

FINANCIAL OBLIGATIONS

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Students receive a payment schedule at registration and are expected to meet their financial obligations according to the published schedule. While Shorter College reserves the right to change the tuition and fee schedule at any time, tuition and fee rates are guaranteed unchanged for students who complete their programs according to the prescribed curriculum schedule. A late fee of \$25 is charged each time a payment is received after the due date, and \$25 will be charged for each check returned for insufficient funds. All tuition payments are due a week prior to the class start date.

Students must agree to apply for and accept all available federal, state, and denominational grants.

DOCUMENTED LEARNING FEES

Documented learning fees are not reflected in the regular payment schedule. Refer to pp. 31 for details on documented learning fee.

REFUND POLICY

1. Application fees are not refundable.
2. Grade and tuition charges will be assigned based on the number of class sessions a student attends in a course. Students are eligible for tuition refund

under the conditions as listed under the drop policy listed above.

3. Students who begin class as provisional students pending the completion of their admission file subsequently may be denied admission. Any tuition paid for a course previously completed by the student is not refundable. Provisionally admitted students are not eligible for any form of financial aid until they are fully accepted, at which time financial aid becomes retroactive.
4. In compliance with federal regulations, funds for students receiving financial aid will be returned to the appropriate financial aid sources upon official withdrawal from the program.
5. **WARNING:** If a student withdraws from the entire program before earning 12 semester hours of credit, the student will not be eligible for state grants. Any federal money for which the student qualifies will be returned to the financial aid source on a prorated scale. The student will be personally responsible for several hundred dollars of costs which otherwise would have been paid by these grants. This is true for each segment of 12 hours during the program.

FINANCIAL AID

Shorter College has a long-standing tradition of assisting students in financing their college education. Financial aid is available from a variety of sources, including: the state of Georgia and the Federal Government.

The best source of information about sources of financial assistance for educational expenses while enrolled in college is the Financial Aid Office. This office seeks to enable all qualified persons to attend Shorter College by putting together the best financial aid package possible for each student applicant. Guidelines must be observed in order to make the financial aid program equitable and to provide financial assistance for as many students as possible.

GENERAL REGULATIONS

Students must apply for financial aid each year. The financial aid office will coordinate which documents are required for application and renewal each year. Some of these processes may be electronic. For need-based programs, proper need analysis must be used to determine eligibility for those programs.

Eligibility for financial aid is first determined by a student's acceptance to Shorter College. Once a student has been properly admitted to Shorter College, a preliminary financial aid award package will be sent to the student. The financial aid will not be disbursed to the student's account until the student is properly enrolled and attending classes for the specific period of enrollment. Most financial aid is

based on **full-time enrollment status**, which is defined as a minimum of 24 semester hours over a minimum of 30 weeks of instruction for non-term programs (Professional Studies). Any deviation from full-time status may result in re-calculation of financial aid awards.

A student's eligibility to participate in the financial aid programs listed below is contingent upon the student's academic standing. Regulations regarding Satisfactory Academic Progress for financial aid are found in this section.

STATE AID

Georgia Tuition Equalization Grant (GTEG)

Under current state regulations, qualified Georgia residents are eligible to receive the Georgia Tuition Equalization Grant (GTEG) to be applied directly to reduce the costs of tuition for full-time undergraduate students who attend private colleges and universities in Georgia. Application for the GTEG is made once at the student's initial registration at Shorter College. Residency status is checked each year to verify the student's eligibility to renew and maintain the GTEG. GTEG awards are established each year by the legislature of the State of Georgia and are subject to change.

HOPE Scholarship

Initial HOPE scholarship eligibility is determined by the student's high school guidance office. HOPE

scholarship recipients are reviewed by Shorter College for continued eligibility in the spring semester each year as well as at the 30th, 60th, and 90th attempted semester hour levels. HOPE Scholarship funds are available to eligible undergraduate students only. Continued eligibility is based on the number of hours attempted and cumulative grade point of average of 3.0 or higher. HOPE awards and regulations are established by the legislature of the State of Georgia and are subject to change. For further information about the HOPE Scholarship, contact the Georgia Student Finance Commission at 1-800-546-HOPE.

FEDERAL AID

All Federal Student Aid programs are subject to regulations set forth by the US Department of Education and are subject to change or cancellation by Congressional action. Eligibility for Federal Student Aid programs is determined by a student's submission of the Free Application for Federal Student Aid (FAFSA). The FAFSA must be renewed each year. The FAFSA is available electronically at www.fafsa.ed.gov. For current information concerning Federal Student Aid programs, contact the Shorter College Financial Aid office.

Pell Grants

Pell Grants are federal grants made available to undergraduate students who demonstrate sufficient financial need. As a grant program, the funds do not have to be repaid. Application for Pell grant eligibility is made with the submission of the FAFSA.

Federal Supplemental Educational Opportunity Grants (FSEOG)

FSEOG funds are provided by the US Department of Education for undergraduate students with special financial problems in connection with college expenses. As a grant program, FSEOG funds do not have to be repaid. FSEOG funds are limited each year and are awarded at the discretion of the Financial Aid office. Recipients of FSEOG funds must also be eligible to receive Pell grant funds unless otherwise determined by the Financial Aid office.

Federal Work-Study Program (FWS)

The FWS program provides job opportunities to students demonstrating financial need so they can earn part of their educational expenses. Eligibility for the work-study program is determined by the Financial Aid office based on a student's indication of interest, demonstration of financial need, and the availability of campus work-study positions. Work-study funds are available to undergraduate and graduate students.

Loan Programs

Shorter College participates in the Stafford Loan program, the PLUS Parent Loan program, and the Perkins Loan program. Each of these loan programs is regulated by the US Department of Education. As loan programs, the funds must be repaid, and a variety of deferred repayment options exist. Application for these loan programs is made

with the submission of the FAFSA each year. Loan funds are available to undergraduate and graduate students.

Post-baccalaureate students returning to Shorter for teacher certification are eligible for Stafford loans and Perkins loans for one year. Stafford loans are available to students enrolled in graduate programs.

SATISFACTORY ACADEMIC PROGRESS FOR FINANCIAL AID

In order for a Shorter College student to receive financial aid from federal assistance programs, the student must demonstrate satisfactory academic progress. The financial aid criteria for evaluating satisfactory academic progress differ somewhat from standards for academic probation and suspension as stated in other sections of this catalog.

Evaluation of satisfactory academic progress will be based on all courses taken at Shorter College and all previous credits transferred in and applied to the student's degree program at Shorter. Hours attempted at previous colleges but not applied to the student's degree program will not be included in the assessment of Satisfactory Academic Progress for financial aid. At Shorter College, satisfactory academic progress for financial aid will be evaluated once per academic year by the Offices of the Registrar and Financial Aid according to the following schedule:

Non-term programs – at the end of each student's financial aid award year (24 credit hours minimum) prior to processing the next award year. Per federal statute, satisfactory academic progress for continued receipt of federal financial aid is measured in terms of a qualitative component (GPA) and a quantitative component (length of time to complete the program).

Qualitative Component:

Students must have a minimum grade point average (GPA) of 1.67 by their first checkpoint for Satisfactory Academic Progress in order to retain federal financial aid. Students must have a minimum grade point average (GPA) of 2.00 for all other checkpoints for Satisfactory Academic Progress.

Quantitative Component:

Students must successfully complete 2/3 (67%) of their coursework for each academic year at the appropriate checkpoint for Satisfactory Academic Progress. Students must also complete their degree program within 150% of the normal time frame for completing the respective program.

A first-time financial aid recipient (not including first-time freshmen or transfer students) must satisfy the necessary standards for the timeframe in which the student has been enrolled at Shorter. For example, suppose a student becomes eligible to receive financial aid for the first time after the fourth semester of enrollment. The student must have attained a cumulative GPA of 2.00 for federal aid to be disbursed. An entering freshman will be understood to be maintaining satisfactory academic progress during the

first two semesters of attendance; a transfer student will be understood to be maintaining satisfactory academic progress during the first semester at Shorter College.

No student will be awarded federal aid for more than twelve (12) semesters of enrollment at Shorter College (excluding summers). In the case of transfer students, remaining full-time terms of eligibility will be determined according to the number of semester hours accepted by Shorter College.

Hours Accepted For Transfer	Remaining Award Years of Eligibility (Non-Term)
1 – 9	6
10-19	5 ½
20-31	5
32-44	4 ½
45-57	4
58-69	3 ½
70-96	3

If a student finds it necessary to change his/her major upon reaching SENIOR status, an extension of two semesters may be granted for receipt of federal financial aid. If a degree change is necessary, a maximum of one year extension will be granted. These changes must be officially recorded in the Office of the Registrar, and the student must notify the Financial Aid office in writing. Students who find it necessary to change degree or major *prior* to reaching senior status are expected to complete the objective within a total of 10 full-time semesters.

Incomplete coursework (“I” grades) will not be used in calculating hours earned for satisfactory academic progress. In the case of a student who has an incomplete grade, the GPA will be calculated for that enrollment period without the “I” grade being used. The incomplete, when cleared to a letter grade, will be counted in the cumulative GPA for the next period of eligibility (next payment period). A course that is required to be repeated to fulfill graduation requirements or satisfy major field standards will be used in its repetition to calculate hours. (If a course is repeated which was previously passed successfully, these hours will not be used in the quantitative calculations for satisfactory academic progress but will be used in calculating the cumulative GPA). A student will have a maximum of two (2) repeats of a course to bring up a grade.

Students not maintaining satisfactory academic progress will have only one probationary period of enrollment (one 12-hour sequence for non-term programs) during which they may receive federal and/or state aid). At the end of the probationary period of enrollment, the student must have maintained a 2.0 GPA for that specific term in order to retain financial aid for future terms. If the student maintains the 2.0 GPA during the probationary term but does not increase his/her cumulative GPA to required standards, the probationary period may continue at the discretion of the Director of Financial Aid. A meeting with the Director of Financial Aid will be required at this

point. If the student does not successfully maintain a 2.0 GPA during the probationary period of enrollment, no financial aid will be made available to the student until he/she meets the appropriate requirements for Satisfactory Academic Progress based on GPA and hours specified for the specific enrollment status and classification.

Students who experience mitigating circumstances, such as personal illness or injury, injury or death of an immediate family member which requires the student to withdraw temporarily from college, drop out, or receive grades of incomplete, may have one semester extension of time in meeting the foregoing requirements for satisfactory academic progress. To receive the extension, the student must provide a personal statement and/or other documentation as required by the Director of Financial Aid. The Financial Aid Committee will have final discretion.

This statement of Satisfactory Academic Progress for financial aid supersedes all previous regulations regarding Satisfactory Academic Progress for financial aid at Shorter College.