

# Pacific College of Oriental Medicine

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## Financial Aid Policy & Procedure Bulletin

2018-2019

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Revised 2018-2019

## Financial Aid Department Mission:

The Pacific College of Oriental Medicine Financial Aid Office (FAO) is committed to support students in achieving their academic goals by helping to remove the financial barriers to college attendance through the delivery of comprehensive student aid programs within regulatory guidelines. We strive to provide a high level of service in a fair, sensitive, and confidential environment to all individuals, regardless of background, culture, or lifestyle.

## Introduction

Planning ahead and applying for financial aid programs can help you obtain an education that might otherwise be outside of your financial goals. We are here to help. Our Financial Aid Office staff is available to help you determine how much of the cost of your education can be financed by you and how much may be paid by using financial aid programs.

While there is staff available to assist students at Pacific College in New York and Chicago, financial aid for all three Pacific College campuses (San Diego, New York and Chicago) occurs at the San Diego Financial Aid Office.

The Financial Aid Policy and Procedure Bulletin (Bulletin) will provide students with much of the information they need to know regarding financial aid at Pacific College of Oriental Medicine. It is not intended to be all-inclusive due to the extent of information and ever-changing statutes, regulations and interpretations governing federal and state financial aid programs. Our forms and web pages provide additional information. We also recommend that you visit the U.S. Department of Education's Federal Student Aid website at <http://studentaid.gov>. Specific questions can be addressed to the Financial Aid Office directly. Financial aid is deadline driven. It is important to stay informed and observe all deadlines so that your financial aid can be processed in a timely manner and you can concentrate on your studies rather than your finances.

The Financial Aid Office communicates with you via the Financial Aid Policy and Procedures Bulletin (this document), posted notices, information placed in your communication folder and through electronic communication such as e-mail. Our primary method of communication is through e-mail. If you give us an e-mail address, be sure to let us know if you change it! Also if you do not regularly check your Pacific College e-mail account, set it up to forward to your regular e-mail address. Important notices are sent to the Pacific College e-mail address. If you are not sure how to set up the Pacific College e-mail to forward to your regular e-mail address, check with the IT office at your campus.

We are glad you are here at Pacific College of Oriental Medicine. We strive to provide you with the best customer service, timely notification and personal assistance within federal guidelines. We maintain an "Open Door" policy and are available to help you. Please contact us whenever you have questions, comments or need assistance.

## Confidentiality

The Financial Aid Office does not provide copies of application documents to anyone other than the signatory of the requested document. If you want copies of your parents' or your spouse's application documents, you must ask them to send written release to the Financial Aid Office, specifying which of their documents can be released to you. The written release must include the student's name and must be signed by the person whose documents are to be released to you; similarly, if your parents request copies of your documents that contain your information, you must first sign a written release. Your parents' financial information cannot be discussed with you unless they have provided us with written authorization to do so.

Pacific College of Oriental Medicine does not share information on its enrolled students and does not participate in programs that use Pacific College information for statistical research.

When you apply for financial aid, you are required to provide detailed financial information. Pacific College holds all financial information you provide to us in the strictest confidence, and we comply with the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA), which regulates the release of any personal information.

Please realize that if you accept a scholarship from an organization or company not affiliated with Pacific College, we may share your name, program of study and grade point average with the donor of the scholarship. We will not share financial information or other personal information with the donor. In some instances, we will ask scholarship recipients to write thank you notes to the organization that made the scholarship possible.

## Eligible Programs

Federal financial aid is available to eligible students fully admitted to the following programs:

### San Diego Campus:

- Doctor of Acupuncture and Oriental Medicine (Post-graduate) (DAOM-PG)
- Doctor of Acupuncture and Chinese Medicine (Entry-level) (DACM)
- ~~Doctor of Acupuncture (Entry-level) (DAc) Remove~~
- Doctor of Acupuncture and Chinese Medicine (Entry-level) (DACM)[Faculty/Alumni Upgrade Program]
- Doctor of Acupuncture (Entry-level) (DAc) [Faculty/Alumni Upgrade Program]
- Transitional Doctor of Acupuncture and Chinese Medicine/Doctor of Acupuncture (T-DACM/T-DAc)
- Master of Science (Traditional Oriental Medicine) (MSTOM)
- Associate of Science (Massage Therapy/Asian Bodywork)
- Associate of Applied Science (Holistic Health Science)
- Massage Therapist/Asian Bodywork Certificate

### New York Campus:

- Master of Science (Traditional Oriental Medicine) (MSTOM)
- Master of Science in Acupuncture (MSAc)
- Bachelor of Science (Emphasis in Holistic Nursing)
- Associate of Occupational Studies (Massage Therapies)
- Herbology Certificate Program
- Certificate Program in Holistic Nursing

### Chicago Campus:

- Doctor of Acupuncture and Chinese Medicine (Entry-level) (DACM)
- Doctor of Acupuncture (Entry-level) (DAc)
- Master of Science (Traditional Oriental Medicine) (MSTOM)
- Master of Science in Acupuncture (MSAc)
- Associate of Science (Massage Therapy/Asian Bodywork)
- Associate of Applied Science (Massage Therapies)
- Massage Therapist (Asian Bodywork) Certificate
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We encourage you to complete the steps necessary to process your financial aid at the same time you are applying for admission. However, be aware that we cannot finalize your aid until all the documentation and criteria required for full admission to the college is received and processed by the Admissions Office.

### Recent Changes

Students, parents of dependent students, and borrowers are required to use an *FSA ID*, made up of a username and password, to access certain U.S. Department of Education websites. Your FSA ID is used to confirm your identity when accessing your financial aid information and electronically signing your *federal student aid* documents. An FSA ID replaces the PIN previously required for Department of Education websites.

Please read the following steps on how to create an FSA ID then follow the steps to create your FSA ID:

**Step 1:** Log in to <http://www.fafsa.ed.gov/> and click the link to create an FSA ID.

- **Step 2:** Create a username and password, and enter your email address.
- **Step 3:** Enter your name, date of birth, Social Security Number, contact information, and challenge questions and answers.
- **Step 4:** If you have a Federal Student Aid PIN, you will be able to enter it and link it to your FSA ID. You can still create an FSA ID if you have forgotten or do not have a PIN.
- **Step 5:** Review your information, and read and accept the terms and conditions.
- **Step 6:** Confirm your email address using the secure code, which will be sent to the email address you entered when you created your FSA ID. Once you verify your email address, you can use it instead of your username to log in to the federal student aid websites.

You can use your FSA ID to sign a FAFSA right away. Once the Social Security Administration verifies your information in one to three days, or if you have linked your PIN to your FSA ID, you will be able to use your FSA ID to access the federal student aid websites. For help, visit <https://fsaid.ed.gov/npas/pub/faq.htm>.

### **Subsidized Direct Loan Is Limited to 150% of Program Length – New Federal Law**

The Congress enacted what is called the Moving Ahead for Progress in 21st Century Act on July 6, 2012. And it amended the Higher Education Act to place a limit on how long a student may receive Direct Subsidized loans.

This law became effective on July 1, 2013. This new requirement only affects **first-time borrowers**. First-time borrowers are generally students who **do not** have a balance on either a Direct Loan or Federal Family Education Loan (FFEL) as of July 1, 2013, the effective date of the law and the regulations, or did not have a balance on the date when they get their first Direct Subsidized loan. First-time borrowers are no longer eligible to receive Direct Subsidized Loans once the borrower has received Direct Subsidized Loans for a period that is 150% of the published length of the borrower's current educational program. A borrower who loses eligibility for additional subsidized loans loses interest on subsidized loans received on or after July 1, 2013 during all periods if the borrower did not complete the program and continues enrollment on at least a half-time basis in the same program; or enrolls in another program of the same or shorter length on at least a half-time basis.

For borrowers who have lost their interest subsidy benefits. The borrower is responsible for interest triggered from the date of continued or subsequent (at least half-time) enrollment in an eligible undergraduate program of equal or lesser length. Unpaid accrued interest is capitalized in the same manner as Direct Unsubsidized Loans.

For more details, review the information on Federal Student Aid's [Subsidized / Unsubsidized Loans](#) information page, as well as their [Time Limitation on Direct Subsidized Loan](#) information sheet.

### **Recent Changes to Federal Student Aid**

As a result of recent legislative changes, you should be aware of new requirements for the federal student aid programs. Here's an overview of the changes:

**Graduate and professional students (Master and Doctorate students) are no longer eligible to receive subsidized loans.**

#### **Eligibility of Students without a High School Diploma**

In order to be eligible for federal student aid, you must have either a high school diploma or a recognized equivalent (such as a General Educational Development certificate (GED) or have been home schooled).

- You will no longer have the option of becoming eligible for federal student aid by passing an approved test or completing at least six credit hours or 225 clock hours of postsecondary education.

**Exception:** Students who were enrolled in an eligible educational program of study before July 1, 2012 may continue to be considered Title IV eligible.

#### **Expected Family Contribution**

The Expected Family Contribution (EFC) is a number that determines students' eligibility for federal student aid. The EFC formulas use the financial information students provide on their Free Application for Federal Student Aid (FAFSA®) to calculate the EFC. Financial aid administrators (FAAs) subtract the EFC from students' cost of attendance (COA) to determine their need for the following federal student financial assistance offered by the U.S. Department of Education (the Department):

- Federal Pell Grants,
- Subsidized Stafford Loans through the William D. Ford Federal Direct Loan Program,
- Federal Supplemental Educational Opportunity Grants (FSEOG),
- Federal Perkins Loans, and
- Federal Work-Study (FWS).

Certain students are automatically eligible for a zero EFC.

- The income threshold for the parents of dependent students and for independent students and their spouses is \$25,000 or less (for an automatic zero EFC) instead of \$49,999 or less (for the simplified EFC calculation), and
- For independent students, those without dependents other than a spouse cannot receive an automatic zero EFC.

#### **Federal Pell Grant Program — Duration of Eligibility**

**Once you have received a Pell Grant for 12 semesters, or the equivalent, you will no longer be eligible for additional Pell Grants.**

- You are eligible to receive a Pell Grant for up to 12 semesters or the equivalent. If you have exceeded the 12- semester maximum, you will lose eligibility for additional Pell Grants. Equivalency is calculated by adding together

the percentage of your Pell eligibility that you received each year to determine whether the total amount exceeds 600%.

- For example, if the maximum Pell Grant award amount you received for the 2018-2019 school year was \$6,095, but you only receive \$3,048 because you were only enrolled for one semester, you would have used 50% of your maximum award for that year. If in the following school year, you were enrolled only three-quarter time, you would have used 75% of your maximum award for that year. Together, you would have received 125% out of the total 600% lifetime limit.

### **Federal Direct Student Loan Interest Rates:**

All federal direct subsidized and unsubsidized loans made to undergraduate students on or after July 1, 2018 will have a fixed interest rate of 5.05% for the 2018-19 award year.

All federal direct unsubsidized loans made to graduate students on or after July 1, 2018 will have a fixed interest rate of 6.60% for the 2018-17 award year.

### **Federal direct loan fees are deducted by the government from each disbursement:**

Loans first disbursed on or after October 1, 2018 and before October 1, 2019 will have a loan fee of 1.062%. Loans first disbursed on or after October 1, 2017 and before October 1, 2018 will have a loan fee of 1.066%

The net amount of subsidized loan funds disbursed to a first year undergraduate student each term on or after October 1, 2018 will be as follows:

Maximum loan amount for 2 terms is \$3500 divided by 2 terms = \$1750 per term less 1.062% loan fee (\$18) = \$1,732 (rounded up to nearest \$) per term or total net amount of \$3464 for 2 terms.

### **General Eligibility Requirements for Federal Student Aid Programs**

To be eligible for federal financial aid the student must:

- Have a high school diploma, General Education Development (GED) certificate or be home schooled.
- Be a U.S. citizen, a permanent resident of the U.S. or eligible non-citizen with a valid Social Security Number.
- Be fully accepted to an eligible program and have met all requirements for matriculation as set forth by the Admissions and Records Offices.
- Be enrolled or accepted for enrollment as a student working toward a degree, diploma, or certificate in an eligible program. Must be enrolled at least half-time (6 units) for federal student loan programs.
- Be registered with the Selective Service Administration, if required to do so. You can use the electronic FAFSA<sup>SM</sup> to register, you can register at [www.sss.gov](http://www.sss.gov), or you can call 1-847-688-6888. (TTY users can call 1- 847-688-2567).
- Be enrolled at least half-time in courses that are required for graduation from your admitted program.
- Maintain satisfactory academic progress for financial aid as outlined in the Pacific College catalog and this 2018- 19 Financial Aid Policy Bulletin.
- Not owe an overpayment on a federal grant and not be in default on a federal educational loan.
- Demonstrate financial need (except for certain loan programs).
- Meet the federal requirements regarding any conviction for possession or distribution of drugs.
- Meet all program specific qualifications.
- Submit all forms required by the Financial Aid Office to confirm eligibility.
- Sign a statement of educational purpose and a certification statement that you are not in default on a federal student loan and do not owe an overpayment on a federal student grant.
- Meet any and all other federally mandated requirements.
- Civil Commitment for Sexual Offenses - A student subject to an involuntary civil commitment after completing a period of incarceration for a forcible or non- forcible sexual offense is ineligible to receive a Federal Pellgrant.

If students do not meet the above criteria for federal financial aid, there is a limited number of private student loan programs for which they may qualify. Pacific College does not maintain a preferred lender list for private student loans. Please note the Financial Aid Office discourages students from applying for private student loans without first meeting with a Financial Aid Officer. Students can do a search on the web for private student loans to find a participating lender.

## Drug Conviction and Financial Aid Eligibility

Under the Higher Education Act, a student may become ineligible for federal student aid upon conviction of any offense involving the possession or sale of illegal drugs while receiving Title IV federal financial aid. Federal aid includes Federal Direct Loans, Federal Direct PLUS Loans, Federal Direct Graduate PLUS Loans, Federal Pell Grants, Federal Supplemental Educational Opportunity Grants, Federal ACG Grants, Federal SMART Grants, Federal TEACH Grants, Federal Work Study, and Perkins Loans.

### Penalties for Drug Convictions

Possession of Illegal Drugs:

- First Offense: Ineligible to receive aid for 1 year from the date of conviction
- Second Offense: Ineligible to receive aid for 2 years from the date of conviction
- Third and Subsequent Offenses: Indefinite ineligibility from the date of conviction

Sale of Illegal Drugs:

- First Offense: Ineligible to receive aid for 2 years from the date of conviction
- Second and Subsequent Offenses: Indefinite ineligibility from the date of conviction

### How to Regain Eligibility – Drug Conviction

A student can regain eligibility for federal student aid funds by successfully completing a drug rehabilitation program. To be sufficient to reinstate financial aid eligibility, the program must:

- include at least 2 unannounced drug tests  
AND
- be recognized as a Federal, State, or local government agency program A

student will regain eligibility on the date of successfully completing the program.

Question 23 on the FAFSA form asks if the student has ever been convicted of a drug related offense. Failure to answer this question will automatically disqualify the student from receiving Federal aid. Falsely answering this question, if discovered, could result in fines up to \$20,000, imprisonment, or both.

### Convictions during Enrollment

According to the United States Department of Education, if a student is convicted of a drug offense after receiving Federal aid, he or she must notify the Financial Aid Department immediately and that student will be ineligible for further aid and required to pay back all aid received after the conviction.

### Consumer Information and Gainful Employment Disclosures

Annual reports including but not limited to the [Campus Crime Security Report](#), the [School Performance Fact Sheet](#), [Gainful Employment Disclosures](#), [Student Lending Code of Conduct](#), and other pertinent consumer information are available at [www.pacificcollege.edu](http://www.pacificcollege.edu). Paper copies are available upon request to the Financial Aid Office.

### Financial Aid Eligibility and Programs

At Pacific College, financial aid is available to students who are fully admitted to the college and is awarded based on:

- Education costs (cost of attendance), including tuition, fees, books, and an allowance for living expenses
- Your Estimated Family Contribution (EFC) from your Free Application for Federal Student Aid (FAFSA)
- Financial resources you will receive such as federal and state grants, scholarships, or tuition assistance

To determine your eligibility for federal student aid we take your cost of attendance for your program of study and then subtract your EFC and any aid you will get from other sources. The result is your remaining financial need:

$$\begin{aligned} & \text{Cost of Attendance} \\ & - \text{EFC} \\ & - \text{Aid from Other Sources} \\ & = \text{Remaining Financial Need} \end{aligned}$$

## How to Apply for Financial Aid

There are six steps in the process to apply for financial aid that begin with completing the Free Application for Federal Student Aid (FAFSA) [www.fafsa.gov](http://www.fafsa.gov):

### FAFSA School Codes:

San Diego: 030277

Chicago: E00983 New

York: E00911

**Step 1: Apply for a Federal Student Aid Identification Number FSA ID [www.fsaid.ed.gov](http://www.fsaid.ed.gov)**, if you have not already done so. An FSA ID gives you access to Federal Student Aid's online systems and can serve as your legal signature for the Free Application for Federal Student Aid and Federal Direct Loan Master Promissory Note. It also serves as your access code on [Student Aid on the Web](#), the Department of Education's site with free information on funding a college education. [www.fsaid.gov](http://www.fsaid.gov), if you have not already done so. An FSA ID gives you access to Federal Student Aid's online systems and can serve as your legal signature for the Free Application for Federal Student Aid and Federal Direct Loan Master Promissory Note. It also serves as your access code on [Student Aid on the Web](#), the Department of Education's site with free information on funding a college education.

You will need an FSA ID to complete the FAFSA on-line. If you are a dependent student, your parent will also need to apply for an FSA ID. Remember to sign the FAFSA with an FSA ID.

**Step 2: Complete the Free Application for Federal Student Aid (FAFSA).** The easiest way to complete the [Free Application for Federal Student Aid \(FAFSA\)](#) is early, and online. If you apply online, your application will be processed faster and will likely be more accurate because the FAFSA web site is designed to catch common errors. The online application allows you to skip questions that are not relative to your unique situation. It also allows for retrieving your tax information directly from the IRS – minimizing many common mistakes, as well as streamlining the verification process. You can save and continue the FAFSA at any time online and then sign your application electronically using your federal personal identification number (PIN) which you can get from the Federal Student Aid PIN Web site.

The IRS Data Retrieval Tool is available for online FAFSA submittals and is accessible through the FAFSA web site [www.fafsa.ed.gov](http://www.fafsa.ed.gov) [www.fafsa.gov](http://www.fafsa.gov). The retrieval tool allows FAFSA applicants and parents the ability to transfer their income information from the IRS to the FAFSA. See below.

For the **2018-2029** award year, available October 1, **2017** - **ALL** FAFSA on the Web (FOTW) applicants and parents of dependent applicants who indicate they **have filed** or **will file** a **2016** federal tax return will be directed to use the IRS Data Retrieval Tool to report and/or update their income information on the FAFSA.

### Benefits of Using the Tool

- Applicants can complete their FAFSA more easily and accurately!
- The tool will increase the accuracy in the awarding for student financial aid funds!
- Applicants selected for verification who have used the tool to update their income information can avoid unnecessary processing delays!
- ALL applicants and parents who indicate they have filed a federal tax return will be directed to use the IRS Tool.
- Applicants and parents who indicate they will file a federal tax return will receive email communication(s) directing them to use the IRS Tool to update their income information once they have filed their 2016 federal income tax return.
- Applicants selected for the verification process will be required to use the IRS Data Retrieval Tool (or) if they are unable to use the IRS Data Retrieval Tool they will need to request a tax transcript from the IRS which can later be submitted to the Financial Aid Office.

### When Will Data Be Available from the IRS?

Electronic Tax Filers: Data will be available within 2 weeks of filing Paper

Tax Filers: Data will be available within 6 – 8 weeks of filing

*If you plan to submit your FAFSA before you and/or your parents complete and submit your Federal Tax Return, then be sure to use the IRS Data Retrieval Tool to update your FAFSA record once the returns have been submitted and the income data is available to be retrieved.*

### Who Is “Not” Eligible To Use The Tool?

- Married couples who filed separate tax returns.
- Applicants (or parents) whose marital status has changed as of January 1st, 2016.
- Applicants (or parents) who filed an amended tax return.
- Applicants (or parents) who are neither eligible nor required to file a 2016 Federal Tax Return.
- Applicants (or parents) who filed as head of household.

The FAFSA must be completed in order for a student to receive federal student aid. A FAFSA must be completed each year and can be submitted on-line [www.fafsa.ed.gov](http://www.fafsa.ed.gov) [www.fafsa.gov](http://www.fafsa.gov). You should never have to pay to file the Free Application for Federal Student Aid (FAFSA). This document is required to determine eligibility for most types of financial aid, which include federal and state grants, federal student loan programs, and Federal Work-Study. To assist student and families complete the FAFSA visit the U.S. Department of Education’s website, Student Aid on the Web [Completing the FAFSA](#). Contact the Financial Aid Office if you need additional assistance. You may also visit the Financial Aid web page on our website at [www.pacificcollege.edu](http://www.pacificcollege.edu) to complete the required steps to apply for and receive federal student aid.

When you are ready to complete the FAFSA form you should have the following information easily accessible:

- Last year’s federal tax return (1040EZ, 1040A or 1040 form, with all schedules and W-2’s)
- Checking account information
- Savings account and investment statements
- Income information, including wages, dividends, Social Security benefits, welfare and other government payments, alimony, child support, Veterans Administration benefits, and disability benefits

If you are a dependent student as defined by federal student aid regulations, your parent(s) will also need to complete the parental information section on your FAFSA form. You do not need to provide parental information if you answer yes to any one of the questions in Step Three (Student) section of the FAFSA.

### Parental Information

For students in the Master’s program who have a Bachelor’s Degree or who have more than 90 units completed or accepted for transfer upon admission, are considered Independent students and do not need to provide parental information on the FAFSA form.

For students who DO NOT meet one of the criteria in Step Three of the FAFSA (Student Section) and will be enrolled in the Certificate, Associates or Bachelor’s programs and Master’s students who do not have a Bachelor’s Degree and have less than 90 units accepted for transfer and/or completed, are considered Dependent students and will need to include parental information on the FAFSA form.

Reminder: You will need to electronically sign the FAFSA with your Federal Student Aid ID. If you are a dependent student, your parent will also need a Federal Student Aid ID to sign your FAFSA

**Step 3: Submit a Pacific College Financial Aid Certification Form by the Financial Aid Priority Deadline Date** Students who have a valid FAFSA and a completed *Financial Aid Certification Form* (FA Certification Form) on file by the Financial Aid Priority Deadline for the term(s) for which they are applying for financial aid *and* who demonstrate the highest need will be given priority consideration for federal Campus-Based (Federal Supplemental Education Opportunity Grant – FSEOG for undergraduate students only and/or Federal Work-Study Program-FWS) funding. You can download the Financial Aid Certification Form from the Financial Aid web page at [www.pacificcollege.edu](http://www.pacificcollege.edu) under [Admissions, Financial aid, how to apply for financial aid links PDF Forms](#).

Those students who do not have a valid FAFSA or completed FA Certification Form on file with the Financial Aid Office by the priority deadline date will not be given priority consideration; awards will be based on remaining funds available.

NOTE: The priority deadline will be waived for students accepted to the college after the deadline date. Also, the priority deadline does not apply to federal student loans. However; we cannot guarantee that your loan funds will be available during the third week of classes if you apply after the Financial Aid priority deadline date.

The Financial Aid Priority Deadline dates are included on the *Financial Aid Certification Form* and on the Financial Aid web page.

**Please note: Students applying for Federal Student Loans for the first time at Pacific College MUST complete Steps 4 & 5**



#### **Step 4: Complete Student Loan Entrance Counseling**

Federal Regulations require that first-time Direct Loan borrowers@PCOM complete an entrance loan counseling session prior to disbursement of loan funds. This counseling provides critical information about the student loan programs and the student loan delivery system. The counseling session is completed online and must be done BEFORE your federal student loan can be processed. The Financial Aid Office confirms completion of Entrance Counseling on a daily basis. You will need your Federal FSA ID to access the Federal Student Aid Direct Loan website. Visit the following link to complete Direct Subsidized and Unsubsidized and Direct PLUS Loan Entrance Counseling:

[www.studentloans.gov](http://www.studentloans.gov)

#### **Step 5: Complete and Sign a Subsidized and Unsubsidized Direct Loan Master Promissory Note**

Students applying for a Direct Subsidized and/or Direct Unsubsidized Loan (undergraduate and graduate students) or Direct PLUS Loan (Parents of dependent Undergraduate students and eligible graduate students in the Master's degree program), need to complete the on-line loan application and sign a Master Promissory Note (MPN) on-line at [www.studentloans.gov](http://www.studentloans.gov). You will need your Federal Student Aid FSA ID to complete the loan application and sign the MPN. If you have received Federal Direct Loans within the past 9 years, you may have a valid MPN on file with the Department of Education. We suggest you either confirm a valid MPN exists by calling the Federal Student Aid Information Center at 1-800-4FedAid or sign a new MPN to insure your loan funds are not delayed.

We have placed links on the Financial Aid web page of our website at <https://www.pacificcollege.edu/prospective/financial-aid/apply> for you to complete these steps on-line.

#### **Step 6: Make any necessary corrections to the Student Aid Report (SAR).**

Once you have filed your FAFSA, your information will be processed by Federal Student Aid, and a Student Aid Report (SAR) will be generated – typically within 3 to 5 days of submitting your FAFSA on the Web. You will be sent a SAR through a secure link to the email address you provided on the FAFSA. If you do not receive your SAR you may check the status of your application online at [www.fafsa.gov](http://www.fafsa.gov) or by calling 1-800-4-FED-AID.

Review your SAR for accuracy, ensuring that the Pacific College of Oriental Medicine campus you plan to attend is listed. Pacific College will not receive your application unless the federal school code for the campus you will be attending is listed (school codes are listed below). Print a copy of the SAR for your records. If you need to make corrections to any information on your SAR, please follow the instructions and submit corrections online immediately.

#### **FAFSA School Codes:**

San Diego campus – 030277

New York campus – E00911

Chicago campus – E00983

**NOTE FOR DEPENDENT STUDENTS:** Both the student and parent MUST sign the SAR with an FSA ID if corrections are submitted online.

If you (or if dependent, your parents) submitted an estimate of **2016** federal tax information when you completed the FAFSA you will need to update your FAFSA. Log in to your application on ([www.fafsa.ed.gov](http://www.fafsa.ed.gov)) [www.fafsa.gov](http://www.fafsa.gov) and select the IRS Retrieval Tool.

#### **Submit any additional documentation requested.**

Approximately 3 - 5 business days after processing your FAFSA, the Department of Education will electronically transmit the information to Pacific College. We will then review the data to determine if any additional documents (i.e., federal tax transcript, citizenship documentation, etc.) are needed. This review is undertaken to ensure the accuracy of the information reported. **Please do NOT send information or documents that are not requested.**

If additional documents *are* requested, you may submit them:

- In person to the Financial Aid Office at your campus.
- Fax them to the San Diego Financial Aid Office. Fax #: (619) 574-1804
- Email them to: [financialaid@pacificcollege.edu](mailto:financialaid@pacificcollege.edu)
- by mail to:

After you have submitted all requested additional documentation, your information will be reviewed for accuracy and completeness. This may take 5-7 business days. If there is no request for additional documents, you can expect to receive an Award Notification letter one month before the term start date. You can also call the Financial Aid Office to check the status of your financial aid file.

## **Verification Process**

The U.S. Department of Education or the Financial Aid Office may, at any time, select your application for verification based upon your FAFSA or other information or documentation you provided. We are required to make sure that all aid is awarded to students according to federal, state, and institutional regulations. If selected, the verification process must be completed before financial aid can be awarded.

You and/or your parents may be asked to submit documentation or clarification of information for one or more of the following data elements on your FAFSA:

- Adjusted Gross Income
- Taxes Paid
- Income Earned from Work (for non-tax filers)
- Certain Untaxed Income Items
- Number of family members in the household
- Number of family members enrolled in college (excluding parents for a dependent student)
- ~~Receipt of Food Stamps/SNAP Benefit~~ Remove
- Citizenship status
- Compliance with Selective Service registration requirement
- Any other inconsistent or conflicting information (including name, date of birth, social security number, etc.)
- High School Completion
- Identity and Statement of Educational Purpose

## **Notification of Verification Selection**

Students can expect to receive an email notification that they have been selected for verification within 10 – 14 days after the Financial Aid Office received the student's FAFSA results from the federal processor. If you receive an email notification you need to follow the steps provided in the notification and complete the Verification Worksheet that will be attached to the notification – as well as submit any additional documents or forms.

## **Verification Documentation**

The documents required will vary based on each student. The email notification from the Financial Aid Office will detail the specific items we must verify, as well as provide instructions on any required forms that you need to complete and submit.

The documents that we can now accept to verify your tax information have changed based on policy changes from the U.S. Department of Education. Either a tax return transcript from the Internal Revenue Service (IRS) or your FAFSA filed using the IRS Data Retrieval Tool are the only two ways to verify tax data.

If you have filed your taxes with the IRS, you should log into your FAFSA at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) and make a correction to use the IRS Data Retrieval Tool to update your tax information. If you do not, or cannot, use the IRS Data Retrieval Tool, you will be required to obtain a tax return transcript from the IRS and submit it to the Financial Aid Office. Personal copies of tax returns can no longer be accepted.

If you or your parents cannot use the IRS Data Retrieval Tool, the fastest way to request your Tax Return Transcript is either by phone or online.

Please make sure you request a Tax Return Transcript. DO NOT request a Tax Account Transcript unless you have amended your tax return. DO NOT request a Record of Account.

Students or student's parents who have filed an amended tax return must also submit Tax Account Transcript with a Tax Return Transcript and a signed copy of their tax return.

#### **Ordering a Tax Return Transcript by Phone:**

Call the IRS at 1-800-829-1040, and then select the following prompts:

Option 2 (Personal Income Taxes)

Option 1 (Tax History)

Option 2 (Tax Return Transcript)

Enter and verify Social Security number (if joint return both SSN's required) Enter and verify number of street address

Press 2 for Tax Transcript and indicate which year (i.e. 2016)

#### **Ordering a Tax Return Transcript Online:**

Go to [www.irs.gov](http://www.irs.gov), and then select the following:

Click **"Order a Tax Return or Account Transcript"** located in the left-hand column Click

**"Order a Transcript"** under Step 3

Enter your SSN, Date of Birth, Street Address, and Zip Code (Be sure to use the address currently on file with the IRS (generally this will be the address that was listed on the latest tax return filed; however, if an address change has been completed through the US Postal Service, the IRS may have updated the address on file).

Click Continue

In the TYPE OF TRANSCRIPT field, select "Return Transcript" and in the TAX YEAR field, select the appropriate year (i.e., 2015)

Click Continue

If successfully validated, tax filers can expect to receive a paper IRS Tax Return Transcript at the address that was used in their telephone request – within 5 to 10 days from the time the IRS received the request. You will need to submit a signed copy of the Tax Return Transcript to the Financial Aid Office with a completed Verification Worksheet. Dependent students will also need to submit a Tax Return Transcript for their parents.

In addition to the Verification Worksheet, independent students or parents of dependent students may be required to complete a Low Income Verification form.

After all required documents are submitted, the Financial Aid Office will compare them to your application. If errors are found, corrections will be made and sent to the Department of Education for reprocessing.

### **Verification Timeline**

You should allow 10 business days for the verification review process and an additional 5 business days if corrections have to be made and transmitted to the federal processor.

- Additional time may be necessary during peak periods (May through August).
- Once the verification and/or correction process is completed continuing students will be awarded within 5 business days.
- New students will receive an Award Notification Letter after they have been accepted, completed all Admissions requirements and registered for classes.

Verification must be completed in advance of disbursing any money from any financial aid program so it is vital to send, complete, and correct errors as quickly as possible.

### **Verification Deadline**

Students are expected to apply for aid and complete the verification process two weeks before the end of the term for which Verification is required. Otherwise, the student is in jeopardy of not receiving any Federal aid for their period of enrollment.

Students selected for verification will not be awarded financial aid until the Financial Aid Office has received all required documentation and the verification process has been completed. Depending on the time of year, the verification review process can take up to 14 business days from the time the Financial Aid Office receives all requested required documents.

- All required documents should be submitted to the Financial Aid Office no later than 14 business days from the initial date of request.

- Any delay in submitting all required documents will cause a delay in awarding of financial aid which may result in the student being responsible for paying all or part of their bill until awarding takes place.
- Individuals who have filed extensions or file their taxes later in the year are not excused from the verification process.

We recommend that federal income tax returns be filed as soon as possible if selected for verification, since financial aid cannot be awarded until the verification process is completed.

Participation in the verification process is not optional. If you do not submit the requested documentation, you will not be eligible to receive federal financial aid and your parents will not be eligible to borrow a federal PLUS loan.

## **Secondary Verification**

Pacific College is allowed to select files for Verification for our own purpose. For example, Pacific College may verify marital status if a student is independent only because they are married. This would require the student to submit a copy of their marriage certificate as part of the secondary verification process. There may be other reasons a student's file would be selected for secondary verification.

## **Eligibility Changes Resulting from Verification**

If the verification process result in a change to a student's financial aid eligibility after the student has been packaged (awarded) financial aid, Pacific College repackages the student for financial aid based on their new eligibility status and notifies the student with a new Award Notification letter.

## **Review your Financial Aid Award Notification Letter**

Once the Financial Aid Office has completed the review of your financial aid application and any requested documents, an award notification letter will be prepared. Award notifications are only prepared for two populations of students:

- Admitted Students, who have completed all Admissions requirements and are fully admitted
- Continuing (Currently Enrolled) Students who have completed registration for the upcoming semester and have reapplied for financial aid. Please note: Awards to continuing students are subject to change after Satisfactory Academic Progress has been evaluated by the Financial Aid Office.

To receive federal student loan funds, you must complete all required steps for Federal Direct Subsidized and Unsubsidized, and Direct PLUS Loans (if applicable), maintain Satisfactory Academic Progress, and for most programs, be enrolled at least half-time. To ensure receipt of all funds offered, please read the financial aid award notification letter.

## **Maintain Financial Aid Eligibility**

When you accept financial aid, you agree to specific responsibilities and retain certain rights, which include:

- Take the required number of classes/units for your scheduled program of study.
- Keep copies of tax returns, loan disclosures, promissory notes, Award Notification letters, and other important records.
- Maintain satisfactory academic progress for your program of study.
- Notify the Financial Aid Office if you receive any financial assistance that was not previously reported.
- Be aware that financial aid assistance is subject to funding as authorization by the U. S. Congress and state legislatures.
- Reapply on-time and provide accurate information.
- Understand that regulatory changes may occur that bring about new rules and eligibility requirements that could change your awards.
- Non-compliance with these responsibilities may jeopardize your continued eligibility to receive financial aid.
- If you withdraw from school and plan to return in a subsequent semester, you must notify the Financial Aid Office in order to request financial assistance in future terms.
- Financial aid awards are subject to change based on available funds, enrollment status changes, and/or non-compliance with institutional policies and procedures and federal student aid requirements.

## Eligibility Issues

### Citizenship Documentation

Pacific College uses any acceptable documentation referenced on the U.S. Department of Education's Student Aid website for U.S. citizens, permanent residents or eligible non-citizens to confirm eligibility for federal student aid. For a list of eligible noncitizen status documentation visit the U.S. Department of Education's [Student Aid](#) website, select glossary and look for [eligible noncitizen](#)

### Conflicting Data

If in the process of reviewing a student's financial aid file, Pacific College's Financial Aid Office discovers any conflicting data, the conflict must be resolved before any financial aid awarding can take place.

### Resolving Conflicting Data

The process of resolving the conflicting data is for the Financial Aid Office to:

1. Send a form to the student, if appropriate.
2. Send an email to the student with a question or a request for additional documents.
3. Send an email to the student with a request that the student contact the Financial Aid Office
4. Have a phone conversation with the student.

### Conflicting Data Timelines

Pacific College will not award financial aid until the student replies and the conflicting data is resolved. Additionally, if conflicting data turns up after the first disbursement of financial aid funds has been made to the student; the conflicting data must be resolved before any subsequent disbursements can be made.

### Institutional Student Information Report (ISIR)/Student Aid Report (SAR) Comments

The Financial Aid Office resolves all federally required comments on the Institutional Student Information Report (ISIR) for all financial aid applicants.

### Resolving ISIR/SAR Comments

The same process used for resolving Conflicting Data is used to resolve federal ISIR comments. Students are contacted by email and asked to provide documentation or submit forms to the Financial Aid Office. This process can happen anytime during the year when an ISIR/SAR comment is generated that requires resolution.

### When to Apply for Financial Aid

We encourage students to complete the financial aid process at the same time they apply for admission. The Financial Aid Office will begin processing complete financial aid files after the Priority Deadline date. New students cannot be processed until they have completed all of the admissions requirements and are registered for classes. It is important to submit the FAFSA two weeks prior to the Financial Aid Priority Deadline date and to submit a completed FA Certification Form by the FA Priority Deadline to ensure funds arrive by the second week of classes. Completion of your financial aid file will allow you to defer tuition until your funds arrive at the school.

Pacific College awards federal student aid on a borrower-based academic year that runs every two semesters. You must re-establish financial aid eligibility and re-apply for financial aid every two semesters. The Financial Aid Office attempts to notify students when it is time to re-apply for financial aid but it is ultimately the student's responsibility to know when they need to re-apply. Check with the Financial Aid Office or visit the Financial Aid web page for priority deadlines.

Financial Aid funds are usually disbursed in two equal disbursements, during the third week of each semester. No disbursement may exceed one-half of the amounts awarded. Your financial aid funds must first be applied to pay for tuition and fees. If any money remains, you will receive the funds by check.

Classroom attendance must be verified before a student can receive their financial aid check. Students will receive a yellow "Attendance Verification Form" prior to overpayment check disbursement. The Attendance Verification Sheet must be signed by a teacher of any class for which the student has attended.

## Borrower Based Award Year

Pacific College has three terms each calendar year. However, for financial aid purposes an award year is 30 weeks or two semesters. We award loans using a borrower-based award year which consists of two semesters. The following is an example of a borrower-based award year for a student who starts classes in the fall semester:

1st award year:	Fall/Winter
2nd award year:	Spring/Fall
3rd loan year:	Winter/Spring
4th loan year:	Fall/Winter

And so on until graduation. The Financial Aid Office attempts to notify students when it is time to re-apply for financial aid but it is the student's responsibility to be aware of when they need to re-apply and to check with the FA Office if they are unsure.

## Types of Financial Aid

There are several different types of financial aid programs available to Pacific College students depending upon eligibility and available funding. The Financial Aid Office will always offer the best possible types of aid at the maximum levels for which the student is eligible. The types of aid and criteria are as follows:

### Scholarships

Pacific College does not award institutional scholarships. Students are encouraged to research scholarships offered through organizations and companies by using one of the free scholarship search engines available on the internet.

Scholarships are private funds that do not have to be repaid. Scholarships can come from a variety of sources -- community groups, corporate donors, or organizations; each with its own requirements and application process. They are an excellent resource for students seeking help with the cost of their education, and can help reduce the dependence on loans to cover educational costs. Students are encouraged to search and apply for as many scholarships as possible.

Please note: You are required to notify the Financial Aid Office of any scholarships you are receiving, including those awards paid directly to you. We must include this funding with your other financial aid award(s). If necessary, we may adjust other awards.

Outside scholarships are private sources of scholarships offered from outside organizations. There are a variety of free national scholarship search engines that can assist you in identifying additional scholarships.

Keep in mind that some of these websites may sell your profile information to marketing companies, but most – if not all – offer ways to ‘opt-out’ of receiving unwanted solicitations. Since there are plenty of online services that do not charge a fee, we recommend using the free ones – and avoiding those that charge a fee.

Students who receive scholarships from outside organizations should have their funds sent directly to: Financial Aid Office  
Pacific College of Oriental Medicine  
7445 Mission Valley Road, Suite 105  
San Diego, CA 92108

The student's name must be noted on the check or on attached document included with the check.

Pacific College will then disburse the funds directly to the student based on the donor's instructions. All outstanding charges owed to the College must be settled before the funds can be released.

### Federal Grants

These grants are made available by the federal government and **do not need to be repaid**. Grants are based on financial need and some require a combination of criteria. When you file the FAFSA you are automatically considered for grants. Pacific College offers the following grant programs:

#### Federal Pell Grant

A Federal Pell Grant does not have to be repaid. The Pell Grant is awarded to undergraduate students who have not earned a Bachelor's or graduate or professional degree. You are not eligible to receive a Federal Pell Grant if you are

incarcerated in a federal or state penal institution or are subject to an involuntary civil commitment upon completion of a period of incarceration for a forcible or non-forcible sexual offense.

Students enrolled in Pacific College's Certificate, Associates and Bachelor's programs who do not have a Bachelor's or graduate degree, are automatically considered for the Federal Pell Grant when they complete and submit the FAFSA form. Students who enter the Master's program without a Bachelor's degree and who will have less than 90 units in undergraduate coursework are considered undergraduates until they achieve 90 units and during that time may be eligible to receive the Federal Pell Grant. If eligible, when the student completes their financial aid file, the grant will be added to their award notification letter. The amount awarded depends on the determination of the student's eligibility, enrollment status, cost of attendance, and the Federal Pell Grant Payment Schedule issued by the U.S. Department of Education, Office of Student Financial Assistance. Once a Master's student reaches 90 units they are considered a graduate student and no longer eligible for further Pell Grant funds.

The amount of Federal Pell Grant funds you may receive over your lifetime is limited to the equivalent of six years of Pell Grant funding. Since the maximum amount of Pell Grant funding you can receive each year is equal to 100%, the six- year equivalent is 600%. This is referred to as the [Pell Grant Lifetime Eligibility Used](#) or LEU.

To determine how much of the maximum six years (600%) of Pell Grant you have used each year, the U.S. Department of Education (ED) compares the actual amount you received for the award year with your scheduled award amount for that award year. If you receive the full amount of your scheduled award, you will have used 100%. However if you are not enrolled for the full year or you were not enrolled full-time, you may not have received your entire scheduled award for an award year.

If you did not receive the full amount of your scheduled award, the U.S. Department of Education calculates the percentage of the scheduled award that you did receive. For example, if your scheduled award for an award year is \$5,000, but because you were enrolled for only one semester you received only \$2,500, you would have received 50% of the scheduled award for that award year.

For example, if your maximum Pell Grant scheduled award for the 2018-2019 award year was \$6,095, but you only receive \$4571 because you were only enrolled three-quarter time, you would have used 75% of your maximum scheduled award for that year. If in the following school year, your scheduled award was \$6,095 and you were enrolled full-time for the full award year, you would have used 100% of your maximum scheduled award for that award year. Together, you would have received 175% of the total 600% lifetime eligibility limit.

Federal Pell Grant amounts can change yearly. The maximum Pell Grant award for the 2018-2019 award year (July 1, 2018 to June 30, 2019) is \$6,095. Award amounts are based on the student's financial need and enrollment status. If enrolled less than full-time, the student's award will be prorated. NOTE: the amount awarded will be adjusted based on registration changes (add/drops) completed during the add/drop period which is usually the first week of the semester (Census).

The maximum award amount is given for any Pell Grant eligible student whose parent or guardian died as a result of military service in Iraq or Afghanistan after Sept.11, 2001. You must be under 24 years old or have been enrolled at least half-time in college at the time of your parent's or guardian's death to qualify.

**You may not receive Federal Pell Grant funds from more than one school at a time. Highlight in RED**

### **Federal Supplemental Education Opportunity Grant (FSEOG)**

This grant is awarded to undergraduate students (Massage Therapy, Associates and Bachelor's) with exceptional financial need and does not need to be repaid. Funding is very limited; priority is given to students with the lowest (0 efc) Expected Family Contributions (EFC) who receive a Pell Grant and who apply by the priority financial aid deadline. You must be enrolled in a minimum of 6 units to receive this grant.

**FSEOG Award Policy:** The Vice-President of Financial Aid will award FSEOG funds to eligible applicants who have a valid FAFSA and Financial Aid Certification Form on file by the Financial Aid Priority Deadline date, have a Pell Grant award, are enrolled in 6 or more credits and have an Expected Family Contribution of -0-. The FSEOG award is typically \$400 to \$1500. Should funds become available at the end of the award year, the Vice-President of Financial Aid will re- evaluate FSEOG recipients for the current semester to increase their current semester award.

### **Federal Work-Study (FWS)**

Federal Work-Study (FWS) is a federally funded program that provides employment opportunities to students with financial need. Work experience is not required to secure a FWS position.

Students receive their FWS award by working part-time. The amount a student may earn will be listed on the student's award notification letter. The program encourages community service work and work related to the recipient's course of study. Students are encouraged to work with the America Reads/America Counts Program.

An offer of a FWS award does not guarantee placement in an actual position. Placement for FWS positions is limited and cannot be guaranteed; students are encouraged to search for FWS jobs as early as possible at the start of each semester.

FWS paychecks are issued bi-weekly and hourly rates range from \$11.00 to \$15.00 an hour depending upon a student's knowledge and experience. FWS wages are subject to state and federal taxes, and the Payroll Clerk at each campus can assist in completing the necessary tax documents.

**FWS Award Policy:** Federal Work-Study funds are awarded to eligible applicants who have a valid FAFSA and completed Financial Aid Certification form on file by the Financial Aid Priority Deadline date, have financial need with an EFC of 5000 or less, and indicate an interest in Federal Work-Study on their FAFSA (Question #31 on the 2018-19 FAFSA) or on the Financial Aid Certification form. Consideration is given to students who were employed under the Federal Work-Study Program in the previous semester if the student is eligible based on the current FWS Award policy. The typical FWS award is \$2,000 per semester.

## Federal Education Loans

*All staff members of the Financial Aid Office at all Pacific College of Oriental Medicine campuses adhere to the guidelines restricting activity that could lead to a conflict of interest in the area of student lending. For detailed information please refer to the [Pacific College of Oriental Medicine Student Lending Code of Conduct](#).*

Pacific College participates in the major federal student loan programs to give our students the full range of options available for paying for college. The federal loan programs offer a secure, government-regulated and reasonably affordable way to invest in yourself and your educational goals. Student loans are the primary source of aid for students at Pacific College.

Student Loans are financial obligations that must be repaid. While some loans are based on financial need, there are loan programs available to all federally-eligible students – regardless of income. You should not borrow more than you need or can comfortably repay after leaving school. We recommend using the [Loan Repayment Calculator](#) on the Federal Student Aid website as a guide to calculate what your monthly payments will be when you enter repayment.

To be eligible for federal loans you must meet the *General Eligibility Requirements for Federal Student Aid* previously stated, and:

- You must be enrolled in a minimum of 6 units that are required for your program of study degree or certificate (12 units are required for San Diego and Chicago students in the certificate programs), and
- You must maintain Satisfactory Academic Progress (SAP) as defined by the college and Financial Aid Office.

Additionally, your financial aid is based on the number of units enrolled and report on the *Pacific College Financial Aid Certification Form*. If you do not enroll in those planned number of units, your Cost of Attendance will need to be recalculated and your financial aid may be reduced to prevent an over award.

Pacific College participates in the Federal Direct Loan program, which offers Subsidized and Unsubsidized Loans for students as well as PLUS loans for graduate students or parents of dependent undergraduate students. Direct loans offer a variety of deferment and repayment options, and are financed directly by the U.S. Government; there is no need to choose a lender. A Federal Direct Subsidized and Unsubsidized loans are low-interest loans available to college students who are enrolled at least half-time, enrolled in a certificate or degree granting program, and meet other basic requirements. These loans do not require credit approval; eligibility is determined by filing the [FAFSA](http://www.fafsa.ed.gov) <http://www.fafsa.ed.gov> application. Payment of principal is deferred while students are enrolled in school at least half-time. After you graduate, withdraw, or drop to less than half-time enrollment, you will have a six-month grace period – during which time no payment on principal will be due however interest will accrue and be capitalized (added to the loan principal at repayment). Repayment on the principal amount begins at the conclusion of the grace period. application. Payment of principal is deferred while students are enrolled in school at least half-time. After you



graduate, withdraw, or drop to less than half-time enrollment, you will have a six-month grace period – during which time no payment on principal will be due however interest will accrue and be capitalized (added to the loan principal at repayment). Repayment on the principal amount begins at the conclusion of the grace period.

**Direct Subsidized Loans (Undergraduate Students)**

A subsidized loan is awarded based on financial need. The U.S. Government pays (or subsidizes) the interest on this loan while you are enrolled at least half-time. After you graduate, withdraw, or drop to less than half-time enrollment, you will have a six-month grace period – during which time no payment on principal will be due however interest will accrue and be capitalized (added to the loan principal at repayment). Repayment on the principal amount begins at the conclusion of the grace period.

Federal calculation to determine eligibility for a subsidized Direct Stafford Loan: Cost of Attendance

Minus Estimated Family Contribution (EFC from FAFSA)

Minus Pell, FSEOG, FWS awards and any other resources (scholarships, state grants, etc.)

= Remaining Need for subsidized Direct Loan up to the maximum annual limit as defined by the student’s program of study and enrollment status or grade level.

**Direct Subsidized Loan Interest Rate (Undergraduate Students Only):**

Undergraduate Students with a first disbursement of a loan:		Interest rate on the unpaid balance
Made on or after	And made before	
July 1, 2018	June 30, 2019	5.05-percent

The above interest rate applies to Direct Subsidized and Unsubsidized Loans first disbursed to Undergraduate students on or after July 1, 2018 through June 30, 2019. This rate does not affect any prior loans made to borrowers; the terms and interest rates of those loans remain the same.

Graduate (Master’s) students do not qualify for Direct Subsidized loans.-

**Direct Unsubsidized Loans**

A Direct Unsubsidized loan is awarded regardless of financial need. You are charged interest on the amount disbursed from the date of disbursement and you may either make – or defer – interest payments while you are in school and during the six-month grace period. If you defer your interest payments, the accumulated interest will be capitalized, or added, to the principal of your loan when you enter repayment. All future interest charges are then based on the new, higher principal amount.

**Direct Unsubsidized Interest Rate (Graduate Students Only):**

All Direct Unsubsidized Loans have a fixed interest rate of 6.60% for the 2018-19 award year. The interest rate has a cap of 9.50%.

Made on or after	And made before	Interest Rate
July 1, 2018	June 30, 2019	6.60 percent

**Loan Origination Fee**

The U.S. government charges a 1.062% Loan Origination Fee on all Direct Subsidized and Unsubsidized Loans. The loan fee is a percentage of the loan amount and is proportionately deducted from each loan disbursement. The loan origination fee will be reflected in a disclosure statement that you receive from the Department of Education.

The percentage varies depending on when the loan is first disbursed, as shown in the chart below.

Loan Fees for Direct Subsidized Loans and Direct Unsubsidized Loans	
First Disbursement Date	Loan Fee
On or after Oct. 1, 2017, and before Oct. 1, 2018	1.068%
On or after Oct. 1, 2018, and before Oct. 1, 2019	1.062%

Loans first disbursed prior to October 1, 2018, have different loan fees.

If eligible, you can receive a subsidized loan and an unsubsidized loan for the same enrollment period as long as you do not exceed your Cost of Attendance or the annual loan limits.

## Subsidized and Unsubsidized Loan Annual Limits †

### Dependent Students

Borrower's Academic Level	Maximum Subsidized	Total Eligibility (Subsidized & Unsubsidized)
Freshman (0-24 units)	\$3,500	\$5,500
Sophomore (25-60 units)	\$4,500	\$6,500
Junior and Beyond (Inc. 2nd Bachelor's)	\$5,500	\$7,500

### Independent Students (and Dependent Students whose parent(s) are denied a Direct Parent PLUS Loan) Borrower's

Academic Level	Maximum Subsidized	Total Eligibility (Subsidized & Unsubsidized)
Freshman (0-24 units)	\$3,500	\$9,500
Sophomore (25-60 units)	\$4,500	\$10,500
Junior and Beyond (Inc. 2nd Bachelor's)	\$5,500	\$12,500
Graduate / Professional	N/A	\$20,500

† For periods of study shorter than an academic year: The amounts students can borrow will be less than those listed. In addition, loan amounts may be less if students receive other financial aid that is used to cover a portion of their cost of education. Pacific College awards aid using a Borrower- Based award year; the above annual limits are for two (2) consecutive terms.

**Restriction for graduating undergraduate (Massage, AAS/AOS, AS, BAS and BSN) students with one-semester loan:** We are required by federal law to prorate (determine partial loan eligibility) when an undergraduate student plans to graduate and apply for a Direct loan for one (final) term. For example, a senior who received a loan for the Fall/Winter terms and will be re-applying for a loan for the Spring term, which will be their final term, will be subjected to proration of his/her annual loan amount because he/she will not attend the whole academic year (30 weeks). The proration is based on the annual loan limit (\$5500) multiplied by the number of units needed for graduation divided by number of units for a full academic year. If you think you may be under this restriction, please meet with a Financial Aid Officer for further clarification.

### Direct Loan Aggregate Limits

Dependency Status	Subsidized	Maximum Subsidized & Unsubsidized
Dependent	\$23,000	\$31,000
Independent	\$23,000	\$57,500
Graduate / Professional ‡	\$65,500	\$138,500

‡ Aggregate limit for Graduate (Master's) students includes amount borrowed as an undergraduate student.

As a borrower, it is your responsibility to know how much you have borrowed, which loan programs, and how much you will be required to repay when you leave school. The following links will help you collect your federal loan borrowing history at all educational institutions and calculate future payments:

- [National Student Loan Data System \(requires FSA ID\)](#)
- [Loan Payment Calculator](#)

### Federal Direct PLUS Loan Program

The Direct PLUS Loan is a government loan made to either graduate (Master's) students or to parents of dependent undergraduate students. The PLUS loan is a non-need based loan, and eligibility is based on the credit history of the borrower. The maximum amount borrowed cannot exceed the student's cost of attendance minus any other financial assistance (including federal grants, work-study awards, and Federal Stafford Loans). PLUS Loans do not have an interest subsidy – interest begins accruing on the amount disbursed, from the date of disbursement.

## Direct PLUS Loan Interest Rate:

The Direct PLUS Loan has a fixed interest rate of 7.60% for the life of the loan.

## Loan Origination Fee:

The U.S. government charges a Loan Origination Fee on all Direct PLUS Loans (Parent or Graduate PLUS). The loan fee is a percentage of the loan amount and is proportionately deducted from each loan disbursement. The loan origination fee will be reflected in a disclosure statement that you receive from the Department of Education.

The chart below shows the loan fees for Direct PLUS Loans first disbursed on or after Oct. 1, 2017.

Loan Type	First Disbursement Date	Loan Fee
Direct PLUS Loans	On or after 10/1/17 and before 10/1/18	4.264%
	On or after 10/1/18 and before 10/1/19	4.248%

Loans first disbursed prior to Oct. 1, 2017, have different loan fees.

The Direct PLUS Loan for Graduate Students is eligible for consolidation with the federal Direct Subsidized and Unsubsidized Loans upon graduation.

## Parent (PLUS) for Parents of Dependent Undergraduate Students

Parents of dependent undergraduate students can take out a Parent PLUS Loan to supplement their student's financial aid package. Parents may request to defer payments on a PLUS Loan until six months after the date the student ceases to be enrolled at least half-time and to pay the accruing interest monthly or quarterly, or to defer interest payments and allow interest to be capitalized quarterly. A parent also has the option to choose not to defer payment, and can begin repaying both principal and interest while the student is in school.

- For more information on the Parent PLUS Loan refer to [Parent PLUS Loan Basics](#), on the Department of Education Direct Loans website.
- To receive, or initiate, a Parent PLUS Loan application, contact the Financial Aid Office at (619) 575-6909 or 1-800-729-0941.

## Direct PLUS Loan for Graduate Students

This program is only for students in the graduate Master's programs (must have Bachelor's degree or have 90 or more credits and be enrolled in the Master's program), and is meant to supplement funding from the Direct Unsubsidized Loan program. You must be enrolled at least half-time in a degree-granting program and taking courses that lead to your degree. Students may request an in-school deferment of the principal amount of the loan while enrolled at least half-time. You are charged interest from the time the loan is disbursed and may either make or defer interest payments while you are in school and during periods of deferment. If you defer your interest payments, the accumulated interest will be capitalized, or added, to the principal of your loan when you enter repayment. All future interest charges are then based on the new, higher principal amount.

Direct PLUS loan funds are disbursed on the same schedule as your current award period.

Unlike the Subsidized and Unsubsidized Loans, there is no grace period for the Direct PLUS Loan; you will enter repayment immediately after you graduate, withdraw, or drop to less than half-time enrollment.

- For more information on the Direct PLUS Loan, refer to the Direct [PLUS Loan Basics](#), from the Department of Education's Direct Loans website.
- Prior to applying for a Direct PLUS Loan, you must complete the [FAFSA](#) and apply for your maximum eligibility through the Direct Unsubsidized Loan program (\$20,500 per academic year).
- You must complete Graduate [Entrance Loan Counseling](#) to insure you understand your obligation to repay the loan.
- You will need to complete and sign a PLUS MPN that is separate from the one that you use for your Direct Subsidized and Unsubsidized Loans.
- To receive, or initiate, a Direct PLUS Loan application, visit [www.studentloans.gov](http://www.studentloans.gov) or call the Financial Aid Office at (619) 575-6909 or 1-800-729-0941.

## Private Education Loan Programs

Private Education Loans are available through various lenders to assist students and families with educational costs that are not covered by federal student aid or who may not otherwise be eligible for federal student aid. Private education loans are credit based, have variable interest rates with no cap and may require a co-signer. Students are encouraged to meet with a Financial Aid Officer before applying for a private educational loan. Pacific College does not maintain a preferred lender list. Students will need to conduct their own research of private student loan lenders on the internet to select a private loan lender. Students are strongly encouraged to do a comparison of each lender's private loan program terms, interest rates, repayment options and eligibility criteria before applying.

## Financial Awareness Counseling

The U.S. Department of Education's Financial Awareness Counseling provides tools and information to help you understand your financial aid and assist you in managing your finances. Although not required, this is an excellent resource for students to understand their loans, manage spending, plan repayment, and learn how to avoid default. You will need to sign in to [Financial Awareness Counseling](#) with your federal FSA ID.

## Vocational Rehabilitation

A student who has a physical or mental disability that is a handicap to employment may be eligible for training services through the state government Agency for Vocational Rehabilitation. For further information, please contact the Agency for Vocational Rehabilitation in your state. Veterans should contact the U.S. Department of Veterans Affairs Vocational Rehabilitation and Employment Service or visit <http://www.vba.va.gov/bln/vre/>.

## Veterans' Benefits

Pacific College is fully approved by the Department of Veteran's Affairs (VA) to participate in the training of veterans in VA approved programs offered at Pacific College. To determine your eligibility for Veteran's benefits you must first contact the VA directly. They will instruct you on what forms are needed for them to approve your benefits at Pacific College. This can be done on-line at their website [benefits](#). When you have received approval from the VA, bring a copy of your Certificate of Eligibility approval notice to the Certifying Official at your campus. Your enrollment will then be sent to the VA for you to receive your veterans' education benefits. All prior college transcripts are required.

## New York State Grants and Scholarships

There are New York state grants and scholarships available to New York residents attending a New York college. The initial application for these state grants and scholarships is the FAFSA. The New York State Higher Education Services Corporation (HESC) will mail an additional application form directly to eligible New York residents that complete a FAFSA and authorize the release of information to them. The state programs include the Tuition Assistance Program (TAP). Please visit <http://www.hesc.ny.gov/content.nsf> or contact the New York campus Financial Aid Coordinator for additional information on these programs.

## Cost of Attendance (COA)

Cost of attendance refers to the average amount a student enrolled in classes at Pacific College can expect to spend for two semesters. It is different for students living independently or at home.

The cost of attendance covers:

- Tuition and Fees
- Books and Supplies
- Room and Board
- Personal Expenses
- Transportation

The Cost of Attendance differs for each Pacific College campus based on number of units taken that apply to your degree or certificate, housing status, and the number of terms attended within the award year.

### 2018-19 Cost of Attendance by campus and number of enrolled units for students living off-campus (Master's Programs):

2 Semesters (Borrower Based Award Year)		
San Diego	Chicago	New York
16-19 unit average		
\$34,856	34,995	43,270

12-15 unit average		
\$31,567	31,758	39,058
9-11 unit average		
\$28,685	28,959	35,315
6-8 unit average		
\$25,594	26,560	32,123

### Determination of Cost of Attendance

Every year the Financial Aid Office reviews student expense surveys done by national and state student financial aid associations. In addition, a review of the costs used by colleges within the vicinity of each campus is done. In this way, the Financial Aid Office establishes a recommended cost of attendance.

The cost of attendance is subject to change at any time. It sets the maximum amount of financial aid a student can receive for the year. It represents a modest budget by which a student can live adequately while attending Pacific College.

### Financial Aid Disbursements

Funds are received by the school electronically, they are then applied to tuition and fee charges for the current semester\*. Any amount in excess of tuition and fees are released to the student in the form of an overpayment check. Overpayment checks are typically available for the student to pick up on-campus during the third week of classes and no later than 14 days from the date their financial aid funds were posted to their tuition account. When a check is available, a notice is placed in your student communication folder.

Please note that attendance must be verified before your overpayment check can be released to you. Attendance verification is completed by having any one of your instructors in a class you are registered to attend sign an Attendance Verification form confirming you were in attendance. The signed Attendance Verification form must be submitted when the student picks up their refund check.

If an overpayment check has not been picked up within 21 days of the date on the notice placed in your communication folder, the Financial Aid Office will mail the check to the address currently on record for the student with the Financial Aid Office. If an overpayment check is returned to Pacific College, the amount of the overpayment check will be returned to the federal student loan or grant program.

\*Federal regulation does not allow us to use current semester aid to pay a past due balance.

### Use of Funds

Financial aid funds must be used for educational expenses, which in addition to tuition and fees can include books, supplies and living expenses while enrolled at Pacific College.

### Tuition and Fees

Students are responsible for all tuition and fees charged. If you have submitted all the required paperwork by the applicable semester's Financial Aid Priority Deadline date, payment of tuition and fees can be deferred until financial aid is received without incurring any late fees. However, if aid is delayed due to the student's failure to meet the FA Priority Deadline or they have not completed and submitted the required financial aid documents, late fees may be applied to their tuition account. Also, if the total amount of financial aid funds received does not fully cover college charges, you are responsible for paying the difference as stipulated by college policy. Additionally, if you add a class after aid has been disbursed for the term, you are responsible for paying that additional cost directly from the financial aid already disbursed to you for that term.

Because Pacific College defers payment without late fees and due to the prohibitive cost to the institution, financial aid students may not prepay tuition and fees expected to be covered by financial aid with a credit card. Remaining balances due after the application of financial aid may be paid by any method accepted by the school.

### Responsibilities Associated with Borrowing Student Loans

## Entrance and Exit Requirements

Federal regulation requires that a student entering an institution and applying for student loans must complete loan entrance counseling. This is done on-line and can be accessed from our website. All new students must complete loan entrance counseling before a loan will be processed. To complete Entrance Counseling visit [www.studentloans.gov](http://www.studentloans.gov)

Federal regulations also stipulate that if a student graduates, withdraws or drops below half-time, they are required to complete loan exit counseling. This is done on-line and can be accessed from our website. Students transferring from one campus to another must also complete exit counseling. To complete Exit Counseling visit [www.studentloans.gov](http://www.studentloans.gov)

## Student Loan Repayment Options

Federal student loans have a variety of repayment options. Use the information in this section to find the best way to manage student loan [repayment](#).

- There are multiple [repayment plans](#) available.

**Standard:** With the standard plan, you'll pay a fixed amount each month until your loans are paid in full. Your monthly payments will be at least \$50, and you'll have up to 10 years to repay your loans.

**Extended** To be eligible for the extended plan, you must have more than \$30,000 in Direct Loan debt and you must not have an outstanding balance on a Direct Loan as of October 7, 1998. Under the extended plan you have 25 years for repayment and two payment options: fixed or graduated. Fixed payments are the same amount each month, as with the standard plan, while graduated payments start low and increase every two years, as with the graduated plan below.

**Graduated:** With this plan your payments start out low and increase every two years. The length of your repayment period will be up to ten years.

**Income Contingent:** (not available for parent PLUS loans) This plan gives you the flexibility to meet your Direct Loan obligations without causing undue financial hardship. The maximum repayment period is 25 years. If you haven't fully repaid your loans after 25 years (time spent in deferment or forbearance does not count) under this plan, the unpaid portion will be discharged (forgiven). You may, however, have to pay taxes on the amount that is discharged.

**Income-based:** Under this plan the required monthly payment will be based on your income during any period when you have a partial financial hardship. You have a partial financial hardship if the monthly amount you would be required to pay on your IBR-eligible loans under a 10-year [Standard Repayment Plan](#) is higher than the monthly amount you would be required to repay under IBR. Your payment amount may increase or decrease each year based on your income and family size. Once you've initially qualified for IBR, you may continue to make payments under the plan even if you later no longer have a partial financial hardship. Your monthly payment may be adjusted annually. The maximum repayment period under this plan is 25 years.

**Direct Loan Consolidation:** If you have multiple federal student loans, you can consolidate them into a single Direct Consolidation Loan. This may simplify repayment if you are currently making separate loan payments to different loan holders or servicers, as you'll only have one monthly payment to make. There may be tradeoffs, however, so you'll want to learn about the advantages and possible disadvantages of consolidation before you consolidate. Additional information and application for Loan Consolidation can be found by visiting [www.loanconsolidation.ed.gov](http://www.loanconsolidation.ed.gov).

For additional repayment options, please go to <https://studentaid.ed.gov/sa/repay-loans/understand/plans> and or contact your student loan servicer.

There are several ways you can manage and keep track of your student loan payments:

- You may schedule a recurring electronic debit to pay your student loan.
- Use [Repayment Calculators](#) to calculate monthly payments which may help determine if switching repayment plans is a good idea.
- Applying for [deferment](#) or [forbearance](#) may help you from going into default on your student loan if you are having trouble making payments.

## Failure to Repay

If you fail to meet your repayment obligations, your loan will be placed in [default](#). Once in default, the entire unpaid balance becomes immediately due and payable. Failure to repay your student loans can result in any or all of the following:

- loss of federal and state income tax refunds

- negative credit reports
- your student loan account may be turned over to a collection agency and you will be responsible for collection fees including attorney fees if legal action is taken
- wage garnishment
- loss of eligibility for student loan deferments
- loss of further eligibility for federal Title IV financial aid

### **Federal Loan Deferments**

You may be eligible to postpone payments of your federal student loans (including Stafford, Consolidated and Graduate PLUS) under certain conditions. If you are having any difficulty making your student loan payments, you should contact your [loan servicer](#) immediately to determine what options may be available to you. If you have consolidation loans or loans from other institutions, you may be eligible to defer payments when you enroll on at least a half-time basis in a program at Pacific College.

**Note:** If you wish to defer payment of your prior student loans or consolidation loan you must complete and submit to the San Diego Financial Aid Office a Request for In-School Deferment form. You must include the name, address and fax # of the lender to whom the deferment is to be sent. Enrollment cannot be certified prior to the start of classes. Deferments are generally completed at the start of each semester. If you submitted a deferment form but are still receiving payment notices – CHECK WITH THE HOLDER (Lender or Servicer) OF YOUR LOAN. They may not have received the original deferment form (wrong mailing address for deferment was provided, or hasn't been processed by the lender/servicer, etc.) or you may need to submit another deferment form to the Financial Aid Office for certification. Each servicer will need a deferment form.

### **Satisfactory Academic Progress (SAP)**

Pacific College of Oriental Medicine is required by federal law to establish specific standards for measuring Satisfactory Academic Progress (SAP) for students receiving financial aid. Although the academic progress standards are similar to those set by the college for all students, the financial aid standards for SAP are not exactly the same due to the specific requirements of the legislation. In addition to meeting the academic standards for registration, a student must also meet the requirements of the financial aid SAP policy below to be eligible to receive federal and state financial assistance.

Specific academic requirements beyond the federal financial aid standards can be found in the school catalog at [www.pacificcollege.edu](http://www.pacificcollege.edu). Students will be ineligible to receive financial aid if disqualified by the college based on the quality of their performance and progress toward a degree or certificate.

### **Overview of Satisfactory Academic Progress (SAP) Standards**

Financial aid recipients are expected to make reasonable and timely academic progress toward their declared program objective (degree or certificate) each semester. Reasonable progress is measured by the following standards:

#### **Standard 1 - The GPA Standard**

Meet the minimum cumulative grade point average required.

#### **Standard 2 – The Pace Standard**

Satisfactorily complete at least 67% of cumulative credit hours attempted

#### **Standard 3 – The Maximum Time Frame Standard**

Complete a degree/certificate program within the maximum time frame based on the published length of the program and the units required in the program.

Details of how each standard is measured are found below. However, it is important to understand that a student's entire academic history must be considered in these standards regardless of whether or not the student received financial aid for that course work.

Eligibility to enroll for classes does not mean that Satisfactory Academic Progress standards for the receipt of financial aid have been met.

### **Standard 1 – The GPA Standard**

Standard 1 is a qualitative measure of progress as measured by the student's cumulative grade point average (GPA). The cumulative GPA includes all Pacific College courses that have been graded. Pacific College academic policies determine

how the GPA is calculated including which grades count in the GPA calculation and the effect of course repeats on GPA. Students and advisors can see the student's cumulative GPA on the student's unofficial transcript.

To meet Standard 1, students must meet the minimum cumulative GPA requirement each semester as listed below: Massage

Programs (MTh, AAS, AS, AOS): 2.0 Grade Point Average

Master Degree Program:

2.0 Grade Point Average – Year one of the program (up until the 1st year Comprehensive Exam)

2.7 Grade Point Average – Year two of the program (up until the 2nd year Comprehensive Exam)

3.0 Grade Point Average – Year three of the program (also necessary to graduate)

## **Standard 2 - Pace**

Standard 2 is a quantitative measure which calculates the pace at which a student is progressing toward program completion. Pace is measured by the cumulative percentage of courses attempted that are successfully completed for credit. There are two steps in performing this calculation.

### **Step 1**

Not all credit posted to the student's academic record is a good indication of the 'pace' at which they are completing their program. As a result, the various types of academic credit within the same academic program (massage, nursing or Master's) are evaluated based on the following:

Types of courses and credits that is included in this calculation:

1. All PCOM courses within the academic program
2. All transferable courses from other colleges and universities applicable to the academic program
3. Repeated coursework

Types of courses and credit that is not included in this calculation:

1. Audited coursework
2. Military credit
3. Course withdrawal for extenuating circumstances beyond the student's control (as described in Catalog) as documented in the student's academic record.
4. Courses taken that do not apply to the student's current program of study.

### **Step 2**

Based on the courses that are included above, pace is then calculated by dividing the total number of credit hours successfully completed (passed with units earned) by the total number of credit hours actually attempted.

- Total Units Earned/Completed = all course work where credit is earned with a grade of A, B, C, P, and CH.
- Total Units Attempted = Total credits Earned/Completed PLUS all course work with a grade of W, F, I, and IP. To meet Standard 2, students must satisfactorily complete at least 67% of all cumulative credits attempted as calculated above.

## **Standard 3 – Maximum Time Frame**

Standard 3 is also a quantitative measure to determine if the student is actually completing their academic program within a reasonable overall time frame based on units completed divided by number of terms completed. Students may not continue to receive financial aid once they have exceeded this standard. It is important to emphasize that once the maximum time frame is exceeded the student is considered ineligible for further financial aid and must complete their program without the benefit of these financial assistance programs. There are two steps in performing this calculation.

### **Step 1**

First the maximum number of semesters allowed for the undergraduate programs must be determined. This is calculated by multiplying the number of semesters published in the college catalog for each undergraduate program by 150% to arrive at the maximum number of semesters a student can attempt and still receive financial aid.

An undergraduate student may not receive federal financial aid funding for more than 150% of the published length of the program.

For the Master's program the maximum time frame is eight (8) years.



At the end of each term each student's progress is evaluated to determine if they are on schedule to finish their program within the above Step 1 guidelines for Maximum Time Frame.

**Step 2**

The total number of units attempted by the student in their course of study (Massage or Master's) is calculated and then divided by the total number of semesters completed to determine if the student will complete their program in the Maximum Time Frame. As not all units posted to the student's academic record can count toward the certificate or degree program requirements, the following exclusions/adjustments are made:

1. Course withdrawals for extenuating circumstances beyond the student's control (as described in the college catalog) as indicated by the assignment of a grade of WE are excluded. Documentation of extenuating circumstances must be included in the student's academic record.
2. Transferable credits from another college will be counted based on college policy.
3. Military credits are excluded.
4. Courses taken that do not apply to the student's current program of study.

The following chart illustrates the minimum cumulative number of units that must be successfully completed each term in order to meet the Maximum Time Frame standard.

<b>Financial Aid Satisfactory Academic Progress Requirement - Maximum Time Frame/Average Units Per Term</b>			
<b>Entered Program on or after Fall 2017</b>			
<b>San Diego - Entered Program on or after Fall 2011</b>			
<b>Program</b>	<b>Program Units</b>	<b>Maximum # of Terms</b>	<b># Units per Term</b>
MTh	36	3 terms	12
AAS	60	8 terms	7.5
AAS – Part Time	60	8 terms	7.5
AS	64.5	8 terms	8.6
AS – Part Time	64.5	8 terms	8.6
DAC-EL (upgrade)	15	2 terms	7.5
DACM	192	22 terms	8.72
T-DACM (upgrade)	15	2 terms	7.5
DAOM-PG	63.5	12 terms	6
MSTOM	180.5	22 terms	8.20
<b>New York - Entered Program on or after Fall 2011</b>			
<b>Program</b>	<b>Program Units</b>	<b>Maximum # of Terms</b>	<b># Units per Term</b>
AOS	65.5	8 terms	8.0
BS Nursing	60	8 terms	7.5
BS Nursing Part Time	60	8 terms	7.5
MSTOM	178.5	22 terms	8.0
MSAC	156	18 terms	7.5
Herbology Certificate	40	12 terms	3.5

<b>Chicago - Entered Program on or after Fall 2011</b>			
<b>Program</b>	<b>Program Units</b>	<b>Maximum # of Terms</b>	<b># Units per Term</b>
MTh	36	3 terms	12
AAS	64.5	8 terms	8.0
AS	69	8 terms	8.0
MSAc	133.5	18 terms	7.5
MSTOM	178.5	22 terms	8.0
DACM	190	22 terms	8.5
DAC-EL	150	18 terms	8.5

### **Determining Satisfactory Academic Progress**

Satisfactory Academic Progress is monitored at the end of each academic term (fall, winter and spring). Students who fully meet all three standards above are considered in GOOD standing for SAP. Students who are not meeting the standards will be notified via email of the results and the impact on their aid eligibility.

Students who have exceeded the Maximum Time Frame (Standard 3) are immediately ineligible to receive additional financial aid assistance. Students may appeal this ineligible status (see “Appeal Guidelines” below). In addition, students who have been academically disqualified or suspended are also not eligible to receive financial aid assistance until formally reinstated to the College.

### **Warning Status**

Students who are not meeting Standard 1 (GPA) or Standard 2 (Pace) or Standard 3 (Maximum Time Frame) are first placed on financial aid WARNING if they were in GOOD status the prior term. A student on financial aid warning will continue to receive financial aid for **one term** despite a determination that the student is not making Satisfactory Academic Progress.

At the end of the next enrolled term, students on WARNING must meet all three standards to be deemed eligible for continued financial aid. Students who remedy their deficiency and are fully meeting the SAP Standards will be considered in GOOD standing for SAP again. If the GPA, Pace or Maximum Time Frame standard is still deficient, the student becomes INELIGIBLE for financial aid. This student may appeal his ineligible status (see “Appeal Guidelines” below). A student whose appeal is approved will be defined as on PROBATION and may receive aid for one additional term.

### **Probation Status**

At the end of the next enrolled term, students who had, the previous term been on WARNING, must be meeting all three SAP standards to be deemed eligible for continued financial aid. Students not meeting all three SAP standards will be considered ineligible from further Federal financial aid funding. This student may appeal this decision which must include an academic plan (See “Appeal Guidelines” below). If an appeal that includes an academic plan is approved, the student will be placed on PROBATION and may receive financial aid for at least an additional term. Continued aid eligibility will be monitored each term based on the details of the academic plan. Failure to fully satisfy the approved academic plan will make the student INELIGIBLE for financial aid if the student has also not begun meeting the SAP standards. If students have failed to maintain satisfactory progress based on an approved plan or by meeting the SAP standards, no further appeal opportunity is allowed. Students can only regain financial aid eligibility if they complete additional coursework without the benefit of financial aid which brings them in full compliance with the SAP Standards or their approved academic plan. If the student continues to make progress based on their approved academic plan, or if they are meeting all the SAP standards they will be considered in GOOD standing.

### **Impact on the Disbursement of Financial Aid**

### **Important notice for Student on WARNING or PROBATION**

Financial Aid regulations do not allow for the disbursement of any financial assistance for the next semester until the campus can ensure that the student will be eligible to receive the financial aid under these SAP standards. As a result, a hold will be placed on the disbursement of financial aid for those students who are at risk of becoming INELIGIBLE. This includes:

1. Students who are on WARNING
2. Students who are on PROBATION
3. Students who are being monitored based on an approved academic plan
4. Students who are approaching the Maximum Time Frame Standard

Once grades are posted and SAP Standards can be monitored, the hold will be released for those deemed eligible. The hold will not be released for those deemed ineligible until such time as an appeal is approved.

Due to the timing of grade submission and start of semester, a delay in the release of funds past the beginning of the next term may occur. As a result, students in one of the 4 statuses above may have financial aid funds withheld for the following term until the fourth week of classes.

### **Re-Gaining Eligibility**

Students in an INELIGIBLE status may regain eligibility as follows:

- For students not meeting the GPA, Pace or Maximum Time Frame standards, enroll without the benefit of financial aid assistance and complete coursework that improves your cumulative GPA and/or completion rate to bring them in full compliance with the SAP Standards or the approved academic plan.
- Submit a written appeal to Financial Aid SAP Committee.

### **Request to have Satisfactory Academic Progress Recalculated**

If adjustments have been made to the student's academic record after their SAP status has been calculated, students may request in writing that their SAP status be re-reviewed. This may be necessary when:

- Grades for the term were posted after SAP was calculated
- Grade changes including the resolution of an incomplete
- Transfer credit has been posted
- A change of academic objective

### **Appeal Guidelines**

Students who fail to meet these standards and lose eligibility for financial aid can appeal the decision. As part of all appeals, the student is required to provide the following:

1. The *Satisfactory Academic Progress (SAP) Appeal* form that includes a personal statement explaining:
  - Extenuating circumstances that led to the student not meeting the SAP standards
  - What actions the student is taking to ensure future academic progress
2. Documentation to support extenuating circumstance(s). Examples of extenuating circumstances include (but are not limited to):
  - A period of illness or injury for the student
  - A period of illness or injury for an immediate family member requiring the student's assistance
  - Death of a family member
  - Family difficulties (financial, divorce, etc.)
  - Military Service
  - Students with disabilities

### **Additional Information Required**

#### **Appeal of the Maximum Time Frame Standard**

1. The *Satisfactory Academic Progress (SAP) Appeal* Form
2. Detailed Academic Plan completed by the student's Program Advisor or Academic Dean showing how the student will meet remaining program requirements

#### **Appeal after Warning Semester**

1. The *SAP Appeal Form*
2. Detailed Academic Plan completed by the student's Program Advisor or Academic Dean showing how the student will meet remaining program requirements.

### **Appeal after Probation Semester**

1. The SAP Appeal form
2. Detailed academic plan showing how the student will address the SAP standard deficiencies and make reasonable academic progress toward certificate or degree. The plan must also show how they will meet all remaining program requirements.

The SAP Appeal form with Academic Plan and any other required documentation must be submitted to the Financial Aid Office within two (2) weeks of the date of the ineligibility notification. Appeals will be evaluated by the Financial Aid SAP Appeal Committee within two (2) weeks of receipt of the completed appeal. Students will be notified of the results by email. If a student wishes to challenge the denial of an appeal, they must provide a clear written rationale for this challenge within two (2) weeks of receipt of the appeal denial to the Director of Financial Aid. The Director will consult with the Dean of Students and/or Academic Dean or Campus Director, as appropriate in responding to the challenge.

### **Graduate, Leave of Absence or Withdrawal**

At the point that you graduate, leave the college or take a leave of absence, you must complete on-line Loan Exit Counseling session. The Financial Aid Office is required to update your enrollment status and date of enrollment status change in the National Student Loan Data System. If you drop below half time or fully withdraw during the course of the semester portions of your federal aid may need to be returned as required by Pacific College policy and federal student aid regulations.

The following situations require Loan Exit Counseling:

- Graduation
- Transfer from one Pacific College campus to another
- Withdrawal from the college (either official or unofficial)
- Enrollment in fewer than 6 units of required courses
- Academic dismissal
- Failure to return from an approved leave of absence.

Loan Exit Counseling is a federal requirement and the college has the right to withhold transcripts and documents required for licensing or certification exams until we receive confirmation this requirement has been met. Visit [www.studentloans.gov](http://www.studentloans.gov) to complete Loan Exit Counseling.

The National Student Loan Data System ([www.nslds.ed.gov](http://www.nslds.ed.gov)) will provide you with information on all of your federal student loans. Refer to this website for a list of all your federal student loans.

### **Withdrawal**

If you received financial aid and withdraw from all of your classes within the first 60% of the term we must recalculate your financial aid eligibility according to a federally prescribed formula. Since funds are awarded based on your attendance for the entire term, we must recalculate your award based on the actual number of days you attended. This will determine if you received funds for which you are not eligible. If due to your withdrawal, you received federal student aid funds for which you are not eligible that exceeds any refund of tuition from dropped courses, you will owe that amount to Pacific College.

We recommend that you check with the financial aid office to find out if you will owe a repayment before withdrawing from all of your classes. We can advise you while you are considering withdrawing as to what will happen in your specific situation.

You must officially withdraw from all of your classes using the appropriate registration procedures, refer to the college catalog [www.pacificcollege.edu](http://www.pacificcollege.edu) or contact the Registrar for your campus for withdrawal procedures. The Financial Aid Office will be notified of your withdrawal and the date you last attended class. The last date of attendance must be used to calculate the actual number of days you attended.

Based on the last date of attendance, the Financial Aid Office determines the percentage of the semester you attended. This percentage is then applied to the aid disbursed or that could have been disbursed to determine the amount you earned. If the amount disbursed to you is less than the amount you earned, we will notify you of your eligibility and give you the opportunity to receive that aid. If the amount disbursed to you is greater than the amount you earned, then unearned funds have to be returned. This may include a return of funds by the school and repayment by you to Pacific College.

Aid will be returned in the following order (as required under federal regulation):

1. Unsubsidized Federal Stafford Loan
2. Subsidized Federal Stafford Loan
3. Federal PLUS Loan (Graduate Student)
4. Federal PLUS Loan (Parent)
5. Federal Pell Grant
6. Federal Supplemental Educational Opportunity Grant (FSEOG)

The return of funds by the college is paid from Pacific College resources, which may create an obligation from you to the College. Any repayment of grants or loan funds you may owe will be payable to the college. Any loan funds you received that were not returned by the college you will be required to repay in accordance with the terms of the promissory note.

If a fee refund is applicable these funds will first be used to cover any return of funds by the college with any remainder being issued to you

If you owe a repayment, you will receive an invoice from the college for the amount of funds for which you are not eligible. If you are eligible to receive additional funds, we will process a check and mail it to the address on file with the Financial Aid Office.

Until you pay the balance in full: you will not be eligible for further federal financial aid and not be allowed to enroll in any future semesters or access college services (transcripts, etc.).

If you drop all courses, do not register in the subsequent semester or fail to return from an approved leave of absence, you will be presumed to have dropped from the program and any further disbursement of aid will be canceled and your enrollment status updated in the National Student Loan Data System to “not enrolled” as of the last date of attendance.

You may request an academic approved Leave of Absence in accordance with federal regulation for no more than 180 days within a 12-month period; however, the financial aid department will consider you as a withdrawn student. Pacific College administration may approve an extended Leave of Absence due to extenuating circumstances, within the 12- month period. However, it will not count as an approved Leave of Absence for financial aid purposes. The Financial Aid Office will change your enrollment status to “not enrolled” and your student loan(s) will enter the grace period.

If you do not return prior to the end of the 180 days your **6-month** grace period will have elapsed and you will have to begin repayment of your student loans. In addition, if you received financial aid in the term that you began your Leave of Absence, regulations require us to determine if you need to repay part or all of the financial aid received. At the point that you return to your studies at Pacific College you must contact the Financial Aid Office and complete the process needed to reactivate your aid. If you transfer to another academic institution, you will need to contact the servicer of your student loan(s) regarding eligibility for an in-school deferment.

## Contact Us

The Financial Aid Office staff at Pacific College of Oriental Medicine is here to assist you. Please feel free to contact our office with any question or concerns. We can be reached by phone, e-mail or in-person. We wish you well in your studies and look forward to assisting you.

## Phone Numbers:

San Diego (619) 574-6909  
Fax (619) 574-1804

New York (212) 982-3456  
Fax (212) 982-6514

Chicago (773) 447-4822  
Fax (773) 477-4109

Web Address: [www.pacificcollege.edu](http://www.pacificcollege.edu)

E-mail: [financialaid@pacificcollege.edu](mailto:financialaid@pacificcollege.edu)

