



**faith** baptist bible college  
and theological seminary

## **2020 – 2021 FINANCIAL AID HANDBOOK**

You, your education, and your future are what Faith's Financial Aid Office is all about! This handbook is designed to help you understand the types of financial aid available to you during your years at Faith.

If you have specific questions about your financial aid, write to the Financial Aid Office, Faith Baptist Bible College and Theological Seminary, 1900 NW Fourth St, Ankeny, IA 50023, email us at [finaid@faith.edu](mailto:finaid@faith.edu), call toll-free 1-888-FAITH-4-U; locally and from outside the United States, call 1-515-964-0601 or visit the website at [www.faith.edu](http://www.faith.edu).

## TABLE OF CONTENTS

<b>FINANCIAL AID AWARDS .....</b>	<b>2</b>
Financial Aid Package Notification.....	2
Combined College & Seminary Course Loads.....	3
Need-based Grants .....	3
Student Loans .....	4
Other Loans.....	6
Institutional Scholarships and Grants .....	6
Outside Scholarships.....	6
<b>SATISFACTORY ACADEMIC PROGRESS STANDARDS AND DURATION OF ELIGIBILITY .....</b>	<b>6</b>
Duration of Eligibility .....	7
GPA Requirements.....	7
Financial Aid Warning .....	7
Financial Aid Suspension.....	8
Financial Aid Probation .....	8
Appeal Process and Questions.....	9
Other Information.....	9
<b>COSTS AND PAYMENTS.....</b>	<b>10</b>
Educational Costs.....	10
Part-time Students.....	10
Receiving Financial Aid.....	10
Payment Options .....	11
Charges and Financial Aid Worksheet .....	12
Billing Notes .....	13
<b>WITHDRAWING: THE IMPACT ON FINANCIAL AID .....</b>	<b>13</b>
Tuition Adjustments Based on Enrollment Changes .....	13
Tuition Adjustments Based on Complete Withdrawals.....	13
Refund Example .....	15
Order of Refund Distribution .....	16
<b>YOUR RIGHTS AND RESPONSIBILITIES .....</b>	<b>17</b>
<b>ADDITIONAL FINANCIAL AID INFORMATION .....</b>	<b>18</b>
Independent Students .....	18
Part-time Students.....	18
Study Abroad Students .....	19
Special Programs.....	20
Common Financial Aid Questions.....	21
<b>LEGISLATION THAT AFFECTS YOU.....</b>	<b>22</b>
<b>FINANCIAL AID CHECKLIST .....</b>	<b>22</b>
<b>SPECIAL CIRCUMSTANCES REQUEST FORM.....</b>	<b>23</b>
<b>SATISFACTORY ACADEMIC PROGRESS APPEAL FORM.....</b>	<b>26</b>

## **FINANCIAL AID AWARDS**

### *What Types of Financial Aid Might I Receive?*

Faith Baptist Bible College & Theological Seminary is dedicated to providing financial aid to students in a way that, based upon available school resources, ensures equal access to Faith for all individuals seeking admission.

A typical freshman financial aid package might look like this:

*Average scholarships and/or grants.....	\$11,380
Federal Direct Loans.....	5,500
Student Down Payment.....	1,500
Payment Plan.....	<u>6,580</u>
Total.....	\$24,960

\*May include School Aid, Federal Pell Grant, Iowa Tuition Grant, other state monies, or other outside scholarships

The Financial Aid Office believes it is of primary importance that you know the various types of aid Faith offers. “Financial aid” means aid provided to students from a variety of federal, state, private and school sources. With the exception of federal and state funds, your financial aid is applicable only at Faith Baptist Bible College & Theological Seminary; you cannot take it with you if you decide to transfer to another institution.

If your financial need or full cost of attendance is met, you may not be eligible for additional aid, including private loans, without reducing other previously awarded aid.

### **Financial Aid Package Notification**

Faith Baptist Bible College & Theological Seminary’s financial aid award packet is your official notification of the financial aid monies offered through Faith’s Financial Aid Office.

The award packet, or aid offer, while not a commitment of funds, is an initial indication of funds from federal, state, or institutional sources; or any aid awarded by any individuals or agencies other than Faith’s Financial Aid Office. Faith scholarships listed in the financial aid award section of your notice will include scholarships for which you have received official notification from the school.

You may accept or decline any of the financial aid offers without affecting any other part of the awarded financial aid package; however, awards that are declined will not be replaced with other aid sources.

Your financial aid award packet is designed to give you a complete summary of your financial aid. Scholarships and grants listed on your award notice may be contingent on the maintenance

of a specific grade point or other academic or performance benchmarks. Please be aware that your awards may be revised if you do not achieve specific scholarship or grant criteria.

If you have questions about the amount of aid to which you are entitled, please contact the Financial Aid Office for a review of your awards. You should retain your awards notice for your records and to use as a reference whenever you have questions about your financial aid package.

#### *What If I Receive Other Aid Not Included in My Award Letter?*

If you receive outside scholarships, grants, or loans that were not included in your official award notice, or if you receive a larger amount than anticipated on your award notice, your previously awarded financial aid will be reviewed by the Financial Aid Office. If necessary, adjustments will be made to assure your financial aid awards are within federal and state regulations.

You should notify the Financial Aid Office immediately upon receipt of outside sources of financial aid. If you do not receive the financial aid expected from an outside source or you receive a different amount, contact the Financial Aid Office for a review of your previously awarded financial aid package.

#### **Combined College (undergraduate) and Seminary (graduate) Course Loads**

Because financial aid is tied to your program of study; combining college and seminary courses may reduce your financial aid.

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

##### Institutional Grants

Your eligibility for institutional grants is based on calculated financial need and in some cases academic performance. Academic performance is determined by the cumulative grade point average of all previous college work completed. Students registered for 12 or more credit hours per semester are given priority consideration for institutional grants. All institutional grants are awarded on a funds-available basis. Students who choose to live off campus should be aware that such a decision may reduce institutional grant eligibility.

##### Federal Pell Grant

The Federal Pell Grant program is designed to provide financial aid to eligible undergraduates.

Application is made by filing a Free Application for Federal Student Aid (FAFSA).

The Federal Pell Grant program provides grants to full- and part-time students and may be used at any eligible college or university you attend as an undergraduate until you receive your first baccalaureate degree, or exhaust your lifetime eligibility. The award amount may vary

according to the cost of the institution and the number of hours for which you are enrolled. You must be enrolled for 12 credit hours per term to receive a full award. For the 2020 – 2021 academic year, Federal Pell Grants ranged up to \$6,345. These grants are generally available to families with modest incomes.

### Iowa Tuition Grant (ITG)

This grant is available to qualified, undergraduate Iowa residents who are enrolled at least one-quarter time (three credit hours) at a private institution in Iowa. A student may receive ITG for no more than eight full-time semesters. The ITG is based on financial need, and the federal processors must receive the FAFSA by July 1 for a student to be considered for this award. Application can be made by listing Faith Baptist Bible College & Theological Seminary on the FAFSA. For the 2020 – 2021 academic year, the maximum full-time ITG award was \$6,000. You must be enrolled for 12 credit hours per semester to receive the full award. An ITG will not be finalized until it is confirmed that you meet Iowa residency requirements. This may require a residency form to be completed.

## **Student Loans**

### Federal Direct Loan

The Federal Direct Loan program is administered by the federal government. You may be eligible to borrow per year up to \$5,500 as a first-year student (less than 27 credits), \$6,500 as a sophomore (27 to 58 credits), and \$7,500 as a junior or senior (59 credits or more). Graduate and professional school students may borrow up to \$20,500 per year. Independent undergraduate and graduate students may have expanded borrowing capabilities based on cost of attendance and other financial aid received. For information regarding the lifetime aggregate borrowing limits for these loans, contact Faith's Financial Aid Office or go to [www.studentaid.gov](http://www.studentaid.gov).

The Federal Direct Loan Program includes both subsidized (need-based) and unsubsidized (not based on financial need) loans. You may have either loan type or a combination on your award notice. Subsidized loans are unavailable to graduate level students.

During the time you are enrolled on at least a half-time basis, the federal government will pay the interest on your Subsidized Federal Direct Loan(s). Payments begin after the six-month grace period. Unsubsidized Federal Direct Loan interest will begin to accrue when disbursed. You have the option of paying the interest while you are a student or adding the interest to the principal of your loan.

To qualify for a Federal Direct Loan, a student must file a FAFSA, be admitted to a degree program, be enrolled as at least a half-time student (six credit hours per term in a degree program for undergraduates; five credit hours for graduate students), receive an award notice listing the loan, submit a loan request form to the Financial Aid Office, and complete a Master Promissory Note (MPN). If you are a first-time borrower, you will receive notification from the

common origination center with instructions regarding completing your Federal MPN. Direct loans could have an origination and guarantee fee.

If you are borrowing a Federal Direct Loan for the first time you must complete the loan entrance counseling prior to the release of funds. You may complete your entrance counseling on the web at [www.studentaid.gov](http://www.studentaid.gov). An exit interview is required before you leave the school. When you graduate or cease half-time enrollment, contact the Financial Aid Office to obtain the exit interview materials. Contact your lender/servicer as well to coordinate your deferment or repayment options.

Grade Level and Loan Grade Level Progression:

The school has defined grade level progressions as noted below. Financial aid will use this progression for determining the maximum borrowing levels for student loans.

Undergraduate (credits earned):

- 0-26 Freshman
- 27-58 Sophomore
- 59-89 Junior
- 90 and above Senior

Graduate (credits earned):

- 0-18 Graduate 1
- 19-36 Graduate 2
- 36 and above Graduate 3

#### Federal Parent Loan for Undergraduate Students (PLUS)

Direct PLUS Loans for graduate / professional students were authorized by the Higher Education Reconciliation Act of 2005, effective July 1, 2006.

The PLUS loan is available to parents of dependent undergraduate students and graduate / professional students. Borrowers may borrow the difference between the student's cost of education less financial aid. Check [www.studentaid.gov](http://www.studentaid.gov) for the latest interest rate, and origination & guarantee fee information.

Repayment may begin within 30 to 60 days of disbursement, or certain deferments may be available. Check [www.studentaid.gov](http://www.studentaid.gov) for deferment options and borrowing limitations. In order to apply for the Federal PLUS Loan, you must complete the PLUS Master Promissory Note (MPN) at [www.studentaid.gov](http://www.studentaid.gov), and complete and return the PLUS Loan Request Form to the Financial Aid Office.

## **Other Loans**

If you wish to borrow from private education loan(s), please complete the necessary application from the private lender. FBBC&TS does not have a preferred lender list.

## **Institutional Grants and Scholarships**

The scholarships listed on your package summary must be applied (unless otherwise specified) to the student's direct costs at the school. Direct costs are defined as tuition, fees, and room and board charges.

Faith offers a limited number of endowed scholarships to students who meet certain criteria. You may be considered for a scholarship after you have completed the appropriate application requirements. You should also complete a FAFSA as some scholarships are based upon academic program, academic ability and calculated financial need. Recipients are chosen by the appropriate committee.

## **Outside Scholarships**

Many firms and agencies extend educational benefits to their employees. Contact the personnel office of your father's and/or mother's place of employment to find out if the employer(s) will help finance your education. Don't forget to contact businesses and organizations within your community for possible scholarship funds. Libraries are also good places to check for information.

Please note that outside awards are used in meeting financial need. If your outside awards combined with need-based aid exceed need or cost of attendance, a revision of your financial aid package would be necessary.

## **SATISFACTORY ACADEMIC PROGRESS STANDARDS AND DURATION OF ELIGIBILITY FOR RECEIVING FINANCIAL AID AT FAITH BAPTIST BIBLE COLLEGE & THEOLOGICAL SEMINARY**

The Higher Education Act of 1965, as amended, requires that each student maintain satisfactory progress toward a degree in order to receive financial aid. At Faith, these standards are established for students who are receiving or applying for financial aid from one or more of the various federal, state, or school grant, scholarship, and loan programs.

The Faith Baptist Bible College & Theological Seminary Satisfactory Academic Progress Standards for Financial Aid apply to all students who want to establish or maintain financial aid eligibility. These standards apply to a student's entire degree program including terms for which financial aid was not applied for or disbursed.

These standards require students to complete a specific number of credit hours each academic year and maintain the minimum Grade Point Average (GPA) as defined by the standards. These

are the minimum standards that must be completed. Specific aid programs and college/school or department standards may require MORE THAN these minimum standards.

The academic progress of financial aid recipients is monitored at the end of each semester. Students should contact the Financial Aid Office with questions regarding the intent and interpretation of these standards.

### **Duration of Eligibility**

Students must earn two-thirds, or 67%, of their attempted credit hours. Students who do not have the appropriate credit hours will receive a warning or be placed on financial aid suspension until the student has earned two-thirds of his/her attempted credit hours.

Eligibility will terminate when the credit hours required for a specific degree/program are earned or the student has attempted greater than 150% of the credit hours required for a specific degree/ program.

### **Grade Point Average (GPA) Requirements**

Students must maintain a minimum cumulative GPA. The minimum GPA requirements for all students (full or part-time) is 2.00 (not rounded [effective end of fall 2016 semester])

MA and MAR degree seeking students who do not have the minimum GPA will be placed on Financial Aid Suspension. Students enrolled in the one-year Biblical Worldview program will be placed directly on Financial Aid Suspension if their GPA is not at a 2.0 or higher after their first semester. All other students who do not have the minimum GPA will be placed on Financial Aid Warning. After one semester on Financial Aid Warning; students who do not have the minimum GPA will be placed on Financial Aid Suspension.

### **Financial Aid Warning**

Students are placed on Financial Aid Warning at the conclusion of their first semester in which their cumulative GPA drops below a 2.0. They then receive one probation semester as part of the warning, in which they may retain their Financial Aid scholarships and awards, but need to work to improve their cumulative GPA back above a 2.0. Unless an exception is granted/approved, students will receive only 1 warning semester for the duration of their education at Faith. In other words, if they receive a warning and then their cumulative GPA improves to a 2.0 or better, but then in a subsequent semester falls below a 2.0 again, they will not receive an additional warning, their Financial Aid status would move directly to suspension.

Once a student is placed on Financial Aid Warning:

1. A letter goes out to the student's listed home address
2. A letter goes out to the parents



3. An email goes out to the student and parent
4. A phone call is placed to the student and parent
  - \*\*Unless the student has been dismissed or withdrawn and will not be enrolled for classes the following semester
  - \*\*Parents are only contacted for dependent students

### **Financial Aid Suspension**

Students are placed on Financial Aid Suspension after they have received a Warning and have failed to improve their cumulative GPA to a 2.0 or higher. Additionally, students who enrolled in the one-year Biblical Worldview program are placed directly on Financial Aid Suspension after their first semester if they do not achieve a term GPA of 2.0 or higher. Students may also be placed on Financial Aid suspension if they carry an 'Incomplete' grade status for a course they took a year or more ago. In other words, students have one semester to resolve any 'Incomplete' grades. After carrying an 'Incomplete' for a semester it needs to be resolved or a student will be placed on Financial Aid Suspension until it is. Once a student is placed on Financial Aid Suspension:

1. A letter goes out to the student's listed home address
2. A letter goes out to the parents
3. An email goes out to the student and parent
4. A phone call is placed to the student and parent
  - \*\* Unless the student has been dismissed or withdrawn and will not be enrolled for classes the following semester
  - \*\*Parents are only contacted for dependent students

Students placed on Financial Aid Suspension may have their financial aid reinstated if they satisfy the following requirements:

1. Meet all Satisfactory Academic Progress requirements; or
2. Successfully appeal the financial aid suspension

### **Financial Aid Probation**

If a student's appeal is approved, they must meet the following requirements:

1. Follow the Academic Completion Plan that was submitted with the appeal
2. Limit credit load to 12 credit hours or fewer
3. Earn a semester GPA of at least 2.2

Failure to meet these requirements will result in the loss of financial aid eligibility until the minimum satisfactory academic progress standards have been achieved.

## **Appeal Process and Questions**

Extenuating circumstances that result in a student's failure to achieve the minimum credit hours and/or GPA requirements are evaluated by the Financial Aid Committee. For questions regarding this policy or to submit written appeals, please contact:

Financial Aid Office  
Faith Baptist Bible College & Theological Seminary  
1900 NW Fourth St  
Ankeny, IA 50023  
Telephone 515-964-0601 or 1-888-FAITH-4-U

## **Other Information**

Incomplete Grades: Courses with a grade of Incomplete must be completed in the following semester. The Incomplete is not factored into academic progress until the grade is assigned by the faculty member. Incomplete courses that remain after one semester will result in financial aid suspension until they are resolved.

Transfer Credits: Upon admission, transfer students are assumed to be maintaining satisfactory academic progress.

Credit by Examination: Credits earned by examination may be used to satisfy cumulative credit requirements.

Non-credit Coursework: Non-credit coursework, audits and withdrawals are not counted in the minimum credit requirement.

Evaluation Process: The Financial Aid Office evaluates the progress of each student according to these standards at the end of each semester.

## COSTS AND PAYMENTS

### 2020-2021 Educational Costs

	Semester	Academic Year
College Tuition & Fees (14-18 cr/hr per sem)	\$8,825	\$17,650
Seminary Tuition & Fees (10 cr/hr per sem)	4,130	8,260
Room and Board	3,555	7,110
First-time student fees	100	200
Books/Supplies	662	1,323
Personal Expenses	830	1,659
Transportation	<u>729</u>	<u>1,457</u>
<b>Undergraduate Total</b>	<b>\$14,700</b>	<b>\$29,399</b>
<b>Seminary Total</b>	<b>\$10,005</b>	<b>\$20,009</b>

To determine the amount one would owe: Charges - Financial Aid Award = Amount Due. To determine your own balance due, use the Charges and Financial Aid Worksheet on page 12.

### Part-time Students

Part-time students (and those taking fewer than 14 credit hours per semester) are charged on a per-credit basis. Module and summer credits are charged at different rates. If you have questions regarding “per credit” costs, please contact the Registrar at 515-964-0601, ext. 202.

### Receiving Financial Aid

All scholarships, grants, and loans awarded by Faith’s Financial Aid Office and accepted by you will be credited directly to your account.

Remember, one-half of your academic year award is credited to your account at the beginning of each semester. Outside scholarships/loans are not credited until the funds are received from the donor/lender.

*What happens if I am entitled to a refund to help cover some of my living costs?*

If your student account is credited with more funds than you owe Faith, you will receive a check for the amount of your credit balance.

## **Payment Options**

The amount you owe Faith may be paid in full each semester or in monthly installments through the automatic monthly payment plan.

With the semester payment option, payments are due each semester on the first day of class for the total costs of the semester, including tuition, fees, and room and board, after financial aid has been applied.

The automatic monthly payment plan allows students to divide their tuition bills into smaller monthly payments. There is a fee for using the payment plan.

New students and students re-enrolling must pay a deposit of \$200 to the Admissions Office. The deposit will be deducted from your semester bill when you register. Financial aid may not be used to pay the deposit. The deposit is refundable until May 1.

All students must submit a down payment by no later than the first day of classes for the fall semester. For new students the down payment is \$1,500; for returning students the down payment is \$1,000.

If you want an application for Faith's payment plan or have difficulty making payments, please contact the Office of Student Accounts at 515-964-0601, ext. 217. The Chief Financial Officer may use information from your Free Application for Federal Student Aid (FAFSA) in discussing individual payment for past-due accounts.

**2020 – 2021**  
**CHARGES AND FINANCIAL AID WORKSHEET**

PLEASE USE THIS WORKSHEET TO DETERMINE YOUR PAYMENT AMOUNT

Tuition, Fees, Room/Board .....	\$24,760
Plus Matriculation & Deposit* .....	200
Plus Additional Fees** .....	_____
Total Billing.....	_____
Less Matriculation & Deposit* .....	200
Less Down Payment \$1000/\$1,500 .....	_____
(Returning Student/New Student)	
Less State Aid .....	_____
Less Federal Aid .....	_____
Less Institutional Aid .....	_____
Less Other Scholarships & Grants .....	_____
Less Federal Direct Loan .....	_____
Total Deposits and Financial Aid .....	_____
Remaining Balance .....	_____
Less PLUS Loan .....	_____
Less Private Education Loan.....	_____
Remaining Balance .....	_____
Monthly Payment .....	_____
(Remaining balance/# of months---April is the final month)	

\*New students only

\*\*Car registration, lab fees, music fees, etc.

## **Important Billing Notes**

1. Outside scholarships (i.e., Rotary, Elks, etc.) are credited to student accounts only AFTER the money is received by Faith Baptist Bible College & Theological Seminary.
2. For Direct and PLUS loans, estimated fees may be calculated by multiplying the requested loan amount by 1.059% (Direct) & 4.236%(PLUS) (\*fees based upon 2019-20 numbers).
3. Loan funds are credited to student accounts after disbursements have been accepted by COD for Direct loans and after funds are received by Faith Baptist Bible College & Theological Seminary for private loans.

## **WITHDRAWING: THE IMPACT ON FINANCIAL AID**

### **Tuition Adjustments Based on Enrollment Changes** (other than complete withdrawals)

A reduction of credit hour enrollment during the drop-add period of the semester may occur without tuition penalty. After the drop-add period, a change from full-time to part-time status or a reduction in credit-hour enrollment, other than a complete withdrawal, will not change tuition charges. For example, a student enrolled for 14 credit hours will receive no tuition adjustment if he or she drops below 14 credit hours after the drop-add period. Tuition adjustments for increased enrollment continue throughout the term.

### **Tuition Adjustments for Complete Withdrawals**

Students withdrawing from Faith Baptist Bible College & Theological Seminary should do so by initiating their intent to withdraw through the Student Life Department. A portion of the tuition charges may be credited to the student's account if the withdrawal occurs before 60% of the enrollment period (semester) has been completed. After 60% of the enrollment period, no adjustment to tuition is made.

The percentage of the period that the student remained enrolled is derived by dividing the number of days the student attended by the number of days in the enrollment period. Calendar days are used; breaks of five or more days are excluded from both the numerator and denominator. Scheduled breaks are measured from the first day of the break to the next day that classes are held. If a break begins on Wednesday and no classes are held the following weekend (classes resume on Monday), the five day break would be excluded from the calculation.

The example enrollment period contains 110 days.

1. Withdrawal on Day 1 =  $1/110 = 0.9\%$
2. Withdrawal on Day 25 =  $25/110 = 22.7\%$
3. Withdrawal on Day 66 =  $66/110 = 60 \approx 100\%$

## Refunds

Refunds based on total withdrawals will be calculated and processed once all adjustments, tuition, room and board, and/or financial aid have been made.

## Financial Aid Adjustments

### Changes in Enrollment (other than complete withdrawals)

Financial aid may be adjusted during the first two weeks of enrollment based upon changes in enrollment and changes in tuition and fees. Eligibility for financial aid for increased enrollment is not “automatically” calculated with an enrollment change. Please contact the Financial Aid Office to discuss changes in enrollment and your financial aid eligibility.

An increase in enrollment after the first two weeks of class may not result in an increase in Federal Pell or State Grants.

## Complete Withdrawals

(See Tuition Adjustments for Complete Withdrawals for information regarding the withdrawal process and the calculation of enrollment percentages.)

During the first 60% of the enrollment period, financial aid from federal and certain state and school programs is earned based on the number of days the student remains enrolled. Financial aid from private scholarship programs is returned to those programs per their individual regulations. Private loans and payments made by students and parents are not subject to the earned aid percentage. These funds are used to pay the remaining balance after adjustments to federal, state, school aid, and school charges have been completed. Any credit balance remaining is returned to the student/parent.

The total amount of unearned Title IV funds must be returned. Unearned Title IV aid is the amount of disbursed Title IV aid that exceeds the amount of Title IV aid earned under the federal formula. Title IV returns are credited in the following order:

1. Federal Unsubsidized Direct Loan
2. Federal Subsidized Direct Loan
3. Federal Graduate PLUS Loan
4. Federal PLUS Loan (for parents)
5. Federal Pell Grant
6. Other federal, state, institutional, or private sources of aid
7. Student/Parent

Students may need to repay financial aid that they did not earn. Unearned state and school program funds are to be returned to their specific program.

A student who remains enrolled beyond the 60% point earns all aid for the period. The 60% point must be met, without rounding off to the nearest percent, to earn 100% of aid for the period.

It is important to understand that Title IV, HEA funds may not cover all unpaid institutional charges due to the institution upon the student's withdrawal. School costs play no role in determining the amount of Title IV funds to which a withdrawn student is entitled. Students will be responsible for payments of costs not covered by the amount of aid earned. Student/parent payments toward original charges may not be refunded in the same proportion as the revised aid.

A student on the school's meal plan who withdraws from the school is entitled to a prorated credit for the remaining weeks, beginning with the Monday of the week following approved withdrawal.

This policy is subject to federal regulations, specifically, the Higher Education Amendments of 1998, Public Law 105-244. Please contact the Financial Aid Office to discuss individual circumstances.

### **Example of a Refund**

For withdrawals any time during the first 60% of the semester.

#### Summary of Sam's School Charges

Tuition	\$8,340
Room	1,655
Board	1,830
Fees	<u>309</u>
Total	\$12,443

#### Summary of Sam's Financial Aid

Federal Direct Loan	\$2,500
Federal Pell Grant	1,113
Iowa Tuition Grant	3,000
Faith Scholarship	<u>3,200</u>
Total	\$9,813

Sam paid the school \$1,500 on registration day and has an outstanding balance of \$1,130.

Sam withdrew from school on the 40<sup>th</sup> day. The remaining portion of the semester (70 days-10 Weeks) is 63.6%.

Refund Calculation (Board charges are refunded at 80% of the weekly prorated amount)



Tuition Charges	\$8,495
Remaining Portion	<u>X63.6%</u>
Tuition Refund	\$5,403

Weekly Board Rate	\$114.38
Remaining	<u>X10</u>
	1144
Refund Rate	<u>X80%</u>
Board Refund	\$915

Subtotal Refund	\$6,219
Less Charges owed	<u>1,130</u>

Net Refund Amount \$5,089

**Order of Refund Distribution**

Federal Direct Loan	\$2,500
Federal Pell	1,113

Total Federal Aid	\$3,613
% to be Returned	<u>x63.6%</u>

Federal Aid to be Returned\* \$2,298

Amount Returned to Federal Direct Loan	\$2,298
---	---------

\*The order of aid to be returned dictates that the aid first be applied to loans and then grants.

Iowa Tuition Grant	\$3,000
% to be Returned	<u>x63.6%</u>

State Aid to be Returned \$1,908

Institutional Aid	\$3,200
% to be Returned	<u>x63.6%</u>

Institutional Aid To Be Returned	<u>\$2,035</u>
-------------------------------------	----------------

Net Refund Amount	\$5,089
Less Return of Aid	<u>6,241</u>

Amount Refunded/ (Owed) Sam	<u>(\$1,152)</u>
--------------------------------	------------------

## **YOUR RIGHTS AND RESPONSIBILITIES**

*Do I need to do anything special to receive and keep my financial aid package?*

*You have several responsibilities as a financial aid recipient:*

1. Be sure to read your entire Financial Aid Packet
2. You must comply with all federal requirements of the 1983 Amendments to the Military Selective Service Act.
3. If you owe money from a prior over-award of federal funds at any institution, you need to make arrangements for repayment of the over-award. You are not eligible for financial aid if you owe a refund on federal funds.
4. You must be in good standing and be making satisfactory academic progress as outlined in this handbook.
5. You must report any additional financial aid (scholarships, grants, or loans) that you receive that are not listed on your current awards notice from Faith Baptist Bible College & Theological Seminary.
6. You must meet other conditions listed in your awards notice and contained elsewhere in this handbook.
7. You will need to submit information requested by financial aid processors, Faith, or any other institution or program to which you are applying for aid to clarify your eligibility for aid.
8. If you are selected for verification or financial aid review, you and your parent(s) may be required to submit additional documents. These may include federal tax returns and federal financial aid verification worksheets. Failure to submit requested information could result in the loss of available funds.
9. You must repay all loans according to your established repayment schedule. You are not eligible for financial aid if you are in default on a Federal Perkins Loan, Health Professions Loan, Federal Direct Loan, or Federal PLUS received at any institution.
10. To receive funds under any of these federal programs, you must sign a statement that all funds received through these programs will be used solely for educational or education related purposes.

*You have rights as a financial aid recipient:*

1. Information given to Faith's Financial Aid Office is treated confidentially.
2. You may appeal Faith's financial aid offer if you feel it is unfair or unreasonable.
3. You may appeal a financial aid policy or procedure. The appeal may be initiated through Faith's Financial Aid Office.
4. You may have your financial need reviewed if your circumstances change during the academic year. Contact the Financial Aid Office if you feel your calculated financial need should be reviewed.

### *Selective Service Requirement for Financial Aid Recipients*

The Department of Defense Authorization Act, 1983, which amends the Military Selective Service Act, denies federal financial aid under the Title IV programs (Federal SEOG, Federal Perkins Loan, Federal College Work Study, Federal Pell Grant, Federal Direct Loan and Federal PLUS) of the Higher Education Act to any student who is required to register for the Selective Service but fails to do so.

General registration requirements apply to males who are 18 through 25 years old and were born after December 31, 1959. If you believe you are not required to register, call the Selective Service Office at 1-888-655-1825 for information regarding exemptions.

## **ADDITIONAL FINANCIAL AID INFORMATION**

### **Information for Independent Students**

A student's status regarding dependency or independency for purposes of filing for financial aid is defined by federal regulations as specified in the FAFSA.

Questions regarding dependency status should be referred to the Financial Aid Office.

### **Information for Part-time Students**

Faith's financial aid policies give priority financial aid consideration to full-time students. Federal Pell Grant and Iowa Tuition Grant recipients must enroll for at least 12 credit hours per semester to be eligible for full-time awards. Part-time students are eligible for the following types of financial aid:

### Federal Pell Grant

Undergraduate students may receive prorated awards determined by their specific enrollment status.

### Iowa Tuition Grant

If you are an undergraduate student enrolled for three to 11 credit hours, you may receive a pro-rated portion of the award that you would be eligible for as a full-time student with 12 credit hours.

### Federal Direct and Federal Parent Loan for Students (PLUS)

If you are enrolled for six credit hours (undergraduate) or five credit hours (graduate) or more and are admitted to a degree, credential, or certificate program, you may be eligible to receive funds from the Federal Direct and/or PLUS Loan programs.

### Institutional Aid

If you are an undergraduate student enrolled in 12 credits or more you are considered full time. If a student is receiving institutional aid and drops below the status of full time, the student's institutional aid is subject to reduction or in some cases removal. If a student is enrolled in 9-11 credits they are considered three quarters time and will receive 75% of their institutional aid. If a student is enrolled in 6-8 credits they are considered half time and will receive 50% of their institutional aid. If a student drops below 6 credits their institutional aid will be removed entirely.

There are exceptions to this general policy and a student will want to be aware of any eligibility criteria related to an institutional award or scholarship they receive. If a student is a senior and/or in the last semester of their program an exception may be made. Exceptions must be approved through the Financial Aid Office. In addition, if a student has been living on campus and moves off campus, they may be subject to a reduction in their institutional aid.

### **Information for Study Abroad Students**

If you are studying abroad, it is recommended that you visit with a staff member in the Financial Aid Office. This should be done early in your planning to determine what aid can be applied to your study abroad program and to complete the appropriate forms. Whether your financial aid will transfer depends upon the type of aid you have been awarded and the study abroad program you decide to attend.

## **Special Programs**

### Veterans' Benefits

The Veterans Administration administers programs for veterans and service persons seeking aid for education or training. If you are a veteran or a dependent of a veteran and plan to receive educational benefits, as determined by the Department of Veterans Affairs, contact Faith Baptist Bible College & Theological Seminary's Financial Aid Office at 515-964-0601, ext. 206, well in advance of your enrollment to request certification.

In compliance with Section 103 of the Veterans Benefits and Transition Act of 2018, FBBC&TS does not impose any penalty, including the assessment of any late fee, the denial of access to classes, libraries, or any other institutional facilities, regardless of the timing of received payments from the U.S. Department of Veterans Affairs. FBBC&TS does not require that a VA student recipient borrow additional funds to cover their financial obligations to our institution due to any delayed disbursement of payment from the VA.

To qualify for this provision of VA Benefits, a student may be required to provide at least one or more of the following:

- A written or verbal request to be certified
- VA Certificate of Eligibility
- Additional information as needed to properly certify the student for VA Benefit enrollment

### Services for Students with Disabilities

Faith Baptist Bible College & Theological Seminary helps provide access to higher education for students who have disabilities. Ancillary services may include aid in the admission and registration process; coordination regarding financial aid to provide timely and appropriate aid information to students; supportive aid structured to meet the students' individual needs; coordination with internal and external personnel and agencies to serve students most appropriately and effectively; and other services as a student's needs might dictate.

Students with disabilities are encouraged to contact the office of the Vice President for Academic Services.

### Summer Aid

Contact the Financial Aid Office with questions regarding summer financial aid 1-888-FAITH-4-U, toll-free; locally and from outside the United States, call 1-515-964-0601.

## **Common Financial Aid Questions:**

### *Where Can I Seek Counseling About Financial Aid?*

Faith's Financial Aid Office has staff members who can assist you in understanding your financial aid, budgeting your resources, and managing your loans. You are encouraged to contact our office at 1-888-FAITH-4-U; locally and from outside the United States, call 1-515-964-0601 to schedule an appointment. Other services provided by the Financial Aid Office include assessing eligibility for financial aid, awarding aid, and processing Federal Direct Loans.

### *Do I Need To Fill Out A Financial Aid Application Each Year?*

Each year you must complete a Free Application for Federal Student Aid (FAFSA) to be eligible for most forms of financial aid. Electronic filing is available on the Internet at <https://studentaid.gov/h/apply-for-aid/fafsa>.

### *Will My Financial Aid Stay The Same Through All The Years I Study At Faith Baptist Bible College & Theological Seminary?*

In general, if your calculated financial need, academic standing, and place of residence (on- or off-campus) remain consistent from year to year, your state and federal financial aid awards also will remain consistent from year to year.

Calculation of your eligibility for financial aid is based upon the information you and your family provide on your FAFSA. If your family situation changes, such as another sibling enters college or your family's income or assets significantly increase or decrease, your financial aid award(s) may change.

You have the right to expect equitable treatment in the awarding of financial aid. Your application is individually analyzed by the staff in the Financial Aid Office. Your award also may change because of changes in federal, state, or school funding or regulations. Please call the Financial Aid Office if you have questions about your financial aid package.

### *What does the term "academic year" mean for financial aid purposes?*

Faith's academic year begins with the fall term and ends the following spring; for example, the terms in order for the 20120-2021 year are: Fall 2020 and Spring 2021. (Summer and winter module courses are considered to be a part of the term they occur closest to.)

For the purpose of administering federal, state, private, and school financial aid programs, the Federal Title IV academic year as defined in section 481(a) of the Higher Education Amendments will be used. Section 481(a) defines academic year as a minimum of 24 semester credit hours earned AND a minimum of 30 weeks of instruction.

## **LEGISLATION THAT AFFECTS YOU**

Faith is required by the federal government, through the Higher Education Act of 1965, as amended, to provide the following information: The title of the person designated under Section 668.367, Subpart C, Title 34 of the Code of Federal Regulations is the Financial Aid Director. This individual may be contacted at the Financial Aid Office, Faith Baptist Bible College & Theological Seminary, Ankeny, Iowa 50023, 1-515-964-0601 ext. 206, Monday through Friday, 8:00 a.m. to 4:30 p.m.

Faith must provide you with a statement of the rights and responsibilities of students receiving financial aid under the Federal Pell Grant or Federal Direct Loan programs (pp. 17-18).

Other information that Faith is required to disseminate according to the Student Consumerism Regulations (Section 668.34, Subpart C, Title 34 of the Code of Federal Regulations, Part 178.4) can be found elsewhere in this handbook and in the current Faith Baptist Bible College & Theological Seminary general catalog.

## **FINANCIAL AID CHECKLIST**

Please be sure to completely read your award packet carefully and return all required forms. Please review the following items:

1. Have you notified the Financial Aid Office either in writing or by email of any outside awards received, including the donor name and the amount?
2. Have you verified your name and address?
3. Have you read the Financial Aid Handbook?
5. Have you responded to any and all requests for additional information?
6. If you desire to receive a Federal Direct subsidized and/or unsubsidized Loan or Federal Parent Loan Undergraduate Students (PLUS), have you submitted the appropriate materials to the Financial Aid Office?

If you have any questions about the award packet, call 1-888-FAITH-4-U; locally and from outside the United States, call 1-515-964-0601.

Faith Baptist Bible College & Theological Seminary does not unlawfully discriminate on the basis of sex, race, color, religion, creed, national or ethnic origin, age, disability, or veteran or veteran disability status in administration of its employment and personnel policies, educational policies, admission policies, scholarship and loan programs, and athletic and other School-administered programs. The President has been designated coordinator of Title IX, Title VI, and Section 504 regulations. Inquiries or complaints may be addressed to the President, 515-964-0601 or, Faith Baptist Bible College & Theological Seminary, 1900 NW 4<sup>th</sup> St, Ankeny, IA 50023.

**FAITH BAPTIST BIBLE COLLEGE**  
**Special Circumstances Request Form**

Student Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

**If you and your family have experienced unusual circumstances, complete this form to the best of your ability and provide the requested documentation to our office. We will review your request and respond to you as quickly as possible. This is not an all-inclusive list. If you have experienced an unusual circumstance that is not listed here provide us with as much detail as possible on how the situation has affected you financially.**

\*\*\*\*\***CERTIFICATION STATEMENT**\*\*\*\*\*

The information listed on this form is true and correct to the best of my/our knowledge. I understand that knowingly giving false information will result in a review of my financial assistance eligibility.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Spouse Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

Check all that apply

<input type="checkbox"/> Income Reduction	<input type="checkbox"/> Unusual Medical and Dental Expenses*
<input type="checkbox"/> Unusual Debts*	
<input type="checkbox"/> Unusual Child and Dependent Care Expenses*	<input type="checkbox"/> Other

\*Calendar year only





Taxable Income Projections for 2020:	(Check one column)	
	<u>Parent</u>	<u>Student</u>
Income Source: _____	_____	_____
Income Source: _____	_____	_____
Income Source: _____	_____	_____
Income Source: _____	_____	_____

If you or your parent divorced or separated, give only your information or the information of the custodial parent. If the loss of income was due to the death of your spouse or parent, give only your information or the information of your surviving parent.

Please provide copies of the following documents:

Signed documentation verifying loss of income; Receipts of payments made if requesting special consideration for unusual medical or dental expenses; Verification of out of pocket insurance premiums that have not been reimbursed by your employer; Billing or payment summary from the party to which unusual debts are owed

\*\*\*\*\*OFFICIAL USE ONLY\*\*\*\*\*

Recommendation: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Committee Decision: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**FAITH BAPTIST BIBLE COLLEGE**  
**Satisfactory Academic Progress Appeal Form**

Student Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

According to Faith Baptist Bible College's Satisfactory Academic Progress Standards, you have lost your eligibility for financial aid. This form is your appeal for an exception to the Satisfactory Academic Progress Standards due to special circumstances. The deadline for submitting this form and all necessary documentation is the last day of the drop add period for the term being appealed.

An incomplete form, or failure to provide documentation, will result in a denial of your appeal. Appeals will be reviewed within 15 working days and responded to in writing. The Satisfactory Academic Progress appeal and supporting documentation is confidential information and will not be released to any college department or outside agency without prior written approval.

1. The semester for which this appeal is being requested: \_\_\_\_\_
2. Have you appealed before?    YES    NO    If YES when? \_\_\_\_\_
3. What is your current program of study at FBBC? \_\_\_\_\_
4. When did you begin this program? \_\_\_\_\_
5. What is your anticipated date of graduation? \_\_\_\_\_
6. Who is your academic advisor? \_\_\_\_\_
7. On a separate sheet of paper, describe the circumstances that prevented you from meeting the Satisfactory Academic Progress Standards. Provide appropriate documentation from individuals aware of your circumstances (i.e., employer, physician, psychologist/counselor, academic advisor, etc.). If you withdrew from a class, explain the reason. If you received an incomplete for a class, explain the reason and provide documentation from the instructor that arrangements have been made to complete the class. This must include an estimated completion date for the course and an assessment of whether or not a passing grade will be awarded. Failure to provide all the necessary documentation will result in a denial of your appeal.

(please continue)

- 8. On a separate sheet of paper, outline the specific steps that you are taking to ensure future success in attaining your academic goals. Emphasize what will be different in your situation to ensure success. This outline must be signed by your academic advisor to verify that you have discussed the matter with them. Also complete the attached Financial Aid Plan of Academic Completion.
  
- 9. If the appeal is granted, you will be eligible to receive financial aid and your financial aid status will be a probation status. Failure to meet the requirements of financial aid probation will result in financial aid suspension.

Certification Statement:	
I attest that this information (including attached documents) is true and accurate. I understand that any falsified information will result in the denial of this appeal.	
_____	_____
Student Signature	Date

\*\*\*\*\*OFFICE USE ONLY\*\*\*\*\*

Recommendation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Committee Decision: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**FAITH BAPTIST BIBLE COLLEGE & TS**  
**FINANCIAL AID PLAN OF ACADEMIC COMPLETION**  
*(Make additional copies as needed)*

Student Name \_\_\_\_\_ Academic Program \_\_\_\_\_

Semester: _____	
Course	Credits
<b>Total Credits</b>	

Semester: _____	
Course	Credits
<b>Total Credits</b>	

Semester: _____	
Course	Credits
<b>Total Credits</b>	

Semester: _____	
Course	Credits
<b>Total Credits</b>	

Total number of credits at graduation: \_\_\_\_\_ Anticipated graduation date: \_\_\_\_\_

*(Please obtain the following signatures)*

I/We project that the above plan will meet all institutional requirements for graduation.

Faculty Advisor \_\_\_\_\_  
 Signature & Date

Academic Dean \_\_\_\_\_  
 Signature & Date

Comments: