eight years of completing the program for which you received the grant funds) as a full-time teacher in a high-need field in a school or educational service agency that serves low-income students
- Must attend a participating school and meet certain academic achievement requirements
- Failure to complete the teaching service commitment will result in the grant being converted to a Direct Unsubsidized Loan that must be repaid
- Annual amount is determined by the US Department of Education (see link)  
<https://studentaid.ed.gov/sa/sites/default/files/federal-grant-programs.pdf>

**STATE GRANT PROGRAM:**

**Nebraska Opportunity Grant (limited availability):**

Provided by the State of Nebraska to students with exceptional need. Qualifications include:

- Must be a Nebraska resident
- Must attend a Nebraska Postsecondary Institution

- Must have a minimum EFC as determined by the FAFSA
- Student must be admitted to Doane
- Student’s award must be approved the Nebraska Coordinating Commission of Postsecondary Education prior to disbursement.
- Annual amount is determined by need and course load. Preference is given to full-time students.

**FEDERAL EDUCATION LOANS:**

Federal student loans provide the opportunity to defer paying for University expenses until your education is complete. The U.S. Department of Education’s federal student loan program is the William D. Ford Federal Direct Loan (Direct Loan) Program. Under this program, the U.S. Department of Education is your lender. There are three types of Federal Direct Loans available:

**FEDERAL DIRECT SUBSIDIZED LOANS:**

- loans made to eligible undergraduate students who demonstrate financial need to help cover the costs of higher education at a college or career school. You are not charged interest while enrolled in school at least halftime or during your grace period.

**FEDERAL DIRECT UNSUBSIDIZED LOANS:**

- loans made to eligible undergraduate, graduate, and professional students, but eligibility is not based on financial need. Interest accrues (accumulates) from the time the loan is first disbursed.

**INTEREST RATES & LOAN FEES ON FEDERAL DIRECT LOANS:**

- For current Federal Direct Loan interest rates click on:  
<https://studentaid.ed.gov/sa/types/loans/subsidized-unsubsidized#interest-rates>  
 For current Federal Direct Loan origination fees click on:  
<https://studentaid.ed.gov/sa/types/loans/subsidized-unsubsidized#additional-charges>

Students borrowing Federal Direct Loans are subject to annual and aggregate loan limits as follows:

**ANNUAL MAXIMUM FEDERAL DIRECT STAFFORD LOAN LIMITS:**

Grade Level:	Dependent Student	Independent Student
Freshman: 0-29 completed credits	Up to \$5,500 (no more than \$3,500 subsidized)	Up to \$9,500 (no more than \$3,500 subsidized)
Sophomore: 30-59 completed credits	Up to \$6,500 (no more than \$4,500 subsidized)	Up to \$10,500 (no more than \$4,500 subsidized)
Junior/Senior: 60+ completed credits	Up to \$7,500 (no more than \$5,500 subsidized)	Up to \$12,500 (no more than \$5,500 subsidized)
Graduate Students:	N/A	Up to \$20,500 (not eligible for subsidized)

**MAXIMUM FEDERAL DIRECT LOAN LIMITS:**

Status:	Total Aggregate Limit:
Dependent Student:	\$31,000 (no more than 23,000 subsidized)
Independent Student:	\$57,500 (no more than 23,000 subsidized)
Graduate Student:	\$138,500

**NOTE:** First-time Undergraduate Borrowers on/after July 2, 2013, can receive subsidized loans for up to 150% of the length of their program. For example, students enrolled in a program designed to take four years may receive subsidized loans for up to 6 years (150 percent of 4 years = 6 years).

First time student borrowers are required to complete the following loan requirements:

- 1) Loan Entrance Counseling
- 2) Loan Agreement for Subsidized/Unsubsidized Loan (MPN)

Federal Loan Requirements can be completed at:

<https://www.studentloans.gov/myDirectLoan/index.action>

Note: Student will need their FSA ID and password to complete the requirements.

**FEDERAL DIRECT PLUS LOANS:**

- loans made to parents of undergraduate dependent students or to graduate students to help pay for education expenses not covered by other financial aid. Eligibility is not based on financial need, but a credit check is required. Borrowers who have an adverse credit history must meet additional requirements to qualify.
- For Current Federal PLUS loan interest rates click on:  
<https://studentaid.ed.gov/sa/types/loans/plus/parent#interest>  
For Current Origination fees on Federal PLUS loans click on:  
<https://studentaid.ed.gov/sa/types/loans/plus/parent#fees>

**FEDERAL DIRECT PLUS LOAN LIMIT:**

Borrower:	Annual Loan Limit:	Aggregate Loan Limit:	Other Information:
Parents of Dependent Student or Graduate Student:	Student's Cost of Attendance (determined by the school) minus all other educational assistance received.	No aggregate loan limit	Borrower must be approved by US Department of Education.

**Note:** Graduate PLUS loans are only available to graduate students that have reached either their annual and/or aggregate limit.

New Parent/Graduate Borrowers are required to complete the following:

- 1) Apply for a PLUS Loan (determines if approved by the US Department of Education.
- 2) Loan Agreement for a Federal PLUS loan (MPN)

Federal PLUS loan requirements must be completed at:

<https://www.studentloans.gov/myDirectLoan/index.action>

PLUS borrower will need his/her FSA ID and password to complete the requirements.

## PRIVATE EDUCATION LOANS:

A private education loan (a/k/a alternative loan) is a non-Federal loan borrowed from a bank or lending institution. Doane recommends that the student and/or student's family review all funding options and then determine the best one/s for their situation. Students may choose any lender who offers alternative education loans. There are many local and regional lenders and credit unions offering private education loan programs.

Things to consider when choosing a private education loan:

- Loan terms, rates and fees vary upon the lender.
- Interest rates and fees are based on the borrower's credit score and/or the co-signer's credit score.
- Most dependent students will not be able to obtain a private loan without a qualified co-signer.
- Private Education loans may offer lower rates compared to the Federal Loan Programs, however, you may be subject to interest rate risk if choosing a variable interest rate private loan.
- Private education loans may not offer comparable deferment, forbearance, and repayment options to the Federal Loan Programs. Therefore it is up to the student and/or the parent to determine which type of loan suits the needs of the family's situation.

For more information go to Doane's website at:

<https://www.doane.edu/private-alternative-student-loans>

## STUDENT EMPLOYMENT:

The primary goal of student employment is to help students with educational expenses as well as preparing students to enter the workforce upon graduation. Doane offers different types of employment opportunities for students. Student employees are paid the Nebraska Minimum Wage rate. A student must be enrolled at least half-time to be eligible for student employment. **Students are not allowed to work during their scheduled class times and should not work more than 17 hours per week.**

Students are not guaranteed a student employment position. However, any student that is eligible to work legally in the United States is able seek student employment opportunities by checking the Student Jobs page on the Doane website: <https://doane.applicantpro.com/internaljobs/>. Networking with professors, coaches, directors and Doane staff is another way to find student employment.

Once a student has solidified employment with the university, they must go to the Human Resources Payroll Office to complete the necessary paperwork in order to begin employment. Students are paid monthly for hours worked. Doane encourages students to set up auto-deposit so earnings can be deposited directly to the student's bank account. A student can opt to have all or a part of their earnings credited to their student account balance. The forms are available through the Payroll Office.

***FEDERAL WORK STUDY:***

This is a federally funded, need-based employment program that is partially funded by the Federal Student Aid programs. The financial aid office determines the student's eligibility based on the results of the FAFSA. Students under this program are eligible for on-campus positions as well as off-campus positions with agencies that Doane has work-study agreements with.

***CAMPUS EMPLOYMENT:***

This is non-need based employment and Doane pays 100% of the wages. All Campus Employment positions are located on the Crete Campus.

***OTHER STUDENT EMPLOYMENT OPPORTUNITIES:***

Doane provides other opportunities for employment to students. Examples of these types of positions are peer tutoring through the Academic Support Center or as a research assistant for grant funded projects. These opportunities are not associated with Campus Employment or Federal Work-Study.

**SATISFACTORY ACADEMIC PROGRESS:**

Doane University is required by federal regulations to define and monitor standards of satisfactory academic progress (SAP) to ensure that only students demonstrating progress toward completion of their academic program receive federal/state financial aid. These standards are applied consistently within all programs and enrollment levels. After each term as student's academic record is reviewed to ensure these standards are being met. The complete policy can be found at:

***SAP POLICY FOR UNDERGRADUATE STUDENTS:***

<https://www.doane.edu/satisfactory-academic-progress-for-undergraduates>

***SAP POLICY FOR GRADUATE STUDENTS:***

<https://www.doane.edu/satisfactory-academic-progress-for-graduate-students>

**RECEIVING YOUR FINANCIAL AID:**

Aid is usually applied to the student account 2-7 business days after the drop/add period of the term is over. Delays in aid may be due to a student not completing all necessary requirements for financial aid in a timely manner and/or issues with determining if the student meets eligibility requirements. Aid is electronically applied to the student's account. An electronic notification to the student's Doane email is sent each time federal loans and/or Federal TEACH grant disbursements are made. (a student may opt out of this option by request to the FA Office.) Generally, aid is disbursed equally over each term of enrollment unless changes in enrollment level occur impacting financial aid eligibility amounts. If charges remain after all aid has been applied, the balance due to Doane University must be paid from personal/family resources.

Financial aid is applied first toward tuition, fees, room and board (if living on campus). If a credit remains, a student can use it to charge books to the online bookstore or the credit can be refunded directly to the

student. Credit balances are paid out to the student within 14 days from the date of disbursement. Doane encourages all students to set up auto-deposit to electronically send credit refunds to their bank account. To sign up for auto deposit go to:

**BOOK VOUCHERS:**

If a student has a credit balance remaining as a result of federal student aid after tuition, fees, room and board (if applicable) are paid the student can charge their books through the online bookstore. If the student has a credit balance a voucher will be set up through the eFollet bookstore. Once the student is able to use their voucher for the upcoming term, an email notification is sent from eFollet to the student's Doane email account. The email will indicate the amount available to use and the last day the student can use the voucher to purchase books for that term. The student will select they are using financial aid to pay for books when logging into the eFollet website. Students can only charge for books and supplies and are not allowed to use their credit refund for clothing and other personal items. Any credit remaining after books are purchased will be refunded to the student after

The link Doane University eFollet bookstore is:

<https://www.bkstr.com/doaneuniversitystore/home>

**REFUNDS AND REPAYMENTS:**

***PELL RECALCULATION DATE (CENSUS)***

For the purpose of monitoring SAP and disbursement of Pell Grant funds, Doane uses census day for each term as its Pell Recalculation date. Students that have been awarded Federal Pell Grant cannot add classes after this date and receive additional Pell Grant money for that term. No adjustments to Pell Grants will be made for course changes after the census date unless it is determined a student was never eligible to receive the Pell Grant.

***WITHDRAWALS AND FEDERAL FINANCIAL AID:***

Students that withdraw (officially or unofficially) from all courses prior to the 60.01 percent of the term may be subject to return to Title IV federal calculation if federal grant and loan money was received, or could have been received. Doane may be required to return federal aid received for the term the student dropped to the US Department of Education. The student is notified in writing when this occurs and is expected to repay Doane University for the aid returned. The complete policy can be found at:

<https://www.doane.edu/returning-title-iv-aid>

***WITHDRAWALS AND INSTITUTIONAL AID AND TUITION REFUND:***

Registration constitutes a financial contractual agreement between Doane University and the enrollee. If a student officially withdraws from the university 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 enrolled on or after census day. Student Accounts Refund Policy can be found at:

<https://www.doane.edu/about-doane/offices/business-office/10984#Refunds>



## **VETERAN'S EDUCATION BENEFITS & MILITARY TUITION ASSISTANCE:**

Doane supports students who are eligible and wish to receive military benefits under a variety of Veteran and military assistance programs. Students interested in using their Veteran's Education benefits can find more information on how to get started on our Military Connected Students webpage:

<https://www.doane.edu/graduate-and-adult/military>

Questions regarding Veteran's Education Benefits/Military Tuition Assistance can be directed to:

Director of Veteran/Military Student Services:

veterans@doane.edu

402-466-4774

## **MONTHLY PAYMENT PLANS:**

### **NELNET CAMPUS COMMERCE (formerly known as FACTS/NBS):**

Doane University is pleased to offer the Nelnet Campus Commerce monthly payment plan to help students and their families finance their Doane education. This is a tuition management plan that provides monthly budgeting and payment options to pay their educational costs owed to the university. This is not a loan program therefore there no accumulation of debt, interest or finance charges. There is no credit score requirements and the amount paid is based only on the student's balance at Doane university for each semester. Nelnet charges a non-refundable enrollment fee of \$25 per semester to administer the monthly payment option. To find out more about Nelnet Campus Commerce (FACTS/NBS) monthly payment program contact the Doane University Student Accounts Services office at (402) 826-8250 or click here: <https://www.doane.edu/student-account-services>

## **OTHER IMPORTANT INFORMATION:**

### ***CONFIDENTIALITY:***

The Financial Aid Office makes every effort to ensure that all awards and information remain confidential in accordance with the Buckley Amendment of the Family Right to Privacy Act of 1974, The Higher Education Act of 1965, and the Federal Privacy Act of 1974. More information can be found at:

<https://www.doane.edu/faq/what-is-ferpa>

### ***FEDERAL TAX INFORMATION:***

The Taxpayer Relief Act of 1997 created several tax benefits for families to assist with college expenses. A few of the benefits include student loan interest deductions, the American Opportunity and Lifetime Learning Credits. To determine your eligibility for any of these benefits, you should consult a qualified tax advisor or the Internal Revenue Service (IRS) at [www.irs.gov](http://www.irs.gov) or 800-829-1040. Only degree seeking students will receive a 1098-T from the Doane Business office.

### ***FAILURE TO RETURN/RESPOND TO REQUESTS:***

Failure to accept financial aid and/or respond to all required documents (i.e. Financial Aid Offer, federal or institutional verification requirements, and/or requests for additional information by the Financial Aid Office) may result in the cancellation of all aid offered. A student will be notified if Doane removes any aid awarded due to missing information.

**FINANCIAL AID SELF SERVICE:**

Students have the ability to view the status of their financial aid, view missing information requirements, access required forms, accept or decline financial aid offered, view their total loan indebtedness, and review satisfactory progress status by using their Self Service account. Student can access their account by logging into Self Service at: [doane.edu/self-service](http://doane.edu/self-service)

A tutorial of how the Financial Aid Self Service feature works can be located:

<https://www.doane.edu/financial-aid>

The Financial Aid Office reserves the right to review, modify, or cancel any financial aid offers at any time on the basis of information affecting the student's eligibility. This includes, but is not limited to; changes in financial, marital or academic status, or changes in the availability of federal, state, private or college funds, changes to enrollment or admissions status. Notification of any change made will be sent to the student's Doane email account.

The Financial Aid Office reserves the right to adjust the financial aid award if errors are discovered, additional information is discovered and/or additional funds from outside resources are made available to the student after the award is accepted. Revisions will be made in accordance with federal, state and institutional regulations and students will be notified of any changes.

Falsification of information submitted for the purpose of receiving aid will result in the full cancellation of aid and referral to the appropriate federal authorities.

**TRACKING YOUR BORROWING:**

Students and parents can view their current loan history and servicer information by logging into [https://nslds.ed.gov/nslds/nslds\\_SA/](https://nslds.ed.gov/nslds/nslds_SA/) and selecting Financial Aid Review.

**SPECIAL CIRCUMSTANCES:**

If your family experiences a significant change to their financial situation which is not reflected on the FAFSA, contact Doane's Financial Aid Office to discuss the situation with a staff member. Examples of unusual circumstances include loss of employment, out-of-pocket major medical expenses, private education costs, loss of alimony or child support, etc. You may be eligible for additional aid through a request for special circumstances. A form and supporting documentation is required to complete this process. The Financial Aid Office will provide the form and indicate the documentation required.

**ACCEPTING YOUR FINANCIAL AID OFFER:**

By accepting your financial aid offer you are agreeing to abide by all conditions as detailed here and in other financial aid related documents. The student also agrees that the materials contained in his/her financial aid file become the property of Doane University.

A student may accept all or part of the award(s) offered. Substitute awards cannot be guaranteed if part of an award is declined. Doane is not required to substitute funds if a student loses or declines academic, co-curricular or other types of aid.

## **IMPORTANT CONTACT INFORMATION:**

### **Phone Numbers:**

FAFSA (Federal Student Aid .....	800-433-3243
IRS .....	800-829-1040
Doane University - Crete Campus .....	800-333-6263
Office of Admission - Crete Campus .....	402-826-8222
Student Accounts/Business Office .....	402-826-8250
FAX Number -Crete Campus .....	402-826-8600
Doane University - Lincoln Campus .....	888-803-6263
Doane University - Grand Island Campus .....	877-443-6263
Doane University – Omaha Campus .....	855-513-0248
U.S. Department of Education Student Loan Ombudsman .....	877-557-2575

### **E-MAIL ADDRESSES:**

Financial Aid Crete Campus .....	faoffice@doane.edu
Financial Aid CPS Students .....	cps.faoffice@doane.edu
Office of Admission – Crete .....	admission@doane.edu
Student Accounts/Business .....	studentaccounts@doane.edu

### **USEFUL WEBSITES:**

#### **DOANE UNIVERSITY:**

[www.doane.edu](http://www.doane.edu)

#### **OUTSIDE SCHOLARSHIPS SEARCHES:**

[www.freschinfo.com](http://www.freschinfo.com)

[www.fastweb.com](http://www.fastweb.com)

[www.collegeboard.com](http://www.collegeboard.com)

[www.educationquest.org](http://www.educationquest.org)

[www.finaid.org](http://www.finaid.org)

#### **FAFSA ON THE WEB**

[www.fafsa.gov](http://www.fafsa.gov)

#### **FEDERAL STUDENT LOANS:**

[www.studentloans.gov](http://www.studentloans.gov)

#### **INTERNAL REVENUE SERVICE (IRS):**

[www.irs.gov](http://www.irs.gov)

#### **FSA ID:**

<https://studentaid.ed.gov/sa/fafsa/filling-out/fsaid>

*Doane University continues its policy of nondiscrimination on the basis of race, color, religion, sex, nationality, disability, age, marital status or sexual orientation.*