

**Greater Lowell Technical School
Adult Postsecondary Program**

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**FINANCIAL AID
HANDBOOK**

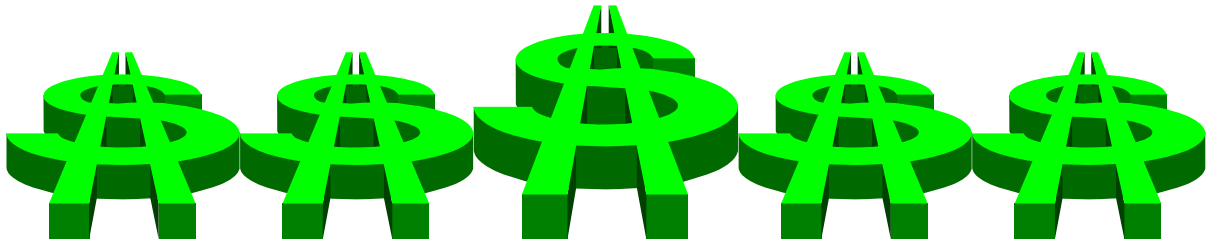


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1. TYPES OF TITLE IV FEDERAL FINANCIAL AID

GLTS participates in two of the Title IV Federal Financial Aid Programs, Federal Pell Grants and William D. Ford Federal Direct Loans.

Pell Grants

A Pell Grant is an award to help undergraduates pay for their education after high school. Students with prior Bachelor's Degrees, even if they are earned outside of the United States, are not eligible. Pell Grants do not have to be paid back. To determine eligibility, the United States Department of Education uses a standard formula, passed into law by congress, to evaluate the information you provide on your financial aid application.

For the 2023-2024 academic year, the maximum Pell Grant for a full-time student is \$7,395 and the minimum, if eligible, is \$692. The amount of the grant will depend upon your family's financial status, your enrollment status, and the cost of your education.

Direct Loans

The William D. Ford Federal Direct Loan Program enable students and/or parents to borrow money from the federal government, at a low interest rate, to meet educational expenses. The student and/or parents must repay these loans.

There are three types of Direct Loans:

Federal Direct Subsidized Loans - also called Direct Subsidized Loans. "Subsidized" means the federal government pays the interest on these loans while you are in school, and during deferments (postponements of repayment). You must show financial need to receive this type of loan.

Federal Direct Unsubsidized Loans - also called Direct Unsubsidized Loans. The federal government does not pay the interest while you are in school or in deferment. You can receive an Unsubsidized Loan regardless of financial need.

The maximum amount a dependent student can borrow is \$5,500 and the maximum for an independent student is \$9,500.

Federal Direct PLUS Loans - these are for parents of dependent students, with good credit histories, who want to borrow for their children. The maximum amount for this loan is the cost of attendance minus any financial aid.

INTEREST RATES

As of 7/1/22, the interest rate for the Direct Subsidized Loan and the Direct Unsubsidized Loan is 4.99%.

The Direct PLUS loan has an interest rate of 7.54%.

IS THERE A CHARGE FOR THESE LOANS?

The loan fee is 1.057% for academic year 2023/2024, this fee is deducted proportionately from each disbursement of your loan. The Direct PLUS loan origination fee is 4.228%. Also, if you do not make your loan payments when they are scheduled, you may be charged late fees and collection costs. Please visit studentaid.gov for updated fee information.

2. THE FINANCIAL AID APPLICATION PROCESS

STEP 1: Complete the Free Application for Federal Student Aid (FAFSA) on-line at www.studentaid.gov.

STEP 2: The GLTS Financial Aid Office may also need the following:

- A) Verification Worksheet
- B) Federal Tax Return or Transcript
- C) Identity/Statement of Educational Purpose

STEP 4: GLTS participates in the U.S. Department of Education's electronic application process. Your on-line FAFSA generates an Institutional Student Information Record (ISIR) which is sent to GLTS. You will receive by mail, or email, a SAR Information Acknowledgment form. Carefully review this form.

STEP 5: Your financial aid file is complete when the Financial Aid Office has all of the necessary information and forms. Your file is then reviewed, and your eligibility is determined. The deadline for completing your financial aid file is **May 12, 2023**. ***You may still apply for and receive a financial aid package after that date, but to be assured that you will be notified of your eligibility prior to the beginning of the program, your file should be completed by May 12, 2023. Late admits may be given an extension if requested, by contacting the Financial Aid Director.***

If you are eligible for financial aid, you will receive an Estimated Financial Aid Package listing your financial aid eligibility. If you are not eligible, you will receive a letter informing you of this.

3. DIRECT LOAN REQUIREMENTS

Federal regulations require all first-time Direct Loan borrowers to complete a Master Promissory Note (MPN). This is done on-line at www.studentaid.gov. If you have an active MPN, you do not need to do this. All students must complete Direct Loan Entrance Counseling. This can be done on the same website, www.studentaid.gov.

In addition to entrance counseling, all students are also required to complete Direct Loan Exit Counseling prior to the end of the program. The exit counseling is done at www.studentaid.gov.

4. DETERMINATION OF ELIGIBILITY

General Eligibility Requirements

To be eligible for any type of Title IV Federal financial aid, a student must:

- have a high school diploma or a GED
- be enrolled as a regular student in an eligible program
- be a U.S. citizen or eligible non-citizen
- have a Social Security Number and Social Security card with their correct name (married name if applicable)
- make satisfactory academic progress
- not be in default on a Federal education loan or owe a refund on a Federal grant

Financial Need

The information you provide on the FAFSA is used in a formula, established by Congress, which calculates your Expected Family Contribution (EFC). The EFC is the amount you and your family are expected to pay towards the total cost of your education. For the Federal Pell Grant program, if your EFC is below a certain number, you're eligible for a Pell Grant, assuming you meet all other eligibility requirements.

Your EFC is used in an equation to determine your financial need:

$$\text{Cost of Attendance} - \text{Expected Family Contribution} = \text{Financial Need}$$

Cost of Attendance

The cost of attendance for a student is an **estimate** of the student's educational expenses for the period of enrollment. It includes the following components:

Direct Costs: tuition, fees, books, and supplies

Indirect Costs: room and board, transportation, and personal expenses

For the 2023-2024 academic year, the estimated costs of attendance are as follows:

In-District Students

With Parents

	Costs Full-Time		Costs Full-Time
Tuition	7500	Tuition	7500
Fee	1350	Fee	1350
Books and Supplies	1100	Books and Supplies	1100
Room and Board	4250	Room and Board	11260
Personal Expenses	1990	Personal Expenses	1990
Transportation	3260	Transportation	3260
TOTAL	19450	TOTAL	26460

Off-Campus

Out-of-District Students

With Parents

	Costs Full-Time		Costs Full-Time
Tuition	11579	Tuition	11579
Fee	1350	Fee	1350
Books and Supplies	1100	Books and Supplies	1100
Room and Board	4250	Room and Board	11260
Personal Expenses	1990	Personal Expenses	1990
Transportation	3260	Transportation	3260
TOTAL	23529	TOTAL	30539

Off-Campus

Out of State

With Parents

	Costs Full-Time		Costs Full-Time
Tuition	12579	Tuition	12579
Fee	1350	Fee	1350
Books and Supplies	1100	Books and Supplies	1100
Room and Board	4250	Room and Board	11260
Personal Expenses	1990	Personal Expenses	1990
Transportation	3260	Transportation	3260
TOTAL	24529	TOTAL	31539

Off-Campus

***Please note that the total amount listed above is not the amount that the school is charging you to attend the program.

Dependency Status

Certain questions you answer when you complete the FAFSA will determine whether you're considered **dependent** on your parents and must report their income and assets as well as your own, or whether you're **independent** and must report only your income and assets (and those of a spouse). Income and asset information are used in determining your eligibility for federal student aid.

Students are classified as dependent or independent because federal student aid programs are based on the idea that students' parents have the primary responsibility of paying for their children's education.

You're an independent student if you meet one of the following criteria:

- * You were born before January 1, 2000
- * As of today, you are married
- * You are enrolled in a master's or doctorate program
- * You are currently serving on active duty in the U.S. Armed Forces
- * You are a veteran of the U.S. Armed Forces
- * You have children who receive more than half of their support from you
- * You have legal dependents who live with you and who receive more than half of their support from you
- * At any time since you turned 13, both your parents were deceased, you were in foster care or were a dependent or ward of the court
- * You are or were an emancipated minor as determined by a court in your state of legal residence
- * You are or were in legal guardianship as determined by a court in your state of legal residence
- * At any time after July 1, 2022, you were a homeless unaccompanied youth as determined by either you high school or school district homeless liaison, a director of an emergency shelter or transitional housing program funded by the U.S. Department of Housing and Urban Development, or by the director of a runaway or homeless youth basic center or transitional living program.

If you claim to be an independent student, GLTS. may ask you to submit proof before you can receive any Federal Student Aid. If you think you have unusual circumstances that would make you independent, even though you normally would be considered dependent, you should schedule an appointment with the Financial Aid Director. The Director can change your status to independent if she thinks your circumstances warrant it. But remember, the Director won't automatically do this. That decision is based on her judgment, and it's **final** - you can't appeal it to the U.S. Department of Education.

4. BOOK REIMBURSEMENT

Some Pell-grant eligible students are eligible for book reimbursement checks. Students will be notified of their book reimbursement eligibility after their financial aid has been awarded and finalized.

6. DISBURSEMENT OF FINANCIAL AID

Pell Grants and Direct Loans are disbursed in two equal payments. The first half will be disbursed at the beginning of the program, usually within the first 60 days. The second half will be disbursed after you have completed one-half of your scheduled hours.

When financial aid funds are received from the federal government, the school will credit your account with the school. After your tuition is paid in full, any remaining amount will be paid to you by check.

NO PROCEEDS FROM ANY FINANCIAL AID PROGRAMS WILL BE GIVEN TO THE STUDENT UNTIL THE BALANCE OWED GLTS. IS PAID IN FULL. THERE ARE NO EXCEPTIONS TO THIS RULE.

7. RETURN OF TITLE IV FINANCIAL AID

When a student withdraws from school, Greater Lowell Technical School is required to apply a pro-rated reduction on the financial aid that has been awarded. This pro-ratio is required to be in effect through the 60% point in your program, which is until you have completed at least 659 clock hours. The effect of this policy is that even if you have a financial aid award that covers your institutional costs, you will have a balance with Greater Lowell Technical School if you withdraw.

EXAMPLE

Financial Aid Award:	Pell Grant	\$5,730	1 st disbursement	\$2,865
	Direct Loan	\$5,500	1 st disbursement	<u>\$2,722</u>
			Total	\$5,587

Student withdraws on 12/01; completed 329 hours of the 1097-hour program.

$$329 \text{ hours} / 1097 \text{ hours} = .30, \text{ or } 30\%$$

The student had completed 30% of the program and therefore, had earned 30% of the financial aid that had been awarded.

$$\$11,174 \text{ aid awarded} \times 30\% = \$3,352 \text{ earned financial aid}$$

GLTS must return the unearned aid to the U. S. Department of Education:

$$\$5,587 \text{ aid received} - \$3,352 \text{ earned aid} = \$2,235 \text{ unearned aid}$$

GLTS must return \$2,235 to the U.S. Department of Education.

Tuition, in-district:	\$6,500	Tuition, out-of-district:	\$8,200
July 9 Payment:	<u>-\$2,500</u>	July 9 Payment	<u>-\$3,000</u>
	\$4,000		\$5,200
Pell & Loan:	<u>-\$5,587</u>	Pell & Loan	<u>-\$5,587</u>
Refund Check:	\$1,587	Refund Check	\$ 387
Balance	zero	Balance	zero
Return to Direct Loan	\$2,235	Return to Direct Loan	\$2,235
Amount Owed to GLTS:	\$2,235	Amount Owed to GLTS:	\$2,235

Please contact the Financial Aid Director if you have any questions regarding this calculation.

8 FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS POLICY

Greater Lowell Practical Nurse (PN) Program offers two concurrent single PN programs (Day/Eve) per academic year in which every student progress simultaneously. If a student fails to successfully complete one or more courses during the academic year, they will not be able to advance and will be terminated from the program. Every student has the option to reapply to the program in the future. (Please see section K of the Student Handbook for more information on how to reapply.) Students who are terminated will be placed on academic warning if and when they are reaccepted into the program in a future academic year.

Federal regulations require that Greater Lowell Technical School measure students' progress toward the completion of the Practical Nurse program, which is called Satisfactory Academic Progress (SAP). The standards of SAP apply to all Title IV funding which includes Pell Grants and Direct Stafford Loans. You must meet both the qualitative and quantitative standards as follows:

Qualitative Standards

SAP is measured at the end of each term. A minimum GPA of 77% in each nursing course and 75% in each non-nursing course is required. Cumulative academic average must be 76% by the completion of each term. Successful completion of all clinical objectives as outlined in each clinical description which is presented at the beginning of each course must be achieved.

Quantitative Standards

The Practical Nurse Program requires students to enroll in courses that are offered sequentially in three terms. Students must pass all courses in the program in the program's required sequence. Students who are in jeopardy of not passing a course will be placed on Academic Probation. Students placed on Academic Probation will be issued a written Academic Plan that outlines course and grade requirements for successful completion of the program. Students who do not pass any one course will be dismissed from the Practical Nurse Program.

Students are required to complete at least 67% of their cumulative scheduled hours. Missing too many program clock-hours may put your financial aid in jeopardy.

Maximum Timeframe

Students must complete their degree within 150% of the normal timeframe. Timeframe is evaluated by the number of hours attempted. Students who are unable to graduate within the 150% timeframe lose eligibility for financial aid when the hours needed to graduate, and the hours attempted exceed the 150% limit. Maximum credit hours allowed per maximum timeframe for the Practical Nurse Program = 1097 (clock hours required). The normal time expected to complete the program is 42 weeks. 150% of 42 weeks is 63 weeks maximum.

Transfer Hours

Accepted transfer hours that count toward the student's current program must be included in both attempted and completed hours for maximum timeframe purposes.

Course Incompletes, Withdrawals, Repeats and Remedial Courses

A student will receive a grade in all coursework. Incompletes are not allowed as a student must complete each course to be able to continue on to the next term. A student may not withdraw from a course unless withdrawing from the school entirely. There are no course repetitions nor do we offer or accept any remedial course work.

Financial Aid Warning

Students who do not meet the above requirements will be placed on Financial Aid Warning. A student on warning is still eligible to receive financial aid but if the student does not successfully complete the warning term, the student will be denied financial aid going forward and will need to appeal to the Financial Aid Director.

How to Appeal Financial Aid Denial due to SAP

If a student is denied financial aid due to not meeting SAP, he or she may appeal this decision to the Financial Aid Director. The appeal must be in writing and must indicate the extenuating circumstances that caused him/her to not meet the minimum requirements. Also, the student must state what he/she is planning on doing differently to improve their future academic performance. The appeal will be reviewed and a determination made whether the student's financial aid can be reinstated. If the appeal is approved, the student is placed on extended Financial Aid Probation. The student will be contacted of the decision in writing.

Returning Students

If a student withdraws from a program of study and re-enrolls in the same program within 180 days of withdrawal, the student is treated as returning to the same payment period that was in place when the student withdrew and must complete any clock hours for which the student previously received federal funding before being eligible for additional funding. A student who returns to a program after more than 180 days have elapsed since withdrawal may be eligible for federal aid for any classes the student must repeat to obtain academic credit.

8. FAMILY EDUCATION RIGHTS AND PRIVACY ACT

In compliance with the Family Education Rights and Privacy Act (FERPA) and Greater Lowell Technical School policy, the Financial Aid Office cannot release any information pertaining to a student's record. In order for any information to be released to anyone, other than the student, the student must provide our office with written consent.

10. THE RESPONSIBILITIES OF A FINANCIAL AID RECIPIENT

It is your responsibility to:

- Review and consider all information about a school's program before you enroll.
- Complete the Financial Aid Application process as outlined on page 4, Step 1 - Step 5.
- Provide all documentation, corrections, and/or new information requested by either the Financial Aid Office or the agency to which you submitted your application.
- Notify the school of any information that has changed since you applied for financial aid, including your enrollment status.
- If you are over awarded federal financial aid, you must pay back the entire over awarded money you received. If you do not, you will become ineligible to receive Title IV Federal Student Aid in the future.
- You must maintain Satisfactory Academic Progress as outlined in this Handbook. This involves maintaining your grade point average and completing the required clock hours of your program.
- Repay any student loans you have. When you sign a promissory note, you are agreeing to repay your loan.

- You must complete Direct Loan Entrance and Exit Counseling if you have a Direct Loan. You must notify the school of a change in your name, address, or attendance status. You must also notify the Direct Loan Servicing Center of these changes.
- Understand the school's refund policy. If you cease attending within a short time after you start, you may be able to get a partial tuition refunded to you. But after a certain date, you won't get any money back.

Additional information on financial aid programs can be found at www.studentaid.gov/resources. Note that Greater Lowell Technical School does not participate in all of the programs listed on this resource, only those mentioned in this handbook.

FINANCIAL AID
STUDENT SIGN OFF FORM

I RECEIVED, READ AND UNDERSTAND THE INFORMATION IN THE
FINANCIAL AID HANDBOOK.

PRINT STUDENT NAME

DATE

STUDENT SIGNATURE

***THIS FORM MUST BE SIGNED AND RETURNED TO JACKIE CROTTY,
FINANCIAL AID DIRECTOR.**