



OFFICE OF AFFORDABILITY AND FAMILY FINANCIAL AID PLANNING

UNDERSTANDING YOUR AWARD LETTER

What you should know...

Office of Financial Aid & Affordability LaGrange College
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Introduction

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 Office of Affordability and Family Financial Aid Planning.

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. Your actual cost of attendance budget on which your financial aid eligibility is based will be reflected on your Banner Web award information.

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.

Financial Aid Eligibility

To participate in financial aid programs and maintain eligibility, 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--see Policy below.
- 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, or work). See “**Federal Student Financial Aid Penalties for Drug Law Violations**” for financial aid ineligibility periods.

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 Office Financial Aid & Affordability 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 Direct Loan, Federal Direct Parent Loan for Undergraduate Students, Graduate PLUS Loans, Federal Work Study, State aid programs--HOPE Scholarship, Georgia Tuition Equalization Grant (GTEG), 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 or Graduate Bulletin, as applicable, 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: an undergraduate student with less than 30 earned hours must maintain a minimum of a 1.75 cumulative GPA; an undergraduate student with 30-59 earned hours must maintain a 1.90 cumulative GPA; an undergraduate student with 60 or more earned hours must maintain a minimum cumulative GPA of 2.0. Graduate students are required to maintain a 3.0 GPA. 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 Office of Affordability and Family Financial Aid Planning 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.

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 Office Family Financial Aid & Affordability 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 Appeal 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 Office of Financial Aid & Affordability and request a satisfactory academic progress review.

Federal Student Financial Aid Penalties for Drug Law Violations

Federal law provides that a student who has been convicted of an offense under any federal or state law involving the **possession or sale of a controlled substance during a period of enrollment for which the student was receiving financial aid** shall not be eligible to receive any federal, state, or institutional grant, loan, or work assistance for the specified period indicated in the chart below.

The possession of a controlled substance	Ineligibility Period
First offense	1 year from date of conviction
Second offense	2 years from date of conviction
Third offense	Indefinite

The sale of a controlled substance	Ineligibility Period
First offense	2 years from date of conviction
Second Offense	Indefinite

A student whose eligibility has been suspended based on a conviction for possession or sale of a controlled substance may resume eligibility before the end of the ineligibility period if:

- A: the student satisfactorily completes a drug rehabilitation program that:
- complies with the criteria prescribed in the federal regulations; and
 - includes two unannounced drug tests;
- B: the student successfully passes two unannounced drug tests conducted by a drug rehabilitation program that complies with the criteria prescribed in the federal regulations; or
- C: a conviction is reversed, set aside, or otherwise removed from the student's record

Standards for a Qualified Drug Rehabilitation Program

- A qualified drug rehabilitation program must include at least two unannounced drug tests and must satisfy at least one of the following requirements:
- Be qualified to receive funds directly or indirectly from a federal, state, or local government program.
- Be qualified to receive payment directly or indirectly from a federally or state-licensed insurance company.
- Be administered or recognized by a federal, state, or local government agency or court.
- Be administered or recognized by a federally or state-licensed hospital, health clinic, or medical doctor.

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 Office of Financial Aid & Affordability 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 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 Registrar's Office.

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 Office of Financial Aid & Affordability 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 Office of Financial Aid & Affordability 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

Financial aid funds are awarded with the expectation that the student will attend classes for the entire term for which the assistance was awarded. In the event a student withdraws or ceases attendance in all registered classes in a term, the student may not be eligible for the full amount of financial aid that was originally disbursed. The Higher Education Act of 1965, as amended in 1998, require institutions to calculate a Return to Title IV Refund and a Refund of Institutional charges when a student withdraws or otherwise ceases attendance after beginning classes. These calculations determine if the student earned all the awarded aid and if the student is due a refund on assessed institutional charges for the term. The Return of Title IV Funds Policy applies to Federal aid such as Federal Pell Grant, SEOG, Direct Stafford Loan, Perkins Loan, Direct PLUS, and TEACH Grant. LaGrange College also applies the same policy to State and Institutional aid programs.

The Return of Title IV Refund applies only to students who completely withdraw from all registered classes after beginning attendance. This policy does not apply if the student withdraws from an individual course but not all classes in a term or if the student never began class attendance.

LaGrange College Withdrawal Process and Effective Date

It is the responsibility of the student to initiate a complete withdrawal from the College. The withdrawal date for refund calculation purposes will be the date the student initiated or expressed his/her intention to withdraw from all courses by notifying the Registrar's Office, located on the first floor of Smith Hall. It is recommended that the student consult with the Office of Financial Aid & Affordability to determine the impact a withdrawal may have on future financial aid eligibility.

A student who receives grades of W or F in ALL classes and is determined to have ceased attendance before the end of the term will be considered an unofficially withdrawal. In the event of an unofficial withdrawal, the Office of Financial Aid & Affordability will contact the instructor to obtain a last date of attendance at an academic related activity. The withdrawal date will be the later of the last date of attendance documented by the instructor or the midpoint of the term, if a date cannot be determined.

LaGrange College Institutional Refund Policy

Based on the date of withdrawal, you may be eligible for a full or partial refund of your charges for the term. The Business Office will apply the College's Refund Policy to determine if a refund is due—see refund details below. A student who completely withdraws from all classes can receive a refund up to the 60% point of the term which is measured in calendar days not business days. Any withdrawal after the 60% point will not result in any adjustment to fee charges. This refund policy will not impact the Return of Title IV Refund calculation but does affect the amount of money a student may owe to the College as result of the withdrawal. The College's refund policies for the refund of tuition, fees, room and board are described below.

Tuition and Fees Refund Policy

Tuition, course related fees, and books purchased through the College will be refunded on a prorated basis measured by the number of calendar days the student attended up to the date of withdrawal divided by the number of days in the term. Federal regulations require that any break of 5 days or more be excluded from the number of days in the term. The begin date of a term is defined by the academic calendar of the program, even if the student does not have a scheduled class on that date, and ends on the last day of final exams. Parking permits, student health insurance, and testing fees are non-refundable. The resulting percentage is used to determine the amount of tuition and fee charges the College earned. The difference in the original refundable tuition and fees less the amount earned by LaGrange College will be credited to the student's account as unearned fee charges.

Room and Board Refund Policy

There is no refund on campus housing (the room charge) once the student has taken occupancy of campus owned residential housing. Board charges (meal plans) will be prorated at a rate of \$15 per calendar day of attendance.

Return of Title IV Refund Policy

In the event of a complete withdrawal, the Office of Financial Aid & Affordability must calculate the amount of Federal, State, and Institutional financial aid the student earned as of the date of withdrawal. Any financial aid that exceeds the earned amount must be returned as unearned aid to the respective federal program from which it originated. LaGrange College and the student are jointly responsible for returning the unearned aid. The College applies the same policy to state and institutional aid awarded.

The amount of Federal aid earned is determined by dividing the number of calendar days the student attended prior to withdrawal by the number of calendar days in the term, excluding any break of 5 days or more. The number of days in the term begins on the first day of classes as indicated on the academic calendar of the program, even if the student does not have a scheduled class on the first day of the term, and ends on the last day of final exams. (The Return of Title IV Refund Policy applies to students that withdraw on or before the 60% point of the term. Therefore, if the resulting percentage is greater than 60%, the student is considered to have earned all disbursed aid and no adjustment to financial aid programs is required.) If the resulting percentage is less than or equal to 60%, the amount of federal aid awarded for the term will be multiplied by the percentage to determine the amount of aid earned. The earned amount will be subtracted from the original disbursed aid to determine the unearned aid that must be returned to the applicable financial aid programs. The portion of the unearned aid LaGrange College must return is determined by multiplying the original refundable institutional fee charges by the unearned percentage. LaGrange College must return the unearned aid, for which it is responsible, in the following order:

Unsubsidized Direct Stafford Loan
Subsidized Direct Stafford Loan
Direct PLUS Loan (Graduate Student)
Direct PLUS Loan (Parent)
Federal Pell Grant
SEOG
TEACH Grant
Other Title IV Aid
State, Institutional, and private assistance programs
Student

If the school portion of the unearned aid is less than the total unearned aid that must be returned to the financial aid programs, the student will be responsible for returning those funds and paying any balance created from the complete withdrawal. The student will receive a notification from the Office of Affordability and Family Financial Aid Planning detailing the aid returned by the College and any aid for which the student is responsible for repaying. The Business Office will send a statement of any account balance due.

The Student portion of the Return of Title IV Aid is calculated by subtracting amount of unearned aid repaid by LaGrange College from the total unearned aid. Depending on the remaining program sources of aid due a refund after the school portion is applied, the student portion is distributed as follows:

If the funds must be returned to a loan program, the student will repay those funds under the terms and conditions of the loan program when the student enters repayment. The student will not be billed for loan funds that must be returned as a result of a refund calculation upon withdrawal.

If funds are due to a federal grant program, the student will be responsible for repaying 50% of the refund due to the grant program. This adjustment is made in an effort to reduce the impact of withdrawing on students receiving grant assistance. LaGrange College will return these funds on the student's behalf but the student is responsible for reimbursing the College.

Refund of State and Institutional Grants

Students receiving non-federal aid are required to return any unearned aid received from these programs. Funds will be returned in the following order:

HOPE/Zell Miller Scholarship
Georgia Tuition Equalization Grant
LaGrange College Grants/Scholarships
LaGrange College Tuition Courtesy and Discounts

Withdrawals and Future Financial Aid Eligibility

Withdrawal from classes can impact a student's eligibility for financial aid. Financial aid recipients must maintain Satisfactory Academic Progress for continued eligibility for financial aid programs. A recipient of student loans may have to begin repayment on his/her Federal Loan. If the student fails to make required loan payments, the student can go in to default, which makes the student ineligible for future financial aid. Also, if a student owes a refund to a federal grant or state grant, these funds must be repaid before further financial aid can be received.

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 Office of Affordability and Family Financial Aid Planning. 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.

The amount of Pell Grant funds you may receive over your lifetime is limited by federal law to be the equivalent of six years of Pell Grant funding. The amount that you can receive in one year is 100%, the six year equivalent is 600%.

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 \$1076 per semester. Full-time HOPE Scholarship is \$2,152 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 the drop/add period. 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, Dual 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 \$2808 per semester, if full-time or \$1,404, 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 who graduated as a Zell Miller Scholarship recipient that meets 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

Academic Scholarships

If you are a recipient of an academic scholarship--**Presidential, Provost, Fellows, Founders, Hilltop, Gateway, Towers, Transfer, Fine Arts, etc.**, you are expected to enroll full-time each semester to qualify for your scholarship and maintain the cumulative grade point average required for renewal of the scholarship. ***Eligibility for renewal of academic scholarships will be based on your cumulative LaGrange College institutional GPA as of the end of the Spring Semester.*** Renewal GPAs and length of eligibility are provided in the chart below.

Renewal criteria and Length of Eligibility

Scholarship Level	Renewal GPA	Length of Eligibility
Presidential	3.25	8 semesters or attainment of bachelor's degree, whichever occurs first.
Provost	3.0	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.
Founders	2.5	8 semesters or attainment of bachelor's degree, whichever occurs first.
Tower	2.5	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 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.

Departmental Scholarships

Generally, **departmental scholarships** are awarded annually like Fine Arts Scholarship 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

LaGrange College Grants are funded with institutional dollars and by hundreds of individual gifts made by alumni, foundations, and friends of the College. Undergraduate recipients of need-based LaGrange College grants or scholarship 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."** *LaGrange College Grant awards may be converted to a named grant or scholarship fund at a later date. You may be asked to write a letter of thanks and appreciation to the donor and attend one of the scheduled scholarship luncheons.*

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 of 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.

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.

- **Effective July 1, 2013, first-time borrowers with no outstanding loan balance on a Federal Direct Loan will be subject to a maximum eligibility period of 150% of the published length of their program in Federal **Subsidized** Loan funds. For example, a student pursuing a bachelor's degree requiring 4 years to complete will be eligible to receive a Direct Subsidized Loan for 6 years.**
- The [Terms and Conditions and Rights and Responsibilities](#) as a Federal Direct Loan borrower.
- **The 2019-2020 interest rate will be set on July 1, 2019.**
- An origination fee, currently 1.073%, 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 14.
- 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 14.
- 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 Banner Web or on the paper award letter that you receive by mail and return it to the Office of Affordability and Family Financial Aid Planning. Once an

acceptance 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 (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 MPN at:

www.studentloans.gov. **You will need** your FSA ID and Password that you use to sign the FAFSA to log in.

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.

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

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 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 the list of acceptable documentation for verification of citizenship.
- Work assignments and your pay rate will be sent 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. Positions requiring advanced skills and knowledge pay slightly more.
- Payroll checks will be available in the Business Office on the 10th of the month or the previous business day if the 10th falls on a weekend.

Billing and Disbursement Process

Invoicing

The Business Office mails a billing invoice/promissory note reflecting tuition, housing, and other fees assessed for a semester if you are registered for classes. This invoice is sent 4-6 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 Office of Affordability and Family Financial Aid Planning 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.

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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 current interest rate is fixed at 6.31% and interest accrues from the time of disbursement. An origination fee of 4.272% will be deducted from the requested loan amount. Interest rates are reset each July 1.

Financial Aid Terms and Conditions

Below is a summary of the Terms and Conditions 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 Office of Affordability and Family Financial Aid Planning 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 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 stopped 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 Office of Affordability and Family Financial Aid Planning 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 I may be required to sign a promissory note acknowledging my obligation and responsibility for repaying the loan, meet all terms and conditions of the loan, and complete loan 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 Office of Affordability and Family Financial Aid Planning.
- 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 Office of Affordability and Family Financial Aid Planning 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.)

Accepting Your Financial Aid Award

To accept your award, you must:

- ☐ Review your financial aid award to become familiar with the financial aid programs and accept, decline, or reduce the award by selecting the applicable decision(s) on Banner Web or the acceptance section of a paper award letter notification.
- ☐ 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.
- ☐ Respond to the e-mail notification of the availability of your award offer or **sign and submit the paper award letter and supplemental forms** to the Office of Affordability and Family Financial Aid Planning within **30 days** of the date of notification. Award letters not accepted 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

Loan Amount	multiplied by	Interest Rate %	divided by 12 =	Monthly Interest \$
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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.

Have questions? These people have the answers on...

Admission Office

Banks Hall, First floor

(706) 880-8005

Admission requirements, deposits, campus visits, academic scholarships, summer orientation, etc.

Business Office

Banks Hall, Second floor

(706) 880-8278

Billing invoices, issuance of refund checks, verification of the receipt of outside scholarships, work study payroll checks, student insurance, parking, Tuition Payment Plans, etc.

Career Center

Smith Hall, Room 103

(706) 880-8185

Part-time job opportunities, help deciding on a major, finding an internship, applying to graduate school and job placement services.

Counseling Center

Smith Hall, Room 127

(706) 880-8313

Academic accommodations for students with physical, mental and learning disabilities, creating both short and long term goals towards academic, personal, and career objectives.

Registrar's Office

Banks Hall, Second floor

(706) 880-8024

Class schedules, transfer transcript evaluations, enrollment verification for student loan deferment or insurance, academic transcript requests, etc.

Residential Education and Housing

Smith Hall, Room 215

(706) 880-8975

Student housing, student health forms, student activities, student IDs, Greek organizations, servant leadership, etc.