

# Financial Information

## Tuition and Fees for the 2011–2012 Academic Year

### Doctoral Program

Tuition per credit hour	\$840
General fee	100

### Other related fees

Graduation fee	\$125
Application Fee	100
Course fee - refer to Holy Family website for all course fee listings.	

### Master's Program

Tuition per credit hour	\$630
Tuition per credit hour for nursing clinical courses	710
General Fee	85
Malpractice fee – per year	40

### Division of Extended Learning

Tuition per credit hour	\$660
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### Other Related Fees

Auditing fee per credit	50% of tuition per credit hour
Graduation fee	\$125
Application fee	25

Course fee - Refer to Holy Family website for all course fee listings.

*The University reserves the right to revise fees and expenses without notice by action of the Board of Trustees.*

### Five-Year Bachelor/Master Programs

Accepted students will be permitted to take no more than six credits of graduate course work during the senior year of undergraduate study. These six graduate credits will be charged at the undergraduate tuition rate.

### Graduation Fee

Once a student has filed a petition to graduate and their exit interview is completed, a graduation fee is applied to their account. The graduation fee is \$125 and covers the cost of the degree audits and evaluations, the diploma, the diploma cover, mailing fees and other incidental expenses associated with the graduation. All graduates are listed in the commencement program and all graduates must pay the fee regardless of attendance at the commencement ceremony.

## Payment of Tuition and Fees

Payment of bills must be received by the University on or before the date established by the Business Office each semester. Failure to pay any outstanding balance in full when due will result in a late fee assessment of \$25. In addition to assessing a late fee, a financial hold will be placed on the student's account. A financial hold prohibits future registration, the release of grades, transcripts and diplomas. All delinquent balances must be satisfied in full to remove the financial hold. Holy Family University reserves the right to transfer delinquent accounts to a contracted collection agency and/or credit bureau. Students referred to a collection agency will be responsible for all collection costs associated with collecting this debt.

The following payment options are available for students to finance their education:

1. Tuition and fees are payable in full at the beginning of each semester. Payment can be made by cash, check, or by MasterCard, Discover, Visa, or American Express credit cards. The Business Office will bill students who register early. The bill will note the date payment is due. For students registering after the due date, payment is due at the time of registration.
2. Semester Payment Plan: Enroll in the 4 month Deferred Payment Plan through Higher Education Services (HES). Enrollment requires \$35 non-refundable fee per semester. First payment is 50% of the tuition and fee. Balance is divided equally over next three months. Students must enroll in this plan each semester. Please contact Higher Education Services at (800) 422-0010 for further information.

## Withdrawal and Return of Funds Policy

1. Students who withdraw from classes are eligible for a tuition refund based on the following schedule:

Withdrawal from Summer Session 3, Fall and Spring semesters during:

the first two weeks	100%
after two weeks	0%

Withdrawal from Summer Sessions 1 or 2 during:

the first week	100%
after first week	0%

For the above refund policy, only tuition is refundable. Fees are not refundable with the exception of the laboratory/course fee, which is totally refunded if the student withdraws prior to the first scheduled class.

2. Students who are recipients of federal\* financial aid and who withdraw from all courses; drop out from all courses; are dismissed from all courses; or take a leave of absence from all courses prior to completing 60% of a semester must have their financial aid recalculated based on the percent of earned

aid. (Once a student has completed more than 60% of the payment period, all financial aid is considered to be earned.)

- The amount of federal financial aid that the student earns is determined on a pro-rata basis using the following formula:

**Percent Earned=**

$$\frac{\text{Number of days completed up to the withdrawal date **}}{\text{Total calendar days in the term}}$$

*(with an allowance for any scheduled breaks that are at least 5 days long)*

- The percentage of aid that is unearned (i.e., returned to the government) is determined using the following formula:

**Percent Unearned** = 100% minus the percent earned

- Unearned aid is returned as follows:

**The school returns the lesser of:**

- Institutional charges multiplied by the unearned percentage.
- Federal financial aid disbursed multiplied by the unearned percentage.

**The student returns:**

- Any unearned aid not covered by the school.
- When the school and/or the student must return unearned aid, it must be returned to the appropriate program(s) as follows:
  1. Direct Federal Unsubsidized Stafford Loan
  2. Direct Federal Subsidized Stafford Loan
  3. Federal Perkins Loan
  4. Direct Federal PLUS Loan
  5. Direct Federal Graduate PLUS Loan
  6. Federal Pell Grant
  7. Federal SEOG
  8. Other Title IV grant programs

Loan amounts that are to be returned by the student are repaid in accordance with the terms of the loan's promissory note. Grant amounts that are to be returned by the student are considered a grant overpayment and arrangements must be made with the school or the U. S. Department of Education to return the funds.

The Business Office will bill the student for any funds the school must return.

*\* Federal financial aid includes the Federal Pell Grant, Federal Supplemental Opportunity Grant (SEOG), Federal Perkins Loan, Direct Federal Stafford Loan (subsidized and unsubsidized) and Direct Federal PLUS Loan.*

*\*\* Withdrawal date is defined as the actual date the student begins the institution's withdrawal process, the student's last date of academically related activity, or the midpoint of the term for a student who leaves without notifying the institution.*

For the purpose of refund computation, a week shall be defined as the period of seven consecutive days beginning with the official University opening and not the first day in actual attendance by the student. All Saturday classes are considered under the same policy.

Common refund examples are available and can be obtained by calling the Business Office.

## **Non-Credit Offerings**

No refund will be made upon withdrawal from non-credit courses, seminars, lectures, or workshops after the registration deadline. A service fee of \$20 will be deducted from all refunds to cover administrative costs if the student withdraws prior to the registration deadline.

## **Financial Aid**

**Direct Federal Stafford Loans** - To be eligible for a Direct Federal Stafford Loan, students must be enrolled half-time (at least six graduate credits for graduate students and at least three doctoral credits for doctoral students), be accepted in a degree or teacher certificate program, and be a U.S. citizen or national or permanent resident of the United States. Also, students must be making satisfactory academic progress to be considered for a Direct Federal Stafford Loan.

Students may borrow up to \$20,500 per academic year between the Direct Federal Subsidized and Direct Federal Unsubsidized Stafford Loans, with a maximum of \$8,500 from the Direct Federal Subsidized Stafford Loan, depending on financial need and costs. The principal payments of the Direct Federal Subsidized Stafford Loan are deferred, and the government pays the interest charges while the borrower attends school on a half-time basis (at least six graduate credits for graduate students and at least three doctoral credits for doctoral students). Direct Federal Unsubsidized Stafford Loans are not based on financial need and accrue interest while the borrower is attending school. The principal payments are deferred, but the student either pays the interest or allows it to accrue through capitalization. For both types of loans, the interest rate is fixed at 6.8%. A 1% origination fee is deducted from the loans before they are disbursed. However, .5% of the fee is immediately refunded back in the form of an interest rebate. The net effect of this rebate is that the student will receive the loan amount less .5%. Repayment of both the unsubsidized and subsidized loans begins six months after the student ceases to be enrolled half-time (fewer than six graduate credits for graduate students and fewer than three doctoral credits for doctoral students). If the first 12 re-

quired monthly payments are not made on time, the rebate amount (.5%) will be added back to the loan.

**Direct Federal Graduate PLUS Loan** – This loan is a non-need based federal loan designed to assist graduate students in financing their education above their Direct Federal Stafford Loan eligibility. Students must be enrolled half-time (at least six graduate credits for graduate students and at least three doctoral credits for doctoral students), be accepted in a degree program (not a teaching certification only), and be a U.S. citizen or national or permanent resident of the United States. Also, students must be making satisfactory academic progress to be considered for a Direct Federal Graduate PLUS Loan.

Depending on credit worthiness, the student can borrow up to the cost of attendance minus other financial aid, including Direct Federal Stafford Loans. The interest rate is fixed at 7.9% and begins accruing on the date of the first disbursement. A 4% origination fee is deducted from the loan before it is disbursed. However, 1.5% of the fee is immediately refunded back in the form of an interest rebate. The net effect of this rebate is that the student will receive the loan amount requested less 2.5%. If the first 12 required monthly payments are not made on time, the rebate amount will be added back to the loan. Repayment typically begins on the date of the last disbursement.

Students who currently are in default on a federally funded loan or owe a refund on a federally funded grant received for attendance at any institution will not receive or be certified for a Direct Federal Stafford Loan or Direct Federal Graduate PLUS Loan unless they can provide proof that they have rectified the aforementioned default or have made satisfactory arrangements for repayment through the federal loan rehabilitation program.

*\*\* Due to federal regulations, students enrolled in teacher certification programs who are seeking certification only (i.e., are not candidates for a master's degree) are considered fifth-year undergraduates for financial aid purposes and may borrow up to \$12,500 per academic year between the Direct Federal Subsidized and Direct Federal Unsubsidized Stafford Loans, with a maximum of \$5,500 from the Direct Federal Subsidized Stafford Loan, depending on financial need and costs.*

**Application Procedures** - To apply for a Direct Federal Stafford Loan or Federal/Graduate PLUS Loan, students should visit Holy Family's website, [www.holyfamily.edu/finaid/forms](http://www.holyfamily.edu/finaid/forms). Students need to complete the Free Application for Federal Student Aid (FAFSA), as well as the Direct Federal Stafford Loan Master Promissory Note (MPN), which both have links on the "forms" page. Also, students need to download, print, and complete the Supplemental Data Form and submit it to Holy Family's Financial Aid Office. After all forms are submitted, students may be asked (by Holy Family University, the federal processor, or loan agencies) to supply additional information. It is important to respond to all requests promptly to avoid delays in processing financial aid.

**Financial Aid Procedures** - Students must reapply for their loan by completing the FAFSA and Supplemental Data Form each academic year. Students who borrow Direct Federal Stafford or Direct Federal Graduate PLUS Loans are required to have entrance loan counseling prior to borrowing and exit loan counseling prior to graduation. Students also must notify the Financial Aid Office if there are any changes in their enrollment status or housing status. Federal regulations require students who receive outside scholarships and/or tuition reimbursement to inform the Financial Aid Office of the name and amount of scholarship or tuition reimbursement.

Students who borrow a Direct Federal Stafford Loan must maintain satisfactory academic progress for financial aid.

### **Minimum Standards for Satisfactory Academic Progress for Financial Aid for Graduate Students**

Federal regulations require that an institution establish, publish, and apply reasonable standards for measuring whether a student, who is otherwise eligible for aid, is maintaining satisfactory academic progress in their course of study. For the purpose of satisfactory academic progress, financial aid includes all federal, state, and Holy Family University funded scholarships, grants, discounts, work, and loans. Please refer to our web site for the most up-to-date version of this policy, [www.holyfamily.edu/finaid](http://www.holyfamily.edu/finaid).

#### **Qualitative Standards**

To be eligible for continued receipt of financial aid, students must achieve a cumulative grade point average (GPA) of at least 3.0.

#### **Quantitative Standards**

To be eligible for continued receipt of financial aid, students must satisfactorily complete at least 75% of all courses attempted.

### **Maximum Time Frame for Completing Degree Requirements**

Under normal circumstances, an MBA degree candidate would complete their program within three years. Therefore, no MBA degree candidate will be eligible for financial assistance for more than three years. Students enrolling in the Master's degree or Doctoral Program would normally complete the program within seven years. Therefore, no Master's degree or Doctoral program candidate will be eligible for financial assistance for more than seven years.

### **Measurement of Academic Progress**

Academic Progress measurement includes all semesters and is usually measured at the end of the Spring semester. Students beginning their program in

the Spring semester will be evaluated based on their academic performance during their first Spring semester, and at the end of each subsequent Spring semester. Also, the satisfactory progress standards are cumulative and will include all semesters of the student's enrollment, even those for which the student did not receive financial aid.

Failures and withdrawals are courses attempted, not completed. Incompletes are not counted toward credits completed until after the course work is successfully completed and posted by the Registrar's Office. Repeat courses will not count toward credits completed for satisfactory academic progress since the credits were already counted toward the standards the first time the course was completed.

### **When Minimum Standards of Academic Progress are NOT Achieved**

Students who fail to meet academic progress requirements will be notified by the Financial Aid Office after information on academic progress is available at the end of the academic year (typically May). Students who fail to meet these requirements will not be considered for financial aid until all standards have been achieved. Under no circumstances will financial aid be awarded retroactively to the semester(s) in which the standards were not met. Students who fail to meet these requirements have the opportunity to make up the hours and grade point requirements needed during the Summer Sessions (at their own expense). Once the Summer course work is posted by the Registrar's Office, the student will be considered for financial aid for the next semester if the requirements are met. It is the student's responsibility to ensure the grades and credits completed have been properly posted with the Registrar's Office and to notify the Financial Aid Office once this has occurred.

The student may request a waiver of the requirements due to extenuating circumstances. A letter should be written to the Director of Financial Aid indicating why the requirements were not met. Approval or disapproval of this appeal will be made by the Financial Aid Appeals Committee. The student will be notified in writing of the committee's decision.

### **Veterans' Affairs Programs**

The University proudly participates in the educational benefit programs offered through the Department of Veterans' Affairs. Montgomery GI Bill ([http://www.gibill.va.gov/GI\\_Bill\\_Info/benefits.htm#MGIBAD](http://www.gibill.va.gov/GI_Bill_Info/benefits.htm#MGIBAD)) and Post 9-11 Bill ([http://www.gibill.va.gov/GI\\_Bill\\_Info/benefits.htm#CH33](http://www.gibill.va.gov/GI_Bill_Info/benefits.htm#CH33)) benefit programs are available to qualified veterans for attendance at Holy Family. The University has also committed to participate in the Yellow Ribbon Program, offering matching tuition assistance to eligible, certified students. The doctoral program in Education does not participate in the Yellow Ribbon Program.

## Post 9-11 GI Bill and the Yellow Ribbon Program at Holy Family

What steps do I have to go through to apply to Holy Family University as a Yellow Ribbon participant?

1. Review the VA's website. This location gives you instructions regarding eligibility and applying for your Certificate of Eligibility through the Department of Veterans' Affairs. You may wish to seek assistance from your base Education Specialist, Family Readiness Center, or from your VA Representative.
2. Apply to Holy Family University and be accepted as a student. There is no application fee if you apply online.
3. **Enroll at Holy Family as a Yellow Ribbon participant.** To apply you must be accepted to Holy Family University; contact Financial Aid to apply for Holy Family matching benefits. You can apply to participate in the Yellow Ribbon Program at Holy Family while your Certificate of Eligibility is being processed by the VA. Applications to participate in the Yellow Ribbon Program at Holy Family are on a first come, first serve basis.
4. Once you receive your Certificate of Eligibility from the VA, please fax or mail the certificate to:

Registrar's Office  
Holy Family University  
9801 Frankford Ave.  
Philadelphia, PA 19114-2009  
Fax: 215-281-9067

For assistance with school certification or questions regarding any VA Education Benefit Programs at Holy Family University, contact Ms. Sarah Beiter, Registrar's Office, at 267-341-3472 or by email at [sbeiter@holysfamily.edu](mailto:sbeiter@holysfamily.edu).

For information on the new GI Bill and specific benefit questions, please contact the Department of Veterans' Affairs at 1-888-GIBill-1. The Veterans' Administration website ([www.gibill.va.gov](http://www.gibill.va.gov)) also offers a Frequently Asked Questions search feature.