

# **Undergraduate Financial Aid Handbook**

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**2011-12**

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## ***Financial Aid Philosophy***

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Biola University is dedicated to helping students gain access to Christian higher education, especially those students who would be unable to attend Biola without aid. It is our desire to provide financial assistance to students with demonstrated need, within the limits of the University's resources. With this goal in mind, Biola holds to the following financial aid policy:

We will partner with students and their families to arrange financing for the students' education, using family resources, government resources and Biola resources.

Demonstrated need will be measured by a consistent and equitable need-analysis system.

To be fair to all students seeking aid, need must be based objectively on a family's financial resources, not on its willingness to pay.

Special circumstances will be considered on a case-by-case basis and we will use our professional judgment to determine when adjustments should be made.

## ***Financial Aid Policy***

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### **How eligibility is determined**

Eligibility for financial aid is primarily based on the financial need of each student. To ensure equity, financial need is measured by the Free Application for Federal Student Aid (FAFSA).

Admittance grade point average (GPA) and SAT/ACT (excluding transfers) test scores are also used to determine eligibility for certain awards.

### **How the university distributes aid among students**

Aid is awarded on a first come first served basis due to budget restrictions for aid. It is important for students to complete their financial aid file early with the Financial Aid Office.

Financial aid is coordinated to fit within students' financial need. All financial aid provided by the government, including Cal Grants and loans, must be coordinated with all other resources. This is based on a federal calculation that determines financial need, which is:

Cost of Attendance minus Expected Family Contribution minus All Resources equals Eligible Need.

Because federal regulations prohibit awarding financial aid in excess of students' eligibility or above the budgeted cost of attendance, aid that was originally in students' packages may need to be reduced or replaced.

## ***Financial Aid Important Dates***

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<b>January 1, 2011</b>	FAFSA for the 2011-12 school year is available. Go to <a href="http://www.fafsa.gov">www.fafsa.gov</a> to file.
<b>March 2, 2011</b>	New Cal Grant applicants must complete the FAFSA and GPA Verification Form by March 2. Go to <a href="http://www.csac.ca.gov">www.csac.ca.gov</a> for more information.
<b>Spring 2011</b>	Receive your initial financial aid letter from Biola.
<b>Summer 2012</b>	Receive your confirmed financial aid award if you have completed your financial aid file.
<b>June 1, 2011</b>	Complete financial aid file by June 1st to ensure aid is confirmed and available for fall registration.
<b>July 1, 2011</b>	Complete loan application(s) to ensure loans are available for fall registration.
<b>August 2011</b>	Fall Registration. Fall down payment is due!
<b>January 2012</b>	Spring Registration. Spring down payment is due!
<b>April 15, 2012</b>	Last day to apply for federal aid for the 2011-12 school year.

While there is not a “deadline” to apply for financial aid and students are allowed to apply throughout the academic year, resources are limited and are awarded on a first come first served basis. Therefore, students are encouraged to apply and complete their financial aid file as soon as possible after January 1, 2011.

For other important university dates and deadlines, please visit Office of the Registrar for the Academic Calendar. (<http://www.biola.edu/registrar>)

## ***Financial Aid Process***

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1. **Students** complete FAFSA at [www.fafsa.gov](http://www.fafsa.gov). Biola University federal code (001122) must be entered on the FAFSA to send the information to Biola. New applicants for Cal Grant complete GPA Verification Form. (See page 11.)
2. **Biola Financial Aid Office (FAO)** receives FAFSA, reviews student and family information and sends notification to students of documents to complete and submit. New students will also receive an estimated financial aid offer based on the FAFSA information. (Students must be accepted to Biola University by the Office of Admissions before the FAFSA will be reviewed.)
3. **Students** complete and submit requested documents. Financial aid forms can be found at <http://undergrad.biola.edu/finaid/#faforms>.
4. **Biola FAO** reviews submitted documentation. At this time, additional information or clarification may be requested. Once all information is complete, Biola FAO will award confirmed financial aid.
5. **Biola FAO** sends confirmed Financial Aid Award Letter to students.
6. **Students** complete loan applications as necessary. Note: Loan applications should be completed no later than July 1st --even if aid is not yet confirmed--if the loan is needed for registration down payment.
7. **Students** must notify Biola FAO of any changes to housing plans.

## Grants and Scholarships

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### Merit Scholarships

#### Academic Scholarship

**Description:** Biola funded scholarship awarded to incoming undergraduate students by the Office of Admissions upon acceptance to Biola.

**Amount:** Up to \$9,000.

**Eligibility:** Based on high school grade point average and SAT or ACT score. Students must be enrolled full-time. Scholarship may be pro-rated for graduating seniors in their last semester if they are less than full-time, but at least half-time.

**Application:** Biola admissions application, high school transcript and SAT or ACT scores.

**Deadline:** Contact Office of Admissions.

**Renewal:** Annual renewal for up to three years when minimum cumulative grade point average, satisfactory academic progress and continuous enrollment are maintained.

**Grade point average** is reviewed by the Financial Aid Office after the spring semester for all students. The minimum grade point average varies based on the amount of the Academic Scholarship and will NOT be rounded up. See chart.

**For scholarships awarded prior to 2010-11 ONLY:** If cumulative grade point average falls below required minimum, but is at least 3.20, students will receive a one year provisional, non-renewable academic scholarship of \$2,000 or 50% of original award (whichever is less). At the conclusion of the academic year, if the cumulative grade point average has returned to required level, the academic scholarship will be reinstated. If not, it will be removed permanently.

**For scholarships awarded 2010-11 and following:** The scholarship is lost permanently if minimum cumulative grade point average is not maintained.

**Leave of Absence:** Students unable to maintain continuous full-time enrollment at Biola will lose their academic scholarship permanently. However, in cases of extreme financial hardship, family emergency or illness, a leave of absence *may* be granted. Students must submit a written request to the Financial Aid Office before withdrawing from Biola in order to have a leave of absence approved.

**Extensions:** Students enrolled in programs requiring more than four years, including, Nursing, Biological Science, Music and Pre-Med, may write a letter of appeal requesting an academic scholarship for an additional year. Extensions are not granted for students pursuing double major or minor degrees or for student seeking a credential in a fifth year.

Academic Scholarship Renewal GPA Requirement			
Scholarship Received 2010-11 and following	Minimum Cum GPA	Scholarship Received Prior to 2010-11*	Minimum Cum GPA
President's \$9,000	3.20	\$7,000 -- \$9,000	3.50
Provost's \$7,000	3.00	\$5,500 -- \$6,900	3.40
Dean's \$5,000	2.80	\$3,000 -- \$5,400	3.30

\* For academic scholarships received from 2006-07 through 2009-10. If scholarship was received prior to 2006-07, please contact the Financial Aid Office.

### Transfer Academic Scholarship

**Description:** Biola funded scholarship awarded to incoming undergraduate transfer students by the Office of Admissions upon acceptance to Biola.

**Amount:** Up to \$7,500

**Eligibility:** Based on college grade point average. Students must be enrolled full-time.

**Application:** Biola Admissions Application and college transcripts

**Deadline:** Contact Office of Admissions

**Renewal:** Annual renewal for up to three years when minimum cumulative grade point average, satisfactory academic progress and continuous enrollment are maintained.

**Grade point average** is reviewed by the Financial Aid Office after the spring semester for all students. The minimum grade point average varies based on the amount of the Academic Scholarship and will NOT be rounded up. See chart.

**For scholarships awarded prior to 2010-11 ONLY:** If cumulative grade point average falls below required minimum, but is at least 3.20, students will receive a one year provisional, non-renewable academic scholarship of \$2,000 or 50% of original award (whichever is less). At the conclusion of the year, if the cumulative grade point average has returned to required level, the academic scholarship will be reinstated. If not, it will be removed permanently.

**For scholarships awarded 2010-11 and following:** The scholarship is lost permanently if minimum cumulative grade point average is not maintained.

**Leave of Absence:** Students unable to maintain continuous full-time enrollment at Biola will lose their academic scholarship permanently. However, in cases of extreme financial hardship, family emergency or illness, a leave of absence *may* be granted.

Students must submit a written request to the Financial Aid Office prior to withdrawing from Biola in order to have a leave of absence approved.

**Extensions:** Extensions are not granted for students pursuing double major or minor degrees, or for student seeking a credential in a fifth year.

Transfer Academic Scholarship Renewal GPA Requirement			
Scholarship Received 2010-11 and following	Minimum Cum GPA	Scholarship Received Prior to 2010-11*	Minimum Cum GPA
\$7,500	3.20	\$7,000 - \$9,000	3.50
\$4,500	3.00	\$5,500 - \$6,900	3.40
\$2,500	2.80	\$3,000 - \$5,400	3.30

\* For academic scholarships received from 2006-07 through 2009-10. If scholarship received prior to 2006-07, please contact the Financial Aid Office.

### SURGE Scholarship

**Description:** Biola funded scholarship awarded to incoming undergraduate students based on leadership and experience that demonstrates a commitment to ethnic diversity, multicultural awareness and outstanding community involvement. It is awarded by the Office of Admissions. A separate application is required.

**Eligibility:** High school cumulative grade point average of 3.0. Student must be enrolled full-time. Teaching credential students are not eligible.

**Renewal:** Annual renewal based on participation in Cultural Encounters and minimum GPA requirement. Reviewed by the Office of Admissions.

**Apply:** See SURGE Scholarship website (<http://undergrad.biola.edu/finaid/types/scholarships/>)

### **Community Service Scholarship**

**Description:** Biola funded scholarship awarded to incoming undergraduate students based on outstanding leadership and community service. It is awarded by the Office of Admissions upon acceptance to Biola.

**Eligibility:** Outstanding leadership and community service. Student must be enrolled full-time and live on-campus through junior year. Teaching credential students are not eligible.

**Application:** Based on Activities Section of the Biola Admissions Application.

**Deadline:** Contact the Office of Admissions.

**Renewal:** Annual renewal for up to three years based on grade point average, community service, continuous enrollment and satisfactory academic progress. Students must achieve a cumulative grade point average of 2.0 and submit the Community Service Scholarship Renewal Form and Reference Form to the Department of Enrollment Management.

### **Alumni Dependent Scholarship**

**Description:** Biola funded scholarship awarded by the Office of Admissions to incoming undergraduate students who are dependents of alumni.

**Eligibility:** Student must be enrolled at least half-time and be a dependent of alumni who completed a minimum of 30 units at Biola University (including Talbot School of Theology, Rosemead School of Psychology or Cook School of Intercultural Studies). Teaching credential students are not eligible.

**Application:** Parent section of the Biola Admissions Application.

**Deadline:** None

**Renewal:** Annual

### **President's Award**

**Description:** Biola funded scholarship of full-tuition awarded to one undergraduate senior who intends to graduate at the end of the year. It is awarded based on committee nomination.

**Eligibility:** Student must have two years of attendance at Biola and a minimum cumulative grade point average of 3.60.

**Application:** None

**Renewal:** Not renewable

### **Department Scholarships**

Biola funded scholarships awarded to students who demonstrate outstanding achievement or potential in respective field. Scholarship amount and eligibility are determined by the department. The following departments offer scholarships: Music, Athletics, Art, Science and Communications (Journalism, Communication Disorders and Speech & Debate).

## Need-based Grants & Scholarships

### Federal Grants

#### Pell Grant

**Description:** A federal need-based grant awarded by the Financial Aid Office to undergraduate students.

**Amount:** Up to \$5,550.

**Eligibility:** Students must have sufficient financial need.

**Application:** FAFSA with Biola listed and completed file with the Financial Aid Office.

**Deadline:** None

**Renewal:** Students must re-apply each year.

#### SEOG (Supplemental Education Opportunity Grant)

**Description:** A federal need-based grant awarded by the Financial Aid Office.

**Amount:** Up to \$1,500.

**Eligibility:** Pell Grant recipients with sufficient financial need and minimum half-time enrollment. Grant is coordinated with all other grants and scholarships received. Teaching credential students are not eligible.

**Application:** FAFSA with Biola listed and complete file with the Financial Aid Office.

**Deadline:** Based on availability of funds.

**Renewal:** Students must re-apply each year.

#### TEACH Grant (Teacher Education Assistance for College and Higher Education)

**Description:** A federal non-need based grant awarded by the Financial Aid Office to students who are enrolled in an eligible program and who agree to teach in a high-need field, at a low-income elementary or secondary school as a highly qualified teacher, for at least four years within eight years of completing the program for which the TEACH Grant is awarded.

**Eligibility:** Student must have 3.25 grade point average (or SAT/ACT/GRE in the 75 percentile). Teaching credential students are not eligible.

**Application:** FAFSA with Biola listed, complete file with the Financial Aid Office, Agreement to Serve, counseling with Biola School of Education and Financial Aid Office.

**Deadline:** None

**Renewal:** Renewable up to 4 years. Must complete FAFSA, complete file with Financial Aid Office, sign Agreement to Serve each year and complete counseling with Financial Aid Office each year.

## State Grants

### CAL GRANT A

**Description:** A tuition-specific, state entitlement award.

**Amount:** Up to \$9,708 (depending on unmet need).

**Eligibility:** Undergraduate student with eligible GPA and financial need; California resident, minimum half-time enrollment.

**Application:** FAFSA with Biola listed; Cal Grant GPA Verification Form.

**Deadline:** FAFSA and Cal Grant GPA Verification Form must be submitted by March 2, 2011.

**Renewal:** FAFSA must be filed yearly; Cal Grant is renewed according to need and satisfactory academic progress. A student who is denied a Cal Grant their first year may be eligible for the Cal Grant in subsequent years, but must file a FAFSA and submit a Cal Grant GPA Verification Form by the March 2nd deadline.

**Funding:** California Student Aid Commission.

### CAL GRANT B

**Description:** A state entitlement award that provides low-income students with a living allowance and tuition assistance.

**Amount:** Freshmen: living allowance only of \$1,551. All other grade levels: tuition assistance of up to \$9,708 and living allowance (Access) funds of \$1,551.

**Eligibility:** Undergraduate student with eligible GPA and extreme financial need; California resident; minimum half-time enrollment.

**Application:** FAFSA with Biola listed; Cal Grant GPA Verification Form.

**Deadline:** FAFSA and Cal Grant GPA Verification Form must be submitted by March 2, 2011.

**Renewal:** FAFSA must be filed yearly; Cal Grant is renewed according to need and satisfactory academic progress. A student who is denied a Cal Grant their first year may be eligible for the Cal Grant in subsequent years, but must file a FAFSA and submit a Cal Grant GPA Verification Form by the March 2nd deadline.

**Funding:** California Student Aid Commission.

### CAL PLUS

**Description:** A tuition-specific Biola University grant awarded to previous Cal Grant recipients.

**Amount:** Up to \$1,000 (CONTINUING STUDENTS ONLY).

**Eligibility:** Must have received a Cal Plus award in the previous academic year; minimum half-time enrollment.

**Application:** FAFSA

**Deadline:** none

**Renewal:** FAFSA must be filed yearly. Cal Plus is renewed as long as student maintains eligibility for the Cal Grant.

**Funding:** Biola University

**Exclusions:** Recipients of SURGE/Transfers/Merit Scholarships over \$3000.

**NOTE:** Students enrolled in a mandatory 5-year program (Nursing, Music, Biological Science) or a teaching credential program are eligible to receive a 5th year of Cal Grant benefits. To apply, a "Request

for Cal Grant Fifth Year Benefits” must be submitted to the California Student Aid Commission.

### **R. C. Byrd Honors Scholarship Program**

**Description:** A merit-based, federally funded competitive scholarship awarded to high school seniors who show promise of continued academic excellence.

**Amount:** \$1,500 a year.

**Eligibility:** Must be a U.S. Citizen or eligible non-citizen, a legal California resident, have or expect to receive a high school diploma or GED, be a graduating senior and be nominated by your high school of attendance; minimum half-time enrollment.

**Application:** High school must submit a nomination/application package containing the following: Robert C. Byrd Nomination Form, GPA/Test Score Verification Form, student’s completed Robert C. Byrd Student Application and Certification of Eligibility for Federal Assistance in Certain Programs. If the student is not currently attending a high school, they must submit a completed application package directly to the California Student Aid Commission (CSAC).

**Deadline:** All applications must be postmarked no later than April 2, 2011.

**Renewal:** Renewal is automatic, provided student maintains full-time status and satisfactory academic progress.

**Funding:** Federal government.

### **California Chafee Grant Program**

**Description:** A need-based state grant for current or former foster youth for college or career training.

**Amount:** Up to \$5,000, depending on financial need.

**Eligibility:** Must have been determined to be a dependent of the court between the ages of 16 and 19, be a current or former foster youth, and not have reached your 22nd birthday as of July 1st of the award year; minimum half-time enrollment.

**Application:** Student must complete FAFSA and Chafee Grant Application. School will submit Chafee Need Analysis Report once student’s financial aid file is completed.

**Deadline:** None specified.

**Renewal:** Renewable through student’s 23rd birthday. Student must file FAFSA.

**Funding:** Federal and state funding.

## **Institutional Grants and Scholarships**

### **Biola University Award (University Grant)**

**Description:** A need-based grant awarded by the Financial Aid Office.

**Amount:** Varies. Determined by financial need, GPA and other aid received.

**Eligibility:** Students must have sufficient financial need and be enrolled at least half-time. Teaching credential student are not eligible.

**Application:** FAFSA with Biola listed and complete file with the Financial Aid Office.

**Deadline:** None; based on availability of funds.

**Renewal:** Students must re-apply each year and maintain satisfactory academic progress.

### **Teaching Credential Grant**

**Description:** A need-based grant awarded by the Financial Aid Office.

**Amount:** Up to \$2,200. Determined by financial need and other aid received.

**Eligibility:** Student must have sufficient financial and be enrolled at least half-time in the teaching credential program.

**Application:** FAFSA with Biola listed and complete file with the Financial Aid Office.

**Deadline:** None; based on availability of funds.

**Renewal:** Student must re-apply each year and maintain satisfactory academic progress.

### **Christian Worker Dependent Scholarship**

**Description:** Biola funded scholarship awarded to undergraduate dependents as determined by the FAFSA. It is a need based scholarship awarded by the Financial Aid Office.

**Eligibility:** Students must be a dependent of pastor, missionary, or other full-time Christian vocational worker. To qualify, the primary parental income must be through the ministry organization; minimum half-time enrollment. Teaching credential students are not eligible.

**Application:** FAFSA with Biola listed and complete file with the Financial Aid Office

**Deadline:** None; based on availability of funds.

**Renewal:** Students must re-apply each year, maintain satisfactory academic progress, and complete either the Verification of Information Form or the Christian Worker Dependent Scholarship Renewal Form.

### **Church Matching Scholarship**

**Description:** Biola-funded match to church sponsorship.

**Amount:** Will match church sponsorship up to \$1,000 (prorated based on attendance).

**Eligibility:** Traditional undergraduate students, ELSP students once during first two semesters, minimum half-time enrollment and sufficient financial need.

**Application:** FAFSA, Church Matching Scholarship Application, and check from church payable to Biola.

**Deadline:** October 1st for full year students, March 1st for students attending spring semester only.

**Renewal:** Students must re-apply each year and maintain satisfactory academic progress.

**Restricted Scholarships:**

Restricted Scholarships are awards funded by Biola accounts created through donations from individuals to the university. These may be endowments or expendable accounts, and the donors determine the criteria for student eligibility. Award amounts, renewal conditions and student eligibility requirements vary. Interested students should contact their major departments or the Financial Aid Office to inquire whether they are eligible and how to apply.

## Loans

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### Federal Loans

#### Federal Direct Stafford Loan

**Description:** A federally funded government loan awarded by the Financial Aid Office. The loan may be subsidized—government pays interest on loan while student is enrolled at least half-time.

**Amount:** \$3,500-\$5,500 (See chart.)

**Interest:** See chart.

**Eligibility:** Students must be enrolled half-time. Eligibility for subsidy is based on financial need.

**Application:** FAFSA, Direct Stafford Loan Master Promissory Note, and Entrance Counseling.

**Deadline:** None.

**Renewal:** Students must re-apply each year and maintain satisfactory academic progress. The Master Promissory Note is valid for ten years from the date it is signed. The FAFSA and Entrance Counseling must be completed each year.

#### Additional Unsubsidized Stafford Loan

**Description:** A federally funded government loan awarded by the Financial Aid Office.

**Amount:** \$2,000-\$7,000 (See chart.)

**Interest:** 6.8%

**Eligibility:** Students must be enrolled half-time.

**Application:** FAFSA, Direct Stafford Loan Master Promissory Note, and Entrance Counseling.

Note: Only one application is required for both the Stafford Loan and the Additional Unsubsidized Stafford Loan.

**Deadline:** None.

**Renewal:** Students must re-apply each year and maintain satisfactory academic progress. The Master Promissory Note is valid for ten years from the date it is signed. The FAFSA and Entrance Counseling must be completed each year.

Annual Federal Direct Stafford Loan Limits			
Grade Level	Direct Stafford Loan	Additional Unsubsidized Direct Loan	
		Dependent	Independent *
Freshman (0-26 Units)	\$3,500	\$2,000	\$6,000
Sophomore (27-56 units)	\$4,500	\$2,000	\$6,000
Junior (57-87 units)	\$5,500	\$2,000	\$7,000
Senior (88+ units)	\$5,500	\$2,000	\$7,000
Teaching Credential	\$5,500	\$2,00	\$7,000

\*Or dependent of a parent who is denied the Plus Loan.

Federal Direct Stafford Loan Interest Rates		
First Disbursement of Loan	Subsidized Loan	Unsubsidized Loan
July 1, 2008 - June 30, 2009	6.0%	6.8%
July 1, 2009 - June 30, 2010	5.6%	6.8%
July 1, 2010 - June 30, 2011	4.5%	6.8%
July 1, 2011 - June 30, 2012	3.4%*	6.8%

\*Interest rate not finalized at time of printing.

Stafford Loan Aggregate Limits		
	Subsidized Stafford	Total Stafford (subsidized & unsubsidized)
Dependent Student	\$23,000	\$31,000
Dependent Student with PLUS Loan Denial	\$23,000	\$57,500
Independent Student	\$23,000	\$57,500

### **Federal Direct Parent PLUS Loan**

**Description:** A federally-funded government loan. The loan is in the name of the parent and used to fund a dependent student's education. The loan is unsubsidized and repayment begins sixty days after funds are disbursed, unless payment deferment is requested.

**Amount:** Up to cost of attendance minus other aid received.

**Interest:** 7.9%

**Eligibility:** Loan is approved based on parent's credit. Student must be enrolled at least half-time.

**Application:** Student completes the FAFSA. Parent completes Plus Loan Request and Master Promissory Note. PLUS Loan Entrance Counseling is optional.

**Deadline:** None.

**Renewal:** Students must re-apply each year and maintain satisfactory academic progress.

### **Federal Perkins Loan**

**Description:** A campus-based federal loan awarded by the Financial Aid Office. The loan is subsidized and repayment begins 9 months after dropping below half-time.

**Amount:** Up to \$2,000.

**Interest:** 5%

**Eligibility:** Based on financial need and availability of funds. Students can only receive one campus-based loan per academic year.

**Application:** FAFSA, Master Promissory Note and Online Entrance Counseling.

**Deadline:** Based on availability of funds.

**Renewal:** Students must re-apply each year and maintain satisfactory academic progress.

### **Federal Nursing Loan**

**Description:** A campus-based federal loan awarded by the Financial Aid Office. The loan is subsidized and repayment begins 9 months after dropping below half-time.

**Amount:** Up to \$4,000

**Interest:** 5%

**Eligibility:** Must be enrolled at least half-time in Nursing Program Level I, II, or III, based on financial need and availability of funds. Students can only receive one campus-based loan per academic year.

**Application:** FAFSA, Master Promissory Note, Online Entrance Counseling, Self-Certification Form and Acceptance Form.

**Deadline:** Based on availability of funds.

**Renewal:** Students must re-apply each year and maintain satisfactory academic progress.

## **Institutional Loans**

### **Biola University Loan**

**Description:** A campus-based institutional loan awarded by the Financial Aid Office. This loan is subsidized and repayment begins 9 months after leaving Biola or dropping below half-time enrollment.

**Amount:** Up to \$2,000.

**Interest:** 5%

**Eligibility:** Undergraduate student, minimum half-time enrollment and sufficient financial need. Students can only receive one campus-based loan per academic year.

**Application:** FAFSA, Master Promissory Note, Online Entrance Counseling, Self-Certification Form and Acceptance Form

**Deadline:** Based on availability of funds.

**Renewal:** Students must re-apply each year and maintain satisfactory academic progress.

### **Helen Grace Colbert Yates Loan**

**Description:** A campus-based institutional loan awarded by the Communication Disorders Department to undergraduate students pursuing a degree in Communication Disorders. Repayment begins six months after leaving Biola or dropping below half-time enrollment.

**Amount:** Up to \$2,500.

**Interest:** 0%

**Eligibility:** Must be enrolled at least half-time, based on financial need and availability of funds. Students can only receive one campus-based loan per academic year.

**Application:** Contact Department of Communication Disorders.

**Renewal:** Contact Department of Communication Disorders. Students must maintain satisfactory academic progress.

### **Freeman-Aitken-Somerville Loan**

**Description:** A campus-based institutional loan awarded by Financial Aid Office. This loan is subsidized and repayment begins six months after leaving Biola or dropping below half-time enrollment.

**Amount:** Up to \$3,000.

**Interest:** 5%

**Eligibility:** Must be pursuing career in education and enrolled half-time and have sufficient financial need.

**Application:** FAFSA, complete file with Financial Aid Office, statement of intent to pursue career in education, Master Promissory Note, Online Entrance Counseling, Self-Certification Form and Acceptance Form.

**Deadline:** Based on availability of funds.

**Renewal:** Student must re-apply each year and maintain satisfactory academic progress.

## **Other Loans**

### **Private Student Loans**

You may choose to borrow Private Education Loan funds from a private financial institution to help fund your education once all other resources have been exhausted. These loans are not federally funded. Private loans tend to have higher interest rates than Direct Stafford Loans and, in most cases, Parent PLUS Loans. They have different terms, fees and benefits, so please do your research before selecting a lender.

## ***Additional Aid Programs***

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### **Federal Work-Study**

Federal work-study is offered to eligible students who are employed on-campus. In order to participate in this program, students must file a FAFSA, complete file with the Financial Aid Office and secure an on-campus job through the Human Resources Department. Wages vary and hours can range from five to twenty hours per week. Federal work-study students are paid with a normal paycheck every two weeks. The income is taxable, but it is also considered financial aid and should be reported as “work-study” earnings on the FAFSA for the following school year to maximize aid eligibility.

### **Community Service Work-Study**

Biola offers a limited number of off-campus federal work-study opportunities. Currently, employment tutoring elementary students in reading is offered through the “America Reads” initiative. The scheduled wages are limited to ten dollars per hour and ten hours per week. See the Off-Campus Student Employment Office located in Student Services for details.

### **Student Employment**

Students who are ineligible for federal work-study can still secure student employment. For on-campus employment, contact the Human Resources Department. For off-campus employment, contact the Off-Campus Student Employment Office located in Student Services.

### **Outside Resources**

Outside Resources are funds for a student from a non-Biola organization such as a scholarship, employer assistance, church donations, non-profit charities, etc. These funds are reported to the Financial Aid Office and may cause adjustments to a student’s financial aid award. The most common are adjustments are to a student’s loan amounts.

### **Military Benefits or ROTC Scholarships**

Educational benefits offered to veterans and children of veterans. Most programs are based on level of enrollment. Contact the Veterans’ Administration, your recruiter, or the Registrar’s Office for details. Most military benefits are coordinated with institutional financial aid.

## ***Enrollment Status***

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Financial aid is awarded based on enrollment status which is determined by the number of units in which students are enrolled. (See chart below.) Awards are based on full-time enrollment and will be pro-rated for less than full-time. Full-time enrollment is necessary for Academic, Community Service and SURGE Scholarships and half-time enrollment is necessary for most types of financial aid.

During the first eight weeks of the semester, financial aid will be adjusted if students drop enough units to change their enrollment status. After the first eight weeks, dropping units will not result in an adjustment to aid. However, units that are dropped after the eighth week will appear on the permanent transcript as an Unofficial Withdrawal (UW) or an "F" which may affect future eligibility for aid. (See Satisfactory Academic Progress.)

Number of Units per semester	Enrollment Status
12 +	Full-time
9-11	Three-quarter-time
6-8	Half-time
5 or less	Less-than-half-time

### **Study Abroad and Off-campus Programs**

Students participating in off-campus programs approved by Biola University during either the Fall or Spring semester are generally still eligible for full financial aid when a minimum of 12 units apply towards the students' degree program. Please see Office of Registrar website (<http://www.biola.edu/academics/offcampusprograms/faqs/>) for additional information.

### **Programs Ineligible for Aid**

- International Student Exchange
- English Language Studies Program (non-degree)
- English Language Studies
- Special Student Status
- Undergraduate Auditor

### **Second Bachelor's Degree Ineligible**

In accordance with federal regulations, students with a prior Bachelor's degree are ineligible for federal, state and institutional aid, with the exception of work-study and Stafford Loans.

### **Consortium Agreement**

The consortium agreement is an agreement by which students may receive additional federal and/or state financial aid based on simultaneous attendance at another institution. Biola University will consider units taken at the secondary institution for academic undergraduate

coursework applicable to a degree granted by Biola University when determining financial eligibility for federal and/or state financial aid.

Eligibility for financial aid is based on the number of units in which a student is enrolled. If enrolled less than full-time aid will be prorated. (See Enrollment Status.) However, if a student is enrolled in units simultaneously at another institution, Biola's Financial Aid Office can use the total number of units (from Biola University and the secondary institution) to determine eligibility for federal and/or state aid in accordance with the practices and policies of Biola University.

**Requirements:**

- Student must be enrolled at least half-time at Biola (except for abroad programs).
- Student must be enrolled less than full-time at Biola.
- Student must be eligible for federal and/or state aid. Institutional aid is based on number of units at Biola and will not be adjusted by consortium agreement.

**Application:**

- Complete the Consortium Agreement Form—being sure to route to appropriate departments at both schools—and submit to the Financial Aid Office. The form can be found on the Financial Aid web page (<http://undergrad.biola.edu/finaid/#faforms>).
- A new consortium agreement must be completed for each semester.

**Finance Charge Policy**

Students may appeal a finance charge on their student account to the Financial Aid Office, if the finance charge was caused by an error or delay beyond standard processing time by the Financial Aid Office. Finance charges due to an error by another office should be discussed with that office.

The Financial Aid Office is not responsible for errors or delays caused by outside organizations (i.e. government or lending agencies).

Generally, finance charge appeals due to additional charges (i.e. parking tickets, library overdue fines, add/drop class fee, etc.) will not be approved.

**Application:**

- Complete the Finance Charge Appeal Form and submit to the Financial Aid Office. The form can be found on the Financial Aid Forms web page (<http://undergrad.biola.edu/finaid/#faforms>).

## ***Satisfactory Academic Progress***

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Students attending Biola University who wish to receive financial aid must be in good academic standing and making satisfactory progress in their certificate or degree program (in addition to meeting other eligibility criteria).

### **Quality of progress: “Good Academic Standing”**

Students requesting aid must maintain a minimum cumulative grade point average (GPA) of 2.0. Grade point average is reviewed at the end of each semester. Students who fail to maintain the minimum GPA will be given one semester of “aid probation” in which they must earn the minimum GPA of 2.0 or they will be suspended from the aid programs.

Once on probation, students must continue achieving a 2.0 GPA or be suspended from the aid programs. If suspended, students must bring the cumulative GPA back to the appropriate level before aid will be reinstated.

First-time freshman with a GPA of less than 2.0 will be given one probation semester with aid. Transfer students with a GPA of less than 2.0 are ineligible for aid.

### **Quantity of Progress: “Unit Completion Requirement”**

Students requesting aid must make progress toward a degree as follows:

Aid received based on:	Must complete:
Full-time status	24 units per year
Three-quarter-time status	18 units per year
Half-time status	12 units per year

Unit completion is reviewed at the end of each semester. Summer is considered part of the spring semester for progress.

The following grades *demonstrate* satisfactory course completion: A, B, C, D and CR. The following grades *do not demonstrate* satisfactory course completion: F, Withdrawal, Unofficial Withdrawal and Report Delay.

Repeated courses for which a satisfactory grade has been given may be counted only once for the purpose of academic progress. Remedial course work may be considered if the course work is specifically prescribed by the student’s academic advisor.

Students who fail to complete the required number of units per academic year will be given two semesters of “aid probation” to complete deficit units.

- Deficit units must be completed in addition to the above “unit completion requirement” within the two semesters of aid probation.
- Deficit units can also be completed during summer, interterm or at another institution, if the units are transferable to Biola as determined by the Office of the Registrar.

Failure to complete deficit unit during the probationary period will result in aid suspension. Students will have to make up all deficit units before aid can be reinstated.

**Duration of Progress: “Maximum Time Frame”**

Students requesting financial aid are expected to complete their program within a reasonable time frame as follows:

- Students attending full time: 11 semesters,
- Students attending part-time: 17 semesters.

Each 15 units of transfer credit that is applicable to a student’s graduation requirement equates to one semester. This time frame is reviewed at the end of each academic year. Students may appeal for extended time by submitting a letter of petition to the Director of Financial Aid.

## ***Special Circumstances***

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The following is a list of special circumstances the FAFSA does not address, but may be considered when determining a student's eligibility for financial aid.

### **Dependent to Independent Appeal**

Financial Aid dependency status for a student is determined by the federal government according to the dependency questions on the FAFSA. However, the Financial Aid Office may override dependency status on a case-by-case basis for students with unusual circumstances. The following situations (but not limited to) may constitute a circumstance that can be considered for dependency override:

- Abusive family environment,
- Abandonment by parent(s) and
- Parent unable to care for student due to incarceration, severe mental or physical illness or disability, etc.

The following are NOT circumstances that can be considered for the dependency override:

- Parents refusing to contribute to the student's education,
- Parents are unwilling to provide information on the FAFSA or for verification,
- Parents do not claim the student as a dependent for income tax purposes and
- Student demonstrates total self-sufficiency.

**Application:** Complete and submit the following to the Financial Aid Office:

- Dependent to Independent Appeal Form found on the Financial Aid Forms web page (<http://undergrad.biola.edu/finaid/#faforms>),
- Signed letter from student describing the circumstances of independence from his or her parents,
- Two signed letters from a school or responsible community person (i.e. teacher, minister, social worker, counselor or doctor) describing the circumstances of the student's independence from his or her parents and
- One signed letter from a family member (excluding parents) or close family friend describing the circumstances of the student's independence from his or her parents.

### **Medical Expenses**

Unusually high medical expenses paid during 2010. Outstanding bills and insurance premiums are NOT taken into consideration. Some examples of payment that can be taken into consideration are:

- Health, vision and dental insurance co-payments,
- Prescription medication co-payments,
- Other medical expenses not covered by insurance and
- Deductibles paid.

**Application:**

- An itemized list of all medical expenses paid out of pocket and
- Proof of payment (receipts, bank statements, etc.).

### **Private School Tuition K-12**

Private school tuition (kindergarten through 12th grade) paid for dependent family members enrolled concurrently with the (Biola) student. Only tuition expenses are considered.

#### **Application:**

- Document on private school's letterhead showing the cost of tuition.

### **Loss of Income**

If parent(s) of dependent student or an independent student experiences an involuntary loss or decrease of income. Generally, decrease or loss of income due to voluntary choice or disciplinary action may not be considered.

#### **Application:**

- Projected Income Form,
- Copy of parent's (or student's) termination notice,
- Copy of the most recent paycheck stubs and
- Copy of unemployment benefits received.

**Note:** Projected Income adjustments can only be used once while a student is enrolled at Biola.

If you submit this information and there is no significant change in your eligibility for aid, we may reserve its use for another time. Also, when you apply for financial aid for the 2012-13 school year, your 2011 tax return and other financial documents will be requested to reconcile your income projection. If your actual 2011 income figures are significantly higher than the projection you submitted this year, your 2012-13 financial aid package may be adjusted to reflect income that was not included in your projection.

### **Change in Family Size or Income Due to Divorce/Separation**

If the student's parents separate or divorce after the FAFSA is completed or if there is an error on the FAFSA regarding parent marital status.

#### **Application:**

- Brief letter explaining date of separation and which parent provides more financial support for the student and
- Legal documentation of divorce, legal separation or annulment or
- If not legally separated, proof that parents live at separate addresses and do not share finances (copies of utility bills with separate addresses, bank statements, etc.).

### **Change in Family Size or Income due to Death**

If the student's parent (or independent student's spouse) passes away after the FAFSA is completed.

#### **Application:**

- Brief letter explaining situation and
- Copy of death certificate.

## Tuition Refund and Return of Aid

If the student withdraws prior to completing 60% of the semester, he or she will be subject to a refund/return aid policy. To officially withdraw, the student must submit a Departure Card to the Office of the Registrar. If the student stops attending a class and does not officially withdraw, your withdrawal date will be determined by the last date of class attendance or the mid-point of the semester.

Tuition will be refunded according to the following percentages established by the Office of the Registrar:

Week of semester	1	2	3	4	5	6	7	8	9
Tuition Refund Percentage	100%	100%	80%	74%	67%	60%	54%	47%	0%

**Federal aid** must be returned if the student withdraws on or before completing 60% of the semester according to the following percentage calculation:

- Returned Aid is equal to the number of days remaining in semester divided by the total number of days in the semester multiplied by the amount of the award.
- NOTE: The student may be required to repay federal aid, if funds from a credit balance were released to him or her before withdrawing.

**State aid** is returned according to the following calculation:

- Cal Grant:
  - If the difference of full tuition minus tuition refund is greater than grant received, the grant is not returned.  
Non-refunded tuition > Cal Grant → grant is not returned
  - If the difference of full tuition minus tuition refund is less than grant received, the amount returned is equal to amount received minus the difference of full tuition minus tuition refund.

$$\text{Non-refunded tuition} < \text{Cal Grant} \rightarrow \frac{\text{full tuition} - \text{tuition refund}}{\text{Amount of grant returned}}$$

- Chafee Grant
  - Grant generally not returned.
- R.C. Byrd
  - Grant returned in full if a student withdraws. The student can request leave of absence for up to one academic year.

**Institutional Aid** is reduced by the same percentage as the tuition refund.

Week of semester	1	2	3	4	5	6	7	8	9
Percentage of Biola Aid Returned	100%	100%	80%	74%	67%	60%	54%	47%	0%

Room refunds are prorated monthly and board refunds are prorated weekly.

**Private Loans** are not adjusted when a student withdraws from the university. Private loans are the student's responsibility to repay. As each lender is different, the student must contact their lender directly regarding repayment.

**Outside aid** is returned per the organization's decision. Biola will contact the organization regarding a student's withdrawal within the first eight weeks of class. After eight weeks of the semester have passed, outside aid sources are not contacted.