

# Financial Information

## Tuition and Fees: 2011 – 2012 Academic Year

### Full-Time Tuition and Fees – (Non-Nursing Courses)

Full-time tuition – per semester (12-18 credits)	\$11,995
Tuition per credit hour in excess of 18 credits per semester	515
General fee	325

### Full-Time Tuition and Fees – (Nursing Courses)

Full-time tuition – per semester (12-18 credits)	\$11,995
Plus: Additional Tuition Charge – per course (NURS 210, NURS 214)	400
Additional Tuition Charge – per course (NURS 316, NURS 318, NURS 323, NURS 338)	425
Additional Tuition Charge – per course (NURS 436, NURS 438, NURS 440, NURS 445)	500
General fee	325
Malpractice fee – per year (Will be incorporated in a course fee)	40

### Part –Time Tuition and Fees – (Non-Nursing Courses)

Tuition per credit hour	\$515
General fee	60

### Division of Extended Learning

Tuition per credit hour	\$520
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### Part –Time Tuition and Fees – (Nursing Courses)

Tuition per credit hour for Nursing clinical courses	\$540
<b>Plus:</b>	
Additional Tuition Charge – per course (NURS 210, NURS 214)	400
Additional Tuition Charge – per course (NURS 316, NURS 318, NURS 323, NURS 338)	425
Additional Tuition Charge – per course (NURS 436, NURS 438, NURS 440, NURS 445)	500
General fee	60
Malpractice fee – per year (Will be incorporated in a course fee)	40

**Course Fees (Per Course; Per Semester)\***

Art	\$25 – 75
Communications	25 – 30
Criminal Justice	20
Co-op/Internship – per course, per semester	25
Education	25
Freshman Orientation	10
Psychology	20 – 30
Sociology	30
Science – Biology, Chemistry, Physics, Radiography	50 – 150

\*Specific course fees are listed online at [www.holyfamily.edu](http://www.holyfamily.edu)

**Miscellaneous Fees**

Application	\$25
Auditing fee per credit	50% of tuition per credit
Challenge exam	1/3 of credit hour charge
Installment payment fee	35 – 60
Graduation fee	125
Late payment fee	25
Malpractice insurance fee	40
Transcript of record	3 – 25

**Room and Board Fees***Room***St. Joseph's Residence Hall – per semester**

Double Occupancy	\$3,250
Single Occupancy	3,975

Duplexes – per semester  
triple Occupancy

3,460

**Stevenson Lane Residence Hall – per semester**

Single Occupancy	\$4,310
Double Occupancy	3,575

**Garden Residence – per semester**

Per student	3,635
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**Board – per semester**

19 Meal Plan – includes \$150 dining dollars	\$2,625
15 Meal Plan – includes \$150 dining dollars	2,225
10 Meal Plan – includes \$100 dining dollars	2,100
5 Meal Plan – includes \$50 dining dollars	1,115

The University reserves the right to revise fees and expenses without notice by action of the Board of Trustees. The general fee covers library expenses, health services, careers counseling, special lectures, other cultural activities, and a share in miscellaneous costs of operating the University as well as all technology including computing, AV services, and library systems.

## 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. **Annual Payment Plan:** Enroll in Higher Education Services (HES) 10 month Installment Payment Plan, which allows you to pay your annual

charges in 10 equal payments. The cost of the plan is \$60 per year. The first payment is due by June 1st.

3. **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

Institutional policy requires that students who wish to withdraw from courses and/or campus housing are required to notify the University in writing. The date the written withdrawal notice is received by the Registrar's Office, and the date the written withdrawal from housing is received by the Director of Residence Life, will be the basis for determining the respective refund amounts. Housing must be vacated permanently by the withdrawal date. Verbal, telephone, or e-mail withdrawals do not qualify as official withdrawal notices. Withdrawal from housing, but not the institution, may impact students' financial aid. Students should check with the Financial Aid Office to see how their aid may be impacted.

1. **Tuition:** Students who withdraw from some or all of their courses are eligible for tuition adjustments based on the following schedule:
  - **Fees are not refundable**, including general fee, with the exception of the laboratory/course fee which is totally refunded if the student withdraws prior to the first scheduled class.
  - **Room & Meal Plan:** There is a \$25 fee each for canceling or changing the meal plan after the start of the semester. Room charges are not adjusted.

Meal plans will be adjusted based on the following schedule.

Fall, Spring and Summer Session 3	Tuition		Meal Plan		Room	
	Charge	Refund	Charge	Refund	Charge	Refund
Before class /meal plan/move-in start date	0%	100%	0%	100%	0%	100%
Within the 1st two weeks of class	0%	100%	20%	80%	100%	0%
After 1st two weeks of class	100%	0%	100%	0%		
Summer Sessions 1 and 2	Tuition					
	Charge			Refund		
Within the 1st week of class	0%			100%		
After 1st week of class	100%			0%		

2. Students that are recipients of federal\* financial aid that: 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 five 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 7 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**

Holy Family University is committed to providing education to qualified students regardless of means. The financial aid program offers assistance to students in need through scholarships, grants, loans and employment. Non-need based scholarships are offered to incoming and transfer students based on academic achievement.

Overall, the University views financial assistance to students as a cooperative investment in a student's education. If parents and the student contribute to the maximum of their ability, then the University attempts to complete the partnership. Financial aid awards, then, are offered as a supplement to the family contribution.

## **Annual Application Procedures**

1. All students must complete the Free Application for Federal Student Aid (FAFSA) as soon as possible after January 1. Returning students must submit the FAFSA and Holy Family Supplemental Data form by the priority deadline of April 1 for the upcoming academic year. The FAFSA

is submitted to the federal processor. Online filing at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) is encouraged. Indicate Holy Family University (code 003275) in the appropriate section of the form to ensure Holy Family receives the FAFSA results.

2. Check with your state's higher education agency to determine if a separate state grant application is required and what the deadline is for processing the application. All Pennsylvania residents must file the FAFSA form before May 1 to be considered for a state grant. Other states may have earlier deadlines. Holy Family does not replace state grants lost through late application.
3. The Financial Aid Office will receive a need analysis directly from the federal processor soon after the FAFSA is filed. Once this is received and a new, full-time undergraduate student is accepted for admission to Holy Family University, the Financial Aid Office will provide the student with an estimate of financial aid. Returning students will receive their aid award when their file is complete, they are registered for the following Fall semester and after Spring grades are posted.
4. After all forms are filed, students may be asked (by Holy Family University, the federal processor, or state grant and loan agencies) to supply additional information. It is important to respond to any request promptly to avoid delays in processing financial aid applications.

## **Federal Assistance**

All federal aid is based on the federal methodology need analysis that analyzes information from the student's FAFSA and calculates the Expected Family Contribution (EFC). This is the amount that the federal government calculates the family can reasonably be expected to provide toward the cost of nine months of education. After completing the FAFSA, the student will receive a Student Aid Report (SAR) which will contain the EFC and information about Federal Pell Grant eligibility. A student's financial need is determined by subtracting the EFC from the Cost of Attendance (COA), which includes tuition, fees, room/board, living expenses, books, and other personal expenses. Students must be a U.S. citizen or eligible non-citizen and enrolled half-time (at least six credits unless otherwise noted) in a degree program to be considered for these federal aid programs.

**Federal Pell Grant** – This is the foundation for all need-based financial aid. Federal Pell Grant awards are based on the student's EFC: the lower the EFC, the higher the award. Students enrolled less than half-time (below six credits) may be eligible to receive Federal Pell Grants.

**Federal Supplemental Educational Opportunity Grant (SEOG)** – Administered through Holy Family's Financial Aid Office, this grant is used to supplement a stu-

dent’s Federal Pell Grant award and is given to full-time (at least twelve credits) students with the most need as determined by the FAFSA.

**Direct Federal Stafford Loan** – This loan is borrowed through the federal government. There are two types of Direct Federal Stafford Loans, Subsidized and Unsubsidized. **The Subsidized Loan** is available to students that demonstrate financial need. The principal is deferred while the student is enrolled at least half-time (six credits). The interest rate is 3.4% for 2011-2012 and does not accrue until after the student either graduates or drops to a less than half-time enrollment status (fewer than six credits). **The Unsubsidized Loan** is available to students regardless of financial need. The principal is deferred while the student is enrolled at least half-time (six credits). The interest rate is 6.8%, which the student either pays or allows it to accrue.

For both types of loans, a 1% origination fee is deducted from the loan before it is 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 interest and principal begins six months after the student graduates or drops to a less than half-time enrollment status (fewer than six credits). If the first 12 required monthly payments are not made on time, the rebate amount (.5%) will be added back to the loan. Please see the chart below for the amounts a student can borrow.

<b>Annual and Aggregate Loan Limits</b>			
<b>Dependent Students</b>		<b>Independent Students *</b>	
<b>Academic Year</b>	<b>Maximum Federal Stafford (Sub &amp; Unsub)</b>	<b>Maximum Federal Subsidized Stafford</b>	<b>Maximum Federal Stafford (Sub &amp; Unsub)</b>
<b>Annual Limits</b>			
Freshmen	\$5,500 (\$3,500 max subsidized)	\$3,500	\$9,500
Sophomore	\$6,500 (\$4,500 max subsidized)	\$4,500	\$10,500
Junior, Senior, Teacher Certification coursework	\$7,500 (\$5,500 max subsidized)	\$5,500	\$12,500
<b>Aggregate Limits</b>			
Dependent Undergraduate	\$23,000 subsidized, \$8,000 unsubsidized	n/a	n/a
Independent Undergraduate	n/a	\$23,000	\$57,500

*\* Dependent students whose parents are denied a PLUS loan can borrow the same amount of unsubsidized loan as an independent student.*

**Federal Perkins Loan** – This is a university-administered loan program that is awarded usually to first and second year full-time (at least 12 credits) students as a supplement to the Direct Federal Stafford Loan. Federal Perkins Loan money is awarded on the basis of the student’s need and availability of funds. Payments of interest and principal are required to begin nine months after the student graduates or drops to less than half-time status (fewer than six credits).

**Federal Nursing Loan** – This is a university-administered loan program that is awarded usually to first and second year full-time (at least 12 credits) students pursuing a nursing degree. Payments of interest and principal are required to begin 9 months after the student graduates or drops to less than half-time status (fewer than six credits) or withdraws from the nursing concentration.

**Federal Work-Study Program (FWSP)** – This program is administered through Holy Family’s Financial Aid Office. Full-time (at least 12 credits) students are eligible and the amounts awarded are based on a student’s need and annual funding. Students are usually assigned to the many jobs that are available on campus and time sheets are submitted for hours worked. Bi-weekly paychecks are issued directly to students rather than to student billing accounts. Positions are not guaranteed since availability depends on student schedules, skills, departmental needs, federal funding and student initiative. Work-study earnings are intended to help assist with the cost of living expenses, books and supplies.

**Direct Federal Parent Loan for Undergraduate Students (PLUS)** – This loan is available from the federal government for parents of dependent undergraduate students. Based on credit worthiness, parents can borrow up to the cost of attendance minus expected financial aid. The interest rate is 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 parent 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 can begin either 60 days after the loan is fully disbursed or deferred until six months after the student graduates or drops to less than half-time (fewer than six credits).

## State Assistance

**Pennsylvania State Grant** – This grant is administered by the Pennsylvania Higher Education Assistance Agency (PHEAA). Grants are awarded to Pennsylvania residents enrolled half-time (at least six credits) based on PHEAA’s eligibility determination. PHEAA utilizes the FAFSA information to determine eligibility. The deadline for submitting the FAFSA to be considered for a PA grant is May 1.

**Other State Grants** – Some states, such as Connecticut, Delaware, District of Columbia, Maine, Maryland, Massachusetts, Ohio, Rhode Island, and Vermont, provide grant and scholarship money for students attending out-of-state colleges. Students should check with their guidance counselor or state’s Higher Education Assistance Agency for details. Be sure to meet the filing deadlines listed on the FAFSA.

## University Assistance

Holy Family provides additional aid to full-time (at least 12 credits) students with and without financial need.

**Athletic Grants** – Grants are offered to athletes based on the Athletic Office’s determination of eligibility.

**Holy Family Grants** – This grant is used to help meet student need after federal and state sources have been awarded and is applied using Holy Family University financial aid and admissions award parameters.

**Holy Family Incentive Grant** – This grant is awarded based on the University’s enrollment initiatives.

**Holy Family Scholarships** – Scholarships are awarded to incoming full-time students (including international students) based on admissions academic criteria. Scholarships are renewable contingent upon the student’s meeting minimum grade point averages (see *Minimum Standards for Satisfactory Academic Progress for Financial Aid*).

## Other Assistance

**Outside Scholarships and Grants** – Scholarships and grants can come from a variety of sources. Students are encouraged to seek out these other aid sources from such organizations as PTAs, civic organizations (Kiwanis, Rotary, etc.), foundations, corporations, religious organizations, business and labor unions and many more.

**Private Education Loans** – There are many lending agencies that provide loan assistance to qualifying students. Additional information on these types of loans is available at [www.holyfamily.edu/finaid](http://www.holyfamily.edu/finaid).

## 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 site 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 served 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@holyfamily.edu](mailto:sbeiter@holyfamily.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.

## **Named Scholarships and Special Awards**

Scholarships at Holy Family have been established through the generosity of benefactors of the University, corporations, individuals, and foundations. The amounts and number of scholarships depend on annual income from endowment funds and annual gifts provided by donors and vary each year.

Students must apply for these awards by completing the Scholarship Application Form, available during the Fall semester on the Holy Family website [www.holyfamily.edu](http://www.holyfamily.edu). Usually, students must have completed at least one semester at Holy Family University before consideration is given for an award.

While named scholarships are based on merit and include a variety of specific criteria, most include consideration of financial need. It is in the student's best interest to have a Free Application for Federal Student Aid (FAFSA) on file in the Financial Aid Office. This helps to document the student's relative case for financial consideration as part of the competitive process. Policy may mandate that the FAFSA be on file to be considered for any named scholarship that includes need as a criterion; please check at the time of application. The Institutional Scholarship Selection Committee selects recipients of most named scholarships. Committee membership includes administrators, faculty, and staff.

The following are awards based on merit only, need only, or merit and need. Awards are given in varying amounts depending on available funding, and the eligibility of candidates to receive awards. Many scholarships have additional criteria, such as service, loyalty to the University, qualities of character, or pursuit of a particular academic major or career path.

Note that every scholarship is not offered every year. Awards depend upon candidate eligibility as well as available funds. New scholarships may be added at any time.

### **The Alumni Association Scholarship**

Established in 1978 by the Holy Family University Alumni Association, this endowed scholarship is awarded to the children of Holy Family graduates. The recipients are at least sophomore students, have a satisfactory scholastic record, and give evidence of financial need. It is not renewable. The selection of this award is governed by the Alumni Association and the Director of Alumni and Parents.

### **The Amy's Fund Scholarship**

The Amy's Fund Scholarship honors the life and accomplishments of Amy Kligge Vengels '98 and is funded annually through contributions from Amy's

Fund, a nonprofit organization, and other gifts from family, friends and admirers. It is awarded to a student with financial need who is active in student government or a student organization. Preference is given to students in the School of Nursing and Allied Health Professions and students in the School of Business.

### **The Sister Marcella Binkowski, CSFN Scholarship for Meritorious Service**

The Sister Marcella Binkowski, CSFN, Scholarship for Meritorious Service is awarded to an undergraduate student in recognition of the merit of their leadership and service within the Student Government Association. The recipient must carry a grade point average of 2.5 or above and have been a Holy Family student for a least two semesters. Qualified candidates should possess strong leadership abilities in light of the mission and core values of the university in conjunction with their Student Government responsibilities. Financial need is also considered.

### **The Campus Ministry Award of Merit**

The Campus Ministry Award of Merit, created by the Mission Effectiveness Team, recognizes and assists outstanding students who exhibit commitment to Gospel values through their service as members or affiliates of Campus Ministry. The award encourages students whose leadership results in new campus ministry initiatives, and/or whose pro-active contact enlist the help of others. The award also may be given to those not in leadership positions whose commitment and dedication supports campus ministry leaders and whose teamwork sets them apart as exemplary as well.

### **The Catholic Kolping Society Scholarship**

The Catholic Kolping Society Scholarship was established in 2009 to assist students of German background (traced through one or both parents). In addition to the criteria of academic merit and financial need, consideration is given to the strength of the student's German heritage. A Catholic education or other evidence of a heritage of Catholic faith is preferred.

### **The Gerardine Colgan Endowed Scholarship**

The Gerardine Colgan Endowed Scholarship was established by Dennis Colgan, Chairman of the Board of Holy Family University, to honor his wife, in perpetuity. Based on financial need and scholarship, the scholarship favors graduates of Little Flower High School for Girls, Nazareth Academy High School and Holy Cross High School, Delran, NJ.

### **The Professor DiPrimio Scholarship for Graduate Studies in Business Administration**

This scholarship was created by Dr. Anthony DiPrimio, former dean of the school of business administration. Awarded annually, the scholarship is giv-

en to a student who is accepted unconditionally into the Human Resources Management Graduate Program in the fall semester and who demonstrates the need for financial assistance

### **The Sister Bernadette Donahue, CSFN Scholarship**

The Sister Bernadette Donahue, CSFN Memorial Scholarship was established by friends, family, and fellow employees of Sister Bernadette, to honor her for her goodness and dedicated service. Sister served for a combined total of 16 years first as a member of the Holy Family Board of Trustees when she was the treasurer of the Sisters of the Holy Family of Nazareth Provincial Council in Torresdale; and then as the Assistant to the Director at Holy Family University – Newtown. The scholarship is awarded to a graduate student with a high GPA enrolled in classes at the Newtown site.

### **The Extended Learning Emergency Scholarship**

This emergency scholarship, funded by students, facilitators, staff members and alumni, in the Division of Extended Learning is awarded to students who find they are unable to continue their education due to unforeseen financial difficulty. Scholarships will be granted on an as-needed basis. Further information is available through written requests to the Director of Financial Aid.

### **The Faculty Senate Scholarship**

The Faculty Senate Scholarship is awarded annually to a student who demonstrates a continued contribution to the Mission and community of Holy Family University and scholastic promise. All full-time, part-time, and accelerated undergraduate students who do not receive need-based financial aid are eligible to petition for the scholarship. University faculty fund the scholarship and recommend the recipient.

### **The Sister Patrice Feher, CSFN Scholarship**

Initiated by the Class of 1997 and continued through other funding, this scholarship is awarded to a graduating senior involved in a variety of University and community-related volunteer activities. The recipient must possess a grade point average of 3.0 or above.

### **The Frankford-Northeast Philadelphia Rotary Club Scholarship**

Reflecting the Rotary motto, "*Service above Self*," this scholarship is awarded on the basis of academic merit, financial need and service to others. The recipient must be a resident of Northeast Philadelphia.

### **The Linda Gallagher Nursing Excellence Award**

The family, faculty, and friends of Linda Gallagher created this award to honor her commitment to teaching and the principles which she exemplified as a faculty member in the University's nursing division. This scholarship is awarded to a student majoring in nursing who exemplifies leadership, professionalism in scholarship and a spirit of service.

### **The Florence S. Gondek Memorial Scholarship**

An endowed scholarship awarded annually by the Gondek families, it honors the memory of Florence S. Gondek, beloved wife of John Gondek, a long-time friend of Holy Family University. The award is based on merit and need and recognizes loyalty to the University and potential for success.

### **The Nelly Greco Scholarship for Special Education**

The Nelly Greco Scholarship for Special Education is given in honor of long-time faculty member Nelly Greco by colleagues in the School of Arts and Sciences. A 1988 graduate of Holy Family University, Nelly taught for 42 years in Philadelphia's schools, but especially treasures the decades she taught languages at Holy Family. The scholarship is awarded to a student majoring in Special Education and is intended to provide financial assistance to aid a promising student in that discipline.

### **The Carl F. and Elizabeth M. Gregory Scholarship**

The Carl F. and Elizabeth M. Gregory Scholarship is awarded to a student athlete on the bases of merit and need. It seeks to recognize and assist those who have distinguished themselves in their sport and in the classroom. The Gregorys have been benefactors of the University for more than 30 years.

### **The Dr. Jean C. Griswold Scholarship**

In honor of Dr. Jean C. Griswold Founder of Griswold Special Care. This scholarship is awarded to a student on the basis of merit and need, recognizing the student's accomplishments and encouraging the student to realize his or her professional goals.

### **The Sister Clara Grochowska Scholarship**

This scholarship is awarded annually to a student in the School of Education with demonstrated commitment to community service. The scholarship is funded by Dr. Linda Tinelli Sheive '62 to honor the memory and accomplishments of her great aunt, Sister Clara Grochowska, CSFN, PhD. Sister Clara served as Chair of the Foreign Language Department and also as Academic Dean during Holy Family's early years.

### **The Jaye Grochowski Scholarship**

This endowed scholarship was created in 1992 by the late Emanuel S. Kardon in honor of his secretary of 25 years, Jaye Grochowski, and is awarded annually. The scholarship recognizes academic merit and financial need as well as the qualities of character for which Jaye Grochowski is known: loyalty, dedication, service, caring, and commitment to Judeo-Christian values.

### **The Stanley and Regina Gwiazda Endowed Scholarship**

This endowed scholarship was established in 2008 by Marianne G. Bradley, in memory of her parents, Mr. Stanley J. and Regina R. Gwiazda. Mr. Gwiazda served Holy Family University and its students as an academic advisor for

many years. The selection of this scholarship recipient is based on a combination of merit and financial need.

### **The Christian and Bobby Himes-Viskovich Memorial Scholarship**

The Christian and Bobby Himes-Viskovich Memorial Scholarship was established by the family and friends of these two brothers in remembrance of their lives and talents. It is awarded on the basis of merit and need to a student who is taking or has taken art classes at Holy Family University.

### **The Sisters of the Holy Family of Nazareth in America Merit Scholarship**

The Sisters of the Holy Family of Nazareth in America Merit Scholarship is awarded to a student of outstanding academic achievement, who also has significant need and is involved on campus. Its purpose is to recognize, encourage and assist gifted students who persevere in their studies amidst financial and other challenges. The scholarship was established on the occasion of the 125th Anniversary of the Congregation's presence in America in 2010 and funded by the Holy Family Province, headquartered in Chicago, on behalf of all of the Sisters serving in America. Written applications are accepted at any time during the year and should be addressed to the Vice President for Academic Affairs or University President.

### **The Holy Family University Benefactors' Emergency Aid Scholarship**

Established by anonymous donors, employees, trustees, and others who have contributed to continue the scholarship fund. Awards are given to a student whose financial need is high due to unforeseen and catastrophic economic circumstance. It is intended to enable a student to remain enrolled when a lack of financial assistance threatens withdrawal. There is no restriction on the student's major or grade point average. Details and applications are available from the Director of Financial Aid.

### **The William J. Kellagher Memorial Scholarship**

Students who display an unusual love of learning, commitment to academic achievement, and caring for others exemplified in their service, activities, character and attitudes are funded through this scholarship. These criteria reflect the life and principles of student "Bill" Kellagher who was awarded a degree in Humanities, posthumously, in 1990. The award is given to a full-time or part-time graduating Senior and favors the student majoring in the liberal arts.

### **The Kathleen Kumor Memorial Scholarship**

The scholarship created by family and friends honors the memory of Kathleen Kumor, who graduated with a degree in Elementary Education in 1985. Based on merit and need, it is given to a Senior majoring in Education who exemplifies the qualities for which Kathleen Kumor will be remembered: enthusiasm, caring, promise, loyalty, and dedication.

### **The Adele Leboy Scholarship for Women in Science**

The Adele Leboy Scholarship for Women in Science was established in memory of Adele Smythe Leboy, Chemistry major, Class of 1962, to encourage and assist women students whose academic achievement and commitment to careers in science indicate their ability to excel. The scholarship was created in 2006 by Adele's husband, Edward Leboy, her business partner, Marcia Borysthen, colleagues, family, and friends as a tribute to Adele's personal and professional achievement, including her gift for mentoring others. The scholarship is awarded on the basis of academic merit and need.

### **The Sister Mary Lillian Memorial Scholarship**

This award is given annually in memory of Sister Mary Lillian Budny, the third president (1972-1981), and professor of biology, at Holy Family from 1959 to 1979. The scholarship is awarded to a graduating high school Senior on the basis of academic merit, good character, scholastic promise, and financial need. The scholarship is non-renewable.

### **The John and Mary Szczepanik Machowski Scholarship**

This endowed scholarship, established by their now deceased son, Casimir J. Machowski, is given to a student who values the freedoms of a citizen of the United States and lives them responsibly. In particular, attention is given to those who by their actions demonstrate the values of religious freedom, political involvement, or education.

### **The Jannette Maio Memorial Scholarship**

The Jannette Maio Memorial Scholarship honors the memory of Jannette Maio, a member of the Class of 2002. The scholarship was created by Jannette's parents and donations from her family. It is based on academic merit and is awarded annually to a Senior majoring in Humanities who demonstrates the qualities of character and special traits for which Jannette is most will be remembered: love of people and a passion for helping others, enthusiasm and creativity, dedication and loyalty.

### **The Stanislaus J. Markiewicz Memorial Scholarship**

This endowed scholarship is given in memory of Stanislaus J. Markiewicz, beloved brother of Theresa M. Krawiec. The award is based on academic merit and financial need and recognizes loyalty to the University and potential for success.

### **The Father Joseph McCafferty Memorial Scholarship**

This scholarship is based on financial need and is awarded to a student who maintains a 2.8 cumulative GPA, is involved in the athletic department and one other campus organization, displays both strong leadership qualities and has a good sense of humor. Five members of the Class of 1999 established this scholarship in Father McCafferty's memory.

### **The Robert F. McKeon Memorial Scholarship in Communications**

This endowed scholarship was established in memory of Robert F. McKeon by his cousin, Walter H. McKeon. The scholarship is awarded to an English/Communications major, who is a Junior or Senior student and who plans a career in journalism or related fields. The scholarship is awarded on the basis of merit, need, and potential for success.

### **The William Melnick Memorial Scholarship Fund**

The William Melnick Memorial Scholarship Fund was created in memory of Holy Family employee in Public Safety, William Melnick. It recognizes an outstanding men's soccer player who is making progress towards a degree while maintaining at least a 2.0 GPA and demonstrates financial need. It was created in 2010 by Bill's widow, Marie Melnick, who has worked in Purchasing for more than 25 years.

### **The Sandra Michael Award for Scholar Athletes**

The scholar athlete chosen as recipient will be a talented, organized, and disciplined student who knows that to excel in sports as well as studies one has to make sacrifices and use time and energy wisely. The award encourages students who are achieving the goal of being well-rounded students and recognizes them as models for their teammates. It is given to a full-time student who has displayed superior performance in one or more sports, and who has excelled academically.

### **The Parents and Friends of Holy Family University Scholarship**

Merit and financial need as well as a 2.5 or above grade point average are the basic requirements for students receiving this award. Additional criteria include service to others and involvement in campus activities and organizations, or volunteer work in the community, with special emphasis on leadership roles. An equally qualified candidate who is the son or daughter of an active member of the Parents and Friends of Holy Family University will be given preferred consideration. The recipient of the scholarship must accept a commitment to become involved with the Parents and Friends Organization as a volunteer-liaison with parents of students.

### **The Leona and Elvin Patterson Memorial Scholarship**

Established by Sister M. Rita Partyka, CSFN, in memory of her sister, this award recognizes a non-traditional female student, whose college/university career was delayed by personal obligations involving humanitarian care.

### **The Coach Ray Perry Memorial Scholarship**

The Coach Ray Perry Memorial Scholarship was established in 2008 to honor the life and dedication of a beloved coach and mentor who shaped the lives of many athletes, fellow coaches and friends. Through this memorial scholarship, promising softball players at Holy Family University will be recognized and assisted in Coach Perry's name. Criteria include dedication to the sport of

softball and to academic studies, team spirit, and financial need. The scholarship is awarded upon recommendation by the Director of Athletics.

### **The Petrini Award**

The award is given to a student concentrating in and demonstrating academic potential in any field of science.

### **The Philadelphia Coca-Cola Bottling Company Achievement Award**

This achievement award is given to a student who has excelled academically, has successfully balanced studies with extra-curricular activities, and displays accomplishment in all areas, including service to others. The financial award recognizes the student's accomplishment and serves as an incentive to help the student realize his or her full potential.

### **The R-Way Scholarship**

This scholarship is awarded to a full-time, female varsity basketball player and recognizes academic achievement, sportsmanship, dedication, and financial need. The donor is R-Way Gasket and Supply Company, Inc., located in the lower Frankford section of Philadelphia.

### **The John Redmond Memorial Scholarship**

Honoring the memory of fallen Philadelphia firefighter John Redmond, a part-time, psychology student at Holy Family University, this scholarship is awarded to a part-time student majoring in psychology or the social and behavioral sciences and who exhibits the qualities that John Redmond possessed: scholarship, leadership, dedication, and service to his/her community.

### **The Dr. David C. Rice Memorial Scholarship**

The Dr. David C. Rice Memorial Scholarship honors the late Vice President for Academic Affairs, who was a Greek and Latin scholar and served Holy Family University from 1997 through 2003. The scholarship is awarded to a student of high academic achievement, scholastic promise, and dedication to learning. It recognizes the student who distinguishes himself/herself intellectually and displays a passion for making a difference in the lives of others. It was established in 2011 by Dr. Rice's widow, Teresa Cristofaro '94, a humanities major and former employee of the University for 13 years.

### **The Lawrence and Adrienne Riley History Award**

Professor *Emeritus* Lawrence Riley, PhD, who retired from teaching history at Holy Family University in 2000, created this award in conjunction with his wife, Adrienne. The purpose is to promote greater interest in history at Holy Family University by granting a scholarship to the most outstanding current Holy Family Junior or Senior level History major. It is given at the recommendation of qualified candidates from the History faculty.

## **The Kal and Lucille Rudman Foundation Scholarship in Fire Science and Public Safety Administration**

This scholarship is awarded to Philadelphia firefighters who are pursuing a bachelor's degree in the Fire Science and Public Safety Administration Program. Recipients of the scholarships are generally Junior and Senior level students. It is geared toward supporting students who will assume leadership roles in emergency management and safety administration.

### **The S.A.Y.S. Scholarship Award**

The S.A.Y.S. Scholarship Award recognizes extraordinary students and their outstanding service achievements. It is awarded to a full-time undergraduate student in recognition of their leadership experience as a member of the S.A.Y.S. organization and their volunteer activities. The recipient must carry a grade point average of at least 2.5 or above, and submit a 300+ word essay with following content: How has community service shaped your life? What does the University's motto, *Teneor Votis*, mean to you? Is there a specific project that you would like to lead on campus? Is there an organization that you would like to partner with and why?

### **The Science is Beautiful Scholarship**

This scholarship is awarded annually to one or more students with demonstrated financial need, who have excelled in math or science at Holy Family University. The scholarship is funded annually by Mr. Vincent Frascatore '90, Dr. Kimberly Heyer-Cuesta '89, Dr. Keith Lafferty '89, and Dr. Prem Rabindranauth '90. This group of alumni, who studied together and motivated each other to succeed, have created this scholarship to honor the memory of their classmate, leader, and mentor, Dr. Susan Nowak, and in gratitude for the guidance, encouragement, and passion provided to all of them by Holy Family faculty and staff.

### **The School of Education Scholarship**

The School of Education Scholarship is awarded to an education major with significant need. The scholarship was established in 2010 by School of Education faculty and staff, whose contributions to The School of Education Faculty and Staff Fund provide scholarships and other assistance in accord with approved guidelines.

### **The SPS Foundation Scholarship**

This scholarship was awarded for the first time in 1995 through the generosity of the SPS Corporation Foundation in Jenkintown. It is given to a serious student with potential, who would benefit greatly from the financial assistance and encouragement it provides.

### **The W. W. Smith Charitable Trust Grants**

The W. W. Smith Charitable Trust, established under the will of William Wikoff Smith, awards these trust grants annually. Grants favor students with

financial need, disadvantaged or minority students, and those with special needs. Awards are made to full-time students maintaining a grade point average of 2.5 or better and on the basis of need and potential for success. Grants cover the full academic year and have the possibility for renewal. Recipients often have displayed caring and service toward others, reflective of the mission of the Smith Trust to better the Delaware Valley by helping those most in need.

### **The Southampton Window Cleaning and Janitorial Service Scholarship**

The Southampton Window Cleaning and Janitorial Service Scholarship was established at Holy Family University in 2006 by the firm's owners, the Geib Family, to provide recognition and encouragement and to assist a deserving student who maintains average or above average grades (2.5 GPA or above) and has shown perseverance and resourcefulness in meeting their responsibilities.

### **The Walter Swartz Memorial Scholarship**

The Walter J. Swartz, Jr. Memorial Scholarship Fund was created by the family and friends of Walt Swartz, '92, who served in the Athletic Department as student and alum for 20 years. The scholarship is awarded to a student who serves the Athletic Department with the same generous enthusiasm which Walt exhibited.

### **The Helen M. Swoboda and Theodore L. Swoboda Memorial Merit Scholarship in the Humanities**

This scholarship is awarded to a junior or senior undergraduate student majoring in any area of the humanities, with preference given to majors in English, Communications, Philosophy, or Psychology. Recipients must carry a cumulative grade point average of 3.5 or above, and give evidence of serious volunteer engagement, either leadership and service on campus or in the community. Financial need is not the major criteria for selection, but there should be some documented need. The scholarship was established in 2010 by Margaret Swoboda Kelly, VP for Institutional Advancement at Holy Family University, in memory of her parents.

### **The Anthony J. and Mary Ann Szuszczewicz Merit Scholarship**

The Anthony J. and Mary Ann Szuszczewicz Merit Scholarship is awarded to a Holy Family University undergraduate student on the basis of academic merit and all-round excellence, and a minimum grade point average of 3.5 is required. It is restricted to graduates of Nazareth Academy High School, the alma mater of Mary Ann. If there are no eligible graduates of Nazareth Academy, then preference is given to a promising student majoring in nursing. The scholarship was established in 2008, which marked the 8th year of Mr. Szuszczewicz's service as a member of the University Board of Trustees.

### **The Dr. Bette Lewis Tokar Scholarship in Economics and Business Administration**

Given for the first time in 1995, the scholarship is funded by Dr. Bette Lewis Tokar '67, who taught Economics and Business Administration since 1972 and retired in 2007. It recognizes and encourages serious students of economics and business administration who have shown achievement and potential as well as financial need.

### **The United Political Club Scholarship**

An endowed scholarship, the award was first given in 1992, and thereafter, annually, to a Holy Family University student who is of Polish descent (the son or daughter of either mother or father of Polish lineage/background). Awards are made on the basis of need and merit.

### **The Samuel and Edith Veitz Endowed Memorial Co-op Education Scholarship**

Created by family and friends, this scholarship honors Samuel and Edith Veitz, parents of Sister M. Frances Veitz, CSFN, EdD, Director of Cooperative Education. It is awarded on the basis of academic merit and financial need to a co-op or internship student who has successfully completed at least one semester at a work-site related to his/her academic major.

### **The Sister Frances Veitz Award**

The Sister Frances Veitz Award is presented annually to a student who has distinguished themselves through service to the cooperative education honor society, Kappa Theta Epsilon. The Institutional Scholarship Selection Committee reviews recommendations for this award.

### **The Marion Ahrens Von Rosenstiel Scholarship**

The family and friends of Marion Von Rosenstiel created this memorial scholarship to honor her life's commitment to teaching and the principles to which she dedicated her creative energies as a member of the English Department from 1964 to 1987. The endowed scholarship is awarded to a Junior majoring in English or Communications and is based on academic merit and scholastic promise. It is given only when the English and Communications faculty recommends an exceptional student.

### **The Sister Florianne Zacharewicz, CSFN, PhD, Scholarship**

An endowed scholarship, the award provides partial tuition to a full-time undergraduate Senior who is a concentrator in Psychology. The scholarship is awarded on the basis of academic achievement with a 3.5 GPA and participation in scholarly or service activities in Psychology, especially activities on campus related to the profession.

### **The Stephen Zalewski Memorial Scholarship**

Established by Sister Aloysius Sabacinska, CSFN, PhD, and her family, this endowed scholarship is awarded on the basis of academic merit, financial

need, loyalty to the University, and potential for success. Sister Aloysius was the second president of the University (1959-1971), and continued to serve as records assistant and data entry specialist in continuing education from 1984 until she retired in 2002. The award honors the memory of her beloved brother-in-law, Stephen.

## **Various Financial Aid Policies**

1. Renewal of aid administered by Holy Family University is dependent upon the availability of funds and a reassessment of the aid recipient's eligibility.
2. Commitment of funds assigned by the federal and state government is made subject to legislative appropriation.
3. If a student receives a Pennsylvania State Grant, another state grant or an Athletic Grant after receiving a Holy Family Grant and/or a Federal SEOG Grant, the Holy Family Grant or Federal SEOG Grant may be reduced by the amount of the additional state grant or Athletic Grant. The Holy Family Grant or Federal SEOG Grant will not be increased if a student's state grant is lost due to late filing of their applications and/or the student's lack of response to the state's request for additional information.
4. A first-time Direct Federal Stafford Loan borrower must complete a loan entrance interview before loan funds can be disbursed. Recipients of the Federal Perkins Loan and the Federal Nursing Loan must meet with the student loan officer to complete all necessary paperwork prior to the disbursement of funds.
5. Before leaving the University, all student loan borrowers must complete a loan exit interview. The purpose of the exit interview is to make the student familiar with the rights and obligations for repayment of their student loan.
6. Each applicant for need-based financial aid must agree to submit his/her own and/or parents' completed and signed federal income tax forms and any other requested forms to the Financial Aid Office upon request. Omission or falsification of pertinent information does not relieve the student of financial obligations to the University and may result in refusal or withdrawal of financial aid, refusal of admission, dismissal from the University or any other penalty deemed appropriate by the University.
7. Students are obligated to report to the Financial Aid Office any changes of enrollment or residency status or any changes in your financial situation (including receipt of gifts or outside scholarships and/or tuition reimbursement for expenses related to attending Holy Family).
8. When a student's financial assistance from outside sources in combination with federal, state and Holy Family funded grants and scholarships exceeds the general tuition and fee cost, their Holy Family funded grant and/or

scholarship will be reduced by the amount in excess of the general tuition and fee cost.

9. Except for some Holy Family Scholarships, students must reapply for all types of financial assistance each academic year by the required filing deadline (see Annual Application Procedures for filing deadlines).
10. Holy Family University awards university-based grants and scholarships to first through fourth year full-time students. Fifth year full-time students may be eligible for Federal Pell Grants, Direct Federal Stafford Loans, and Private Education Loans but are not eligible for university based funds. University-based grants and scholarships also do not cover overload courses or double majors.
11. Holy Family University is committed to all qualified persons regardless of their economic or social status and does not discriminate in any of its policies, programs or activities on the basis of gender, race, age, handicap, marital or parental status, color or national or ethnic origin.

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

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 website for the most up-to-date version of this policy, [www.holyfamily.edu/finaid](http://www.holyfamily.edu/finaid).

### **Quantitative Standards**

To be eligible for continued receipt of financial aid (excluding PHEAA state grants), students must satisfactorily complete at least 75 percent of all courses attempted.

### **Qualitative Standards**

To be eligible for continued receipt of financial aid, students must achieve the following:

- |                                 |                                           |
|---------------------------------|-------------------------------------------|
| 23 or fewer cumulative credits  | 1.75 cumulative grade point average (GPA) |
| 24 and above cumulative credits | 2.0 cumulative grade point average (GPA)  |

Students who receive the following scholarships must also maintain the stated minimum cumulative grade point average in order to continue to receive the scholarship:

### **Scholarship/Minimum Cumulative GPA**

<i>Scholarship</i>	<i>Minimum Cumulative GPA</i>
Presidential Scholarship	3.0
Trustees Scholarship	3.0
Deans Award	2.6

### **Maximum Timeframe for Completing Degree Requirements**

The maximum timeframe for completing degree requirements is six years for full-time study, twelve years for half-time study and seven years for the accelerated program. Therefore, financial aid will not be available beyond the maximum timeframes. Additionally, Holy Family University funded financial aid (scholarships, grants, and discounts) is not available for more than four full-time years of study. Pennsylvania State grants are only available for eight full-time semesters or sixteen half-time semesters.

### **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.

### **Standards of Academic Progress for the Pennsylvania State Grant Program**

Pennsylvania Higher Education Assistance Agency (PHEAA) requires recipients of the PA State grant to complete a minimum of 24 credits for every two semesters of full-time grant assistance received, or a minimum of 12 credits for every two semesters of part-time grant assistance received. Students whose status is split during an academic year (full-time/part-time) will have their state grant eligibility reviewed based on a proration of annual requirements for the appropriate semester. Students may appeal directly to PHEAA concerning extenuating circumstances.