



**LAGRANGE**  
COLLEGE

## **UNDERSTANDING YOUR FINANCIAL AID AWARD LETTER**

**What you should know...**

**Financial Aid Office  
LaGrange College  
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## Introduction

Enclosed is your Official Financial Aid Notification (award letter). Your financial aid award letter reflects the financial aid programs for which you currently qualify.

The ability to receive financial assistance is a privilege but with privilege comes responsibility. Before making a decision to accept or decline this award offer, it is important that you understand the eligibility requirements for financial aid and individual program guidelines. Please read the information provided in this brochure carefully to insure that you receive the full benefit of your financial aid award and that you do not jeopardize your financial aid eligibility. If you should have questions, please contact the Financial Aid Office.

## Cost of Attendance

Undergraduate students are assessed a flat tuition rate for 12–16 credit hours per semester. Students taking courses that exceed 16 credit hours in a semester will be assessed an overload charge for each additional credit hour. Course fees for the fall and spring semesters are included in the tuition charge. No tuition will be assessed for the January Term; however, the student is responsible for any course fees, books, or travel expenses. Housing, excluding Candler and Vernon Street apartment-style dorms, is based on double occupancy. Students residing in the Candler or Vernon apartments will pay slightly more for their room but can choose a 10, 15, or unlimited meal plan. Dorms students may choose a 15 or unlimited meal plan. Below is the cost of attendance budget (COA) for a typical full-time, undergraduate, dorm student with an unlimited meal plan.

### Direct Costs:

Tuition	\$24,302
Room/Board (Residential Students)	<u>10,178</u>
Total	\$34,480

In determining financial aid eligibility, additional expenses are allowed for books and supplies, transportation, and personal and miscellaneous expenses. These expenses are averages and may not represent your actual incurred expenses.

### Indirect Costs:

Books	\$ 1,000
Student loan fees	68
Transportation	1,350
Personal/Miscellaneous Expenses	<u>1,500</u>
Total	\$ 3,918

**Total Cost of Attendance (COA):** \$38,398

\*Nursing, M.A.T., M.Ed., and EDS students are assessed tuition and fees on a per semester hour rate basis. **Tuition for students in these programs is estimated at \$31,492 for Nursing, \$23,760 for M.A.T, \$11,880 for M.Ed and \$12,000 for Ed.S for an academic year.** These tuition rates are based on the average number of credit hours taken by students in these programs.

## Financial Aid Eligibility

To participate in financial aid programs, you must meet standard eligibility requirements. Specifically, you must:

- Be a U.S. citizen or permanent resident alien of the United States.
- Have a high school diploma or General Education Development (GED) Certification, or pass an approved Ability-to-Benefit test.
- Be fully accepted for admission or currently enrolled in an approved degree-seeking or teacher certification program.
- Be making Satisfactory Academic Progress towards the completion of your degree program.
- Not be in default on any federal educational loan or have made satisfactory arrangements to repay the loan.
- Not owe a refund on a federal or state grant.
- Not have borrowed in excess of federal loan limits.
- Be registered with Selective Service, if required.
- Not have a drug conviction for an offense that occurred while receiving federal student aid (grants, loans, and work).

## SATISFACTORY ACADEMIC PROGRESS POLICY

Federal regulations require institutions of higher education to establish Satisfactory Academic Progress (SAP) standards for recipients of financial aid. The purpose of satisfactory academic progress standards is to measure a student's progress toward the completion of their educational program. ***The Financial Aid Office is responsible for ensuring that all students receiving federal, state, and institutional financial aid are meeting these standards by conducting an evaluation at the end of each semester.***

The satisfactory academic progress standards established in this Policy apply to all financial aid programs including, but are not limited to, Federal aid programs--Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), TEACH Grant, Federal Perkins Loan, Federal Direct Loan, Federal Direct Parent Loan for Undergraduate Students (PLUS), Federal Work Study, State aid programs--HOPE Scholarship, Georgia Tuition Equalization Grant (GTEG), Georgia LEAP, and LaGrange College Institutional aid--LaGrange College grants, academic scholarships, and LaGrange College Work Aid.

A satisfactory academic progress policy is comprised of a **qualitative (grade-based) and quantitative (pace and time frame) standard.** The qualitative standard assesses the quality of the academic work as measured by an overall grade point average. The quantitative standard establishes the pace at which the student must progress to ensure completion of the degree program within the allowable maximum timeframe. Financial aid recipients must meet all of these standards to be making satisfactory academic progress and to receive financial aid.

## Qualitative Standard (Grade Point Average)

A student is expected to adhere to the “Academic Standing and Probation” grade point average (GPA) requirements outlined in the Undergraduate Bulletin to be considered in “good academic standing” and to qualify for financial aid. The cumulative grade point average is based on all courses taken at LaGrange College. LaGrange College defines “good academic standing” as follows: a student with less than 30 earned hours must maintain a minimum of a 1.75 cumulative GPA; a student with 30-59 earned hours must maintain a 1.90 cumulative GPA; a student with 60 or more earned hours must maintain a minimum cumulative GPA of 2.0. The Provost monitors the grade point average component of the SAP policy each semester. Any student whose cumulative GPA is below the established minimum standard may be placed on academic probation or academic suspension.

## Quantitative Standard (Rate of Progress (Pace))

A student receiving financial aid is expected to progress through the degree program of study at a pace that ensures the completion within the maximum timeframe defined below. The rate of progress (pace) is computed by dividing the cumulative number of hours the student has successfully completed (earned credits) by the cumulative number of hours the student has attempted. A student is considered to be making measurable progress toward the completion of their degree program by maintaining an overall rate of progress of 67%. This standard applies to all financial aid recipients, regardless of full-time or part-time enrollment status.

**Attempted hours** are those credit hours for which the student is registered on or after the conclusion of late registration (drop/add). **Earned hours** are successfully completed courses in which grades of A+, A, A-, B+, B, B-, C+, C, C-, D+, D, or P are awarded, as long as credit is earned. Grades of F, Incomplete (I), withdrawal (W), Withdrawn failing (WF), No credit (NC), Not Reported (NR), Audit (AU), or Audit withdrawn (AW) **do not** count as successful completion of a course. In evaluating the rate of progress, please note the following:

- Withdrawals, incompletes, and failed courses are considered attempted hours but not earned hours. If an incomplete course impacts a student’s satisfactory academic progress standing, it is the student’s responsibility to notify the Financial Aid Office when a final grade is reported.
- Audited courses are not considered attempted or earned credit hours.
- Transfer credits, including courses taken as a transient student, **do not** count in the calculation of LaGrange College GPA, but are included in the attempted hours, earned hours, and maximum time frame standards.
- Repeated courses, for which a passing grade was previously awarded, are included in attempted hours and grade point average calculation but not earned hours.

## Example of Rate of Progress Calculation:

At the end of the Fall semester, Jason had attempted 30 semester hours and passed (earned) 21 credit hours. Jason’s rate of progress (pace) would be determined by dividing the 21 credit hours he has earned by the total hours attempted, which is 30. His rate of progress is 70% (21/30). Jason would be considered to be meeting the quantitative standard.

### ▪ Maximum Time Frame

By Federal regulation, a student is expected to complete the degree program within 150% of the credit hours required to complete the degree program. For example, an undergraduate student pursuing a Chemistry degree, which has a total of 120 semester hours, as published in the Undergraduate Bulletin, could receive financial aid for no more than 180 semester hours. Frequent withdrawals from courses or school, changes of major, failed or repeated courses, or taking courses that are not related to the degree program could jeopardize financial aid eligibility. All attempted hours at LaGrange College and transfer credits accepted into the degree program will count toward the maximum time frame. A student’s eligibility for financial aid will terminate at the time the student has completed the required course work in the degree program or when it is determined that the student has exceeded the 150% maximum time frame, or it is determined that it is mathematically impossible for the student to complete the degree program within the maximum timeframe.

The following are considered when evaluating the time frame standard:

- A student pursuing two bachelors’ degree programs at the same time must adhere to the 150% time frame. The maximum attempted hours allowable for financial aid will be based on the degree that requires the most hours.
- Students returning to school to pursue another undergraduate degree are allowed an additional 60 semester hours to complete the degree. All other standards established in the satisfactory academic progress policy apply to subsequent undergraduate degrees. If the second degree will require more than 60 hours to complete, the student must submit documentation from their advisor outlining the courses needed to complete the degree.
- A transfer student’s compliance with the time frame component of the satisfactory academic progress policy will be based on the sum of the attempted hours at LaGrange College **plus** the credit hours accepted on transfer from previous institutions toward the student’s degree program. For example, if a transfer student has 70 credit hours acceptable towards their degree program, the student may receive financial assistance for up to 110 additional credit hours.

## Satisfactory Academic Progress Evaluation

After final grades are reported for the semester, the academic history from all periods of enrollment, regardless of full-time or part-time enrollment status, will be reviewed to determine if the student is maintaining the standards established in the Satisfactory Academic Progress Policy. This includes all courses attempted regardless of whether financial aid was received. *Transfer grade point averages are not considered in either of the standards; however, accepted transfer credit hours will be included in attempted hours, earned hours, and the maximum time frame.* Once evaluated, the student will be placed into one of the following Satisfactory Academic Progress statuses and notified, if applicable:

**Good Standing**—status assigned to a student who is in full compliance with the satisfactory academic progress standards. The student will not be notified.

**Financial Aid Warning**—status assigned to a student that is deficient in the grade point average and/or rate of progress standards of the satisfactory academic progress policy. A student on “financial aid warning” is eligible for financial aid for **one** additional semester. The financial aid office will notify the student of his status and the area(s) of deficiency that must be resolved by the end of the next semester.

**Financial Aid Suspension**—status assigned to a student that remains deficient in grade point average and/or rate of progress standards after being placed on “financial aid warning” or has exceeded the 150% time frame for complete his/her degree program. A student placed on “academic suspension” by the Provost is also placed on financial aid suspension regardless of actual satisfactory academic progress status. A student on “financial aid suspension” will be notified of his/her ineligibility for future financial aid and the appeal process--(See Appeal Procedures below.)

**Financial Aid Probation**—status assigned to a student who has failed to make satisfactory academic progress and who has appealed and had eligibility for financial aid reinstated. A student placed on financial aid probation is eligible for financial aid and has **one** semester to comply with the satisfactory academic progress standards or meet the requirements of an academic plan developed by the Provost and the student.

### Appeal Procedures

A financial aid recipient who is placed on financial suspension loses eligibility for financial aid. The student can appeal to the Financial Aid Appeals Committee for reinstatement of financial aid eligibility provided there is a mitigating circumstance that affected the student’s academic performance. Mitigating circumstances are those events that are beyond the student’s control such as serious injury, illness or mental health condition involving the student or an immediate family member, death of an immediate family member, and other extenuating circumstances. An Appeals Form must be submitted to the Director of Financial Aid with a written statement detailing the mitigating circumstance, documentation of circumstance (i.e. letter from physician or

health care provider detailing the onset and the duration of the illness, statement from a law enforcement agency or social services agency, etc.) and the manner by which the deficiency was/will be resolved and not interfere with future terms of enrollment. **Appeals without supporting documentation will not be considered.** Appeals must be submitted within **2 weeks** of notification of ineligibility for financial aid.

The Director of Financial Aid will convene the Financial Aid Appeals Committee to review the request for reinstatement of financial aid eligibility. The Director of Financial Aid will notify the student in writing at the student’s home address or campus e-mail account of the decision of the Committee and any conditions associated with reinstatement within two weeks of receiving the appeal. **The decision of the Financial Aid Appeals Committee is final.** A student whose appeal is approved will receive financial aid on “financial aid probation” status for **one** additional semester and their academic performance will be reviewed at the end of that next semester for continued financial aid eligibility.

### Reestablishing Financial Aid Eligibility

A student who is unsuccessful in appealing for reinstatement of his/her financial aid or a student who does not have a mitigating circumstance that warrants an appeal can only regain eligibility by complying with the satisfactory academic progress policy. The student is encouraged to take advantage of counseling, tutoring, and study skills resources available through the College’s Counseling Center and the Source Center.

It should be noted that taking courses at the student’s expense, sitting out a semester, or taking courses at another institution does not automatically restore a student’s eligibility for financial aid. If the student has resolved the satisfactory academic progress deficiencies that resulted in the termination of financial aid eligibility, the student should contact the financial aid office and request a satisfactory academic progress review.

### Financial Aid Awarding

The amount and type of financial aid for which you qualify, in most cases, is determined by the results of your Free Application for Federal Student Aid (FAFSA). The FAFSA is a need analysis form that determines what you and your family should be able to contribute toward your college education--the Expected Family Contribution (EFC). The EFC is deducted from your Cost of Attendance to determine your demonstrated financial need.

The Financial Aid Office attempts to meet your financial need and **direct costs** (tuition, books, and room and board, if residing on campus) with a combination of grants, scholarships, loans, and student employment programs. In constructing your financial aid award, we assume full-time enrollment. (See Enrollment and Attendance Requirements for more information on enrollment statuses.)

## Enrollment and Attendance Requirements

The amount of financial aid you can receive for a semester is based on your enrollment status at the end of the drop/add period **and** class attendance. **Federal regulations mandate that only courses required for your degree program be used in determining your enrollment status for financial aid purposes.** It is also important to note that as a financial aid recipient that federal student aid regulations **permit only one repetition** (repeat) of a previously passed course in determining your enrollment status. (See **“Repeated Course Limitation”** below) The chart below reflects the minimum credit hours required for financial aid recipients to be considered full-time, three-quarter or half-time during a semester.

Enrollment Status	Full-Time	3/4 time*	Half-time
Undergraduate	12	9	6
Graduate	6 or more	N/A	3

*\*Only applies to Federal Pell Grant*

**Regular class attendance** is required to establish eligibility for your financial aid award. If it is determined that your attendance in a course(s) cannot be documented by your instructor(s), you will not receive financial aid for the course(s). Your financial aid award will be cancelled or reduced to reflect the courses in which you began attendance. You will be responsible for repaying any financial assistance for which you are deemed ineligible. Failure to resolve the overpayment of financial aid can result in your ineligibility for future financial assistance at any college or university.

Financial aid is awarded under the assumption that you will attend school for the entire academic year or semester for which financial assistance was awarded. The financial aid award of students who do not enroll for a semester will be canceled and all funds returned to the applicable financial aid programs.

## Repeated Course Limitations

Financial aid funds are expected to be used to cover those courses **required** to complete your chosen major. Effective July 1, 2011, a previously passed course may only be repeated once and counted as credit in establishing your enrollment status (full-time, part-time, etc.). Any repetition of a class after passing it the second time, will not count in your enrollment status.

## Withdrawal Procedures

Occasionally, it may be necessary to withdraw from an individual course or from all classes in a semester. If this should be necessary, it is your responsibility to initiate the withdrawal by contacting the Source Center.

If you fail to follow the withdrawal process, financial aid awards for subsequent terms of enrollment will be canceled. It will be your responsibility to contact the Financial Aid Office to request financial aid if you return to school during

the academic year for which aid was originally offered. It should be noted that the financial aid award will be based on available funds at the time of your request.

In the event you completely withdraw (officially or unofficially) from school before the **sixty percent (60%)** point in time of the term, a refund calculation must be performed to determine the amount of financial assistance that you earned for the portion of the semester you completed. Funds received that are greater than the amount earned must be returned by LaGrange College **and you** to the financial aid programs funding your education. Failure to do so can result in your ineligibility for future financial assistance. If at any time you are considering dropping courses or changing your enrollment status, you should consult the Financial Aid Office before making a final decision to determine the effect on your financial aid eligibility.

## LaGrange College Refund Policy and Return of Title IV Refund Policy

The Higher Education Act (HEA) of 1998 included provisions governing what must happen to your federal financial assistance in the event you completely withdraw from school in any semester/quarter. If a student withdraws from LaGrange College, the College or the student may be required to return some of the federal, state, and institutional aid funds awarded to the student. The student may be eligible for a refund of a portion of the tuition and fees paid to LaGrange College for the semester/quarter.

If you should withdraw from classes, it can have an impact on your financial aid eligibility and grade point average (GPA). Frequent withdrawals from classes can affect your Satisfactory Academic Progress standing which can adversely affect your eligibility to participate in financial aid programs. Please carefully read our Satisfactory Academic Progress policy to prevent any potential issues with your financial aid.

## REFUND AND REPAYMENT POLICIES

No refund of any nature will be made to any student who is suspended or dismissed for disciplinary reasons.

No refund will be made for individual courses dropped after the end of the drop/add period as established by the school calendar.

Refunds will be processed within thirty (30) days of notification of a Complete Withdrawal. A Complete Withdrawal date is defined by:

- the earlier of date student began school's withdrawal process or date student otherwise provided "official" notice; or
- if the student did not notify school, the midpoint in the term, or the date of student's last attendance at documented academically-related activity; or

- if the student did not notify due to circumstances beyond student's control, date related to that circumstance.

### **Return of Title IV REFUND POLICY – TUITION AND FEES**

A student withdrawing from the College must submit a *Complete Withdrawal Form*, which may be obtained through the Source Center. The student should also consult the Financial Aid Office and the Business Office to determine the financial consequences of a Complete Withdrawal.

The U.S. Department of Education requires all unearned Title IV funds to be returned to the program from which such aid was awarded. The College will credit a student's account for all unearned institutional charges. The Department of Education defines institutional charges as "all charges for tuition, fees, and room and board, and expenses for required course materials, if the student does not have a real and reasonable opportunity to purchase the required course materials from any place but the school."

In the event of a Complete Withdrawal from the College, refunds of institutional charges will be calculated using the number of days completed. The College will calculate the dollar amount of federal grant and loan funds the student has earned during the term by dividing the number of days a student actually completed by the total number of days within the term (excluding scheduled breaks of five days or more). The resulting percentage is then multiplied by the amount of federal funds that were applied to the student's account. This is the amount of Title IV funding the student actually earned. The remainder will be returned to the originating program. If the resulting percentage exceeds 60 percent, the student would be entitled to 100 percent of the federal funds. Refunds of tuition will be applied to the student's account in the same manner as the return of federal funds. After the student has completed 60 percent of the term, there are no refunds of institutional charges.

In certain cases, these refund requirements may leave indebtedness on the student's account. This may also require the student to reimburse the U.S. Department of Education for some or all of the applicable Federal Pell and SEOG funds. It is, therefore, imperative that students fully discuss the ramifications of a Complete Withdrawal with the Financial Aid Office prior to making a final decision.

Refunds will be returned in the order indicated below:

- Unsubsidized Federal Direct Loan Program
- Subsidized Federal Direct Loan Program
- Federal Perkins Loan Program
- Federal PLUS Graduate Program
- Federal PLUS Parent Program
- Federal Pell Grant Program
- Federal SEOG Program
- TEACH Grant Program
- Other Title IV Programs
- Other State, private or institutional assistance programs
- Student

### **REFUND POLICIES – ROOM AND BOARD**

If a student does not enroll, the room deposit is refundable if the student notifies the College in writing of his/her cancellation no later than May 1st. There is no refund of room deposits after this date. No refund of room or board will be made if a student withdraws from the dormitory after Registration. In the event of a Complete Withdrawal from the College, there is no refund of ROOM charges. The BOARD charges will be prorated at the rate of \$15 per day from the move-in date.

### **STUDENT REPAYMENT POLICY**

Students who receive cash disbursements after Registration for that enrollment period will be assessed liability for repayment of the appropriate percentage of the refund due to the Title IV programs upon withdrawal, expulsion, or suspension. Students who receive cash disbursements that are attributable to Federal Pell or SEOG programs may owe a repayment of these funds to the College to prevent an overpayment. A student who owes a repayment will be deemed ineligible for any financial assistance from any source until the student has resolved the overpayment. Repayments will be allocated to the student aid programs in the following order: Pell Grant, Academic Competitiveness Grant (ACG), National SMART Grant, SEOG, TEACH Grant, other Title IV programs, and then to the institution. Students have 45 days from the date of their notification to make arrangements for repayment of the aid received. If they fail to make satisfactory arrangements within the 45-day time period, the account will be submitted to the U.S. Department of Education and the student could lose future eligibility for financial aid programs.

### **Awards from Outside Sources**

When determining eligibility for need-based financial aid programs, private scholarships and grants must be considered. If you receive scholarship assistance from a source other than LaGrange College, you must report it to the Financial Aid Office. These scholarships include assistance from churches, schools, foundations, employers, Vocational Rehabilitation Benefits, etc. Adjustments to your financial aid award may be necessary according to your financial need and program guidelines. Typically, need-based loan assistance is reduced first, if necessary.

## Federal and State Grants

**Federal Pell Grant** is awarded to undergraduate students working on their first bachelor's degree. Your eligibility for Pell Grant is determined by your EFC and your enrollment status. Unlike most financial aid programs, Pell Grant recipients are not required to be full-time to receive assistance. Your Pell award will be prorated for enrollment statuses of less than full-time.



**Effective with the 2012-2013 award year, Public Law 112-74 reduced the duration of eligibility to receive Federal Pell Grant from 18 semesters to 12 semesters. This change applies to ALL Federal Pell Grant students regardless of when they began receiving Federal Pell Grant.**

**Federal Supplemental Educational Opportunity Grant (SEOG)** is awarded to undergraduate students with exceptional financial need with priority given to recipients of Federal Pell Grant.

### TEACH Grant

The **Teacher Education Assistance for College and Higher Education (TEACH) Grant Program** provides grant assistance of up to \$4,000 per academic year to full-time undergraduate and graduate students who intend to teach in a public or private elementary or secondary school that serves students from low-income families, as a highly-qualified teacher in a designated high-need field. Awards are prorated for enrollment statuses of less than full-time. In exchange for the TEACH Grant award, the recipient must serve as a full-time teacher for four academic years within eight calendar years of completing the program for which the TEACH Grant was received. TEACH Grant recipients who fail to complete their service obligation will have the entire amount of their TEACH Grant award converted to a Federal Direct Unsubsidized Loan with interest accruing from the original date of each TEACH Grant disbursement.

Recipients must maintain a cumulative LaGrange College grade point average of 3.25 or higher for each semester that the grant is received and complete [TEACH Grant counseling](#) and sign a TEACH Grant [Agreement to Serve](#) prior to disbursement of the award.

## State Scholarships and Grants

### HOPE Scholarship

If you are a **HOPE Scholarship** recipient, you are eligible for HOPE Scholarship as a part-time student provided you are registered for at least 6 semester hours. The part-time HOPE award is \$900 per semester. Full-time HOPE Scholarship is \$1,800 per semester. To qualify for either full-time or part-time HOPE, you must maintain full-time or part-time enrollment and attendance in all classes through the end of late registration (drop/add). If you fail to attend ALL classes, withdraw or are administratively withdrawn from courses, which results in a change in enrollment status of less

than full-time or half-time, you will forfeit HOPE Scholarship for that semester. Withdrawal dates are determined by your last date of attendance in a course, not by the date the withdrawal form was signed and submitted to the registrar's office.

### HOPE Evaluation

HOPE Scholarship recipients must have a cumulative grade point average of 3.0 or better at each evaluation checkpoint. These checkpoints are 30, 60, and 90 Attempted-Hours and End-of-Spring. *All HOPE Scholarship recipients must have a cumulative 3.0 grade point average at the end of each and every spring term, regardless of whether the student is enrolled for the spring term or whether the student is at an Attempted-Hour checkpoint. HOPE Scholars who lose their eligibility at the End-of-Spring checkpoint can only regain their eligibility at a future Attempted-Hours checkpoint. HOPE Scholarship eligibility cannot be gained or regained at an End-of-Spring checkpoint.*

In determining the **Attempted-Hour checkpoints**, courses taken at all colleges and universities after your high school graduation are considered--including January term and transient courses. Grade point average calculations will be based on the attempted-hours included in the evaluation point. (Advance Placement, Postsecondary Option, Joint Enrollment, and ACCEL courses are excluded from attempted-hours and the GPA calculation for evaluation purposes.)



HOPE Scholarship eligibility terminates when one of the following events occurs:

- You have lost HOPE Scholarship eligibility at two checkpoints beginning Fall 2011.
- You earn a baccalaureate degree.
- You have attempted 127 semester hours, including hours attempted under the ACCEL and HOPE Grant Programs.
- Seven years from your high school graduation for students receiving HOPE for the first time on or after July 1, 2011.

### Georgia Tuition Equalization Grant (GTEG)

As a recipient of GTEG, you must maintain full-time enrollment and class attendance in all classes through the end of late registration (drop/add). If you fail to attend all classes, withdraw or are administratively withdrawn from courses, which results in enrollment of less than full-time you will forfeit GTEG for that semester. GTEG eligibility is limited to 127 semester hours.

## Zell Miller Scholarship

Students who meet the eligibility requirements for the HOPE Scholarship and meet the following eligibility requirements can receive the Zell Miller Scholarship of \$2,000 per semester, if full-time or \$1,000, if enrolled part-time.

- Must be an incoming freshmen who is the valedictorian or salutatorian of their high school class or
- Be an incoming freshmen who graduated from high school with a grade point average of 3.7 as calculated under HOPE Scholarship regulation and
- Received a score of 1200 or more combined on a single administration of the SAT or a composite score of 26 or higher on the ACT.
- Current HOPE Scholarship recipients that meet the above criteria and have a cumulative 3.3 HOPE GPA at a HOPE evaluation checkpoint may qualify for the Zell Miller Scholarship. As with the HOPE Scholarship, a Zell Miller Scholarship recipient can lose and regain eligibility only one time.

## LaGrange College Scholarships and Grants

### Departmental Scholarships

Generally, **departmental scholarships** are awarded annually by individual departments. Renewal or awarding of a departmental scholarship is at the discretion of the department in compliance with the wishes of the scholarship donor(s).

### LaGrange College Grants

Undergraduate recipients of need-based LaGrange College grants or scholarship (i.e. **LaGrange College Grant, Alumni Scholarship, Lettie Pate Whitehead Scholarship, Clark and Ruby Baker Grant, Felton Williams Scholarship**, etc.) must enroll full-time, maintain “good academic standing”, and demonstrate financial need each academic year.

**Scholarships and/or grants awarded based on financial need are not guaranteed from year to year and may be reduced due to changes in financial need, program funding or failure to maintain “good academic standing.”**  
*You may be asked to write a letter of thanks and appreciation to the donor and attend one of the scheduled scholarship luncheons.*

### Academic Scholarships

If you are a recipient of an academic scholarships-- **Presidential, Deans, Fellows, Founders, LaFayette, Quadrangle, Hilltop, Gateway, Phi Theta Kappa, Transfer, Fine Arts, etc.**, you are expected to enroll full-time each semester to qualify for your scholarship.

## Renewal criteria and Length of Eligibility

Academic scholarship recipients must maintain the cumulative grade point averages (GPA) indicated in the chart below for renewal of their scholarship.

Scholarship Level	Renewal GPA	Length of Eligibility
Presidential	3.25	8 semesters or attainment of bachelor's degree, whichever occurs first.
Deans	2.5	8 semesters or attainment of bachelor's degree, whichever occurs first.
Fellows	2.5	8 semesters or attainment of bachelor's degree, whichever occurs first.
Towers	2.5	8 semesters or attainment of bachelor's degree, whichever occurs first.
Founders	2.5	8 semesters or attainment of bachelor's degree, whichever occurs first.
Phi Theta Kappa	2.5	Up to 6 semesters depending on classification when awarded or attainment of bachelor's degree, whichever occurs first.
LaFayette	2.5	8 semesters or attainment of bachelor's degree, whichever occurs first.
Quadrangle	2.0	8 semesters or attainment of bachelor's degree, whichever occurs first.
Hilltop	2.0	8 semesters or attainment of bachelor's degree, whichever occurs first.
Gateway	2.0	8 semesters or attainment of bachelor's degree, whichever occurs first.
Transfer	2.0	Up to 6 semesters depending on classification when awarded or attainment of bachelor's degree, whichever occurs first.
Fine Arts	Refer to scholarship letter	Up to 8 semesters at the discretion of department or attainment of bachelor's degree, whichever occurs first.



**Eligibility for renewal of academic scholarships will be based on your cumulative LaGrange College institutional GPA as of the end of the Spring Semester.**

## Federal Direct Loans

The Federal Direct Loan Program is a federal aid program that provides lending assistance to parents and students to pay for the costs associated with attending institutions of higher education.

If you are interested in applying for a Federal Direct Loan, you should know:

- Loans are the only source of financial aid that must be repaid.
- Federal Direct loans are an excellent source of funding for college; however, **you should borrow responsibly**.
- Federal Direct Loans are composed on a need-based, **subsidized loan** and a non-need-based, **unsubsidized loan**. The U.S. Department of Education pays the interest on the Subsidized Loan amount borrowed while you remain in school at least half time and continues to be paid through the six month grace period. You are responsible for the accruing interest on an unsubsidized loan from the time the loan funds are disbursed until paid in full. You can pay the interest while in school or allow the interest to accrue and be added onto the loan amount. This is referred to as capitalization and could substantially increase the amount you must repay. If you can, we recommend you pay the accruing interest.
- The interest rate on an undergraduate, **subsidized** and **unsubsidized** Federal Direct is a fixed rate of 6.80% beginning with disbursements on or after July 1, 2012. **Effective July 1, 2012 graduate students will no longer be eligible for a subsidized Federal Direct Loans.**
- An origination fee of up to 1% will be deducted from the amount of your loan.
- There is a six-month grace period after graduating or withdrawing from college before repayment begins.
- The standard repayment is 10 years; however, there are other repayment options that provide flexible repayment options.
- The minimum monthly payment on a Federal Direct Loan is \$50 per month. A sample Federal Direct Loan Repayment Chart is available on Page 13.
- No interest accrues on a subsidized direct loan while in school at least half-time.
- Unsubsidized direct loans are available to students who do not demonstrate financial need for a subsidized loan; however, you are responsible for the accrued interest while in school. To calculate your interest, see the formula on Page 13.

- The annual subsidized/unsubsidized Direct Loan limits are:

Classification	Dependent Student	Independent Student
Freshman	\$5,500 (maximum subsidized \$3,500)	\$9,500 (maximum subsidized \$3,500)
Sophomore	\$6,500 (maximum subsidized \$4,500)	\$10,500 (maximum subsidized \$4,500)
Junior or Senior	\$7,500 (maximum subsidized 5,500)	\$12,500 (maximum subsidized \$5,500)
Graduate	N/A	\$20,500 (not eligible for subsidized loan)

- If you plan to enroll on a part-time basis, you should be careful in your borrowing habits to insure that you do not exhaust your aggregate lifetime loan limit of \$31,000 for a dependent borrower or \$57,500 for an independent undergraduate borrower before completing your degree program.**



- When you graduate, transfer, or withdraw from school, **you are required** to complete Federal Direct Loan Exit Counseling.

If you wish to participate in the Federal Direct Loan Program, you must indicate your acceptance of the awarded or reduced loan amount on your award letter and return it to the Financial Aid Office. Once a signed award letter accepting the loan is received, your loan application will be transmitted to the U.S. Department of Education.

You will need to complete an electronic Federal Direct Loan Master Promissory Note (E-MPN) before your loan funds will be disbursed. The Direct Loan MPN is a multi-year note that allows you to sign **one** promissory note to cover all loans received while in attendance at LaGrange College. Complete your Federal Direct Loan E-MPN at:

[www.studentloans.gov](http://www.studentloans.gov). **You will need the PIN used to submit your FAFSA to electronically sign your MPN.**

All first-time Federal Direct Loan borrowers are required to complete entrance loan counseling prior to the disbursement of their loan proceeds. Complete Federal Direct Loan

Entrance Counseling at: [www.studentloans.gov](http://www.studentloans.gov) .



Both a **valid E-MPN and Entrance Counseling** are required before loan funds will be disbursed.

## Federal Perkins Loan

Your financial aid award may include a Federal Perkins Loan. If you are currently receiving or interested in pursuing a Federal Perkins Loan, you should know:

- Loans are the only source of financial aid that must be repaid after graduation or withdrawal from school.
- LaGrange College is your lender.
- There are no fees assessed to Perkins Loans. You receive 100% of the amount of your award.
- Federal Perkins Loans have an interest rate of 5% and a grace period of nine months before repayment begins.
- The Standard Repayment is 10 years.
- The minimum monthly payment is \$40. A Perkins Repayment Chart is available on Page 13.
- The Federal Perkins Loan has provisions for cancellation of the loan for careers in law enforcement, nursing, education, and social work. Please refer to the Perkins Loan Rights and Responsibilities Form for a complete list of cancellation areas and requirements.
- The aggregate lifetime loan limit for undergraduates, Perkins Loan borrowers is \$27,500 and \$60,000 for graduate students, including loans borrowed as an undergraduate student.
- Federal regulations require that first-time Federal Perkins Loan borrowers complete mandatory Perkins Loan Entrance Counseling prior to the disbursement of their loan proceeds.
- Students graduating, transferring, or withdrawing from school must complete Perkins Exit Counseling.

## New Perkins Borrowers

If you wish to participate in the Federal Perkins Loan Program, you must:

- Indicate your acceptance of the actual or reduced loan amount on your award letter and return it to our office.
- Complete and return the enclosed Federal Perkins Loan Questionnaire to the Financial Aid Office.
- Read, sign, and return to the Financial Aid Office **one** copy of the Perkins Rights and Responsibilities form. Retain the second copy for your records.
- Complete Perkins Loan Entrance Counseling at: [www.mappingyourfuture.org](http://www.mappingyourfuture.org).
- Sign your Perkins Master Promissory Note in the Financial Aid Office during the first week of classes. You will be notified of the availability of the promissory note for signature prior to the beginning of your first term of enrollment.

## Previous Perkins Borrowers

Federal Perkins Loan borrowers with a Perkins Master Promissory Note (MPN) on file will only need to accept the loan amount by signing and returning the award letter to the Financial Aid Office.

## Federal Work Study and LaGrange College Work Aid

Your financial aid award may include assistance from one of LaGrange College's two student employment programs—**Federal Work Study (FWS)** or **LaGrange College Work Aid (LCWA)**. Federal Work Study is a need-based federal financial aid program. LaGrange College Work Aid is a non-need-based program funded by LaGrange College.

If you choose to participate in FWS or LCWA, you should be aware of the following:

- You are not guaranteed a job.
- Your assigned area may not have sufficient work to guarantee that you will be able to work your allotted hours.
- Student employment awards are not grants; these funds must be earned.
- Earnings from student employment programs **are not** automatically applied towards your educational expenses—tuition, room, board, books, etc.
- You must complete, sign, and submit a **Student Employment Application and Student Employment Rights and Responsibilities form and Federal and State withholding forms**, if not previously completed before beginning work.
- You must complete an Employment Eligibility **Verification Form (I-9)** with the Human Resources Department prior to beginning work. You will be notified of the dates for completing your Employment Eligibility Verification and acceptable forms of documentation of citizenship.
- Work assignments and your pay rate will be mailed to you prior to the beginning of the semester.
- You are responsible for monitoring the number of hours you work to avoid exceeding your student employment award.
- The number of hours you can work is determined by the amount of the award divided by the pay rate.
- The pay rates for most positions will be the minimum wage rate of \$7.25. Positions requiring advanced skills and knowledge pay slightly more.
- Time sheets are due on the last working day of the month.
- Payroll checks will be available in the Business Office on the 10<sup>th</sup> of the month or the previous business day if the 10<sup>th</sup> falls on a weekend.

## Billing and Disbursement Process

### Invoicing

The Business Office mails an billing invoice/promissory note reflecting tuition, housing, and other fees assessed for a semester if you are registered for classes. This invoice is sent 2-4 weeks prior to the beginning of the semester. The invoice will include your anticipated financial aid award, with the exception of student employment, and will be deducted from your charges. You will be required to submit a signed copy of the billing invoice/promissory note and make any required payment to the Business Office to finalize your registration. All charges for the semester are due and payable prior to the beginning of classes. Students who have not paid their charges or made satisfactory payment arrangements prior to the beginning of the term are subject to having their classes dropped, dining hall services suspended, and assessed a late registration fee.

### Disbursement of Aid

All financial aid funds are disbursed and applied to your student account by the Business Office on the first day of classes of each semester as payment toward tuition, room and board, if applicable, and other authorized discretionary charges. If you fail to enroll **and** attend classes, you are not eligible for your financial aid award. Before your financial aid is disbursed, you must submit all required documents, be registered for classes, and be maintaining Satisfactory Academic Progress.

Disbursement of Federal Direct Loan funds is contingent on your acceptance of the loan, submission of a completed master promissory note, fulfillment of entrance counseling requirements, and enrollment status of at least half-time- 6 credit hours. Federal Direct, Federal PLUS, and Grad PLUS loans are assessed an origination fee that is deducted from the gross amount of the loan. **Students/parents awarded a Federal student loan have the right to cancel or reduce the loan amount at any time (even after disbursement) by notifying the Financial Aid Office within 14 days of receiving confirmation of the loan disbursement from the Business Office.**

If you plan to attend only one semester of the academic year, you should be advised that your loan will be delivered in two disbursements. The first disbursement will be made at the beginning of the term with the second disbursement at the midpoint of the term.

If after all charges are paid you should have residual funds, usually from a Federal student loan, you will receive a refund within 14 days of the first day of classes or the date the credit balance occurred. The Business Office issues and disburses refund checks. If your parent borrowed from a PLUS Loan during the academic year and the loan funds have been applied to your student account, any credit balance will be issued to the parent loan borrower.

## Invoice Payment Plans

LaGrange College offers several payment plans designed to make payment of tuition manageable.

**Tuition Payment Plan** administered by **SallieMae** allows families to make manageable installments rather than a lump sum payment over a 6 – 12 month period. This plan includes an annual enrollment fee but no additional interest is charge and can be used in addition to other payment options such as the Federal Direct PLUS Loan Program. Learn more about Tuition Payment Plan at <https://tuitionpay.salliemae.com/lagrange> or call 1-800-635-0120.

**LaGrange College Plan** offers a payment option that allows student to make monthly payments to cover the costs of their education. There is a 1% monthly interest charge. This payment plan requires an initial payment of 25% of the account balance prior to the beginning of the semester. The remaining balance must be paid in full by the end of the semester. A statement reflecting your current account balance will be sent monthly.

**Federal Direct Parent Loan for Undergraduate Students (PLUS) Program** is a low-interest, federal loan program available to the parents of a dependent student to pay any remaining educational expenses not covered by other financial aid. The student must be enrolled at least a half-time. PLUS Loan applicants must undergo a credit assessment to qualify for this loan program. The interest rate is fixed at 7.9% and interest accrues from the time of disbursement. An origination fee of 4% will be deducted from the requested loan amount.

## Miscellaneous Information

Official academic transcripts or diplomas will not be released to any student who has a financial obligation owed to LaGrange College.

If you have questions about your invoice, assessed charges, or payment options, you should contact the Business Office at (706) 880-8278.

## Financial Aid Terms and Conditions

Below is a summary of the Terms and Conditions outlined in this “**Understanding Your Financial Aid Award Letter**” brochure that you are agreeing to if you choose to accept a financial aid award.

- I understand that my financial aid eligibility is determined in accordance with regulations and appropriations of the U.S. Department of Education, the State of Georgia, and individual donors.
- I understand that my financial aid eligibility is subject to adjustment or cancellation in the event changes occur in program regulations or appropriations and if information reported on my FAFSA changes or errors are subsequently discovered during the period of my award.
- I understand that I must notify the financial aid office of any changes in my citizenship, enrollment plans, state of residency, or education loan status that may impact my financial aid eligibility.
- I understand that I must be making Satisfactory Academic Progress toward the completion of my degree for continued financial aid eligibility as described in the “**Satisfactory Academic Progress Policy**” and that my compliance will be evaluated each semester.
- I understand that it is the intent of my financial aid award to defray the cost of attendance at an institution of higher education.
- I understand that federal regulations allow for the **automatic** application of my financial aid funds toward current tuition, course fees, and on-campus room and board charges, if applicable. I further understand that if I want my financial aid to be applied toward discretionary charges such as health insurance, parking permits, testing fees, book charges, fines, and prior year charges of \$100 or less, etc., I must sign the **authorization form** included with my award letter.
- I understand that financial aid funds are expected to be used for only coursework required of my degree program. Furthermore, I understand that taking unrelated courses to my degree, frequent withdrawals, and failed courses could jeopardize my ability to complete my degree and access to financial aid.
- I understand that I must be enrolled full-time (12 credit hours or more each semester/quarter as an undergraduate student and 6 credit hours each semester as a graduate student) to benefit from all of my financial aid.
- I understand that eligibility for my financial aid award will be based on the number of credit hours in which I am registered at the end of late registration (drop/add).
- I understand that regular class attendance is required to establish eligibility for my financial aid award and that if it is later determined that I failed to attend a course or ceased attendance before establishing eligibility for a financial aid fund I will be responsible for repaying the aid.
- I understand that should I decide to withdraw from an individual course or completely withdraw from all classes, I must initiate an official withdrawal by contacting the Source Center.
- I understand that I must notify the Financial Aid Office of any financial aid I will receive from other sources such as scholarships, employer educational benefits, vocational rehabilitation, etc. not included in my financial aid award letter. I further understand that if these sources of financial aid, in addition to my financial aid offer, exceed my established financial need, an adjustment to my financial aid award may be necessary. This may result in return of loan funds to my lender or an adjustment to and repayment of need-based grants and scholarships received.
- I understand that I am responsible for submitting any additional paperwork to finalize my award. Furthermore, I understand that no funds will disburse until these documents are provided.
- I understand that if I accept a Federal Direct Loan or Perkins Loan I may be required to sign a promissory note acknowledging my obligation and responsibility for repaying the loan and complete loan entrance counseling.
- I understand that if I accept a federal loan and later wish to cancel or reduce the loan amount, I may do so by contacting the Financial Aid Office.
- I understand that if I am offered and accept Federal Work Study or LaGrange College Work Aid, it is my responsibility to submit an employment application and withholding forms before a position can be secured. I further understand that I will be required to submit documentation to support my citizenship and eligibility to work in the United States of America.
- I understand that my financial aid, with the exception of FWS and LCWA, which are not credited toward educational charges, will be applied toward direct costs (tuition and fees, on campus housing (room) and meals (board) charges).
- I understand that the Financial Aid Office will communicate updates and important reminders to my LaGrange College e-mail account. (It is important to read any e-mail from [finaid@lagrange.edu](mailto:finaid@lagrange.edu).)

## Accepting Your Financial Aid Award

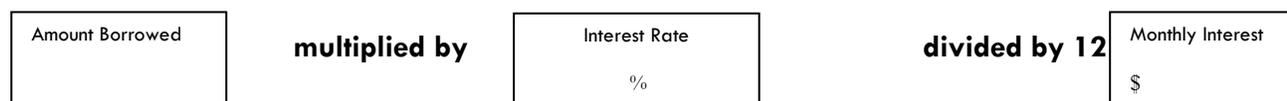
To accept your award, you must:

- Read your award letter to become familiar with the financial aid programs and accept, decline, or reduce the award by signing the applicable section(s) of the "Financial Aid Office Copy" of the Official Financial Aid Award Notification (Award Letter).
- Complete any supplemental forms identified as required to finalize your award. It is important to remember that you may be required to complete additional paperwork with other agencies to finalize your financial aid award.
- Return the **signed award letter** and **supplemental forms** to the Financial Aid Office within **30 days** of the date of receipt. Award letters not returned by the deadline may be cancelled.

## Federal Direct Loan Repayment Chart

Amount Borrowed	# of Payments	Monthly Payment at Fixed Rate of 6.80%	Monthly Payment at Variable Rate Cap of 8.25%
\$3,500	85	\$50	\$50
\$5,500	120	\$63	\$67
\$6,625	120	\$76	\$81
\$7,500	120	\$86	\$92
\$10,000	120	\$115	\$123
\$15,000	120	\$173	\$184
\$18,500	120	\$213	\$227
\$20,000	120	\$230	\$245
\$25,000	120	\$288	\$307
\$30,000	120	\$345	\$368
\$35,000	120	\$403	\$429
\$40,000	120	\$460	\$491
\$46,000	120	\$529	\$564

## Calculating Unsubsidized Direct Loan Monthly Interest



Example Jane Doe borrows \$3,500 from the Federal Unsubsidized Direct Loan Program. She has decided to pay the accruing interest while she is in school. Jane's monthly interest rate is 6.8%. What is Jane's monthly interest? \$3,500 multiplied by 6.8% divided by 12 months = \$19.83.

## Federal Perkins Loan Repayment Chart at Maximum Interest Rate of 5%

Amount Borrowed	# of Payments	Payment	Total Interest
\$3,500	110	\$40	\$863
\$5,500	120	\$58	\$1,500
\$6,625	120	\$70	\$1,807
\$7,500	120	\$80	\$2,046
\$10,000	120	\$106	\$2,728
\$15,000	120	\$159	\$4,092
\$18,500	120	\$196	\$5,047
\$20,000	120	\$212	\$5,456
\$25,000	120	\$265	\$6,820
\$30,000	120	\$318	\$8,184
\$35,000	120	\$371	\$9,550
\$40,000	120	\$424	\$10,911

