Rochester College participates in a variety of financial aid programs for the benefit of students. Students must meet the eligibility requirements of these programs in order to participate. Rochester College administers its financial aid programs in accordance with prevailing federal and state laws and its own institutional policies. Students are responsible for providing all requested documentation in a timely manner. Failure to do so could jeopardize the student’s financial aid eligibility. In order to remain eligible for financial aid, a student must maintain Satisfactory Academic Progress as defined in the “Academics” section of this catalog. More information about aid sources can be accessed from www.finaid.org.

Rochester College recommends that students apply for financial aid as early as possible in order to allow sufficient time for application processing. Financial aid must be approved and accepted and all necessary documentation completed before the financial aid can be applied towards tuition and fees. Financial aid is awarded on an academic year basis; therefore, it is necessary to re-apply for financial aid each academic year. Students who need additional information and guidance should contact the Student Financial Services Office.

Rochester College awards some institutional aid to qualified applicants enrolled full-time in the traditional program, regardless of family income. Institutional aid is adjusted according to the amount of Federal or State aid a student receives. Failure to comply with minimum grade requirements or Rochester College regulations may result in a loss of institutional awards.

The Student Financial Services Office provides detailed descriptions of programs, qualifications, and minimum renewal requirements for institutional and governmental aid. The Student Financial Service Office also designs financial aid packages which combine scholarships, grants, loans, and part-time employment to meet students’ financial needs. Some institutional aid may not be available to students who live off-campus. Exceptions may be considered when the residence halls are at full capacity.

**HOW TO APPLY FOR MAXIMUM AID**

1. Apply for a Federal PIN number at www.pin.ed.gov. Submit an email address to receive a PIN within 72 hours. Parents of dependent students must also apply for a PIN.

2. After receipt of the appropriate PIN numbers, complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov. The FAFSA may be completed as early as January 1 of the senior year in high school. To ensure qualification for the maximum amount of financial aid, complete your FAFSA by June 30. Please be sure to list Rochester College as your first school choice in order to be eligible for state grants. Our federal school code is 002288.

3. Shortly after the FAFSA has been processed, the student will receive a Student Aid Report (SAR) in the mail. Please read it carefully. If everything is correct, simply retain the SAR for your records. If there are any errors or corrections that need to be made, please make them online at www.fafsa.ed.gov and then click the “Make Corrections to a Processed FAFSA” link. The Federal PIN number is necessary in order to make any corrections.

4. Once Rochester College receives the SAR from the government, if the student’s FAFSA is selected for verification or any corrections need to be made, Student Financial Services will contact the student to inform him/her of the proper course of action. Once completed, the student will be sent an award letter listing all scholarships, state grants (if applicable), and federal aid (grants, work-study, and loans) for which the student qualifies.
5. Upon receiving the financial aid award letter, review the information carefully. Students should access the Student Portal to accept or decline aid online.

6. For the traditional program, an “Application for Undergraduate Admissions” must be submitted before students may be considered for RC scholarships.

*Please note that award letters are based on information supplied by the student and are, therefore, subject to change. Since Rochester College is continually seeking eligible students, we encourage students to respond to award letters within 30 days.

Contact the Student Financial Services Office by phone at 800.521.6010, opt. 2, by fax at 248.218.2065, or by email at fa@rc.edu.

**LOANS**

**FEDERAL PERKINS LOAN**
Amounts of Federal Perkins Loan awards are based on annual legislation. Applications are made directly to Rochester College by submitting the FAFSA form to your Student Financial Services advisor. Repayment and interest begin six months after the student graduates, withdraws from school, or falls below half-time enrollment status. Payments may be extended over a ten-year period. Rochester College utilizes the administrative services of University Accounting Services LLC (UAS) for Perkins Loans. For additional information about your Perkins Loan, visit the website at www.uaservice.com.

**FEDERAL DIRECT STAFFORD LOAN**
Federal Direct Stafford Loans are low interest loans. The Loan must be used to pay for direct and/or indirect educational expenses. Subsidized Stafford loans are need-based while unsubsidized loans are not. Repayment begins 6 months after the student graduates, withdraws from school, or falls below half-time enrollment status.

**FEDERAL DIRECT PLUS LOAN**
Federal Direct Plus Loans are available to parents of dependent undergraduate students. These loans are not based on need, but when combined with other resources cannot exceed the student’s cost of attendance. A credit check is required, and either or both parents may borrow through this program. Repayment begins within 60 days of final disbursement, or parents have the option to defer payments until the student graduates and/or withdraws from school.

**INSTITUTIONAL DISCOUNTS AND SCHOLARSHIPS**
Students must be enrolled full-time to receive institutional discounts and scholarships and may also be required to be campus residents. All discounts and scholarships are for a maximum of 10 traditional semesters (excluding summer semesters) for the first bachelor’s degree and 6 traditional semesters for a second bachelor’s degree, and a maximum of 18 hours per semester, unless otherwise indicated. Full policy details are posted on the Student Portal.

Please check with Student Financial Services for scholarship availability and requirements. All financial aid awarded is based on available funding. Rochester College reserves the right to revise awards according to governmental regulations and institutional policies. You may contact the Student Financial Services Office by phone at 800.521.6010, opt. 2, by fax at 248.218.2065, or by email at fa@rc.edu.

**SPECIAL SOURCES OF AID**

**PRIVATE FUNDS**
Churches, civic clubs, employers, and unions offer financial awards which are included in the total financial aid package when determining eligibility for government and some private assistance.

**VETERANS’ BENEFITS**
Military veterans or immediate family of veterans who are deceased or permanently disabled as the result of military service may qualify for assistance. For information, contact a Veterans Administration Office. Students may receive credit for training in the armed services or for previous course work by sending an official transcript from each institution to the Academic Services Office. Academic Services must receive transcripts by the end of the first semester of enrollment. Some General Education requirements may be waived based upon age, number of hours completed, and appropriate work experience. Records of academic work completed at Rochester College may be released to other institutions and agencies only upon written request.

In order to be certified for Veterans Administration benefits, the veteran must submit his or her Certificate of Eligibility letter to the college’s Veterans Administration Representative within Student Financial Services. Each semester the Representative will certify enrollment on the Veterans VAONCE online enrollment reporting system. Please keep in mind that if a student adds or drops a class or stops attending a
class, this information must be reported to Veterans Affairs. Such changes can cause interruption of benefits or an overpayment that must be repaid directly to Veterans Affairs before receiving future benefits. Class schedule changes are monitored monthly by the college’s Representative, but to ensure timely reporting, it is helpful to alert the representative by email at veterans@rc.edu when a class is added, class sections are changed, classes are dropped or withdrawn, or the veteran registers for a subsequent semester.

Students who are certified for Veterans Administration benefits but who fail to obtain the minimum cumulative GPA within one semester after being placed on Financial Aid alert may not be recertified until their cumulative GPA meets the minimum standards identified in the Financial Aid Alert requirements. Rochester College informs the Veterans Administration when students are not recertified due to the institution’s Satisfactory Academic Progress policy. Students within one semester (12 hours) of graduation may continue to be certified for veterans’ benefits only with a cumulative GPA of 2.00 or higher, which meets requirements for both the Bachelor’s and Associate degrees. The above policies regarding certification for veterans’ benefits supersede any and all previous statements of these policies.

Military reservists called to active duty while a semester is in progress should meet with Student Financial Aid Services and Academic Services to decide whether withdrawal or applying for “Incomplete” grade evaluations would be more advantageous. If completion of coursework is chosen but becomes impossible or takes longer than two calendar years after the time of activation, reservists will receive withdrawal grades for incomplete course work and tuition vouchers for the number of incomplete credit hours previously paid by the student and government-funded aid. The tuition voucher may be used at Rochester College for the same number of credit hours in any subsequent semester even if tuition rates are higher. Room and board charges are refunded on a prorated basis. Students with circumstances that warrant exceptions to refund policies should address a written appeal to the Academic Dean.

EMPLOYMENT OPPORTUNITIES AT RC

CURRENT STUDENTS may apply for on-campus employment. International students and students eligible to receive Federal Work Study receive first priority for available positions; however, work-study eligibility does not guarantee employment. Once hired, students are required to complete paperwork, including a student employment contract, with the Human Resources Office before employment begins. Students are also encouraged to complete a Student Payroll Deduction form to have their earnings applied directly to their student accounts. Job descriptions and the student employment application are available on the Student Portal. Those interested in learning more should review the Student Worker FAQ’s on the Student Portal or contact the Human Resources Office. Students on Financial Aid/Academic sanctions (see the “Academics” section of this catalog) are ineligible for on-campus employment.

OFF-CAMPUS EMPLOYMENT

Area businesses often seek Rochester College students for part-time jobs. Full-time students are encouraged to work no more than 20 hours per week.

ROCHESTER COLLEGE SATISFACTORY ACADEMIC PROGRESS POLICY

Federal regulations require that financial aid recipients maintain Satisfactory Academic Progress (SAP) in a program of study that leads to a degree, certification, or transfer program.

The Academic and Financial Aid SAP policies at Rochester College are one and the same. Students may be labeled with Financial Aid actions, regardless of whether or not they are financial aid recipients. Please refer to the Academics section of this catalog for full policy details.

FINANCIAL AID WITHDRAWAL POLICY

Summary of the Requirements of 34 CFR 668.22

Treatment of Title IV Aid When a Student Withdraws After Beginning Attendance (Provided to students as part of consumer information)

The law specifies how Rochester College must determine the amount of Title IV program assistance that you earn if you withdraw from school. The Title IV programs that are covered by this law are Federal Pell Grants, National SMART grants, Stafford Loans, PLUS Loans, Federal Supplemental Educational Opportunity Grants (FSEOGs), and Federal Perkins Loans.

When you withdraw during your period of enrollment, the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula. If you received (or your school or parent received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by the school and/or you.
The amount of assistance that you have earned is determined on a pro rata basis. For example, if you completed 30% of your payment period or period of enrollment, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period or period of enrollment, you earn all the assistance that you were scheduled to receive for that period.

If you did not receive all of the funds that you earned, you may be due a post-withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, your school must get your permission before it can disburse them. You may choose to decline some or all of the loan funds so that you do not incur additional debt. Your school may automatically use all or a portion of your post-withdrawal disbursement (including loan funds, if you accept them) for tuition, fees, and room and board charges (as contracted with the school).

For all other school charges, the school needs your permission to use the post-withdrawal disbursement. If you do not give your permission (which some schools ask for when you enroll), you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt to the school.

Your school must also get your permission before it can disburse directly to you any Title IV grant funds that are part of a post-withdrawal disbursement.

Some Title IV funds that you may have been scheduled to receive cannot be disbursed to you once you withdraw because of other eligibility requirements.

If you receive (or your school or parent receives on your behalf) excess Title IV program funds that must be returned, your school must return a portion of the excess equal to the lesser of the following:

1. Student account institutional charges multiplied by the unearned percentage of your funds, or
2. the entire amount of excess funds.

The school must return this amount even if it didn’t keep this amount of your Title IV program funds.

If your school is not required to return all of the excess funds, you must return the remaining amount. Any loan funds that you must return, you (or your parent for a PLUS Loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that you must return is called an overpayment. The amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive.

You must make arrangements with your school or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when you withdraw are separate from any refund policy that your school may have. Therefore, you may still owe funds to the school to cover unpaid institutional charges. Your school may also charge you for any Title IV program funds that the school was required to return. If you don’t already know what your school’s refund policy is, you can ask your school for a copy. Your school can also provide you with the requirements and procedures for officially withdrawing from school.

If you have questions about your Title IV program funds, you can call the Federal Student Aid Information Center at 1-800-4-FEDAI D (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid at www.studentaid.ed.gov.

Also, Direct Loan borrowers are required to complete an exit interview online at www.nslds.ed.gov and Perkins Loan borrowers are required to complete exit counseling. Please visit the UAS website at www.uaservice.com for further information.

BUSINESS OFFICE

ALUMNI

When a student’s status is changed to alumnus, the student account is transferred from Student Financial Services to the Business Office for collection of any unpaid balances. The Alumni Accounts Receivable Manager may be contacted at 248.218.2050.

COLLECTION AGENCY PLACEMENTS

Accounts placed with a collection agency by the Business Office will be charged collection costs and possible legal fees. The student becomes responsible to the collection agency for all contact and payment arrangements. Readmission to the college will not be permitted until the amount in collections is paid in full. A list of collection agencies used by the college may be found on the Rochester College website.

PERKINS LOAN ADMINISTRATION

For any questions relating to your Perkins Loan, please contact the Perkins Loan Administrator in the Business Office at 248.218.2050. Information may also be obtained from University Accounting Services, LLC on their website at www.uaservice.com.