



Financial Aid Information 2018-2019

Welcome to College of Saint Mary! This document provides important financial aid information. Please read it carefully so that you are aware of your responsibilities as a financial aid recipient and any conditions that may change your awards.

Contact the Financial Aid Office at finaid@csm.edu or (402) 399-2362.

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Financial Aid Recipient's Rights and Responsibilities

- Right to Know
 - Financial aid programs available
 - How eligibility is determined and funds are disbursed
 - Eligibility requirements for federal, state, and institutional awards
 - Consequences of withdrawing from a class(es) either officially or unofficially
 - Satisfactory academic policy for financial aid recipients
 - Availability of federal student assistance funds for study abroad programs
- Right to appeal
- Right to decline awards
- Student Responsibilities
 - Complete the FAFSA online at www.fafsa.gov each year after January 1. CSM's priority filing date is March 15. Never pay to file the FAFSA
 - Return signed award letter
 - New students must complete entrance counseling and a Federal Direct Loan Master Promissory Note (MPN) if accepting the Federal Direct Loan awarded in the award letter
 - If the parent accepts the Federal Direct PLUS loan, the student's parent must complete a Federal Direct PLUS Master Promissory Note
 - If awarded a Federal Perkins Loan, new students must complete Perkins Loan entrance counseling and all Federal Perkins Loan paperwork, which is sent separately to the student
 - Complete SFA (Semester Financial Arrangements) process online each semester
 - Must officially add/drop classes through Self-Service. After the add/drop period, students must complete "Withdrawal" or "Withdrawal from All Classes" forms, which are available in the Express Center.
 - Maintain Satisfactory Academic Progress requirements

Online Financial Aid Resources for Students

- FAFSA: www.fafsa.gov
- Entrance & Exit Counseling and MPN for Direct Loans & PLUS Loans: studentloans.gov
- TEACH Grant Counseling and ATS: www.teach-ats.ed.gov
- Federal student loan borrowing history: www.studentaid.gov
- Outside scholarship search and FAFSA help: www.educationquest.org
- CSM Semester Financial Arrangements: www.csm.edu/sfa
- CSM Self-Service: <https://my.csm.edu>
- Federal Student Aid's Student Loan Ombudsman: <http://studentaid.gov/repay-loans/disbutes/prepare>

Financial Aid Office's Responsibilities

- Provide financial assistance to eligible students
- Provide consumer information about the cost of attendance, the amount of financial aid awards, and how a recipient's eligibility for financial aid is determined
- Resolve any conflicting information and request additional information if necessary
- Adjust aid as necessary to the appropriate amount based on the semester enrollment status, tuition plan, or other aid received
- Cancel aid for any semester of the award year in which a recipient does not enroll

Types of Financial Aid

All CSM institutional funding is tuition specific, meaning the combination of any funds designated to cover tuition cannot exceed the student's actual tuition costs.

CSM Institutional Scholarships and Grants

- Academic and need-based aid, which does not need to be repaid
- Based on academic merit, EFC, and on or off campus residency status
- Awarded to full-time undergraduate students paying the full-time package rate of tuition
- Awards based on living on campus are not renewed or are reduced if the student moves off campus
- Institutional funding is not available for summer sessions
- Renewable based on maintenance of financial aid Satisfactory Academic Progress requirements. If a student is not meeting SAP requirements, eligibility for financial aid is lost, but may be reinstated through appeal or by meeting SAP requirements. If eligibility is reinstated, scholarship eligibility will also be reinstated at the original amount

Athletic Scholarship

- Aid which does not need to be repaid
- Awarded by the Athletic Department
- Awarded to students paying the full-time package rate of tuition
- Athletic funding is not available for summer sessions

CSM Tuition Reimbursement and Remission

- Tuition reimbursement is available to CSM full-time employees. Reimbursement is for six credit hours for undergraduates and three credit hours for graduates. See the CSM Staff or Faculty Handbook for more detailed information.
- A FAFSA and Tuition Remission Request for Dependents Form must be completed by the family for each dependent wanting to participate. The amount of remission received for a dependent is 100% of the tuition balance after the application of any federal, state, athletic, and other tuition specific grants awarded to the student.

Tuition Exchange

- Tuition Exchange is a tuition waiver for a dependent student of an eligible employee of a college that participates in one of three tuition exchange programs of which CSM is a member.
- CSM determines the conditions of admission, acceptance, and terms of the tuition exchange program for students attending CSM.
- Students attending CSM under the tuition exchange program must complete the FAFSA.
- The amount of the Tuition Exchange Scholarship is 100% of the tuition balance after the application of any federal, state, athletic, and other tuition specific grants awarded to the student.

Federal Pell Grant

- Title IV need-based aid which does not need to be repaid with certain exceptions; see the Return of Title IV Funds policy online in the Financial Aid Student Community of MyCSM.
- Available only to undergraduate students who have not yet earned a first bachelor's degree
- Amount is based on the student's enrollment status and Expected Family Contribution (EFC), which is indicated on the Federal Student Aid Report (SAR)
- 2017-2018 Pell-eligible EFC range is 0 to 5328 ** 2018-2019 Pell Grant Schedules have not been issued
- Award amounts for full-time students range from \$606 to \$5,920 for the 2017-2018 academic year
- Students may not receive Pell Grant monies from more than one postsecondary institution at a time

FSEOG (Federal Supplemental Educational Opportunity Grant)

- Title IV need-based aid which does not need to be repaid with certain exceptions; see the Return of Title IV Funds policy online in the Financial Aid Student Community of MyCSM
- Awarded to full-time, Pell eligible undergraduate students with priority given to those with the highest financial need, including students paying the full-time package rate of tuition meeting the FAFSA priority filing date
- Award amounts range from \$50 to \$1,100
- This fund is given to CSM by the U.S. Department of Education as a limited allocation and can no longer be awarded when this allocation is exhausted

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

- Title IV aid, not based on need, but the student must file a FAFSA to receive TEACH Grant funds
- Aid which does not need to be repaid unless the recipient does not complete the four-year teaching service agreement. TEACH Grant funds are converted to a Direct Unsubsidized Loan if requirements described in the Agreement to Serve are not fulfilled.
- Eligible students are completing coursework that is necessary to begin a career in teaching, and agree to serve for at least four years as full-time, highly qualified teacher in a high-need subject area in a low-income school area
- Awarded to undergraduate juniors, seniors, and graduate students based on program of study verified by the CSM Teacher Education Department
- Recipients must maintain a 3.25 cumulative GPA
- Full-time award amount is \$3,736 per academic year; less than full-time award amounts are prorated. Aggregate maximum is \$16,000 for undergraduates and \$8,000 for graduate students.

Federal Work Study

- Title IV need-based aid
- Award amount up to \$3,000 per academic year
- Students interview for positions
- Pay is minimum wage, \$9.00/hour
- Students work on campus and receive monthly paychecks up to the amount awarded. Students are responsible for working the hours required to earn the full award amount
- Awarded to students paying the full-time package rate of tuition
- This fund is given to CSM by the U.S. Department of Education as a limited allocation and can no longer be awarded when this allocation is exhausted
- Open work study positions are listed on the Financial Aid Student Community on MyCSM

Nursing Loan

CSM is the servicer and the loans come from a rotating fund initially awarded through the U.S. Department of Health and Human Services. Funds, which are very limited, are only available to award if current borrowers are repaying their loans

- Fixed interest rate of 5%
- Interest does not accrue until repayment, which begins nine months after graduation, dropping below half-time enrollment status (six credit hours), or complete withdrawal from all classes
- Based on financial need
- Awarded to Pell eligible students paying the full-time package rate of tuition in the Bachelor's Degree Nursing Programs, enrolled in nursing classes. Priority is given to those with the highest financial need meeting the FAFSA priority filing date.
- Award maximum is \$1,000

Federal Direct Loan Program

Direct Loan are long-term, low-interest, Title IV student loans. Loan funds are provided by and repaid to the U.S. Department of Education. These federal student loans must be repaid beginning six months after the borrower graduates, drops below half time (six credit hours) or ceases to be enrolled at CSM or another institution. Direct loans and all Title IV loans will be submitted to the National Student Loan Data System (NSLDS), and will be accessible by guaranty agencies, lenders, and institutions determined to be authorized users of the data system.

- New Federal Direct Loan borrowers must complete entrance counseling and an MPN (Master Promissory Note) online at studentloans.gov
- There are different annual amounts that a student is able to borrow based on their grade level and academic program at CSM. The Financial Aid Office determines this grade level upon review of the student's academic records. Below are the annual loan amounts for each grade level based on the student's dependency status.

	Dependent	Independent
Grade Level 1* (up to \$3500 can be subsidized)	5,500	9,500
Grade Level 2** (up to \$4500 can be subsidized)	6,500	10,500
Grade Level 3 & 4 (up to \$5500 can be subsidized)	7,500	12,500
Graduate/Doctoral Student (not eligible for subsidized)	n/a	20,500

* Students enrolled in the PNC Certificate Program cannot exceed Grade Level 1 maximum amount.

**Students enrolled in Associate Degree Programs cannot exceed Grade Level 2 maximum amount.

NOTE: Students pursuing the post graduate Paralegal Certificate and in courses leading to a teaching endorsement are eligible for Grade Level 3 & 4 maximum amount.

- Interest rates, fixed for the lifetime of the loan, are determined for new loans made each academic year based on an index rate plus a statutorily defined "add-on". The index rate is determined each year as the "high yield of the 10-year Treasury note" auctioned at the final auction held prior to the June 1 preceding the July 1 of the year for which the rate will be effective. The "add-on" equals 2.05% for Direct Loans for undergraduate students, 3.6% for Direct Loans for graduate students, and 4.6% for all PLUS Loans. Interest rate caps are 8.25% for Direct Loans for undergraduate students, 9.5% for Direct Loans for graduate students, and 10.5% for all PLUS Loans
- The total amount of the loan is required to be divided equally between the terms of the loan period
- Loan disbursements minus any loan fees are drawn by CSM and applied to the student's account
- Six-month grace period before repayment begins after the borrower drops below half-time enrollment, withdraws from all classes, or graduates
- Federal Direct Loans come in two forms:
 - **Federal Direct Subsidized Loan**
 - The government pays the accrued interest while the student is in school and during the six-month grace period
 - Based on financial need
 - Must be enrolled in at least six credit hours
 - Loan amount is determined by student's grade level and degree
 - Loan fee will be taken out by the lender before loan funds are drawn by CSM. The loan fee for loans with a first disbursement on or after October 1, 2017 equals 1.066% of the loan amount.
 - A first-time borrower on or after July 1, 2013 will not be eligible for new Direct Subsidized Loans if the entire period during which the borrower has received such loans exceeds 150% of the length of the borrower's educational program. Borrowers reaching the 150% limit and enrolling in classes in a subsequent semester in a undergraduate program of equal or lesser length become ineligible for interest subsidy benefits on all Direct Subsidized loans first disbursed on or after July 1, 2013.
 - **Federal Direct Unsubsidized Loan**

- Student has the option to pay the accrued interest while in school
- This loan is not based on financial need
- Must be enrolled in at least six credit hours
- Amount is based on student's grade level and degree
- Loan fee will be taken out by the lender before loan funds are drawn by CSM. The loan fee for loans with a first disbursement on or after October 1, 2017 equals 1.066% of the loan amount.

Federal Direct Parent PLUS Loan

- This credit-based Title IV loan helps parents pay college expenses for dependent students
- Student must be enrolled in at least six credit hours
- Parent borrowers must apply for a Direct PLUS Loan Request online at studentloans.gov
- Online PLUS request will be available beginning May 15, 2018
- PLUS loans must be requested each academic year; a credit check is conducted with each application
- PLUS loans and all Title IV loans will be submitted to the National Student Loan Data System (NSLDS), and will be accessible by guaranty agencies, lenders, and institutions determined to be authorized users of the data system
- Parent borrower must complete an MPN (Master Promissory Note) online at: studentloans.gov
- If the parent is credit denied a PLUS loan, a student may be eligible for an additional unsubsidized loan of up to \$4,000 for freshmen and sophomores and \$5,000 for juniors and seniors per academic year.
- The amount listed on the award letter is the suggested amount for the parent to borrow and is inclusive of the loan fee. Loan fee will be taken out by the lender before loan funds are drawn by CSM. The loan fee for loans with a first disbursement on or after October 1, 2017 equals 4.264% of the loan amount.
- Repayment begins within 60 days after the final disbursement for the award year. The parent borrower has up to 10 years to repay the loan. The minimum monthly payment is \$50.
- The parent borrower may request a deferment of repayment from Direct Loans by contacting the loan servicer if the student is enrolled at least half time

Federal Direct Graduate and Professional PLUS Loan

- Credit-based Title IV loan to help graduate students pay educational expenses
- Borrowers must be enrolled in at least six credit hours
- Borrowers must apply for a Grad PLUS Loan online at studentloans.gov
- Online PLUS request will be available beginning May 15, 2018
- Grad PLUS loans must be requested each academic year; a credit check is conducted with each application
- PLUS loans and all Title IV loans will be submitted to the National Student Loan Data System (NSLDS), and will be accessible by guaranty agencies, lenders, and institutions determined to be authorized users of the data system
- Borrower must complete entrance counseling and an MPN (Master Promissory Note) online at studentloans.gov.
- Loan fee will be taken out by the lender before loan funds are drawn by CSM. The loan fee for loans with a first disbursement on or after October 1, 2017 equals 4.264% of the loan.
- Repayment is deferred while the student is enrolled at least half time and for a six-month grace period after the borrower drops below half-time enrollment, graduates, or leaves school

NOG (Nebraska Opportunity Grant)

- Aid which does not need to be repaid
- Student must be a Nebraska resident
- Award amounts are determined by state guidelines and vary from year to year
- Awarded to students eligible for the Federal Pell Grant with priority given to those with the highest financial need meeting the FAFSA priority filing date
- Awarded to full-time undergraduate students paying the full-time package rate of tuition
- This fund is given to CSM by the State of Nebraska as a limited allocation and can no longer be awarded when this allocation is exhausted
- These grants are funded by the Federal Government through the Leveraging Educational Assistance Partnership Grants, by the State, and, where applicable, other contributing partners
- Awards are pending approval by Nebraska's Coordinating Commission for Postsecondary Education

Outside Scholarship

- Scholarships awarded to students through outside organizations
- Students must notify the Financial Aid Office in writing when receiving an outside scholarship so it can be included with their award package. This can be done by providing a copy of the scholarship certificate(s) or letter(s) from the awarding organization(s)
- Never pay for scholarship search services

Employee Reimbursement or Agency Invoice

- Some employers reimburse the student directly after the student turns in the grade for the class taken. This is what we call Corporate Deferred when completing the SFA. Upon verification with the employer, we allow the student to defer their tuition 30 days past the last day of class. (\$40 charge)
- Other employers want CSM to send them an invoice so they can pay all or part of the student's educational expenses up front. This is not just for employers; we also invoice outside agencies and organizations. (No charge)

Alternative Loan

- Credit-based private education loan
- Students apply for these loans directly through a lender of their choice. [Follow this link](#) for a comparative list of private education lenders.
- For suggested questions students should ask lenders when applying for a private education loan, see: http://projectonstudentdebt.org/private_loan_questions.vp.html
- Interest rates and fees vary depending on the lender and on borrower creditworthiness
- The funds are sent to CSM and deposited into the student's account
- Students are limited in the amount they can borrow; not to exceed the Cost of Attendance in combination with other financial aid received

Determining an Applicant's Financial Aid Eligibility

- The Financial Aid Office must
 - Receive the results of the FAFSA application with a valid Expected Family Contribution (EFC)
 - Establish the cost of attendance
 - Calculate financial need
 - Determine grant, work-study, and loan eligibility
- These factors affect a student's financial aid eligibility
 - Program of study from student records
 - Transfer hours and grade level
 - Living Arrangement---on-campus, off-campus, with parents
 - Tuition plan
 - Amount of any CSM and outside scholarships or other assistance
 - Financial need
 - Estimated Costs for tuition, books and supplies, and residence hall room and board charges
- Study abroad: Students are responsible for the tuition, fees, and charges for their study abroad program and are not charged the CSM tuition rate. CSM awards only federal and state financial aid eligibility and, if eligible, the CSM study abroad scholarship. Other institutional grants and scholarships are not applicable to study abroad terms.
- Students who are charged a discounted tuition rate may only be eligible for Federal Pell Grant, Federal Direct Loan and PLUS Loan. These programs include, but are not limited to: Regular Part-time, Paralegal Certificate, CHI/Boystown, and Practical Nursing Certificate
- Federal Direct Loans are awarded if the eligible borrower filed a FAFSA and will be enrolled at least half time (six credit hours) (three credit hours for EdD students)
- CSM awards federal student and parent loans up to the student's direct costs (tuition, on campus room and board, and books), but additional federal student loan funding may be available
- The Federal Direct PLUS Loan is awarded to dependent students and is increased to cover estimated loan fees. The student must be enrolled at least half time
- Graduate Students are not eligible for CSM institutional grant and scholarship and generally are only for student loans (with the rare exception of some participating student-athletes with athletic eligibility remaining who may continue to receive athletic scholarship in MOT or PA)

Semester Financial Arrangements

- Students must complete SFA (Semester Financial Arrangements) online at www.csm.edu/sfa before classes start each semester. Prior to completing SFA, the financial aid file must be complete, including:
 - Financial Aid awards accepted online
 - New Direct Loan borrowers: Loan Entrance Counseling and MPN (Master Promissory Note)
 - Direct PLUS Loan borrowers: PLUS Request and MPN
 - Federal Perkins or BSN loan borrowers: complete paperwork, which includes the MPN, Statement of Rights and Responsibilities, online Entrance Counseling, and a Loan Commitment Form
 - If selected for verification, all requested documents must be provided by the student and family and reviewed by the Financial Aid Office
- If CSM charges are greater than the financial aid awards, any remaining amount must be paid in full, set up on a payment plan, paid with a Parent or Graduate PLUS loan, or with an alternative student loan
- If financial aid exceeds the student's charges, the student may be eligible to use their excess funds to purchase books at the Campus Store and/or receive a financial aid refund check

Financial Aid Disbursement and Credit Balance

- Financial aid is disbursed into the student's account on campus where it automatically goes toward paying institutional charges
 - For all types of financial aid, including all types of federal, state, and institutional grants and loans, disbursement begins the business day after the last day to add or drop classes with a 100% tuition and fee refund each semester (financial aid census date)
 - Students are eligible to have their financial aid disbursed only if all the following are true:
 - All required financial aid documents are submitted and reviewed by the Financial Aid Office (see note below)
 - Enrolled in an eligible degree or certificate seeking program
 - Enrolled in the same number of credits on which their financial aid eligibility is based
- Note: If documents required for federal/state aid are not processed or complete by the scheduled disbursement date, all institutional aid will be disbursed.
- A credit balance is the amount of financial aid that exceeds the student's charges once all the financial aid is applied to the account. A check for the amount of this credit balance may be issued to the student or to the parent PLUS borrower.
 - The student can choose to carry over a credit balance to the next term. To do this, complete the Transfer Credit Balance Form available in the Express Center. Credit balances cannot be transferred from one award year to the next award year.
 - Financial aid refund checks will be disbursed according to the "Schedule of Disbursements." These dates will apply only to those students who have completed their SFA prior to the first day of class for their program. Students who have not completed their Semester Financial Arrangements by the first day of the class for their program will receive their check after these scheduled days.
 - Financial aid refunds are disbursed by check, which can be picked up in the Express Center according to the scheduled pick-up date that applies to the student's program. If the check is not picked it up by 5:00 PM on that date, the check will be mailed without exception.

Withdrawal from a class or all classes

- No adjustments are made to financial aid when a student withdraws from a class or classes after the financial aid census date as long as at least one class is completed
- If a student officially or unofficially withdraws from all classes, the Financial Aid Office must perform the "Return of Title IV Funds" calculation

"Return of Title IV Funds" Calculations

- If the student withdraws from all classes or quits attending classes without officially withdrawing and receives all F or W grades, the institution may be required to return all or a portion of the federal financial aid funds to the U.S. Department of Education.
- For all programs offered in modules, a student is a withdrawal for Title IV purposes if the student ceases attendance at any point prior to completing the payment period, unless the school obtains written confirmation from the student at the time of the withdrawal that he or she will attend a module that begins later in the same payment period.
- If funds are returned, the student may owe CSM for any charges no longer paid by financial aid and for any money received in a student refund check.
- For more detailed information, see our policy online in the Financial Aid Student Community of MyCSM

Leave of Absence and Financial Aid

A Leave of Absence (LOA), which is a planned interruption in a student's education, can affect the financial aid a student receives when returning to classes. If the student is receiving funds that are limited, they may not be available upon returning. An approved LOA locks the student into the CSM scholarship received before taking the LOA as long as the required GPA is maintained. The student may go into repayment on all types of student loans while on LOA, but in-school deferment status can be regained by working with the lender after enrolling again at least half time.

Satisfactory Academic Progress Requirements for Students Receiving Financial Aid

To maintain eligibility for all types of financial aid, satisfactory progress toward completion of a degree must be maintained on qualitative and pace standards while students attend College of Saint Mary. Satisfactory Academic Progress (SAP) review is completed annually at the end of spring term and/or at the end of summer term, if the student receives financial aid for summer enrollment. SAP requirements for financial aid recipients are defined below.

Qualitative standard

- Degree or certificate-seeking students must maintain a cumulative grade point average (GPA) of at least 2.0 at the end of each SAP review period.
 - Repeated coursework is allowed, according to the CSM Academic Catalog, for C, D, and F grades. The highest CSM grade earned will be used by the Registrar's Office to calculate cumulative GPA.

Pace standards

- Degree or certificate-seeking students must successfully complete at least 67% of the cumulative credit hours attempted at the end of each SAP review period.
 - To earn hours at CSM, one must receive a grade of A, B, C, D, P, or SA. All other grades do not earn hours.
 - Classes from which a student withdraws after the drop/add period count as attempted but not earned hours. Withdrawing from classes after the drop/add period will negatively affect students' ability to satisfy the hours earned standard.
 - Accepted transfer credits count as both attempted and earned hours.
 - For repeated coursework taken at CSM, both the repeated and the original attempt count as attempted credit hours, while only successfully completed courses will count as completed.
 - Classes with an Incomplete grade will count as attempted but not earned hours until the grade is confirmed and then will count as attempted and earned hours, if a passing grade is earned.
- Students may not exceed 150% of the program requirements measured in credit hours attempted. For example:
 - Students working toward a Bachelor degree requiring 128 credit hours may not exceed 192 attempted credit hours.
 - Students working toward an Associate Degree requiring 64 credit hours may not exceed 96 attempted credit hours.
 - Students working toward a Certificate requiring 44 credit hours may not exceed 66 attempted credit hours.

Financial Aid Ineligibility

Students not maintaining satisfactory progress according to Qualitative and/or Pace Standards at the time of SAP review are no longer eligible to receive any federal, state, or institutional financial aid. While ineligible, a student will need to make other payment arrangements for any CSM credits.

Financial Aid Appeals & Financial Aid Probation

Students who are ineligible may appeal to request a Financial Aid Probation semester or term. Financial Aid Appeals include, a written request detailing the extenuating circumstances which led to failure to meet SAP, documentation of these circumstances, a graduation plan, and an explanation of what has changed to allow the student to meet SAP in the future. The request for Financial Aid Probation will be reviewed and a written response will be provided to the student. Extenuating circumstances may include, but are not limited to, serious illness or injury, death in the immediate family, or other special circumstances beyond the student's control. For students on Financial Aid Probation, SAP will be evaluated at the end of each semester or term according to the terms of their Financial Aid Probation. Failure to meet SAP requirements set forth by their Financial Aid Probation will result in financial aid ineligibility.

Financial Aid Reinstatement

Students who are ineligible or have been granted a Financial Aid Probation term may reestablish eligibility by taking CSM classes which bring the cumulative GPA back to 2.0 or above and successfully complete 67% of credit hours attempted. A student may request in writing that financial aid eligibility be reinstated. If financial aid ineligibility is due to reaching the maximum time frame of 150%, financial aid eligibility cannot be reinstated without an approved appeal. Reinstatement establishes eligibility for federal and state financial aid. Institutional aid will be reinstated at the minimum academic scholarship amount.

Mid-Year Grade Review

The Financial Aid Office reviews academic records at the end of each semester or term that a student receives financial aid. Students with a cumulative GPA below 2.0 and/or have not completed 67% of the cumulative credit hours attempted at CSM will be notified that they are in danger of becoming ineligible for financial aid at the subsequent SAP review. Academic records are not reviewed mid-year relating to the maximum time frame of 150% of the program requirements.