



BEULAH HEIGHTS

UNIVERSITY

Financial Aid
Policy Manual

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VISION

Financial Solutions for Education

MISSION STATEMENT

The function of the Financial Aid Office of Beulah Heights University is to provide adequate financial assistance and resources to eligible students. This mission is supported through the coordination of government and institutional resources with a system of financial aid program and services.

FINANCIAL AID PHILOSOPHY

The Financial Aid Office at Beulah Heights University exists to assist students in finding ways to finance their college education. Since the majority of funds administered by Beulah Heights University's Financial Aid Office come from federal sources, Beulah Heights University has adopted the same philosophy for awarding aid as the Department of Education. That is, it is the student's and/or parent's responsibility to finance their education to the extent possible. Beulah Heights University will attempt to provide financial assistance to those families who have been determined eligible based on the formula approved by Congress and used by the Department of Education. Beulah Heights University will provide information resources to all students and families regardless of eligibility. Such resources will enable student and/or parents to seek sources of financial aid outside of the institution.

At Beulah Heights University, we value our students and are committed to making education affordable for them. In addition to federal funds, the University invests from its own resources to insure that the financial aid programs are successful. Regardless of your family income, there are programs available to help finance the cost of your education.

FINANCIAL AID GOALS

The goals of the financial aid office are as follows:

- Award financial resources to qualified students in keeping with the university's policies and federal regulations.
- Maintain a coordinated program in order to maximize the use of all financial aid resources.
- Establish avenues of communication to inform students, parents, faculty, staff, churches and the community of the availability of financial aid program and application procedures.
- Maintain fiscal accountability for all funds awarded by the Financial Aid Office.
- Be involved in professional training and development programs which will contribute toward the ability to be more effective in assisting students in matters related to financial counseling, budget management, and other related matters.

GENERAL POLICY

Beulah Heights University's general policy is to ensure that all aid is administered in accordance with the rules and regulations of federal government and institution.

- Financial aid at BHU consists of non-repayable awards (grants and scholarship), repayable aid loans, and work opportunities.
- All Title IV aid is open to any student, regardless of race, color, creed, age, handicap, or marital status, who is accepted and meets the particular eligibility requirements.
- All assistance that is funded in whole or in part by the federal government is administered according to federal guidelines covering the particular programs. Such programs are open to all eligible students. Eligible students are U.S. citizens or permanent residents of the United States.
- Students seeking financial aid at BHU must not be in default on a student loan from any other institution previously attended, must not owe a refund on a federal grant or loan, nor have a balance on his/her BHU's account from a previous semester.

STUDENT RIGHTS AND RESPONSIBILITIES

Beulah Heights University provides current and prospective students with information concerning its financial aid programs and services are as follows:

- The cost of attending the school (tuition and fees, books, and supplies, room and board, applicable transportation cost) and any other additional cost involved in attending the school.
- What need-based and non-need based federal aid is available to students.
- How students apply for aid and how the school determines eligibility.
- How and when financial aid is disbursed.
- The responsibilities and rights of students receiving financial aid.
- The school's fair and equitable refund policy and the prescribed order of the Student Financial Aid (SFA) refund distribution.
- The criteria for measuring satisfactory academic progress (SAP), how a student who has failed to maintain SAP may reestablish eligibility for financial aid.
- Who to contact for financial aid information.

ELIGIBILITY REQUIREMENTS FOR FINANCIAL AID

In order for students to be eligible to receive aid from the Federal Financial Aid Programs, they must meet the following criteria:

- Have financial need, except for some loan programs
- Have a high school diploma or a General Education Diploma (GED), or complete a high school education in a home setting that is treated as a home school or private school under state law.
- Be enrolled or accepted for enrollment as a regular student working toward a degree or certificate in an eligible program. Financial aid is not available for audit courses.
- Be a U.S. citizen or eligible non-citizen (have U.S. permanent resident status)
- Have a valid Social Security Number.
- Make satisfactory academic progress (see SAP Policy).
- Sign the Free Application for Federal Student Aid (FAFSA), which certifies that you (1) will use federal and/or state student financial aid only to pay the cost of attending an institution of higher education, (2) are not in default on a federal student loan or have made satisfactory arrangements to repay it, (3) do not owe money back on a federal student grant or have made satisfactory arrangements to repay it, (4) will notify your school if you default on a federal student loan, and (5) will not receive a Federal Pell Grant for more than one school for the same period of time.
- Be registered with Selective Service (males between the ages of 18 – 25).

APPLICATION PROCESS

Beulah Heights University subscribes to the principle that the primary responsibility of a financial assistance program is to provide aid to students who without such assistance would be unable to attend or remain in college. The financial aid program is intended to assist students in meeting normal college expenses and to help as many students as possible. Although financial aid is awarded according to individual need and school costs, the applicant should realize that the amount of financial aid, which may be granted seldom, meets all of the student's educational expenses.

New Students

- Apply for admission to BHU, including requesting high school, GED or college transcripts from schools previously attended, since all recipients for financial aid awards must have been accepted by the school.
- Official copy of high school transcript, GED or college transcripts must be in the Admission Office before an award letter is issued to students.
- Complete the Free Application for Federal Student Aid FAFSA.

Returning Students

- All returning students must re-apply for financial aid each year. This includes completing the Renewal Application or the Free Application for Federal Student Aid from the Department of Education. Other documents may also be required.

Application Forms

Current and prospective students are required to complete the Beulah Heights Application for Financial Aid.

Complete the Free Application for Federal Student Aid (FAFSA) as soon as possible after January Applications are processed by the federal government and results are sent to Beulah Heights University within 72 hours.

- Items of Importance
- The FAFSA or the Renewal Application can be completed, when the appropriate tax forms are filed. Students will receive a PIN number upon completion of these forms and can then electronically access and sign the FAFSA or Renewal Application on the Web, make corrections, and view both their status and financial aid history.
- The Student Aid Report (SAR), which holds all of your financial information, will be distributed to the specific schools listed on your FAFSA. Your personal copy of the SAR will arrive by mail in approximately four weeks.
- Beulah Heights' school code is 030763. This code must be entered on the application in order for our university to receive electronically a copy of your SAR report.
- PIN numbers will be automatically mailed to Web applicants. Parents can obtain an electronic PIN number. Anyone without a PIN can receive one by visiting www.pin.ed.gov.
- Other documents, such as federal tax returns and W-2 forms for students and parents, birth certificates and W-2 forms for students and parents, military discharges, etc. may be required for some students. Please submit requested documents as soon as possible, but do not submit such documents unless indicated by our financial aid office.
- Priority Deadline is February 1.
- Apply early, and receive priority treatment for funds on a first come, first serve basis by completing your FAFSA early.
- Documents submitted after the specified time periods will be accepted, but eligibility for aid may not be determined before fees are due. In this case, you will be responsible for paying your fees. Students who do not have their financial aid files completed before registration must be prepared to pay their own fees.

Requirements

The requirements for awarding financial aid at Beulah Heights University are as follows:

- The student submits all required documents to the financial office.
- The Financial Aid Office will review the students' files for accuracy and completeness. A complete file consists of electronic student aid report, if student selected for verification a signed copy of federal income taxes, verification work sheet, and all other documentation requested by the Financial Aid Office. The requested information can be faxed to the Financial Aid Office at 404-627-0702.
- Students who must submit additional information or make corrections will be sent a letter via mail explaining the necessary steps to making their files complete.
- Students whose files are accurate and complete will be sent an Award Letter explaining the types and amounts of aid they are eligible to receive.
- All students must have completed a FAFSA form in order to participate in the Direct Loan Program. The program offers Federal Direct Stafford Loans, Federal Direct Unsubsidized Stafford Loan and Federal Direct PLUS loans. Undergraduate and graduate students must be enrolled in at least six (6) semester hours in order to receive student loans. Beulah Heights University will disburse your loan funds by crediting your student's account and disbursing the remainder of the funds to you via check or debit card. The loan funds will be disbursed in two equal installments. Funds generally are not applied to accounts until verification of registration and enrollment status has been made. Since this usually can occur up to 30 days after the start of classes, students should have resources to sustain themselves until accounts are credited.
- All students at Beulah Heights University must complete a one-time Entrance Counseling Session online at studentloans.gov or [mapping your future.com](http://mapping.your.future.com).
- Student who borrows under Federal Direct Students Loan Program must complete a Master Promissory Note at studentloans.gov before funds can be disbursed.
- Student who borrowed from Federal Direct Students Loan Programs must complete an Exit Counseling Session online at nslds.gov or [mapping your future.com](http://mapping.your.future.com), when they graduate or quit school.
- Award letters are printed and mailed every week to addresses on file. It is important for the students to ensure the contact information on file is always current and accurate.

FINANCIAL AID PROGRAMS

The requirements for students to participate in the specific federal programs at Beulah Heights University as outlined below:

Federal Pell Grant

The Federal Pell Grant is designated for undergraduate students working toward a first bachelor's degree. If students are enrolled full-time (12) hours or more credit hours, they will receive full eligibility. If enrolled less than full-time, award will be prorated. The amount of the award will vary based on financial need and the cost of education.

Supplemental Educational Opportunity Grant

A student must be enrolled as an undergraduate student and must have financial need. An undergraduate student is defined under the FSEOG Program as a student who is enrolled in an undergraduate course of study at any institution of higher education and who:

- Has not earned a bachelor's degree or first professional degree;

When calculating the student's yearly award for the FSEOG program, a maximum of \$800.00 will be given to students that qualify while funds are available. The yearly award amount of FSEOG for each student will be disbursed over the fall and spring semesters and summer term.

FSEOG Recipients of funds are comprised of two groups. The first selection group will consist of those students with an exceptional financial need, with the lowest Expected Family Contributions (EFC's) not to exceed 2000 that will also receive Federal Pell Grants in the Award year. We will refer to this group of students as the "first selection group." If any FSEOG funds are remaining after awarding funds to the entire first selection group, the school will award FSEOG funds to those eligible students with the lowest EFC's who will not receive Federal Pell Grants in that award year.

The student will be notified through an award letter the amount of his/her FSEOG award. The student will receive a notification letter stating when payment will be made and how funds will be disbursed. The FSEOG funds will be credited to the student's account.

FSEOG funds will be maintained for students who enter school in the second semester and the summer term. The amount set aside is to be determined by the percentage of students who enter these periods in the previous school year and qualified for a FSEOG award.

Institutional share will be met on the individual FSEOG recipient basis as follows:

The school would provide its share to an individual FSEOG recipient together with the Federal share. Each student's total FSEOG award will consist of 25% institutional resources and 75% Federal dollars.

The non-Federal share of FSEOG will include:

Institutional cash

Institutional grants and scholarships

Waivers of tuition or fees

Federal Work Study

A student enrolled as an undergraduate or professional student is eligible to receive assistance from the FWS Program. In addition, a student must have financial need; that is, his/her cost of attendance (COA) must be greater than his/her Expected Family Contribution (EFC). An undergraduate student is defined under the FWS Program as a student who is enrolled in an undergraduate course of study at any institution of higher education and who:

- Has not earned a bachelor's degree or first professional degree.

A student who has earned a bachelor's or first professional degree is not eligible to receive FWS to pursue an additional undergraduate degree, based on the above definition of undergraduate student.

Before each award year (July 1) begins, an assessment will be performed to establish jobs for areas where work is needed. Job descriptions will be drawn up for each established job containing purpose of the job, duties and responsibilities, job qualifications, wage rate or range, length of employment (beginning and ending dates), and name of supervisor. A standard application will be provided to the student to be filled out for any job. The standardized application must be completed and submitted to Beulah Heights University.

All jobs under the Federal Work Study Program will be available to federal financial aid students who do not have an undergraduate degree and are taking six hours or more. Job listing will be posted in the Student Center for any financial aid student who wants to apply. Job assignment will be subject to the student's financial need, the number of hours per week the student can work, the period of employment, the anticipated wage rate, and the amount of other assistance available to the student.

The job application process is as follows:

- Jobs with their descriptions will be posted in the Student Center. Students will complete a standardized job application form and leave it with the Personnel Office.
- The application and its supporting information will be passed on to the prospective employer. Interviews will be set up with the prospective employer. The student will be notified for an interview.
- After selection is made by the employer. The Personnel Office will inform the student that he/she has been selected for the job.
- The Financial Aid Office will calculate the remaining need of the cost of attendance of the student. A determination of the number of hours they can work in the school year will be made based on the amount of the student's award.

FWS students will be paid federal minimum wages or more. FWS employment will not displace employees (including those on strike) or impair existing service contracts. The students that are employed in the private sector, the organization cannot replace their employees with FWS students.

Beulah Heights University or an outside employer that has an agreement with the school to hire FWS students may not solicit, accept, or permit soliciting any fee, commission, contributing, or gift as a condition for a student's FWS employment. The Fair Labor Standards Act of 1938, as amended, prohibits employers (including schools) from accepting voluntary services from any paid employee. Any student employed under FWS must be paid for all hours worked.

A student may be employed under FWS during a period of nonattendance if he/she anticipate enrollment in the next period of enrollment. They must pre-enroll for the next semester.

Direct and Direct Plus Loan

Student who wishes to receive a Direct Loan must complete a Free Application for Federal Student Aid (FAFSA) and a Master Promissory Note (MPN). A student may obtain an MPN from Beulah Heights University or the Department of Education. An MPN can be used to make multiple loans for multiple years of borrowing. Students and parent borrowers can log onto the Web and complete the MPN for Direct Stafford and PLUS loans at <http://studentloans.gov>.

Parents and graduate students applying for a PLUS loan must complete a PLUS Application and Master Promissory Note. All student PLUS borrowers must complete a FAFSA. A parent borrower must complete a FAFSA. All PLUS borrowers will receive the Borrower's Rights and Responsibilities statement with the loan application.

A Direct PLUS loan students and parents of dependents students may obtain additional loans based on the original MPN for up to 10 years after the date the parent first signed.

The Federal Direct PLUS loans enable parents of dependent students and graduate students with good credit histories to borrow up to the student's cost of attendance minus other estimated financial assistance under the Direct Student Loan programs. Therefore, a graduate student has additional PLUS eligibility beyond the maximum subsidized and unsubsidized loan limits.

Adverse credit history and use of endorser

To borrow a PLUS loan, the applicant must not have an adverse credit history. Adverse credit is defined in the regulations as the applicant being 90 days or more delinquent on a debt or having been subject in the last five years to a default determination, bankruptcy discharge, foreclosure, repossession, tax lien, wage garnishment or write-off of an FSA debt. The absence of any credit history is not considered adverse credit. If a PLUS borrower has an adverse credit history, the applicant has the option of receiving a PLUS Loan using an endorser who does not have an adverse credit history.

Student may borrow from both the Direct Subsidized and Unsubsidized loan programs as follows:

Dependent undergraduate students (excluding dependent undergraduates whose parents are unable to obtain PLUS loans) are eligible for an additional \$2,000 in unsubsidized Direct Loan funds each academic year. For these students, the annual loan limits are:

- \$3,500 combined subsidized and/or unsubsidized plus \$2,000 additional unsubsidized for dependent first-year undergraduates;
- \$4,500 combined subsidized and/or unsubsidized plus \$2,000 additional unsubsidized for dependent second-year undergraduates;
- \$5,500 combined subsidized and/or unsubsidized plus \$2,000 additional unsubsidized for dependent third-year, or fourth-year undergraduates.

These loan limits represent the total of all subsidized and unsubsidized Director Loans a dependent undergraduate student may borrow at each level of study, for a single academic year.

Note that a dependent undergraduate whose parent is unable to obtain a PLUS loan is not eligible to receive both the \$2,000 and the additional unsubsidized Direct Loans described above. Plus the additional \$6,000 or \$7,000 in unsubsidized Direct Loan that is available to independent undergraduates and dependent undergraduates whose parents are unable to obtain PLUS loans (see below).

There are higher additional unsubsidized annual loan limits for independent undergraduate students. These higher additional unsubsidized loan limits also apply to dependent undergraduate students whose parents are unable to borrow PLUS loans due to adverse credit or other documented exceptional circumstances.

The annual loan limits for independent undergraduates and dependent undergraduates whose parents are unable to obtain PLUS loans are: -

- \$3,500 combined subsidized and/or unsubsidized plus \$6,000 additional unsubsidized for independent first-year undergraduates;
- \$4,500 combined subsidized and/or unsubsidized plus \$6,000 additional unsubsidized for independent second-year undergraduates; and
- \$5,500 combined subsidized and/or unsubsidized plus \$7,000 additional unsubsidized for independent third-, or fourth-year undergraduates.

These loan limits represent the total of all subsidized and unsubsidized Direct Loans that an independent undergraduate student (or a dependent undergraduate whose parent is unable to obtain a PLUS loan) may borrow at each level of study, for a single academic year.

The total amount student can borrow per year based on their academic credit hours is:

- 0-27 credit hours enrolled in a program of student that is at least a full academic year, Dependent \$5,500 and Independent \$9,500
- 28-60 credit hours enrolled in a program of student that is at least a full academic year, Dependent \$6,500 and Independent \$10,500
- 61+ credit hours enrolled in a program of student that is at least a full academic year, Dependent \$7,500 and Independent \$12,500.

The maximum outstanding total subsidized and unsubsidized Stafford loan debt is:

- \$31,000 for a dependent undergraduate student,
- \$57,500 for an independent undergraduate student (or a dependent undergraduate student whose parents does not qualify for PLUS loans). No more than \$23,000 of this aggregate amount may be in the form of subsidized loans.
- \$138,500 for a graduate or professional student (including loans for undergraduate study). No more than \$65,500 of this aggregate amount may be in the form of subsidized loans.

After a student graduates, leave school or drop below halftime he/she has six months before repayment begins. This is called a "grace" period. If the student has a subsidized Direct Loan; the student will not have to pay any principal or interest during that period. If the

student has an unsubsidized Direct Loan, the student will be responsible for the interest during the six month period.

PREPARATION OF STUDENTS' FINANCIAL AID AWARD

How to Handle Conflicting Information

In order for Beulah Heights University's Financial Aid Office to process financial aid, it must ensure that all information pertaining to the student is correct. If there is any conflicting information in the student's admissions, financial aid, registrar or business offices records, it must be resolved.

The Financial Aid Office reviews all subsequent institutional student information records for a student for the entire processing year, even if the information has been verified on an earlier transaction. The Financial Aid Office staff has to determine if the EFC or the "C" flag has changed or if there are new comments or NSLDS information that impacts eligibility for aid.

Financial aid may not be disbursed until the conflicting information has been resolved. If the conflict concerns a previous award year; the financial aid staff must still investigate it. The matter is resolved when a determination has been made that the data is correct. The findings must be documented and kept in the student's file.

Professional Judgment

The financial aid office has the ability to exercise professional judgment for determining a student's need for federal student financial aid. This determination is on a case by case basis. The office can make necessary adjustments to student's cost of attendance of the values of the data items required to calculate the expected student or parent contribution (or both) to allow for treatment of an individual eligible applicant with special circumstances. Special circumstances may include tuition expense at an elementary or secondary school, medial, dental, or nursing home expense not covered by insurance, usually high child care or dependent care cases, unemployment of family member or an independent student, a student or family member who is a dislocated worker (as defined in Section 101 of the Workforce Investment Act of 1998), the number of parents enrolled at least half time in a degree, certificate, or other program leading to a recognized educational credential at an institution with a program participation agreement, a change in housing status that results in an individual being homeless as defined in Section 103 of the McKinney-Vento Homeless Assistance Act), or other changes in a family's income, a family's assets or a student's status.

Additional areas of professional judgment application:

- Waiving satisfactory progress requirements due to mitigating circumstances
- Declining to certify an applicant's Direct Loan
- Certifying a Direct Loan for a lesser amount
- Certify Direct Unsubsidized Stafford Loan for a dependent student whose parents have ended financial support or refuse to file the financial aid form prescribed under Section 483.

Procedures

Students must request professional judgment in writing to the Financial Aid Director explaining the usual circumstances and provide supplement information, if necessary.

Documentation in the student's file will include, as a minimum, the following:

- Description of circumstances
- Source of information
- Approval or disapproval
- Date of decision
- Citation of policies, if application
- Signature of Financial Aid Director

Verification of Financial Aid Data

Beulah Heights University verifies all applications with an asterisk as well as applications based on estimated tax data and individuals with questionable data selected at the discretion of the financial aid director. Applicants selected for verification must provide the requested documentation within 30 days of the date of the request. Requested documentation not returned within 30 days will result in the closing of the student's financial aid file. No Title IV funds will be awarded unless there is remaining funds for which the student is eligible.

Upon receipt of the requested documentation, the financial aid director will review the information. When the information is verified, the student will be notified in regard to his/her financial aid eligibility, or ineligibility. If the review results in changes, correction, or updating of information, the student will be notified.

How Need Is Computed

The requirements for computing the student's need for financial aid are:

The student established financial need is the difference between the Cost of Attendance at Beulah Heights University and the Expected Family Contribution (EFC). The contribution is derived from a formula that subtracts the allowances (taxes, FICA paid, etc.) from the resources of parent and student if the student is dependent. If the student is independent, the contribution is derived from a formula that subtracts the allowances from the resources of the student and spouse. These resources include income and assets, non-taxable income such as Social Security, Veterans Benefits, Child Support and other nontaxable income and adjustments based on the number of people in the family and the number enrolled in college.

The amount of need-based assistance is determined by subtracting the amount of calculated EFC from a standard budget utilized for students with similar circumstances which includes tuition, fees, books, and supplies, room and board (dorm students), living allowance, transportation and personal and miscellaneous expense.

Note: The official EFC is calculated by the Central Processor (CPS), using the CPS edits and eligibility matches using a formula derived from the U. S. Department of Education for family contributions toward financial aid.

Calculations Federal Pell

Initial Calculations

The financial aid office prepares the initial calculations for Federal Pell, when documentation from the Registrar's Office of enrollment status is received. Student must also have an official high school transcript in their admission file.

Recalculations

The regulations do not require any recalculation for changes in enrollment status after the student has begun attendance in all of his/her classes. Therefore, no recalculation for changes in enrollment status after the student has begun his/her classes will be done. For example, if a student registers for a full-time course loads (12 hours or more), but later withdraws from a class and drops below full-time, the Federal Pell and ACG grants will not be recalculated based on the enrollment status.

Packaging

This is the order in which BHU offer funds to students. Packaging is the term use to describe the process by which a school allocates grants, loans, and work study aid from a variety of sources to meet all or part of the student's financial need. Aid to students at Beulah Heights

University will be awarded by the ladder packaging method. All students are treated the same and are awarded in the following order.

- Federal Pell Grant
- Gift aid (grants and/or scholarships)
- External or private resources
- Self-help (work study and/or loans)

Entrance Counseling

BHU requires students who are planning or thinking about using the Direct Loan to fund their education to go to the federal website at www.studentloans.gov to complete the entrance counseling.

The required elements that are covered in the entrance counseling are as follows:

- Reinforce importance of payment.
- Describes consequences of default.
- Explain use of the Master Promissory Note.
- Stress repayments are required regardless of the educational outcome and subsequently employability.
- Provides sample monthly repayment amounts for the different amounts of debt, or for average debt of Direct Loan borrowers at school or in same program.
- Review terms and conditions of the loan.
- Review repayment options.
- Discuss how to manage expense (budgeting) while in school.
- Reinforce importance of communicating change of status, etc., with the lender.
- Review deferment, forbearance, cancellation options and procedures.
- Review borrower's rights and responsibilities.
- Review refund and other policies effecting withdrawals.
- Reinforce importance of keeping loan records.
- Remind students of exit counseling requirements

Exit Counseling

Student borrowers are required to complete online exit counseling. The federal regulations require that all graduating students or students who received a student loan go through what is call an "Exit Interview." Student may go to www.nsls.ed.gov to complete their exit counseling.

The required elements that are covered in the exit counseling are as follows:

- Reinforce importance of repayment.
- Describe consequence of default.

- Stress that repayment is required regardless of educational outcome and subsequently employability.
- Provide an average anticipated amount, based on borrower's indebtedness or for average debt of Direct Loan borrowers at school or in same program.
- Review repayment option (standard repayment, extended, graduated, income sensitive/contingent) and consolidation.
- Discuss debt management strategies that would facilitate repayment.
- Review forbearance, deferment, and cancellation options and procedures.
- Inform student about availability of loan information through NSLDS website and the availability of the FSA Student Loan Ombudsman's Office.
- Collect driver's license number and state of issuance, expected permanent address, address of next of kin, and name and address of employer (if known), and update any changes to student's personal information (name, so security number, etc.).
- Provides student with contact information for lender(s) and reinforce importance of communicating change of status, etc., with the lender.
- Discuss debt management strategies and tax benefits.

Sample Award Letter

Dear Student,

Congratulations! The Financial Aid Office at Beulah Heights University is pleased to offer financial aid as listed on your award notification.

Conditions of Award:

This award is not valid until you sign and date it in the space provided below and return it to the Financial Aid Office by the specified date or this award may be cancelled.

We reserve the right to modify your award(s) at any time due to changes in your enrollment status, financial aid eligibility or availability of funds. If there are changes in your enrollment, you need to inform us before receiving your award failure to do so may result in withdrawal of all financial aid by BHU. This financial aid award letter supersedes any previous award.

Loan Recipients:

Please go online and process a Direct Loan application and complete the entrance counseling at www.studentloans.gov. In order to be eligible for a loan, you must be enrolled at least halftime. This means a minimum of six (6) hours each semester to

IF YOU QUALIFY FOR FEDERAL PELL GRANT FUNDS – Your Federal Pell Grant is based on full time status. If you enroll for less than four classes, your Federal Pell Grant award will DECREASE.

IMPORTANT: READ THIS STATEMENT AND SIGN BELOW

The Students receive a letter from the Financial Aid Office informing them when the funds will be available from the Business Office. The students receive a disbursement form from the Business Office informing him/her how much money was received, and the amounts that were posted to his/her student's account. If there is an available balance after tuition, fees, dorm and books are paid; the student will be issued a refund check or funds applied to debit card for the difference.

Plus loans will first be applied to the student's tuition, fees, room and board, and other school charges. If any loan funds remain, the graduate student will be given a check or put on debit card and dependent student's parent(s) will receive the amount in a check, unless the parents' authorize the amount to be released to the student or to be put into the student's school account.

The university also notifies the students' parents in writing whenever it credits the students' account with direct PLUS loan funds. The notification is sent to the student or parent not earlier than 30 days before or after the university credits the student's account.

The student or parents may cancel all or a portion of the loan, if the student or parents inform Beulah Heights University within 14 days after the university send the student or parents the notice, or by the first day of the payment period, whichever is later.

Financial Aid Refund Policy

Unofficial Withdrawal

The procedure Beulah Heights University uses to return funds to the appropriate federal account for student who withdrew or stop attending classes. This process is used to determine whether a Title IV aid recipient attended Beulah Heights University during a semester and stopped attending classes. If the financial aid recipient misses more than twelve class hours for that course (4 scheduled classes) and there is no contact with the student, the instructor must assume that the person has unofficially withdrew from the classes. The instructor must forward that person's name and last date of attendance to the Academic and Financial Aid Offices.

The Academic Office must inform the Financial Aid Office that the student has unofficially withdrew. The Academic Office must give the Financial Aid Office a withdrawal form on the affected student with his/hers name and last date of attendance. The Financial Aid Office will prepare the refund calculation and forward to the Business Office. The Business Office will refund the monies to the appropriate accounts such as Federal Pell Grant, SEOG, and lenders.

If a student receives all "Fs", the instructor must document that the student completed the courses but failed to achieve the objectives of the class.

If a financial aid recipient received all "Fs" at the end of the semester, the Financial Aid Office will request the last date of attendance from the Academic Office. If the student unofficially withdrew and the Financial Aid Office was not notified; the Academic Office will be requested to do a withdrawal form for the student. The Financial Aid Office will be

responsible for preparing the refund calculation and forwarding the information to the Business Office. The Business Office will send the appropriate monies back to the relative accounts.

Official Withdrawals

For withdrawals prior to the first day of classes, a student receives a 100% refund.

Students withdrawing from one or more classes, but are still at least half-time attendance will have their enrollment updated in NSLDS (National Student Loan Data System). Any student dropping below half-time attendance will have their enrollment updated and notified that they will go into repayment 6 months from their last day of attendance.

If a student withdraws from Beulah Heights University and is receiving federal financial aid, a portion of those funds may have to be returned to the federal aid programs. If a student withdraws from all classes before completing 60% of the semester, the student is only entitled to federal student aid based on the percentage of time that was completed. Pro-rata refunds are calculated and determined by percentage of the semester that has been completed up to and including the official date of withdrawals. Based on this calculation, the University determines the amount of financial aid that is unearned and is responsible for returning any portion necessary to the appropriate financial aid programs and /or lender. Financial aid funds are returned to the federal programs in the following order: Unsubsidized Federal Stafford Loan, Subsidized Stafford Loan, Federal Pell Grant and Federal SEOG. Any remaining credit balances will then be returned to the university and/or student.

Withdrawal from the university could result in a balance owed to the University for Federal Aid that must be returned to the federal programs and/or lender.

After the 60% point of the semester, a student has earned 100% of the Title IV funds.

Procedures for Overpayments

After Beulah Heights University determines that a student is no longer enrolled. Students who owe overpayments as a result of withdrawals generally will retain their eligibility for Title IV funds for a maximum of 45 days from the earlier of:

- The date BHU sends the student notice of the overpayment, or
- The date BHU was required to notify the student of the overpayment

Within thirty (30) days of the determination that a student who withdrew must repay all or part of a Title IV Grant. If the student takes no positive action during the 45 day period, BHU reports the overpayment to NSLDS. The student's overpayment is referred to the U. S. Department of Education for collections.

If BHU receives a cash payment from one or more student who owe overpayments, the school writes its own check to the Department and attaches a letter indicating that the check is for a

Title IV grant overpayment. BHU includes in its letter a roster that includes, for each student who make a payment, the student's name, social security number and amount paid.

DEFAULT MANAGEMENT PLAN

Beulah Heights University's has adopted a default management plan adhering to the requirements listed in the Department of Education (ED) Default Prevention and Management Plan. The Default Prevention and Management plan applies to all Title IV borrowers.

Beulah Heights University's default management team consists of the Financial Aid Director, Registrar, Enrollment and Retention Offices. The following systems are in place that will help lower the default rate.

The Admission Office will work diligently to reduce its number of dropouts by:

- Ensuring that its admission policies and screening practices only admit students who have a reasonable expectation of succeeding in their program of study.
- Helping reduce the enrollment retention and academic persistence of borrowers through counseling and academic assistance, especially for academically high-risk students.

The Academic Department evaluates and improves, if necessary, its curricula, facilities, materials, equipment, qualifications and size of faculty, and other aspects of its educational program to ensure that borrowers remain in school and provide internships positions to give borrowers' experience to ensure that they are employable after they complete their program of study.

Beulah Heights University will work diligently to ensure that its borrowers can repay their loans by informing them of the importance of repaying their loans by providing the following services:

Entrance Counseling

First time borrowers of Federal Student Aid loan programs receive entrance counseling. Borrowers will be required to complete entrance counseling on line at studentloans.gov. In this counseling the borrowers will be informed of:

- How the master promissory note works
- Emphasis on the importance of repaying the loan
- Describes the consequences of default
- Shows borrowers sample monthly repayment amounts based on the amount borrowed.
- Encourage students to borrow only what is needed and to cancel or return any funds in excess of what is needed
- Advises students to inform their loan holders immediately of any change of name, address, telephone number, or social security number.

Financial Literacy for Borrowers

Financial literacy is provided to the borrower through a combination of counseling, publications, or information added to award letters. The following resources are provided to the borrower following graduation or withdrawal.

- Estimate of required monthly payment on the borrower's loan balance
- Loan holder contact information
- Contact information for delinquency and default prevention assistance
- Introduction to NSLDS (federal government system that allows student to monitor their loan debt)
- Information if a borrower is unable to make a scheduled payment, he or she should contact the loan holder before the payment's due date to discuss a change in repayment plan or other repayment options.

Early Identification and Counseling for Students at Risk

A student at risk refers to borrowers who withdraw prematurely from their educational programs, borrowers who do not meet standard of satisfactory academic program (SAP) or both. Counseling is provided to at-risk students and focuses on the causes of withdrawal or unsatisfactory academic progress and solutions to resolve these matters.

Default Prevention and Retention

Beulah Heights University's financial office staff counsels students who are in danger of withdrawals due to failure to meet SAP or who have officially withdrawn. The counseling activity is a key to helping retain students, as well as default reduction.

Exit Counseling

Beulah Heights University will identify students who have withdrawn or graduated from their program of student and will correspond with those students via letter regarding the exiting counseling requirement. They will be directed to the website: studentloans.gov to complete exit counseling that is required by the federal government.

During exit counseling, updated information will be obtained from the borrower regarding the borrower's address, the addresses of the borrower's references and family members, and the name and address of the borrower's expected employer.

Students will be informed that dissatisfaction with or non-receipt of, the educational services being offered by the school does not excuse borrowers from repayments of their FFEL or Direct Loan.

Borrower will be requested to inform their loan holders immediately of any change in name, address, telephone number or Social Security Number.

Notifying borrower of the requirements for informing their loan holder, if he or she is unable to make a scheduled payment, he or she should contact Department of Education or its servicer before the payment's due date to discuss his or her other repayment options.

Providing borrowers general information about budgeting of living expenses and other aspects of personal financial management such as deferment, forbearance, cancellation, consolidation, and other repayment options, include procedures for obtaining these benefits.

BHU will provide borrower with information about delinquency and default:

- A description of the charges imposed for failure by a borrower to pay all or part of a scheduled payment when it's due.
- A list of the consequences of a borrower's failure to repay a loan, including: A damaged credit rating for at least seven years; loss of generous repayment schedule and deferment options; possible seizure of federal and state income tax refunds due, exposure to civil suit; referral of the account to a collection agency, liability for collection costs and attorney's fees; garnishment of wages, and loss of eligibility for further federal Title IV student assistance.

Withdrawals

Students who withdraw or are in jeopardy of being withdrawn from Beulah Heights University are contacted by the financial aid office for counseling to encourage retention.

Timely and Accurate Enrollment Reporting

Beulah Heights University sends and receives enrollment reporting at minimum of bi-monthly through the Student Aid Internet Gateway (SAIG) mailbox, returning all requests for updates within 30days.

NSLDS Date Entered Repayment Report (DER)

Beulah Heights University financial aid office reviews the DER Report to insure that data is accurate, assures that borrowers enter repayment in the correct cohort year and that the university receives accurate cohort default rates.

On a bi-monthly basis Beulah Heights University compares the DER report to institutional records, and makes any necessary corrections to the borrower's status using NSLDS enrollment reporting. Beulah Heights University does not assume that a borrower's DER is correct, as it is subject to change. Beulah Heights University may update enrolment information based on information received from the student or another reliable source.

Early State Delinquency Assistance (ESDA)

Certain borrowers, such as those who have failed to complete their academic program, or borrowers who share specific characteristics or academic or related experience, may be more likely to encounter difficulties initiating and maintaining on-time loan repayment.

ESDA begins at the time of separation from Beulah Heights University, early in the grace period, or when a borrower is at least 60 days delinquent based on guarantor reports. ESDA is a highly focused effort by the loan holders, U. S. Department of Education and the institution to assist particular borrowers to prepare for entry into loan repayment. The efforts of enhanced loan

counseling, borrower education and personal support during the grace period, and in so doing help decrease the chances of later loan default.

Late Stage Delinquency Assistance (LSDA)

Beulah Height University helps to re-establish communication during the late stages of delinquency, serving as a liaison between delinquent borrowers and federal government student loan holders, this process enables Beulah Heights University to rescue severely delinquent borrowers, those who are more than 240 days past due but less than 361 days delinquent, from default. Beulah Heights University financial aid office staff calls delinquent borrowers to inform them of their options and that help is available.

Maintain Contact with Former Students

Beulah Height University retains student demographic information such as cell phone numbers and e-mail addresses (including school e-mail) in order to maintain contact with former students. Beulah Heights University works with loan holders and the U. S. Department to identify delinquent and hard-to-reach borrowers, or those who have not been contacted at all, to assist them with their repayment options and obligations.

Loan Record Detail Report (LRDR) Data Review

Upon receiving the draft Cohort Default Rate (CDR), Beulah Heights University examines the LRDR, and if necessary, challenges incorrect data reflected in the draft CDR, requests an adjustment, or submit an appeal of inaccurate data as reflected in the official CDR.

Defaulted Loan Data Analysis

In maintaining a current default management plan, Beulah Heights University periodically reviews progress in preventing defaults. One element of this review is a comprehensive analysis of defaulters. Beulah Heights gathers information to discern who is defaulting and why. This information is used to improve default prevention and management practices and initiatives. Internal data includes key information such as high school attended, program of study, demographics, grades, etc.

Reviewing the LRDR also provides key data about borrowers that can assist in determining common characteristics among defaulters. Causes for default can include, but are not limited to socio-economics, particular programs and course requirements or structure.

SATISFACTORY ACADEMIC PROGRESS POLICY

Federal regulations, HEA Sec. 484(c), §668.16, 668.34, require all schools participating in Title IV federal financial aid programs to have a Satisfactory Academic Progress (SAP) policy, which conforms to the requirements of the federal government. These requirements apply to all students as one determinant of eligibility for financial aid.

Students' SAP status is based on their entire academic record at all schools attended including transfer hours, regardless of whether you received financial aid.

The SAP is calculated each semester after grades have been posted to academic history by the Registrar's Office.

After the first semester of attendance, if you are not making SAP, you will be put on a **warning** status and allowed to keep aid for one semester. Your continued eligibility will be determined after the next semester check point.

If after the second semester you are not making SAP, you will not qualify for financial aid for the following semester.

If your SAP status is **failure** and you cannot mathematically attain SAP requirements following the next semester, an appeal will not be permissible. Documented mitigating circumstances may allow continued eligibility on a case-by-case basis and will require an academic plan.

A student may appeal their SAP Failure status **only twice** during their academic career at Beulah Heights University.

Quantitative and Qualitative Requirements

Quantitative

The quantitative requirement has two parts:

- A maximum time frame
- A required completion ratio

Undergraduate Students

A student (full-time or part-time) must complete the total credit hours of the stated program objective within 150% of the minimum total hours required for a program. (Example: BHU's published length for an undergraduate four year degree is 129 credit hours, so the maximum time frame established by the university must not exceed 194 attempted credit hours (that is 129×1.5). You must earn your degree before reaching 194 *attempted* credit hours, which includes transfer credits attempted at any school prior to and while enrolled at Beulah Heights University

(BHU). Once you reach the maximum attempted credit hours, you are no longer eligible for financial aid as an undergraduate student.

Completion Ratio – You must complete and pass at least 67% of all credit hours you attempted. Courses earned include grades of A, B, C, or D. Courses attempted include any course in which grades of A, B, C, D, F, W, WF, WP, or I are given.

Graduate Students

Maximum time frame – A student (full-time or part-time) must complete the total credit hours of the state program objective with 150% of the minimum total hours required for a program. (Example: BHU’S published length for a Master degree is 42 credit ours, so the maximum time frame established by the school must not exceed 63 attempted credit hours (this is 42 x 1.5) and Master of Divinity degree is 90 credit hours, so the maximum time frame established by the university must not exceed 135 attempted credit hours (that is 90 x 1.5). Repeated classes will count in the calculating a student’s Satisfactory Academic Progress. This includes credits attempted at any school prior to and while enrolled at Beulah Heights University (BHU).

Completion Ratio – You must complete and pass at least 67% of all credit hours you attempted. Courses earned include grades of A, B, C, or D. Courses attempted include any course in which grades of A, B, C, D, F, W, WF, WP, or I are given.

Qualitative

Qualitative Requirement – The qualitative requirements sets a minimum Cumulative Grade Point Average for all students. Each student must maintain the GPA as stated below for each program and remain in good academic standing at BHU.

Undergraduate Students – The cumulative GPA requirement is 2.00 for each semester.

Graduate Students – The cumulative GPA requirement is 3.00 for each semester.

Policy Detail

When is SAP determined?

You are considered to be meeting SAP during your **first** semester at BHU.

Your SAP status is calculated at the end of each semester, after grades are posted to your academic history by the Registrar’s Office.

What happens when you do not meet the requirements?

You are no longer eligible for financial aid – including work, loans, grants or scholarships. If on a **Warning Status** – eligibility may continue

Warning Status – The first time you fall short of meeting the required completion ratio, your status is **Warning**. You remain eligible to receive financial aid while in warning status.

Failure Status – After attending one semester on **Warning** status, if you do not meet the required completion ratio, your status becomes **Failure Status**. You are no longer eligible to receive financial aid until the required standards are met. You must successfully appeal to regain eligibility.

Probation Status – After being placed on a **Failure Status**, a student has successfully appealed and financial aid has been reinstated, the student is eligible to receive financial aid. This status is only for one semester and quite often will carry conditions and/or stipulations for continued eligibility.

If you lose eligibility for financial aid, you must pay your tuition and fees by the payment deadline or your registration will be cancelled by the Business Office.

How do you regain eligibility?

SAP Appeal – If extenuating circumstances during a specific semester of enrollment prevented you from meeting the requirements, you may file a SAP Appeal. You must also complete the SAP Appeal Form.

Appeal Requirements:

1. A typewritten explanation of extenuating circumstances associated with **Failure Status**. Indicate how these circumstances have changed so that you can comply with regulations in the future. Attach supporting documents to corroborate extenuating circumstances mentioned in the letter.
2. Include a “student plan of action” for academic improvement. This requires that you meet with your Academic Advisor and receive a plan for getting back in good academic standing.
3. Attach at least one letter of support from someone that can substantiate the extenuating circumstances. This individual should not be a family member. Examples would include a medical doctor, clergy, professional, etc.
4. Attach the SAP Appeal form and the SAP Evaluation Form.
5. The appeals forms must be provided to the Financial Aid Office within the prescribed dates as noted on the SAP Appeal Form. Failure to provide these within the prescribed dates will result in a delayed determination.
6. An objective committee, composed of selected individuals outside the Financial Aid Office, determines whether the appeal is approved. The decision of the Appeals Committee is final and cannot be appealed further.

- **Appeal Denials or Non-appeals** – If you are denied an appeal or you decide not to appeal, you must complete the necessary hours and earn the appropriate grades. Once you have reached the prescribed standards you become eligible to receive financial aid.

- **You change from undergraduate to graduate** – If you reach Failure Status as an undergraduate, and then are admitted to a graduate degree program, you will be eligible to receive financial aid as a graduate student. You must be in a degree-seeking status and fully accepted into the graduate program.

Academic Circumstance – Affect Financial Aid Status:

Academic Circumstances • **Incomplete grades, missing grades, failing grades, course withdrawals** – all reduce your completion ratio, because they are counted as attempted, but not earned credits. They also count against your maximum attempted hours.

- **Repeated courses** – count as attempted credit hours each time you register for them. They also count against the allowed maximum. This can also reduce your completion ratio because repeated credits count as earned credits only once. **NOTE:** The U. S. Dept. of Education allows only one retake for Title IV credit.

- **Transfer credits** - count toward your maximum attempted credits and your completion ratio. **NOTE:** Credits count as attempted, but not earned, until your official transcript is reviewed and processed by the BHU Registrar's Office. This could cause you to be in a Failure Status.

- **Remedial courses** – do not count as either attempted or earned credits.

- **Late posted grades or grade changes**- will require that you submit a written request to have your SAP recalculated after you have confirmed with the Registrar's Office that the grade change has been posted to your academic record.

- **Dismissal and Return** – students who are suspended academically or choose not to attend because of SAP Failure will not be automatically eligible for financial aid upon their return. Student must meet both qualitative and quantitative standards of SAP. If below standards, a student must appeal or use means other than financial aid for educational expenses. **Absence does not restore eligibility for financial aid.** It remains the responsibility of the student to be knowledgeable of their SAP standard when returning to school after dismissal or choosing not to return because of SAP Failure.

- **Summer Term Courses** – all hours attempted and completed in the summer terms are treated as any other semester hours in determining SAP status. SAP will be checked following the summer term as well.

- **Audit Courses** – students are not eligible to receive financial aid for audit courses. Audited courses are not included in hours attempted or earned for SAP determination.

No Progress

In addition, any student that fails to make progress by receiving all Fs or WFs (or combination of both) in any given semester will be placed on SAP **Failure** and will **immediately** lose eligibility for financial aid beginning the next semester.

Students receiving all Ws will be placed on SAP **Warning** beginning the following semester regardless of the students' cumulative GPA, and their continued financial aid eligibility will be checked consistent with policy.



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